

**From:** [Phil Koen](#)  
**To:** [Gitta Ungvari](#); [Nicolle Burnham](#)  
**Cc:** [Linda Reiners](#); [Laurel Prevetti](#)  
**Subject:** Quick question on capex plan  
**Date:** Tuesday, April 23, 2024 7:13:13 AM  
**Attachments:** [Pages from FY-2024-2025-Proposed-CIP-Budget.pdf](#)

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[EXTERNAL SENDER]

Gitta and Nicole,

On schedule A-9 it is reported there is \$5,826,631 in new money being requested for capital projects in flight. Additionally, there is a request for \$1,514,641 in new money for new capex projects. That totals \$7,341,272 in new funding being requested.

On schedule B-6 the total in new funding being requested is \$7,071,632. Why is this different from the total computed on A-9? My guess is that the \$5,826,631 in new money for in flight projects is incorrect since this is not detailed out. How do I verify this number?

Also, can you please explain what is going on in the grant fund? It appears there are timing issues with the receipt of grant money. How does this actually work from a cash flow point of view?

Thank you,

Phil Koen

## Introduction Section

Carry-forward & FY 2024/25 CIP Projects						
CARRY-FORWARD PROJECTS		GFAR	Grants and Awards	Gas Tax	Other	Total
Streets	* Street Repair & Resurfacing	\$ 4,219,205	\$ -	\$ 3,360,099	\$ -	\$ 7,579,304
	* Pavement Rehab-Crack Seal	360,000	-	-	-	360,000
	* Annual Street Restriping	15,000	-	-	-	15,000
	* Unanticipated Repairs - Annual	110,788	-	-	-	110,788
	* Retaining Wall Repairs	585,300	-	-	-	585,300
	* Shannon Road Repair	4,674,167	-	-	-	4,674,167
	* Roadside Fire Fuel Reduction - Annual	735,551	750,000	-	-	1,485,551
	East Main Street Crosswalk Improvements	253,300	-	-	-	253,300
	VT Mitigation Program	66,665	-	-	-	66,665
	Measure B Education & Encouragement	-	68,657	-	-	68,657
	Town-wide Speed Studies	-	-	-	80,000	80,000
	* Curb, Gutter & Sidewalk Maintenance	621,147	-	-	-	621,147
	Shannon Road Ped & Bikeway Improvements	442,076	1,114,350	-	381,383	1,937,809
	Utility Undergrounding Improvements	-	-	-	299,573	299,573
	Traffic Signal Modernization	-	-	-	94,858	94,858
	Downtown Streetscape Revitalization/Economic Recovery Efforts	552,633	-	-	-	552,633
	State Route 17 Corridor Congestion Relief Project	867,000	-	-	-	867,000
	Winchester Class IV Bikeway	-	-	-	-	-
	Kennedy Sidewalk & Bike Lanes - LGB to Englewood	492,386	1,872,990	-	-	2,365,376
	Parking Program Implementation	488,826	-	-	-	488,826
	Stormwater System - Pollution Prevention Compliance	36,531	-	-	-	36,531
	Annual Storm Drain Improvements	-	-	-	252,219	252,219
	* Loma Street Drainage	-	-	-	350,000	350,000
	Harwood/Belridge Drainage Study	-	-	-	100,000	100,000
	709 University Avenue Drainage System Replacement	-	-	-	200,000	200,000
	333 University Inlet Capacity Improvements	-	-	-	50,000	50,000
	* Downtown Parking Lots Seal Coat & Restriping	65,161	-	-	-	65,161
	Parking Lot 4 Repair/Waterproofing	50,200	-	-	-	50,200
	Quito Road - Bridge Replacement	50,000	-	-	-	50,000
	Highway 17 Bicycle & Pedestrian Bridge - Design	606,714	449,605	-	-	1,056,319
	Timber Bridge Inspection	-	-	-	-	-
Parks	Oak Meadow Bandstand Area Improvements	44,495	196,730	-	-	241,225
	* Town Plaza Turf Repairs	42,000	-	-	-	42,000
	Creekside Turf Replacement	500,000	-	-	-	500,000
	* Parks Playground Fibar Project	45,149	-	-	-	45,149
	* Pinehurst Community Garden	250,059	-	-	-	250,059
	Charter Oaks Trail Improvement	474,891	-	-	-	474,891
	Open Space Trail Upgrades	152,000	-	-	-	152,000
	Trailhead Connector	696,374	126,579	-	-	822,953
	* Vegetation Management - Town-wide	530,417	-	-	-	530,417
	* Lynn Ave Pedestrian Path Design	184,552	-	-	-	184,552
Public Facilities	* Town Beautification	22,517	-	-	-	22,517
	* Public Art Gateway Project	37,500	-	-	-	37,500
	Emergency Preparedness	96,780	-	-	-	96,780
	* Annual ADA Compliance Work	80,000	-	-	-	80,000
	Civic Center ADA Restrooms and HR Offices	809,000	-	-	-	809,000
	* Civic Center Plumbing Repair	80,000	-	-	-	80,000
	* ARC - Interim Community Center	877,614	-	-	-	877,614
	Building Replacement at Corporation Yard	267,414	-	-	-	267,414
	Engineering Counter Modification	40,000	-	-	-	40,000
	POB Space Study	75,000	-	-	-	75,000
	Library Improvements	22,000	-	-	-	22,000
	Battery Power Supply - Library	2,818	-	-	-	2,818
	ADA Upgrade for Public Restrooms - Adult Recreation Building	151,691	154,108	-	-	305,799
	Town-wide Document Imaging Project	16,989	-	-	-	16,989
	Enterprise Resource Planning Upgrade	576,817	-	-	-	576,817
	EOC Communications Upgrade	6,000	-	-	-	6,000
	IT Disaster Recovery Improvements	28,080	-	-	-	28,080
TOTAL OF CARRY-FORWARD PROJECTS (INCLUDES NEW ALLOCATIONS)		\$ 21,402,807	\$ 4,733,019	\$ 3,360,099	\$ 1,808,033	\$ 31,303,958
*These carry-forward projects include new money for FY 2024/25 in the amount of \$5,826,631.						
NEW PROJECTS						
Streets	Blossom Hill Rd - Union to Camden Improvements	160,000	640,000	-	-	800,000
	Overlook Road Tree Replacement	40,000	-	-	-	40,000
	Storm Drainage Mapping	190,000	-	-	260,001	450,001
Parks	Oak Meadow Park Plane Recoating	-	-	-	-	-
	Sport Court Resurfacing	100,000	-	-	-	100,000
Public Facilities	TMO Roof Repairs	79,640	-	-	-	79,640
	Fleet Service Outdoor Work Area (Design Phase)	45,000	-	-	-	45,000
TOTAL OF NEW PROJECTS		\$ 614,640	\$ 640,000	\$ -	\$ 260,001	\$ 1,514,641
TOTAL OF CARRY-FORWARD & NEW PROJECTS		\$ 22,017,447	\$ 5,373,019	\$ 3,360,099	\$ 2,068,034	\$ 32,818,599

# PROPOSED

# CAPITAL IMPROVEMENT PROGRAM

## Financial Summaries

STREETS PROGRAM SUMMARY									
	Expended Through 2022/23	2023/24 Estimated Actuals	Estimated Carryfwd to 2024/25	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget	Total Budgeted
<b>Reconstruction</b>									
9901 Street Repair & Resurfacing	24,851,825	3,723,736	4,044,465	3,534,839	3,534,839	3,534,839	3,534,839	3,534,839	50,294,221
9903 Pavement Rehab-Crack Seal	1,616,628	180,000	180,000	180,000	180,000	180,000	180,000	180,000	2,876,628
<b>Maintenance-Safety</b>									
9902 Annual Street Restriping	180,228	-	-	15,000	20,000	30,000	40,000	50,000	335,228
9904 Unanticipated Repairs - Annual	-	9,572	10,788	100,000	100,000	100,000	100,000	100,000	520,360
9930 Retaining Wall Repairs	1,595,978	31,499	535,300	50,000	50,000	50,000	50,000	50,000	2,412,777
0008 Shannon Road Repair	433,152	268,745	4,174,167	500,000	-	-	-	-	5,376,064
0010 Blossom Hill Rd - Union to Camden Improvements	-	-	-	800,000	-	-	-	-	800,000
0130 Roadside Fire Fuel Reduction - Annual	999,809	186,640	1,385,551	100,000	100,000	100,000	100,000	100,000	3,072,000
0131 East Main Street Crosswalk Improvements	43,700	18,000	253,300	-	-	-	-	-	315,000
0133 VMT Mitigation Program	134,767	48,568	66,665	-	-	-	-	-	250,000
0134 Measure B Education & Encouragement	18,671	52,017	68,657	-	-	-	-	-	139,345
0135 Town-wide Speed Studies	-	-	80,000	-	-	-	-	-	80,000
<b>Street Improvements</b>									
9921 Curb, Gutter & Sidewalk Maintenance	5,108,300	89,535	321,147	300,000	300,000	300,000	300,000	300,000	7,018,982
0218 Shannon Road Ped & Bikeway Improvements	263,407	106,014	1,937,809	-	-	-	-	-	2,307,230
0225 Utility Undergrounding Improvements	2,852	-	299,573	-	-	-	-	-	302,425
0227 Traffic Signal Modernization	2,001,927	540,474	94,858	-	-	-	-	-	2,637,259
0235 Downtown Streetscape Revitalization/Economic Recovery Efforts	1,929,140	359,867	552,633	-	-	-	-	-	2,841,640
0237 State Route 17 Corridor Congestion Relief Project	600,000	-	867,000	-	600,000	600,000	600,000	600,000	3,867,000
0240 Winchester Class IV Bikeway	942,062	-	-	-	-	-	-	-	942,062
0241 Kennedy Sidewalk & Bike Lanes - LGB to Englewood	-	-	2,365,376	-	-	-	-	-	2,365,376
0242 Parking Program Implementation	153,110	125,519	488,826	-	-	-	-	-	767,455
0244 Overlook Road Tree Replacement	-	-	-	40,000	-	-	-	-	40,000
0414 Stormwater System - Pollution Prevention Compliance	22,722	38,747	36,531	-	-	-	-	-	98,000
0420 Annual Storm Drain Improvements	291,181	-	252,219	-	-	-	-	-	543,400
0421 Loma Street Drainage	-	-	100,000	250,000	496,300	-	-	-	846,300
0422 Harwood/Belridge Drainage Study	-	-	100,000	-	-	-	-	-	100,000
0423 709 University Avenue Drainage System Replacement	-	-	200,000	-	-	-	-	-	200,000
0424 333 University Inlet Capacity Improvements	-	-	50,000	-	-	-	-	-	50,000
0425 Storm Drainage Mapping	-	-	190,000	260,001	-	-	-	-	450,001
0705 Downtown Parking Lots Seal Coat & Restriping	84,839	-	15,161	50,000	-	10,000	-	10,000	170,000
0708 Parking Lot 4 Repair/Waterproofing	199,800	-	50,200	-	-	-	-	-	250,000
<b>Bridges</b>									
0801 Quito Road - Bridge Replacement	64,594	235,087	50,000	-	-	-	-	-	349,681
0803 Highway 17 Bicycle & Pedestrian Bridge - Design	1,083,238	2,317,745	1,056,319	-	-	-	-	-	4,457,302
0804 Timber Bridge Inspection	-	-	-	-	25,000	25,000	-	-	50,000
<b>Total Streets Projects</b>	<b>\$ 42,621,929</b>	<b>\$ 8,331,766</b>	<b>\$ 19,826,546</b>	<b>\$ 6,179,840</b>	<b>\$ 5,406,139</b>	<b>\$ 4,929,839</b>	<b>\$ 4,904,839</b>	<b>\$ 4,924,839</b>	<b>\$ 97,125,736</b>

PARK & TRAILS PROGRAM SUMMARY									
	Expended Through 2022/23	2023/24 Estimated Actuals	Estimated Carryfwd to 2024/25	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget	Total Budgeted
<b>Parks</b>									
4007 Oak Meadow Bandstand Area Improvements	22,282	23,223	241,225	-	-	-	-	-	286,730
4008 Oak Meadow Park Plane Recoating	-	-	-	-	-	40,000	-	-	40,000
4202 Town Plaza Turf Repairs	9,116	-	27,000	15,000	-	-	-	-	51,116
4404 Creekside Turf Replacement	-	-	500,000	-	-	-	-	-	500,000
4605 Parks Playground Fibar Project	92,531	36,820	20,149	25,000	-	25,000	-	25,000	224,500
4610 Pinehurst Community Garden	14,314	70,627	200,059	50,000	-	-	-	-	335,000
4611 Sport Court Resurfacing	-	-	-	100,000	-	-	-	-	100,000
<b>Trails</b>									
4503 Charter Oaks Trail Improvement	72,942	-	474,891	-	-	-	-	-	547,833
4504 Open Space Trail Upgrades	-	-	152,000	-	-	-	-	-	152,000
4505 Trailhead Connector	692,000	8,006,899	822,953	-	-	-	-	-	9,521,851
4508 Vegetation Management - Town-wide	244,826	5,423	97,458	432,959	100,000	100,000	100,000	100,000	1,180,666
4510 Lynn Ave Pedestrian Path Design	-	55,448	134,552	50,000	-	-	-	-	240,000
<b>Total Parks Projects</b>	<b>\$ 1,148,011</b>	<b>\$ 8,198,439</b>	<b>\$ 2,670,287</b>	<b>\$ 672,959</b>	<b>\$ 100,000</b>	<b>\$ 165,000</b>	<b>\$ 100,000</b>	<b>\$ 125,000</b>	<b>\$ 13,179,696</b>

Financial Summaries

PUBLIC FACILITIES PROGRAM SUMMARY									
	Expended Through 2022/23	2023/24 Estimated Actuals	Estimated Carryfwd to 2024/25	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget	Total Budgeted
<b>Infrastructure</b>									
2002 Town Beautification	129,422	17,687	7,517	15,000	15,000	15,000	15,000	15,000	229,625
2009 Public Art Gateway Project	50,000	105,611	-	37,500	37,500	-	-	-	230,611
2012 Emergency Preparedness	-	-	96,780	-	-	-	-	-	96,780
2013 Annual ADA Compliance Work	-	-	10,000	70,000	20,000	20,000	20,000	20,000	160,000
2117 Civic Center ADA Restrooms and HR Offices	74,924	96,076	809,000	-	-	-	-	-	980,000
2120 Civic Center Plumbing Repair	-	-	40,000	40,000	40,000	-	-	-	120,000
2121 TMO Roof Repairs	-	-	79,640	-	-	-	-	-	79,640
2208 ARC - Interim Community Center	-	-	866,281	11,333	-	-	-	-	877,614
2302 Building Replacement at Corporation Yard	2,156,661	239,619	267,414	-	-	-	-	-	2,663,694
2310 Engineering Counter Modification	-	-	40,000	-	-	-	-	-	40,000
2311 Fleet Service Outdoor Work Area (Design Phase)	-	-	-	45,000	-	-	-	-	45,000
2404 POB Space Study	-	-	75,000	-	-	-	-	-	75,000
2504 Library Improvements	-	-	22,000	-	-	-	-	-	22,000
2505 Battery Power Supply - Library	439,466	100,716	2,818	-	-	-	-	-	543,000
2601 ADA Upgrade for Public Restrooms - Adult Recreation Building	103,964	294,099	305,799	-	-	-	-	-	703,861
<b>Equipment</b>									
6003 Town-wide Document Imaging Project	198,011	-	16,989	-	-	-	-	-	215,000
6101 Enterprise Resource Planning Upgrade	470,129	555,607	576,817	-	-	-	-	-	1,602,554
6103 EOC Communications Upgrade	24,717	1,000	6,000	-	-	-	-	-	31,717
6104 IT Disaster Recovery Improvements	171,163	757	28,080	-	-	-	-	-	200,000
<b>Total Facilities Projects</b>	<b>3,818,457</b>	<b>1,411,173</b>	<b>3,250,134</b>	<b>218,833</b>	<b>112,500</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>8,916,097</b>
<b>Total Street, Parks and Trails, and Public Facilities Projects</b>	<b>\$ 47,588,397</b>	<b>\$ 17,941,378</b>	<b>\$ 25,746,967</b>	<b>\$ 7,071,632</b>	<b>\$ 5,618,639</b>	<b>\$ 5,129,839</b>	<b>\$ 5,039,839</b>	<b>\$ 5,084,839</b>	<b>\$ 119,221,530</b>

A-9      7,341,272

Δ      269,640

**From:** [Phil Koen](#)  
**To:** [Linda Reiners](#); [Gitta Ungvari](#)  
**Cc:** [Wendy Wood](#); [Gabrielle Whelan](#); [Mary Badame](#); [Laurel Prevetti](#)  
**Subject:** RE: April 29th Special Meeting - Draft Agenda  
**Date:** Tuesday, April 23, 2024 2:52:47 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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[EXTERNAL SENDER]

Gitta and all,

Terrific - Looks like Linda agrees, so let's proceed. Could you also include for agenda item #1 the minutes from the December 11, 2023 FC meeting which captured the motions that were made regarding the ACFR. Let's make sure everyone is clear as to what was discussed.

Also, regarding agenda item #2, since there is a ton of material in the budget book, I would ask Staff to present both the operating budget and the CIP budget. The FC should primarily be in listen mode. The goal of the meeting is for the FC to:

- Gain an in depth understanding of how the budget was prepared and will deliver the Council's desired outcomes for FY 25 (what are those outcomes and how do we know when they will be achieved?)
- Gain insight to the major assumptions (probably no more than 5 critical assumptions)
- Understand the risks Staff has identified with the budget (what is assumed in the budget that could "fall out" and what is assumed outside the budget that can "fall in")
- How the budget "bridges" off FY 23 actual results and most likely outcome for FY 24 (explain with a variance



analysis all material changes from prior year's actual results)

- Staff's overall degree of confidence in executing this budget based on an understanding the risks.

This should give you enough direction to guide the conversation. To be effective as an advisory body to the TC, we first need to understand the document Staff has prepared. Let's focus on understanding and then our next meeting we can discuss our comments/views.

Please let me know if you have any questions.

Thank you,

Phil Koen

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**From:** Linda Reiners [REDACTED]  
**Sent:** Tuesday, April 23, 2024 2:17 PM  
**To:** Phil Koen [REDACTED]  
**Cc:** Gitta Ungvari <GUngvari@losgatosca.gov>; Wendy Wood <WWood@losgatosca.gov>; Gabrielle Whelan <GWhelan@losgatosca.gov>  
**Subject:** Re: April 29th Special Meeting - Draft Agenda



External [REDACTED]



I'm good.  
Sent from my iPad

On Apr 23, 2024, at 2:13 PM, Phil Koen <[REDACTED]> wrote:

Hello Gitta,

I would suggest the following agenda, but would like Linda's input/agreement before running with this.

1. Review Staff Report to Town Council of April 16, 2024 and discuss options and scope of services potentially required arising from the FC's recommendation to retain a separate firm to provide the non-attest services as outlined in the Chavan and Associates engagement letter.
  1. Attach the following documents: Chavan Engagement Letter dated 3/9/2022; Chavan Technical Proposal dated 10/8/21; Town issued RFP dated 9/2021; AICPA Code of Professional Conduct - section 1.295 – non-attest services; Staff Report Item 19 – 4/16/24
2. Review and discuss the preliminary FY 24/25 Operating and CIP Budget. Provide preliminary comments and recommendations regarding the proposed budgets taken as a whole.

Please let me know if you have any comments on the draft agenda. I have attached for your convenience

the AICPA Code of Professional Conduct section 1.295.  
You should check to make sure this is the most recent  
version.

Thank you,

Phil Koen

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**From:** Gitta Ungvari <[GUngvari@losgatosca.gov](mailto:GUngvari@losgatosca.gov)>  
**Sent:** Monday, April 22, 2024 4:55 PM  
**To:** Phil Koen [REDACTED]; [REDACTED]  
**Subject:** April 29th Special Meeting - Draft Agenda

<image001.png> External ([gungvari@losgatosca.gov](mailto:gungvari@losgatosca.gov)) <image002.png>

Good afternoon Chair and Vice Chair,

Please confirm the draft agenda by April 23<sup>rd</sup> at 5 p.m. for the April 29<sup>th</sup> Special Meeting. Since this is Special Meeting, the minutes will be presented on the May 13<sup>th</sup> regular meeting. The Town independent auditor is available to participate via Zoom and can address the Commissioners' questions on the ACFR preparation.

Draft Agenda:

Other Business:

1. Discuss, comment, and begin to make recommendations to the Town Council regarding the Town Proposed FY 2024/25 Proposed Operating and Capital Budgets
2. Discuss services required from the independent entity to assist with the preparation of the Annual Comprehensive Financial Report

Thanks,

Gitta