

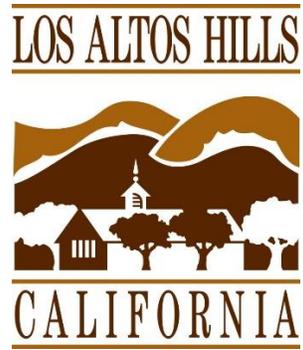


LOS ALTOS HILLS



CALIFORNIA

**ADOPTED
FY20-21 OPERATING BUDGET
FY2021-2025 FIVE YEAR CAPITAL IMPROVEMENT PLAN**



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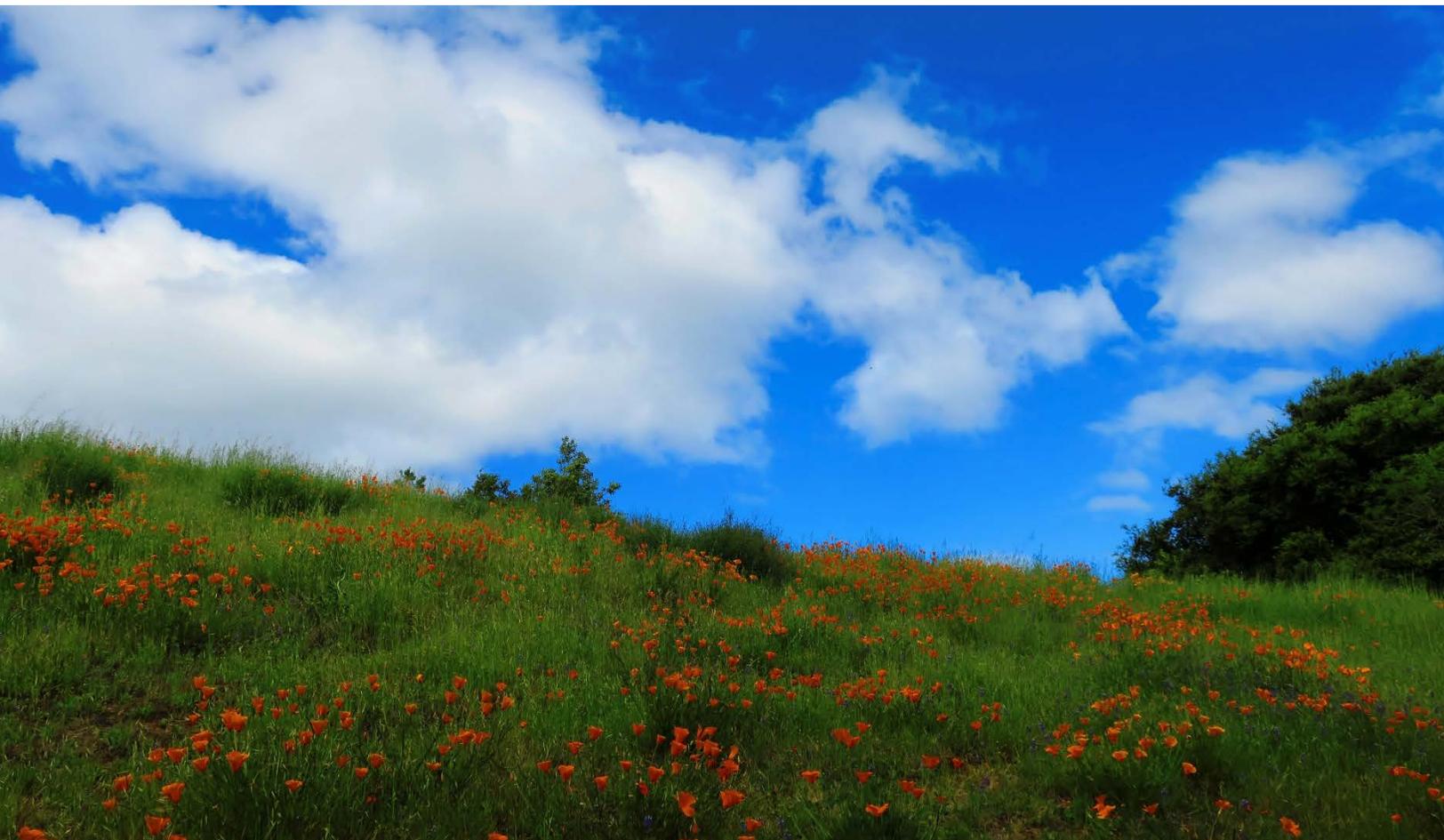
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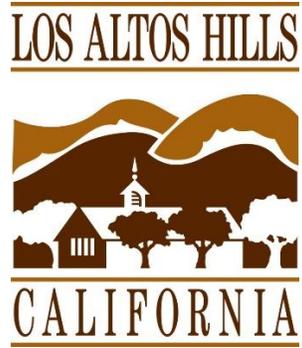
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Budget Message





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CITY MANAGER'S MESSAGE

To the Residents of the Town of Los Altos Hills, Honorable Mayor and Members of the City Council:

It is my pleasure to submit to you a FY2020-21 Operating and the FY2021-25 Five-Year Capital Budget for the Town of Los Altos Hills. As you read through this document, keep in mind that the budget serves as more than just the financial and operating plans for the Town. This budget is a way for you to understand the priorities and goals that the Council has set and foresee the work that staff will strive to accomplish in the next year. It reflects the Town's continued commitment to incrementally enhance the quality of life for all Town residents in a manner that's cost effective and fiscally sustainable.

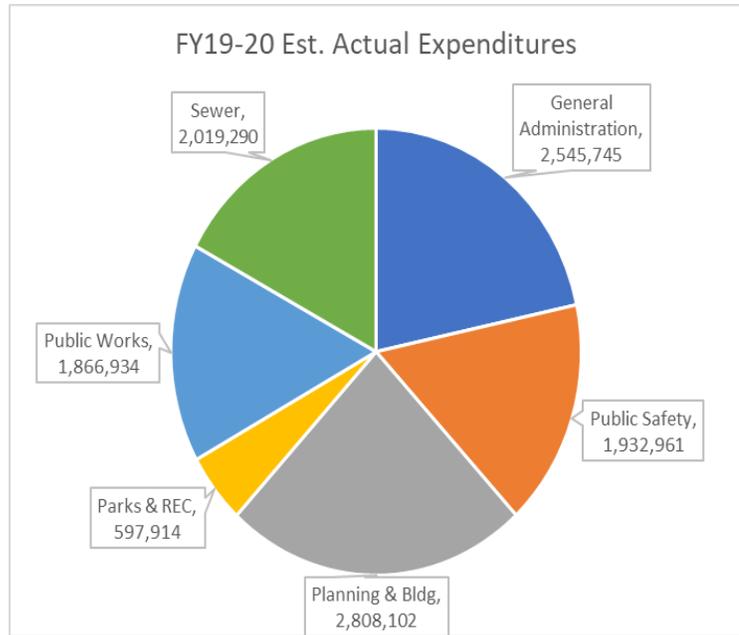
The Economic Impact of COVID-19

The COVID-19 pandemic and related health orders from the County, State, and Federal sectors of the government have left lasting impacts in all our lives. Moreover, the effects of this unprecedented event have influenced many financial decisions when setting the FY2020-21 budget. It is important, especially in the unforeseen future, to situate the Town in the best financial setting possible to endure whatever rises or falls may come in the economy ahead.

2019-20 Overview

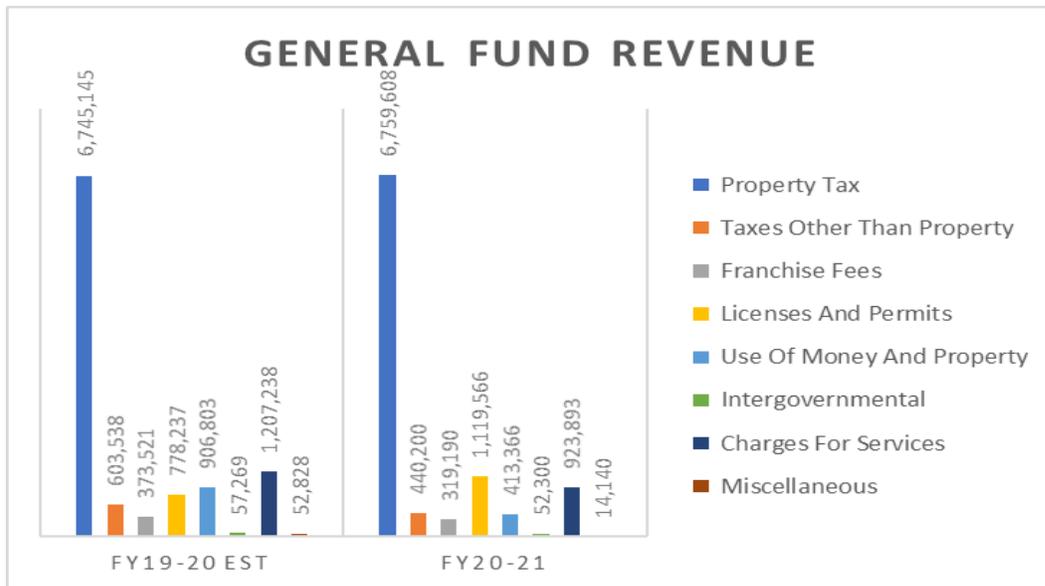
Financially, the Town's governmental fund reserves continue to grow as a result of better than expected property tax revenues, more site-development activities, and cost containing efforts by Town Staff. The projected fund reserves at June 30, 2020 total \$15 million, 21.4% increase from the previous year. An additional \$6.4 million increased the governmental fund reserves with the newly Reserve Policy being introduced in 2019.

Cancellation of the spring/summer special events impacted Parks & Recreation expenditures by 30%. The General Fund had an overall reduction of 4.3 percent from the FY2019-20 budget. The expenditures increased by 6.8 percent in the FY2020-21 budget from the prior year to include filling vacant positions and increased CalPERS retirement costs. Additional increases are for the election, staff professional development, computer software consulting to name a few. In April 2020, City Council approved the Cost Allocation Plan and User Fees.



FY2020-21 Economic Outlook

Property tax and site development revenues continue to be the main source of income for the Town, representing 78 percent of total governmental fund revenues. The Town projects property tax revenue to be \$6.7 million in 2020-21, an increase of 2 percent from projected 2019-20 actual.



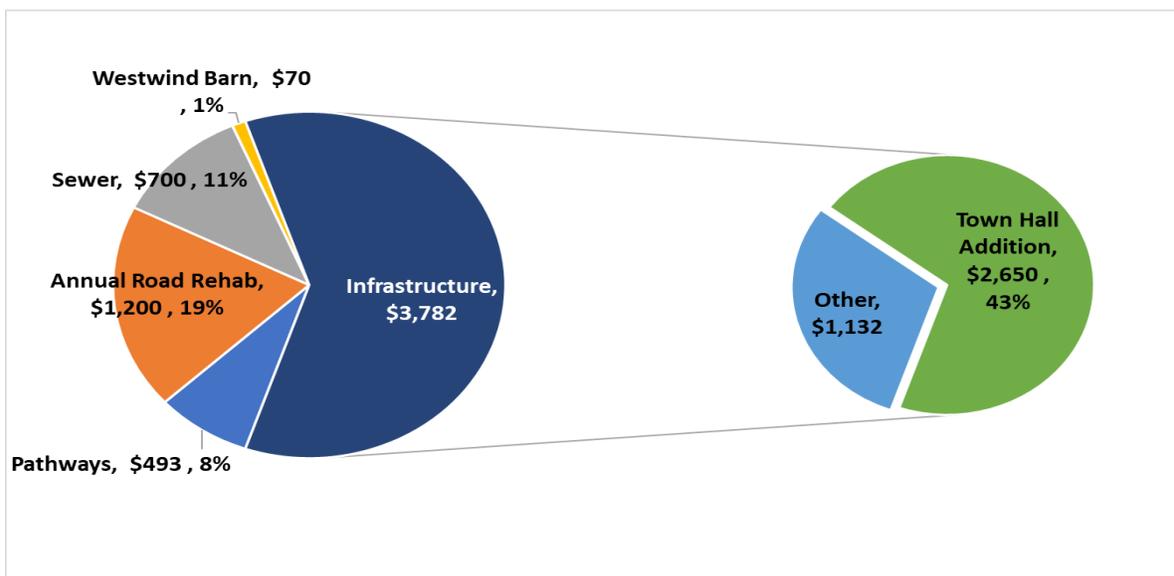
With the recent pandemic of the COVID-19 it is uncertain how the state economy will affect the Town financially. The plan is to take a conservative approach on operating expenditures and return to City Council within 3-6 months once staff has more information on the state economy and potential impacts on the revenue.

FY2020-21 Goals and Objectives

For FY2020-21, the total Proposed Budget is \$18.88 million with \$3.9 million in the Sewer Fund and this figure is inclusive of the service enhancement requests and capital improvement budget. Some key goals for FY2020-21 include, completion of the Master Path Map, complete the Town's website redesign project, break ground on the Town Hall addition, implement new streaming and agenda management platform, implementation of the new User Fees for cost of services, provide assistance to the Neighborhood Watch Program, and multi-purpose building at Purissima Park. The Town Hall Addition is our biggest project. The project was initiated by City Council in 2018 to address a shortage of employee office space and limitation of on-site meeting and classroom facilities. Phase 1 of the project includes converting the open patio behind the Council Chambers. In Phase 2 we will demo the 880 square-foot parks and Recreation building and two large redwood trees. Also, included is an addition of 1,960 square feet on the south end of the Town Hall building. The Goals and Objectives are covered in each Department's Narrative.

The proposed Operating Budget is intended to maintain current service levels. Staff is recommending minimizing the operating service enhancements. These proposed enhancements include \$40K for the November election and reclassify the Maintenance limited term position to permanent status. Currently, we are not proposing any staff merit increases. However, we plan to review the revenue projections and provide a merit increase recommendation at mid-year. A vacant position in Administrative Services and the City Clerk's Office are not proposed for hire at this time. Temporary services will be utilized and is included in the budget.

The Capital Projects in the Proposed FY2020-21 budget totaled \$6.2 million budget. The Capital Projects are identified by Infrastructure, Pathways, Road Rehab, Sewer, and Westwind Barn. The chart below shows the percentage and dollars by CIP by type. The Town Hall Addition has the largest budget in the amount of \$2.6 million.



Sewer Operations

The Sewer Fund is fully supported by sewer service charges to residential and non-residential customers and sewer connection fees assessments on new connections added to the sewer system. In FY2019-20, the City Council approved maintaining the current sewer charge for FY2020-21 and to revalidate the sewer rate study during the next fiscal year to determine if a rate increase is needed to meet the Town's long-term sewer enterprise funding needs.

Special Acknowledgements

I would like to especially thank the Administrative Services Director, Sarina Revillar, for implementing a new budget process this year. Accountants Jocelyn Misola and Miranda Shum were invaluable to the team effort as they assisted in the preparation of the financial data. This year a new process was taken to compose the FY2020-21 budget and it would never have been successful without the support of the entire Management Team. Finally, a special acknowledgment to the City Council for providing clear policy direction.

Respectfully Submitted,

s/ Carl Cahill City Manager

Budget Process





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BUDGET PROCESS

BUDGET PROCESS OVERVIEW

The Town of Los Altos Hills adopts a yearly Operating and five-year Capital Plan. The budgets are prepared with detail revenue and expenditure appropriations for the fiscal year beginning July 1st and ending June 30th and is presented as a summary level budget document. Budget schedules are prepared on the same basis as the Town's financial statements and in accordance with generally accepted accounting principles (GAAP).

BUDGET PURPOSE

The Operating Budget and the Capital Improvement Plan serve as the town's financial plan, as well as a policy document, a communications tool, and an operations guide. Developed with an emphasis on long term financial stewardship, sustainability, service delivery, and program management. A fundamental purpose of these documents is to provide a linkage between the services and projects the Town intends to accomplish, and the resources committed to get the work done. The format of the budget facilitates this linkage by clearly identifying program purpose, key projects, and workplan goals, in relation to revenue and expenditures appropriations.

BASIS OF BUDGETING AND ACCOUNTING

The Budget is prepared in accordance with Generally Accepted Accounting Principles. The budget for government funds has been prepared on a modified accrual basis. The modified accrual method recognizes expenditures when the related fund liability is incurred. Revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The annual budget contains the revenues, appropriations and other financial information pertaining to all Town operating and capital budgets. This is consistent with the Town's basis of accounting as reported in its Comprehensive Annual Financial Report (CAFR).

Government budgets and accounting uses a mix of accounting methods. A hybrid cash and accrual accounting system known as 'Modified Accrual Basis' recognizes revenues when measurable and available.

The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 45 days after the fiscal year.

Revenues are recognized in the period earned/collected. Expenditures are recorded when the liability is incurred. General long-term debt is recognized as expenditures to the extent they have matured.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Property and sales tax, interest certain state and federal grants, and charges for services are accrued when their receipt occurs with sixty (60) days after the end of the accounting period to be both measurable and available. However, debt service expenditures, as well as expenditures related to claims and judgments are recorded only when payment is due. General capital assets acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and capital leases are reported as other financing sources.

Proprietary Fund Types include the Enterprise and Internal Service Funds, are used to account for the Town's business-type activities. Proprietary funds are reported using the economic resources measurement focus and full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Fiduciary funds are custodial in nature (i.e. assets equal liabilities) and do not involve the measurement of the results of operations.

Key Difference Between Basis of Budgeting and Basis of Accounting

There are two main differences between basis of budgeting and basis of accounting

1. Often budget reflects the Town's goals and intention while accounting reflects actual event. For example, the Town may intend to fill a vacant position in a future fiscal year and contract with a consultant in the current fiscal year. Under such circumstances, the Town would budget for the vacant position as if it will be filled in the current fiscal year but record consultant cost as contractual or professional services when the bill comes.
2. Within the same fund, allocations in and allocations out must be offset in accounting method. In budget, they are presented as whole. Budgeting rules allow this flexibility - to offset or to present separately. Budgeting best practice allows the agency to show both as long as the methodology is consistent and the budget document indicates area of duplication.

SUMMARY OF BUDGET DEVELOPMENT

The Town develops its budget in collaboration with departments and department heads as a team. The City Manager and Administrative Services Director guides the process through budget development; however, program budgets and workplans are developed with each department's director and program manager's oversight expertise. This approach allows for hands-on planning and creates a clear understanding for both management and staff of a programs goals and functions to be accomplished in the next budget year.

DEVELOPMENT PROCESS

The Operating and Capital Improvement Plan (CIP) annual development processes begin in January/February as the City Manager works with the City Council to develop and refine goals and directives for the upcoming budget year. The CIP is also reviewed during this time to determine funding capabilities, project priorities and to refine project workplans. The CIP Budget is a stand-alone body of work, CIP projects impact the Town's ongoing operations and are therefore incorporated into the Operating and Capital Summary Budget document through the resulting financial appropriations and service level requirements.

Through rounds of budget meetings and revisions, operational and capital workplans are reviewed and compiled and staff finalizes the proposed program and capital budgets. Financial summary information is finalized, and the proposed budget document is produced for City Manager and City Council review. Finally, a summary level Public Hearing presentation is prepared to highlight the notable budget impacts in the forthcoming year.

BUDGET ADOPTION

Development of the operating and capital budget is a year-round process with actual compilation and analysis over three months. The process begins with the review for the Mid-Year Financial Update and Budget Adjustment and the information is carried forward to the budgeting process. In February, The City Manager and the Budget Team provide guidance to the departments prior to preparation of department budgets related to economic outlook and parameters for budgeting. The annual budget cycle begins with the development of budget instructions, including policy directives and a budget calendar. Budget projections are submitted by department heads to the Administrative Services Department. The Administrative Services Department submits the draft proposed Town budget to the City Manager for review.

The City Manager presents the City Council and Finance and Investment Committee with a proposed budget. The City Council holds public joint study sessions with the Finance and Investment Committee and adopts the Town operating and capital budget no later than June 30th of each year.

During the year, the Administrative Services Department monitors economic changes that may affect the Town's revenue stream, coordinate with departments in identifying changing needs and demands, and present budget adjustments to the City Council as part of the mid-year review, as necessary. Public inputs are filtered through the 16 standing committees and to staff liaisons. These inputs are considered in the development of the budget and presented to the City Council for consideration as part of the budget review and throughout the year as separate Council action items.

Final council-directed revisions to the proposed budget are made and the budget documents are resubmitted to the Council for adoption, again in a publicized public hearing prior to the beginning of the fiscal year, typically in late June. The approved resolutions to adopt the CIP and operating budgets and the appropriation limitation (GANN Limit) follow later.

BUDGETARY CONTROL

The City Council appropriates the funds necessary to meet operating and capital activities. Budgetary control is maintained at the department level. The City Manager may approve transfers of appropriation from one program, activity or line-item within or across departments. However, total appropriations within a fund may only be increased with Council approval. Departments monitor and control budgets using the Town-wide financial system, and through quarterly reports of revenue and expenditure accounts.

Additional appropriations needed after the adoption of the budget may be requested and approved by Council through resolution during the year and are summarized during the mid-year financial update and budget amendment.



Town Information





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Town Profile

TOWN HISTORY



The Town of Los Altos Hills encompasses nine square miles, making it one of the smallest incorporated towns in Santa Clara County. There is an additional 5.2 square miles of unincorporated land adjacent to the Town’s boundaries that are designated within the Town’s “sphere of influence” and may be subject to the Town’s guidelines or annexation.

Incorporated on January 27, 1956, Los Altos Hills had an original population of 2,500; today, a little over 8,300 residents call Los Altos Hills home. Many are drawn to this Town because of the beauty of the area—rolling hills, picturesque valleys, and mild climate, much of the same reasons which drew the first inhabitants. One of the most distinctive features of the Town is the singular dedication to the preservation of a “residential-agricultural” lifestyle, which is manifested in gracious homes, vast open lands rolling hills, spectacular views of the South and East Bay communities, and a uniquely rural atmosphere—a rarity in the one of most densely populated counties in California. Another significant feature of the Town is the absence of commercial activity which the founding fathers foresaw, and present residents have long upheld as necessary to preserve the kind of lifestyle they desire by choosing to live within the Town limits. However, there are permitted uses such as schools, religious, and recreational clubs. Combined with the natural beauty, physical assets and the determination of the residents to maintain their rural lifestyles, the Town remains one of the most beautiful, unspoiled, and desirable residential communities in Northern California.

One of the most unique features of the Town of Los Altos Hills, and of which the town is justifiably proud, is its Pathway System. This system of pathways, which comprises about 85 miles of beautiful trails and off- road paths meanders around and connects most of the community, the Town’s sidewalk. With the cooperation of the residents, through easements and donations, this unique system is designed to allow users to appreciate the natural beauty of the Town at their own leisure, whether by walking, running, even on horseback, and in the process get acquainted with other residents.





The first Town Hall was built at no cost to its residents. The land was donated by the Town's first Mayor, Arthur E. Fowle, construction funds were donated by Mr. and Mrs. Dawson, and William Simrell, Jr. provided the architectural services. While it was envisioned to have sufficient space for a very small staff and City Council meetings, the space in Town Hall was quickly outgrown. In 1975, the first major remodeling was carried out, with the addition of a dedicated Council Chambers building on the west side.

In June 2005, the Town Hall had another renovation when it moved into a state-of-the-art building which encompassed the latest in solar technology, energy and eco-efficiency, yet retaining the rural characteristic that so defines this Town, largely due to the active inputs of the Town's residents. A solar monitor indicates at any time, the amount of energy generated by the solar panels. The Town is proud to be on the forefront of energy self-sufficiency and its design and technology is an example that other city halls and public buildings aspire to emulate. Town Hall also hosts periodic exhibits of works by local artists, and many of these works of art adorn the walls of Town Hall and City Council Chambers. The community donor wall at the entrance of the building showplaces the residents' and neighbors' creative tile designs, and is especially popular with the younger residents.

While embracing the latest in technology, similar efforts are also made to preserve the Town's heritage and historical links, including the design of the present Town Hall to showcase the heritage oak tree. Another defining characteristic of the Town's history, the fruit trees, is not forgotten. Twenty-five apricots and plum trees are planted in the area behind the solar panels attest to that, along with historical farm equipment on display.

Adjacent to the Town Hall is the Heritage House, a unique building reminiscent of an old school house. Formerly the Eschenbruecher House in Los Altos, it was donated to the Town in 1984. Today it functions as the Emergency Operations Center and a substation for the Santa Clara County Sheriff Office, as well as office space for staff.

In March 2015, the original Town Hall cupola was restored and installed in front of the Council Chamber. It sat on the first Town Hall for 47.5 years before Town Hall was demolished. In November 2014, the Town's History Committee presented to the City Council and suggested that the cupola be restored and installed in a prominent location as a reminder of the Town's past.



CITY COUNCIL GOALS

Preservation of Current Quality of Life

- Develop Town policy addressing Accessory Dwelling Units (ADUs)
- Exploration of Underground Utilities

Effective Service Delivery and Governance

- Clarify the role and charter of advisory committees
- Community survey
- Continue digital investment

Infrastructure

- Pathways Master Plan
- Town Hall Addition
- Parks needs assessment
- Multi-Purpose Building at Purissima Park

Emergency Preparedness and Public Safety

- Resilience and emergency preparedness
- Maintain Public Safety

Promote Sense of Community

- Retain local control of fire services
- Expand Neighborhood Watch Program

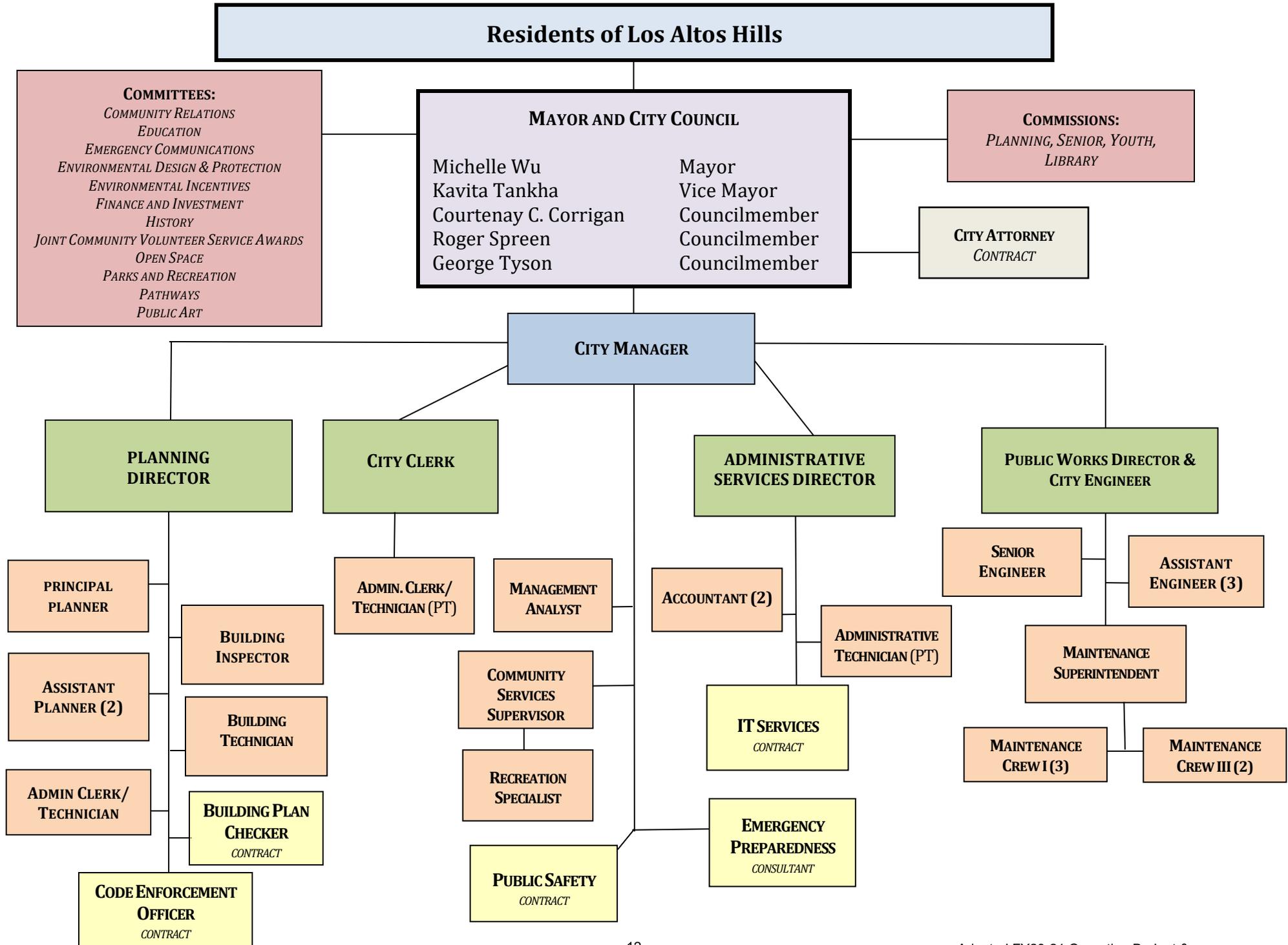
Transparency

- Maintain financial standing
- Staff retention/succession planning

Risk Mitigation

- Update Town's injury and Illness Prevention Program
- Maintain Health and Wellness Program

Residents of Los Altos Hills



Town Information

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

The Town of Los Altos Hills offers residents many opportunities to contribute to its direction and vision and to making the Town a place that it is the best it can be for all who call it home. Residents are invited to weigh in on major initiatives and suggest beneficial improvements for the Town. Residents can address the City Council at all meetings, and volunteers serve on a variety of committees. The meetings of the standing committees follow California's Open Meeting Laws (also known as the Ralph M. Brown Act). Roster as of May 2020 appointments.

Community Relations

City Council Liaison: Courtenay Corrigan

MEMBERS	TERM	TERM EXPIRATION
Roy Woolsey (Chair)	2 nd	May 2024
Roger Burnell (Vice Chair)	6 th	November 2020
Karen Emerizian	5 th	November 2020
Lana Einshlag	1 st	May 2021
Nena Price	2 nd	April 2021
ASSOCIATE MEMBERS		
Barbara Cannon	Neal Rayborn	Mehda Rishi
Ron Knapp	Ken Brown	

Education

City Council Liaison: Kavita Tankha

MEMBERS	TERM	TERM EXPIRATION
Ying Liu (Chair)	1 st	December 2021
Marissa Goodger	1 st	November 2020
Lakshmi Ramgopal	1 st	October 2020
Heather Rose	2 nd	June 2020
ASSOCIATE MEMBERS		
Kjell Karlsson		

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Emergency Communications

City Council Liaison: Kavita Tankha

MEMBERS	TERM	TERM EXPIRATION
Dru Anderson KG6LAD (Co Chair)	5 th	May 2022
Scott Overstreet N6NXI	6 th	May 2022
Robert Anderson KC6ZWG	5 th	May 2022
Sam Wood K6MSR	5 th	May 2022
Terry Kearney KM6LTQ	1 st	June 2022
Eduardo Arias (Co Chair)	1 st	June 2022
Edwin Jones W7WPO	4 th	November 2022
Jay Sutaria KN6JAY	1 st	June 2023
Andrew Kirk WB6CLS	4 th	August 2023
Ben Hu KK6HH	2 nd	October 2023

ASSOCIATE MEMBERS

Mark Bailey N6DY	Dave Stewart KF6DHX	David Gilmour WQ1K
Bob Rowe AF6LD	Bill Gibbons K6GH	Neil Katin K2LL
Peter Evans AI6VM	John Pfefferle	Greg Olsen K6XM
Robert Lisbonne KG6HOD	Andrew Fawcett KI6MAF	Maynard Stevenson W7MVT
Ray Egan	Bill Lattin KK6PCA	Larry Carr K6AGGJ

Environmental Design and Protection

City Council Liaison: Michelle Wu

MEMBERS	TERM	TERM EXPIRATION
Peter Brown (Chair)	1 st	July 2021
Carol Gottlieb	2 nd	July 2020
Wai Lee Wong	2 nd	August 2020
Nancy Couperus	2 nd	July 2021
Buvana Dayanandan	1 st	March 2022
Vijay Chawla	1 st	July 2022
Hajime Murakami	1 st	March 2023

ASSOCIATE MEMBERS

Neela Shukla	Kjell Karlsson
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STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Environmental Initiatives

City Council Liaison: Michelle Wu

MEMBERS	TERM	TERM EXPIRATION
Aileen Lee (Chair)	2 nd	April 2021
April Anair	2 nd	September 2020
Srini Srinivasan	2 nd	January 2021
Pat Lang	1 st	July 2021
Peter Evans	4 th	August 2021
Jolie Wu	1 st	June 2023
ASSOCIATE MEMBERS		
Kunjun Shah	Jay Schideler	Steve Schmidt
Serena Giori	Raj Reddy	Kit Gordon

Finance and Investment

City Council Liaison: Michelle Wu and Kavita Tankha

MEMBERS	TERM	TERM EXPIRATION
Roddy Sloss (Chair)	4 th	October 2023
Allan Epstein	3 rd	October 2020
Susan Mason	3 rd	May 2024
Christopher Nam	2 nd	May 2024
Stanley Mok	4 th	September 2021
Chris Welborn	2 nd	April 2022
Cheryl Breewort-Evans	1 st	September 2023
Medha Rishi	1 st	September 2023
ASSOCIATE MEMBERS		
Jim Lai	Frank Lloyd	Kjell Karlsson

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

History

City Council Liaison: Roger Spreen

MEMBERS	TERM	TERM EXPIRATION
Sally Wood (Co Chair)	1 st	July 2021
Carol Gottlieb (Co Chair)	2 nd	May 2024
Jitze Couperus	3 rd	February 2024
Sylvia Jensen	1 st	April 2022
Carol Grewal	1 st	June 2022
Denise Williams	1 st	August 2023
ASSOCIATE MEMBERS		
Joe Heinrich	Linda Swan	Vicky Gardiner Taylor

Joint Community Volunteer Service Awards

City Council Liaison: Kavita Tankha

MEMBERS	TERM	TERM EXPIRATION
Sandy Mingia (Chair)	2 nd	March 2023
Benjamin Gilkis	2 nd	March 2021
Don Mattson	1 st	March 2023
Lakshimi Ramgopal	1 st	March 2021

Library Commission

City Council Liaison: Courtenay Corrigan

MEMBERS	TERM	TERM EXPIRATION
Ying Liu	1 st	August 2020
Garó Kiremidjian	1 st	August 2020



STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Open Space

City Council Liaison: George Tyson

MEMBERS	TERM	TERM EXPIRATION
Kit Gordon (Co Chair)	1 st	November 2023
Richard Contreras (Co Chair)	1 st	November 2020
Susan Welch	3 rd	November 2020
Wendie Ward	3 rd	August 2021
Peter Brown	1 st	March 2022
Jean Struthers	5 th	May 2023
George Clifford	3 rd	June 2023
ASSOCIATE MEMBERS		
Karen Lemes	Sharon Schoendorf	Nancy Couperus

Parks and Recreation

City Council Liaison: Roger Spreen

MEMBERS	TERM	TERM EXPIRATION
Nina Sutaria (Chair)	2 nd	January 2024
Kathy Evans (Vice Chair)	3 rd	August 2020
Patty Radlo	5 th	August 2020
Yibin Tang	1 st	February 2023
Scott Vanderlip	4 th	May 2022
Ying Liu	1 st	October 2022
ASSOCIATE MEMBERS		
Rebecca Hickman	Karen Lemes	Helene Karlsson
Valerie Metcalfe	Jim Basiji	Kjell Karlsson
Alisa Bredo	Craig Murray	Kit Gordon
Nick French		



STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Pathways

City Council Liaison: Roger Spreen

MEMBERS	TERM	TERM EXPIRATION
Alisa Bredo (Chair)	2 nd	August 2023
Robert Elson	1 st	December 2020
Nick Dunckel	4 th	December 2020
Melissa Drydahl	1 st	December 2020
Sonja Wilkerson	1 st	December 2020
Ann Duwe	4 th	December 2020
Judy Nagy	1 st	January 2021
Valerie Metcalf	1 st	November 2021
Bridget Morgan	2 nd	March 2023
Richard Partridge	1 st	March 2023
ASSOCIATE MEMBERS		
Susan Cretekos	Nina Sutaria	

Planning Commission

Staff Liaison: Zach Dahl

MEMBERS	TERM	TERM EXPIRATION
Jitze Couperus (Chair)	2 nd	June 2020
Rajiv Patel (Vice Chair)	1 st	June 2022
Susan Mandle	2 nd	June 2020
Edward Smith	1 st	June 2022
Birgitta Indaco	1 st	June 2020

Public Art

Staff Liaison: George Tyson

MEMBERS	TERM	TERM EXPIRATION
David Milgram (Co Chair)	1 st	July 2021
Nicole Andrews (Co Chair)	1 st	September 2021
Erika Shapiro	1 st	January 2024
Diane Brauch	1 st	November 2021
Ellen Snider	1 st	May 2024

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Senior Commission

City Council Liaison: Michelle Wu

MEMBERS	TERM	TERM EXPIRATION
Jim Basiji	2 nd	June 2023
Zee Yu	1 st	March 2022

Youth Commission

Staff Liaison: Sarah Robustelli and Chris Knopf

MEMBERS	TERM	TERM EXPIRATION
Serena Theobald	4 th	May 2021
Jai Bahri	4 th	March 2020
Russell Yang	3 rd	May 2021
Mihir Mishra	3 rd	May 2021
David Leschensky	2 nd	May 2022
Ryan Manesh	4 th	May 2020
Kyle McKinney	2 nd	May 2023
Olivia Spreen	4 th	May 2022
Keela Zambre	3 rd	May 2021
Jennifer Cruden	1 st	May 2023
Raghav Ramgopal	1 st	May 2024
Daniel Young	1 st	May 2024
Anika Sikka	1 st	May 2023
DJ Tabrizi	1 st	May 2023
Ryan Tabrizi	4 th	May 2021
Mir Bahri	3 rd	May 2023

ASSOCIATE MEMBERS

Sara Eberle	Kiki Karnik
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PERSONNEL ALLOCATIONS

EXECUTIVE	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
City Manager †	1	1	1	1	1
Senior City Clerk	1	1	1	1	1
Management Analyst	--	--	--	1	1
Administrative Clerk/Technician	0.6	0.6	0.6	0.6	0.6
	2.6	2.6	2.6	3.6	3.6
ADMINISTRATIVE SERVICES	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Administrative Services Director	1	1	1	1	1
Financial Services Manager ‡	1	1	1	--	--
Senior Accountant ‡	--	--	--	--	--
Accountant	--	--	--	2	2
Accounting Office Assistant	--	--	--	--	0.6
Management Analyst I	1	1	1	--	--
Administrative Clerk/Technician	0.6	0.6	0.6	0.6	--
	3.6	3.6	3.6	3.6	3.6
PLANNING AND BUILDING	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Planning Director	1	1	1	1	1
Principal Planner	--	--	1	1	1
Senior Planner	1	1	--	--	--
Associate Planner ‡	--	1	--	--	--
Assistant Planner	2	1	2	2	2
Building Official	1	--	--	--	--
Building/Planning Technician	1	1	1	1	1
Senior Building Inspector	--	--	1	1	1
Building Inspector	--	1	--	--	--
Administrative/Clerk Technician	1	1	1	1	1
	7	7	7	7	7

ENGINEERING	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Public Works Director/City Engineer	1	1	1	1	1
Utility Engineering Manager	1	1	1	--	--
Engineering Services Manager †	--	--	--	--	--
Senior Engineer	--	1	--	1	1
Associate Civil Engineer †	--	--	--	--	--
Assistant Civil Engineer	1	1	2	3	3
	3	4	4	5	5

MAINTENANCE SERVICES	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Senior Maintenance Superintendent	1	1	1	1	1
Maintenance Worker I	1	1	1	1	2
Maintenance Worker II †	--	--	--	--	--
Maintenance Worker III	2	2	2	2	2
	4	4	4	4	5

RECREATION & COMMUNITY SERVICES	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Senior Community Services Supervisor	1	1	1	1	1
Community Services Manager †	--	--	--	--	--
Recreation Coordinator †	--	--	--	--	--
Recreation Specialist	1	1	1	1	1
	2	2	2	2	2

SUMMARY	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21
Executive	2.6	2.6	2.6	3.6	3.6
Administrative Services	3.6	3.6	3.6	3.6	3.6
Planning & Building	7	7	7	7	7
Engineering	3	4	4	5	5
Maintenance Services	4	4	4	4	5
Recreation	2	2	2	2	2
	22.2	23.2	23.2	25.2	26.2

† City Manager's salary is based on contract approval by City Council.

‡ These positions are available for internal promotions or hiring if there's a vacancy but are not budgeted.



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Financial Summaries





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Proposed Budget Changes

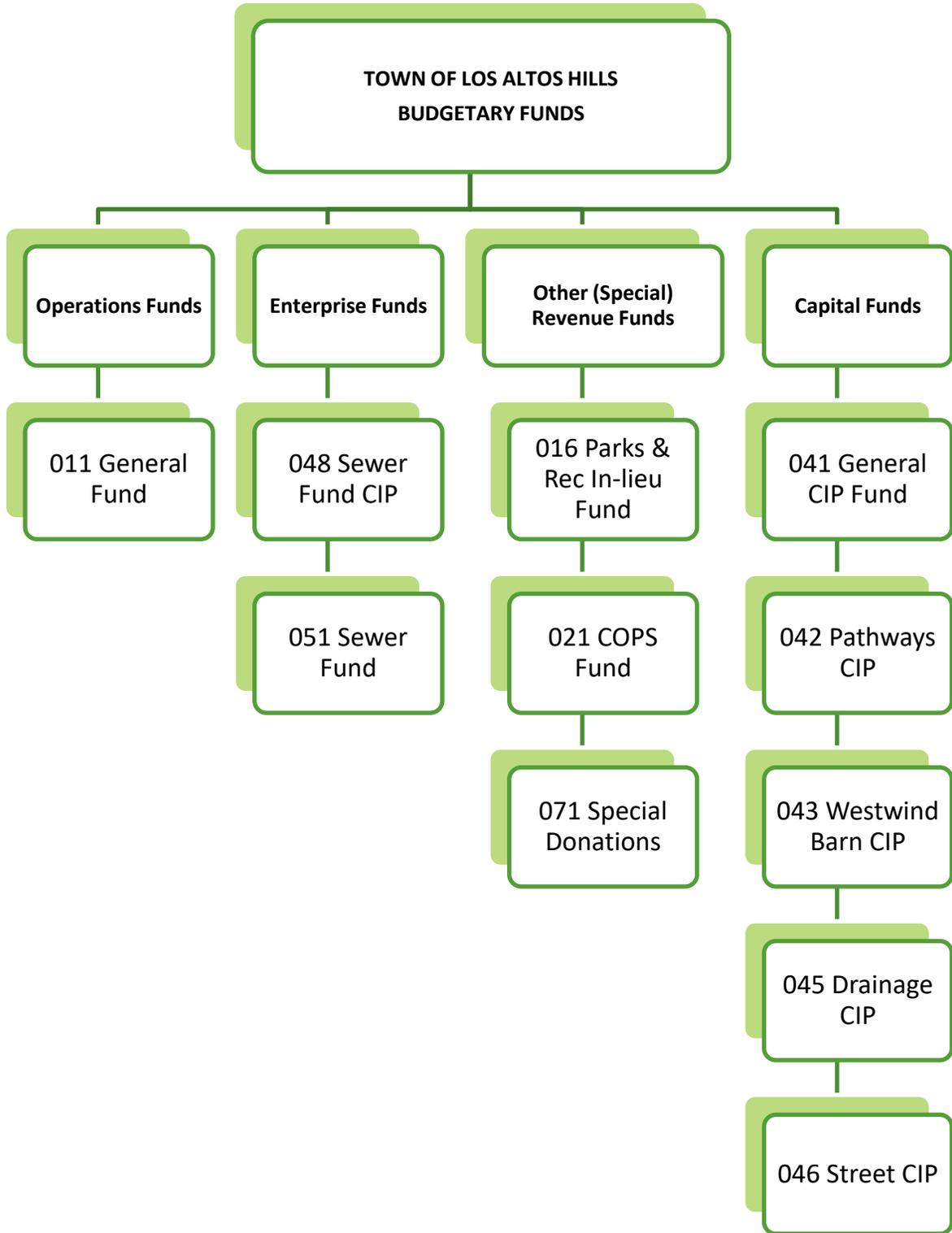
SERVICE ENHANCEMENTS

General Fund	
Election	40,000
Reclass limited term position Maintenance Worker I to permanent	No Impact
General Fund Total	\$ 40,000
Capital Projects	
Byrne Preserve Restoration	82,400
Cable Cost Sharing Program	50,000
Purissima Park Improvement	450,000
Town Hall Addition	2,650,000
El Monte Fire Station Underground (Rule20A)	300,000
Undergrounding Utilities Feasibility Study	250,000
Byrne Park Plunge	33,000
Edgerton Road Pathway	50,000
Page Mill from Lupine to Via Feliz	60,000
Summerhill Pathway	350,000
Annual Pavement Rehab and Drainage Improvement	1,200,000
Annual Sanitary Sewer Replacement Rehab	700,000
Westwind Barn Improvements	70,000
Capital Project Total	\$ 6,245,400



FY20-21 Salary Schedule				
Annual Range			Hourly Range	
Minimum	Maximum		Minimum	Maximum
City Manager	\$ 221,332	\$ 221,332	<i>salary</i>	
Senior City Clerk	\$ 136,922	\$ 147,447	<i>salary</i>	
City Clerk	\$ 73,880	\$ 136,922	<i>salary</i>	
Admin Clerk/Technician	\$ 46,427	\$ 79,533	\$ 22.32	\$ 38.24
Management Analyst	\$ 76,016	\$ 118,066	\$ 36.55	\$ 56.76
Administrative Services Director	\$ 131,617	\$ 198,302	<i>salary</i>	
Finance Manager	\$ 111,982	\$ 147,447	<i>salary</i>	
Senior Accountant	\$ 97,376	\$ 136,922	<i>salary</i>	
Accountant	\$ 68,023	\$ 101,807	\$ 32.70	\$ 48.95
Accounting Office Assistant	\$ 46,427	\$ 79,533	\$ 22.32	\$ 38.24
Planning Director	\$ 131,617	\$ 198,302	<i>salary</i>	
Principal Planner	\$ 108,242	\$ 155,111	<i>salary</i>	
Senior Planner	\$ 97,376	\$ 136,922	<i>salary</i>	
Associate Planner	\$ 76,016	\$ 118,066	\$ 36.55	\$ 56.76
Assistant Planner	\$ 68,023	\$ 101,807	\$ 32.70	\$ 48.95
Building/Planning Technician	\$ 56,583	\$ 83,558	\$ 27.20	\$ 40.17
Building Official	\$ 93,296	\$ 123,001	<i>salary</i>	
Senior Building Inspector	\$ 81,127	\$ 106,962	\$ 39.00	\$ 51.42
Building Inspector	\$ 68,958	\$ 90,919	\$ 33.15	\$ 43.71
Public Works Director & City Engineer	\$ 131,617	\$ 198,302	<i>salary</i>	
Utility Engineering Manager	\$ 112,572	\$ 161,316	<i>salary</i>	
Senior Civil Engineer	\$ 97,376	\$ 136,922	<i>salary</i>	
Associate Engineer	\$ 76,016	\$ 118,066	\$ 36.55	\$ 56.76
Assistant Engineer	\$ 68,023	\$ 101,807	\$ 32.70	\$ 48.95
Senior Maintenance Superintendent	\$ 136,922	\$ 161,316	<i>salary</i>	
Maintenance Superintendent	\$ 78,991	\$ 136,922	<i>salary</i>	
Maintenance Worker III	\$ 57,042	\$ 83,558	\$ 27.42	\$ 40.17
Maintenance Worker II	\$ 51,853	\$ 72,053	\$ 24.93	\$ 34.64
Maintenance Worker I	\$ 45,903	\$ 62,132	\$ 22.07	\$ 29.87
Senior Community Services Supervisor	\$ 106,962	\$ 136,922	<i>salary</i>	
Community Services Supervisor	\$ 60,776	\$ 106,962	\$ 29.22	\$ 51.42
Recreation Specialist	\$ 45,903	\$ 62,132	\$ 22.07	\$ 29.87

GENERAL FUND OVERVIEW



TOWN-WIDE FUND SUMMARY							
Fund No	Fund Title	Audited Fund Balance @ 6/30/2019	2019/20 Est. Actual Summary			Projected Fund Balance @ 6/30/2020	% Change in Fund Balance
			Revenue	Expenditure	Transfers In/(Out)		
General Fund							
011	General Fund						
	Operating Contingency	\$ 350,000	-	-	\$ 1,721,500	\$ 2,071,500	
	Disaster Contingency	1,250,000	-	-	-	1,250,000	
	Facilities Replacement Reserve	-	-	-	1,902,000	1,902,000	
	Internal Pension Reserve	1,600,000	-	-	975,000	2,575,000	
	Tech. Replacement Reserve	25,000	-	-	25,000	50,000	
	Private/Public Road	200,000	-	-	(200,000)	-	
	Risk Management Reserve	80,000	-	-	(80,000)	-	
	Vehicle & Equip Reserve	0	-	-	594,000	594,000	
	Unassigned Fund Balance	8,841,955	13,823,671	(9,751,655)	(6,364,054)	6,549,917	
11	Subtotal Fund	\$ 12,346,955	\$ 13,823,671	\$ (9,751,655)	\$ (1,426,554)	\$ 14,992,417	21.4%
Special Revenue Funds							
016	Parks & Recreation in-Lieu	\$ 33,981	-	-	-	\$ 33,981	0%
021	COPS Fund	635,801	146,421	(121,865)	(400,000)	260,358	-59%
071	Special Donation	31,307	-	-	-	31,307	0%
	Subtotal Fund	\$ 701,089	\$ 146,421	\$ (121,865)	\$ (400,000)	\$ 325,646	-54%
Capital Funds							
041	General Capital	\$ 22,204	\$ 100,000	\$ (110,000)	246,000	\$ 258,204	1063%
042	Pathway Capital	795,502	113,000	(55,000)	-	\$ 853,502	7%
043	Westwind Barn Capital	183,044	50,000	(117,000)	-	\$ 116,044	-37%
045	Drainage Capital	703,613	41,000	(10,000)	-	\$ 734,613	4%
046	Street Capital	745,050	500,000	(1,534,554)	1,580,554	\$ 1,291,050	73%
	Subtotal Fund	\$ 2,449,413	\$ 804,000	\$ (1,826,554)	\$ 1,826,554	\$ 3,253,413	33%
Sewer Funds							
048, 051	Sewer Funds	\$ 3,205,406	\$ 3,179,181	\$ (2,769,290)	\$ -	\$ 3,615,297	13%
	Subtotal Fund	\$ 3,205,406	\$ 3,179,181	\$ (2,769,290)	\$ 0	\$ 3,615,297	12.8%
	Total All Funds	\$ 18,702,863	\$ 17,953,273	\$ (14,469,363)	\$ 0	\$ 22,186,773	18.6%

TOWN-WIDE FUND SUMMARY								
Fund No	Fund Title	Estimated Fund Balance @ 6/30/2020	2020/21 Budget Summary			Projected Fund Balance @ 6/30/2021	Change in Fund	
			Revenue	Expenditure	Transfers In/(Out)			
General Fund								
011	General Fund							
	Operating Contingency	\$ 2,071,500	-	-	\$ 379,500	\$ 2,451,000		
	Disaster Contingency	1,250,000	-	-	-	1,250,000		
	Facilities Replacement Reserve	1,902,000	-	-	243,900	2,145,900		
	Internal Pension Reserve	2,575,000	-	-	-	2,575,000		
	Tech. Replacement Reserve	50,000	-	-	-	50,000		
	Private/Public Road	-	-	-	-	-		
	Risk Management Reserve	-	-	-	-	-		
	Vehicle & Equip Reserve	594,000	-	-	24,317	618,317		
	Unassigned Fund Balance	6,549,917	12,167,587	(10,961,779)	(4,647,717)	3,108,008		
011	Subtotal	\$ 14,992,417	\$ 12,167,587	\$ (10,961,779)	\$ (4,000,000)	\$ 12,198,225	-18.6%	
Special Revenue Funds								
016	Parks & Recreation in-Lieu	\$ 33,981	-	-	-	\$ 33,981	0.0%	
021	COPS Fund	260,358	-	(33,673)	-	226,685	0.0%	
071	Special Donation	31,307	-	-	-	31,307	0.0%	
	Subtotal	\$ 325,646	\$ 0	\$ (33,673)	\$ 0	\$ 291,973	-10.3%	
Capital Funds								
041	General Capital	\$ 258,204	\$ 100,000	\$ (4,260,029)	\$ 4,000,000	\$ 98,175	-62.0%	
042	Pathway Capital	853,502	61,000	(493,000)	-	421,502	-50.6%	
043	Westwind Barn Capital	116,044	50,000	(70,000)	-	96,044	-17.2%	
045	Drainage Capital	734,613	40,000	(40,000)	-	734,613	0.0%	
046	Street Capital	1,291,050	510,000	(717,629)	-	1,083,421	-16.1%	
	Subtotal	\$ 3,253,413	\$ 761,000	\$ (5,580,658)	\$ 4,000,000	\$ 2,433,755	-25.19%	
Sewer Funds								
048, 051	Sewer Funds	\$ 3,615,297	\$ 3,218,357	\$ (2,885,679)	\$ 0	\$ 3,947,975	9.2%	
	Subtotal	\$ 3,615,297	\$ 3,218,357	\$ (2,885,679)	\$ 0	\$ 3,947,975	9.2%	
	All Funds	\$ 22,186,773	\$ 16,146,943	\$ (19,461,789)	\$ 0	\$ 18,871,928	-14.9%	

TOWN-WIDE FINANCIAL SUMMARY

FINANCIAL SUMMARY	General Fund		Special Revenue Funds		General Capital Funds		Sewer Fund		Total	
	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
	Estimate	Adopted	Estimate	Adopted	Estimate	Adopted	Estimate	Adopted	Estimate	Adopted
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
REVENUE BY TYPE										
Property Tax	\$ 6,644,587	\$ 6,759,608	-	-	-	-	-	-	\$ 6,644,587	\$ 6,759,608
Taxes Other Than Property	563,538	440,200	-	-	-	-	-	-	563,538	440,200
Franchise Fees	373,521	319,190	-	-	-	-	-	-	373,521	319,190
Licenses And Permits	1,169,935	1,119,566	-	-	-	-	-	-	1,169,935	1,119,566
Use Of Money And Property	906,803	413,366	-	-	150,000	150,000	62,854	27,578	1,119,657	590,944
Intergovernmental	57,269	152,300	146,421	-	500,000	510,000	-	-	703,691	662,300
Charges For Services	1,207,238	923,893	-	-	154,000	101,000	3,112,166	3,190,779	4,473,404	4,215,672
Miscellaneous	52,828	14,140	-	-	-	-	4,160	-	56,988	14,140
Allocations In	2,847,949	2,025,324	-	-	-	-	-	-	2,847,949	2,025,324
TOTAL REVENUE	\$ 13,823,671	\$ 12,167,587	\$ 146,421	\$ 0	\$ 804,000	\$ 761,000	\$ 3,179,179	\$ 3,218,357	\$ 17,953,271	\$ 16,146,943
EXPENDITURES BY FUNCTION										
General Administration	\$ (2,545,745)	\$ (2,964,760)	-	-	-	-	-	-	\$ (2,545,745)	\$ (2,964,760)
Public Safety	(1,932,961)	(2,031,571)	(121,865)	(33,673)	-	-	-	-	(2,054,826)	(2,065,245)
Planning & Building	(2,808,102)	(2,928,431)	-	-	-	-	-	-	(2,808,102)	(2,928,431)
Parks & Recreation	(597,914)	(955,193)	-	-	-	-	-	-	(597,914)	(955,193)
Public Works	(1,866,934)	(2,081,823)	-	-	-	-	(2,019,290)	(2,185,679)	(3,886,224)	(4,267,503)
Capital Outlay - Sewer	-	-	-	-	-	-	(750,000)	(700,000)	(750,000)	(700,000)
Capital Outlay - Governmental	-	-	-	-	(1,826,554)	(5,580,658)	-	-	(1,826,554)	(5,580,658)
TOTAL EXPENDITURES	\$ (9,751,655)	\$ (10,961,779)	\$ (121,865)	\$ (33,673)	\$ (1,826,554)	\$ (5,580,658)	\$ (2,769,290)	\$ (2,885,679)	\$ (14,469,363)	\$ (19,461,789)
TRANSFERS IN / (OUT)										
TRANSFERS IN	\$ 400,000	-	-	-	\$ 1,826,554	\$ 4,000,000	\$ 750,000	\$ 700,000	\$ 2,976,554	\$ 4,700,000
TRANSFERS OUT	(1,826,554)	(4,000,000)	(400,000)	-	-	-	(750,000)	(700,000)	(2,976,554)	(4,700,000)
TOTAL TRANSFERS	\$ (1,426,554)	\$ (4,000,000)	\$ (400,000)	\$ 0	\$ 1,826,554	\$ 4,000,000	\$ 0	\$ 0	\$ 0	\$ 0
CHANGE IN FUND BALANCE	2,645,462	(2,794,192)	(375,443)	(33,673)	804,000	(819,658)	409,889	332,678	3,483,908	(3,314,846)
FUND BALANCE, BEGINNING	12,346,955	14,992,417	701,089	325,646	2,449,413	3,253,413	3,205,406	3,615,297	18,702,863	22,186,773
FUND BALANCE, ENDING	\$ 14,992,417	\$ 12,198,225	\$ 325,646	\$ 291,973	\$ 3,253,413	\$ 2,433,755	\$ 3,615,297	\$ 3,947,975	\$ 22,186,773	\$ 18,871,927

GENERAL FUND REVENUE AND EXPENDITURES BY CATEGORY

011					(A)	(B)	(B)/(A)-1	(C)	(C)/(A)-1
Financial Summary	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Percent	2020-21	Percent
	Actual	Actual	Budget	Actual	Budget	Est. Act.	Change	Adopted Budget	Change
Revenue by Category									
Property Tax	\$ 5,302,028	\$ 5,721,225	\$ 5,944,886	\$ 6,385,652	\$ 6,627,066	\$ 6,644,587	0.3%	\$ 6,759,608	2.00%
Taxes Other Than Propert	610,337	667,037	638,776	466,062	440,200	563,538	28.0%	440,200	0.00%
Franchise Fees	573,336	579,333	532,240	530,991	312,931	373,521	19.4%	319,190	2.00%
Licenses And Permits	1,544,996	1,246,623	1,276,232	1,060,772	1,150,026	1,169,935	1.7%	1,119,566	-2.65%
Use Of Money And Propert	171,227	196,920	80,570	582,075	410,032	906,803	121.2%	413,366	0.81%
Intergovernmental	60,357	41,460	57,230	50,965	52,300	57,269	9.5%	152,300	191.20%
Charges For Services	1,069,543	1,113,081	1,037,665	853,059	912,552	1,207,238	32.3%	923,893	1.24%
Miscellaneous	21,246	56,902	38,900	364,998	20,901	52,828	152.8%	14,140	-32.35%
Allocations In	1,459,279	1,632,812	1,784,369	1,748,699	2,005,271	2,847,949	42.0%	2,025,324	1.00%
Total Revenue	10,812,349	11,255,393	11,390,868	12,043,273	11,931,280	13,823,671	15.9%	12,167,587	2.0%
Expenditures by Category									
Personnel	(2,637,400)	(4,401,673)	(3,347,631)	(3,280,229)	(3,661,022)	(3,453,461)	-5.7%	\$ (3,918,053)	7.0%
Contractual Services	(2,458,185)	(2,504,205)	(2,647,879)	(2,795,502)	(2,959,049)	(2,691,015)	-9.1%	\$ (3,048,555)	3.0%
Professional Services	(400,235)	(372,666)	(499,207)	(529,754)	(457,916)	(520,677)	13.7%	\$ (464,450)	1.4%
Operations	(546,587)	(582,634)	(827,532)	(898,886)	(856,787)	(947,110)	10.5%	\$ (1,044,801)	21.9%
Allocations Out	(1,804,275)	(2,084,729)	(2,075,449)	(1,891,413)	(2,256,184)	(2,139,393)	-5.2%	\$ (2,475,920)	9.7%
Total Expenditures	(7,846,681)	(9,945,906)	(9,397,697)	(9,395,783)	(10,190,959)	(9,751,655)	-4.3%	\$(10,951,779)	7.5%
Transfers In / (Out)									
Transfers Out	(1,300,829)	(2,038,067)	(1,930,316)	(1,930,316)	(1,158,775)	(1,426,554)	23.1%	\$ (4,000,000)	245.2%
Total Transfers	(235,690)	(2,038,067)	(1,930,316)	(1,930,316)	(1,158,775)	(1,426,554)	23.1%	\$ (4,000,000)	245.2%
Change in Fund Balance	2,729,978	(728,580)	62,855	2,647,489	581,546	2,645,462		\$ (2,784,192)	
Fund Balance									
Beginning	9,727,896	12,457,874	11,729,294	11,729,294	14,376,783	12,346,955	-14.1%	\$ 14,992,417	4.3%
Ending	\$12,457,874	\$11,729,294	\$11,792,149	\$14,376,783	\$14,958,329	\$14,992,417	0.2%	\$ 12,208,225	-18.4%

DEPARTMENT SPENDING (EXCLUSIVE OF CAPITAL OUTLAY) - FIVE-YEAR COMPARISON

	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	Budget to Budget
Town-wide Expenditures by Department	Actual	Actual	Actual	Budget	Est. Actual	Adopted Budget	% Change
General Administration	\$ 1,839,645	\$ 1,981,324	\$ 2,499,538	\$ 2,541,455	\$ 2,545,745	\$ 2,964,760	16.7%
Public Safety	1,773,694	1,781,254	1,974,021	2,122,538	2,054,826	2,065,245	-2.7%
Planning & Building	2,439,656	2,540,126	2,642,159	3,042,571	2,808,102	2,928,431	-3.8%
Parks & Recreation	691,163	723,162	742,986	778,071	597,914	955,193	22.8%
Public Works	3,695,574	3,612,461	3,541,442	4,511,428	3,886,224	4,267,503	-5.4%
Non-Departmental	-	1,659,745	200,000	-	-	-	0.0%
Total Expenditures	\$ 10,439,732	\$ 12,298,072	\$ 11,600,146	\$ 12,996,063	\$ 11,892,810	\$ 13,181,131	1.4%
	\$ Increase (Decrease) from Est. Actual 2018-19			\$ 292,663		\$ 185,068	
	% Increase (Decrease) from 2019-20 Budget			3%		1%	
Internal Service Fund							
Town Center	\$ 372,138	\$ 395,956	\$ 386,454	\$ 427,285	\$ 401,170	\$ 474,350	11.0%
Corporation Yard	130,793	144,914	155,024	114,431	173,558	113,489	-0.8%
Vehicle Maintenance	138,490	89,119	(112,270)	83,300	69,286	80,942	-2.8%
Total Internal Service Allocated	\$ 641,420	\$ 629,989	\$ 429,208	\$ 625,016	\$ 644,014	\$ 668,782	7.0%
	\$ Increase (Decrease) from Est. Actual 2018-19			\$ 214,806		\$ 43,766	
	% Increase (Decrease) from 2019-20 Budget			50%		7%	

SEWER FUND

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	Budget to
Financial Summary	Actual	Actual	Budget	Actual	Budget	Est. Actual	Adopted	Budget
							Budget	% Change
Revenue by Category								
Sewer Assessment Charges	\$ 2,759,287	\$ 2,917,428	\$ 2,956,739	\$ 3,005,050	\$ 3,092,281	\$ 3,044,591	\$ 3,123,204	1.0%
Sewer Connection Fees	185,369	130,930	185,369	98,183	130,930	67,575	67,575	-48.4%
Use Of Money And Property	4,134	6,642	11,190	76,209	56,690	62,854	27,578	-51.4%
Miscellaneous	2,470	3,220	2,470	0	3,220	4,160	0	-100.0%
Total Revenues	2,951,259	3,058,220	3,155,767	3,179,442	3,283,121	3,179,180	3,218,358	-2.0%
Expenditures by Category								
Personnel	(168,700)	(26,241)	(164,820)	(187,293)	(235,868)	(293,421)	(155,083)	-34.3%
Sewer Treatment Cost	(1,024,901)	(890,814)	(1,118,393)	(822,836)	(1,276,049)	(1,024,000)	(1,306,540)	2.4%
Sewer Maintenance Contract	(417,474)	(314,042)	(472,500)	(379,499)	(486,675)	(319,000)	(501,275)	3.0%
Contractual Services	(9,198)	(17,528)	(53,953)	(8,105)	(29,487)	(11,780)	(8,857)	-70.0%
Professional Services	(278,535)	(410,764)	(289,035)	(175,273)	(195,605)	(97,450)	(10,500)	-94.6%
Operations	(14,146)	(15,138)	(12,900)	(6,930)	(12,969)	(7,196)	(26,500)	104.3%
Allocations Out	(273,292)	(271,226)	(277,351)	(286,423)	(302,693)	(266,443)	(176,925)	-41.5%
Total Expenditures	(2,186,246)	(1,945,754)	(2,388,951)	(1,866,359)	(2,539,347)	(2,019,290)	(2,185,679)	-13.9%
Net Operations	765,013	1,112,466	766,816	1,313,083	743,774	1,159,890	1,032,679	38.8%
Other Adjustments								
Capital Outlay	(740,123)	(1,041,716)	(1,100,000)	(699,307)	(1,100,000)	(750,000)	(700,000)	-36.4%
Net Change to Cash Reserves	24,891	70,750	(333,184)	613,776	(356,226)	409,890	332,679	-193.4%
Unrestricted Net Position								
Beginning	2,582,858	2,576,600	2,647,350	2,647,350	3,491,340	3,205,406	3,615,296	
Ending	\$ 2,607,749	\$ 2,647,350	\$ 2,314,166	\$ 3,261,126	\$ 3,135,114	\$ 3,615,296	\$ 3,947,975	



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Department Budgets



General Administration

CITY COUNCIL (011-1100)

MISSION:

The mission of the Town of Los Altos Hills is to provide high quality public services and facilities in a fiscally sustainable, responsive, and friendly manner and to foster a safe and healthy community in a semi-rural residential setting.

ORGANIZATION & DESCRIPTION:

The Council is composed of five members who are elected at-large on a non-partisan basis for 4-year staggered terms. The Mayor is appointed annually from among the elected Council members. The City Council is the governing board of the Town. It provides community leadership, enacts laws, adopts resolutions, ordinances and establishes policies for the Town government. The City Council also adopts an annual budget.

The Council meets the third Thursday of each month in formal, public session and occasionally in additional special meetings and study sessions. All City Council meetings are open to the public and are streamed live on the Town's website at <http://www.losaltoshills.ca.gov>. City Council agendas, reports, packets, minutes and video archives of the meetings are posted on the Town's website. The Mayor and City Council represent the Town on various local, regional, and State policy committees and commissions. The Council also reviews adopted State of California legislation and provides formal input into the legislative process.

PROGRAM SUMMARY & MAJOR SERVICES:

- Legislation
- Policy
- Budget

DEPARTMENT STAFFING:

The Town has five City Council members.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2019-20 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Completed the Master Path Plan by the end of the 19-20 fiscal year • Adopted changes to the Pathway Element of the General Plan on how Pathways are built in Town. • Signed a new 3-year agreement with Grassroots Ecology for Maintenance and Education Activities for Town-owned open space preserves. • Approved of a multi-purpose room / concession stand for the Parks and Recreation Grant 68 Project 	<ul style="list-style-type: none"> • Integrate the Master Path Plan into the Town's GIS • Focus on goals set at the January 31, 2020 City Council workshop • Encourage new residents to fill all vacancies the Town's Standing Committees
Emergency Preparedness and public safety	<ul style="list-style-type: none"> • Held first ever all-digital telecommunication City Council Meeting in response to Shelter-In-Place order • Provided critical information to the residents affected by the PG&E power shut offs during extreme weather events • Adopted a wireless telecommunication ordinance to regulate how telephone poles/antennas are installed in Town 	<ul style="list-style-type: none"> • Maintain the safety of residents and Town staff during any current and/or future public health pandemics • Increase community participation in emergency training (CERT) • Support neighborhood events that cultivate new residential relationships.

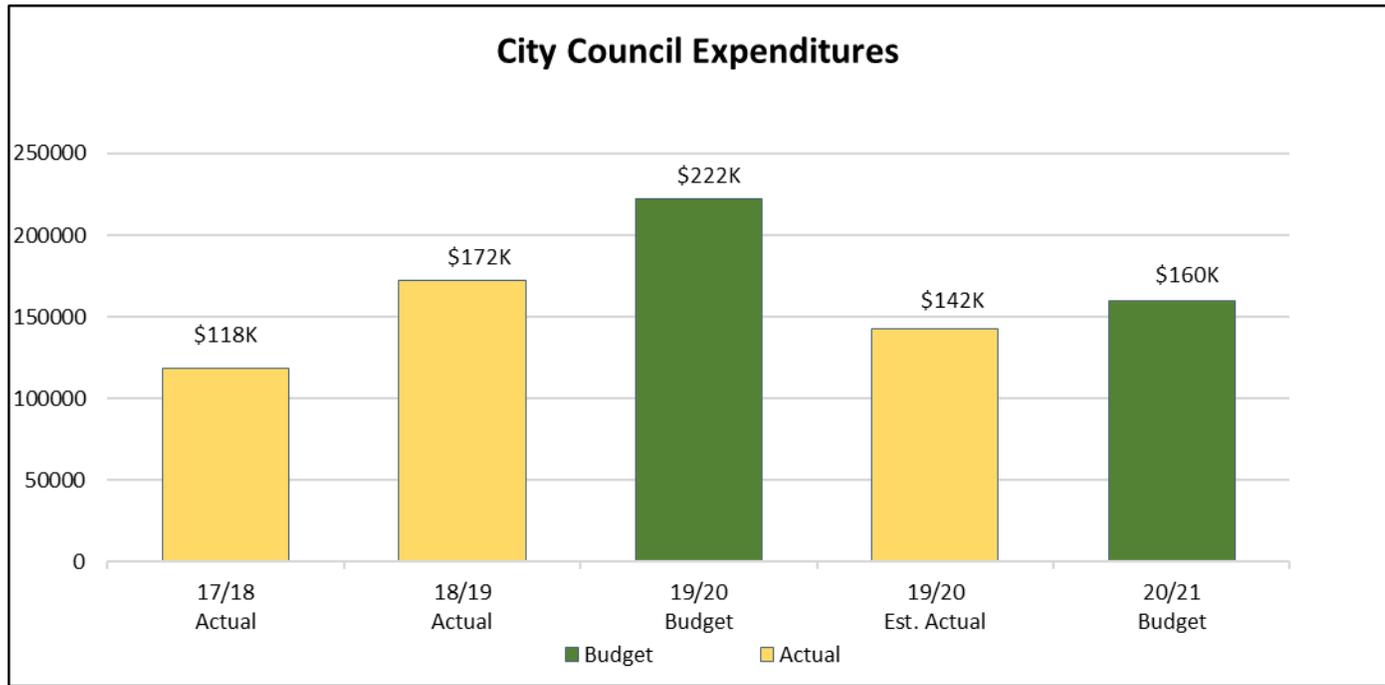
Town Goal	2019-20 Accomplishments	2020-21 Goals
Promote Sense of Community	<ul style="list-style-type: none"> Hosted the 2019 Volunteer Dinner and other Town Events Held two ribbon cutting ceremonies for the opening of public art donations and infrastructure projects 	<ul style="list-style-type: none"> Host the 2020 Volunteer Dinner and other Town events Support additional or different community events catering to diverse needs and interests
Transparency	<ul style="list-style-type: none"> Approved 2019-20 Operating and Capital Improvement Plan Made significant progress on implementing a new Agenda Management system – integration go-live date set for Summer 2020 Approved Cost Allocation Plan and Updated User Fee Schedule Approved the Building Code with Energy REACH Codes Approved ADU ordinance that protects the Town’s rural character. 	<ul style="list-style-type: none"> Approve the 2020-21 Operating and Capital Budget and Capital Improvement Plan Complete a survey of the residents regarding parkland usage, undergrounding utilities, and other Town concerns Review committee charters and consider opportunities for committee mergers Encourage residents to run in the election for City Council vacancies Conclude subcommittee recommendations
Risk Mitigation	<ul style="list-style-type: none"> Approved the 2019/20 Pavement Rehabilitation Project to ensure safety in using Town roads and improve CPI Approved 2019 Sanitary Sewer Repair and Replacement project to mitigate risk of sanitary sewer overflow 	<ul style="list-style-type: none"> Approve 2020/21 Pavement Rehabilitation Project Approve the 2020/21 Sewer Rehabilitation Project

BUDGET SUMMARY:

The largest reoccurring item to budget for within the personnel services of the City Council are the health insurance premiums for the Council members who elect to utilize the Town’s medical coverage. For the FY 2020-21 budget, this cost has been estimated at \$42,000. Additional funds have also been reserved to enroll new Councilmembers in offsite training since three (3) council seats are up for election/reelection come November.

Regarding services and supplies, the City Council’s budget is also heavily influenced by annual reoccurring special events, including the Volunteer Dinner. In past years the City Council has spent \$20,000 - \$23,000 on these special events. For the FY 2020-21 budget, \$18,000 is dedicated to the upcoming Volunteer Dinner.





Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In	112,172	172,404	222,324	151,656	149,985
Other Source/(Uses):					
General Fund Support	6,172	-	-	(9,326)	9,669
Total Funding Source	\$ 118,344	\$ 172,404	\$ 222,324	\$ 142,330	\$ 159,654
Department Spending					
Personnel	60,233	65,733	130,241	64,956	70,625
Professional Services	16,179	10,481	13,000	14,976	17,900
Operations	41,932	96,190	79,083	62,398	61,460
Allocations Out					9,669
Total Expenditures	\$ 118,344	\$ 172,404	\$ 222,324	\$ 142,330	\$ 159,654
				\$ Increase/(Decrease) From Est. Actual	\$ 17,324
				% Increase/(Decrease) From Est. Actual	12%

CITY MANAGER (011-1200)

MISSION:

Provide overall management of the Town pursuant to Title 2, Chapter 3, Article 2 of the Municipal Code, execute Council policy, and ensure that residents of Los Altos Hills receive excellent customer service and fair value for their tax dollars.

ORGANIZATION AND DESCRIPTION:

The City Manager Office consists of one budget unit. City Manager provides an oversight of all Town Departments and manages contracts for Law Enforcement services with the County of Santa Clara Sheriff's Office, Animal Services with the City of Palo Alto, Sanitary Sewer maintenance with West Bay Sanitary District and IT Services with the City of Redwood City. The City Manager is responsible for carrying out the policies and directives of the City Council and for the overall management of the Town operations. The City Manager is responsible for preparing and submitting the adopted annual Budget and salary plan to the Council. The City Manager hires and supervises the Executive Management Team that includes the Department Heads of each Town department.

PROGRAM SUMMARY & MAJOR SERVICES:

- Direct and organize Town services and departments
- Supervise all public property and assets under jurisdiction of the Council
- Recommend the adoption of policies and ordinances as necessary
- Purchase materials and supplies necessary for the conduct of the public's business
- Enforce contracts, agreements and permits authorized by the Council
- Oversee public information, customer service and community engagement

DEPARTMENT STAFFING:

The City Manager's Office has 1.53 full-time equivalent, which is comprised of a full-time City Manager, 40% of a Management Analyst and 13% of a part-time Administrative Clerk/Technician.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

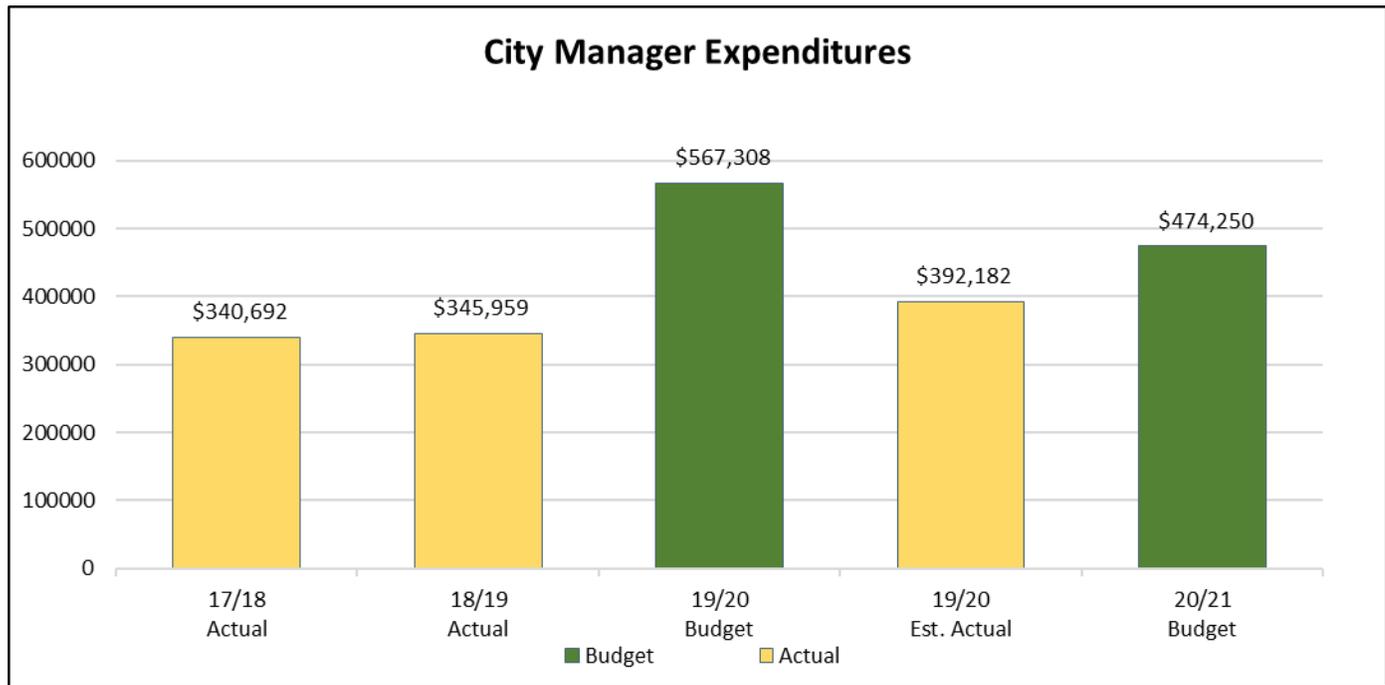
Town Goal	2019-20 Accomplishment	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Successfully recruited personnel for Administrative Services Director, Planning Director, Management Analyst, and other staff positions • Formed the Los Altos Hills Employee Retention Team to address employee work satisfaction. • Established the Physical Limitations Program, the Grey Cart Swap Program, and the Second Grey Cart Subsidy Program to help residents with the financial impact of SB 1383 on Greenwaste collection rates • Oversee the completion of the Master Path Plan 	<ul style="list-style-type: none"> • Work with Foothills College to address local student homelessness in Santa Clara County • Install additional public charging stations for electrical vehicles at Town Hall
Emergency Preparedness and public safety	<ul style="list-style-type: none"> • Began planning a Town-sponsored evacuation drill that would involve Town residents and many emergency/safety related public agencies. • Made significant progress in researching a replacement generator for Town Hall • Received approval for the plan to incentive neighborhood watch programs in Town • Oversaw the Town's emergency response to the COVID-19 pandemic & public health order. 	<ul style="list-style-type: none"> • Perform the duties as Director of Emergency Services when needed • Continue mandatory disaster worker training for in-house staff • Incentive more residents to take part in fire-safe best practices on their properties • Hold public educational forums to decrease the rate of burglaries in Town • Coordinate the replacement of the emergency backup generator to coincide with the Town Hall addition project

<p>Promote Sense of Community</p>	<ul style="list-style-type: none"> • Oversaw the Planning entitlement process for Town Hall addition project • Increased number of staff available for free public notary service for Town residents 	<ul style="list-style-type: none"> • Continue to focus on joint programming and events with the City of Los Altos, Chamber of Commerce, Fire and Sheriff's office, and Greenwaste • Complete the Town's website redesign project • Break ground on the Town Hall addition project (Phase I) and award contract for Phase II
<p>Transparency</p>	<ul style="list-style-type: none"> • Purchased the Town's first all-electric vehicle for the Town fleet • Completed the Cost Allocation Plan and Fee Schedule • Completed an update to the Town's Building Code to reduced GHG emissions (REACH codes) 	<ul style="list-style-type: none"> • Oversee the successful implementation of the new User Fee Schedule for cost of services • Research and propose a plan to retain local control of fire services
<p>Risk Mitigation</p>	<ul style="list-style-type: none"> • Completed training for in-house staff in responding to workplace discrimination as well as active shooter situations • Made significant progress in reviewing and updating the safety procedures for Town employees 	<ul style="list-style-type: none"> • Monitor legislation that could affect the Town which are making its way through local, state, and federal bodies.

BUDGET SUMMARY:

The City Manager's budget is heavily influenced by the personnel costs of the Town's staff and employees. Salaries, health care premiums, dental premiums, vision premiums, and retirement planning fall into this category. The City Manager's budget for FY 2020-21 is more restrictive than in prior years, only increasing by 10 percent when compared to the 2019-20 estimated actual. The contract for Marsha Hoovey for EOC consulting was moved from the Citizens Options for Public Safety to the City Manager's budget. This was done to prepare for any unforeseen financial outcomes that may arise in the economy in response to the COVID-19 pandemic.





Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In	310,686	327,866	505,496	322,393	460,098
Other Source/(Uses):					
General Fund Support	30,006	18,094	61,812	69,789	14,152
Total Funding Source	\$ 340,692	\$ 345,959	\$ 567,308	\$ 392,182	\$ 474,250
Department Spending					
Personnel	311,577	311,132	371,735	369,422	375,968
Salary and CalPERS Contingency	-	-	124,166	-	-
Contractual Services	-	-	-	-	40,000
Operations	29,115	34,828	71,407	22,760	44,130
Allocations Out	-	-	-	-	14,152
Total Expenditures	\$ 340,692	\$ 345,959	\$ 567,308	\$ 392,182	\$ 474,250
				\$ Increase/(Decrease) From Est. Actual	\$ 82,068
				% Increase/(Decrease) From Est. Actual	21%

CITY ATTORNEY (011-1500)

MISSION:

The mission of the City Attorney is to provide the residents of the Town, City Council and staff with high quality, legal advice and counsel.

ORGANIZATION AND DESCRIPTION:

The Department is comprised of the City Attorney under contract of the law firm of Meyers|Nave and includes all office costs including paralegal, secretarial, clerical, etc. The City Attorney reports directly to the City Council and is charged with the task of serving as the legal counsel to the City Council, Planning Commission, City Manager and staff on all legal aspects of municipal operations.

PROGRAM SUMMARY & MAJOR SERVICES:

Legal services include legal advice and analysis, preparation of legislation including ordinances and resolutions, drafting or review of contracts and agreements, conducting research and supporting the Town in litigation, civil and criminal actions, and code enforcement. The City Attorney attends all regular and special City Council meetings. Other services include meetings with the City Manager and other city officials on an on-call basis and keeping the City Council, City Manager and staff advised of current laws affecting decisions and programs of the Town.

DEPARTMENT STAFFING:

Since the Town contracts for City Attorney services with Meyers|Nave, there is no in-house staffing for City Attorney's budget.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

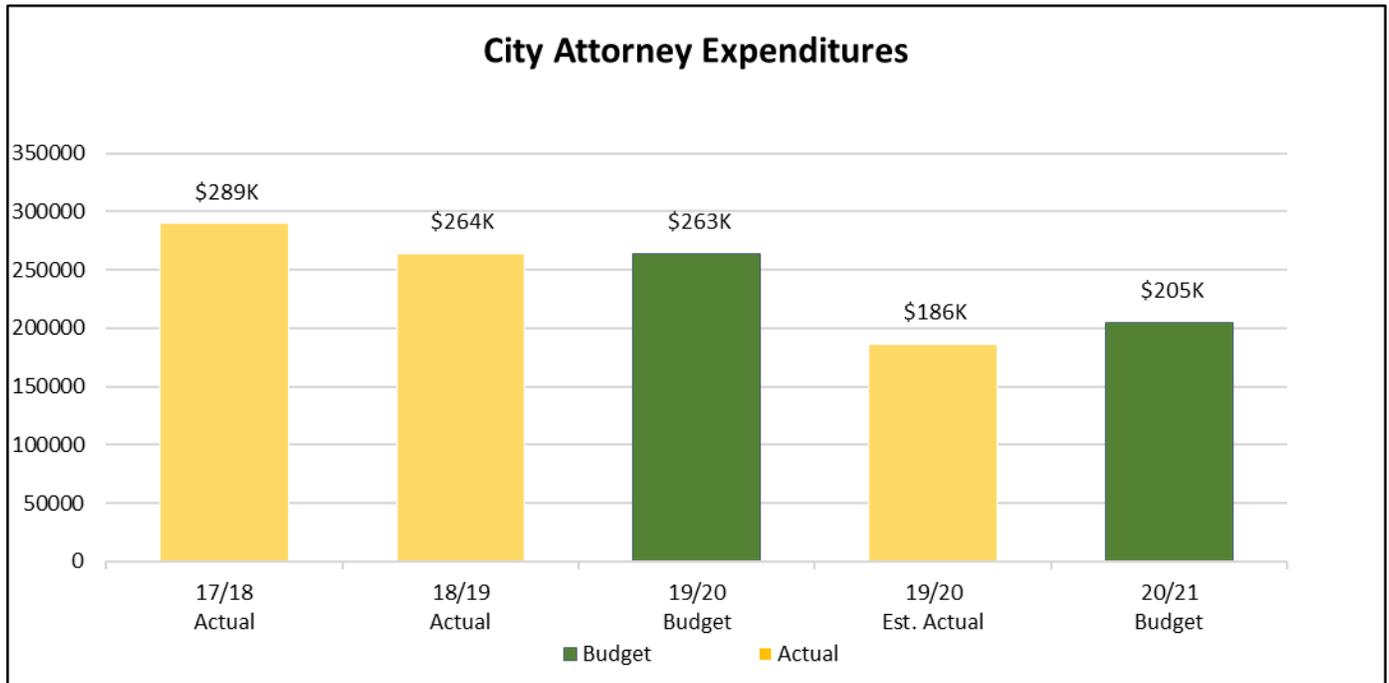
Town Goal	2019-20 Accomplishment	2020-21 Goals
Risk Mitigation	<ul style="list-style-type: none"> Attended City Council meetings and Planning Commission meetings to ensure Brown Act Compliance and address other legal matters Provided legal advice to the City Council, City Manager, and Town Staff Defended the Town in several specific legal matters 	<ul style="list-style-type: none"> Continue to provide competent legal advice Continue to monitor legal developments that affect the Town and report to staff and City Council

BUDGET SUMMARY:

The City Attorney's budget increased by 10 percent, or \$19,388, when compared to 2019-20 Estimated Actual. This was done to prepare for any legal representation or advice the Town may need in the upcoming year regarding ordinances the Town passes to comply with changes in State law.

As one of the General Administration departments, all non-billable City Attorney operations are fully distributed to service departments based on City Council approved Cost Allocation Plan.





Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None					
Charges for services	\$ 137,248	\$ 43,882	\$ 52,000	\$ 7,482	\$ 52,520
Allocations In	289,402	230,015	134,139	203,150	192,419
Other Source/(Uses):					
General Fund Support	(137,248)	(9,656)	77,250	(25,020)	(39,939)
Total Funding Source	\$ 289,402	\$ 264,242	\$ 263,389	\$ 185,612	\$ 205,000
Department Spending					
Professional Services	129,445	206,362	134,139	157,597	150,000
Contractual Services	159,957	57,880	129,250	28,015	55,000
Total Expenditures	\$ 289,402	\$ 264,242	\$ 263,389	\$ 185,612	\$ 205,000
				\$ Increase/(Decrease) From Est. Actual	\$ 19,388
				% Increase/(Decrease) From Est. Actual	10%

CITY CLERK (011-1300)

MISSION:

The mission of the City Clerk program is to provide the residents of the Town, City Council and Staff with access to public records and to ensure all facets of agenda preparation, public meetings and municipal elections are conducted according to state law. The City Clerk is the liaison and public information officer between the public and the City Council. The Clerk also provides logistical support to Town committees. The City Clerk's most important function is to promote openness in government by serving the people's needs promptly and efficiently.

ORGANIZATION AND DESCRIPTION:

The Town of Los Altos Hills City Clerk program consists of one budget unit, staffed by a City Clerk and a part-time Administrative Technician. The basic function of the City Clerk office is to provide administrative support for City Council meetings by preparing agendas, minutes, resolutions and ordinances, coordinate municipal elections, oversee and manage the vital records program, receive Fair Political Practices Commission filings, oversee updating and codification of the Municipal Code and assist the public, maintaining the permanent, non-permanent and historical records and respond to requests for public information in accordance with the Town's records retention schedule and State Law. Additional duties include completing assignments designated by the City Manager and maintenance Committee minutes and memberships.

PROGRAM SUMMARY & MAJOR SERVICES:

- **Council and City Manager Support** – Facilitate the Council agenda process for the City Manager and Council in compliance with legal requirements
- **Town Committee Support** – Post agenda, send reminders, maintain attendance records, attend several meetings throughout the year, and assist in coordinating events by various committees
- **Elections Management** – Oversee election contract with County in accordance with State law
- **Permanent Records Management** – Coordinate and monitor Town permanent and non-permanent records and respond to requests for public information in accordance with state law
- **Public Information Officer** – In coordination with the City Manager, issue press releases and utilize Rapid Notify to disseminate information to residents, along with responding to public records requests

PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2017/18	2018/19	2019/20
1) Council and Committee Support				
a) Council meetings	100%	14	19	16
b) Timely publishing of Council agenda (Friday before meeting)	100%	100%	100%	100%
c) Volunteer dinner <ul style="list-style-type: none"> • Event coordination & under budget • Mayor presentation assistance 		Yes Yes	Yes Yes Yes	Yes Yes
2) Town Committee Support	No of Committee	14/100%	14/100%	12/100%
3) Election/Appointment of City Council	No of positions filled	0	2	0
4) Permanent Records Management				
a) Public records request, including subpoenas		65	67	102

b) Records (boxes) archived per retention policy	Indexed / Purged	3	45	52
c) Form 700 oversight of all relevant stakeholders		100%	100%	100%
d) Monitored and updated the Town's website as appropriate, including making Resolutions, Ordinances and City Council Minutes available		100%	100%	100%
5) Public Information Officer				
a) Communication medium used:		<ul style="list-style-type: none"> • Facebook • Twitter • Nextdoor • Rapid Notify • Traditional mail 	<ul style="list-style-type: none"> • Facebook • Twitter • Nextdoor • Nixle • Traditional mail 	<ul style="list-style-type: none"> • Website • Facebook • Twitter • Nextdoor • Nixle • Traditional mail
b) Participated in Emergency Preparedness drills and initiated Rapid Notify alerts to CERT members and Town residents as needed		Yes	Yes	Yes

DEPARTMENT STAFFING:

The City Clerk manages a part-time Administrative Clerk/Technician and the labor distribution is as followed:

Position	% Distribution	FTE	City Manager	City Clerk	Committees	Engineering Admin
City Clerk		1.00	0%	75%	25%	0%
Administrative Clerk/Technician - Part-Time		0.60	13%	50%	24%	13%
Total Full-Time Equivalent (FTE)		1.60	0.08	1.05	0.39	0.08
Percent Distribution		100%	5%	65%	25%	5%

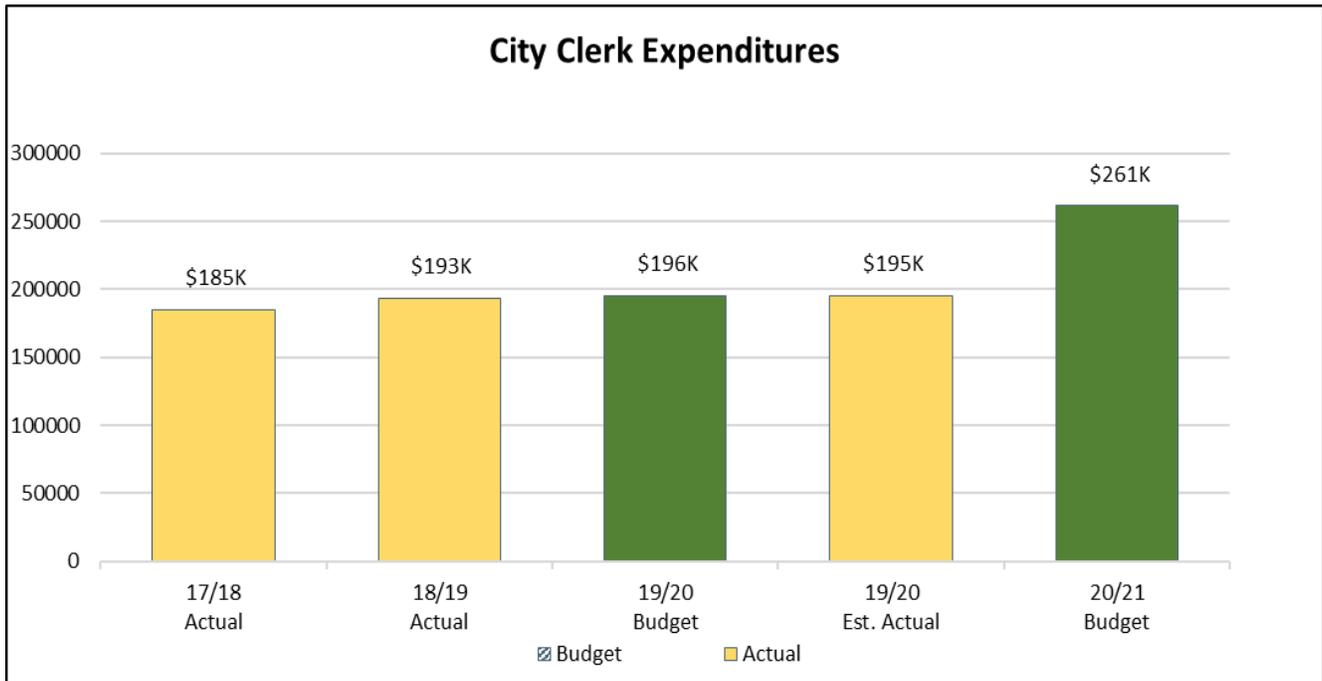


DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2019-20 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> Continue to provide excellent customer service to Town residents, Town vendors, Town third party partners, and all interested parties Coordinate the 2019 Volunteer Dinner at new location Assist in other Town events, as applicable Prepare draft presentation for the 2018 State of the Cities luncheon 	<ul style="list-style-type: none"> Continue to provide excellent customer service to Town residents, Town vendors, Town third party partners, and all interested parties Coordinate the 2020 Volunteer Dinner Assist in other Town events, as applicable Prepare draft presentation for the 2020 State of the Cities luncheon Prepare Presentation for Council Reorganization Continue to assist the Mayor with office hours
Promote Sense of Community	<ul style="list-style-type: none"> Coordinate the 2019 Volunteer Dinner Assist in other Town events, as applicable Assistance with quarterly newsletter 	<ul style="list-style-type: none"> Coordinate the 2020 Volunteer Dinner Assist in other Town events, as applicable Assist the Mayor with a State of the Cities Presentation Assist the Mayor with Volunteer Dinner Presentation Continue to assist with quarterly newsletter
Emergency Preparedness	<ul style="list-style-type: none"> Continue to participate in Emergency Preparedness drill and initiate Nixle (emergency) alerts to CERT members and Town residents as needed Attend Public Information Officer Meetings Actively participate in EOC calls with the County 	<ul style="list-style-type: none"> Coordinate the 2020 Volunteer Dinner Assist in other Town events, as applicable Actively attend County EOC briefings Actively attend County PIO Meetings
Risk Mitigation	<ul style="list-style-type: none"> Continue oversight of liability and property claims and working with the Town's insurance administrator for speedy resolution 	<ul style="list-style-type: none"> Continue oversight of liability and property claims and working with the Town's insurance administrator for speedy resolution
Transparency	<ul style="list-style-type: none"> Continue to use traditional mail and electronic media outlets to notify Town residents of upcoming events and notices Continue to manage public records requests and provide responses timely Continue to administer electronic scanning of Town documents utilizing Laserfiche Maintained and purged records according to the records retention policy 	<ul style="list-style-type: none"> Switch Council Meeting Platforms for Streaming and Agenda Management from Granicus to CivicClerk Continue to manage public records requests and provide timely responses Continue to administer electronic scanning of Town documents utilizing Laserfiche Oversee compliance with Town's Retention Policy

BUDGET SUMMARY:

The City Clerk division is part of the General Administration. The City Clerk budget increased by 34%, \$66,142, which includes \$40,000 for the November election and the increase of the allocation from the Cost Allocation Plan approved by City Council in April 2020.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In	168,919	183,284	195,564	166,753	235,046
Other Source/(Uses):					
General Fund Support	15,904	9,735	-	28,390	26,239
Total Funding Source	\$ 184,823	\$ 193,020	\$ 195,564	\$ 195,143	\$ 261,285
Department Spending					
Personnel	171,416	181,537	173,849	177,318	183,796
Professional Services	7,391	5,453	10,605	13,461	6,300
Contractual Services	1,387	250	-	-	-
Operations	4,629	5,779	11,110	4,365	44,950
Allocations Out	-	-	-	-	26,239
Total Expenditures	\$ 184,823	\$ 193,020	\$ 195,564	\$ 195,143	\$ 261,285
				\$ Increase/(Decrease) From Est. Actual	\$ 66,142
				% Increase/(Decrease) From Est. Actual	34%

COMMITTEES AND COMMISSIONS (011-1700)

MISSION:

To build community consensus for proposals or projects; to review written materials; to facilitate a study of issues; to guide implementation of new programs to or regulate established programs; to assess the alternatives regarding issues of community concern and to ultimately forward these recommendations to the City Council for consideration.

ORGANIZATION AND DESCRIPTION:

The City Council has established 15 committees/commissions to review Town programs, projects and community issues. The Town of Los Altos Hills standing committees have been established by resolution with the exception of the Planning Commission and Senior Commission, which were established by ordinance. All standing committees consist of Town residents who are willing to share their expertise and enthusiasm to contribute to the Town's direction and vision to make it a better place to live in.

PROGRAM SUMMARY & MAJOR SERVICES:

The Town has the following standing committees/commissions:

- Planning Commission
- Community Relations
- Education
- Emergency Communications
- Environmental Design and Protection
- Environmental Initiatives
- Finance and Investment
- History
- Senior Commission
- Open Space
- Parks & Recreation
- Pathways
- Public Art
- Joint Community Volunteer Service Awards
- Youth Commission

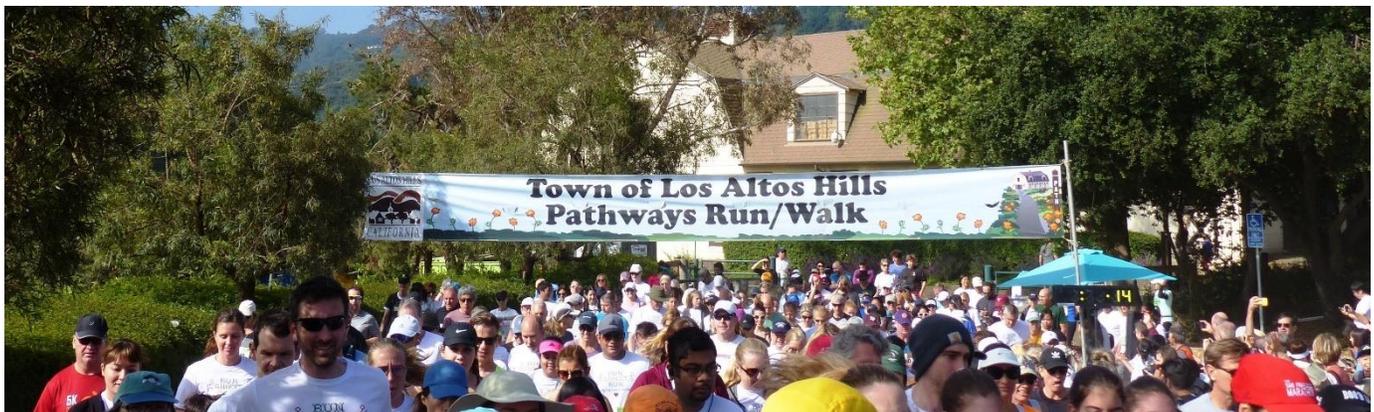
DEPARTMENT STAFFING:

The Committees and Commissions do not have dedicated in-house staff. The City Clerk's Office and Parks & Recreation Department offers most of the support, total FTE is 1.19. Additionally, each committee has Council liaison who provide directions and staff support to complete research and analysis.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

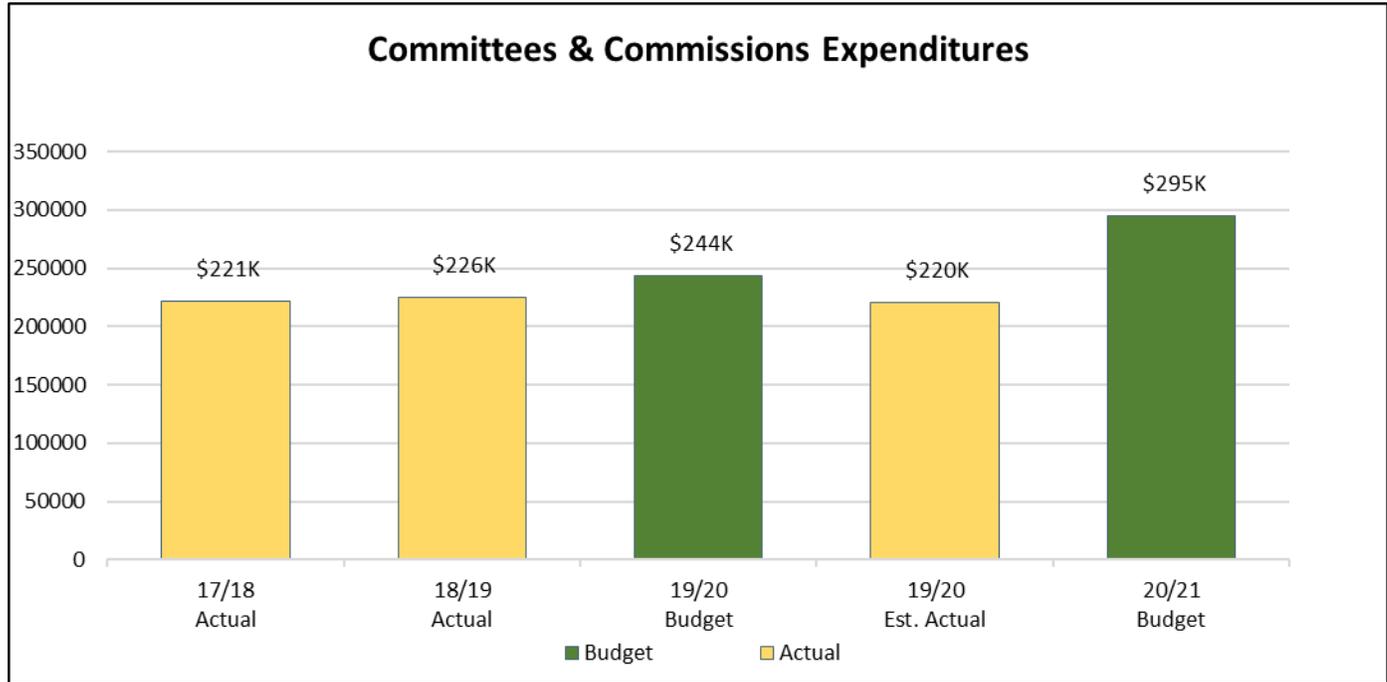
Town Goal	2019-20 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Developed recommendations relative to building reach code • Provide updated cost estimates and recommendations on utility undergrounding • Updated GHG action plans • Contribute to the enhancement of the Native Plant Garden at Town Hall • Beautification of Town Entrances 	<ul style="list-style-type: none"> • Scan the Town's existing historical files • Continuing to inspect properties to be developed and sending reports to planning staff concerning impact on the neighborhoods. • Working with the planning staff and Planning Commission concerning our proposals to amend the Town's Fence Ordinance and the Tree Ordinance. • Complete the contract, design, production and installation planning phases for the major Artwork to be installed on the approved Town site. • Gain approval for and initiate a near-term plan to make Edith Park an accessible people-friendly Art Park • Organize an exceptional Town Picnic for June 6, 2021 • Organize one or both of the following events: <ul style="list-style-type: none"> a. A new resident welcoming reception in the spring of 2021, like the one that was held in March of 2019 (budget \$3,000), and/or b. A TEDx program in Los Altos Hills, similar in structure to those organized by neighboring towns and with a topic relevant to Los Altos Hills (budget \$10,000, part of which should be recovered with admission fees).

Town Goal	2019-20 Accomplishments	2020-21 Goals
Promote Sense of Community	<ul style="list-style-type: none"> • Participation in Prop 68 Parks and Recreation Grant • Summer Movie Night 	<ul style="list-style-type: none"> • Plan an Historical Walk • focus on promotion of Native Plants and to hold further Informational Forum(s) • Continue to provide safe and informative public events for residents • Continue to analyze and provide input on recreational programs and facilities • Bring residents together to strengthen community • Stay attuned to residents’ immediate and changing needs • In concert with council Master Park Plan Subcommittee, address long-standing need for a community park for children, families, seniors, etc. in Los Altos Hills
Emergency Preparedness	<ul style="list-style-type: none"> • Build rapport and coordination among the various communications focused emergency prep endeavors in the town and with its immediate neighbors • Develop relationship with the new leadership at LAHCFD 	<ul style="list-style-type: none"> • Work with the registered hams data base in the Los Altos Hills Town and influence area to develop a cohesive outreach to the licensed amateur radio operators (“ham”) as well as develop outreach to those who would like to earn their FCC license for community or personal reasons. • Coordinate the training and participation activities with the Town’s Emergency Manager team guidelines to ensure common objectives relative to town emergency communications preparation in support of both the town and the LAHCFD.
Risk Mitigation	<ul style="list-style-type: none"> • Reviewing and reporting on opportunities to integrate investment and benefit plan funding goals by putting more long-term investments into unfunded Pension Liabilities where rates of return are significantly higher, • Maintain and update Reserves so management has a more easily accessible picture of balances available to discretionary expenditures, • Address alternatives for funding retiree health benefit plan. • Review of the annual CAFR and the Annual Budget. 	<ul style="list-style-type: none"> • Reviewing and reporting on opportunities to integrate investment and benefit plan funding goals by putting more long-term investments into unfunded Pension Liabilities where rates of return are significantly higher, • Maintain and update Reserves so management has a more easily accessible picture of balances available to discretionary expenditures, • Address alternatives for funding retiree health benefit plan. • Review of the annual CAFR and the Annual Budget.



BUDGET SUMMARY:

The Committee & Commissions is a General Administrative department. The department budget increased by 34%, or \$74,544, comparing to FY2019-20 Estimated Actual. Comparing the 2020-21 Budget to 2019-20 Budget, the allocations out based on the recent Cost Allocation Plan approved by City Council in April 2020.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In: None	-	-	-	-	-
Other Source/(Uses):					
General Fund Support	221,445	225,548	243,946	220,416	294,960
Total Funding Source	\$ 221,445	\$ 225,548	\$ 243,946	\$ 220,416	\$ 294,960
Department Spending					
Personnel	\$ 153,353	\$ 162,266	\$ 164,144	\$ 168,641	\$ 217,656
Professional Services	341	391	3,030	-	500
Operations	67,751	62,891	76,772	51,775	55,700
Allocations Out	-	-	-	-	21,104
Total Expenditures	\$ 221,445	\$ 225,548	\$ 243,946	\$ 220,416	\$ 294,960
				\$ Increase/(Decrease) From Est. Actual	\$ 74,544
				% Increase/(Decrease) From Est. Actual	34%

COMMUNITY SERVICES GRANT (011-1600)

MISSION:

To provide financial incentive to certain community service non-profit organizations

DESCRIPTION:

Annual budgetary appropriation of grant funding to be awarded to qualified community non-profit organizations.

PROGRAM SUMMARY & MAJOR SERVICES:

Every year, the City Council receives requests from community service agencies for grant monies to support programs that directly benefit the residents. In October 2015, the City Council identified four non-profit organizations that provides services and programs to all residents. These organizations include Community Health Awareness Council (CHAC), Friends of Deer Hollow Farm, Hidden Villa, and Los Altos Chamber of Commerce.

DEPARTMENT STAFFING:

There is minimum in-house support, primarily from Finance and City Council.

2019-20 ACCOMPLISHMENTS:

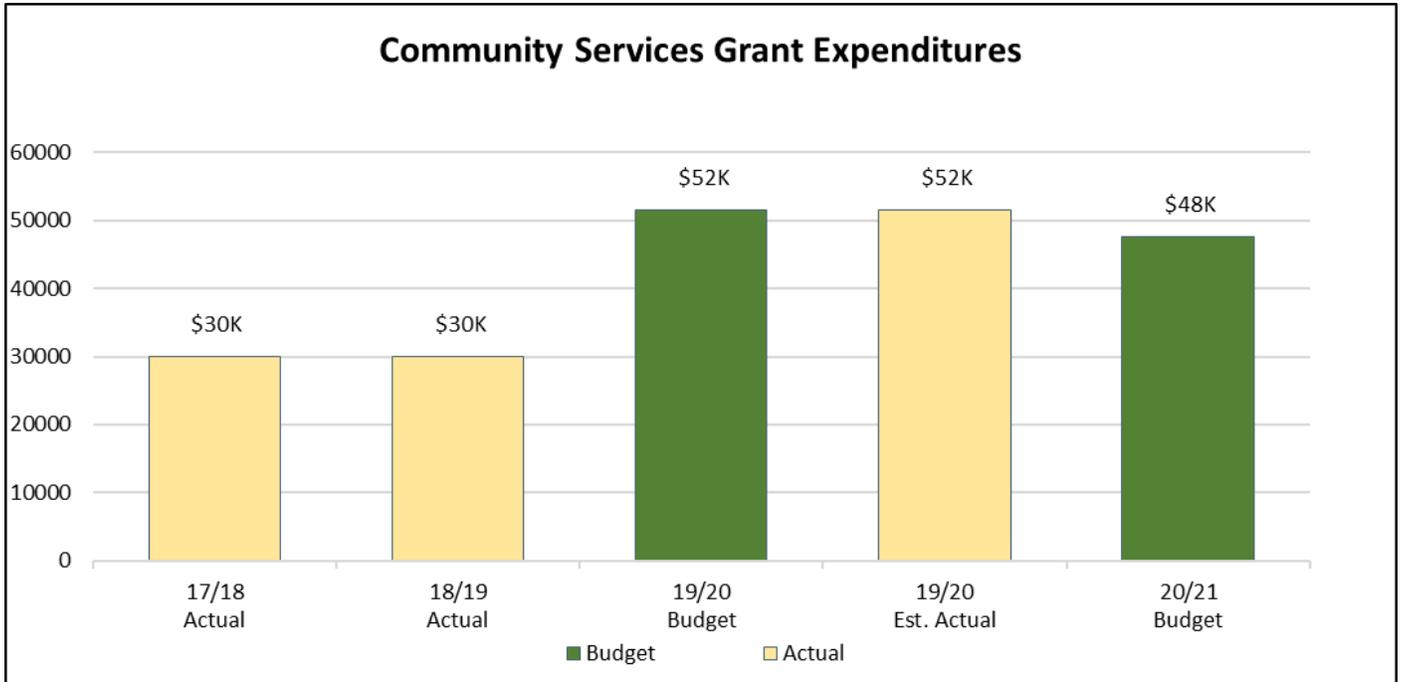
Gave financial support to CHAC, Friends of Deer Hollow Farm, Hidden Villa, and Los Altos Chamber of Commerce.

2020-21 OBJECTIVES:

Continue financial support to CHAC, Friends of Deer Hollow Farm, Hidden Villa, and Los Altos Chamber of Commerce.

BUDGET SUMMARY:

The Community Services Grant is a General Administration department. The Division budget reduced by \$430, a decrease of 1 percent compared to 2019-20 Estimated Actual. This decrease is a result from contributing to the North County Library Authority.



COMMUNITY SERVICES GRANT (011-1600)

(CONT)

Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In: None	-	-	-	-	-
Other Source/(Uses):					
General Fund Support	30,000	30,000	51,500	51,500	51,070
Total Funding Source	\$ 30,000	\$ 30,000	\$ 51,500	\$ 51,500	\$ 51,070
Department Spending					
Community Health Awareness Council	10,000	10,000	10,000	10,000	11,550
Friends of Deer Hollow Farms	5,000	5,000	5,000	5,000	5,000
Hidden Villa	10,000	10,000	10,000	10,000	10,000
Los Altos Chamber of Commerce	5,000	5,000	5,000	5,000	10,000
Community Services Agency	-	-	-	-	5,000
North County Library Authority	-	-	20,000	20,000	-
Provision for Grant Increases	-	-	1,500	1,500	8,450
Allocation Out	-	-	-	-	1,070
Total Expenditures	\$ 30,000	\$ 30,000	\$ 51,500	\$ 51,500	\$ 51,070
				\$ Increase/(Decrease) From Est. Actual	\$ (430)
				% Increase/(Decrease) From Est. Actual	-1%



GENERAL LIABILITY (011-1510)

MISSION:

To develop Town risk management and safety programs, policies, and procedures and ensure the Town's assets in order to minimize risk and costs.

ORGANIZATION AND DESCRIPTION:

The Administrative Services Director is the Town's official Risk Manager, a member of the PLAN JPA's Board of Directors and is assisted by the City Clerk in the daily operation of the programs and claims administration. The Town of Los Altos Hills is a member of PLAN JPA (Pooled Liability Annuity Network), a public agency insurance pool sponsored by PLAN which is comprised of 30 greater bay area municipalities, including the Town's benchmark agencies Woodside, Portola Valley, Atherton, and Hillsborough. As a member, the Town purchases General Liability coverage of \$5 million with an excess coverage of \$10 million and Self- Insured Retention or deductible of \$25,000 on liability claims. Claims, and incidents that might develop into claims, are referred to PLAN for review and disposition. The Town also participates in PLAN's property insurance program to provide property insurance of \$25 million with a \$25,000 deductible per occurrence for all Town owned facilities and capital equipment (vehicle, etc). In addition, the Town carries a Public Officials Bond through the PLAN for key Town officials who are entrusted with Town funds.

PROGRAM SUMMARY & MAJOR SERVICES:

The program includes managing liability, property and auto claims, insurance programs, as well as developing risk reduction policies and procedures. The budget provides for the premiums as well as any settlements resulting from claims against the Town.

PROGRAM SUMMARY:

ACTIVITY	Measure ment	2018/19	2019/20	2020/21
1. Claims filed				
a. General liability (G/L)	Open Cases	3	5	0
b. Workers Comp (W/C)	Open Cases	0	0	0
c. OSHA's Form 300A Filing	# of injuries	0	0	0
d. Loss Recovery		n/a	\$ 9,511	\$ 6,670
2. Risk Management & Mitigation				
a. Wellness Grant (W/C)				
• Grant Program		\$10,284	\$10,540	\$10,800
• Participants		95%	100%	100%
b. Risk mitigation (G/L)		\$3,152	\$3,000	\$3,000
c. Risk Management Framework and Operational Best Practices program		Sewer	Vehicle Policy	Playground Safety
d. Mandatory Training				
• OSHA Training		Yes	Yes	Yes
• Harassment Training (yearly)		n/a	Yes	Yes
e. Ethics Training (All Employees, Council, Planning Commission)		Yes	Yes	Yes

DEPARTMENT STAFFING:

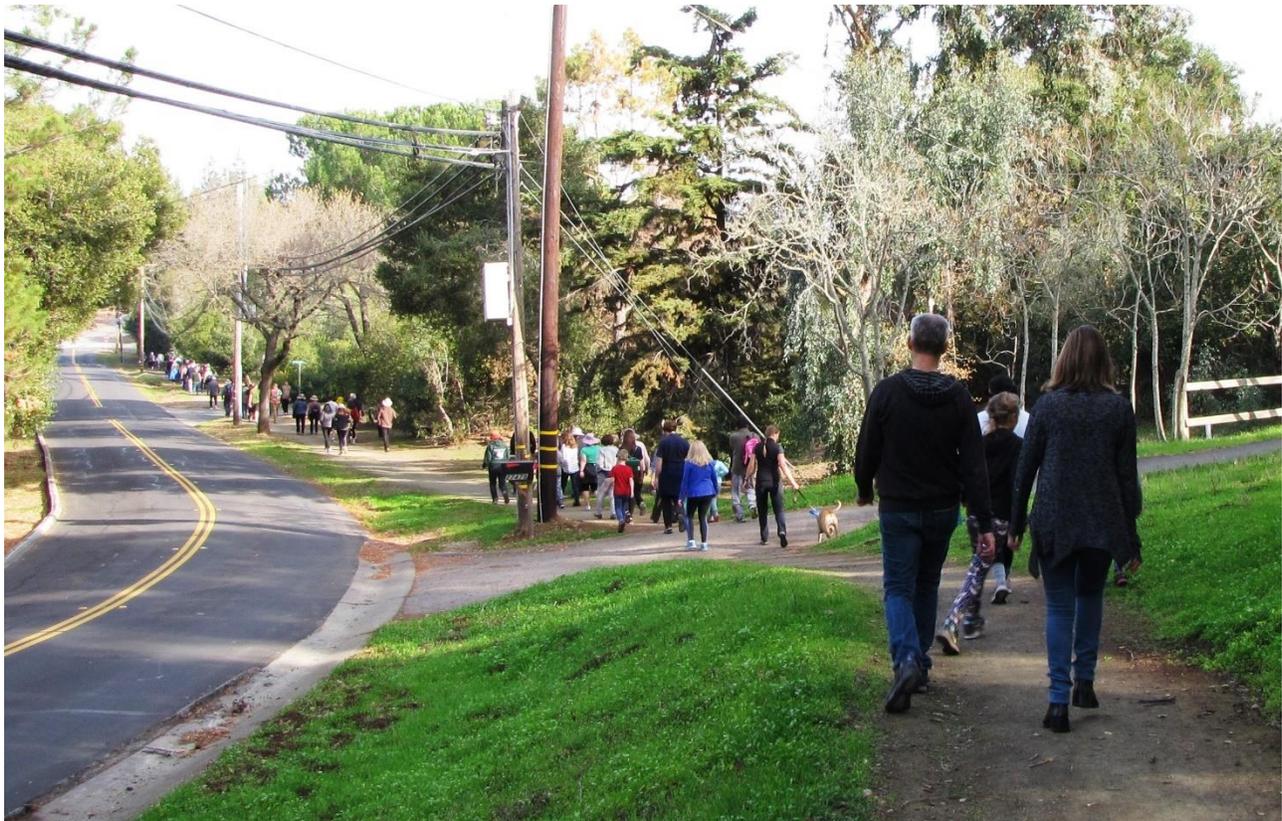
General Liability operations are jointly managed by City Clerk and Finance. City Clerk provides oversight of all new and ongoing claims. Finance manages the financial aspect of the claims as well as participates in board meetings for PLAN JPA and SHARP groups.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

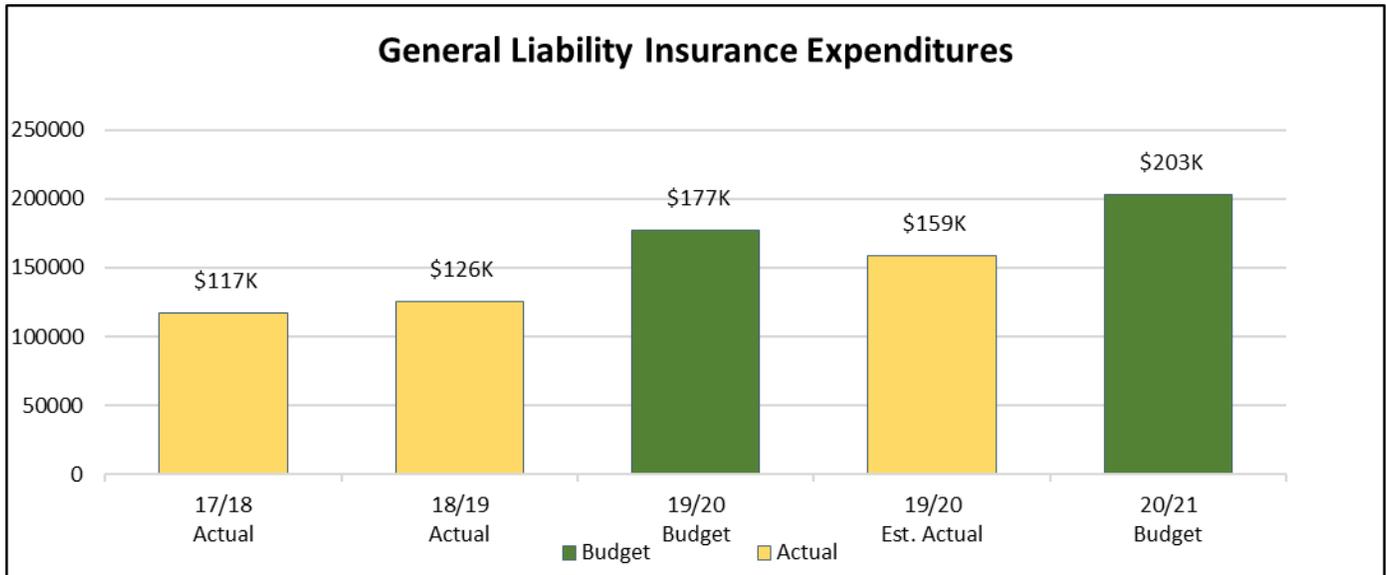
Town Goal	2019-20 Accomplishment	2020-21 Objectives
Risk Mitigation	<ul style="list-style-type: none"> Expanded 2016/17 Wellness Program to include new Open Space path challenges and monthly challenges Reviewed and rejected two liability claims 	<ul style="list-style-type: none"> Continue to identify and reduce risks to the Town Process and handle liability claims in a timely manner, so claim expenses and legal costs can be minimized Continue to seek recovery of costs third party cause damages to Town property (“subrogation” cases) Implement new Risk Management and Safety policies and procedures Work closely with ABAG PLAN on updating Risk Management Framework and Operational Best Practices

BUDGET SUMMARY:

The General Liability Insurance is a General Administration department. The Division budget increased by \$44,127 or 28 percent compared to 2019-20 Estimated Actual. This increase is resulted from an increase in projected insurance premium. General Liability operating cost, net of insurance proceeds and recovers is fully distributed to service departments.



GENERAL LIABILITY (011-1510)



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In	117,273	125,753	170,086	158,873	190,542
Other Source/(Uses):					
General Fund Support	-	-	6,901	-	12,458
Total Funding Source	\$ 117,273	\$ 125,753	\$ 176,987	\$ 158,873	\$ 203,000
Department Spending					
Insurance Premium	106,516	123,653	151,237	158,873	198,000
Liability Claims Settlement	10,757	2,100	25,750	-	5,000
Total Expenditures	\$ 117,273	\$ 125,753	\$ 176,987	\$ 158,873	\$ 203,000
				\$ Increase/(Decrease) From Est. Actual	\$ 44,127
				% Increase/(Decrease) From Est. Actual	28%

Finance & Administration

FINANCE & ADMINISTRATION SERVICES (011-1400)

MISSION:

Provide overall management of the Town's Administrative Services, execution of the Town's administrative policies, and ensure the Town organization; including officials, management and staff receive high quality effective and efficient administrative support services.

ORGANIZATION:

The department is comprised of Administration, Finance, Debt Service, Human Resources, Community Services Grants Administration, and Risk Management (Worker's Compensation & General Liability) functions.

DESCRIPTION:

The Administrative Services Department consists of three full-time employees including Administrative Services Director, Finance Manager, and Administrative Clerk/Technician.

The Administrative Services Department goals are to provide oversight and support of the Town's organization including: timely and accurate financial transaction processing and reporting, provide services that effectively protect and maximize the use of Town resources for the good of the community; support workforce best practices and policies consistent with Federal, State and local mandates and regulations; and ensure implementation of safety policies and risk management best practices & procedures to mitigate the Town's risk exposure.

MAJOR SERVICES:

The Town has the following standing committees/commissions:

- Project Management
- Contract Management
- Special Services
- Financial Planning/ Budgeting
- Accountability and Annual Financial Reporting
- Disbursements
- Debt Service Administration
- Banking/cashiering/revenue/investment mgt
- Benefit Administration
- Employee Relations
- On-line services & Resources
- Risk Management
- Business Registration
- Recruitment
- Payroll
- Annual External Audit Coordination



PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2018/19	2019/20	2020/21
1. Maintain/Improve Operating Efficiency				
a. Timely month-end close	Average number of days	72	32	32
b. Timely year-end close	Prior fiscal year	September	September	September
c. Clean audit opinion	Prior fiscal year	Yes	Yes	Yes
d. GFOA Financial Reporting Award		Yes	Yes	Yes
2. Transparency				
a. Budget adoption by June 30	Following fiscal year	Yes	Yes	Yes
b. GFOA Budget Award		Yes	--	Yes
c. Annual Cash & Investment Report		--	Yes	Yes
d. Mid-Year Financial Update		No	Yes	Yes
3. Workload				
a. Number of full-time equivalent employees & contractors	Actual / Budget	3.0 / 3.0	2.7 / 3.0	3.0 / 3.0
c. Number of invoices processed		1,708	2,010	2,091
d. Number of payroll check issued		870	890	968
e. Number of journal entries		105	349	375
4. Recruitment				
	Hire / Vacancy	4 / 6	4 / 5	4 / 6
5. Risk Management (See General Liability)				
		--	--	--

DEPARTMENT STAFFING:

The Finance & Administrative Services Department has a Director, 2 Accountants, and .60 Administrative/Clerk Technician. All three positions allocate 100% of their time to Finance & Administrative Services and then distributed to various divisions and departments.

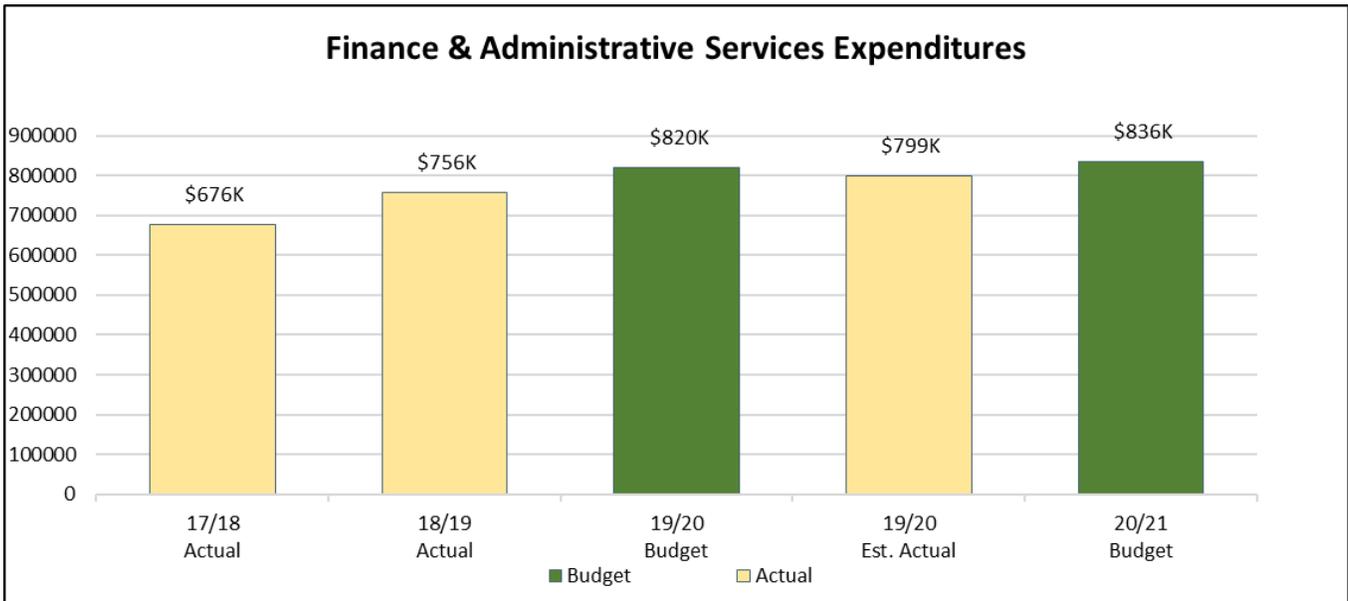
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2019-20 Accomplishment	2020-21 Objectives
Preservation of Current Quality of Life	<ul style="list-style-type: none"> Encouraged staff training Added various professional development courses to the 2019-20 Operating and Capital Budget 	<ul style="list-style-type: none"> Begin research on succession planning and implementation of GFOA's Resilient Government 2.0
Emergency Preparedness	<ul style="list-style-type: none"> Coordinated with Emergency Consultant a training schedule for 2019-20 	<ul style="list-style-type: none"> Implement training program and seek opportunities to host multi-agency training

Transparency	<ul style="list-style-type: none"> Maintained quality of finance operations while implementing the following improvements to shorten month-end close: (a) process payroll entries as part of the biweekly payroll; (b) enter electronic fund transfer in(s) through the cashiering process; (c) Increase deposit frequency from monthly to daily; and (d) reviewing actuals to budget more frequently Developed the 2019-20 Operating and Capital Budget. 	<ul style="list-style-type: none"> Continue to maintain service quality while seeking improvement opportunities, such as completing month-end close 15 days after end of month, reducing the number of recurring journal entries, review Town's employee benefit plans and seek for better service providers, and expand on Town's training program Completed biennial Other Post-Employment Benefit (OPEB) actuarial and submitted certification as required Update cost allocation plan for internal service programs and improve recurring overhead allocation
Risk Mitigation	<ul style="list-style-type: none"> Promoted wellness program Obtained quotes for pension unfunded liability study Attended PLAN JPA and SHARP board meetings and PLAN JPA Actuary Committee meeting 	<ul style="list-style-type: none"> Tighten internal control through partnership with Town's new banking service provider Update Town's Injury and Illness Prevention Program Complete pension unfunded liability study Will attend PLAN JPA and SHARP board meetings

BUDGET SUMMARY:

The Finance and Administration division is included in the General Administration. The Finance and Administration expenditures budget increased by \$37,672, an increase of 5 percent compared to 2019-20 Estimated Actual. The increase in contract services and audit services account for the increased expenditures.



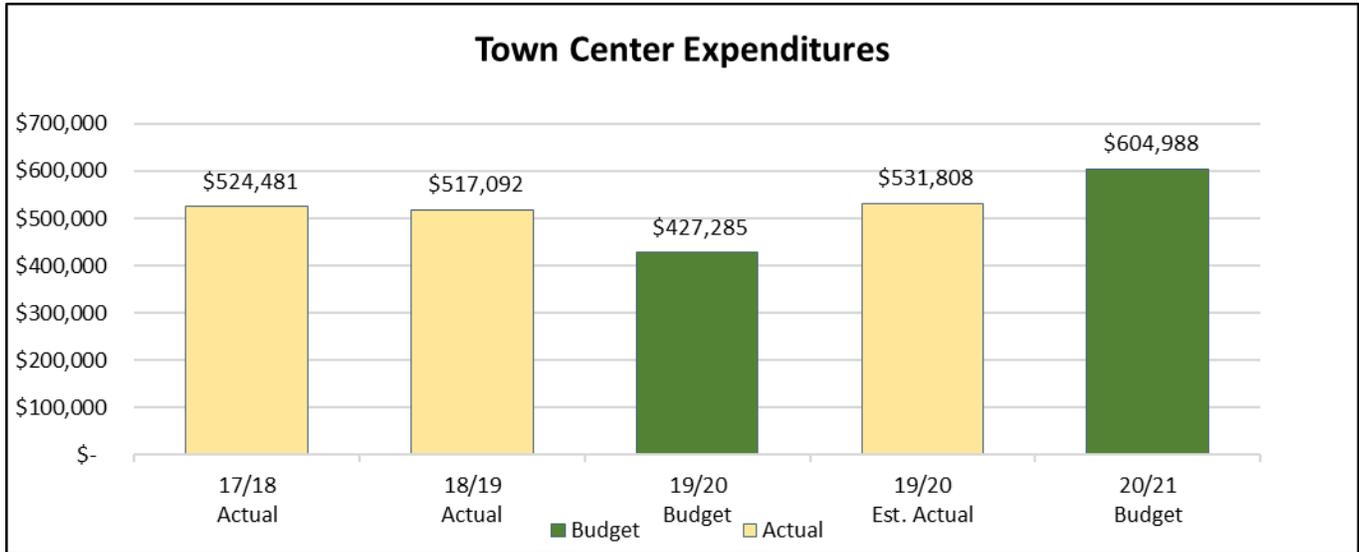
Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	13,136	113	10,000	-	-
Allocations In	634,360	709,377	777,662	736,935	797,234
Other Source/(Uses):					
General Fund Support	28,344	46,668	32,825	61,584	38,957
Total Funding Source	\$ 675,840	\$ 756,158	\$ 820,487	\$ 798,519	\$ 836,191
Department Spending					
Personnel	453,008	537,512	614,669	491,997	578,884
Professional Services	76,889	49,941	70,680	114,149	65,250
Contractual Services	100,899	125,501	87,870	138,035	101,100
Operations	45,044	43,204	47,268	54,338	52,000
Allocation Out	-	-	-	-	38,957
Total Expenditures	\$ 675,840	\$ 756,158	\$ 820,487	\$ 798,519	\$ 836,191
				\$ Increase/(Decrease) From Est. Actual	\$ 37,672
				% Increase/(Decrease) From Est. Actual	5%



TOWN CENTER (061-1480)

BUDGET SUMMARY:

The Town Center is an internal service fund division. Internal Service Fund expenditures are allocated to various departments and accounted for within "Allocations Out". The Division budget increased by \$73,180, an increase of 14 percent compared to 2019-20 Estimated Actual. The increase in computer system maintenance and updating the cost of software subscriptions accounts for the increase in expenditures.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	500,827	499,413	\$ 408,014	\$ 514,807	\$ 584,437
COPS Grant (021) Allocation	892	652	726	627	759
Sewer Fund (051) Allocation	22,762	17,027	18,544	16,374	19,792
Total Funding Source	\$ 524,481	\$ 517,092	\$ 427,284	\$ 531,808	\$ 604,988
Department Spending					
Personnel	24,109	27,757	\$ 58,972	\$ 27,067	\$ 59,120
Professional Services	163,155	216,299	157,024	141,915	186,700
Contractual Services	104,551	79,188	91,823	80,341	82,700
Operations	102,027	63,212	119,466	151,847	139,720
Depreciation	130,638	130,638	-	130,638	130,638
Allocations Out	-	-	-	-	6,111
Total Expenditures	\$ 524,481	\$ 517,092	\$ 427,285	\$ 531,808	\$ 604,988
				\$ Increase/(Decrease) From Est. Actual	\$ 73,180
				% Increase/(Decrease) From Est. Actual	14%

Public Safety

POLICE SAFETY (011-2100)

MISSION:

To work in partnership with Town departments and the community to protect life and property and improve the quality of life of all residents.

ORGANIZATION:

The Town contracts with the County of Santa Clara Sheriff's Office for law enforcement services including regular patrols, responses to emergency and 911 calls, investigative services and specialized law enforcement services as needed. Animal control services are contracted through the City of Palo Alto.

PROGRAM SUMMARY & MAJOR SERVICES:

The Santa Clara County Sheriff's Office and Palo Alto Animal Services are dedicated to the preservation of public safety by providing innovative and progressive service in partnership with the Los Altos Hills community, and to protect animals and promote their humane treatment.



PROGRAM SUMMARY:

Activity	Measurement Method	2017/18	2018/19	2019/20
		1. Santa Clara County Sheriff		
a. Average response time				
• Priority 1 calls	Actual / Target	8.00 / 9	6.62 / 9	4.08/9
• Priority 2 calls	Actual / Target	12.35/ 14	12.32 / 14	10.40/14
• Priority 3 calls	Actual / Target	16.31 / 25	17.26 / 25	14.20/25
b. Crime related activities				
• Number of calls		85	89	74
• Category with most calls		Residential Burglary	Identity Theft, Forgery, Fraud	Residential Burglary
c. Traffic related activities				
• Number of calls		808	744	1,050
• Category with most calls		Moving Citation	Comment	Moving Citation
d. Community Outreach/Education		Yes	Yes	Yes
2. Palo Alto Animal Services		566	700	346
3. Emergency Preparedness meeting – To update emergency policy, case studies, etc.		12	10	12

DEPARTMENT STAFFING:

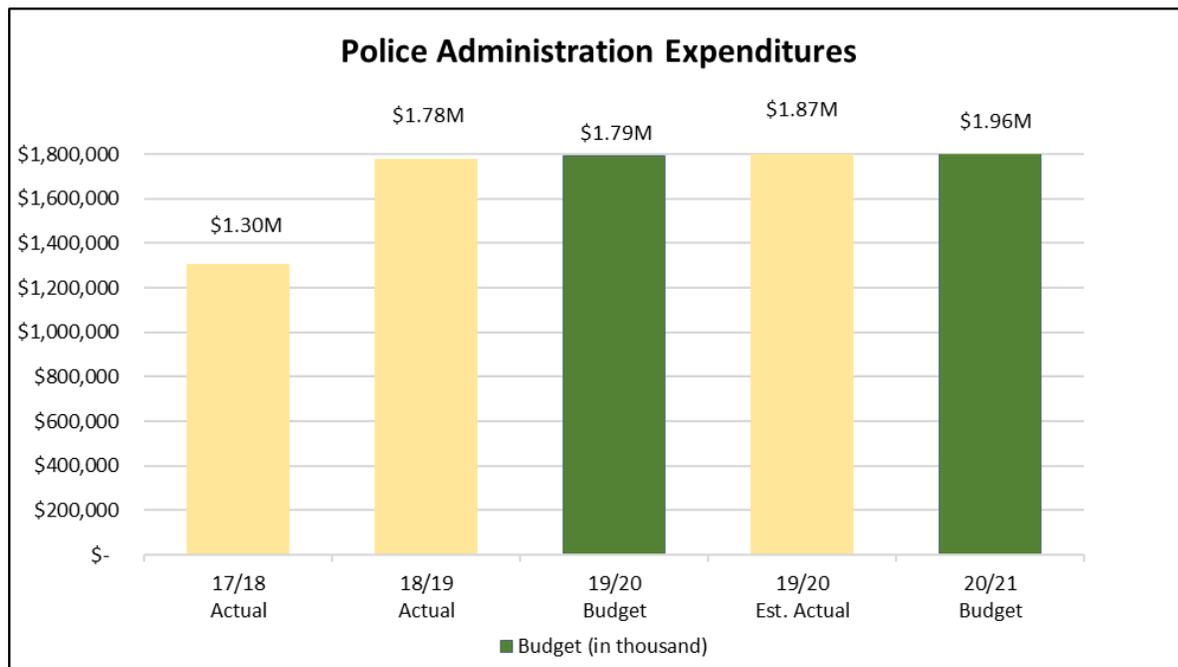
The Town contracts with Santa Clara Sheriff's Office for law enforcement services and City of Palo Alto for animal control services. There is no in-house staff allocated to this department. The traffic safety services from Santa Clara County Sheriff's Office and utilizing Citizen's Option for Public Safety grant for these services.

DEPARTMENT GOALS AND ACCOMPLISHMENTS MATRIX

Town Goal	2019-20 Accomplishment	2020-21 Objectives
Preservation of Current Quality of Life and Risk Mitigation	<ul style="list-style-type: none"> Maintained law enforcement services throughout the Town Provided supplemental law enforcement services at Town events Utilized COPS funding from the county to provide law enforcement services 	<ul style="list-style-type: none"> Provide assistance in expanding the Los Altos Hills Neighborhood Watch Network Educate the community on mailbox thefts and burglaries around Town Continue to utilize COPS funding to provide supplemental law enforcement services
Emergency Preparedness	<ul style="list-style-type: none"> Provided an Active Shooter training to Town Staff Continued to assist in fingerprinting services for all disaster workers - Town Staff and volunteers 	<ul style="list-style-type: none"> Stay current on emergency trainings from FEMA and CalOES Participate in the Town evacuation drill
Transparency	<ul style="list-style-type: none"> Provided weekly and monthly reports on sheriff services sent out to the community as part of the City Manager’s Report Attended City Council meetings and presented public safety reports for the Town 	<ul style="list-style-type: none"> Continue to provide detailed weekly and monthly reports of sheriff services

BUDGET SUMMARY:

The Police Administration is approximately 18% of the town-wide expenditure budget. The budget increased by 5 percent, \$86,925 from the estimated actual of FY2019-20. The increase cost for the Law Enforcement contract services. The Supplemental Grant funds were moved from the COPS program.



POLICE SAFETY (011-2100)

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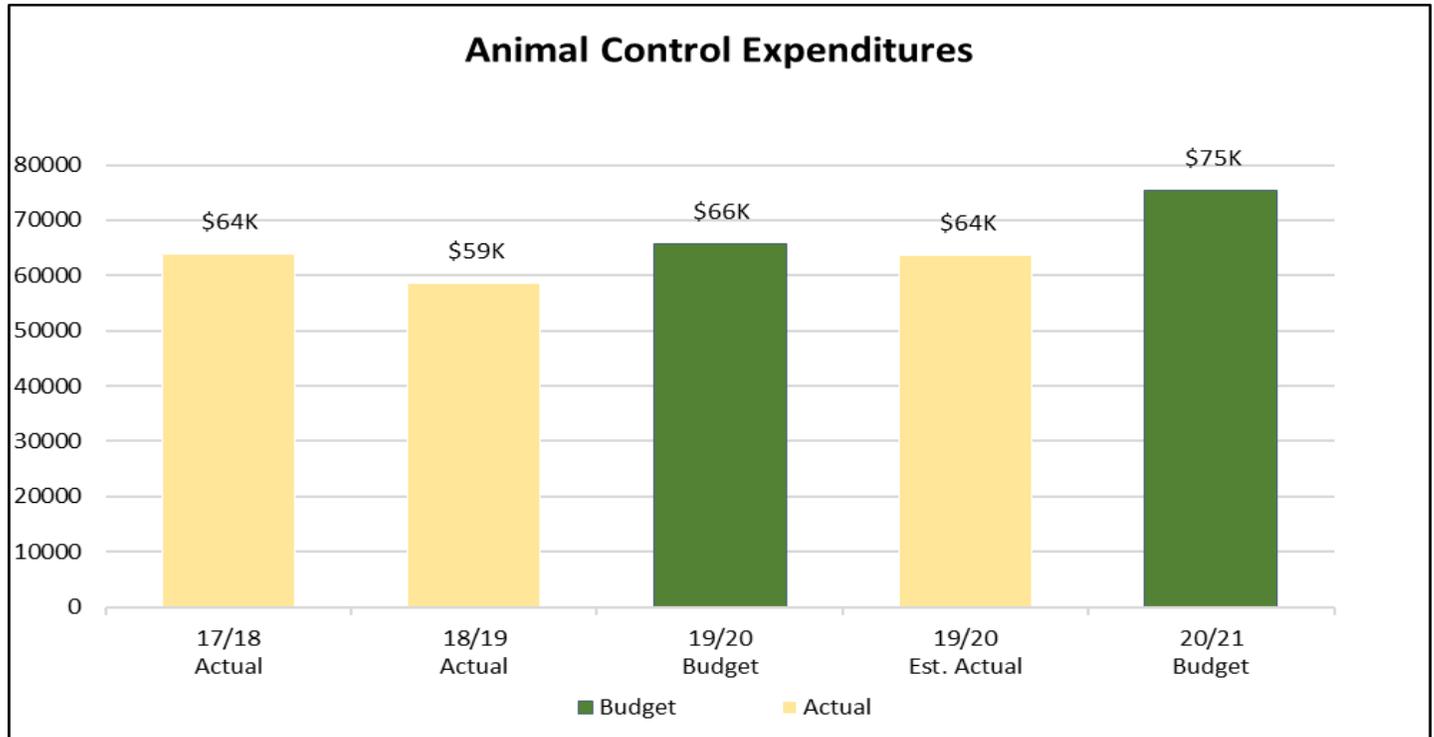
Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Intergovernmental	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Other Source/(Uses):					
General Fund Support	1,302,392	1,677,464	1,691,138	1,769,228	1,856,153
Total Funding Source	\$ 1,402,392	\$ 1,777,464	\$ 1,791,138	\$ 1,869,228	\$ 1,956,153
Department Spending					
Contractual Services	\$ 1,187,084	\$ 1,652,668	\$ 1,652,823	\$ 1,752,621	\$ 1,856,055
Allocations Out	115,308	124,796	138,315	116,607	100,098
Total Expenditures	\$ 1,302,392	\$ 1,777,464	\$ 1,791,138	\$ 1,869,228	\$ 1,956,153
	\$ Increase/(Decrease) From Est. Actual				\$ 86,925
	% Increase/(Decrease) From Est. Actual				5%



ANIMAL CONTROL (011-2150)

BUDGET SUMMARY:

The Animal Control is a division of Public Safety. The budget increased by 18 percent, \$11,685 from the estimated actual of FY2019-20. The increase cost is for the Animal Control contract services.

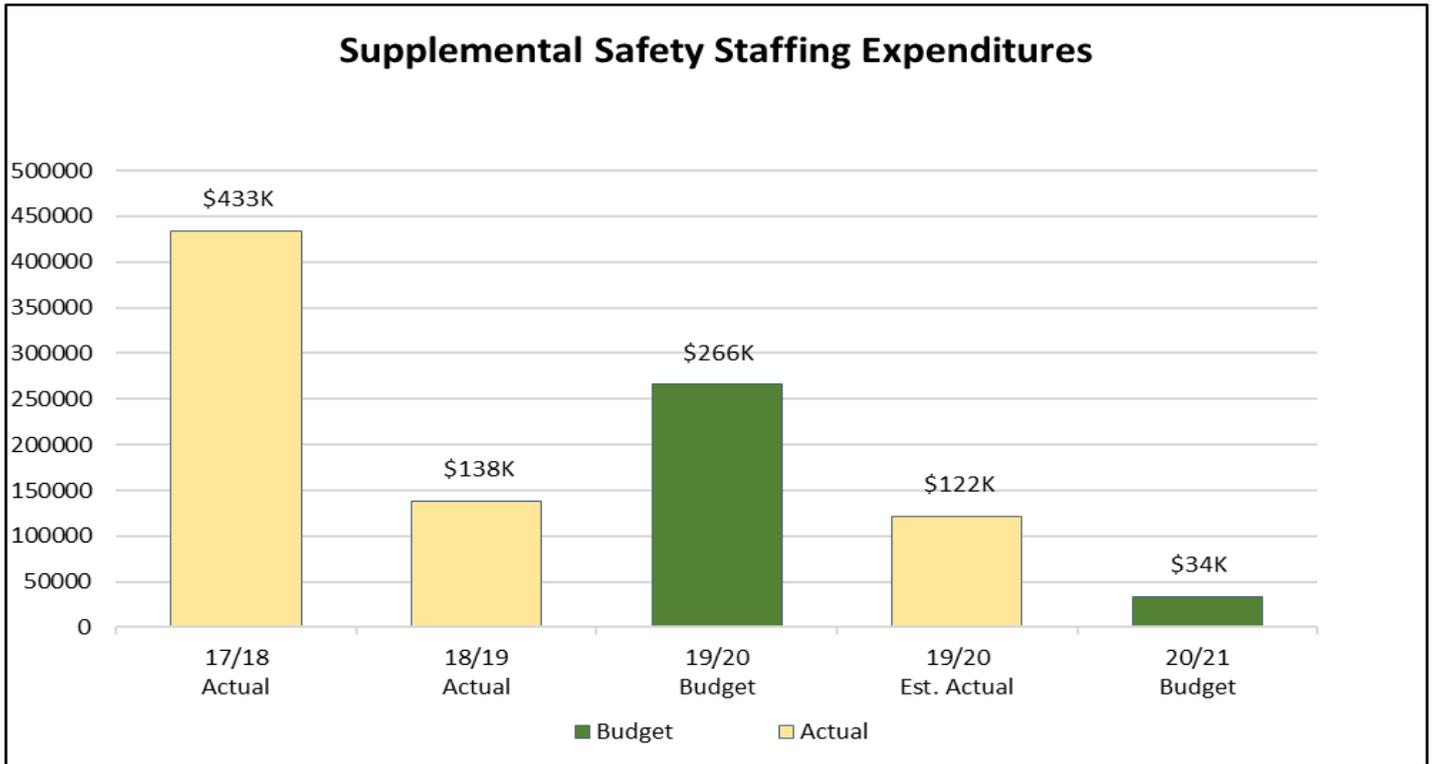


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None					
Charges for services	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	63,983	58,552	65,643	63,733	75,418
Total Funding Source	\$ 63,983	\$ 58,552	\$ 65,643	\$ 63,733	\$ 75,418
Department Spending					
Contractual Services	\$ 58,100	\$ 52,417	\$ 58,845	\$ 58,000	\$ 69,000
Allocations Out	5,883	6,135	6,798	5,733	6,418
Total Expenditures	\$ 63,983	\$ 58,552	\$ 65,643	\$ 63,733	\$ 75,418
	\$ Increase/(Decrease) From Est. Actual				\$ 11,685
	% Increase/(Decrease) From Est. Actual				18%

CITIZENS PUBLIC SAFETY PROGRAM (021-6100)

BUDGET SUMMARY:

In the FY 2020-21 budget we have moved the Supplemental Grant funds to the Police Administration to fund Law Enforcement expenditures and moved contract services for EOC to the City Manager's Budget. The Division budget decreased by 72 percent, or \$88,191, comparing to 2019-20 Estimated Actual.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Other Source/(Uses):					
General Fund Support	\$433,467	\$138,005	\$265,757	\$121,865	\$33,673
Total Funding Source	\$433,467	\$138,005	\$265,757	\$121,865	\$33,673
Department Spending					
Personnel	30,706	32,043	42,249	28,449	-
Contractual Services	320,900	32,028	135,636	25,511	5,500
Operations	20,300	9,189	16,463	7,813	9,400
Allocations Out	61,561	64,745	71,409	60,092	18,773
Total Expenditures	\$ 433,467	\$ 138,005	\$ 265,757	\$ 121,865	\$ 33,673
	\$ Increase/(Decrease) From Est. Actual			\$ (88,191)	
	% Increase/(Decrease) From Est. Actual			-72%	

Planning & Building

PLANNING ADMINISTRATION (011-3100)

MISSION:

The mission of the Planning and Building Department is to provide professional, courteous, and efficient service to the public, ensure that new development complies with local, state, and federal land use and environmental regulations, and guide the physical development of the Town in a manner that is consistent with the goals and values of the community.

ORGANIZATION AND DESCRIPTION:

The Department is comprised of Planning, Building and Code Enforcement Operations. Under the Direction of the Planning and Building Director, the Department consists of seven full-time regular employees and one part-time employee.

Planning & Code Enforcement Division

Planning and Building Director (1 FTE)
Principal Planner (1 FTE)
Assistant Planner (2 FTE)
Planning Technician/Admin Clerk (1 FTE)

Building Division

Senior Building Inspector (1 FTE)
Building Technician (1 FTE)
Administrative Clerk/Assistant (0.2 FTE)

PROGRAM SUMMARY & MAJOR SERVICES:

The Planning Division is responsible for long range planning regarding growth and development of the Town. Long range planning involves the preparation, maintenance and implementation of the Town's General Plan and Municipal Code. Planning is also responsible for the administration of the Town's Zoning and Site Development Codes which involves the review and processing of all site development and zoning applications, use permits, environmental reviews (CEQA compliance), and code enforcement. The Building Division is responsible for plan checking, inspection and permitting to ensure life safety, as well as quality control on building activity within the Town.

Major Services:

- Site development and Zoning permit review
- Building permit review and inspections
- Municipal Code maintenance
- General Plan administration
- Code enforcement
- Town Hall public information/permit counter
- Records retention and file management
- Planning Commission and City Council support on development and land use matters and Municipal Code amendments
- Intergovernmental relations: MTC, LAFCO, SCVWD, BAAQMD, SCCAPO, MTC/ABAG
- Grant applications
- Emergency planning-EOC planning function
- Committee liaison: Environmental Design and Protection, Environmental Initiatives, History, Open Space and Pathways
- State housing and land use legislation monitoring



PLANNING ADMINISTRATION (011-3100)

(CONT)

PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2017/18	2018/19	2019/20
1. Planning Applications	April thru March			
a. Applications Submitted		160	216	259
b. Applications Approved		136	188	217
2. Building Permits	April thru March			
a. Permits Issued		606	526	574
b. Permits Finaled		446	435	394
c. Total Valuation		\$49,747,928	\$50,644,562	\$45,449,930
d. Inspections Completed		2,315	2,211	2,089
e. Phone Calls Fielded		4,404	3,871	3,832
3. Code Enforcement	April thru March			
a. Cases Opened		84	75	113
b. Cases Resolved		76	58	88

ACTIVITY	2017/18	2018/19	2019/20
4. Code Updates and Special Projects			
a. Completed	<ul style="list-style-type: none"> • Subdivision Ordinance • Mora Heights Way No. 1 & 2 Annexations • Short Term Rental Ord. • Metal Roof Policy • Transition to TRAKiT Permit Tracking System • Medical Marijuana Ordinance 	<ul style="list-style-type: none"> • Urgency Ordinance for Wireless Communications Facilities • Mora Heights Way No. 3 Annexation • e-TRAKiT operational • Recreational Marijuana Ordinance 	<ul style="list-style-type: none"> • Town Hall Addition SD/CUP • New Wireless Communications Facilities Ordinance • Reach Codes • 2019 Building and Fire Code Updates • R337 Fire Code • Master Path Plan Update • Updated ADU Ordinance • User Fee Study and Updated Fee Schedule • GIS Basemap Updated
b. In Progress	<ul style="list-style-type: none"> • Mora Heights Way No. 3 Annexation • Update Tree Ordinance • e-TRAKiT installation • Master Path Plan Update • Recreational Marijuana Ordinance 	<ul style="list-style-type: none"> • New Wireless Communications Facilities Ordinance • Reach Codes • ADU Ordinance Update • Short-Term Rental Licensing Process • Update Tree Ordinance • Town Hall Addition SD/CUP • Master Path Plan Update • Update GIS Basemap 	<ul style="list-style-type: none"> • Town Hall Addition Construction Documents and Contractor Bids • Update Tree Ordinance • Ravensbury Island Annexation • Outdoor Lighting Policy • Short-Term Rental Licensing Process • Update Master Path Plan Policies • Update and Expand GIS Map Layers

PLANNING ADMINISTRATION (011-3100)

(CONT)

DEPARTMENT STAFFING:

Planning and Building has a total of eight staff positions that are distributed to various divisions and programs as follows:

Position	% Distribution							
	FTE	Planning Commission	Committees	Planning	Building	Code Enforcement	Pathway Planning	Town Center
Planning Director	1.00	5%	2%	55%	25%	10%	3%	0%
Principal Planner	1.00	0%	2%	79%	10%	2%	7%	0%
Assistant Planner	1.00	0%	1%	93%	5%	1%	0%	0%
Assistant Planner	1.00	0%	1%	93%	5%	1%	0%	0%
Senior Building Inspector	1.00	0%	0%	0%	95%	5%	0%	0%
Building Technician	1.00	0%	0%	0%	95%	0%	0%	5%
Planning Technician/Admin Clerk	1.00	5%	4%	30%	15%	1%	0%	45%
Administrative Clerk - Part-Time	0.20	0%	0%	5%	15%	0%	0%	0%
Total Full-Time Equivalent (FTE)	7.20	0.10	0.10	3.55	2.65	0.20	0.10	0.50
Percent Distribution	100%	1.4%	1.4%	49.3%	36.8%	2.8%	1.4%	6.9%

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2019-20 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> New Wireless Communication Facilities Ordinance adopted New Accessory Dwelling Unit Ordinance adopted Town Hall Addition SD/CUP approved 2019 Building and Fire Codes adopted Expanded Fire Protection Codes (R337) adopted Reach Codes (require all electric water/space heating) adopted Master Path Plan Update approved Updated GIS base map and pathways layer completed 	<ul style="list-style-type: none"> Update Outdoor Lighting Policy Update Tree Protection Ordinance Complete Town Hall Addition construction drawings and solicit bids for phases 1 and 2 Master Path Plan integration into GIS map Continue development and expansion of GIS map layers Update Zoning Code (clean up text, remove antiquated sections)
Promote Sense of Community	<ul style="list-style-type: none"> Updated ADU brochure and created submittal requirements checklist to promote construction of affordable housing Modified staff and applicant checklists to address new policies adopted by the City Council Adopted the Master Path Plan update with additional pathways segments 	<ul style="list-style-type: none"> Continue to engage residents and neighbors on site development projects Continue to improve checklist and other forms of communications to inform new residents and interested developers of Town planning and building codes
Emergency Preparedness	<ul style="list-style-type: none"> Staff EOC training completed FEMA and OES courses completed by Building Inspector Partial Activation of EOC during COVID-19 pandemic Established processes and protocol to share information with the community, manage construction activities, and maintain permitting services during COVID-19 pandemic 	<ul style="list-style-type: none"> Participate in emergency preparedness planning and training opportunities

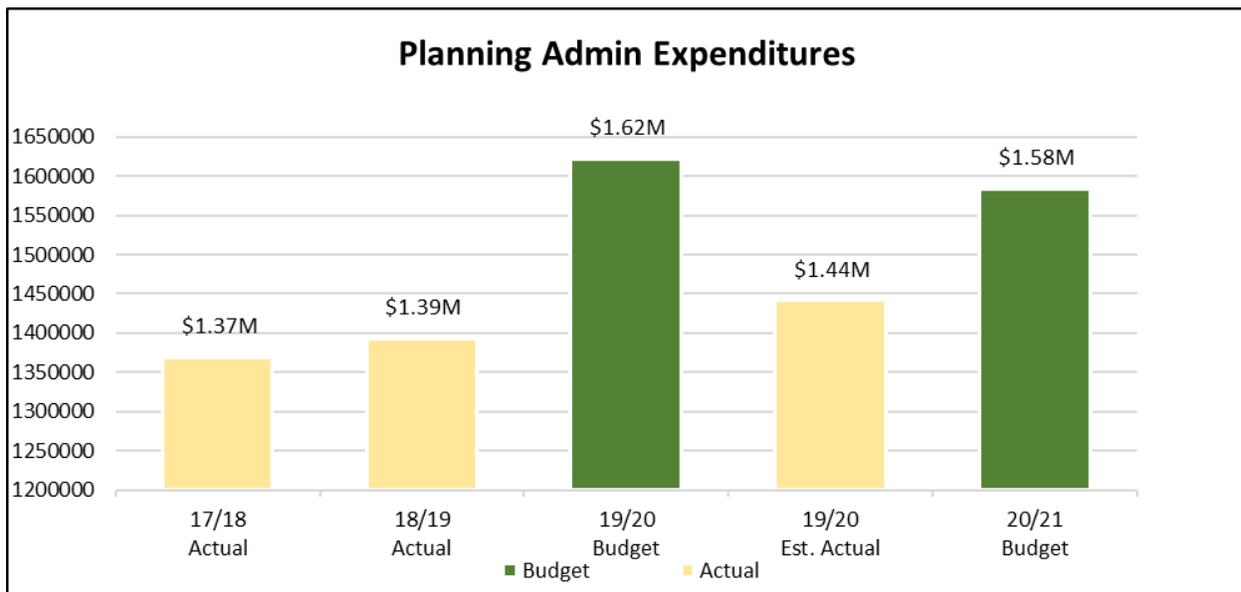
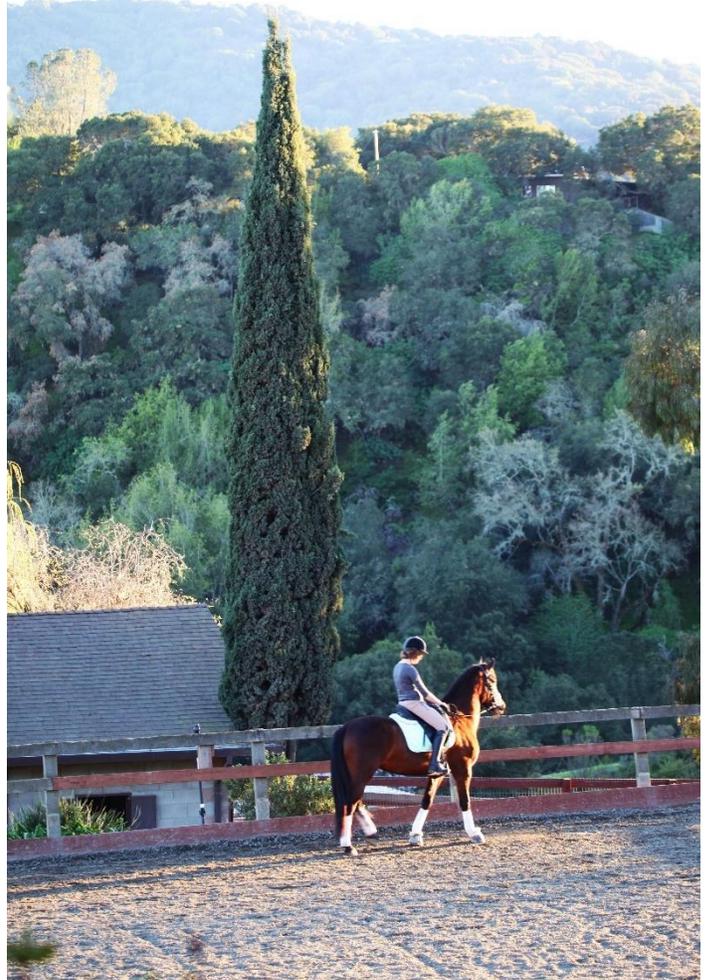
Town Goal	2019-20 Accomplishments	2020-21 Goals
Risk Mitigation	<ul style="list-style-type: none"> Code Enforcement Officer from CSG contracted for 24-32 hours per week to ensure prompt code compliance response and resolution times. Continued to resolve long standing open cases and clear old files 	<ul style="list-style-type: none"> Continue to engage a part-time consultant (24-32 hrs/week) to oversee and manage code compliance issues and complaints Continue to focus on prompt response times to code compliance matters
Transparency	<ul style="list-style-type: none"> Updated Planning website to include Fast Track/Site Development Hearing agendas and meeting summaries Completed update of the Town's GIS basemap, which included additional information about pathways and pathway easements 	<ul style="list-style-type: none"> Implement additional public access portals and continue to make improvements to the Planning and Building websites Work with advisory committees to improve effectiveness and transparency Develop additional handouts with Planning and Building fee information
Council Identified Priorities	<ul style="list-style-type: none"> New Wireless Communication Facilities Ordinance adopted New Accessory Dwelling Unit Ordinance adopted Town Hall Addition SD/CUP approved 2019 Building and Fire Codes adopted Expanded Fire Protection Codes (R337) adopted Reach Codes (require all electric water/space heating) adopted Master Path Plan Update approved Updated GIS base map and pathways layer completed 	<ul style="list-style-type: none"> Make progress on Town's affordable housing targets Complete Town Hall Addition construction drawings and solicit bids for phases 1 and 2 Update Master Path Plan Policies Continue development and expansion of GIS map layers



BUDGET SUMMARY:

Planning Department expenditures came in 11 percent under budget and revenues came in 73 percent over budget for Fiscal Year 2019-20. The reduction in expenditures is related to vacancies (Admin Clerk, Assistant Planner and Planning Director) and reduced need for professional and contractual services. The significant increase in revenue is attributed to a 20 percent increase in application submittals and the resolution of many long-standing open deposit accounts.

The Planning Department’s 2020-21 revenue is projected to increase by two percent over the 2019-20 revenue estimate. While application volume did increase by 20 percent in 2019-20, revenue estimates for 2020-21 are conservative to account for a likely slowdown in application volume related to the COVID-19 pandemic. This assumption will be re-evaluated at mid-year once additional data is available. Planning expenditures are projected to increase by four percent from the 2019-20 Estimated Actual, but when compared to the Department’s 2019-20 Budget, expenditures will decrease by seven percent. The increase in Personnel costs are related to the Department being fully staffed, where the prior year had multiple positions that were vacant for various periods throughout the year. The budgets for both Professional Services and Contractual Services have been reduced to account for a fully staffed Department that can provide additional services without as much need for outside consultants. In addition, the Code Enforcement contract and the associated staff time to support this service have been removed from the Planning Administration budget and placed into a separate account (011-3120). The increase in allocations out to the Town’s central services is based on the updated Cost Allocation Plan that was adopted in April 2020.



PLANNING ADMINISTRATION (011-3100)

(CONT)

Four-Year Comparison	2017-18	2018-19	2019-20	2019-20	2020-21
	Actual	Actual	Budget	Est. Actual	Budget
Funding Source					
Department Revenue					
Charges for services	\$ 545,401	\$ 484,415	\$ 546,100	\$ 947,705	\$ 558,580
Other Source/(Uses):					
General Fund Support	823,094	908,117	1,076,033	493,610	1,024,525
Total Funding Source	\$ 1,368,495	\$ 1,392,532	\$ 1,622,133	\$ 1,441,315	\$ 1,583,105
Department Spending					
Personnel	\$ 555,583	\$ 639,308	\$ 730,350	\$ 670,598	\$ 772,967
Professional Services	55,501	16,572	58,080	42,264	15,000
Contractual Services	230,264	166,680	198,424	168,280	136,000
Operations	10,612	39,177	48,514	61,261	52,300
Allocations Out	516,535	530,795	586,766	498,912	606,839
Total Expenditures	\$ 1,368,495	\$ 1,392,532	\$ 1,622,133	\$ 1,441,315	\$ 1,583,105
	\$ Increase/(Decrease) From Est. Actual				141,790
	% Increase/(Decrease) From Est. Actual				10%

COST RECOVERY:

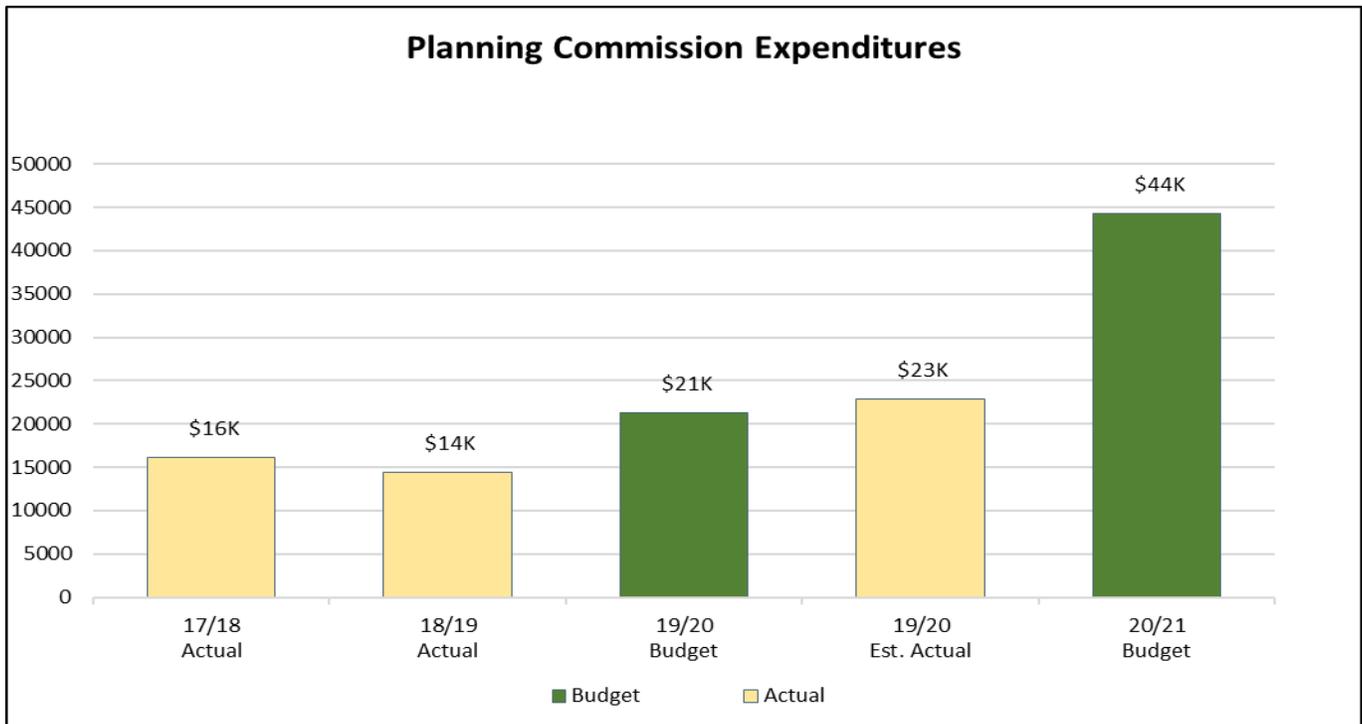
The Planning Department’s cost recovery target is set at 90 percent for its fee-related services (i.e. site development permits). Due to the nature of the Planning Department’s activities and tasks, which often serve to support larger community-wide objectives such as ordinance updates (wireless facilities and accessory dwelling units) and pathway planning (Master Path Plan update), the Department’s overall cost recovery rate is much lower than its recovery rate for fee related services. A User Fee Study and an updated Fee Schedule were adopted by the City Council in April 2020, and the updated fees are set to go into effect in July 2020. To improve the tracking of Departmental revenue and more closely align revenues and expenses within the same fiscal year, the Department is shifting away from a deposit-based fee collection system and transitioning many of its application types to flat fees. This update to the fee schedule along with the shift to more flat fee application types is anticipated to increase Planning revenue by up to 10 percent and achieve the Department’s cost recovery target. In addition, the transition to flat fees will reduce the overhead costs associated with the administration and processing of deposits, which will reduce the Department’s allocations out to central services.



PLANNING COMMISSION (011-3110)

BUDGET SUMMARY:

The Planning Commission is a five-member body that acts in an advisory capacity to the City Council and reviews and acts on land use, planning and development applications. The annual compensation for a planning commissioner is \$1,200 and the commission meets once a month. Costs to operate and support the Planning Commission are generally stable, with minimal increases year to year. However, there is a significant increase in the Commission's expenditures this year and it is attributed to three factors: 1) staff time to support the Commission was not fully accounted for in the Commission's budget in past years; 2) a one-time amount of \$5,000 to cover a portion of the costs to transition to a different platform to host meeting livestreams and agenda materials; and 3) a training budget increase of \$6,000 to ensure that the three new commissioners appointed this year will have an opportunity to receive appropriate training and education.

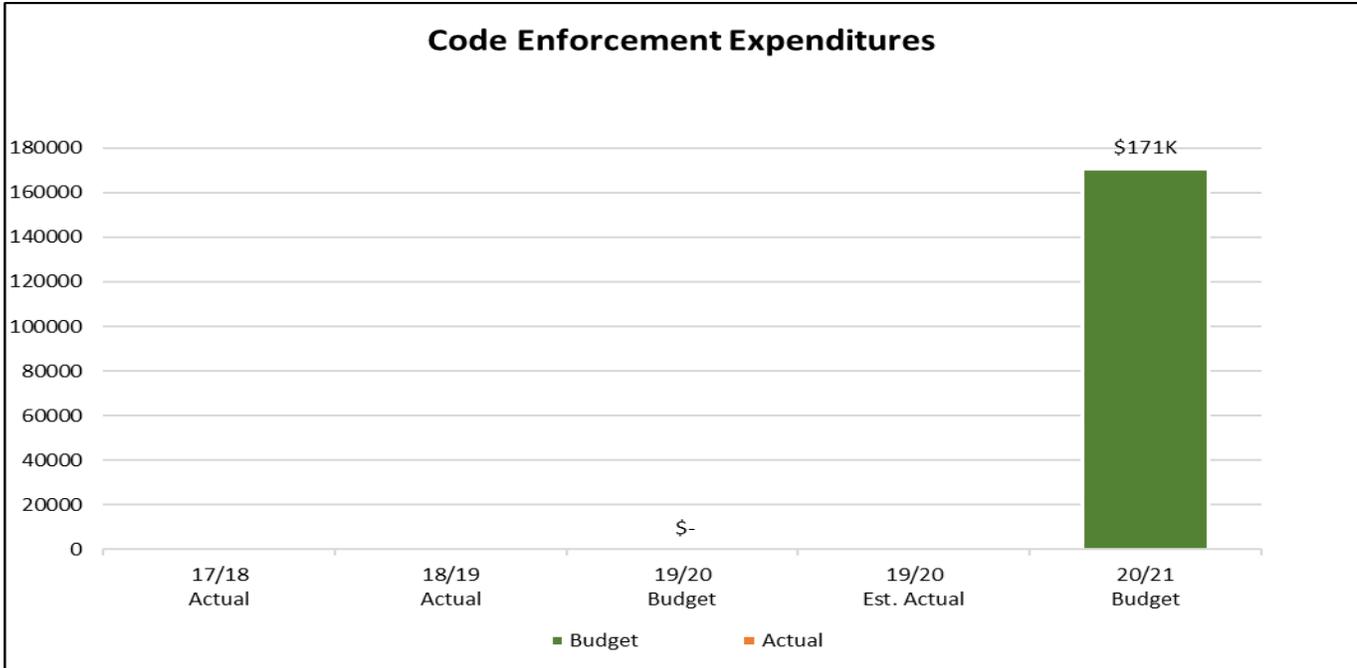


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	16,141	14,386	21,289	22,919	44,321
Total Funding Source	\$ 16,141	\$ 14,386	\$ 21,289	\$ 22,919	\$ 44,321
Department Spending					
Personnel	\$ 9,621	\$ 7,213	\$ 13,649	\$ 13,408	\$ 26,142
Operations	2,800	3,288	3,333	8,057	11,975
Allocations Out	3,720	3,885	4,307	1,454	6,204
Total Expenditures	\$ 16,141	\$ 14,386	\$ 21,289	\$ 22,919	\$ 44,321
\$ Increase/(Decrease) From Est. Actual					\$ 21,402
% Increase/(Decrease) From Est. Actual					93%

CODE ENFORCEMENT OPERATIONS (011-3120)

BUDGET SUMMARY:

Code Enforcement Operations is a service that is administered by the Planning Department and overseen by the Planning and Building Director. The primary expenditure is related to the contract for a part-time code enforcement officer who works 24-32 hours per week. In addition, Planning, Building and Public Works staff are routinely involved in the evaluation and resolution of code enforcement cases, and provide support to the part-time code enforcement officer. While there is occasionally revenue generated through fines and penalties, the overarching goal of code enforcement is to ensure quality of life is maintained through adherence with the Municipal Code and prompt response to complaints and issues when they arise. In prior years, code enforcement costs were accounted for within Planning and Building operations. However, to provide greater transparency and understanding about the full costs to support Code Enforcement Operations, a separate account has been created.



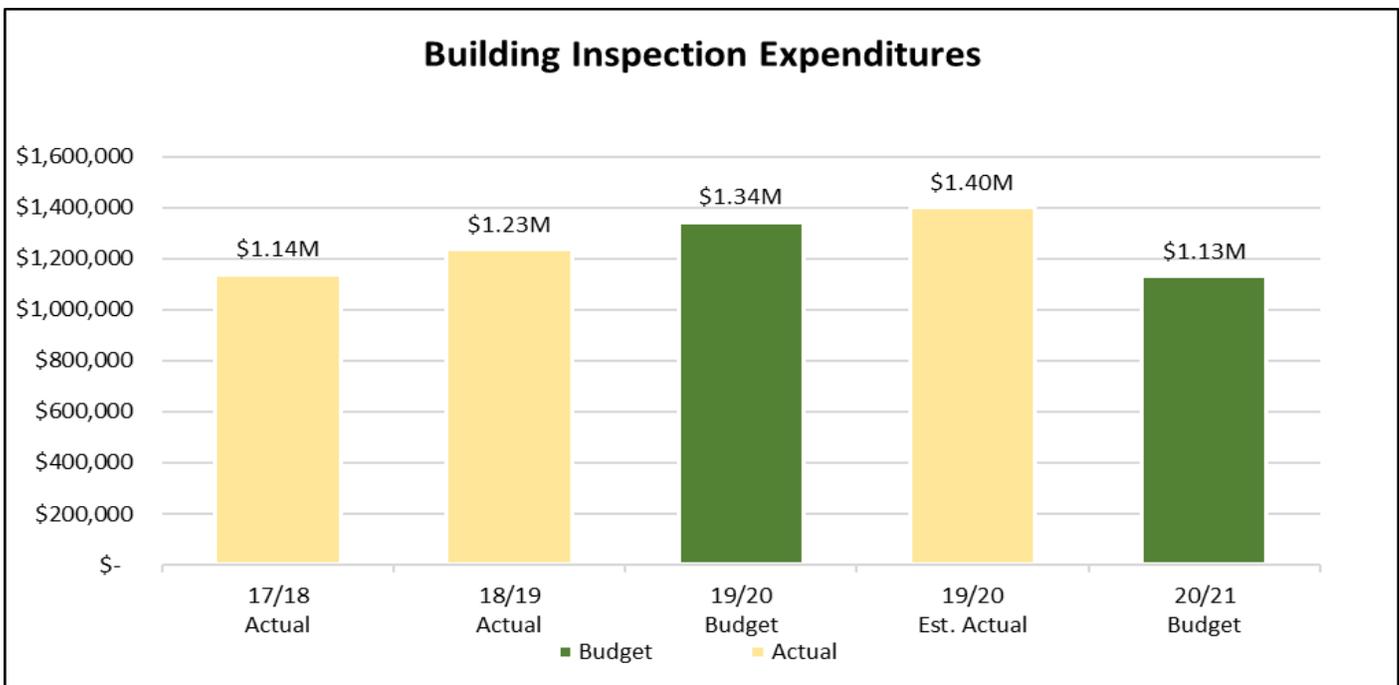
Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	-	-	-	-	170,741
Total Funding Source	\$ -	\$ -	\$ -	\$ -	\$ 170,741
Department Spending					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 39,347
Contractual Services	-	-	-	-	110,000
Operations	-	-	-	-	-
Allocations Out	-	-	-	-	21,394
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 170,741
	\$ Increase/(Decrease) From Est. Actual				\$ 170,741
	% Increase/(Decrease) From Est. Actual				n/a

BUILDING OPERATIONS (011-3200)

BUDGET SUMMARY:

The Building Department expenditures came in four percent under its budget and revenues came in eight percent over its budget projection for Fiscal Year 2019-20. The reduction in expenditures is related to the Department being fully staffed and reducing its reliance on contract personnel, and the increase in revenue correlates with the nine percent increase in permits issued over the previous year.

The Building Department's 2020-21 revenue is projected to decrease by approximately 15 percent over the 2019-20 Estimated Actual. While permit volume did increase by nine percent in 2019-20, total project valuation was down 10 percent. In addition, the COVID-19 pandemic is anticipated to further reduce permit volumes and total valuation in the first half of the year. This assumption will be re-evaluated at mid-year once additional data is available. To account for this decrease in revenue, Building expenditures are projected to decrease by 16.5 percent from the 2019-20 Estimated Actual. There will be a slight increase in Personnel costs to account for the Department being fully staffed. However, the budget for Professional and Contractual Services has been reduced by 25 percent as compared to the 2019-20 Budget. The Department's allocations out to the Town's central services have also been significantly reduced based on the updated Cost Allocation Plan that was adopted in April 2020.



BUILDING OPERATIONS (011-3200)

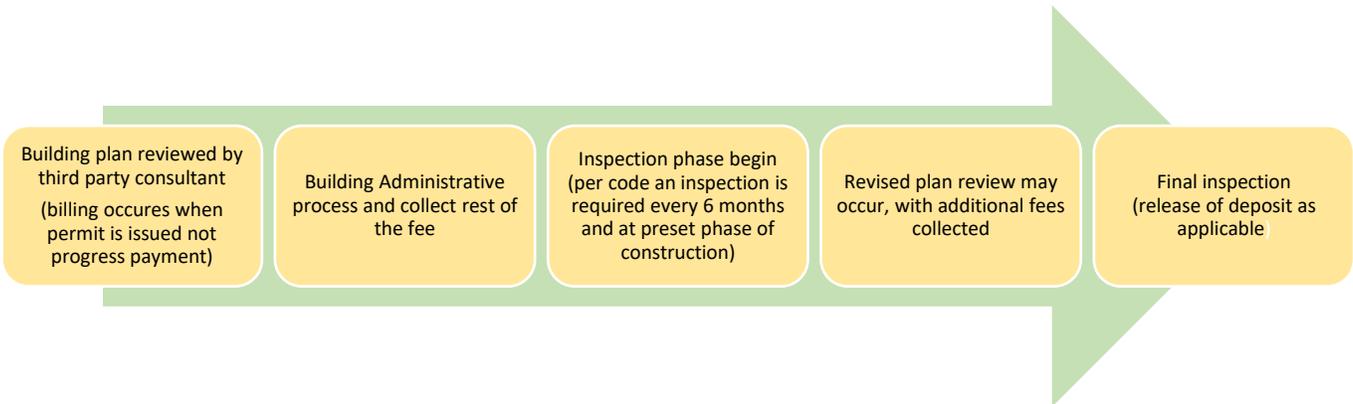
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Four-Year Comparison	2017-18	2018-19	2019-20	2019-20	2020-21
	Actual	Actual	Budget	Est. Actual	Budget
Funding Source					
Department Revenue: None					
License and permits	\$ 1,131,459	\$ 1,016,626	\$ 1,080,626	\$ 1,164,232	\$ 1,050,566
Other Source/(Uses):					
General Fund Support	5,223	218,616	318,522	179,636	79,698
Total Funding Source	\$ 1,136,682	\$ 1,235,241	\$ 1,399,148	\$ 1,343,868	\$ 1,130,264
Department Spending					
Personnel	308,058	379,098	373,756	411,128	431,532
Professional Services	5,031	7,858	6,000	-	-
Contractual Services	306,339	374,366	431,270	212,875	330,000
Operations	3,761	22,712	23,938	30,621	24,250
Allocations Out	513,493	451,207	564,184	689,244	344,482
Total Expenditures	\$ 1,136,682	\$ 1,235,241	\$ 1,399,148	\$ 1,343,868	\$ 1,130,264
	\$ Increase/(Decrease) From Est. Actual				\$ (213,604)
	% Increase/(Decrease) From Est. Actual				-15.9%

COST RECOVERY:

The Building Department’s cost recovery target is set at 90 percent. The target for all Building fees and operations is full cost recovery, however, to ensure that fees assessed do not exceed 100 percent cost recovery, the updated fees were adjusted to achieve a cost recovery of 90-95 percent. A User Fee Study and an updated Fee Schedule were adopted by the City Council in April 2020, the updated fees are set to go into effect in July 2020. The update permit fees are anticipated to generate up to 20 percent in additional revenue, which will help the Department achieve its cost recovery target.

Given that the purpose of cost recovery is to collect sufficient fees to offset the staff costs to provide services for the duration of the permit life, it is crucial to understand the permitting process and how and when the fees collected cover the staffing costs to review, process and inspect a given permit. Building permit fees are collected in advance, at initial application submittal and then at building permit issuance. However, the staff time that is covered by the payment of fees when a building permit is issued takes place months and years later, with fees collected in one fiscal year not getting full spent until later fiscal years. A new single-family developments or major renovation in the Town can take 2-3 years to complete. A typical building permit process is as follows, with initial plan review occurring years before the final inspection:



With this type of delay between the collection of permit fees and the associated expenditure of staff time, it is important to understand that Building Department revenues and expenses do not necessarily align with the cost recovery model for each fee type. Thus, as long as revenue over expenses is between 80-100 percent, then it can be extrapolated that the permit fees are achieving their cost recovery target.



Parks & Recreation

RECREATION ADMINISTRATION (011-1000)

MISSION:

The department develops, implements and evaluates recreational programs, activities and events for youth, adults and seniors. Coordinates and supervises recreational uses of Purissima Park, Town Riding Arena and Westwind Community Barn.

DESCRIPTION:

Under the direction of the City Manager, the department is comprised of two full-time employees, Sr. Community Services Supervisor and Recreation Specialist who oversees seasonal part-time staff throughout the year, community events, recreation programs, community outreach, independent contractors, Purissima Park, janitorial services for Town facilities and works closely with Westwind Barn Concessionaire.

PROGRAM SUMMARY & MAJOR SERVICES:

The Parks and Recreation Department performs a variety of assignments including the development, promotion, and management of Town community events, facilities and recreation programs.

Major services include:

- Community events
- Bi-Annual Activity Guides
- Manages vendor contracts for parks and recreation services
- Community Outreach on social media, website, and email marketing
- Works with Public Works on maintenance for Purissima Park and Westwind Community Barn
- Manages contract with Los Altos/Los Altos Hills Little League and Westwind Community Barn Concessionaire
- Schedules facility use for Town Hall and Purissima Park
- Performs Notary services
- Liaison to Community Relations, Parks & Recreation Committees, Youth and Senior Commissions
- Emergency logistics, EOC function
- Other duties as assigned

PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2017/18	2018/19	2019/20
1. Recreation program				
a. Fee Based Classes/Camps	April - March	102	87	110
b. Fee-Based Participants	April - March	448	394	430
c. Free Programs	April - March	41	67	81
d. Total Programs	April - March	143	154	191
2. Events		15	17	
a. Shred Event	# Households	n/a	90	54
b. Family Campout	# Attendees	104	155	121
d. Softball Game	#Attendees	n/a	100	70
e. Touch a Truck	# Attendees	200	300	Moved to Fall 2020
3. Field Rental	FY	5	7	3
4. Westwind Barn Operations	FY			
a. Summer Camp Registrations		135	147	136
b. Town's Summer Camp Revenue		\$13,552	\$15,116	\$16,171

RECREATION ADMINISTRATION (011-1000)

DEPARTMENT STAFFING:

The Parks and Recreation Department has a total of 2.05 staff positions and are distributed to various divisions as follows:

Position \ % Distribution	FTE	Committee	Parks & Recreation	Westwind Barn
Sr. Community Services Supervisor	1.00	35%	40%	25%
Recreation Specialist	1.00	15%	85%	0%
Seasonal Part-time Assistant	0.05	0%	100%	0%
Total Full-Time Equivalent (FTE)	2.05	0.60	1.35	0.25
Percent Distribution	100%	29%	66%	5%

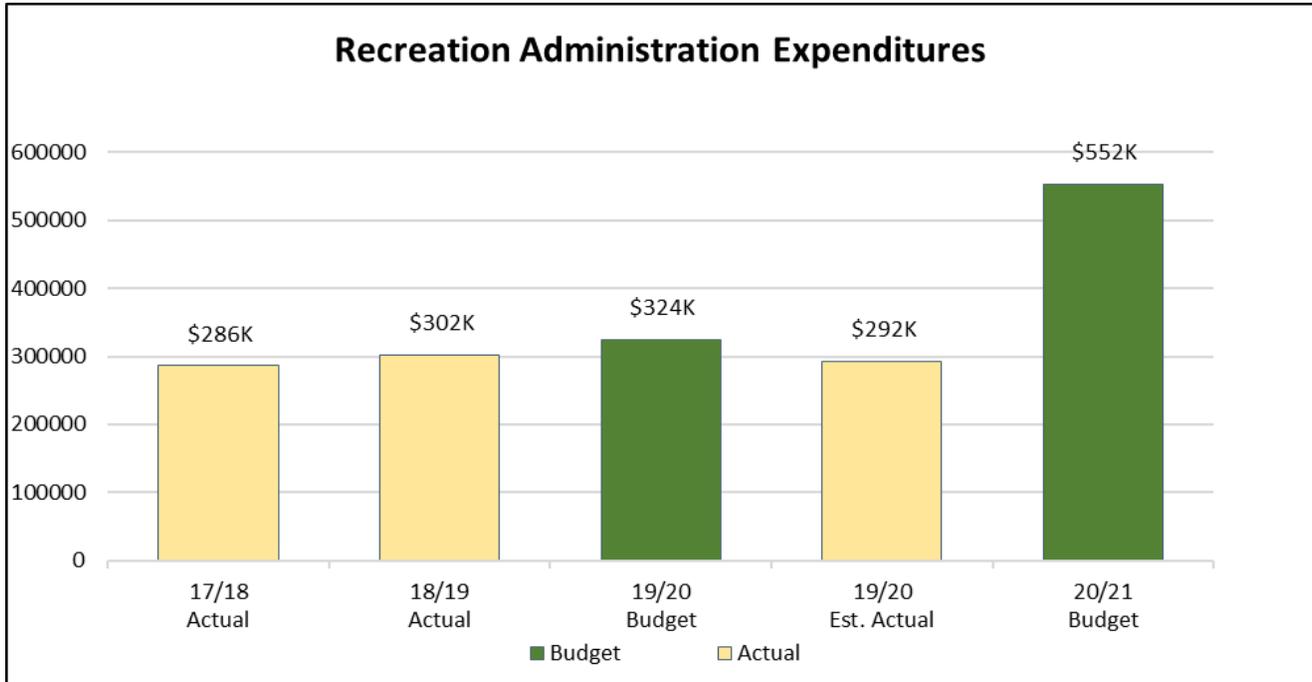
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2019-20 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Provided community events and activities throughout the year for all ages. • Community outreach during COVID-19, developed Virtual Recreation Resources page, Town-wide mailer, LAH Spring This or That, Scavenger Hunt, Inspirational Banners. • Encouraged volunteerism 	<ul style="list-style-type: none"> • Continue to pivot to Virtual and changing community needs for Community Services and Recreation Resources during COVID-19. • Enrich the lives of residents • Leverage partnerships to produce upgrades to facilities • Promote positive customer service • Implement and roll out new recreation software
Emergency Preparedness	<ul style="list-style-type: none"> • Continue to use Nixle and social media to get information out when needed. • Updated Logistics binders • Community outreach during COVID-19, developed Virtual Recreation Resources page, Town-wide mailer, LAH Spring This or That, Scavenger Hunt, Inspirational Banners to promote positive community morale. 	<ul style="list-style-type: none"> • Continue working with PIO team to disseminate information to the community • Attend trainings for Logistics • Promote CERT and PEP trainings for the community
Risk Mitigation	<ul style="list-style-type: none"> • Completed Annual Inspections on Playground and Outdoor Fitness Equipment. • Ensured all contractors have the Town added as additional insured and contracts updated. • Attended annual training at CPRS conference as well as webinars regarding COVID-19. 	<ul style="list-style-type: none"> • Continue to follow, encourage, and promote Shelter in Place orders for COVID-19 • Continue Playground and Outdoor Fitness Equipment annual inspections. • Ensuring all contractors have the Town added as additional insured and contracts updated.
Transparency	<ul style="list-style-type: none"> • Updating website, social media, print material, and email marketing • Answered community questions and concerns. • Began implementation for the new Recreation software: CivicRec. 	<ul style="list-style-type: none"> • Work with community to answer questions and/or concerns. • Launch new recreation software: CivicRec
Council Identified Priorities	<ul style="list-style-type: none"> • Encouraged community engagement through Committees/Commissions, programs, activities and events. 	<ul style="list-style-type: none"> • Conduct a Park needs assessment • Proceed with Town Hall Digitally invest

RECREATION ADMINISTRATION (011-1000)

BUDGET SUMMARY:

The Recreation Administration Division increased by 89%, \$260,511, mostly from the allocation from the Cost Allocation Plan approved by City Council in April 2020. All staff time, supporting events, recreation programs, field rental coordination, and Westwind Barn operations are recorded in Recreation Administration.

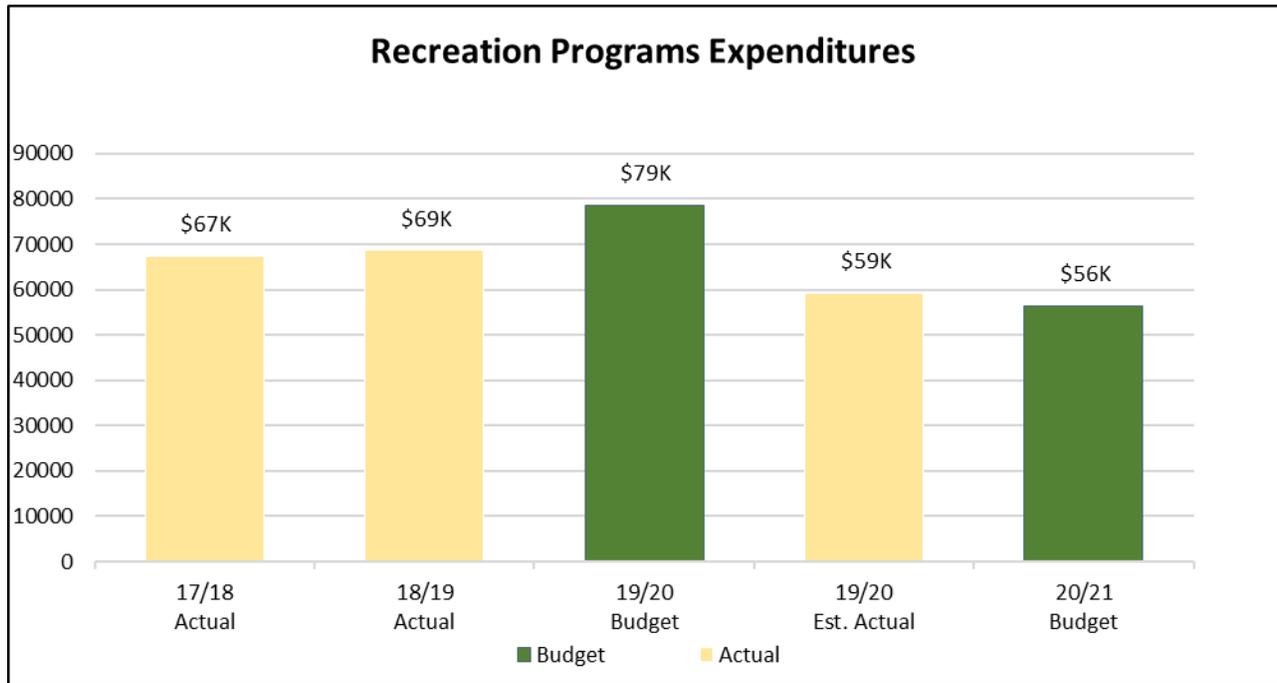


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	286,040	302,366	323,763	291,757	552,268
Total Funding Source	\$ 286,040	\$ 302,366	\$ 323,763	\$ 291,757	\$ 552,268
Department Spending					
Personnel	151,898	169,589	177,043	166,318	160,934
Operations	27,394	30,270	31,714	30,158	30,158
Allocations Out	106,748	102,507	115,006	95,281	361,177
Total Expenditures	\$ 286,040	\$ 302,366	\$ 323,763	\$ 291,757	\$ 552,268
	\$ Increase/(Decrease) From Est. Actual				\$ 260,511
	% Increase/(Decrease) From Est. Actual				89%

RECREATION PROGRAMS (011-4110)

BUDGET SUMMARY:

Staff is projecting a decrease in expenditures due to COVID-19. Below expenditures are the independent contractor split of the fee-based classes. Staff has been successfully adding free classes, which also attributes to the reduction in expenditures.

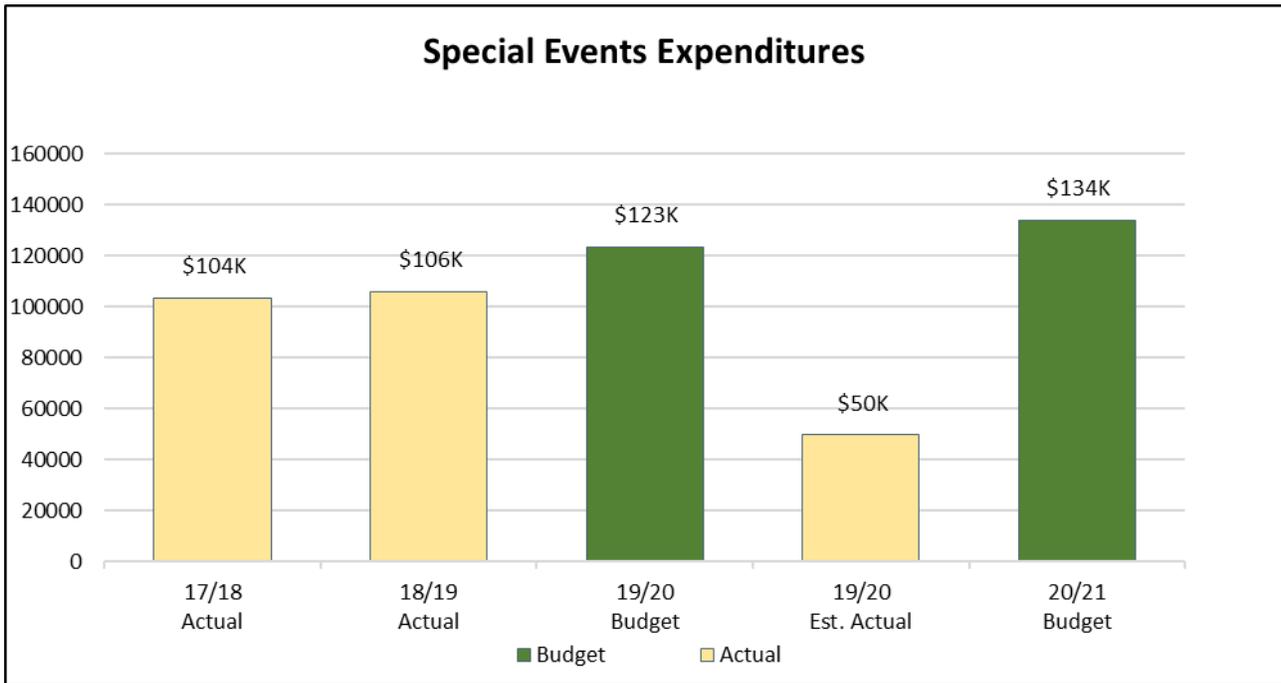


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue					
Charges for services	\$ 102,485	\$ 20,690	\$ 47,000	\$ 26,841	\$ 47,940
Other Source/(Uses):					
General Fund Support	(35,228)	47,913	31,633	32,436	8,533
Total Funding Source	\$ 67,257	\$ 68,603	\$ 78,633	\$ 59,276	\$ 56,473
Department Spending					
Contractual Services	52,857	53,018	61,360	44,714	40,000
Allocations Out	14,400	15,585	17,273	14,562	16,473
Total Expenditures	\$ 67,257	\$ 68,603	\$ 78,633	\$ 59,276	\$ 56,473
	\$ Increase/(Decrease) From Est. Actual			\$ (2,803)	
	% Increase/(Decrease) From Est. Actual			-5%	

SPECIAL EVENTS (011-4120)

BUDGET SUMMARY:

Due to COVID-19 the largest community events were canceled in FY19-20. Resulting in a large variance from budget to actuals. In FY20-21 there is a \$10,000 increase in budget as expenses were reclassified to the special events budget. The budget is inclusive of the following community events: 4th of July Parade, LAH vs. LA Softball Game, Family Campout, Hoedown, Touch a Truck, Trick or Treat at Town Hall, Barn Lighting, Chamber Music Concert, Movie Night, Hoppin' Hounds, Leadership Conference, Shred Event, Earth Day Celebration, Pathways Run/Walk, and the Town Picnic.

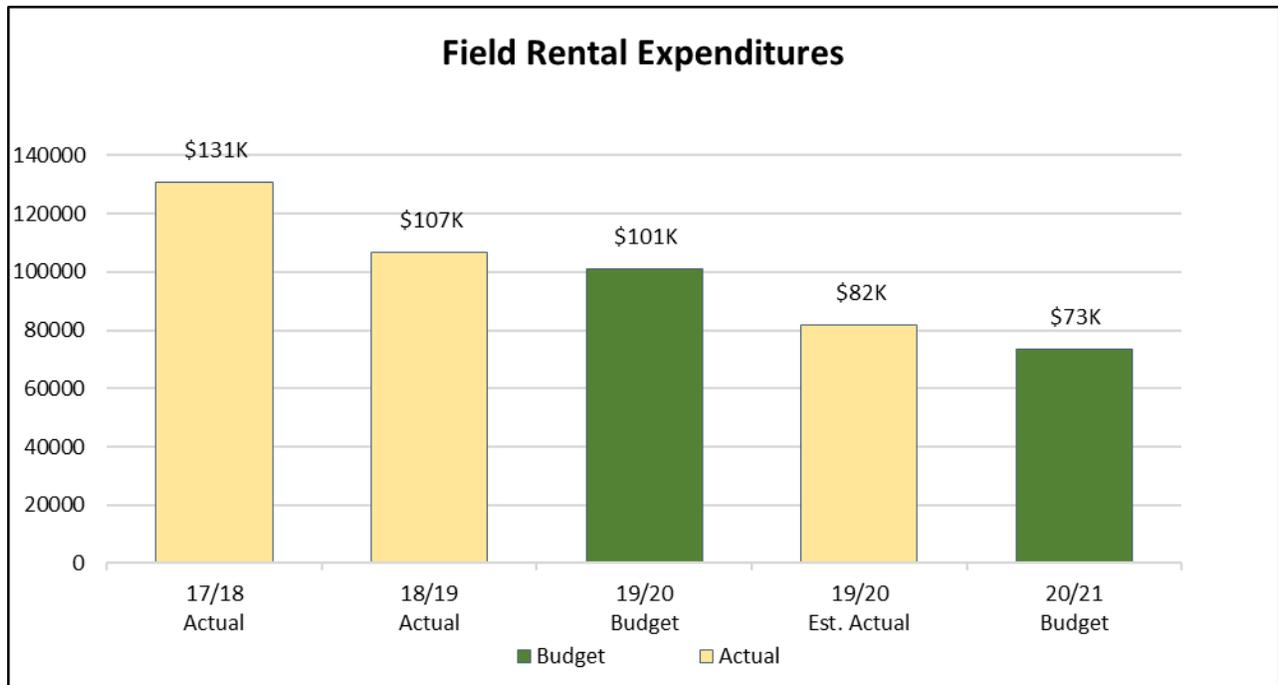


Four-Year Comparison	Actual	Actual	Budget	Est. Actual	Budget
Funding Source					
Department Revenue					
Charges for services	\$ 20,154	\$ 21,167	\$ 19,000	\$ 22,238	\$ 21,400
Other Source/(Uses):					
General Fund Support	83,373	84,806	104,370	27,470	112,655
Total Funding Source	\$ 103,527	\$ 105,973	\$ 123,370	\$ 49,708	\$ 134,055
Department Spending					
Operations	81,769	82,016	96,800	27,347	101,750
Allocations Out	21,758	23,957	26,570	22,360	32,305
Total Expenditures	\$ 103,527	\$ 105,973	\$ 123,370	\$ 49,708	\$ 134,055
	\$ Increase/(Decrease) From Est. Actual				\$ 84,347
	% Increase/(Decrease) From Est. Actual				170%

FIELD RENTAL (011-5100)

BUDGET SUMMARY:

The budget for 2020-21 reflects a reduction in cost and related reimbursement revenue attributable to utilizing Town staff resources instead of an outside contractor to perform field maintenance at Purissima Park.

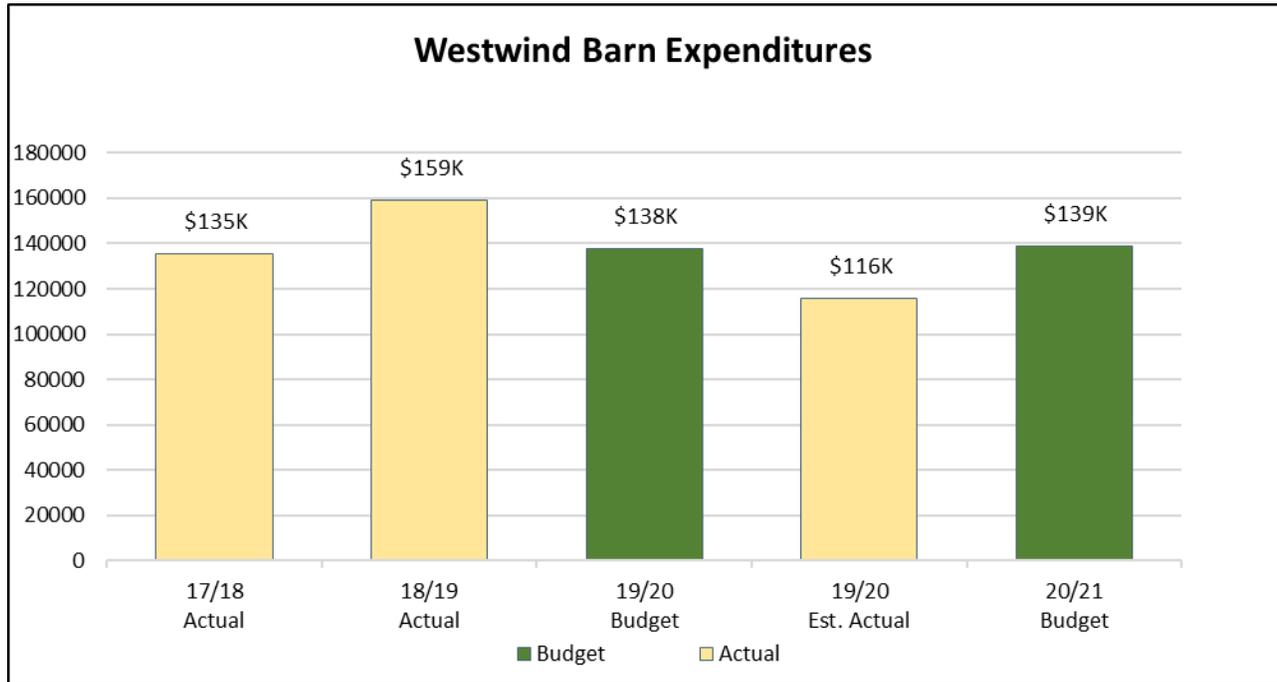


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue					
Charges for Services	\$ 58,547	\$ 62,789	\$ 45,000	\$ 62,789	\$ 64,045
Other Source/(Uses):					
General Fund Support	72,019	44,076	55,852	18,809	9,379
Total Funding Source	\$ 130,566	\$ 106,865	\$ 100,852	\$ 81,598	\$ 73,424
Department Spending					
Personnel	\$ -	\$ -	\$ 40,507	\$ 9,722	\$ 49,167
Contractual Services	78,260	51,179	6,565	11,770	11,500
Operations	36,940	38,881	35,148	44,415	4,200
Allocations Out	15,366	16,805	18,632	15,691	8,558
Total Expenditures	\$ 130,566	\$ 106,865	\$ 100,852	\$ 81,598	\$ 73,424
	\$ Increase/(Decrease) From Est. Actual			\$ (8,173)	
	% Increase/(Decrease) From Est. Actual			-10%	

WESTWIND BARN (011-5300)

BUDGET SUMMARY:

Westwind Community Barn is a 10-acre property owned by the Town of Los Altos Hills and managed by Concessionaire, Victoria Dye Equestrian (VDE). VDE manages the boarding facility and provides instruction. The funding source labeled Charges for Services; VDE pays the Town 25% of lesson gross revenue. Additionally, the Town collects payment for VDE Riding Camps. The Contractual Services is the VDE 75% split of Camps gross revenue the Town collects and includes VDE increased fee for concessionaire services of the City Council approved agreement in April 2020.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue					
Charges for services	\$ 89,907	\$ 121,582	\$ 127,000	\$ 112,080	\$ 123,401
Other Source/(Uses):					
General Fund Support	45,573	37,598	10,513	3,495	15,571
Total Funding Source	\$ 135,480	\$ 159,180	\$ 137,513	\$ 115,575	\$ 138,972
Department Spending					
Personnel	\$ 15,165	\$ 17,570	\$ 16,080	\$ 22,932	\$ 18,256
Professional Services	-	1,038	3,675	-	2,500
Contractual Services	84,772	89,420	76,000	50,425	87,200
Operations	7,364	21,686	12,300	24,118	15,857
Allocations Out	28,180	29,465	29,458	18,100	15,160
Total Expenditures	\$ 135,480	\$ 159,180	\$ 137,513	\$ 115,575	\$ 138,972
	\$ Increase/(Decrease) From Est. Actual			\$ 23,397	
	% Increase/(Decrease) From Est. Actual			20%	

Public Works

ENGINEERING (011-3300)

MISSION:

To effectively manage the Town’s public infrastructure for the benefit of all users and to provide support to other Town departments.

ORGANIZATION:

The Public Works Department is comprised of engineering and maintenance staff providing support to other departments and overseeing the Town’s public roads, storm drain system, and sewer system.

DESCRIPTION:

The Public Works Department is responsible for major capital projects as well as maintaining, inspecting, and reviewing construction and repairs associated with the Town of Los Altos Hills’ municipal infrastructure. The department is headed by the Public Works Director/City Engineer.

PROGRAM SUMMARY & MAJOR SERVICES:

The department provides support for private development projects, code enforcement issues, Town events, investigate resident’s issues, manages the Town’s capital improvement projects and oversees the Town’s infrastructure maintenance.

PROGRAM SUMMARY:

GOALS/OBJECTIVES	Measurement Method	2017/18	2018/19	2019/20
1. Capital project management				
a. In progress				
• Design phase		6	4	6
• Construction phase		1	2	2
b. Completed		5	2	4
2. Public right-of-way maintenance				
a. Pathways	Linear miles (lm)	65	65	65
b. Annual tree survey	# of trees inspected	268	323	418
• Sudden Oak Death spraying in Byrne Preserve	# of trees	238		
c. Streets	lm / PCI	60/79	61/79	61/80
d. Sewer	lm	25	34	34
3. Permit review	Total #		234	111
a. Sewer	lm	25	39	16
4. Los Altos Hills Connect APP	# of service requests	288	201	115



DEPARTMENT STAFFING:

The Public Works Department has a total of eight staff positions and are distributed to various divisions as follows:

Position	% Distribution													
	FTE	Committee	Planning	Building	Engineering	Parks & Recreation	Drainage	Street	Pathway	Sewer	Town Center	Corp Yard	Fleets	
Public Works Director/City Engineer	1.00	20%	10%	10%	10%	0%	0%	10%	20%	20%	0%	0%	0%	
Senior Engineer	1.00	0%	10%	10%	20%	0%	10%	10%	10%	20%	0%	10%	0%	
Assistant Engineer (1)	1.00	0%	50%	10%	25%	0%	0%	15%	0%	0%	0%	0%	0%	
Assistant Engineer (2)	1.00	0%	40%	5%	25%	0%	0%	0%	0%	30%	0%	0%	0%	
Assistant Engineer (3)	1.00	0%	40%	5%	25%	0%	10%	5%	15%	0%	0%	0%	0%	
Senior Maintenance Superintendent	1.00	0%	1%	0%	0%	0%	10%	22%	35%	10%	2%	10%	10%	
Maintenance Worker III	2.00	0%	1%	0%	0%	0%	23%	21%	35%	6%	2%	6%	6%	
Maintenance Worker II	1.00	0%	1%	0%	0%	0%	23%	21%	35%	6%	2%	6%	6%	
Maintenance Worker I	1.00	0%	0%	0%	0%	25%	15%	30%	30%	0%	0%	0%	0%	
Maintenance Worker I (Temp Part-time)	0.40	0%	0%	0%	0%	0%	35%	20%	35%	3%	3%	3%	1%	
Total Full-Time Equivalent (FTE)	10.4	1.23	1.23	0.35	1.00	0.25	0.94	1.26	1.75	0.93	0.07	0.38	0.24	
Percent Distribution	100%	15%	15%	4%	12%	3%	11%	15%	21%	11%	1%	5%	2%	

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

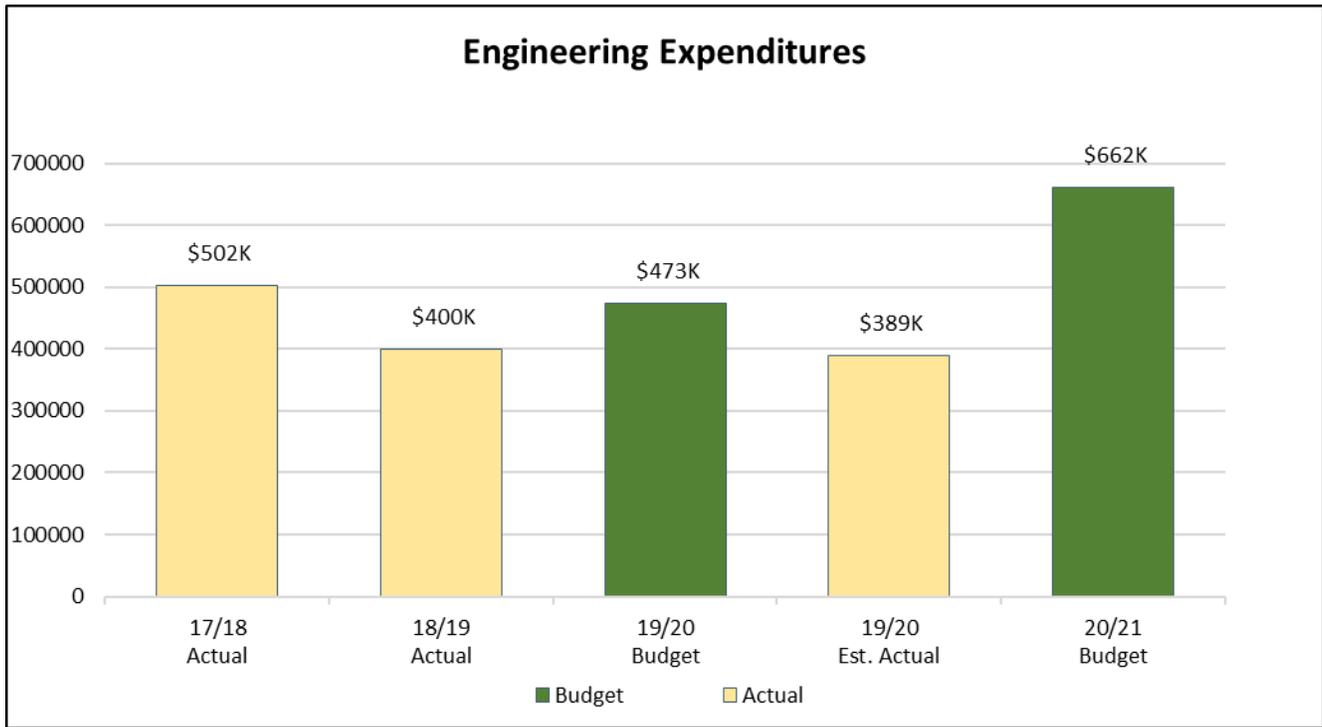
Town Goal	2019-2020 Accomplishments	2020-21 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> Completed construction of Type IIB path at Estacada Completed construction of Summerhill Pathway Phase 1 Continued to work with Pathway Committee to identify and develop new pathway projects Completed Town-wide herbicide spray for roadside pathways and native path to fight the Stinkwort growth Completed Green Infrastructure Plan Completed construction of Natoma (Poor Claire's) Pathway Completed Central Drive to Sunset Pathway Secured water certification permit for the Instream Maintenance of Matadero Creek Completed design of Redwood Grove Pathway 	<ul style="list-style-type: none"> Secure all permits and start construction for Page Mill/Matadero Creek erosion project Complete design for Summerhill Pathway Phase 2 project Complete construction for Fremont Redwood Grove Complete construction of Altamont Plunge Pathway Complete environmental study and construction documents for La Paloma/Robleda Pathway Complete design and construction of Page Mill from Lupine to Via Feliz Pathway Complete design and construction of Byrne Park Plunge Complete design and construction of Edgerton Road Pathway Complete Town-wide herbicide spray for roadside pathways and native path to fight the Stinkwort growth Construct and rehabilitate pathways throughout the fiscal year as approved by the City Council
Emergency Preparedness	<ul style="list-style-type: none"> Completed Town-wide tree inspection on highly used roadways and pathways, park, and Byrne Preserve 	<ul style="list-style-type: none"> Complete Town-wide tree inspection on highly used roadways and pathways, park, and Byrne Preserve

Risk Mitigation	<ul style="list-style-type: none"> Completed construction for the 2019 Sanitary Sewer Repair and Replacement project Completed design and construction for 2019 Road Rehabilitation project Continued to work with County and other stakeholders on the completed the construction of the interim bicycle improvement for Page Mill Road near I-280 Continued to work with Caltrans to repave I-280 within Los Altos Hills limits, Construction started on February 13, 2020. Continued to notify and guide residents for street trees identified with problems. 	<ul style="list-style-type: none"> Complete construction for the 2020 Sanitary Sewer Repair and Replacement project Complete design and construction for 2020 Road Rehabilitation project Continue to work with Caltrans to repave I-280 within Los Altos Hills limits. Estimated completion date is November 2021. Continue to notify and guide residents for street trees identified with problems.
Transparency	<ul style="list-style-type: none"> Completed the sanitary sewer rate study Continued discussions with CPA and LA on the sewer usage evaluation Continued to provide Public Works – City Engineer weekly activity report 	<ul style="list-style-type: none"> Complete sewer usage evaluation with City of Palo Alto and Los Altos Continue to provide Public Works – City Engineer weekly activity report
Council Identified Priorities	<ul style="list-style-type: none"> Provided routine pathway maintenance and LAH-Connect service request throughout Town pathway systems Prepared potential private street list to public street Continued the sewer special district process with West Bay Sanitary District 	<ul style="list-style-type: none"> Provide routine pathway maintenance and LAH-Connect service request throughout Town pathway systems Update potential private street list to public street Continue the sewer special district process with West Bay Sanitary District

BUDGET SUMMARY:

The Engineering Division represents 14% of the total department budget. Administrative engineering work includes capital improvement management, site inspection, contract management, and public inquiry research. The Division’s 2019-2020 actual spending was estimated at \$388,581, which was \$84,749 lower than the 2019-2020 budget. This decrease was primarily due to a reduction in contractual and professional services. The Division’s 2020-2021 budget is \$273,080 higher than the 2019-2020 estimated actual amount due to new policies as a result of the recently adopted User Fee Study.





Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue					
Licenses And Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Charges For Services	124,803	46,769	51,712	197,024	47,235
Other Source/(Uses):					
General Fund Support	377,288	353,091	421,618	191,556	614,425
Total Funding Source	\$ 502,091	\$ 399,860	\$ 473,330	\$ 388,581	\$ 661,660
Department Spending					
Personnel	\$ 136,181	\$ 149,118	\$ 181,187	\$ 180,600	\$ 181,796
Professional Services	71,820	15,359	10,100	36,315	10,300
Contractual Services	112,128	55,282	84,032	14,143	20,200
Operations	17,919	13,822	13,575	3,768	20,330
Allocations Out	164,042	166,279	184,436	153,755	429,034
Total Expenditures	\$ 502,091	\$ 399,860	\$ 473,330	\$ 388,581	\$ 661,660
	\$ Increase/(Decrease) From Est. Actual			\$ 273,080	
	% Increase/(Decrease) From Est. Actual			70%	

BUDGET SUMMARY:

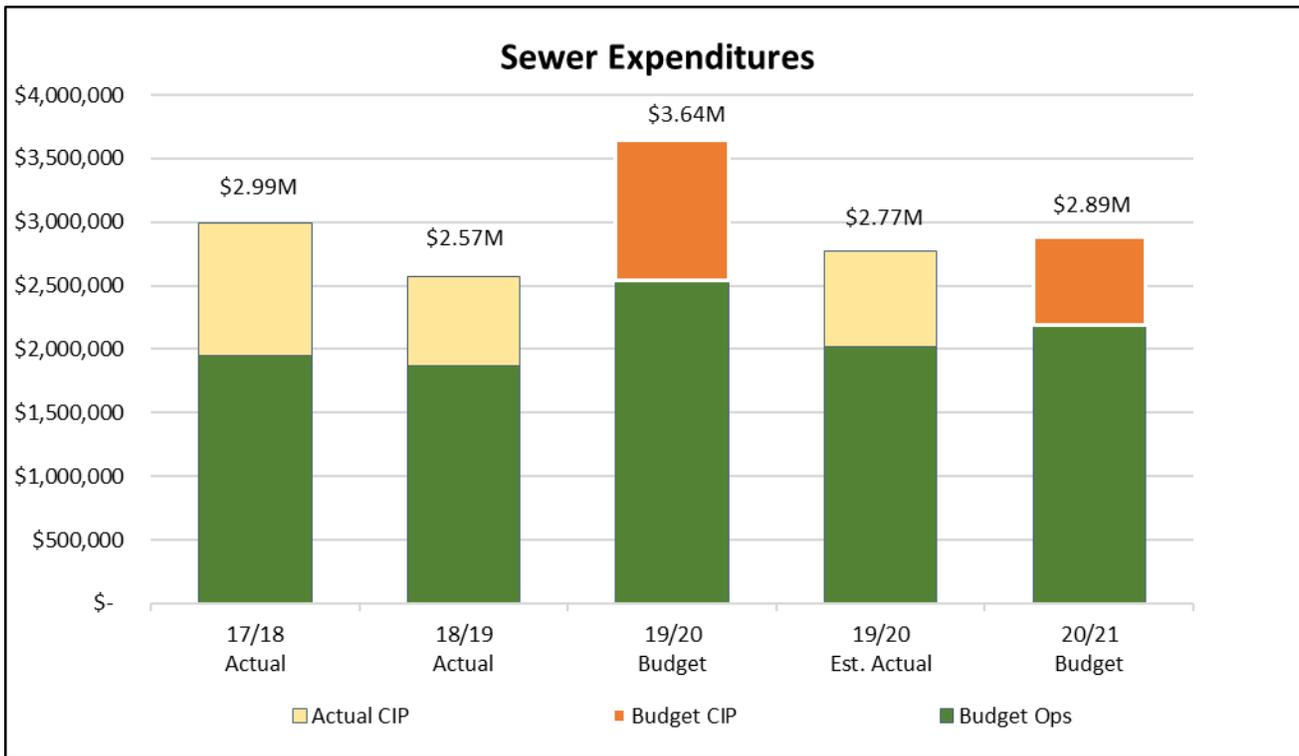
The Sewer Fund is the Town's only enterprise fund and represents 58% of the departmental budget. The 0.93 FTE, or 1,939 hours per year, of staff resources assigned to the Fund to manage sewer contracts, develop sewer capital programs and other long-range planning documents, and respond to sewer related service requests and emergencies has been converted to in-house staffing.

The Division's 2019-2020 actual spending was estimated at \$2,750,030, which was \$889,314 lower than the 2019-2020 budget. Despite the increase in sewer treatment cost, reductions in both professional services and capital outlay resulted in the decrease in actual expenses. The Division's 2020-2021 budget is \$116,389 higher than the 2019-2020 estimated actual amount.

The Sewer Fund is fully supported by sewer service charges to residential and non-residential customers and sewer connection fees assess on new connections added to the sewer system. In 2019, the City Council approved maintaining the current the sewer service charge for 2020/2021 and to revalidate the sewer rate study during the next fiscal year to determine if a rate increase is needed to meet the Town's long-term sewer enterprise funding needs. These funding needs include supporting operations and capital improvements to the Town's infrastructure. As a result, the 2020-2021 sewer service charge rate will be \$1,550 per unit of service and ADU sewer service charge will be 50% off the unit of service charge.

The Sewer Utility's expenditures vary from year to year depending on the timing and scope of the capital improvement projects the Town undertakes. The sewer five-year plan has been updated with a list of projects identified using the data provided by the CCTV inspections conducted by the contractor. Also included in the 5-year plan are capacity analysis project identified by the Sewer Master Plan Update.



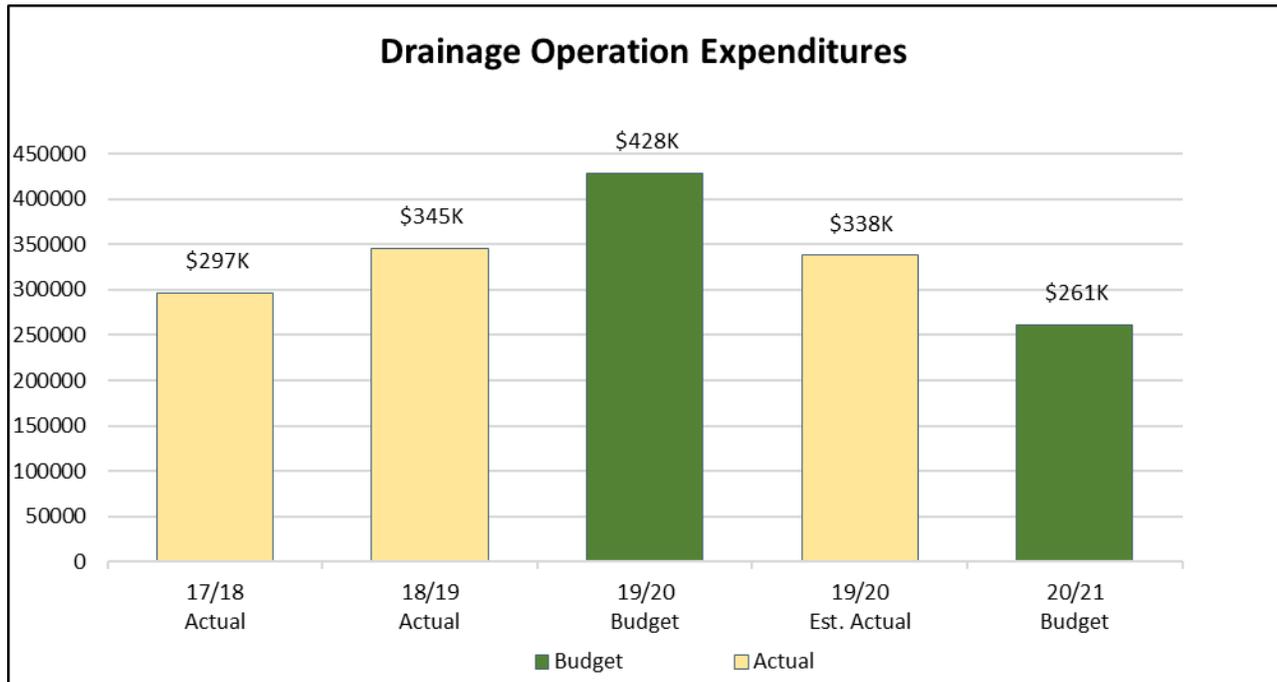


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue:					
Sewer Assessment Charges	2,917,428	3,005,050	\$ 3,092,281	\$ 3,044,591	\$ 3,123,204
Sewer Connection Fees	130,930	98,183	\$ 130,930	\$ 67,575	\$ 67,575
Miscellaneous	3,220	-	\$ 3,220	\$ 4,160	\$ -
Use of Money and Property	6,642	75,260	\$ 56,690	\$ 62,854	\$ 27,578
Other Source/(Uses):					
Sewer Fund Reserve	(70,751)	(612,826)	356,226	(409,890)	(332,678)
Total Revenues	2,987,470	2,565,666	\$ 3,639,347	\$ 2,769,290	\$ 2,885,679
Department Expenses					
Personnel	26,242	187,293	\$ 235,868	\$ 293,421	\$ 155,083
Professional Services	410,764	175,273	195,605	97,450	10,500
Sewer Treatment Cost	890,814	822,836	1,276,049	1,024,000	1,306,540
Sewer Maintenance Contract	314,042	379,499	486,675	319,000	501,275
Contract Services	17,528	8,105	29,487	11,780	8,857
Operations (Less Depreciation)	15,138	6,930	12,969	7,196	26,500
Allocations Out	271,226	286,423	302,693	266,443	176,925
Capital Outlay Spending	1,041,716	699,307	1,100,000	750,000	700,000
Total Expenses	\$ 2,987,470	\$ 2,565,666	\$ 3,639,347	\$ 2,769,290	\$ 2,885,679
				\$ Increase/(Decrease) From Est. Actual	\$ 116,389
				% Increase/(Decrease) From Est. Actual	4%

STORM DRAIN OPERATION (011-4500)

BUDGET SUMMARY:

The storm drain operation represents 5% of the departmental budget. The 0.93 FTE, or 1,955 hours a year, is allocated to manage drainage repairs and ongoing maintenance. The Division budget decreased by 18%, or \$77,141, as compared to the 2019-2020 estimated actual amounts. The primary cause of the decrease is the reduction of consultant services by bringing the inspection and review in-house using Town staff. The Division's 2020-2021 budget is \$77,141 lower than the 2019-2020 estimated actual amount due to decreases in operational cost and allocations out.

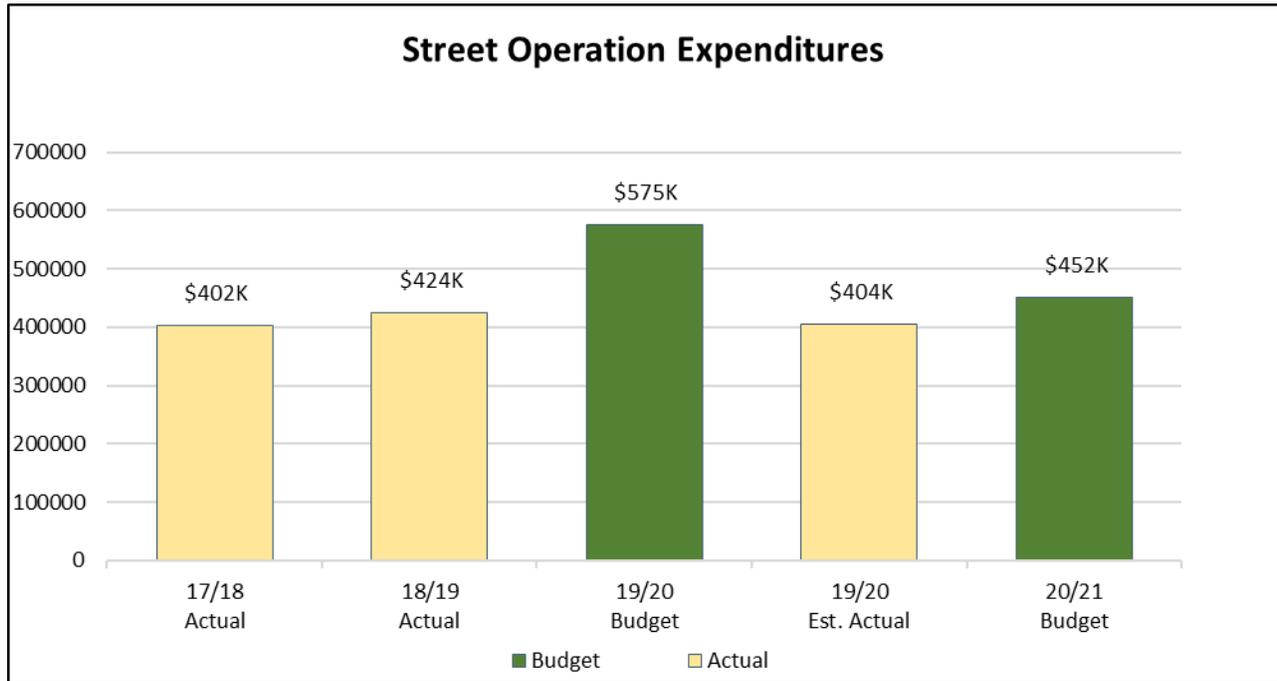


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	296,826	344,945	428,436	337,816	260,675
Total Funding Source	\$ 296,826	\$ 344,945	\$ 428,436	\$ 337,816	\$ 260,675
Department Expenditure					
Personnel	\$ 94,062	\$ 127,725	\$ 146,592	\$ 139,712	\$ 126,272
Professional Services	380	-	84,840	-	10,000
Contractual Services	18,815	28,741	8,282	5,018	8,500
Operations	20,538	31,935	29,593	46,513	24,221
Allocations Out	163,032	156,544	159,129	146,573	91,682
Total Expenditures	\$ 296,826	\$ 344,945	\$ 428,436	\$ 337,816	\$ 260,675
	\$ Increase/(Decrease) From Est. Actual			\$ (77,141)	
	% Increase/(Decrease) From Est. Actual			-23%	

STREET OPERATIONS (011-4600)

BUDGET SUMMARY:

The street operation represents 9% of the departmental budget. A total of 1.26 FTE, or 2,921 hours a year, is allocated to manage ongoing maintenance, which includes crack sealing. The Division budget increased by 1%, or \$47,316, as compared to 2019-20 estimated actual amounts mainly due to increased personnel costs.

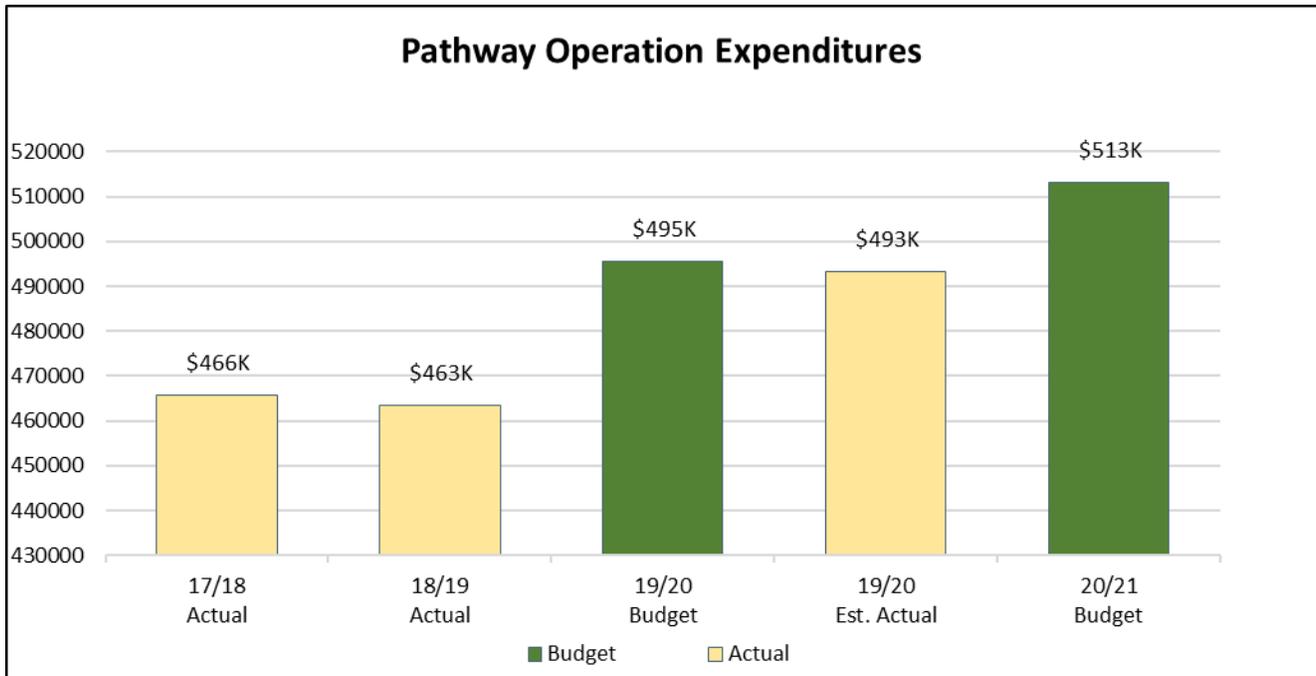


Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	10,348	-	2,334	-
Other Source/(Uses):					
General Fund Support	401,984	413,843	574,885	402,140	451,790
Total Funding Source	\$ 401,984	\$ 424,191	\$ 574,885	\$ 404,474	\$ 451,790
Department Expenditure					
Personnel	133,016	163,157	182,284	177,950	223,351
Professional Services	3,550	-	46,763	-	-
Contractual Services	61,325	68,590	117,690	51,405	40,000
Operations	17,895	8,096	37,774	3,885	24,000
Allocations Out	186,198	184,347	190,374	171,234	164,439
Total Expenditures	\$ 401,984	\$ 424,191	\$ 574,885	\$ 404,474	\$ 451,790
				\$ Increase/(Decrease) From Est. Actual	\$ 47,316
				% Increase/(Decrease) From Est. Actual	12%

PATHWAY OPERATIONS (011-4740)

BUDGET SUMMARY:

The Pathway Operations represent 10% of the department budget. The Division budget remains flat with a decrease of \$2,212, as compared to 2019-2020 estimated actual amounts.



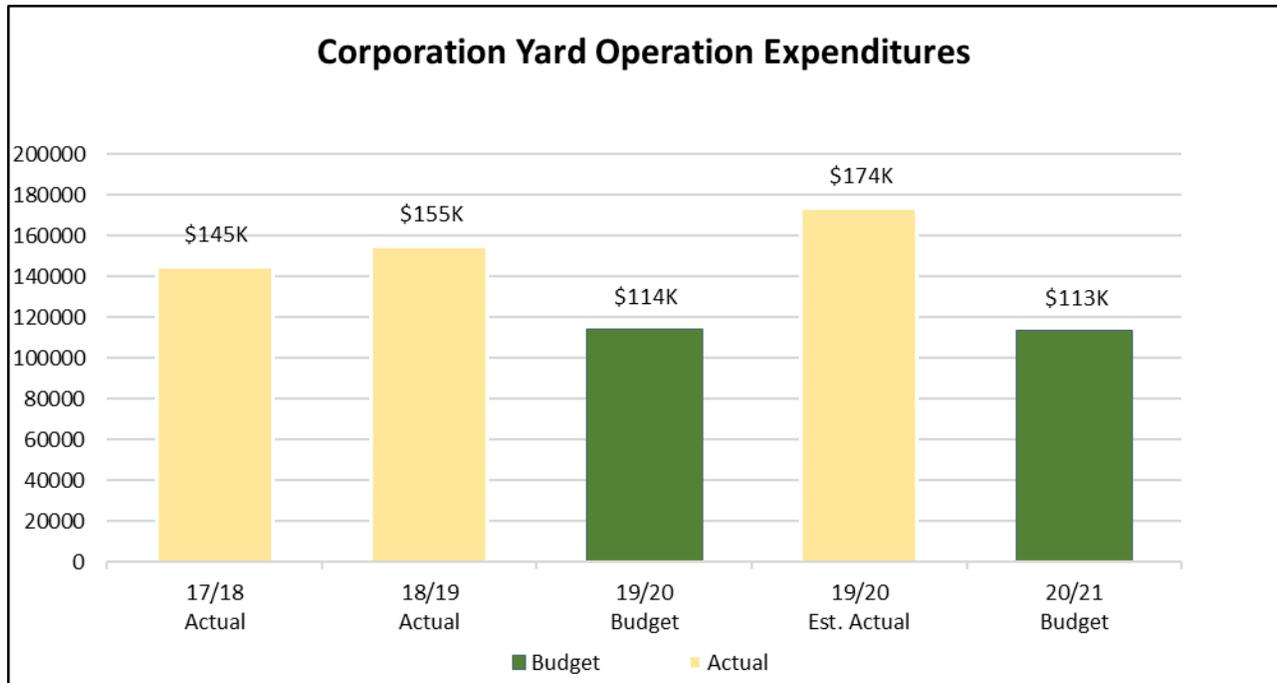
Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Support	465,806	463,334	495,430	493,218	513,267
Total Funding Source	\$ 465,806	\$ 463,334	\$ 495,430	\$ 493,218	\$ 513,267
Department Expenditure					
Personnel	\$ 188,346	\$ 222,540	\$ 218,605	\$ 246,604	\$ 321,380
Professional Services	8,800	-	16,968	-	-
Contractual Services	51,920	29,009	38,178	54,289	43,300
Operations	6,721	7,884	9,898	2,439	7,400
Allocations Out	210,019	203,902	211,781	189,886	141,187
Total Expenditures	\$ 465,806	\$ 463,334	\$ 495,430	\$ 493,218	\$ 513,267
	\$ Increase/(Decrease) From Est. Actual			\$ (2,212)	
	% Increase/(Decrease) From Est. Actual			0%	

CORPORATION YARD OPERATIONS (061-4300)

BUDGET SUMMARY:

Corporation Yard Operations is an internal service fund division. The expenditure budget represents 2% of the departmental budget. Internal Service Fund expenditures are allocated to various departments and accounted for within "Allocations Out". The Division budget decreased by 35% in the amount of \$60,069 as compared to 2019-20 estimated actual amounts as a result of a decrease in personnel and operational costs.

As an internal service division, Town Center operations are fully distributed to service departments based on City Council approved distribution.



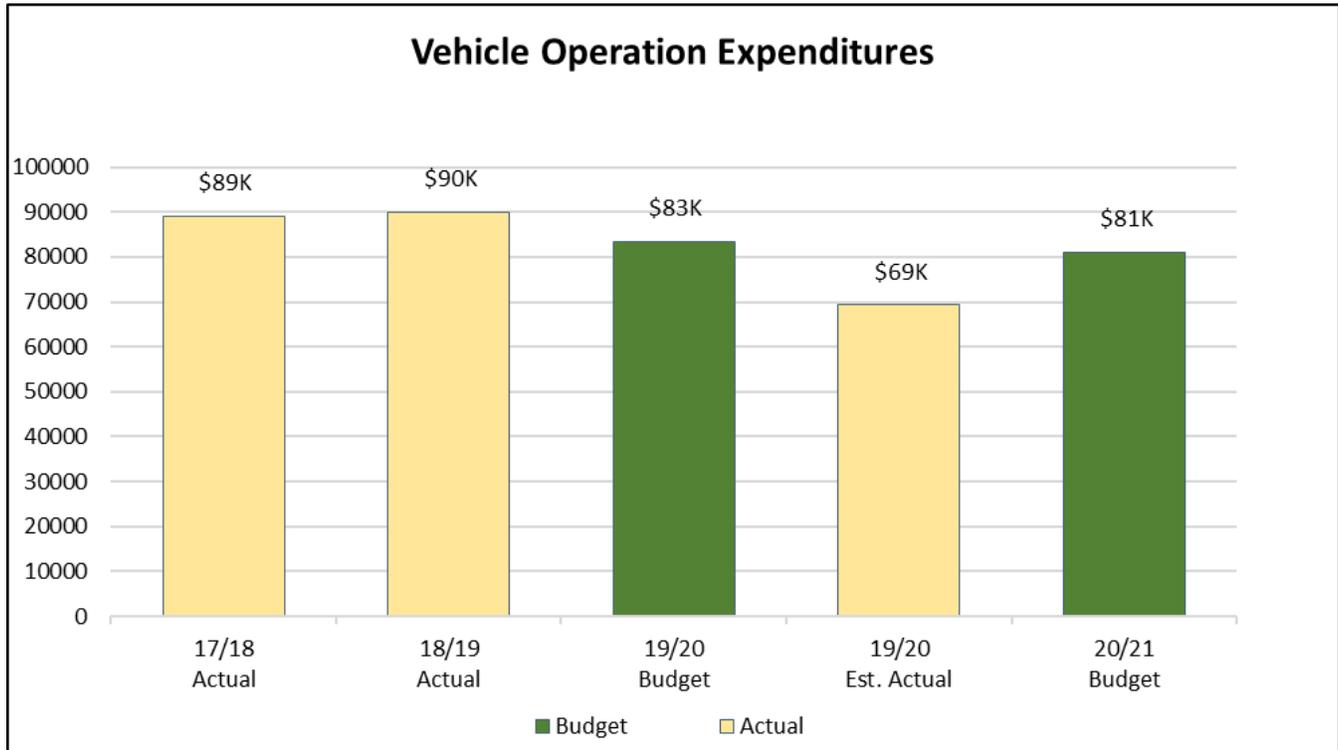
Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	\$ 104,520	\$ 154,175	\$ 85,823	\$ 130,169	\$ 85,117
Sewer Fund (051) Allocation	34,840	38,544	28,608	43,389	28,372
Total Funding Source	\$ 139,360	\$ 192,719	\$ 114,431	\$ 173,558	\$ 113,489
Department Expenditure					
Personnel	\$ 77,095	\$ 81,014	\$ 59,127	\$ 71,870	\$ 45,514
Contractual Services	2,588	13,473	12,000	21,084	17,000
Operations	65,231	60,537	43,304	80,604	39,400
Allocations Out	-	-	-	-	11,575
Total Expenditures	\$ 144,914	\$ 155,024	\$ 114,431	\$ 173,558	\$ 113,489
				\$ Increase/(Decrease) From Est. Actual	\$ (60,069)
				% Increase/(Decrease) From Est. Actual	-35%

VEHICLE OPERATIONS (061-4400)

BUDGET SUMMARY:

Vehicle Operations is an internal service fund division and represents 2% of the departmental budget. Internal Service Fund expenditures are allocated to various departments and accounted for within "Allocations Out". The Division budget increased by 17%, or \$11,656, as compared to 2019-20 estimated actual amounts.

As an internal service division, Town Center operations are fully distributed to service departments based on City Council approved distribution.



Four-Year Comparison	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	\$ 104,665	\$ 64,180	\$ 74,044	\$ 61,588	\$ 74,231
Sewer Fund (051) Allocation	13,083	8,022	9,256	7,698	6,711
Total Funding Source	\$ 117,748	\$ 72,202	\$ 83,300	\$ 69,286	\$ 80,942
Department Expenditure					
Personnel	\$ 32,331	\$ 37,961	\$ 39,567	\$ 43,218	\$ 35,347
Contractual Services	5,564	8,738	5,656	-	1,000
Operations	51,224	43,119	38,077	26,068	43,000
Allocations Out	-	-	-	-	1,595
Total Expenditures	\$ 89,119	\$ 89,817	\$ 83,300	\$ 69,286	\$ 80,942
			\$ Increase/(Decrease) From Est. Actual		\$ 11,656
			% Increase/(Decrease) From Est. Actual		17%

Capital Improvement Plan Funding Sources



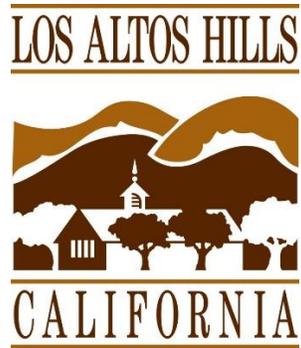


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Fiscal Year 2021-2025 Capital Improvement Program Funding Sources

Funding Source	Prior Appropriations Balance as of 4/30/2020	2020/21 Budget	2021-22 Plan	2022/23 Plan	2023/24 Plan	2024/25 Plan	Total Project Funding
CIP/General Fund	1,065,804	4,260,029	980,372	872,200	897,800	822,200	8,898,405
Cell Tower Rental	21,772	50,000	50,000	10,000	-	-	131,772
Drainage in-lieu	297,782	40,000	40,000	40,000	40,000	40,000	497,782
Gas Tax	-	231,600	243,200	255,400	268,200	281,600	1,280,000
Little League	-	40,000	-	-	-	-	40,000
Pathway Fund	245,028	493,000	468,000	-	-	-	1,206,028
Prop 68 Parks Grant	-	200,000	-	-	-	-	200,000
SB1 Funds	-	158,000	165,900	174,200	182,900	192,000	873,000
Vehicle Registration Fees SB 83	-	52,771	55,400	58,200	61,100	64,200	291,671
Sewer User Charges	1,057,648	700,000	600,000	600,000	600,000	600,000	4,157,648
Total	\$ 2,688,034	\$ 6,245,400	\$ 2,627,872	\$ 2,010,000	\$ 2,050,000	\$ 2,000,000	\$ 17,621,306

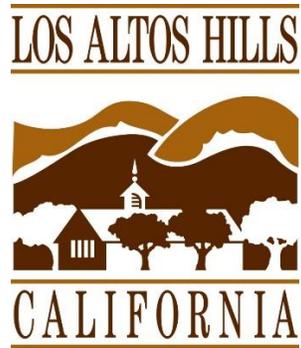
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Capital Projects





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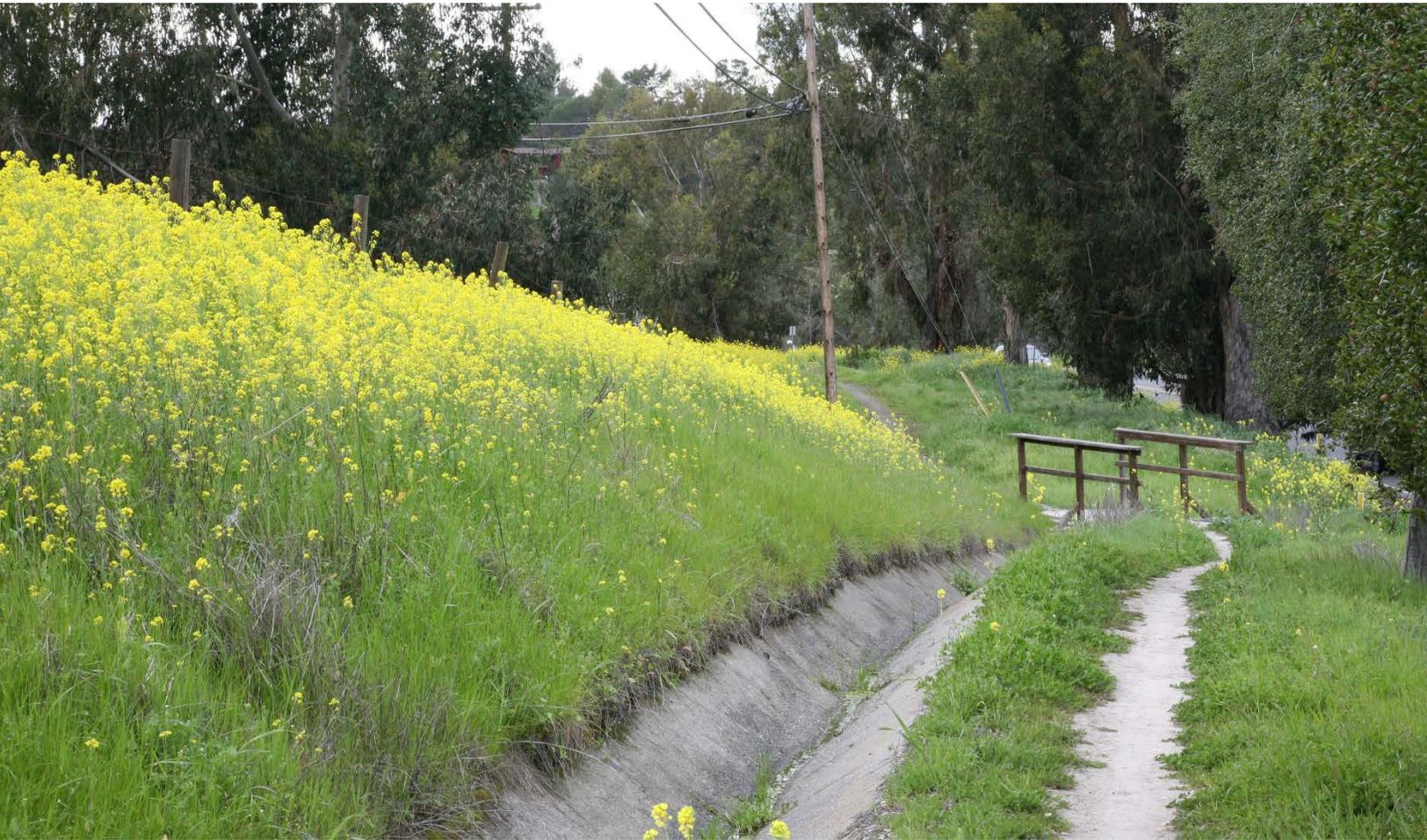
Fiscal Year 2021-2025 Proposed Capital Improvement Program Summary

Project #	Project Name	Funding Sources	Prior Appropriations	2020/21 Budget	2021/22 Planned	2022/23 Planned	2023/24 Planned	2024/25 Planned	Total
INFRASTRUCTURE									
TR4169	Byrne Preserve Restoration	CIP	\$ 39,365	\$ 82,400	\$ 84,872	\$ -	\$ -	\$ -	\$ 206,637
410209	Cable Cost Sharing Program	General Fund	\$ 50,000	\$ 50,000					\$ 100,000
467209	Matadero Creek Erosion	Drainage in-Lieu	\$ 297,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 612,282
		General Fund	\$ 314,500	\$ -	\$ -	\$ -	\$ -	\$ -	
NEW	Purissima Park Improvement	CIP	\$ 50,000	\$ 210,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 550,000
		State Prop 68 Parks Grant	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
		Little League		\$ 40,000	\$ -	\$ -	\$ -	\$ -	
410213	Town Hall Addition	CIP	\$ 478,897	\$ 2,650,000	\$ -	\$ -	\$ -	\$ -	\$ 3,128,897
NEW	El Monte Fire Station Underground (Rule20A) Design	CIP	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
NEW	Undergrounding Utilities Feasibility Study	CIP	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
TOTAL			\$ 1,230,544	\$ 3,782,400	\$ 84,872	\$ -	\$ 50,000	\$ -	\$ 5,147,816
PATHWAYS									
427904	Altamont Plunge	Pathway Fund	\$ 65,000		\$ -	\$ -	\$ -	\$ -	\$ 65,000
NEW	Byrne Park Plunge	Pathway Fund	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ 33,000
NEW	Edgerton Road Pathway	Pathway Fund	\$ -	\$ 50,000	\$ 107,000	\$ -	\$ -	\$ -	\$ 157,000
427903	Fremont to Redwood Grove	Pathway Fund	\$ 20,200		\$ -	\$ -	\$ -	\$ -	\$ 20,200
427906	La Paloma/Robleda Pathway	Pathway Fund	\$ 79,828	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 329,828
NEW	Page Mill from Lupine to Via Feliz	Pathway Fund	\$ -	\$ 60,000	\$ 111,000	\$ -	\$ -	\$ -	\$ 171,000
427902	Summerhill Pathway	Pathway Fund	\$ 80,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 430,000
TOTAL			\$ 245,028	\$ 493,000	\$ 468,000	\$ -	\$ -	\$ -	\$ 1,206,028

Fiscal Year 2021-2025 Proposed Capital Improvement Program Summary

Project #	Project Name	Funding Sources	Prior Appropriations	2020/21 Budget	2021/22 Planned	2022/23 Planned	2023/24 Planned	2024/25 Planned	Total
ANNUAL ROAD REHABILITATION PROGRAM									
467226	Annual Pavement Rehab and Drainage Improvement	Gas Tax	\$ -	\$ 231,600	\$ 243,200	\$ 255,400	\$ 268,200	\$ 281,600	\$ 6,933,042
		SB1 Funds	\$ -	\$ 158,000	\$ 165,900	\$ 174,200	\$ 182,900	\$ 192,000	
		Vehicle Registration Fees SB 83	\$ -	\$ 52,771	\$ 55,400	\$ 58,200	\$ 61,100	\$ 64,200	
		Drainage in-lieu	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
		General Fund	\$ 133,042	\$ 717,629	\$ 895,500	\$ 872,200	\$ 847,800	\$ 822,200	
TOTAL			\$ 133,042	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 6,933,042
SEWER									
487918	Annual Sewer Rehabilitation	Sewer User Charges	\$ 1,057,648	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648
TOTAL			\$ 1,057,648	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648
WESTWIND BARN									
437307	Westwind Barn Improvement	Cell Tower Rental	\$ 21,772	\$ 50,000	\$ 50,000	\$ 10,000	\$ -	\$ -	\$ 131,772
		Westwind Barn Capital		\$ 20,000	\$ 25,000				\$ 45,000
TOTAL			\$ 21,772	\$ 70,000	\$ 75,000	\$ 10,000	\$ -	\$ -	\$ 176,772
GRAND TOTAL			\$ 2,688,034	\$ 6,245,400	\$ 2,627,872	\$ 2,010,000	\$ 2,050,000	\$ 2,000,000	\$ 17,621,306

Infrastructure





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BYRNE PRESERVE RESTORATION



PROJECT NUMBER
TR-4169

INITIAL FUNDING YEAR
July 2020

PLANNED START DATE
July 2020

ESTIMATED COMPLETION DATE
June 2021

PROJECT DESCRIPTION:

In 2016, Grassroots Ecology (formerly Acterra) was awarded a three-year grant from the Santa Clara Valley Water District (SCVWD) to conduct habitat restoration activities along Moody Creek at Byrne Preserves by removing invasive plants, replanting native vegetation, monitoring the development, and replanting as necessary. Grassroots Ecology is responsible for grant administration and reporting to SCVWD. The proposed budget is broken out into capital improvement (CIP) and Maintenance and Education. The work at Westwind Barn comprises the CIP budget, and the other stewardship and educational activities at Byrne, Juan Prado Mesa and O’Keefe make up the Maintenance and Education budget. This budget also includes the plants for the Westwind Barn project that the town had already allocated.

The match is a combination of funds from the SCVWD grant (\$25K) as well as funds that Grassroots Ecology contributes as part of the project, which we estimate to be about \$15K-\$20K next year.

PROJECT STATUS:

This past year alone, starting July 2019, Grassroots Ecology has engaged 834 participants in education and volunteer events at Los Altos Hills Open Space Preserves. Through the combined CIP and Education/Maintenance contracts, there were 34 events hosted where community members have contributed over 1,000 hours of volunteer service valued at \$29,670. Volunteers have helped reduce populations of noxious invasive plants such as yellow starthistle, poison hemlock, and French broom and expanded native biodiversity that is crucial to local wildlife and improves the ecosystem services of our open spaces. Grassroots Ecology works closely with local schools to provide field trips and service project opportunities for students. The majority of the participants at Los Altos Hills Open Space Preserves are youth.

Grassroots Ecology also provides education and open space maintenance in Town which is built into the base budget.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Byrne Preserve Restoration	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	80,000	40,635	39,365	0	39,365
Total	\$ 80,000	\$ 40,635	\$ 39,365	\$ 0	\$ 39,365

BYRNE PRESERVE RESTORATION

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
CIP	\$ 39,365	\$ 82,400	\$ 84,872	\$ 0	\$ 0	\$ 0	\$ 206,637
Total Funding	\$ 39,365	\$ 82,400	\$ 84,872	\$ 0	\$ 0	\$ 0	\$ 206,637
Project Spending							
Grassroots Ecology	\$ 39,365	\$ 82,400	\$ 84,872	\$ 0	\$ 0	\$ 0	\$ 206,637
	0	0	0	0	0	0	0
Total Spending	\$ 39,365	\$ 82,400	\$ 84,872	\$ 0	\$ 0	\$ 0	\$ 206,637

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

The purpose of this program is to remove invasive non-native plants and allow native plants to grow naturally. There is no ongoing maintenance necessary, once the native plants have matured.

CABLE SERVICE COST SHARING PROGRAM



Cable Services

PROJECT NUMBER

410209

INITIAL FUNDING YEAR

July 2016

PLANNED START DATE

July 2016

ESTIMATED COMPLETION DATE

Ongoing program

PROJECT DESCRIPTION:

The City Council believes that it is in the public’s interest to have adequate cable services available to all residents for better access to public safety information, more opportunity for civic engagement, and enhancing education and digital literacy. The purpose of this cost sharing program is to establish a means by which the Town can provide limited financial support for the construction of Comcast cable system equipment within public ways as defined in Section 1.12 of the Franchise Agreement. In August 2016, the City Council approved and adopted Cost Sharing Policy for the Construction of Comcast Cable System Infrastructure Within Public Ways, where the Town will contribute 25% of the cable expansion cost, with a cap of \$15,000. Residents on Wildflower Lane and Redrock Road have expressed interest in participating in the program.

PROJECT STATUS:

Ongoing Project.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
General Fund	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 50,000
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 50,000

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
General Fund	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000
Total Funding	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000
Project Spending							
	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000
Total Spending	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

MATADERO CREEK EROSION



PROJECT NUMBER

46-7209

INITIAL FUNDING YEAR

July 2012

PLANNED START DATE

Ongoing

ESTIMATED COMPLETION DATE

Ongoing

PROJECT DESCRIPTION:

Repair erosion along the edge of Page Mill Road between Baleri Ranch Road and Berry Hill Court at Matadero Creek. This section of Page Mill Road is within Caltrans right-of-way. Due to the large overall expense of the erosion repair project, the lengthy permitting process and the risk of the travel lane being washed out, the project was divided into two phases. Phase 1 stabilized the roadway. Project includes geotechnical investigation, topographic survey, design, construction and inspection work. Phase 2 will repair the creek erosion, which includes environmental study, hydraulic study, permitting process with State and Federal agencies, design, construction and inspection work.

PROJECT STATUS:

- Phase 1 was completed on December 12, 2012.
- Phase 2 design has been submitted to regulatory agencies for review and permitting. Due to the lengthy permitting process at various permitting agencies, the construction is tentatively to begin in 2020/21.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Design	\$ 66,256	\$ 3,974	\$ 62,282	\$ 0	\$ 62,282
Construction	\$ 550,000	0	\$ 550,000	0	\$ 550,000
Total	\$ 616,256	\$ 3,974	\$ 612,282	\$ 0	\$ 612,282

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Drainage in-Lieu	\$ 297,782	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 297,782
General Fund	\$ 314,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 314,500
Total Funding	\$ 612,282	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 612,282
Project Spending							
Design Phase 2	\$ 62,282	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 62,282
Construction Phase 2	\$ 550,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 550,000
Total Spending	\$ 612,282	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 612,282

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Upon completion, maintenance of the creek will be included as part of the ongoing drainage maintenance budget. There is no additional cost.

PURISSIMA PARK IMPROVEMENT PROGRAM



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
FY19-20 Ongoing

ESTIMATED COMPLETION DATE
Ongoing Program

PROJECT DESCRIPTION:

Purissima Park is a 10-acre property that includes four baseball fields, eight pieces of outdoor fitness equipment, basketball hoop, pathway, riding arena, dog park, playground, restrooms and a concession stand.

1. In September 2019, City Council approved Parks and Recreation Improvement Project at Purissima Park eligible for Proposition 68 Granting Funding. Replacing the non-compliant concession stand shown above with a multi-purpose building to diversify usage.
2. Purissima Park has a toddler playground installed in 2008. It currently has engineered wood fiber as the base. Staff is proposing switching to tiles. Unlike our existing playground base, tiles guaranteed critical fall height and require little maintenance, are easily replaceable and allow for wheelchair access. This upgrade would complement the multi-purpose building.

PROJECT STATUS:

The State suspended Prop 68 Grant allocation process and the Purissima Park Improvement Building has been delayed.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Multi-Purpose Building	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 50,000
Playground Footing					
Total	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 50,000

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
CIP	\$ 50,000	\$ 210,000	\$	\$	\$ 50,000	\$	\$ 310,000
Prop 68 Parks Grant	\$	\$ 200,000	\$	\$	\$	\$	\$ 200,000
Little League		\$ 40,000	\$	\$	\$	\$	\$ 40,000
Total Funding	\$ 50,000	\$ 450,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 550,000
Project Spending							
Multi-Purpose Building	\$ 50,000	\$ 450,000	\$	\$	\$	\$	\$ 500,000
Playground Footing					\$ 50,000		\$ 50,000
Total Spending	\$ 50,000	\$ 450,000	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 550,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

N.A.

TOWN HALL ADDITION



PROJECT NUMBER:

41-0213

INITIAL FUNDING YEAR

FY18-19

PLANNED START DATE

March 2018

ESTIMATED COMPLETION DATE

Summer 2021

PROJECT DESCRIPTION:

The Town Hall Addition Project was initiated by the City Council in 2018 with the purpose of addressing a shortage of employee office space and limited on-site meeting and classroom facilities. On September 26, 2019, the Planning Commission reviewed the finalized conceptual design for the Town Hall Addition and forwarded a recommendation for approval to the City Council. On November 20, 2019, the City Council approved the Conditional Use Permit Modification and a Site Development Permit for the Town Hall Addition Project. On February 20, 2020, the City Council added the Project to the FY 2019/20 capital projects list and appropriated \$450,000 to fund preparation of the necessary technical studies, construction plans and specifications, and other related documentation to have both phases of the Town Hall Addition Project ready to go out to bid.

Phase 1 - Conversion of the open patio behind the Council Chambers into a new conference/meeting room.

Phase 2 - Demolition of the 880 square-foot Parks and Recreation building and two large redwood trees, and an addition of 1,960 square feet on the south end of the Town Hall building. The addition includes a flexible office/meeting space with a restroom, additional employee workspaces, a copy room and a breakroom.

PROJECT STATUS:

The Preliminary Design and Planning phase of the project was completed in the fall of 2019, and the Final Design and Construction Drawing phase is currently underway. Construction of Phase 1 is tentatively scheduled to go out to bid end of summer or beginning of fall 2020. Construction of Phase 2 is tentatively scheduled to go out to bid fall 2020 or winter 2021.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Preliminary Design & Planning	\$ 32,953	\$ 4,056	\$ 28,897	\$ 0	\$ 28,897
Final Design & Construction Drawings	\$ 450,000		\$ 450,000		\$ 450,000
Construction Phase 1					
Construction Phase 2					
Total	\$ 482,953	\$ 4,056	\$ 478,897	\$ 0	\$ 478,897

TOWN HALL ADDITION

PROJECT FUNDING/SPENDING ESTIMATE:

This is an average of the preliminary cost estimate, which established a range of \$1.75M - \$2.75M for Phase 2 construction.

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
CIP	\$ 478,897	\$ 2,250,000	\$	\$	\$	\$	\$ 3,128,897
Total Funding	\$ 478,897	\$ 2,650,000	\$	\$	\$	\$	\$ 3,128,897
Project Spending							
Design	\$ 478,897	\$	\$	\$	\$	\$	\$ 478,897
Construction Phase 1	\$	\$ 400,000					\$ 400,000
Construction Phase 2		\$ 2,250,000					\$ 2,250,000
Total Spending	\$ 478,897	\$ 2,650,000	\$	\$	\$	\$	\$ 3,128,897

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:



EL MONTE FIRE STATION UNDERGROUNDING PROJECT (RULE 20A) DESIGN ONLY



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2020 July 2020

ESTIMATED COMPLETION DATE
June 2021

PROJECT DESCRIPTION:

Prepare Bid-ready Plans and Specifications for Project:

- Prepare New Topographic Surveys and Base Maps
- Geotechnical Investigation – Perform Geotechnical Investigation to confirm trench conditions.
- Prepare Composite Bid Plans and Bid Documents
- Coordinate utility company reviews.
- Revise composite bid plans and bid documents.
- Final Utility Company Review
- Finalize Plans, Specifications and Estimates
- Perform Bid-ability and Constructability Review

PROJECT STATUS:

One-time program.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
El Monte Fire Station UG (Rule 20A)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
CIP	\$	\$ 300,000	\$	\$	\$	\$	\$ 300,000
Total Funding	\$	\$ 300,000	\$	\$	\$	\$	\$ 300,000
Project Spending							
El Monte Fire Station UG (Rule 20A) Design Only	\$	\$ 300,000	\$	\$	\$	\$	\$ 300,000
Total Spending	\$	\$ 300,000	\$	\$	\$	\$ 0	\$ 300,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE: NONE

UNDERGROUND UTILITIES FEASIBILITY STUDY



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2020 July 2020

ESTIMATED COMPLETION DATE
June 2021

PROJECT DESCRIPTION:

The intent of the Underground Utilities Feasibility Study is to assess and determine the following:

- 1) Existing System Overview and Utilities Infrastructure Condition Assessment
- 2) Identify and Assess Benefits and Disadvantages of Relocation and Design Options for Underground Utilities
- 3) Benefit and Cost Analysis of Undergrounding Utilities
- 4) 35% Plan Design and Estimate defining the Backbone and Framework of the Town-wide Undergrounding Program
- 5) Cost Allocation Options and Financing
- 6) Other Considerations and Additional Information and Work Necessary to Accomplish Undergrounding of Utilities
- 7) Report/Recommendations for City Council Consideration

PROJECT STATUS:

On time program.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Underground Feasibility Study	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
CIP	\$	\$ 250,000	\$	\$	\$	\$	\$ 250,000
Total Funding	\$	\$ 250,000	\$	\$	\$	\$	\$ 250,000
Project Spending							
Underground Feasibility Study	\$	\$ 250,000	\$	\$	\$	\$	\$ 250,000
Total Spending	\$	\$ 250,000	\$	\$	\$	\$ 0	\$ 250,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No maintenance and operating cost applicable.



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Pathways





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ALTAMONT PLUNGE



PROJECT NUMBER
42-7904

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2018 July 2020

ESTIMATED COMPLETION DATE
December 2020

PROJECT DESCRIPTION:

The proposed pathway will connect Altamont Road to Vinedo Lane. The scope of the work includes construction of approximately 120' of native path, approximately 64' of 2' retaining wall, clearing approximately 80 SF of vegetation, and removal of two wooden posts.

PROJECT STATUS:

Work includes Engineering design, bid package, and construction to be completed by December 2020.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Engineer	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 30,000
Construction	35,000	0	35,000	0	35,000
Total	\$ 35,000	\$ 0	\$ 65,000	\$ 0	\$ 65,000

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65,000
Total Funding	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65,000
Project Spending							
Construction	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65,000
	0	0	0	0	0	0	0
Total Spending	\$ 65,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

BYRNE PARK PLUNGE



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2020 July 2020

ESTIMATED COMPLETION DATE
December 2020

PROJECT DESCRIPTION:

Construct a pathway with the scope of work shown below:

- Repair existing steps
- Repair retaining wall

Construct steps along approximately 100' of existing path

PROJECT STATUS:

Work includes engineering design, bid package preparation, and construction to be completed by December 2020.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Engineer	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction	0	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	20224-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 0	\$ 33,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 33,000
Total Funding	\$ 0	\$ 33,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 33,000
Project Spending							
Survey and Engineer	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 15,000
Construction	0	18,000	0	0	0	0	18,000
Total Spending	\$ 0	\$ 33,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 33,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

FREMONT/REDWOOD GROVE PATHWAY



PROJECT NUMBER
42-7903

INITIAL FUNDING YEAR
July 2018

PLANNED START DATE
July 2020

ESTIMATED COMPLETION DATE
Design-Winter 2019
Construction-Spring 2019

PROJECT DESCRIPTION:

The City Council directed the Pathway Committee in June 2017 to prioritize pathways to be constructed in Town. The Pathway Committee has voted and made the Fremont Road to Redwood Grove and Estacada Way pathway projects on the priority list at February 26, 2018 Committee meeting.

The Fremont Road to Redwood Grove pathway project will include construction of a native path from Fremont Road. It will improve pedestrian safety and connect to neighboring City of Los Altos from the existing route. The City of Los Altos is in favor of this project as the Town is sponsoring for the design and construction cost. The project should involve survey and design of the native pathway.

PROJECT STATUS:

Fremont Road to Redwood Grove pathway project is estimated to be at \$28,000 including construction. Estimated completion date for construction is June 2020.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Engineer	\$ 7,000	\$ 0	\$ 7,000	\$ 0	\$ 7,000
Construction	\$ 21,000	\$ 7,800	\$ 13,200		\$ 13,200
Total	\$ 28,000	\$ 7,800	\$ 20,200	\$ 0	\$ 20,200

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 20,200						\$ 20,200
Total Funding	\$ 20,200	\$	\$	\$	\$	\$	\$ 20,200
Project Spending							
Construction	\$ 20,200	\$	\$	\$	\$	\$	\$ 20,200
Total Spending	\$ 20,200	\$	\$	\$	\$	\$	\$ 20,200

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No additional maintenance cost determined at this time.

LA PALOMA ROBLEDA



PROJECT NUMBER
42-7906

INITIAL FUNDING YEAR
July 2019

PLANNED START DATE
July 2020

ESTIMATED COMPLETION DATE
June 2021

PROJECT DESCRIPTION:

The first phase of engineering design, survey and bid package preparation was for \$80,000. Design phase tentatively to be completed by December 2020.

Construct a pathway between La Paloma to Robleda Road. The scope of work includes:

- ~1100' of native path
- ~275' of 2' retaining wall
- ~165' of 3' retaining wall
- 15' of drain pipe
- ~210' of fence/guardrail
- ~2200 SF of brush clearing

PROJECT STATUS:

The first phase will be engineering design, survey and bid package preparation to be completed by December 2020.

Construction phase tentatively to start in Spring 2021.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Environmental Study	\$ 80,000	\$ 172	\$ 79,828	\$ 0	\$ 79,828
Construction	0	0	0	0	0
Total	\$ 80,000	\$ 172	\$ 79,828	\$ 0	\$ 79,828

LA PALOMA ROBLEDA

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 79,828	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 329,828
Total Funding	\$ 79,828	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 329,828
Project Spending							
Survey & Environmental Study	\$ 79,828	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 79,828
Bid Package	\$	\$ 0	50,000				\$ 50,000
Construction	\$	\$ 0	200,000	0	0	0	\$ 200,000
Total Spending	\$ 79,828	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 329,828

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

PAGE MILL ROAD FROM LUPINE TO VIA FELIZ



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2020 July 2020

ESTIMATED COMPLETION DATE
May 2021

PROJECT DESCRIPTION:

Construct a pathway with the scope of work shown below:

- Construct ~450' of Roadside Path
- Approximately 400' of 2' Retaining Wall

PROJECT STATUS:

Work includes engineering design, bid package preparation, and construction to be completed by December 2020.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Engineer	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Environmental Study	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 0	\$ 60,000	\$ 111,000	\$ 0	\$ 0	\$ 0	\$ 171,000
Total Funding	\$ 0	\$ 60,000	\$ 111,000	\$ 0	\$ 0	\$ 0	\$ 171,000
Project Spending							
Survey and Engineer	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
Environmental Study	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,000
Construction	0	0	111,000	0	0	0	111,000
Total Spending	\$ 0	\$ 60,000	\$ 111,000	\$ 0	\$ 0	\$ 0	\$ 171,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

SUMMERHILL PATHWAY



PROJECT NUMBER
42-7902

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2016 July 2020

ESTIMATED COMPLETION DATE
June 2021

PROJECT DESCRIPTION:

Pathway along Summerhill Avenue is made up of roadside paths on public right-of-way and private easements. Private easements are granted as part of the permitting process, resulting in missing segments along the road. Additionally, some segments have designated pathways that toggles from one side of the street to the other, forcing pedestrians to cross a busy street.

On June 16, 2016, the Pathway Committee requested for the City Council to designate \$30,000 for consulting services to review and prepare a pathway design concept. The full scope of the project will be determined as part of the design phase, including confirming jurisdiction along this road. The Pathway Committee has jointly worked with Town staff and developed the preliminary project scope and a cost model that estimated to be around \$400,000 for construction. The City Council directed the Pathway Committee in June 2017 to prioritize the Summerhill Avenue pathway project with other potential projects.

PROJECT STATUS:

Pathway Committee continue to perform site visit with Town staff to discuss project scopes with property owners that have higher degree of construction impacts. Among the visited property owners, they are all supportive to the project. The Town also sent out letters to Summerhill Avenue residents for comments of the pathway projects and there is no negative feedback. The Pathway Committee has voted and made the Summerhill Avenue pathway project on the priority list at February 2020 Committee meeting. The first phase, construction of a Type 2B path from El Monte Road to Nicole Lane was completed in May 2020, Phase 2 will be engineering design, survey, bid package preparation, and construction estimated to be \$450,000. Design phase tentatively to be completed by December 2020. Construction phase tentatively to start in January 2021.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Survey and Engineer	\$ 80,000	\$ 0	\$ 80,000	\$ 0	\$ 80,000
Environmental Study	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 80,000	\$ 0	\$ 80,000	\$ 0	\$ 80,000

SUMMERHILL PATHWAY

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Pathway Fund	\$ 80,000	\$ 350,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 430,000
Total Funding	\$ 80,000	\$ 350,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 430,000
Project Spending							
Survey and Engineer	\$ 80,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 130,000
Environmental Study	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,000
Construction	0	290,000	0	0	0	0	290,000
Total Spending	\$ 80,000	\$ 350,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 430,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.



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Road Rehabilitation





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ANNUAL ROAD REHABILITATION PROGRAM



PROJECT NUMBER
46-7226

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2020 July 2020

ESTIMATED COMPLETION DATE
December 2020

PROJECT DESCRIPTION:

The annual street resurfacing program is designed to maintain safe and functional Town streets. The project may include 4" AC deep lift patching, 4" full grind and paving, 2" asphalt concrete overlay, removal and reconstruction of concrete valley gutters/ curbs, micro-surfacing, and all associated work. Street resurfacing includes corresponding drainage improvements. The street selections are based on recommendations from Metropolitan Transportation Commission's Pavement Management Program (PMP), field inspections, and staff judgement. Upon completion of the design phase and receipt of bids, the list of streets and type of work required are presented to the City Council for award of construction contract. The most recent PMP was updated in 2020 and it recommends an annual investment of \$800,000 to \$1.2 million in order to maintain the pavement condition index at 80 and above.

The 2020-21 Pavement Rehabilitation Program is prioritized as shown in the following table for 2020-21, representing 2.4 miles of roads. The road listing below is subject to the roads adhering to the Town's Road System Policy approved by the City Council on May 18, 2017. That Policy states that "(t)he dedication of private roadways to public ownership when requested by affected property owners, when they have been upgraded to current Town standards and where all necessary dedications have been offered by adjacent property owners....(That Policy further states that dedication will be considered only when the road is maintained and, if necessary, improved to a level acceptable to the Town." The project budget also includes an estimated \$50,000 for improvements to the Town Corp Yard Parking Lot.

2020 Pavement Rehabilitation and Drainage Improvement Project Specifications (Type of Work) and Streets List				
Street	From	To	Length (Feet)	Type of Work
Altamont Road	Taaffe Road	Moody Road	5,935	2" Overlay with Digouts
Arastradero Road	Page Mill Road	Town Limit	1,430	2" Overlay with Digouts
Byrd Lane	Natoma Road	End	920	Microsurfacing with Digouts
Dezahara Way	Taaffe Road	Taaffe Road	1,700	2" Overlay with Digouts
Fremont Road	Burke Road	600' south of Burke Rd	600	2" Overlay with Digouts
Ravensbury Avenue	Magdalena Road	Hillpark Lane	1,902	2" Overlay with Digouts
Springhill Drive	Manuella Road	End	320	Microsurfacing with Digouts
		TOTAL LINEAR FEET	12,807	
		TOTAL MILES	2.4	

ANNUAL ROAD REHABILITATION PROGRAM

PROJECT STATUS:

Ongoing Program.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to Reserves	Prior Appropriation
Annual Pavement Rehab	\$ 1,400,000	\$ 1,266,958	\$ 133,402	\$ 0	\$ 133,042
Total	\$ 1,400,000	\$ 1,266,958	\$ 133,402	\$ 0	\$ 133,042

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Gas Tax	\$	\$ 231,600	\$ 243,200	\$ 255,400	\$ 268,200	\$ 281,600	\$ 1,280,000
SB1 Funds		\$ 158,000	\$ 165,900	\$ 174,000	\$ 182,900	\$ 192,000	\$ 873,000
Vehicle Registration		\$ 52,771	\$ 55,400	\$ 58,200	\$ 61,100	\$ 64,000	\$ 291,671
Drainage in Lieu		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
General Fund	\$ 133,042	\$ 717,629	\$ 895,500	\$ 872,200	\$ 847,800	\$ 822,200	\$ 4,288,371
Total Funding	\$ 133,042	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 6,933,042
Project Spending							
Annual Pavement Rehab	\$ 133,042	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 6,933,042
Total Spending	\$ 133,042	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 6,933,042

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No additional maintenance and operating cost. This program focuses on addressing system deficiencies to maintain operating cost at the current level.

Sewer





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ANNUAL SANITARY SEWER REPLACEMENT AND REHAB



PROJECT NUMBER
48-7918

INITIAL FUNDING YEAR
July 2020

PLANNED START DATE
July 2020

ESTIMATED COMPLETION DATE
December 2020

PROJECT DESCRIPTION:

The main objective of the annual sanitary sewer repair and rehabilitation program is to repair and replace defective sewer pipes in the Town's sanitary sewer system to maintain uninterrupted conveyance of wastewater to the Palo Alto Regional Water Quality Control Treatment Plant through the collection systems of the Cities of Palo Alto and Los Altos. The selection of the sewer segments is based on the review and analysis of the first cycle of CCTV inspections of the Town's sewer pipes and field noted follow-up from the Town's sewer maintenance and operation contractor, West Bay Sanitary District.

The Regional Water Quality Control Board has focused on reviewing sewer system capital improvement programs and operation/maintenance activities and requiring an increase of annual sewer replacement rate for agencies with aging sewer collection systems. Applying this approach to the Town's sanitary sewer system, staff is recommending a \$700,000 allocation for FY 20/21 followed by \$600,000 annual allocation for the remaining 4 years. The annual allocation will be validated, reviewed, and updated as needed every budget cycle.

Pipe Name	Repair Type	Pipe Name	Repair Type
LAH_AMH1029-AMH1028	open trench at 220-222	LAH_EMH1150-EMH1108	open trench at 157'
LAH_BMH1002-CMH1028	pipe patch at 174'	LAH_EMH1176-EMH1177	pipe patch at 61'
LAH_BMH1006-BMH1002	open trench at 215'	LAH_EMH1185-EMH1184	pipe patch at 23' and 128'
LAH_BMH1042-BMH1037	WB rec open trench at 194'	LAH_FMH1036-FMH1040	pipe patch 199-204' and 232'
LAH_CMH1003-CMH1001	open trench 70-72' at connection	LAH_FMH1054-FMH1053	pipe patch at 25'

Pipe Name	Repair Type	Pipe Name	Repair Type
LAH_EMH1107-EMH1106	pipe patch at 144', 175', 216' and 257'	LAH_LMH1036-LMH1035	open trench at 159'
LAH_GMH1061-GMH1060	open trench at 1', 8', and 52'	LAH_OMH1036-OMH1037	open trench at 28', 42', and 190' (TSI)
LAH_HMH1057-HMH1056	pipe patch 8', 28', and 92'	LAH_OMH1077-OMH1092	OPEN TRENCH @ 186.8' D/S OMH1077
LAH_HMH1068-HMH1067	open trench at 158'	LAH_OMH1129-OMH1022	Open trench 28' to 32'
LAH_HMH1072-HMH1070	pipe patch at 19', 22', and 72'	LAH_PMH1085-PMH1084	pipe patch at 84'
LAH_HMH1102-HMH1101	pipe patch at 1'	LAH_PMH1119-PMH1120	pipe patch at 14-19'
LAH_KMH1012-KMH1128	replace open trench	LAH_QMH1027-QMH1026	open trench at 55' and 112'
LAH_KMH1018-KMH1019	open trench at 300'	LAH_QMH1028-QMH1008	pipe patch at 93' and 288-end
LAH_KMH1127-KMH1010	pipe patch at 11'	LAH_QMH1032-QMH1031	open trench at 40' DS
LAH_LCO1001-LMH1124	open trench at 98'	LAH_QMH1047-QMH1048	pipe patch at 80' and 112' to 115'
LAH_FMH1073-FMH1057	open trench 121'	LAH_OMH1021-OMH1029	pipe patch at 35'

PROJECT STATUS:

Ongoing program.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to Reserves	Prior Appropriation
Sewer Rehab	\$ 1,100,000	\$ 42,352	\$ 1,057,648	\$ 0	\$ 1,057,648
Total	\$ 1,100,000	\$ 42,352	\$ 1,057,648	\$ 0	\$ 1,057,648

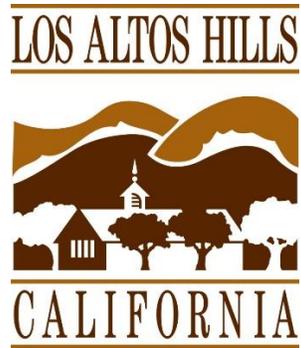
ANNUAL SANITARY SEWER REPLACEMENT AND REHAB

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Sewer User Charges	\$ 1,057,648	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648
Total Funding	\$ 1,057,648	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648
Project Spending							
Sewer Rehab	\$ 1,057,468	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648
Total Spending	\$ 1,057,468	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,157,648

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No additional maintenance and operating cost. This program focuses on addressing system deficiencies to maintain operating cost at the current level.

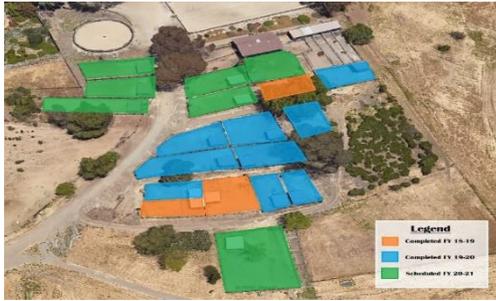


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Westwind Barn



WESTWIND BARN IMPROVEMENTS



PROJECT NUMBER

Ongoing

INITIAL FUNDING YEAR

Ongoing Program

PLANNED START DATE

Ongoing

ESTIMATED COMPLETION DATE

Ongoing Program

PROJECT DESCRIPTION:

The annual Westwind Community Barn facility improvements program is designed to improve facility deficiencies and to meet the needs of the Barn users. Each year, the Town and Concessionaire, Victoria Dye Equestrian (VDE), identify and prioritizes potential improvements.

For the FY20-21 the following projects were identified:

1. Repair the footing of the remaining seven paddocks footing that need to be repaired with twelve that have already been completed. The current material does not promote drainage during heavy rains. It has been creating pooling and mud, which make them unusable. This is the third phases of this project that has changed the footing infrastructure by grading and installing a grid system. The work will continue to be down in-house by our Public Works Maintenance Crew. We are projecting the seven paddocking footing cost to be \$40,000. As of June 30, 2020, the estimated ending balance of the Westwind Community Barn capital fund is \$116,044.
2. Replacing the existing fencing during the time the paddock footing would be a better final product. Retaining walls, replacement of all boards, and a stronger fencing will ensure safety of the seven paddocks fencing and footing. The Town would contract this out and are estimating the project would cost \$50,000.
3. The feeding pasture is roughly 8 acres and is home roughly 15 horses. The fence was installed roughly 12 years ago, VDE has been making minor improvements throughout the past couple years. The reason for this request is the poor condition of the existing fence. Due to COVID-19 we have been unable to receive a formal quote. We estimate this project to be \$75,000.
4. The Barn has one existing restroom and a room with a shower. Adding an additional restroom to the shower room. This would be helpful for camp, boarders, and events. This work would be done in-house by our Public Work Maintenance Crew and is projected at \$10,000.

PROJECT STATUS:

The paddock footing has been completed in phases (see photo). FY 18-19 three paddocks in orange, FY 19-20 completed nine paddocks in blue. Proposed seven paddocks for FY20-21.

WESTWIND BARN IMPROVEMENTS

PRIOR APPROPRIATION:

Project Summary	Project Budget	Spending Thru April 2020	Available Budget	Return to General Fund	Prior Appropriation
Cell Tower Rental	\$ 100,000	\$ 78,228	\$ 21,772		\$ 21,772
Westwind Barn Capital					
Total	\$ 100,000	\$ 78,288	\$ 21,772	\$ 0	\$ 0

ROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2020-21 Budget	2021-22 Planned	2022-23 Planned	2023-24 Planned	2024-25 Planned	Total Project
Funding Source							
Cell Tower Rental	\$ 21,772	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 271,772
Westwind Barn Capital		\$ 20,000	\$ 25,000				\$ 45,000
Total Funding	\$ 21,772	\$ 70,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 316,772
Project Spending							
Paddock Footing		\$ 40,000					\$ 40,000
Paddock Fencing		\$ 50,000					\$ 50,000
Feeding Pasture			\$ 75,000				\$ 75,000
Restroom Renovation				\$ 10,000			\$ 10,000
Total Spending	\$ 0	\$ 90,000	\$ 75,000	\$ 10,000	\$ 0	\$ 0	\$ 175,000

Recurring Annual Maintenance and Operating Costs, if applicable:

This project is part of an ongoing maintenance program. Minor maintenance are the responsibility of VDE. Repairs above \$500 are the Town's responsibility.



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Appendix





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Glossary of Terms

Accounting System: The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

Adopted Budget: The official budget as approved by the City Council at the start of each fiscal year.

Agency Fund: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

Amended Budget: The official budget as adopted and as amended by the City Council through the course of a fiscal year.

Annual Budget: A budget applicable to a single fiscal year.

Annual Financial Report: A financial report applicable to a single fiscal year.

Appropriated Budget: The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

Appropriation: A legal authorization granted by a legislative body for a given period to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

ASD: abbreviation. Administrative Services Department

Assessed Valuation: The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

Audit: Prepared by an independent Certified Public Accountant , the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles.

Authority: A government or public agency created to perform a single function or restricted group of related activities.

Balanced Budget: A balanced budget exists when total revenues are equal to, or greater than, total expenses.

Bond Covenant: A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution or indenture.

Budget: A plan of financial operation embodying an estimate of the proposed expenditures for a given period and the proposed means of financing them.

CAFR: abbreviation. Comprehensive Annual Financial Report. This is the Town's financial statement, which includes auditor's opinion and other financial information pertinent in evaluating the Town's financial health.

Capital Budget: A plan or proposed capital outlays and the means of financing them.

Capital Improvement Program: A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the assessment of long-term needs. It sets forth each project in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capitalized Expenditures: Expenditures resulting in the acquisition and/or construction of fixed assets.

Contracted Services: Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

Contingency: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost Accounting: The method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

Cost Allocation Plan: A comprehensive analysis of the appropriate distribution of overhead costs from the Town's General Government Departments to the various service departments – Public Works, Community Development and Parks & Recreation.

Cost of Services: Payments made by customers for publicly provided services that benefit specific individuals and exhibit "public good" characteristics. They include such fees as recreational fees, building permit fees, etc.

Debt Service Fund: A fund established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

Department: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Division: An organizational subgroup of a department.

Employee Services: Salaries plus fringe benefits earned by employees of the organization for work performed.

Encumbrance: The commitment of appropriated funds to purchase goods that have not yet been received, or services that have yet to be rendered.

Enterprise Fund: A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case, the governing body intends that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Entitlement: The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

EOC: abbreviation. Emergency Operation Center. This is only activated during an emergency situation by authorized Town personnel.

ERAF: abbreviation. **Educational Revenue Augmentation Fund.** A shift of property tax revenues from cities, counties and other local agencies to the State in support of schools.

Expenditure: Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

FIC: abbreviation. Finance and Investment Committee.

Fiscal Year: A 12-month period (usually July 1st through June 30th) to which the annual operating budget

applies and at the end of which a government determines its financial position and the results of its operations.

Fixed Assets: Equipment costing \$5,000 or more, including tax, and not qualifying as a capital improvement project.

Full-Time Equivalent (FTE): The conversion of full-time and part-time employee hours to an equivalent of a fulltime position. For example: one person working half-time would count as 0.5 FTE.

Fund: A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or

limitations.

Fund Balance: The difference between fund assets and fund liabilities of governmental and similar trust funds.

GASB 34: The Government Accounting Standards Board (GASB), which defines the criteria that auditors use to judge the adequacy of local and state government financial statements, has changed long-standing practices by requiring that government entities include reporting of their capital assets in their annual balance sheet and income statement. GASB Statement No. 34, adopted in June, 1999, for the first time highlights the costs of acquiring, owning, operating, and maintaining public works infrastructure for government-bond holders and the public at large.

GASB 45: GASB Statement No. 45, new accounting standards for Other Post Employment Benefits (OPEB) addresses how state and local governments account for and report post-employment healthcare and other non-pension benefits. The statement generally requires that the state and local governments account for and report the annual cost of OPEB and the outstanding obligations and commitments related to OPEB in essentially the same manner as they currently do for pensions.

GASB 68: GASB Statement No. 68, amends GASB 27 on the accounting and financial reporting of pension liability. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pension by requiring recognition of unfunded liability on the Town-wide Financial Statement. There is no budgetary impact, as this is a balance sheet reporting adjustment.

General Fund: The fund used to account for all financial resources, except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of/ and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

Governmental Funds: Funds general used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grants: Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.

Infrastructure: All City owned facilities supporting the operation of the governmental unit. It includes: streets, roads, bridges, curbs and gutters, parks, water and sewer lines,

storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings and related facilities.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

Long Term Debt: Debt with a maturity of more than one year after the date of the issues.

Materials & Services: Expenses which are charged directly as a part of the cost of a service.

Modified Accrual Basis: The accrual basis of accounting where revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

Net Income (Loss): Proprietary fund excess (deficit) of operating revenues and operating transfers- in over operating expenses, non-operating expenses and operating transfers-out.

Non-Operating Expenses: Proprietary fund expenses not directly related to the fund’s primary activities (e.g. interest).

Non-Operating Revenues: Proprietary fund revenues incidental to, or by-products of, the fund’s primary activities.

Operating Expenses: Proprietary fund expenses related directly to the fund’s primary activities.

Operating Income: The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues: Proprietary funds revenues directly related to the fund’s primary activities. They consist primarily of user charges for goods and services.

Operating Transfers: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to a Special Revenue or Capital Projects Fund.

Ordinance: A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.

PCI: abbreviation. Pavement Condition Index.

Preliminary Budget: A budget in its preliminary preparation stage prior to review and

formulation by the City Council. In the preliminary stage, a budget forecasts current costs into the future and new or modified spending proposals for the future.

Program: Group activities, operations, or organization units directed to attaining specific purposes or objectives.

Program Purpose: A general statement explaining the reason a particular program or division exists.

Proprietary Fund: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds.

Reserved Fund Balance: Those portions of fund balance that have not been appropriated for expenditure or that are legally segregated for a specific future use.

Resolution: A special or temporary order of the City Council requiring less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earning of an enterprise or internal service fund.

Revenues: (1) Increases in net current assets of a governmental fund type from other than expenditure refunds and residual equity transfer. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers.

Risk Management: All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Self-Insurance: A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

Service Reimbursements: Transactions that constitute reimbursements to a department/division for expenditures or expenses initially made from it but that properly apply to another department/division.

Service Level Measure: A statement describing an activity conducted or performed by the program/ division. A program will usually have many Service Level Measures. Service Level Measures provide quantifiable and qualifiable information as to the level of service to be provided in relation to the level of fund indicated in the budget.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Specific Program Objectives: An “action” statement indicating the new or special activities proposed for a program.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

Transfers: Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.

Triple Flip: Backfill of the confiscated local sales tax reimbursed through a series of revenue swapping procedures to guarantee repayment for the California Economic Recovery Bond.

Trust Fund: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or funds.

RESOLUTION 28-20

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF LOS ALTOS HILLS ADOPTING THE FISCAL YEAR 2020-21 APPROPRIATION LIMIT AND THE FISCAL YEAR 2020-21 BUDGET

WHEREAS, the City Council of the Town of Los Altos Hills has received and completed its review of the proposed 2020-21 Operating and Capital Budget; and

WHEREAS, the City Council of the Town of Los Altos Hills now desires to adopt the Appropriations Limit and budget for fiscal year 2020-21.

NOW THEREFORE, the City Council of the Town of Los Altos Hills does hereby resolve as follows:

- I. The Gann Appropriations Limit as shown in Attachment 1A is hereby approved; and
- II. The Operating and Capital Budget as shown in the attached budget document is hereby approved; and
 - A. The amount of the 2020-21 fiscal year budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Section 37208 and 37209.
 - B. The budget is adopted and shall be controlled at the Fund level by department for the operating budget and by the project level for capital improvement projects.
 - C. The City Manager is hereby authorized to move budgeted dollars between departments (for the operating budget) and between projects (for the capital improvement budget) during the fiscal year if those transfers are from the same funding source and the overall cumulative appropriation is not increased.
 - D. The Administrative Services Director is hereby authorized to carry forward unspent appropriations to the 2020-21 fiscal year if such funds are necessary to complete budgeted projects.
 - E. The Administrative Services Director is hereby authorized to make corrections to the budget as reflected in the attached budget document that are errors or inconsistencies without increasing overall appropriations within the same funding source.
 - F. The City Manager is hereby authorized to solicit bids on the open market for projects budgeted herein.
 - G. The Administrative Services Director shall periodically report to the City Council the amount and classification of revenues received and expenditures made.
 - H. A copy of the adopted budget, signed by the Mayor and attended to by the City Clerk, shall be kept on file with the City Clerk of the Town of Los Altos Hills, as the official budget of the Town of Los Altos Hills for the 2020-21 fiscal year;

The above and foregoing Resolution was passed and adopted by the City Council of the Town of Los Altos Hills at a regular meeting held on the 18th day of June 2020 by the following vote:

AYES: Wu, Tankha, Corrigan, Spreen, Tyson

NOES: None

ABSTAIN: None

ABSENT: None

BY: 

Michelle Wu, Mayor

ATTEST:



Deborah Padovan, City Clerk

FISCAL YEAR 2020-21

Calculation of Appropriations Limits

The Town is required by the State Constitution, Article XIII B (Proposition 4,) to annually calculate the maximum amount of appropriations subject to limitation. The calculation is intended to limit the annual growth in tax revenues used to fund governmental expenditures in California. Article XIII B was changed with the passage of Proposition 111 on the June 1990 ballot. These changes permit greater flexibility with regard to annually calculating increases in the appropriations limit (Gann Limit) by allowing additional growth factors to be used. The factors permitting the maximum allowable increase in the appropriations limit are chosen for the calculation each fiscal year.

As can be seen below, the City is substantially under its appropriations limit. The difference between the appropriations limit and the appropriations subject to limitation has grown over time as the limit has been substantially increased by the annual adjustment factors. This, combined with the comparatively slower pace of growth in proceeds of taxes over the same time period, has contributed to the amount under the appropriations limit.

Fiscal Year 2019-20 Limit	\$	7,476,088
2020 Change in Town of Los Altos Hills Population		1.0037
2020-21 Change in California Per Capita Personal Income		1.0373
Fiscal Year 2020-21 Limit	\$	7,783,639
Fiscal Year 2020-21 Budget Amount Subject to Limitation		7,421,184
Amount Under Appropriation Limit	\$	362,455

TOWN OF LOS ALTOS HILLS

EXPENSE AND USE OF PUBLIC RESOURCES POLICY

POLICY STATEMENT

The Town of Los Altos Hills takes its stewardship over the use of its limited public resources seriously. Public resources should only be used when there is a substantial benefit to the Town, such as:

- The opportunity to discuss the community's concerns with state and federal officials
- Participating in regional, state and national organizations whose activities affect the Town
- Attending educational seminars designed to improve officials' skill and information levels
- Promoting public service and morale by recognizing such service

This policy provides guidance to elected and appointed officials on the use and expenditure of Town resources, as well as the standards against which those expenditures will be measured. This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources and also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws. This policy also applies to any charges made to a Town credit card or cash advances.

AUTHORIZED EXPENSES

Town funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized Town business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met:

- Communicating with representatives of regional, state and national government on Town-adopted policy positions
- Attending educational seminars designed to improve officials' skill and information levels
- Participating in regional, state and national organizations whose activities affect the Town's interests
- Recognizing services to the Town, for example thanking a volunteer, retiring elected official or long-time employee with a gift or celebration of nominal value and cost
- Refreshments served at a working lunch authorized by a member of the City Council or the City Manager.
- Attending Town events

All other expenses require approval by the City Council.

Examples of personal expenses that the Town will not reimburse include, but are not limited to:

- The personal portion of any trip
- Political or charitable contributions or events
- Family (partner, children, pets) expenses when accompanying official on Town-related business
- Entertainment expenses, including theater, movies (either in-room or at a theater), sporting events (including gym, massage and/or golf-related events)
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline
- Alcoholic beverages except as specifically authorized in advance by a member of the City Council for Town sponsored public events at public facilities.
- Personal losses incurred while on Town business

Any questions regarding the propriety of a particular type of expense should be resolved by the City Manager before the expense is incurred.

STIPENDS

The stipend for City Councilmembers will be \$250 per month. The stipend for Planning Commissioners will be \$100 per month. Such stipends will be in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

COST CONTROL

To conserve Town resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines while travelling on official Town business.

TRANSPORTATION

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive form or route is used, the cost borne by the Town will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Automobile mileage is reimbursable at the Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. The amount does not include bridge and road tolls, which are also reimbursable.

LODGING

Lodging costs will be reimbursed or paid for when travel on official Town business reasonably requires an overnight stay. If such lodging is in connection with a conference,

lodging costs should not exceed the group rate published by the conference sponsor for the meeting in question. For overnight stays in other contexts, lodging costs will be reimbursements or payments will be limited to the per diem rate for lodging published by the Internal Revenue Service.

MEALS

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area.

TELEPHONE/FAX/CELLULAR PHONES

Officials will be reimbursed for actual telephone and fax expenses incurred on Town business.

AIRPORT PARKING

Long-term parking should be used for travel exceeding 24 hours.

CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the Town's behalf. Such request for an advance should be submitted to the Administrative Services Director seven days prior to the need for the advance and should include a description of the purpose, anticipated amount and date of the expenditure. Any unused advance must be returned to the Accountant/Office Manager within two business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

CREDIT CARD USE POLICY

The ability to pay for the purchase of some goods or services such as conference registrations or lodging with a credit card provides an efficient means of payment. The City Council has approved the application for and use of a corporate credit card, to be administered by the City Manager with a total credit line not to exceed the City Manager's expense authority. Purchases by credit card are subject to the same advance and subsequent approval processes as purchases made by check. The Town's credit card may not be used for personal expenses, even if the official subsequently reimburses the Town.

EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

Expense reports must document that the expense in question met the requirements of this policy. Officials must submit their expense reports within thirty days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under \$5.00 are not required. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

AUDITS OF EXPENSE REPORTS

Expense and Use of Public Resources Policy

All expenses are subject to verification of compliance with this policy.

COMPLIANCE WITH LAWS

Town officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

VIOLATION OF THIS POLICY

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Loss of reimbursement privileges
- A demand for restitution to the Town
- The Town's reporting the expenses as income to the elected official to state and federal tax authorities
- Prosecution for misuse of public resources