

Public Works

Budget Unit	Program	2021 Proposed Budget
Public Works Administration		\$ 891,430
100-80-800	Public Works Administration	\$ 891,430
Environmental Programs		\$ 3,480,124
520-81-801	Resource Recovery	\$ 1,722,438
230-81-802	Non-Point Source	\$ 1,050,690
230-81-855	Storm Drain Maintenance	\$ 706,996
Developmental Services		\$ 3,137,651
100-82-804	Plan Review	\$ 1,673,271
100-82-806	CIP Administration	\$ 1,464,380
Service Center		\$ 1,253,059
100-83-807	Service Center Administration	\$ 1,253,059
Grounds		\$ 6,529,815
100-84-808	McClellan Ranch Park	\$ 150,623
100-84-809	Memorial Park	\$ 798,045
100-84-811	BBF Ground Maintenance	\$ 174,799
100-84-812	School Site Maintenance	\$ 1,572,920
100-84-813	Neighborhood Parks	\$ 2,501,181
100-84-814	Sport Fields Jollyman, Creekside	\$ 808,542
100-84-815	Civic Center Maintenance	\$ 523,705
Streets		\$ 10,223,524
100-85-818	Storm Drain Maintenance	\$ -
270-85-820	Sidewalk Curb and Gutter	\$ 2,561,810
270-85-821	Street Pavement Maintenance	\$ 4,216,014
270-85-822	Street Sign Marking	\$ 865,538
100-85-848	Street Lighting	\$ 887,925
630-85-849	Equipment Maintenance	\$ 1,497,347
100-85-850	Environmental Materials	\$ 194,890
Trees and Right of Way		\$ 3,791,476
100-86-824	Overpasses and Medians	\$ 1,530,928
Total		\$ 37,550,746

Budget Unit	Program	2021 Proposed Budget
100-86-825	Street Tree Maintenance	\$ 1,693,951
100-86-826	Sheriff Work Program	\$ 566,597
Facilities and Fleet		\$ 4,509,135
100-87-827	City Hall Maintenance	\$ 472,117
100-87-828	Library Maintenance	\$ 619,431
100-87-829	Service Center Maintenance	\$ 290,074
100-87-830	Quinlan Community Center Maintenance	\$ 561,635
100-87-831	Senior Center Maintenance	\$ 380,519
100-87-832	McClellan Ranch Maintenance	\$ 210,120
100-87-833	Monta Vista Community Center Maintenance	\$ 242,758
100-87-834	Wilson Park Maintenance	\$ 68,527
100-87-835	Portal Park Maintenance	\$ 84,596
570-87-836	Sports Center Maintenance	\$ 533,237
100-87-837	Creekside Park Maintenance	\$ 104,149
100-87-838	Community Hall Maintenance	\$ 231,318
100-87-839	Teen Center Maintenance	\$ 47,874
100-87-840	Park Bathrooms Maintenance	\$ 120,681
100-87-841	Blackberry Farm Maintenance	\$ 530,158
100-87-852	Franco Traffic Operations Center	\$ 11,941
Transportation		\$ 2,766,374
100-88-844	Traffic Engineering	\$ 1,263,216
100-88-845	Traffic Signal Maintenance	\$ 903,114
100-88-846	Safe Routes 2 School	\$ 600,044
Non-Departmental		\$ 968,158
210-90-978	Minor Storm Drain Improvement	\$ -
630-90-985	Fixed Assets Acquisition	\$ 968,158
Total		\$ 37,550,746

Department Overview

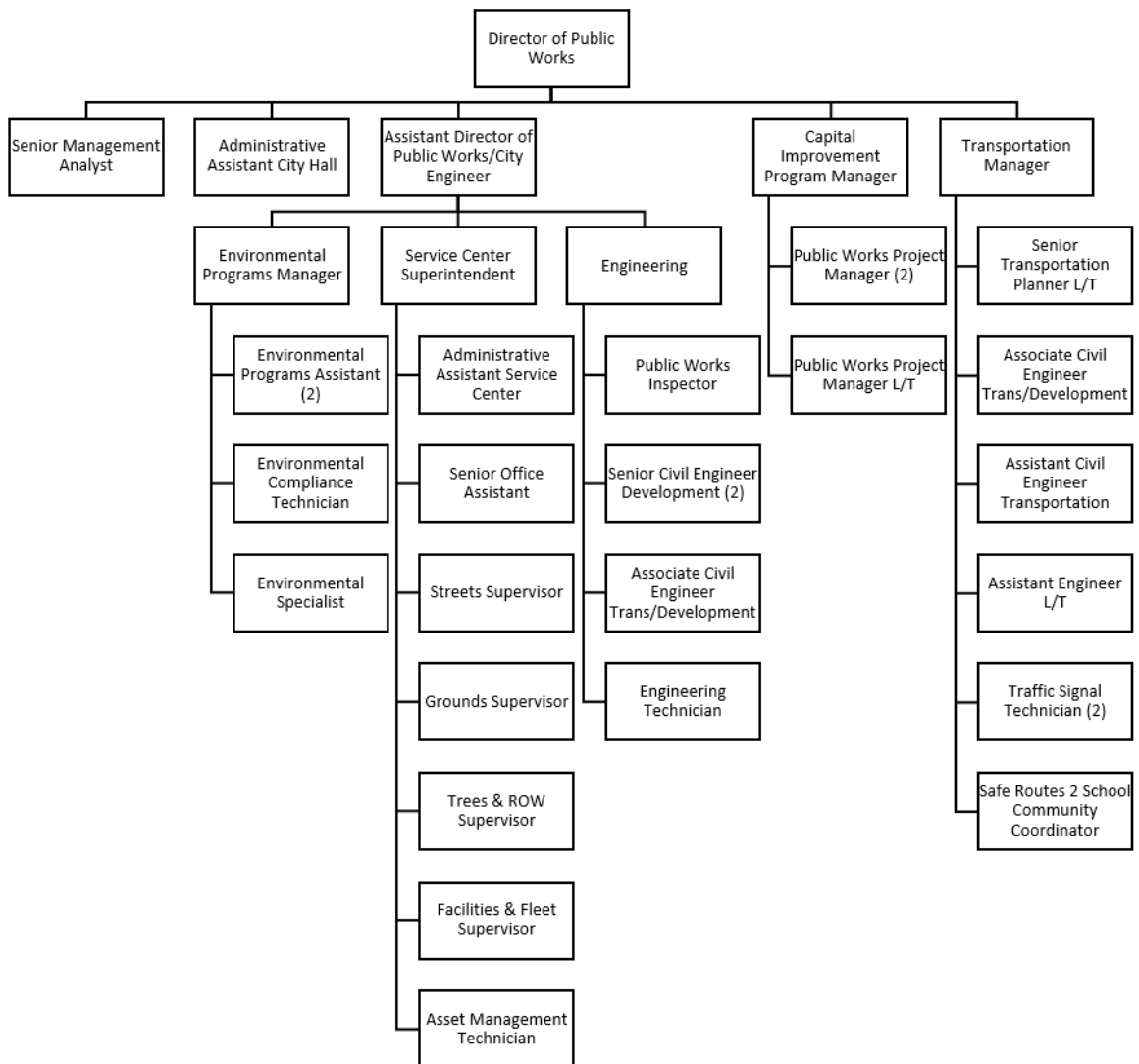
Budget at a Glance

2021 Proposed Budget

Total Revenues	\$ 9,141,403
Total Expenditures	\$ 37,550,746
Fund Balance	\$ (7,872,744)
General Fund Costs	\$ 20,551,599
% Funded by General Fund	54.7%
Total Staffing	90.15 FTE

Organization

Roger Lee, Director of Public Works



Performance Measures

Capital Project Delivery

Goal: Deliver capital projects on time and within budget.

Benefit: Residents and businesses are assured their community is being improved by efficient use of taxes and fees.

Performance Measure	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec	Ongoing Target
Projects are on budget	100% (7)	100% (4)	TBD	80%
Projects are on time	100% (7)	75% (3 of 4)	TBD	90%

Development Services

Goal: Provide timely review and permitting of privately completed improvements within the public right of way.

Benefit: Customers receive quality reviews and permitting on a defined schedule.

Performance Measure	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	99%	N/A	N/A	90%
Respond to complete encroachment permit applications within (2) weeks	N/A	93%	95%	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	100%	100%	94%	95%

Dependable Infrastructure

Goal: Maintain timely levels of service to meet community and environment requirements at optimal life-cycle costs.

Benefit: Cupertino has well maintained infrastructure and programs that meets the needs of the community.

Performance Measure	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	81	85	85	90
Respond to and close Sidewalk 311 request within 2 business days	100%	100%	100%	99%
Troubleshoot, respond to and close Streetlight 311 requests within 3 business days	100%	100%	100%	99%
Storm Drain System: Total number of storm drain inlets inspected/cleaned in Fiscal Year	100%	100%	100%	100%
Roadway Signs repaired/replaced within 4 business days of being damaged	100%	100%	100%	100%
Facilities: % of Preventative Maintenance work orders completed within 14 calendar days	New Measure	New Measure	New Measure	95%
% of Preventative Maintenance work orders for vehicles completed within 14 calendar days of the due date	New Measure	New Measure	New Measure	95%

Environment

Goal: Protect our natural environment for current and future generations.

Benefit: Current and future residents enjoy a healthy, sustainable environment.

Performance Measure	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec	Ongoing Target
Respond to reports of actual or potential discharge the same business day	95%	90%	82%	95%
Percent of businesses in compliance during annual proactive stormwater pollution prevention inspections	N/A	93%	N/A	75%
Diversion: Residents and businesses separating organics	New Measure	New Measure	New Measure	100%
% of street trees maintained within annual maintenance zones	New Measure	New Measure	New Measure	98%
Number of trees planted compared to number of trees removed	Removed: 67 Planted: 53 79%	Removed: 155 Planted: 192 124%	Removed: 82 Planted: 95 116%	110%

Workload Indicators

Capital Improvement Program

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of projects started in the first year funded	8/13	N/A	N/A
Number of Active Projects vs Total number of projects	29/40	N/A	N/A

Developmental Services Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of development permit applications received	428	434	214
Number of encroachment permits applications received	121	136	67
Number of customers serviced at the counter	Not Tracked	Not Tracked	797

Streets Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Storm Drain Inlets Inspected/Cleaned	815	1,063	819
Roadway Signs Repaired/Replaced	404	721	173
Sidewalk/Pathway Assets Repaired	1,036	738	270
Streetlight Outages/Investigated/Resolved	175	39	24

Facilities and Fleet Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of Preventative Maintenance work orders received	New Measure	New Measure	New Measure
Number of Preventative Maintenance work orders for vehicles received	New Measure	New Measure	New Measure

Environmental Programs Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of actual or potential discharges	126	125	N/A
Number of stormwater pollution prevention inspections	N/A	N/A	N/A
Number of outreach site visits, workshops, events and activities to educate residents and businesses	65	126	46

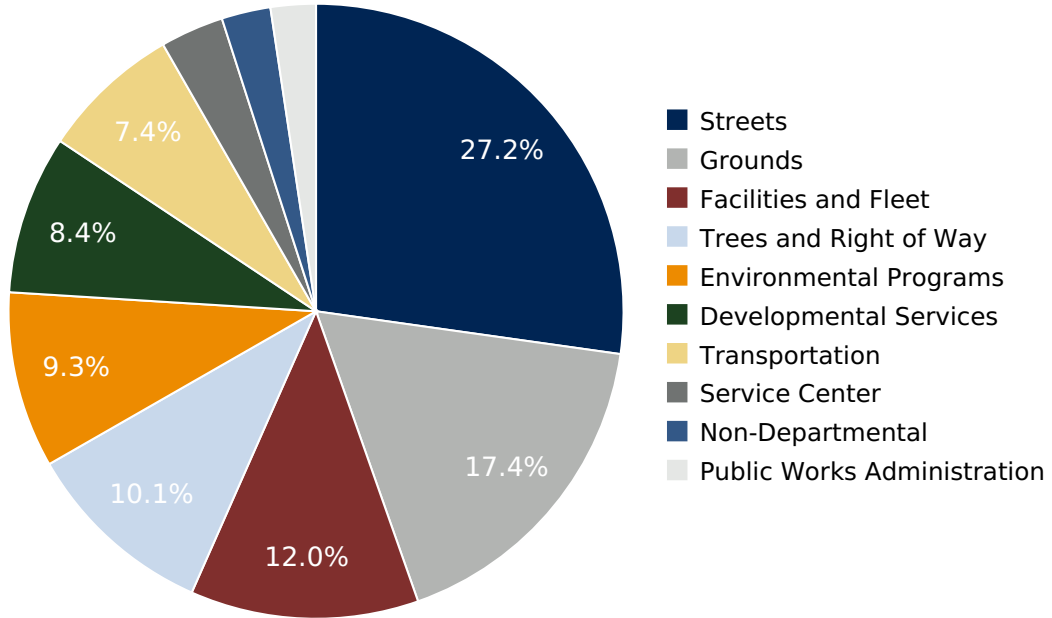
Trees and Right of Way Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of trees maintained vs number of active trees within maintenance zones	2,988	896/1,648	364/1,437
Number of trees planted/number of trees removed	53/67	155/192	82/95

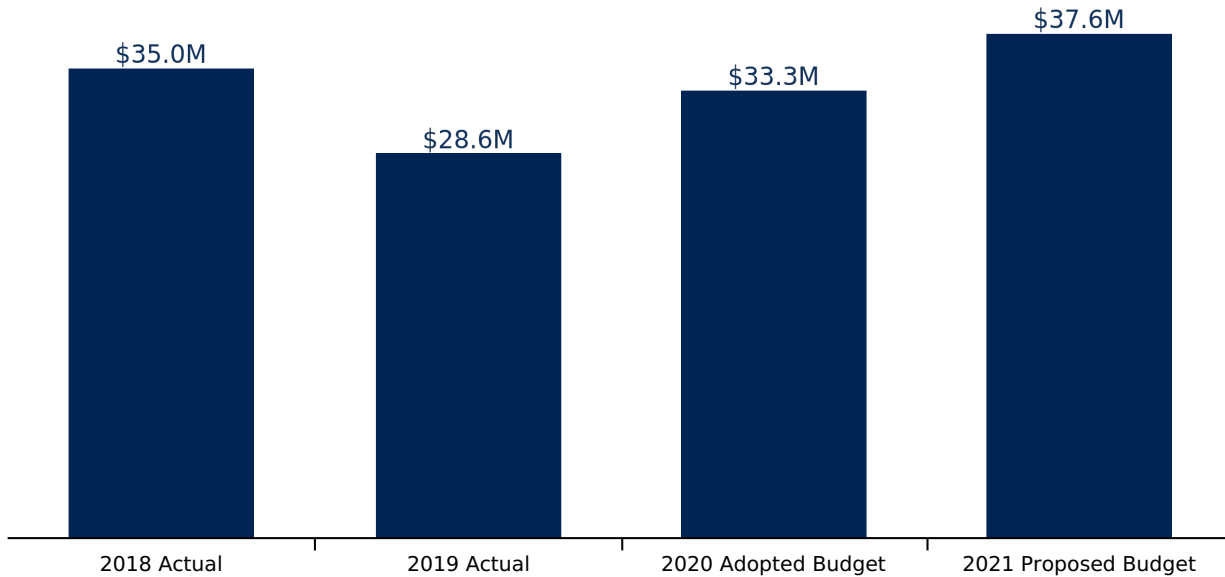
Proposed Budget

It is recommended that City Council approve a budget of \$37,550,746 for the Public Works department. This represents an increase of \$4,230,286 (12.7%) from the FY 2019-20 Adopted Budget.

Proposed Expenditures by Division



Department Expenditure History



Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 275,069	\$ 216,483	\$ 210,770	\$ 238,442
Intergovernmental Revenue	\$ 955,327	\$ 1,693,844	\$ 6,055,305	\$ 1,691,950
Charges for Services	\$ 6,838,460	\$ 6,889,754	\$ 9,050,219	\$ 7,054,767
Fines and Forfeitures	\$ 27,902	\$ 22,541	\$ 10,000	\$ 10,000
Miscellaneous Revenue	\$ 964,867	\$ 197,736	\$ 390,493	\$ 146,244
Total Revenues	\$ 9,061,625	\$ 9,020,358	\$ 15,716,787	\$ 9,141,403
Expenditures				
Employee Compensation	\$ 7,617,713	\$ 7,865,671	\$ 8,958,370	\$ 9,861,882
Employee Benefits	\$ 3,589,800	\$ 3,528,882	\$ 4,132,297	\$ 4,703,469
Materials	\$ 3,433,779	\$ 3,212,328	\$ 3,792,650	\$ 4,335,670
Contract Services	\$ 4,104,863	\$ 3,705,523	\$ 4,060,858	\$ 4,246,272
Cost Allocation	\$ 3,860,953	\$ 3,838,768	\$ 4,930,595	\$ 6,911,037
Capital Outlays	\$ 101,200	\$ 4,000	\$ 1,000,000	\$ 1,000,000
Special Projects	\$ 12,260,174	\$ 6,490,496	\$ 5,971,985	\$ 6,204,496
Contingencies	\$ -	\$ -	\$ 473,705	\$ 287,920
Total Expenditures	\$ 34,968,482	\$ 28,645,668	\$ 33,320,460	\$ 37,550,746
Fund Balance	\$ (5,551,988)	\$ 871,138	\$ (1,708,472)	\$ (7,872,744)
General Fund Costs	\$ 20,354,869	\$ 20,506,452	\$ 15,895,201	\$ 20,551,599

Staffing

Total current positions - 90.75 FTE

Total proposed positions - 90.15 FTE

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 120,000
Total Expenditures	\$ 891,430
Fund Balance	\$ -
General Fund Costs	\$ 771,430
% Funded by General Fund	86.5%
Total Staffing	3.05 FTE

Program Overview

The Public Works Department is comprised of the following eight divisions:

- Development Services (including inspection services)
- Capital Improvement Program Administration
- Environmental Programs
- Transportation
- Facilities and Fleet
- Trees and Right-of-Way
- Grounds
- Streets

Service Objectives

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, stormwater quality compliance, and public works maintenance services in a responsive and efficient manner by continuously adapting programs and resources to meet the community's expectations.
- Provide a response within 24 hours to the community on complaints and requests for services. Plan and program maintenance of the City's public facilities and infrastructure.
- Program and deliver Capital Improvement Projects in a timely and cost-efficient manner. Work with operating departments and the community to ensure projects meet expectations.
- Collaborate with Community Development to efficiently deliver predictable, responsive and efficient development services.
- Represent the City on county and regional issues such as congestion management, and mobility and transit planning.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

Proposed Budget

It is recommended that City Council approve a budget of \$891,430 for the Public Works Administration program. This represents a decrease of \$44,011 (-4.7%) from the FY 2019-20 Adopted Budget.

This decrease is represented by an increase in negotiated staffing costs offset by decreases in materials, contract services, and cost allocation charges. Most significantly, the Program budgeted \$100,000 for a grant management contractor in FY 19-20 that is not budgeted for FY 20-21. The increase in revenue is due to the transfer of rental payments for the Blue Pheasant Restaurant. In prior years, the Blue Pheasant Restaurant's Lease Agreement was managed by the Parks and Recreation Department and the generated revenue was recorded in the Park Facilities program.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Municipal Water System	\$50,000	\$50,000	General Fund	Municipal Water System (City Council Work Program)
Total	\$50,000	\$50,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ -	\$ -	\$ -	\$ 120,000
Charges for Services	\$ 13,843	\$ 728	\$ -	\$ -
Total Revenues	\$ 13,843	\$ 728	\$ -	\$ 120,000
Expenditures				
Employee Compensation	\$ 492,767	\$ 435,895	\$ 546,007	\$ 588,451
Employee Benefits	\$ 173,702	\$ 139,533	\$ 191,458	\$ 232,171
Materials	\$ 23,015	\$ 18,685	\$ 32,600	\$ 19,081
Contract Services	\$ 844	\$ 7,319	\$ 105,525	\$ -
Cost Allocation	\$ 69,802	\$ 72,830	\$ 52,945	\$ -
Special Projects	\$ 23,803	\$ -	\$ -	\$ 50,000
Contingencies	\$ -	\$ -	\$ 6,906	\$ 1,727
Total Expenditures	\$ 783,933	\$ 674,262	\$ 935,441	\$ 891,430
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 770,090	\$ 673,534	\$ 935,441	\$ 771,430

Staffing

Total current positions - 3.05 FTE

Total proposed positions - 3.05 FTE

There are no changes to the current level of staffing.

Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,435,188
Total Expenditures	\$ 1,722,438
Fund Balance	\$ (287,250)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.50 FTE

Program Overview

The Resource Recovery program manages the City's garbage and recycling franchised hauler contract and provides garbage and recycling customer service for residents and business owners; develops and implements programs and policy to comply with AB 939 source reduction and recycling mandates; oversees the free compost giveaway at Stevens Creek Quarry and the associated property lease and trucking agreement for the compost site; and represents the City on countywide committees. The public education and outreach programs led by this division include visits to businesses and apartment complexes to provide recycling instruction, kitchen containers, and visual materials; presentations at events and schools and employee training for businesses on-site as needed. The program coordinates many complimentary activities with the Sustainability program in the Office of the City Manager.

Service Objectives

- Meet State AB 939 requirements to divert a minimum of 50% of Citywide waste from landfill and achieve the State (AB 341) goal of 75% diversion by 2020. Help businesses implement the City's Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with AB 1826. Assist businesses and multi-family properties with preparations to recycle organics. Provide landlords and property owners with support and educational materials for their tenants. Visit the management of each multi-family complex via a knock and talk campaign to distribute free kitchen pails and guidance to help residents sort kitchen waste for their central garbage and recycling area. Conduct waste characterization studies to determine future services.
- Provide contract oversight and customer service for garbage and recycling collection, yard waste processing, composting and household hazardous waste collection. Manage community events such as the citywide Garage Sale and the spring and summer free compost giveaway for residents. Assist CUSD and high school teachers and students with student recycling and composting projects related to teachers' curriculum and the City's environmental initiatives.

Proposed Budget

It is recommended that City Council approve a budget of \$1,722,438 for the Resource Recovery program. This represents a decrease of \$642,580 (-27.2%) from the FY 2019-20 Adopted Budget.

This decrease is due to staffing reallocations and decreases in contract services and special projects. The greatest decrease is due to a special project in FY 19-20 for solid waste hauler RFP development that was not budgeted for in FY 20-21.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Trash Enclosure SWMP	\$2,500	\$2,500	Resource Recovery	Trash Enclosure for Storm Water Master Plan
Single Use Plastics Ordinance	\$30,000	\$30,000	Resource Recovery	Single Use Plastics Ordinance
Total	\$32,500	\$32,500		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 71,114	\$ 101,341	\$ -	\$ -
Intergovernmental Revenue	\$ 14,781	\$ 30,023	\$ 15,000	\$ 15,000
Charges for Services	\$ 2,475,967	\$ 1,658,612	\$ 1,270,000	\$ 1,420,188
Miscellaneous Revenue	\$ 69,114	\$ 61,643	\$ 66,000	\$ -
Total Revenues	\$ 2,630,976	\$ 1,851,619	\$ 1,351,000	\$ 1,435,188
Expenditures				
Employee Compensation	\$ 514,086	\$ 486,937	\$ 534,397	\$ 371,232
Employee Benefits	\$ 276,031	\$ 236,592	\$ 220,152	\$ 144,051
Materials	\$ 32,959	\$ 42,135	\$ 75,796	\$ 72,478
Contract Services	\$ 1,604,941	\$ 780,363	\$ 1,045,724	\$ 803,608
Cost Allocation	\$ 166,494	\$ 186,630	\$ 182,873	\$ 275,854
Special Projects	\$ -	\$ 3,228	\$ 250,000	\$ 32,500
Contingencies	\$ -	\$ -	\$ 56,076	\$ 22,715
Total Expenditures	\$ 2,594,511	\$ 1,735,885	\$ 2,365,018	\$ 1,722,438
Fund Balance	\$ 36,464	\$ 115,735	\$ (1,014,018)	\$ (287,250)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 4.20 FTE

Total proposed positions - 2.50 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Non-Point Source

Budget Unit 230-81-802

Env Mgmt Cln Creek Storm Drain - Environmental Programs - Non-Point Source

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,532,493
Total Expenditures	\$ 1,050,690
Fund Balance	\$ 481,803
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.85 FTE

Program Overview

The Non-Point Source program manages the City's compliance with its State-mandated Municipal Regional Stormwater NPDES Permit; provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; conducts annual interdepartmental staff training, scheduled business and construction site inspections and review of private development plans to ensure compliance with low impact development (LID); and new Green Infrastructure Plan development requirements. The program is responsible for calculating storm drain fees annually to submit to the County for collection on property tax bills, writing an annual report to the Regional Water Quality Control Board to verify and document the City's compliance with Clean Water Act mandates; and engaging and educating the public via articles in the Cupertino Scene, webpage development, visits to businesses and presentations at local schools, De Anza College and community events. Public participation events include two or more annual volunteer creek cleanup days, a water quality monitoring day at Blackberry Farm, Earth Day and various countywide collaborative events. Implementation and annual progress assessment of the City's eight-year litter reduction plan are among the requirements of the City's Non-Point Source program.

Service Objectives

- Oversee the City's compliance with the Municipal Regional Stormwater Permit (MRP 2.0) with regard to water pollution prevention, erosion control, conserving water as a resource (e.g. infiltration rather than runoff), and low impact development (LID) via the City's permit application process and conditions of approval.
- Coordinate urban runoff pollution and erosion prevention activities with other departments, divisions, and private businesses. Mandated activities include: catch basin cleaning; post-construction oversight of permanent stormwater treatment measures installed at private new and redeveloped sites; implementation of, and annual progress assessments for the eight-year litter reduction plan; oversight of construction best management practices during private and public construction; inspection of grease-generating and wet-waste food facilities and other businesses to prevent water-polluting discharges; complaint response and investigation to protect water quality; and education of staff and local businesses on best management practices for outdoor storage and activities.

- Represent the City on county and regional committees to prevent creek and San Francisco Bay pollution, erosion, and illegal dumping.

Proposed Budget

It is recommended that City Council approve a budget of \$1,050,690 for the Non-Point Source program. This represents an increase of \$307,412 (41.4%) from the FY 2019-20 Adopted Budget.

This is mostly due to increases in street sweeping and inlet drain protection services and increases in cost allocation charges. The increase in revenue is due to the addition of the 2019 Clean Water Fees to this program.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Trash Enclosure SWMP	\$2,500	\$2,500	Non-Point Source	Trash Enclosure in accordance with Storm Water Master Plan
Total	\$2,500	\$2,500		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 255	\$ 524	\$ -	\$ -
Charges for Services	\$ 369,443	\$ 369,014	\$ 370,000	\$ 1,522,493
Fines and Forfeitures	\$ 27,902	\$ 22,541	\$ 10,000	\$ 10,000
Total Revenues	\$ 397,600	\$ 392,079	\$ 380,000	\$ 1,532,493
Expenditures				
Employee Compensation	\$ 210,662	\$ 221,636	\$ 221,319	\$ 319,706
Employee Benefits	\$ 96,863	\$ 96,764	\$ 101,711	\$ 156,579
Materials	\$ 3,169	\$ 27,812	\$ 32,848	\$ 35,764
Contract Services	\$ 263,079	\$ 239,633	\$ 299,841	\$ 389,248
Cost Allocation	\$ 66,387	\$ 73,001	\$ 70,925	\$ 136,205
Special Projects	\$ -	\$ -	\$ -	\$ 2,500
Contingencies	\$ -	\$ -	\$ 16,634	\$ 10,688
Total Expenditures	\$ 640,160	\$ 658,846	\$ 743,278	\$ 1,050,690
Fund Balance	\$ (158,441)	\$ 169,232	\$ 296,722	\$ 481,803
General Fund Costs	\$ 84,120	\$ 436,000	\$ 660,000	\$ -

Staffing

Total current positions - 2.90 FTE

Total proposed positions - 2.85 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Storm Drain Maintenance

Budget Unit 230-81-855

Env Mgmt Cln Creek Storm Drain - Environmental Programs - Storm Drain Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 706,996
Fund Balance	\$ (706,996)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.20 FTE

Program Overview

Maintenance of storm drain system to provide the efficient flow of stormwater and to comply with stormwater pollution prevention requirements.

Service Objectives

- Provide effective and timely inspection and maintenance of the storm drain system including inlet and outfall structures, 2,216 storm drain inlets, and collection system.
- Provide annual cleaning and inspection of all inlets.

Proposed Budget

It is recommended that City Council approve a budget of \$706,996 for the Storm Drain Maintenance program.

This is a newly established Program for the purposes of consolidating storm drain maintenance activities.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Service Center IND Inspection	\$5,000	\$5,000	Non-Point Source	Service Center IND Inspections
Total	\$5,000	\$5,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 223,786
Employee Benefits	\$ -	\$ -	\$ -	\$ 101,262
Materials	\$ -	\$ -	\$ -	\$ 24,465
Contract Services	\$ -	\$ -	\$ -	\$ 252,762
Cost Allocation	\$ -	\$ -	\$ -	\$ 92,340
Special Projects	\$ -	\$ -	\$ -	\$ 5,000
Contingencies	\$ -	\$ -	\$ -	\$ 7,381
Total Expenditures	\$ -	\$ -	\$ -	\$ 706,996
Fund Balance	\$ -	\$ -	\$ -	\$ (706,996)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 2.20 FTE

Staffing allocations increased to reflect the recording of the newly created program.

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 731,489
Total Expenditures	\$ 1,673,271
Fund Balance	\$ -
General Fund Costs	\$ 941,782
% Funded by General Fund	56.3%
Total Staffing	5.00 FTE

Program Overview

The Development Services Division is comprised of two areas:

- Development Services - reviews plans for private developments and utility encroachments to ensure conformance with City standards and policies.
- Inspection Services - ensures compliance with City standards and approved plans on all public and private developments and utility projects.

Service Objectives

- Ensure that private development projects provide necessary supporting infrastructure and potential impacts on the community are mitigated.
- Place safety of the general public, City employees and construction workers as the highest priority on construction sites.
- Inspect utility encroachment permits for work within the City right-of-way and return streets and sidewalks to City standards.
- Ensure compliance with stormwater permits and prevent runoff from polluting nearby watersheds. Work closely with the Environmental Programs Division to continue inspecting job sites before, during and after each rain event and conduct annual inspections of all Post Construction Treatments and Stormwater Pollution Prevention Plan (SWPPP) compliance.
- Respond to public inquiries or complaints in a timely manner.
- Provide aid and information to other City Divisions and Departments, including Community Development, Building, Capital Improvements, City Attorney's Office, Public Works Maintenance and Operations and Parks and Recreation as needed to facilitate private developments and public infrastructure projects.

Proposed Budget

It is recommended that City Council approve a budget of \$1,673,271 for the Plan Review program. This represents an increase of \$356,675 (27.1%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to professional consulting services for development permit surveying and adjustments in cost allocations.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Alternatives to New City Hall	\$25,000	\$25,000	General Fund	Investigate alternatives for New City Hall
Total	\$25,000	\$25,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ -	\$ 31,233	\$ 9,270	\$ 31,500
Charges for Services	\$ 1,011,940	\$ 667,697	\$ 1,521,160	\$ 688,144
Miscellaneous Revenue	\$ 93,509	\$ 11,411	\$ 130,812	\$ 11,845
Total Revenues	\$ 1,105,449	\$ 710,341	\$ 1,661,242	\$ 731,489
Expenditures				
Employee Compensation	\$ 572,352	\$ 726,468	\$ 724,006	\$ 804,380
Employee Benefits	\$ 241,255	\$ 283,463	\$ 309,231	\$ 322,042
Materials	\$ 19,851	\$ 9,501	\$ 10,585	\$ 12,246
Contract Services	\$ 118,379	\$ 195,943	\$ 90,388	\$ 180,326
Cost Allocation	\$ 179,733	\$ 171,369	\$ 177,337	\$ 323,847
Special Projects	\$ 563,781	\$ 97,297	\$ -	\$ 25,000
Contingencies	\$ -	\$ -	\$ 5,049	\$ 5,430
Total Expenditures	\$ 1,695,351	\$ 1,484,041	\$ 1,316,596	\$ 1,673,271
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 589,902	\$ 773,701	\$ (344,646)	\$ 941,782

Staffing

Total current positions - 5.50 FTE

Total proposed positions - 5.00 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,464,380
Fund Balance	\$ -
General Fund Costs	\$ 1,464,380
% Funded by General Fund	100.0%
Total Staffing	6.20 FTE

Program Overview

The Capital Improvement Program (CIP) provides design and construction administration for all capital improvement projects including streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements and other public facilities.

Service Objectives

- Ensure that all public improvements are designed and constructed in accordance with community expectations and City standards.
- Place safety of the general public, City employees and workers as the highest priority in the delivery of capital projects.
- Respond to public inquiries or complaints in a timely manner.

Proposed Budget

It is recommended that City Council approve a budget of \$1,464,380 for the CIP Administration program. This represents an increase of \$80,686 (5.8%) from the FY 2019-20 Adopted Budget.

The increase is represented by staffing reallocations, partially offset by decreases due to methodology changes in calculating cost allocations.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 374,747	\$ 468,286	\$ 898,365	\$ 1,003,803
Employee Benefits	\$ 127,546	\$ 164,939	\$ 380,534	\$ 443,986
Materials	\$ 9,675	\$ 8,268	\$ 15,102	\$ 16,186
Contract Services	\$ 26,010	\$ 368	\$ 15,904	\$ -
Cost Allocation	\$ 87,944	\$ 74,624	\$ 72,239	\$ -
Contingencies	\$ -	\$ -	\$ 1,550	\$ 405
Total Expenditures	\$ 625,922	\$ 716,485	\$ 1,383,694	\$ 1,464,380
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 625,922	\$ 716,484	\$ 1,383,694	\$ 1,464,380

Staffing

Total current positions - 6.00 FTE

Total proposed positions - 6.20 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 98,674
Total Expenditures	\$ 1,253,059
Fund Balance	\$ -
General Fund Costs	\$ 1,154,385
% Funded by General Fund	92.1%
Total Staffing	3.50 FTE

Program Overview

The Service Center Administration program manages Public Works maintenance operations that include the major divisions of streets, grounds, trees and medians, facilities and fleet, as well as the minor divisions of signs/markings, storm drain, sidewalk, curb and gutter, overpasses and storm water; provides customer service to the general public; provides administrative support for maintenance staff, supervisors, and management; general training prioritization; assignment of service calls; provides oversight of various contracted services including street sweeping, janitorial and a wide variety of maintenance and minor public works contracts; manages the sheriff's work furlough program 7 days per week; and collaborates with Public Works Engineering for asset improvements beyond routine maintenance.

Service Objectives

- Create a positive environment that fosters efficiency and innovation for service center employees.
- Ensure proper documentation and inventory of trees, sidewalk repair, striping and legends, street signs, vehicle and equipment, streetlights and stormwater pollution.
- Maintain records of all complaints and requests for services by tracking responses through computer programs and written service request forms.
- Process the payments for all services and materials generated through the Service Center.
- Maintain productivity units of measure for key tasks performed.
- Support Public Works Engineering in the collection of field data, review of improvement drawings and development of capital improvement projects.
- Timely manage completion of employee performance reviews, as well as provide timely progressive discipline per City policy when necessary.
- Maintain, lead and implement all elements of the Injury and Illness Prevention Program.
- Maintain positive, accountable relations with employee bargaining groups.

Proposed Budget

It is recommended that City Council approve a budget of \$1,253,059 for the Service Center Administration program. This represents an increase of \$1,229 (0.1%) from the FY 2019-20 Adopted Budget.

This budget is relatively unchanged from last fiscal year. Increases due to departmental materials consolidation is offset with decreases to cost allocation due to a change in methodology.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Sources	Description
Facilities Office Reconfiguration - Various Sites	\$95,000	\$95,000	General Fund	Facilities Office Reconfiguration - Various Sites
Total	\$95,000	\$95,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 59,867	\$ 61,075	\$ 60,000	\$ 62,933
Miscellaneous Revenue	\$ 12,517	\$ 34,669	\$ 25,000	\$ 35,741
Total Revenues	\$ 72,384	\$ 95,744	\$ 85,000	\$ 98,674
Expenditures				
Employee Compensation	\$ 398,819	\$ 367,372	\$ 421,033	\$ 476,257
Employee Benefits	\$ 153,860	\$ 148,076	\$ 184,434	\$ 197,380
Materials	\$ 107,892	\$ 63,001	\$ 76,162	\$ 131,385
Contract Services	\$ 262,909	\$ 22,436	\$ 8,557	\$ 17,973
Cost Allocation	\$ 644,091	\$ 339,672	\$ 482,408	\$ 331,330
Capital Outlays	\$ 13,267	\$ -	\$ -	\$ -
Special Projects	\$ 129,318	\$ 457,010	\$ 75,000	\$ 95,000
Contingencies	\$ -	\$ -	\$ 4,236	\$ 3,734
Total Expenditures	\$ 1,710,156	\$ 1,397,567	\$ 1,251,830	\$ 1,253,059
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,637,772	\$ 1,301,823	\$ 1,166,830	\$ 1,154,385

Staffing

Total current positions - 3.65 FTE

Total proposed positions - 3.50 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 150,623
Fund Balance	\$ -
General Fund Costs	\$ 150,623
% Funded by General Fund	100.0%
Total Staffing	0.40 FTE

Program Overview

McClellan Ranch Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, and graffiti removal.
- Provide twice annually the mowing of fire breaks per Fire Marshal request in a manner in which wildlife is least impacted.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Parks & Recreation Department for all of the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$150,623 for the McClellan Ranch Park program. This represents an increase of \$59,006 (64.4%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to cost allocation adjustments and an appropriation for backflow prevention device replacements in FY 20-21.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 29,393	\$ 30,076	\$ 30,356	\$ 40,975
Employee Benefits	\$ 13,758	\$ 13,992	\$ 14,665	\$ 20,753
Materials	\$ 15,354	\$ 15,214	\$ 16,635	\$ 33,312
Contract Services	\$ 10,750	\$ 15,200	\$ 10,080	\$ 12,360
Cost Allocation	\$ 956	\$ 11,786	\$ 18,545	\$ 42,081
Contingencies	\$ -	\$ -	\$ 1,336	\$ 1,142
Total Expenditures	\$ 70,211	\$ 86,268	\$ 91,617	\$ 150,623
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 70,210	\$ 86,268	\$ 91,617	\$ 150,623

Staffing

Total current positions - 0.30 FTE

Total proposed positions - 0.40 FTE

Staffing allocations have been adjusted to better reflect actual activities in the program.

Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 798,045
Fund Balance	\$ -
General Fund Costs	\$ 798,045
% Funded by General Fund	100.0%
Total Staffing	2.50 FTE

Program Overview

Memorial Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Memorial Park is the largest and most utilized park in Cupertino.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Minimize the negative effects of waterfowl to park patrons.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$798,045 for the Memorial Park program. This represents an increase of \$14,973 (1.9%) from the FY 2019-20 Adopted Budget.

This budget remains relatively unchanged from last year. Decreases in staffing were offset by increases in cost allocation charges due to a change in methodology.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 14,000	\$ -	\$ -	\$ -
Total Revenues	\$ 14,000	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 233,435	\$ 261,346	\$ 279,167	\$ 209,464
Employee Benefits	\$ 122,804	\$ 128,154	\$ 128,531	\$ 109,320
Materials	\$ 172,237	\$ 141,858	\$ 186,484	\$ 184,225
Contract Services	\$ 26,216	\$ 22,633	\$ 24,652	\$ 30,584
Cost Allocation	\$ 29,474	\$ 83,673	\$ 153,681	\$ 258,949
Capital Outlays	\$ 47,851	\$ -	\$ -	\$ -
Special Projects	\$ 9,950	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 10,557	\$ 5,503
Total Expenditures	\$ 641,967	\$ 637,664	\$ 783,072	\$ 798,045
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 627,966	\$ 637,664	\$ 783,072	\$ 798,045

Staffing

Total current positions - 3.00 FTE

Total proposed positions - 2.50 FTE

Staffing allocations have been adjusted to better reflect actual activities in the program.

BBF Ground Maintenance

Budget Unit 100-84-811

General Fund - Grounds - BBF Ground Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 174,799
Fund Balance	\$ -
General Fund Costs	\$ 174,799
% Funded by General Fund	100.0%
Total Staffing	1.00 FTE

Program Overview

Blackberry Farm is managed by the Grounds Division of the Public Works Department.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$174,799 for the BBF Ground Maintenance program.

This program has been created for purposes of more discretely presenting the grounds maintenance costs attributable to Blackberry Farm.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 120,076
Employee Benefits	\$ -	\$ -	\$ -	\$ 49,884
Materials	\$ -	\$ -	\$ -	\$ 360
Contract Services	\$ -	\$ -	\$ -	\$ 3,106
Contingencies	\$ -	\$ -	\$ -	\$ 1,373
Total Expenditures	\$ -	\$ -	\$ -	\$ 174,799
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ 174,799

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 1.00 FTE

The increase in staffing for this newly created Program is represented by an re-distribution of Grounds Maintenance staff within the Public Works Department.

School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 143,700
Total Expenditures	\$ 1,572,920
Fund Balance	\$ -
General Fund Costs	\$ 1,429,220
% Funded by General Fund	90.9%
Total Staffing	4.20 FTE

Program Overview

Under a joint use agreement with Cupertino Union School District, nine athletic fields and landscape areas, constituting approximately 52 acres, are managed by the Grounds Division of the Public Works Department. These sites include Hyde and Kennedy Middle Schools, Collins, Eaton, Lincoln, Regnart, Faria, Stevens Creek and Garden Gate Elementary Schools.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / athletic fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and other maintenance.
- Provide quarterly maintenance that may include fertilization, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing athletic fields for seasonal use.
- Maintain school sites for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$1,572,920 for the School Site Maintenance program. This represents an increase of \$411,602 (35.4%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to increases in water services charges and to one-time special projects for Hyde Middle School and Collins School. Additionally, there are increases in cost allocation due to a change in methodology.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Irrigation Pump for Hyde Middle School	\$85,000	\$85,000	General Fund	Irrigation Pump for Hyde Middle School
Dedicated Water Service at Collins School	\$60,000	\$60,000	General Fund	Dedicated Water Service at Collins School
Hyde Middle School Fence Repairs	\$6,600	\$6,600	General Fund	Hyde Middle School Fence Repairs
Total	\$151,600	\$151,600		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 135,000	\$ 143,707	\$ 135,000	\$ 143,700
Total Revenues	\$ 135,000	\$ 143,707	\$ 135,000	\$ 143,700
Expenditures				
Employee Compensation	\$ 310,059	\$ 327,671	\$ 335,106	\$ 367,561
Employee Benefits	\$ 160,866	\$ 163,835	\$ 177,090	\$ 206,910
Materials	\$ 357,372	\$ 286,591	\$ 386,127	\$ 478,886
Contract Services	\$ 16,556	\$ 19,433	\$ 17,217	\$ 5,459
Cost Allocation	\$ 85,733	\$ 106,639	\$ 206,111	\$ 346,605
Special Projects	\$ 143,717	\$ -	\$ 19,500	\$ 151,600
Contingencies	\$ -	\$ -	\$ 20,167	\$ 15,899
Total Expenditures	\$ 1,074,303	\$ 904,169	\$ 1,161,318	\$ 1,572,920
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 939,303	\$ 760,462	\$ 1,026,318	\$ 1,429,220

Staffing

Total current positions - 4.30 FTE

Total proposed positions - 4.20 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,501,181
Fund Balance	\$ -
General Fund Costs	\$ 2,501,181
% Funded by General Fund	100.0%
Total Staffing	8.60 FTE

Program Overview

Neighborhood Parks include 13 of the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Neighborhood park sites include Linda Vista, Mary Avenue Dog Park, Monta Vista, Portal, Somerset, Varian, Wilson, Three Oaks, Hoover, Canyon Oak (Little Rancho), Franco Park, Sterling/Barnhart, and Oak Valley.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$2,501,181 for the Neighborhood Parks program. This represents an increase of \$664,178 (36.2%) from the FY 2019-20 Adopted Budget.

Increased costs in cost allocation are due to one-time project expenses and a change in allocation methodology for IT charges. Materials increased due to increased costs in water services and the addition of playground resurfacing materials. Contract services increased due to the addition of park pathways/parking lot maintenance expenses.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Master Valve and Flow Sensor at Hoover Park	\$12,000	\$12,000	General Fund	Master Valve and Flow Sensor Installation at Hoover Park
Tot Lot Rubber Resurfacing	\$80,000	\$80,000	General Fund	Resurfacing at Wilson, Sterling Barnhardt, and Franco Park
Irrigation and Domestic Service	\$70,000	\$70,000	General Fund	Replace irrigation and domestic service at Portal Park
Environmental Consulting Services	\$14,000	\$14,000	General Fund	Environmental Consulting Services at Stevens Creek Corridor Park
Total	\$176,000	\$176,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 548,016	\$ 576,364	\$ 601,627	\$ 668,743
Employee Benefits	\$ 277,329	\$ 295,279	\$ 318,627	\$ 368,546
Materials	\$ 380,745	\$ 312,131	\$ 407,429	\$ 492,358
Contract Services	\$ 78,994	\$ 105,127	\$ 72,428	\$ 151,519
Cost Allocation	\$ 105,213	\$ 165,814	\$ 363,239	\$ 619,768
Special Projects	\$ 112,474	\$ 65,700	\$ 49,660	\$ 176,000
Contingencies	\$ -	\$ -	\$ 23,993	\$ 24,247
Total Expenditures	\$ 1,502,771	\$ 1,520,415	\$ 1,837,003	\$ 2,501,181
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,502,772	\$ 1,520,415	\$ 1,837,003	\$ 2,501,181

Staffing

Total current positions - 8.30 FTE

Total proposed positions - 8.60 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 808,542
Fund Balance	\$ -
General Fund Costs	\$ 808,542
% Funded by General Fund	100.0%
Total Staffing	2.50 FTE

Program Overview

The sports fields at Jollyman and Creekside parks are among the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Sports fields at these two parks are heavily used and enjoyed by the community.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas and sports fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, programmed play structure inspections, and other maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing sports fields for seasonal use.
- Maintain sports fields for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$808,542 for the Sport Fields Jollyman, Creekside program. This represents an increase of \$86,969 (12.1%) from the FY 2019-20 Adopted Budget.

This increase is due to cost allocation adjustments, increased costs in water services, and the addition of playground re-surfacing materials.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 198,514	\$ 212,260	\$ 222,133	\$ 198,684
Employee Benefits	\$ 97,168	\$ 106,205	\$ 115,509	\$ 103,383
Materials	\$ 206,416	\$ 164,048	\$ 223,001	\$ 252,546
Contract Services	\$ 300	\$ 15,014	\$ 315	\$ 8,871
Cost Allocation	\$ 42,072	\$ 66,998	\$ 149,449	\$ 238,074
Special Projects	\$ 12,600	\$ 9,300	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 11,166	\$ 6,984
Total Expenditures	\$ 557,070	\$ 573,825	\$ 721,573	\$ 808,542
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 557,069	\$ 573,824	\$ 721,573	\$ 808,542

Staffing

Total current positions - 3.10 FTE

Total proposed positions - 2.50 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 253,880
Total Expenditures	\$ 523,705
Fund Balance	\$ -
General Fund Costs	\$ 269,825
% Funded by General Fund	51.5%
Total Staffing	0.80 FTE

Program Overview

The Civic Center grounds are one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Due to the close proximity to City Hall, Community Hall, and the Library, the Civic Center grounds are well utilized. Civic Center maintenance includes the adjacent Library Field.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and general maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material and pre-emergent applications.
- Maintain Library Field for recreational activities including soccer, cricket and a variety of other sports.
- Reduce water consumption wherever practicable.
- Provide logistical support to all City Departments for special events.

Proposed Budget

It is recommended that City Council approve a budget of \$523,705 for the Civic Center Maintenance program. This represents an increase of \$274,725 (110.3%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to an increase and consolidation of various contract services and fuel charges across all Programs.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 175,468	\$ 196,807	\$ 204,590	\$ 253,880
Total Revenues	\$ 175,468	\$ 196,807	\$ 204,590	\$ 253,880
Expenditures				
Employee Compensation	\$ 82,372	\$ 87,113	\$ 84,111	\$ 77,106
Employee Benefits	\$ 44,406	\$ 43,952	\$ 46,391	\$ 43,943
Materials	\$ 66,936	\$ 54,924	\$ 70,934	\$ 312,167
Contract Services	\$ -	\$ -	\$ -	\$ 80,675
Cost Allocation	\$ 7,006	\$ 22,078	\$ 43,997	\$ -
Contingencies	\$ -	\$ -	\$ 3,547	\$ 9,814
Total Expenditures	\$ 200,720	\$ 208,067	\$ 248,980	\$ 523,705
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 25,252	\$ 11,261	\$ 44,390	\$ 269,825

Staffing

Total current positions - 1.00 FTE

Total proposed positions - 0.80 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

Maintenance of storm drain system to provide the efficient flow of stormwater and to comply with stormwater pollution prevention requirements.

Service Objectives

- Provide effective and timely inspection and maintenance of the storm drain system including inlet and outfall structures, 2,216 storm drain inlets and collection system.
- Provide annual cleaning and inspection of all inlets.

Proposed Budget

There is no budget requested for this program.

The activities in this Program were moved to the Environmental Management Special Revenue Fund in FY 20-21.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 117,112	\$ 108,311	\$ 129,294	\$ -
Employee Benefits	\$ 52,053	\$ 43,589	\$ 52,724	\$ -
Materials	\$ 8,162	\$ 14,044	\$ 9,776	\$ -
Contract Services	\$ 176,175	\$ 24,293	\$ 185,436	\$ -
Cost Allocation	\$ 33,530	\$ 43,770	\$ 47,104	\$ -
Contingencies	\$ -	\$ -	\$ 9,761	\$ -
Total Expenditures	\$ 387,032	\$ 234,007	\$ 434,095	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 387,031	\$ 234,007	\$ 434,095	\$ -

Staffing

Total current positions - 1.20 FTE

Total proposed positions - 0.00 FTE

The staff in this Program were moved to the Environmental Management Special Revenue Fund in FY 20-21.

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,561,810
Fund Balance	\$ (2,561,810)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.40 FTE

Program Overview

Maintain sidewalks, curb and gutter to a standard that is functional and improves accessibility and minimizes liability. Optimize the use of available funds by coordinating with other improvement projects.

Service Objectives

- Timely maintain concrete improvements in response to citizen complaints and coordinate with programmed asphalt improvements.

Proposed Budget

It is recommended that City Council approve a budget of \$2,561,810 for the Sidewalk Curb and Gutter program. This represents an increase of \$1,184,404 (86.0%) from the FY 2019-20 Adopted Budget.

This increase is due to the on-going special projects for sidewalk, curb, and gutter maintenance.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk Curb & Gutter	\$1,500,000	\$1,500,000	Transportation Fund/General Fund	Annual Sidewalk Curb & Gutter
Concrete Maintenance Backlog	\$550,000	\$550,000	Transportation/General Fund	Concrete Maintenance Backlog
Annual Sidewalk Grinding Project	\$80,000	\$80,000	Transportation/General Fund	Annual Sidewalk Grinding Project

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 3,765	\$ -	\$ -
Total Revenues	\$ -	\$ 3,765	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 102,099	\$ 123,763	\$ 134,552	\$ 161,978
Employee Benefits	\$ 50,970	\$ 61,597	\$ 67,722	\$ 85,044
Materials	\$ 3,833	\$ 4,730	\$ 5,195	\$ 11,594
Contract Services	\$ 80	\$ 90	\$ -	\$ 30,900
Cost Allocation	\$ 68,111	\$ 62,753	\$ 69,677	\$ 141,232
Special Projects	\$ 914,385	\$ 898,000	\$ 1,100,000	\$ 2,130,000
Contingencies	\$ -	\$ -	\$ 260	\$ 1,062
Total Expenditures	\$ 1,139,478	\$ 1,150,933	\$ 1,377,406	\$ 2,561,810
Fund Balance	\$ (289,482)	\$ (347,168)	\$ (1,156,406)	\$ (2,561,810)
General Fund Costs	\$ 849,996	\$ 800,000	\$ 221,000	\$ -

Staffing

Total current positions - 1.30 FTE

Total proposed positions - 1.40 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,624,285
Total Expenditures	\$ 4,216,014
Fund Balance	\$ (2,591,729)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.95 FTE

Program Overview

This program maintains streets to a standard that balances preventative maintenance with stop-gap measures while minimizing liability.

Service Objectives

- Perform preventative maintenance activities of fog seal and crack fill.
- Perform stop-gap maintenance of arterial, collector and residential streets.
- Oversee and manage contracted pavement maintenance projects.

Proposed Budget

It is recommended that City Council approve a budget of \$4,216,014 for the Street Pavement Maintenance program. This represents an increase of \$309,812 (7.9%) from the FY 2019-20 Adopted Budget.

Increases in the Program are primarily due to staffing increases to better reflect actual time spent on activities in this budget and cost allocation adjustments. Decreases in revenue are due to one-time grant and measure related revenues that were awarded in FY 19-20 that are not budgeted for FY 20-21.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Pavement Maintenance (special project)	\$2,000,000	\$2,000,000	Transportation Fund/General Fund	Annual Asphalt Project
Pavement Maintenance (capital outlay)	\$1,000,000	\$1,000,000	Transportation Fund/General Fund	Annual Asphalt Project
Total	\$3,000,000	\$3,000,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 750,546	\$ 1,520,114	\$ 5,905,305	\$ 1,533,250
Charges for Services	\$ 22,261	\$ 3,862	\$ -	\$ 3,978
Miscellaneous Revenue	\$ 772,596	\$ 84,521	\$ 163,521	\$ 87,057
Total Revenues	\$ 1,545,403	\$ 1,608,497	\$ 6,068,826	\$ 1,624,285
Expenditures				
Employee Compensation	\$ 275,484	\$ 266,381	\$ 297,698	\$ 421,137
Employee Benefits	\$ 135,934	\$ 122,979	\$ 141,722	\$ 204,518
Materials	\$ 33,406	\$ 29,731	\$ 38,761	\$ 38,623
Contract Services	\$ 35,426	\$ 120,699	\$ 192,570	\$ 198,348
Cost Allocation	\$ 145,640	\$ 174,145	\$ 223,884	\$ 347,464
Capital Outlays	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Special Projects	\$ 9,234,931	\$ 3,515,876	\$ 2,000,000	\$ 2,000,000
Contingencies	\$ -	\$ -	\$ 11,567	\$ 5,924
Total Expenditures	\$ 9,860,821	\$ 4,229,811	\$ 3,906,202	\$ 4,216,014
Fund Balance	\$ (2,315,418)	\$ 2,378,685	\$ 2,162,624	\$ (2,591,729)
General Fund Costs	\$ 6,000,000	\$ 5,000,000	\$ -	\$ -

Staffing

Total current positions - 3.35 FTE

Total proposed positions - 3.95 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 865,538
Fund Balance	\$ (865,538)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.40 FTE

Program Overview

This program maintains street regulatory and informational signs, street striping, markings, and legends, as well as removes graffiti within street right-of-way in a timely manner.

Service Objectives

- Respond to regulatory and informational sign issues in a timely manner.
- Coordinate and respond to work orders from the Traffic Engineer.
- Maintain street sign and traffic marking assets in compliance with the Manual of Uniform Traffic Control Devices.
- Remove graffiti in a timely manner.

Proposed Budget

It is recommended that City Council approve a budget of \$865,538 for the Street Sign Marking program. This represents an increase of \$146,263 (20.3%) from the FY 2019-20 Adopted Budget.

Increases in compensation and benefits are due to negotiated salary and benefit changes. Increased costs in cost allocation are due to a change in allocation methodology for IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Stanley Cutoff & Chain Saws	\$5,600	\$5,600	General Fund	Stanley Cutoff & Chain Saws
Total	\$5,600	\$5,600		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 2,680	\$ 9,566	\$ -	\$ -
Total Revenues	\$ 2,680	\$ 9,566	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 276,727	\$ 259,861	\$ 279,089	\$ 316,230
Employee Benefits	\$ 143,452	\$ 128,668	\$ 145,864	\$ 169,030
Materials	\$ 120,513	\$ 115,311	\$ 129,783	\$ 137,671
Contract Services	\$ 39,335	\$ 11,044	\$ 34,316	\$ 25,750
Cost Allocation	\$ 268,028	\$ 115,555	\$ 122,018	\$ 206,819
Special Projects	\$ 19,308	\$ -	\$ -	\$ 5,600
Contingencies	\$ -	\$ -	\$ 8,205	\$ 4,438
Total Expenditures	\$ 867,363	\$ 630,439	\$ 719,275	\$ 865,538
Fund Balance	\$ (864,683)	\$ (620,873)	\$ (719,275)	\$ (865,538)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 3.50 FTE

Total proposed positions - 3.40 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 887,925
Fund Balance	\$ -
General Fund Costs	\$ 887,925
% Funded by General Fund	100.0%
Total Staffing	1.05 FTE

Program Overview

Maintain city-owned streetlights (2,950), parking lot lights and park lighting.

Service Objectives

- Respond to outages in a timely manner.
- Conserve electricity through the conversion of older less efficient light technology to current and tested technologies.
- Replace direct buried wiring with wiring in conduits as failures occur.

Proposed Budget

It is recommended that City Council approve a budget of \$887,925 for the Street Lighting program. This represents an increase of \$390,881 (78.6%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to the special project of street light pole replacement and the LED light upgrades for the Don Burnett Bridge and Linda Vista Park, the adjustment of cost allocations to the Program, and the addition of an annual agreement for street light infrastructure repair.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Street Light Pole Replacement	\$161,000	\$161,000	General Fund	Street light pole replacement
Don Burnett Bridge Pathway LED Light Upgrade	\$47,000	\$47,000	General Fund	Don Burnett Bridge Pathway LED Light Upgrade
Linda Vista Park LED Light Upgrade	\$6,000	\$6,000	General Fund	Linda Vista Park LED Light Upgrade
Total	\$214,000	\$214,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 66,064	\$ 124,003	\$ 105,751	\$ 124,061
Employee Benefits	\$ 31,914	\$ 53,055	\$ 44,216	\$ 55,232
Materials	\$ 256,096	\$ 286,924	\$ 269,806	\$ 293,213
Contract Services	\$ 2,588	\$ 101,339	\$ 2,429	\$ 65,032
Cost Allocation	\$ 22,437	\$ 39,199	\$ 49,730	\$ 127,431
Special Projects	\$ 46,129	\$ 197,959	\$ 11,500	\$ 214,000
Contingencies	\$ -	\$ -	\$ 13,612	\$ 8,956
Total Expenditures	\$ 425,228	\$ 802,479	\$ 497,044	\$ 887,925
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 425,228	\$ 802,480	\$ 497,044	\$ 887,925

Staffing

Total current positions - 0.95 FTE

Total proposed positions - 1.05 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,633,518
Total Expenditures	\$ 1,497,347
Fund Balance	\$ 160,171
General Fund Costs	\$ 24,000
% Funded by General Fund	1.6%
Total Staffing	3.00 FTE

Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (103), rolling stock (10), trailers (28), riding mowers (16), and all power equipment (357). The division also manages above ground fuel storage tank at Service Center.

Service Objectives

- Maintain all city vehicles and equipment to reduce operating costs and increase safety.
- Fabricate, weld and repair equipment that includes vehicles, apparatus, structures, facilities for function and safety.
- Develop specifications and bid per City policy the purchases of trucks, tractors and other significant equipment.
- Maintain surplus vehicles and other equipment per City policy.
- Ensure all vehicles conform to State of California emission regulations.
- Maintain/inspect above ground fuel tanks as required.
- Maintain accurate inventory of fleet/equipment assets.
- Maintain a safe and clean working environment be approved for the equipment mechanics and welding.

Proposed Budget

It is recommended that City Council approve a budget of \$1,497,347 for the Equipment Maintenance program. This represents a decrease of \$68,517 (-4.4%) from the FY 2019-20 Adopted Budget.

This budget is increasing moderately in each category and is attributable to negotiated salary and benefit increases and annual inflation for materials and contract services. This is offset by decreases in cost allocation charges due to changes in the calculation methodology.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Mechanic Shop Hose Reels	\$9,000	\$9,000	Vehicle Replacement Fund	Hose Reels for the Mechanic Shop
Total	\$9,000	\$9,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 1,056,968	\$ 1,352,200	\$ 1,633,518
Total Revenues	\$ -	\$ 1,056,968	\$ 1,352,200	\$ 1,633,518
Expenditures				
Employee Compensation	\$ 281,210	\$ 225,658	\$ 248,768	\$ 275,235
Employee Benefits	\$ 160,348	\$ 112,056	\$ 130,242	\$ 143,809
Materials	\$ 294,185	\$ 267,065	\$ 302,479	\$ 304,655
Contract Services	\$ 82,489	\$ 82,733	\$ 81,399	\$ 103,497
Cost Allocation	\$ 730,497	\$ 791,875	\$ 783,782	\$ 650,752
Special Projects	\$ 22,456	\$ (10,950)	\$ -	\$ 9,000
Contingencies	\$ -	\$ -	\$ 19,194	\$ 10,399
Total Expenditures	\$ 1,571,185	\$ 1,468,437	\$ 1,565,864	\$ 1,497,347
Fund Balance	\$ (1,571,185)	\$ (411,469)	\$ (213,664)	\$ 160,171
General Fund Costs	\$ -	\$ -	\$ -	\$ 24,000

Staffing

Total current positions - 3.00 FTE

Total proposed positions - 3.00 FTE

There are no changes to the current level of staffing.

Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 194,890
Fund Balance	\$ -
General Fund Costs	\$ 194,890
% Funded by General Fund	100.0%
Total Staffing	0.65 FTE

Program Overview

This program manages Service Center solid waste disposal, Service Center safety inspections, handling/disposal/reporting of City generated hazardous waste and materials – including waste that may be illegally deposited upon the right-of-way. Provide street cleaning for unforeseen events such as debris from trucks or other sources.

Service Objectives

- Coordinate disposal of solid waste.
- Adhere to the requirements of hazardous waste/materials storage, handling and reporting.
- Comply with Fire Marshal safety inspection requirements for Service Center facilities.
- Inspect and maintain below ground fuel tanks as required.
- Clean up traffic debris that may become deposited on streets while reducing traffic hazards.

Proposed Budget

It is recommended that City Council approve a budget of \$194,890 for the Environmental Materials program. This represents an increase of \$28,787 (17.3%) from the FY 2019-20 Adopted Budget.

Increases in compensation and benefits are due to negotiated salary and benefit changes and increases in materials and contract services are due to increased costs in hazardous waste/materials management, cleaning and disposal.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 54,331	\$ 60,442	\$ 57,735	\$ 64,688
Employee Benefits	\$ 25,434	\$ 26,976	\$ 28,261	\$ 32,575
Materials	\$ 18,445	\$ 32,367	\$ 24,620	\$ 32,730
Contract Services	\$ 9,125	\$ 2,157	\$ -	\$ 6,773
Cost Allocation	\$ 52,137	\$ 58,129	\$ 54,256	\$ 57,136
Contingencies	\$ -	\$ -	\$ 1,231	\$ 988
Total Expenditures	\$ 159,472	\$ 180,071	\$ 166,103	\$ 194,890
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 159,471	\$ 180,071	\$ 166,103	\$ 194,890

Staffing

Total current positions - 0.65 FTE

Total proposed positions - 0.65 FTE

There are no changes to the current level of staffing.

Overpasses and Medians

Budget Unit 100-86-824

General Fund - Trees and Right of Way - Overpasses and Medians

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 10,761
Total Expenditures	\$ 1,530,928
Fund Balance	\$ -
General Fund Costs	\$ 1,520,167
% Funded by General Fund	99.3%
Total Staffing	6.30 FTE

Program Overview

The Overpasses and Medians program maintains 31.54 developed acres of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way, the landscaped area of the Lawrence trail, and the landscaped area of the Don Burnett Bridge.

Service Objectives

- Maintain and improve median islands, landscape strips, trails, landscaped roadsides and public right-of-ways.
- Maintain and improve water efficient programming of irrigation systems.
- Meet all Department of Pesticide Regulation requirements for weed and pest control.
- Timely pruning of plant material to promote plant health, maximize aesthetics and to reduce future maintenance requirements.
- Plant and care for new plant stock to help ensure future plant health and reduce future maintenance requirements.
- Conserve water through the planting of appropriate plant stock.

Proposed Budget

It is recommended that City Council approve a budget of \$1,530,928 for the Overpasses and Medians program. This represents an increase of \$279,338 (22.3%) from the FY 2019-20 Adopted Budget.

Increases in this budget are primarily due to changes in methodology for calculating IT and vehicle cost allocation charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 791	\$ 4,652	\$ -	\$ 10,761
Total Revenues	\$ 791	\$ 4,652	\$ -	\$ 10,761
Expenditures				
Employee Compensation	\$ 443,892	\$ 463,208	\$ 471,560	\$ 506,867
Employee Benefits	\$ 236,388	\$ 233,368	\$ 244,647	\$ 274,057
Materials	\$ 195,719	\$ 188,138	\$ 230,260	\$ 206,697
Contract Services	\$ 64,134	\$ 97,752	\$ -	\$ 45,357
Cost Allocation	\$ 248,423	\$ 227,651	\$ 273,248	\$ 491,649
Special Projects	\$ -	\$ -	\$ 19,725	\$ -
Contingencies	\$ -	\$ -	\$ 12,150	\$ 6,301
Total Expenditures	\$ 1,188,556	\$ 1,210,117	\$ 1,251,590	\$ 1,530,928
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,187,766	\$ 1,205,465	\$ 1,251,590	\$ 1,520,167

Staffing

Total current positions - 6.30 FTE

Total proposed positions - 6.30 FTE

There are no changes to the current level of staffing.

Street Tree Maintenance

Budget Unit 100-86-825

General Fund - Trees and Right of Way - Street Tree Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 10,761
Total Expenditures	\$ 1,693,951
Fund Balance	\$ -
General Fund Costs	\$ 1,698,190
% Funded by General Fund	100.3%
Total Staffing	8.40 FTE

Program Overview

The Trees Division maintains the safety, health and appearance of approximately 23,300 Street and Right-of-Way trees, as well as promotes disease-free trees to enhance the City's urban forest.

Service Objectives

- Proactively perform the activities of trimming, spraying, staking, pest management and other tree health-related functions.
- Respond to citizen requests to perform the trimming or other tree health-related services in a timely manner.
- Remove diseased and damaged trees as needed.
- Plant replacement trees for trees removed due to disease and damage.
- Continue activities to maintain standing as a Tree City USA program.
- Update the annual forestry work plan to document our urban forest and to establish goals and objectives to be approved for the care and planting of trees.
- Oversee street tree maintenance and removal contracts.

Proposed Budget

It is recommended that City Council approve a budget of \$1,693,951 for the Street Tree Maintenance program. This represents an increase of \$355,017 (26.5%) from the FY 2019-20 Adopted Budget.

Increases in the budget are primarily due to changes in methodology for calculating IT and vehicle cost allocation charges and increases in compensation and benefits from negotiated salary and benefit changes.

Special Projects

The following table shows the special projects for the fiscal year.

Special Projects	Appropriation	Revenue	Funding Source	Description
Trees and Badges	\$15,000	\$15,000	Tree Fund	Trees and Badges
Total	\$15,000	\$15,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 12,382	\$ 16,879	\$ 22,577	\$ 10,761
Total Revenues	\$ 12,382	\$ 16,879	\$ 22,577	\$ 10,761
Expenditures				
Employee Compensation	\$ 485,290	\$ 473,588	\$ 589,848	\$ 652,491
Employee Benefits	\$ 261,940	\$ 253,771	\$ 317,417	\$ 362,736
Materials	\$ 116,910	\$ 90,695	\$ 127,065	\$ 119,835
Contract Services	\$ 11,850	\$ 19,975	\$ 11,130	\$ 9,078
Cost Allocation	\$ 253,459	\$ 232,296	\$ 274,584	\$ 531,588
Special Projects	\$ 6,751	\$ 113,347	\$ 12,000	\$ 15,000
Contingencies	\$ -	\$ -	\$ 6,890	\$ 3,223
Total Expenditures	\$ 1,136,200	\$ 1,183,672	\$ 1,338,934	\$ 1,693,951
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,123,818	\$ 1,176,794	\$ 1,316,357	\$ 1,698,190

Staffing

Total current positions - 8.40 FTE

Total proposed positions - 8.40 FTE

There are no changes to the current level of staffing.

Sheriff Work Program

Budget Unit 100-86-826

General Fund - Trees and Right of Way - Sheriff Work Program

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 566,597
Fund Balance	\$ -
General Fund Costs	\$ 566,597
% Funded by General Fund	100.0%
Total Staffing	2.30 FTE

Program Overview

The Sheriff Work Program supplements existing Service Center staffing with individuals in a sentencing alternative program. Participants of the program perform manual labor type duties. The work performed by this program reduces the number of full-time maintenance workers required.

Service Objectives

- Efficiently administer and schedule the Sheriff Work Program for a variety of non-skilled activities, including trash pick-up, weed control, right-of-way maintenance and sandbag filling.
- Offset manual work currently performed by skilled labor so as to increase overall productivity at the Service Center.

Proposed Budget

It is recommended that City Council approve a budget of \$566,597 for the Sheriff Work Program program. This represents an increase of \$116,805 (26.0%) from the FY 2019-20 Adopted Budget.

Increases in this budget are primarily due to changes in methodology for calculating IT and vehicle cost allocation charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 243,924	\$ 203,981	\$ 233,423	\$ 233,440
Employee Benefits	\$ 98,122	\$ 80,549	\$ 85,910	\$ 100,848
Materials	\$ 6,350	\$ 11,490	\$ 10,276	\$ 11,058
Contract Services	\$ -	\$ 22	\$ -	\$ -
Cost Allocation	\$ 76,840	\$ 93,211	\$ 119,669	\$ 220,975
Contingencies	\$ -	\$ -	\$ 514	\$ 276
Total Expenditures	\$ 425,236	\$ 389,253	\$ 449,792	\$ 566,597
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 425,236	\$ 389,253	\$ 449,792	\$ 566,597

Staffing

Total current positions - 2.30 FTE

Total proposed positions - 2.30 FTE

There are no changes to the current level of staffing.

City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 500,394
Total Expenditures	\$ 472,117
Fund Balance	\$ -
General Fund Costs	\$ (28,277)
% Funded by General Fund	-6.0%
Total Staffing	1.00 FTE

Program Overview

Maintain City Hall building to ensure efficient operations, employee satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and city employees.
- Respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$472,117 for the City Hall Maintenance program. This represents a decrease of \$170,868 (-26.6%) from the FY 2019-20 Adopted Budget.

The decrease is primarily due to one-time mechanical, electrical, and plumbing repairs that were included in the FY 19-20 budget and not included in the FY 20-21 budget.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 355,380	\$ 303,250	\$ 459,503	\$ 500,394
Total Revenues	\$ 355,380	\$ 303,250	\$ 459,503	\$ 500,394
Expenditures				
Employee Compensation	\$ 92,817	\$ 97,313	\$ 102,628	\$ 110,447
Employee Benefits	\$ 44,258	\$ 45,179	\$ 46,496	\$ 53,019
Materials	\$ 181,854	\$ 183,154	\$ 157,101	\$ 199,762
Contract Services	\$ 139,195	\$ 197,252	\$ 235,389	\$ 101,271
Cost Allocation	\$ 34,135	\$ 52,555	\$ 81,746	\$ -
Special Projects	\$ 27,341	\$ 14,389	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 19,625	\$ 7,618
Total Expenditures	\$ 519,600	\$ 589,842	\$ 642,985	\$ 472,117
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 164,220	\$ 286,591	\$ 183,482	\$ (28,277)

Staffing

Total current positions - 1.00 FTE

Total proposed positions - 1.00 FTE

There are no changes to the current level of staffing.

Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 287,754
Total Expenditures	\$ 619,431
Fund Balance	\$ -
General Fund Costs	\$ 331,677
% Funded by General Fund	53.5%
Total Staffing	0.80 FTE

Program Overview

Maintain Library building to ensure public and employee satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and County employees.
- Respond to requests made by County staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$619,431 for the Library Maintenance program. This represents an increase of \$24,038 (4.0%) from the FY 2019-20 Adopted Budget.

This budget is relatively unchanged from last fiscal year. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 143,833	\$ 22,310	\$ 141,500	\$ 24,009
Charges for Services	\$ 375,124	\$ 377,363	\$ 931,354	\$ 263,745
Total Revenues	\$ 518,957	\$ 399,673	\$ 1,072,854	\$ 287,754
Expenditures				
Employee Compensation	\$ 61,052	\$ 68,183	\$ 67,075	\$ 75,343
Employee Benefits	\$ 33,476	\$ 33,798	\$ 34,928	\$ 40,244
Materials	\$ 11,452	\$ 9,030	\$ 30,143	\$ 10,523
Contract Services	\$ 308,529	\$ 292,334	\$ 376,614	\$ 400,074
Cost Allocation	\$ 11,541	\$ 23,259	\$ 45,986	\$ 82,239
Special Projects	\$ 20,259	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 40,647	\$ 11,008
Total Expenditures	\$ 446,309	\$ 426,604	\$ 595,393	\$ 619,431
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (72,649)	\$ 26,930	\$ (477,461)	\$ 331,677

Staffing

Total current positions - 0.80 FTE

Total proposed positions - 0.80 FTE

There are no changes to the current level of staffing.

Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 290,074
Fund Balance	\$ -
General Fund Costs	\$ 290,074
% Funded by General Fund	100.0%
Total Staffing	0.70 FTE

Program Overview

This program maintains the Service Center buildings to ensure employee satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Service Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$290,074 for the Service Center Maintenance program. This represents an increase of \$685 (0.2%) from the FY 2019-20 Adopted Budget.

This budget is relatively unchanged from last fiscal year. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Storage Shed Replacement	\$7,000	\$7,000	General Fund	Storage Shed Replacement
Mechanic Shop Asbestos Removal	\$8,000	\$8,000	General Fund	Mechanic Shop Asbestos Removal
Total	\$15,000	\$15,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 429,316	\$ 323,466	\$ 262,382	\$ -
Total Revenues	\$ 429,316	\$ 323,466	\$ 262,382	\$ -
Expenditures				
Employee Compensation	\$ 56,660	\$ 60,845	\$ 61,583	\$ 68,702
Employee Benefits	\$ 29,160	\$ 29,789	\$ 30,664	\$ 35,903
Materials	\$ 71,207	\$ 54,732	\$ 95,620	\$ 42,143
Contract Services	\$ 42,010	\$ 52,806	\$ 46,505	\$ 44,995
Cost Allocation	\$ 63,292	\$ 21,652	\$ 40,518	\$ 80,684
Special Projects	\$ 34,369	\$ -	\$ -	\$ 15,000
Contingencies	\$ -	\$ -	\$ 14,499	\$ 2,647
Total Expenditures	\$ 296,698	\$ 219,824	\$ 289,389	\$ 290,074
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (132,617)	\$ (103,642)	\$ 27,007	\$ 290,074

Staffing

Total current positions - 0.70 FTE

Total proposed positions - 0.70 FTE

There are no changes to the current level of staffing.

Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 561,635
Fund Balance	\$ -
General Fund Costs	\$ 561,635
% Funded by General Fund	100.0%
Total Staffing	0.80 FTE

Program Overview

This program maintains Quinlan Community Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$561,635 for the Quinlan Community Center Maintenance program. This represents an increase of \$48,903 (9.5%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to one-time special projects for restroom partition replacement and security system retrofit. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Restroom Partition Replacement	\$10,000	\$10,000	General Fund	Restroom Partition Replacement
Security System Retrofit	\$25,000	\$25,000	General Fund	Security System Retrofit
Total	\$35,000	\$35,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 181,950	\$ 385,272	\$ -
Total Revenues	\$ -	\$ 181,950	\$ 385,272	\$ -
Expenditures				
Employee Compensation	\$ 64,935	\$ 71,650	\$ 70,702	\$ 78,511
Employee Benefits	\$ 29,986	\$ 30,438	\$ 30,531	\$ 35,976
Materials	\$ 139,419	\$ 130,641	\$ 127,597	\$ 158,684
Contract Services	\$ 126,426	\$ 195,601	\$ 160,513	\$ 145,295
Cost Allocation	\$ 8,793	\$ 32,352	\$ 55,406	\$ 99,702
Special Projects	\$ 66,102	\$ 83,678	\$ 40,000	\$ 35,000
Contingencies	\$ -	\$ -	\$ 27,983	\$ 8,467
Total Expenditures	\$ 435,661	\$ 544,360	\$ 512,732	\$ 561,635
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 435,660	\$ 362,411	\$ 127,460	\$ 561,635

Staffing

Total current positions - 0.80 FTE

Total proposed positions - 0.80 FTE

There are no changes to the current level of staffing.

Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 380,519
Fund Balance	\$ -
General Fund Costs	\$ 380,519
% Funded by General Fund	100.0%
Total Staffing	0.80 FTE

Program Overview

Maintain Senior Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$380,519 for the Senior Center Maintenance program. This represents an increase of \$59,277 (18.5%) from the FY 2019-20 Adopted Budget.

The budget is increasing moderately across categories due to negotiated salary and benefit increases as well as consumer price index inflators for materials and adjustments to cost allocation methodology. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Drinking Fountain Replacement	\$6,000	\$6,000	General Fund	Drinking Fountain Replacement
Total	\$6,000	\$6,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 241,640	\$ 181,950	\$ 262,630	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ 1,700	\$ -
Total Revenues	\$ 241,640	\$ 181,950	\$ 264,330	\$ -
Expenditures				
Employee Compensation	\$ 51,115	\$ 57,894	\$ 61,994	\$ 69,883
Employee Benefits	\$ 28,660	\$ 30,160	\$ 31,625	\$ 40,208
Materials	\$ 74,913	\$ 83,535	\$ 69,717	\$ 85,492
Contract Services	\$ 104,793	\$ 77,775	\$ 94,301	\$ 95,794
Cost Allocation	\$ 1,912	\$ 13,387	\$ 35,231	\$ 78,167
Special Projects	\$ 35,586	\$ 136	\$ 12,000	\$ 6,000
Contingencies	\$ -	\$ -	\$ 16,374	\$ 4,975
Total Expenditures	\$ 296,979	\$ 262,887	\$ 321,242	\$ 380,519
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 55,339	\$ 80,937	\$ 56,912	\$ 380,519

Staffing

Total current positions - 0.80 FTE

Total proposed positions - 0.80 FTE

There are no changes to the current level of staffing.

McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 840
Total Expenditures	\$ 210,120
Fund Balance	\$ -
General Fund Costs	\$ 209,280
% Funded by General Fund	99.6%
Total Staffing	0.60 FTE

Program Overview

This program maintains McClellan Ranch buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$210,120 for the McClellan Ranch Maintenance program. This represents an increase of \$31,096 (17.4%) from the FY 2019-20 Adopted Budget.

The budget is increasing moderately across categories due to negotiated salary and benefit increases as well as consumer price index inflators for materials and adjustments to cost allocation methodology. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ -	\$ 95,425	\$ -
Miscellaneous Revenue	\$ 840	\$ 840	\$ 3,460	\$ 840
Total Revenues	\$ 840	\$ 840	\$ 98,885	\$ 840
Expenditures				
Employee Compensation	\$ 46,139	\$ 51,152	\$ 53,002	\$ 58,549
Employee Benefits	\$ 23,658	\$ 23,337	\$ 24,255	\$ 28,211
Materials	\$ 15,407	\$ 15,168	\$ 16,263	\$ 17,538
Contract Services	\$ 15,129	\$ 43,066	\$ 52,007	\$ 45,974
Cost Allocation	\$ 5,736	\$ 12,832	\$ 26,690	\$ 58,140
Special Projects	\$ 1,837	\$ 37,657	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,807	\$ 1,708
Total Expenditures	\$ 107,906	\$ 183,212	\$ 179,024	\$ 210,120
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 107,065	\$ 182,373	\$ 80,139	\$ 209,280

Staffing

Total current positions - 0.60 FTE

Total proposed positions - 0.60 FTE

There are no changes to the level of staffing.

Monta Vista Community Center Maintenance

Budget Unit 100-87-833

General Fund - Facilities and Fleet - Monta Vista Community Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 242,758
Fund Balance	\$ -
General Fund Costs	\$ 242,758
% Funded by General Fund	100.0%
Total Staffing	0.40 FTE

Program Overview

This program maintains Monta Vista Community Center and adjacent buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$242,758 for the Monta Vista Community Center Maintenance program. This represents an increase of \$84,124 (53.0%) from the FY 2019-20 Adopted Budget.

The budget is increasing moderately across categories due to negotiated salary and benefit increases as well as consumer price index inflators for materials and adjustments to cost allocation methodology. Additionally, a one-time special projects for Monta Vista Partition and Key Replacement is contributing to the increase. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Monta Vista Partition and Key Replacement	\$57,000	\$57,000	General Fund	Monta Vista Partition and Key Replacement
Total	\$57,000	\$57,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 148,708	\$ 121,300	\$ 118,070	\$ -
Total Revenues	\$ 148,708	\$ 121,300	\$ 118,070	\$ -
Expenditures				
Employee Compensation	\$ 32,743	\$ 35,405	\$ 36,912	\$ 39,284
Employee Benefits	\$ 15,945	\$ 16,507	\$ 16,916	\$ 20,390
Materials	\$ 27,023	\$ 26,460	\$ 27,979	\$ 28,805
Contract Services	\$ 35,244	\$ 42,834	\$ 47,217	\$ 44,217
Cost Allocation	\$ 2,868	\$ 9,984	\$ 22,103	\$ 49,814
Special Projects	\$ 19,688	\$ 18,062	\$ -	\$ 57,000
Contingencies	\$ -	\$ -	\$ 7,507	\$ 3,248
Total Expenditures	\$ 133,511	\$ 149,252	\$ 158,634	\$ 242,758
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (15,197)	\$ 27,952	\$ 40,564	\$ 242,758

Staffing

Total current positions - 0.40 FTE

Total proposed positions - 0.40 FTE

There are no changes to the current level of staffing.

Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 68,527
Fund Balance	\$ -
General Fund Costs	\$ 68,527
% Funded by General Fund	100.0%
Total Staffing	0.20 FTE

Program Overview

This program maintains Wilson Park Ceramics Center to ensure efficient operations, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$68,527 for the Wilson Park Maintenance program. This represents a decrease of \$28,635 (-29.5%) from the FY 2019-20 Adopted Budget.

The decrease is primarily due to materials and contract work performed in FY 19-20 that are not included in the FY 20-21 budget. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ -	\$ 77,225	\$ -
Total Revenues	\$ -	\$ -	\$ 77,225	\$ -
Expenditures				
Employee Compensation	\$ 19,031	\$ 19,077	\$ 18,565	\$ 20,105
Employee Benefits	\$ 10,089	\$ 10,108	\$ 10,338	\$ 11,723
Materials	\$ 14,070	\$ 13,002	\$ 16,156	\$ 80
Contract Services	\$ 13,952	\$ 22,414	\$ 37,013	\$ -
Cost Allocation	\$ 5,737	\$ 8,158	\$ 12,432	\$ 36,619
Special Projects	\$ 24,446	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,658	\$ -
Total Expenditures	\$ 87,325	\$ 72,759	\$ 97,162	\$ 68,527
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 87,325	\$ 72,759	\$ 19,937	\$ 68,527

Staffing

Total current positions - 0.20 FTE

Total proposed positions - 0.20 FTE

There are no changes to the current level of staffing.

Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 84,596
Fund Balance	\$ -
General Fund Costs	\$ 84,596
% Funded by General Fund	100.0%
Total Staffing	0.10 FTE

Program Overview

This program maintains Portal Park building to ensure user efficient operations, satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$84,596 for the Portal Park Maintenance program. This represents an increase of \$45,273 (115.1%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to increases in water and electrical charges, janitorial services, and adjustments to cost allocation methodology. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ -	\$ 41,483	\$ -
Total Revenues	\$ -	\$ -	\$ 41,483	\$ -
Expenditures				
Employee Compensation	\$ 9,250	\$ 9,372	\$ 9,002	\$ 9,938
Employee Benefits	\$ 4,981	\$ 5,016	\$ 5,169	\$ 5,861
Materials	\$ 5,790	\$ 4,823	\$ 6,268	\$ 19,643
Contract Services	\$ 5,218	\$ 3,862	\$ 9,623	\$ 22,021
Cost Allocation	\$ 2,869	\$ 5,416	\$ 8,466	\$ 26,092
Special Projects	\$ 18,800	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 795	\$ 1,041
Total Expenditures	\$ 46,908	\$ 28,489	\$ 39,323	\$ 84,596
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 46,908	\$ 28,489	\$ (2,160)	\$ 84,596

Staffing

Total current positions - 0.10 FTE

Total proposed positions - 0.10 FTE

There are no changes to the current level of staffing.

Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 533,237
Fund Balance	\$ (533,237)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.70 FTE

Program Overview

This program maintains Sport Center facilities to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$533,237 for the Sports Center Maintenance program. This represents an increase of \$62,882 (13.4%) from the FY 2019-20 Adopted Budget.

The budget is increasing moderately across categories due to negotiated salary and benefit increases as well as consumer price index inflators for contract services and adjustments to cost allocation methodology.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 4,998	\$ -	\$ -
Total Revenues	\$ -	\$ 4,998	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 75,499	\$ 75,404	\$ 66,021	\$ 71,339
Employee Benefits	\$ 43,295	\$ 34,804	\$ 34,095	\$ 38,965
Materials	\$ 130,940	\$ 115,245	\$ 130,168	\$ 128,792
Contract Services	\$ 90,409	\$ 104,227	\$ 117,121	\$ 124,356
Cost Allocation	\$ 90,098	\$ 81,296	\$ 83,606	\$ 117,665
Special Projects	\$ 7,292	\$ -	\$ 14,000	\$ -
Contingencies	\$ -	\$ -	\$ 25,344	\$ 52,120
Total Expenditures	\$ 437,533	\$ 410,976	\$ 470,355	\$ 533,237
Fund Balance	\$ (437,533)	\$ (405,979)	\$ (470,355)	\$ (533,237)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.70 FTE

Total proposed positions - 0.70 FTE

There are no changes to the current level of staffing.

Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 104,149
Fund Balance	\$ -
General Fund Costs	\$ 104,149
% Funded by General Fund	100.0%
Total Staffing	0.20 FTE

Program Overview

This program maintains Creekside Park building to ensure efficient operations, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$104,149 for the Creekside Park Maintenance program. This represents an increase of \$17,127 (19.7%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to cost allocation adjustments. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 80,300	\$ 60,650	\$ 47,545	\$ -
Total Revenues	\$ 80,300	\$ 60,650	\$ 47,545	\$ -
Expenditures				
Employee Compensation	\$ 16,642	\$ 19,703	\$ 20,391	\$ 23,189
Employee Benefits	\$ 8,664	\$ 9,311	\$ 9,656	\$ 10,576
Materials	\$ 10,218	\$ 14,631	\$ 10,345	\$ 16,092
Contract Services	\$ 15,372	\$ 18,948	\$ 26,546	\$ 15,499
Cost Allocation	\$ 2,868	\$ 8,509	\$ 17,199	\$ 38,004
Special Projects	\$ -	\$ 96,486	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,885	\$ 789
Total Expenditures	\$ 53,764	\$ 167,588	\$ 87,022	\$ 104,149
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (26,536)	\$ 106,938	\$ 39,477	\$ 104,149

Staffing

Total current positions - 0.20 FTE

Total proposed positions - 0.20 FTE

There are no changes to the current level of staffing.

Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 231,318
Fund Balance	\$ -
General Fund Costs	\$ 231,318
% Funded by General Fund	100.0%
Total Staffing	0.50 FTE

Program Overview

This program maintains Community Hall and interactive fountain to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Ensure water quality and functionality of interactive fountain.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$231,318 for the Community Hall Maintenance program. This represents a decrease of \$70,025 (-23.2%) from the FY 2019-20 Adopted Budget.

The decrease is primarily due to mechanical, electrical, and plumbing costs that were incurred in the FY 19-20 budget. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 27,280	\$ 202,167	\$ 233,028	\$ -
Total Revenues	\$ 27,280	\$ 202,167	\$ 233,028	\$ -
Expenditures				
Employee Compensation	\$ 33,952	\$ 37,845	\$ 38,039	\$ 42,926
Employee Benefits	\$ 19,540	\$ 20,231	\$ 20,927	\$ 25,778
Materials	\$ 45,005	\$ 42,681	\$ 71,214	\$ 45,110
Contract Services	\$ 66,422	\$ 81,152	\$ 132,750	\$ 51,445
Cost Allocation	\$ 3,825	\$ 14,384	\$ 28,215	\$ 63,275
Capital Outlays	\$ 31,082	\$ -	\$ -	\$ -
Special Projects	\$ 63,678	\$ 43,378	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 10,198	\$ 2,784
Total Expenditures	\$ 263,504	\$ 239,671	\$ 301,343	\$ 231,318
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 236,225	\$ 37,505	\$ 68,315	\$ 231,318

Staffing

Total current positions - 0.50 FTE

Total proposed positions - 0.50 FTE

There are no changes to the current level of staffing.

Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 47,874
Fund Balance	\$ -
General Fund Costs	\$ 47,874
% Funded by General Fund	100.0%
Total Staffing	0.10 FTE

Program Overview

This program maintains the Teen Center area below the Sports Center to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$47,874 for the Teen Center Maintenance program. This represents a decrease of \$7,571 (-13.7%) from the FY 2019-20 Adopted Budget.

This decrease is primarily due to a one-time special project in last year's budget for upgrades to the teen center facility. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 97,868	\$ 80,867	\$ 21,469	\$ -
Total Revenues	\$ 97,868	\$ 80,867	\$ 21,469	\$ -
Expenditures				
Employee Compensation	\$ 9,957	\$ 9,594	\$ 9,746	\$ 11,741
Employee Benefits	\$ 5,037	\$ 5,077	\$ 5,169	\$ 5,861
Materials	\$ 6,413	\$ 5,285	\$ 40	\$ 6,299
Contract Services	\$ -	\$ 8,800	\$ 17,049	\$ -
Cost Allocation	\$ 2,869	\$ 3,951	\$ 5,587	\$ 23,817
Special Projects	\$ -	\$ 16,740	\$ 17,000	\$ -
Contingencies	\$ -	\$ -	\$ 854	\$ 156
Total Expenditures	\$ 24,276	\$ 49,447	\$ 55,445	\$ 47,874
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (73,592)	\$ (31,420)	\$ 33,976	\$ 47,874

Staffing

Total current positions - 0.10 FTE

Total proposed positions - 0.10 FTE

There are no changes to the current level of staffing.

Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 120,681
Fund Balance	\$ -
General Fund Costs	\$ 120,681
% Funded by General Fund	100.0%
Total Staffing	0.20 FTE

Program Overview

This program maintains park restrooms to ensure efficient operations, user satisfaction, and community pride.

Service Objectives

- Provide clean and functioning restrooms at various park locations.
- Respond to requests made by the users of the park.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$120,681 for the Park Bathrooms Maintenance program. This represents a decrease of \$23,188 (-16.1%) from the FY 2019-20 Adopted Budget.

This decrease is mostly due to mechanical, electrical, and plumbing repairs that were included in last year's budget. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ -	\$ 85,967	\$ -
Total Revenues	\$ -	\$ -	\$ 85,967	\$ -
Expenditures				
Employee Compensation	\$ 16,726	\$ 16,658	\$ 17,697	\$ 17,667
Employee Benefits	\$ 8,511	\$ 8,405	\$ 8,448	\$ 9,615
Materials	\$ 12,451	\$ 15,364	\$ 13,279	\$ 21,166
Contract Services	\$ 29,459	\$ 57,344	\$ 84,961	\$ 35,399
Cost Allocation	\$ 1,912	\$ 8,402	\$ 14,572	\$ 35,422
Special Projects	\$ 28,152	\$ 15,115	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,912	\$ 1,412
Total Expenditures	\$ 97,211	\$ 121,288	\$ 143,869	\$ 120,681
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 97,211	\$ 121,288	\$ 57,902	\$ 120,681

Staffing

Total current positions - 0.20 FTE

Total proposed positions - 0.20 FTE

There are no changes to the current level of staffing.

Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 530,158
Fund Balance	\$ -
General Fund Costs	\$ 530,158
% Funded by General Fund	100.0%
Total Staffing	0.90 FTE

Program Overview

This program maintains Blackberry Farm buildings and facilities to ensure efficient operations, employee satisfaction, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Timely response to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$530,158 for the Blackberry Farm Maintenance program. This represents an increase of \$79,243 (17.6%) from the FY 2019-20 Adopted Budget.

This increase is primarily due to a one-time purchase of re-circulation pumps for the pool and adjustments to cost allocations. Revenues from charges for services are decreasing due to a change in methodology for allocating facilities charges to other Departments.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 339,664	\$ 444,766	\$ 322,155	\$ -
Total Revenues	\$ 339,664	\$ 444,766	\$ 322,155	\$ -
Expenditures				
Employee Compensation	\$ 59,840	\$ 68,144	\$ 71,727	\$ 77,428
Employee Benefits	\$ 39,467	\$ 38,086	\$ 40,026	\$ 45,760
Materials	\$ 105,132	\$ 93,040	\$ 110,107	\$ 131,893
Contract Services	\$ 76,745	\$ 71,882	\$ 86,582	\$ 81,053
Cost Allocation	\$ 8,606	\$ 83,822	\$ 122,841	\$ 188,709
Special Projects	\$ 74,498	\$ 26,242	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 19,632	\$ 5,315
Total Expenditures	\$ 364,288	\$ 381,216	\$ 450,915	\$ 530,158
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 24,624	\$ (63,549)	\$ 128,760	\$ 530,158

Staffing

Total current positions - 0.90 FTE

Total proposed positions - 0.90 FTE

There are no changes to the current level of staffing.

Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 11,941
Fund Balance	\$ -
General Fund Costs	\$ 11,941
% Funded by General Fund	100.0%
Total Staffing	0.00 FTE

Program Overview

This program maintains the Traffic Operations Center on Franco Court to ensure efficient operations, user satisfaction, and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for city employees.
- Respond to requests made by Traffic Operations Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$11,941 for the Franco Traffic Operations Center program. This represents a decrease of \$40,302 (-77.1%) from the FY 2019-20 Adopted Budget.

This decrease is primarily due to a reduction in cost allocation charges for changes in methodology.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ -	\$ 414	\$ 137	\$ 134
Contract Services	\$ -	\$ 23,117	\$ -	\$ 6,137
Cost Allocation	\$ -	\$ 35,633	\$ 44,599	\$ 5,513
Special Projects	\$ -	\$ 22,164	\$ 7,500	\$ -
Contingencies	\$ -	\$ -	\$ 7	\$ 157
Total Expenditures	\$ -	\$ 81,328	\$ 52,243	\$ 11,941
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 81,328	\$ 52,243	\$ 11,941

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

There are no changes to the current level of staffing.

Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 757,666
Total Expenditures	\$ 1,263,216
Fund Balance	\$ -
General Fund Costs	\$ 505,550
% Funded by General Fund	40.0%
Total Staffing	3.40 FTE

Program Overview

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage all modes of travel within the City's street and trail network. This includes responding to citizen requests and concerns regarding traffic issues, developing plans for the installation of traffic signals, traffic signs, and pavement markings, and developing design standards. The Division assists in the preparation of the General Plan, street plan lines and the capital improvement program related to street improvements. Division staff are active on Santa Clara Valley Transportation Authority (VTA) subcommittees and working groups and keeps abreast regarding current developments in the field as well as grant funding opportunities for large projects.

The Transportation Division also participates in the review of private development proposals to identify potential traffic impacts and to require necessary mitigations to maintain levels of service and safe and efficient traffic operations.

Service Objectives

- Ensure the efficiency and safety of the street system for all modes of travel through continual observation of traffic patterns, traffic signals and other traffic control devices.
- Review traffic collision reports, traffic flow patterns, and neighborhood traffic issues and respond as needed.
- Cooperate with neighboring jurisdictions on regional issues that affect both traffic safety and traffic efficiency at City boundaries.
- Continue training personnel in traffic engineering by encouraging attendance at classes and seminars.
- Encourage the use of alternate modes of transportation to the single occupancy vehicle through the implementation of recommendations from the Bicycle and Pedestrian Transportation Plans.
- Supports transit initiatives, ride-share programs, carpool programs, and transportation planning work for all modes of transportation.

Proposed Budget

It is recommended that City Council approve a budget of \$1,263,216 for the Traffic Engineering program. This represents a decrease of \$1,411,807 (-52.8%) from the FY 2019-20 Adopted Budget.

This decrease is primarily due to a one-time special project pilot program for Via Shuttle. This pilot program is on-going into FY 20-21.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 55,000	\$ -	\$ -	\$ -
Charges for Services	\$ 659,196	\$ 623,129	\$ 966,184	\$ 757,666
Total Revenues	\$ 714,196	\$ 623,129	\$ 966,184	\$ 757,666
Expenditures				
Employee Compensation	\$ 376,704	\$ 429,522	\$ 474,818	\$ 505,506
Employee Benefits	\$ 149,555	\$ 165,357	\$ 198,781	\$ 213,982
Materials	\$ 14,422	\$ 13,810	\$ 105,292	\$ 23,469
Contract Services	\$ 147,477	\$ 216,177	\$ 13,546	\$ 279,663
Cost Allocation	\$ 92,467	\$ 106,461	\$ 126,644	\$ 233,018
Special Projects	\$ 679,808	\$ 766,657	\$ 1,750,000	\$ -
Contingencies	\$ -	\$ -	\$ 5,942	\$ 7,578
Total Expenditures	\$ 1,460,433	\$ 1,697,984	\$ 2,675,023	\$ 1,263,216
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 746,237	\$ 1,074,854	\$ 1,708,839	\$ 505,550

Staffing

Total current positions - 3.50 FTE

Total proposed positions - 3.40 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 903,114
Fund Balance	\$ -
General Fund Costs	\$ 903,114
% Funded by General Fund	100.0%
Total Staffing	2.00 FTE

Program Overview

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City's 60 traffic signals, including eight traffic signals owned by the State of California. The Division also maintains the traffic signal communication infrastructure, such as the fiber optic network and the traffic operation center hub.

Service Objectives

- Ensure the continuous and safe operation of the City's traffic signal system on a continuous 24-hour basis with full-time and on-call staff, which is accomplished by regularly performing preventative maintenance, diagnosing malfunctions and repairs, investigating citizen complaints, replacing or upgrading obsolete hardware, inspecting the work of contractors, responding to knockdowns and power outages, and adjusting signal timing parameters.
- Continue training, maintaining proficiency of traffic signal technicians and on-call staff by encouraging attendance at classes and seminars.

Proposed Budget

It is recommended that City Council approve a budget of \$903,114 for the Traffic Signal Maintenance program. This represents an increase of \$348,355 (62.8%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to the Adaptive Traffic Signaling and Battery Backup special project as well as increases in cost allocation due one time project expenses.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Adaptive Traffic Signaling and Battery Backup	\$180,000	\$180,000	General Fund	Adaptive Traffic Signaling and Batter Backup
Total	\$180,000	\$180,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 184,997	\$ 128,810	\$ 222,997	\$ 229,892
Employee Benefits	\$ 78,508	\$ 49,213	\$ 95,775	\$ 104,817
Materials	\$ 97,897	\$ 185,601	\$ 103,612	\$ 156,848
Contract Services	\$ 41,657	\$ 51,337	\$ 43,377	\$ 46,025
Cost Allocation	\$ 127,856	\$ 84,404	\$ 81,649	\$ 175,960
Special Projects	\$ (23,995)	\$ -	\$ -	\$ 180,000
Contingencies	\$ -	\$ -	\$ 7,349	\$ 9,572
Total Expenditures	\$ 506,920	\$ 499,365	\$ 554,759	\$ 903,114
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 506,921	\$ 499,365	\$ 554,759	\$ 903,114

Staffing

Total current positions - 2.00 FTE

Total proposed positions - 2.00 FTE

There are no changes to the current level of staffing.

Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 600,044
Fund Balance	\$ -
General Fund Costs	\$ 600,044
% Funded by General Fund	100.0%
Total Staffing	1.00 FTE

Program Overview

Safe Routes 2 School seeks to engage local schools, school districts, parent organizations, community groups, and the Santa Clara County Sheriff's Office in the mission of reducing Singular Occupancy Vehicle (SOV) travel to and from school in order to reduce carbon emission and car traffic and increase student safety. The program seeks to achieve these objectives through education, encouragement, enforcement, and engineering infrastructure changes in and around Cupertino schools.

Service Objectives

- Help to improve the health and well-being of children by increasing the number of students who walk or bike to school.
- Develop partnerships with school administrators, staff, parents, and children.
- Encourage and empower more students and families to walk, bike, carpool, and take alternative transit to school.
- Adjust signage and infrastructure surrounding Cupertino schools to facilitate a safer environment for bicycle and pedestrian travel.
- Educate students and families about the benefits of walking and bicycling to school; health, environmental protection, academic improvements, community building and more.
- Minimize gaps in communication between City, School Districts, and Schools and collaborate on efforts to increase student safety.
- Enhance bicyclist and pedestrian student safety through coordination of skills classes and distribution of educational material.

Proposed Budget

It is recommended that City Council approve a budget of \$600,044 for the Safe Routes 2 School program. This represents an increase of \$46,267 (8.4%) from the FY 2019-20 Adopted Budget.

With the exception of negotiated salary and benefit increases, the annual increases in materials and contract services, and the addition of the pedestrian education special project, this budget remains relatively unchanged from the previous fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Pedestrian Education	\$41,160	\$41,160	General Fund	Pedestrian education
Total	\$41,160	\$41,160		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 1,500	\$ -	\$ -	\$ -
Total Revenues	\$ 1,500	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 98,299	\$ 98,480	\$ 110,126	\$ 125,081
Employee Benefits	\$ 34,867	\$ 36,674	\$ 41,440	\$ 48,521
Materials	\$ 20,926	\$ 21,049	\$ 19,888	\$ 21,662
Contract Services	\$ 16,646	\$ 261,022	\$ 281,833	\$ 285,828
Cost Allocation	\$ 9,562	\$ 18,613	\$ 85,404	\$ 69,076
Special Projects	\$ -	\$ -	\$ -	\$ 41,160
Contingencies	\$ -	\$ -	\$ 15,086	\$ 8,716
Total Expenditures	\$ 180,300	\$ 435,838	\$ 553,777	\$ 600,044
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 178,801	\$ 435,837	\$ 553,777	\$ 600,044

Staffing

Total current positions - 1.00 FTE

Total proposed positions - 1.00 FTE

There are no changes to the current level of staffing.

Minor Storm Drain Improvement

Budget Unit 210-90-978

Storm Drain Improvement - Non-Departmental - Minor Storm Drain Improvement

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

This program provides funding for drainage repairs as needed in various locations.

Service Objectives

- Provide storm drain repairs throughout the City on an annual basis.

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Capital Outlays	\$ 9,000	\$ 4,000	\$ -	\$ -
Total Expenditures	\$ 9,000	\$ 4,000	\$ -	\$ -
Fund Balance	\$ (9,000)	\$ (4,000)	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

Fixed Assets Acquisition

Budget Unit 630-90-985

Vehicle/Equip Replacement - Non-Departmental - Fixed Assets Acquisition

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 968,158
Fund Balance	\$ (968,158)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

This program purchases equipment having a value greater than \$5,000 and expected life of more than one year. Equipment users are charged for the use of these assets through a depreciation schedule. Equipment used by Special Revenue and Enterprise funds are charged to the respective funds.

Service Objectives

- Obtain quality equipment through competitive bidding.
- Purchase energy efficient vehicles whenever practical.
- Purchase quiet, ergonomic and environmentally friendly equipment whenever practical.

Proposed Budget

It is recommended that City Council approve a budget of \$968,158 for the Fixed Assets Acquisition program. This represents an increase of \$374,058 (63.0%) from the FY 2019-20 Adopted Budget.

This increase is due to the one-time purchase of a vector truck for storm drain maintenance.

Special Projects

The following table shows the special projects for the fiscal year.

Replacement Vehicles	Cost
Replace #31 F-650 Dump Truck	\$105,000
Replace #64 F-350 Service Body	\$75,000
Replace #87 Ford Escape Hybrid	\$45,000
New Vactor Truck	\$399,136
Total Replacement Vehicles	\$624,136
Replacement Equipment	
Replace #946 Bigshot 500	\$42,000
New Wanco Message Board	\$20,000
Replace #311 Line Lazer 200	\$20,000
Replace #182 Toro GM 4000 Mower	\$80,000
New Hydrovac Trailer	\$85,000
Replace #107 Komatsu Forklift	\$40,000
Replace #139 Portable Toilet Trailer	\$8,000
New Wanco Arrow Board	\$10,000
Replace #134 Sitdown Electric Mower	\$30,000
Total Replacement Equipment	\$335,000
Grand Total	\$959,136

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ -	\$ -	\$ 9,022
Special Projects	\$ (57,290)	\$ 3,025	\$ 594,100	\$ 959,136
Total Expenditures	\$ (57,290)	\$ 3,025	\$ 594,100	\$ 968,158
Fund Balance	\$ 57,290	\$ (3,025)	\$ (594,100)	\$ (968,158)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

There are no changes to the current level of staffing.

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