



TOWN OF LOS GATOS

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

April 19, 2021

Honorable Mayor and Town Council:

I am pleased to submit to you the Proposed Fiscal Year (FY) 2021/22 – 2025/26 Five-Year Capital Improvement Program (CIP) for the Town of Los Gatos. The CIP is a comprehensive five-year capital improvement plan designed to identify projects to develop and maintain the Town's infrastructure, consistent with the Town Council Core Goals of high quality infrastructure, community character, public safety, fiscal stability, good governance, and civic enrichment.

This CIP budget message contains:

- Town's Core Goals and Strategic Priorities
- CIP Financial Summary - Funding Sources
- Proposed FY 2021/22 – 2025/26 CIP Overview
- Proposed FY 2021/22 CIP Overview
- FY 2020/21 Completed or Withdrawn Projects
- Budget Process Overview

Guidance for determining capital improvement projects is also derived from key plans, including the General Plan, Bicycle and Pedestrian Master Plan, and the Council's Strategic Priorities. Specifically, in January 2021, the Town Council established the 2021-23 Strategic Priorities (see page A-2). The Core Goals and Strategic Priorities guide the preparation of both the Capital and Operating Budgets. In terms of capital projects, the Town Council stated its priorities to begin to implement the Comprehensive Parking Study, continue mobility improvements for all transportation modes, manage the vegetation on Town lands to protect against wildfire, and advance other needed improvements. All of these efforts support improving and enhancing transportation options, public safety, and quality of life within the context of prudent fiscal management.

In addition to the aforementioned guidance, on December 9, 2019, the Town's former Sales Tax Oversight Committee convened its first meeting. Per the Measure G Sales Tax Ordinance, the Committee's role was to review the revenues and potential expenditures and advise the Town Council on whether such expenditures meet the Town Council's objectives as stated in the Ordinance. At that time, the Committee's recommendation to Council was to expend Measure G funds on capital projects associated with road repair and maintenance. The Measure G funds accumulated since its inception remain in a separate reserve and the Town Council is scheduled to discuss the use of these funds consistent with the voter approved measure later in the 2021 calendar year. The Town Finance Commission has assumed the role of the prior Sales Tax Oversight Committee and will be providing its recommendation on Measure G funds as part of the Council consideration.

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This year, due to limited available funds, the proposed CIP concentrates on funding key ongoing maintenance commitments (e.g., street paving), projects that have grant funding and a FY 2021/22 schedule obligation, and supplementing projects that are underway to ensure they are completed. These funding priorities leave no funds to add additional projects. As a result, the CIP documents several unfunded projects within the respective programs.

All proposed capital projects are described in this document. The reserves and operating expenditures are discussed in more detail in the Proposed FY 2021/22 Operating Budget.

STRATEGIC PRIORITIES FY 2021-2023



CORE GOALS: COMMUNITY CHARACTER • GOOD GOVERNANCE • FISCAL STABILITY •
QUALITY PUBLIC INFRASTRUCTURE • CIVIC ENRICHMENT • PUBLIC SAFETY

ONGOING PRIORITIES

SAFETY

Emergency Preparedness

- CERT Recruitment and Training
- EOC Readiness and Emergency Plan Development

Fire Protection

- Vegetation management
- Implementation of Ad Hoc Wildfire Mitigation Plan

QUALITY OF LIFE

Community Vitality

- Diversity, Equity and Inclusion Efforts
- Engaging Seniors
- Events and Other Town-wide Efforts
- Community Engagement

Economic Vitality

- Policies and Ordinances

Land Use Planning

- Housing Element
- Potential Area Plans and rezoning to implement General Plan

TRAFFIC/TRANSPORTATION

Comprehensive Parking Study

- Short, Medium, and Long Term Actions

Transportation Demand Management

- Develop Measure B Transportation Projects
- Install Bicycle and Pedestrian Improvements
- Community Shuttle
- Summer/Rush Hour/School Traffic

PRUDENT FINANCIAL MANAGEMENT

Address Pension and OPEB Obligations

Explore New Revenue Opportunities

Sell or Lease Certain Town Properties

IN PROGRESS

General Plan 2040

- Objective Standards
- Environmental Sustainability/ Climate Resiliency

Vehicle Miles Travelled Policy

Regional Transportation Issues

Dittos Lane Affordable Housing

Pandemic Recovery

Police Reforms

Inclusive Community Efforts

RECENTLY COMPLETED

Streamline regulations to enhance Town businesses

EOC Communication and Situational Awareness Upgrades

Leased Tait and Forbes Mill

Ad Hoc Wildfire Mitigation Plan

SMALL TOWN SERVICE, COMMUNITY STEWARDSHIP, FUTURE FOCUS

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CIP FINANCIAL SUMMARY – FUNDING SOURCES

As in the past, the Town continues to be challenged in its attempts to secure a reliable ongoing source of revenue for the Capital Improvements Program. This year, the challenge is increasingly evident as the five-year CIP shows very little fund balance in year five. The proposed five-year CIP reflects \$6.5 million in ongoing Gas Tax dedicated sources to help fund the proposed \$22.7 million of planned capital improvements. The balance of CIP funding of \$16.3 million is funded by one-time appropriations from the General Fund Appropriated Reserve (GFAR), Utility Undergrounding Funds, Traffic Mitigation Funds, Grant Funds, and Storm Drain Funds as follows:

Funding Sources for the FY 2021/22 - 2025/26 CIP		
Ongoing	Gas Tax	\$ 6,479,323
One-Time	GFAR	12,606,753
	Utility Undeground Funds	-
	Traffic Mitigation Funds	-
	Grant Funds	3,404,433
	Storm Drain Funds	240,000
Total Funding Available		\$ 22,730,509

GAS TAX

State Gasoline Tax revenue is distributed to the Town from the State of California and recorded in the Gas Tax Fund. This tax is also known as the “Highway Users Tax” or the “Motor Vehicle Fuel License Tax.” The gasoline tax is an 18-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. Gas Tax revenue is allocated to the Town based on a per gallon of gas purchased within the Town limits and based on population. The estimated Gas Tax revenue totals approximately \$1.4 million for FY 2021/22 due to the Road Recovery and Repair Act of 2017 (SB1). These funds can only be used for new construction and reconstruction of Town streets.

LOCAL 2010 AND 2016 MEASURE B

As part of a voter-approved measure from 2010, the Santa Clara Valley Transportation Agency (VTA) assesses a \$10 per vehicle registration surcharge to repair and rehabilitate streets. This funding source is expected to generate approximately \$180,000 annually for Los Gatos, which will be used for street rehabilitation Town-wide.

In 2016, Santa Clara County voters approved Measure B, a transportation focused sales tax measure. After several years of legal challenges, the funding from Measure B has begun to flow. The most important element of this measure is ongoing road maintenance funding to the Town, an average of \$591,035. Additional funds may be distributed to local projects on a competitive basis.

GFAR

The primary source of funding for the Town’s capital program is the Town’s General Fund Appropriated Reserve (GFAR). By Council direction, this fund receives transfers from the General Fund’s designated Reserve for Future and Special Projects, which receives most of the Town’s annual revenues above operating expenditures after funding all legally restricted reserves at their required levels, including

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receipt of one-time funds from grants, property sales, and other reserves. Because of the availability of General Fund “one-time” sources in recent years, the Council approved a General Fund transfer to the GFAR fund in the amount of \$2.7 million for FY 2013/14, an additional “one-time” source allocation of \$6.6 million for FY 2014/15, and additional funding of \$6.9 million for the Almond Grove Street Rehabilitation project in FY 2016/17, \$2.8 million funding in FY 2017/18, \$2.4 million transfer in FY 2018/19, \$5.8 million transfer in FY 2019/20, \$3.4 million transfer in FY 2020/21. For FY 2021/22, given no prior year surpluses, the transfer to GFAR is proposed to be \$550,000, which is the base amount assumed annually in the Five Year Program.

After these allocations, the Reserve for Future Capital and Special Projects forecasted June 30, 2021 balance is \$6.9 million. Sufficient balances are anticipated for the following four years of the Plan to allocate approximately \$550,000 from the General Fund Reserve for Capital and Special Projects for FY 2021/22 and \$800,000 from FY 2022/23 through FY 2025/26.

The other revenue source for GFAR is the Construction Impact Fee and a Refuse Vehicle Road Impact Fee. This Construction impact fee is assessed on construction projects based on the square foot size of the project at a rate of \$1.14 per square foot. These fees are intended to recover the damage caused to Town streets by construction traffic. Construction Impact fees generate at least \$110,000 annually. Refuse Vehicle Road impact Fee estimated to generate \$745,676 for FY 2021/22.

The funding from GFAR provides limited funds to implement the CIP; however, it is not enough to support future annual infrastructure maintenance or construct new facilities. Establishing a reliable, dedicated source of funding for basic capital improvements beyond the use of accumulated reserves remains a long-term need and important goal for the Town.

UTILITY UNDERGROUND FUNDS

The Utility Undergrounding Fund serves as a funding source for activities generally undertaken in conjunction with street improvement projects. The Town receives approximately \$30,000 annually in Utility Undergrounding funding which is derived from a Town construction tax of 18 cents charged for each square foot of building addition or alteration within the Town. Total cash balances currently on hand from the utility undergrounding construction tax are approximately \$3.2 million at FY 2020/21 year-end. In addition, the Town has accessed \$3.8 million in Rule 20A funds allocated from a percentage of electric bills. PG&E retains and tracks these monies. Construction is underway on a project to underground utilities along Los Gatos Boulevard south of Lark Avenue. Recent legislative changes will end the Rural 20A portion of the undergrounding program, making this the last opportunity the Town will have for this type of project.

TRAFFIC MITIGATION FUNDS

The traffic impact mitigation fee assures that each new development or expansion of use pays its fair share of the transportation improvements needed to accommodate the cumulative traffic impacts. The fee is paid in full prior to issuance of the building permit for new development or expansion of use. This fee continues to play an important role in the Town’s ability to fund roadway improvements. Traffic Mitigation Funds must be used solely for construction of identified traffic and transportation improvement projects. As the General Plan 2040 update concludes over the next fiscal year, staff will re-align this program to match revised Town policies as needed.

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GRANT FUNDS

The Town receives grant funds from various sources that help address some of the maintenance and improvement costs associated with Town infrastructure. Grants include federally funded Surface Transportation Program (STP) funds which pay for general roadway capital improvements, and a combination of Federal Innovative Deployment to Enhance Arterials (IDEA) grant funds and State Vehicle Registration Fee (VRF) grant funds are contributing to the Traffic Signal Modernization project. In addition, the Town utilizes Community Development Block Grant funds for specific qualifying projects, usually focused on accessibility. Total grant funding for FY 2021/22 is estimated at \$837,883.

STORM DRAIN FUNDS

The Town also receives funding from its Storm Drain Fund, which relies on an established charge of \$0.75 per square foot of impervious surface created by new development. Depending on development activity, this fee produces approximately \$100,000 in revenue annually. This fee has not been adjusted for several years and should be evaluated in the future as part of the NPDES storm water permit process and as part of a continuous review of development related fees.

The remaining sources are primarily one-time funds from State or Federal government or from special revenue funds that have often fluctuated in tandem with the economy and the state budget. Examples of one-time funds include Valley Transportation Authority/Transportation Fund for Clean Air (VTA/TFCA) funds and State Proposition 42 Gas Tax funds.

PROPOSED FY 2021/22 – 2025/26 CIP OVERVIEW

The Capital Improvement Program is broadly grouped into the following categories:

- Streets Program, which maintains and ensures functional streets, pedestrian, and bike systems.
- Parks Program, which repairs or improves parks, park buildings, trails, and urban forestry.
- Public Facilities Program, which constructs and repairs public buildings, and purchases equipment.

The proposed CIP projects include both new and carry-forward projects from the prior year as part of the multi-year programming of \$25.8 million. Approximately \$37.5 million (89.0%) is allocated to the streets, retaining walls, sidewalks, and curbs category; \$2.0 million (4.8%) is allocated to parks and trails projects; and \$2.6 million (6.2%) is allocated to public facility projects. Allocations are summarized below by type of major improvements within the program categories.

FY 2021/22 - 2025/26 CIP by Program										
Five Year CIP Summary	Carry-forward from 2020/21		Carry-forward and New FY 2021/22						Total By Category	Total By Program
	2020/21	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26			
Streets										
Reconstruct/Resurfacing	\$ 3,091,593	\$ 3,078,604	6,170,196	\$ 2,912,038	\$ 3,038,162	\$ 3,038,162	\$ 3,038,162	\$ 18,196,718		
Maintenance & Safety	3,080,331	435,000	3,515,331	235,000	235,000	335,000	435,000	4,755,331		
Street Improvements	7,149,314	638,250	7,787,564	1,734,250	356,700	897,300	-	10,775,814		
Bridges	3,750,744	-	3,750,744	-	-	-	-	3,750,744		\$ 37,478,607
Parks										
Park Improvements	133,482	445,904	579,386	25,000	-	25,000	-	\$ 629,386		
Trail Improvements	662,429	736,000	1,398,429	-	-	-	-	1,398,429		\$ 2,027,815
Public Facilities										
Infrastructure Projects	1,211,109	1,051,979	2,263,088	10,000	10,000	10,000	10,000	\$ 2,303,088		
Equipment Projects	298,952	-	298,952	-	-	-	-	298,952		\$ 2,602,040
TOTALS	\$ 19,377,953	\$ 6,385,737	\$ 25,763,689	\$ 4,916,288	\$ 3,639,862	\$ 4,305,462	\$ 3,483,162			\$ 42,108,461

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Total funding for street reconstruction and resurfacing for the next five years is planned at \$18.2 million with approximately \$6.2 million allocated in FY 2021/22 including carryovers. Over the five-year period, the CIP proposes \$19.3 million for various other street-related infrastructure improvements including curb, gutter and sidewalk maintenance; street intersection improvements; retaining wall reconstruction; and storm drain improvements.

Total funding for parks and trail improvements for the next five years is planned at \$2.0 million with approximately \$2.0 million allocated in FY 2021/22 including carryovers.

Total funding for public facilities infrastructure improvements and equipment projects for the next five years is planned at \$2.6 million with approximately \$2.6 million allocated in FY 2021/22 including carryovers.

Although the Proposed FY 2021/22-2025/26 CIP is a five-year plan, only the first year of the plan is formally adopted with funds appropriated by the Town Council as part of the budget process. Future year projects are funded with designated cash reserves on hand, supplemented by estimated annual revenues for capital funding purposes such as Gas Tax funds and state transportation funds. The scope and funding estimates may change based on the Town's fiscal situation and evolving priorities.

PROPOSED FY 2021/22 OVERVIEW

\$25.8 million is being proposed in the first year of the CIP and is comprised of approximately \$19.4 million in carryover funds from FY 2020/21 and approximately \$6.0 million in new funding. The \$6.0 million of new funding is comprised of \$4.1 million in General Fund Appropriated Reserve (GFAR).

The first year of the five year plan (FY 2021/22) continues funding for the Town Council Strategic Priorities, including basic infrastructure needs. Street maintenance remains high Council priority as the Town is making efforts to improve its Pavement Condition Index (PCI), a standard rating of street conditions. The PCI reached a recent high rating of 74 in 2008 due to concentrated investments and is now at the level of 70 (2020 survey data). With the new County and State Transportation Funds, the investment in street maintenance of \$2,962,517 per year will allow the Town's PCI to increase to 72 within the next five years. This investment continues to leave a deferred maintenance backlog in excess of \$10M.

The complete list of the proposed FY 2021/22 carry-forward and proposed projects (categorized by funds and programs) can be found on page A-7. Projects are listed in the Financial Summary section and further described in the project detail pages by category. Below is a summary by category. The total FY 2021/22 CIP is \$25.8 million.

Carry-forward & New FY 2021/22 CIP Projects					
	GFAR	Grant and Awards	Gas Tax	Other *	Total Estimated
Street Projects	\$ 12,307,843	\$ 5,065,992	\$ 1,941,841	\$ 1,908,159	\$ 21,223,835
Park Projects	1,076,692	901,122	-	-	1,977,815
Public Facilities Projects	2,483,061	78,979	-	-	2,562,040
TOTAL OF CARRY-FORWARD & NEW PROJECTS	\$ 15,867,596	\$ 6,046,093	\$ 1,941,841	\$ 1,908,159	\$ 25,763,689

* Other Funds include Storm Drain Fund, Traffic Mitigation Funds, Utility Underground Funds

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Carry-forward & FY 2021/22 CIP Projects						
CARRY-FORWARD PROJECTS		GFAR	Grants and Awards	Gas Tax	Other	Total
<i>Streets</i>	* Street Repair & Resurfacing	\$ 4,228,355	\$ -	\$ 1,941,841	\$ -	\$ 6,170,196
	* Annual Street Restriping	194,772	-	-	-	194,772
	* Traffic Calming Projects	29,135	-	-	-	29,135
	* Curb, Gutter & Sidewalk Maintenance	708,906	-	-	-	708,906
	* Retaining Wall Repairs	465,254	-	-	-	465,254
	Quito Road - Bridge Replacement	50,000	-	-	-	50,000
	Guardrail Replacement Projects	92,691	239,332	-	-	332,023
	Downtown Parking Lots Seal Coat & Restriping	52,585	-	-	-	52,585
	Hernandez Avenue Storm Drain Improvements	-	-	-	-	-
	Shannon Road Ped & Bikeway Improvements	109,896	940,100	-	48,003	1,097,999
	Sidewalk Improvements - Multiple Locations	60,000	-	-	-	60,000
	Highway 17 Bicycle & Pedestrian Bridge-Design	946,210	2,754,534	-	-	3,700,744
	Bicycle & Pedestrian Improvements	228,174	-	-	33,650	261,824
	Utility Undergrounding Improvements	-	-	-	300,000	300,000
	Traffic Signal Modernization	-	751,126	-	870,949	1,622,075
	Downtown Streetscape Revitalization/Economic Recovery Efforts	1,310,622	-	-	-	1,310,622
	ADA Transition Plan	100,000	15,000	-	-	115,000
	* Bicknell Road Storm Drain Improvements	-	-	-	85,258	85,258
	Massol Intersection Improvements	98,128	-	-	-	98,128
	* Annual Storm Drain Improvements	-	-	-	570,300	570,300
	* Winchester Boulevard Complete Streets (Final Design)	543,198	-	-	-	543,198
	E. Main St. Speed Table/Raised Crosswalk	15,000	-	-	-	15,000
	VMT Mitigation Program	250,000	-	-	-	250,000
	Highway 17/9 Interchange and Capacity Improvements	-	-	-	-	-
	Stormwater System - Pollution Prevention Compliance	286,578	-	-	-	286,578
	Shannon Road Repair	1,436,927	-	-	-	1,436,927
	Roadside Fire Fuel Reduction	185	-	-	-	185
	Parking Lot 4 Repair/Waterproofing	250,000	-	-	-	250,000
	Local Road Safety Plan	28,000	72,000	-	-	100,000
	Blossom Hill Road Traffic Study	76,590	-	-	-	76,590
	Winchester Class IV Bikeway	549,017	293,900	-	-	842,917
	Kennedy Sidewalk - LGB to Englewood	-	-	-	-	-
	Parking Program Implementation	197,619	-	-	-	197,619
<i>Parks</i>	Outdoor Fitness Equipment	6,000	-	-	-	6,000
	Town Plaza Turf Repairs	28,000	-	-	-	28,000
	Parks Playground Fibar Project	49,264	-	-	-	49,264
	Open Space Trail Upgrades	152,000	-	-	-	152,000
	* Charter Oaks Trail Repair Project	474,891	545,218	-	-	1,020,109
	* Trailhead Connector	226,319	-	-	-	226,319
	Vegetation Management - Town-wide	50,218	-	-	-	50,218
<i>Public Facilities</i>	* Town Beautification	20,456	-	-	-	20,456
	Waterproofing Town-wide	75,000	-	-	-	75,000
	* ADA Restrooms and HR Offices	600,000	-	-	-	600,000
	* Building Replacement at Corporation Yard	1,001,812	-	-	-	1,001,812
	Engineering Document Archiving	-	-	-	-	-
	Sound Mitigation in Library Lobby	22,000	-	-	-	22,000
	* ADA Upgrade for Public Restrooms - Rec Building	183,000	78,979	-	-	261,979
	Audio/Video System Upgrade	42,552	-	-	-	42,552
	Town-wide Document Imaging Project	16,990	-	-	-	16,990
	Fire Suppression (Halon) for Server Rooms	51,841	-	-	-	51,841
	Information System Upgrade	77,026	-	-	-	77,026
	EOC Communications Upgrade	24,940	-	-	-	24,940
	IT Disaster Recovery Improvements	137,445	-	-	-	137,445
	* Adult Recreation - Floor Repair	200,000	-	-	-	200,000
TOTAL OF CARRY-FORWARD PROJECTS (INCLUDES NEW ALLOCATIONS)		\$ 15,747,596	\$ 5,690,189	\$ 1,941,841	\$ 1,908,159	\$ 25,287,785
* These carry-forward projects include new money for FY 2020/21 in the amount of \$19,720,286.						
NEW PROJECTS						
<i>Parks</i>	Oak Meadow Bandstand Area Improvements	\$ 90,000	\$ 355,904	\$ -	\$ -	\$ 445,904
<i>Public Facilities</i>	Battery Power Supply - Library	30,000	-	-	-	30,000
TOTAL OF NEW PROJECTS		\$ 120,000	\$ 355,904	\$ -	\$ -	\$ 475,904
TOTAL OF CARRY-FORWARD & NEW PROJECTS		\$ 15,867,596	\$ 6,046,093	\$ 1,941,841	\$ 1,908,159	\$ 25,763,689

FY 2020/21

COMPLETED, CONSOLIDATED, OR WITHDRAWN PROJECTS

Several projects are expected to be completed by the end of FY 2020/21. The table below outlines the projects, funding sources, and total expenses of the completed projects, which is estimated to be \$2.2 million. More details about the completed projects can be found beginning on page A-10.

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Projects Completed or Withdrawn in FY 2020/21										
		GFAR		Grant & Awards		Traffic Mitigation		Other *		Total Estimated
		Exp	Exp	Exp	Exp	Exp	Exp	Exp	Exp	
Street Program										
Pilot School Busing Program	Completed	\$ 344,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,941	
Public Arts Gateway	Completed	25,000	-	-	-	-	-	-	25,000	
Stormwater Master Plan	Completed	219,985	-	-	-	-	-	-	219,985	
Downtown Parking Study	Completed	111,289	-	-	-	-	-	-	111,289	
Park Program										
Fence Replacement - Shire Court	Completed	26,506	-	-	-	-	-	-	26,506	
Creek Trail & Parks Path & Parking Lot Seal & Striping	Completed	184,606	-	-	-	-	-	-	184,606	
Forbes Mill Footbridge Improvements	Completed	29,919	-	-	-	-	-	-	29,919	
Public Facilities Program										
Facilities Assessment	Completed	93,822	-	-	-	-	-	-	93,822	
Cert Equipment	Completed	49,928	-	-	-	-	-	-	49,928	
Plaza Level Railings - Code Upgrade	Completed	33,060	-	-	-	-	-	-	33,060	
Police Headquarters Roof Repair	Completed	47,752	-	-	-	-	-	-	47,752	
Library Carpet Replacement	Completed	48,597	-	-	-	-	-	-	48,597	
Computer-Aided Dispatch and Records Management System	Completed	517,474	-	-	-	-	-	-	517,474	
Silicon Valley Regional Interoperability Project (SVRIP) Service	Completed	430,774	-	-	-	-	-	-	430,774	
TOTAL OF COMPLETED PROJECTS		\$ 2,163,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,163,653	

* Other Funds include Storm Drain Fund, Gas Tax Funds, Utility Underground Funds

CONCLUSION

The challenge of finding a reliable ongoing revenue stream available for capital projects continues to be a Town priority. Recognizing the realities of funding challenges and uncertain local economic trends, the Town's FY 2021/22 – 2025/26 Capital Improvement Plan continues a strategy of funding the Town's most urgent capital needs.

I wish to thank all of the Departments, in particular Department Directors and members of their management and support staff, for their many hours of work and tireless efforts to present this Capital Improvement Program to the Town Council, as well as the following staff members:

Stephen Conway, Finance Director
 Gitta Ungvari, Finance and Budget Manager
 Matt Morley, Parks and Public Works Director
 WooJae Kim, Town Engineer
 Mark Gaeta, Accountant
 Maurice De Castro, Accountant
 Bobby Gonzalez, Senior Administrative Analyst
 Melissa Ynegas, Administrative Analyst
 Dorrie Romero, Administrative Technician
 Kinjal Buch, Senior Engineering Technician

Respectfully submitted,

Laurel Prevetti

Laurel Prevetti
 Town Manager

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