

Public Works

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Department Overview

Budget Units

Budget Unit	Program	2023 Proposed Budget
Public Works Administration		\$ 1,158,135
100-80-800	Public Works Administration	\$ 1,158,135
Environmental Programs		\$ 4,352,489
520-81-801	Resource Recovery	\$ 2,285,090
230-81-802	Non-Point Source	\$ 1,226,654
230-81-853	Storm Drain Fee	\$ 25,528
230-81-854	General Fund Subsidy	\$ 30,215
230-81-855	Storm Drain Maintenance	\$ 785,002
Developmental Services		\$ 3,276,401
100-82-804	Plan Review	\$ 1,471,996
100-82-806	CIP Administration	\$ 1,804,405
Service Center		\$ 1,290,762
100-83-807	Service Center Administration	\$ 1,290,762
Grounds		\$ 6,784,938
100-84-808	McClellan Ranch Park	\$ 235,194
100-84-809	Memorial Park	\$ 871,977
100-84-811	BBF Ground Maintenance	\$ 298,534
100-84-812	School Site Maintenance	\$ 1,630,018
100-84-813	Neighborhood Parks	\$ 2,687,196
100-84-814	Sport Fields Jollyman, Creekside	\$ 881,604
100-84-815	Civic Center Maintenance	\$ 180,415
Streets		\$ 10,242,641
100-85-818	Storm Drain Maintenance	\$ -
270-85-820	Sidewalk Curb and Gutter	\$ 1,982,206
270-85-821	Street Pavement Maintenance	\$ 4,587,213
270-85-822	Street Sign Marking	\$ 829,894
100-85-848	Street Lighting	\$ 1,024,841
630-85-849	Equipment Maintenance	\$ 1,594,350
Total		\$ 40,541,041

Budget Unit	Program	2023 Proposed Budget
100-85-850	Environmental Materials	\$ 224,137
Trees and Right of Way		\$ 4,259,367
100-86-261	Trail Maintenance	\$ 232,764
100-86-824	Overpasses and Medians	\$ 1,802,896
100-86-825	Street Tree Maintenance	\$ 1,681,931
100-86-826	Sheriff Work Program	\$ 541,776
Facilities and Fleet		\$ 5,546,934
560-87-260	BBF Golf Maintenance	\$ 133,586
100-87-827	City Hall Maintenance	\$ 548,697
100-87-828	Library Maintenance	\$ 667,502
100-87-829	Service Center Maintenance	\$ 435,665
100-87-830	Quinlan Community Center Maintenance	\$ 638,815
100-87-831	Senior Center Maintenance	\$ 616,786
100-87-832	McClellan Ranch Maintenance	\$ 238,267
100-87-833	Monta Vista Community Center Maintenance	\$ 202,498
100-87-834	Wilson Park Maintenance	\$ 104,887
100-87-835	Portal Park Maintenance	\$ 69,185
570-87-836	Sports Center Maintenance	\$ 640,197
100-87-837	Creekside Park Maintenance	\$ 111,461
100-87-838	Community Hall Maintenance	\$ 255,256
100-87-839	Teen Center Maintenance	\$ 50,100
100-87-840	Park Bathrooms Maintenance	\$ 212,702
100-87-841	Blackberry Farm Maintenance	\$ 578,769
100-87-852	Franco Traffic Operations Center	\$ 17,036
100-87-857	City Hall Annex	\$ 25,525
Transportation		\$ 2,952,484
100-88-844	Traffic Engineering	\$ 1,480,072
100-88-845	Traffic Signal Maintenance	\$ 811,350
100-88-846	Safe Routes 2 School	\$ 661,062
Non-Departmental		\$ 676,890
210-90-978	Minor Storm Drain Improvement	\$ -
Total		\$ 40,541,041

Budget Unit	Program	2023 Proposed Budget
630-90-985	Fixed Assets Acquisition	\$ 676,890
Total		\$ 40,541,041

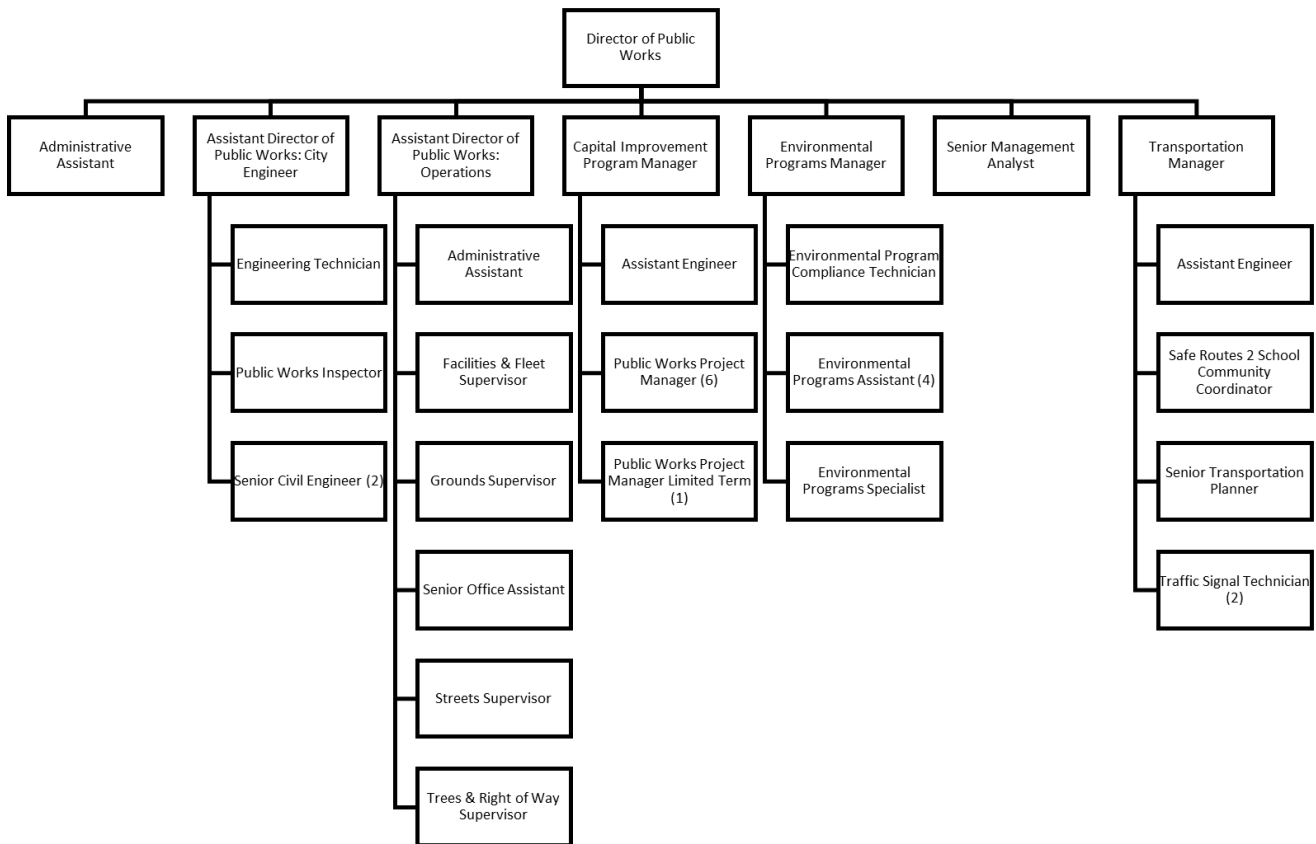
Budget at a Glance

2023 Proposed Budget

Total Revenues	\$ 8,770,083
Total Expenditures	\$ 40,541,041
Fund Balance	\$ (9,063,953)
General Fund Costs	\$ 22,768,145
% Funded by General Fund	56.2%
Total Staffing	94.1 FTE

Organization

Matt Morley, 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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percentage of projects completed on budget	95%	90%	100%	95%
Percentage of construction projects completed on time	78%	90%	100%	95%

*FY21: 10 projects completed, 9 projects on budget and time

*FY22: 2 projects completed

Environment

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

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

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percent of businesses in compliance during annual proactive stormwater pollution prevention inspections	95%	96%	N/A*	75%
Percent of non-exempt businesses and multi-family accounts separating organics	CY 2019 64%	79%**	81%***	100% by 7/1/2022 (SB1383)
Percent trash/litter reduction achieved to meet Stormwater Permit requirements	92%	88%	N/A****	100% by 7/1/2022
Diversion rate from all single-family, multi-family, and commercial accounts as reported by Recology tonnage reports	54%	53%	52%	55%
Respond to reports of actual or potential discharge the same business day	89%	89%	97%	95%
% of plan reviews completed in required number of days	83%	90%	91%	100%
Cubic yards of compost distributed via compost site	740 CY	1,165 CY	240 CY	1,000 CY
% of vegetation obstructions resolved within 15 days from time of report*	38%	31%	35%	100%

*Inspections occur in the spring only

**as of 12/31/2020

***as of 9/7/2021

****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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	95%	93%	95%	90%
Respond to complete encroachment permit applications within two (2) weeks	93%	92%	94%	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes	95%	*	*	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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percentage of 311 requests that are responded to and closed within 3 business days	72%	74%	85%	80%
Percentage of the 2,964 park inspections, including play grounds, performed 3 times weekly	100%	100%	50%	100%
Percentage of Backflow Prevention Devices inspected, tested and repaired annually	100%	100%	50%	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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	85	85	85	82
Percent of the 2199 storm drain inlets inspected and cleaned in fiscal year	94%	95%	1%	100%
Percent of Inlets with Trash Capture Screens inspected and cleaned twice yearly	100%	100%	50%	100%
Percentage of roadway regulatory & street name signs repaired or replaced	5.1%	5.5%	2.8%	7%
Percentage of trip and fall complaints investigated and mitigated within 2 business days	100%	100%	100%	98%
Percentage of reported streetlight outages investigated and repaired in 3 business days	89%	90%	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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percentage of 311 requests that are responded to and closed within 3 business days	96%	95%	83%	95%
Percentage of trees inspected and maintained in the yearly maintenance zone (8 year maintenance cycle)	76%	97%	23%	100%
Percentage of trees planted versus trees removed	76%	92%	78%	101%
# planted/# removed	69/91	187/202	66/84	

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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percentage of preventative maintenance work orders completed for Fleet assets within 14 days of the due date.	82%	83%	97%	85%
Percentage of facilities maintenance requests closed within 30 days.	90%	89%	83%	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 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
Percentage of non-emergency traffic signal requests addressed within 72 hours.	90%	90%	93%	100%
Percentage of emergency traffic signal requests addressed within 2 hours.	100%	100%	100%	100%
Percentage of traffic engineering requests responded to within 72 hours	95%	95%	95%	95%
Annual mileage increase of separated bicycle lanes and pedestrian paths.	0.72	1.30	0.66	1 mile

Workload Indicators

Capital Improvement Program

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of projects started in the first year funded	6/7	9/9	15/15
Number of active projects vs total number of projects	33/40	58/71	59/64

Environmental Programs Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of actual versus potential discharges	75 actual 4 potential	71 actual 6 potential	40 actual 5 potential
Number of stormwater pollution prevention industrial commercial inspections	155	135	0*
Number of building and demolition permits reviewed	495	679	298
Number of non-exempt businesses and multi-family accounts required to separate organics	463	289**	293***
Tons of waste entering landfill from single-family, multi-family, and commercial accounts as reported by Recology	21,368	18,224	July 2021- Nov 2021: 7,583****
Number of visitors to compost site	1,333	2,489	625
Number of vegetation obstructions reported	80	87	63

*inspections occur in the spring only

**As of Dec 31, 2020

***As of Sept 7, 2021

****Dec 2021 report not available yet

Developmental Services Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of development permit applications received	105	127	100
Number of encroachment permit applications received	418	577	217
Number of customers service visits	1139	0*	5*

*Permit Center closed Mar 2020-Mar 2022, Customers assisted by phone

Grounds Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Maintain city grounds (#) with total acreage (SF)	27 sites/148 AC	29 sites/149 AC	29 sites/149 AC
Maintain school sites (#)with total acreage (SF)	9 sites/46 AC	9 sites/46AC	9 sites/46 AC
Total Number of 311 Requests	53	43	20
Total number of play grounds maintained	37	37	37
Total number of irrigation controllers maintained	74	74	74
Total number of park trees maintained	4,132	4,098	4,098
Total number of park furniture maintained (tables and benches)	431	431	431
Total number of city trash receptacles maintained	420	420	420
Total number of backflow preventers maintained	174	174	174

Streets Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Total roadway miles	138	138	138
Total concrete sidewalk miles	196	196	196
Total number of unique sidewalk repair sites addressed	1770	697	658
Total square footage of sidewalk, curb and gutter repaired/replaced	43,411	37,574	N/A
Total number of storm drain inlets	2,199	2,087	2,087
Total number of drain inlets with trash capture devices	146	174	174
Total number of streetlights	3,287	3,287	3,287
Total number of roadway signs	9,979	10,054	10,123
Total miles of storm drain pipe maintained	104.7	104.7	104.7
Total number of crosswalks maintained	694	728	728
Total miles of pavement striping maintained	161	162	162
Total number of street miles swept monthly	696	696	696

Trees and Right of Way Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Total number of street trees	20,136	3,789 Trees maintained	1,929 Trees Maintained
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	47,319	23,854	1,624
Total number of irrigation controllers maintained	44	45	45
Total number of 311 Requests for tree maintenance	197	634	219
Miles of pedestrian and bicycle trails maintained	0.85	0.85	0.85

Facilities and Fleet Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Total number of city facilities maintained	49/210,000 SF	51/221,500 SF	51/221,500 SF
Total number of Fleet vehicles maintained	104	104	105
Total number of special equipment maintained (tractors, trailers, chippers, riding mowers, club car, forklift, generator)	129	317	317
Total number of small equipment maintained	516	356	356
Total number of work orders completed	1580 Facilities 628 Fleet	1,426 Facilities 769 Fleet	993 Facilities 399 Fleet
Fleet vehicles replaced with hybrid and/or electric models	17	18	18
Annual number of site visits to ensure janitorial compliance	848	2,829	2,622

Transportation

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of signalized intersections	60	60	60

Proposed Budget

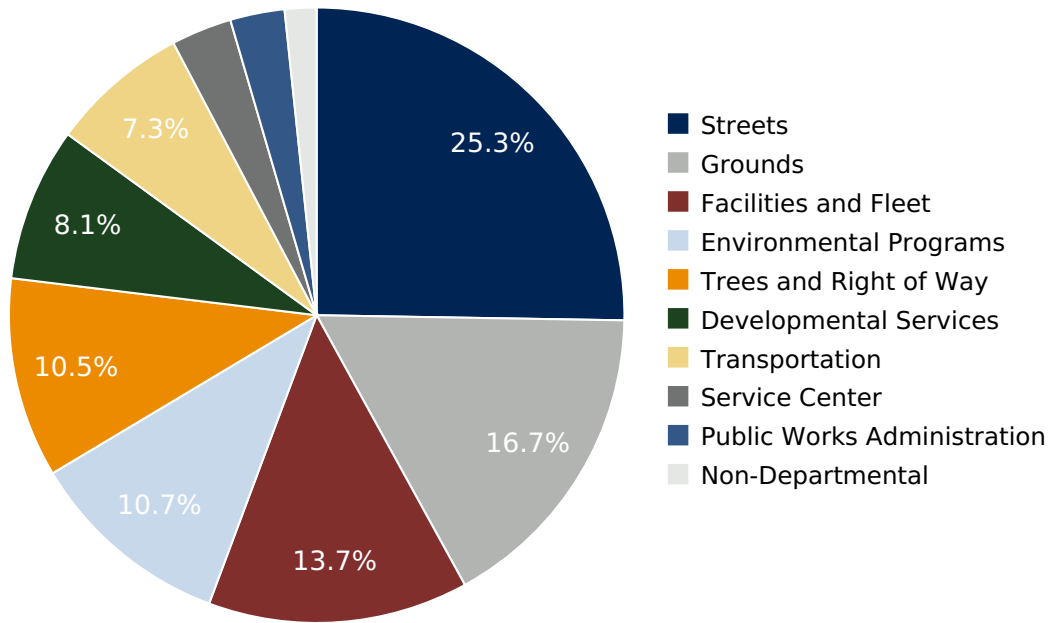
It is recommended that City Council approve a budget of \$40,541,041 for the Public Works department. This represents a decrease of \$204,280 (-0.5%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The decrease in Cost Allocation is due to lower Human Resources and IT costs and is offset by increases in materials due to utility rate increases and restoration of services post-Covid, and salaries and benefits due to a request for a Management Analyst and Maintenance Worker Lead.

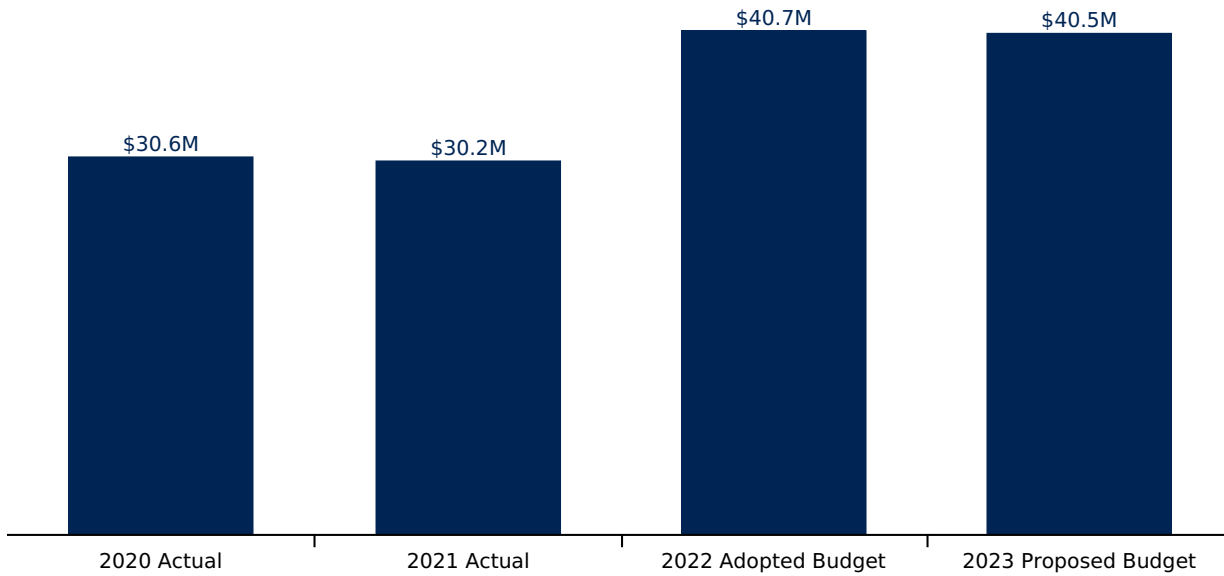
Historically, expenses have increased due to additional staffing, negotiated cost-of-living adjustments (COLA), utility rate increases, materials, contracts, and special projects. Materials typically increase by CPI, although utility rates have increased considerably more. Notably, a new custodial service contract and crossing guard

contract, both of which rely heavily on contract labor, saw significant increases over previous agreements. Special Projects requests vary from year to year.

Proposed Expenditures by Division



Department Expenditure History



Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 362,504	\$ 231,504	\$ 309,466	\$ 226,856
Intergovernmental Revenue	\$ 1,678,791	\$ 2,331,864	\$ 1,696,698	\$ 1,537,425
Charges for Services	\$ 8,770,453	\$ 7,040,041	\$ 6,711,817	\$ 6,787,667
Fines and Forfeitures	\$ 16,175	\$ 5,065	\$ 10,000	\$ 68,669
Miscellaneous Revenue	\$ 139,467	\$ 614,192	\$ 138,103	\$ 149,466
Total Revenues	\$ 10,967,390	\$ 10,222,666	\$ 8,866,084	\$ 8,770,083
Expenditures				
Employee Compensation	\$ 8,616,476	\$ 8,925,718	\$ 10,404,746	\$ 10,804,062
Employee Benefits	\$ 4,114,572	\$ 4,258,223	\$ 5,311,138	\$ 5,519,037
Materials	\$ 3,333,096	\$ 3,325,834	\$ 4,686,193	\$ 4,936,170
Contract Services	\$ 3,609,577	\$ 3,139,677	\$ 4,903,684	\$ 4,943,009
Cost Allocation	\$ 4,947,624	\$ 6,942,254	\$ 8,112,766	\$ 7,160,466
Capital Outlays	\$ 982,379	\$ 63,826	\$ 1,000,000	\$ 1,038,000
Special Projects	\$ 4,948,231	\$ 3,568,809	\$ 6,067,440	\$ 5,893,317
Contingencies	\$ -	\$ -	\$ 259,354	\$ 246,980
Total Expenditures	\$ 30,551,955	\$ 30,224,341	\$ 40,745,321	\$ 40,541,041
Fund Balance	\$ (4,265,655)	\$ (2,173,218)	\$ (8,179,568)	\$ (9,063,953)
General Fund Costs	\$ 15,318,915	\$ 17,843,454	\$ 23,744,669	\$ 22,768,145

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ADMINISTRATIVE ASSISTANT	2.00	1.95	1.95	1.95
ASSISTANT ENGINEER	3.00	2.00	2.00	2.00
ASSIST DIR OF PW ENGINEER	1.00	1.00	1.00	1.00
ASSIST DIR PUBLIC WORKS OPS	0	1.00	1.00	1.00

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
CIP MANAGER	1.00	1.00	1.00	1.00
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	3.00	2.65	3.65	3.65
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	45.00	45.00	45.00	45.00
MAINTENANCE WORKER III	7.00	7.00	7.00	8.00
MANAGEMENT ANALYST	0.30	0.20	0.20	1.20
PARK RESTOR & IMPROV MNGR	1.00	0	0	0
PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00
PUBLIC WORKS PROJECT MANAGER	3.00	4.00	5.00	6.00
PUBLIC WORKS PROJECT MANAGER LT	1.00	2.00	2.00	1.00
PUBLIC WORKS SUPERVISOR	4.00	4.00	4.00	4.00
RECREATION COORDINATOR	0.15	0.12	0.12	0.12
SENIOR CIVIL ENGINEER	2.00	2.00	2.00	2.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
SERVICE CENTER SUPERINTENDENT	1.00	0	0	0
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	1.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	1.00	1.00	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
TRANSPORTATION MANAGER	1.00	0.90	0.90	0.90
Total	90.75	90.12	92.12	94.12

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,158,135
Fund Balance	\$ -
General Fund Costs	\$ 1,158,135
% Funded by General Fund	100.0%
Total Staffing	4.5 FTE

Program Overview

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

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,158,135 for the Public Works Administration program. This represents an increase of \$191,403 (19.8%) from the FY 2021-22 Adopted Budget.

The increase is due to reallocation of staff in this program and a new position request for a management analyst to assist with department wide reporting, analysis and contracts. This is offset by a decrease in one-time special projects that vary from year to 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 111,092	\$ 18,959	\$ -	\$ -
Total Revenues	\$ 111,092	\$ 18,959	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 585,438	\$ 588,300	\$ 607,834	\$ 814,290
Employee Benefits	\$ 203,702	\$ 218,709	\$ 244,422	\$ 323,926
Materials	\$ 13,326	\$ 5,697	\$ 14,123	\$ 19,167
Contract Services	\$ 15,620	\$ -	\$ -	\$ 266
Cost Allocation	\$ 52,945	\$ -	\$ -	\$ -
Special Projects	\$ -	\$ 21,068	\$ 100,000	\$ -
Contingencies	\$ -	\$ -	\$ 353	\$ 486
Total Expenditures	\$ 871,031	\$ 833,774	\$ 966,732	\$ 1,158,135
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 759,938	\$ 814,816	\$ 966,732	\$ 1,158,135

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.00	0.95	0.95	0.95
ASSIST DIR OF PW ENGINEER	0.05	0.10	0.10	0.50
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0	0	0	1.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
Total	3.05	3.05	3.05	4.45

The department is requesting the addition of a management analyst position in FY 2022-23. This position will provide additional support and operational continuity to the Senior Management Analyst, Public Works Director, CIP manager and division managers.

Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 1,212,642
Total Expenditures	\$ 2,285,090
Fund Balance	\$ (1,072,448)
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 SB 1383, California's Short-Lived Climate Pollutant Reduction Strategy. 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.

Proposed Budget

It is recommended that City Council approve a budget of \$2,285,090 for the Resource Recovery program. This represents an increase of \$62,994 (2.8%) from the FY 2021-22 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 Projects	Appropriation	Revenue	Funding Source	Description
Single Use Plastics Project Implementation (WP21 016)	\$40,000	\$40,000	Resource Recovery	City Work Program: Adopt and implement an ordinance to address single use food service ware items
CalRecycle SB 1383 Local Assistance Grant	\$77,553	\$77,553	Resource Recovery	CalRecycle SB 1383 Local Assistance Grant.
Total	\$117,553	\$117,553		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 110,972	\$ 90,675	\$ -	\$ -
Intergovernmental Revenue	\$ 14,950	\$ 14,916	\$ 14,000	\$ 14,000
Charges for Services	\$ 1,796,907	\$ 1,804,946	\$ 1,470,578	\$ 1,188,642
Miscellaneous Revenue	\$ 9,819	\$ -	\$ 10,000	\$ 10,000
Total Revenues	\$ 1,932,648	\$ 1,910,537	\$ 1,494,578	\$ 1,212,642
Expenditures				
Employee Compensation	\$ 473,539	\$ 220,054	\$ 444,991	\$ 438,802
Employee Benefits	\$ 272,876	\$ 124,195	\$ 211,635	\$ 212,572
Materials	\$ 45,987	\$ 28,695	\$ 68,701	\$ 75,166
Contract Services	\$ 972,827	\$ 800,387	\$ 1,011,051	\$ 1,175,402
Cost Allocation	\$ 182,836	\$ 275,853	\$ 337,474	\$ 234,331
Special Projects	\$ 265,338	\$ 221,078	\$ 120,000	\$ 117,553
Contingencies	\$ -	\$ -	\$ 28,244	\$ 31,264
Total Expenditures	\$ 2,213,403	\$ 1,670,262	\$ 2,222,096	\$ 2,285,090
Fund Balance	\$ (280,756)	\$ 240,275	\$ (727,518)	\$ (1,072,448)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ASSIST DIR OF PW ENGINEER	0.25	0	0	0
ENVIRONMENTAL PROGRAM MGR	0.65	0.50	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	1.65	1.30	2.30	2.30
ENV. PROG. COMPLIANCE TECHNICIAN	0.65	0.05	0.05	0.05
ENV. PROGRAMS SPECIALIST	0.65	0.40	0.40	0.40
MANAGEMENT ANALYST	0.15	0.05	0.05	0.05
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
Total	4.20	2.50	3.50	3.50

There are no changes to current level of staffing.

Non-Point Source

Budget Unit 230-81-802

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

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 1,579,224
Total Expenditures	\$ 1,226,654
Fund Balance	\$ 352,570
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 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, an interactive water quality monitoring day, Earth Day and various countywide collaborative events. Implementation and annual progress assessment of the City's eight-year litter reduction plan are among the requirements of the City's Non-Point Source program.

Service Objectives

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

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,226,654 for the Non-Point Source program. This represents an increase of \$41,075 (3.5%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase in compensation and benefits is due to the addition of part-time staff. The increase in materials is due to conferences, which were virtual in 2020 and 2021, and the State Water Resources Control Board permit fee. Contract Services are increasing due to higher bus costs for Cupertino Union School District students due to COVID protocols. The increases are offset by a decrease in Cost Allocation due to lower Human Resources and IT costs in FY 2020-21.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Storm Water Pollution Prevention Plan (SWPPP) Update	\$19,100	\$19,100	Environmental Management Clean Creek Storm Drain	Update for compliance with regional storm water permit requirements.
Total	\$19,100	\$19,100		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 651	\$ 1,878	\$ -	\$ -
Charges for Services	\$ 1,403,738	\$ 1,475,810	\$ 1,543,100	\$ 1,510,555
Fines and Forfeitures	\$ 16,175	\$ 5,065	\$ 10,000	\$ 68,669
Total Revenues	\$ 1,420,564	\$ 1,482,753	\$ 1,553,100	\$ 1,579,224
Expenditures				
Employee Compensation	\$ 277,260	\$ 339,790	\$ 350,885	\$ 383,780
Employee Benefits	\$ 119,595	\$ 153,940	\$ 175,214	\$ 182,630
Materials	\$ 28,350	\$ 26,359	\$ 32,103	\$ 40,296
Contract Services	\$ 277,836	\$ 244,962	\$ 361,611	\$ 394,170
Cost Allocation	\$ 70,925	\$ 136,205	\$ 255,923	\$ 195,816
Special Projects	\$ -	\$ -	\$ -	\$ 19,100
Contingencies	\$ -	\$ -	\$ 9,843	\$ 10,862
Total Expenditures	\$ 773,966	\$ 901,256	\$ 1,185,579	\$ 1,226,654
Fund Balance	\$ 1,306,597	\$ 581,497	\$ 367,521	\$ 352,570
General Fund Costs	\$ 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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ASSIST DIR OF PW ENGINEER	0.20	0	0	0
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
ENVIRONMENTAL PROGRAM MGR	0.35	0.50	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0.35
ENV. PROG. COMPLIANCE TECHNICIAN	0.35	0.95	0.95	0.95
ENV. PROGRAMS SPECIALIST	0.35	0.60	0.60	0.60
MAINTENANCE WORKER I/II	1.00	0	0	0
MAINTENANCE WORKER III	0.05	0.10	0.10	0.10
PUBLIC WORKS INSPECTOR	0	0.10	0.10	0.10
RECREATION COORDINATOR	0.15	0.12	0.12	0.12
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
Total	2.90	2.82	2.82	2.82

There are no changes to current level of staffing.

Storm Drain Fee

Budget Unit 230-81-853

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

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 25,528
Fund Balance	\$ (25,528)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

Proposed Budget

It is recommended that City Council approve a budget of \$25,528 for the Storm Drain Fee program. This represents an increase of \$25,332 (12924.5%) from the FY 2021-22 Adopted Budget.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Permeable Pavement Rebate Program	\$12,500	\$12,500	Clean Water and Storm Protection Fee	Funding for permeable pavement rebate program.
Rain Garden Rebate	\$12,500	\$12,500	Clean Water and Storm Protection Fee	Matching rebate with Valley Water for qualifying rain garden projects.
Total	\$25,000	\$25,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ -	\$ 196	\$ 528
Special Projects	\$ -	\$ 1,105	\$ -	\$ 25,000
Total Expenditures	\$ -	\$ 1,105	\$ 196	\$ 25,528
Fund Balance	\$ -	\$ (1,105)	\$ (196)	\$ (25,528)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

General Fund Subsidy

Budget Unit 230-81-854

Env Mgmt Cln Creek Storm Drain - Environmental Programs - General Fund Subsidy

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 30,215
Fund Balance	\$ (30,215)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

The City has a joint use agreement for playing fields at schools in CUSD, and part of that agreement requires a refund to CUSD of half of the fees they pay each year for the Clean Water and Storm Protection Fee, which is based on parcel size and use category. The details of the fee prohibit using collected funds for providing discounts or refunds, so funding for that purpose must come from the General Fund.

In addition, the City has a Clean Water Cost-Share Program allowing low-income property owners to receive a discounted rate on the Clean Water and Storm Protection Fee that is charged on property tax bills. The details of the fee prohibit using collected taxes for providing discounts or refunds, so funding for this purpose must come from the General Fund.

Proposed Budget

It is recommended that City Council approve a budget of \$30,215 for the General Fund Subsidy program. This represents an increase of \$29,814 (7434.9%) from the FY 2021-22 Adopted Budget.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
CUSD Joint Use Cost Share	\$21,868	\$21,868	General Fund	Clean Water and Storm Protection Fee cost-share program for Cupertino Union School District.
Clean Water Cost-share Program	\$8,000	\$8,000	General Fund	Clean Water and Storm Protection Fee 20% cost-share program for low-income residents.
Total	\$29,868	\$29,868		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ -	\$ 401	\$ 347
Special Projects	\$ 838	\$ 8,724	\$ -	\$ 29,868
Total Expenditures	\$ 838	\$ 8,724	\$ 401	\$ 30,215
Fund Balance	\$ (838)	\$ (8,724)	\$ (401)	\$ (30,215)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with 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

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 785,002
Fund Balance	\$ (785,002)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.3 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, 2,215 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.

Proposed Budget

It is recommended that City Council approve a budget of \$785,002 for the Storm Drain Maintenance program. This represents an increase of \$6,095 (0.8%) from the FY 2021-22 Adopted Budget.

The decrease is primarily due to a decrease in Cost Allocation expenses. Cost allocation expenses decreased due to lower IT costs in FY 2020-21. The decrease is offset by an increase in salary and benefits due to the reallocation of 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 172	\$ -	\$ -
Total Revenues	\$ -	\$ 172	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ 206,433	\$ 234,075	\$ 235,636
Employee Benefits	\$ -	\$ 94,211	\$ 112,087	\$ 111,422
Materials	\$ -	\$ 14,927	\$ 23,332	\$ 24,219
Contract Services	\$ -	\$ 55,671	\$ 252,762	\$ 270,192
Cost Allocation	\$ -	\$ 92,340	\$ 149,749	\$ 136,173
Contingencies	\$ -	\$ -	\$ 6,902	\$ 7,360
Total Expenditures	\$ -	\$ 463,582	\$ 778,907	\$ 785,002
Fund Balance	\$ -	\$ (463,409)	\$ (778,907)	\$ (785,002)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0	1.75	1.75	1.80
MAINTENANCE WORKER III	0	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0	0.25	0.25	0.25
Total	0	2.20	2.20	2.25

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

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 1,408,348
Total Expenditures	\$ 1,471,996
Fund Balance	\$ -
General Fund Costs	\$ 63,648
% Funded by General Fund	4.3%
Total Staffing	4.1 FTE

Program Overview

The Development Services Division is comprised of two areas:

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,471,996 for the Plan Review program. This represents a decrease of \$386,555 (-20.8%) from the FY 2021-22 Adopted Budget.

The decrease is due to a reduction in special projects that vary from year to year and salary and benefits due to a reallocation of staff and cost allocation.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Blackberry Farm Golf Course Netting Support Inspection	\$6,000	\$6,000	General Fund	Pole inspection and condition assessment report to assure public safety.
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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 77,209	\$ 68,394	\$ 44,804	\$ 121,928
Charges for Services	\$ 970,777	\$ 1,353,508	\$ 939,133	\$ 1,285,510
Miscellaneous Revenue	\$ 5,365	\$ 2,838	\$ 4,431	\$ 910
Total Revenues	\$ 1,053,351	\$ 1,424,740	\$ 988,368	\$ 1,408,348
Expenditures				
Employee Compensation	\$ 752,058	\$ 863,846	\$ 743,036	\$ 718,055
Employee Benefits	\$ 298,223	\$ 342,003	\$ 337,402	\$ 334,194
Materials	\$ 3,567	\$ 4,178	\$ 9,654	\$ 10,008
Contract Services	\$ 50,198	\$ 38,721	\$ 117,289	\$ 121,746
Cost Allocation	\$ 177,337	\$ 323,847	\$ 398,005	\$ 278,699
Special Projects	\$ 74,622	\$ 61,350	\$ 250,000	\$ 6,000
Contingencies	\$ -	\$ -	\$ 3,165	\$ 3,294
Total Expenditures	\$ 1,356,005	\$ 1,633,945	\$ 1,858,551	\$ 1,471,996
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 302,655	\$ 209,206	\$ 870,183	\$ 63,648

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ASSISTANT ENGINEER	0.50	0.50	0	0
ASSIST DIR OF PW ENGINEER	0	0.35	0.35	0.20
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR	1.00	0.90	0.90	0.90
PUBLIC WORKS PROJECT MANAGER	1.00	0.25	0	0
SENIOR CIVIL ENGINEER	2.00	2.00	2.00	2.00
Total	5.50	5.00	4.25	4.10

The department is requesting the addition of an Associate Civil Engineer position in FY 2022-23. This position will allow timely review and permitting of encroachment permits by utility companies.

CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,804,405
Fund Balance	\$ -
General Fund Costs	\$ 1,804,405
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,804,405 for the CIP Administration program. This represents an increase of \$48,556 (2.8%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase is due to new employees being hired to fill vacant 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 485,581	\$ 530,440	\$ 1,186,046	\$ 1,202,186
Employee Benefits	\$ 209,583	\$ 234,724	\$ 554,709	\$ 581,245
Materials	\$ 6,553	\$ 8,042	\$ 14,726	\$ 20,462
Contract Services	\$ 3,950	\$ -	\$ -	\$ -
Cost Allocation	\$ 72,239	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 368	\$ 512
Total Expenditures	\$ 777,906	\$ 773,206	\$ 1,755,849	\$ 1,804,405
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 777,906	\$ 773,206	\$ 1,755,849	\$ 1,804,405

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ASSISTANT ENGINEER	1.00	0	0.50	0.50
ASSIST DIR OF PW ENGINEER	0	0.20	0.20	0.20
CIP MANAGER	1.00	1.00	1.00	1.00
PARK RESTOR & IMPROV MNGR	1.00	0	0	0
PUBLIC WORKS PROJECT MANAGER	2.00	3.00	4.25	5.25
PUBLIC WORKS PROJECT MANAGER LT	1.00	1.50	1.50	0.50
Total	6.00	5.70	7.45	7.45

There are no changes to current level of staffing.

Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 216,589
Total Expenditures	\$ 1,290,762
Fund Balance	\$ -
General Fund Costs	\$ 1,074,173
% Funded by General Fund	83.2%
Total Staffing	3.3 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, trails, 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.
- Maintain, lead and implement all elements of the Injury and Illness Prevention Program.
- Maintain positive, accountable relations with employee bargaining groups.

Proposed Budget

It is recommended that City Council approve a budget of \$1,290,762 for the Service Center Administration program. This represents an increase of \$36,037 (2.9%) from the FY 2021-22 Adopted Budget.

The increase is due to special projects that vary in costs from year to year and salary and benefit costs. Compensation and benefits increased due to a department reorganization. Contract services decreased while Special Projects increased because the office reconfiguration project is being allocated to Special Projects for improved tracking.

Special Projects

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

Project	Appropriation	Revenue	Funding Source	Description
Office Reconfiguration	\$77,850	\$77,850	General Fund	Citywide office reconfiguration
Total	\$77,850	\$77,850		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 39,462	\$ 33,968	\$ 62,933	\$ 78,924
Miscellaneous Revenue	\$ 68,832	\$ 12,759	\$ 35,741	\$ 137,665
Total Revenues	\$ 108,294	\$ 46,727	\$ 98,674	\$ 216,589
Expenditures				
Employee Compensation	\$ 423,063	\$ 421,356	\$ 448,436	\$ 469,248
Employee Benefits	\$ 178,211	\$ 187,706	\$ 228,399	\$ 238,582
Materials	\$ 225,982	\$ 129,129	\$ 150,357	\$ 186,561
Contract Services	\$ 9,442	\$ 14,939	\$ 92,973	\$ 18,656
Cost Allocation	\$ 482,408	\$ 331,330	\$ 328,477	\$ 294,735
Special Projects	\$ 112,112	\$ 7,519	\$ -	\$ 77,850
Contingencies	\$ -	\$ -	\$ 6,083	\$ 5,130
Total Expenditures	\$ 1,431,218	\$ 1,091,979	\$ 1,254,725	\$ 1,290,762
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,322,924	\$ 1,045,252	\$ 1,156,051	\$ 1,074,173

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ASSIST DIR OF PW ENGINEER	0.50	0.35	0.35	0.10
ASSIST DIR PUBLIC WORKS OPS	0	1.00	1.00	1.00
MANAGEMENT ANALYST	0.15	0.15	0.15	0.15
SERVICE CENTER SUPERINTENDENT	1.00	0	0	0
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
Total	3.65	3.50	3.50	3.25

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

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 235,194
Fund Balance	\$ -
General Fund Costs	\$ 235,194
% 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 residents 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.
- Provide logistical support to the Parks & Recreation Department for all of the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$235,194 for the McClellan Ranch Park program. This represents an increase of \$47,372 (25.2%) from the FY 2021-22 Adopted Budget.

The increase is mainly due to a special project.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
McClellan Ranch Pedestrian Bridge Decking Replacement	\$70,000	\$70,000	General Fund	Pedestrian bridge repair at McClellan Ranch Preserve
Total	\$70,000	\$70,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 34,057	\$ 38,567	\$ 41,060	\$ 41,547
Employee Benefits	\$ 15,752	\$ 19,812	\$ 22,844	\$ 23,502
Materials	\$ 10,150	\$ 19,879	\$ 20,289	\$ 21,638
Contract Services	\$ 12,100	\$ 16,872	\$ 16,242	\$ 16,860
Cost Allocation	\$ 18,545	\$ 42,081	\$ 55,724	\$ 60,685
Special Projects	\$ -	\$ -	\$ 30,000	\$ 70,000
Contingencies	\$ -	\$ -	\$ 1,663	\$ 962
Total Expenditures	\$ 90,604	\$ 137,211	\$ 187,822	\$ 235,194
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 90,603	\$ 137,211	\$ 187,822	\$ 235,194

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0	0.20	0.20	0.20
MAINTENANCE WORKER III	0.20	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.30	0.40	0.40	0.40

There are no changes to current level of staffing.

Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 871,977
Fund Balance	\$ -
General Fund Costs	\$ 871,977
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$871,977 for the Memorial Park program. This represents an increase of \$3,000 (0.3%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase in Materials is due to increases in water and utility rates. The increase in Contract Services is due to playground surfacing. The increase in Special Projects is due to a project to replace damaged tiles at the Veteran's Memorial. The decrease in Cost Allocation expenses is due to fewer recruitments in FY 2020-21.

Special Projects

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

Project	Appropriation	Revenue	Funding Source	Description
Veteran's Memorial Maintenance	\$15,000	\$15,000	General Fund	Replace damaged tiles at the Veteran's Memorial
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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 235,356	\$ 193,675	\$ 209,111	\$ 214,050
Employee Benefits	\$ 112,387	\$ 106,269	\$ 120,481	\$ 124,783
Materials	\$ 154,553	\$ 153,017	\$ 209,660	\$ 223,959
Contract Services	\$ 20,681	\$ 40,885	\$ 30,146	\$ 39,616
Cost Allocation	\$ 153,681	\$ 258,949	\$ 293,608	\$ 247,980
Special Projects	\$ -	\$ -	\$ -	\$ 15,000
Contingencies	\$ -	\$ -	\$ 5,971	\$ 6,589
Total Expenditures	\$ 676,658	\$ 752,795	\$ 868,977	\$ 871,977
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 676,657	\$ 752,795	\$ 868,977	\$ 871,977

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	2.40	2.20	2.20	2.20
MAINTENANCE WORKER III	0.40	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.20	0.10	0.10	0.10
Total	3.00	2.50	2.50	2.50

There are no changes to current level of staffing.

BBF Ground Maintenance

Budget Unit 100-84-811

General Fund - Grounds - BBF Ground Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 298,534
Fund Balance	\$ -
General Fund Costs	\$ 298,534
% 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 residents of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$298,534 for the BBF Ground Maintenance program. This represents an increase of \$24,743 (9.0%) from the FY 2021-22 Adopted Budget.

This is due to increases in Materials, Cost Allocation and one-time special projects that vary from year to year. Those increases are offset by decreases in compensation and benefits due to a decrease in part-time staff. Cost Allocation expenses increased due to a recruitment in FY 2020-21.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Blackberry Farm Pedestrian Bridge Decking Replacement	\$30,000	\$30,000	General Fund	Pedestrian bridge repair at Blackberry Farm to Scenic Circle
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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ 86,310	\$ 123,044	\$ 94,256
Employee Benefits	\$ -	\$ 46,099	\$ 55,199	\$ 55,953
Materials	\$ -	\$ 6,698	\$ 992	\$ 5,020
Contract Services	\$ -	\$ 44,098	\$ 32,323	\$ 45,740
Cost Allocation	\$ -	\$ -	\$ 46,025	\$ 66,296
Special Projects	\$ -	\$ -	\$ 15,000	\$ 30,000
Contingencies	\$ -	\$ -	\$ 1,208	\$ 1,269
Total Expenditures	\$ -	\$ 183,205	\$ 273,791	\$ 298,534
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 183,204	\$ 273,791	\$ 298,534

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0	0.80	0.80	0.80
MAINTENANCE WORKER III	0	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0	0.10	0.10	0.10
Total	0	1.00	1.00	1.00

There are no changes to current level of staffing.

School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 144,000
Total Expenditures	\$ 1,630,018
Fund Balance	\$ -
General Fund Costs	\$ 1,486,018
% Funded by General Fund	91.2%
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 residents of Cupertino with the cleanest and safest recreational areas/athletic fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and other maintenance.
- Provide quarterly maintenance that may include fertilization, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing athletic fields for seasonal use.
- Maintain school sites for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$1,630,018 for the School Site Maintenance program. This represents an increase of \$30,035 (1.9%) from the FY 2021-22 Adopted Budget.

This increase is due to increases in Materials and Contract Services and is offset by decreases in cost allocation and special projects that vary from year to year. Materials are increasing due to higher electricity and water rates. Contract Services are increasing due to tree maintenance and fence repairs. Cost Allocation expenses are decreasing due to lower IT costs in FY 2020-21.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 138,336	\$ 141,505	\$ 149,448	\$ 144,000
Total Revenues	\$ 138,336	\$ 141,505	\$ 149,448	\$ 144,000
Expenditures				
Employee Compensation	\$ 356,085	\$ 309,602	\$ 367,708	\$ 364,719
Employee Benefits	\$ 185,109	\$ 177,360	\$ 222,111	\$ 226,260
Materials	\$ 322,980	\$ 353,253	\$ 553,569	\$ 602,397
Contract Services	\$ 15,655	\$ 34,081	\$ 14,816	\$ 30,413
Cost Allocation	\$ 206,111	\$ 346,606	\$ 421,419	\$ 390,409
Special Projects	\$ -	\$ 33,787	\$ 6,000	\$ -
Contingencies	\$ -	\$ -	\$ 14,360	\$ 15,820
Total Expenditures	\$ 1,085,940	\$ 1,254,689	\$ 1,599,983	\$ 1,630,018
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 947,604	\$ 1,113,184	\$ 1,450,535	\$ 1,486,018

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	3.70	3.40	3.40	3.40
MAINTENANCE WORKER III	0.40	0.60	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	4.30	4.20	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

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,687,196
Fund Balance	\$ -
General Fund Costs	\$ 2,687,196
% 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 residents of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Parks & Recreation Department for all the City's special events.

Proposed Budget

It is recommended that City Council approve a budget of \$2,687,196 for the Neighborhood Parks program. This represents an increase of \$39,916 (1.5%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase in Materials is due to increased water and utility costs. The increase in Contract Services is due to playground resurfacing. Special Projects are increasing as described below. The increases are offset by a decrease in Cost Allocation expenses due to lower IT costs in FY 2020-21.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Portal Park Concrete Replacement/Repairs	\$35,000	\$35,000	General Fund	Trip hazard repairs.
Wilson Park Irrigation Pump Replacement	\$60,000	\$60,000	General Fund	Replacement of irrigation pump at the end of its lifespan.
Franco Park Solar Powered Light Bollard Replacement	\$18,000	\$18,000	General Fund	Replacement of current light bollards due to aging.
Total	\$113,000	\$113,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 595,490	\$ 590,759	\$ 688,772	\$ 719,004
Employee Benefits	\$ 320,719	\$ 320,203	\$ 406,276	\$ 397,232
Materials	\$ 330,612	\$ 396,948	\$ 540,771	\$ 591,855
Contract Services	\$ 180,951	\$ 155,209	\$ 138,407	\$ 159,918
Cost Allocation	\$ 363,239	\$ 619,768	\$ 820,200	\$ 687,393
Special Projects	\$ 33,610	\$ -	\$ 35,000	\$ 113,000
Contingencies	\$ -	\$ -	\$ 17,854	\$ 18,794
Total Expenditures	\$ 1,824,621	\$ 2,082,887	\$ 2,647,280	\$ 2,687,196
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,824,621	\$ 2,082,887	\$ 2,647,280	\$ 2,687,196

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	7.70	7.80	7.80	7.80
MAINTENANCE WORKER III	0.40	0.60	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	8.30	8.60	8.60	8.60

The department is requesting the addition of a lead maintenance worker in FY 2022-23. The addition of a lead maintenance worker will provide the expected level of service and ability to meet performance measures.

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 881,604
Fund Balance	\$ -
General Fund Costs	\$ 881,604
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$881,604 for the Sport Fields Jollyman, Creekside program. This represents a decrease of \$44,146 (-4.8%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase in Materials is due to increased water and utility costs. The increase in Contract Services is due to annual tree maintenance. The increases are offset by a decrease in Cost Allocation expenses due to lower IT costs in FY 2020-21.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 217,222	\$ 193,998	\$ 211,813	\$ 204,306
Employee Benefits	\$ 108,278	\$ 98,195	\$ 110,638	\$ 114,587
Materials	\$ 165,762	\$ 178,657	\$ 278,783	\$ 304,683
Contract Services	\$ 31,539	\$ 21,828	\$ 7,335	\$ 16,996
Cost Allocation	\$ 149,449	\$ 238,074	\$ 295,678	\$ 232,990
Special Projects	\$ 10,000	\$ -	\$ 14,000	\$ -
Contingencies	\$ -	\$ -	\$ 7,503	\$ 8,042
Total Expenditures	\$ 682,250	\$ 730,752	\$ 925,750	\$ 881,604
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 682,250	\$ 730,752	\$ 925,750	\$ 881,604

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	2.50	2.00	2.00	2.00
MAINTENANCE WORKER III	0.40	0.30	0.30	0.30
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	3.10	2.50	2.50	2.50

There are no changes to current level of staffing.

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 241,589
Total Expenditures	\$ 180,415
Fund Balance	\$ -
General Fund Costs	\$ (61,174)
% Funded by General Fund	-33.9%
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 residents of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and general maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing, and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material and pre-emergent applications.
- Maintain Library Field for recreational activities including soccer, cricket and a variety of other sports.
- Reduce water consumption wherever practicable.
- Provide logistical support to all City Departments for special events.

Proposed Budget

It is recommended that City Council approve a budget of \$180,415 for the Civic Center Maintenance program. This represents a decrease of \$334,745 (-65.0%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to an adjustment to better reflect the budgetary needs of 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 204,590	\$ 250,996	\$ 299,961	\$ 241,589
Total Revenues	\$ 204,590	\$ 250,996	\$ 299,961	\$ 241,589
Expenditures				
Employee Compensation	\$ 92,926	\$ 73,323	\$ 77,090	\$ 76,795
Employee Benefits	\$ 48,044	\$ 40,756	\$ 45,689	\$ 47,947
Materials	\$ 60,600	\$ 67,892	\$ 375,634	\$ 54,315
Contract Services	\$ -	\$ 6,080	\$ 7,184	\$ -
Cost Allocation	\$ 43,997	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 9,563	\$ 1,358
Total Expenditures	\$ 245,567	\$ 188,051	\$ 515,160	\$ 180,415
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 40,977	\$ (62,946)	\$ 215,199	\$ (61,174)

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.70	0.60	0.60	0.60
MAINTENANCE WORKER III	0.20	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	1.00	0.80	0.80	0.80

There are no changes to current level of staffing.

Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

Budget at a Glance

	2023 Proposed 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.

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 113,012	\$ 342	\$ -	\$ -
Employee Benefits	\$ 54,182	\$ 1,791	\$ -	\$ -
Materials	\$ 5,591	\$ 3,364	\$ -	\$ -
Contract Services	\$ 209,335	\$ -	\$ -	\$ -
Cost Allocation	\$ 47,104	\$ -	\$ -	\$ -
Total Expenditures	\$ 429,224	\$ 5,497	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 429,225	\$ 5,496	\$ -	\$ -

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.75	0	0	0
MAINTENANCE WORKER III	0.20	0	0	0
PUBLIC WORKS SUPERVISOR	0.25	0	0	0
Total	1.20	0	0	0

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

2023 Proposed Budget	
Total Revenues	\$ -
Total Expenditures	\$ 1,982,206
Fund Balance	\$ (1,982,206)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.8 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,982,206 for the Sidewalk Curb and Gutter program. This represents an increase of \$113,303 (6.1%) from the FY 2021-22 Adopted Budget.

This increase is due to the reallocation of staff to this program and increased special project costs that vary from year to year.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk, Curb and Gutter Project	\$1,349,400	\$1,349,400	Transportation Fund/General Fund	Annual Sidewalk, Curb and Gutter Project
Annual Sidewalk Grinding Project	\$103,800	\$103,800	Transportation Fund/General Fund	Annual Sidewalk Grinding Project
Total	\$1,453,200	\$1,453,200		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 8,970	\$ -	\$ -
Total Revenues	\$ -	\$ 8,970	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 139,588	\$ 160,174	\$ 173,207	\$ 211,093
Employee Benefits	\$ 71,386	\$ 77,481	\$ 87,647	\$ 112,768
Materials	\$ 9,110	\$ 12,919	\$ 16,320	\$ 16,941
Contract Services	\$ 30,000	\$ 60,900	\$ 30,900	\$ 32,074
Cost Allocation	\$ 69,677	\$ 141,232	\$ 159,648	\$ 154,905
Special Projects	\$ 1,008,913	\$ 899,796	\$ 1,400,000	\$ 1,453,200
Contingencies	\$ -	\$ -	\$ 1,181	\$ 1,225
Total Expenditures	\$ 1,328,674	\$ 1,352,502	\$ 1,868,903	\$ 1,982,206
Fund Balance	\$ (1,107,675)	\$ (1,343,532)	\$ (1,868,903)	\$ (1,982,206)
General Fund Costs	\$ 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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.70
PUBLIC WORKS INSPECTOR	0.90	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	1.30	1.40	1.40	1.80

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

Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 1,372,373
Total Expenditures	\$ 4,587,213
Fund Balance	\$ (3,214,840)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	4.7 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$4,587,213 for the Street Pavement Maintenance program. This represents a decrease of \$209,856 (-4.4%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to lower Contract Services and Cost Allocation expenses. Contract Services were higher last year due to fog seal and crack seal projects. Cost Allocation expenses decreased due to reduced Street Pavement Maintenance expenses in FY 2020-21. The decreases were partially offset by an increase in Compensation and Benefits due to the addition of a Maintenance Worker Lead.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Asphalt Project (Special Projects & Capital Outlays)	\$3,217,800	\$3,217,800	Transportation Fund/General Fund/SB1	Annual Asphalt Project
Total	\$3,217,800	\$3,217,800		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 1,515,323	\$ 2,155,612	\$ 1,533,250	\$ 1,370,719
Charges for Services	\$ -	\$ -	\$ 3,978	\$ 1,654
Miscellaneous Revenue	\$ 24,291	\$ 563,864	\$ 87,057	\$ -
Total Revenues	\$ 1,539,614	\$ 2,719,476	\$ 1,624,285	\$ 1,372,373
Expenditures				
Employee Compensation	\$ 301,014	\$ 403,281	\$ 449,590	\$ 506,887
Employee Benefits	\$ 143,054	\$ 192,104	\$ 226,523	\$ 258,935
Materials	\$ 21,445	\$ 19,001	\$ 36,591	\$ 37,981
Contract Services	\$ 115,322	\$ -	\$ 552,632	\$ 208,411
Cost Allocation	\$ 223,884	\$ 347,464	\$ 417,002	\$ 351,039
Capital Outlays	\$ 978,379	\$ -	\$ 1,000,000	\$ 1,038,000
Special Projects	\$ 2,560,653	\$ 1,877,852	\$ 2,100,000	\$ 2,179,800
Contingencies	\$ -	\$ -	\$ 14,731	\$ 6,160
Total Expenditures	\$ 4,343,751	\$ 2,839,702	\$ 4,797,069	\$ 4,587,213
Fund Balance	\$ (2,804,136)	\$ (120,227)	\$ (3,172,784)	\$ (3,214,840)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	2.65	2.65	2.65	2.40
MAINTENANCE WORKER III	0.30	0.25	0.25	1.25
PUBLIC WORKS INSPECTOR	0.05	0	0	0
PUBLIC WORKS PROJECT MANAGER	0	0.75	0.75	0.75
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
STREET LIGHTING WORKER	0.05	0	0	0
Total	3.35	3.95	3.95	4.70

The department is requesting the addition of a lead maintenance worker in FY 2022-23. This position will help meet the increasing demands and workload of the current lead worker.

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

2023 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 829,894
Fund Balance	\$ (829,894)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.2 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$829,894 for the Street Sign Marking program. This represents a decrease of \$71,971 (-8.0%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to the Cost Allocation Plan, reduced salary and benefits, contract services and special project costs that vary from year to year.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Holiday Banner Replacement	\$10,300	\$10,300	General Fund	Replace 100 aging holiday banners
Total	\$10,300	\$10,300		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 505	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 594	\$ 805	\$ -	\$ -
Total Revenues	\$ 1,099	\$ 805	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 290,588	\$ 286,237	\$ 309,427	\$ 287,785
Employee Benefits	\$ 148,667	\$ 157,983	\$ 182,761	\$ 156,401
Materials	\$ 126,033	\$ 122,402	\$ 136,534	\$ 141,723
Contract Services	\$ 60	\$ -	\$ 26,523	\$ 21,218
Cost Allocation	\$ 122,018	\$ 206,819	\$ 242,544	\$ 208,393
Special Projects	\$ -	\$ 12,513	\$ -	\$ 10,300
Contingencies	\$ -	\$ -	\$ 4,076	\$ 4,074
Total Expenditures	\$ 687,366	\$ 785,954	\$ 901,865	\$ 829,894
Fund Balance	\$ (686,268)	\$ (785,150)	\$ (901,865)	\$ (829,894)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	3.00	3.00	3.00	2.75
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS INSPECTOR	0.05	0	0	0
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
STREET LIGHTING WORKER	0.05	0	0	0
Total	3.50	3.40	3.40	3.15

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

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,024,841
Fund Balance	\$ -
General Fund Costs	\$ 1,024,841
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,024,841 for the Street Lighting program. This represents an increase of \$36,521 (3.7%) from the FY 2021-22 Adopted Budget.

This increase is due to increases in Materials and Cost Allocation. Materials are increasing due to a 20% increase in electricity rates. Cost Allocation expenses are increasing due to a recruitment in FY 2020-21.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Street Light Pole Replacement	\$213,000	\$213,000	General Fund	Ongoing project to replace aging street light poles
Service Center Exterior Building LED Fixtures	\$8,300	\$8,300	General Fund	Upgrade 12 exterior building lights to LED technology
Total	\$221,300	\$221,300		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 3,990	\$ 23,262	\$ -	\$ -
Total Revenues	\$ 3,990	\$ 23,262	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 150,344	\$ 101,322	\$ 122,335	\$ 126,377
Employee Benefits	\$ 73,691	\$ 48,833	\$ 59,797	\$ 63,279
Materials	\$ 298,228	\$ 314,562	\$ 295,599	\$ 356,776
Contract Services	\$ 110,632	\$ 80,595	\$ 63,329	\$ 64,120
Cost Allocation	\$ 49,730	\$ 127,431	\$ 136,287	\$ 182,467
Special Projects	\$ 150,551	\$ 151,413	\$ 302,000	\$ 221,300
Contingencies	\$ -	\$ -	\$ 8,973	\$ 10,522
Total Expenditures	\$ 833,176	\$ 824,156	\$ 988,320	\$ 1,024,841
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 829,187	\$ 800,894	\$ 988,320	\$ 1,024,841

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
PUBLIC WORKS SUPERVISOR	0.05	0.05	0.05	0.05
STREET LIGHTING WORKER	0.90	1.00	1.00	1.00
Total	0.95	1.05	1.05	1.05

There are no changes to current level of staffing.

Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 1,568,633
Total Expenditures	\$ 1,594,350
Fund Balance	\$ (25,717)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
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 (689). 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,594,350 for the Equipment Maintenance program. This represents an increase of \$37,306 (2.4%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. Materials are increasing by CPI. Contract Services are increasing due to increased costs for existing contracts.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 1,352,200	\$ 1,633,518	\$ 1,718,598	\$ 1,568,633
Miscellaneous Revenue	\$ -	\$ 9,799	\$ -	\$ -
Total Revenues	\$ 1,352,200	\$ 1,643,317	\$ 1,718,598	\$ 1,568,633
Expenditures				
Employee Compensation	\$ 277,828	\$ 302,043	\$ 306,916	\$ 309,791
Employee Benefits	\$ 179,355	\$ 128,657	\$ 161,739	\$ 166,150
Materials	\$ 265,631	\$ 288,859	\$ 305,712	\$ 317,706
Contract Services	\$ 60,398	\$ 75,743	\$ 106,602	\$ 120,697
Cost Allocation	\$ 812,995	\$ 669,046	\$ 665,797	\$ 669,046
Contingencies	\$ -	\$ -	\$ 10,278	\$ 10,960
Total Expenditures	\$ 1,596,207	\$ 1,464,348	\$ 1,557,044	\$ 1,594,350
Fund Balance	\$ (244,007)	\$ 184,969	\$ 527,554	\$ (25,717)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 224,137
Fund Balance	\$ -
General Fund Costs	\$ 224,137
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$224,137 for the Environmental Materials program. This represents an increase of \$6,441 (3.0%) from the FY 2021-22 Adopted Budget.

The 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 60,650	\$ 64,875	\$ 66,061	\$ 70,166
Employee Benefits	\$ 28,786	\$ 31,381	\$ 35,191	\$ 36,761
Materials	\$ 36,039	\$ 38,946	\$ 48,706	\$ 54,533
Contract Services	\$ 3,575	\$ 5,442	\$ -	\$ -
Cost Allocation	\$ 53,909	\$ 57,136	\$ 66,520	\$ 61,314
Contingencies	\$ -	\$ -	\$ 1,218	\$ 1,363
Total Expenditures	\$ 182,959	\$ 197,780	\$ 217,696	\$ 224,137
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 182,959	\$ 197,781	\$ 217,696	\$ 224,137

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.35
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	0.70

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

Trail Maintenance

Budget Unit 100-86-261

General Fund - Trees and Right of Way - Trail Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 232,764
Fund Balance	\$ -
General Fund Costs	\$ 232,764
% Funded by General Fund	100.0%
Total Staffing	1.2 FTE

Program Overview

The Trails Maintenance Program maintains about 3 linear miles of trails including the adjacent landscape at the Don Burnett Bridge and the Lawrence Trail. Historically the maintenance of this program has been funded out of Medians and Overpasses Program (824) Expansion of trails in the city has made it necessary to separate out trail's maintenance.

Service Objectives

- Maintain and improve trails in the public right-of- ways including the landscaped areas on the approach to the Don Burnett Bridge and the Lawrence Trail.
- Maintain clean and safe ingress and egress on all city-maintained trails.
- Meet all Department of Pesticide Regulation requirements for weed and pest control.
- Timely pruning of trees and plants to promote healthy landscapes, maximize aesthetics and to reduce future maintenance requirements.
- Timely removal of trash and graffiti.

Proposed Budget

It is recommended that City Council approve a budget of \$232,764 for the Trail Maintenance program.

This is a new program for FY 2022-23. Staff was reallocated from other Trees and Right of Way Division programs.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 130,244
Employee Benefits	\$ -	\$ -	\$ -	\$ 62,880
Materials	\$ -	\$ -	\$ -	\$ 10,392
Contract Services	\$ -	\$ -	\$ -	\$ 28,281
Contingencies	\$ -	\$ -	\$ -	\$ 967
Total Expenditures	\$ -	\$ -	\$ -	\$ 232,764
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ 232,764

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0	0.90
MAINTENANCE WORKER III	0	0	0	0.15
PUBLIC WORKS SUPERVISOR	0	0	0	0.10
Total	0	0	0	1.15

Overpasses and Medians

Budget Unit 100-86-824

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

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,802,896
Fund Balance	\$ -
General Fund Costs	\$ 1,802,896
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,802,896 for the Overpasses and Medians program. This represents an increase of \$151,061 (9.1%) from the FY 2021-22 Adopted Budget.

This increase is due mainly to an increase in Special Projects. Benefits are increasing due to the reallocation of staffing. Cost Allocation expenses are decreasing due to lower IT costs and fewer recruitments in FY 2020-21.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Split Rail Fence Replacement on Stevens Creek Blvd and Mary Ave	\$16,400	\$16,400	General Fund	Split Rail Fence Replacement on Stevens Creek Blvd and Mary Ave
Trench Work	\$40,000	\$40,000	General Fund	Trench work to install electrical conduit on Homestead Ave
Mound Removal	\$141,900	\$141,900	General Fund	Remove median mound and install water efficient landscaping
Total	\$198,300	\$198,300		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 54	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 25,151	\$ -	\$ -	\$ -
Total Revenues	\$ 25,205	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 459,097	\$ 507,838	\$ 542,333	\$ 553,984
Employee Benefits	\$ 238,883	\$ 264,147	\$ 296,529	\$ 331,331
Materials	\$ 186,681	\$ 197,886	\$ 208,572	\$ 210,929
Contract Services	\$ 142,709	\$ 15,312	\$ 55,731	\$ 45,614
Cost Allocation	\$ 273,248	\$ 491,649	\$ 542,062	\$ 456,324
Special Projects	\$ -	\$ -	\$ -	\$ 198,300
Contingencies	\$ -	\$ -	\$ 6,608	\$ 6,414
Total Expenditures	\$ 1,300,618	\$ 1,476,832	\$ 1,651,835	\$ 1,802,896
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,275,412	\$ 1,476,831	\$ 1,651,835	\$ 1,802,896

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	5.00	5.00	5.00	5.10
MAINTENANCE WORKER III	1.00	1.00	1.00	0.85
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
Total	6.30	6.30	6.30	6.25

There are no changes 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

	2023 Proposed Budget
Total Revenues	\$ 16,826
Total Expenditures	\$ 1,681,931
Fund Balance	\$ -
General Fund Costs	\$ 1,726,245
% Funded by General Fund	102.6%
Total Staffing	7.4 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,681,931 for the Street Tree Maintenance program. This represents a decrease of \$248,501 (-12.9%) from the FY 2021-22 Adopted Budget.

The decrease is due to the Cost Allocation Plan, reallocation of positions, and special project costs that vary from year to year. Cost Allocation expenses are decreasing due to no recruitments in FY 2020-21.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 7,737	\$ 11,727	\$ 16,210	\$ 16,826
Total Revenues	\$ 7,737	\$ 11,727	\$ 16,210	\$ 16,826
Expenditures				
Employee Compensation	\$ 588,720	\$ 675,164	\$ 713,778	\$ 636,157
Employee Benefits	\$ 305,112	\$ 370,406	\$ 422,520	\$ 371,175
Materials	\$ 53,262	\$ 92,730	\$ 114,663	\$ 112,961
Contract Services	\$ 2,325	\$ 13,120	\$ 9,792	\$ 10,164
Cost Allocation	\$ 274,584	\$ 531,588	\$ 625,568	\$ 533,396
Special Projects	\$ 20,876	\$ 14,475	\$ 40,000	\$ 15,000
Contingencies	\$ -	\$ -	\$ 4,111	\$ 3,078
Total Expenditures	\$ 1,244,879	\$ 1,697,483	\$ 1,930,432	\$ 1,681,931
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,237,142	\$ 1,700,755	\$ 1,959,222	\$ 1,726,245

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	7.00	7.00	7.00	6.00
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.40	0.40	0.40	0.40
Total	8.40	8.40	8.40	7.40

There are no changes to 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

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 541,776
Fund Balance	\$ -
General Fund Costs	\$ 541,776
% Funded by General Fund	100.0%
Total Staffing	2.2 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$541,776 for the Sheriff Work Program program. This represents a decrease of \$30,239 (-5.3%) from the FY 2021-22 Adopted Budget.

This decrease is due to a decrease in compensation and Cost Allocation. Compensation and benefits are decreasing due to a reallocation of positions. Cost Allocation expenses are decreasing due to lower IT costs in FY 2020-21. Contracts Services is increasing due to the addition of portable restroom and handwashing stations.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 180,870	\$ 218,914	\$ 245,009	\$ 229,925
Employee Benefits	\$ 87,481	\$ 100,516	\$ 115,968	\$ 109,865
Materials	\$ 5,106	\$ 2,193	\$ 9,971	\$ 9,109
Contract Services	\$ -	\$ -	\$ -	\$ 5,042
Cost Allocation	\$ 119,669	\$ 220,975	\$ 200,818	\$ 187,481
Contingencies	\$ -	\$ -	\$ 249	\$ 354
Total Expenditures	\$ 393,126	\$ 542,598	\$ 572,015	\$ 541,776
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 393,126	\$ 542,597	\$ 572,015	\$ 541,776

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	2.00
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.20
Total	2.30	2.30	2.30	2.20

BBF Golf Maintenance

Budget Unit 560-87-260

Blackberry Farm - Facilities and Fleet - BBF Golf Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 133,586
Fund Balance	\$ (133,586)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

Proposed Budget

It is recommended that City Council approve a budget of \$133,586 for the BBF Golf Maintenance program.

This is a new program for FY 2022-23.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ -	\$ -	\$ -	\$ 106,085
Contract Services	\$ -	\$ -	\$ -	\$ 24,243
Contingencies	\$ -	\$ -	\$ -	\$ 3,258
Total Expenditures	\$ -	\$ -	\$ -	\$ 133,586
Fund Balance	\$ -	\$ -	\$ -	\$ (133,586)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 379,100
Total Expenditures	\$ 548,697
Fund Balance	\$ -
General Fund Costs	\$ 169,597
% Funded by General Fund	30.9%
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.

Proposed Budget

It is recommended that City Council approve a budget of \$548,697 for the City Hall Maintenance program. This represents a decrease of \$106,766 (-16.3%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to the completion of one-time 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ -	\$ 8,838	\$ -	\$ -
Charges for Services	\$ 459,503	\$ 500,394	\$ 452,294	\$ 379,100
Total Revenues	\$ 459,503	\$ 509,232	\$ 452,294	\$ 379,100
Expenditures				
Employee Compensation	\$ 106,601	\$ 106,954	\$ 108,611	\$ 108,611
Employee Benefits	\$ 50,159	\$ 52,427	\$ 56,238	\$ 58,008
Materials	\$ 162,358	\$ 112,901	\$ 213,109	\$ 257,988
Contract Services	\$ 94,289	\$ 152,740	\$ 105,547	\$ 114,771
Cost Allocation	\$ 81,746	\$ -	\$ -	\$ -
Special Projects	\$ 20,342	\$ -	\$ 160,000	\$ -
Contingencies	\$ -	\$ -	\$ 11,958	\$ 9,319
Total Expenditures	\$ 515,495	\$ 425,022	\$ 655,463	\$ 548,697
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 55,992	\$ (84,209)	\$ 203,169	\$ 169,597

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 621,162
Total Expenditures	\$ 667,502
Fund Balance	\$ -
General Fund Costs	\$ 46,340
% Funded by General Fund	6.9%
Total Staffing	0.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$667,502 for the Library Maintenance program. This represents an increase of \$20,579 (3.2%) from the FY 2021-22 Adopted Budget.

This increase is due to increases in special projects, and materials offset by decreases in salary and benefits due to position reallocations and decreased Cost Allocation Plan charges.

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Ventilation Preventative Maintenance	\$45,000	\$45,000	General Fund	Proactive evaluation of the ventilation system
Total	\$45,000	\$45,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Use of Money and Property	\$ 23,118	\$ 8,792	\$ 201,729	\$ 26,004
Charges for Services	\$ 614,222	\$ -	\$ 267,965	\$ 595,158
Total Revenues	\$ 637,340	\$ 8,792	\$ 469,694	\$ 621,162
Expenditures				
Employee Compensation	\$ 72,491	\$ 67,192	\$ 73,584	\$ 59,834
Employee Benefits	\$ 37,072	\$ 36,070	\$ 41,650	\$ 33,594
Materials	\$ 8,502	\$ 19,109	\$ 9,951	\$ 10,074
Contract Services	\$ 282,294	\$ 285,275	\$ 408,245	\$ 429,558
Cost Allocation	\$ 45,986	\$ 82,239	\$ 91,770	\$ 78,451
Special Projects	\$ 60,539	\$ -	\$ 11,000	\$ 45,000
Contingencies	\$ -	\$ -	\$ 10,723	\$ 10,991
Total Expenditures	\$ 506,884	\$ 489,885	\$ 646,923	\$ 667,502
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (130,455)	\$ 481,093	\$ 177,229	\$ 46,340

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.60	0.60	0.60	0.40
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	0.60

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

Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 435,665
Fund Balance	\$ -
General Fund Costs	\$ 435,665
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$435,665 for the Service Center Maintenance program. This represents an increase of \$24,940 (6.1%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Air Conditioning Replacement	\$16,500	\$16,500	General Fund	Replace AC, which is at end-of-life
Conference Room Carpet Replacement	\$12,000	\$12,000	General Fund	Replace carpet, which is beyond serviceable life
Roof Gutter Replacement	\$12,000	\$12,000	General Fund	Replace roof gutters to prevent dry rot
Locker Room Floor Replacement	\$12,000	\$12,000	General Fund	Replace deteriorated floor
Mechanic Bay Lighting Upgrade	\$15,000	\$15,000	General Fund	Replace lighting so portable lighting is no longer needed
Shops Roof Replacement	\$42,000	\$42,000	General Fund	Replace roofing to prevent dry rot
Total	\$109,500	\$109,500		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 262,382	\$ -	\$ -	\$ -
Total Revenues	\$ 262,382	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 66,132	\$ 66,646	\$ 69,623	\$ 68,217
Employee Benefits	\$ 32,976	\$ 35,263	\$ 38,473	\$ 38,828
Materials	\$ 52,604	\$ 44,528	\$ 43,259	\$ 46,343
Contract Services	\$ 54,038	\$ 76,887	\$ 76,636	\$ 84,711
Cost Allocation	\$ 40,518	\$ 80,684	\$ 88,518	\$ 84,790
Special Projects	\$ -	\$ -	\$ 89,000	\$ 109,500
Contingencies	\$ -	\$ -	\$ 5,216	\$ 3,276
Total Expenditures	\$ 246,268	\$ 304,008	\$ 410,725	\$ 435,665
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (16,114)	\$ 304,008	\$ 410,725	\$ 435,665

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 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

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 638,815
Fund Balance	\$ -
General Fund Costs	\$ 638,815
% 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.
- Maintain an attractive appearance in spaces available as rentals.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$638,815 for the Quinlan Community Center Maintenance program. This represents an increase of \$77,556 (13.8%) from the FY 2021-22 Adopted Budget.

The increase is due to materials, contract increases and special project costs that vary from year to year.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Conference Room Carpet Replacement	\$14,000	\$14,000	General Fund	Replace carpet, which is beyond serviceable life
Center Stage Floor Refinishing	\$20,000	\$20,000	General Fund	Periodic maintenance of stage floor
Total	\$34,000	\$34,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 385,272	\$ -	\$ -	\$ -
Total Revenues	\$ 385,272	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 76,220	\$ 73,160	\$ 77,783	\$ 76,442
Employee Benefits	\$ 33,819	\$ 35,036	\$ 38,658	\$ 39,009
Materials	\$ 138,323	\$ 105,322	\$ 170,310	\$ 211,815
Contract Services	\$ 104,831	\$ 136,022	\$ 150,922	\$ 162,000
Cost Allocation	\$ 55,406	\$ 99,702	\$ 110,437	\$ 106,204
Capital Outlays	\$ -	\$ 57,728	\$ -	\$ -
Special Projects	\$ 20,450	\$ 3,756	\$ 5,000	\$ 34,000
Contingencies	\$ -	\$ -	\$ 8,149	\$ 9,345
Total Expenditures	\$ 429,049	\$ 510,726	\$ 561,259	\$ 638,815
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 43,777	\$ 510,726	\$ 561,259	\$ 638,815

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 616,786
Fund Balance	\$ -
General Fund Costs	\$ 616,786
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$616,786 for the Senior Center Maintenance program. This represents an increase of \$214,863 (53.5%) from the FY 2021-22 Adopted Budget.

The increase is mainly due to materials, contract services, and special projects. Repairs are needed because the facility was closed for much of last fiscal year. Compensation and benefits are decreasing due to vacant position being budget budgeted at a lower rate than the prior incumbent

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Air Conditioning Replacement	\$14,500	\$14,500	General Fund	Replace IT Server Room AC that is beyond serviceable life
Exterior Deck Dry Rot Repair	\$9,000	\$9,000	General Fund	Repair partially failed wood decking
Energy Management System (EMS) Upgrades	\$90,000	\$90,000	General Fund	Replace EMS that is obsolete and no parts are available
Partial Roof Replacement	\$75,000	\$75,000	General Fund	Replace flat roofs that have failed and are no longer water-tight
Total	\$188,500	\$188,500		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 262,630	\$ -	\$ -	\$ -
Total Revenues	\$ 262,630	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 64,182	\$ 61,501	\$ 73,337	\$ 66,290
Employee Benefits	\$ 35,232	\$ 38,425	\$ 44,062	\$ 40,927
Materials	\$ 75,855	\$ 43,010	\$ 92,977	\$ 115,317
Contract Services	\$ 102,474	\$ 34,588	\$ 102,137	\$ 121,789
Cost Allocation	\$ 35,231	\$ 78,167	\$ 84,539	\$ 78,035
Special Projects	\$ 12,500	\$ 5,099	\$ -	\$ 188,500
Contingencies	\$ -	\$ -	\$ 4,871	\$ 5,928
Total Expenditures	\$ 325,474	\$ 260,790	\$ 401,923	\$ 616,786
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 62,845	\$ 260,790	\$ 401,923	\$ 616,786

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 891
Total Expenditures	\$ 238,267
Fund Balance	\$ -
General Fund Costs	\$ 237,376
% Funded by General Fund	99.6%
Total Staffing	0.4 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$238,267 for the McClellan Ranch Maintenance program. This represents an increase of \$3,829 (1.6%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged since last fiscal year, but salary and benefits are down due to a reallocation of staff, this is offset by an increase in one-time special projects that vary from year to year

Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source	Description
4H Roof and Gutter Replacement	\$25,000	\$25,000	General Fund	Replace roof gutters to prevent dry rot
Milk Barn Exterior Painting	\$30,000	\$30,000	General Fund	Exterior repainting on a 7-year maintenance cycle
Total	\$55,000	\$55,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 95,425	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 840	\$ 865	\$ 874	\$ 891
Total Revenues	\$ 96,265	\$ 865	\$ 874	\$ 891
Expenditures				
Employee Compensation	\$ 55,872	\$ 48,247	\$ 54,471	\$ 40,717
Employee Benefits	\$ 25,955	\$ 24,031	\$ 28,720	\$ 20,377
Materials	\$ 14,761	\$ 14,446	\$ 18,405	\$ 20,432
Contract Services	\$ 41,526	\$ 19,425	\$ 46,903	\$ 48,685
Cost Allocation	\$ 26,690	\$ 58,140	\$ 63,811	\$ 51,328
Special Projects	\$ 15,061	\$ -	\$ 20,000	\$ 55,000
Contingencies	\$ -	\$ -	\$ 2,128	\$ 1,728
Total Expenditures	\$ 179,865	\$ 164,289	\$ 234,438	\$ 238,267
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 83,600	\$ 163,423	\$ 233,564	\$ 237,376

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.50	0.50	0.50	0.30
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.60	0.60	0.60	0.40

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

Monta Vista Community Center Maintenance

Budget Unit 100-87-833

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

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 202,498
Fund Balance	\$ -
General Fund Costs	\$ 202,498
% 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 the Parks & Recreation staff.
- Respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$202,498 for the Monta Vista Community Center Maintenance program. This represents an increase of \$7,736 (4.0%) from the FY 2021-22 Adopted Budget.

The 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 118,070	\$ -	\$ -	\$ -
Total Revenues	\$ 118,070	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 37,832	\$ 36,430	\$ 40,132	\$ 40,067
Employee Benefits	\$ 18,486	\$ 19,701	\$ 21,495	\$ 23,084
Materials	\$ 19,606	\$ 31,684	\$ 30,938	\$ 37,585
Contract Services	\$ 38,079	\$ 22,258	\$ 45,053	\$ 48,085
Cost Allocation	\$ 22,103	\$ 49,815	\$ 55,247	\$ 51,535
Special Projects	\$ 27,610	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,897	\$ 2,142
Total Expenditures	\$ 163,716	\$ 159,888	\$ 194,762	\$ 202,498
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 45,647	\$ 159,888	\$ 194,762	\$ 202,498

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 104,887
Fund Balance	\$ -
General Fund Costs	\$ 104,887
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$104,887 for the Wilson Park Maintenance program. This represents an increase of \$3,356 (3.3%) from the FY 2021-22 Adopted Budget.

The 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 77,225	\$ -	\$ -	\$ -
Total Revenues	\$ 77,225	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 19,820	\$ 21,254	\$ 20,323	\$ 20,323
Employee Benefits	\$ 11,011	\$ 11,533	\$ 12,622	\$ 12,899
Materials	\$ 13,135	\$ 10,087	\$ 12,794	\$ 15,429
Contract Services	\$ 12,330	\$ 12,533	\$ 16,465	\$ 18,670
Cost Allocation	\$ 12,432	\$ 36,619	\$ 38,598	\$ 36,714
Contingencies	\$ -	\$ -	\$ 729	\$ 852
Total Expenditures	\$ 68,728	\$ 92,026	\$ 101,531	\$ 104,887
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (8,497)	\$ 92,026	\$ 101,531	\$ 104,887

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 69,185
Fund Balance	\$ -
General Fund Costs	\$ 69,185
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$69,185 for the Portal Park Maintenance program. This represents an increase of \$8,449 (13.9%) from the FY 2021-22 Adopted Budget.

The increase is mainly due to additional contract services for concrete replacement and repair. Existing concrete is raising and cracking causing trip/fall hazards.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 41,483	\$ -	\$ -	\$ -
Total Revenues	\$ 41,483	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 9,778	\$ 10,496	\$ 10,162	\$ 10,162
Employee Benefits	\$ 5,464	\$ 5,746	\$ 6,311	\$ 6,450
Materials	\$ 5,078	\$ 4,887	\$ 8,717	\$ 9,511
Contract Services	\$ 3,122	\$ 11,298	\$ 5,922	\$ 12,679
Cost Allocation	\$ 8,466	\$ 26,093	\$ 29,259	\$ 29,828
Contingencies	\$ -	\$ -	\$ 365	\$ 555
Total Expenditures	\$ 31,908	\$ 58,520	\$ 60,736	\$ 69,185
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (9,576)	\$ 58,521	\$ 60,736	\$ 69,185

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 640,197
Fund Balance	\$ (640,197)
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.

Proposed Budget

It is recommended that City Council approve a budget of \$640,197 for the Sports Center Maintenance program. This represents an increase of \$17,145 (2.8%) from the FY 2021-22 Adopted Budget.

This increase is due to Materials, Contract Services, changes in Cost Allocation Plan, and special project costs that vary from year to year. Materials are increasing due to increases in electricity, water, and sewer rates. Contract Services are increasing due to a contract for HVAC control servicing, which was previously a special project.

Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source	Description
Locker Room Floor Replacement	\$15,000	\$15,000	General Fund	Replace worn locker room flooring
Racquetball Court Floor Refinishing	\$16,000	\$16,000	General Fund	Refinish and restripe racquetball court flooring
Ventilation Preventive Maintenance and Repair	\$35,000	\$35,000	General Fund	Proactive evaluation of the Sport Center ventilation system
Total	\$66,000	\$66,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 72,404	\$ 71,984	\$ 73,552	\$ 72,172
Employee Benefits	\$ 48,861	\$ 32,847	\$ 41,742	\$ 41,603
Materials	\$ 123,610	\$ 119,565	\$ 140,248	\$ 172,689
Contract Services	\$ 107,593	\$ 74,040	\$ 126,692	\$ 148,367
Cost Allocation	\$ 89,668	\$ 130,585	\$ 122,425	\$ 131,340
Special Projects	\$ 2,435	\$ 19,768	\$ 109,000	\$ 66,000
Contingencies	\$ -	\$ -	\$ 9,393	\$ 8,026
Total Expenditures	\$ 444,571	\$ 448,789	\$ 623,052	\$ 640,197
Fund Balance	\$ (444,572)	\$ (448,790)	\$ (623,052)	\$ (640,197)
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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 111,461
Fund Balance	\$ -
General Fund Costs	\$ 111,461
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$111,461 for the Creekside Park Maintenance program. This represents an increase of \$4,526 (4.2%) from the FY 2021-22 Adopted Budget.

The 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 47,545	\$ -	\$ -	\$ -
Total Revenues	\$ 47,545	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 21,033	\$ 21,831	\$ 22,585	\$ 22,585
Employee Benefits	\$ 9,948	\$ 10,461	\$ 10,911	\$ 11,142
Materials	\$ 10,486	\$ 8,979	\$ 17,167	\$ 19,595
Contract Services	\$ 11,152	\$ 3,606	\$ 14,895	\$ 19,312
Cost Allocation	\$ 17,199	\$ 38,004	\$ 40,576	\$ 37,854
Contingencies	\$ -	\$ -	\$ 801	\$ 973
Total Expenditures	\$ 69,818	\$ 82,881	\$ 106,935	\$ 111,461
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 22,274	\$ 82,882	\$ 106,935	\$ 111,461

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 255,256
Fund Balance	\$ -
General Fund Costs	\$ 255,256
% 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.
- Comply with mandated water restrictions.

Proposed Budget

It is recommended that City Council approve a budget of \$255,256 for the Community Hall Maintenance program. This represents a decrease of \$4,505 (-1.7%) from the FY 2021-22 Adopted Budget.

The decrease is primarily due to one-time special projects that vary from year to year and decreased Cost Allocation Plan charges. Materials are increasing due to higher electricity and water rates. Contract Services are increasing due to a new janitorial contract.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 233,028	\$ -	\$ -	\$ -
Total Revenues	\$ 233,028	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 40,280	\$ 39,969	\$ 44,689	\$ 41,869
Employee Benefits	\$ 23,022	\$ 25,077	\$ 28,262	\$ 27,359
Materials	\$ 39,846	\$ 40,979	\$ 49,734	\$ 61,836
Contract Services	\$ 34,725	\$ 48,941	\$ 53,580	\$ 59,918
Cost Allocation	\$ 28,215	\$ 63,275	\$ 63,493	\$ 61,230
Special Projects	\$ -	\$ -	\$ 17,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,003	\$ 3,044
Total Expenditures	\$ 166,088	\$ 218,241	\$ 259,761	\$ 255,256
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (66,940)	\$ 218,241	\$ 259,761	\$ 255,256

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 50,100
Fund Balance	\$ -
General Fund Costs	\$ 50,100
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$50,100 for the Teen Center Maintenance program. This represents an increase of \$1,113 (2.3%) from the FY 2021-22 Adopted Budget.

The 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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 21,469	\$ -	\$ -	\$ -
Total Revenues	\$ 21,469	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 10,939	\$ 10,496	\$ 10,162	\$ 10,162
Employee Benefits	\$ 5,717	\$ 5,746	\$ 6,311	\$ 6,450
Materials	\$ 5,427	\$ 5,701	\$ 6,875	\$ 8,511
Cost Allocation	\$ 5,587	\$ 23,817	\$ 25,468	\$ 24,764
Contingencies	\$ -	\$ -	\$ 171	\$ 213
Total Expenditures	\$ 27,670	\$ 45,760	\$ 48,987	\$ 50,100
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 6,201	\$ 45,760	\$ 48,987	\$ 50,100

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 212,702
Fund Balance	\$ -
General Fund Costs	\$ 212,702
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$212,702 for the Park Bathrooms Maintenance program. This represents an increase of \$86,446 (68.5%) from the FY 2021-22 Adopted Budget.

The increase is mainly due to additional contract services for janitorial. Janitorial costs are increasing by over \$70,000 due to a new contract.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 85,967	\$ -	\$ -	\$ -
Total Revenues	\$ 85,967	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 17,348	\$ 17,684	\$ 17,930	\$ 17,941
Employee Benefits	\$ 9,057	\$ 9,498	\$ 10,374	\$ 10,602
Materials	\$ 13,036	\$ 39,366	\$ 21,478	\$ 22,244
Contract Services	\$ 29,736	\$ 88,385	\$ 35,954	\$ 117,663
Cost Allocation	\$ 14,572	\$ 35,422	\$ 39,086	\$ 40,754
Capital Outlays	\$ -	\$ 6,098	\$ -	\$ -
Special Projects	\$ -	\$ 6,299	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,434	\$ 3,498
Total Expenditures	\$ 83,749	\$ 202,752	\$ 126,256	\$ 212,702
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (2,218)	\$ 202,751	\$ 126,256	\$ 212,702

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed 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 current level of staffing.

Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 578,769
Fund Balance	\$ -
General Fund Costs	\$ 578,769
% Funded by General Fund	100.0%
Total Staffing	1.3 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.

Proposed Budget

It is recommended that City Council approve a budget of \$578,769 for the Blackberry Farm Maintenance program. This represents an increase of \$36,730 (6.8%) from the FY 2021-22 Adopted Budget.

The 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
Blesch, Byrne and Stocklmeir Maintenance Allowance	\$25,000	\$25,000	General Fund	Allowance to fund issues found during maintenance checks
Total	\$25,000	\$25,000		

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ 4,961	\$ -	\$ -
Charges for Services	\$ 322,155	\$ -	\$ -	\$ -
Total Revenues	\$ 322,155	\$ 4,961	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 73,858	\$ 54,403	\$ 67,730	\$ 89,716
Employee Benefits	\$ 42,193	\$ 34,641	\$ 45,507	\$ 41,540
Materials	\$ 98,579	\$ 93,336	\$ 119,316	\$ 137,668
Contract Services	\$ 56,939	\$ 100,344	\$ 81,618	\$ 84,721
Cost Allocation	\$ 122,841	\$ 188,709	\$ 193,129	\$ 194,564
Special Projects	\$ 1,972	\$ 1,630	\$ 29,000	\$ 25,000
Contingencies	\$ -	\$ -	\$ 5,739	\$ 5,560
Total Expenditures	\$ 396,382	\$ 473,063	\$ 542,039	\$ 578,769
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 74,227	\$ 468,101	\$ 542,039	\$ 578,769

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
MAINTENANCE WORKER I/II	0.90	0.90	0.90	1.30
Total	0.90	0.90	0.90	1.30

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

Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 17,036
Fund Balance	\$ -
General Fund Costs	\$ 17,036
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$17,036 for the Franco Traffic Operations Center program. This represents an increase of \$10,378 (155.9%) from the FY 2021-22 Adopted Budget.

The increase is mainly due to contract services for janitorial and security. Janitorial costs were not budgeted in FY 2021-22.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 434	\$ 182	\$ 135	\$ 140
Contract Services	\$ 2,192	\$ 1,356	\$ 1,930	\$ 12,178
Cost Allocation	\$ 26,737	\$ 5,513	\$ 4,541	\$ 4,410
Contingencies	\$ -	\$ -	\$ 52	\$ 308
Total Expenditures	\$ 29,363	\$ 7,051	\$ 6,658	\$ 17,036
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 29,362	\$ 7,051	\$ 6,658	\$ 17,036

Staffing

There is no staffing associated with this program.

City Hall Annex

Budget Unit 100-87-857

General Fund - Facilities and Fleet - City Hall Annex

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 25,525
Fund Balance	\$ -
General Fund Costs	\$ 25,525
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

Maintain City Hall Annex building to ensure efficient operations, property management and community pride.

Service Objectives

- Provide a safe, clean and productive working environment for building occupants.
- Assist with the pending improvement projects.
- Feasibly conserve resources of water, electricity, and gas.

Proposed Budget

It is recommended that City Council approve a budget of \$25,525 for the City Hall Annex program. This represents a decrease of \$37,851 (-59.7%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to the loss of the majority of tenants and initial costs required to transition this newly acquired property. Materials costs include electricity, telephone, and water. Contract Services are for janitorial costs, which were not budgeted in FY 2021-22.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ -	\$ -	\$ 63,376	\$ 8,378
Contract Services	\$ -	\$ -	\$ -	\$ 16,524
Contingencies	\$ -	\$ -	\$ -	\$ 623
Total Expenditures	\$ -	\$ -	\$ 63,376	\$ 25,525
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ 63,376	\$ 25,525

Staffing

There is no staffing associated with this program.

Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,480,072
Fund Balance	\$ -
General Fund Costs	\$ 1,480,072
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,480,072 for the Traffic Engineering program. This represents a decrease of \$34,327 (-2.3%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Lawson Middle School Bikeway Feasibility Study	\$40,000	\$40,000	General Fund	Feasibility study for separated bikeways
Vision Zero	\$80,000	\$80,000	General Fund	Vision Zero strategy to eliminate injuries and fatalities on roadways
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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Charges for Services	\$ 3,903	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 585	\$ -	\$ -	\$ -
Total Revenues	\$ 4,488	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 452,447	\$ 470,283	\$ 598,026	\$ 608,849
Employee Benefits	\$ 187,475	\$ 192,539	\$ 277,673	\$ 289,922
Materials	\$ 18,202	\$ 14,808	\$ 20,232	\$ 21,000
Contract Services	\$ 151,312	\$ 294,688	\$ 203,821	\$ 176,190
Cost Allocation	\$ 126,644	\$ 233,018	\$ 275,796	\$ 259,181
Special Projects	\$ 530,233	\$ 52,872	\$ 130,000	\$ 120,000
Contingencies	\$ -	\$ -	\$ 8,851	\$ 4,930
Total Expenditures	\$ 1,466,313	\$ 1,258,208	\$ 1,514,399	\$ 1,480,072
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,461,825	\$ 1,258,206	\$ 1,514,399	\$ 1,480,072

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ASSISTANT ENGINEER	1.50	1.50	1.50	1.50
PUBLIC WORKS PROJECT MANAGER LT	0	0.50	0.50	0.50
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	1.00	0.90	0.90	0.90
Total	3.50	3.90	3.90	3.90

There are no changes to current level of staffing.

Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 8,706
Total Expenditures	\$ 811,350
Fund Balance	\$ -
General Fund Costs	\$ 802,644
% Funded by General Fund	98.9%
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.

Proposed Budget

It is recommended that City Council approve a budget of \$811,350 for the Traffic Signal Maintenance program. This represents a decrease of \$482 (-0.1%) from the FY 2021-22 Adopted Budget.

The budget is relatively unchanged from last fiscal year. The increase in Compensation and Benefits is due to the promotion of a Traffic Signal Technician Apprentice to a Traffic Signal Technician. The increase in Materials is due to higher electricity costs. The increases are offset by a decrease in Cost Allocation expenses due to lower IT costs and no recruitments in FY 2020-21.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 10,182	\$ 10,387	\$ -	\$ 8,706
Charges for Services	\$ 3,666	\$ -	\$ -	\$ -
Total Revenues	\$ 13,848	\$ 10,387	\$ -	\$ 8,706
Expenditures				
Employee Compensation	\$ 217,978	\$ 254,084	\$ 252,216	\$ 270,466
Employee Benefits	\$ 92,420	\$ 105,146	\$ 114,015	\$ 119,012
Materials	\$ 135,471	\$ 124,875	\$ 158,596	\$ 180,636
Contract Services	\$ 17,500	\$ 18,669	\$ 47,406	\$ 53,171
Cost Allocation	\$ 81,649	\$ 175,961	\$ 234,449	\$ 182,220
Special Projects	\$ 19,576	\$ 168,705	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 5,150	\$ 5,845
Total Expenditures	\$ 564,594	\$ 847,440	\$ 811,832	\$ 811,350
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 550,747	\$ 837,053	\$ 811,832	\$ 802,644

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	1.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	1.00	1.00	0
Total	2.00	2.00	2.00	2.00

There are no changes to current level of staffing.

Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 661,062
Fund Balance	\$ -
General Fund Costs	\$ 661,062
% 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.

Proposed Budget

It is recommended that City Council approve a budget of \$661,062 for the Safe Routes 2 School program. This represents a decrease of \$185,209 (-21.9%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to reduced Contract Services and Special Projects. Contract Services were higher last year due to additional crossing guard services. Special Projects were higher last year due to special projects for pedestrian education and riding for focus. The increase in compensation is due to additional part-time staff.

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ 4,483	\$ -	\$ -
Total Revenues	\$ -	\$ 4,483	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 111,475	\$ 116,461	\$ 127,273	\$ 140,556
Employee Benefits	\$ 42,629	\$ 46,555	\$ 52,333	\$ 53,851
Materials	\$ 22,235	\$ 5,836	\$ 23,214	\$ 24,097
Contract Services	\$ 200,290	\$ 33,777	\$ 452,310	\$ 364,178
Cost Allocation	\$ 85,404	\$ 69,076	\$ 83,682	\$ 68,673
Special Projects	\$ -	\$ -	\$ 93,240	\$ -
Contingencies	\$ -	\$ -	\$ 14,219	\$ 9,707
Total Expenditures	\$ 462,033	\$ 271,705	\$ 846,271	\$ 661,062
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 462,032	\$ 267,222	\$ 846,271	\$ 661,062

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 Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ENVIRONMENTAL PROGRAMS ASSISTANT	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

There are no changes to 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

	2023 Proposed 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. 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.

Service Objectives

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

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Capital Outlays	\$ 4,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 4,000	\$ -	\$ -	\$ -
Fund Balance	\$ (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

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 676,890
Fund Balance	\$ (676,890)
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.

Proposed Budget

It is recommended that City Council approve a budget of \$676,890 for the Fixed Assets Acquisition program. This represents a decrease of \$324,127 (-32.4%) from the FY 2021-22 Adopted Budget.

The decrease is due mainly to lower depreciation on fixed asset inventory.

Special Projects

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

Vehicle and Equipment Replacement	Cost
Vehicle Replacement	
Replace Toyota 1-Ton sprayer (#2)	\$115,000
Replace F350 (#31)	\$80,000
Replace Ford Escape (#90)	\$40,000
Replace F550 Boom Truck (#57)	\$190,000
Replace Ford Escape (#87)	\$32,000
Total Vehicle Replacement	\$457,000
Equipment Replacement	
Replace Forklift (#107)	\$60,000
Replace John Deere Tractor (#109 & #111)	\$110,000
New Forklift Pallet Stacker	\$25,000
Total Equipment Replacement	\$195,000
Unassigned (to cover the rising cost of vehicles and equipment due to supply issues)	\$17,046
Total Vehicle and Equipment Replacement	\$669,046

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 Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ 9,022	\$ 8,817	\$ 7,844
Special Projects	\$ -	\$ -	\$ 992,200	\$ 669,046
Total Expenditures	\$ -	\$ 9,022	\$ 1,001,017	\$ 676,890
Fund Balance	\$ -	\$ (9,022)	\$ (1,001,017)	\$ (676,890)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.