

MEMORANDUM

Department of Public Works



DATE: October 20, 2022

TO: Mayor and Council

THROUGH: Steve McHarris, City Manager *Steve McHarris*

FROM: Roger Lee, Interim Public Works Director

SUBJECT: **Lend-A-Tool Program Relunched**

This Information Memorandum provides relevant information regarding the relaunched Lend-A-Tool Program. In October 2021, Vice-Mayor Montano requested that the Lend-A-Tool program be re-established possibly at the Public Works Yard. This request was discussed and presented to City Council on January 11, 2022.

Background

The Lend-A-Tool Program was part of the City's neighborhood beautification program and allowed Milpitas residents to borrow a variety of tools such as: hand and gardening tools, wheel barrows, shovels, brooms, hammers, cat traps, and more to be used for home improvement and beautification projects.

Code Enforcement most recently managed the Lend-A-Tool Program and the shed that housed the tools was previously stationed at Fire Station #2. Due to COVID-19, staffing and resource constraints, the Lend-A-Tool program had been suspended.

Lend-A-Tool Relaunch

The Lend-A-Tool Program will be administered by the Public Works Department, as part of Beautify Milpitas. A new tool shed was assembled at the Public Works Building (1265 N Milpitas Blvd) and staff has replenished the tool inventory. Similar to before, residents will need to request specific tools, provide proof of Milpitas residency, sign a waiver/liability form, and make an appointment to meet a City staff person to pick up the tool(s). A new online check-out [form](#) is available on the City website, and residents can also borrow tools by calling Public Works at (408) 586-2600.

In addition to tools, the tool shed will house litter pick-up kits and graffiti removal kits. The Lend-A-Tool shed will be open during business hours, Monday through Friday, from 8:00am-5:00pm.

Staff will publicize the program through the City's social media channels, newsletters, and website. More information on the Lend-A-Tool program can be found on the City's [website](#).

