

Public Works

This page intentionally left blank.

Department Overview

Budget Units

Budget Unit	Program	2022 Adopted Budget
Public Works Administration		\$ 966,732
100-80-800	Public Works Administration	\$ 966,732
Environmental Programs		\$ 4,186,582
520-81-801	Resource Recovery	\$ 2,222,096
230-81-802	Non-Point Source	\$ 1,185,579
230-81-855	Storm Drain Maintenance	\$ 778,907
Developmental Services		\$ 3,614,400
100-82-804	Plan Review	\$ 1,858,551
100-82-806	CIP Administration	\$ 1,755,849
Service Center		\$ 1,254,725
100-83-807	Service Center Administration	\$ 1,254,725
Grounds		\$ 7,018,763
100-84-808	McClellan Ranch Park	\$ 187,822
100-84-809	Memorial Park	\$ 868,977
100-84-811	BBF Ground Maintenance	\$ 273,791
100-84-812	School Site Maintenance	\$ 1,599,983
100-84-813	Neighborhood Parks	\$ 2,647,280
100-84-814	Sport Fields Jollyman, Creekside	\$ 925,750
100-84-815	Civic Center Maintenance	\$ 515,160
Streets		\$ 10,330,897
100-85-818	Storm Drain Maintenance	\$ -
270-85-820	Sidewalk Curb and Gutter	\$ 1,868,903
270-85-821	Street Pavement Maintenance	\$ 4,797,069
270-85-822	Street Sign Marking	\$ 901,865
100-85-848	Street Lighting	\$ 988,320
630-85-849	Equipment Maintenance	\$ 1,557,044
100-85-850	Environmental Materials	\$ 217,696
Trees and Right of Way		\$ 4,154,282
Total		\$ 40,681,348

Budget Unit	Program	2022 Adopted Budget
100-86-824	Overpasses and Medians	\$ 1,651,835
100-86-825	Street Tree Maintenance	\$ 1,930,432
100-86-826	Sheriff Work Program	\$ 572,015
Facilities and Fleet		\$ 4,981,448
100-87-827	City Hall Maintenance	\$ 655,463
100-87-828	Library Maintenance	\$ 646,923
100-87-829	Service Center Maintenance	\$ 410,725
100-87-830	Quinlan Community Center Maintenance	\$ 561,259
100-87-831	Senior Center Maintenance	\$ 401,923
100-87-832	McClellan Ranch Maintenance	\$ 234,438
100-87-833	Monta Vista Community Center Maintenance	\$ 194,762
100-87-834	Wilson Park Maintenance	\$ 101,531
100-87-835	Portal Park Maintenance	\$ 60,736
570-87-836	Sports Center Maintenance	\$ 623,052
100-87-837	Creekside Park Maintenance	\$ 106,935
100-87-838	Community Hall Maintenance	\$ 259,761
100-87-839	Teen Center Maintenance	\$ 48,987
100-87-840	Park Bathrooms Maintenance	\$ 126,256
100-87-841	Blackberry Farm Maintenance	\$ 542,039
100-87-852	Franco Traffic Operations Center	\$ 6,658
Transportation		\$ 3,172,502
100-88-844	Traffic Engineering	\$ 1,514,399
100-88-845	Traffic Signal Maintenance	\$ 811,832
100-88-846	Safe Routes 2 School	\$ 846,271
Non-Departmental		\$ 1,001,017
210-90-978	Minor Storm Drain Improvement	\$ -
630-90-985	Fixed Assets Acquisition	\$ 1,001,017
Total		\$ 40,681,348

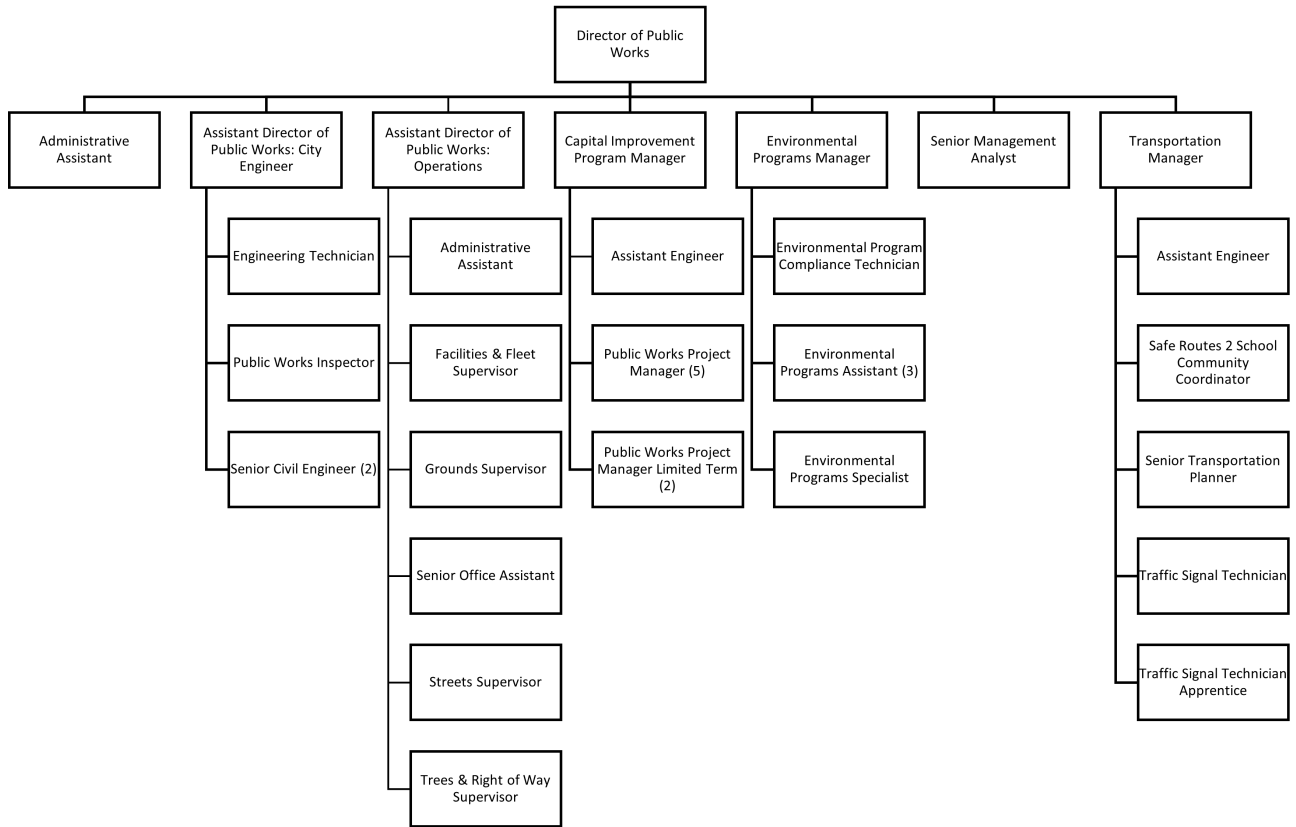
Budget at a Glance

2022 Adopted Budget

Total Revenues	\$ 8,866,084
Total Expenditures	\$ 40,681,348
Fund Balance	\$ (8,178,971)
General Fund Costs	\$ 23,681,293
% Funded by General Fund	58.2%
Total Staffing	92.1 FTE

Organization

Roger Lee, Director of Public Works



Performance Measures

Capital Project Delivery

Goal: Develop and deliver projects on time and within budget that serve the resident's needs and supports the City's stability and growth.

Benefit: Residents and businesses are assured their community is being improved by insightful, targeted and efficient use of taxes and fees towards maintaining and improving the City's facilities and assets.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Percentage of projects completed on budget	70%	95%	93%	95%
Percentage of construction projects completed on time	62%	78%	81%	95%

**FY2021 on-budget: 93% = 39 of 42 projects, FY 2020 figures are approximate

Environment

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

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

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Respond to reports of actual or potential discharge the same business day	90%	89%	99%	95%
Percent of businesses in compliance during annual proactive stormwater pollution prevention inspections	93%	96%	N/A*	75%
Diversion rate from all single-family, multi-family, and commercial accounts as reported by Recology tonnage reports	CY 2018 53%	CY 2019 54%	CY 2020 54%	55%
Percent of non-exempt businesses and multi-family accounts separating organics	CY 2018 56%	CY 2019 64%	CY 2020 67%	100% by 7/1/2022 (SB1383)
Percent trash/litter reduction achieved to meet Stormwater Permit requirements	90%	92%	N/A**	100% by 7/1/2022
Percent of plan reviews completed in required number of days	79%	83%	90%	100%
Cubic yards of compost distributed via compost site	788 CY	740 CY	545 CY	1000 CY
Percent of vegetation obstructions resolved within 15 days from time of report	57%	38%	28%	100%

*Inspections begin March 2021

**Calculated for Annual Report in September

Development Services

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

Benefit: Customers can expect quality reviews and permitting on a defined schedule, and the community can expect quality public facilities.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	N/A	95%	98%	90%
Respond to complete encroachment permit applications within (2) weeks	93%	93%	94%	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	N/A	95%	N/A*	95%

*In-person counter closed starting March 2020

Grounds Division

Goal: Provide well maintained, clean, and safe areas for the community’s recreational use and enjoyment at optimal life cycle costs.

Benefit: Cupertino has a well maintained public park system that meets the needs of the community and is beneficial to personal wellness.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Percent of 311 requests that are responded to and closed within 3 business days	83%	72%	94%	80%
Percent of the 2964 park inspections, including play grounds, performed 3 times weekly	100%	100%	100%	100%
Percent of Backflow Prevention Devices inspected, tested and repaired annually	100%	100%	100%	100%

Streets Division

Goal: Timely maintenance of public sidewalks, streets, streetlights and storm drain system in good condition to ensure safe, environmentally compliant, and accessible infrastructure that minimizes liability and has an optimal life cycle cost.

Benefit: Cupertino has well maintained street and storm drain systems that meet the needs of the community.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	85	85	84	82
Percent of the 2199 storm drain inlets inspected and cleaned in fiscal year	42%	94%	8%	100%
Percent of Inlets with Trash Capture Screens inspected and cleaned twice yearly	100%	100%	100%	100%
Percent of roadway regulatory & street name signs repaired or replaced	8.9%	5.1%	5.5%	7%
Percent of trip and fall complaints investigated and mitigated within 2 business days	100%	100%	95%	98%
Percent of reported streetlight outages investigated and repaired in 3 business days	86%	89%	90%	90%

Trees and Right of Way Division

Goal: Maintain and enhance the City's street trees and medians to ensure a safe, healthy and environmentally conscious Urban Forest.

Benefit: Cupertino has a healthy and safe urban forest and medians provide good aesthetic and environmental value.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Percent of 311 requests that are responded to and closed within 3 business days	96%	96%	95%	95%
Percent of trees inspected and maintained in the yearly maintenance zone (8 year maintenance cycle)	66%	76%	42%	100%
Percent of trees planted versus trees removed	124%	76%	73%	101%
# planted/# removed	192/155	69/91	74/102	

Facilities and Fleet Division

Goal: Timely maintain City Facilities and City Fleet to meet staff, community and environmental requirements at an optimal life cycle cost.

Benefit: Cupertino has well maintained, usable, and safe facilities and fleet in order to meet the needs of staff and the community.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Percent of preventative maintenance work orders completed for Fleet assets within 14 days of the due date.	64%	82%	81%	85%
Percent of facilities maintenance requests closed within 30 days.	99%	90%	N/A (Due to COVID-19)	90%

Transportation Division

Goal: Ensure the efficiency and safety of the transportation system for all modes of travel.

Benefit: Having a safe and efficient transportation system that is inviting for all modes of travel.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
Percent of non-emergency traffic signal requests addressed within 72 hours.	90%	90%	90%	100%
Percent of emergency traffic signal requests addressed within 2 hours.	100%	100%	100%	100%
Percent of traffic engineering requests responded to within 72 hours	98%	95%	90%	95%
Annual mileage increase of separated bicycle lanes and pedestrian paths.	0	0.72	0.65	1 mile

Workload Indicators

Capital Improvement Program

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of projects started in the first year funded	8/13	N/A	9/9
Number of active projects vs total number of projects	29/40	N/A	42/48

Environmental Programs Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of actual or potential discharges	72 actual 8 potential	75 actual 4 potential	36 actual 3 potential
Number of storm water pollution prevention industrial commercial inspections	125	155	N/A*
Number of building and demolition permits reviewed	114	495	304
Number of non-exempt businesses and multi-family accounts required to separate organics	475	463	459
Tons of waste entering landfill from single-family, multi-family, and commercial accounts as reported by Recology	21,108	21,368	9,887
Number of visitors to compost site	1639	1333	1284
Number of vegetation obstructions reported	21	80	76

*Inspections begin annually in March

Developmental Services Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of development permit applications received	136	105	61
Number of encroachment permit applications received	434	418	336
Number of customers service visits	Not Tracked	1139	N/A

Grounds Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Maintain city grounds (#) with total acreage (SF)	27 sites/148 AC	27 sites/148 AC	28 sites/151 AC
Maintain school sites (#)with total acreage (SF)	9 sites/46 AC	9 sites/46 AC	9 sites/46 AC
Total Number of 311 Requests	29	53	34
Total number of play grounds maintained	37	37	37
Total number of irrigation controllers maintained	74	74	74
Total number of park trees maintained	4132	4132	4132
Total number of park furniture maintained (tables and benches)	429	431	432
Total number of city trash receptacles maintained	420	420	420
Total number of backflow preventers maintained	174	174	174

Streets Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Total roadway miles	138	138	138
Total concrete sidewalk miles	196	196	196
Total number of unique sidewalk repair sites addressed	785	1770	290
Total square footage of sidewalk, curb and gutter repaired/replaced	73,894	43,411	3,692
Total number of storm drain inlets	2,199	2,199	2,199
Total number of drain inlets with trash capture devices	146	146	162
Total number of streetlights	3287	3287	3287
Total number of roadway signs	9,979	9,979	9,979
Total miles of storm drain pipe maintained	104.7	104.7	104.7
Total number of crosswalks maintained	694	694	694
Total miles of pavement striping maintained	161	161	161
Total number of street miles swept monthly	696	696	696

Trees and Right of Way Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Total number of street trees	20,158	20,136	20,108
Total acreage of medians maintained	40 AC	40 AC	40 AC
Total number of median islands maintained	286	286	286
Total square feet of median landscape converted or installed to water efficient landscaping	35,875	47,319	17,574
Total number of irrigation controllers maintained	44	44	44
Total number of 311 Requests for tree maintenance	180	197	168
Miles of pedestrian and bicycle trails maintained	0.85	0.85	0.85

Facilities and Fleet Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Total number of city facilities maintained	49/210,000 SF	49/210,000 SF	49/210,000 SF
Total number of Fleet vehicles maintained	104	104	104
Total number of special equipment maintained (tractors, trailers, chippers, riding mowers, club car, forklift, generator)	129	129	129
Total number of small equipment maintained	516	516	516
Total number of work orders completed	668 Facilities 581 Fleet	1580 Facilities 628 Fleet	622 Facilities 295 Fleet
Fleet vehicles replaced with hybrid and/or electric models	16	17	19
Annual number of site visits to ensure janitorial compliance	848	848	848

Transportation

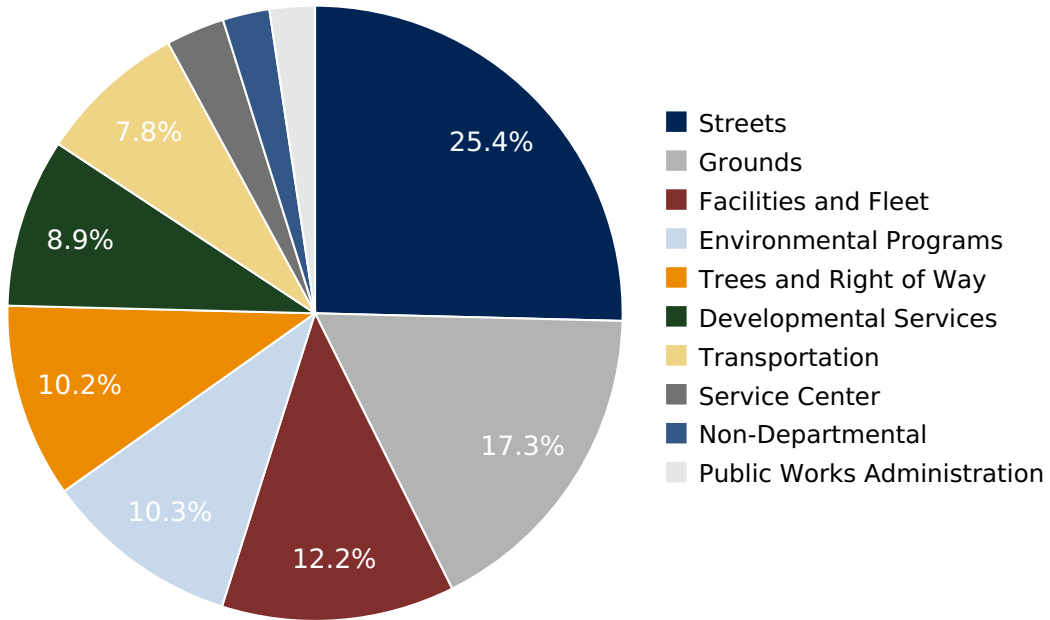
Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of signalized intersections	60	60	60

Adopted Budget

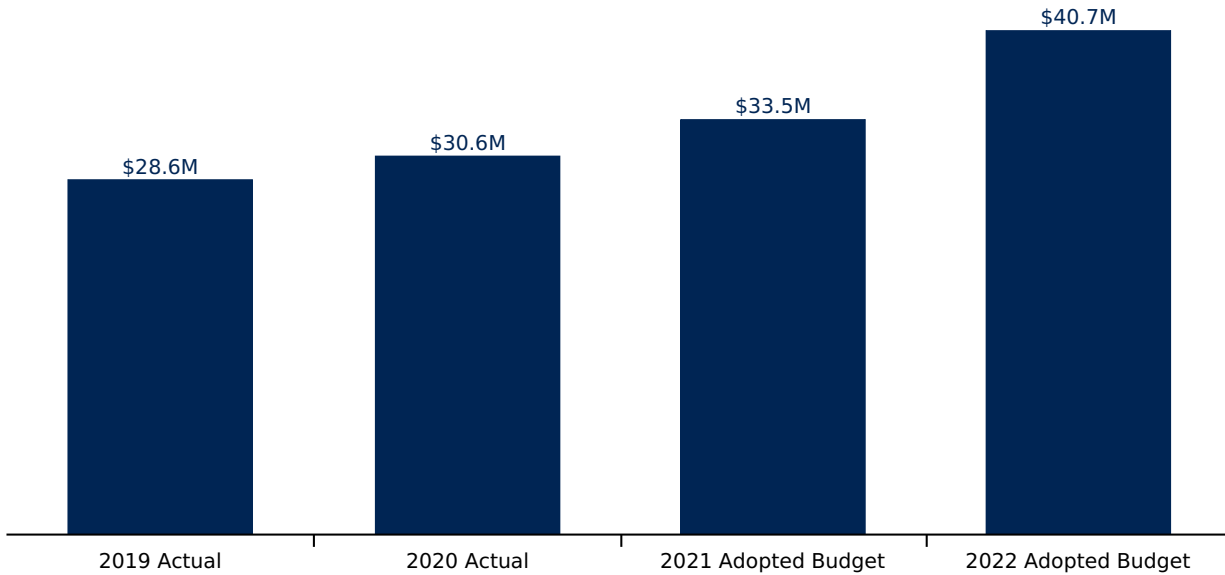
On June 15, City Council approved a budget of \$40,681,348 for the Public Works department. This represents an increase of \$7,182,565 (21.4%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions, a change in methodology for cost allocations, and special projects.

Adopted 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 216,483	\$ 362,504	\$ 238,442	\$ 309,466
Intergovernmental Revenue	\$ 1,693,844	\$ 1,678,791	\$ 1,638,826	\$ 1,696,698
Charges for Services	\$ 6,889,754	\$ 8,770,453	\$ 6,979,000	\$ 6,711,817
Fines and Forfeitures	\$ 22,541	\$ 16,175	\$ 10,000	\$ 10,000
Miscellaneous Revenue	\$ 197,736	\$ 139,467	\$ 146,244	\$ 138,103
Total Revenues	\$ 9,020,358	\$ 10,967,390	\$ 9,012,512	\$ 8,866,084
Expenditures				
Employee Compensation	\$ 7,865,671	\$ 8,616,476	\$ 9,861,882	\$ 10,404,746
Employee Benefits	\$ 3,528,882	\$ 4,114,572	\$ 4,703,469	\$ 5,311,138
Materials	\$ 3,212,328	\$ 3,333,096	\$ 4,216,133	\$ 4,622,817
Contract Services	\$ 3,705,523	\$ 3,609,577	\$ 4,291,920	\$ 4,903,684
Cost Allocation	\$ 3,838,768	\$ 4,947,624	\$ 6,911,037	\$ 8,112,169
Capital Outlays	\$ 4,000	\$ 982,379	\$ 800,000	\$ 1,000,000
Special Projects	\$ 6,490,496	\$ 4,947,393	\$ 2,505,960	\$ 6,067,440
Contingencies	\$ -	\$ -	\$ 208,382	\$ 259,354
Total Expenditures	\$ 28,645,668	\$ 30,551,117	\$ 33,498,783	\$ 40,681,348
Fund Balance	\$ 871,138	\$ (4,264,817)	\$ (4,294,807)	\$ (8,178,971)
General Fund Costs	\$ 20,506,452	\$ 15,318,915	\$ 20,206,464	\$ 23,681,293

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ADMINISTRATIVE ASSISTANT	2.00	2.00	1.95	1.95
ASSISTANT ENGINEER	1.00	3.00	3.00	2.00
ASSIST DIR OF PW ENGINEER	1.00	1.00	1.00	1.00
ASSIST DIR PUBLIC WORKS OPS	0	0	0	1.00

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSIST TO THE CITY MNGR	0.25	0	0	0
ASSOCIATE CIVIL ENGINEER	1.00	0	0	0
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
CIP MANAGER	1.00	1.00	1.00	1.00
CLIMATE AND UTILITIES ANALYST	0	0.30	0.20	0.20
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
ENVIRONMENTAL PROGRAM MGR	1.00	1.00	1.00	1.00
ENVIRONMENTAL PROGRAMS ASSISTANT	2.00	2.00	1.65	2.65
ENV. PROG. COMPLIANCE TECHNICIAN	1.00	1.00	1.00	1.00
ENV. PROGRAMS SPECIALIST	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I/II	43.00	45.00	45.00	45.00
MAINTENANCE WORKER III	7.00	7.00	7.00	7.00
PARK RESTOR & IMPROV MNGR	1.00	1.00	1.00	0
PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00
PUBLIC WORKS PROJECT MANAGER	3.00	3.00	3.00	5.00
PUBLIC WORKS PROJECT MANAGER LT	1.00	1.00	1.00	2.00
PUBLIC WORKS SUPERVISOR	4.00	4.00	4.00	4.00
RECREATION COORDINATOR	0.15	0.15	0.15	0.12
SAFE ROUTES TO SCHOOL COORDINATOR	1.00	1.00	1.00	1.00
SENIOR CIVIL ENGINEER	1.00	2.00	2.00	2.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
SERVICE CENTER SUPERINTENDENT	1.00	1.00	1.00	0
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
SR OFFICE ASSISTANT	0	1.00	1.00	1.00
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
TRAFFIC SIGNAL TECHNICIAN	2.00	1.00	1.00	1.00
TRAFFIC SIGTECH APRNTICE	0	1.00	1.00	1.00
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	1.00	1.00	0.90	0.90
Total	85.70	90.75	90.15	92.12

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 966,732
Fund Balance	\$ -
General Fund Costs	\$ 966,732
% Funded by General Fund	100.0%
Total Staffing	3.1 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.

Adopted Budget

On June 15, City Council approved a budget of \$966,732 for the Public Works Administration program. This represents an increase of \$83,053 (9.4%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to increase in salary and benefits for currently funded full-time positions.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Municipal Water System	\$100,000	\$100,000	General Fund	City Work Program: Municipal Water System	Sustainability and Fiscal Strategy
Total	\$100,000	\$100,000			

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ -	\$ 111,092	\$ 120,000	\$ -
Charges for Services	\$ 728	\$ -	\$ -	\$ -
Total Revenues	\$ 728	\$ 111,092	\$ 120,000	\$ -
Expenditures				
Employee Compensation	\$ 435,895	\$ 585,438	\$ 588,451	\$ 607,834
Employee Benefits	\$ 139,533	\$ 203,702	\$ 232,171	\$ 244,422
Materials	\$ 18,685	\$ 13,326	\$ 12,739	\$ 14,123
Contract Services	\$ 7,319	\$ 15,620	\$ -	\$ -
Cost Allocation	\$ 72,830	\$ 52,945	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ 50,000	\$ 100,000
Contingencies	\$ -	\$ -	\$ 318	\$ 353
Total Expenditures	\$ 674,262	\$ 871,031	\$ 883,679	\$ 966,732
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 673,534	\$ 759,938	\$ 763,679	\$ 966,732

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	0.95	0.95
ASSIST DIR OF PW ENGINEER	0.05	0.05	0.10	0.10
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
Total	3.05	3.05	3.05	3.05

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

	2022 Adopted Budget
Total Revenues	\$ 1,494,578
Total Expenditures	\$ 2,222,096
Fund Balance	\$ (727,518)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.5 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 State source reduction and recycling mandates; oversees the free compost giveaway at 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 requirements to divert recyclables and organics from landfill. Help businesses implement the City's Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with AB 1826. Provide landlords and property owners with support and educational materials for their tenants. 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. Manage community events such as the citywide Garage Sale and 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.

Adopted Budget

On June 15, City Council approved a budget of \$2,222,096 for the Resource Recovery program. This represents an increase of \$521,871 (30.7%) from the FY 2020-21 Adopted Budget.

This increase is mainly due to an increase in salary and benefits for currently funded full-time positions, changes to the solid waste, recycling, organics collection, and disposal franchise agreement, and the addition of one full-time position.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
SB1383 Procurement Requirements	\$50,000	\$50,000	Resource Recovery	SB1383 Procurement Requirements	N/A
Single-Use Plastics Ordinance and Mayor's Cup Challenge Event	\$70,000	\$70,000	Resource Recovery	City Work Program: Adopt an ordinance to address single use food service ware items.	Sustainability and Fiscal Strategy
Total	\$120,000	\$120,000			

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 101,341	\$ 110,972	\$ -	\$ -
Intergovernmental Revenue	\$ 30,023	\$ 14,950	\$ 15,000	\$ 14,000
Charges for Services	\$ 1,658,612	\$ 1,796,907	\$ 1,420,188	\$ 1,470,578
Miscellaneous Revenue	\$ 61,643	\$ 9,819	\$ -	\$ 10,000
Total Revenues	\$ 1,851,619	\$ 1,932,648	\$ 1,435,188	\$ 1,494,578
Expenditures				
Employee Compensation	\$ 486,937	\$ 473,539	\$ 371,232	\$ 444,991
Employee Benefits	\$ 236,592	\$ 272,876	\$ 144,051	\$ 211,635
Materials	\$ 42,135	\$ 45,987	\$ 52,258	\$ 68,701
Contract Services	\$ 780,363	\$ 972,827	\$ 803,608	\$ 1,011,051
Cost Allocation	\$ 186,630	\$ 182,836	\$ 275,854	\$ 337,474
Special Projects	\$ 3,228	\$ 265,338	\$ 32,500	\$ 120,000
Contingencies	\$ -	\$ -	\$ 20,722	\$ 28,244
Total Expenditures	\$ 1,735,885	\$ 2,213,403	\$ 1,700,225	\$ 2,222,096
Fund Balance	\$ 115,735	\$ (280,756)	\$ (265,037)	\$ (727,518)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSIST DIR OF PW ENGINEER	0.25	0.25	0	0
CLIMATE AND UTILITIES ANALYST	0	0.15	0.05	0.05
ENVIRONMENTAL PROGRAM MGR	0.65	0.65	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	1.65	1.65	1.30	2.30
ENV. PROG. COMPLIANCE TECHNICIAN	0.65	0.65	0.05	0.05
ENV. PROGRAMS SPECIALIST	0.65	0.65	0.40	0.40
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
Total	4.05	4.20	2.50	3.50

One additional staff position added for SB1383 compliance.

Non-Point Source

Budget Unit 230-81-802

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

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 1,553,100
Total Expenditures	\$ 1,185,579
Fund Balance	\$ 367,521
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.8 FTE

Program Overview

The Non-Point Source program manages the City's compliance with its State-mandated Municipal Regional Stormwater NPDES Permit. Compliance activities include program and policy development and implementation of state-mandated complaint response and enforcement programs as well as annual interdepartmental staff training; and scheduled business and construction site inspections. The program reviews 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 City communication channels, visits to businesses and presentations at local schools, De Anza College and community events. Public participation events in a typical year 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,185,579 for the Non-Point Source program. This represents an increase of \$144,409 (13.9%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions and a change in methodology for cost allocations.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 524	\$ 651	\$ -	\$ -
Charges for Services	\$ 369,014	\$ 1,403,738	\$ 1,522,493	\$ 1,543,100
Fines and Forfeitures	\$ 22,541	\$ 16,175	\$ 10,000	\$ 10,000
Total Revenues	\$ 392,079	\$ 1,420,564	\$ 1,532,493	\$ 1,553,100
Expenditures				
Employee Compensation	\$ 221,636	\$ 277,260	\$ 319,706	\$ 350,885
Employee Benefits	\$ 96,764	\$ 119,595	\$ 156,579	\$ 175,214
Materials	\$ 27,812	\$ 28,350	\$ 31,415	\$ 32,103
Contract Services	\$ 239,633	\$ 277,836	\$ 384,248	\$ 361,611
Cost Allocation	\$ 73,001	\$ 70,925	\$ 136,205	\$ 255,923
Special Projects	\$ -	\$ -	\$ 2,500	\$ -
Contingencies	\$ -	\$ -	\$ 10,517	\$ 9,843
Total Expenditures	\$ 658,846	\$ 773,966	\$ 1,041,170	\$ 1,185,579
Fund Balance	\$ 169,232	\$ 1,306,597	\$ 491,323	\$ 367,521
General Fund Costs	\$ 436,000	\$ 660,000	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSIST DIR OF PW ENGINEER	0.20	0.20	0	0
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
ENVIRONMENTAL PROGRAM MGR	0.35	0.35	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0.35
ENV. PROG. COMPLIANCE TECHNICIAN	0.35	0.35	0.95	0.95
ENV. PROGRAMS SPECIALIST	0.35	0.35	0.60	0.60
MAINTENANCE WORKER I/II	0	1.00	0	0
MAINTENANCE WORKER III	0.05	0.05	0.10	0.10
PUBLIC WORKS INSPECTOR	0	0	0.10	0.10
RECREATION COORDINATOR	0.15	0.15	0.15	0.12
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
Total	1.90	2.90	2.85	2.82

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 778,907
Fund Balance	\$ (778,907)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.2 FTE

Program Overview

The Storm Drain Maintenance program manages the City's storm drainage collection system, which is comprised of approximately 90 miles of pipe, 2215 drain inlets, and storm outfalls to local waterways. An inspector and on-call staff provide emergency response to pollutant discharges, and crews perform general system maintenance including annual cleanout of drain inlets, and trash capture devices. Collection and management of storm water for the City is regulated under the terms of a Bay Area-wide National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) Permit.

Service Objectives

- Provide effective and timely inspection and maintenance of the storm drain system including inlet and outfall structures and collection system.
- Provide annual cleaning and inspection of all inlets and full trash capture devices.

Adopted Budget

On June 15, City Council approved a budget of \$778,907 for the Storm Drain Maintenance program. This represents an increase of \$25,923 (3.4%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ 223,786	\$ 234,075
Employee Benefits	\$ -	\$ -	\$ 101,262	\$ 112,087
Materials	\$ -	\$ -	\$ 23,332	\$ 23,332
Contract Services	\$ -	\$ -	\$ 302,762	\$ 252,762
Cost Allocation	\$ -	\$ -	\$ 92,340	\$ 149,749
Special Projects	\$ -	\$ -	\$ 2,600	\$ -
Contingencies	\$ -	\$ -	\$ 6,902	\$ 6,902
Total Expenditures	\$ -	\$ -	\$ 752,984	\$ 778,907
Fund Balance	\$ -	\$ -	\$ (752,984)	\$ (778,907)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0	0	1.75	1.75
MAINTENANCE WORKER III	0	0	0.20	0.20
PUBLIC WORKS SUPERVISOR	0	0	0.25	0.25
Total	0	0	2.20	2.20

There are no changes to the current level of staffing.

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 988,368
Total Expenditures	\$ 1,858,551
Fund Balance	\$ -
General Fund Costs	\$ 870,183
% Funded by General Fund	46.8%
Total Staffing	4.3 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,858,551 for the Plan Review program. This represents an increase of \$196,118 (11.8%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Revisit 5G	\$250,000	\$250,000	General Fund	City Work Program: Council review existing 5G policy and make alterations as they deem fit. Suggested areas to explore: 1) Spacing between small cell sites and 2) Study the City's ability to mandate multi-tenant small cells.	Quality of Life
Total	\$250,000	\$250,000			

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 31,233	\$ 77,209	\$ 31,500	\$ 44,804
Charges for Services	\$ 667,697	\$ 970,777	\$ 688,144	\$ 939,133
Miscellaneous Revenue	\$ 11,411	\$ 5,365	\$ 11,845	\$ 4,431
Total Revenues	\$ 710,341	\$ 1,053,351	\$ 731,489	\$ 988,368
Expenditures				
Employee Compensation	\$ 726,468	\$ 752,058	\$ 804,380	\$ 743,036
Employee Benefits	\$ 283,463	\$ 298,223	\$ 322,042	\$ 337,402
Materials	\$ 9,501	\$ 3,567	\$ 9,568	\$ 9,654
Contract Services	\$ 195,943	\$ 50,198	\$ 173,040	\$ 117,289
Cost Allocation	\$ 171,369	\$ 177,337	\$ 323,847	\$ 398,005
Special Projects	\$ 97,297	\$ 74,622	\$ 25,000	\$ 250,000
Contingencies	\$ -	\$ -	\$ 4,556	\$ 3,165
Total Expenditures	\$ 1,484,041	\$ 1,356,005	\$ 1,662,433	\$ 1,858,551
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 773,701	\$ 302,655	\$ 930,944	\$ 870,183

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSISTANT ENGINEER	0.25	0.50	0.50	0
ASSIST DIR OF PW ENGINEER	0	0	0.35	0.35
ASSOCIATE CIVIL ENGINEER	0.25	0	0	0
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR	1.00	1.00	0.90	0.90
PUBLIC WORKS PROJECT MANAGER	1.00	1.00	0.25	0
SENIOR CIVIL ENGINEER	0.90	2.00	2.00	2.00
TRANSPORTATION MANAGER	0.10	0	0	0
Total	4.50	5.50	5.00	4.25

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,755,849
Fund Balance	\$ -
General Fund Costs	\$ 1,755,849
% Funded by General Fund	100.0%
Total Staffing	7.5 FTE

Program Overview

The Capital Improvement Program (CIP) Division plans, manages, and implements improvements to city land, parks, building and infrastructure. These projects are derived from resident input, master plans, needs assessments, interdepartmental requirements, maintenance of the City's facilities, and innovations in our understandings of how the facilities can best serve our population. The division undertakes all aspects of project implementation, including contract administration for design, construction, and overall project management. Project types include, but are not limited to streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements and other public facilities. Responsibilities also include claims avoidance, environmental and regulatory compliance and monitoring, and the development of the annual budget and program scope.

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.

Adopted Budget

On June 15, City Council approved a budget of \$1,755,849 for the CIP Administration program. This represents an increase of \$294,324 (20.1%) from the FY 2020-21 Adopted Budget.

The increase is due to an additional Project Manager and staffing reallocations in FY 21-22.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 468,286	\$ 485,581	\$ 1,003,803	\$ 1,186,046
Employee Benefits	\$ 164,939	\$ 209,583	\$ 443,986	\$ 554,709
Materials	\$ 8,268	\$ 6,553	\$ 13,401	\$ 14,726
Contract Services	\$ 368	\$ 3,950	\$ -	\$ -
Cost Allocation	\$ 74,624	\$ 72,239	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 335	\$ 368
Total Expenditures	\$ 716,485	\$ 777,906	\$ 1,461,525	\$ 1,755,849
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 716,484	\$ 777,906	\$ 1,461,525	\$ 1,755,849

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSISTANT ENGINEER	0	1.00	1.00	0.50
ASSIST DIR OF PW ENGINEER	0	0	0.20	0.20
CIP MANAGER	1.00	1.00	1.00	1.00
PARK RESTOR & IMPROV MNGR	1.00	1.00	1.00	0
PUBLIC WORKS PROJECT MANAGER	2.00	2.00	2.00	4.25
PUBLIC WORKS PROJECT MANAGER LT	1.00	1.00	1.00	1.50
Total	5.00	6.00	6.20	7.45

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

	2022 Adopted Budget
Total Revenues	\$ 98,674
Total Expenditures	\$ 1,254,725
Fund Balance	\$ -
General Fund Costs	\$ 1,156,051
% Funded by General Fund	92.1%
Total Staffing	3.5 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,254,725 for the Service Center Administration program. This represents an increase of \$10,950 (0.9%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 61,075	\$ 39,462	\$ 62,933	\$ 62,933
Miscellaneous Revenue	\$ 34,669	\$ 68,832	\$ 35,741	\$ 35,741
Total Revenues	\$ 95,744	\$ 108,294	\$ 98,674	\$ 98,674
Expenditures				
Employee Compensation	\$ 367,372	\$ 423,063	\$ 476,257	\$ 448,436
Employee Benefits	\$ 148,076	\$ 178,211	\$ 197,380	\$ 228,399
Materials	\$ 63,001	\$ 225,982	\$ 122,327	\$ 150,357
Contract Services	\$ 22,436	\$ 9,442	\$ 17,973	\$ 92,973
Cost Allocation	\$ 339,672	\$ 482,408	\$ 331,330	\$ 328,477
Special Projects	\$ 457,010	\$ 112,112	\$ 95,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,508	\$ 6,083
Total Expenditures	\$ 1,397,567	\$ 1,431,218	\$ 1,243,775	\$ 1,254,725
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,301,823	\$ 1,322,924	\$ 1,145,101	\$ 1,156,051

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ASSIST DIR OF PW ENGINEER	0.50	0.50	0.35	0.35
ASSIST DIR PUBLIC WORKS OPS	0	0	0	1.00
ASSIST TO THE CITY MNGR	0.25	0	0	0
CLIMATE AND UTILITIES ANALYST	0	0.15	0.15	0.15
SERVICE CENTER SUPERINTENDENT	1.00	1.00	1.00	0
SR OFFICE ASSISTANT	0	1.00	1.00	1.00
Total	2.75	3.65	3.50	3.50

There are no changes to the current level of staffing.

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 187,822
Fund Balance	\$ -
General Fund Costs	\$ 187,822
% Funded by General Fund	100.0%
Total Staffing	0.4 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.

Adopted Budget

On June 15, City Council approved a budget of \$187,822 for the McClellan Ranch Park program. This represents an increase of \$42,008 (28.8%) from the FY 2020-21 Adopted Budget.

The increase is mainly due to an increase in salary and benefits for currently funded full-time positions and a special project.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Fence Replacement	\$30,000	\$30,000	General Fund	McClellan Ranch Preserve 4H Fence Replacement
Total	\$30,000	\$30,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 30,076	\$ 34,057	\$ 40,975	\$ 41,060
Employee Benefits	\$ 13,992	\$ 15,752	\$ 20,753	\$ 22,844
Materials	\$ 15,214	\$ 10,150	\$ 33,106	\$ 20,289
Contract Services	\$ 15,200	\$ 12,100	\$ 8,240	\$ 16,242
Cost Allocation	\$ 11,786	\$ 18,545	\$ 42,081	\$ 55,724
Special Projects	\$ -	\$ -	\$ -	\$ 30,000
Contingencies	\$ -	\$ -	\$ 659	\$ 1,663
Total Expenditures	\$ 86,268	\$ 90,604	\$ 145,814	\$ 187,822
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 86,268	\$ 90,603	\$ 145,814	\$ 187,822

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0	0	0.20	0.20
MAINTENANCE WORKER III	0.20	0.20	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.30	0.30	0.40	0.40

There are no changes to the current level of staffing.

Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 868,977
Fund Balance	\$ -
General Fund Costs	\$ 868,977
% Funded by General Fund	100.0%
Total Staffing	2.5 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.

Adopted Budget

On June 15, City Council approved a budget of \$868,977 for the Memorial Park program. This represents an increase of \$72,495 (9.1%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in benefits for currently funded full-time positions and a change in methodology for cost allocations.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 261,346	\$ 235,356	\$ 209,464	\$ 209,111
Employee Benefits	\$ 128,154	\$ 112,387	\$ 109,320	\$ 120,481
Materials	\$ 141,858	\$ 154,553	\$ 182,937	\$ 209,660
Contract Services	\$ 22,633	\$ 20,681	\$ 30,584	\$ 30,146
Cost Allocation	\$ 83,673	\$ 153,681	\$ 258,949	\$ 293,608
Contingencies	\$ -	\$ -	\$ 5,228	\$ 5,971
Total Expenditures	\$ 637,664	\$ 676,658	\$ 796,482	\$ 868,977
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 637,664	\$ 676,657	\$ 796,482	\$ 868,977

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	2.40	2.40	2.20	2.20
MAINTENANCE WORKER III	0.40	0.40	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.10	0.10
Total	3.00	3.00	2.50	2.50

There are no changes to the current level of staffing.

BBF Ground Maintenance

Budget Unit 100-84-811

General Fund - Grounds - BBF Ground Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 273,791
Fund Balance	\$ -
General Fund Costs	\$ 273,791
% Funded by General Fund	100.0%
Total Staffing	1.0 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.

Adopted Budget

On June 15, City Council approved a budget of \$273,791 for the BBF Ground Maintenance program. This represents an increase of \$100,320 (57.8%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions, the addition of cost allocations, and budgeting of contract services for the first year in this new program.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Refinishing Arbors	\$15,000	\$15,000	General Fund	Refinishing arbors
Total	\$15,000	\$15,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ 120,076	\$ 123,044
Employee Benefits	\$ -	\$ -	\$ 49,884	\$ 55,199
Materials	\$ -	\$ -	\$ 360	\$ 992
Contract Services	\$ -	\$ -	\$ 3,106	\$ 32,323
Cost Allocation	\$ -	\$ -	\$ -	\$ 46,025
Special Projects	\$ -	\$ -	\$ -	\$ 15,000
Contingencies	\$ -	\$ -	\$ 45	\$ 1,208
Total Expenditures	\$ -	\$ -	\$ 173,471	\$ 273,791
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ 173,471	\$ 273,791

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0	0	0.80	0.80
MAINTENANCE WORKER III	0	0	0.10	0.10
PUBLIC WORKS SUPERVISOR	0	0	0.10	0.10
Total	0	0	1.00	1.00

There are no changes to the current level of staffing.

School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 149,448
Total Expenditures	\$ 1,599,983
Fund Balance	\$ -
General Fund Costs	\$ 1,450,535
% Funded by General Fund	90.7%
Total Staffing	4.2 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,599,983 for the School Site Maintenance program. This represents an increase of \$36,010 (2.3%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Backflow Prevention Device Replacements	\$6,000	\$6,000	General Fund	Backflow prevention device replacements
Total	\$6,000	\$6,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ 143,707	\$ 138,336	\$ 143,700	\$ 149,448
Total Revenues	\$ 143,707	\$ 138,336	\$ 143,700	\$ 149,448
Expenditures				
Employee Compensation	\$ 327,671	\$ 356,085	\$ 367,561	\$ 367,708
Employee Benefits	\$ 163,835	\$ 185,109	\$ 206,910	\$ 222,111
Materials	\$ 286,591	\$ 322,980	\$ 475,709	\$ 553,569
Contract Services	\$ 19,433	\$ 15,655	\$ 3,605	\$ 14,816
Cost Allocation	\$ 106,639	\$ 206,111	\$ 346,605	\$ 421,419
Special Projects	\$ -	\$ -	\$ 151,600	\$ 6,000
Contingencies	\$ -	\$ -	\$ 11,983	\$ 14,360
Total Expenditures	\$ 904,169	\$ 1,085,940	\$ 1,563,973	\$ 1,599,983
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 760,462	\$ 947,604	\$ 1,420,273	\$ 1,450,535

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	3.70	3.70	3.40	3.40
MAINTENANCE WORKER III	0.40	0.40	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	4.30	4.30	4.20	4.20

There are no changes to the current level of staffing.

Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,647,280
Fund Balance	\$ -
General Fund Costs	\$ 2,647,280
% Funded by General Fund	100.0%
Total Staffing	8.6 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.

Adopted Budget

On June 15, City Council approved a budget of \$2,647,280 for the Neighborhood Parks program. This represents an increase of \$287,936 (12.2%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in benefits for currently funded full-time positions, a change in

methodology for cost allocations and Special Projects.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Backflow Prevention Device Replacement	\$15,000	\$15,000	General Fund	Backflow prevention device replacement
Refinish Basketball Courts	\$20,000	\$20,000	General Fund	Refinish basketball courts
Total	\$35,000	\$35,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 576,364	\$ 595,490	\$ 668,743	\$ 688,772
Employee Benefits	\$ 295,279	\$ 320,719	\$ 368,546	\$ 406,276
Materials	\$ 312,131	\$ 330,612	\$ 486,847	\$ 540,771
Contract Services	\$ 105,127	\$ 180,951	\$ 26,933	\$ 138,407
Cost Allocation	\$ 165,814	\$ 363,239	\$ 619,768	\$ 820,200
Special Projects	\$ 65,700	\$ 33,610	\$ 176,000	\$ 35,000
Contingencies	\$ -	\$ -	\$ 12,507	\$ 17,854
Total Expenditures	\$ 1,520,415	\$ 1,824,621	\$ 2,359,344	\$ 2,647,280
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,520,415	\$ 1,824,621	\$ 2,359,344	\$ 2,647,280

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	7.70	7.70	7.80	7.80
MAINTENANCE WORKER III	0.40	0.40	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	8.30	8.30	8.60	8.60

There are no changes to the current level of staffing.

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 925,750
Fund Balance	\$ -
General Fund Costs	\$ 925,750
% Funded by General Fund	100.0%
Total Staffing	2.5 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.

Adopted Budget

On June 15, City Council approved a budget of \$925,750 for the Sport Fields Jollyman, Creekside program. This represents an increase of \$120,334 (14.9%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions, a

change in methodology for cost allocations, and special projects.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Backflow Prevention Device Replacements	\$4,000	\$4,000	General Fund	Backflow prevention device replacements
Refinish Basketball Courts	\$10,000	\$10,000	General Fund	Refinish basketball courts
Total	\$14,000	\$14,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 212,260	\$ 217,222	\$ 198,684	\$ 211,813
Employee Benefits	\$ 106,205	\$ 108,278	\$ 103,383	\$ 110,638
Materials	\$ 164,048	\$ 165,762	\$ 250,074	\$ 278,783
Contract Services	\$ 15,014	\$ 31,539	\$ 8,871	\$ 7,335
Cost Allocation	\$ 66,998	\$ 149,449	\$ 238,074	\$ 295,678
Special Projects	\$ 9,300	\$ 10,000	\$ -	\$ 14,000
Contingencies	\$ -	\$ -	\$ 6,330	\$ 7,503
Total Expenditures	\$ 573,825	\$ 682,250	\$ 805,416	\$ 925,750
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 573,824	\$ 682,250	\$ 805,416	\$ 925,750

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	2.50	2.50	2.00	2.00
MAINTENANCE WORKER III	0.40	0.40	0.30	0.30
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	3.10	3.10	2.50	2.50

There are no changes to the current level of staffing.

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 299,961
Total Expenditures	\$ 515,160
Fund Balance	\$ -
General Fund Costs	\$ 215,199
% Funded by General Fund	41.8%
Total Staffing	0.8 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.

Adopted Budget

On June 15, City Council approved a budget of \$515,160 for the Civic Center Maintenance program. This represents a decrease of \$5,948 (-1.1%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 196,807	\$ 204,590	\$ 253,880	\$ 299,961
Total Revenues	\$ 196,807	\$ 204,590	\$ 253,880	\$ 299,961
Expenditures				
Employee Compensation	\$ 87,113	\$ 92,926	\$ 77,106	\$ 77,090
Employee Benefits	\$ 43,952	\$ 48,044	\$ 43,943	\$ 45,689
Materials	\$ 54,924	\$ 60,600	\$ 309,633	\$ 375,634
Contract Services	\$ -	\$ -	\$ 80,675	\$ 7,184
Cost Allocation	\$ 22,078	\$ 43,997	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 9,751	\$ 9,563
Total Expenditures	\$ 208,067	\$ 245,567	\$ 521,108	\$ 515,160
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 11,261	\$ 40,977	\$ 267,228	\$ 215,199

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.60	0.60
MAINTENANCE WORKER III	0.20	0.20	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	1.00	1.00	0.80	0.80

There are no changes to the current level of staffing.

Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

Program Overview

In FY 2020-21, this program was transferred to the Environmental Programs Division. A complete discussion of this program can be found under Budget Unit 230-81-855. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

Adopted 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 108,311	\$ 113,012	\$ -	\$ -
Employee Benefits	\$ 43,589	\$ 54,182	\$ -	\$ -
Materials	\$ 14,044	\$ 5,591	\$ -	\$ -
Contract Services	\$ 24,293	\$ 209,335	\$ -	\$ -
Cost Allocation	\$ 43,770	\$ 47,104	\$ -	\$ -
Total Expenditures	\$ 234,007	\$ 429,224	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 234,007	\$ 429,225	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.75	0.75	0	0
MAINTENANCE WORKER III	0.20	0.20	0	0
PUBLIC WORKS SUPERVISOR	0.25	0.25	0	0
Total	1.20	1.20	0	0

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,868,903
Fund Balance	\$ (1,868,903)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.4 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,868,903 for the Sidewalk Curb and Gutter program. This represents an increase of \$357,832 (23.7%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions and increased costs for pavement repair.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk Curb & Gutter	1,300,000	1,300,000	Transportation Fund/General Fund	Annual Sidewalk Curb & Gutter
Annual Sidewalk Grinding Project	100,000	100,000	Transportation Fund/General Fund	Annual Sidewalk Grinding Project
Total	\$1,400,000	\$1,400,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 3,765	\$ -	\$ -	\$ -
Total Revenues	\$ 3,765	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 123,763	\$ 139,588	\$ 161,978	\$ 173,207
Employee Benefits	\$ 61,597	\$ 71,386	\$ 85,044	\$ 87,647
Materials	\$ 4,730	\$ 9,110	\$ 10,873	\$ 16,320
Contract Services	\$ 90	\$ 30,000	\$ 30,900	\$ 30,900
Cost Allocation	\$ 62,753	\$ 69,677	\$ 141,232	\$ 159,648
Special Projects	\$ 898,000	\$ 1,008,913	\$ 1,080,000	\$ 1,400,000
Contingencies	\$ -	\$ -	\$ 1,044	\$ 1,181
Total Expenditures	\$ 1,150,933	\$ 1,328,674	\$ 1,511,071	\$ 1,868,903
Fund Balance	\$ (347,168)	\$ (1,107,675)	\$ (1,511,071)	\$ (1,868,903)
General Fund Costs	\$ 800,000	\$ 221,000	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.30
PUBLIC WORKS INSPECTOR	0.90	0.90	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	1.30	1.30	1.40	1.40

There are no changes to the current level of staffing.

Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 1,624,285
Total Expenditures	\$ 4,797,069
Fund Balance	\$ (3,172,784)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	4.0 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.

Adopted Budget

On June 15, City Council approved a budget of \$4,797,069 for the Street Pavement Maintenance program. This represents an increase of \$2,550,065 (113.5%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions and the increased cost of the Annual Asphalt, Fog Seal and Crack Seal Projects.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Pavement Maintenance (includes capital outlay)	\$3,100,000	\$3,100,000	Transportation Fund/General Fund/SB1	Annual Asphalt Project
Total	\$3,100,000	\$3,100,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ 1,520,114	\$ 1,515,323	\$ 1,480,126	\$ 1,533,250
Charges for Services	\$ 3,862	\$ -	\$ 3,978	\$ 3,978
Miscellaneous Revenue	\$ 84,521	\$ 24,291	\$ 87,057	\$ 87,057
Total Revenues	\$ 1,608,497	\$ 1,539,614	\$ 1,571,161	\$ 1,624,285
Expenditures				
Employee Compensation	\$ 266,381	\$ 301,014	\$ 421,137	\$ 449,590
Employee Benefits	\$ 122,979	\$ 143,054	\$ 204,518	\$ 226,523
Materials	\$ 29,731	\$ 21,445	\$ 33,577	\$ 36,591
Contract Services	\$ 120,699	\$ 115,322	\$ 428,750	\$ 552,632
Cost Allocation	\$ 174,145	\$ 223,884	\$ 347,464	\$ 417,002
Capital Outlays	\$ -	\$ 978,379	\$ 800,000	\$ 1,000,000
Special Projects	\$ 3,515,876	\$ 2,560,653	\$ -	\$ 2,100,000
Contingencies	\$ -	\$ -	\$ 11,558	\$ 14,731
Total Expenditures	\$ 4,229,811	\$ 4,343,751	\$ 2,247,004	\$ 4,797,069
Fund Balance	\$ 2,378,685	\$ (2,804,136)	\$ (675,843)	\$ (3,172,784)
General Fund Costs	\$ 5,000,000	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	2.65	2.65	2.65	2.65
MAINTENANCE WORKER III	0.30	0.30	0.25	0.25
PUBLIC WORKS INSPECTOR	0.05	0.05	0	0
PUBLIC WORKS PROJECT MANAGER	0	0	0.75	0.75
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
STREET LIGHTING WORKER	0.05	0.05	0	0
Total	3.35	3.35	3.95	3.95

There are no changes to the current level of staffing.

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 901,865
Fund Balance	\$ (901,865)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.4 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.

Adopted Budget

On June 15, City Council approved a budget of \$901,865 for the Street Sign Marking program. This represents an increase of \$47,730 (5.6%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 9,566	\$ 505	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ 594	\$ -	\$ -
Total Revenues	\$ 9,566	\$ 1,099	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 259,861	\$ 290,588	\$ 316,230	\$ 309,427
Employee Benefits	\$ 128,668	\$ 148,667	\$ 169,030	\$ 182,761
Materials	\$ 115,311	\$ 126,033	\$ 126,683	\$ 136,534
Contract Services	\$ 11,044	\$ 60	\$ 25,750	\$ 26,523
Cost Allocation	\$ 115,555	\$ 122,018	\$ 206,819	\$ 242,544
Special Projects	\$ -	\$ -	\$ 5,600	\$ -
Contingencies	\$ -	\$ -	\$ 4,023	\$ 4,076
Total Expenditures	\$ 630,439	\$ 687,366	\$ 854,135	\$ 901,865
Fund Balance	\$ (620,873)	\$ (686,268)	\$ (854,135)	\$ (901,865)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	3.00	3.00	3.00	3.00
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS INSPECTOR	0.05	0.05	0	0
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
STREET LIGHTING WORKER	0.05	0.05	0	0
Total	3.50	3.50	3.40	3.40

There are no changes to the current level of staffing.

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 988,320
Fund Balance	\$ -
General Fund Costs	\$ 988,320
% Funded by General Fund	100.0%
Total Staffing	1.1 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.

Adopted Budget

On June 15, City Council approved a budget of \$988,320 for the Street Lighting program. This represents an increase of \$164,794 (20.0%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions and Special Projects.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Street Light Pole Replacement	208,000	208,000	General Fund	Street light pole replacement
Don Burnett Bridge LED Light Upgrade Project	47,000	47,000	General Fund	Don Burnett Bridge LED light upgrade
Civic Center/Library Atrium LED Light Upgrade Project	47,000	47,000	General Fund	Civic Center/Library Atrium LED light upgrade
Total	\$302,000	\$302,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ 3,990	\$ -	\$ -
Total Revenues	\$ -	\$ 3,990	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 124,003	\$ 150,344	\$ 124,061	\$ 122,335
Employee Benefits	\$ 53,055	\$ 73,691	\$ 55,232	\$ 59,797
Materials	\$ 286,924	\$ 298,228	\$ 292,672	\$ 295,599
Contract Services	\$ 101,339	\$ 110,632	\$ 63,232	\$ 63,329
Cost Allocation	\$ 39,199	\$ 49,730	\$ 127,431	\$ 136,287
Special Projects	\$ 197,959	\$ 150,551	\$ 152,000	\$ 302,000
Contingencies	\$ -	\$ -	\$ 8,898	\$ 8,973
Total Expenditures	\$ 802,479	\$ 833,176	\$ 823,526	\$ 988,320
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 802,480	\$ 829,187	\$ 823,526	\$ 988,320

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
PUBLIC WORKS SUPERVISOR	0.05	0.05	0.05	0.05
STREET LIGHTING WORKER	0.90	0.90	1.00	1.00
Total	0.95	0.95	1.05	1.05

There are no changes to the current level of staffing.

Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ 1,718,598
Total Expenditures	\$ 1,557,044
Fund Balance	\$ 527,554
General Fund Costs	\$ 366,000
% Funded by General Fund	23.5%
Total Staffing	3.0 FTE

Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (103) and all power equipment (681). Equipment includes trailers, mowers and other equipment required to maintain the City's infrastructure. 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,557,044 for the Equipment Maintenance program. This represents an increase of \$61,928 (4.1%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 1,056,968	\$ 1,352,200	\$ 1,633,518	\$ 1,718,598
Total Revenues	\$ 1,056,968	\$ 1,352,200	\$ 1,633,518	\$ 1,718,598
Expenditures				
Employee Compensation	\$ 225,658	\$ 277,828	\$ 275,235	\$ 306,916
Employee Benefits	\$ 112,056	\$ 179,355	\$ 143,809	\$ 161,739
Materials	\$ 267,065	\$ 265,631	\$ 302,698	\$ 305,712
Contract Services	\$ 82,733	\$ 60,398	\$ 103,497	\$ 106,602
Cost Allocation	\$ 791,875	\$ 812,995	\$ 650,752	\$ 665,797
Special Projects	\$ (10,950)	\$ -	\$ 9,000	\$ -
Contingencies	\$ -	\$ -	\$ 10,125	\$ 10,278
Total Expenditures	\$ 1,468,437	\$ 1,596,207	\$ 1,495,116	\$ 1,557,044
Fund Balance	\$ (411,469)	\$ (244,007)	\$ 144,402	\$ 527,554
General Fund Costs	\$ -	\$ -	\$ 6,000	\$ 366,000

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I/II	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 217,696
Fund Balance	\$ -
General Fund Costs	\$ 217,696
% Funded by General Fund	100.0%
Total Staffing	0.7 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.

Adopted Budget

On June 15, City Council approved a budget of \$217,696 for the Environmental Materials program. This represents an increase of \$22,806 (11.7%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to the increased costs of hazardous waste disposal.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 60,442	\$ 60,650	\$ 64,688	\$ 66,061
Employee Benefits	\$ 26,976	\$ 28,786	\$ 32,575	\$ 35,191
Materials	\$ 32,367	\$ 36,039	\$ 32,730	\$ 48,706
Contract Services	\$ 2,157	\$ 3,575	\$ 6,773	\$ -
Cost Allocation	\$ 58,129	\$ 53,909	\$ 57,136	\$ 66,520
Contingencies	\$ -	\$ -	\$ 988	\$ 1,218
Total Expenditures	\$ 180,071	\$ 182,959	\$ 194,890	\$ 217,696
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 180,071	\$ 182,959	\$ 194,890	\$ 217,696

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.30
MAINTENANCE WORKER III	0.25	0.25	0.25	0.25
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.65	0.65	0.65	0.65

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,651,835
Fund Balance	\$ -
General Fund Costs	\$ 1,651,835
% Funded by General Fund	100.0%
Total Staffing	6.3 FTE

Program Overview

The Overpasses and Medians program maintains 31.67 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,651,835 for the Overpasses and Medians program. This represents an increase of \$173,178 (11.7%) from the FY 2020-21 Adopted Budget.

This increase is mainly due to the increase in salary and benefits for full-time positions.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ -	\$ 54	\$ -	\$ -
Miscellaneous Revenue	\$ 4,652	\$ 25,151	\$ 10,761	\$ -
Total Revenues	\$ 4,652	\$ 25,205	\$ 10,761	\$ -
Expenditures				
Employee Compensation	\$ 463,208	\$ 459,097	\$ 506,867	\$ 542,333
Employee Benefits	\$ 233,368	\$ 238,883	\$ 274,057	\$ 296,529
Materials	\$ 188,138	\$ 186,681	\$ 186,715	\$ 208,572
Contract Services	\$ 97,752	\$ 142,709	\$ 14,343	\$ 55,731
Cost Allocation	\$ 227,651	\$ 273,248	\$ 491,649	\$ 542,062
Contingencies	\$ -	\$ -	\$ 5,026	\$ 6,608
Total Expenditures	\$ 1,210,117	\$ 1,300,618	\$ 1,478,657	\$ 1,651,835
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,205,465	\$ 1,275,412	\$ 1,467,896	\$ 1,651,835

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	5.00	5.00	5.00	5.00
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
Total	6.30	6.30	6.30	6.30

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

	2022 Adopted Budget
Total Revenues	\$ 16,210
Total Expenditures	\$ 1,930,432
Fund Balance	\$ -
General Fund Costs	\$ 1,959,222
% Funded by General Fund	101.5%
Total Staffing	8.4 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, 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 forestry work plan as needed to establish goals and objectives of the tree maintenance program for the City.
- Oversee street tree maintenance and removal contracts.

Adopted Budget

On June 15, City Council approved a budget of \$1,930,432 for the Street Tree Maintenance program. This represents an increase of \$243,598 (14.4%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to increase in salary and benefits for currently funded full-time positions and special projects.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Cage Conversion to Rope Shop	\$10,000	\$10,000	General Fund	Convert cage to rope shop
Tree Maintenance for Foothill Blvd Median	\$30,000	\$30,000	General Fund	Tree maintenance contract for Foothill Boulevard median
Total	\$40,000	\$40,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 16,879	\$ 7,737	\$ 10,761	\$ 16,210
Total Revenues	\$ 16,879	\$ 7,737	\$ 10,761	\$ 16,210
Expenditures				
Employee Compensation	\$ 473,588	\$ 588,720	\$ 652,491	\$ 713,778
Employee Benefits	\$ 253,771	\$ 305,112	\$ 362,736	\$ 422,520
Materials	\$ 90,695	\$ 53,262	\$ 112,892	\$ 114,663
Contract Services	\$ 19,975	\$ 2,325	\$ 9,078	\$ 9,792
Cost Allocation	\$ 232,296	\$ 274,584	\$ 531,588	\$ 625,568
Special Projects	\$ 113,347	\$ 20,876	\$ 15,000	\$ 40,000
Contingencies	\$ -	\$ -	\$ 3,049	\$ 4,111
Total Expenditures	\$ 1,183,672	\$ 1,244,879	\$ 1,686,834	\$ 1,930,432
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,176,794	\$ 1,237,142	\$ 1,691,073	\$ 1,959,222

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	6.00	7.00	7.00	7.00
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.40	0.40	0.40	0.40
Total	7.40	8.40	8.40	8.40

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 572,015
Fund Balance	\$ -
General Fund Costs	\$ 572,015
% Funded by General Fund	100.0%
Total Staffing	2.3 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.

Adopted Budget

On June 15, City Council approved a budget of \$572,015 for the Sheriff Work Program program. This represents an increase of \$6,632 (1.2%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 203,981	\$ 180,870	\$ 233,440	\$ 245,009
Employee Benefits	\$ 80,549	\$ 87,481	\$ 100,848	\$ 115,968
Materials	\$ 11,490	\$ 5,106	\$ 9,873	\$ 9,971
Contract Services	\$ 22	\$ -	\$ -	\$ -
Cost Allocation	\$ 93,211	\$ 119,669	\$ 220,975	\$ 200,818
Contingencies	\$ -	\$ -	\$ 247	\$ 249
Total Expenditures	\$ 389,253	\$ 393,126	\$ 565,383	\$ 572,015
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 389,253	\$ 393,126	\$ 565,383	\$ 572,015

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	2.00
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
Total	2.30	2.30	2.30	2.30

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

	2022 Adopted Budget
Total Revenues	\$ 452,294
Total Expenditures	\$ 655,463
Fund Balance	\$ -
General Fund Costs	\$ 203,169
% Funded by General Fund	31.0%
Total Staffing	1.0 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.

Adopted Budget

On June 15, City Council approved a budget of \$655,463 for the City Hall Maintenance program. This represents an increase of \$183,974 (39.0%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to special projects.

Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source	Description
Lower Floor Carpet Replacement	\$70,000	\$70,000	General Fund	Lower floor carpet replacement
Facia Repair and Repainting	\$60,000	\$60,000	General Fund	Facia repair and repainting
Electrical Preventative Maintenance	\$25,000	\$25,000	General Fund	Electrical preventative maintenance
Boiler Preventative Maintenance	\$5,000	\$5,000	General Fund	Boiler preventative maintenance
Total	\$160,000	\$160,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 303,250	\$ 459,503	\$ 500,394	\$ 452,294
Total Revenues	\$ 303,250	\$ 459,503	\$ 500,394	\$ 452,294
Expenditures				
Employee Compensation	\$ 97,313	\$ 106,601	\$ 110,447	\$ 108,611
Employee Benefits	\$ 45,179	\$ 50,159	\$ 53,019	\$ 56,238
Materials	\$ 183,154	\$ 162,358	\$ 199,247	\$ 213,109
Contract Services	\$ 197,252	\$ 94,289	\$ 101,271	\$ 105,547
Cost Allocation	\$ 52,555	\$ 81,746	\$ -	\$ -
Special Projects	\$ 14,389	\$ 20,342	\$ -	\$ 160,000
Contingencies	\$ -	\$ -	\$ 7,505	\$ 11,958
Total Expenditures	\$ 589,842	\$ 515,495	\$ 471,489	\$ 655,463
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 286,591	\$ 55,992	\$ (28,905)	\$ 203,169

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.10
MAINTENANCE WORKER III	0.70	0.70	0.70	0.70
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	1.00	1.00	1.00	1.00

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

	2022 Adopted Budget
Total Revenues	\$ 469,694
Total Expenditures	\$ 646,923
Fund Balance	\$ -
General Fund Costs	\$ 177,229
% Funded by General Fund	27.4%
Total Staffing	0.8 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.

Adopted Budget

On June 15, City Council approved a budget of \$646,923 for the Library Maintenance program. This represents an increase of \$58,928 (10.0%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in building maintenance costs.

Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source	Description
Exterior Door Repainting	\$6,000	\$6,000	General Fund	Exterior door repainting
Boiler Preventative Maintenance	\$5,000	\$5,000	General Fund	Boiler preventative maintenance
Total	\$11,000	\$11,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Use of Money and Property	\$ 22,310	\$ 23,118	\$ 24,009	\$ 201,729
Charges for Services	\$ 377,363	\$ 614,222	\$ 263,745	\$ 267,965
Total Revenues	\$ 399,673	\$ 637,340	\$ 287,754	\$ 469,694
Expenditures				
Employee Compensation	\$ 68,183	\$ 72,491	\$ 75,343	\$ 73,584
Employee Benefits	\$ 33,798	\$ 37,072	\$ 40,244	\$ 41,650
Materials	\$ 9,030	\$ 8,502	\$ 9,854	\$ 9,951
Contract Services	\$ 292,334	\$ 282,294	\$ 370,074	\$ 408,245
Cost Allocation	\$ 23,259	\$ 45,986	\$ 82,239	\$ 91,770
Special Projects	\$ -	\$ 60,539	\$ -	\$ 11,000
Contingencies	\$ -	\$ -	\$ 10,241	\$ 10,723
Total Expenditures	\$ 426,604	\$ 506,884	\$ 587,995	\$ 646,923
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 26,930	\$ (130,455)	\$ 300,241	\$ 177,229

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.60	0.60	0.60	0.60
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.80

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 410,725
Fund Balance	\$ -
General Fund Costs	\$ 410,725
% Funded by General Fund	100.0%
Total Staffing	0.7 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.

Adopted Budget

On June 15, City Council approved a budget of \$410,725 for the Service Center Maintenance program. This represents an increase of \$121,495 (42.0%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to special projects.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Shop Building Roof Recoating	\$50,000	\$50,000	General Fund	Shop building roof recoating
Emergency Power Upgrades	\$28,000	\$28,000	General Fund	Emergency power upgrades
Storage Shed Replacement	\$7,000	\$7,000	General Fund	Storage shed replacement
Locksmith Training	\$4,000	\$4,000	General Fund	Locksmith training
Total	\$89,000	\$89,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 323,466	\$ 262,382	\$ -	\$ -
Total Revenues	\$ 323,466	\$ 262,382	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 60,845	\$ 66,132	\$ 68,702	\$ 69,623
Employee Benefits	\$ 29,789	\$ 32,976	\$ 35,903	\$ 38,473
Materials	\$ 54,732	\$ 52,604	\$ 41,783	\$ 43,259
Contract Services	\$ 52,806	\$ 54,038	\$ 44,995	\$ 76,636
Cost Allocation	\$ 21,652	\$ 40,518	\$ 80,684	\$ 88,518
Special Projects	\$ -	\$ -	\$ 15,000	\$ 89,000
Contingencies	\$ -	\$ -	\$ 2,163	\$ 5,216
Total Expenditures	\$ 219,824	\$ 246,268	\$ 289,230	\$ 410,725
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (103,642)	\$ (16,114)	\$ 289,230	\$ 410,725

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.40	0.40
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.70	0.70	0.70	0.70

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 561,259
Fund Balance	\$ -
General Fund Costs	\$ 561,259
% Funded by General Fund	100.0%
Total Staffing	0.8 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.

Adopted Budget

On June 15, City Council approved a budget of \$561,259 for the Quinlan Community Center Maintenance program. This represents an increase of \$921 (0.2%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Boiler Preventative Maintenance	\$5,000	\$5,000	General Fund	Boiler preventative maintenance
Total	\$5,000	\$5,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 181,950	\$ 385,272	\$ -	\$ -
Total Revenues	\$ 181,950	\$ 385,272	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 71,650	\$ 76,220	\$ 78,511	\$ 77,783
Employee Benefits	\$ 30,438	\$ 33,819	\$ 35,976	\$ 38,658
Materials	\$ 130,641	\$ 138,323	\$ 158,272	\$ 170,310
Contract Services	\$ 195,601	\$ 104,831	\$ 145,295	\$ 150,922
Cost Allocation	\$ 32,352	\$ 55,406	\$ 99,702	\$ 110,437
Special Projects	\$ 83,678	\$ 20,450	\$ 35,000	\$ 5,000
Contingencies	\$ -	\$ -	\$ 7,582	\$ 8,149
Total Expenditures	\$ 544,360	\$ 429,049	\$ 560,338	\$ 561,259
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 362,411	\$ 43,777	\$ 560,338	\$ 561,259

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.70	0.70
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.80

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 401,923
Fund Balance	\$ -
General Fund Costs	\$ 401,923
% Funded by General Fund	100.0%
Total Staffing	0.8 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.

Adopted Budget

On June 15, City Council approved a budget of \$401,923 for the Senior Center Maintenance program. This represents an increase of \$22,276 (5.9%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 181,950	\$ 262,630	\$ -	\$ -
Total Revenues	\$ 181,950	\$ 262,630	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 57,894	\$ 64,182	\$ 69,883	\$ 73,337
Employee Benefits	\$ 30,160	\$ 35,232	\$ 40,208	\$ 44,062
Materials	\$ 83,535	\$ 75,855	\$ 85,080	\$ 92,977
Contract Services	\$ 77,775	\$ 102,474	\$ 95,794	\$ 102,137
Cost Allocation	\$ 13,387	\$ 35,231	\$ 78,167	\$ 84,539
Special Projects	\$ 136	\$ 12,500	\$ 6,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,515	\$ 4,871
Total Expenditures	\$ 262,887	\$ 325,474	\$ 379,647	\$ 401,923
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 80,937	\$ 62,845	\$ 379,647	\$ 401,923

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.70	0.70
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.80

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

	2022 Adopted Budget
Total Revenues	\$ 874
Total Expenditures	\$ 234,438
Fund Balance	\$ -
General Fund Costs	\$ 233,564
% Funded by General Fund	99.6%
Total Staffing	0.6 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.

Adopted Budget

On June 15, City Council approved a budget of \$234,438 for the McClellan Ranch Maintenance program. This represents an increase of \$29,865 (14.6%) from the FY 2020-21 Adopted Budget.

This increase is mainly due to a change in methodology for cost allocation and special projects.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Audubon Building Exterior Repainting	\$20,000	\$20,000	General Fund	Audubon building exterior repainting
Total	\$20,000	\$20,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ -	\$ 95,425	\$ -	\$ -
Miscellaneous Revenue	\$ 840	\$ 840	\$ 840	\$ 874
Total Revenues	\$ 840	\$ 96,265	\$ 840	\$ 874
Expenditures				
Employee Compensation	\$ 51,152	\$ 55,872	\$ 58,549	\$ 54,471
Employee Benefits	\$ 23,337	\$ 25,955	\$ 28,211	\$ 28,720
Materials	\$ 15,168	\$ 14,761	\$ 17,126	\$ 18,405
Contract Services	\$ 43,066	\$ 41,526	\$ 40,974	\$ 46,903
Cost Allocation	\$ 12,832	\$ 26,690	\$ 58,140	\$ 63,811
Special Projects	\$ 37,657	\$ 15,061	\$ -	\$ 20,000
Contingencies	\$ -	\$ -	\$ 1,573	\$ 2,128
Total Expenditures	\$ 183,212	\$ 179,865	\$ 204,573	\$ 234,438
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 182,373	\$ 83,600	\$ 203,733	\$ 233,564

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.50	0.50	0.50	0.50
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.60	0.60	0.60	0.60

There are no changes to the current 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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 194,762
Fund Balance	\$ -
General Fund Costs	\$ 194,762
% Funded by General Fund	100.0%
Total Staffing	0.4 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.

Adopted Budget

On June 15, City Council approved a budget of \$194,762 for the Monta Vista Community Center Maintenance program. This represents a decrease of \$46,571 (-19.3%) from the FY 2020-21 Adopted Budget.

This decrease is mainly due to the completion of special projects.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 121,300	\$ 118,070	\$ -	\$ -
Total Revenues	\$ 121,300	\$ 118,070	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 35,405	\$ 37,832	\$ 39,284	\$ 40,132
Employee Benefits	\$ 16,507	\$ 18,486	\$ 20,390	\$ 21,495
Materials	\$ 26,460	\$ 19,606	\$ 28,805	\$ 30,938
Contract Services	\$ 42,834	\$ 38,079	\$ 44,217	\$ 45,053
Cost Allocation	\$ 9,984	\$ 22,103	\$ 49,814	\$ 55,247
Special Projects	\$ 18,062	\$ 27,610	\$ 57,000	\$ -
Contingencies	\$ -	\$ -	\$ 1,823	\$ 1,897
Total Expenditures	\$ 149,252	\$ 163,716	\$ 241,333	\$ 194,762
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 27,952	\$ 45,647	\$ 241,333	\$ 194,762

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.30
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.40	0.40	0.40	0.40

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 101,531
Fund Balance	\$ -
General Fund Costs	\$ 101,531
% Funded by General Fund	100.0%
Total Staffing	0.2 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.

Adopted Budget

On June 15, City Council approved a budget of \$101,531 for the Wilson Park Maintenance program. This represents an increase of \$33,004 (48.2%) from the FY 2020-21 Adopted Budget.

This increase is mainly due to the addition of contract maintenance services and a change in methodology for cost allocations.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ -	\$ 77,225	\$ -	\$ -
Total Revenues	\$ -	\$ 77,225	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 19,077	\$ 19,820	\$ 20,105	\$ 20,323
Employee Benefits	\$ 10,108	\$ 11,011	\$ 11,723	\$ 12,622
Materials	\$ 13,002	\$ 13,135	\$ 80	\$ 12,794
Contract Services	\$ 22,414	\$ 12,330	\$ -	\$ 16,465
Cost Allocation	\$ 8,158	\$ 12,432	\$ 36,619	\$ 38,598
Contingencies	\$ -	\$ -	\$ -	\$ 729
Total Expenditures	\$ 72,759	\$ 68,728	\$ 68,527	\$ 101,531
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 72,759	\$ (8,497)	\$ 68,527	\$ 101,531

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
Total	0.20	0.20	0.20	0.20

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 60,736
Fund Balance	\$ -
General Fund Costs	\$ 60,736
% Funded by General Fund	100.0%
Total Staffing	0.1 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.

Adopted Budget

On June 15, City Council approved a budget of \$60,736 for the Portal Park Maintenance program. This represents a decrease of \$23,754 (-28.1%) from the FY 2020-21 Adopted Budget.

This decrease is due mainly to the completion of special projects.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ -	\$ 41,483	\$ -	\$ -
Total Revenues	\$ -	\$ 41,483	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 9,372	\$ 9,778	\$ 9,938	\$ 10,162
Employee Benefits	\$ 5,016	\$ 5,464	\$ 5,861	\$ 6,311
Materials	\$ 4,823	\$ 5,078	\$ 19,540	\$ 8,717
Contract Services	\$ 3,862	\$ 3,122	\$ 22,021	\$ 5,922
Cost Allocation	\$ 5,416	\$ 8,466	\$ 26,092	\$ 29,259
Contingencies	\$ -	\$ -	\$ 1,038	\$ 365
Total Expenditures	\$ 28,489	\$ 31,908	\$ 84,490	\$ 60,736
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 28,489	\$ (9,576)	\$ 84,490	\$ 60,736

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
Total	0.10	0.10	0.10	0.10

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 623,052
Fund Balance	\$ (623,052)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.7 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.

Adopted Budget

On June 15, City Council approved a budget of \$623,052 for the Sports Center Maintenance program. This represents an increase of \$135,612 (27.8%) from the FY 2020-21 Adopted Budget.

This increase is mainly due to special projects.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Exterior Repainting	\$45,000	\$45,000	General Fund	Exterior repainting
Exterior Lighting Improvements	\$24,000	\$24,000	General Fund	Exterior lighting improvements
Multipurpose Room Floor Refinishing	\$20,000	\$20,000	General Fund	Multipurpose room hardwood floor refinishing
Door Refinishing	\$15,000	\$15,000	General Fund	Door refinishing
Locker Room Bench Refinishing	\$5,000	\$5,000	General Fund	Locker room bench refinishing
Total	\$109,000	\$109,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 4,998	\$ -	\$ -	\$ -
Total Revenues	\$ 4,998	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 75,404	\$ 72,404	\$ 71,339	\$ 73,552
Employee Benefits	\$ 34,804	\$ 48,861	\$ 38,965	\$ 41,742
Materials	\$ 115,245	\$ 123,610	\$ 128,792	\$ 140,248
Contract Services	\$ 104,227	\$ 107,593	\$ 124,356	\$ 126,692
Cost Allocation	\$ 81,296	\$ 89,668	\$ 117,665	\$ 122,425
Special Projects	\$ -	\$ 2,435	\$ -	\$ 109,000
Contingencies	\$ -	\$ -	\$ 6,323	\$ 9,393
Total Expenditures	\$ 410,976	\$ 444,571	\$ 487,440	\$ 623,052
Fund Balance	\$ (405,979)	\$ (444,572)	\$ (487,440)	\$ (623,052)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.10
MAINTENANCE WORKER III	0.50	0.50	0.50	0.50
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.70	0.70	0.70	0.70

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 106,935
Fund Balance	\$ -
General Fund Costs	\$ 106,935
% Funded by General Fund	100.0%
Total Staffing	0.2 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.

Adopted Budget

On June 15, City Council approved a budget of \$106,935 for the Creekside Park Maintenance program. This represents an increase of \$3,774 (3.7%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 60,650	\$ 47,545	\$ -	\$ -
Total Revenues	\$ 60,650	\$ 47,545	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 19,703	\$ 21,033	\$ 23,189	\$ 22,585
Employee Benefits	\$ 9,311	\$ 9,948	\$ 10,576	\$ 10,911
Materials	\$ 14,631	\$ 10,486	\$ 15,989	\$ 17,167
Contract Services	\$ 18,948	\$ 11,152	\$ 14,638	\$ 14,895
Cost Allocation	\$ 8,509	\$ 17,199	\$ 38,004	\$ 40,576
Special Projects	\$ 96,486	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 765	\$ 801
Total Expenditures	\$ 167,588	\$ 69,818	\$ 103,161	\$ 106,935
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 106,938	\$ 22,274	\$ 103,161	\$ 106,935

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.20	0.20	0.20	0.20

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 259,761
Fund Balance	\$ -
General Fund Costs	\$ 259,761
% Funded by General Fund	100.0%
Total Staffing	0.5 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 Community Hall users.
- 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.

Adopted Budget

On June 15, City Council approved a budget of \$259,761 for the Community Hall Maintenance program. This represents an increase of \$28,818 (12.5%) from the FY 2020-21 Adopted Budget.

This increase is due mainly to an increase in salary and benefits for currently funded full-time positions and special projects.

Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source	Description
Exterior Door Painting	\$4,000	\$4,000	General Fund	Paint exterior doors
Water Bottle Filler Installation	\$13,000	\$13,000	General Fund	Install water bottle filler
Total	\$17,000	\$17,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 202,167	\$ 233,028	\$ -	\$ -
Total Revenues	\$ 202,167	\$ 233,028	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 37,845	\$ 40,280	\$ 42,926	\$ 44,689
Employee Benefits	\$ 20,231	\$ 23,022	\$ 25,778	\$ 28,262
Materials	\$ 42,681	\$ 39,846	\$ 45,110	\$ 49,734
Contract Services	\$ 81,152	\$ 34,725	\$ 51,445	\$ 53,580
Cost Allocation	\$ 14,384	\$ 28,215	\$ 63,275	\$ 63,493
Special Projects	\$ 43,378	\$ -	\$ -	\$ 17,000
Contingencies	\$ -	\$ -	\$ 2,409	\$ 3,003
Total Expenditures	\$ 239,671	\$ 166,088	\$ 230,943	\$ 259,761
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 37,505	\$ (66,940)	\$ 230,943	\$ 259,761

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.40	0.40
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
Total	0.50	0.50	0.50	0.50

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 48,987
Fund Balance	\$ -
General Fund Costs	\$ 48,987
% Funded by General Fund	100.0%
Total Staffing	0.1 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.

Adopted Budget

On June 15, City Council approved a budget of \$48,987 for the Teen Center Maintenance program. This represents an increase of \$1,113 (2.3%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 80,867	\$ 21,469	\$ -	\$ -
Total Revenues	\$ 80,867	\$ 21,469	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 9,594	\$ 10,939	\$ 11,741	\$ 10,162
Employee Benefits	\$ 5,077	\$ 5,717	\$ 5,861	\$ 6,311
Materials	\$ 5,285	\$ 5,427	\$ 6,299	\$ 6,875
Contract Services	\$ 8,800	\$ -	\$ -	\$ -
Cost Allocation	\$ 3,951	\$ 5,587	\$ 23,817	\$ 25,468
Special Projects	\$ 16,740	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 156	\$ 171
Total Expenditures	\$ 49,447	\$ 27,670	\$ 47,874	\$ 48,987
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (31,420)	\$ 6,201	\$ 47,874	\$ 48,987

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
Total	0.10	0.10	0.10	0.10

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 126,256
Fund Balance	\$ -
General Fund Costs	\$ 126,256
% Funded by General Fund	100.0%
Total Staffing	0.2 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.

Adopted Budget

On June 15, City Council approved a budget of \$126,256 for the Park Bathrooms Maintenance program. This represents an increase of \$5,575 (4.6%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ -	\$ 85,967	\$ -	\$ -
Total Revenues	\$ -	\$ 85,967	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 16,658	\$ 17,348	\$ 17,667	\$ 17,930
Employee Benefits	\$ 8,405	\$ 9,057	\$ 9,615	\$ 10,374
Materials	\$ 15,364	\$ 13,036	\$ 21,166	\$ 21,478
Contract Services	\$ 57,344	\$ 29,736	\$ 35,399	\$ 35,954
Cost Allocation	\$ 8,402	\$ 14,572	\$ 35,422	\$ 39,086
Special Projects	\$ 15,115	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,412	\$ 1,434
Total Expenditures	\$ 121,288	\$ 83,749	\$ 120,681	\$ 126,256
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 121,288	\$ (2,218)	\$ 120,681	\$ 126,256

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.20	0.20	0.20	0.20
Total	0.20	0.20	0.20	0.20

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 542,039
Fund Balance	\$ -
General Fund Costs	\$ 542,039
% Funded by General Fund	100.0%
Total Staffing	0.9 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 Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Adopted Budget

On June 15, City Council approved a budget of \$542,039 for the Blackberry Farm Maintenance program. This represents an increase of \$12,907 (2.4%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Pool Building Hydration Station	\$13,000	\$13,000	General Fund	Pool building hydration station
Pool Cover Replacement	\$11,000	\$11,000	General Fund	Pool cover replacement
Pool Uninterruptible Power Supply Installation	\$5,000	\$5,000	General Fund	Pool power supply installation
Total	\$29,000	\$29,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 444,766	\$ 322,155	\$ -	\$ -
Total Revenues	\$ 444,766	\$ 322,155	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 68,144	\$ 73,858	\$ 77,428	\$ 67,730
Employee Benefits	\$ 38,086	\$ 42,193	\$ 45,760	\$ 45,507
Materials	\$ 93,040	\$ 98,579	\$ 131,429	\$ 119,316
Contract Services	\$ 71,882	\$ 56,939	\$ 81,053	\$ 81,618
Cost Allocation	\$ 83,822	\$ 122,841	\$ 188,709	\$ 193,129
Special Projects	\$ 26,242	\$ 1,972	\$ -	\$ 29,000
Contingencies	\$ -	\$ -	\$ 4,753	\$ 5,739
Total Expenditures	\$ 381,216	\$ 396,382	\$ 529,132	\$ 542,039
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (63,549)	\$ 74,227	\$ 529,132	\$ 542,039

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
MAINTENANCE WORKER I/II	0.90	0.90	0.90	0.90
Total	0.90	0.90	0.90	0.90

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 6,658
Fund Balance	\$ -
General Fund Costs	\$ 6,658
% Funded by General Fund	100.0%
Total Staffing	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.

Adopted Budget

On June 15, City Council approved a budget of \$6,658 for the Franco Traffic Operations Center program. This represents a decrease of \$922 (-12.2%) from the FY 2020-21 Adopted Budget.

This decrease is due mainly to a change in methodology for cost allocation.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 414	\$ 434	\$ 134	\$ 135
Contract Services	\$ 23,117	\$ 2,192	\$ 1,883	\$ 1,930
Cost Allocation	\$ 35,633	\$ 26,737	\$ 5,513	\$ 4,541
Special Projects	\$ 22,164	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 50	\$ 52
Total Expenditures	\$ 81,328	\$ 29,363	\$ 7,580	\$ 6,658
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 81,328	\$ 29,362	\$ 7,580	\$ 6,658

Staffing

There is no staffing associated with this program.

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,514,399
Fund Balance	\$ -
General Fund Costs	\$ 1,514,399
% Funded by General Fund	100.0%
Total Staffing	3.9 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,514,399 for the Traffic Engineering program. This represents an increase of \$285,370 (23.2%) from the FY 2020-21 Adopted Budget.

This increase is primarily due to a one-time special project for VMT to LOS standards in the amount of \$130,000.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
VMT to LOS Standards	\$130,000	\$130,000	General Fund	Updating standards to level of service
Total	\$130,000	\$130,000		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Charges for Services	\$ 623,129	\$ 3,903	\$ 681,899	\$ -
Miscellaneous Revenue	\$ -	\$ 585	\$ -	\$ -
Total Revenues	\$ 623,129	\$ 4,488	\$ 681,899	\$ -
Expenditures				
Employee Compensation	\$ 429,522	\$ 452,447	\$ 505,506	\$ 598,026
Employee Benefits	\$ 165,357	\$ 187,475	\$ 213,982	\$ 277,673
Materials	\$ 13,810	\$ 18,202	\$ 18,751	\$ 20,232
Contract Services	\$ 216,177	\$ 151,312	\$ 252,914	\$ 203,821
Cost Allocation	\$ 106,461	\$ 126,644	\$ 233,018	\$ 275,796
Special Projects	\$ 766,657	\$ 530,233	\$ -	\$ 130,000
Contingencies	\$ -	\$ -	\$ 4,858	\$ 8,851
Total Expenditures	\$ 1,697,984	\$ 1,466,313	\$ 1,229,029	\$ 1,514,399
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,074,854	\$ 1,461,825	\$ 547,130	\$ 1,514,399

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
ASSISTANT ENGINEER	0.75	1.50	1.50	1.50
ASSOCIATE CIVIL ENGINEER	0.75	0	0	0
PUBLIC WORKS PROJECT MANAGER LT	0	0	0	0.50
SENIOR CIVIL ENGINEER	0.10	0	0	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	0.90	1.00	0.90	0.90
Total	3.50	3.50	3.40	3.90

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 811,832
Fund Balance	\$ -
General Fund Costs	\$ 811,832
% Funded by General Fund	100.0%
Total Staffing	2.0 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.

Adopted Budget

On June 15, City Council approved a budget of \$811,832 for the Traffic Signal Maintenance program. This represents a decrease of \$86,782 (-9.7%) from the FY 2020-21 Adopted Budget.

This decrease is due to the completion of one-time special projects in the previous fiscal year.

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ 10,182	\$ -	\$ -
Charges for Services	\$ -	\$ 3,666	\$ -	\$ -
Total Revenues	\$ -	\$ 13,848	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 128,810	\$ 217,978	\$ 229,892	\$ 252,216
Employee Benefits	\$ 49,213	\$ 92,420	\$ 104,817	\$ 114,015
Materials	\$ 185,601	\$ 135,471	\$ 156,848	\$ 158,596
Contract Services	\$ 51,337	\$ 17,500	\$ 46,025	\$ 47,406
Cost Allocation	\$ 84,404	\$ 81,649	\$ 175,960	\$ 234,449
Special Projects	\$ -	\$ 19,576	\$ 180,000	\$ -
Contingencies	\$ -	\$ -	\$ 5,072	\$ 5,150
Total Expenditures	\$ 499,365	\$ 564,594	\$ 898,614	\$ 811,832
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 499,365	\$ 550,747	\$ 898,614	\$ 811,832

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
TRAFFIC SIGNAL TECHNICIAN	2.00	1.00	1.00	1.00
TRAFFIC SIGTECH APRNTICE	0	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 846,271
Fund Balance	\$ -
General Fund Costs	\$ 846,271
% Funded by General Fund	100.0%
Total Staffing	1.0 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.

Adopted Budget

On June 15, City Council approved a budget of \$846,271 for the Safe Routes 2 School program. This represents an increase of \$241,601 (40.0%) from the FY 2020-21 Adopted Budget.

The increase is due primarily to one-time special projects as well as an increase in crossing guard services.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Pedestrian Education	\$44,240	\$44,240	General Fund	Pedestrian education supplementing CUSD's curriculum
Riding for Focus Program	\$49,000	\$49,000	General Fund	Bicycle life skills program
Total	\$93,240	\$93,240		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 98,480	\$ 111,475	\$ 125,081	\$ 127,273
Employee Benefits	\$ 36,674	\$ 42,629	\$ 48,521	\$ 52,333
Materials	\$ 21,049	\$ 22,235	\$ 19,409	\$ 23,214
Contract Services	\$ 261,022	\$ 200,290	\$ 293,598	\$ 452,310
Cost Allocation	\$ 18,613	\$ 85,404	\$ 69,076	\$ 83,682
Special Projects	\$ -	\$ -	\$ 41,160	\$ 93,240
Contingencies	\$ -	\$ -	\$ 7,825	\$ 14,219
Total Expenditures	\$ 435,838	\$ 462,033	\$ 604,670	\$ 846,271
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 435,837	\$ 462,032	\$ 604,670	\$ 846,271

Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Position Title	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
SAFE ROUTES TO SCHOOL COORDINATOR	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

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

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	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.

Adopted 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year.

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Capital Outlays	\$ 4,000	\$ 4,000	\$ -	\$ -
Total Expenditures	\$ 4,000	\$ 4,000	\$ -	\$ -
Fund Balance	\$ (4,000)	\$ (4,000)	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

Fixed Assets Acquisition

Budget Unit 630-90-985

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

Budget at a Glance

	2022 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,001,017
Fund Balance	\$ (1,001,017)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

This program purchases vehicles and 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.

Adopted Budget

On June 15, City Council approved a budget of \$1,001,017 for the Fixed Assets Acquisition program. This represents an increase of \$616,995 (160.7%) from the FY 2020-21 Adopted Budget.

This increase is due to the new request for a Vac-Con Combination Sewer and Storm Drain Cleaner.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Vehicle Replacement	\$626,200	\$626,200	General Fund	Annual vehicle replacement
Vactor Truck	\$366,000	\$366,000	Special Revenue Fund	Storm drain maintenance vactor truck
Total	\$992,200	\$992,200		

Revenues and Expenditures

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

Category	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Adopted Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ -	\$ 9,022	\$ 8,817
Special Projects	\$ 3,025	\$ -	\$ 375,000	\$ 992,200
Total Expenditures	\$ 3,025	\$ -	\$ 384,022	\$ 1,001,017
Fund Balance	\$ (3,025)	\$ -	\$ (384,022)	\$ (1,001,017)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

This page intentionally left blank.