



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 09/09/2024

ITEM NO: 11

DATE: September 5, 2024
TO: Finance Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review of Select High Dollar Value Capital Projects in the FY 25 CIP Budget as to Current Status versus the Originally Approved Capital Plan and to Better Understand the Capital Project Tracking and Reporting Process

RECOMMENDATION:

Receive a report on the capital project development process and select capital improvement projects as identified by the Finance Commission Chair.

BACKGROUND:

Staff prepared a detail report for the August 5, 2024 Finance Commission meeting that outlined project development and delivery processes and provided a detailed history of the seven projects selected by the Finance Commission Chairperson (Attachment 1). The item was not heard in August.

DISCUSSION:

The Chairperson requested for the September meeting the following specific information on each of the requested projects: original budget, currently approved revised budget, projected total completed cost for the project, total actual project spend through June 30, 2024, percental spent of current and original budget and percentage complete as of June 30, 2024. The requested information is presented in Attachment 2.

In the August 5, 2024 staff report (Attachment 1), there was discussion of the Cone of Uncertainty model with regard to public work projects. Attachment 3 is a graphic of that model as it was presented to Town Council in 2017.

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

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

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SUBJECT: Receive a Report on Capital Project Development Process and Select Capital Improvement Projects

DATE: September 5, 2024

CONCLUSION:

Information about the select projects is provided per request of the Finance Commission Chair. Staff looks forward to answering the Commission's questions at the meeting.

COORDINATION:

This report was coordinated with the Finance Director and the Town Manager's Office.

FISCAL IMPACT:

Information regarding the costs of each project is provided. The referenced memorandums considered at past Town Council meetings each include a fiscal table the documents funding for each project. The newly implemented Enterprise Resource Planning (ERP) system will provide financial tracking for the Town's capital projects, similar to the legacy system. The ERP tracks budget to actual revenues and expenditures, encumbrances, and capital project related salary and benefit expenditures.

ENVIRONMENTAL ASSESSMENT:

This item is not a project defined under CEQA, and no further action is required. CEQA actions for each project is addressed through the work on that project.

Attachments:

1. Staff Report Prepared for Item 3 of August 5, 2024 Finance Commission Meeting
2. Financial Information for Seven Projects Selected for Study by the Finance Commission Chair
3. Cone of Uncertainty