



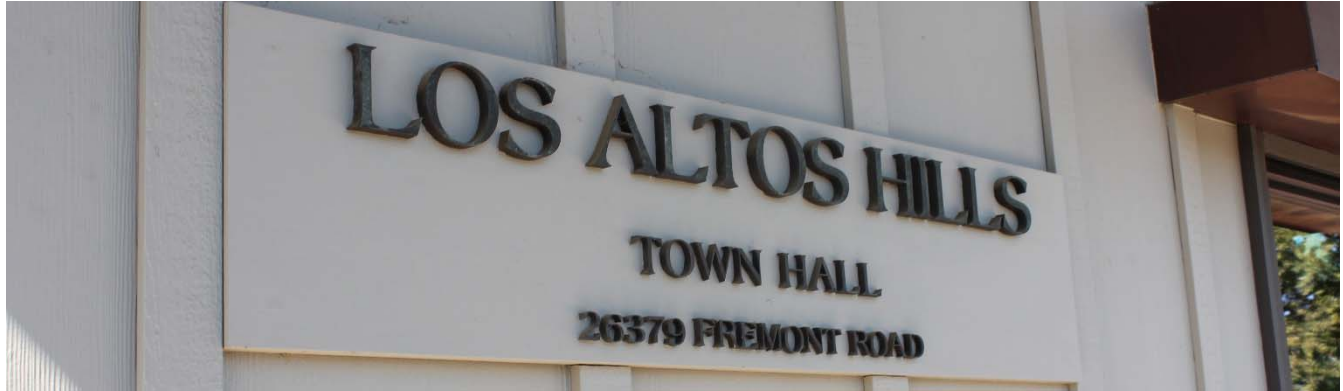
**ADOPTED
FY22-23 OPERATING BUDGET AND
FY2023-2027 FIVE YEAR CAPITAL IMPROVEMENT PLAN**



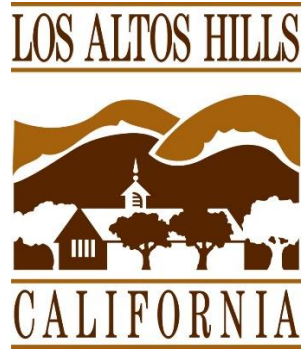


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Budget Message



Council Chambers



CITY MANAGER'S BUDGET 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 the FY 2022-23 Operating Budget and the FY 2023-27 Five-Year Capital Improvement Plan 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 how the priorities and goals that the Council set during their annual goal setting session in January 2022 are budgeted and tracked over the course of the next fiscal year. Setting annual goals in the beginning of 2022 followed by the preparation of the budget for the fiscal year starting in June helps the council and community clearly and effectively set and accomplish goals throughout the year. This budget 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.

I am pleased to report to the City Council and the community that the Proposed Budget is operationally balanced, meaning total incoming revenue (sources) equal planned expenditures (uses). It also strategically proposes the use of available fund balances, accumulated from prior year savings, to specifically address important capital improvement needs. The proposed fiscal plan is also progressive as it continues the restoration of resources foregone during the pandemic while accounting for inflation, increase in insurance, filling staff vacancies, resolving deferred maintenance, investing in staff training and development, addressing town IT needs, and focusing on community resilience and safety.

The Economic Impact of COVID-19

The Town received an amount of \$1,007,480 from the American Rescue Plan (ARP) Act in July 2021 and the same amount will be received in July 2022. These funds are to help state and local governments from any losses through the pandemic. These funds must be fully utilized by December 2024. In FY 2021-22, an estimate of \$612,850 has been spent on the following items:

➤ Community Health Awareness Council (CHAC)	\$120,200
➤ Hidden Villa	\$100,000
➤ Los Altos Chamber of Commerce	\$ 10,000
➤ Hybrid Model for Public Hearings	\$ 50,000
➤ Premium Pay for Essential Workers	\$ 16,000

➤ Replace 4 Sewer Pumps	\$ 66,650
➤ Electrical Panel Upgrade	<u>\$250,000</u>
Total Used ARPA Funds	\$612,850

The following projects have been identified in FY 2022-23 for the use of ARPA funds:

Project	ARPA Funds Amount
Broadband	\$ 800,000
Corp Yard Space and Site Improvements	100,000
Town Hall Furniture & Space Upgrade	250,000
TOTAL ARPA PROJECTS	\$ 1,150,000

The remaining unused funds in the amount of \$252,110 can be used in FY 2023-24 for water wells at Purissima Park and Westwind Community Barn if staff finds there is water.

FY2022-23 Proposed Town-Wide Budget at a Glance

This budget document is purposefully organized to flow from summary to detailed levels of information. It is organized by several key sections, Town-Wide fund balance projections, Town-wide revenue and expenditures summaries, and the Sewer Fund. In the following budget sections, you can locate the budget details that describe where the Town gets its money from and how it is utilized by the Town departments. The budget process involves all the departments in its creation with their level of control and responsibility.

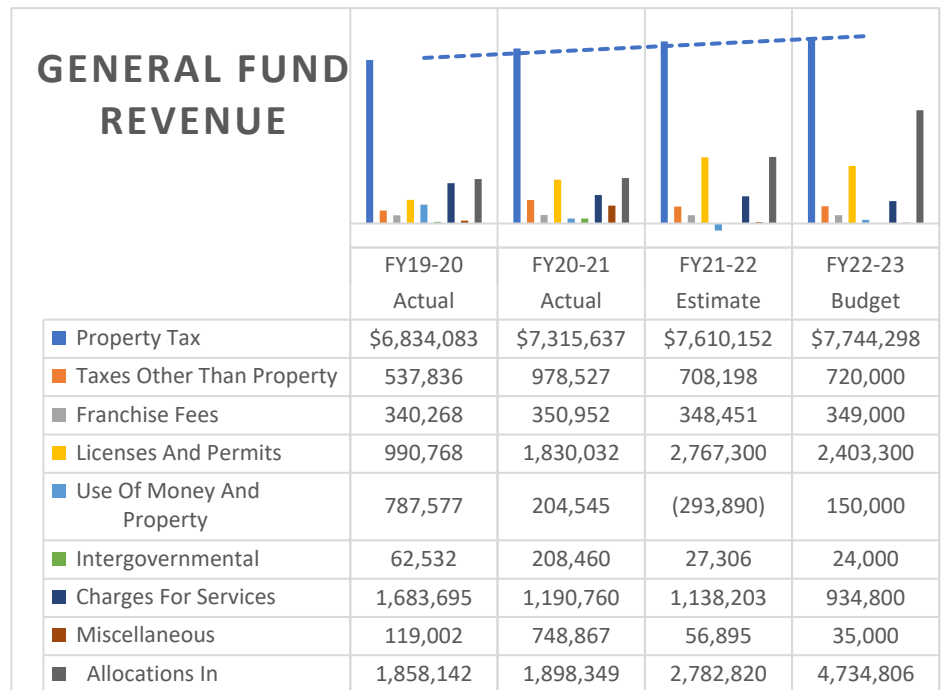
FY2022-23 Proposed Town-Wide Revenues	\$ 22,658,626
General Fund Operating Expenditures	15,353,381
Special Revenue Expenditures	1,527,000
Capital Outlay	4,300,816
Sewer including Capital Outlay	4,061,949
FY2022-23 Proposed Town-Wide Expenditures	\$ 23,415,129

A view of the Town’s budget that tax dollars are primarily allocated to maintain fall into the following categories: Quality of Life and Community Character, Promote Public Safety, Increase Effective Service Delivery & Governance, and Protect and Maintain Infrastructure. These are the key areas that form the 2022 City Council Strategic Priorities. You will find the details of each of the categories in each of the department budgets. Wildfire prevention is a big concern for our residents. Cal Fire and Santa Clara County rank most of Los Altos Hills in the high category of fire risk. Wildfire preparedness is a collaborative responsibility at all levels from California state government down to the individual resident. This is why the City Council has made Public Safety

one of their priorities year after year.

FY2021-22 Overview

Property tax and site development revenues continue to be the main source of income for the Town, representing 82 percent of total governmental fund revenues. The Town projects property tax revenue to be \$7.7 million in 2022-23, an increase of 7 percent from 2021-22 budget. In the chart below, the blue dotted line represents the revenue trend for Property Tax, which is the Town’s largest revenue source.



The Town continues to receive more than expected Sales and Use Tax. The increase in the sales tax rate and residents continuing to shop online through the pandemic. Real Property Transfer Tax continues to grow with the amount of homes being sold.

The permits activity is exceeding from previous years with the implementation of a new Cost Allocation Plan and Fee Study that was conducted in 2020. The budget is based on the estimated volume of applications received. Transitioning from square footage based to valuation-based fees has made the permit fees more volatile. In the following year, staff will have a consultant review the revenues and expenditures based on the current cost allocation plan and review the fee structure for compliance with the California Prop 218 compliance.

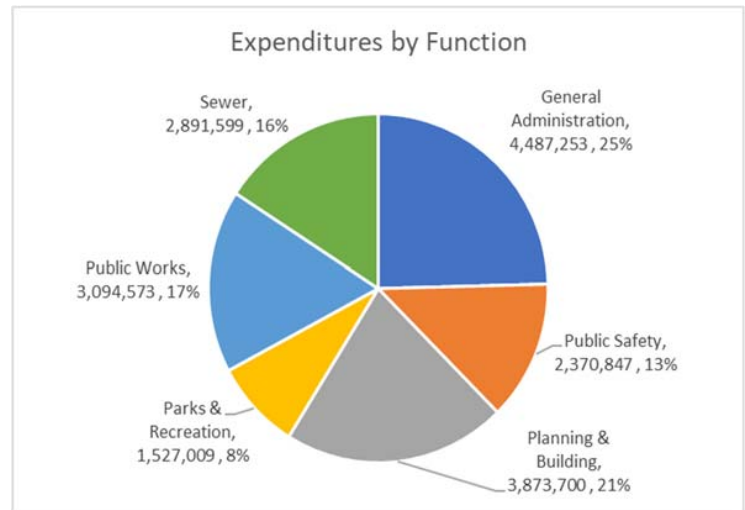
Based on the market value of interest income, the interest continues to decline. Due to increased interest rates, the value of our fixed income investments has declined causing a negative impact.

The FY 2021-22 Estimated Actual to Budget expenditures for Personnel costs is 11% below the budget due to vacancies and new hire benefit savings. The cost of legal fees, under the Professional Services category, wasn’t used as we anticipated. Professional development training and purchase of equipment increased the estimated actual vs the budget in the Operations Category.

FY2022-23 Economic Outlook

The Town's governmental fund reserves continue to grow because of the expected property tax revenues, more site development activities, and the effects of COVID-19 pandemic. The projected general fund reserves on June 30, 2022, total \$17.5 million, which increased by 10.6% from the previous year. The unassigned fund balance has increased to \$9.0 million and continues to grow.

The General Fund has an overall reduction of 9% from the FY2022-23 budget. The Town doesn't have any long-term debt and doesn't plan to have any in the near future.



Staffing

Personnel costs in the FY2022-23 expenditures can be contributed to the City Council approving the conversion of two 60% part time budgeted positions to full time. The total authorized positions increased to 27 from 26.2. An Administrative Clerk/Technician residing in the City Manager's office and the other is an Accounting Technician in the Administrative Services Department. The 2 positions will help in achieving the 2022 City Council Strategic Priorities. These increases are contributed to departmental salary and benefits. Due to an increase in inflation, the Consumer Price Index (CPI) has risen to 5%, in addition to the state driven changes in health insurance and pension costs. These are key components of salary and benefits and are built into this budget. Our CalPERS actuarial annual reports reveal that the Town has funded an average of 89% of the Town's three pension plans.

In April 2022, the City Council approved an Employee Enhancement consisting of a 4% 401A Employer match which contributes to the increased costs to personnel.

Contract Services

The budget increase from the prior year by 14%, \$544,335 to include IT Services with Eaton & Associates, the Sheriff's contract increases by 6% plus \$145,000 for an additional deputy to patrol, Emergency Preparedness Manager to replace Marsha Hovey, and standard increases for multi-year contracts. Since the COVID-19 guidelines have loosened we anticipate increased vendor payments for Recreation programs and increasing class sizes for programs at Westwind Community Barn. Due to inflation, there has been an uptick for charges for services/ vendor costs for the special events and organizing additional Town events.

Operations

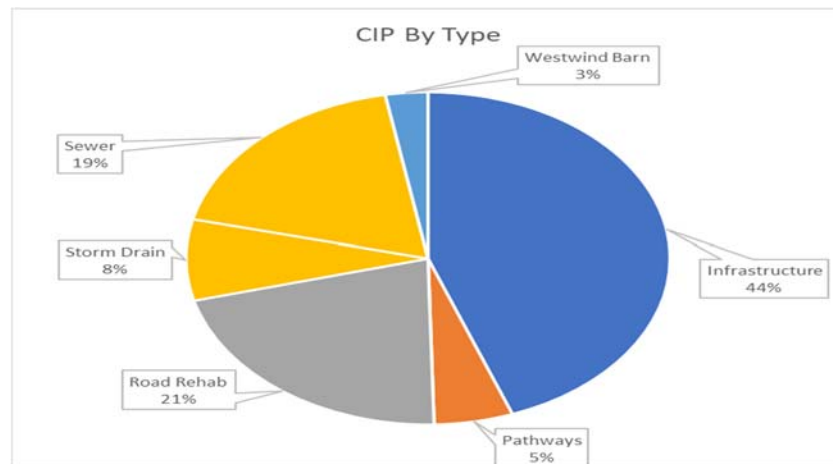
The budget operational costs increased by 17%, \$214,506 from the prior year and includes increases for excess insurance and cybersecurity. Our liability and worker's compensation insurance are through PLAN JPA. We have put a placeholder for the excess insurance and once

PLAN JPA has finalized their budget, we will determine if it is necessary to make an adjustment.

The \$150,000 budgeted in FY 2022-23 reflects and expectation based on economic forecasts. We will re-evaluate at mid-year and make any necessary adjustments. The events are now being held as they were prior to COVID. Holding 2 events per month has increased the Charges for Services.

Capital Outlay

The two through five years capital projects presents estimated costs of identified annual projects with estimated capital expenditure levels the Town relying solely on annual revenues. These projections have been conservatively derived and are subject to change as actual annual results come in. The Town is currently conducting a community facility needs assessment based on extensive community engagement and town surveys to determine the needs of the community. The assessment is considering both indoor and outdoor facilities as well as recreation programs. The selection of CIP projects occurs at the discretion of City Council in the context of organizational priorities and within the revenue constraints of any one year.



Sewer Fund

The Sewer Fund is fully supported by sewer service charges to residential and non-residential customers and sewer connection fee assessments on new connections added to the sewer system. The Town's service charge rates were last adjusted in FY 2019-20. The capital needs for the Town's infrastructure have substantially increased causing a need for a rate increase. Additionally, the projected treatment costs at the Palo Alto facility are higher than previous years as the facility requires significant capital improvements and upgrades to adhere to regulatory requirements. Treatment costs allocated to the Town are expected to increase to \$1.2 million in FY 2022-23 and are projected to increase an average of 4% each year through five years. In 2020, the Town engaged with HF&H Consultant, to update the Town's service charge.

Long Term Debt

The Town has no long-term debt as of and for the year ended June 30, 2022. The Town does have a special assessment without Town commitment. Special Assessment districts are established in various parts of the Town to provide improvements to properties located in those districts. Properties are assessed for the cost of the improvements. These assessments are payable solely by the property owners over the term of the debt issued to finance the improvements. The Town acts solely as the collecting and paying agent for the district's debt which is not included in the general debt of the Town. The bonds are not general obligation of the Town. The Town is not legally obligated to pay these debts or be the purchaser of last resort of foreclosed properties in the special assessment district.

FY 2022-23 Goals and Objectives

For FY 2022-23, the total budget is \$23.3 million with \$3.5 million in the Sewer Fund and these figures are inclusive of the capital improvement projects budget. Some key goals for FY 2022-23 include increase social capital of the Town, update the Housing Element, maintain local control over development when possible, reduce our carbon imprint, maintain a high level of public safety, enhance preparation for emergency response, maintain local control over fire services, update the safety element, enhance financial integrity and transparency, improve communication between City Council, staff, and the community, approve efficiency of administration through the use of technology, and improve services to the community. The goals and objectives are covered in each department's narrative. As we transition from the pandemic to the post pandemic, the Town plans to return to the number events conducted before the pandemic to approximately hosting at least 2 events per month. The Town has engaged a consultant to conduct a 3-5 year IT Strategic Plan. The Strategic Plan will be implemented by our new IT Services vendor. In the next few years, technology will be very prevalent in the Town with cybersecurity, updated software and hardware, and outfitting all community conference areas with new technology to conduct hybrid meetings.

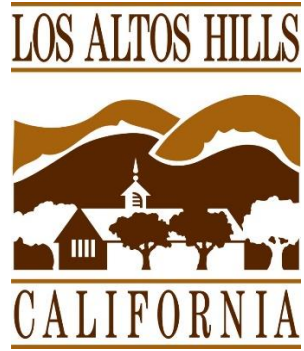
With the current state of things, we also cannot ignore the unfortunate instability that the world is facing. The persistence of supply chain slowdowns, the rising costs of commodities, higher rates of inflation, the potential of increased lending rates and most concerning the uncertainty surrounding the Ukraine conflict, all give us good reason to pause and prepare. For this reason, maintaining a position of calculated cost control, taking advantage of the process efficiencies, and continuing to effectively prioritize needs is critical.

Special Acknowledgements

The FY 2022-23 budget is a team effort and would never have been successful without the support of the entire Management Team. I also, want to extend my appreciation to the Finance Team for stewarding the budgeting process. Finally, a special acknowledgment to the City Council for providing clear policy direction and look forward to Council's guidance and leadership as we work to adopt a budget that funds services and projects for our community while also balancing fiscal sustainability.

Respectfully Submitted,

Peter Pirnejad, City Manager



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Budget Process



2022 Pathways Run/Walk Starting Line

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.



Westwind Community Barn

FY2022-23 BUDGET PREPARATION TIMELINE

DATE	ACTION
January 13	Send to the departments Budget vs Actual for period ending December 31, 2021
February 11	ASD makes available Base Budget templates to departments (soft copy)
February 17	Present FY21-22 Mid-Year Financials to the City Council
February 23	Staff Budget Retreat
March 4	Departments update base budget, as necessary
April 5	Departments submit operating budget increase forms and Five-year Capital Budget Forms
April 11-14	Departments to meet with ASD and City Manager to review budget request and narrative
May 9	ASD presents Proposed Budget to FIC
May 9-20	Finalize Proposed Budget Book
May 20	ASD sends Proposed Budget to City Council and FIC
May 26	City Council and FIC Budget Study Session
June 16	Present Propose Operating Budget and Five-Year Capital Plan to City Council for adoption



Town Hall Directional Arrows

Town Information



Touch a Truck Event at Town Hall

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 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 and has grown to approximately 8,500 residents. Many are drawn to this Town because of the area's beauty—rolling hills, picturesque valleys, and mild climate, much of the same reasons which drew the first inhabitants. 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, permitted uses such as schools, religious, and recreational clubs. Combined with the natural beauty, physical assets, and the residents' determination to maintain their rural lifestyles, the Town remains one of the most beautiful, unspoiled, and desirable residential communities in Northern California.

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



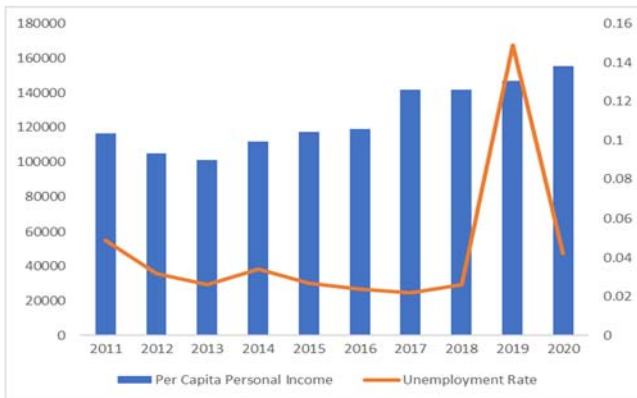
Town Demographics and Economic Statistics

Year	Town Population	Personal Income (in thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2011	8,027	933,355	116,277	4.9%	48.8	98.6%	82.2%
2012	8,264	867,894	105,021	3.2%	48.5	98.3%	83.3%
2013	8,354	843,253	100,940	2.6%	48.9	98.1%	84.2%
2014	8,330	930,261	111,676	3.4%	49.3	97.9%	84.7%
2015	8,658	1,015,063	117,239	2.7%	50.3	98.1%	82.8%
2016	8,634	1,028,190	\$119,086	2.4%	51.1	98.0%	83.7%
2017	8,580	1,214,396	\$141,538	2.2%	51.4	97.1%	83.5%
2018	8,559	1,211,424	\$141,538	2.6%	51.4	97.1%	83.5%
2019	8,413	1,234,482	\$146,735	14.9%	52.3	97.3%	84.3%
2020	8,390	1,302,757	\$155,274	4.2%	51.1	97.3%	

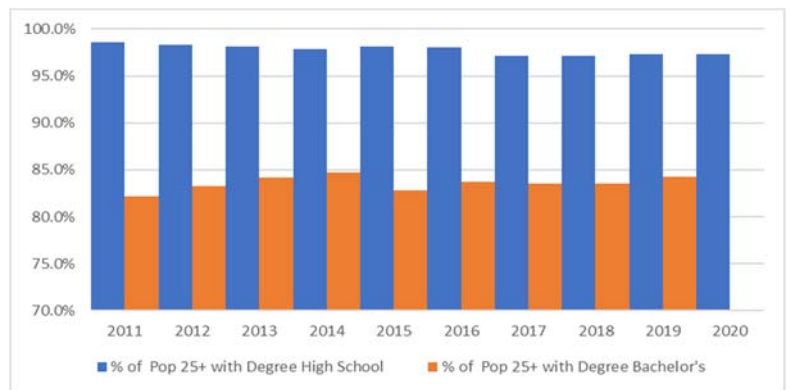
Sources :

Population: California State Department of Finance. Unemployment Data: California Employment Development Department Income, Age, and Education Data - US Census Bureau

Personal Income and Unemployment



Education Level Attained for Population 25 And Over



Population

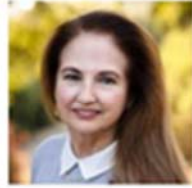
Calendar Year	Los Altos Hills	Santa Clara County	California
2007	8,556	1,807,000	37,333,000
2008	8,799	1,835,000	37,713,000
2009	8,890	1,856,000	37,970,000
2010	9,042	1,879,000	38,347,000
2011	8,027	1,796,000	37,201,000
2012	8,264	1,815,000	37,379,000
2013	8,354	1,871,000	37,684,000
2014	8,330	1,867,000	38,054,000
2015	8,658	1,888,000	38,441,000
2016	8,634	1,902,000	39,071,000
2017	8,580	1,932,510	39,337,785
2018	8,559	1,932,340	39,437,463
2019	8,413	1,927,850	39,437,610
2020	8,390	1,936,259	39,538,223

CITY COUNCIL STRATEGIC PRIORITIES FOR 2022

2022 City Council



Mayor
George Tyson



Vice Mayor
Linda Swan



Councilmember
Stanley Mok



Councilmember
Lisa Schmidt



Councilmember
Kavita Tankha

Preservation of Current Quality of Life

Key Projects/Initiatives	Key Outcome	Milestone
Increase Civic Leadership Capacity	Increase effectiveness of volunteers	-Create internship program
Conduct Community Events	Increase the social capital of the Town	-Host the Volunteer Dinner -Organize Town Picnic
Update Housing Element	Update Housing Element and comply with State Law	-Conduct two (2) Community workshops and draft element for public comment -Planning Commission and City Council Joint Session -Housing Element screen check -CEQA -Have a discussion with Foothill College regarding RHNA -Obtain a legal opinion on ballot initiative and green sheets
Monitor SB 9	Maintain local control over development where possible	-Conduct study sessions -Planning Commission public hearing on

		permanent Ordinance-PC making recommendation to City Council -City Council adoption
Implement Climate Action Plan	Reduce Carbon Imprint	-Complete the battery back-up energy storage system -Convert Town Fleet to Green Vehicles -Simplify Town permitting processes and reduce permit fee for electrification conversions
Establish Legacy Giving Ad Hoc Committee	Explore legacy giving program	-Establish Ad Hoc Committee

Promote Public Safety

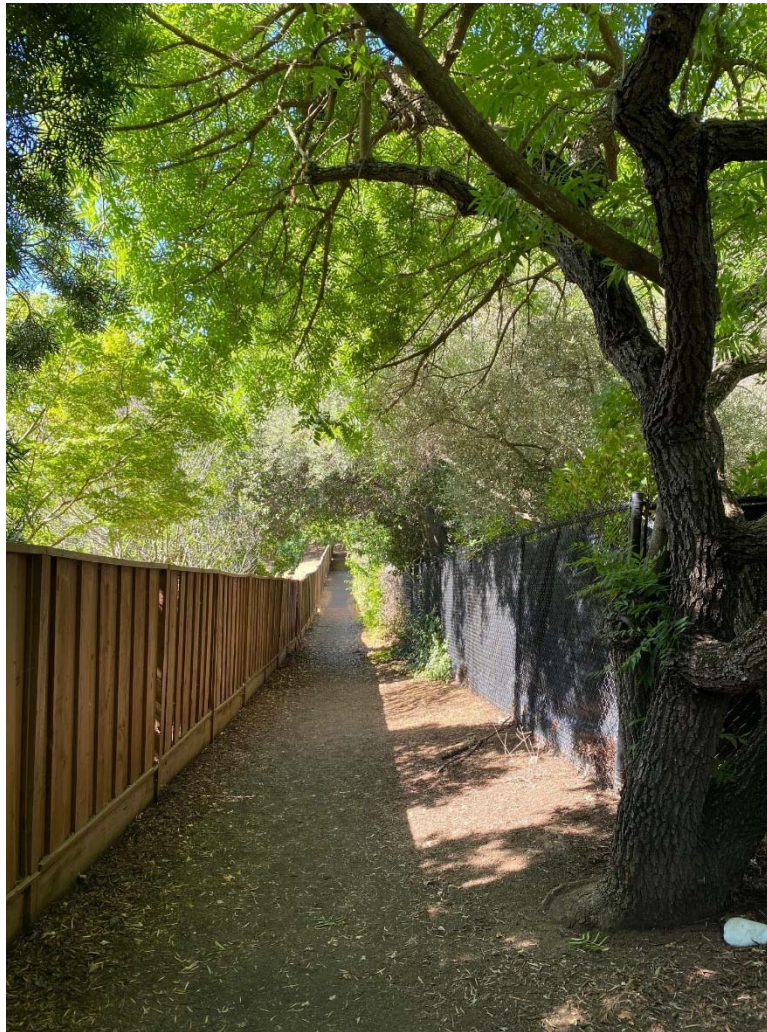
Key Projects/Initiatives	Key Outcome	Milestone
Install Automatic License Plate Readers	Decrease residential burglaries	-Complete install of 40 cameras -Conduct 60 day review of cameras
Begin Sheriff’s Contract Review	Maintain high level of Public Safety	-Consolidate committees on Public Safety -Analyze contract options -Write new contract
Continue Emergency Prep	Enhance preparation for emergency response	-Conduct an emergency drill -Conduct FEMA training for staff -Hire a consultant emergency manager
Participate in Fire Service Review	Maintain local control of fire services	-Participation in County/LAFCO Review
Update Safety Element	Update Safety Element and comply with State Law	-Draft Safety Element and consultation with Cal Fire; Planning Commission Public Hearing -Final Safety Element adoption by the City Council

Increase Effective Service Delivery & Governance

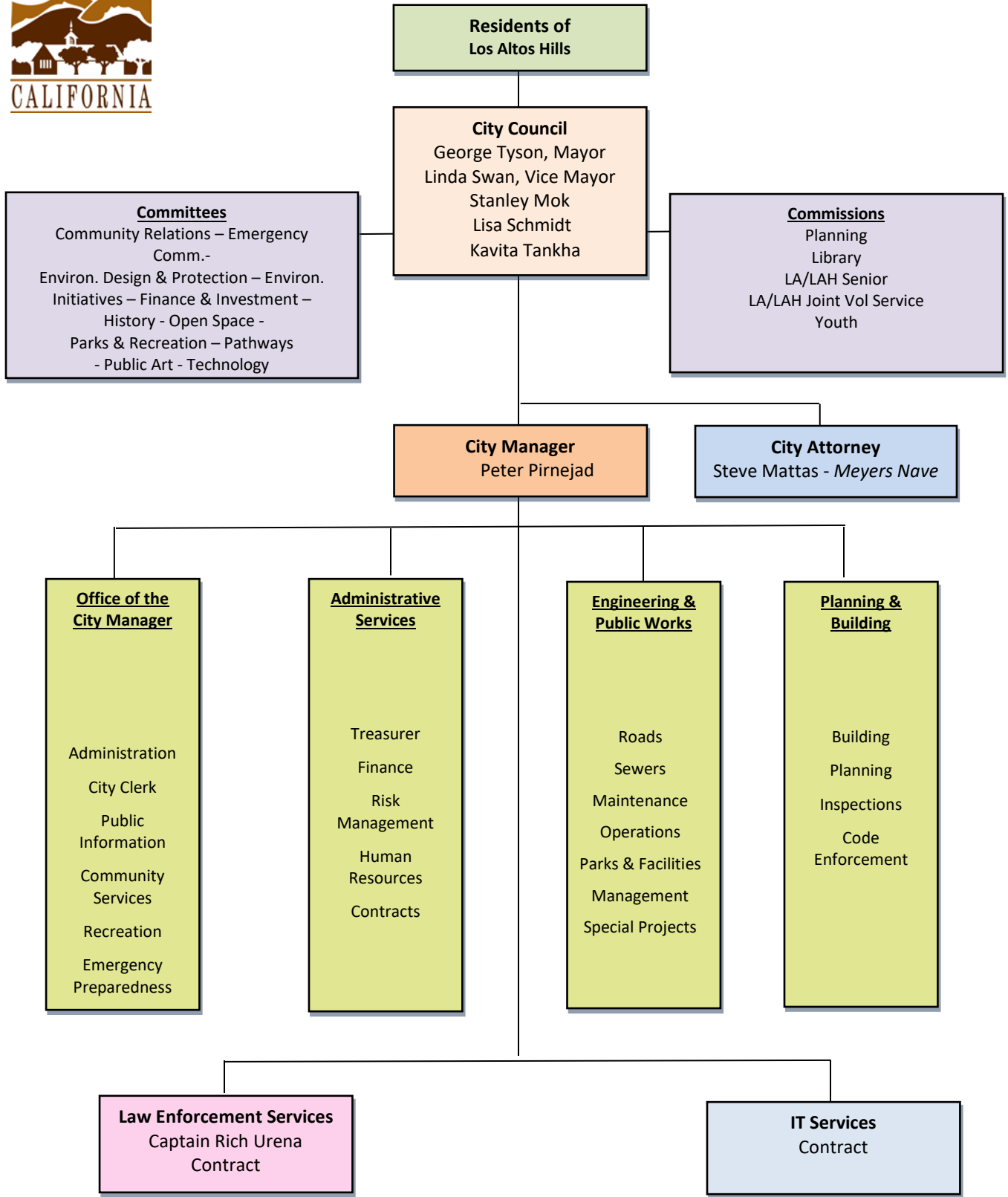
Key Projects/Initiatives	Key Outcome	Milestone
Improve Financial Transparency	Enhance financial integrity and transparency	-Develop financial policy -Approve FY22/23 Budget -Conduct FY22/23 Interim Audit
Improve communication – Staff/Council/Community	Improve communication between Council, Staff, and the Community	-Improve City Manager Weekly update template -Produce post Council Meeting review -Assess Town website upgrade
Complete Community Survey	Understand Town priorities for residents	-Complete Survey
Improve Employee Retention	Recruit good staff members and maintain current staff	-Send Employee to Santa Clara County Leadership -Adopt Employee Enhancements based on Comp Study -Update Employee Handbook
Promote Emerging Technologies	Improve efficiency of administrative procedures through the use of technology	-Create an e-signature Policy -Secure a new IT services model -Update Technology in Conference Rooms -Adopt an IT retention policy -Prepare IT Master Plan
Improve Contract Management	Ensure all Town contracts are up to date and be aware of any that may be expiring soon	-Conduct Greenwaste negotiations -Award contract for sewer service maintenance (WestBay) -Review WWB agreement
Increase Effective Use of Committees	Improve services for the community	-Standardize meeting & create Committee Norms -Hold an Annual Committee Roundtable -Hold an Annual City Council meeting with Committees
Relocate Non-Digital Records for Safety/Security	Improve the safe keeping of Town historical documents	-Move non-digital historical documents into safe storage

Protect and Maintain Infrastructure

Key Projects/Initiatives	Key Outcome	Milestone
Consider improvements to Town Facilities	Improve Services to Community	-Reorganize workspace -Upgrade Corp Yard Facilities -Establish a Town Hall to evaluate 10-year plan on facility’s needs, staffing, and Parks and Recreation programs and space
Continue work on Undergrounding Utilities	Power Resiliency	-Progress the 20A project (Icebreaker)
Formalize 10 Pathway Segments	Increase the Pathways in Town	-Monitor / report on progress and hire contractors needed
Review & Update Sewer Fees	Maintain sewer system for the Town	-Conduct a Sewer Rate Study



Pathway on Campo Vista Lane



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 2022 appointments.

Community Relations

City Council Liaison: George Tyson

MEMBERS	TERM	TERM EXPIRATION
Lew Jamison (Chair)	1 st	August 2025
Roy Woolsey (Chair)	2 nd	May 2024
April Anair	1 st	August 2025
Rajiv Bhateja	1 st	June 2025
Maddie Cheng	1 st	February 2025
Lana Einschlag	2 nd	June 2025
Karen Emerzian	6 th	November 2024
ASSOCIATE MEMBERS		
Ken Brown	Barbara Cannon	Nena Price
Neal Rayborn	Mehda Rishi	

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Environmental Design and Protection

City Council Liaison: Kavita Tankha

MEMBERS	TERM	TERM EXPIRATION
Vijay Chawla (Chair)	1 st	July 2022
Peter Brown	1 st	July 2025
Nancy Couperus	2 nd	July 2025
Carol Gottlieb	3 rd	August 2024
Elizabeth Loinaz	1 st	August 2025
Hajime Murakami	1 st	March 2023
ASSOCIATE MEMBERS		
Kjell Karlsson	Neela Shukla	

Environmental Initiatives

City Council Liaison: Stanley Mok

MEMBERS	TERM	TERM EXPIRATION
Vrinda Bhandarkar (Chair)	1 st	July 2024
April Anair	3 rd	September 2024
Pat Lang	1 st	July 2025
Aileen Lee	2 nd	May 2025
Anand Ranganathan	1 st	October 2024
Steve Schmidt	1 st	May 2024
Srini Srinivasan	2 nd	January 2025
Alexander (Sasha) Zbrozek	1 st	February 2024
ASSOCIATE MEMBERS		
Serena Giori	Kit Gordon	Raj Reddy
Kunjan Shah	Jay Shideler	

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Finance and Investment

City Council Liaison: George Tyson and Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Susan Mason (Co-Chair)	3 rd	May 2024
Medha Rishi (Co-Chair)	1 st	September 2023
Allan Epstein (Vice Chair)	4 th	October 2024
Roddy Sloss (Secretary)	4 th	September 2023
Nathan Blair	1 st	June 2024
Cheryl Breetwor-Evans	1 st	September 2023
Kjell Karlsson	1 st	February 2025
Christopher Nam	2 nd	May 2024
ASSOCIATE MEMBERS		
Jim Lai	Frank Lloyd	

History

City Council Liaison: Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Sally Wood (Chair)	2 nd	July 2025
Sylvia Jensen (Vice Chair)	2 nd	March 2026
Carol Gottlieb (Secretary)	4 th	May 2024
Jitze Couperus	3 rd	February 2024
ASSOCIATE MEMBERS		
Joe Heinrich	Vicky Gardiner Taylor	

Joint Community Volunteer Services Award

City Council Liaison: Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Donald Mattson	1 st	March 2023
Sandy Mingia	2 nd	March 2023
Lakshimi Ramgopal	1 st	March 2025

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Library Commission

City Council Liaison: Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Sharvari Dixit	1 st	August 2025

Open Space

City Council Liaison: Lisa Schmidt

MEMBERS	TERM	TERM EXPIRATION
Kit Gordon (Chair)	1 st	November 2023
George Clifford (Vice Chair)	3 rd	June 2023
Richard Contreras (Secretary)	2 nd	November 2024
Anita Baldwin	1 st	February 2026
Peter Brown	1 st	March 2022
Viggy Mokkarala	1 st	February 2026
Jean Struthers	5 th	May 2023
Wendie Ward	4 th	August 2025
ASSOCIATE MEMBERS		
Nancy Couperus	Hayley Ditzler	Karen Lemes
Sharon Schoendorf		

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Parks and Recreation

City Council Liaison: Lisa Schmidt

MEMBERS	TERM	TERM EXPIRATION
Yibin Tang (Chair)	1 st	February 2023
Ying Liu	1 st	October 2022
Jasmeen Pombra	1 st	January 2025
Boxia Schmidt	1 st	September 2024
Scott Vanderlip	5 th	May 2026
Kejun (Ben) Xu	1 st	April 2025
ASSOCIATE MEMBERS		
Jim Basiji	Alisa Bredo	Nick French
Kit Gordon	Rebecca Hickman	Helene Karlsson
Kjell Karlsson	Karen Lemes	Valerie Metcalfe
Craig Murray		

Pathway

City Council Liaison: Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Robert Elson (Chair)	2 nd	November 2024
Laura Bailey	1 st	January 2025
Alisa Bredo	2 nd	August 2023
Melissa Dyrdaahl	2 nd	November 2024
Bridget Morgan	2 nd	March 2023
Judy Nagy	1 st	January 2025
Richard Partridge	1 st	March 2023
Sonja Wilkerson	2 nd	November 2024
ASSOCIATE MEMBERS		
Susan Cretekos		

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Planning Commission

Staff Liaison: Sofia Mangalam

MEMBERS	TERM	TERM EXPIRATION
Birgitta Indaco (Chari)	1 st	June 2024
Jim Waschura (Vice Chair)	1 st	June 2024
Rajiv Patel	1 st	June 2022
Jitze Couperus	3 rd	June 2024
Edward Smith	1 st	June 2022

Public Art

Staff Liaison: Lisa Schmidt

MEMBERS	TERM	TERM EXPIRATION
Diane Brauch (Secretary)	2 nd	November 2025
Vivian He	1 st	February 2025
David Milgram	2 nd	August 2025
Erika Shapiro	1 st	January 2024
Ellen Snider	1 st	May 2024

ASSOCIATE MEMBERS

Gail Solomon		
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Senior Commission

City Council Liaison: Linda Swan

MEMBERS	TERM	TERM EXPIRATION
Jamshid "Jim" Basiji	2 nd	June 2023
Sharvari Dixit	1 st	April 2026

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Technology

Staff Liaison: Stan Mok and Lisa Schmidt

MEMBERS	TERM	TERM EXPIRATION
Rajiv Bhateja	1 st	February 2026
William (Bill) Coughran, Jr.	1 st	February 2026
Ameesh Divatia	1 st	February 2026
Annie Ju	1 st	February 2026
George Lee	1 st	February 2026
Scott Vanderlip	1 st	February 2026
Sasha Zbrozek	1 st	February 2026

Youth Commission

Staff Liaison: Sarah Robustelli and Chris Knopf

MEMBERS	TERM	TERM EXPIRATION
Anika Sikka (Co-Chair)	3 rd	May 2023
Mir Bahri (Co-Chair)	5 th	May 2023
Jennifer Cruden (Internal Affairs)	3 rd	May 2023
Alex Randall (Treasurer)	2 nd	May 2023
Sofia Shah (Treasurer Assistant)	2 nd	May 2026
Raghav Ramgopal (Comm. Coordinator)	3 rd	May 2024
Avi Bahri	2 nd	May 2026
Emily Bock	2 nd	May 2023
Adrian Kuo	1 st	May 2023
Kyle McKinney	4 th	May 2023
Rohan P.	2 nd	May 2024
Manya Sikka	2 nd	May 2027
DJ Tabrizi	3 rd	May 2023
Mena Zambre	2 nd	May 2023

STANDING COMMITTEES, COMMISSION, AND VOLUNTEER APPOINTMENTS

Outside (Not Committees) Agencies

Art Curator

MEMBERS	TERM	TERM EXPIRATION
Daniela Octavia Friedmann	1 st	

NCLA

MEMBERS	TERM	TERM EXPIRATION
Suzanne Epstein	2 nd	March 2023
Lisa Schmidt	1 st	

VTA-BPAC

MEMBERS	TERM	TERM EXPIRATION
Susan Cretekos	2 nd	June 2022

LA School District Citizens Advisory Comm for Finance CACF

MEMBERS	TERM	TERM EXPIRATION
Francis LaPoll		

PERSONNEL ALLOCATIONS

EXECUTIVE	FY2019/20	FY2020/21	FY2021/22	FY2022/23
City Manager †	1	1	1	1
Assistant to the City Manager ‡	--	--	--	--
Senior City Clerk	1	1	1	1
Management Analyst	1	1	--	--
Management Analyst II	--	--	1	1
Administrative Clerk/Technician	0.6	0.6	1	1
	3.6	3.6	4	4

ADMINISTRATIVE SERVICES	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Administrative Services Director	1	1	1	1
Financial Services Manager ‡	--	--	--	--
Senior Accountant	--	--	1	1
Accountant	2	2	1	1
Accounting Technician	--	--	1	1
Management Analyst I	--	--	--	--
Administrative Clerk/Technician	0.6	0.6	--	--
	3.6	3.6	4	4

PLANNING AND BUILDING	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Planning Director	1	1	1	1
Principal Planner	1	1	1	1
Senior Planner ‡	--	--	--	--
Associate Planner	--	--	1	1
Assistant Planner	2	2	1	1
Deputy Building Official/Plan Examiner ‡	--	--	--	--
Senior Building Inspector	1	1	--	--
Building/Planning Technician	1	1	1	1
Building Inspector	--	--	1	1
Administrative/Clerk Technician	1	1	1	1
	7	7	7	7

ENGINEERING	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Public Works Director/City Engineer	1	1	1	1
Utility Engineering Manager	--	--	1	1
Senior Engineer	1	1	--	--
Associate Civil Engineer	--	--	1	1
Assistant Civil Engineer	3	3	2	2
	5	5	5	5

MAINTENANCE SERVICES	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Senior Maintenance Superintendent	1	1	--	--
Maintenance Superintendent	--	--	1	1
Maintenance Worker I	1	2	1	1
Maintenance Worker II	--	--	1	1
Maintenance Worker III	2	2	2	2
	4	5	5	5

RECREATION & COMMUNITY SERVICES

	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Senior Community Services Supervisor	1	1	1	1
Community Services Manager †	--	--	--	--
Community Services Coordinator †	--	--	--	--
Recreation Specialist	1	1	1	1
	2	2	2	2

SUMMARY

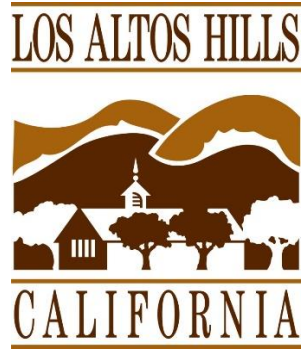
	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Executive	3.6	3.6	4	4
Administrative Services	3.6	3.6	4	4
Planning & Building	7	7	7	7
Engineering	5	5	5	5
Maintenance Services	4	5	5	5
Recreation	2	2	2	2
	25.2	26.2	27	27

† 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.



FY22-23 Salary Schedule				
	Annual Range		Hourly Range	
	Minimum	Maximum	Minimum	Maximum
City Manager-Set by Contract	\$ 236,000	\$ 236,000	<i>salary</i>	
Management Analyst II	\$ 104,152	\$ 140,606	\$ 50.07	\$ 67.60
Management Analyst	\$ 89,810	\$ 121,244	\$ 43.18	\$ 58.29
Senior City Clerk	\$ 133,323	\$ 179,987	<i>salary</i>	
City Clerk	\$ 114,965	\$ 155,202	<i>salary</i>	
Admin Clerk/Technician	\$ 71,913	\$ 97,083	\$ 34.57	\$ 46.67
Administrative Services Director	\$ 174,932	\$ 236,159	<i>salary</i>	
Finance Manager	\$ 123,803	\$ 167,135	<i>salary</i>	
Senior Accountant	\$ 114,965	\$ 155,202	<i>salary</i>	
Accountant	\$ 94,357	\$ 127,381	\$ 45.36	\$ 61.24
Accounting Technician	\$ 85,482	\$ 115,401	\$ 41.10	\$ 55.48
Accounting Office Assistant	\$ 73,711	\$ 99,510	\$ 35.44	\$ 47.84
Planning Director	\$ 174,932	\$ 236,159	<i>salary</i>	
Principal Planner	\$ 126,899	\$ 171,314	<i>salary</i>	
Senior Planner	\$ 109,425	\$ 147,723	<i>salary</i>	
Associate Planner	\$ 94,357	\$ 127,381	\$ 45.36	\$ 61.24
Assistant Planner	\$ 81,363	\$ 109,841	\$ 39.12	\$ 52.81
Admin Clerk/Technician	\$ 71,913	\$ 97,083	\$ 34.57	\$ 46.67
Building Official	\$ 114,965	\$ 155,202	<i>salary</i>	
Senior Building Inspector	\$ 94,357	\$ 127,381	\$ 45.36	\$ 61.24
Building Technician	\$ 75,554	\$ 101,998	\$ 36.32	\$ 49.04
Building Inspector	\$ 81,363	\$ 109,841	\$ 39.12	\$ 52.81
Public Works Director & City Engineer	\$ 174,932	\$ 236,159	<i>salary</i>	
Utility Engineering Manager	\$ 133,323	\$ 179,987	<i>salary</i>	
Senior Civil Engineer	\$ 120,785	\$ 163,059	<i>salary</i>	
Associate Engineer	\$ 104,152	\$ 140,606	\$ 50.07	\$ 67.60
Assistant Engineer	\$ 89,810	\$ 121,244	\$ 43.18	\$ 58.29
Senior Maintenance Superintendent	\$ 126,899	\$ 171,314	<i>salary</i>	
Maintenance Superintendent	\$ 109,425	\$ 147,723	<i>salary</i>	
Maintenance Worker III	\$ 73,711	\$ 99,510	\$ 35.44	\$ 47.84
Maintenance Worker II	\$ 63,561	\$ 85,808	\$ 30.56	\$ 41.25
Maintenance Worker I	\$ 54,809	\$ 73,991	\$ 26.35	\$ 35.57
Senior Community Services Supervisor	\$ 104,152	\$ 140,606	<i>salary</i>	
Community Services Supervisor	\$ 89,810	\$ 121,244	\$ 43.18	\$ 58.29
Recreation Specialist	\$ 57,583	\$ 77,737	\$ 27.68	\$ 37.37



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Financial Summaries



Grassroots Ecology Workshop at Byrne Preserve

2022 City Council Priorities Budget Highlights

	GENERAL FUND - EQUIPMENT	AMOUNT
	Bucket Truck Replacement	\$ 160,000
	16ft Tilt Deck Trailer-Replacement	18,000
	Tractor and attachments for Trail Work on Pathways	60,000
	Spreader for Purissima Park	21,000
	Subtotal General Fund-Equipment	<u>\$ 259,000</u>

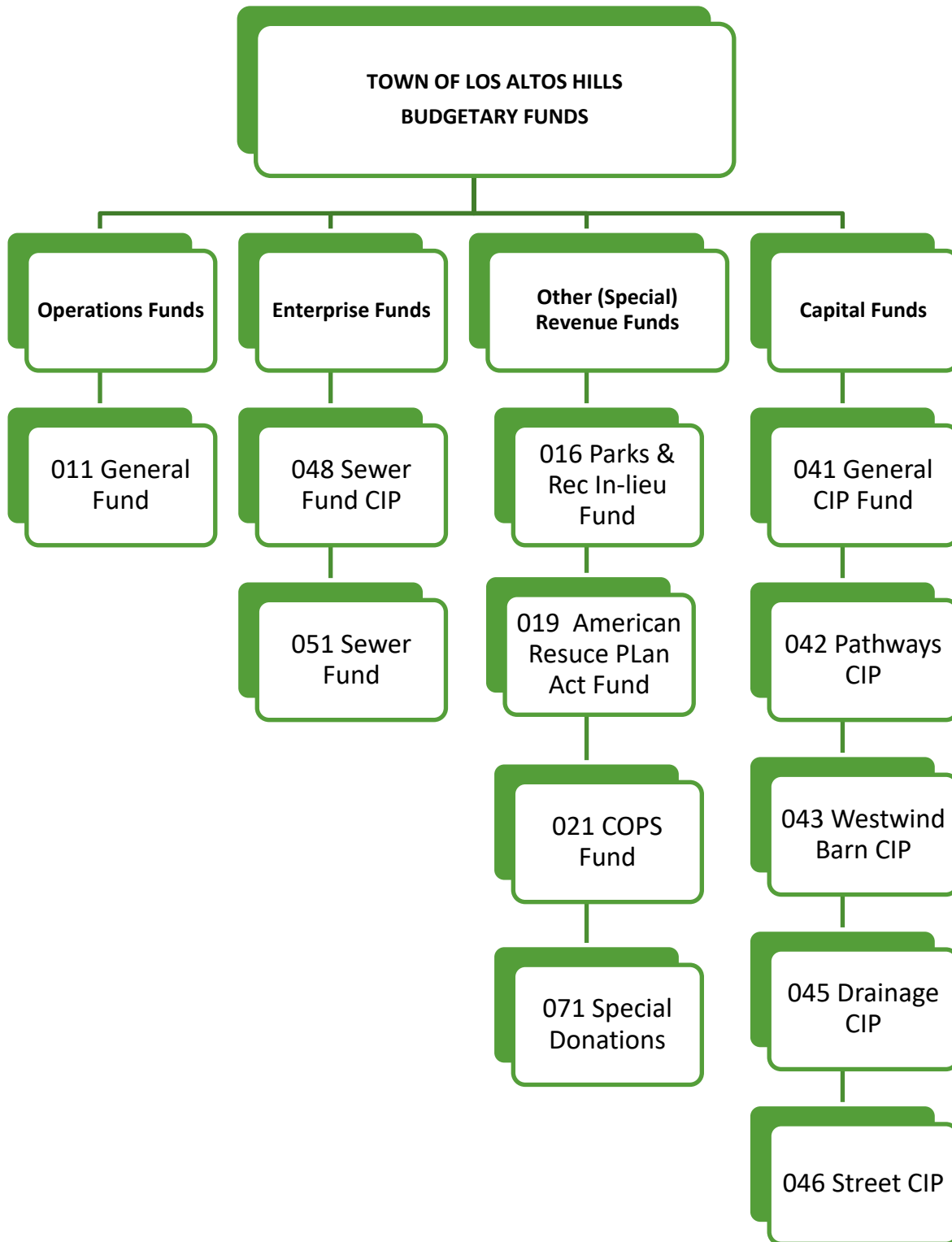
Key Initiative	GENERAL FUND - OPERATING	AMOUNT
Civic Leadership Capacity	Create Internship Program	\$ 55,000
Implement Climate Action Plan	Convert Town Fleet to Green Vehicles	26,000
Conduct Community Events	Host Volunteer Dinner	30,000
Conduct Community Events	Town Picnic	70,000
	Additional Overtime Deputy	150,000
Continue Emergency Prep	Emergency Preparedness Manager- Ann Hepenstal	91,000
Improve Communication: Staff/Council/ Community-Effective use of Committees	City Council Priorities for 2023/Committeess Roundtable	25,000
Improve Employee Retention	City Manager's Merit Contingency (5% CPI)	220,000
Promote Emerging Technology	IT Services- Eaton & Associates	153,000
	Subtotal of General Fund	<u>\$ 820,000</u>

Key Initiative	CAPITAL PROJECTS	AMOUNT
	Bryne Preserve Restoration	94,620
	Cable System	50,000
Improvements to Town Facilities	Council Chambers HVAC	70,000
Improvements to Town Facilities	Corp Yard Site Improvements	50,000
	Concession Stand at Purissima Park	81,896
	Fremont to Redwood Grove	10,000
Implement Climate Action Plan	Generator Replacement & Electrical Panel Upgrade	300,000
Improvements to Town Facilities	Heritage House Upgrade-Inside	400,000
Update Housing Element	Housing Element-CEQA	400,000
10 Pathway Segments	Misc. Pathways	325,000
Emerging Technology	Technology Misc. Projects	100,000
Improvements to Town Facilities	Purissima Park Improvement Program (Field & Facility Improvements)	70,000
Improvements to Town Facilities	Street Sign Replacements	14,000
	Annual Road Rehabilitation Program	1,356,300
	Annual Sanitary Sewer Replacement Rehab	1,170,350
	Matadero Creek Erosion	500,000
	Water Well Purissima Park	40,000

Water Well at WWB	40,000
Westwind Community Barn Improvements	140,000
Subtotal of Capital Projects	<u>\$ 5,212,166</u>

Key Initiative	American Rescue Plan Act (ARPA) Projects	AMOUNT
	Broadband Infrastructure	800,000
	O'Keefe and Purissima Sewer Pumps	66,650
Improvements to Town Facilities	Corp Yard Site Improvements	100,000
Improvements to Town Facilities	Town Hall Furniture & Space Upgrade	250,000
	ARPA Funds	<u>1,216,650</u>
	Grand Total	<u><u>\$ 7,507,816</u></u>

GENERAL FUND OVERVIEW



FUND DESCRIPTION

FUND	FUND DESCRIPTION
011	General Fund is the primary operating fund of the Town and is used to account for most day-to-day activities. Revenue sources include (but are not limited to) property tax, current fees for services, and business registration.
016	Parks & Recreation in-lieu Fund is used to account for development revenues from parks and recreation in-lieu fees which are designated for park maintenance, improvement, construction, and acquisition.
019	American Rescue Plan Act (ARPA) Funds are Federal funds that are used specifically for COVID-19 eligible uses. All funds must be obligated by 2024 and expensed by 2026.
021	Police Grants are used to account for grant activities and services paid for and reimbursed by grant funding. This fund includes grants from the following funding source; Supplemental Law Enforcement Services Account (SLESA) – Under the SLESA program (commonly referred to as the Citizens Option for Public Safety, or COPS grant), cities and counties receive state funds to augment public safety expenditures. The General Fund supports the Emergency Preparedness contract and the Automatic License Plate Readers.
041	General CIP Fund is used to account for general capital projects including building construction, technology purchases and other infrastructure needs. The main source of revenue comes from the General Fund.
043	Westwind Community Barn fund is used to account for capital projects at Westwind Community Barn financed by Verizon Cell.
045	Storm Drain Fund are used to account for revenues from drainage fees, which are designated for storm drain maintenance, improvement, and construction.
048 051	Sewer (Wastewater) Funds are used to account for Town operations that are financed and operated like a private business enterprise. The Sewer Fund is used to account for sewer treatment, transmission, major replacements and improvements to the Town’s sewer system.

TOWN-WIDE FUND SUMMARY								
Fund No	Fund Title	Audited	2021/22 Estimate Actual Summary			Projected Fund	% Change in Fund Balance	
		Fund Balance @ 7/1/2021	Revenue	Expenditure	Transfers In/(Out)	Balance @ 6/30/2022		
General Fund								
011	General Fund							
	Operating Contingency	2,071,500				2,071,500		
	Disaster Contingency	1,250,000				1,250,000		
	Facilities Replacement Reserve	1,902,700				1,902,700		
	Internal Pension Reserve	2,575,000				2,575,000		
	Tech. Replacement Reserve	50,000				50,000		
	Vehicle & Equip Reserve	594,000				594,000		
	Unassigned Fund Balance	7,338,881	15,145,435	(12,623,526)	(851,610)	9,009,180		
011	Subtotal	\$ 15,782,081	\$ 15,145,435	\$ (12,623,526)	\$ (851,610)	\$ 17,452,380	10.6%	
Special Revenue Funds								
016	Parks & Recreation in-Lieu	\$ 34,491	\$ 353,269	\$ -	\$ -	\$ 387,760	1024.2%	
019	American Rescue Plan Act (ARPA)	-	1,007,480	(612,700)	-	394,780	0.0%	
021	COPS Fund	638,578	110,906	(125,298)	(110,906)	513,280	0.0%	
071	Special Donation	105,233	-	-	-	105,233	0.0%	
	Subtotal	\$ 778,302	\$ 1,471,655	\$ (737,998)	\$ (110,906)	\$ 1,401,053	80.0%	
Capital Funds								
041	General Capital	\$ (8,091)	\$ -	\$ (509,990)	\$ 520,000	\$ 1,919	-123.7%	
042	Pathway Capital	1,002,312	200,821	(73,895)	0	1,129,238	12.7%	
043	Westwind Barn Capital	198,695	58,438	(67,474)	0	189,659	-4.5%	
045	Drainage Capital	748,788	79,684	(21,083)	(40,000)	767,389	2.5%	
046	Street Capital	745,050	690,504	(1,173,020)	482,516	745,050	0.0%	
	Subtotal	\$ 2,686,754	\$ 1,029,447	\$ (1,845,462)	\$ 962,516	\$ 2,833,255	5.45%	
Sewer Funds								
048	Sewer CIP	\$ 3,099,710	\$ 0	(323,649)	0	2,776,061	-10.4%	
051	Sewer Ops-Excl Depreciation	730,946	3,279,458	(2,606,205)	-	1,404,199	92.1%	
	Subtotal	\$ 3,830,656	\$ 3,279,458	\$ (2,929,854)	\$ -	\$ 4,180,260	9.1%	
	All Funds	\$ 23,077,793	\$ 20,925,995	\$ (18,136,840)	\$ 0	\$ 25,866,948	12.1%	

TOWN-WIDE FUND SUMMARY							
Fund No	Fund Title	Estimated Fund Balance @ 7/1/2022	2022/23 Budget Summary			Projected Fund Balance @ 6/30/2023	% Change in Fund Balance
			Revenue	Expenditure	Transfers In/(Out)		
General Fund							
011	General Fund						
	Operating Contingency	\$ 2,071,500				\$ 2,071,500	
	Disaster Contingency	1,250,000				1,250,000	
	Facilities Replacement Reserve	1,902,700				1,902,700	
	Internal Pension Reserve	2,575,000				2,575,000	
	Tech. Replacement Reserve	50,000				50,000	
	Vehicle & Equip Reserve	594,000				594,000	
	Unassigned Fund Balance	9,009,180	17,095,204	(15,353,381)	(2,500,000)	8,251,003	
011	Subtotal	\$ 17,452,380	\$ 17,095,204	\$ (15,353,381)	\$ (2,500,000)	\$ 16,694,203	-4.3%
Special Revenue Funds							
016	Parks & Recreation in-Lieu	\$ 387,760	\$ -	\$ -	\$ -	\$ 387,760	0.0%
019	American Rescue Plan Act (ARPA)	394,630	1,007,480	(1,150,000)		252,110	-36.1%
021	COPS Fund	513,280	100,000	(377,000)	(100,000)	136,280	0.0%
071	Special Donation	105,233		0		105,233	0.0%
	Subtotal	\$ 1,400,903	\$ 1,107,480	\$ (1,527,000)	\$ (100,000)	\$ 881,383	-37.1%
Capital Funds							
041	General Capital	\$ 1,919	\$ 0	(1,929,516)	1,951,819	\$ 24,222	0.0%
042	Pathway Capital	1,129,238	200,000	(335,000)		994,238	-12.0%
043	Westwind Barn Capital	189,659	60,000	(140,000)	40,000	149,659	-21.1%
045	Drainage Capital	767,389	75,000	(540,000)	(40,000)	262,389	-65.8%
046	Street Capital	745,050	708,119	(1,356,300)	648,181	745,050	0.0%
	Subtotal	\$ 2,833,255	\$ 1,043,119	\$ (4,300,816)	\$ 2,600,000	\$ 2,175,558	-23.21%
Sewer Funds							
048	Sewer CIP	\$ 2,776,061	\$ -	(1,170,350)	\$ -	1,605,711	-42.2%
051	Sewer Ops-Excl Depreciation	1,404,199	3,412,823	(2,891,599)	-	1,925,423	37.1%
	Subtotal	\$ 4,180,260	\$ 3,412,823	\$ (4,061,949)	\$ -	\$ 3,531,134	-15.5%
	All Funds	\$ 25,866,798	\$ 22,658,626	\$ (25,243,147)	\$ 0	\$ 23,282,279	-10.0%

TOWN-WIDE FINANCIAL SUMMARY

	General Fund		Special Revenue Funds		General Capital Funds		Sewer Fund		Total	
	2021-22 Est. Actual	2022-23 Proposed Budget	2021-22 Est. Actual	2022-23 Proposed Budget	2021-22 Est. Actual	2022-23 Proposed Budget	2021-22 Est. Actual	2022-23 Proposed Budget	2021-22 Est. Actual	2022-23 Proposed Budget
FINANCIAL SUMMARY										
REVENUE BY TYPE										
Property Tax	\$ 7,610,152	\$ 7,744,298							\$ 7,610,152	\$ 7,744,298
Taxes Other Than Property	708,198	720,000							708,198	720,000
Franchise Fees	348,451	349,000							348,451	349,000
Licenses And Permits	2,767,300	2,403,300							2,767,300	2,403,300
Use Of Money And Property	(293,890)	150,000			44,121	60,000			(249,769)	210,000
Intergovernmental	27,306	24,000	1,471,655	1,107,480	526,510	562,119			2,025,471	1,693,599
Charges For Services	1,138,203	934,800			458,816	421,000	3,279,458	3,412,823	4,876,477	4,768,623
Miscellaneous	56,895	35,000							56,895	35,000
Allocations In	2,782,820	4,734,806							2,782,820	4,734,806
TOTAL REVENUE	15,145,435	17,095,204	1,471,655	1,107,480	1,029,447	1,043,119	3,279,458	3,412,823	20,925,995	22,658,626
EXPENDITURES BY FUNCTION										
General Administration	\$ (3,407,542)	(4,487,253)	(230,000)						(3,637,542)	(4,487,253)
Public Safety	(1,933,857)	(2,370,847)	(125,298)	(377,000)					(2,059,155)	(2,747,847)
Planning & Building	(3,614,552)	(3,873,700)							(3,614,552)	(3,873,700)
Parks & Recreation	(1,185,440)	(1,527,009)							(1,185,440)	(1,527,009)
Public Works	(2,482,135)	(3,094,573)					(2,606,205)	(2,891,599)	(5,088,340)	(5,986,172)
Capital Outlay - Sewer							(323,649)	(1,170,350)	(323,649)	(1,170,350)
Capital Outlay - Governmental			(250,000)	(1,150,000)	(1,845,462)	(4,300,816)			(2,095,462)	(5,450,816)
TOTAL EXPENDITURES	(12,623,526)	(15,353,381)	(605,298)	(1,527,000)	(1,845,462)	(4,300,816)	(2,929,854)	(4,061,949)	(18,004,140)	(25,243,147)
Operating Surplus / (DEFICIT)	2,521,909	1,741,823	866,357	(419,520)	(816,015)	(3,257,697)	349,604	(649,126)	2,921,855	(2,584,520)
TRANSFERS IN / (OUT)										
TRANSFERS IN	110,906	100,000			962,516	2,600,000			1,073,422	2,700,000
TRANSFERS OUT	(962,516)	(2,600,000)	(110,906)	(100,000)					(1,073,422)	(2,700,000)
TOTAL TRANSFERS	(851,610)	(2,500,000)	(110,906)	(100,000)	962,516	2,600,000	-	-	-	-
CHANGE IN FUND BALANCE	1,670,299	(758,177)	755,451	(519,520)	146,501	(657,697)	349,604	(649,126)	2,921,855	(2,584,520)
FUND BALANCE, BEGINNING	15,782,081	17,452,380	778,302	1,533,753	2,686,754	2,833,255	3,830,656	4,180,262	23,077,793	25,999,650
FUND BALANCE, ENDING	\$ 17,452,380	\$ 16,694,203	\$ 1,533,753	\$ 1,014,233	\$ 2,833,255	\$ 2,175,558	\$ 4,180,262	\$ 3,531,136	\$ 25,999,649	\$ 23,415,129

NOTE: Funds that have accumulated in the various Capital Funds are being drawn down to fund projects, including carryover expenditures. This is a prudent use of reserves, as these funds and reserves are in place to fund capital improvements.

GENERAL FUND REVENUE AND EXPENDITURES BY CATEGORY

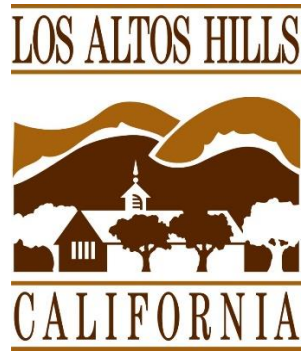
		(A)	(B)	(B)/(A)-1	(C)	(C)/(A)-1	
	011						
					2022-23		
Financial Summary	2019-20	2020-21	2021-22	2021-22	Budget vs	Proposed	Percent
	Actual	Actual	Budget	Est. Actual	Est. Actual	Budget	Change
Revenue by Category							
Property Tax	\$ 6,834,083	\$ 7,315,637	\$ 7,241,751	\$ 7,610,152	5%	\$ 7,744,298	7%
Taxes Other Than Property	537,836	978,527	459,101	708,198	54%	720,000	57%
Franchise Fees	340,268	350,952	379,107	348,451	-8%	349,000	-8%
Licenses And Permits	990,768	1,830,032	1,285,264	2,767,300	115%	2,403,300	87%
Use Of Money And Property	787,577	204,545	228,997	(293,890)	-228%	150,000	-34%
Intergovernmental	62,532	208,460	886,623	27,306	-97%	24,000	-97%
Charges For Services	1,683,695	1,190,760	914,100	1,138,203	25%	934,800	2%
Miscellaneous	119,002	748,867	10,000	56,895	469%	35,000	250%
Allocations In	1,858,142	1,898,349	3,514,071	2,782,820	-21%	4,734,806	35%
Total Revenue	\$ 13,213,903	\$ 14,726,129	\$ 14,919,014	\$ 15,145,435	1.5%	\$ 17,095,204	15%
Expenditures by Category							
Personnel	(3,475,275)	(4,726,037)	(4,374,627)	(3,882,439)	-11%	(4,677,321)	7%
Contractual Services	(2,651,565)	(2,895,998)	(3,949,481)	(3,812,459)	-3%	(4,443,784)	13%
Professional Services	(377,752)	(441,945)	(529,700)	(412,266)	-22%	(507,800)	-4%
Operations	(599,754)	(748,355)	(1,439,037)	(1,463,082)	2%	(1,703,588)	18%
Allocations Out	(2,219,517)	(2,518,866)	(3,283,771)	(3,053,280)	-7%	(4,020,888)	22%
Total Expenditures	\$ (9,323,863)	\$ (11,331,201)	\$ (13,576,617)	\$ (12,623,526)	-7%	\$ (15,353,381)	13%
Operating Surplus / (Deficit)	\$ 3,890,040	\$ 3,394,928	\$ 1,342,397	\$ 2,521,909	88%	\$ 1,741,823	30%
Transfers In / (Out)							
Transfers Out	(597,361)	(2,602,806)	(4,000,000)	(851,610)	-79%	(2,220,000)	0%
Total Transfers	(597,361)	(2,602,806)	(4,000,000)	(851,610)	-79%	(2,220,000)	0%
Change in Fund Balance	3,292,679	792,122	(2,657,603)	1,670,299		(478,177)	
Fund Balance							
Beginning	12,875,678	16,168,357	16,960,479	15,782,081	-7%	17,452,380	5%
Ending	\$ 16,168,357	\$ 16,960,479	14,302,876	17,452,380	22%	16,974,203	-17%

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

Town-wide Expenditures by Department	2018-19	2019-20	2020-21	2021-22	2021-22	2022-23	Budget to
	Actual	Actual	Actual	Adopted Budget	Est. Actual	Proposed Budget	Budget % Change
General Administration	\$ 2,499,538	\$ 2,545,745	\$ 2,854,803	\$ 4,003,966	\$ 3,637,542	\$ 4,487,253	12.1%
Public Safety	1,974,021	2,054,826	2,066,160	2,748,676	2,059,155	2,747,847	0.0%
Planning & Building	2,642,159	2,808,102	2,863,229	3,513,518	3,614,552	3,873,700	10.3%
Parks & Recreation	742,986	597,914	870,550	1,181,651	1,185,440	1,527,009	29.2%
Public Works	3,541,442	3,886,224	2,149,926	2,715,004	2,482,135	3,094,573	14.0%
Non-Departmental	200,000	-	1,368,318	137,646	137,068	174,191	26.5%
Total Expenditures	\$ 11,600,146	\$ 11,892,810	\$ 12,172,986	\$ 14,300,461	\$ 13,115,892	\$ 15,904,572	11.2%
	\$ Increase (Decrease) from Actual 2020-21 to Est. Actual				\$ 942,906		
	% Increase (Decrease) from 2021-22 Budget to Est. Actual				-8%		
Internal Service Fund							
Town Center	\$ 386,454	\$ 440,244	\$ 512,635	\$ 581,621	\$ 617,186	\$ 846,921	19.1%
Corporation Yard	155,024	190,483	95,193	146,973	100,868	175,876	29.2%
Vehicle Maintenance	89,817	71,993	80,410	83,958	85,808	101,189	3.4%
Total Internal Service Allocated	\$ 631,295	\$ 702,721	\$ 688,238	\$ 812,552	\$ 803,862	\$ 1,123,985	18.9%
	\$ Increase (Decrease) from Actual 2020-21 to Est. Actual				\$ 115,624		
	% Increase (Decrease) from 2021-22 Budget to Est. Actual				-1%		

SEWER FUND

				(A)	(B)	(C)	(C)/(A)-1
	2019-20	2020-21	2020-21	2021-22	2021-22	2022-23	
Financial Summary	Actual	Budget	Actual	Budget	Est. Actual	Proposed Budget	Percent Change
Revenue by Category							
Sewer Assessment Charges	\$3,104,059	\$3,123,204	\$3,035,410	\$3,089,900	\$3,117,375	\$3,263,823	6%
Sewer Connection Fees	85,595	67,575	88,908	92,615	162,083	149,000	61%
Use Of Money And Property	170,506	27,578	10,079	0	0	0	0%
Total Revenues	3,360,161	3,218,358	3,134,397	3,182,515	3,279,458	3,412,823	7%
Expenditures by Category							
Personnel	(210,043)	(194,168)	(115,613)	(238,002)	(180,000)	(276,599)	16%
Sewer Treatment Cost	(1,882,075)	(1,306,540)	(1,568,381)	(1,505,197)	(1,595,130)	(1,718,053)	14%
Sewer Maintenance Contract	(289,428)	(501,275)	(487,523)	(550,000)	(513,521)	(560,000)	2%
Contractual Services	(12,972)	(8,857)	(26,052)	(20,500)	(1,377)	(10,500)	-49%
Professional Services	(106,809)	(10,500)	(141,892)	(20,000)	(83,818)	(25,000)	25%
Operations	(13,318)	(26,500)	(10,986)	(18,850)	(11,287)	(18,000)	-5%
Allocations Out	(277,112)	(176,925)	(173,666)	(223,379)	(221,072)	(283,447)	27%
Total Expenditures	(2,791,757)	(2,224,765)	(2,524,113)	(2,575,928)	(2,606,205)	(2,891,599)	12%
Net Operations	568,404	993,593	610,284	606,587	673,253	521,224	-14.1%
Other Adjustments							
Capital Outlay	(315,150)	(700,000)	(312,900)	(500,000)	(323,649)	(1,170,350)	134.1%
Transfer In			294,316				
Net Change to Cash Reserves	253,254	293,593	591,700	106,587	349,604	(649,126)	-709.0%
Unrestricted Net Position							
Beginning	3,205,406	3,291,370	3,291,370	3,830,656	3,830,656	4,180,260	9.1%
Ending	\$3,458,660	\$3,584,963	\$3,883,070	\$3,937,243	\$4,180,260	\$3,531,134	-10.3%



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Department Budgets



Westwind Community Barn

DEPARTMENT OVERVIEW

Department/Division	Operating Budget	Capital Budget	Internal Service Fund
General Administration City Council (011-1100); City Manager (011-1200); City Attorney (011-1500); City Clerk (011-1300); Committee & Commissions (011-1700); Community Services Grant (011-1600); General Liability (011-1510); Finance & Admin Services (011-1400); Town Center (061-1480); Special Donation (071-xxxx)	\$ 4,487,254	\$ 950,000	\$ 846,921
Public Safety Police Administration (011-2100); Animal Control (011-2150); Citizens Public Safety Program (COPS) (021)	2,747,847		
Community Development Planning Administration (011-3100); Planning Commission (011-3110); Building Administration (011-3200); Code Enforcement (011-3120); General CIP (041)	3,873,699	400,000	
Parks & Recreation Parks & REC Administration (011-1000); Programs & Operations (011-4110); Special Events (011-4120); Fields Rental (011-5100); Westwind Community Barn & Riding Programs (011-5300); Westwind Barn CIP (043)	1,527,009		
Public Works Engineering Administration (011-3300); Storm Drain Ops (011-4740); Sewer Ops (051-xxxx); Corp Yard (061-4300); Vehicles (061-4400); Pathway CIP (042); Drainage CIP (045); Street CIP (046); Sewer CIP (048)	5,986,172	5,271,166	277,065
TOTAL	\$ 18,621,981	\$ 6,621,166	\$ 1,123,986

COST ALLOCATION

The Cost Allocation Plan (CAP) summarizes a comprehensive analysis completed for the Town to determine the appropriate allocation of costs from central service departments to the departments that provide services directly to the community. The primary objective is to allocation costs from departments that provide services internally to departments that conduct the day-to-day operations necessary to serve the community. These internal services costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

The methodology used for this CAP is the double-step-down method, which is considered the most accurate and equitable method for allocating costs form central services to operating departments. The double-step-down method utilizes two steps to allocate indirect costs. In the first step, the allocable costs of central service departments are identified and distrusted to all departments including the central service departments themselves. The second and final steps allocate indirect costs incurred by central service departments to the operating departments.

The Benefit allocation is included in the personnel cost, while overhead and internal service fund allocations are listed as the allocations out.

Central Service Departments

Benefit	Overhead	Internal Service Fund
Town Benefit	City Council	Town Center
	City Manager	Corp Yard Operation
	City Clerk	Vehicle Maintenance Operations
	Administrative Services	
	City Attorney	
	Insurance	
	Committee & Commissions	

Receiving Departments

General Fund	Special Fund
Non-Departmental	Parks & Recreation in-Lieu (016)
Recreation Administration	West Loyola (031)
Community Services Grant	General Capital (041)
Police Administration	Pathway Capital (042)
Animal Control	Westwind Barn Capital (045)
Planning Administration	Street Capital (046)
Planning Commission	Sewer Capital (048)
Code Enforcement	Sewer Operation (051)
Building Inspection	
Engineering Administration	
Recreation Programs	
Special Events	
Storm Drain Operation	
Street Operation	
Field Rental	
Westwind Barn	

COST ALLOCATION**(CONT)**

Departments	Allocation In
Town Benefit	\$ 90,691
City Council	216,664
City Manager	873,675
City Clerk	275,594
Administrative Services	953,597
City Attorney	540,000
Insurance	315,000
Committee & Commissions	345,601
Town Center	846,921
Corp Yard Operation	175,875
Vehicle Maintenance Operations	101,189
Total	\$ 4,734,806

Departments	Allocation Out
Non-Departmental	\$ (180,697)
Recreation Administration	(664,646)
Community Services Grant	(1,702)
Police Administration	(190,417)
Animal Control	(10,946)
Planning Administration	(1,104,095)
Planning Commission	(10,622)
Code Enforcement	(33,523)
Building Inspection	(592,620)
Engineering Administration	(721,958)
Recreation Programs	(28,070)
Special Events	(18,739)
Storm Drain Operations	(150,531)
Street Operations	(295,502)
Pathways Operations	(241,184)
Field Rental	(14,605)
WWB Facility Operations	(26,952)
Sewer Operation	(298,066)
Parks & Recreation In-Lieu	(1,995)
West Loyola	(3,204)
General Capital	(21,716)
Pathway Capital	(18,072)
Westwind Capital	(10,152)
Storm Drain Capital	(21,500)
Street Capital	(34,055)
Sewer Capital	(39,237)
Total (including Capital)	\$ (4,734,806)

CITY AND DEPARTMENT GOALS MATRIX

	General Administration	Public Safety	Planning & Building	Parks & Recreation	Public Works
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • City Council approve policies to maintain the semirural nature of Los Altos Hills • City Manager ensure compliance with City Council direction and adopted policies • Monthly committee meetings to review various quality of life issues 	<ul style="list-style-type: none"> • County Sheriff aims to meet or be faster than target response time 	<ul style="list-style-type: none"> • Department updates Town’s General Plan, building codes, and ordinances to maintain the semi-rural characteristic of Los Altos Hills while complying with State and Federal regulations • Planning Commissioners review plans with variance to ensure the Town’s characteristic is preserved in each approved plans 	<ul style="list-style-type: none"> • Oversee Westwind Community Barn operation and improvements • Open space management, education 	<ul style="list-style-type: none"> • Maintain the Town’s pathway, drainage, roadway, and sewer system • Maintain roadway pavement condition at 77 PCI • Repair, replace, monitor and clean sewer pipes to minimize potential sanitary sewer overflow
Emergency Preparedness and public safety	<ul style="list-style-type: none"> • Designed Emergency Communication Committee and the Disaster Counsel to meet regularly to review emergency policies and prepare • Support the implementation of Automatic License Plate Reader (ALPR cameras) 	<ul style="list-style-type: none"> • Contract with County Fire District for fire services and emergency preparedness trainings • Contract with Emergency Coordinator to review and update Town on potential threats and to oversee EOC exercises 	<ul style="list-style-type: none"> • Hazard mitigation 		

	General Administration	Public Safety	Planning & Building	Parks & Recreation	Public Works
Promote Sense of Community	<ul style="list-style-type: none"> City Clerk ensures public outreach, including using different mediums and updating Town website 	<ul style="list-style-type: none"> Provides monthly call log reports 		<ul style="list-style-type: none"> Host Town events 	<ul style="list-style-type: none"> Assist in setup and cleanup of Town events
Transparency	<ul style="list-style-type: none"> Finance publishes CAFR and Budget online City Council reviews and approves annual budget for operation and capital investments City Clerk manages and archives all Town records 		<ul style="list-style-type: none"> Building permit system Allow online status check 	<ul style="list-style-type: none"> Communication and public outreach Community calendar 	<ul style="list-style-type: none"> Provides weekly project updates Public noticing of major Town projects
Risk Mitigation	<ul style="list-style-type: none"> City Attorney reviews contracts and advise the City Council on legal matters City Clerk records all legal claims Finance assesses financial risk with information provided by legal counsel or PLAN JPA 		<ul style="list-style-type: none"> Building Department enforces building codes to ensure safety in private homes 	<ul style="list-style-type: none"> Annual Park and Facility inspection 	<ul style="list-style-type: none"> Prioritizes projects based on risk factor Routine training to ensure safety

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	2021-22 Accomplishments	2022-23 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Adopted Urgency Ordinance for objective standards for qualified Senate Bill 9 subdivisions and Development project • Formed the Technology Committee to assist Town operations keeping up-to-date • Held the first hybrid public meetings to allow residents maximum flexibility to engage with their government • Conduct a series of town employee surveys and establish a positive culture 	<ul style="list-style-type: none"> • Advocate for continued local control of zoning/housing requirements • Focus on Council Priorities set at the January 25, 2022 workshop • Encourage new residents to fill all vacancies the Town’s Standing Committees • Hold community workshops for Housing & Safety Elements of the General Plan • Obtain legal opinion on ballot initiative for Greensheets • Support the review and analysis of a Legacy Giving Fund
Emergency Preparedness and public safety	<ul style="list-style-type: none"> • Held monthly “Coffee with the Sheriff” event series for residents to engage with law enforcement operations • Formed an Ad-Hoc Committee to begin discussing the expiring Sheriff’s contract • Implemented an Automatic License Plate Reader system in Town • Fire Task force was formed, and hosted the first Wildfire Fair at Town Hall 	<ul style="list-style-type: none"> • Respond to crime trends in Town and promote an ongoing conversation between residents and law enforcement • Continue to make progress towards undergrounding utilities in Town • Analyze contract options for the expiring County Sheriff’s contract • Leverage a newly formed Emergency Preparedness committee to improve disaster prep and cross departmental and agency collaboration

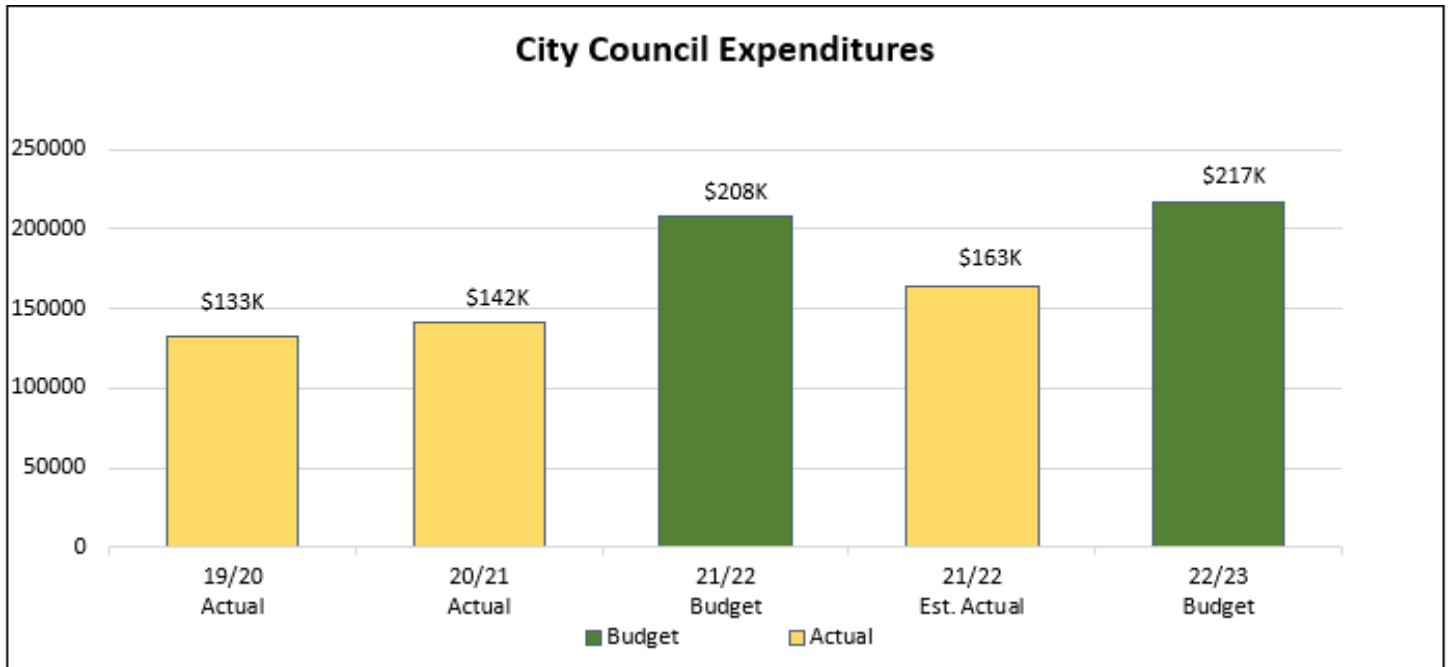
Town Goal	2021-22 Accomplishments	2022-23 Goals
Promote Sense of Community	<ul style="list-style-type: none"> • Successfully established eight new Neighborhood Watch Groups in Town and encouraged more residents to join • Distributed over 100 presents to Town volunteers in lieu of a formal sit-down volunteer dinner. • Solicited community input in the selection of the new City Manager and two department directors • Establish Legacy Giving Committee to collect tax deductible donations for the betterment of the town 	<ul style="list-style-type: none"> • Host the 2023 Volunteer Dinner and other Town events where allowed under health protocol • Hold a committee roundtable so that volunteer groups in Town can talk with one another about their ongoing project • Implement Committee guidelines to help improve and enhance the work of our committees in collaboration with the council and staff.
Transparency	<ul style="list-style-type: none"> • Approved 2021-22 Operating and Capital Improvement Plan • Conducted a new and improved Council priority setting session • Re-design/deploy the City Manager’s Weekly report • Began producing City Council recaps after each monthly meeting • Picked a survey company to conduct Town-wide community surveys and engagement events. • Created a plan to engage Town residents regarding the Town Hall addition project • Complete a Comp study of Town Employees • Engage with vendors to improve website and to reduce friction in getting town information 	<ul style="list-style-type: none"> • Approve the 2022-23 Operating and Capital Budget and Capital Improvement Plan • Utilize results of community surveys and engagement events regarding indoor/outdoor community space, town hall expansion, recreational programs and other Town concerns • Gather community input on the 10-year facility needs assessment. • Improve communication and transparency between staff, council, and community.
Risk Mitigation	<ul style="list-style-type: none"> • Approved the 2021/22 Pavement Rehabilitation Project to ensure safety in using Town roads and improve CPI • Approved 2021 Sanitary Sewer Repair and Replacement project to mitigate risk of sanitary sewer overflow • Adopted a Climate Action Plan for Town operations • Establish Disaster Preparedness Committee • Run drills to prepare for disaster preparedness 	<ul style="list-style-type: none"> • Approve 2022/23 Pavement Rehabilitation Project • Approve the 2022/23 Sewer Rehabilitation Project • Begin sewer improvements aimed at reducing risk of sewer line backups. • Complete Safety Element and Hazard Mitigation Plan • Form a Disaster Preparedness and Response Committee

BUDGET SUMMARY:

The City Council’s estimated actual for FY2021-22 falls roughly \$45,000 short of the adopted FY2021-22 budget due to many events still being impacted from the COVID-19 Pandemic. The budget had anticipated in person events, including trainings, council meetings, and the volunteer dinner (estimated at \$30,0000), which were all postponed another year.

The City Council’s overall projected expenses for FY2022-23 increased roughly \$8,300 from the FY2021-22 adopted budget. The only decrease takes place in the personnel services, due to fewer Councilmembers needing health insurance coverage in comparison to previous budget cycles.

The budget increase includes additional funds for advertisement and publishing expenses due to the community’s desire for Town-wide mailers and public outreach efforts, the possibility of using miscellaneous consultant more to complete the Councils adopted priorities for the year, and City memberships dues increasing as well.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	-
Allocations In	133,103	131,523	196,536	163,371	216,664
Other Source/(Uses):					
General Fund Support	-	10,347	11,858	-	-
Total Funding Source	\$ 133,103	\$ 141,870	\$ 208,393	\$ 163,371	216,664
Department Spending					
Personnel	71,425	85,361	111,735	78,534	103,164
Professional Services	17,099	12,217	17,000	1,044	25,000
Contractual Services	-	-	6,500	17,744	10,000
Operations	44,579	33,945	61,300	66,050	78,500
Allocations Out	-	10,347	11,858	-	-
Total Expenditures	\$ 133,103	\$ 141,870	\$ 208,393	\$ 163,371	216,664
				\$ Increase/(Decrease) From Est. Actual	\$ 53,292
				% Increase/(Decrease) From Est. Actual	33%

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 and Animal Services with the City of Palo Alto. 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 Leadership 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:

Position	FTE	City Manager	Planning	Building	Engineering
City Manager	1.00	100%	0%	0%	0%
Management Analyst	1.00	55%	15%	15%	15%
Total Full-Time Equivalent (FTE)	2.00	1.55	0.15	0.15	0.15
Percent Distribution	100%	78%	8%	8%	8%

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2021-22 Accomplishment	2022-23 Goals
<p>Preservation of Current Quality of Life</p>	<ul style="list-style-type: none"> • Worked with the City of Palo Alto and the County of Santa Clara on parking/traffic issues in relation to the opening of Foothills Park • Represented the Town's interests at Santa Clara County Board Meetings and LAFCO meetings • Maintained Town services throughout the pandemic • Adopted a second amendment to the Town's Franchise Agreement with GreenWaste which reduced the annual rate increases in specific years • Installed new EV chargers at Purissima Park for public use 	<ul style="list-style-type: none"> • Install additional public charging stations for electrical vehicles at Town Hall • Simplify city permitting process and reduce permit fees for electrical conversions • Adopt employee enhancements based on comp studies • Continue to improve workplace culture and sense of belonging among staff. • Continue to promote wellness among staff • Seek opportunities to bring the Town together and promote community and pride of place

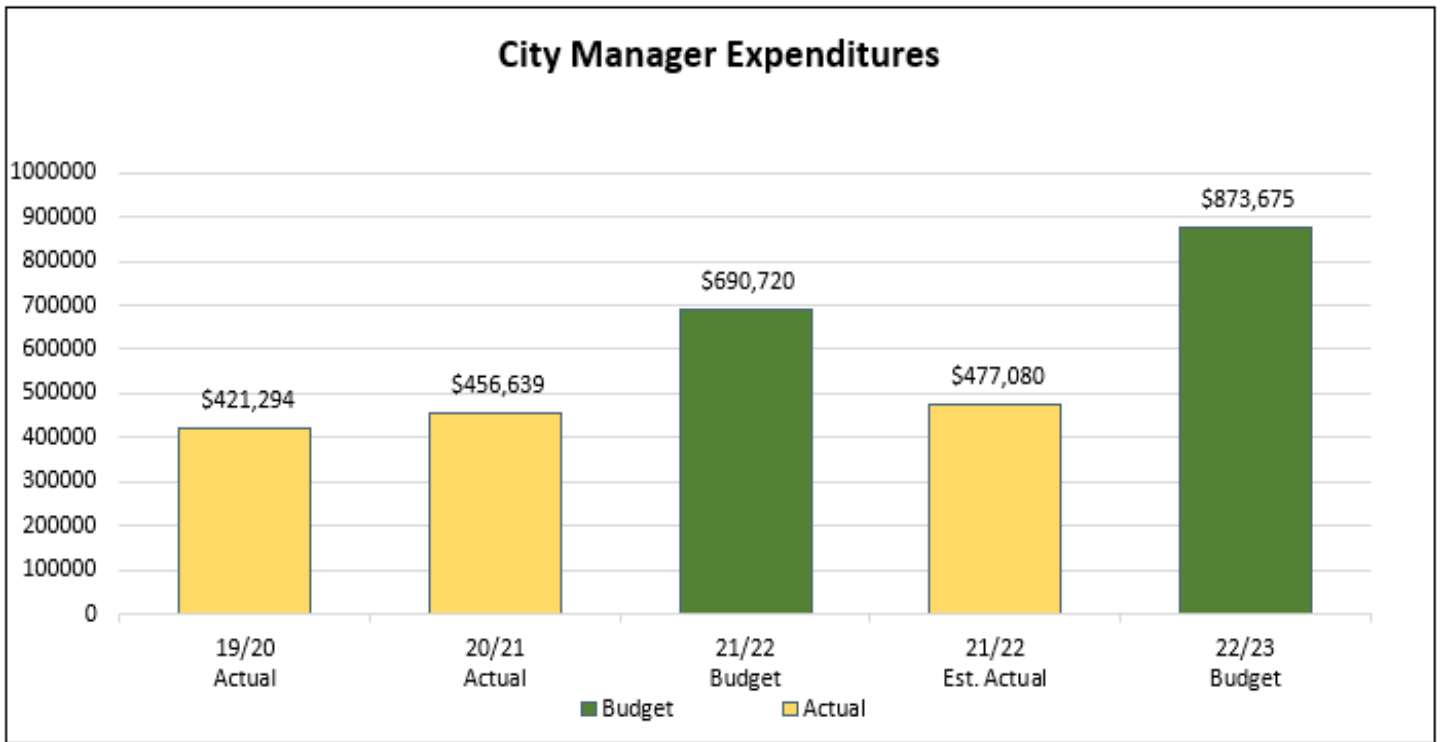
<p style="text-align: center;">Emergency Preparedness and public safety</p>	<ul style="list-style-type: none"> Continued to host Town-sponsored evacuation drills in specific neighborhood in Town Entered into a contract with an energy consultant for the installation of a battery back-up system at Town Hall Hosted Monthly COVID testing events at Town Hall. Conducted EOC training for staff Ensure all current staff complete their required web based NIMS Training 	<ul style="list-style-type: none"> Onboard new Emergency Preparedness Manager Conduct an emergency prep drill with Town staff, partnering agencies, and relevant committee members Actively monitor the Automatic License Plate Reader (ALPR) Cameras in Town and conduct one year review Complete installation of the battery back-up energy storage system (BESS) at Town Hall Research plans to update the EOC/Heritage House Have all employees complete their all of their suggested NIMS training (online and in person)
<p style="text-align: center;">Promote Sense of Community</p>	<ul style="list-style-type: none"> Sent Town-wide mailers to residents throughout the year on a variety of topics Finished Phase I of the Town Hall Addition Project Created a plan to engage residents on Phase II Started a new monthly Talk-and-Walk meeting with the City Manager to engage with residents 	<ul style="list-style-type: none"> Continue to focus on joint programing and events with the City of Los Altos, Chamber of Commerce, Fire and Sheriff's office, and GreenWaste Coordinate resident input with Council discussion on the Town Hall facility needs and GreenWaste contract amendments
<p style="text-align: center;">Transparency</p>	<ul style="list-style-type: none"> Revised and updated the City Manager Weekly Report sent out via email Updated the website as it related to historical documents like the Greensheets Responded to all public record requests in compliance with State timelines 	<ul style="list-style-type: none"> Update the Town's website and increase ease of use for the public Adopt an IT Masterplan Adopt an signature policy Implement community-wide survey and engagement efforts
<p style="text-align: center;">Risk Mitigation</p>	<ul style="list-style-type: none"> Completed active shooter training for Town Hall staff Continuously monitored legislation that could affect the Town – such as SB9 Purchased 20A credits for the Town's "Ice Breaker" undergrounding project 	<ul style="list-style-type: none"> Provide employees ample opportunity to take all relevant safety training Review Sherriff's contract and consider additional sheriff's deputy during peak periods.

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 estimated actual for FY2021-22 is significantly lower than the adopted FY2021-22 budget due to meritorious performance raises being initially budgeted as a placeholder in the City Manager's Office; however, once the merit increases have been distributed, the personnel expenses are allocated to the respective department's budget. In FY2022-23, \$220,000 has been set as a placeholder for meritorious performance raises for staff.

The largest increase in the City Manager's FY2022-23 budget takes place in contractual services and reflects the various consultants that staff will engage with throughout the year to meet the adopted 2022 City Council priorities. Many of the priorities the Town will require a specific skillset that current staff does not have, and a consultant will be needed such as website designers, disaster recovery specialists, broadband consulting services, and workshop facilitators. A placeholder of \$25,000 has been budgeted for each potential consultant.

The FY2022-23 budget cycle also plans for the return of the Town's summer internship program, which includes hourly pay and the cost of setting up multiple workstations in Town Hall. Travel and meeting expenses have increased as well with the expectation of in-person event to return. Additional funds have been budgeted for staff instruction, coaching, and training to allow for career enhancement opportunities.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	-
Allocations In	418,826	436,812	668,375	477,080	873,675
Other Source/(Uses):					
General Fund Support	2,468	19,827	22,345	-	-
Total Funding Source	\$ 421,294	\$ 456,639	\$ 690,720	\$ 477,080	873,675
Department Spending					
Personnel	399,483	367,516	389,717	411,268	423,975
Salary and CalPERS Contingency	3,509	-	160,000	-	220,000
Contractual Services	-	20,075	65,000	24,032	180,000
Operations	18,301	18,712	58,850	41,780	49,700
Allocations Out	-	50,336	17,153	-	-
Total Expenditures	\$ 421,294	\$ 456,639	\$ 690,720	477,080	873,675
				\$ Increase/(Decrease) From Est. Actual	\$ 396,595
				% Increase/(Decrease) From Est. Actual	83%

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:

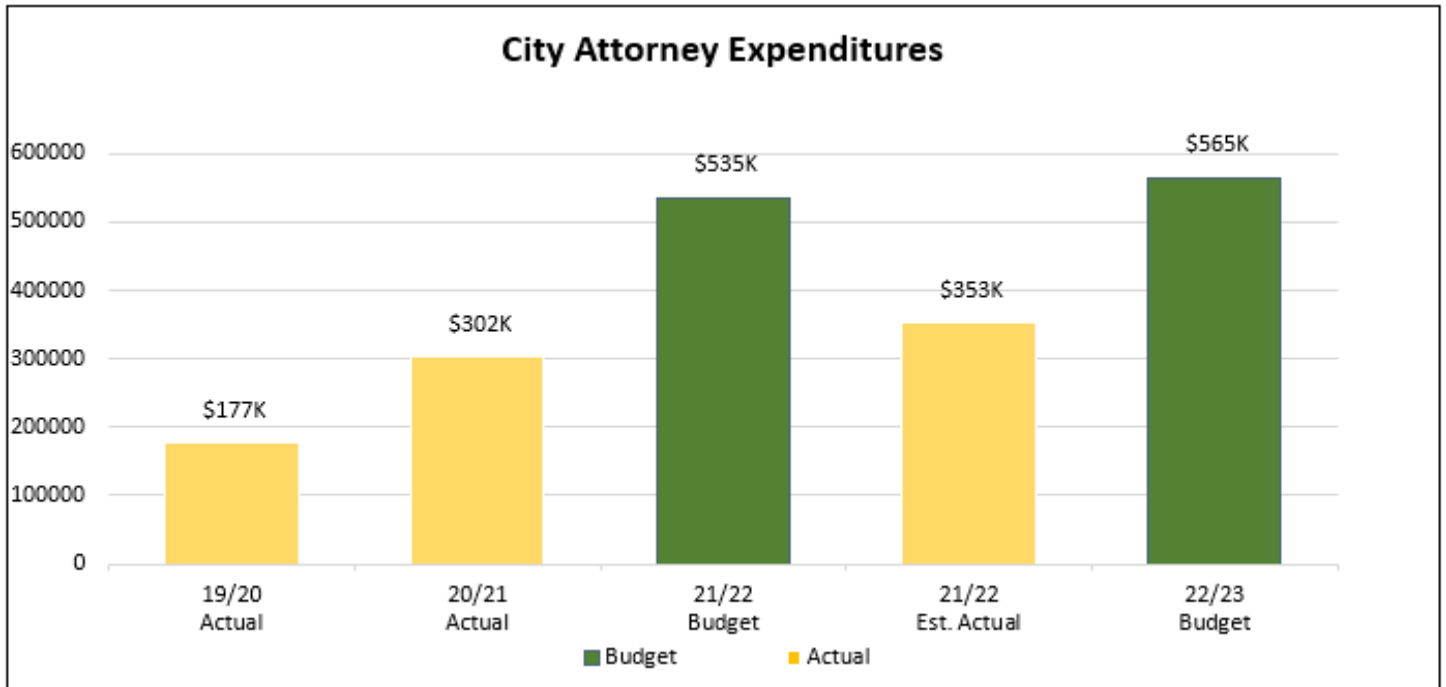
Town Goal	2021-22 Accomplishment	2022-23 Goals
Risk Mitigation	<ul style="list-style-type: none"> Attended City Council meetings and Planning Commission meetings to ensure Brown Act Compliance and address other legal matters Provided legal advice to the City Council, City Manager, and Town Staff Defended 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 estimated actual for FY2021-22 is significantly less than the adopted FY2021-22 budget due to the anticipated costs for the special projects not costings as much as expected. Additionally, various settlements were made throughout the year to reduce what was budgeted.

The FY2022-23 budget increased by \$30,000 compared to FY2021-22 adopted budget in-part due to the City Attorney's retainer increasing for the first time since 2018 as well as staff's prediction that level of legal representation and advice needed from the Town continue at the current level.

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	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None					
Charges for services	\$ 5,996	\$ 29,734	\$ 17,500	\$ 20,155	\$ 25,000
Allocations In	169,623	148,983	517,500	332,887	540,000
Other Source/(Uses):					
General Fund Support	-	123,548	-	-	-
Total Funding Source	\$ 175,619	\$ 302,265	\$ 535,000	\$ 353,042	\$ 565,000
Department Spending					
Professional Services	166,842	177,997	150,000	119,229	160,000
Contractual Services	9,777	124,268	385,000	233,813	405,000
Total Expenditures	\$ 176,619	\$ 302,265	\$ 535,000	\$ 353,042	\$ 565,000
				\$ Increase/(Decrease) From Est. Actual	\$ 211,958
				% Increase/(Decrease) From Est. Actual	60%

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 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	2019/20	2020/21	2021/22
1) Council and Committee Support				
a) Council meetings	100%	16	26	28
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	No No Yes	N/A N/A Yes
2) Town Committee Support	No of Committee	12/100%	14/100%	15/100%
3) Election/Appointment of City Council	No of positions filled	0	3	0
4) Permanent Records Management				
a) Public records request, including subpoenas		102	110	95
b) Records (boxes) archived per retention policy	Indexed / Purged	52	12	In Progress

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"> • Website • Facebook • Twitter • Nextdoor • Nixle • Traditional mail 	<ul style="list-style-type: none"> • Website • 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 an Administrative Clerk/Technician, and the labor distribution is as followed:

Position	FTE	City Manager	City Clerk	Committees	Engineering
City Clerk	1.0	0%	75%	25%	0%
Administrative Clerk/Technician	1.0	25%	25%	25%	25%
Total Full-Time Equivalent (FTE)	2.0	0.25	1.00	0.50	0.25
Percent Distribution	100%	13%	50%	25%	12%

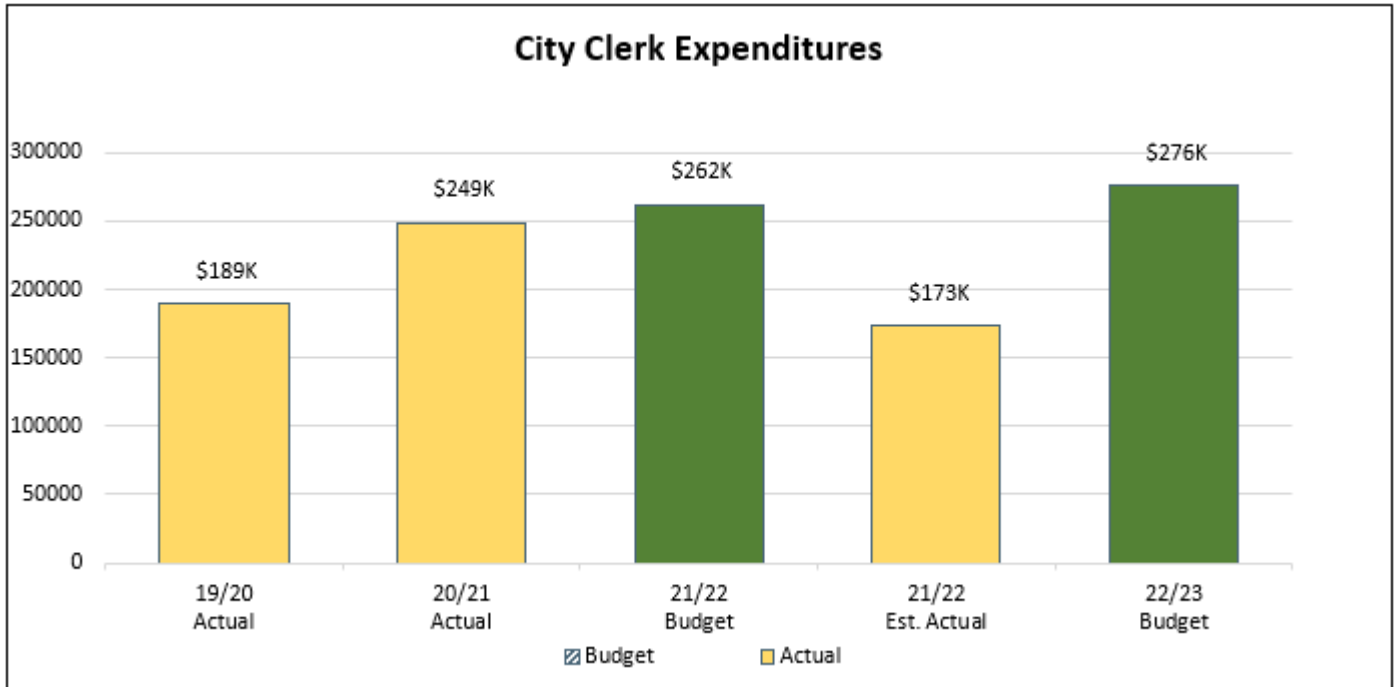
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2021-22 Accomplishments	2022-23 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 	<ul style="list-style-type: none"> • Successful 2022 Election
Promote Sense of Community	<ul style="list-style-type: none"> • Coordinate the 2020 Volunteer Appreciation Gift • Assist in other Town events, as applicable • Assist the Mayor with Weekly Office Hours Volunteer Dinner Presentation • Continue to assist with quarterly newsletter 	<ul style="list-style-type: none"> • Coordinate a Volunteer Dinner in person in September 2022 • Work Directly with the Editor for the Our Town Newsletter

Town Goal	2021-22 Accomplishments	2022-23 Goals
Emergency Preparedness	<ul style="list-style-type: none"> Assist in other Town events, as applicable Actively attend County EOC briefings Actively attend County PIO Meetings 	<ul style="list-style-type: none"> 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"> Switched 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 	<ul style="list-style-type: none"> Assist in preparing City Manager's Weekly Report Meet with Committee Chairs to standardize meeting and committee norms Prepare and Post Recaps after regular City Council meetings Hold an annual City Council meeting with committees Improve website
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 2021 Volunteer Appreciation Gift Assist in other Town events, as applicable Prepare draft presentation for the 2021 State of the Cities luncheon Prepare Presentation for Council Reorganization <p>Continue to assist the Mayor with office hours</p>	
Council Identified Priorities	<ul style="list-style-type: none"> Maintain public safety Employee Value Proposition Pathways Road Maintenance Community Engagement Code Enforcement Effectiveness & transparency of advisory committees Facility and space needs assessment Sanitary sewer system district oversight 	

BUDGET SUMMARY:

The City Clerk division is part of the General Administration. The City Clerk budget increased by 59%, \$102,406. The personnel costs reduced by 3% even though the Administrative Clerk/Technician position is now a full-time employee. The allocation is spread amongst four different departments. The increased budget for project consultants is related to record management and storage, PRA software, and minutes record keeping doubled from the prior year. The record storage project is part of the 2022 City Council priorities. In the operation budget, funds are allocated for the election which includes 2 City Councilseats.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In	187,963	217,129	226,031	173,188	275,594
Other Source/(Uses):					
General Fund Support	1,283	31,531	35,835	-	-
Total Funding Source	\$ 189,246	\$ 248,660	\$ 261,866	\$ 173,188	\$ 275,594
Department Spending					
Personnel	175,616	158,447	200,891	151,862	195,244
Professional Services	8,974	3,110	10,000	15,139	22,000
Contractual Services	1,689	14,324	1,000	1,555	-
Operations	2,967	44,811	18,000	4,632	58,350
Allocations Out	-	27,968	31,975	-	-
Total Expenditures	189,246	248,660	\$ 261,866	\$ 173,188	\$ 275,594
				\$ Increase/(Decrease) From Est. Actual	\$ 102,406
				% Increase/(Decrease) From Est. Actual	59%

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
- Emergency Communications
- Environmental Design and Protection
- Environmental Initiatives
- Finance and Investment
- History
- Technology
- 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 1.28. Additionally, each committee has Council liaison who provide directions and staff support to complete research and analysis.

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2021-22 Accomplishments	2022-23 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> • Continue 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. • Plan for 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 • Complete Greenhouse Gas Inventory/Climate Action Plan • Installation of ALPRs 	<ul style="list-style-type: none"> • Install and dedicate Town of Los Altos Hills art sculpture • Plan for a June 5, 2022 Town Picnic • More communication with residents by Community Relations Committee • LAH Fiber Internet • Computer Systems Support • Support and work on beekeeping, fence and tree ordinances • Utilizing Prop 67 funds to create better recreational experiences.

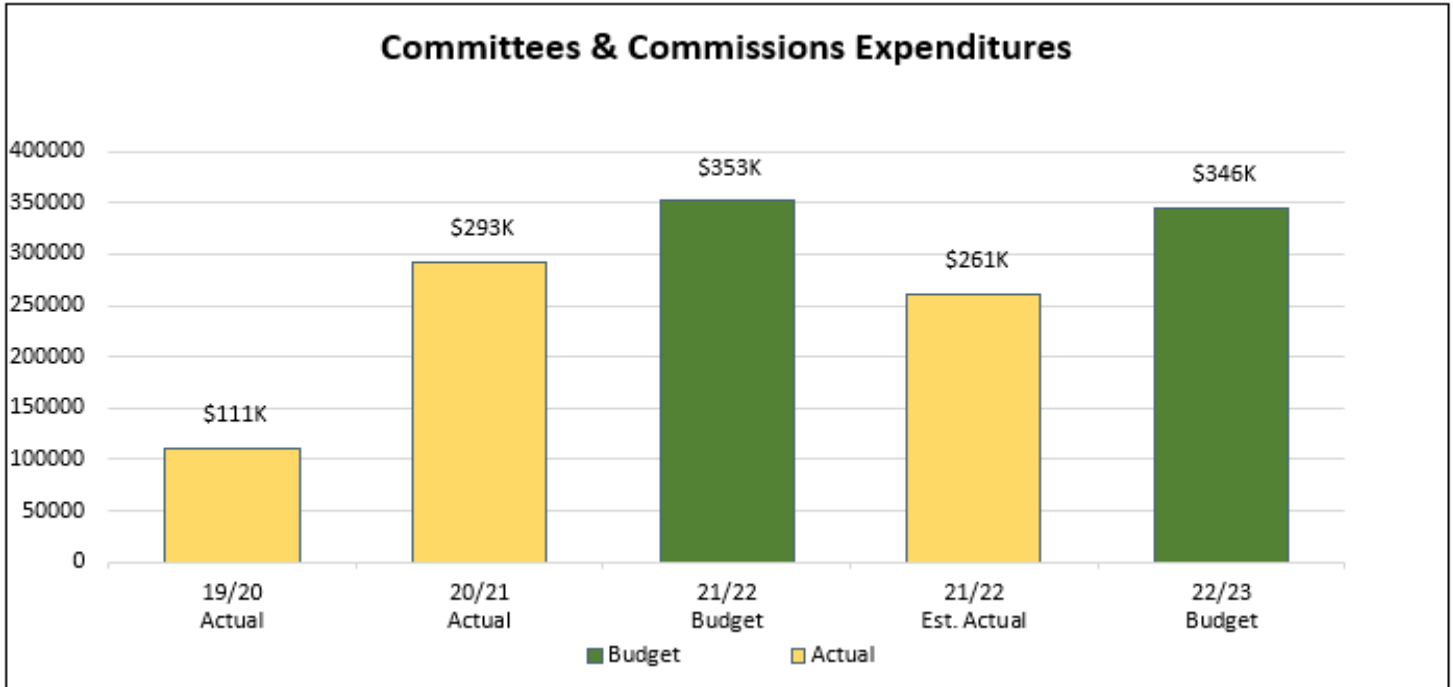
Town Goal	2021-22 Accomplishments	2022-23 Goals
Promote Sense of Community	<ul style="list-style-type: none"> Continue to provide safe and informative public events for residents Continue to analyze and provide input on recreational programs and facilities Bring residents together to strengthen community Stay attuned to residents' immediate and changing needs Participate in Neighborhood Watch Program Historical walk on April 30, 2022 Passage of Outdoor Lighting Policy 	<ul style="list-style-type: none"> Effective usage of pathway audit layer by the Pathways Committee and Staff Support Public Works as they strive to install pathways the City Council has funded (7 CIP projects) Systematically strive to keep the Master Pathways Plan and GIS audit layer up to date Fence setback policy Update SB 9 Ordinance and Revised ADU ordinance for consistency with SB 9
Emergency Preparedness	<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. Participate in Neighborhood Watch Programs 	<ul style="list-style-type: none"> Enhance preparation and coordination in drills through established schedule of drills Coordinate cross-agency volunteer training and further Disaster Preparedness by the Technology Committee build infrastructure to support town volunteer needs
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 	<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
Transparency	<ul style="list-style-type: none"> Review of the annual CAFR and the Annual Budget. 	<ul style="list-style-type: none"> Review of the annual CAFR and the Annual Budget.

COMMITTEES AND COMMISSIONS (011-1700)

(CONT)

BUDGET SUMMARY:

The Committee & Commissions is a General Administrative department. The department budget increased by 32%, or \$84,539, comparing to FY2021-22 Estimated Actual. The personnel costs increased to include 25% allocation of the full-time Administrative Clerk/Technician. The operation costs have increased to print the newsletter and general printing that must adhere to the SB1383 requirements and due to inflation.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In: None	-	266,416	322,813	261,062	345,601
Other Source/(Uses):					
General Fund Support	111,339	26,172	29,770	-	-
Total Funding Source	\$ 111,339	\$ 292,588	\$ 352,583	\$ 261,062	\$ 345,601
Department Spending					
Personnel	82,394	188,668	216,203	157,481	232,101
Professional Services	500	19,422	40,000	47,518	35,000
Operations	28,444	61,915	70,500	56,062	78,500
Allocations Out	-	22,583	25,880	-	-
Total Expenditures	\$ 111,339	\$ 292,588	\$ 352,583	\$ 261,062	\$ 345,601
				\$ Increase/(Decrease) From Est. Actual	\$ 84,539
				% Increase/(Decrease) From Est. Actual	32%

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.

2020-21 ACCOMPLISHMENTS:

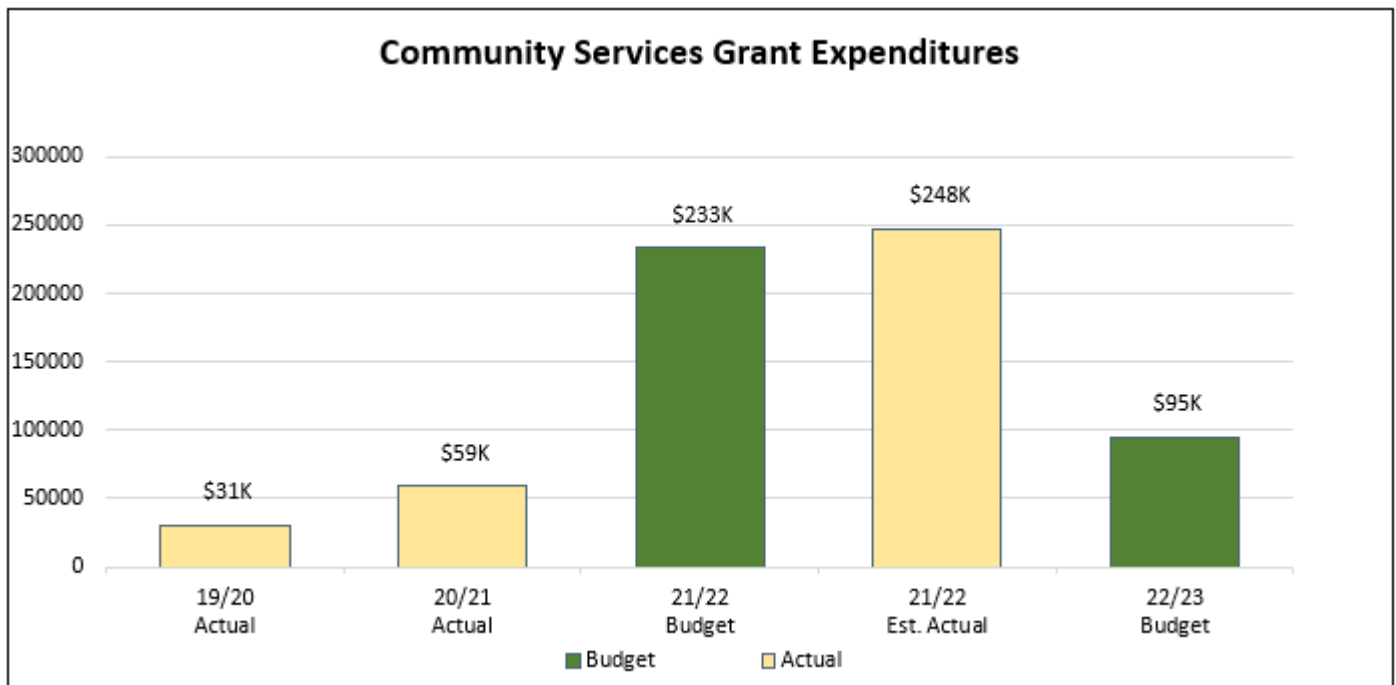
American Rescue Plan Act funds were provided to CHAC, Hidden Villa, and Los Altos Chamber of Commerce.

2021-22 OBJECTIVES:

Continue financial support to CHAC, Community Services Agency, Friends of Deer Hollow Farm, Hidden Villa, Los Altos Community Foundation, NCLA, and Los Altos Chamber of Commerce.

BUDGET SUMMARY:

The Community Services Grant is a General Administration department. The Division budget decreased by \$152,347, a decrease of 62 percent compared to 2020-21 Estimated Actual. This decrease is from decreasing the financial support to Hidden Villa and Community Health Awareness Council (CHAC) to support for COVID-19 Pandemic response to design and execute health programs. The Town has reverted back to the 2015 City Council approval of the five non-profit organizations that were approved in prior years. The North County Library Authority (NCLA) is currently passing 50% of their costs to the Town while the remaining portion is being supplemented by the City of Los Altos.



COMMUNITY SERVICES GRANT (011-1600)

(CONT)

Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations In: None	-	-	-	-	-
Other Source/(Uses):					
ARPA			220,200	230,200	-
General Fund Support	30,500	58,893	12,966	17,349	95,202
Total Funding Source	\$ 30,500	\$ 58,893	\$ 233,166	\$ 247,549	\$ 95,202
Department Spending					
Community Health Awareness Council	10,500	16,550	120,200	120,200	34,000
Friends of Deer Hollow Farms	5,000	5,000	5,000	5,000	6,000
Hidden Villa	10,000	10,000	100,000	100,000	10,000
Los Altos Chamber of Commerce	5,000	5,000	5,000	15,000	5,000
Community Services Agency	-	5,000	-	-	25,000
NCLA	-	11,339	-	6,058	3,500
Los Altos Community Foundation	-	5,000	-	-	5,000
Provision for Grant Increases	-	-	1,500	-	5,000
Allocation Out	-	1,004	1,466	1,291	1,702
Total Expenditures	\$ 30,500	\$ 58,893	\$ 233,166	\$ 247,549	\$ 95,202
				\$ Increase/(Decrease) From Est. Actual	\$ (152,347)
				% Increase/(Decrease) From Est. Actual	-62%



Byrne Preserve

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 28 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 per occurrence. 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 \$1 million with a \$5,000 deductible per occurrence for all Town owned facilities and capital equipment (vehicle, etc.). The Town also has Cyber Insurance with PLAN that provides \$25 million claims. 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	2019/20	2020/21	2021/22
1. Claims filed				
a. General liability (G/L)	Open Cases	5	0	0
b. Workers Comp (W/C)	Open Cases	0	0	0
c. OSHA's Form 300A Filing	# of injuries	0	0	3
d. Loss Recovery		\$ 9,511	\$10,000	\$10,000
2. Risk Management & Mitigation				
a. Wellness Grant (W/C)				
• Grant Program		\$10,540	\$12,286	\$12,000
• Participants		100%	100%	100%
b. Risk mitigation (G/L)		\$3,000	\$3,000	\$3,000
c. Risk Management Framework and Operational Best Practices program		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	2021-22 Accomplishment	2022-23 Objectives
Risk Mitigation	<ul style="list-style-type: none"> 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 Recovered costs from third party for damages to Town property (“subrogation” cases) Implemented new Risk Management and Safety policies and procedures Updated Risk Management Framework and Operational Best Practices 	<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. Implement new Risk Management and Safety policies and procedures Work closely with PLAN JPA on updating Risk Management Framework and Operational Best Practices

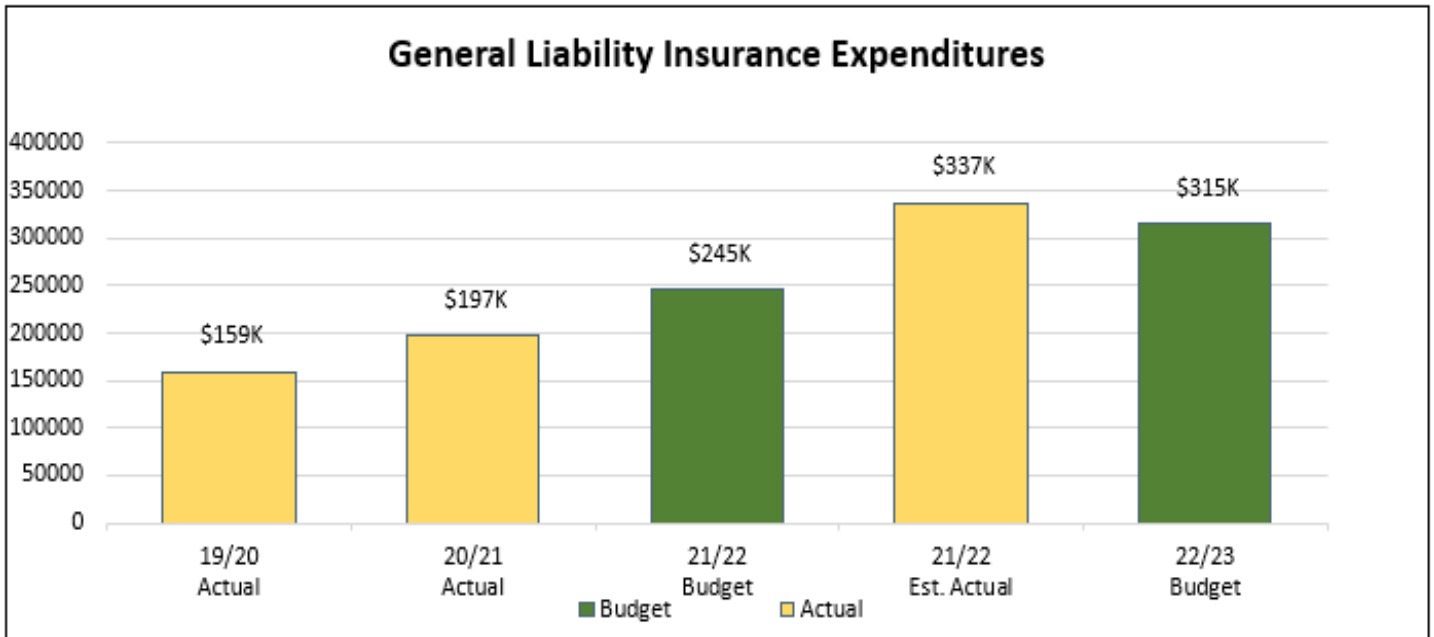
BUDGET SUMMARY:

The General Liability Insurance is a General Administration department. The Division budget decreased by \$21,570 or 6 percent compared to FY2021-22 Estimated Actual. This decrease does not include a forecast in the liability settlements in the FY2022-23 budget. The increase in projected insurance premium based on the draft actuarial for PLAN JPA, which includes cyber security. The preliminary budget for FY2022-23 presented by PLAN had a decrease of 5% which didn’t include the excess liability, excess property, and excess cyber renewals that have not been finalized. The FY2022-23 budget is a conservative placeholder and if it is necessary to increase the expense, it will be done at mid-year. General Liability operating cost, net of insurance proceeds and recovers is fully distributed to service departments.



Byrne Preserve Heritage Trees

GENERAL LIABILITY (011-1510)



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Loss Recovery	32,893	1,448	-	15,000	-
Allocations In	125,980	195,492	245,127	321,570	315,000
Other Source/(Uses):					
General Fund Support	-	-	-	-	-
Total Funding Source	\$ 158,873	\$ 196,940	\$ 245,127	\$ 336,570	\$ 315,000
Department Spending					
Insurance Premium	158,873	196,940	245,127	264,370	315,000
Liability Claims Settlement	-	-	-	72,200	-
Total Expenditures	\$ 158,873	\$ 196,940	\$ 245,127	\$ 336,570	\$ 315,000
				\$ Increase/(Decrease) From Est. Actual	\$ (21,570)
				% Increase/(Decrease) From Est. Actual	-6%

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 four full-time employees including Administrative Services Director, Senior Accountant, Accountant, and an Accounting 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
- Employee Relations
- On-line services & Resources
- Risk Management
- Business Registration
- Recruitment
- Payroll
- Annual External Audit Coordination
- Benefit Administration



Town Hall Donor Wall

PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2019/20	2020/21	2021/22
1. Maintain/Improve Operating Efficiency				
a. Timely month-end close	Average number of days	32	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	--
c. Annual Cash & Investment Report		--	Yes	Yes
d. Mid-Year Financial Update		--	YEs	Yes
3. Workload				
a. Number of full-time equivalent employees and contractors	Actual / Budget	3.0 / 3.6	3.0 / 3.6	3.0/4.0
c. Number of invoices processed		2,010	2,091	2,091
d. Number of payroll check issued		890	968	
e. Number of journal entries		349	375	
4. Recruitment	Hire / Vacancy	3/4.2	3.8/2	8/1
5. Risk Management (See General Liability)		--	--	--

DEPARTMENT STAFFING:

Administrative Services Department has a total of five staff positions that are distributed to various divisions and programs as follows:

Position	FTE	Finance	Sewer
Administrative Services Director	1.00	100%	0%
Senior Accountant	1.00	98%	2%
Accountant	1.00	100%	0%
Accounting Technician	1.00	100%	0%
Total Full-Time Equivalent (FTE)	4.00	3.98	0.02
Percent Distribution	100%	99.5%	0.5%

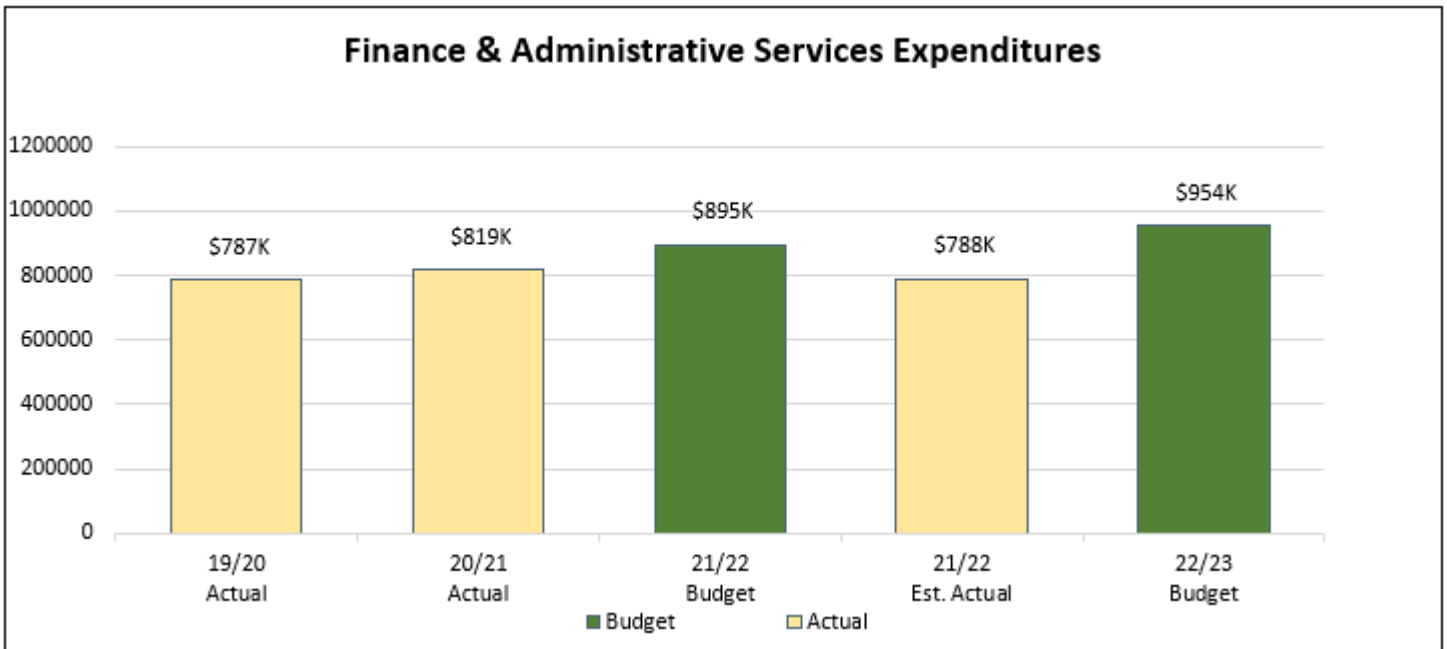
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2021-22 Accomplishment	2022-23 Objectives
Preservation of Current Quality of Life	<ul style="list-style-type: none"> Staff attended a variety of Government Financial Officers Association (GFOA) courses on updates for the GASB pronouncements. 	<ul style="list-style-type: none"> Update policies and procedures and provide cross training for succession planning.

Emergency Preparedness	<ul style="list-style-type: none"> Staff attended a variety of Government Financial Officers Association (GFOA) courses on updates for the GASB pronouncements. 	<ul style="list-style-type: none"> Update policies and procedures and provide cross training for succession planning.
Transparency	<ul style="list-style-type: none"> Staff attended a variety of Government Financial Officers Association (GFOA) courses on updates for the GASB pronouncements. 	Update policies and procedures and provide cross training for succession planning.
Risk Mitigation	<ul style="list-style-type: none"> Staff attended a variety of Government Financial Officers Association (GFOA) courses on updates for the GASB pronouncements. 	Update policies and procedures and provide cross training for succession planning.

BUDGET SUMMARY:

The Finance and Administration division is included in the General Administration. The Finance and Administration expenditures budget increased by \$165,105 or 21 percent compared to FY2021-22 Estimated Actual. The increase in personnel costs is due to the City Council approval to convert the .60 budgeted position to a full-time position. The professional services for audit services have increased the expenditures based on current agreements in place. The contract services have reduced by eliminating the temporary help for the Accounting Technician position that will be filled in fiscal year FY2022-23. Increases to bank fees has caused the budget to increase from the prior year.



FINANCE AND ADMINISTRATION (011-1400)

(CONT)

Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	13,451	-	-	-	-
Allocations In	773,386	768,410	838,447	788,493	953,597
Other Source/(Uses):					
General Fund Support	-	50,240	57,043	-	-
Total Funding Source	\$ 786,838	\$ 818,650	\$ 895,490	\$ 788,493	\$ 953,597
Department Spending					
Personnel	520,258	550,298	642,394	541,336	722,427
Professional Services	86,067	64,817	53,900	58,235	63,000
Contractual Services	122,854	87,477	85,700	94,664	72,800
Operations	57,659	74,370	65,720	94,258	95,370
Allocation Out	-	41,688	47,776	-	-
Total Expenditures	\$ 786,838	\$ 818,650	\$ 895,490	\$ 788,493	\$ 953,597
				\$ Increase/(Decrease) From Est. Actual	
				\$ 165,105	
				% Increase/(Decrease) From Est. Actual	
				21%	

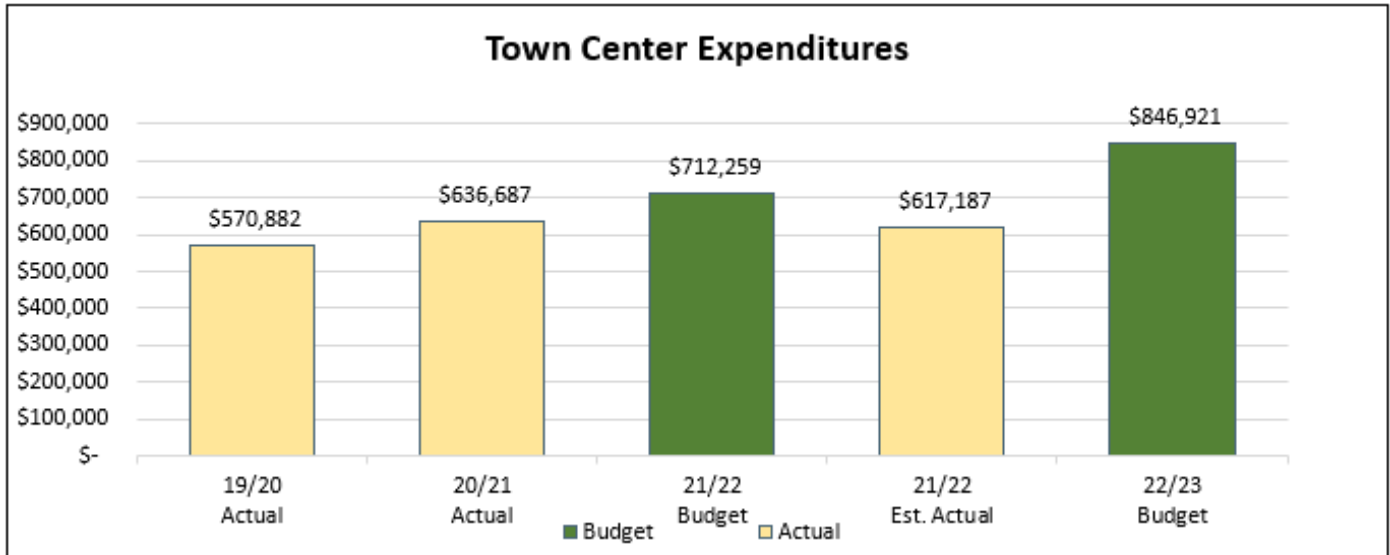


Entrance to Town Hall

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 \$229,734 an increase of 37 percent compared to FY2021-22 Estimated Actual. The increase is for engaging a new vendor for IT Services with Eaton & Associates, computer system maintenance, updating the cost of software subscriptions accounts, and phasing out the desktops to laptops with docking stations for staff has increased the budget in expenditures. Upgrading the technology is part of the 2022 City Council priorities.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	420,801	487,999	\$ 559,262	\$ 617,187	\$ 846,921
COPS Grant (021) Allocation	549	-	-	-	-
Sewer Fund (051) Allocation	14,347	-	-	-	-
General Fund Support	135,185	148,688	152,997	-	-
Total Funding Source	\$ 570,882	\$ 636,687	\$ 712,259	\$ 617,187	\$ 846,921
Department Spending					
Personnel	28,333	61,992	73,213	65,928	100,383
Professional Services	176,227	135,462	184,800	123,056	154,500
Contractual Services	74,100	115,809	96,000	69,472	237,700
Operations	161,085	186,856	221,240	228,092	223,700
Depreciation	130,638	130,638	130,638	130,638	130,638
Allocations Out	500	5,930	6,368	-	-
Total Expenditures	\$ 570,882	\$ 636,687	\$ 712,259	\$ 617,187	\$ 846,921
			\$ Increase/(Decrease) From Est. Actual	\$ 229,734	
			% Increase/(Decrease) From Est. Actual	37%	

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.



Santa Clara County Sheriff Department

PROGRAM SUMMARY:

Activity	Measurement Method	2018/19	2019/20	2020/21
1. Santa Clara County Sheriff				
a. Average response time				
• Priority 1 calls	Actual / Target	6.62/9	4.08/9	4.60/99
• Priority 2 calls	Actual / Target	12.32/14	10.40/14	10.45/14
• Priority 3 calls	Actual / Target	17.26 / 25	14.20/25	13.66/25
b. Crime related activities				
• Number of calls		89	74	52
• Category with most calls		Identity Theft, Forgery, Fraud	Residential Burglary	Residential Burglary
c. Traffic related activities				
• Number of calls		744	1159	548
• Category with most calls		Other Citations	Other Citations	Other Citation
d. Community Outreach/Education		Yes	Yes	Yes
2. Palo Alto Animal Services		355	341	361
3. Emergency Preparedness meeting – To update emergency policy, case studies, etc.		12	10	10

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.



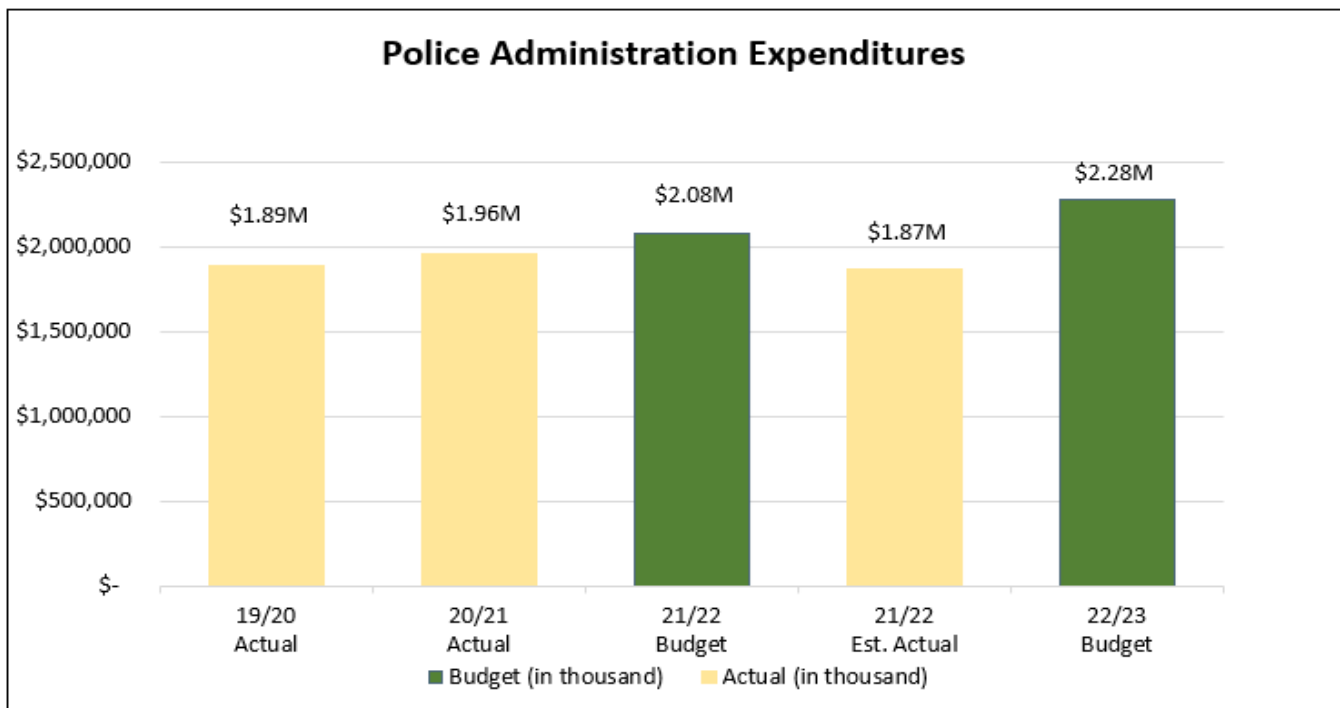
Santa Clara County Sheriff Department

DEPARTMENT GOALS AND ACCOMPLISHMENTS MATRIX

Town Goal	2021-22 Accomplishment	2022-23 Objectives
Preservation of Current Quality of Life and Risk Mitigation	<ul style="list-style-type: none"> Activated three Neighborhood Watch Groups in Town Educated the Town through a virtual crime prevention forum Utilized COPS funding from the county to provide law enforcement services 	<ul style="list-style-type: none"> Continue to provide orientations to neighborhood groups that want to be a part of the Neighborhood Watch Program Hold the first “Coffee with a Sheriff” monthly workshop event Continue to utilize COPS funding to provide supplemental law enforcement services
Emergency Preparedness	<ul style="list-style-type: none"> Patrolled the streets of Los Altos Hills throughout the pandemic 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 budget increased by 22 percent, \$412,366 from the estimated actual of FY2021-22. Amongst other things, the additional expense includes a 6% increase in cost for services from the previous year, as well as \$35,500 cost of substation for the FY2022-23.



POLICE SAFETY (011-2100)

(CONT)

Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	1,788,088	1,962,559	1,981,048	1,771,536	2,283,901
Total Funding Source	\$ 1,788,088	\$ 1,962,559	\$ 1,981,048	\$ 1,771,536	\$ 2,283,901
Department Spending					
Contractual Services	1,772,957	1,859,556	1,944,781	1,728,694	2,093,484
Allocations Out	115,131	103,003	136,267	142,842	190,417
Total Expenditures	\$ 1,888,088	\$ 1,962,559	\$ 2,081,048	\$ 1,871,536	\$ 2,283,901
	\$ Increase/(Decrease) From Est. Actual				\$ 412,366
	% Increase/(Decrease) From Est. Actual				22%

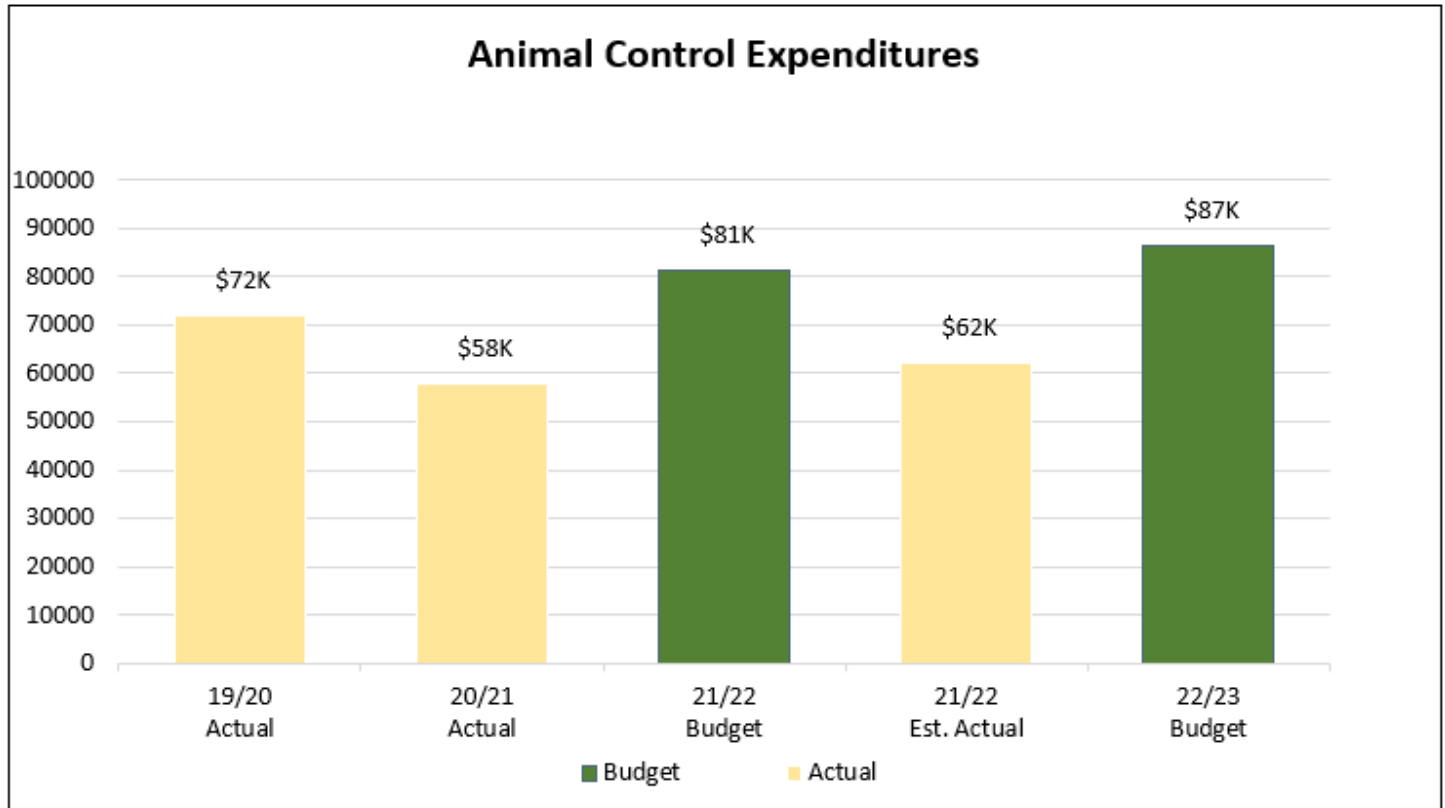


Santa Clara County Sheriff Department at 2022 Town Picnic

ANIMAL CONTROL (011-2150)

BUDGET SUMMARY:

The Animal Control is a division of Public Safety. The budget increased by 40 percent, \$24,625 from the estimated actual of FY2021-22. The increase cost includes a 5% CPI adjustment for the Animal Control contract services.



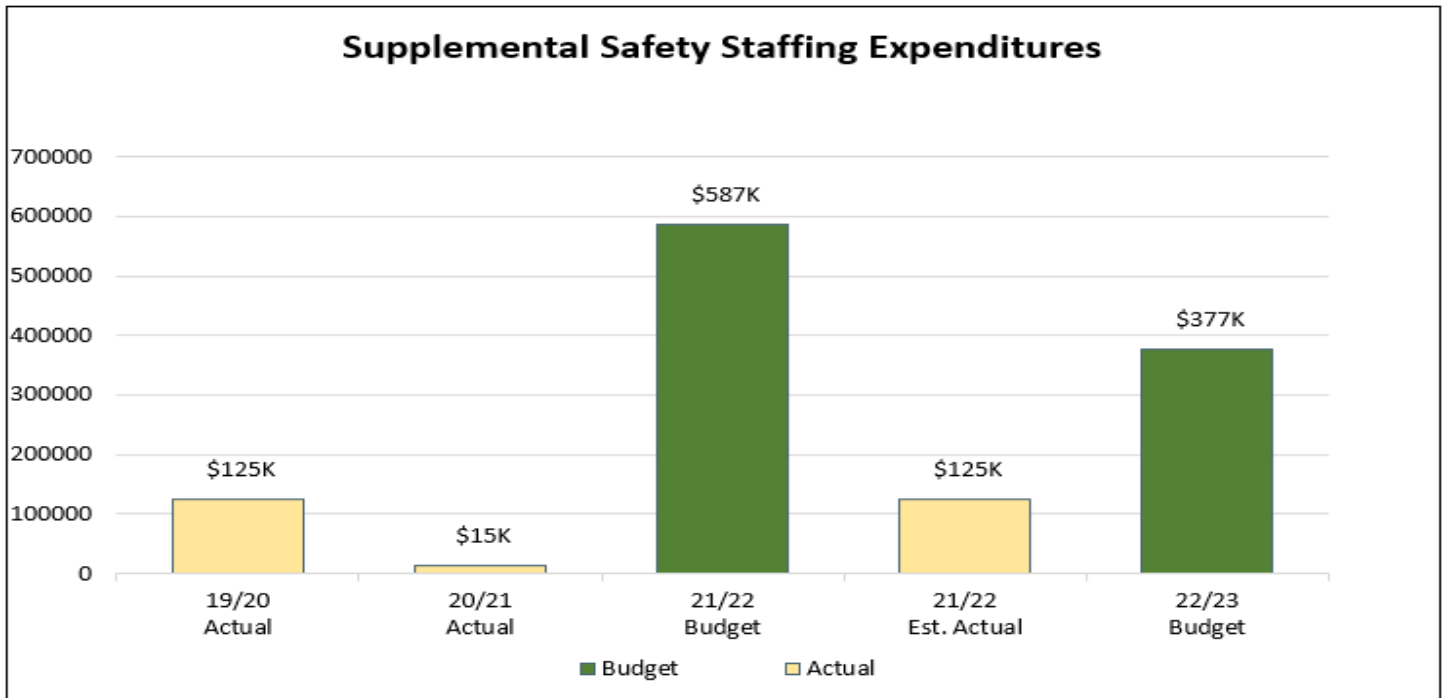
Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None					
Charges for services	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	72,002	57,905	81,429	62,321	86,946
Total Funding Source	\$ 72,002	\$ 57,905	\$ 81,429	\$ 62,321	\$ 86,946
Department Spending					
Contractual Services	\$ 66,331	\$ 51,446	\$ 72,000	\$ 54,018	\$ 76,000
Allocations Out	5,671	6,459	9,429	8,303	10,946
Total Expenditures	\$ 72,002	\$ 57,905	\$ 81,429	\$ 62,321	\$ 86,946
	\$ Increase/(Decrease) From Est. Actual			\$ 24,625	
	% Increase/(Decrease) From Est. Actual			40%	

CITIZENS PUBLIC SAFETY PROGRAM (COPS) (021-6100)

BUDGET SUMMARY:

The Citizens Public Safety Program’s estimated actual for FY 2021-22 falls short of the FY2021-22 adopted budget due to there being \$450,000 allocated for an additional full-time deputy on the Sheriff’s Office, which was ultimately not pursued by the Town in the fiscal year. However, following discussions with the Sheriff the Council has alternatively approved of \$150,000 supplemental overtime deputy work the “peak hours” of the night (5:00pm – midnight) five days a week for the entire FY2022-23.

The 2022-23 budget cycle includes the Town’s Automatic License Plate Reader (ALPR) camera system, which costs \$120,000 annually. Additionally, the Emergency Manager Consultant contact was moved from the City Manager’s Office and placed here. That contract has been budgeted at \$90,000 for FY2022-23.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Intergovernmental	\$ 100,000	\$ 14,806	\$ 100,000	\$ 100,000	\$ 100,000
Other Source/(Uses):					
General Fund Support	24,531	-	487,184	25,298	277,000
Total Funding Source	\$ 124,531	\$ 14,806	\$ 587,184	\$ 125,298	\$ 377,000
Department Spending					
Personnel	32,862	-	-	-	-
Contractual Services	26,607	8,347	570,000	115,305	366,500
Operations	6,138	5,600	16,200	9,993	10,500
Allocations Out	58,924	859	984	-	-
Total Expenditures	\$ 124,531	\$ 14,806	\$ 587,184	\$ 125,298	\$ 377,000
	\$ Increase/(Decrease) From Est. Actual			\$ 251,702	
	% Increase/(Decrease) From Est. Actual			201%	

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)
Associate Planner (1 FTE)
Assistant Planner (1FTE)
Administrative Clerk/Technician (1 FTE)
Code Enforcement Office (contract)

Building Division

Building Inspector (1 FTE)
Building Technician (1 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 amendment
- 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



View from off-road Pathway to La Paloma Road

PROGRAM SUMMARY:

ACTIVITY	Measurement Method	2019/20	2020/21	2021/22
1. Planning Applications	April thru March			
a. Applications Submitted		259	339	333
b. Applications Approved		217	289	268
2. Building Permits	April thru March			
a. Permits Issued		574	543	605
b. Permits Finaled		394	364	412
c. Total Valuation		\$45,449,930	\$48,170,417	\$88,441,457
d. Inspections Completed		2,089	2,296	2,401
e. Phone Calls Fielded		3,832	3,595	4,960
3. Code Enforcement	April thru March			
a. Cases Opened		113	107	94
b. Cases Resolved		88	94	159

ACTIVITY	2019/20	2020/21	2021/22
4. Code Updates and Special Projects			
a. Completed	<ul style="list-style-type: none"> ADU Ordinance and Permitting Policy Update Town Hall Addition SD/CUP New Wireless Communications Facilities Ordinance Reach Codes 2019 Building and Fire Code Updates Section R337 Residential Building Code Adoption Master Path Plan Update User Fee Study and Fee Schedule Update GIS Base Map and Pathway Layer Update 	<ul style="list-style-type: none"> ADU Ordinance and Permitting Policy Update La Paloma-Robleda Off-Road Path - CEQA MND Ravensbury Island Annexation Updated Appeals Process Ordinance Phase 1 Town Hall Addition - Construction Documents and Bid Phase 2 Town Hall Addition - Design and Development Plans GHG Emission Inventory Update GIS Pathway Layers and Public Portal Update 	<ul style="list-style-type: none"> ADU survey completed Adopted SB9 Urgency Ordinance New SB9 application and handout Adopted Outdoor Lighting policy update Housing Element RFP and consultant contract completed Facilitated two (2) Joint Planning Commission and City Council meetings for Housing Element Completed Phase 1 Town Hall Addition Annual Progress Report for the General Plan and Housing Element sent to HCD and OPR
b. In Progress	<ul style="list-style-type: none"> Town Hall Addition (Phases 1 and 2) Construction Documents and Contractor Bids Tree Protection Ordinance Update Ravensbury Island Annexation Outdoor Lighting Policy Short-Term Rental Licensing Process Master Path Plan Policies Update Update and Expand GIS Map Layers 	<ul style="list-style-type: none"> ADU Survey Phase 2 Town Hall Addition - Construction Documents Reestablish Wildland Urban Interface (WUI) Update Master Path Plan Policies Adopt an Outdoor Lighting Policy Update and Expand GIS Pathway Easements Layer 	<ul style="list-style-type: none"> Housing Element Update process – community workshops, sites inventory, and preparation of draft document Safety Element – coordination with the County, technical studies, and preparation of draft document Update Zoning Code (clean up text, remove antiquated sections) Review of city permitting processes and permit fees for electrification conversions

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	FTE	Planning Commission	Committees	Planning	Building	Code Enforcement	Pathways	Town Center
Planning Director	1.00	5%	5%	52%	25%	10%	3%	0%
Principal Planner	1.00	0%	1%	80%	10%	2%	7%	0%
Associate Planner	1.00	0%	1%	93%	5%	1%	0%	0%
Assistant Planner	1.00	0%	1%	93%	5%	1%	0%	0%
Building Inspector	1.00	0%	0%	0%	95%	5%	0%	0%
Building Technician	1.00	0%	0%	0%	94%	1%	0%	5%
Administrative Clerk/Technician	1.00	5%	5%	30%	15%	0%	0%	45%
Total Full-Time Equivalent (FTE)	7.00	0.10	0.13	3.48	2.49	0.20	0.10	0.5
Percent Distribution	100%	1.4%	1.9%	49.7%	35.6%	2.9%	1.4%	7.1%



Pathway behind Pinewood

DEPARTMENT GOALS AND ACCOMPLISHMENTS:

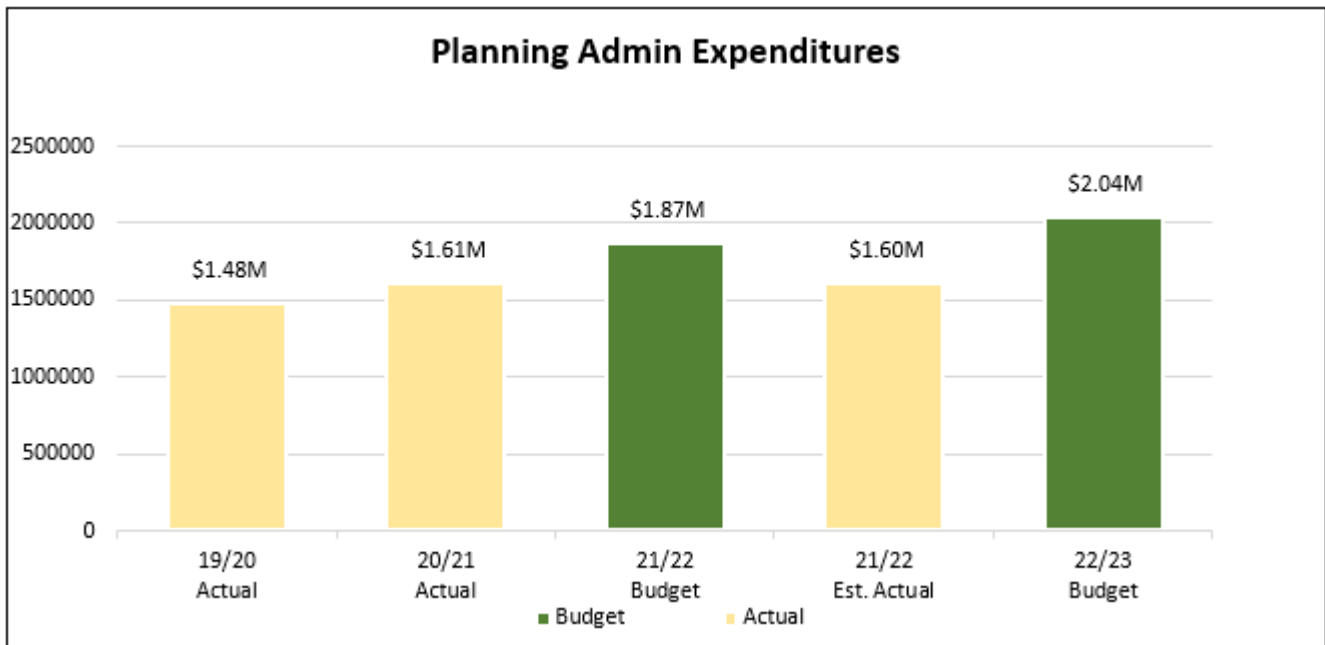
Town Goal	2021-22 Accomplishments	2022-23 Goals
<p>Maintain Quality of Life & Community Character</p>	<ul style="list-style-type: none"> • Contract with Michael Baker International for preparation of the Housing Element Update executed on October 21, 2021 • Completed ADU rent survey • Adopted amendments to the Outdoor Lighting Policy on March 3, 2022 • Completed Town Hall Addition Phase 1 construction • Adopted Town’s Climate Action Plan 	<ul style="list-style-type: none"> • Housing Element - Adoption by the City Council and certification by the Department of Housing and Community Development (HCD) • Amend the zoning code • Adopt permanent SB9 Ordinance • Create SB330 application form • Rezoning of RHNA sites and adopting development standards for multi-family housing • CEQA for Housing Element • Simplify city permitting processes and reduce permit fee for electrification conversions
<p>Promote Public Safety</p>	<ul style="list-style-type: none"> • Executed contract with Michael Baker International to initiate Safety Element • Established processes and protocol to share information with the community, manage construction activities, and maintain permitting services during COVID-19 pandemic • Code Enforcement Officer from CSG responded to code enforcement complaints and resolved long standing open cases and closed old files 	<ul style="list-style-type: none"> • Adoption of the Safety Element by the City Council • Participate in emergency preparedness planning and training opportunities • Continue to implement processes and protocol to share information with the community, manage construction activities, and maintain permitting services during COVID-19 pandemic • Continue to focus on prompt response times to code compliance matters • Continue to engage a part-time consultant (24 hrs./week) to oversee and manage code compliance issues and complaints
<p>Increase Effective Service Delivery & Governance Emergency Preparedness</p>	<ul style="list-style-type: none"> • Improved engagement with residents and neighbors on site development projects with virtual meetings and additional online resources • Created webpage for Housing Element update and SB 9 • Updated existing forms and added new handouts to the website • Maintained in-person public counter (outdoor) at Town Hall during Covid-19 Pandemic • Updated Planning website to include Fast Track/Site Development Hearing agendas, project plans, including video recordings of the meetings and conditions of approval documents • Completed update of the Town’s GIS Base Map, which included additional information about pathways and pathway easements 	<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 • Continue to maintain daily public counter hours and staff prioritization of customer service • 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 • Update Town’s GIS Base Map to include recorded maps and other easements

BUDGET SUMMARY:

Planning Department revenue and expenditures are anticipated to come in below the budgeted amounts for FY2021-22. Revenue projections for FY2021-22 were estimated conservatively due to the unknowns related to Covid-19. In addition, spending on personnel and contract services was less than anticipated. However, application activity remained strong in FY2021-22 resulting in additional revenue from development projects and less from the General Fund.

The Planning Department’s FY2022-23 revenue is projected to be similar to FY2021/22 estimated actuals based on the volume of applications received. In addition, the transition from deposits to flat fees in April 2020 has made Planning revenue more predictable.

The projected FY2022-23 budget includes an increase in contractual services from the actual FY2021-22. This includes various consultant services that help with the review of development projects, including geologists, CEQA, etc. Additionally, because of a variety of state laws pertaining to housing, including SB 9, the department has projected to use the services of the City Attorney that cannot be billed to the applicants/homeowners.



PLANNING ADMINISTRATION (011-3100)

(CONT)

Four-Year Comparison	2019-20	2020-2021	2021-22	2021-22	2022-23
	Actual	Actual	Budget	Est. Actual	Budget
Funding Source					
Department Revenue					
Charges for services	\$ 1,006,239	\$ 683,838	\$ 525,500	\$ 568,499	\$ 516,800
Other Source/(Uses):					
General Fund Support	472,668	925,884	1,340,195	1,033,910	1,526,297
Total Funding Source	\$ 1,478,907	\$ 1,609,722	\$ 1,865,695	\$ 1,602,409	\$ 2,043,097
Department Spending					
Personnel	\$ 720,640	\$ 776,195	\$ 698,272	\$ 633,225	\$ 727,432
Professional Services	30,833	46,055	31,000	9,980	2,500
Contractual Services	178,845	126,696	206,000	121,158	185,500
Operations	46,618	42,911	64,650	19,328	47,950
Allocations Out	501,971	617,865	865,773	818,718	1,079,715
Total Expenditures	\$ 1,478,907	\$ 1,609,722	\$ 1,865,695	\$ 1,602,409	\$ 2,043,097
				\$ Increase/(Decrease) From Est. Actual	\$ 440,688
				% Increase/(Decrease) From Est. Actual	28%

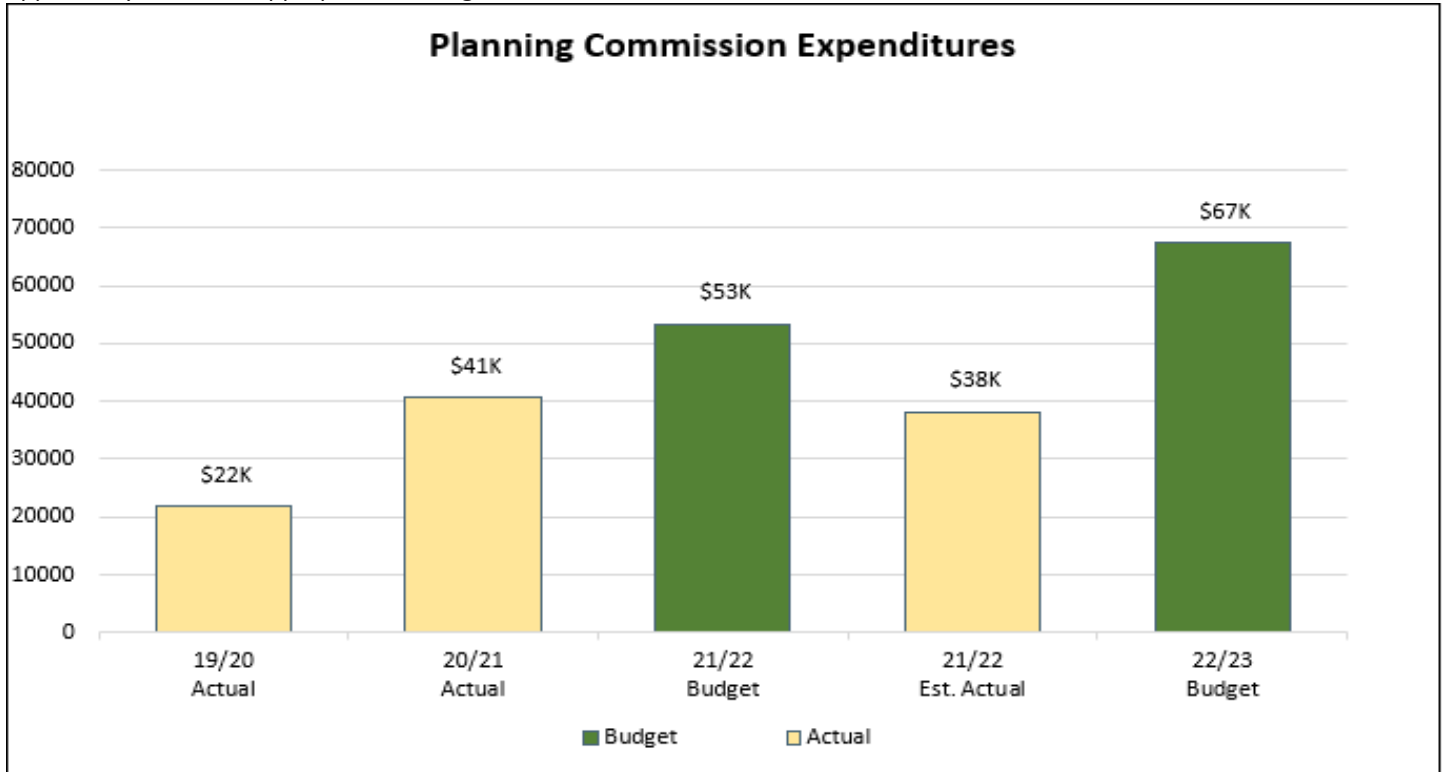
COST RECOVERY:

The Planning Department’s cost recovery target is set at 90 percent for its fee-related services (i.e. processing of zoning and site development permits). However, 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 (accessory dwelling units, SB 9, and appeals process), Housing Element administration, State legislation monitoring and special projects (Housing Element, Safety Element etc.), the Department’s overall cost recovery rate is much lower than its recovery rate for fee related services. In order to improve the tracking of Departmental revenue and more closely align revenues and expenses within the same fiscal year, in April 2020, the Department shifted from a deposit-based fee collection system and transitioned to flat fees. This transition made Planning revenue more predictable. In addition, the use of flat fees has reduced the overhead costs associated with the administration and processing of deposits.

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 minor increases year to year. Due to the transition from in-person to virtual meetings during the Covid-19 Pandemic, along with other related changes and lower expenses related to commissioner training, the Commission's expenditures for this past Fiscal Year are anticipated to be significantly below projections. However, in anticipation of a return to more regular operations and in-person meetings for this upcoming year, budget projections are aligned with pre-pandemic assumptions, including the training budget to ensure that the commissioners have an opportunity to receive appropriate training and education.



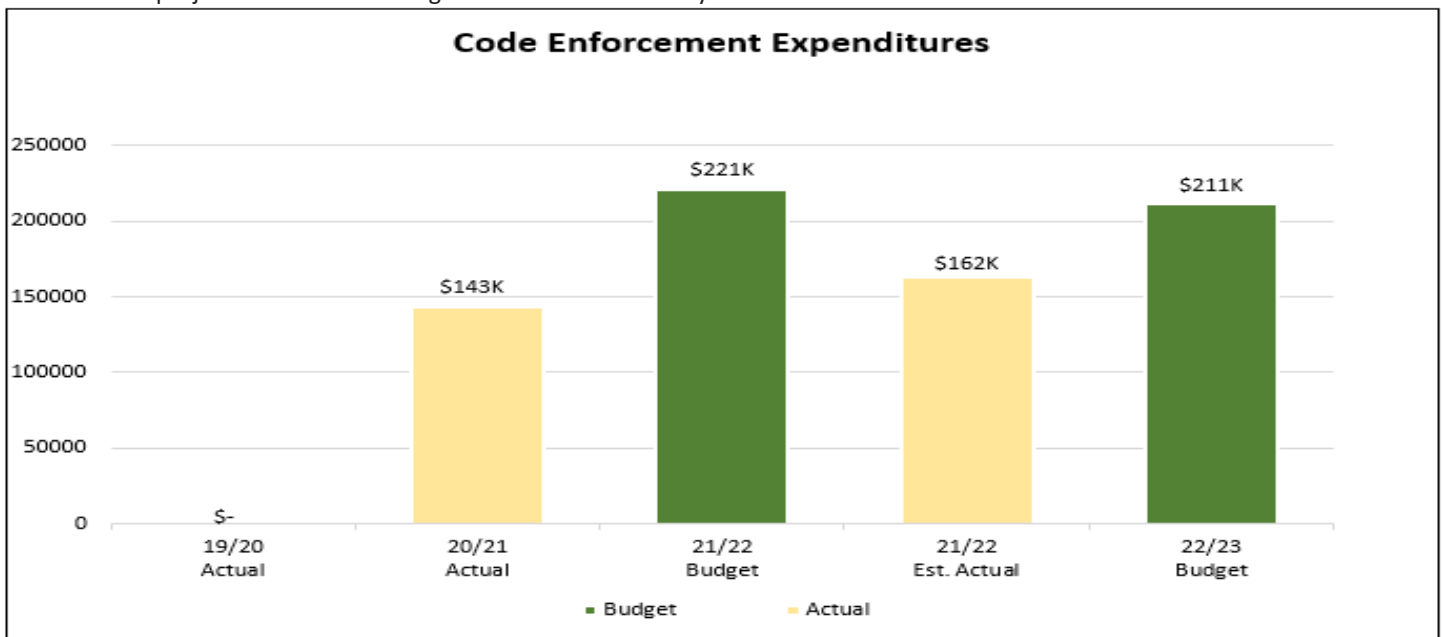
Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	21,853	40,630	53,358	38,200	67,335
Total Funding Source	\$ 21,853	\$ 40,630	\$ 53,358	\$ 38,200	\$ 67,335
Department Spending					
Personnel	11,862	32,511	30,908	25,947	43,514
Operations	7,515	1,851	13,300	4,196	13,200
Allocations Out	2,476	6,268	9,150	8,057	10,622
Total Expenditures	\$ 21,853	\$ 40,630	\$ 53,358	\$ 38,200	\$ 67,335
\$ Increase/(Decrease) From Est. Actual					\$ 29,136
% Increase/(Decrease) From Est. Actual					76%

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 an average of 24 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 occasional revenue generated through fines and penalties, the overarching goal of Code Enforcement is to ensure that the quality of life is maintained through adherence to 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 to track code enforcement related expenditures was established in FY2020-21.

Code Enforcement expenditures were lower than expected in FY2021-22. However, code enforcement activity is anticipated to increase as more post-Pandemic activities resume, so maintaining a 24 hours of weekly code enforcement officer would be essential. The projected FY2022-23 budget is based on the hourly rate of the contract code enforcement officer's time.



Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	-	142,815	221,146	162,416	211,023
Total Funding Source	\$ -	\$ 142,815	\$ 221,146	\$ 162,416	\$ 211,023
Department Spending					
Personnel	\$ -	\$ 41,818	\$ 54,355	\$ 38,058	\$ 36,582
Contractual Services	-	82,692	140,000	99,367	141,500
Operations	-	12	300	83	150
Allocations Out	-	18,293	26,491	24,909	32,791
Total Expenditures	\$ -	\$ 142,815	\$ 221,146	\$ 162,416	\$ 211,023
\$ Increase/(Decrease) From Est. Actual					\$ 48,607
% Increase/(Decrease) From Est. Actual					30%

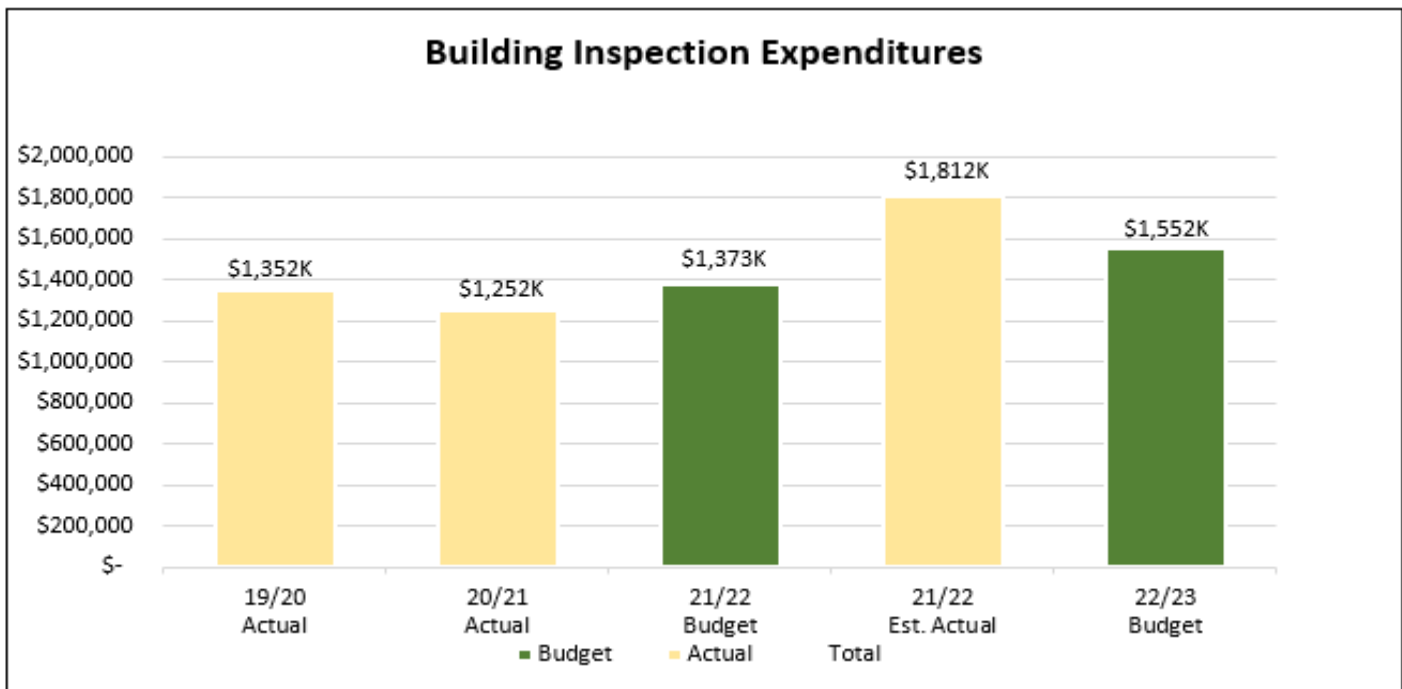
BUILDING OPERATIONS (011-3200)

BUDGET SUMMARY:

Building Department expenditures are coming in higher than projected due to very strong permit and construction activity, and departmental expenses are coming in as anticipated. The Department uses a consultant for plan review services, resulting in a significant increase in the cost for contractual services due to the strong permit volume. In addition, due to unavailability of the Senior Building Inspector position, the department had to use consultant services for all building inspections.

Revenue projections for FY2021-22 were estimated conservatively due to the unknowns related to the Covid-19. However, permits activity exceeded the permit activity from the previous two years. The department is anticipating that the volume of building permits in FY2022-23 will be the same or slightly higher than FY2021-22.

The projected FY2022-23 budget is slightly lower (-14%) than the estimated actual FY2021-22. In FY2021-22, the department extensively used consultant services for plan reviews and building inspections services. The department is projecting that in FY2022-23 the use of consultant services might be slightly less than FY2021-22 with the hiring of the building inspector.



BUILDING OPERATIONS (011-3200)

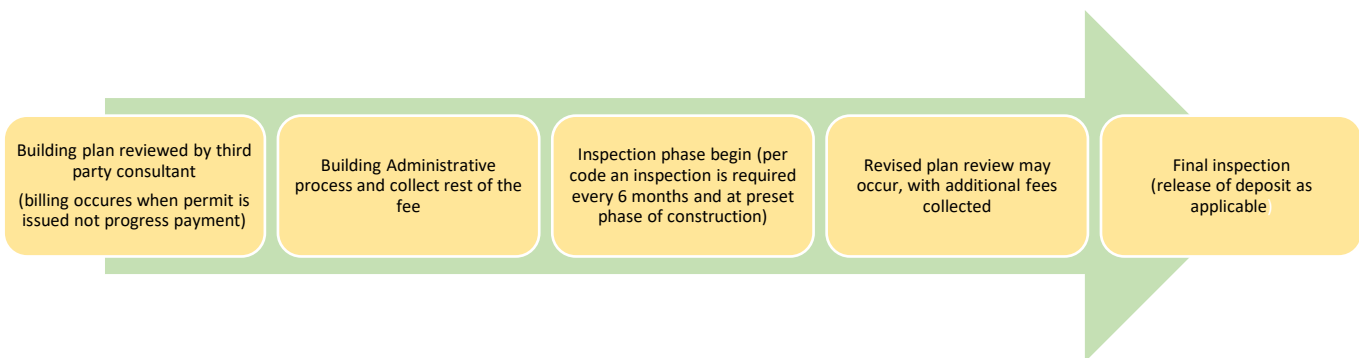
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Four-Year Comparison	2019-20 Actual	2020-2021 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None					
License and permits	\$ 1,016,720	\$ 1,252,447	\$ 1,373,320	\$ 1,811,526	\$ 1,552,244
Other Source/(Uses):					
General Fund Support	334,963	-	-	-	-
Total Funding Source	\$ 1,351,683	\$ 1,252,447	\$ 1,373,320	\$ 1,811,526	\$ 1,552,244
Department Spending					
Personnel	420,839	419,709	457,258	421,792	431,757
Professional Services	-	720	5,000	185	5,000
Contractual Services	192,432	462,632	425,000	936,802	510,000
Operations	43,071	40,336	26,450	16,154	30,800
Allocations Out	695,342	329,050	459,612	436,593	574,687
Total Expenditures	\$ 1,351,683	\$ 1,252,447	\$ 1,373,320	\$ 1,811,526	\$ 1,552,244
				\$ Increase/(Decrease) From Est. Actual	\$ (259,282)
				% Increase/(Decrease) From Est. Actual	-14%

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. To ensure that fees assessed do not exceed 100 percent cost recovery, the permit fees were adjusted to achieve a cost recovery of 90-95 percent. This assumption was used when the fee schedule was updated in April 2020.

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 being fully spent until later fiscal years. This is because a new single-family residence 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 City Manager's direction, the department comprises two full-time employees, Sr. Community Services Supervisor and Recreation Specialist. Department staff oversees part-time seasonal staff throughout the year, community events, recreation programs, community outreach, independent contractors, Purissima Park, janitorial services for Town facilities, and works closely with Westwind Community 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	2019/20	2020/21	2021/22
1. Recreation program				
a. Fee Based Classes/Camps	April - March	110	(64)25	53
b. Fee-Based Participants	April - March	430	197	346
c. Free Programs	April - March	81	(65)8	56
d. Total Programs	April - March	191	(129)33	109
2. Events		(20)12	11	17
a. Shred Event	# Households	54/11=165	110/154=264	85/128=213
b. Guess the Pumpkins Weights	# Attendees		104 entries	98 Entries
d. Virtual Holiday Barn Lighting	#Attendees		916 views	
e. COVID Testing Appointments at Town Hall	# Attendees		4,000+	1441**
3. Notarial Acts	FY	115	173	207
a. Appointment		48	82	100
4. Field Rental (excludes Little League)	FY			
# of Bookings		20	208	98

RECREATION ADMINISTRATION (011-1000)

ACTIVITY	Measurement Method	2019/20	2020/21	2021/22
Total Hours Rented		112	784	395.5
Revenue		\$5,600	\$25,135	\$15,680
4. Westwind Barn Operations	FY			
a. Summer Camp Registrations		136	96*	139
b. Town's Summer Camp Revenue		\$16,717	\$11,400	\$17,600

(scheduled but not held due to COVID-19)

*Limited by Health Restrictions

**Limited due to Phase 1 Council Chambers construction

DEPARTMENT STAFFING:

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

Position	FTE	Committees	Parks & Recreation	Westwind Barn
Senior Community Services Supervisor	1.00	35%	40%	25%
Recreation Specialist	1.00	15%	85%	0%
Seasonal Part-time Assistant	0.05	0%	5%	0%
Total Full-Time Equivalent (FTE)	2.05	0.50	1.30	25%
Percent Distribution	100%	24%	63%	12%

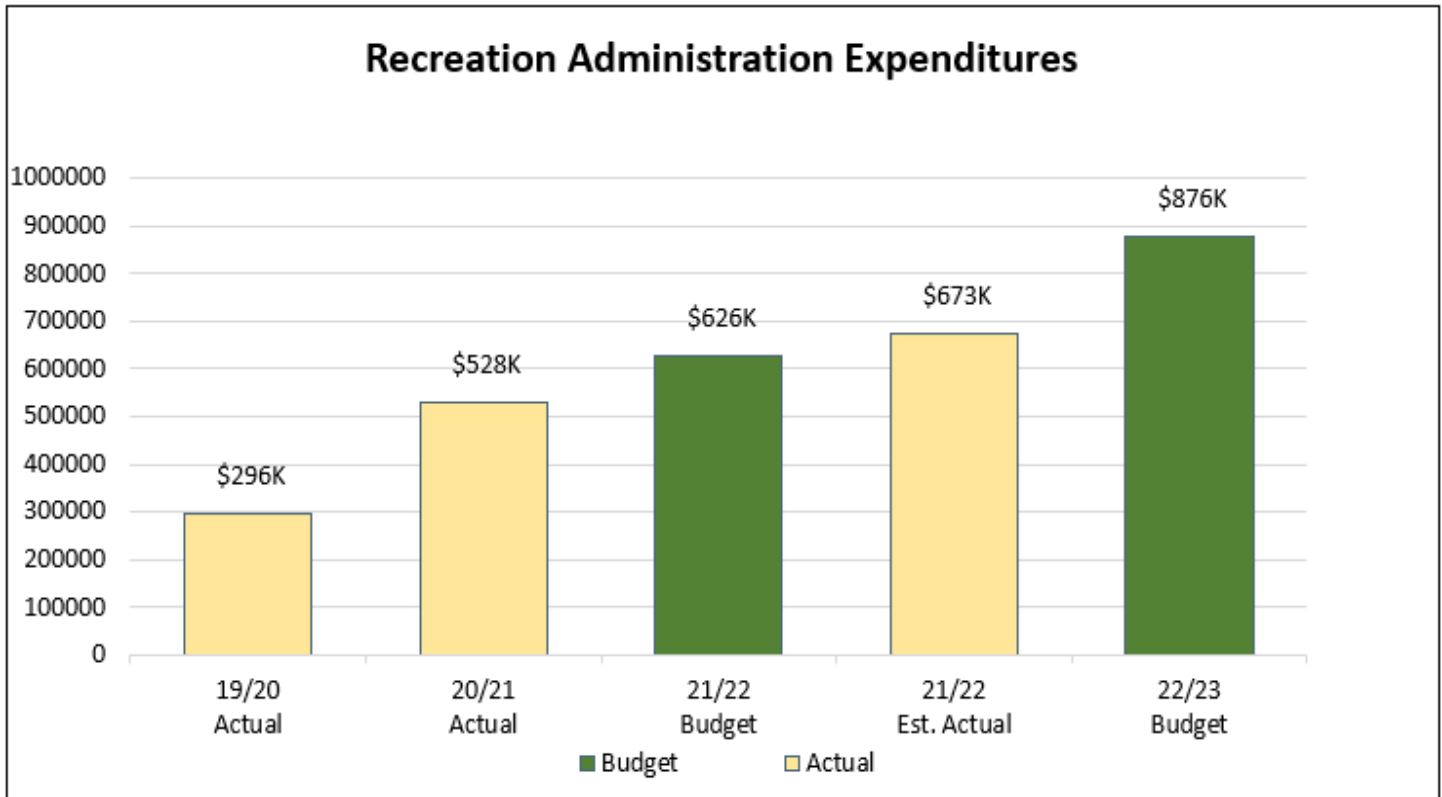
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2021-22 Accomplishments	2022-23 Goals
Preservation of Current Quality of Life	<ul style="list-style-type: none"> Provided community events and activities throughout the year for all ages Continue to pivot from virtual/in-person for the changing community needs with COVID-19 Provided the following in-person community events: Drive Thru Shred Events, modified Pathways Run/Walk self-challenge, Car Show, Adult Softball Game, Hoedown, Increase usage of Open Spaces, Pathways and Parks, and Field Rentals 	<ul style="list-style-type: none"> Deliver monthly community events/activities while adhering to current guidance Enrich the lives of residents Promote positive customer service Complete Prop 68: Purissima Park Snack Shack Improvement Project, which will result in an ADA compliant community space Conduct Town Surveys for a Facilities Needs Assessment
Emergency Preparedness	<ul style="list-style-type: none"> Continue to use Nixle and social media to disseminate information Strengthened number of Community outreach during COVID-19 through posting more frequently, updating website 	<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 monthly SCC Directors meetings, statewide roundtables, D4 contracts, OARS, webinars regarding COVID-19, guidance, and trends 	<ul style="list-style-type: none"> Continue to follow, encourage, and promote COVID guidance Continue Playground and Outdoor Fitness Equipment annual inspections. Ensuring all contractors have the Town added as additional insured and contracts updated

Town Goal	2021-22 Accomplishments	2022-23 Goals
Transparency	<ul style="list-style-type: none"> Made updates to the website, social media, print material, and email marketing materials. Answered community questions and concerns. Utilized Recreation software: CivicRec 	<ul style="list-style-type: none"> Assist and promote with updating the City Manager Weekly Report. Work with community to answer questions and/or concerns Posting Town Survey Results
Council Identified Priorities	<ul style="list-style-type: none"> Fire Safety Plan/Emergency Preparedness: Provided consistent messaging and public education for residents regarding safety mitigation measures. Committees/Volunteers to strengthen effectiveness and leveraged the use of volunteers. Parks needs assessment: addressed through the budget process. 	<ul style="list-style-type: none"> Encouraged community engagement through Committees/Commissions, programs, activities, and events. Complete Town Surveys to understand resident priorities Improve Contract Management: Review and renew Victoria Dye Equestrian Agreement Continue Emergency Prep: update training Consider Improvements to Town Facilities: improve services to community

BUDGET SUMMARY:

The Recreation Administration estimated actual for FY2021-22 increased by roughly \$47,000 of the adopted FY2021-22 budget majority due to the Q1 and Q2 Step Down Allocation and instruction and training that staff could attend but didn't anticipate this expense due to the pandemic. The Recreation Administration Division has increased its budget for FY2022-23 by 30% or \$203,689 compared to FY2021-22 Estimated Actual. This is mainly due to the increase from the town center and step down allocations. This budget also includes training and instruction not present in the FY2021-22 budget. The Recreation Administration expenditures include all staff time for City Council priorities like community events, Town Community Surveys, improving communication with staff, council, and communication while increasing transparency, and continued emergency prep.



RECREATION ADMINISTRATION (011-1000)

(CONT)

Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	296,324	527,984	625,668	672,706	876,395
Total Funding Source	\$ 296,324	\$ 527,984	\$ 625,668	\$ 672,706	\$ 876,395
Department Spending					
Personnel	165,583	152,585	165,011	161,371	183,014
Operations	32,132	28,198	25,180	24,498	37,850
Allocations Out	98,609	347,201	435,477	486,837	655,532
Total Expenditures	\$ 296,324	\$ 527,984	\$ 625,668	\$ 672,706	\$ 876,395
				\$ Increase/(Decrease) From Est. Actual	
					\$ 203,689
				% Increase/(Decrease) From Est. Actual	
					30%

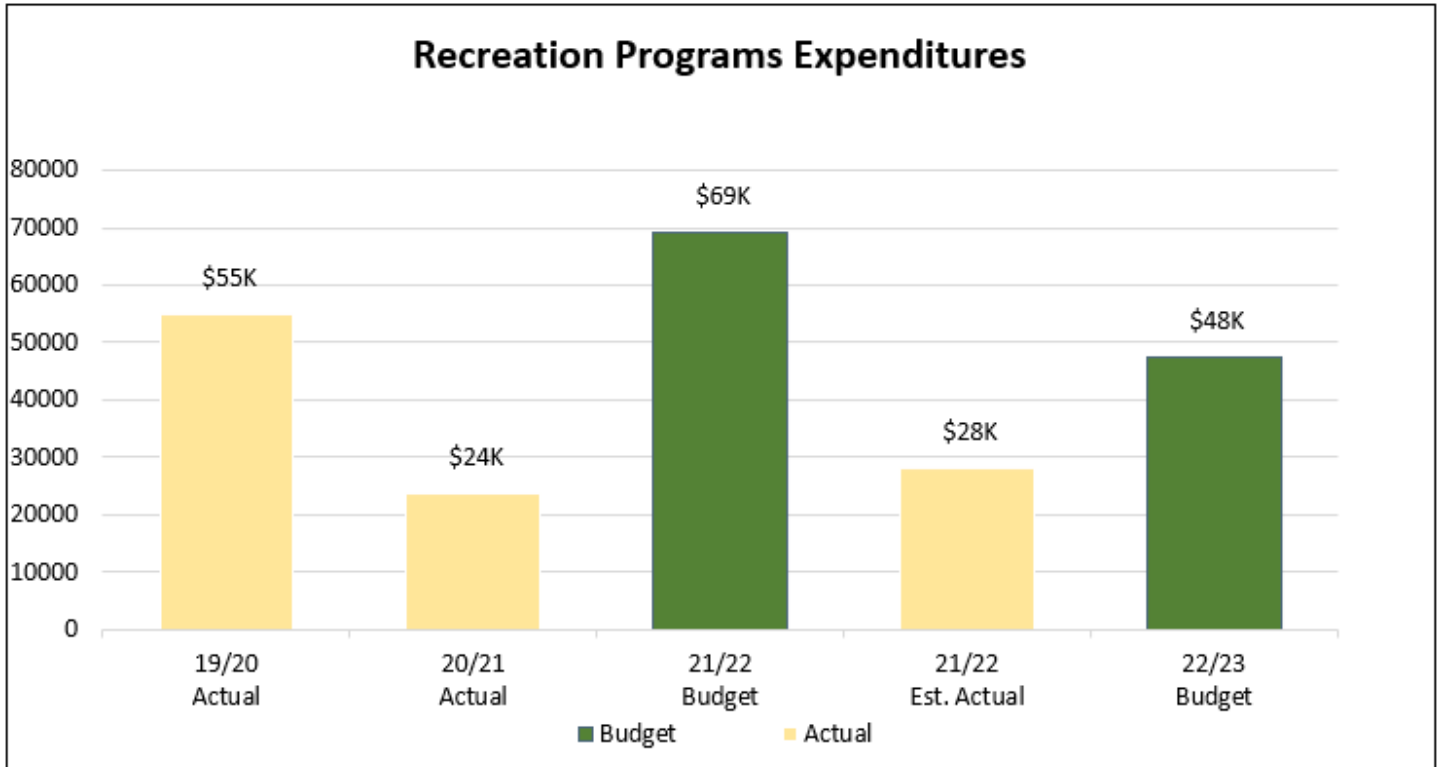


Tot Lot at Purissima Park

RECREATION PROGRAMS (011-4110)

BUDGET SUMMARY:

The Recreation Program estimated actual for FY2021-22 falls roughly \$41,000 short of the adopted FY2021-22 budget due to many programs still being impacted by the COVID-19 Pandemic, Phase 1 Construction of the Council Chambers, and a focus to include more non-fee based programming with existing partnerships. With the Council Chamber Phase 1 construction completed and COVID guidelines loosened, staff anticipates more vendor payments for courses resulting in an increase in expenditures of \$19,921 from the estimated actuals in FY2021-22 to FY2022-23. Below expenses are the independent contractor split of the fee-based class.

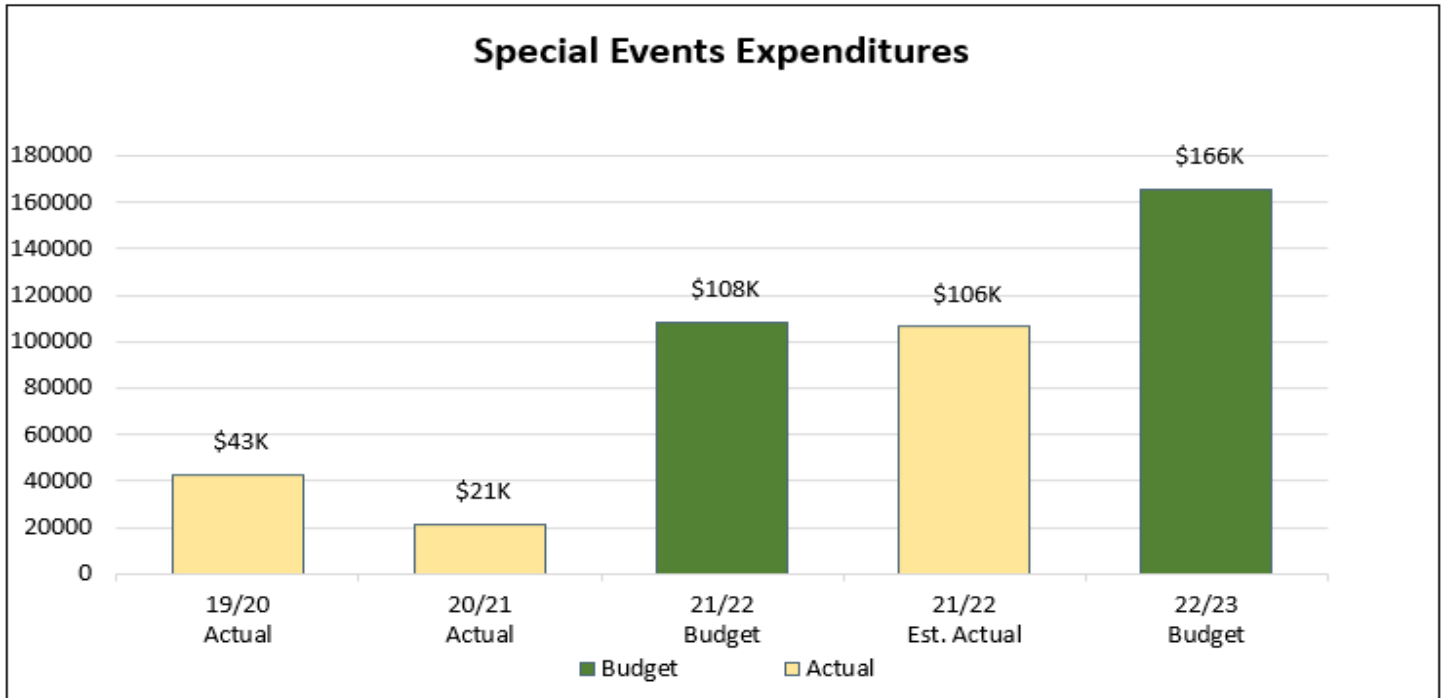


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue					
Charges for services	\$ 17,844	\$ 9,874	\$ 26,400	\$ 8,639	\$ 8,000
Other Source/(Uses):					
General Fund Support	37,064	13,974	42,780	19,510	40,070
Total Funding Source	\$ 54,908	\$ 23,848	\$ 69,180	\$ 28,149	\$ 48,070
Department Spending					
Contractual Services	40,530	7,285	45,000	6,747	20,000
Operations	-	-	-	109	-
Allocations Out	14,378	16,563	24,180	21,293	28,070
Total Expenditures	\$ 54,908	\$ 23,848	\$ 69,180	\$ 28,149	\$ 48,070
				\$ Increase/(Decrease) From Est. Actual	\$ 19,921
				% Increase/(Decrease) From Est. Actual	71%

SPECIAL EVENTS (011-4120)

BUDGET SUMMARY:

Due to COVID-19, community events continued to be modified in FY2021-22 budget to actuals were close as many of the community events were able to occur throughout the year. Community Events were identified as a City Council priority in 2022 to increase the social capital of the Town. An increase of \$59,865 from the FY2021-22 estimated actuals to FY2022-23 budget results from the return of in-person events to the pre-COVID levels. The rise in budget results from the increasing charges for services/vendor costs, and additional events. The budget is inclusive of the following community events: 4th of July Parade, Adult Softball Game, Movie Night, Hoedown, Touch a Truck, Trick or Treating at Town Hall, Guess the Pumpkin's Weight, TEDx, Barn Lighting, Music Concert, Teen Movie Night, Hoppin' Hounds, Leadership Conference, two Shred Events, Earth Day Celebration, Pathways Run/Walk, and the Town Picnic.

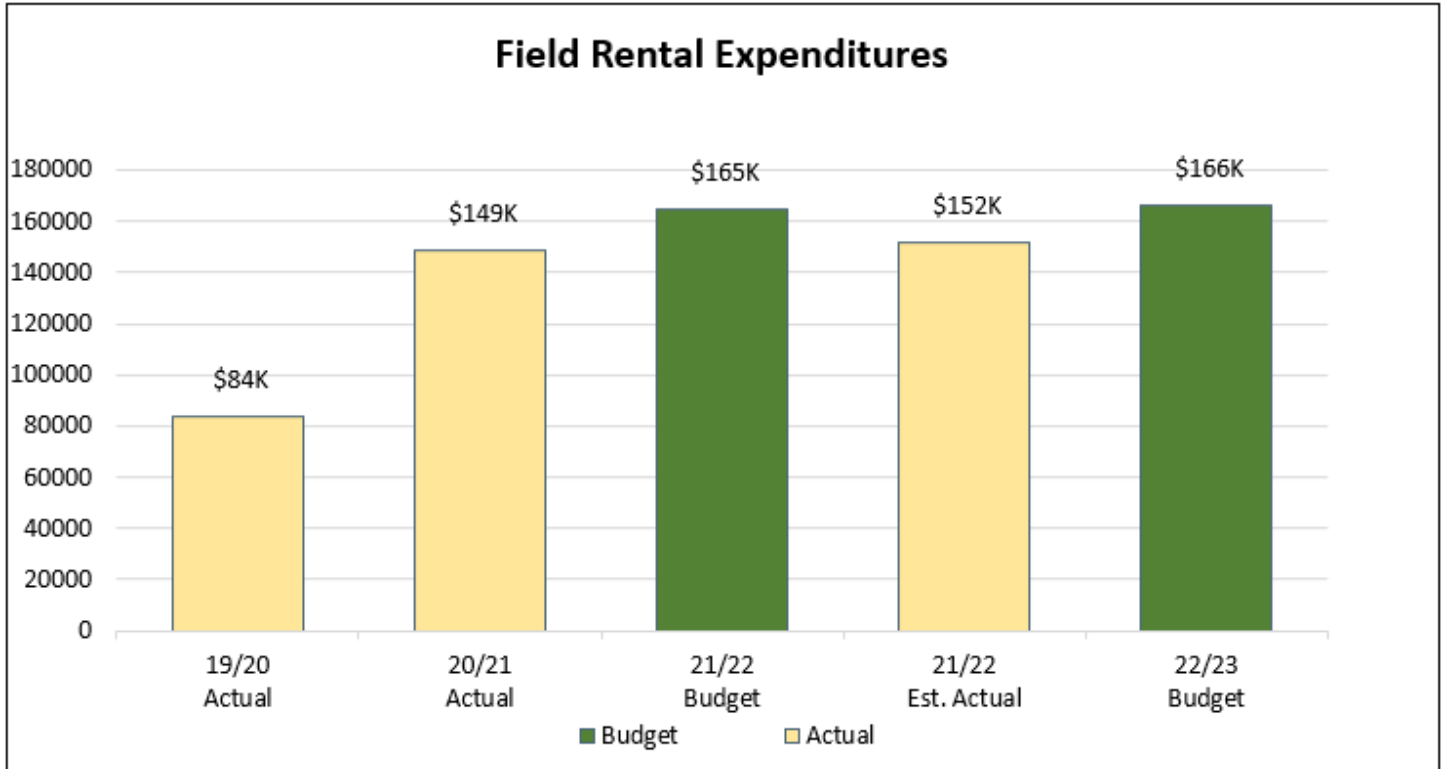


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue					
Charges for services	\$ 1,922	\$ 1,870	\$ 22,000	\$ 15,580	\$ 10,000
Other Source/(Uses):					
General Fund Support	40,743	19,080	86,242	90,776	156,221
Total Funding Source	\$ 42,664	\$ 20,950	\$ 108,242	\$ 106,356	\$ 166,221
Department Spending					
Personnel	-	-	-	-	16,232
Operations	20,734	9,893	92,100	92,141	131,250
Allocations Out	21,930	11,057	16,142	14,214	18,739
Total Expenditures	\$ 42,664	\$ 20,950	\$ 108,242	\$ 106,356	\$ 166,221
				\$ Increase/(Decrease) From Est. Actual	\$ 59,865
				% Increase/(Decrease) From Est. Actual	56%

PARKS (RENAMED FROM FIELD RENTALS) (011-5100)

BUDGET SUMMARY:

The estimated actual for FY2021-22 falls roughly \$14,507 short of the adopted FY2021-22 budget due to housing keeping, pest control and allocation reductions. FY2022-23 staff is anticipating an increase from the FY2021-22 actuals due to an increase in water costs, tree maintenance, and signage projects for Byrne Preserve and Purissima Park. This account reflects Purissima Park and Edith Park expenses.

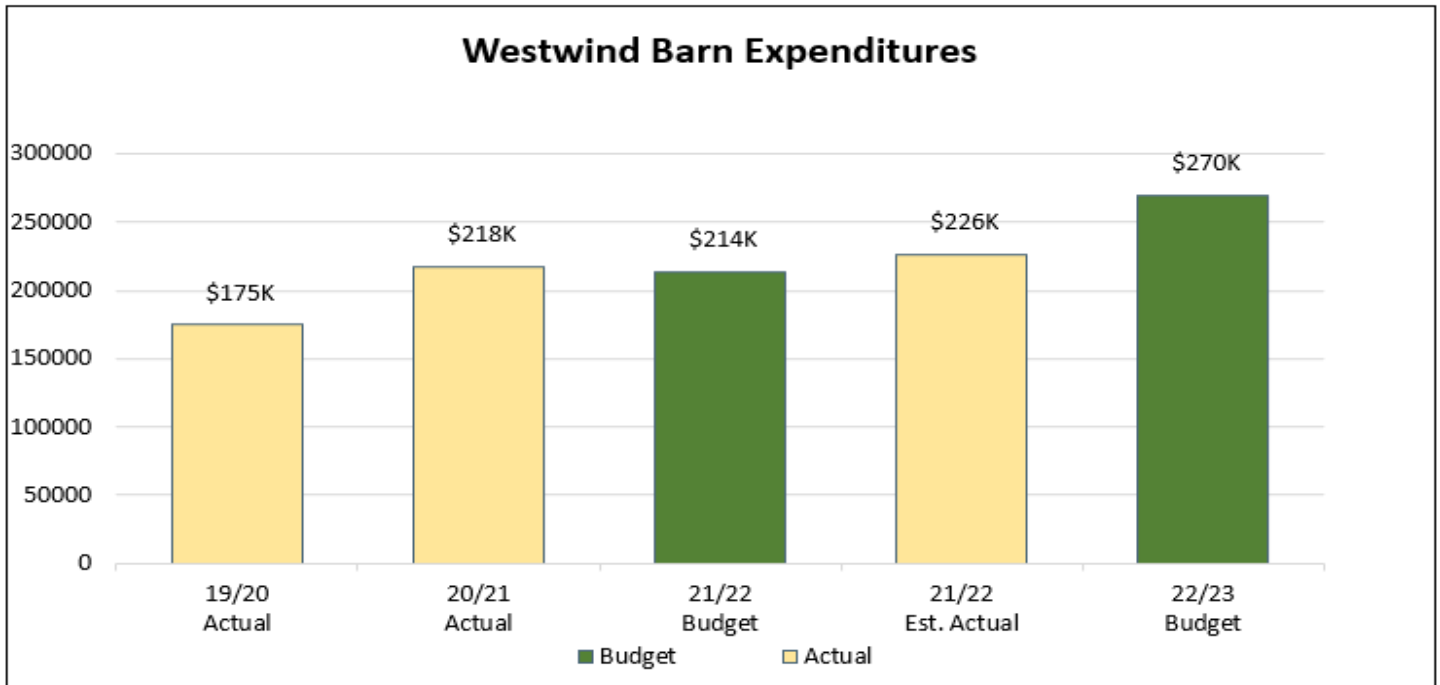


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue					
Charges for Services	\$ 44,945	\$ 68,893	\$ 42,400	\$ 9,910	\$ 10,000
Other Source/(Uses):					
General Fund Support	38,671	80,109	112,195	142,006	156,424
Total Funding Source	\$ 83,616	\$ 149,002	\$ 154,595	\$ 151,916	\$ 166,424
Department Spending					
Personnel	9,186	55,916	79,314	67,813	75,118
Contractual Services	13,028	26,144	30,000	20,664	26,000
Operations	45,973	58,324	42,700	45,048	50,700
Allocations Out	15,429	8,618	12,581	18,391	14,605
Total Expenditures	\$ 83,616	\$ 149,002	\$ 164,595	\$ 151,916	\$ 166,424
	\$ Increase/(Decrease) From Est. Actual				\$ 14,507
	% Increase/(Decrease) From Est. Actual				10%

WESTWIND COMMUNITY BARN (011-5300)

BUDGET SUMMARY:

Westwind Community Barn is a 15-acre property owned by the Town of Los Altos Hills and managed by Concessionaire Victoria Dye Equestrian (VDE). VDE operates the boarding facility and provides instruction. The funding source is 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 Camp gross revenue the Town collects and includes VDE concessionaire services approved by the City Council in April 2020 and will be up for renewal in April 2023. The FY2021-22 budget fell short of \$12,347 to the projected actuals due to arena maintenance and footing costs and increased water costs. Staff anticipates a \$43,586 growth from FY2021-22 estimated actuals to the FY2022-23 budget due to VDE increasing class sizes and recommissioning the solar system, water, and landscaping costs.



Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue					
Charges for services	\$ 160,142	\$ 210,000	\$ 149,300	\$ 202,521	\$ 200,000
Donation	-	-	-	500	-
Other Source/(Uses):					
General Fund Support	14,543	7,782	64,666	23,292	69,899
Total Funding Source	\$ 174,685	\$ 217,782	\$ 213,966	\$ 226,313	\$ 269,899
Department Spending					
Personnel	21,522	46,715	49,409	48,763	53,018
Professional Services	3,500	131,063	3,500	3,500	3,500
Contractual Services	111,681	3,500	125,200	124,609	157,500
Operations	10,365	21,087	13,720	29,402	29,500
Allocations Out	27,618	15,417	22,137	20,040	26,381
Total Expenditures	\$ 174,685	\$ 217,782	\$ 213,966	\$ 226,313	\$ 269,899
	\$ Increase/(Decrease) From Est. Actual			\$ 43,586	
	% Increase/(Decrease) From Est. Actual			19%	

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, review and response of resident issues, management of the Town’s capital improvement projects, and oversight and maintenance of the Town’s infrastructure and assets.

PROGRAM SUMMARY:

GOALS/OBJECTIVES	Measurement Method	2019/20	2020/21	2021/22
1. Capital project management				
a. In progress				
• Design phase		6	7	19
• Construction phase		2	2	5
b. Completed		4	3	3
2. Public right-of-way maintenance				
a. Pathways	Linear miles (LM)	65	65	65
b. Annual tree survey	# of trees inspected	418	338	111
• Sudden Oak Death spraying in Byrne Preserve	# of trees	238	238	238
c. Streets	LM / PCI	61/80	62/80	62/80
d. Sewer	LM	34	34	34
3. Permit review	Total #	111	178	50
a. Sewer	LM	16	45	45
4. Los Altos Hills Connect APP	# of service requests (April to March)	115	147	281



Westwind Community Barn

DEPARTMENT STAFFING:

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

Position	FTE	Committee	Planning	Building	Engineering	Parks & Recreation	Drainage	Street	Pathway	Sewer	Town Center	Corp Yard	Fleets
Public Works Director/City Engineer	1.00	10%	10%	5%	20%	0%	0%	10%	20%	25%	0%	0%	0%
Utilities Manager	1.00	5%	10%	5%	15%	0%	10%	10%	10%	25%	0%	10%	0%
Assistant Engineer (1)	1.00	0%	0%	0%	25%	0%	10%	15%	50%	0%	0%	0%	0%
Assistant Engineer (2)	1.00	0%	0%	0%	40%	0%	0%	0%	0%	60%	0%	0%	0%
Associate Engineer	1.00	0%	30%	15%	20%	0%	10%	10%	15%	0%	0%	0%	0%
Maintenance Superintendent	1.00	0%	0%	0%	0%	10%	10%	20%	20%	10%	10%	10%	10%
Maintenance Worker III (1)	1.00	0%	0%	0%	0%	10%	15%	15%	30%	10%	5%	5%	10%
Maintenance Worker III (2)	1.00	0%	0%	0%	0%	10%	15%	20%	30%	10%	5%	5%	5%
Maintenance Worker II	1.00	0%	0%	0%	0%	25%	15%	20%	15%	10%	5%	5%	5%
Maintenance Worker I	1.00	0%	0%	0%	0%	10%	15%	20%	30%	10%	5%	5%	5%
Total Full-Time Equivalent (FTE)	10.00	0.15	0.50	0.25	1.20	0.65	1.00	1.40	2.20	1.60	0.30	0.40	0.35
Percent Distribution	100%	1.5%	5%	3%	12%	6.5%	10%	14%	22%	16%	3%	4%	3.5%

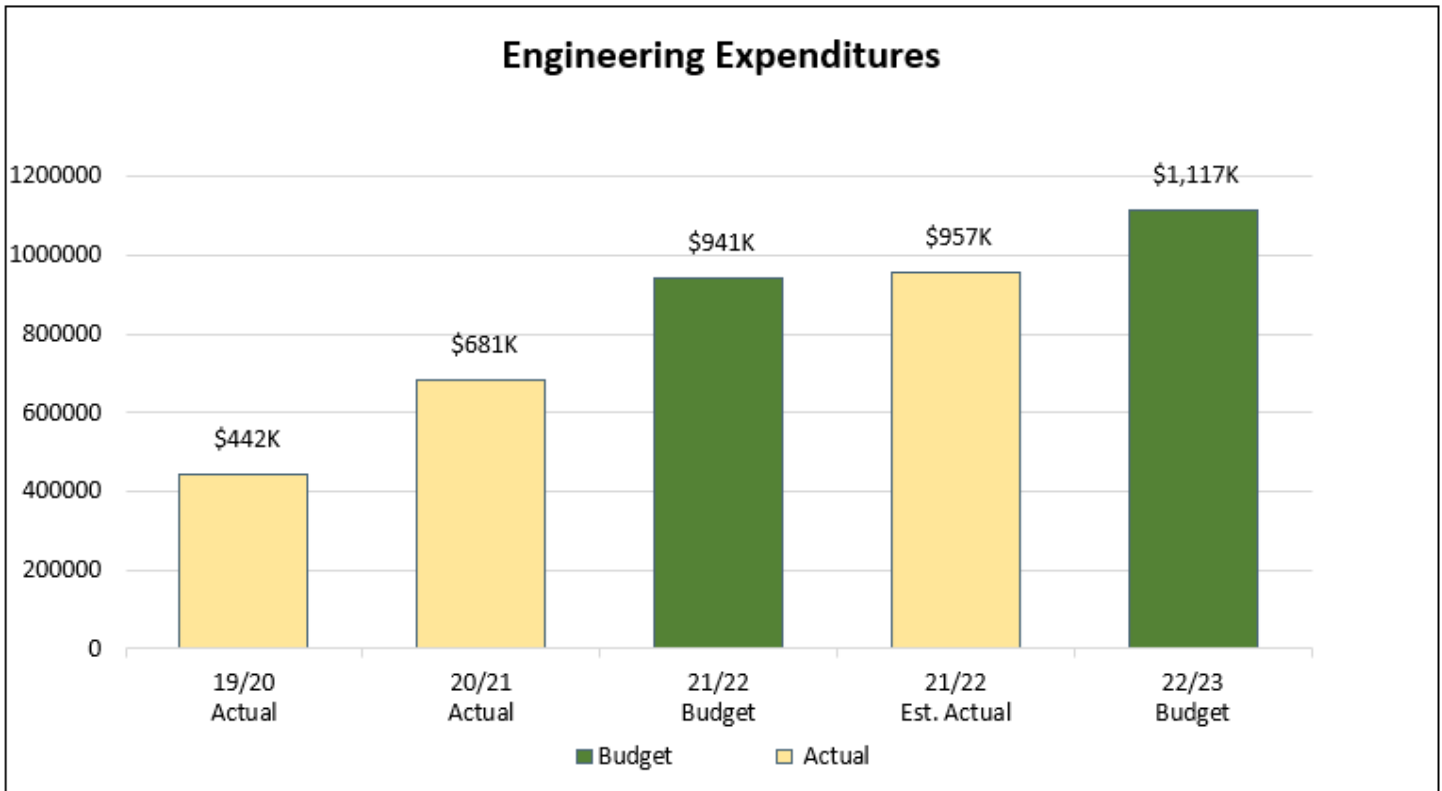
DEPARTMENT GOALS AND ACCOMPLISHMENTS:

Town Goal	2020-2022 Accomplishments	2021-22 Goals
Maintain Quality of Live and Community Character	<ul style="list-style-type: none"> Completed the 2021 Pavement Rehabilitation and Drainage Improvement Project Completed surveys for Summerhill Pathway, Byrne Park Plunge, and Edgerton Road Pathway Completed Town-wide herbicide spray for roadside pathways and native path to fight the Stinkwort growth Completed environmental review for La Paloma/Robleda Pathway Completed design for Altamont Plunge Pathway Opened the existing unofficial pathway from East to West Sunset to the public, added signage, and performed pathway maintenance where needed Completed repairs and added pathway delineation for the Fran Stevenson pathway on Lupine Rd Continued to work with Pathway Committee to identify and develop new pathway projects Improved pathway delineation and signage for the Saddle Court pathway 	<ul style="list-style-type: none"> Complete the 2022 Pavement Rehabilitation and Drainage Improvement Project Secure all permits and start construction for Page Mill/Matadero Creek erosion project Complete design and construction for Summerhill Pathway Phase 2 project Complete construction for Fremont Redwood Grove Complete construction of Altamont Plunge Pathway Complete design and construction of 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 paths to fight the Stinkwort growth Construct and rehabilitate pathways throughout the fiscal year as approved by the City Council Establish a new three-year contract for Open Space Stewardship and Education.
Promote Public Safety	<ul style="list-style-type: none"> Retained consultant to design El Monte Fire Station Undergrounding project and prepare Town-wide utility undergrounding feasibility study Completed construction for the 2020 Sanitary Sewer Repair and Replacement project 	<ul style="list-style-type: none"> Complete El Monte Fire Station Undergrounding project and Town-wide utility undergrounding feasibility study Complete construction for the 2021 Sanitary Sewer Repair and Replacement project

Town Goal	2020-202 Accomplishments	2021-22 Goals
	<ul style="list-style-type: none"> Completed design and construction for 2020 Road Rehabilitation project, except Dezahara Way. Dezahara way will be paved after the sewer improvement project is completed 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 Extended sewer operation and maintenance contract with West Bay Sanitary District Completed Town-wide tree inspection on highly used roadways and pathways, park, and Byrne Preserve 	<ul style="list-style-type: none"> Complete design and construction for 2021 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 Execute a new long-term contract with WBSD or another qualified contractor for sewer operation and maintenance Complete Town-wide tree inspection on highly used roadways and pathways, park, and Byrne Preserve
Increase Effective Service Delivery & Governance	<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"> Initiated El Monte Fire Station Utility Undergrounding project and Town-wide utility undergrounding feasibility study 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"> Initiated El Monte Fire Station Utility Undergrounding project and Town-wide utility undergrounding feasibility study 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

BUDGET SUMMARY:

Engineering Administration’s work includes capital improvement management, development review, site inspections, contract management, public inquiry research and support of other Town departments and citizen committees. The Engineering budget increased by 17%, or \$59,972, as compared to FY2021-22 estimated actual. The Engineering department used contract services to fill the vacancies. In addition, the department engaged CSG to assist with project management of various engineering projects. The operating expenses includes the implementation of a new workorder system to replace SeeClickFix and other engineering subscriptions, such as, Auto CAD 3D, and forestry software. With the department being fully staffed, reducing the contract services and not engaging professional services for project management projects the budgeted expenses for FY2022-23 has been reduced to reflect those changes.



Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue					
Licenses And Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Charges For Services	225,660	146,741	114,700	145,262	140,000
Other Source/(Uses):					
General Fund Support	215,858	534,541	826,002	811,413	976,647
Total Funding Source	\$ 441,518	\$ 681,282	\$ 940,702	\$ 956,675	\$ 1,116,647
Department Spending					
Personnel	202,722	162,799	262,047	213,609	277,025
Professional Services	30,825	51,648	25,500	29,386	24,800
Contractual Services	38,432	37,715	38,000	120,423	53,000
Operations	13,417	13,828	31,000	45,854	47,430
Allocations Out	156,122	415,292	584,155	547,404	714,392
Total Expenditures	\$ 441,518	\$ 681,282	\$ 940,702	\$ 956,675	\$ 1,116,647
				\$ Increase/(Decrease) From Est. Actual	\$ 159,972
				% Increase/(Decrease) From Est. Actual	17%

BUDGET SUMMARY:

The Sewer Fund is the Town's only enterprise fund and staff manage sewer contracts, develop sewer capital programs and other long-range planning documents, as well as responding to sewer related service requests and emergencies.

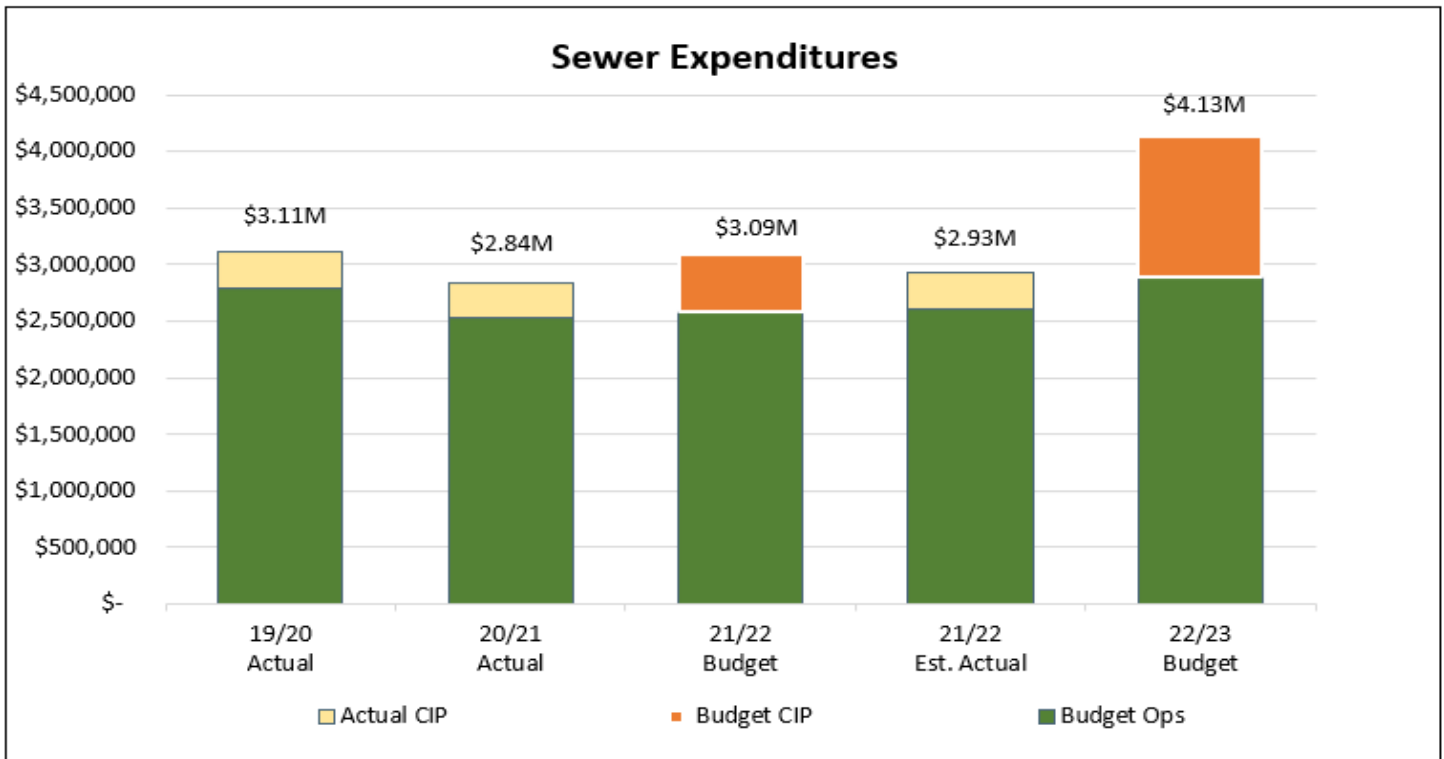
The sewer budget for FY2022-23 is expected to increase from \$2.9M to \$4.1M. This is based on an increase in sewer treatment costs and RWQP capital projects, it is also due to increase on the Town Capital budget from \$.5M to \$1.2M. The increase in capital expense is due to backlog of repairs, the goal is to address the worst areas in a period of five years, this will result in a smaller number of overflows and help to maintain the current maintenance levels. If not performed future maintenance efforts would have to be increased.

The Sewer Fund is fully supported by sewer service charges to residential and non-residential customers and sewer connection fees assessed on new connections added to the sewer system. In FY2021-22 both the sewer connection fees, and sewer rate fees were updated 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 FY2022-23 sewer service charge rate will continue to be \$1,643 per main unit of service. In addition, each ADU sewer service charge is 50% of the main 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 5-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. These changes along with increased treatment costs resulted in budget increase of 41%, or \$1,191,745, as compared to FY2021-22 estimated actual.



Los Altos Hills Sewer Manhole Replacement Project

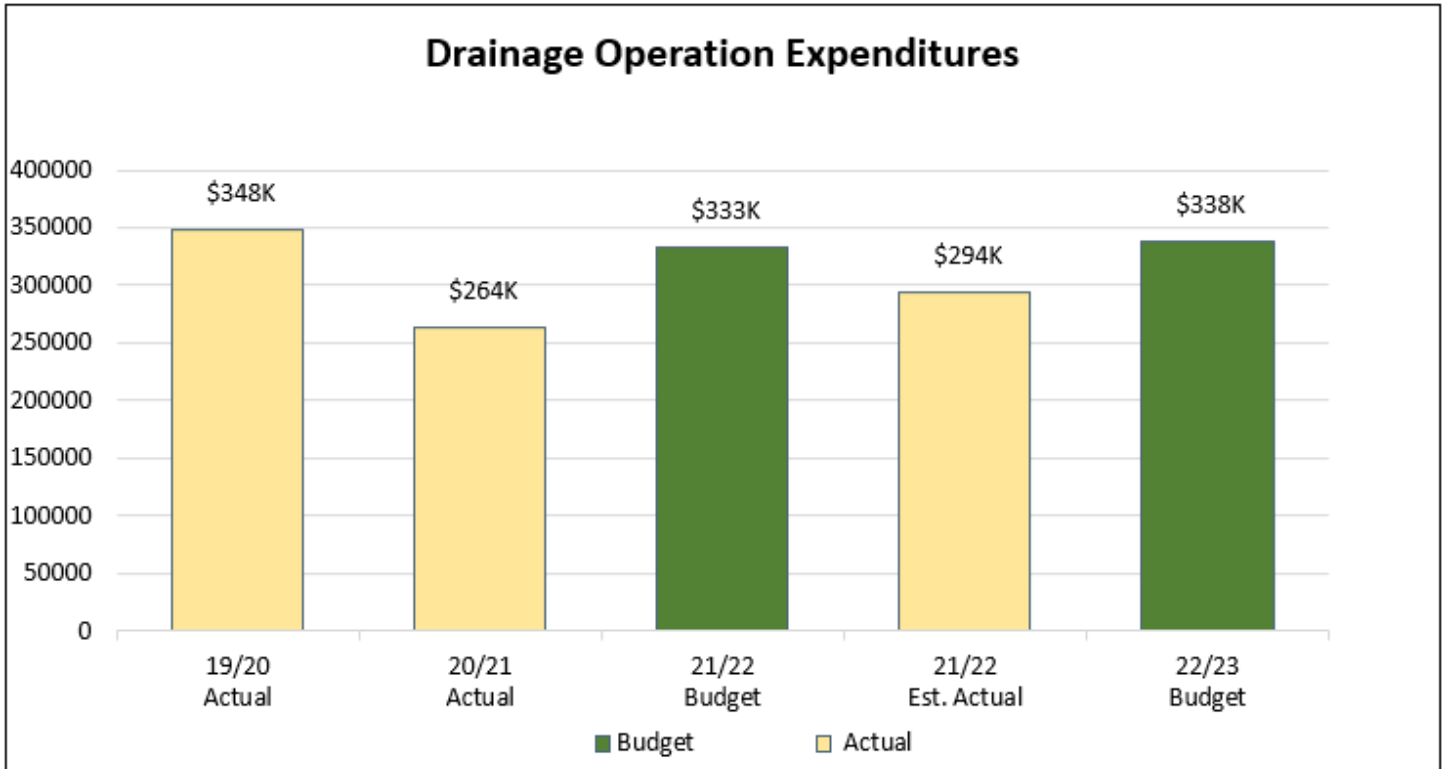


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue:					
Sewer Assessment Charges	3,104,059	3,035,410	3,089,900	\$ 3,117,375	\$ 3,263,823
Sewer Connection Fees	85,595	88,908	92,615	162,083	149,000
Use of Money and Property	170,506	10,079	-	-	-
Other Source/(Uses):					
Sewer Fund Reserve	(253,253)	(297,384)	(95,835)	(349,604)	715,776
Total Revenues	3,106,907	2,837,013	3,086,680	\$ 2,929,854	\$ 4,128,599
Department Expenses					
Personnel	210,043	115,613	238,002	180,000	276,599
Professional Services	106,809	141,892	20,000	83,818	25,000
Sewer Treatment Cost	1,882,075	1,568,381	1,505,197	1,595,130	1,718,053
Sewer Maintenance Contract	289,428	487,523	550,000	513,521	560,000
Contract Services	12,972	26,052	20,500	1,377	10,500
Operations (Less Depreciation)	13,318	10,986	18,850	11,287	18,000
Allocations Out	277,112	173,666	234,131	221,072	283,447
Capital Outlay Spending	315,150	312,900	500,000	323,649	1,237,000
Total Expenses	\$ 3,106,907	\$ 2,837,013	\$ 3,086,680	\$ 2,929,854	\$ 4,128,599
				\$ Increase/(Decrease) From Est. Actual	\$ 1,198,745
				% Increase/(Decrease) From Est. Actual	41%

STORM DRAIN OPERATION (011-4500)

BUDGET SUMMARY:

Storm drain program manages drainage repairs and ongoing maintenance, and provides administration, monitoring, and reporting for the Storm Drain system. The Storm Drain operations expenditures budget increased by \$44,715 or 15 percent compared to FY2021-22 Estimated Actual. With the limited staff we were not able to fully execute the project as expected. The requirements to manage the program remains the same and the projected budget reflects that need.

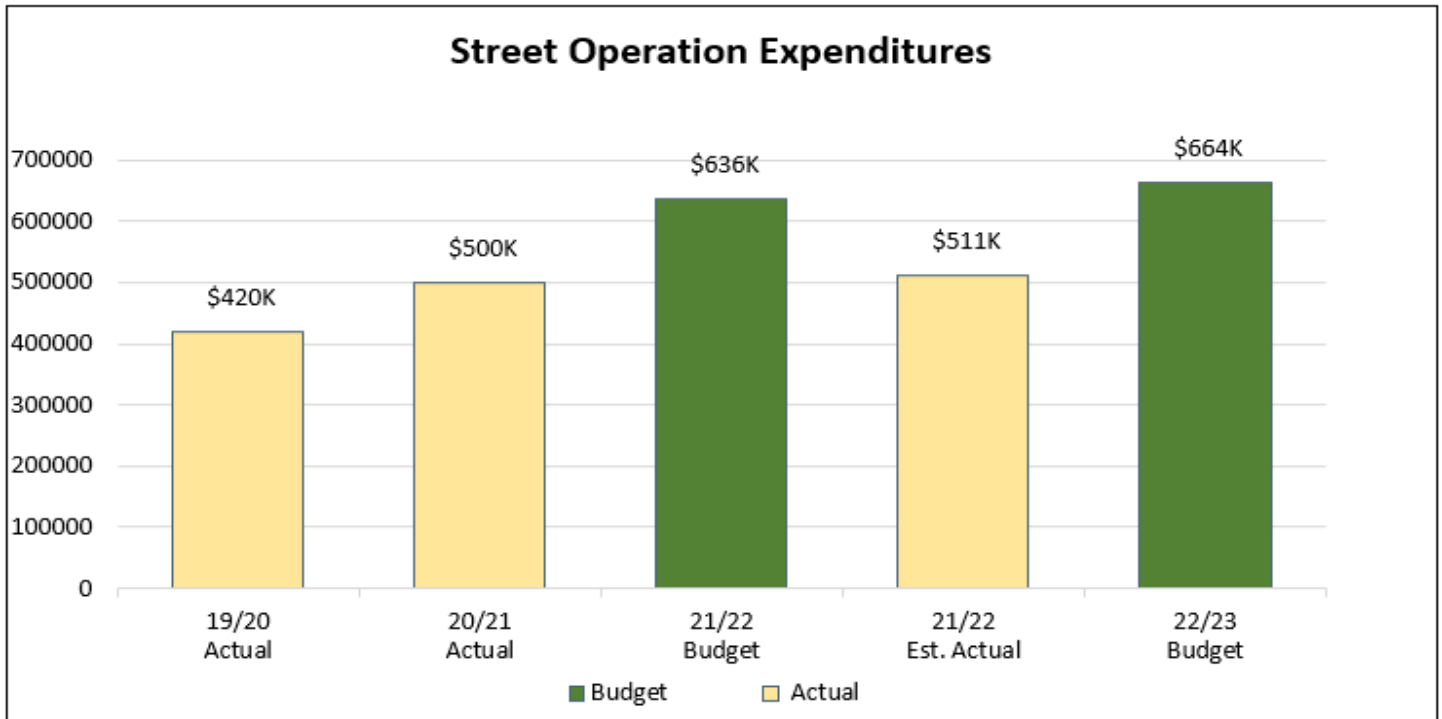


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
Other Source/(Uses):					
General Fund Support	348,410	263,829	333,464	293,671	338,386
Total Funding Source	\$ 348,410	\$ 263,829	\$ 333,464	\$ 293,671	\$ 338,386
Department Expenditure					
Personnel	149,106	136,838	167,239	163,870	151,803
Professional Services	3,971	247	9,000	1,036	2,500
Contractual Services	9,382	10,894	13,500	706	5,000
Operations	22,873	28,602	33,000	20,095	35,100
Allocations Out	163,077	87,248	110,725	107,963	143,983
Total Expenditures	\$ 348,410	\$ 263,829	\$ 333,464	\$ 293,671	\$ 338,386
	\$ Increase/(Decrease) From Est. Actual				\$ 44,715
	% Increase/(Decrease) From Est. Actual				15%

STREET OPERATIONS (011-4600)

BUDGET SUMMARY:

The staffing allocation has been adjusted to be 1.4 FTE, or 2,912 hours annually, this is a decrease of 330 hrs. and reflects the current efforts our maintenance team spends on this program to manage ongoing roadway maintenance and operations, which includes crack sealing and roadside tree maintenance in the public street right-of-way. The slight increase in budget from the FY2021-22 to FY2022-23 is primarily due to the slight increase in staffing costs.

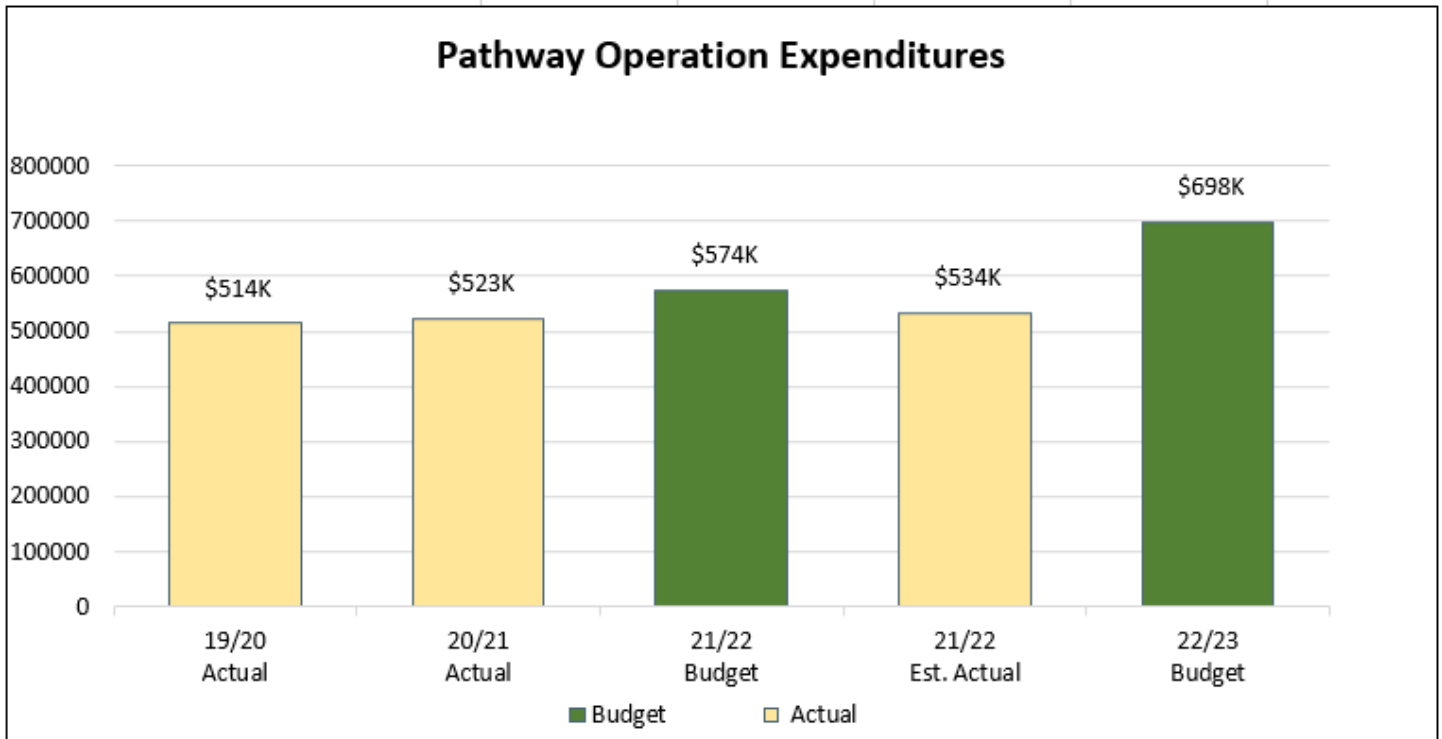


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	4,052	-	-	-	-
Other Source/(Uses):					
General Fund Support	416,133	500,287	636,147	511,241	664,200
Total Funding Source	\$ 420,185	\$ 500,287	\$ 636,147	\$ 511,241	\$ 664,200
Department Expenditure					
Personnel	180,303	235,444	234,857	211,876	221,363
Professional Services	-	3,800	-	3,958	-
Contractual Services	48,684	57,728	149,300	62,623	149,300
Operations	4,631	29,436	19,500	10,808	5,600
Allocations Out	186,567	173,879	232,490	221,977	287,937
Total Expenditures	\$ 420,185	\$ 500,287	\$ 636,147	\$ 511,241	\$ 664,200
				\$ Increase/(Decrease) From Est. Actual	
				\$ 152,958	
				% Increase/(Decrease) From Est. Actual	
				30%	

PATHWAY OPERATIONS (011-4740)

BUDGET SUMMARY:

The staffing allocation for FY21-22 has been adjusted to be 2.2 FTE, or 4,576 hours annually. This is an increase of 330 hrs., and reflects an increased workload for the program, to manage on-going pathway maintenance, new pathway capital projects, and resident and Pathway Committee support. The Pathway Operation's budget has been increased by 31%, or \$164,403 as compared to the FY2021-22 estimated actual. This increase is primarily related to an increased budget for personnel both in-house and contract services to support the design and construction of multiple pathway projects that have a higher degree of complexity than a typical pathway project, and projected additional services and supplies to support the program.

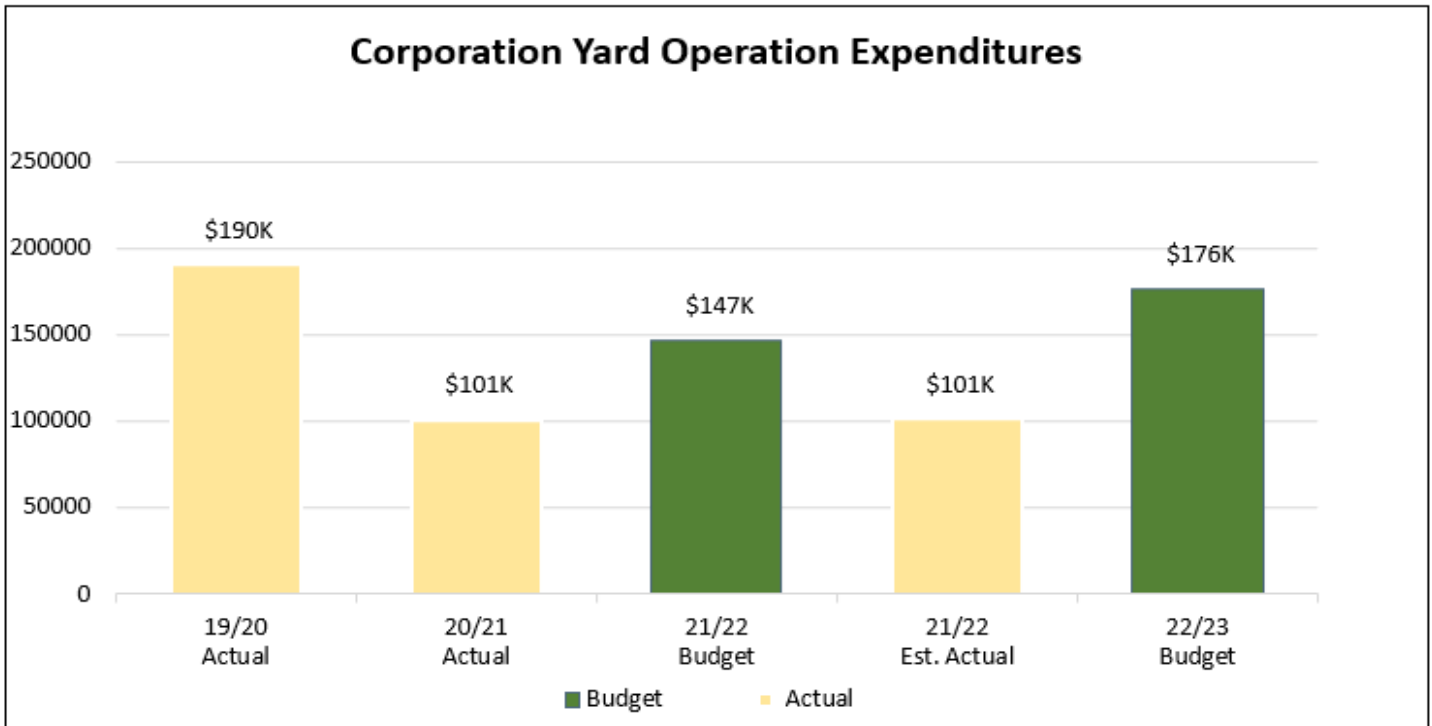


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Department Revenue: None	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Support	514,207	523,451	573,760	533,872	698,275
Total Funding Source	\$ 514,207	\$ 523,451	\$ 573,760	\$ 533,872	\$ 698,275
Department Expenditure					
Personnel	256,910	315,217	293,724	288,081	351,905
Professional Services	-	32,715	-	-	10,000
Contractual Services	47,218	34,230	96,000	70,342	86,000
Operations	2,852	3,888	3,500	1,000	20,000
Allocations Out	207,228	137,401	180,536	174,449	230,370
Total Expenditures	\$ 514,207	\$ 523,451	\$ 573,760	\$ 533,872	\$ 698,275
				\$ Increase/(Decrease) From Est. Actual	
				\$ 164,403	
				% Increase/(Decrease) From Est. Actual	
				31%	

CORPORATION YARD OPERATIONS (061-4300)

BUDGET SUMMARY:

Corporation Yard Operations is an internal service fund division, expenditures are allocated to various departments and accounted for within "Allocations Out". The division budget increased by \$75,008 or 74 percent compared to FY2021-22 Estimated Actual, primarily due to vacancies being filled, additional contract services for janitorial services and projected higher cost of services and supplies. The landscaping costs, safety gear, training, tools, tablets for the maintenance crew and fuel cost have also increased due to inflation. The FY2021-22 Estimated Actuals were \$46K less than the FY2021-22 adopted budget because the required training was not completed and tools and equipment were not purchased or upgraded as predicted. Going forward the training, tools and equipment will be completed and purchased.

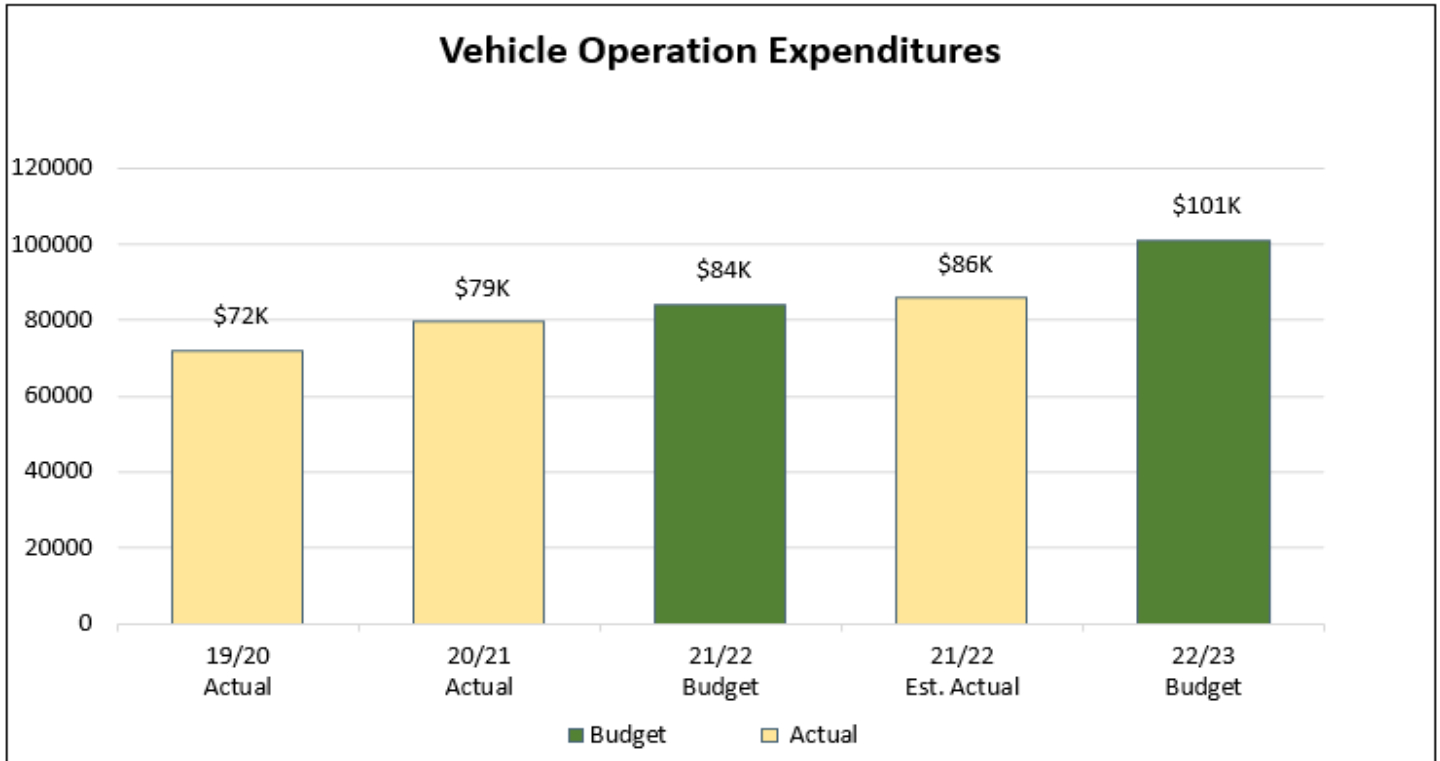


Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	\$ 152,017	\$ 75,323	\$ 131,011	\$ 100,868	175,876
Sewer Fund (051) Allocation	38,004	25,108	-	-	-
Other Source/(Uses):					
General Fund Support	462	270	15,962	-	-
Total Funding Source	\$ 190,483	\$ 100,701	\$ 146,973	\$ 100,868	175,876
Department Expenditure					
Personnel	73,377	40,453	45,478	36,615	63,776
Contractual Services	29,650	8,883	25,000	24,286	28,000
Operations	87,457	38,979	62,300	39,967	84,100
Allocations Out	-	12,386	14,195	-	-
Total Expenditures	\$ 190,483	\$ 100,701	\$ 146,973	\$ 100,868	\$ 175,876
				\$ Increase/(Decrease) From Est. Actual	
				\$ 75,008	
				% Increase/(Decrease) From Est. Actual	
				74%	

VEHICLE OPERATIONS (061-4400)

BUDGET SUMMARY:

Vehicle Operations (Fleets) 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 18%, or \$15,381, as compared to the FY2021-22 Estimated Actual. Increased costs are for projected higher cost of repairs and fuel for next year, and additional higher personnel allocations due to filled vacancies.



Four-Year Comparison	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
Funding Source					
Allocations In					
General Fund (011) Allocation	\$ 63,727	\$ 72,860	\$ 80,845	\$ 85,808	\$ 101,189
Sewer Fund (051) Allocation	7,966	6,568	-	-	-
Other Source/(Uses):					
General Fund Support	300	-	3,113	-	-
Total Funding Source	\$ 71,993	\$ 79,428	\$ 83,958	\$ 85,808	\$ 101,189
Department Expenditure					
Personnel	43,202	36,371	42,602	34,371	47,489
Contractual Services	4,150	357	7,000	740	7,000
Operations	24,641	40,994	32,400	50,697	46,700
Allocations Out	-	1,706	1,956	-	-
Total Expenditures	\$ 71,993	\$ 79,428	\$ 83,958	\$ 85,808	\$ 101,189
				\$ Increase/(Decrease) From Est. Actual	\$ 15,381
				% Increase/(Decrease) From Est. Actual	18%

Guide to Five-Year CIP



Los Altos Hills

INTRODUCTION

The Capital Improvement Program (CIP) identifies the Town's capital investments over a five-year term. It is both a fiscal and strategic device that allows for the planning, scoping, prioritization and monitoring of all capital projects. The document quantifies and defines costs, funding sources, departmental responsibilities, project phases and timing. Each year the CIP is reviewed and updated as part of the City-wide financial planning and goal-setting process. At the same time, it sets a vision for long-term planning. It is also valuable as a community outreach and communications tool as it speaks to major tax dollar investments that are placed in direct and very visible City-wide infrastructure improvements. Such projects involve larger dollar expenditures that normally have a long useful life cycle.

The CIP includes five years of projected capital needs, the first year of which will be appropriated within the annual budget process. Dollars in the first year of the five-year CIP will be authorized for spending in the project planning, bidding and award process. The remaining four years of the CIP serve as a proposed financial plan subject to annual review.

HOW THIS DOCUMENT IS ORGANIZED

The CIP is broken down into three major sections. The first section is a high-level overview that describes projects from a variety of informational perspectives. In this section, projects are presented by year, by category and by funding source.

Guide to The Five-Year CIP

The second section provides a detailed description for each capital project within an improvement area or category. These categories are designed to emphasize the particular infrastructure needs of the Town of Los Altos Hills.

General Capital (041): Accounts for general capital projects including parks and open space improvements, technology purchases, and other infrastructure needs. The main source of revenue comes from the General Fund and special grants, if available.

Pathways (042): Includes updating the pathway system investments. The main sources of revenues are pathway construction fees assessed on site developments and grants. With City Council authorization, General Fund may subsidize any funding gaps. The Pathways Committee, in coordination with Staff, identify and address gaps in the existing pathway system.

Westwind Barn Capital (043): Accounts for facility improvements at Westwind Community Barn. The main source of revenue is Verizon Cell Tower site rental fees. As part of the Westwind Barn Concessionaire agreement, the contracted Barn Management, VDE, prepared a preliminary five-year improvement plan.

Drainage Capital (045): Accounts for drainage improvements on Town’s right-of-ways and easements. The main sources of revenues are pathway construction fees assessed on site developments and grants. Annual maintenance program is completed in conjunction with the Annual Pavement Rehabilitation program.

Street Capital (046): Accounts for street paving and rehabilitation related capital expenditures. The main sources of revenues are State of California gas tax revenues, encroachment fees, grants and General Fund. The goal of the program is to maintain the Town’s pavement condition index at 80 and above.

Sewer Capital (048): Is part of the Sewer Fund and accounts for sewer system replacements and improvements. The program is fully supported by sewer fees and charges.

Each of the project descriptions within the various service areas display projected costs for each of the next five years including the proposed allocation for FY 2021-22, planned costs for the following four years, a brief description of each project, the identified area of priority/benefit and a brief commentary of the status of ongoing and current expenditures. For projects where the operational cost impact is known, this information is also included in the description. Inflationary factors are also included where appropriate.

CIP REVENUE SOURCES

HOW CIP PROJECTS ARE FINANCED

When it comes to CIP projects, many cities like the Town of Los Altos Hills, have had to develop a series of internal and external funding mechanisms. This is because local government resources are limited in nature. Many funding sources are restricted in use and subject to discretionary State subventions. Furthermore, local government revenues are highly sensitive to economic movement and prospects for increases are few and far between.

Wherever possible, the Town seeks out external funding sources. These sources, which are restricted to specific application areas, are defined below:

RESTRICTED REVENUE FUNDS

Roadways & Traffic

- Gas Tax - Financing is provided by the City’s share of the State tax on gasoline, which can only be used for the research, planning, construction, improvement, maintenance, and

operation of public streets and highways or public mass transit corridors.

- Transportation Grants - Grant funding from State and Federal sources that can only be used for transportation improvement projects in the Town's rights-of-way. Grants of this type in the Silicon Valley have originated from such agencies as the Valley Transit Authority, Federal Stimulus Funds, and the Metropolitan Transit Commission, among others.
- State Traffic Development Act Funds - The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each County based on population, taxable sales and transit performance. The allocation of these funds is discretionary at the State level.

Community Facilities

- Park-In-Lieu Fees - Funding for open space and parks and recreation facilities can be derived from State and Federal grants and/or mostly developer fees. Developer fees in this area, referred to as Park-in-lieu Fees (PIL), are generated based on the growth in the number of livable housing units and can be applied to the acquisition, design, construction or repair of parks and recreation properties and facilities.

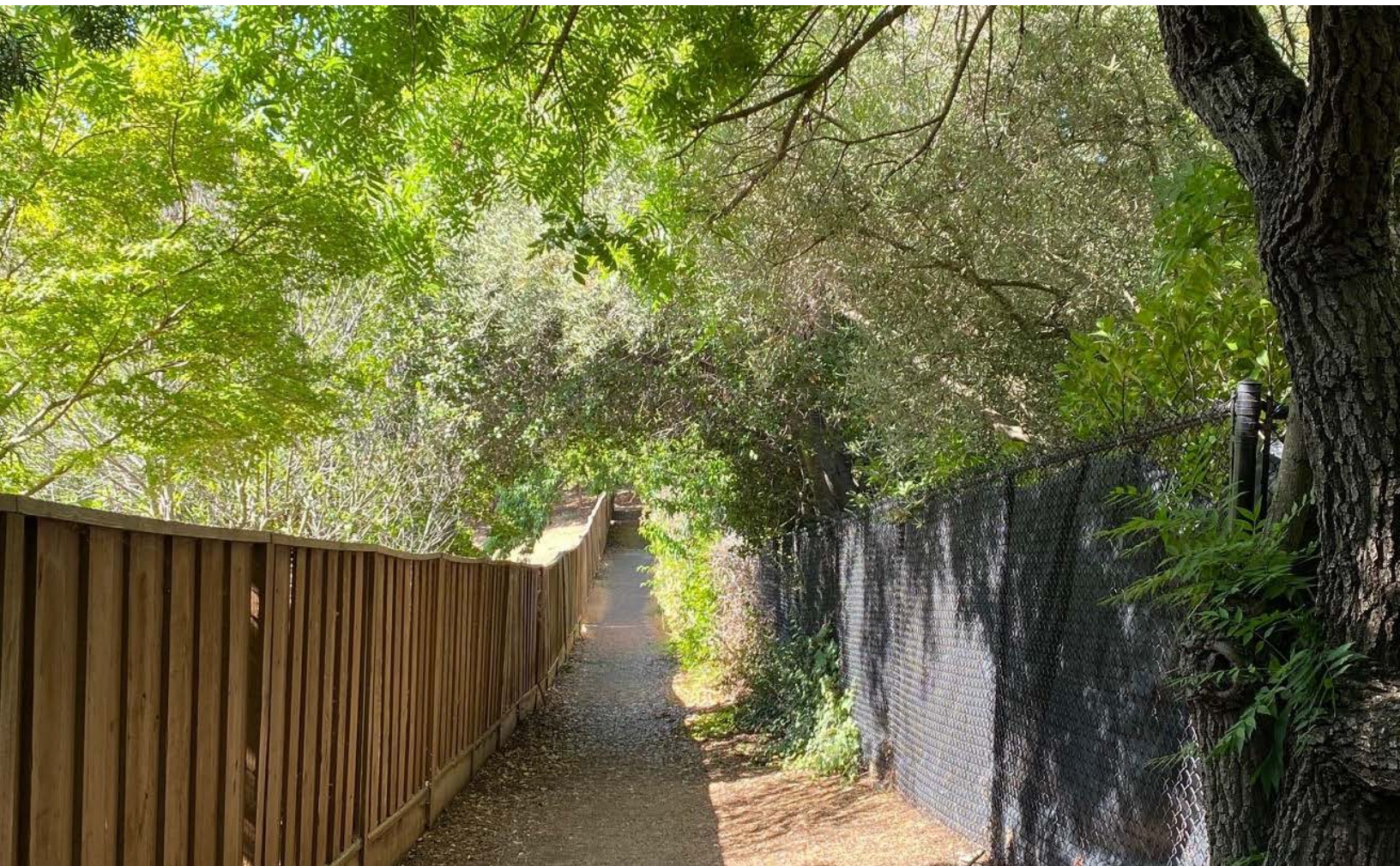
Enterprise Funds

- Wastewater - Funding from the services rendered on a user surcharge basis to residents located in Los Altos Hills. These revenues also support operation and maintenance of the utility systems. The capital portion is used for underground pipelines, diversion systems, pump stations and distribution channels. CIP project costs in this area are supported by a multi-year Master Plan for this substantial utility system.



East Sunset Drive Widening Project

Capital Improvement Plan Funding Sources



Pathway by Gardner Bullis

FISCAL YEAR 2023-2027 CAPITAL IMPROVEMENT PROGRAM FUNDING SOURCES

Funding Source	Prior Appropriations Balance as of 3/31/2022	Fiscal Year 2022/23 Budget	Fiscal Year 2023/24 Budget	Fiscal Year 2024/25 Budget	Fiscal Year 2025/26 Budget	Fiscal Year 2026/27 Budget	Total Project Funding
CIP/General Fund	5,268,301	2,577,697	901,812	724,843	555,600	512,700	10,540,953
ARPA Fund	263,095	1,150,000	252,260	-	-	-	1,665,355
CalOES Grant	50,228	-	-	-	-	-	50,228
Cell Tower Rental	22,944	50,000	50,000	50,000	50,000	50,000	272,944
Drainage in-lieu	267,983	540,000	40,000	40,000	40,000	40,000	967,983
Gas Tax	-	188,000	195,300	205,100	215,400	226,200	1,030,000
Little League	30,000	-	-	-	-	-	30,000
Measure B	-	186,019	195,300	205,100	215,400	226,200	1,028,019
Pathway Fund	762,067	335,000	325,000	325,000	325,000	325,000	2,397,067
Prop 68 Parks Grant	183,098	-	-	-	-	-	183,098
Rule 20A	4,628,583	-	-	-	-	-	4,628,583
SB1 Funds	-	130,000	169,800	178,300	187,200	196,600	861,900
Sewer User Charges	1,076,351	1,170,350	1,050,000	950,000	950,000	1,150,000	6,346,701
Street Encroachment Fees	-	146,000	153,300	161,000	169,100	177,600	807,000
TDA	19,438	-	-	-	-	-	19,438
Vehicle Registration Fees SB 83	-	58,100	61,000	64,100	67,300	70,700	321,200
Westwind Barn Capital	-	90,000	20,000	20,000	20,000	30,000	180,000
Total	\$ 12,572,088	\$ 6,621,166	\$ 3,413,772	\$ 2,923,443	\$ 2,795,000	\$ 3,005,000	\$ 31,330,469

FISCAL YEAR 2023-2027 PROPOSED CAPITAL IMPROVEMENT PROGRAM SUMMARY

Project #	Project Name	Funding Sources	Prior Appropriations	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total
INFRASTRUCTURE									
TR4169	Byrne Preserve Restoration	CIP	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307
410209-23	Cable System	CIP	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
410216	El Monte Fire Station Undergrounding Project	CIP	\$ 193,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,821,724
		Rule 20A	\$ 4,628,583	\$ -	\$ -	\$ -	\$ -	\$ -	
410218	Generator Replacement & Electrical Panel Upgrade	CalOES Grant	\$ 50,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876,228
		ARPA Fund	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	
		CIP	\$ 276,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
410220	Housing Element-CEQA	CIP	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991
410215	Concession Stand at Purissima Park	Parks in-lieu Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,815
		CIP	\$ 45,821	\$ 81,896	\$ -	\$ -	\$ -	\$ -	
		Prop 68 Parks Grant	\$ 183,098	\$ -	\$ -	\$ -	\$ -	\$ -	
		Little League	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	
410213	Civic Center Improvements	CIP	\$ 2,664,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,664,806
410221	Townhall EV Charging Stations	CIP	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
410217	Undergrounding Utilities Feasibility Study	CIP	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,211
New	Broadband	ARPA Fund	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
New	Council Chambers HVAC	CIP	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
New	Corp Yard Locker Room	CIP	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
New	Corp Yard Site Improvements	ARPA Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
		CIP	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
New	Heritage House Renovation	CIP	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
New	Purissima Park Improvement Program (Field & Facility Improvements)	CIP	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000

FISCAL YEAR 2023-2027 PROPOSED CAPITAL IMPROVEMENT PROGRAM SUMMARY

Project #	Project Name	Funding Sources	Prior Appropriations	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total
INFRASTRUCTURE									
TR4169	Byrne Preserve Restoration	CIP	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307
410209-23	Cable System	CIP	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
410216	El Monte Fire Station Undergrounding Project	CIP	\$ 193,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,821,724
		Rule 20A	\$ 4,628,583	\$ -	\$ -	\$ -	\$ -	\$ -	
410218	Generator Replacement & Electrical Panel Upgrade	CalOES Grant	\$ 50,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876,228
		SVCE Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		ARPA Fund	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	
		CIP	\$ 276,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
410220	Housing Element-CEQA	CIP	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991
410215	Concession Stand at Purissima Park	Parks in-lieu Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,815
		CIP	\$ 45,821	\$ 81,896	\$ -	\$ -	\$ -	\$ -	
		Prop 68 Parks Grant	\$ 183,098	\$ -	\$ -	\$ -	\$ -	\$ -	
		Little League	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	
410213	Civic Center Improvements	CIP	\$ 2,664,806	\$ -	\$ -	\$ -	\$ -	\$ 2,664,806	
410221	Townhall EV Charging Stations	CIP	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
410217	Undergrounding Utilities Feasibility Study	CIP	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ 217,211	
New	Broadband	ARPA Fund	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
New	Council Chambers HVAC	CIP	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
New	Corp Yard Locker Room	CIP	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
New	Corp Yard Site Improvements	ARPA Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
		CIP	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
New	Heritage House Renovation	CIP	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
New	Purissima Park Improvement Program (Field & Facility Improvements)	CIP	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000
New	Street Sign Replacement	CIP	\$ -	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 59,000
New	Technology Miscellaneous	CIP	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
New	Town Hall Furniture & Space Upgrade	ARPA Fund	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
New	Water Well Purissima Park	ARPA Fund	\$ -	\$ -	\$ 142,260	\$ -	\$ -	\$ -	\$ 182,260
		CIP	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	
TOTAL			\$ 9,118,611	\$ 2,820,516	\$ 473,772	\$ 193,443	\$ 65,000	\$ 50,000	\$ 12,721,342
STORM DRAIN									
467209	Matadero Creek Erosion	Drainage in-Lieu	\$ 267,983	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 767,983
		General Fund	\$ 314,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314,500
TOTAL			\$ 582,483	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,082,483
PATHWAYS									
427909	Edgerton Road Plunge Pathway	Pathway Fund	\$ 41,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,147
427903	Fremont to Redwood Grove	Pathway Fund	\$ 15,400	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 25,400
427906	La Paloma/Robleda Pathway	Pathway Fund	\$ 228,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,377
427913-23	Misc Pathway	Pathway Fund	\$ -	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,625,000
427912	Page Mill from Lupine to Via Feliz	Pathway Fund	\$ 59,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,556
427902	Summerhill Pathway	Pathway Fund	\$ 417,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417,587
		TDA	\$ 19,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,438
TOTAL			\$ 781,505	\$ 335,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 2,416,505
ANNUAL ROAD REHABILITATION PROGRAM									
467226-23	Annual Pavement Rehab and Drainage Improvement	Gas Tax	\$ -	\$ 188,000	\$ 195,300	\$ 205,100	\$ 215,400	\$ 226,200	\$ 1,030,000
		SB1 Funds	\$ -	\$ 130,000	\$ 169,800	\$ 178,300	\$ 187,200	\$ 196,600	\$ 861,900
		Vehicle Registration Fees SB 83	\$ -	\$ 58,100	\$ 61,000	\$ 64,100	\$ 67,300	\$ 70,700	\$ 321,200
		Drainage in-lieu	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
		Street Encroachment Fees	\$ -	\$ 146,000	\$ 153,300	\$ 161,000	\$ 169,100	\$ 177,600	\$ 807,000
		Measure B	\$ -	\$ 186,019	\$ 195,300	\$ 205,100	\$ 215,400	\$ 226,200	\$ 1,028,019
		General Fund	\$ 407,123	\$ 608,181	\$ 570,300	\$ 531,400	\$ 490,600	\$ 462,700	\$ 3,070,304
467227	East Sunset Drive Roadway Widening	General Fund	\$ 569,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569,976
TOTAL			\$ 977,099	\$ 1,356,300	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000	\$ 1,400,000	\$ 7,888,399

FISCAL YEAR 2023-2027 PROPOSED CAPITAL IMPROVEMENT PROGRAM SUMMARY

Project #	Project Name	Funding Sources	Prior Appropriations	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total
WASTEWATER									
SEWER									
487918-23	Annual Sewer Rehabilitation	Sewer User Charges	\$ 1,076,351	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,346,701
		ARPA Fund	\$ 13,095		\$ -	\$ -	\$ -	\$ -	\$ 13,095
TOTAL			\$ 1,089,446	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,359,796
WESTWIND BARN									
437307-23	Westwind Community Barn Improvement	Cell Tower Rental	\$ 22,944	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 272,944
		Westwind Barn Capital	\$ -	\$ 90,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 180,000
New	Westwind Community Barn Water Well	ARPA Fund	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 150,000
		CIP	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	
TOTAL			\$ 22,944	\$ 180,000	\$ 180,000	\$ 70,000	\$ 70,000	\$ 80,000	\$ 602,944
EQUIPMENT									
New	Bucket Truck Replacement	CIP		\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
New	16ft Tilt Deck Trailer-Replacement	CIP		\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
New	Tractor and attachments for Trail Work on Pathways	CIP		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
New	Spreader for Punissima Park	CIP		\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000
TOTAL			\$ -	\$ 259,000	\$ -	\$ -	\$ -	\$ -	\$ 259,000
GRAND TOTAL			\$ 12,572,088	\$ 6,621,166	\$ 3,413,772	\$ 2,923,443	\$ 2,795,000	\$ 3,005,000	\$ 31,330,469

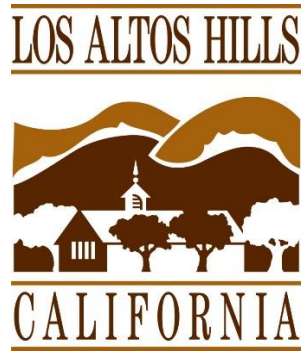


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Capital Projects



Westwind Community Barn Feeding Pasture



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Infrastructure



Pathways

BYRNE PRESERVE RESTORATION



PROJECT NUMBER

TR4169

INITIAL FUNDING YEAR

July 2022

PLANNED START DATE

July 2022

ESTIMATED COMPLETION DATE

June 2025

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.

This project is a continuation of the project that includes:

1. Restoration: Continue native plant revegetation efforts
2. Build Community: Provide volunteer opportunities and naturalist education
3. Project management and reporting

PROJECT STATUS:

Ongoing

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Byrne Preserve Restoration	\$ 167,272	\$ 98,540	\$ 68,732	\$ -	\$ 68,732
Total	\$ 167,272	\$ 98,540	\$ 68,732	\$ -	\$ 68,732

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307
Total Funding	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307

Project Spending

Byrne Preserve Restoration	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307
Total Spending	\$ 68,732	\$ 94,620	\$ 96,512	\$ 98,443	\$ -	\$ -	\$ 358,307

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. The previously funded program includes 240K for a three-year period or 80K per year.

CABLE SERVICE COST SHARING PROGRAM



PROJECT NUMBER

410209-23

INITIAL FUNDING YEAR

July 2022

PLANNED START DATE

July 2022

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 \$25,000. Residents on Wildflower Lane and Redrock Road have expressed interest in participating in the program.

PROJECT STATUS:

No current application

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Cable Service Expansion	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
General Fund	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total Funding	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Project Spending							
Cable Service Expansion	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total Spending	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

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



PROJECT NUMBER

410216

INITIAL FUNDING YEAR

July 2020

PLANNED START DATE

October 2020

ESTIMATED COMPLETION DATE

December 2023

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

Town has 304,871 credits and purchased 4,323,712 credits at \$0.5 spending \$2,012,239.50. Total value of credits is 4,628,583 town credits.

PROJECT STATUS:

Project under review by PG&E

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
El Monte Fire Station UG (Rule 20A)	\$ 300,000	\$ 106,859	\$ 193,141	\$ -	\$ 193,141
Rule 20 A credits	4,628,583	-	4,628,583	-	4,628,583
Total	\$ 4,928,583	\$ 106,859	\$ 4,821,724	\$ -	\$ 4,821,724

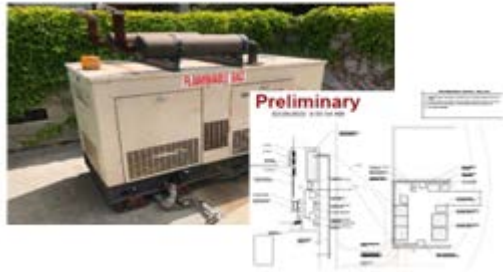
PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 193,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,141
Rule 20A	4,628,583	-	-	-	-	-	4,628,583
Total Funding	\$ 4,821,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,821,724
Project Spending							
El Monte Fire Station UG	\$ 193,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,141
Rule 20A	4,628,583	-	-	-	-	-	4,628,583
Total Spending	\$ 4,821,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,821,724

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

GENERATOR REPLACEMENT & ELECTRICAL PANEL UPGRADE



PROJECT NUMBER
410218

INITIAL FUNDING YEAR
FY 2019-20

PLANNED START DATE
June 2021

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

The emergency back-up generator at Town Hall has been in service for 28 years and needs replacement. The generator will be replaced with a battery energy storage system (BESS) that will allow Town Hall to leverage its existing photovoltaic system on-site during power outages. During current power outages, the solar panels become inoperable. Further, as part of this project, the electrical room at Town Hall will undergo a panel upgrade which will increase the capacity of service that is currently offered. This will allow for additional EV charging ports to be installed in the Town Hall parking lot while also bringing emergency back-up power to more parts of the building during power outages.

Total funding for the project is \$1,126,582 -- CIP \$576,000; CalOES Grant \$250,000; ARPA Funds \$250,000; SVCE Grant \$50,582. Based on the current expenses, staff has allocated the SVCE and CalOES grants towards the expenses, therefore, reducing the funding resources to \$576,228 in the prior appropriation.

PROJECT STATUS:

Design/build contract executed with a certified energy consultant, received Council approval on a specific configuration of BESS, panel upgrade plans submitted to PG&E - currently under review, purchase orders placed for major electrical components - currently waiting on supply-chain delays, Construction to start in FY 2022-23.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Panel Upgrade (Design)	\$ 53,500	\$ 5,079	\$ 48,422	\$ -	\$ 48,422
Energy Consultant	15,000	-	15,000	-	15,000
Battery Back-up System	758,080	245,274	512,806	-	512,806
Total	\$ 826,580	\$ 250,353	\$ 576,228	\$ -	\$ 576,228

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 276,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 576,000
ARPA Fund	250,000	-	-	-	-	-	250,000
CalOES Grant	50,228	-	-	-	-	-	\$ 50,228
Total Funding	\$ 576,228	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 876,228
Project Spending							
Panel Upgrade (Design)	\$ 48,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,422
Energy Consultant	15,000	-	-	-	-	-	15,000
Battery Back-up System	512,806	300,000	-	-	-	-	812,806
Total Spending	\$ 576,228	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 876,228

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No maintenance and operating cost applicable.

HOUSING ELEMENT



Housing Element Update 2023-2031

PROJECT NUMBER
410220

INITIAL FUNDING YEAR
July 2021

PLANNED START DATE
July 2021

ESTIMATED COMPLETION DATE
January 2023

PROJECT DESCRIPTION:

Since 1969, California has required that all local governments adequately plan to meet the housing needs of everyone in the community through the adoption of a Housing Element every eight (8) years. The Town of Los Altos Hills' current Housing Element is for the planning period 2015-2023, and we must update our Housing Element for the planning period 2023-2031 by January 2023. Before a Housing Element is updated, the state provides a target for how many homes to plan for in every city, town, and county that is required by state law, known as Regional Housing Needs Assessment (RHNA). With a projected growth of over 441,000 households for the Bay Area, Los Altos Hills' RHNA is 489 housing units in various income categories. Staff is working on updating the Housing Element for 2023-2031 for adoption by the City Council and certification by the State. Since, the Town is updating its Housing Element, the law also requires updating Safety Element. Safety Element identifies the need for local jurisdictions to understand their vulnerabilities to hazards such as seismic hazards, wildfires, geologic issues, flooding climate change, and other natural hazards. The Safety Element will also include to comply with Senate Bill (SB) 379 requirements.

PROJECT STATUS:

In progress, to be completed by January 2023

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Housing Element	\$ 350,000	\$ 39,009	\$ 310,991	\$ -	\$ 310,991
Total	\$ 350,000	\$ 39,009	\$ 310,991	\$ -	\$ 310,991

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
General Fund	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991
Total Funding	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991
Project Spending							
Housing Element	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991
Total Spending	\$ 310,991	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 710,991

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

CONCESSION AND COMMUNITY BUILDING AT PURISSIMA PARK



PROJECT NUMBER
410215

INITIAL FUNDING YEAR
July 2018

PLANNED START DATE
Ongoing

ESTIMATED COMPLETION DATE
June 2024

PROJECT DESCRIPTION:

Proposition 68 was approved by CA voters on June 5, 2018. The General Per Capita Program: Local Park rehabilitation, creation, and improvements, rehabilitate existing infrastructure, address deficiencies, shovel ready project. This was a non-competitive program. At the September 19, 2019, City Council meeting approved the Purissima Park Improvement Project eligible for the grant to transform the existing concession building to a code compliant concession and community building for public and private events, committee meetings, concession, classes, and camps.

PROJECT STATUS:

Under design.

Anticipate award of construction contract by May 2022 and complete construction in FY 2022-23

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Purissima Park Improvement	\$ 259,104	\$ 185	\$ 258,919	\$ -	\$ 258,919
Total	\$ 259,104	\$ 185	\$ 258,919	\$ -	\$ 258,919

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 45,821	\$ 81,896	\$ -	\$ -	\$ -	\$ -	\$ 127,717
Prop 68 Parks Grant	183,098	-	-	-	-	-	183,098
Little League	30,000	-	-	-	-	-	30,000
Total Funding	\$ 258,919	\$ 81,896	\$ -	\$ -	\$ -	\$ -	\$ 340,815
Project Spending							
Purissima Park Improvement	\$ 258,919	\$ 81,896	\$ -	\$ -	\$ -	\$ -	\$ 340,815
Total Spending	\$ 258,919	\$ 81,896	\$ -	\$ -	\$ -	\$ -	\$ 340,815

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

N/A

CIVIC CENTER IMPROVEMENTS



PROJECT NUMBER

410213

INITIAL FUNDING YEAR

FY 2018-19

PLANNED START DATE

March 2018

ESTIMATED COMPLETION DATE

On Hold

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. An additional appropriation of \$2,650,000 was allocated to the Project for construction as part of the FY 2020-21 Budget adoption.

The project has been separated into two phases, as follows:

Phase 1 - Conversion of the open patio behind the Council Chambers into a new conference/meeting room (395 sq ft), accessibility improvements to a public restroom adjacent to the Council Chambers and installation of a sliding glass partition wall within Council Chambers.

M. Sandoval Architects was awarded the design services contract for Phase 1 and the construction drawings were completed in August 2020. The project was advertised in September and a public bid opening occurred on October 7, 2020. However, since only one bid was received, on November 19, 2020, the City Council adopted a resolution to reject all bids for the project and direct staff to consider re-advertising the project at a later date. The project was re-advertised in February and a public bid opening occurred on March 16, 2021. The contract to complete construction of Phase 1 was awarded to United Builder Corporation on April 15, 2021. Based on City Council 2022 priorities, staff has been engaged MIG Inc to conduct a facility needs assessment. Also, engaged Flashvote to conduct scientific community surveys. This data will be used to evaluate a 10-year plan on facility’s needs, staffing Parks and Recreation programs and space.

PROJECT STATUS:

Phase 1 substantially COMPLETE

Phase 2 on hold pending needs assessment study

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Preliminary Design and Planning Final Design and Construction Drawings	\$ 45,000	\$ 43,263	\$ 1,737	\$ -	\$ 1,737
Phase 1 Construction	570,000	202,162	367,838	-	367,838
Phase 2 Construction	400,000	354,770	45,230	-	45,230
	2,250,000	-	2,250,000	-	2,250,000
Total	\$ 3,265,000	\$ 600,194	\$ 2,664,806	\$ -	\$ 2,664,806

CIVIC CENTER IMPROVEMENTS

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 2,664,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,664,806
Total Funding	\$ 2,664,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,664,806

Project Spending

Preliminary Design and Planning	\$ 1,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,737
Final Design and Construction Drawings	367,838	-	-	-	-	-	367,838
Phase 1 Construction	45,230	-	-	-	-	-	45,230
Phase 2 Construction	2,250,000	-	-	-	-	-	2,250,000
Total Spending	\$ 2,664,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,664,806

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

N/A



Art Sculpture

MATADERO CREEK EROSION



PROJECT NUMBER

467209

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. Design completes however the regional quality control board has not issued the permit.

PROJECT STATUS:

SWRCB is reviewing the mitigation resubmittal to issue permit.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Phase I	\$ 338,490	\$ 338,490	\$ -	\$ -	\$ -
Phase 2 Design	195,800	148,979	46,821	-	46,821
Phase 2 Construction	550,000	14,338	535,662	-	535,662
Construction	-	-	-	-	-
Total	\$ 1,084,290	\$ 501,807	\$ 582,483	\$ -	\$ 582,483

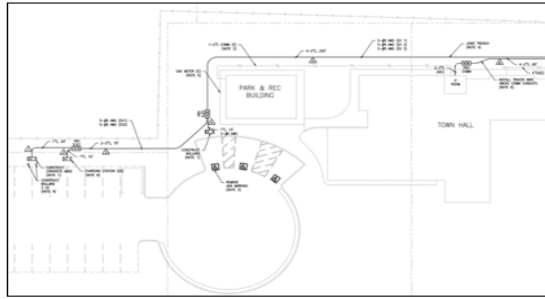
PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Drainage in-Lieu	\$ 267,983	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 767,983
General Fund (contingency)	314,500	-	-	-	-	-	314,500
Total Funding	\$ 582,483	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,082,483
Project Spending							
Phase 2 Design	\$ 46,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,821
Phase 2 Construction	535,662	-	-	-	-	-	535,662
Construction	-	500,000	-	-	-	-	500,000
Total Spending	\$ 582,483	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,082,483

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.

TOWN HALL EV CHARGING STATIONS



PROJECT NUMBER
410221

INITIAL FUNDING YEAR
March 2022

PLANNED START DATE
May 2022

ESTIMATED COMPLETION DATE
July 2022

PROJECT DESCRIPTION:

Adding two EV charging stations to the Town Hall to provide a total of three EV charging stations. The power feed for all three charging stations will come from the electrical room in the council chambers. The work scope includes the underground raceway (1-inch and 2-inch conduits) from a new 200Amp, 3-phase, wall-mounted electrical subpanel from the Council Chambers to the three charging stations, reroute the 1-inch conduit serving the existing charging station, pull and terminate wires from the subpanel to the charging stations. Communication conduits will also be installed in the same joint trench, from the IT room in the Town Hall to the council chambers, the communication conduits will extend into the Heritage House.

PROJECT STATUS:

Design, plan to award contract in FY 2021-22 and complete early FY 2022-23

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Town Hall Charging Station	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Funding	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Spending

Town Hall Charging Station	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Spending	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

The annual subscription fee and I-Cloud service charges for charging stations

UNDERGROUND UTILITIES FEASIBILITY STUDY



PROJECT NUMBER
410217

INITIAL FUNDING YEAR
July 2020

PLANNED START DATE
January 2021

ESTIMATED COMPLETION DATE
December 2023

PROJECT DESCRIPTION:

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

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

PROJECT STATUS:

Project on hold.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Underground Feasibility Study	\$ 250,000	\$ 32,789	\$ 217,211	\$ -	\$ 217,211
Total	\$ 250,000	\$ 32,789	\$ 217,211	\$ -	\$ 217,211

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,211
Total Funding	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,211

Project Spending

Underground Feasibility Study	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,211
Total Spending	\$ 217,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,211

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No maintenance and operating cost applicable

BROADBAND INFRASTRUCTURE (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
FY 2022-23

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
December 2024

PROJECT DESCRIPTION:

The Town applied for American Rescue Plan Act funds (ARPA) in March 2021 and received the funds in the amount of \$1,007,480 on July 13, 2021 and will receive the same amount in 2022. The covered period for eligible uses of ARPA funds is March 3, 2021, through December 31, 2024. At the February 17, 2022, City Council meeting, a resolution was passed to designate a portion of the ARPA funds to install broadband in areas of Los Altos Hills and create a broadband master plan. Individual broadband projects that use these funds will be reviewed for compliance with ARPA and ensure that they service the largest number of customers. Under the Final Rule, eligible broadband infrastructure investments were limited to projects "designed to provide service to unserved or underserved households or businesses, defined as those that lack access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload".

PROJECT STATUS:

The first infrastructure project has yet to be identified.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Broadband Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

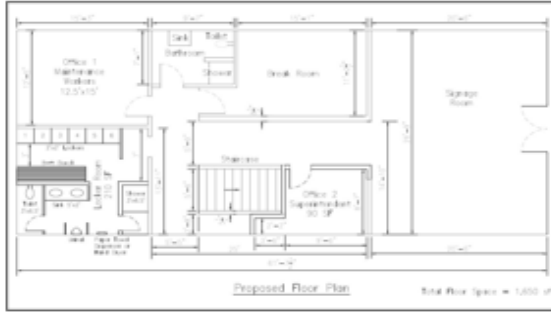
PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
ARPA	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
CIP Fund							
Total Funding	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Project Spending							
Broadband Infrastructure	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Total Spending	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

N/A

COUNCIL CHAMBERS HVAC (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
2022 July 2022

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

The HVAC units (3) for the council chambers have reached the end of its useful life, one already failed. This project will replace all three with Heat pumps. This supports the goal of converting all systems to full electric to reduce greenhouse gas

PROJECT STATUS:

Under Design, plan construction for FY 2022-23.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Council Chambers HVAC	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

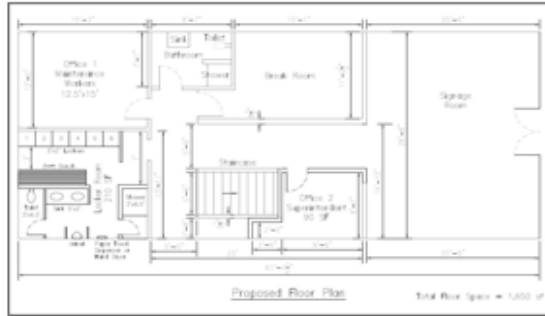
PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Total Funding	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Project Spending							
Council Chambers HVAC	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Total Spending	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

There will be a possible cost of one more restroom to the janitorial contract.

CORPORATION YARD LOCKER ROOM (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
2022

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
April 2024

PROJECT DESCRIPTION:

The maintenance team currently has access to one restroom, and no lockers for any of their safety gear and or personal items.

In 2022 Staff recommended the improvements to add an adequate locker room with an additional shower/restroom, this is a necessary facility to ensure staff is more efficient with their time, and this will enable the town to add a gender-neutral restroom.

The project will include:

The conversion of one office to a restroom with shower and locker room, and a new office for the maintenance superintendent.

Estimated Cost:

Combined in-house with limited contracted work is \$75,000

Full Contract: \$130,000

PROJECT STATUS:

Under Design, plan construction for FY 2022-23.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Locker Corp Yard	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

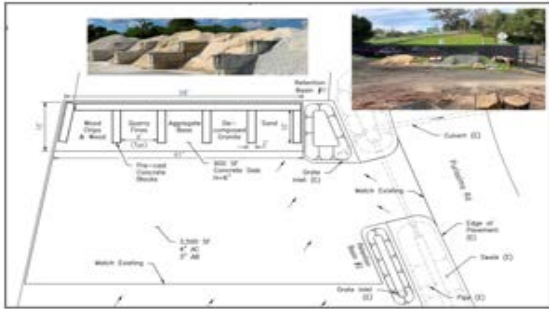
PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
Total Funding	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
Project Spending							
Locker Corp Yard	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
Total Spending	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

There will be a possible cost of one more restroom to the janitorial contract.

CORPORATION YARD SITE IMPROVEMENTS (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
2022

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

The current laydown area for materials at the corporation yard consists of a dirt lot, this turns into a mud pit during the rainy season and is difficult to efficiently segregate materials, allow easy access for the refuse trucks and manage adequate storm water control measures. The goal of this project is to improve this area by paving the lot, adding bin areas for each of the materials, adding a concrete apron for the green waste container and adding adequate storm drain facilities, to include two bioretention areas.

PROJECT STATUS:

Under design. Plan construction in FY 2022-23.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Corp Yard Improvement	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
ARPA Funds	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
CIP	-	50,000	-	-	-	-	50,000
Total Funding	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Spending							
Corp Yard Improvement	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total Spending	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Minor maintenance requirements for the asphalt section, and bioretention areas.

HERITAGE HOUSE UPGRADE (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
2022 TBD

ESTIMATED COMPLETION DATE
TBD

PROJECT DESCRIPTION:

Initiate efforts to renovate the interior of the Heritage House to accommodate better the various volunteers and staff that utilize the space. Having already extended a data line from the main town hall to the Heritage House, this CIP will extend that line throughout the house and provide Wi-Fi service throughout with a direct ethernet cable connection from the IT room. Renovations will need to be mindful and ensure compliance with the historical protections of the house as well as comply with all ADA and building code provisions. It is not clear yet what improvements can be done given the age and protected status of the building, but this CIP will begin to explore options and include some improvements as well begin to realize what the building can be optimized. Some improvements might include restroom/showers and add storage lockers, provide ADA compliant access to the building, and community meeting space.

PROJECT STATUS:

Design

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Heritage House Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Total Funding	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Project Spending							
Heritage House Upgrade	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Total Spending	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

PURISSIMA PARK IMPROVEMENT PROGRAM FIELD & FACILITY IMPROVEMENTS (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
2022 Ongoing

ESTIMATED COMPLETION DATE
Spring 2025

PROJECT DESCRIPTION:

Repair fencing and install safety net to prevent foul balls between P3 and P4.
To be completed in phases.

1. Repair fence
2. Install a new safety net
3. Upgrade water fountains (4) add a fillable station in the back by the basketball court.
4. Parking lot maintenance (re-stripe and seal coat)
5. Playground repair/maintenance

PROJECT STATUS:

Scope development will start seeking proposals in FY 2022-23

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	Return to General Fund	Prior Appropriation
Purissima Park Improvement	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000
Total Funding	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000
Project Spending							
Purissima Park Improvement	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000
Total Spending	\$ -	\$ 70,000	\$ 40,000	\$ 30,000	\$ -	\$ -	\$ 140,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

STREET SIGN REPLACEMENT (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
March 2022

PLANNED START DATE
March 2022

ESTIMATED COMPLETION DATE
July 2022

PROJECT DESCRIPTION:

Most of the street signs don't meet current sign standards. This project starts in 2022 with a full inventory and inspection, then a replacement over a three-year period.

Inventory: \$14,000

Replacement: \$45,000 (\$15,000 a year for three years).

PROJECT STATUS:

Ongoing

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Street Sign Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP (Road Rehab)	\$ -	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 59,000
Total Funding	\$ -	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 59,000
Project Spending							
Street Sign Replacement	\$ -	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 59,000
Total Spending	\$ -	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 59,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

MISCELLANEOUS TECHNOLOGY (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
FY 2022-23

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
On Going

PROJECT DESCRIPTION:

The Miscellaneous Technology Projects are designed to improve the Town’s Technology for short term projects that are not related to the IT Master Plan. The projects covered under this CIP will be managed by the Administrative Services Department. Eligible projects would be smaller in nature, less than \$20,000 to complete. This CIP is designed to allow for smaller projects to be completed on shorter timelines as our IT Services vendor can complete.

PROJECT STATUS:

Ongoing

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Technology	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

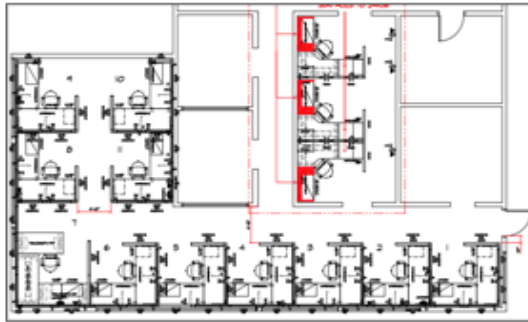
Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
CIP	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Funding	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Spending

Technology	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Spending	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

TOWN HALL FURNITURE AND SPACES UPGRADE (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR
2022

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

Upgrade of all workstations for planning, building, finance & engineering. Update flooring and new paint and modifications to the current printer room to accommodate three workstations.

PROJECT STATUS:

Design, plan to complete in early FY 2022-23

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Town Hall Furniture & Space Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
ARPA	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Funding	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Spending							
Town Hall Furniture & Space Upgrade	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Spending	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

WATER WELL AT PURISSIMA PARK (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR	PLANNED START DATE
2022	2022

ESTIMATED COMPLETION DATE
FY 2022-23

PROJECT DESCRIPTION:

Determine the viability of a new well and if viable drill a new water well, install a water pump, install electrical wiring, upgrade electric panel, and modify irrigation conduits irrigation at the Little League Fields.

PROJECT STATUS:

Planning stage

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Water Well at Purissima Park	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
ARPA	\$ -	\$ -	\$ 142,260	\$ -	\$ -	\$ -	\$ 142,260
CIP	-	40,000	-	-	-	-	40,000
Total Funding	\$ -	\$ 40,000	\$ 142,260	\$ -	\$ -	\$ -	\$ 182,260
Project Spending							
Water Well at Purissima Park	\$ -	\$ 40,000	\$ 142,260	\$ -	\$ -	\$ -	\$ 182,260
Total Spending	\$ -	\$ 40,000	\$ 142,260	\$ -	\$ -	\$ -	\$ 182,260

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Pathways



Pathways and Roadside Maintenance

EDGERTON ROAD PATHWAY



PROJECT NUMBER
427909

INITIAL FUNDING YEAR
July 2020

PLANNED START DATE
Spring 2022

ESTIMATED COMPLETION DATE
Winter 2022

PROJECT DESCRIPTION:

Construct a pathway with the scope of work shown below:

- Construct ~1200' of Roadside Path
- Approximately 400' of 2-3' Retaining Wall

PROJECT STATUS:

Survey and staking complete, additional investigation are needed to set path alignment. Construction to start Spring 2022

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Survey and Engineer	\$ 50,000	\$ 8,853	\$ 41,147	\$ -	\$ 41,147
Construction	-	-	-	-	-
Total	\$ 50,000	\$ 8,853	\$ 41,147	\$ -	\$ 41,147

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ 41,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,147
Total Funding	\$ 41,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,147
Project Spending							
Survey and Engineer	\$ 41,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,147
Construction	-	-	-	-	-	-	-
Total Spending	\$ 41,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,147

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

FREMONT/REDWOOD GROVE PATHWAY



PROJECT NUMBER

427903

INITIAL FUNDING YEAR

July 2018

PLANNED START DATE

July 2020

ESTIMATED COMPLETION DATE

December 2022

PROJECT DESCRIPTION:

The City Council directed the Pathway Committee in June 2017 to prioritize pathways to be constructed in the Town. The Pathway Committee has voted and made the Fremont Road to Redwood Grove and Estacada Way pathway projects on the priority list on February 26, 2018, Committee meeting. Town staff coordinated with Los Altos staff beginning in October 2021 to discuss first the steps.

The Fremont Road to Redwood Grove pathway project will include the construction of a native path from Fremont Road. It will improve pedestrian safety and connect to the 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 a survey, environmental assessment, ADA/CASp analysis, and design of the native pathway.

PROJECT STATUS:

Discussion is ongoing with the City of Los Altos. 1/14/22 Los Altos has requested a CASp study. Town received a draft of CASp study in March and provided the report to Los Altos.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Survey and Engineer	\$ 7,000	\$ 7,800	\$ (800)	\$ -	\$ (800)
Construction	21,000	4,800	16,200	-	16,200
Total	\$ 28,000	\$ 12,600	\$ 15,400	\$ -	\$ 15,400

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ 15,400	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 25,400
Total Funding	\$ 15,400	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 25,400
Project Spending							
Survey and Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	15,400	10,000	-	-	-	-	25,400
Total Spending	\$ 15,400	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 25,400

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

No additional maintenance cost has been determined at this time.

LA PALOMA ROBLEDA



PROJECT NUMBER
427906

INITIAL FUNDING YEAR **PLANNED START DATE**
July 2019 April 2022

ESTIMATED COMPLETION DATE
Winter 2022

PROJECT DESCRIPTION:

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:

Plan to start construction in April 2022

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Survey and Environmental					
Study	\$ 80,000	\$ 70,894	\$ 9,106	\$ -	\$ 9,106
Bid Package	50,000	22,573	27,427	-	27,427
Construction	200,000	8,156	191,844	-	191,844
Total	\$ 330,000	\$ 101,623	\$ 228,377	\$ -	\$ 228,377

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ 228,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,377
Total Funding	\$ 228,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,377
Project Spending							
Survey and Environmental							
Study	\$ 9,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,106
Bid Package	27,427	-	-	-	-	-	27,427
Construction	191,844	-	-	-	-	-	191,844
Total Spending	\$ 228,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,377

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.

MISCELLANEOUS PATHWAYS



PROJECT NUMBER
427913-23

INITIAL FUNDING YEAR
FY 2021-22

PLANNED START DATE
Summer 2021

ESTIMATED COMPLETION DATE
Ongoing

PROJECT DESCRIPTION:

The Miscellaneous Pathways Capital Improvement Project is designed to improve the Town’s pathways system by filling in gaps and fixing existing portions of the pathway system. The projects covered under this CIP would be on a list that is maintained and updated by the Pathways Committee. Once the eligible project list has been established, projects would be initiated and constructed as staff time and/or contractors are available. This CIP is designed to allow for smaller pathway projects to be completed on shorter timelines as opportunities present themselves. The list includes the Council's goals of completing ten sections per year, if any of the projects require extensive planning, design, and construction then that project will be converted to an individual CIP project.

PROJECT STATUS:

Ongoing

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ -	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,625,000
Total Funding	\$ -	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,625,000

Project Spending

Construction	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Misc Pathways	-	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Spending	\$ -	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 1,625,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

The projects in the CIP would be funded by a reoccurring annual contribution from the Pathway Fund, as determined by the City Council. The general maintenance of the Town’s pathway system by Public Works would not be funded by this CIP.

PAGE MILL ROAD FROM LUPINE TO VIA FELIZ



PROJECT NUMBER
427912

INITIAL FUNDING YEAR
July 2020

PLANNED START DATE
July 2020

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

Construct a pathway with the scope of work shown below:

- Construct a native pathway parallel to Page Mill road between via Feliz and Lupine, this section starts at Via Feliz and goes to midpoint between Via Feliz and Lupine road, and it has adequate easement for the path.
- Improve the roadside path starting at Lupine road to the midpoint between Lupine road and Via Feliz, this section has just enough room for a roadside path, no additional easement exists to build an off-road path.

PROJECT STATUS:

Plan to construct Via Feliz half Spring of 2022

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Survey and Engineer	\$ 50,000	\$ 444	\$ 49,556	\$ -	\$ 49,556
Environmental Study	10,000	-	10,000	-	10,000
Construction	-	-	-	-	-
Total	\$ 60,000	\$ 444	\$ 59,556	\$ -	\$ 59,556

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ 59,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,556
Total Funding	\$ 59,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,556

Project Spending

Survey and Engineer	\$ 49,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,556
Environmental Study	10,000	-	-	-	-	-	10,000
Construction	-	-	-	-	-	-	-
Total Spending	\$ 59,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,556

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

SUMMERHILL PATHWAY



PROJECT NUMBER
427902

INITIAL FUNDING YEAR
July 2016

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
December 2023

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 toggle 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.

Public Works conducted a site walk to assess construction options for the project in February 2022. Staff to work on obtaining the private property easements at two properties, apply for a County encroachment permit, and complete the design for all segments in-house.

PROJECT STATUS:

Survey completed 12/2021; design plans expected to be completed by 5/2022

PRIOR APPROPRIATION:

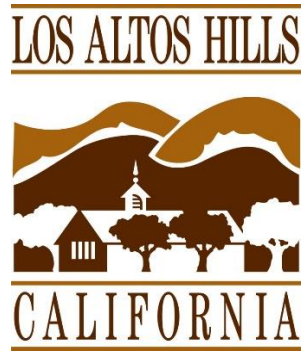
Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Survey and Engineer	\$ 130,000	\$ 87,413	\$ 42,587	\$ -	\$ 42,587
Environmental Study	10,000	-	10,000	-	10,000
Construction	365,000	-	365,000	-	365,000
Design	21,103	1,665	19,438	-	19,438
Total	\$ 526,103	\$ 89,078	\$ 437,025	\$ -	\$ 437,025

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Pathway Fund	\$ 417,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417,587
TDA	19,438	-	-	-	-	-	19,438
Total Funding	\$ 437,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 437,025
Project Spending							
Survey and Engineer	\$ 42,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,587
Environmental Study	10,000	-	-	-	-	-	10,000
Construction	365,000	-	-	-	-	-	365,000
Design	19,438	-	-	-	-	-	19,438
Total Spending	\$ 437,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 437,025

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Will be determined as part of the design phase.



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Road Rehabilitation



Road Rehab Project

ANNUAL ROAD REHABILITATION PROGRAM



PROJECT NUMBER
467226-23

INITIAL FUNDING YEAR
July 2022

PLANNED START DATE
July 2022

ESTIMATED COMPLETION DATE
December 2022

PROJECT DESCRIPTION:

The annual street resurfacing program is designed to maintain safe and functional Town streets. The project may include 6" AC deep lift patching, 2" asphalt concrete overlay, 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 the award of construction contract. The 2022-23 Pavement Rehabilitation Program is prioritized as shown in the following table for 2022-23, representing 6.8 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 "the 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.

Street	From	To	Length (Feet)	Type of Work
Anacapa Court	Anacapa Drive	End	140	Microsurfacing
Arastradero Road	Horseshoe Lane	Stirrup Way	1,900	Microsurfacing
Camino Hermoso Drive	Ravensbury Ave. (north)	Ravensbury Ave. (south)	3,190	2" Overlay with Digouts
Camino Medio	Viscaino Road	End	501	Microsurfacing with Digouts
Deerfield Drive	Fremont Road	End	700	Microsurfacing with Digouts
Delson Court	Elena Road	End	330	2" Overlay with Digouts
El Monte Road (EB)	Stonebrook Drive	Summerhill Ave.	3,851	Microsurfacing with Digouts
El Monte Road (WB)	O'Keefe Lane	Stonebrook Drive	3,411	Microsurfacing with Digouts
Golden Hill Court	La Paloma Road	End	750	Microsurfacing with Digouts
La Cresta Drive	Nina Place	Viscaino Road	2,650	Microsurfacing with Digouts
La Paloma Road (1)	Fremont Road	Newbridge Drive	2,351	2" Overlay with Digouts
La Paloma Road (2)	Alta Tierra Road	Purissima Road	1,090	Microsurfacing
Magdalena Road	Eastbrook Drive	Ravensbury Ave.	1,550	2" Overlay with Digouts
Natoma Road	Black Mountain Road	Lucero Lane	1,559	Microsurfacing
Old Altos Road	Burke Road	Fremont Road	550	Microsurfacing with Digouts
Roble Ladera Drive	Purissima Road	Viscaino Road	1,840	Microsurfacing with Digouts
Sholes Court	Alexander Place	End	405	Microsurfacing
Story Hill Lane	Page Mill Road	End	1,603	Microsurfacing
Summitwood Road	Tepa Way	La Loma Drive	2,335	Microsurfacing with Digouts
West Loyola Drive	Camino Hermoso Drive	Eastbrook Drive	4,762	Microsurfacing
Via Corita Way	Natoma Road	End	335	Microsurfacing
Town Hall Parking Lot				Double Seal Coat
		TOTAL	6.8Miles	

ANNUAL ROAD REHABILITATION PROGRAM

PROJECT STATUS:

Staff is performing field survey and quantity take off.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Annual Pavement Rehab	\$ 1,400,000	\$ 992,877	\$ 407,123	\$ -	\$ 407,123
Total	\$ 1,400,000	\$ 992,877	\$ 407,123	\$ -	\$ 407,123

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Gas Tax	\$ -	\$ 188,000	\$ 195,300	\$ 205,100	\$ 215,400	\$ 226,200	\$ 1,030,000
SB1 Funds	-	130,000	169,800	178,300	187,200	196,600	\$ 861,900
Vehicle Registration Fees SB	-	58,100	61,000	64,100	67,300	70,700	\$ 321,200
Drainage in-lieu	-	40,000	40,000	40,000	40,000	40,000	\$ 200,000
Street Encroachment Fees	-	146,000	153,300	161,000	169,100	177,600	\$ 807,000
Measure B	-	186,019	195,300	205,100	215,400	226,200	\$ 1,028,019
General Fund	407,123	608,181	570,300	531,400	490,600	462,700	\$ 3,070,304
Total Funding	\$ 407,123	\$ 1,356,300	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000	\$ 1,400,000	\$ 7,318,423
Project Spending							
Annual Pavement Rehab	\$ 407,123	\$ 1,356,300	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000	\$ 1,400,000	\$ 7,318,423
Total Spending	\$ 407,123	\$ 1,356,300	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000	\$ 1,400,000	\$ 7,318,423

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.

EAST SUNSET DRIVE ROADWAY WIDENING



PROJECT NUMBER
467227

INITIAL FUNDING YEAR **PLANNED START DATE**
FY 2021-22 2022

ESTIMATED COMPLETION DATE
October 2022

PROJECT DESCRIPTION:

Approximately 290 feet section of East Sunset Drive near the bulb is very narrow and does not have adequate pavement width for vehicles going in opposite directions at the same time. The roadway needs to be widened by approximately 3' to provide adequate road width. In order to widen the roadway three additional feet, soldier pile piers retaining walls are required due to the steep hillsides.

PROJECT STATUS:

City Council has awarded the contract to Brannon Corporation on February 17, 2022, at their regular meeting. The project is scheduled to start in May and be completed in October 2022. Design contract was awarded to Lea & Braze Engineering, Inc. for \$30,550. Geotechnical services agreement was issued to Cotton, Shires and Associates Inc for \$19,900. Construction contract was awarded for \$454,616 to Brannon Corporation, and the inspection services to CSG for \$52,200.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Design	\$ 30,000	\$ 29,951	\$ 50	\$ -	\$ 50
Construction	517,800	74	517,726	-	517,726
Inspection services (Const)	52,200	-	52,200	-	52,200
Approved Budget Total	\$ 600,000	\$ 30,025	\$ 569,976	\$ -	\$ 569,976

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
General Fund	\$ 569,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569,976
Total Funding	\$ 569,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569,976
Project Spending							
Design	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
Construction	517,726	-	-	-	-	-	517,726
Inspection services (Const)	52,200	-	-	-	-	-	52,200
Total Spending	\$ 569,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569,976

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Sewer



Sewer Treatment Plant Tour

ANNUAL SANITARY SEWER REPLACEMENT AND REHAB



PROJECT NUMBER
487918-23

INITIAL FUNDING YEAR
July 2022

PLANNED START DATE
October 2022

ESTIMATED COMPLETION DATE
December 2022

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 in the annual sewer replacement rate for agencies with aging sewer collection systems. Applying this approach to the Town's sanitary sewer system, staff is recommending an average of \$1,050,000 per year over the next five years to improve the areas that have the most problems and to eliminate the need for high frequency cleaning necessary to keep the system operational and prevent SSO's. The annual allocation will be validated, reviewed, and updated as needed every budget cycle.

Description	Estimate for 2022/23
Sewer Repair and Replacement Project	\$ 920,350.00
Manhole Cover Replacement Project	\$ 50,000.00
Green Hills Court Sewer Main Realignment Project	\$ 200,000.00
	\$ 1,170,350.00

PROJECT STATUS:

The 2022 Sewer Rehab Project is under development.

PRIOR APPROPRIATION:

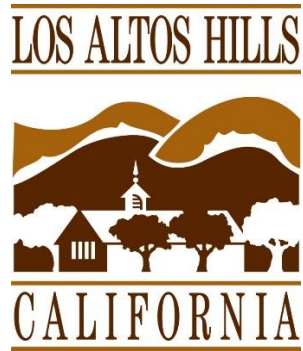
Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Sewer Rehab CIP	\$ 1,200,000	\$ 123,649	\$ 1,076,351	\$ -	\$ 1,076,351
O'Keefe/Purissima Pump	66,650	53,555	13,095	-	13,095
Total	\$ 1,266,650	\$ 177,204	\$ 1,089,446	\$ -	\$ 1,089,446

ANNUAL SANITARY SEWER REPLACEMENT AND REHAB

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Sewer User Charges	\$ 1,076,351	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,346,701
ARPA Fund	13,095		-	-	-	-	13,095
Total Funding	\$ 1,089,446	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,359,796
Project Spending							
Sewer Rehab CIP	\$ 1,076,351	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,346,701
O'Keefe/Purissima Pump	13,095	-	-	-	-	-	13,095
Total Spending	\$ 1,089,446	\$ 1,170,350	\$ 1,050,000	\$ 950,000	\$ 950,000	\$ 1,150,000	\$ 6,359,796

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:



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Westwind Community Barn



Westwind Community Barn

WESTWIND COMMUNITY BARN IMPROVEMENTS



PROJECT NUMBER

437307-23

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 meet the Barn users' needs. Each year, the Town and Concessionaire, Victoria Dye Equestrian (VDE), identifies and prioritizes potential improvements.

The following projects were identified:

1. Rehab paint trim, windows, 17 exteriors lower half of barn doors, sliding doors, fence in the courtyard
2. Repair footing of four paddocks that have previously been upgraded with grids. This was due to terrain, wear, and tear, and install specifications.
3. Repair the footing of the remaining six paddocks footing: Twelve have already been completed. The existing footing does not promote drainage during heavy rains. Rain creates water pooling, mud, and as a result make them unusable. The third phase of this project is proposed to update the footing infrastructure with grading and installing a grid system. If the work continues to be done in-house by our Public Works Maintenance Crew, staff is projecting the remaining six paddocking footing costs to be \$60,000. As of June 30, 2021, the ending balance of the Westwind Community Barn capital fund is \$90,418.
3. Replacing paddock fencing: At the time of the paddock footing upgrade replacing the paddock fencing would result in a better final product. A need has been identified for retaining walls, replacing boards, and more substantial grade of fencing. The Town would contract this out and are estimating the project would cost \$70,000.
4. Adding a toilet: The Barn has one existing toilet and a room with a shower. Adding an additional toilet to the shower room would be beneficial for camp, boarders, and events. \$20,000.

PROJECT STATUS:

Feeding Pasture Fencing Preconstruction Walk-Through completed, Work to be completed by February 28 2022.

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
Paddock Footing	\$ 15,418	\$ -	\$ 15,418	\$ -	\$ 15,418
Paddock Fencing	-	-	-	-	-
Rehab windows/doors	-	-	-	-	-
Restroom Renovation	-	-	-	-	-
Feeding Pasture Fencing	75,000	67,474	7,526	-	7,526
Replace barn floor (wing 1)	-	-	-	-	-
Site improvements (parking)	-	-	-	-	-
Total	\$ 90,418	\$ 67,474	\$ 22,944	\$ -	\$ 22,944

WESTWIND COMMUNITY BARN IMPROVEMENTS

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
Cell Tower Rental	\$ 22,944	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 272,944
Westwind Barn Capital	0	90,000	20,000	20,000	20,000	30,000	180,000
Total Funding	\$ 22,944	\$ 140,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 80,000	\$ 452,944

Project Spending

Paddock Footing	\$ 15,418	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 105,418
Paddock Fencing	-	-	70,000	40,000	-	-	110,000
Rehab windows/doors	-	100,000	-	-	-	-	100,000
Restroom Renovation	-	40,000	-	-	-	-	40,000
Feeding Pasture Fencing	7,526	-	-	-	-	-	7,526
Replace barn floor (wing 1)	-	-	-	-	40,000	-	40,000
Site improvements (parking lot)	-	-	-	-	-	50,000	50,000
Total Spending	\$ 22,944	\$ 140,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 80,000	\$ 452,944

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

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

WESTWIND COMMUNITY BARN WATER WELL (NEW)



PROJECT NUMBER
NEW

INITIAL FUNDING YEAR **PLANNED START DATE**
2022 2022

ESTIMATED COMPLETION DATE
FY 2022/23

PROJECT DESCRIPTION:

Investigate the viability of a new well. If viable, drill a new water well, abandon the existing well, install a new electrical system, and modify irrigation lines.

PROJECT STATUS:

Ongoing

PRIOR APPROPRIATION:

Project Summary	Project Budget	Thru March 2022	Available Budget	General Fund	Prior Appropriation
ARPA Water Well at Westwind Barn	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT FUNDING/SPENDING ESTIMATE:

Project Summary	Prior Appropriation	2022-23 Budget	2023-24 Planned	2024-25 Planned	2025-26 Planned	2026-27 Planned	Total Project
Funding Source							
ARPA	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000
CIP	-	40,000	-	-	-	-	40,000
Total Funding	\$ -	\$ 40,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 150,000
Project Spending							
ARPA Water Well at Westwind Barn	\$ -	\$ 40,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 150,000
Total Spending	\$ -	\$ 40,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 150,000

RECURRING ANNUAL MAINTENANCE AND OPERATING COSTS, IF APPLICABLE:

Appendix



Byrne Preserve

RESOLUTION 65-22

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF LOS ALTOS HILLS ADOPTING THE FY 2022-23 APPROPRIATION LIMIT AND THE FY 2022-23 BUDGET

WHEREAS, the City Council of the Town of Los Altos Hills has received and completed its review of the proposed FY 2022-23 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 FY 2022-23.

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 1 is hereby approved; and
- II. The Operating and Capital Budget as shown in the Attachment 1 budget document is hereby approved; and
 - A. The amount of the FY 2022-23 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 FY 2022-23 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 FY 2022-23;

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 16th day of June 2022 by the following vote:

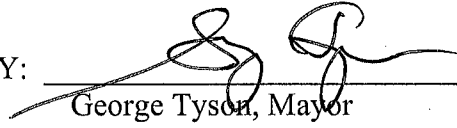
AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

ABSENT: None

BY:


George Tyson, Mayor

ATTEST:


Deborah Padovan, City Clerk

FISCAL YEAR 2022-23

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 Town 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 2022-23 Limit	\$	8,207,143
2022 Change in Town of Los Altos Hills Population		99.80%
2022-23 Change in California Per Capita Personal Income		7.60%
Fiscal Year 2022-23 Limit	\$	8,812,095
Fiscal Year 2022-23 Budget Amount Subject to Limitation		5,818,101
Amount Under Appropriation Limit	\$	2,993,994

**TOWN OF LOS ALTOS HILLS
2020-21 INVESTMENT POLICY**

1.0 Philosophy

It is the policy of the Town of Los Altos Hills to invest public funds in a manner that will provide a reasonable rate of investment return while minimizing exposure to loss of capital and thereby maintaining a consistent source of revenues for the Town. This policy establishes the parameters for the Town’s investment strategies.

2.0 Delegation of Authority

Authority to manage the Town of Los Altos Hills’ investment program is derived from the California Government Code Section 53600 et seq. The City Council shall approve all modifications to the investment strategy and the selection or dismissal of an investment advisor. Administration of the Council-approved investment strategy is hereby delegated to the City Manager, who shall be responsible for supervising all treasury activities of the Town’s Finance Director and who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegations of authority to persons responsible for investment transactions. No person may engage in any investment transactions except as provided under the terms of this policy and the procedures established by the City Manager or her/his designee. The City Manager or her/his designee shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

3.0 Scope

This investment policy applies to all financial assets of the Town of Los Altos Hills. These funds are accounted for in the Town of Los Altos Hills’ Comprehensive Annual Financial Report and include:

3.1 Funds

General Fund	Enterprise Funds
Special Revenue Funds	Capital Projects Funds
Trust and Agency Funds	

Any new fund, unless specifically exempted

3.2 *The following financial assets are excluded:*

Deferred Compensation Plans – Investments are directed by the individual plan participants.

Debt Service Funds Held by Trustees – Investments are placed in accordance with bond indenture provisions.

Notes and Loans – Investments are authorized by separate agreements approved by City Council.

Retiree and Retiree Medical Plans

Except as noted, the Town of Los Altos Hills will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

4.0 Prudence

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived.

4.1 *Standard of prudence:* The standard of prudence to be used by investment officials shall be the “prudent investor” standard and shall be applied in the context of managing an overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

5.0 Objective

The primary objective, in priority order, of the Town of Los Altos Hills’ investment activities shall be:

5.1 *Safety:* Safety of principal is the foremost objective of the investment program. Investments of the Town of Los Altos Hills shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to minimize (1) credit risk, through diversifying the portfolio among the authorized investment types with pre-qualifying financial institutions and broker dealers, and (2) interest rate risk, by structuring portfolio maturities to match cash requirements and investing operating funds in shorter-term securities.

- 5.2 **Liquidity:** The Town of Los Altos Hills’ investment portfolio will remain sufficiently liquid to enable the Town of Los Altos Hills to meet all operating requirements which might be reasonably anticipated. In addition to structuring the portfolio so that securities mature concurrent with cash needs, suitable investments (Section 6.0) consist largely of securities with active secondary or resale markets.
- 5.3 **Return on Investments:** The Town of Los Altos Hills’ investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the Town of Los Altos Hills’ investment risk constraints and the cash flow characteristics of the portfolio.

6.0 Authorized and Suitable Investments

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Credit criteria listed in this section refers to the credit rating at the time the security is purchased. Where credit requirements in this section refer to a minimum credit rating, this minimum is regardless of any category modifiers such as “+” or “-”. If an investment’s credit rating falls below the minimum rating required at the time of purchase, the City Manager will perform a timely review and decide whether to sell or hold the investment.

The Town of Los Altos Hills is empowered by Government Code Section 53601, and further limited by this investment policy, to invest in the following types of securities:

1. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, Commission, agency or authority of the state or any local agency; provided that the obligations are rated in one of the three highest categories by a nationally recognized statistical rating organization (NRSRO). Purchases of municipal obligations in sections 3 and 4 combined may not exceed 30 percent of the Town's investment portfolio.

4. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states; provided that the obligations are rated in one of the three highest categories by a NRSRO. Purchases of municipal obligations in sections 3 and 4 combined may not exceed 30 percent of the Town's investment portfolio.
5. Bankers' Acceptances with a rating of the highest ranking or highest letter and number rating as provided for by a NRSRO. Purchases of bankers' acceptances may not exceed 180 days. No more than 40% of the Town's investment portfolio may be invested in bankers' acceptances and no more than 30% of the Town's investment portfolio may be invested in the bankers' acceptances of any one commercial bank.
6. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):
 - (1) The entity meets the following criteria:
 - (A) Is organized and operating in the United States as a general corporation.
 - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (C) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.
 - (2) The entity meets the following criteria:
 - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (B) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25% of their moneys in eligible commercial paper. The Town may purchase no more than 10% of the outstanding commercial paper of any single issuer.

7. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California, including U.S. branches of foreign banks licensed to do business in California. All time deposits must be collateralized in accordance with California Government Code section 53651. Purchase of FDIC insured or fully collateralized time certificates of deposit may not exceed 50% of the Town's investment portfolio.
8. Negotiable Certificates of Deposit (CD) issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. No more than 30% of the Town's portfolio may be invested in negotiable CDs and eligible CDs must be rated in one of the three highest categories by a NRSRO.
9. Local Agency Investment Fund (LAIF). Investments in LAIF shall not exceed \$75 million.
10. Insured savings account or bank money market account. In accordance with California Government Code Section 53635.2 to be eligible to receive local agency deposits a financial institution must have received a minimum overall "satisfactory" rating for meeting the credit needs of California communities in its most recent evaluation.
11. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds and with assets under management in excess of \$500,000,000. The purchase price of shares shall not exceed 20% of the investment portfolio.
12. California Asset Management Program. (CAMP).
13. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30% of the agency's money that may be invested pursuant to this section.

14. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and shall not exceed 30% of the agency’s moneys that may be invested pursuant to this section. (Supranationals).

Summary Table of Permitted Investments		
Investment Instruments	Calif. Code Limitation (Maturity, % of Portfolio, Rating)	Town Policy Limitation (Maturity, % of Portfolio, Rating)
U.S. Treasury	5 years 100% of portfolio	5 years 100% of portfolio
Federal Agency (including mortgage- backed securities and callable securities)	5 years 100% of portfolio	5 years 100% of portfolio
Municipal Obligations (including notes issued by the State of California, California local agencies, and the other 49 states)	5 years 100% of portfolio	5 years 30% of portfolio Credit rating category of “A” or its equivalent or higher by a NRSRO
Bankers’ Acceptances	180 days 40% of portfolio 30% per issuer	180 days 40% of portfolio 5% per issuer
Commercial Paper	270 days 25% of portfolio Long term credit rating category of “A” and short term rating of “A-1” or its equivalent or higher by a NRSRO	270 days 25% of portfolio 5% per issuer Long term credit rating category of “A” and short term rating of “A-1” or its equivalent or higher by a NRSRO

Summary Table of Permitted Investments		
Investment Instruments	Calif. Code Limitation (Maturity, % of Portfolio, Rating)	Town Policy Limitation (Maturity, % of Portfolio, Rating)
Deposits (Collateralized/FDIC)	50% ¹ of portfolio	5 years 50% of portfolio
Negotiable CDs	5 years 30% of portfolio	5 years 30% of portfolio 5% per issuer Credit rating category of “A” or its equivalent or higher by a NRSRO
LAIF	\$75 million	\$75 million
Money Market Funds	20% of portfolio 20% per fund AAAm	20% of portfolio 20% per fund
JPA (CAMP)	100% of portfolio	100% of portfolio
Medium-Term Notes	5 years 30% of portfolio Credit rating category of “A” or its equivalent or higher by a NRSRO	5 years 30% of portfolio 5% per issuer Credit rating category of “A” or its equivalent or higher by a NRSRO
Supranationals	5 years 30% of portfolio Credit rating category of “AA” or its equivalent or higher by a NRSRO	5 years 30% of portfolio Credit rating category of “AA” or its equivalent or higher by a NRSRO

¹ For deposit placement services.

7.0 Authorized Financial Dealers and Institutions

To provide for the optimum yield in the Town's portfolio, the Town's procedures shall be designed to encourage competitive bidding on transactions from an approved list of broker/dealers.

The Town may engage the services of an external investment advisor to assist in the management of the Town's investment portfolio in a manner consistent with this investment policy. If the Town hires an investment advisor to provide investment management services, the advisor is authorized to transact with its direct dealer relationships on behalf of the Town.

Approved investment adviser firms must provide their services to the Town on a fiduciary capacity and be registered with the Securities and Exchange Commission (SEC) under the Investment Advisor's Act of 1940. The advisor shall have more than five years' experience in managing public funds, and shall have at minimum \$1 billion under management.

The City Manager, or the Town's investment advisor, shall maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes. This list will be developed after a comprehensive credit and capitalization analysis indicates the firm is adequately financed to conduct business with public entities. It shall be the policy of the Town to purchase securities only from those authorized institutions or firms.

8.0 Safekeeping and Custody

All security transactions entered into by the Town of Los Altos Hills shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian, in the Town of Los Altos Hills' name and control, designated by the City Manager or her/his designee and evidenced by safekeeping receipts.

9.0 Collateralization

Collateralization will be required on certificates of deposit as specified under Government Code Section 63630 et seq in order to anticipate market changes and provide a level of security for all funds. All time deposits must be collateralized in accordance with California Government Code section 53651.

The Town of Los Altos Hills chooses to limit collateral to the following:

Collateral will always be held by an independent third party. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Town of Los Altos Hills and retained.

The right of collateral substitution is granted.

10.0 Internal Control

The Town of Los Altos Hills is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuses. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the City Manager and staff.

The City Manager or designee shall arrange for an annual audit by an external CPA firm in compliance with the requirements of state law and generally accepted accounting principles as pronounced by the Government Accounting Standards Board (GASB). As a part of the audit investment transactions will be tested. The annual audit will be an integral part, but not the sole part of management's program of monitoring internal controls.

The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting a recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

11.0 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. These officers and employees involved in the investment process shall disclose to the City Manager any material financial interest in financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town of Los Altos Hills, particularly with regard to the time of purchases and sales. Employees and investment officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town of Los Altos Hills.

12.0 Diversification

The Town of Los Altos Hills will diversify its investments by security type and institution. Limits are provided for in Section 6.0. With the exception of U.S. Treasury and Federal Agency securities, municipal bonds, supranational bonds, and authorized pools such as CAMP or LAIF, no more than 5% of the Town of Los Altos Hills' total investment portfolio will be invested in a single issuer.

13.0 Maximum Maturities

To the extent possible, the Town of Los Altos Hills will attempt to match its investments with anticipated cash flow requirements. The Town of Los Altos Hills will not directly invest in securities maturing more than five (5) years from the date of purchase unless City Council has provided approval for a specific purpose at least three (3) months before the investment is made.

Debt reserve funds may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

The Town of Los Altos Hills will retain operating reserves as adopted by the City Council. The amount of active deposits and inactive investments with a maturity of one year or less shall always be equal to greater than any draw on these reserves required by the annual operating budget.

Securities may be sold prior to maturity to accommodate the Town's cash flow requirements, to reposition the portfolio to perform well in the current market, or to take advantage of market opportunities to increase the Town's rate of return.

14.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark): Suitability should be the standard for evaluating the success of the Town's investment portfolio. Given this strategy and the active investment management utilized by the Town, the basis used to determine whether market yields are adequate shall be the ICE BofAML 1-5 year U.S. Treasury Index.

15.0 Reporting

The City Manager is charged with the responsibility of including a market report on investment activity and returns in the Town of Los Altos Hills' Cash and Investment Report. The Report will be in compliance with California Government Code Section 53646.

16.0 Investment Policy Adoption

The Town of Los Altos Hill's investment policy shall be adopted by the City Council. The policy shall be reviewed annually by the Finance and Investment Committee and any modifications made thereto must be approved by the City Council.

GLOSSARY

Bankers' Acceptances

Short-term credit arrangements that enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at maturity. An acceptance is a high-grade negotiable instrument.

Benchmark

A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk the average duration of the portfolio's investments.

Broker

Someone who brings buyers and sellers together and is compensated for her/his service.

California Asset Management Program (CAMP)

CAMP is a joint powers authority which provides investment services to local governments through its investment pool. The pool is AAAM-rated by Standard and Poor's, and provides same-day availability to funds up to 11:00AM Pacific. The pool strives to maintain stable asset value.

Certificates of Deposit

- 1. Negotiable Certificates of Deposit** are large-denomination CDs. They are issued at face value and typically pay interest at maturity, if maturing in less than 12 months. CDs that mature beyond this range pay interest semi-annually. Negotiable CDs are issued by U.S. banks (domestic CDs), U.S. branches of foreign banks (Yankee CDs), and thrifts. There is an active secondary market for negotiable domestic and Yankee CDs. However, the negotiable thrift CD secondary market is limited. Yields on CDs exceed those on U.S. treasuries and agencies of similar maturities. This higher yield compensates the investor for accepting the risk of reduced liquidity and the risk that the issuing bank might fail. State law does not require the collateralization of negotiable CDs.
- 2. Non-negotiable Certificates of Deposit** are time deposits with financial institutions that earn interest at a specified rate for a specified term. Liquidation of the CD prior to maturity incurs a penalty. There is no secondary market for these instruments; therefore, they are not liquid. They are classified as public deposits, and financial institutions are required to collateralize them. Collateral may be waived for the portion of the deposits that are covered by FDIC insurance.

Collateral

Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Collateralization

Process by which a borrower pledges securities, property or other deposits for the purpose of securing the repayment of a loan and/or security. Also refers to securities pledged by a bank to secure deposits of public moneys.

Dealer

Someone who acts as a principal in all transactions, including buying and selling from her/his own account.

Delivery v. payment

The preferred method of delivering securities, with an exchange of money for the securities.

Demand deposits

A deposit of monies which are payable by the bank upon demand of the depositor.

Derivative

Securities that are based on, or derived from, some underlying asset, reference date, or index.

Diversification

Dividing investment funds among a variety of securities offering independent returns.

Federal Depository Insurance Corporation (FDIC)

A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

Federal Home Loan Bank (FHLB)

A federal agency that provides credit and liquidity in the housing market. FHLB issues discount notes and semi-annual pay coupon securities.

Federal Home Loan Mortgage Corporation (FHLMC)

A federal agency that provides credit and liquidity in the housing market. FHLMC, also called "Freddie Mac," issues discount notes, semi-annual pay coupon securities and mortgage-backed securities.

Federal National Mortgage Association (FNMA)

A federal agency that provides credit and liquidity in the housing market. FHLMC, also called "Fannie Mae," issues discount notes, semi-annual pay coupon securities and mortgage-backed securities.

Liquidity

An asset that can easily and rapidly be converted into cash without significant loss of value.

Local Agency Investment Fund (LAIF)

The LAIF was established by the State of California to enable treasurers to place funds in a pool for investments. There is a limitation of \$50 million per agency subject to a maximum of fifteen total transactions per month. The Town uses this fund when market interest rates are declining as well as for short-term investments and liquidity. Town funds in LAIF are limited to \$40 million.

Maturity

The date upon which the principal or stated value of an investment becomes due and payable.

Mortgage-Backed Security

Debt obligations that represent claims to the cash flows from pools of mortgage loans, most commonly on residential property.

Portfolio

Combined holding of more than one stock, bond, commodity, cash equivalent or other asset. The purpose of a portfolio is to reduce risk by diversification.

Repurchase Agreement

A form of collateralized loan involving the sale of a security with a simultaneous agreement by the seller to buy the same security back from the purchaser at an agreed-on price and future date. The party who sells the security at the inception of the repurchase agreement and buys it back at maturity is borrowing money from the other party, and the security sold and subsequently repurchased represents the collateral.

Safekeeping

Offers storage and protection of assets provided by an institution serving as an agent.

Supranational Bonds

A bond issued by a supranational agency such as the World Bank.

U.S. Treasury Bills

Commonly referred to as T-Bills, these are short-term marketable securities sold as obligations of the U.S. Government. They are offered in three-month, six-month and one year maturities. T-Bills do not accrue interest but are sold at a discount to pay face value at maturity.

U.S. Treasury Notes

These are marketable, medium-term interest-bearing securities sold as obligations of the U.S. Government with original maturities of one to ten years. Interest is paid semi-annually.

U.S. Government Agency Issues

Issues which are unconditionally backed by the full faith and credit of the United States.

Yield

The rate of annual income return on an investment, expressed as a percentage. **Income yield** is obtained by dividing the current dollar income by the current market price for the security. **Net yield** or **yield to maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.