



## CITY COUNCIL STUDY SESSION

**TUESDAY, June 9, 2020 - 5:30 P.M.**

Telephone/Video Conference only

*Please Note: Per California Executive Order N-29-20, the City Council will meet via teleconference only. Members of the Public may join the Council meeting at <https://webinar.ringcentral.com/j/1486737539>. Members of the public may also call 1-650-242-4929 (Meeting ID: 148 673 7539) to listen to the City Council meeting. Please note that members of the public who call in using the telephone number will not be able to provide public comments. Members of the public who wish to provide public comments will need to join the meeting using the above link. Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Mayor and members of the public may only comment during times allotted for public comments. Those wishing to comment on an agenda item are asked to text their name and which item they wish to speak on to 650-823-6911 to better organize the public comment period. An opportunity will be provided to those who do not text to speak on each item. Members of the public are also encouraged to submit written testimony prior to the meeting at [council@losaltosca.gov](mailto:council@losaltosca.gov). Emails received prior to the meeting will be included in the public record.*

### MEETING CALLED TO ORDER

### CONFIRM QUORUM

### DISCUSSION

- FY 2020-2021 Budget Study Session: FY 2020-2021 Budget Study Session: Discuss the Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan and make modifications as desired by City Council

### ADJOURNMENT

#### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/online/index.html>. Council Meetings are televised live and rebroadcast on Cable Channel 26.

On occasion the City Council may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.

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



**STUDY SESSION**  
**DISCUSSION ITEM**

## **AGENDA REPORT SUMMARY**

**Meeting Date:** June 9, 2020

**Subject:** To Discuss the Proposed FY 2020-21 Operating Budget and Five-year FY 2020-24 Capital Improvement Plan

**Prepared by** Sharif Etman, Administrative Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Budget Assumptions
2. General Fund Summary
3. Revenue Summary
4. Expense Summary
5. CIP Program Summary

**Initiated by:**

Staff

**Previous Council Consideration:**

May 12, 2020, May 26, 2020

**Fiscal Impact:**

The purpose of the study session is to review the proposed operating and CIP budget and receive recommendations from Council and has no fiscal impact.

**Environmental Review:**

Not applicable

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

- Does the Council have any modifications to Proposed Operating Budget for FY 2020-21?
- Does the Council have any modifications to the prioritization of projects in the Proposed Five-year FY 2020-24 Capital Improvement Plan?

**Summary:**

- The Proposed Revised Operating Budget is balanced and addresses all the current changes anticipated with the current COVID-19 pandemic as outlined by City Council and staff.
- For FY 2019-20 the anticipated unallocated fund balance after CIP expenses is approximately \$2.4M.
- For FY 2020-21 the anticipated unallocated fund balance after the completion of suggested CIP expenses is approximately \$400K.



**Subject:** Discuss Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan

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- The Proposed Five-year FY 2020-24 Capital Improvement Plan has been modified to reflect suggested priorities for FY 2020-21 and deferring or canceling other projects to outlying years.

**Staff Recommendation:**

Discuss the Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan and make modifications as desired by City Council



**Subject:** Discuss Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan

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### **Purpose**

To review and discuss the Proposed FY 2019-20 and FY 2020-21 Operating Budgets and Proposed Five-year FY 2020-24 Capital Improvement Plan

### **Background**

The City Council and staff have been discussing and planning for the operational and fiscal impacts of COVID-19 on the current and upcoming Fiscal Year. The proposed FY 2020-21 budget has been revised to reflect those changes. Estimates have been made and are being presented for discussion.

### **Discussion/Analysis**

The purpose of the study session is to focus on a broader and higher-level discussion for Council regarding our proposed operating and capital budgets and provide direction and feedback to staff. Accordingly, the proposed operating budget is included with major highlights to be discussed and a revised 5-year CIP budget for FY 2020-24 is attached.

Any changes directed by Council during the study session regarding the budget will be incorporated into the revised proposed budget that will be presented to the Council at its regular meeting scheduled for June 23, 2020.

Cautious spending and prioritization of projects is the recommendation for the FY 2020-21 proposed budget. Property tax, which accounts for over 50% of the City continues to be a dependable source of revenue. Transient Occupancy Tax and Sales Tax, the next two largest sources of revenue are expected to continue its decrease but rebound over time as the City, State and Country emerge from the shelter in place orders in place for COVID-19. All other revenues have been adjusted accordingly and are reflected in the attached budget documents.

The amounts included in the budget are estimates and have been constantly changing as the situation changes regarding the COVID-19 pandemic.

### **Proposed Operating Budget for FY 2020-21**

The FY 2020-21 Proposed Operating Budget is balanced and addresses the anticipated revenue shortfalls due COVID-19. The City continues to have strong reserves and staff is not recommending use of those reserves at this time. Highlights of the proposed operating budget include:

### **General Fund Revenue**

#### **Revenue items of note are:**

- Property Tax revenue is not expected to change and is budgeted for 6% growth over the prior year's actuals.
- Sales Tax revenue is estimated to decrease by 660K
- Transient Occupancy Tax (TOT) is estimated to decrease by 1.9M.



**Subject:** Discuss Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan

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- Utility User's Tax (UUT) is a fixed revenue source and is budgeted at its full expected amount.
- Community Development revenue is expected to have a slight reduction of 360K. Demand for services including building and planning review continues to be strong, even during the current pandemic. Multiple new projects are also anticipated for the upcoming year.
- Recreation Department Revenue will experience a significant drop in revenue estimated at \$740K decrease due to the cancellation of most programs and events well into the fall of 2020.

### **General Fund Expenditures**

#### **Expenditure Items of note are:**

- Legal Fees have increased significantly in the past year. The upcoming budget reflects a \$1M increase over the prior year.
- Vacancy savings of \$700K has been achieved by leaving various positions unfilled.
- A total savings of over \$800K was achieved by all departments making various reductions to their departmental budgets for FY 2020-21
- The debt service payment of an estimated \$700K is included for the Community Center Loan

For FY 2019-20 the anticipated unallocated fund balance after CIP expenses is approximately \$2.4M. For FY 2020-21 the anticipated unallocated fund balance after the completion of suggested CIP expenses is approximately \$400K.

Based on all the above changes to mitigate the loss of revenue due to COVID-19; a reduction in force, use of emergency reserves or other significant measures are not warranted at this time. Staff will continue to monitor the current situation and report back with comprehensive financial reports on a regular basis.

### **Proposed Five-year Capital Improvement Plan**

The Proposed Five-year FY 2020-24 Capital Improvement Plan has been revised by staff to recommend the highest priority projects be completed first for FY 2020-21. The projects outlined in the first year are proposed for full funding with the future years presented for planning purposes only. The Proposed Capital Improvement Plan remains largely unchanged from when Council approved it June 2019. Changes being proposed include (as shown on Attachment 5):

- Los Altos Community Center Redevelopment – increase allocation of Park in-Lieu funds from \$1.3 Million to \$4.3 Million. This will reduce the amount the City will need to borrow to complete the project.



**Subject:** Discuss Proposed FY 2020-21 Operating Budget and Proposed Five-year FY 2020-24 Capital Improvement Plan

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- Annual Civic Facilities Improvement – reduce the FY 20/21 allocation from \$1.2 Million to \$200,000. The FY 20/21 funds will be used on a study of the Police Station to determine next steps for that facility.
  - Annual Public Arts Project – eliminate CIP contributions for FY 20/21 and all subsequent years. This project will now be funding by the use of the Public Art Fund.
  - Council Chamber AV Equipment – appropriate \$150,000 from the Technology Fund to this project. These funds will be reduce the amount needed from the CIP Fund.

**City of Los Altos**  
**Budget Adjustments and Assumptions**

**FY 2020**

Mid Year transfers accounted for  
 CIP savings by prioritizing / delaying  
 Small Business Relief 250K included  
 Property Tax no change  
 Sales Tax decrease \$500K  
 TOT decrease \$840K  
 Comm. Dev. decrease \$360K  
 Recreation decrease \$400K

**Notes:**

Budget is balanced  
 There are sufficient funds for CIP  
 Budget addresses COVID-19 shortfall  
 It will rebound - this is temporary  
 No major reductions needed  
 No layoffs anticipated  
 Take a pause - proceed with caution  
 Prioritize projects  
 No reserves needed at this time  
 Can address CalPERS Unfunded Liability

**FY 2021**

Cares Act \$383K revenue included  
 10M Loan in and out  
 700K debt service  
 Property Tax 6% growth  
 Sales Tax decrease \$660K  
 TOT decrease \$1.9M  
 Comm. Dev. Decrease 360K  
 Recreation decrease \$740K  
 Legal Increase \$1M  
 Vacancy Savings 700K  
 Department Reductions 800K  
 COLA adjustments per agreements

## GENERAL FUND SUMMARY

GENERAL FUND	FY2019/20 Proposed Budget	FY2019/2020 Operating Budget*	FY2019/20 Projected Revenue/ Expenditure	FY2020/21 Proposed Budget	FY2020/21 Revised Budget	FY2020/21 Budget Increase/ (Decrease)	FY2021/22 Hypothetical Budget
<b>Revenues</b>							
Taxes	36,323,160	36,323,160	34,917,890	38,879,216	36,284,716	(2,594,500)	37,484,716
Income	386,900	386,900	386,900	405,045	405,045	-	405,045
Fees	8,633,080	8,633,080	7,806,042	8,701,616	7,600,756	(1,100,860)	8,600,756
Miscellaneous Revenue	131,476	131,476	131,476	116,876	616,752	499,876	616,752
<b>Total General Fund Revenue</b>	<b>45,474,616</b>	<b>45,474,616</b>	<b>43,242,308</b>	<b>48,102,754</b>	<b>44,907,270</b>	<b>(3,195,484)</b>	<b>47,107,270</b>
One-Time Revenue	9,700,000	-	-		10,000,000	10,000,000	-
Transfers In/One-Time Revenue	160,000	160,000	160,000	160,000	160,000	-	160,000
<b>Total General Fund Revenue/Transfers In</b>	<b>\$ 55,334,616</b>	<b>\$ 45,634,616</b>	<b>43,402,308</b>	<b>\$ 48,262,754</b>	<b>\$ 55,067,270</b>	<b>6,804,516</b>	<b>\$ 47,267,270</b>
<b>Expenditures</b>							
Legislative	295,774	238,017	314,213	300,326	298,684	(1,642)	298,684
Executive	2,634,408	2,634,408	2,953,048	2,831,626	3,746,394	914,768	3,746,394
Administrative Services	3,617,217	3,661,672	3,955,398	3,836,817	3,546,622	(290,195)	3,546,622
Community Development	3,840,000	3,840,000	3,153,514	3,979,870	3,638,580	(341,290)	3,638,580
Engineering	2,964,442	3,152,245	2,529,760	3,032,807	3,118,417	85,610	3,118,417
Maintenance Services	5,617,365	5,646,558	5,177,352	5,910,110	5,445,779	(464,331)	5,445,779
Public Safety	19,615,686	19,615,686	18,614,070	20,785,378	20,593,895	(191,483)	20,593,895
Recreation & Community Services	2,666,978	2,666,978	2,484,751	2,791,099	2,545,024	(246,075)	2,545,024
<b>Total General Fund Expenditures</b>	<b>41,251,870</b>	<b>41,455,564</b>	<b>39,182,106</b>	<b>43,468,033</b>	<b>42,933,395</b>	<b>(534,638)</b>	<b>43,792,063</b>
Transfers Out	878,755	167,200	167,200	885,905	10,867,400	9,981,495	885,905
<b>Total General Fund Expenditures/Transfers Out</b>	<b>\$ 42,130,625</b>	<b>\$ 41,622,764</b>	<b>39,349,306</b>	<b>\$ 44,353,938</b>	<b>\$ 53,800,795</b>	<b>9,446,857</b>	<b>\$ 44,677,968</b>
<b>Revenues over Expenditures</b>	<b>\$ 13,203,991</b>	<b>\$ 4,011,852</b>	<b>4,053,002</b>	<b>\$ 3,908,816</b>	<b>1,266,475</b>	<b>(2,642,341)</b>	<b>2,589,302</b>

NOTE: The one-time revenue assumes borrowing \$10M. The transfer out in debt service assumes \$700K loan payment.

	Note 8	
Revenues over Expenditures	\$ 4,060,202	\$ 1,973,875
Transfer In	160,000	10,160,000
Transfer Out	(167,200)	(10,867,400)
<b>Change in Fund Balance</b>	<b>4,053,002</b>	<b>1,266,475</b>
Non-spendable Fund Balance	(1,705,312)	(1,500,000)
Fund Balance - Encumbrance Reserve	-	-
<b>Beginning Fund Balance - Unreserved</b>	<b>6,841,453</b>	<b>2,347,690</b>
<b>Mid-year Allocation Transfer</b>		
Transfer to Contingency Reserve	(3,850,000)	-
Transfer to CIP	(2,991,453)	(1,700,000)
<b>Ending Fund Balance - Unallocated</b>	<b>\$2,347,690</b>	<b>\$414,165</b> Remaining Unallocated Funds



## GENERAL FUND REVENUE SUMMARY

ATTACHMENT 3

	FY2019/20 Proposed Budget	FY2019/20 Budget Percentage Increase/ (Decrease)	FY2019/20 Budget Increase/ (Decrease)	FY2019/20 Projected Revenue	FY2020/21 Orig. Proposed Budget	FY2020/21 Budget Percentage Increase/ (Decrease)	FY2020/21 Budget Increase/ (Decrease)	FY2020/21 Revised Projected Revenue
<b>GENERAL FUND</b>								
Property Tax	25,639,810	0%	-	25,639,810	27,687,029	0%	-	27,687,029
Sales Tax	3,301,400	-15%	(495,210)	2,806,190	3,301,400	-20%	(660,280)	2,641,120
Utility Users Tax	2,781,000	0%	-	2,781,000	2,864,430	0%	-	2,864,430
Motor VLF	-	0%	-	-	-	0%	-	-
Transient Occupancy Tax	3,360,000	-25%	(840,000)	2,520,000	3,764,400	-50%	(1,882,200)	1,882,200
Business License Tax	510,000	-10%	(51,000)	459,000	520,200	-10%	(52,020)	468,180
Construction Tax	190,600	-10%	(19,060)	171,540	190,600	0%	-	190,600
Documentary Transfer Tax	540,350	0%	-	540,350	551,157	0%	-	551,157
<b>Total Taxes</b>	<b>36,323,160</b>	<b>-4%</b>	<b>(1,405,270)</b>	<b>34,917,890</b>	<b>38,879,216</b>		<b>(2,594,500)</b>	<b>36,284,716</b>
Interest Income	362,900	0%	-	362,900	381,045	0%	-	381,045
Rental Income	24,000	0%	-	24,000	24,000	0%	-	24,000
<b>Total Income</b>	<b>386,900</b>		<b>-</b>	<b>386,900</b>	<b>405,045</b>		<b>-</b>	<b>405,045</b>
Recreation Fees	1,477,000	-27%	(398,790)	1,078,210	1,477,000	-50%	(738,500)	738,500
Community Development Fees	3,623,600	-10%	(362,360)	3,261,240	3,623,600	-10%	(362,360)	3,261,240
Franchise Fees	2,284,540	0%	-	2,284,540	2,353,076	0%	-	2,353,076
Administrative Fees	918,500	0%	-	918,500	918,500	0%	-	918,500
Police Fees	329,440	-20%	(65,888)	263,552	329,440	0%	-	329,440
<b>Total Fees</b>	<b>8,633,080</b>	<b>-10%</b>	<b>(827,038)</b>	<b>7,806,042</b>	<b>8,701,616</b>		<b>(1,100,860)</b>	<b>7,600,756</b>
Miscellaneous Revenue	131,476	0%	-	131,476	116,876	0%	499,876	616,752
<b>Total General Fund Revenue</b>	<b>45,474,616</b>		<b>(2,232,308)</b>	<b>43,242,308</b>	<b>48,102,754</b>		<b>(3,195,484)</b>	<b>44,907,270</b>
One-Time Revenue	9,700,000	0%	-	-	-	100%	10,000,000	10,000,000
Transfers In	160,000	0%	-	160,000	160,000	0%	-	160,000
<b>Total General Fund Revenue/Transfers In</b>	<b>\$55,334,616</b>	<b>-4%</b>	<b>-\$2,232,308</b>	<b>\$43,402,308</b>	<b>\$48,262,754</b>		<b>\$6,804,516</b>	<b>\$55,067,270</b>

NOTE: The one-time revenue assumes borrowing \$9.7M. The transfer out in debt service assumes \$700K loan payment.

# ATTACHMENT 4

## GENERAL FUND EXPENDITURE SUMMARY

PROGRAM EXPENDITURES	FY2016/17 Actual	FY2017/18 Actual	FY2018/19 Budget	FY2018/19 Projected	FY2019/20 Proposed Budget	FY2019/2020 Operating Budget*	FY2019/20 Estimated Expenditure	FY2020/21 Proposed Budget	FY2020/21 Budget Increase/ (Decrease)	FY2020/21 Revised Budget	FY2020/21 Additional Savings for Unfilled Positions	FY2020/21 Net Revised Budget
<b>LEGISLATIVE</b>												
City Council	219,647	236,342	254,773	247,130	295,774	238,017	314,213	300,326	(1,642)	298,684	-	298,684
<b>Total City Council</b>	<b>219,647</b>	<b>236,342</b>	<b>254,773</b>	<b>247,130</b>	<b>295,774</b>	<b>238,017</b>	<b>314,213</b>	<b>300,326</b>	<b>(1,642)</b>	<b>298,684</b>	<b>-</b>	<b>298,684</b>
<b>EXECUTIVE</b>												
City Manager	847,204	889,262	1,104,238	1,104,238	890,661	890,661	809,542	978,233	(168,655)	809,578	-	809,578
City Attorney	396,837	433,738	862,000	862,000	1,212,000	1,212,000	1,502,688	1,212,000	1,000,000	2,212,000	-	2,212,000
City Clerk	432,645	401,474	710,711	710,711	531,747	531,747	640,818	641,393	207,623	849,016	(124,200)	724,816
<b>Total Executive</b>	<b>1,676,685</b>	<b>1,724,474</b>	<b>2,676,949</b>	<b>2,676,949</b>	<b>2,634,408</b>	<b>2,634,408</b>	<b>2,953,048</b>	<b>2,831,626</b>	<b>1,038,968</b>	<b>3,870,594</b>	<b>(124,200)</b>	<b>3,746,394</b>
<b>ADMINISTRATIVE SERVICES</b>												
Finance	1,090,611	1,174,680	1,289,787	1,251,093	1,373,057	1,373,057	1,406,679	1,440,391	(8,379)	1,432,012	(156,800)	1,275,212
Human Resources	599,131	511,281	875,746	849,473	862,991	888,446	809,007	924,727	(89,684)	835,043	-	835,043
Information Technology	739,718	912,943	1,006,944	976,736	1,082,669	1,082,669	1,096,261	1,173,199	(35,332)	1,137,867	-	1,137,867
Non-Departmental	218,981	213,196	290,000	281,300	298,500	317,500	643,451	298,500	-	298,500	-	298,500
<b>Total Administrative Services</b>	<b>2,648,440</b>	<b>2,812,099</b>	<b>3,462,477</b>	<b>3,358,602</b>	<b>3,617,217</b>	<b>3,661,672</b>	<b>3,955,398</b>	<b>3,836,817</b>	<b>(133,395)</b>	<b>3,703,422</b>	<b>(156,800)</b>	<b>3,546,622</b>
<b>COMMUNITY DEVELOPMENT</b>												
Planning	1,170,973	1,387,306	1,382,839	1,341,354	1,555,367	1,555,367	1,440,672	1,614,378	21,838	1,636,216	-	1,636,216
Building	1,361,127	1,383,953	1,497,645	1,452,716	2,066,382	2,066,382	1,517,587	2,135,053	(334,684)	1,800,369	-	1,800,369
Economic Development	276,170	296,652	204,339	198,209	218,251	218,251	195,255	230,439	(28,444)	201,995	-	201,995
<b>Total Community Development</b>	<b>2,808,271</b>	<b>3,067,911</b>	<b>3,084,823</b>	<b>2,992,279</b>	<b>3,840,000</b>	<b>3,840,000</b>	<b>3,153,514</b>	<b>3,979,870</b>	<b>(341,290)</b>	<b>3,638,580</b>	<b>-</b>	<b>3,638,580</b>
<b>ENGINEERING</b>												
Engineering	1,682,024	1,941,418	2,255,986	2,188,306	2,263,334	2,438,204	2,158,691	2,316,778	98,441	2,415,219	-	2,415,219
Stormwater Maintenance	141,598	171,140	173,821	168,606	246,108	246,108	162,315	261,029	(12,831)	248,198	-	248,198
Traffic	289,975	245,570	331,500	321,555	455,000	467,933	208,754	455,000	-	455,000	-	455,000
<b>Total Engineering</b>	<b>2,113,597</b>	<b>2,358,128</b>	<b>2,761,307</b>	<b>2,678,468</b>	<b>2,964,442</b>	<b>3,152,245</b>	<b>2,529,760</b>	<b>3,032,807</b>	<b>85,610</b>	<b>3,118,417</b>	<b>-</b>	<b>3,118,417</b>
<b>MAINTENANCE SERVICES</b>												
MSC Administration	483,281	544,418	536,753	520,650	601,617	601,617	550,284	623,013	(44,774)	578,239	-	578,239
Fleet Maintenance	206,805	253,154	265,405	257,443	175,034	175,034	137,544	185,664	7,843	193,507	-	193,507
Street Maintenance	923,732	1,050,434	1,041,340	1,010,100	979,965	979,965	870,130	1,032,790	53,700	1,086,490	(197,900)	888,590
Parks and Street Landscaping	2,309,934	2,514,450	2,397,466	2,325,542	2,442,240	2,442,240	2,355,937	2,542,356	(178,086)	2,364,270	(98,900)	2,265,370
Facility Maintenance	1,085,044	1,175,929	1,239,943	1,202,745	1,418,509	1,447,702	1,263,457	1,526,287	(6,214)	1,520,073	-	1,520,073
<b>Total Maintenance Services</b>	<b>5,008,797</b>	<b>5,538,385</b>	<b>5,480,907</b>	<b>5,316,480</b>	<b>5,617,365</b>	<b>5,646,558</b>	<b>5,177,352</b>	<b>5,910,110</b>	<b>(167,531)</b>	<b>5,742,579</b>	<b>(296,800)</b>	<b>5,445,779</b>
<b>PUBLIC SAFETY</b>												
Administration	1,447,849	1,465,467	1,692,399	1,641,627	1,477,039	1,477,039	1,503,207	1,553,677	(12,934)	1,540,743	-	1,540,743
Support Services	1,781,415	1,865,408	2,021,697	1,961,046	2,220,744	2,220,744	1,925,696	2,348,493	(70,930)	2,277,563	-	2,277,563
Investigation Services	1,198,150	1,327,079	1,736,430	1,684,337	1,870,316	1,870,316	1,501,772	1,982,678	(330,267)	1,652,411	-	1,652,411
Traffic Operations	919,865	1,321,637	1,541,511	1,495,266	1,560,425	1,560,425	1,469,369	1,749,001	(293,173)	1,455,828	-	1,455,828
Patrol Services	4,594,082	4,757,642	4,503,211	4,368,115	4,905,662	4,905,662	4,852,840	5,270,029	590,821	5,860,850	-	5,860,850
Emergency Preparedness	26,667	6,530	89,000	86,330	81,500	81,500	21,348	81,500	-	81,500	-	81,500
Fire Services	6,473,397	6,721,949	7,127,000	6,913,190	7,500,000	7,500,000	7,339,838	7,800,000	(75,000)	7,725,000	-	7,725,000
<b>Total Public Safety</b>	<b>16,441,424</b>	<b>17,465,713</b>	<b>18,711,248</b>	<b>18,149,911</b>	<b>19,615,686</b>	<b>19,615,686</b>	<b>18,614,070</b>	<b>20,785,378</b>	<b>(191,483)</b>	<b>20,593,895</b>	<b>-</b>	<b>20,593,895</b>
<b>RECREATION &amp; COMMUNITY SERVICES</b>												
Administration	509,208	711,895	774,942	751,694	642,019	642,019	762,252	711,204	60,997	772,201	-	772,201
Facilities	479,421	457,082	433,636	420,627	588,463	588,463	406,020	612,779	(88,726)	524,053	-	524,053
Community Events	42,893	50,526	75,366	73,105	83,700	83,700	112,927	83,700	(50,250)	33,450	-	33,450
Classes and Camps	463,226	560,034	669,414	649,332	585,739	585,739	516,380	593,470	(154,315)	439,155	-	439,155
Tiny Tots	127,875	213,129	249,114	241,641	211,465	211,465	233,426	215,422	(180)	215,242	-	215,242
Athletics	337,805	143,234	101,294	98,255	104,349	104,349	122,136	106,326	(91)	106,235	-	106,235
Senior Programs	211,080	272,197	344,177	333,852	381,676	381,676	279,637	392,874	58,984	451,858	-	451,858
Teen Programs	102,706	75,943	87,649	85,020	69,567	69,567	51,973	75,324	42,506	117,830	(115,000)	2,830
Theater	68,557	25,239	38,200	37,054	-	-	-	-	-	-	-	-
<b>Total Recreation &amp; Community Services</b>	<b>2,342,772</b>	<b>2,509,279</b>	<b>2,773,792</b>	<b>2,690,578</b>	<b>2,666,978</b>	<b>2,666,978</b>	<b>2,484,751</b>	<b>2,791,099</b>	<b>(131,075)</b>	<b>2,660,024</b>	<b>(115,000)</b>	<b>2,545,024</b>
<b>Total General Fund Expenditures</b>	<b>33,259,633</b>	<b>35,712,331</b>	<b>39,206,276</b>	<b>38,110,396</b>	<b>41,251,870</b>	<b>41,455,564</b>	<b>39,182,106</b>	<b>43,468,033</b>	<b>158,162</b>	<b>43,626,195</b>	<b>(692,800)</b>	<b>42,933,395</b>

## Proposed Five-Year FY 2020-24 Capital Improvement Program Summary

Increase

Decrease

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
<b><i>Civic Facilities</i></b>									
<b><i>Parks and Trails</i></b>									
CF-01009	Annual Pathway Rehabilitation	in-Lieu Park Fund	\$ 71,335	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 321,335
CF-01017	Annual Park Improvement Project	in-Lieu Park Fund	\$ 500,000	\$ 250,000	\$ 390,000	\$ 280,000	\$ 250,000	\$ 280,000	\$ 1,950,000
<b><i>Buildings</i></b>									
CF-01002	Los Altos Community Center Redevelopment	CIP	\$ 4,600,271	\$ 11,400,000	\$ 17,399,729				\$ 37,700,000
		in-Lieu Park Fund			\$ 4,300,000				
CF-01003	Annual Civic Facilities Improvement	CIP	\$ 2,734,276	\$ 1,200,000	\$ 200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 7,734,276
		Technology Fund		\$ 250,000					\$ 250,000
CF-01010	Annual ADA Improvements (Facilities)	CIP	\$ 300,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 675,000
CF-01011	City Hall Emergency Backup Power Generator	CIP	\$ 55,000		\$ 30,000				\$ 85,000
CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	CIP				\$ 260,000			\$ 260,000
CF-01016	Waterline Backflow Preventers	CIP	\$ 173,671						\$ 173,671
CF-01018	MSC Parking Lot Resurfacing	CIP	\$ 300,000						\$ 300,000
CF-01019	Veterans Community Plaza Shade Structure	in-Lieu Park Fund	\$ 60,000						\$ 60,000
CF-01020	Feasibility Study Swimming Pool	CIP		\$ 100,000					\$ 100,000
<b><i>Community Development</i></b>									
<b><i>Infrastructure</i></b>									
CD-01015	Lincoln Park Utility Undergrounding	CIP	\$ 25,000	\$ 200,000					\$ 225,000





Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
		Donations	\$ -						\$ -
TS-01013	Annual Transportation Enhancements	CIP	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
TS-01018	Foothill Expressway Improvement between El Monte Ave & San Antonio Rd								
TS-01022	Annual Collector Street Traffic Calming	Traffic Impact Fees	\$ 629,505	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 879,505
TS-01030	El Monte/Springer Intersection Improvements	Traffic Impact Fees	\$ 311,000						\$ 311,000
TS-01037	San Antonio Road/West Portola Avenue Improvements (School Route Project)	Traffic Impact Fees	\$ 837,125	\$ -					\$ 837,125
TS-01038	El Monte Ave Sidewalk Gap Closure - Edith Ave to Almond Ave (School Route Project)	CIP	\$ 191,000						\$ 191,000
		CDBG	\$ 303,933	\$ 320,000					\$ 623,933
TS-01040	Fremont Ave/Truman Ave Intersection Improvements (School Route Project)	Traffic Impact Fees	\$ 40,000	\$ 10,000					\$ 50,000
TS-01041	Los Altos Ave/Santa Rita School Crossing Improvements (School Route Project)	CIP	\$ 40,000	\$ 10,000					\$ 50,000
TS-01049	Traffic Signal Control Upgrades	VRF-ITS	\$ 363,000						\$ 363,000
TS-01050	Carmel Terrace Sidewalk Gap Closure Project	CIP	\$ 350,000						\$ 350,000
TS-01051	University Ave/Milverton Rd Sidewalk Gap Closure Project	CIP	\$ 55,000						\$ 55,000

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
TS-01052	Annual Bicycle/Pedestrian Access Improvements	CIP	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,100,000
		TDA Article III Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
		Traffic Impact Fees	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	CIP	\$ 250,000						\$ 250,000
TS-01057	In-Road Light System Maintenance	CIP	\$ 75,000						\$ 75,000
TS-01058	Intersection Access Barrier Removal	CIP	\$ 280,000						\$ 280,000
<b>TOTAL</b>			<b>\$ 22,813,948</b>	<b>\$ 18,262,000</b>	<b>\$ 26,056,729</b>	<b>\$ 5,190,000</b>	<b>\$ 4,900,000</b>	<b>\$ 4,930,000</b>	<b>\$ 82,152,677</b>
<b>Wastewater</b>									
<i>Sewer</i>									
WW-01001	Annual Sewer System Repair Program	Sewer	\$ 1,437,313	\$ 610,000	\$ 620,000	\$ 630,000	\$ 640,000	\$ 650,000	\$ 4,587,313
WW-01002	Annual Structural Reach Replacement	Sewer	\$ 1,654,129	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 5,654,129
WW-01003	Annual Root Foaming	Sewer	\$ 555,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,555,000
WW-01005	Annual CIPP Corrosion Replacement	Sewer	\$ 653,000	\$ 400,000	\$ 450,000	\$ 465,000	\$ 480,000	\$ 500,000	\$ 2,948,000
WW-01006	Annual Fats, Oils, Grease Program (FOG)	Sewer	\$ 292,464	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 622,464
WW-01008	Annual GIS Updates	Sewer	\$ 335,681	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 665,681
WW-01009	Sewer System Management Plan Update	Sewer			\$ 50,000				\$ 50,000
WW-01011	Sanitary Sewer Video Inspection	Sewer	\$ 380,000	\$ 400,000					\$ 780,000
<b>TOTAL</b>			<b>\$ 5,307,588</b>	<b>\$ 2,534,000</b>	<b>\$ 2,248,000</b>	<b>\$ 2,227,000</b>	<b>\$ 2,256,000</b>	<b>\$ 2,290,000</b>	<b>\$ 16,862,588</b>

