



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3220 • FAX: (408) 777-3109
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: November 15, 2022

Subject

Consider the First Quarter Financial Report for Fiscal Year 2022-23

Recommended Action

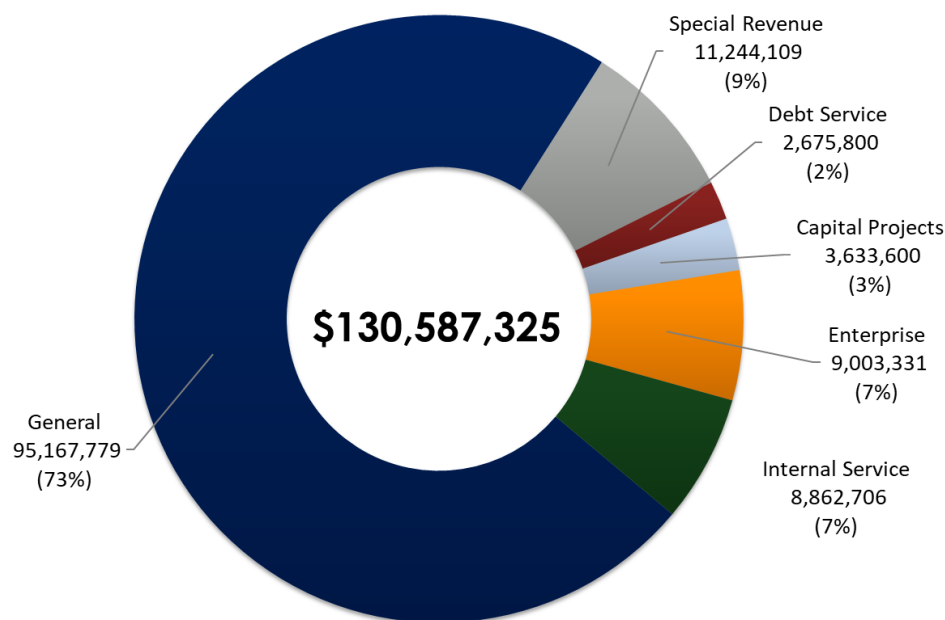
1. Accept the City Manager’s First Quarter Financial Report for Fiscal Year 2022-23
2. Adopt Resolution #22-XXX approving Budget Modification #2223-244 increasing appropriations by \$1,806,337 and revenues by \$920,149

Fiscal Impact

On June 9, 2022, as part of the Final Budget Hearing and Adoption, the City Council approved the Fiscal Year (FY) 2022-23 Adopted Budget, a \$130,587,325 spending plan funded by \$130,244,157 in revenue and \$343,168 in fund balance. The FY 2022-23 Adopted Budget reflected a \$5.1 million increase from the FY 2022-23 Proposed Budget, mainly due to operating changes, the City Work Program, and the Capital Improvement Program.

Budget Actions	Amount
Proposed Budget	\$ 125,461,857
Final Budget Hearing & Adoption	
Operating Changes	799,268
City Work Program	844,000
Capital Improvement Program (Including Transfers)	3,482,200
FY 2022-23 Adopted Budget	\$ 130,587,325

FY 2022-23 Adopted Budget Expenditures by Fund



As part of the FY 2021-22 year-end close, additional funds were carried forward from FY 2021-22 to FY 2022-23 due to encumbrances of \$13,280,075 and carryover appropriations of \$65,916,968. The largest encumbrances were \$7.4 million for capital projects and \$2.3 million for Vallco Town Center (renamed The Rise), while the largest carryovers were \$34.3 million for capital projects and \$19.7 million for Vallco Town Center. Encumbrances are outstanding commitments related to unfilled purchase orders or unfilled contracts that are rolled over to the following fiscal year until those obligations are fulfilled or terminated. Carryover appropriations are unencumbered funds for unfinished projects carried over to the following fiscal year to be spent for the same purpose for which they were approved. Lastly, the FY 2022-23 Amended Budget includes Council-approved budget amendments from July 1 to September 30, 2022 totaling \$3,290,351. The Amended Budget at the end of the first quarter is \$213,074,719 and is funded with \$174,376,686 in revenue and \$38,698,033 in fund balance and one-time funding sources. Budget amendments are summarized in the chart below.

Appropriation Changes since the FY 2022-23 Adopted Budget

Fund	FY 2022-23			Adjustments	FY 2022-23 Amended
	Adopted Budget	Carryovers	Encumbrances	Approved in 1st Quarter	Budget as of September 30, 2022
General	95,167,779	23,785,988	5,041,683	2,228,580	126,224,030
Special Revenue	11,244,109	18,140,319	3,965,049	174,220	33,523,697
Debt Service	2,675,800	-	-	-	2,675,800
Capital Projects	3,633,600	22,285,752	3,688,943	650,000	30,258,295
Enterprise	9,003,331	1,154,594	118,032	102,909	10,378,866
Internal Service	8,862,706	550,315	466,368	134,642	10,014,031
Total All Funds	\$ 130,587,325	\$ 65,916,968	\$ 13,280,075	\$ 3,290,351	\$ 213,074,719

For detailed descriptions of budget amendments, please refer to Attachment C.

FY 2021-22 Year End Update

Revenues

The City is expected to end FY 2021-22 with total revenues of \$167.4 million, which is \$36.4 million less than budgeted, primarily due to the carryover of Vallco Town Center plan check and building inspection revenues. These revenues will continue to be carried over each year until the services are rendered, and the revenues are recognized. Except for ongoing revenues to be carried over, the City's revenues performed strongly in FY 2021-22.

FY 2021-22 Year End Actuals versus Amended Budget by Revenue Category

Revenue Category	Amended Budget	Actual	Variance (\$)	Variance (%)
05 - Sales tax	36,911,996	42,175,218	5,263,222	14%
10 - Property tax	27,840,341	29,724,411	1,884,070	7%
15 - Transient occupancy	3,000,000	4,404,958	1,404,958	47%
20 - Utility tax	3,245,447	3,356,389	110,942	3%
25 - Franchise fees	3,380,986	3,479,555	98,569	3%
30 - Other taxes	4,939,812	11,117,528	6,177,716	125%
35 - Licenses and permits	33,594,629	4,141,902	(29,452,727)	-88%
40 - Use of money and property	1,960,428	(8,974,147)	(10,934,575)	-558%
45 - Intergovernmental revenue	17,967,786	9,718,143	(8,249,643)	-46%
50 - Charges for services	26,074,036	26,546,349	472,313	2%
55 - Fines and forfeitures	235,000	373,722	138,722	59%
60 - Miscellaneous	4,381,648	2,670,622	(1,711,026)	-39%
65 - Transfers in	38,262,654	38,032,654	(230,000)	-1%
70 - Other financing sources	1,995,169	667,591	(1,327,578)	-67%
Total	\$ 203,789,932	\$ 167,434,894	\$ (36,355,038)	-18%

Sales Tax continued to outperform expectations due to strong performance from online sales and the City's county pool allocation, as well as increases in restaurants and hotels and fuel and service stations. The restaurants and hotels group increased from last fiscal year due to the relaxation of prior pandemic-based restrictions. Fuel and service station revenues also increased due to high gas prices and increased travel compared to the prior fiscal year. The City's share of the countywide use tax pool allocations declined due to taxpayer reporting changes and a shift in overall pool allocation as other agencies in the county realized larger growth. However, online sales and the county pool were solid sources of revenue in FY 2021-22.

Property Tax revenue came in \$1.9 million higher than estimated. The City's 2021-22 total net taxable property value increased approximately \$1.0 billion or 3.5% over the previous year. This increase is predominantly attributable to increases in residential, commercial, and industrial property values.

Transient Occupancy Tax (TOT) revenue came in \$1.4 million higher than estimated due to increased travel but was still significantly lower relative to pre-pandemic conditions.

Intergovernmental revenue came in lower than budgeted due to the timing of revenue recognition of American Rescue Plan Act (ARPA) funding. ARPA revenue began to be recognized in FY 2021-22.

Use of Money and Property is lower than budgeted because of decreases in the market values of the City's fixed-income and Section 115 Pension Trust investment portfolios. At the end of the fiscal year, the values of the City's investments are adjusted to reflect the year-end market value. Market volatility has intensified as financial conditions tighten and global central banks pursue monetary policies to combat persistently high inflation and maintain financial market stability. Rising interest rates have decreased the market value of the City's fixed-income investments, resulting in an unrealized loss for FY 2021-22. The market value of fixed-income investment fluctuates depending on interest rates. When interest rates increase after an investment is purchased, the market value of the investment decreases. At the time of purchase, the City intends to hold investments until maturity, so changes in market value do not affect the City's investment principal. The loss will only be realized if the City sells its investments before maturity. The Section 115 Pension Trust also declined in value in FY 2021-22 due to market volatility.

Miscellaneous revenues came in lower than budgeted due to outstanding Apple donations for 2016 Bike Plan projects. These revenues will be carried over and recognized as the projects are completed.

Expenditures

The City is expected to end FY 2021-22 with total expenditures of \$142.9 million, which is \$17.3 million lower than budgeted. This excess budget is due to various savings achieved over several expense categories, as described below.

FY 2021-22 Year End Actuals versus Amended Budget by Expense Category

Expenditure Category	Amended Budget	Actual Expenditures	Variance (\$)	Variance (%)
05 - Employee compensation	27,694,272	24,804,825	(2,889,447)	-10%
10 - Employee benefits	13,923,946	10,233,560	(3,690,386)	-27%
15 - Materials	9,424,317	7,331,558	(2,092,759)	-22%
20 - Contract services	31,482,230	26,760,840	(4,721,390)	-15%
25 - Cost allocation	14,368,931	14,368,931	-	0%
30 - Capital outlays	13,131,584	11,286,126	(1,845,458)	-14%
31 - Special projects	6,878,272	5,637,526	(1,240,746)	-18%
35 - Contingencies	556,768	5,132	(551,636)	-99%
40 - Debt services	2,676,000	2,676,000	-	0%
45 - Transfer out	38,232,654	38,032,654	(200,000)	-1%
50 - Other financing uses	1,834,960	1,718,997	(115,963)	-6%
Total	\$ 160,203,934	\$ 142,856,148	\$ (17,347,786)	-11%

Salaries and Benefits came in lower than budgeted due to full-time vacancies and part-time salary savings.

Materials savings are due to a Citywide reduction in general supplies, conferences, and training.

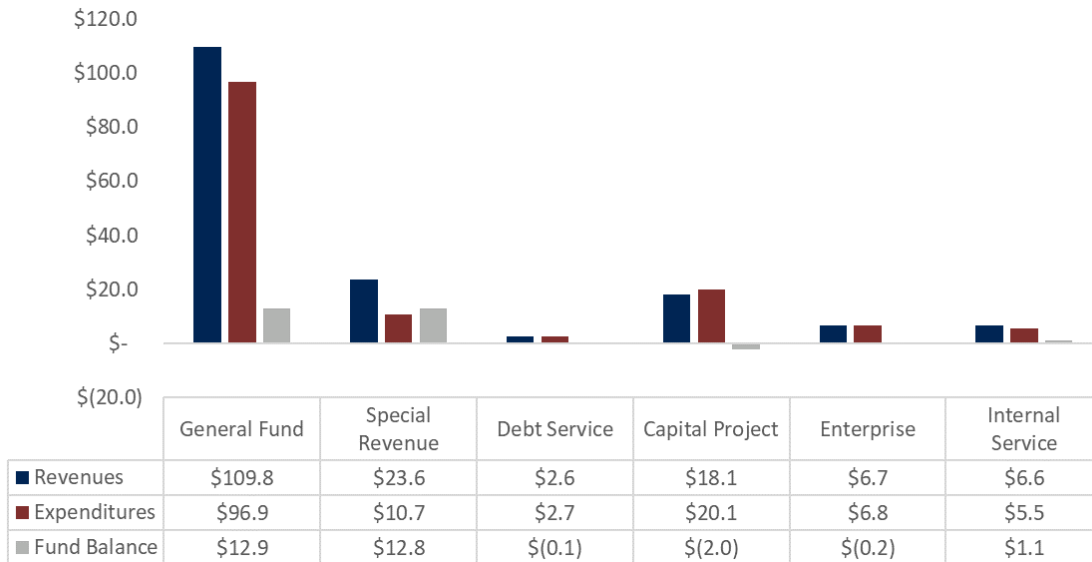
Contract Services were lower than budgeted due to savings in the City Attorney's Office, Parks and Recreation, and Public Works departments.

Capital Outlays and Special Projects came in lower due primarily to the completion of projects and capitalization of fixed asset costs.

Contingencies were lower than budgeted due to departments having sufficient appropriations.

The table below compares actual revenues and expenditures, and the resulting changes to fund balance effective as of FY 2021-22 year-end.

FY 2021-22 Year-End Estimates (\$ in millions)



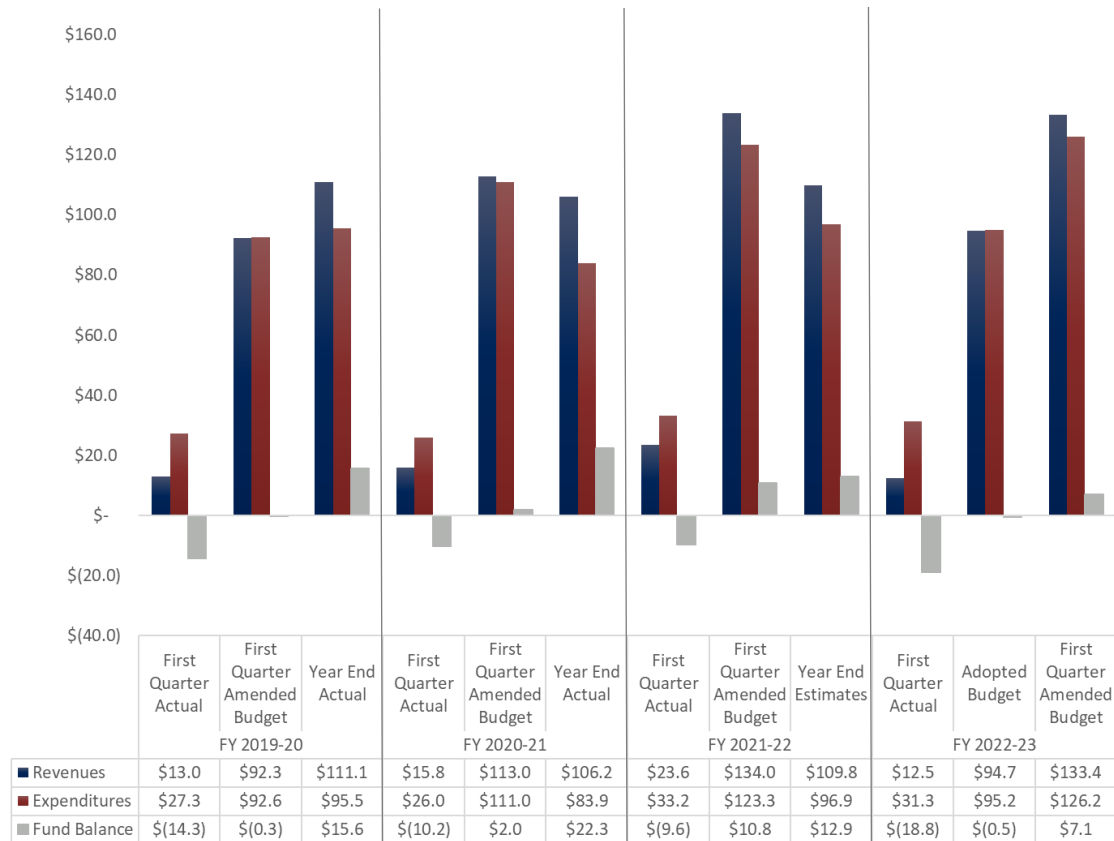
Discussion

The primary focus of the First Quarter Financial Report is to provide an update on the status of the City budget; the report also reviews current revenue and expenditure patterns to ensure that budgets are on track to end the year in a positive fiscal position and reviews any significant variances in expenditures from the prior fiscal year.

General Fund Update

The General Fund's historical revenues, expenditures, and fund balance demonstrate that amended expenditures have often exceeded amended revenues, leading to the use of fund balance. However, it was not due to a structural deficit but the transfer of excess fund balance from the General Fund to the Capital Reserve per the City's use of one-time funds policy. Due to the City's encumbrance and budget carryover process, fiscal years have generally ended with increases to fund balance.

4-Year Comparison of Revenues, Expenditures, and Changes to Fund Balance (\$ in millions)



Revenues

As of the first quarter, overall revenue is lower than the same time last year due to changes in sales tax, intergovernmental, and transfers. To get a clearer picture of city finances and to demonstrate the impact of American Rescue Plan Act of 2021 (ARPA) dollars on the City’s budget, staff has included an analysis – excluding transfers and revenues recognized due to the ARPA. As of the first quarter, excluding ARPA transfers and revenues, revenues are down \$3.5 million, or 22%, compared to last year. This is mostly attributable to decreases in sales tax. All revenue classification fluctuations are explained in detail below.

The following table shows the differences between General Fund revenues collected as of the first quarter in the current fiscal year and the prior fiscal year.

Comparison of FY 2021-22 General Fund First Quarter Revenue to FY 2022-23

Revenue Category	First Quarter 2022	First Quarter 2023	Variance (\$)	Variance (%)
05 - Sales tax	9,459,612	4,082,699	(5,376,913)	-57%
10 - Property tax	265,394	79,078	(186,317)	-70%
15 - Transient occupancy	287,021	1,485,719	1,198,699	418%
20 - Utility tax	478,155	636,988	158,832	33%
25 - Franchise fees	170,876	180,066	9,191	5%
30 - Other taxes	386,972	328,349	(58,623)	-15%
35 - Licenses and permits	1,137,359	931,463	(205,895)	-18%
40 - Use of money and property	457,729	589,007	131,278	29%
45 - Intergovernmental revenue	2,786,645	1,070,673	(1,715,972)	-62%
50 - Charges for services	3,035,190	2,746,279	(288,911)	-10%
55 - Fines and forfeitures	36,578	41,997	5,419	15%
60 - Miscellaneous	236,900	292,886	55,986	24%
65 - Transfers in	4,862,387	61,140	(4,801,247)	-99%
70 - Other financing sources	-	-	-	0%
Total	\$ 23,600,818	\$ 12,526,346	\$ (11,074,472)	-47%

Sales Tax revenue received in first quarter was \$5.4 million, or 57%, lower than last year. Sales tax revenues are received two months in arrears. As a result, we are looking at sales tax revenues corresponding to July and August 2022 for FY 2022-23 and July to September 2021 for FY 2021-22. The start of FY 2021-22 experienced similar trends of new taxes from marketplace facilitators plus a surge in online sales while citizens sheltered in place generated a larger county pool allocation, but to a lesser degree compared to FY 2020-21. As the economy recovered from the depths of the pandemic, sales tax revenues from general consumer goods, restaurants and hotels, and fuel and service stations rose in FY 2021-22. The first quarter of FY 2022-23 reports sales tax revenues significantly lower than pandemic conditions, and staff anticipate a continued downward trend in sales tax revenue as the State continues to reopen and recover from the pandemic. It is anticipated that the City's restaurants and hotels, fuel and service stations, and automotive industry groups will continue to increase in FY 2022-23. However, these increases will only slightly mitigate the anticipated declines in the City's business-to-business and County pool share allocation as online sales fall from recent historic highs. In addition, the future growth rate for sales tax revenue is expected to slow. Rising inflation, high mortgage rates, and the Federal Reserve's tightening monetary policy are expected to result in weakening consumer sentiment and slower growth into 2023.

Property Tax revenue has come in lower than the same time last year by \$186,000, or 70%, because the City received an excess Educational Revenue Augmentation Fund (ERAF) remittance last year. When local property taxes are sufficient to support local schools without major state aid, excess ERAF funds are remitted to applicable local jurisdictions. In 2022-23, the City's property tax roll grew \$2.084 billion, or 7.2%, year-over-year, compared to 7.4% for the county. This growth was \$1.09 billion more than in 2021-22,

when the property tax roll grew by \$986 million, or 3.5%. Residential use values increased \$1.259 billion, or 7.2%, representing 60% of all growth experienced in the City. Commercial properties posted an increase of \$1.066 billion, or 13.1%, due to the addition of assets by Campus Holdings at the Apple site. Industrial use grew \$280 million, or 24.7%, due to Apple parcel growth, some of which showed the transfer of assets from the unsecured to the secured roll. Unsecured assets in Cupertino decreased by \$655 million, or 38%, on 18 fewer bills reported. Secured property generally includes buildings and land, whereas unsecured property generally includes properties that are portable, such as boats, aircrafts, business equipment, and other possessory interests. Growth in home sales remained strong through the summer of 2021. Many cities saw median price increases due to low interest rates, high demand, and limited properties for sale. Sales price increases in 2021 were reflected in the 2022-23 tax rolls. Tracking activity into 2022, new concerns over rising interest rates and inflation are decreasing the volume of home sales. For many locales, median prices have waned slightly in recent months, but still represent increases in sale price when compared to the prior year. The median sale price of Cupertino detached single-family homes from January through August 2022 was \$2,975,000, an increase of \$165,000, or 5.9%, from the median sale price in the same period for 2021. The annual consumer price index (CPI) applied per Proposition 13 was 2% this year after a granting of 1.036% in the prior year. Staff will continue to monitor all revenue categories, and as part of the Mid-Year Financial Report, make any necessary adjustments to revenue projections.

Transient Occupancy Tax (TOT) revenue has come in \$1.2 million, or 418%, higher than last year. The significant increase is due to the relaxation of prior pandemic-based restrictions that reduced travel. Increased travel and the return of employees onsite have resulted in a direct and significant effect on the City's TOT revenues. Average daily rates and occupancy rates for hotels are near pre-pandemic levels. In September 2022, the average daily rate was \$221.29, an increase from \$135.98 in September 2021 and \$105.34 in September 2020. The average occupancy rate was 75% in September 2022, an increase from 68% in September 2021 and 53% in September 2020. While staff anticipates a recovery in FY 2023-24, long-term telework policies may have long-lasting impacts on the City's TOT revenues with respect to pre-pandemic conditions. Staff will continue to monitor economic regulations and other factors and report back as part of the mid-year financial report.

Utility Tax increased \$158,832, or 33%, over the previous quarter. This is due to the Utility User Tax (UUT) August payment recorded in October during FY 2021-22. In FY 2022-23, the August UUT was recorded in September.

Franchise Fees increased \$9,200, or 5%, representing nominal change.

Other Taxes decreased \$58,623, or 15%, due to a decrease in property transfer taxes.

Licenses and Permits decreased \$205,895, or 18%, due to lower revenues in miscellaneous building permits over the same period last year.

Use of Money and Property increased \$131,278, or 29%, due to an increase in investment earnings.

Intergovernmental Revenue decreased approximately \$1.7 million, or 62%, over the same period last year due to American Rescue Plan Act revenue recognized in FY 2021-22.

Charges for Services decreased \$288,911, or 10%, primarily due to a decrease in cost allocation charges. Cost allocation has decreased due to lower cost allocation expenses that need to be allocated.

Fines and Forfeitures increased \$5,419, or 15%, due to an increase in City fines.

Miscellaneous Revenue increased \$55,986, or 24%, due to two forfeited Temporary Certificate of Occupancy (TCO) bonds totaling \$20,000, and a settlement check for \$18,000. Additionally, revenues from a law enforcement donation are \$15,000 more than last year due to increased Sheriff's costs.

Transfers In decreased \$4.8 million, or 99%, due to the one-time transfer of funds to General Fund departments as part of the American Rescue Plan Act funding strategy in the first quarter of FY 2021-22.

Other Financing Sources remain budgeted at zero dollars due to the timing of refundable deposit revenues received.

Expenditures

As of first quarter, overall expenditures are tracking at \$31.3 million, which is \$1.9 million, or 6%, lower than the same time last year. This is primarily due to decreases in transfers out because of the American Rescue Plan Act funding strategy approved by City Council in the first quarter of FY 2021-22. On an adjusted basis and excluding transfers out, expenditures are tracking \$2.2 million or 13% higher than last year.

The following table shows the differences between General Fund expenditures incurred as of the first quarter in the current fiscal year and the prior fiscal year.

Comparison of FY 2021-22 General Fund First Quarter Expenditures to FY 2022-23

Expenditure Category	First Quarter 2022	First Quarter 2023	Variance (\$)	Variance (%)
05 - Employee compensation	4,526,689	5,886,488	1,359,799	30%
10 - Employee benefits	2,374,179	2,654,002	279,823	12%
15 - Materials	952,840	1,242,176	289,336	30%
20 - Contract services	5,826,209	6,525,117	698,908	12%
25 - Cost allocation	2,987,016	2,596,490	(390,525)	-13%
30 - Capital outlays	750	-	(750)	N/A
31 - Special projects	287,063	353,953	66,890	23%
35 - Contingencies	-	-	-	N/A
45 - Transfer out	16,099,371	11,996,300	(4,103,071)	-25%
50 - Other financing uses	139,096	75,186	(63,910)	-46%
Total	\$ 33,193,212	\$ 31,329,712	\$ (1,863,500)	-6%

Salaries and Benefits increased approximately \$1.6 million, or 24%, over the same period last year due to negotiated cost of living adjustments and increases in retirement and workers' compensation benefit costs.

Materials have increased approximately \$289,000, or 30%, representing a moderate recovery and return to normal relative to FY 2021-22. In FY 2021-22, conference and training expenses were lower due to reduced travel and in-person events during the pandemic. In FY 2022-23, electricity costs are higher due to higher rates.

Contract Services have increased by approximately \$699,000, or 12%, due primarily to increases in insurance premiums and the law enforcement contract with the Santa Clara County Sheriff's Office.

Capital Outlays and *Special Projects* have increased by approximately \$66,000, or 23%, due to projects that differ in scope and timing from year to year.

Transfers Out decreased by approximately \$4.1 million, or 25%, primarily due to a one-time \$4.8 million transfer to General Fund departments as part of the American Rescue Plan Act funding strategy in the first quarter of FY 2021-22. Interfund transfers are the movement of cash between one or more funds. As part of the Adopted Budget process, transfers from the General Fund to other City funds serve as operating subsidies to ensure each fund has a positive fund balance at the end of the fiscal year. Additionally, when Capital Improvement Program capital projects are authorized by City Council, a transfer from the Capital Reserve to the appropriate fund is necessary to record the costs and activities of the project. More information on the City's operating and capital transfers can be found on pages 115-118, and 578 of the Fiscal Year 2022-23 Adopted Budget.

Recommended Adjustments

As of the first quarter, departments are requesting budget adjustments to ensure they end the year within budget appropriations. The recommended adjustments are summarized in the table below.

Recommended Adjustments by Fund

Fund	Department	Revenue	Expenditure	Change in Fund Balance	Proposal
GENERAL FUNDS					
100 General Fund	Administration	-	9,650	(9,650)	Community Outreach Printing and Mailing
100 General Fund	Administration	-	7,150	(7,150)	Earth and Arbor Day Festival Services
100 General Fund	Administration	-	20,000	(20,000)	Greenhouse Gas Emissions Inventory Update
100 General Fund	Administration	-	30,000	(30,000)	Valley Water Cost Share Program
100 General Fund	Innovation & Technology	12,000	-	12,000	Revenue from Video Production Services
100 General Fund	Innovation & Technology	20,152	-	20,152	Revenue from HCD Grant
100 General Fund	Community Development	769,231	500,000	269,231	Construction Plan Check
100 General Fund	Public Works	-	11,965	(11,965)	McClellan Ranch Path Repair
100 General Fund	Public Works	-	136,734	(136,734)	Tree Maintenance
100 General Fund	Public Works	-	118,500	(118,500)	Utilities Adjustments
100 General Fund	Public Works	-	8,201	(8,201)	Backwater Check Valve Replacement
100 General Fund	Public Works	-	13,804	(13,804)	Pool Equipment Preventive Maintenance
100 General Fund	Non-Departmental	-	118,766	(118,766)	Transfer to I&T Fund for Faro Scanners
TOTAL GENERAL FUNDS		801,383	974,770	(173,387)	
SPECIAL REVENUE FUNDS					
230 Environmental Mgmt	Public Works	-	6,238	(6,238)	Utilities Adjustments
TOTAL SPECIAL REVENUE FUNDS		-	6,238	(6,238)	
ENTERPRISE FUNDS					
520 Resource Recovery	Public Works	-	31,377	(31,377)	Household Hazardous Waste (HHW)
520 Resource Recovery	Public Works	-	6,140	(6,140)	SB 1383 Grant Fund Allocation
TOTAL ENTERPRISE FUNDS		-	37,517	(37,517)	
INTERNAL SERVICE FUNDS					
610 Innovation & Technology	Innovation & Technology	118,766	-	118,766	Transfer from General Fund for Faro Scanners
610 Innovation & Technology	Innovation & Technology	-	118,766	(118,766)	Faro Scanners for the Sheriff's Office
630 Vehicle/Equip Replacement	Public Works	-	669,046	(669,046)	Vehicle and Equipment Replacement
TOTAL INTERNAL SERVICE FUNDS		118,766	787,812	(669,046)	
TOTAL ALL FUNDS		\$ 920,149	\$ 1,806,337	\$ (886,188)	

Administration

Sustainability (100-12-122)

Community Outreach Printing and Mailing

Funds are requested to provide marketing and outreach for the newly adopted Climate Action Plan 2.0, targeted mailing for a Silicon Valley Clean Energy (SVCE) or BayREN program to market new and improved residential and commercial offerings for energy efficiency and electrification, and for the replacement of the Earth and Arbor Day Festival banner which was damaged last year. Appropriations are recommended to be increased by \$9,650.

Sustainability (100-12-122)

Earth and Arbor Day Festival Services

In 2022, the Earth and Arbor Day Festival resumed in person, with SVCE sponsoring a solar-powered stage that garnered attention for the festival. SVCE will not have the same resources to continue to sponsor this service. Funds are requested to cover the rental fee, set up, and staffing for the stage. Due to reduced staff capacity to staff and set up the Bike Valet, funds are also requested for a bike valet, which will be set up and run by the Silicon Valley Bicycle Coalition. Appropriations are recommended to be increased by \$7,150.

Sustainability (100-12-122)

Greenhouse Gas Emissions Inventory Update

The current emissions inventory reflects data from 2018. An update to this inventory needs to be completed this year to remain compliant with the Global Covenant of Mayors' requirements. This expense occurs every two to three years. To help address department workload limitations, funds are requested to engage an outside consultant who performs this work exclusively for local governments. This inventory is an essential part of implementing the newly adopted Climate Action Plan 2.0, a FY 2021-22 Work Program project. Appropriations are recommended to be increased by \$20,000.

Sustainability (100-12-122)

Valley Water Cost Share Program

The approved budget includes a multi-year contract of \$45,000. However, over the past six months, there has been a large increase in demand for this program. Additional funds are requested to match the demand increase and ensure fund availability to support rebates for residents and commercial customers accessing Landscape Rebate Program and Graywater Rebate Program rebate funds. This program is essential to the successful continuation of the Climate Victory Gardens pilot, a FY 2019-20 Work Program project titled "Lawn Buster Drought Tolerant Planting Pilot." Appropriations are recommended to be increased by \$30,000.

Innovation and Technology Department

Video (100-31-305)

Revenue from Video Production Services

In-person video production services have resumed for Silicon Valley Clean Energy Authority. Revenues will increase by \$12,000 in accordance with the \$1,000 per meeting supported.

Applications (100-32-308)

Revenue from HCD Grant

In FY 2019-20, Innovation & Technology received a \$310,000 grant from the California Department of Housing and Community Development for implementation services and software (Accela and ProjectDox) that accelerate and streamline Housing Production. Revenues will increase by \$20,152 for funds expected to be reimbursed this year.

Infrastructure (610-34-310)

Faro Scanners for Sheriff's Office

Funds are requested to procure a system to help the Sheriff's Office with crime scene analysis. IT is simply assisting with procurement; the Sheriff's Office will manage implementation and fund future budget requirements. The focus laser scanner will assist Law enforcement officials in sharing on-scene reality-capture data faster than ever before and accurately capturing the on-scene elements that may have led to or contributed to an incident, be it a car accident, structural collapse, a mass-casualty event, homicide, etc. The purchase is for four years of equipment, maintenance, and support with a one-time fee of \$118,766. Appropriations are recommended to be increased by \$118,766. This request is funded by a \$496,083 refund from the Sheriff's Office as law enforcement services in FY 2021-22 came in under budget.

Community Development Department

Building Plan Review (100-73-714)

Construction Plan Check

To alleviate the consistent backlog and provide a timely turnaround of plan reviews, funds are requested to hire two consultants to assist with plan reviews for The Hamptons Redevelopment, Cupertino Village, De Anza Hotel, Marina Plaza, Apple Tenant Improvements, Vallco Parkway VP1, and Apple Campus 2 Ancillary Building. Appropriations are recommended to be increased by \$500,000 and offset with \$769,231 in fee revenues. The City keeps 35% of the fee revenues, and the contractor receives 65%.

Public Works Department

Environmental Programs Resource Recovery (520-81-801)

Household Hazardous Waste (HHW)

Due to changes in the use of the County's HHW program by Cupertino residents and increased costs at the County level, funds are requested to continue the partnership with the County for the safe disposal of HHW. Appropriations are recommended to be increased by \$31,377.

Environmental Programs Resource Recovery (520-81-801)

SB 1383 Grant Fund Allocation

The grant amount received from CalRecycle was higher than anticipated. The grant totaled \$83,693, of which \$77,553 was expended during FY 2021-22. Funds are requested to budget the additional \$6,140 for expenditure. Appropriations are recommended to be increased by \$6,140.

BBF Pool Equipment (100-87-841)

Blackberry Farm Pool Equipment Preventative Maintenance

Recent semi-annual maintenance revealed the need for a preventive maintenance (PM) program for swimming pool equipment at Blackberry Farm. Funds are requested to hire a contractor to complete the PM program, which will reduce the chance of closing pool operations due to equipment failure. Appropriations are recommended to be increased by \$13,804.

Monta Vista Community Center (100-87-833)

Backwater Check Valve Replacement

Monta Vista has a backwater valve that has reached its useful life and is in a confined space (manhole) with the danger of engulfment of sewage. Recent semi-annual maintenance revealed the need for replacement. Otherwise, there will be an increased risk of death, injury, and cost to maintain the valve. Funds are requested to install a new extendible backwater valve and valve box, repair any piping damage, backfill excavation, compact fill materials, and repave asphalt to match the existing profile. Appropriations are recommended to be increased by \$8,201.

Library Facilities & Storm Drain Maintenance (100-87-828 & 230-81-855)

Utilities Adjustments

Funds are requested for utilities adjustments that were missed during the base budget. All Library facility utility costs are billed at fiscal year-end to Santa Clara County, which reimburses 100% of those costs. The revenues for the reimbursement are included in the base budget. Appropriations are recommended to be increased by \$124,738.

PW Grounds (100-84-809, 100-84-811, 100-84-812, 100-84-813 & 100-84-814)

Tree Maintenance

Funds are requested to contract with a tree contractor for necessary tree maintenance at several City-owned sites. The increase in tree maintenance costs is due to drought-related tree failures and deferred maintenance. Appropriations are recommended to be increased by \$136,734.

McClellan Ranch (100-84-808)

McClellan Ranch Path Repair

In FY 2021-22 First Quarter, City Council approved a \$54,966 request for McClellan Ranch Path Repair. The project included removing and replacing 13 sections of pervious concrete to mitigate trip hazards on a pathway that is highly used by pedestrians

walking the Stevens Creek Trail. The funds were carried over to FY 2022-23. Additional funds are requested due to an increase in the scope of work. Appropriations are recommended to be increased by \$11,965.

Fixed Assets Acquisition (630-90-985)

Fixed Assets (Vehicle and Equipment Replacement)

Funds are requested for fixed assets purchases for vehicle and equipment replacement as listed below.

Vehicle and Equipment Requests

Vehicle and Equipment Replacement	Cost
Vehicle Replacement	
Replace Toyota 1-Ton sprayer (#2)	115,000
Replace Ford F350 (#31)	80,000
Replace Ford Escape (#90)	40,000
Replace Ford 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

Fixed assets requests were removed at the Proposed Budget Study Session via City Council motion so that City staff could provide additional information. See Attachment I for additional information on the fleet and equipment replacement process and a complete list of fleet and equipment assets.

Fund Balance

The City's General Fund ended FY 2020-21 with \$96.9 million in total fund balance. Staff anticipates the General Fund will end FY 2021-22 with \$109.8 million in fund balance, an increase of \$12.9 million from the prior year due to FY 2021-22 ending with revenues higher than expenditures. As of the first quarter, staff anticipates the General Fund will end FY 2022-23 with \$121.6 million in fund balance.

General Fund Classification of Fund Balance (in millions)

Classification	Actual		Year End Projection		Adopted Budget		1st Quarter Year End Projection	
	2020-21		2021-22		2022-23		2022-23	
Non Spendable	\$	0.4	\$	0.4	\$	0.4	\$	0.4
Restricted		19.9		18.8		24.2		18.8
Committed		19.1		34.1		34.1		34.1
Assigned		4.9		5.0		3.0		5.0
Unassigned		52.4		51.4		48.3		63.2
TOTAL FUND BALANCE	\$	96.9	\$	109.8	\$	110.1	\$	121.6

To date, the City’s outside auditors have not completed their review of the City’s financials. Revenue, expenditure, and fund balance totals listed in this report are preliminary and subject to change after a full review by the City’s auditors. City Staff does not anticipate many, if any, changes from the auditors.

Per the City’s Fund Balance Policy, unassigned fund balance over \$500,000 is to be used in the following order to replenish committed/restricted fund balances with any remaining balances to be placed in the Capital Reserve:

1. Economic Uncertainty Reserve
2. CalPERS Reserve (Section 115 Pension Trust)
3. Sustainability Reserve
4. Unassigned

As of the first quarter, all priority areas are fully funded. Due to the uncertainty around a California Department of Tax and Fee Administration (CDTFA) sales tax audit of one of the City’s taxpayers, City staff is not recommending any transfers to reserves currently. The impact of this audit is unknown but has the potential to significantly affect the City’s sales tax revenues. Staff anticipates bringing recommendations on the use of fund balance to the City Council at mid-year in March 2023 once more information regarding the sales tax audit is available.

Staffing

As part of the FY 2022-23 Adopted Budget, City Council approved 225 FTEs. City staff is recommending no changes to staffing as of the first quarter.

The City of Cupertino continues to be affected by the impacts of the labor shortage at all levels of the organization. The City is experiencing a significant amount of staff turnover, due to both resignations and retirements. As a result, the City’s recruitment efforts have been greatly impacted. The City has had several positions, e.g., Finance Manager, Public Works Project Manager, and Sr. Planner/Associate Planner/Assistant Planners, that have required multiple recruitments for several reasons including, but not limited to, reduced applicant pools, competing job offers, and unexpected resignations. Administrative Services continues to place recruitment efforts as a key department

priority. As seen in the table below, recruitments were higher in FY 2020-21 and FY 2021-22, with the drop in FY 2019-20 due to a soft hiring freeze that was in place for half of the year.

Fiscal Year	Average Employee Turnover Rate ¹	Number of Recruitments ²	Average Vacancy Rate
2018-19	10.4%	20	7.2%
2019-20	6.4%	18 ³	5.7%
2020-21	14.7%	24	8.0%
2021-22	10.3%	33	10.8%
2022-23 Q1	14.5% ⁴	4	6.5%

¹ Full-time employee separations due to retirement or resignation

² Full-time recruitments opened

³ Decline due to COVID-19 and soft hiring freeze while staffing study was pending

⁴ Annualized

Recommended adjustments in Community Development for plan check show the impacts of these turnover and recruitment trends as the City needs to contract a portion of services out to backfill vacancies.

City Manager Discretionary Fund

In the FY 2022-23 Adopted Budget, City Council approved \$75,000 in funding for the City Manager Discretionary Fund. The quarterly financial reports will detail the City Manager’s use of the discretionary fund and may include recommendations to replenish depending on the extent and nature of use. As of September 30, 2022, \$2,632.50 has been used for environmental consulting services for the initial preparation of a Phase I environmental site assessment at 21801 Stevens Creek Boulevard.

Special Projects

Beginning FY 2022-23, the quarterly financial reports will provide a status update on special projects, including the budget, amount spent, and estimated completion date. See Attachment F for FY 2021-22 special projects as of year-end and Attachment G for FY 2022-23 special projects as of September 30, 2022.

Grants

The City entered into a contract with California Consulting in February 2019 to identify and apply for State and Federal grants on behalf of the City. The contract originated in Public Works and was transferred to Administrative Services in the amount of \$75,509 in FY 2022-23. The goals of this pilot program are to centralize the grant function and to maximize grant opportunities. Additional updates on the status of grants will be provided as part of the quarterly financial reports beginning with this report.

During FY 2021-22 and 2022-23, the City applied for 16 competitive grants totaling \$31.2 million. To this date, the City has been awarded \$17.7 million. Furthermore, during FY 2018-19, 2019-20, and 2020-21, the City applied for 7 additional grants totaling \$8 million. Of these 7 grants, the City has been awarded \$7 million.

Also, during FY 2021-22 and 2022-23, the City applied for 12 non-competitive grants totaling \$4.0 million. See Attachment H for further details on grants applied, pending, awarded, and not awarded.

Capital Improvement Program

Beginning FY 2022-23, the quarterly financial reports will provide a status update on Capital Improvement Program (CIP) projects. See Attachment J for more information.

Conclusion

The First Quarter Financial Report shows the City is well-positioned to move forward. City staff recommends adjustments of \$1,806,337 in new appropriations, funded by \$920,149 in revenues and \$886,188 in fund balance.

Prepared by: Thomas Leung, Budget Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – FY 2022-23 First Quarter Financial Report

B – Draft Resolution

C – Description of Carryovers and Adjustments through September 30, 2022

D – Description of Budget Transfers through September 30, 2022

E – FY 2022-23 First Quarter Recommended Budget Adjustments Journal

F – FY 2021-22 Special Projects Update

G – FY 2022-23 First Quarter Special Projects Update

H – Competitive and Non-Competitive Citywide Grants Tracking

I – Fleet and Equipment Replacement Process

J – Capital Improvement Program Project Status

CITY OF CUPERTINO

FY 2022-23 First Quarter Financial Report

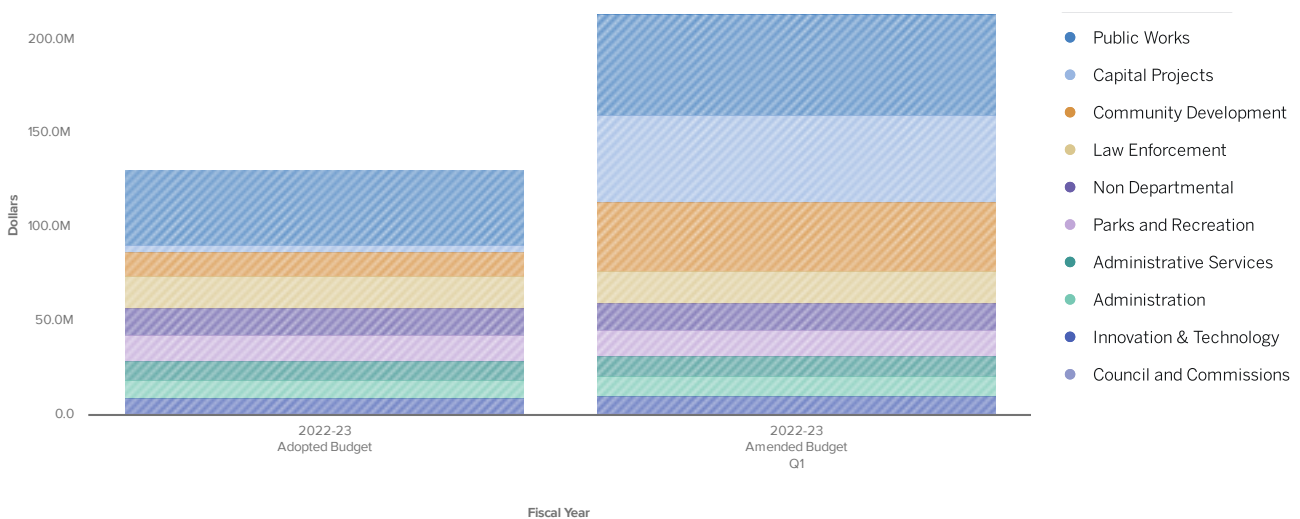
The following is the First Quarter Financial Report, submitted by the Administrative Services Department for the period of July 1, 2022 to September 30, 2022 for Fiscal Year (FY) 2022-23. It has been prepared to inform the City Council, City leadership and the public of the City's fiscal status.

This [Financial Report](#) is interactive. Click on a chart to learn more.

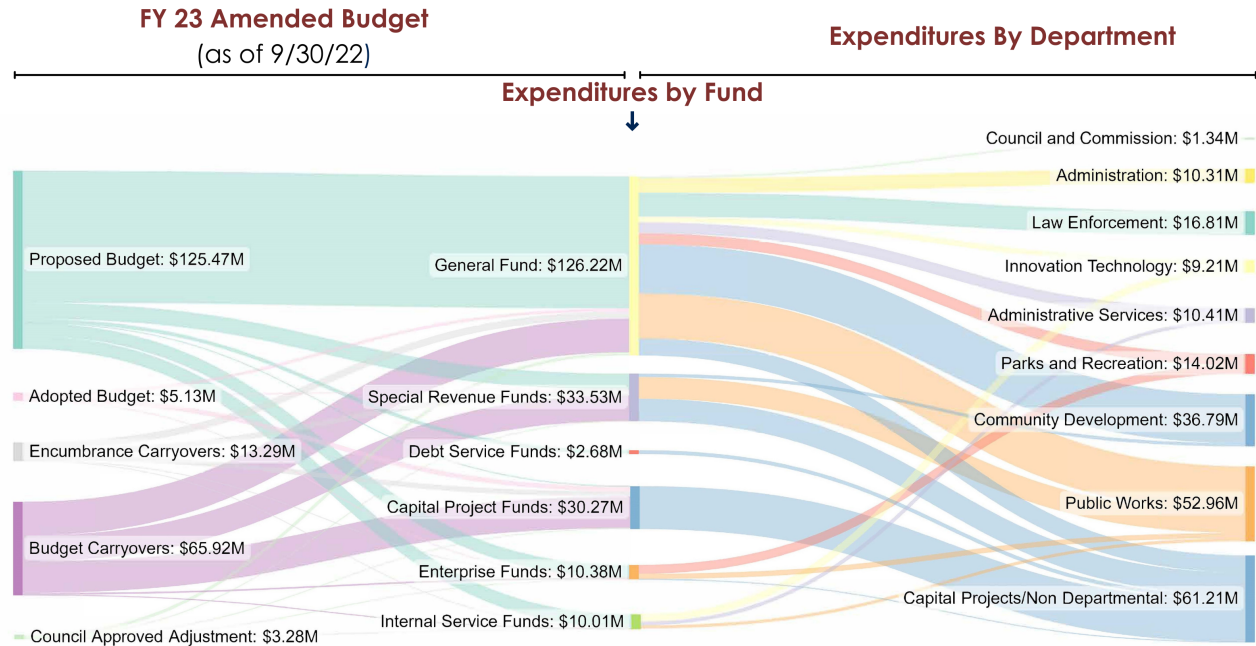
Background

On June 9, 2022, the City Council adopted the Fiscal Year (FY) 2022-23 Adopted Budget, a \$130,587,325 spending plan funded by \$130,244,157 in revenue and \$343,168 in fund balance. The FY 2022-23 Adopted Budget reflected a \$5.1 million increase from the FY 2022-23 Proposed Budget of \$125,461,857, mainly due to operating changes, City Work Program, and the Capital Improvement Program. First quarter adjustments include carryovers and encumbrances for obligations from the previous fiscal year, as well as Council-approved adjustments. Combined, these adjustments result in the amended operating budget of \$213,074,719.

Amended Budget



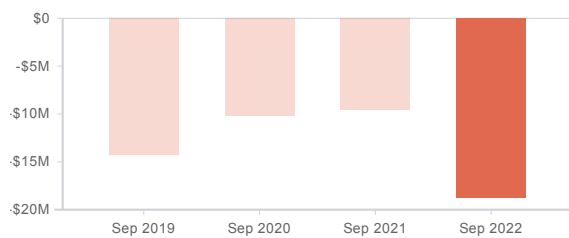
Flow of Funds Chart (in Millions)



General Fund Revenues, Expenditures, and Fund Balance

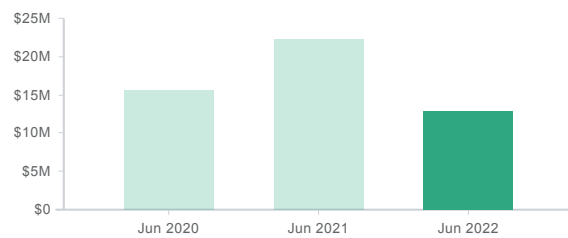
To date the City’s financial statement audit has yet to be issued and revenue, expenditure, and fund balance totals listed in this report are preliminary and subject to change after a full review by the City’s auditors. City staff does not anticipate many if any changes from the auditors.

General Fund Revenues vs Expenditures First Quarter

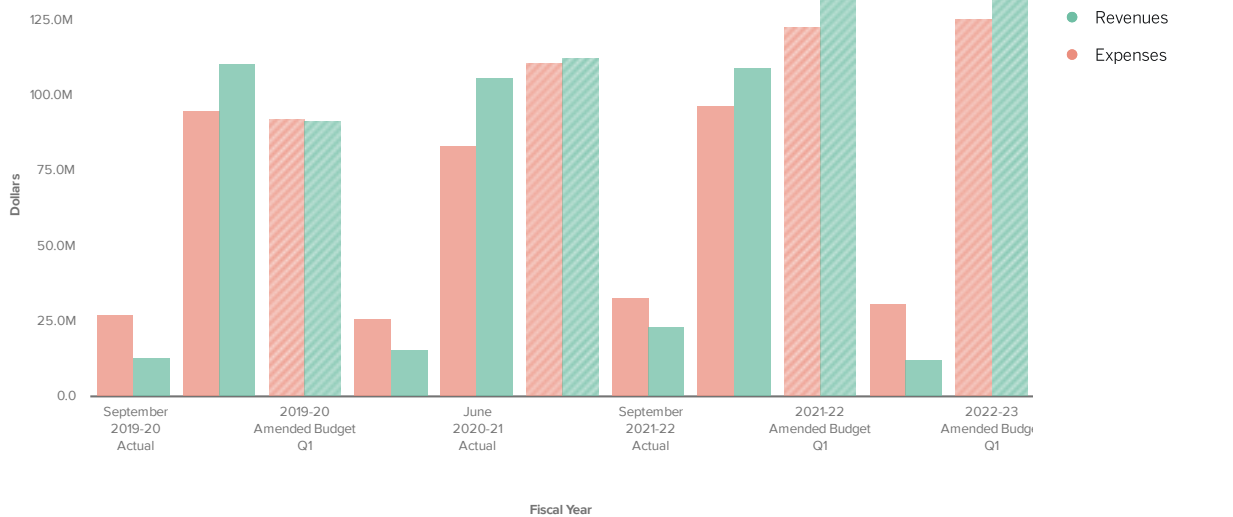


-\$18,803,366.54
Revenues Less Expenses in Sep 2022

General Fund Revenues vs Expenses Year End



\$12,907,502.61
Revenues Less Expenses in Jun 2022

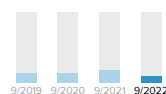


General Fund Revenue and Expenditure Trends

As of September 30, 2022, General Fund expenditures are \$31.3 million, which is 25% of budgeted appropriations. Expenditures at the first quarter point of the prior three years ranged between 23% and 29% of budgeted appropriations which places current first quarter actuals within the range. General Fund revenues are at \$12.5 million, which is 9% of budgeted revenue. Revenues at the first quarter point of the prior three years were between 14% and 18% of budgeted revenues, placing this year slightly below the range. Staff will continue to monitor its leading revenue sources as the year progresses.

General Fund Revenues - First Quarter vs Budget

Data Updated yesterday

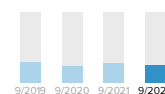


9.39%

In Revenues of \$133,362,013.00 Budgeted through Sep 2022

General Fund Expenses - First Quarter vs Budget

Data Updated yesterday



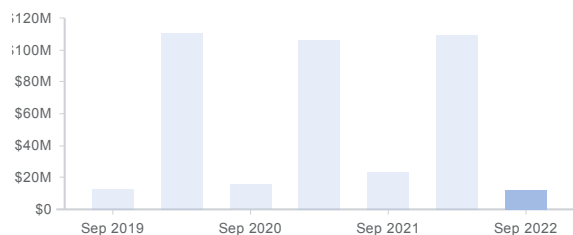
24.82%

In Expenses of \$126,224,030.00 Budgeted through Sep 2022

As of first quarter, overall revenue is tracking at \$12.5 million which is \$11.1 million, or 47%, lower than the same time last year and has been most impacted by changes in sales tax, intergovernmental, and transfers in.

As of first quarter, overall expenditures are tracking at \$313.3 million which is \$1.9 million, or 6%, lower than the same time last year. This is primarily due to decreases in transfers out, which were higher in FY 2021-22 as a result of the American Rescue Plan Act funding strategy approved by City Council.

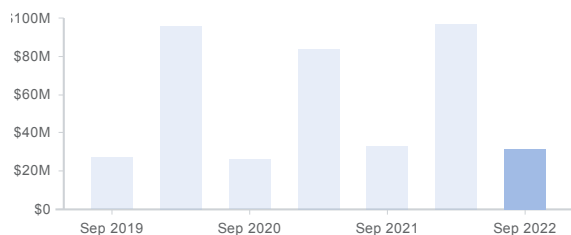
General Fund Revenues - First Quarter vs Year End



\$12,526,345.76

Revenues in Sep 2022

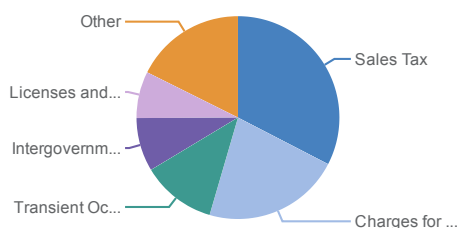
General Fund Expenses - First Quarter vs Year End



\$31,329,712.30

Expenses in Sep 2022

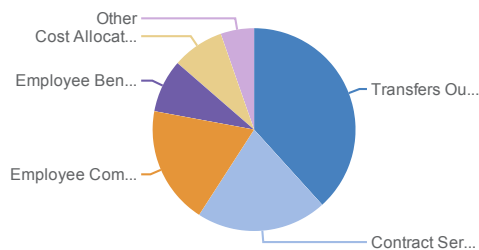
General Fund Revenues by Type



\$12,526,345.76

Revenues in Sep 2022

General Fund Expenses by Type



\$31,329,712.30

Expenses in Sep 2022

General Fund Classification of Fund Balance

The City's General Fund ended FY 2020-21 with \$96.9 million in total fund balance. Staff anticipates the General Fund will end FY 2021-22 with \$109.8 million in fund balance, an increase of \$12.9 million from the prior year due to FY 2021-22 ending with revenues higher than expenditures. As of the first quarter, staff anticipates the General Fund will end FY 2022-23 with \$121.6 million in fund balance.

To date, the City's outside auditors have not completed their review of the City's financials. Revenue, expenditure, and fund balance totals listed in this report are preliminary and subject to change after a full review by the City's auditors. City Staff does not anticipate many, if any, changes from the auditors.

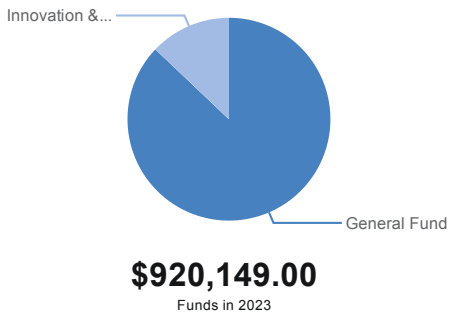
Classification	Actual		Year End Projection		Adopted Budget		1st Quarter Year End Projection	
	2020-21	2021-22	2021-22	2022-23	2022-23	2022-23	2022-23	
Non Spendable	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	
Restricted	19.9	18.8	18.8	24.2	24.2	18.8	18.8	
Committed	19.1	34.1	34.1	34.1	34.1	34.1	34.1	
Assigned	4.9	5.0	5.0	3.0	3.0	5.0	5.0	
Unassigned	52.4	51.4	51.4	48.3	48.3	63.2	63.2	
TOTAL FUND BALANCE	\$ 96.9	\$ 109.8	\$ 109.8	\$ 110.1	\$ 110.1	\$ 121.6	\$ 121.6	

Recommended Adjustments

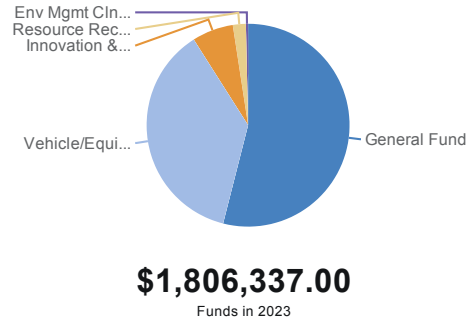
As of the first quarter, Departments are requesting budget adjustments to ensure they end the year within budget appropriations. The recommended adjustments are summarized in the table below:

Fund	Department	Revenue	Expenditure	Change in Fund Balance	Proposal
GENERAL FUNDS					
100 General Fund	Administration	-	9,650	(9,650)	Community Outreach Printing and Mailing
100 General Fund	Administration	-	7,150	(7,150)	Earth and Arbor Day Festival Services
100 General Fund	Administration	-	20,000	(20,000)	Greenhouse Gas Emissions Inventory Update
100 General Fund	Administration	-	30,000	(30,000)	Valley Water Cost Share Program
100 General Fund	Innovation & Technology	12,000	-	12,000	Revenue from Video Production Services
100 General Fund	Innovation & Technology	20,152	-	20,152	Revenue from HCD Grant
100 General Fund	Community Development	769,231	500,000	269,231	Construction Plan Check
100 General Fund	Public Works	-	11,965	(11,965)	McClellan Ranch Path Repair
100 General Fund	Public Works	-	136,734	(136,734)	Tree Maintenance
100 General Fund	Public Works	-	118,500	(118,500)	Utilities Adjustments
100 General Fund	Public Works	-	8,201	(8,201)	Backwater Check Valve Replacement
100 General Fund	Public Works	-	13,804	(13,804)	Pool Equipment Preventive Maintenance
100 General Fund	Non-Departmental	-	118,766	(118,766)	Transfer to I&T Fund for Faro Scanners
TOTAL GENERAL FUNDS		801,383	974,770	(173,387)	
SPECIAL REVENUE FUNDS					
230 Environmental Mgmt	Public Works	-	6,238	(6,238)	Utilities Adjustments
TOTAL SPECIAL REVENUE FUNDS		-	6,238	(6,238)	
ENTERPRISE FUNDS					
520 Resource Recovery	Public Works	-	31,377	(31,377)	Household Hazardous Waste (HHW)
520 Resource Recovery	Public Works	-	6,140	(6,140)	SB 1383 Grant Fund Allocation
TOTAL ENTERPRISE FUNDS		-	37,517	(37,517)	
INTERNAL SERVICE FUNDS					
610 Innovation & Technology	Innovation & Technology	118,766	-	118,766	Transfer from General Fund for Faro Scanners
610 Innovation & Technology	Innovation & Technology	-	118,766	(118,766)	Faro Scanners for the Sheriff's Office
630 Vehicle/Equip Replacement	Public Works	-	669,046	(669,046)	Vehicle and Equipment Replacement
TOTAL INTERNAL SERVICE FUNDS		118,766	787,812	(669,046)	
TOTAL ALL FUNDS		\$ 920,149	\$ 1,806,337	\$ (886,188)	

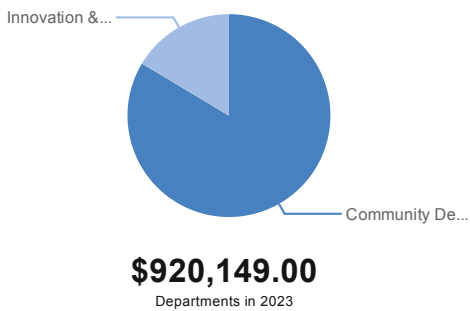
Revenue Adjustments by Fund



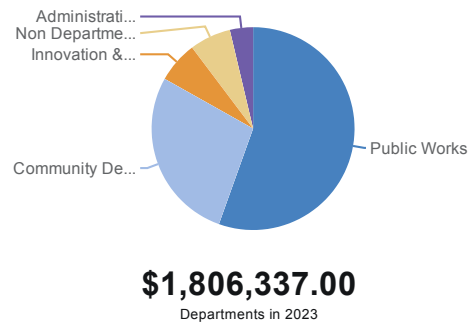
Expense Adjustments by Fund



Revenue Adjustments by Department



Expense Adjustments by Department



Summary

The First Quarter Financial Report shows the City is well-positioned to move forward. City staff recommends adjustments of \$1,806,337 in new appropriations, funded by \$920,149 in revenues and \$886,188 in fund balance.

City of Cupertino, California

Cupertino City Hall
10300 Torre Avenue
Cupertino, CA 95014-3202

[View the City Council Meeting Agenda](#)
[View the City's Budgets](#)
[View the City's Financial Transparency Portal](#)

Exhibit A

Appropriation Amendment by Fund	Appropriation Amendment	Revenue Amendment	Fund Balance (Use of)
General Fund	\$974,770	\$801,383	\$(173,387)
Special Revenue Funds	\$6,238	\$-	\$(6,238)
Capital Projects Funds	\$-	\$-	\$-
Enterprise Funds	\$37,517	\$-	\$(37,517)
Internal Service Funds	\$787,812	\$118,766	\$(669,046)
Total Appropriation Amendment All Funds	\$1,806,337	\$920,149	\$(886,188)

**Detailed Budget Carryovers, Council-approved Adjustments, and Encumbrance Carryovers
as of September 30, 2022**

Budget Adjustment Type	Fund	Description	Amount
BUDGET CARRYOVERS			
Budget Carryover	100 General Fund	CDD Budget Carryovers	20,416,269
Budget Carryover	100 General Fund	CMO budget carryovers	182,759
Budget Carryover	100 General Fund	I&T Special Project carryover	142,000
Budget Carryover	100 General Fund	P&R Special Project carryovers	46,052
Budget Carryover	100 General Fund	Parks and Rec budget carryovers	32,313
Budget Carryover	100 General Fund	PW budget carryovers	2,615,595
Budget Carryover	100 General Fund	Various applications improvements	302,000
Budget Carryover	100 General Fund	Zoom room/Video office	49,000
TOTAL GENERAL FUNDS			23,785,988
Budget Carryover	210 Storm Drain Improvement	CIP Carryovers	1,883,247
Budget Carryover	265 BMR Housing	CDD Budget Carryovers	437,459
Budget Carryover	270 Transportation Fund	CIP Carryovers	1,153,036
Budget Carryover	270 Transportation Fund	Curren Consulting 2022-05-12	(2,408)
Budget Carryover	270 Transportation Fund	PW budget carryovers	5,531,136
Budget Carryover	280 Park Dedication	CIP Carryovers	8,637,849
Budget Carryover	280 Park Dedication	Memorial Park CIP carryover	500,000
TOTAL PARK DEDICATION FUNDS			18,140,319
Budget Carryover	420 Capital Improvement Fund	CIP Carryovers	22,285,642
Budget Carryover	427 Stevens Creek Corridor Park	CIP Carryovers	110
TOTAL CAPITAL PROJECT FUNDS			22,285,752
Budget Carryover	520 Resource Recovery	PW budget carryovers	491,445
Budget Carryover	560 Blackberry Farm	CIP Carryovers	2,054
Budget Carryover	560 Blackberry Farm	PW budget carryovers	137,000
Budget Carryover	570 Sports Center	CIP Carryovers	25,000
Budget Carryover	570 Sports Center	PW budget carryovers	45,000
Budget Carryover	580 Recreation Program	CIP Carryovers	320,670
Budget Carryover	580 Recreation Program	Parks and Rec budget carryovers	133,425
TOTAL ENTERPRISE FUNDS			1,154,594
Budget Carryover	610 Innovation & Technology	Facility Battery	40,000
Budget Carryover	610 Innovation & Technology	I&T Special Project carryover	314,730
Budget Carryover	630 Vehicle/Equip Replacement	PW budget carryovers	195,585
TOTAL INTERNAL SERVICE FUNDS			550,315
TOTAL BUDGET CARRYOVERS			65,916,968

**Detailed Budget Carryovers, Council-approved Adjustments, and Encumbrance Carryovers
as of September 30, 2022**

Budget Adjustment Type	Fund	Description	Amount
COUNCIL ACTIONS			
Council Action	100 General Fund	CC Approved Budget Modification Number 2223-231	200,000
Council Action	100 General Fund	Amend CEA OE3 Unrep Appointed Compensation	1,960,788
Council Action	100 General Fund	City Attorney Contract	24,192
Council Action	100 General Fund	External Auditor Contract	43,600
TOTAL GENERAL FUNDS			2,228,580
Council Action	230 Env Mgmt Cln Crk Strm Drain	Amend CEA OE3 Unrep Appointed Compensation	49,532
Council Action	260 CDBG	Amend CEA OE3 Unrep Appointed Compensation	8,020
Council Action	265 BMR Housing	Amend CEA OE3 Unrep Appointed Compensation	27,207
Council Action	270 Transportation Fund	Amend CEA OE3 Unrep Appointed Compensation	89,461
TOTAL SPECIAL REVENUE FUNDS			174,220
Council Action	420 Capital Improvement Fund	Budget transfer & allocation for Mem Park Plan approved 7/7/2022	650,000
TOTAL CAPITAL PROJECT FUNDS			650,000
Council Action	520 Resource Recovery	Amend CEA OE3 Unrep Appointed Compensation	36,569
Council Action	560 Blackberry Farm	Amend CEA OE3 Unrep Appointed Compensation	10,395
Council Action	570 Sports Center	Amend CEA OE3 Unrep Appointed Compensation	29,737
Council Action	580 Recreation Program	Amend CEA OE3 Unrep Appointed Compensation	26,208
TOTAL ENTERPRISE FUNDS			102,909
Council Action	610 Innovation & Technology	Amend CEA OE3 Unrep Appointed Compensation	103,851
Council Action	620 Workers' Compensation	Amend CEA OE3 Unrep Appointed Compensation	2,360
Council Action	630 Vehicle/Equip Replacement	Amend CEA OE3 Unrep Appointed Compensation	28,431
TOTAL INTERNAL SERVICE FUNDS			134,642
TOTAL COUNCIL ACTIONS			3,290,351

**Detailed Budget Carryovers, Council-approved Adjustments, and Encumbrance Carryovers
as of September 30, 2022**

Budget Adjustment Type	Fund	Description	Amount
ENCUMBRANCE CARRYOVERS			
Encumbrance Carryover	100 General Fund	Year End Soft Close	5,041,683
	TOTAL GENERAL FUNDS		5,041,683
Encumbrance Carryover	210 Storm Drain Improvement	Year End Soft Close	68,632
Encumbrance Carryover	230 Env Mgmt Cln Crk Strm Drain	Year End Soft Close	73,795
Encumbrance Carryover	260 CDBG	Year End Soft Close	44,230
Encumbrance Carryover	265 BMR Housing	Year End Soft Close	59,022
Encumbrance Carryover	270 Transportation Fund	Year End Soft Close	2,181,034
Encumbrance Carryover	280 Park Dedication	Year End Soft Close	1,538,336
	TOTAL SPECIAL REVENUE FUNDS		3,965,049
Encumbrance Carryover	420 Capital Improvement Fund	Year End Soft Close	3,672,662
Encumbrance Carryover	427 Stevens Creek Corridor Park	Year End Soft Close	16,281
	TOTAL CAPITAL PROJECT FUNDS		3,688,943
Encumbrance Carryover	520 Resource Recovery	Year End Soft Close	74,888
Encumbrance Carryover	560 Blackberry Farm	Year End Soft Close	14,465
Encumbrance Carryover	570 Sports Center	Year End Soft Close	28,679
	TOTAL ENTERPRISE FUNDS		118,032
Encumbrance Carryover	610 Innovation & Technology	Year End Soft Close	109,936
Encumbrance Carryover	630 Vehicle/Equip Replacement	Year End Soft Close	356,432
	TOTAL INTERNAL SERVICE FUNDS		466,368
TOTAL ENCUMBRANCE CARRYOVERS			13,280,075
BUDGET CARRYOVER, COUNCIL APPROVED ADJUSTMENT, AND ENCUMBRANCE CARRYOVER TOTAL			82,487,394
			FY 2022-23 ADOPTED BUDGET 130,587,325
			FY 2022-23 AMENDED BUDGET AS OF SEPTEMBER 30, 2022 \$ 213,074,719

Budget Transfers as of September 30, 2022

GL Account	Description	Amount
100-41-405 700-702 - Contract Services General Service Agreement	California Consulting Contract	75,510
100-80-800 700-702 - Contract Services General Service Agreement	California Consulting Contract	(75,510)
100-70-700 600-635 - Materials Special Departmental Exp	SB9 postcards	(2,595)
100-70-700 719-705 - Contingencies Contingencies	SB9 postcards	(1,535)
100-71-701 600-635 - Materials Special Departmental Exp	SB9 postcards	(519)
100-71-701 719-705 - Contingencies Contingencies	SB9 postcards	(839)
100-71-702 719-705 - Contingencies Contingencies	SB9 postcards	(558)
100-71-701 600-602 - Materials Printing and Duplication	SB9 postcards	6,046
100-31-305 600-605 - Materials Meeting Expenses	Transferring funds	(5,460)
100-32-308 600-606 - Materials Software	Transferring funds	(40,000)
100-31-305 600-606 - Materials Software	Transferring funds	45,460
610-30-300 600-629 - Materials Conference and Training	Transferring funds	(2,400)
610-30-300 700-701 - Contract Services Training and Instruction	Transferring funds	2,400
610-34-310 600-606 - Materials Software	Transferring funds	(49,000)
610-34-310 900-969 - Capital Outlay Software	Transferring funds	49,000
TOTAL		\$ -

FY 2022-23 First Quarter Recommended Adjustments

Fund	GL Account	Revenue	Expenditure	Change in Fund Balance	Proposal
GENERAL FUNDS					
100 General Fund	100-12-122-600-602	-	9,650	(9,650)	Community Outreach Printing and Mailing
100 General Fund	100-12-122-700-702	-	7,150	(7,150)	Earth and Arbor Day Festival Services
100 General Fund	100-12-122-700-702	-	20,000	(20,000)	Greenhouse Gas Emissions Inventory Update
100 General Fund	100-12-122-700-702	-	30,000	(30,000)	Valley Water Cost Share Program
100 General Fund	100-31-305-450-405	12,000	-	12,000	Revenue from Video Production Services
100 General Fund	100-32-308-440-430	20,152	-	20,152	Revenue from HCD Grant
100 General Fund	100-73-714-410-422	769,231	-	769,231	Construction Plan Check
100 General Fund	100-73-714-701-701	-	500,000	(500,000)	Construction Plan Check
100 General Fund	100-84-808-700-702	-	11,965	(11,965)	McClellan Ranch Path Repair
100 General Fund	100-84-809-700-702	-	19,343	(19,343)	Tree Maintenance
100 General Fund	100-84-811-700-702	-	41,800	(41,800)	Tree Maintenance
100 General Fund	100-84-812-700-702	-	17,783	(17,783)	Tree Maintenance
100 General Fund	100-84-813-700-702	-	42,191	(42,191)	Tree Maintenance
100 General Fund	100-84-814-700-702	-	15,617	(15,617)	Tree Maintenance
100 General Fund	100-87-828-600-620	-	15,000	(15,000)	Utilities Adjustments
100 General Fund	100-87-828-600-641	-	95,000	(95,000)	Utilities Adjustments
100 General Fund	100-87-828-600-644	-	8,500	(8,500)	Utilities Adjustments
100 General Fund	100-87-833-700-702	-	8,201	(8,201)	Backwater Check Valve Replacement
100 General Fund	100-87-841-700-702	-	13,804	(13,804)	Pool Equipment Preventive Maintenance
100 General Fund	100-90-001-800-902	-	118,766	(118,766)	Transfer to I&T Fund for Faro Scanners
TOTAL GENERAL FUNDS		801,383	974,770	(173,387)	
SPECIAL REVENUE FUNDS					
230 Environmental Mgmt	230-81-855-600-643	-	6,238	(6,238)	Utilities Adjustments
TOTAL SPECIAL REVENUE FUNDS		-	6,238	(6,238)	
ENTERPRISE FUNDS					
520 Resource Recovery	520-81-801-750-041	-	31,377	(31,377)	Household Hazardous Waste (HHW)
520 Resource Recovery	520-81-801-750-041	-	6,140	(6,140)	SB 1383 Grant Fund Allocation
TOTAL ENTERPRISE FUNDS		-	37,517	(37,517)	

FY 2022-23 First Quarter Recommended Adjustments

INTERNAL SERVICE FUNDS

610 Innovation & Technology	610-34-310-421-401	118,766	-	118,766	Transfer from General Fund for Faro Scanners
610 Innovation & Technology	610-34-310-600-608	-	118,766	(118,766)	Faro Scanners for the Sheriff's Office
630 Vehicle/Equip Replacement	630-90-985-900-945	-	669,046	(669,046)	Vehicle and Equipment Replacement
TOTAL INTERNAL SERVICE FUNDS		118,766	787,812	(669,046)	
TOTAL ALL \$		920,149	\$ 1,806,337	\$ (886,188)	

FY 2021-22 Special Projects Update

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
							Carried over from previous FY. This GL includes multiple projects, including Climate Victory Gardens and Climate Action Plan 2.0. The CAP 2.0 is adopted, now closing out final project tasks.
Administration	122 Sustainability Division	750.018 - Climate Action Plan	261,268	256,193	In Progress	June 2023	
Administration	122 Sustainability Division	750.019 - Employee Commute Program	9,459	9,459	In Progress	June 2023	Program is ongoing
Administration	122 Sustainability Division	750.069 - Sustainable Infrastructure Audit	-	-	Not Started	December 2023	To support CIP projects
Administration	122 Sustainability Division	750.106 - Electric Cooking Workshop Series	-	-	Not Started	June 2023	
Administration	305 Video	750.108 - EOC Control System Upgrade	15,000	15,989	Completed	March 2022	Used to fund the Extron Matrix Switcher
Administration	305 Video	750.109 - Radio Windows 10 Replacement	-	-	In Progress	March 2023	Carried over to Info Services. Amount is \$10K.
Administration	305 Video	900.945 - Fixed Asset Acquisition	6,825	-	Completed	October 2022	Field lighting package . Total amount is \$10K.
Administration	305 Video	900.995 - Special Projects - CDD/I&T	3,572	3,552	Completed		
Administration	632 Comm Outreach & Neigh Watch	750.097 - CWP Revamp Block Leader/NW prgrm	1,500	-	Completed		See City Work Program update and dashboard for more information
Administration	633 Disaster Preparedness	750.099 - CWP Personal Prepared Campaign	10,000	4,745	Completed		See City Work Program update and dashboard for more information
Administration	705 Economic Development	750.103 - CWP Regulate Diversified Retail	-	10,000	In Progress	June 2023	See City Work Program update and dashboard for more information
Administration	705 Economic Development	750.136 - Targeted Mkting Prg Ass Sm Bus	9,100	-	In Progress	June 2023	Carried over to FY23
Community Development	700 Community Development Admin	750.104 - CWP Homeless Jobs Program	97,017	97,016	Completed		See City Work Program update and dashboard for more information
Community Development	701 Current Planning	750.007 - The Hamptons	-	-	Completed		
Community Development	701 Current Planning	750.009 - Marina Plaza	13,633	13,633	In Progress	March 2023	New project under review
Community Development	701 Current Planning	750.029 - Vallco Town Center	317,898	317,898	In Progress	December 2028	Implementation ongoing
Community Development	701 Current Planning	750.031 - Westport	37,276	39,907	Completed		
Community Development	701 Current Planning	750.091 - Banning Gas Powered Leaf Blowers	-	-	In Progress	November 2022	Ordinance going into effect Nov. 2022
Community Development	702 Mid Long Term Planning	750.014 - GPA Authorization Applications	-	530	In Progress	Ongoing	
Community Development	702 Mid Long Term Planning	750.032 - General Plan	22,699	22,698	In Progress	Ongoing	
Community Development	702 Mid Long Term Planning	750.048 - Urban Village	-	-	Cancelled		
Community Development	702 Mid Long Term Planning	750.049 - MuniCode Updates	-	-	Cancelled		
Community Development	702 Mid Long Term Planning	750.055 - Dark Sky	-	-	Completed		
Community Development	702 Mid Long Term Planning	750.090 - Residential/Mixed Use Design	53,673	53,672	In Progress	January 2024	Expected to be completed with adoption of Housing Element
Community Development	702 Mid Long Term Planning	750.092 - General Plan Auth Process	-	-	In Progress	June 2023	
Community Development	702 Mid Long Term Planning	750.100 - CWP Development Accountability	-	-	In Progress	June 2024	See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.101 - CWP RHNA and Gen Plan Update	222,221	222,221	In Progress	October 2023	See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.102 - CWP Sign Ordinance Update	-	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.135 - Laserfiche planning map scanning	-	-	Not Started	June 3023	
Community Development	705 Economic Development	750.103 - CWP Regulate Diversified Retail	-	-	In Progress		See City Work Program update and dashboard for more information
Community Development	705 Economic Development	750.136 - Targeted Mkting Prg Ass Sm Bus	-	-	Not Started		
Community Development	711 BMR Affordable Housing Fund	750.050 - Housing Strategies	5,044	7,145	Completed		
Community Development	711 BMR Affordable Housing Fund	750.051 - Homelessness	71,225	71,224	In Progress	June 2023	
Community Development	711 BMR Affordable Housing Fund	750.052 - Habitat for Humanity	8,043	8,043	Completed		
Community Development	711 BMR Affordable Housing Fund	750.094 - Housing Survey	15,293	-	Completed		
Community Development	713 General Building	750.036 - Ongoing Bldg Recrd scan/conversn	-	-	Completed		
Community Development	714 Construction Plan Check	750.031 - Westport	147,426	147,426	In Progress		
Community Development	714 Construction Plan Check	750.067 - VTC	29,536	29,536	In Progress		
Community Development	714 Construction Plan Check	900.923 - Apple Campus 2	404,280	600	Completed		
Community Development	715 Building Inspection	750.067 - VTC	-	-	Not Started		
Innovation & Technology	300 Administration	750.079 - Adaptive Traffic Signaling	2,149	2,149	Completed		

FY 2021-22 Special Projects Update

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Innovation & Technology	300 Administration	750.085 - Multimodal Traffic Count	7,167	5,951	Completed		
Innovation & Technology	300 Administration	750.087 - Pollution Monitoring	10,500	10,500	In Progress	November 2022	
Innovation & Technology	300 Administration	750.107 - Security Framework and Audit	-	-	In Progress	July 2023	
Innovation & Technology	300 Administration	750.173 - CWP Lehigh & SC Quarry	10,500	10,500	In Progress	November 2022	See City Work Program update and dashboard for more information
Innovation & Technology	305 Video	750.109 - Radio Windows 10 Replacement	-	-	Not Started	January 2023	
Innovation & Technology	308 Applications	750.110 - Accela Business License	25,000	25,000	Completed		
Innovation & Technology	308 Applications	750.111 - Campaign Docs	3,500	3,500	Completed		
Innovation & Technology	308 Applications	750.112 - City Data Services	1,500	1,200	Completed		
Innovation & Technology	308 Applications	750.113 - Community Climate Solutions	4,000	4,000	Completed		
Innovation & Technology	308 Applications	750.114 - Customer Svc Solution for CDD	65,000	49,343	Completed		
Innovation & Technology	308 Applications	750.115 - ERP Exploration	-	-	In Progress	March 2023	
Innovation & Technology	308 Applications	750.116 - Esports	1,700	1,200	Completed		
Innovation & Technology	308 Applications	750.117 - Green Halo	4,395	4,395	Completed		
Innovation & Technology	308 Applications	750.118 - Intranet Hub Consulting Svcs	20,000	20,000	Completed		
Innovation & Technology	308 Applications	750.119 - Lobbyist Reg System in Netfile	15,000	7,000	Completed		
Innovation & Technology	308 Applications	750.120 - Performance Management App	-	-	Not Started	June 2023	
Innovation & Technology	308 Applications	750.121 - Pre-Employment Assessment/Tests	-	-	Not Started	June 2023	
Innovation & Technology	308 Applications	750.122 - Public Engagement	20,000	20,000	Completed		
Innovation & Technology	308 Applications	750.123 - Redesign of City Website	-	-	In Progress	June 2023	Funds encumbered 10/18
Innovation & Technology	310 Infrastructure	750.124 - ActiveNet Additional Readers	-	-	In Progress	January 2023	Waiting on Vendor for new release of Readers
Innovation & Technology	310 Infrastructure	750.125 - Council Voting System and Timer	-	-	In Progress	December 2022	Waiting on Cloud version software
Innovation & Technology	310 Infrastructure	750.126 - DUO MFA	19,500	19,500	Completed		
Innovation & Technology	310 Infrastructure	750.127 - Interactive Projector Sys/Games	7,000	6,259	Completed		
Innovation & Technology	310 Infrastructure	750.128 - Line Locator with GPS	15,000	12,663	Completed		
Innovation & Technology	310 Infrastructure	750.129 - Redundant Satellite Network	10,000	2,783	Completed		
Innovation & Technology	310 Infrastructure	750.130 - Senior Center Access Controls	-	-	In Progress	March 2023	Kickoff meeting w/ PW and Senior Center staff
Innovation & Technology	310 Infrastructure	750.131 - Wireless Bridge	10,750	10,750	In Progress	March 2023	Waiting on small tools required to complete project (Supply Chain unavailability)
Innovation & Technology	310 Infrastructure	750.132 - Wireless Netwk/Internet Park Exp	20,500	3,703	In Progress	June 2023	Waiting on AT&T (Wilson, Jollyman, Linda Vista Parks)
Innovation & Technology	310 Infrastructure	750.171 - Quinlan Touch Screen	-	-	In Progress	March 2023	Supply chain unavailability
Innovation & Technology	310 Infrastructure	900.945 - Fixed Asset Acquisition	51,984	23,302	In Progress	June 2023	Working with new Vendor due to former vendor product unavailability
Innovation & Technology	986 GIS	750.166 - AR McClellan Ranch	-	-	In Progress	April 2023	Finalizing project scope with Rachelle now.
Innovation & Technology	986 GIS	750.167 - Data Governance & Data Warehouse	-	-	In Progress	March 2023	We will be complete with the Analysis & Design phase of the project the end of November. Then we need to select a vendor to implement the design.
Innovation & Technology	986 GIS	750.168 - Drone Deploy	18,000	15,526	Completed		
Innovation & Technology	986 GIS	750.169 - ESRI Web Editor Licenses	10,000	10,000	Completed		
Innovation & Technology	986 GIS	750.170 - Online Svcs Subscription Fees	2,200	144	Completed		
Innovation & Technology	986 GIS	750.171 - Quinlan Touch Screen	-	-	In Progress	March 2023	Supply chain unavailability
Innovation & Technology	986 GIS	750.172 - Rapid Plan	4,000	1,513	Completed		
Innovation & Technology	986 GIS	750.216 - CIP Management System	51,795	51,795	In Progress	June 2023	
Public Works	800 Public Works Admin	750.071 - Municipal Water System	137,755	130,564	In Progress	June 2023	
Public Works	801 Resources Recovery	750.041 - HHW and PaintCare	-	-	In Progress		Ongoing - no completion date
Public Works	801 Resources Recovery	750.081 - Trash Enclosure SWMP	2,500	-	Completed		
Public Works	801 Resources Recovery	750.084 - Single Use Plastics Ordinance	33,755	33,755	In Progress	June 2024	
Public Works	801 Resources Recovery	750.137 - SB1383 Procurement Requirements	-	-	In Progress		Ongoing - no completion date
Public Works	801 Resources Recovery	750.174 - New Lndfill Agrmnt/Solid Wst con	-	-	In Progress	June 2023	
Public Works	802 Non Point Source	750.081 - Trash Enclosure SWMP	2,500	-	Completed		
Public Works	804 Plan Review	750.038 - Trash Capture	36,060	36,060	Completed		
Public Works	804 Plan Review	750.039 - PW Scanning Project	-	-	In Progress	June 2023	
Public Works	804 Plan Review	750.067 - VTC	38,780	38,780	In Progress		
Public Works	804 Plan Review	750.072 - Alternatives to City Hall	-	-	Completed		These funds were transferred to the Capital Improvement Progra

FY 2021-22 Special Projects Update

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Public Works	804 Plan Review	750.105 - CWP Revisit 5G	-	-	Completed		See City Work Program update and dashboard for more information
Public Works	807 Service Center Administration	750.043 - Office Reconfiguration	-	-	In Progress		Ongoing - no completion date
Public Works	808 McClellan Ranch Park	750.138 - 4H Perimeter Fence Replacement	-	-	Not Started	June 2023	
Public Works	811 BBF Ground Maintenance	750.139 - Refinish Arbors	15,000	12,960	Completed		
Public Works	812 School Site Maintenance	750.140 - Backflow Prevention Device Repl	-	-	Completed		
Public Works	812 School Site Maintenance	900.990 - Special Projects - PW	25,000	28,970	Completed		
Public Works	813 Neighborhood Parks	750.074 - Tot Lot Rubber Resurfacing	41,727	41,727	Completed		
Public Works	813 Neighborhood Parks	750.075 - Environmental Consulting Svcs	14,000	-	Completed		
Public Works	813 Neighborhood Parks	750.140 - Backflow Prevention Device Repl	4,191	4,190	Completed		
Public Works	813 Neighborhood Parks	750.141 - Basketball Court Resurfacing	-	-	Not Started	June 2023	
Public Works	813 Neighborhood Parks	900.990 - Special Projects - PW	-	-	Completed		
Public Works	814 Sport Fields Jollyman CRK	750.140 - Backflow Prevention Device Repl	-	-	Completed		
Public Works	814 Sport Fields Jollyman CRK	750.141 - Basketball Court Resurfacing	-	-	Not Started	June 2023	
Public Works	820 Sidewalk Curb and Gutter	750.020 - Annual Sidewalk Curb & Gutter	1,314,836	1,314,836	In Progress	June 2023	
Public Works	821 Street Pavement Maintenance	900.921 - Annual Asphalt Project	1,089,622	1,089,622	In Progress	June 2023	
Public Works	821 Street Pavement Maintenance	900.990 - Special Projects - PW	-	-	In Progress	June 2023	
Public Works	824 Overpasses and Medians	750.143 - Foothill Blvd Median Tree Work	30,000	39,200	Completed		
Public Works	825 Street Tree Maintenance	750.142 - Cage conversion to Rope Shop	10,000	11,013	Completed		
Public Works	825 Street Tree Maintenance	900.911 - Trees and Badges	-	27,711	Completed		
Public Works	827 Bldg Maint City Hall	750.144 - Electrical Preventive Maint	-	-	Completed		
Public Works	827 Bldg Maint City Hall	750.145 - Fascia Repair and Painting	-	-	Completed		
Public Works	827 Bldg Maint City Hall	750.146 - Lower Floor Recarpeting	-	-	In Progress	December 2023	
Public Works	827 Bldg Maint City Hall	750.147 - Boiler Preventive Maintenance	5,000	6,856	Completed		
Public Works	828 Bldg Maint Library	750.147 - Boiler Preventive Maintenance	-	-	Completed		
Public Works	828 Bldg Maint Library	750.148 - Exterior Door Painting	6,000	-	Completed		
Public Works	828 Bldg Maint Library	900.945 - Fixed Asset Acquisition	22,362	24,357	Completed		
Public Works	829 Bldg Maint Service Center	750.149 - Emergency Power Upgrades	28,000	-	Not Started		Will be deferred with new EOC
Public Works	829 Bldg Maint Service Center	750.150 - Shop Building Roof Recoating	50,000	36,608	Completed		
Public Works	829 Bldg Maint Service Center	750.151 - Storage Shed Replacement	7,000	-	Completed		
Public Works	829 Bldg Maint Service Center	750.152 - Locksmith Training	-	-	In Progress		
Public Works	829 Bldg Maint Service Center	900.945 - Fixed Asset Acquisition	-	7,113	Completed		
Public Works	830 Bldg Maint Quinlan Center	750.147 - Boiler Preventive Maintenance	-	-	Completed		
Public Works	832 Bldg Maint McClellan Ranch	750.153 - Gift Shop Exterior Painting	20,000	19,839	Completed		
Public Works	833 Bldg Maint Monta Vista Ct	900.990 - Special Projects - PW	25,000	-	Completed		
Public Works	836 Bldg Maint Sports Center	750.154 - Exterior Lighting Improvements	24,000	20,118	Completed		
Public Works	836 Bldg Maint Sports Center	750.155 - Exterior Painting	-	-	Completed		
Public Works	836 Bldg Maint Sports Center	750.156 - Multipurpose Rm Hardwd Fl Refin	20,000	22,549	Completed		
Public Works	836 Bldg Maint Sports Center	750.157 - Door Refinishing	1,480	6,460	Completed		
Public Works	836 Bldg Maint Sports Center	750.158 - Locker Rm Bench Refinishing	-	-	Completed		
Public Works	836 Bldg Maint Sports Center	900.945 - Fixed Asset Acquisition	-	-	Completed		
Public Works	838 Comm Hall Bldg Maint	750.148 - Exterior Door Painting	-	-	Completed		
Public Works	838 Comm Hall Bldg Maint	750.159 - Water Bottle Filling Station	13,000	8,245	Completed		
Public Works	841 BBF Facilities Maintenance	750.160 - Pool Water Bottle Fill Station	13,000	9,750	Completed		
Public Works	841 BBF Facilities Maintenance	750.161 - Pool Cover Replacement	11,000	11,159	Completed		
Public Works	841 BBF Facilities Maintenance	750.162 - Uninterrupted Power Supply	-	-	Completed		
Public Works	841 BBF Facilities Maintenance	900.945 - Fixed Asset Acquisition	-	5,386	Completed		
Public Works	844 Traffic Engineering	750.040 - Planned Transportation Project	-	-	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.061 - Community Shuttle Pilot Program	561,779	561,778	In Progress	April 2023	
Public Works	844 Traffic Engineering	750.079 - Adaptive Traffic Signaling	-	-	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.163 - VMT to LOS Standards	-	-	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.231 - SC Corridor Vision Study	-	-	Not Started	June 2023	
Public Works	844 Traffic Engineering	900.923 - Apple Campus 2	71,100	-	Completed		
Public Works	845 Traffic Signal Maintenance	750.079 - Adaptive Traffic Signaling	-	-	In Progress	June 2023	

FY 2021-22 Special Projects Update

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Public Works	845 Traffic Signal Maintenance	900.937 - T/S Intersc Modif	47,707	46,477	Completed		
Public Works	846 Safe Routes 2 School	750.080 - Pedestrian Education	21,082	21,082	Completed		
Public Works	846 Safe Routes 2 School	750.165 - Riding for Focus Program	-	-	In Progress	June 2023	
Public Works	848 Street Lighting	750.025 - Special Maintenance	94,000	97,398	Completed		
Public Works	848 Street Lighting	900.990 - Special Projects - PW	208,000	206,661	Completed		
Public Works	849 Equipment Maintenance	750.078 - Mechanic Shop Hose Reels	(31,690)	-	Completed		
Public Works	853 Storm Drain Fee	750.062 - Permeable Pavement	12,500	1,434	In Progress		Ongoing - no completion date
Public Works	853 Storm Drain Fee	750.063 - Rainwater Capture	2,106	2,106	In Progress		Ongoing - No completion date
Public Works	854 General Fund Subsidy	750.064 - Low Income Cost Share	13,144	1,127	In Progress		Ongoing - No completion date
Public Works	854 General Fund Subsidy	750.065 - CUSD Joint Use Cost Share	8,706	8,706	In Progress		Ongoing - no completion date
Public Works	855 Storm Drain Maintenance	750.082 - SVC CTR IND Inspection	2,600	2,600	Completed		
Public Works	985 Fixed Assets Acquisition	900.945 - Fixed Asset Acquisition	573,594	43,221	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs	Administration	750.096 - CWP Mental Health Support	726	725	Completed	See City Work Program update and dashboard for more information
Parks & Recreation	601 Rec & Comm Svcs	Administration	750.098 - CWP Senior Strategy	2,222	2,221	Completed	See City Work Program update and dashboard for more information
Parks & Recreation	601 Rec & Comm Svcs	Administration	750.133 - #CupertinoCares	75,000	-	Cancelled	
Parks & Recreation	601 Rec & Comm Svcs	Administration	750.164 - CWP Dogs Off Leash Area	-	-	Completed	See City Work Program update and dashboard for more information
Parks & Recreation	612 Park Facilities	750.134 - Environ Edu Ctr Animal Displays	1,000	-	Completed		Was purchased, but charged to 600-613.
Parks & Recreation	616 BBF Golf Course	900.945 - Fixed Asset Acquisition	-	-	In Progress	December 2023	Carried over to next fiscal year.

FY 2022-23 Special Projects Update
as of September 30, 2022

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Administration	120 City Manager	750.228 - CWP Safe Gun Storage Ordinance	12,000	-	In Progress	July 2023	See City Work Program update and dashboard for more information
Administration	122 Sustainability Division	750.018 - Climate Action Plan	90,383	8,628	In Progress	June 2023	CAP 2.0 adopted in August 2022. Closing tasks underway.
Administration	122 Sustainability Division	750.019 - Employee Commute Program	17,041	4,257	In Progress	June 2023	Program is ongoing with about 8 months of runway.
Administration	122 Sustainability Division	750.069 - Sustainable Infrastructure Audit	10,000	-	Not Started	December 2023	To support CIP project if needed.
Administration	122 Sustainability Division	750.106 - Electric Cooking Workshop Series	6,400	-	Not Started	June 2023	
Administration	122 Sustainability Division	750.176 - Climate AP Vision Summary Doc	10,000	-	Not Started	June 2023	
Administration	122 Sustainability Division	750.223 - CWP Electrification Study	50,000	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Administration	126 Office of Communications	750.220 - CWP Community Engagement Alt T/P	12,000	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Administration	126 Office of Communications	750.225 - CWP Integrated Plan for Engagmnt	30,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Administration	305 Video	900.945 - Fixed Asset Acquisition	10,000	-	In Progress	November 2023	Received Quote from Vendor
Administration	633 Disaster Preparedness	750.230 - Business Continuity Resilience	1,000,000	-			
Administration	705 Economic Development	750.103 - CWP Regulate Diversified Retail	5,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Administration	705 Economic Development	750.179 - Econ Dev Strategy Outreach	20,000	-	In Progress	June 2023	
Administration	705 Economic Development	750.221 - CWP Cupertino Store Implementatn	145,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Administrative services	405 Accounting	750.189 - Fee Study	75,000	-	In Progress	March 2023	
Administrative services	412 Human Resources	750.214 - Hybrid Recruitment Strategy	40,000	-	In Progress	January 2023	
Administrative services	412 Human Resources	750.215 - Online Marketing and Branding	50,000	-	In Progress	March 2023	
Administrative services	412 Human Resources	750.229 - CWP Student Internship Program	15,000	-	In Progress	March 2022	See City Work Program update and dashboard for more information
Administrative services	425 Purchasing	750.190 - Purchasing - Grant Program	100,000	-	In Progress	June 2023	
Administrative services	426 Budgeting	750.217 - CWP Analyze Potential Rev Measrs	50,000	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Community Development	700 Community Development Admin	750.104 - CWP Homeless Jobs Program	302,983	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Community Development	701 Current Planning	750.007 - The Hamptons	108,640	-	In Progress	Development Agreement to expire 2025, waiting for applicant to submit	
Community Development	701 Current Planning	750.009 - Marina Plaza	66,512	7,674	In Progress	June 2023	
Community Development	701 Current Planning	750.029 - Vallco Town Center	198,850	8,710	In Progress		
Community Development	701 Current Planning	750.091 - Banning Gas Powered Leaf Blowers	1,158	520	In Progress	November 2022	
Community Development	702 Mid Long Term Planning	750.032 - General Plan	239,805	-	In Progress	Ongoing	
Community Development	702 Mid Long Term Planning	750.048 - Urban Village	250,000	-	Cancelled		
Community Development	702 Mid Long Term Planning	750.049 - MuniCode Updates	25,000	-	Cancelled		
Community Development	702 Mid Long Term Planning	750.055 - Dark Sky	10,000	-	Completed		
Community Development	702 Mid Long Term Planning	750.090 - Residential/Mixed Use Design	204,649	1,483	In Progress	Expected to be completed with the adoption of the Housing Element	
Community Development	702 Mid Long Term Planning	750.092 - General Plan Auth Process	6,500	-	In Progress	June 2023	
Community Development	702 Mid Long Term Planning	750.100 - CWP Development Accountability	10,000	-	In Progress	June 2024	See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.101 - CWP RHNA and Gen Plan Update	847,027	96,290	In Progress		See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.102 - CWP Sign Ordinance Update	25,000	-	Not Started		See City Work Program update and dashboard for more information
Community Development	702 Mid Long Term Planning	750.135 - Laserfiche planning map scanning	30,000	-	In Progress	January 2023	

**FY 2022-23 Special Projects Update
as of September 30, 2022**

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Community Development	711 BMR Affordable Housing Fund	750.051 - CWP End Homelessness	228,775	3,271	In Progress	June 2023	See City Work Program update and dashboard for more information
Community Development	711 BMR Affordable Housing Fund	750.052 - Habitat for Humanity (ELI)	241,957	870	In Progress	June 2023	
Community Development	711 BMR Affordable Housing Fund	750.093 - De Anza Housing Program	25,000	-	In Progress	June 2023	
Community Development	713 General Building	750.036 - Ongoing Bldg Recrd scan/conversn	14,387	-	Completed		
Community Development	714 Construction Plan Check	750.031 - Westport	152,574	12,440	In Progress	2023	
Community Development	714 Construction Plan Check	750.067 - VTC	14,607,164	-	In Progress	2028	
Community Development	715 Building Inspection	750.067 - VTC	5,406,634	-	Not Started	2032	
Innovation & Technology	300 Administration	750.087 - Pollution Monitoring	14,500	-	In Progress	November 2022	
Innovation & Technology	300 Administration	750.107 - Security Framework and Audit	60,000	-	In Progress	July 2023	
Innovation & Technology	300 Administration	750.173 - CWP Lehigh & SC Quarry	27,000	-	In Progress	November 2022	See City Work Program update and dashboard for more information
Innovation & Technology	300 Administration	750.197 - Aclima & Envirosuite Pilot Ext	66,000	-	In Progress	March 2023	
Innovation & Technology	300 Administration	750.222 - CWP Cybersecurity Public Edu	7,500	-	In Progress	April 2023	See City Work Program update and dashboard for more information
Innovation & Technology	300 Administration	750.224 - CWP Hybrid Mtg for CC and Commis	15,000	-	In Progress	February 2023	See City Work Program update and dashboard for more information
Innovation & Technology	300 Administration	750.227 - CWP License Plate Readers	60,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Innovation & Technology	305 Video	750.109 - Radio Windows 10 Replacement	10,000	-	Not Started	January 2023	
Innovation & Technology	305 Video	900.995 - Special Projects - CDD/I&T	68,000	-	In Progress	June 2023	Special projects POs issued
Innovation & Technology	308 Applications	750.115 - ERP Exploration	50,000	-	In Progress	March 2023	Going to Council 11/15
Innovation & Technology	308 Applications	750.117 - Green Halo	3,465	1,953	Completed		
Innovation & Technology	308 Applications	750.120 - Performance Management App	32,000	-	Not Started	June 2023	
Innovation & Technology	308 Applications	750.121 - Pre-Employment Assessment/Tests	5,000	-	Not Started	June 2023	
Innovation & Technology	308 Applications	750.123 - Redesign of City Website	45,000	-	In Progress	September 2023	Funds encumbered 10/18
Innovation & Technology	308 Applications	750.180 - CAP Implementation Software	20,000	-	Not Started	June 2023	
Innovation & Technology	308 Applications	750.181 - ERP (Phase II)	106,928	-	In Progress	March 2023	Going to Council 11/15
Innovation & Technology	308 Applications	750.182 - Zendesk for Parks and Rec	40,000	-	Not Started	August 2023	
Innovation & Technology	308 Applications	750.183 - ACA Guide & Wrapper	25,000	-	Not Started	March 2023	
Innovation & Technology	308 Applications	750.184 - Accela Roadmap	25,000	-	Not Started	TBD after meeting with Rep.	
Innovation & Technology	308 Applications	750.185 - ActiveNet Roadmap	25,000	-	Not Started	TBD after meeting with Rep.	
Innovation & Technology	308 Applications	750.186 - Consolidated Code Enf Services	40,000	-	Not Started	June 2023	Funds encumbered
Innovation & Technology	308 Applications	750.187 - Crisis Management Software	15,000	-	Not Started	June 2023	This project hinges on teh County selecting a Regional Emergency Management system. They are schedule to do that in the third quarter.
Innovation & Technology	308 Applications	750.188 - Semi Annual ADA Consultant	35,000	-	In Progress	June 2023	Funds encumbered 10/18
Innovation & Technology	310 Infrastructure	750.124 - ActiveNet Additional Readers	9,000	-	In Progress	Jan. 2023	Waiting on Vendor for new release of Readers
Innovation & Technology	310 Infrastructure	750.125 - Council Voting System and Timer	32,000	-	In Progress	December 2023	Waiting on Cloud version software
Innovation & Technology	310 Infrastructure	750.130 - Senior Center Access Controls	16,000	-	In Progress	March 2023	Kickoff meeting w/ PW and Senior Center staff
Innovation & Technology	310 Infrastructure	750.131 - Wireless Bridge	1,650	(74)	In Progress	March 2023	Waiting on small tools required to complete project (Supply Chain unavailability)
Innovation & Technology	310 Infrastructure	750.171 - Quinlan Touch Screen	40,000	6,389	In Progress	November 2022	Supply chain unavailability
Innovation & Technology	310 Infrastructure	750.198 - Office 365 E5 Licenses	7,000	-	Not Started	December 2022	
Innovation & Technology	310 Infrastructure	750.199 - City Facilities Video Capture	60,000	28,537	In Progress	January 2023	
Innovation & Technology	310 Infrastructure	750.200 - CH Ent Server & Storage Tech Ref	150,000	-	Not Started	June 2023	
Innovation & Technology	310 Infrastructure	750.201 - Digital Signage	25,000	-	Not Started	April 2023	
Innovation & Technology	310 Infrastructure	750.202 - CAD & RMS Wan Link	7,200	-	Not Started	June 2023	
Innovation & Technology	310 Infrastructure	750.203 - Suppl Wi-Fi Exp in Public Areas	20,500	330	In Progress	June 203	
Innovation & Technology	310 Infrastructure	750.204 - Proactive Man Risk & Sec Monitor	23,000	-	In Progress	Dec. 2022	
Innovation & Technology	310 Infrastructure	750.205 - Public Bike Smart Rack DockTech	2,000	-	Not Started	Feb. 2023	
Innovation & Technology	310 Infrastructure	750.206 - Sign Shop Printer Warranty	3,000	-	Not Started	November 2022	

FY 2022-23 Special Projects Update
as of September 30, 2022

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Innovation & Technology	310 Infrastructure	900.945 - Fixed Asset Acquisition	46,016	6,016	In Progress	June 2023	Working with new Vendor due to former vendor product unavailability
Innovation & Technology	310 Infrastructure	900.969 - Software	49,000	-	In Progress	Dec. 2022	Funds are encumbered, invoice is due December
Innovation & Technology	986 GIS	750.166 - AR McClellan Ranch	40,000	-	In Progress	April 2023	Finalizing project scope with Rachelle now.
Innovation & Technology	986 GIS	750.167 - Data Governance & Data Warehouse	75,000	-	In Progress	March 2023	We will be complete with the Analysis & Design phase of the project the end of November. Then we need to select a vendor to implement the design.
Innovation & Technology	986 GIS	750.207 - Additional Telematics Devices	5,300	-	Not Started	April 2023	
Innovation & Technology	986 GIS	750.208 - Geotab Keyless Solution	6,000	-	Not Started	June 2023	
Innovation & Technology	986 GIS	750.209 - Google Query	5,000	-	In Progress		This is a monthly subscription fee
Innovation & Technology	986 GIS	750.210 - Business Process Automation Plat	42,000	-	Completed		SimpliGov was purchased, staff has been trained, we are now using the platform to automate business process.
Innovation & Technology	986 GIS	750.211 - Drone Instructor Training	1,600	775	In Progress	April 2023	The first training has already taken place the 2nd training will be in April of next year.
Innovation & Technology	986 GIS	750.212 - Laserfiche Scanning	30,000	-	In Progress	March 2023	Scanning in the following Departments is already underway: PW, Clerks' Office
Innovation & Technology	986 GIS	750.213 - Amazon EC2 Instance t3aXLarge	5,000	-	Not Started	March 2023	
Innovation & Technology	986 GIS	750.216 - CIP Management System	98,205	24,025	In Progress	June 2023	The Main CIP App and Submittal modules are complete. We are now working on some enhancements and the Pay Request App.
Public Works	800 Public Works Admin	750.071 - Municipal Water System	22,677	-	In Progress	June 2023	CC Work Plan Item
Public Works	801 Resources Recovery	750.041 - HHW and PaintCare	25,200	-	In Progress	Ongoing	
Public Works	801 Resources Recovery	750.084 - Single Use Plastics Ordinance	106,245	562	In Progress	June 2023	CC Work Plan Item
Public Works	801 Resources Recovery	750.137 - SB1383 Procurement Requirements	127,553	-	In Progress	Ongoing	
Public Works	801 Resources Recovery	750.174 - New Lndfill Agrmnt/Solid Wst con	350,000	-	In Progress	Ongoing	\$350K encumbered
Public Works	802 Non Point Source	750.196 - Storm Water (SWPPP) Update	19,100	-	In Progress	June 2023	
Public Works	804 Plan Review	750.039 - PW Scanning Project	64,009	-	In Progress	June 2023	
Public Works	804 Plan Review	750.067 - VTC	1,961,366	-	In Progress	FY 2026	
Public Works	804 Plan Review	750.105 - CWP Revisit 5G	250,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Public Works	804 Plan Review	750.191 - BBF Golf Netting Support Inspect	6,000	-	In Progress	December 2023	
Public Works	807 Service Center Administration	750.043 - Office Reconfiguration	210,331	-	In Progress	Ongoing as needed	
Public Works	808 McClellan Ranch Park	750.025 - Special Maintenance	70,000	-	Not Started	June 2023	Pedestrian Bridge Decking Replacement
Public Works	808 McClellan Ranch Park	750.138 - 4H Perimeter Fence Replacement	30,000	-	Not Started	June 2023	
Public Works	809 Memorial Park	750.025 - Special Maintenance	15,000	-	In Progress	Ongoing as needed	Veteran's Memorial Maintenance
Public Works	811 BBF Ground Maintenance	750.025 - Special Maintenance	30,000	-	In Progress	June 2023	Pedestrian Bridge Decking Replacement
Public Works	812 School Site Maintenance	750.140 - Backflow Prevention Device Repl	6,000	-	In Progress	June 2023	
Public Works	813 Neighborhood Parks	750.025 - Special Maintenance	113,000	-	Not Started	June 2023	Portal Park Concrete, Wilson irrigation pump replacement, Franco Park Solar light replacement
Public Works	813 Neighborhood Parks	750.074 - Tot Lot Rubber Resurfacing	38,273	-	Not Started	June 2023	
Public Works	813 Neighborhood Parks	750.140 - Backflow Prevention Device Repl	10,809	7,950	Completed	Completed	
Public Works	813 Neighborhood Parks	750.141 - Basketball Court Resurfacing	20,000	-	Not Started	June 2023	
Public Works	813 Neighborhood Parks	900.990 - Special Projects - PW	25,000	-	Not Started	June 2023	Monta Vista Trip Hazard
Public Works	814 Sport Fields Jollyman CRK	750.140 - Backflow Prevention Device Repl	4,000	-	Not Started	June 2023	
Public Works	814 Sport Fields Jollyman CRK	750.141 - Basketball Court Resurfacing	10,000	-	Not Started	June 2023	
Public Works	820 Sidewalk Curb and Gutter	750.020 - Annual Sidewalk Curb & Gutter	1,813,664	57,576	In Progress	June 2023	
Public Works	821 Street Pavement Maintenance	900.921 - Annual Asphalt Project	5,527,844	525	In Progress	June 2023	
Public Works	822 Street Sign Marking	750.025 - Special Maintenance	10,300	10,266	Completed	Completed	Holiday Banner Replacement
Public Works	824 Overpasses and Medians	750.192 - Mound Removals	141,900	935	In Progress	June 2023	
Public Works	824 Overpasses and Medians	750.193 - Split Rail Fence-SCB & Mary Ave	16,400	13,923	In Progress	June 2023	
Public Works	824 Overpasses and Medians	750.194 - Trench Work	40,000	-	Not Started	June 2023	

**FY 2022-23 Special Projects Update
as of September 30, 2022**

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Public Works	825 Street Tree Maintenance	900.911 - Trees and Badges	15,000	-	In Progress	Ongoing	
Public Works	827 Bldg Maint City Hall	750.144 - Electrical Preventive Maint	25,000	-	Not Started	June 2023	
Public Works	827 Bldg Maint City Hall	750.145 - Fascia Repair and Painting	60,000	31,692	Completed	Completed	Project under budget
Public Works	827 Bldg Maint City Hall	750.146 - Lower Floor Recarpeting	70,000	-	In Progress	December 2023	Project under budget
Public Works	828 Bldg Maint Library	750.025 - Special Maintenance	45,000	-	Not Started	June 2023	Ventilation Preventive Maint & Repair
Public Works	828 Bldg Maint Library	750.147 - Boiler Preventive Maintenance	5,000	-	Completed	Completed	
Public Works	829 Bldg Maint Service Center	750.025 - Special Maintenance	109,500	4,741	In Progress	June 2023	Conf Room Carpet Replacement, Locker Room Floor Replacement, Mechanic Bay lighting upgrade, roof replacement PH 2
Public Works	829 Bldg Maint Service Center	750.150 - Shop Building Roof Recoating	-	-	Completed	Completed	Completed last FY
Public Works	829 Bldg Maint Service Center	750.152 - Locksmith Training	4,000	-	Not Started	June 2023	
Public Works	830 Bldg Maint Quinlan Center	750.025 - Special Maintenance	34,000	-	In Progress	June 2023	Conference Room Carpet Replacement, Stage Floor Refinishing
Public Works	830 Bldg Maint Quinlan Center	750.147 - Boiler Preventive Maintenance	5,000	-	Completed	Completed	
Public Works	831 Bldg Maint Senior Center	750.025 - Special Maintenance	188,500	6,050	In Progress	June 2023	Air Conditioning Replaement, Deck Replacement, Energy System Upgrades, Partial Roof Replacement
Public Works	831 Bldg Maint Senior Center	900.945 - Fixed Asset Acquisition	-	6,257	Completed	Completed	Ice Machine Replacement
Public Works	832 Bldg Maint McClellan Ranch	750.025 - Special Maintenance	55,000	-	Not Started	June 2023	4H Roof/Gutter Replacement, Mild Barn Exterior Paint
Public Works	836 Bldg Maint Sports Center	750.025 - Special Maintenance	66,000	-	In Progress	June 2023	Locker Room Floor Replacement, Raquetball Court Refinishing, Ventilation Preventive Maint
Public Works	836 Bldg Maint Sports Center	750.155 - Exterior Painting	45,000	-	In Progress	December 2023	
Public Works	836 Bldg Maint Sports Center	750.157 - Door Refinishing	13,520	2,180	Completed	Completed	
Public Works	838 Comm Hall Bldg Maint	750.148 - Exterior Door Painting	4,000	-	Not Started	June 2023	
Public Works	841 BBF Facilities Maintenance	750.025 - Special Maintenance	25,000	-	In Progress	Ongoing as needed	Blesch, Byrne and Stocklmeir Maintnace
Public Works	841 BBF Facilities Maintenance	750.162 - Uninterrupted Power Supply	5,000	-	Completed	Completed	
Public Works	844 Traffic Engineering	750.040 - Planned Transportation Project	80,000	-	In Progress	June 2023	CC Work Plan Item - Vision Zero
Public Works	844 Traffic Engineering	750.061 - Community Shuttle Pilot Program	836,485	140,451	In Progress	April 2023	CC Work Plan Item
Public Works	844 Traffic Engineering	750.079 - Adaptive Traffic Signaling	160,000	-	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.163 - VMT to LOS Standards	130,000	-	In Progress	June 2023	CC Work Plan Item
Public Works	844 Traffic Engineering	750.195 - Lawson Middle School Bikeway	40,000	-	In Progress	December 2023	
Public Works	844 Traffic Engineering	750.219 - CWP Bicycle Facilities	50,000	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Public Works	844 Traffic Engineering	750.231 - SC Corridor Vision Study	154,079	-	Not Started	June 2023	
Public Works	845 Traffic Signal Maintenance	750.079 - Adaptive Traffic Signaling	13,156	-	In Progress	June 2023	
Public Works	846 Safe Routes 2 School	750.080 - Pedestrian Education	23,158	-	In Progress	June 2024	Agreement encumbered for next FY allocation as well
Public Works	846 Safe Routes 2 School	750.165 - Riding for Focus Program	49,000	-	Not Started	June 2023	In negotiation with neighboring cities
Public Works	848 Street Lighting	750.025 - Special Maintenance	8,300	-	Completed	Completed	Service Center Exterior Building LED Fixtures - completed under budget
Public Works	848 Street Lighting	900.990 - Special Projects - PW	213,000	-	Completed	Completed	Luminaire Street Light Poles - completed under budget
Public Works	849 Equipment Maintenance	750.078 - Mechanic Shop Hose Reels	49,615	49,615	Completed	Completed	
Public Works	853 Storm Drain Fee	750.062 - Permeable Pavement	12,500	-	In Progress	Ongoing as needed	
Public Works	853 Storm Drain Fee	750.063 - Rainwater Capture	22,894	-	In Progress	Ongoing as needed	
Public Works	854 General Fund Subsidy	750.064 - Low Income Cost Share	8,000	-	In Progress	Ongoing as needed	
Public Works	854 General Fund Subsidy	750.065 - CUSD Joint Use Cost Share	21,868	-	In Progress	Ongoing - annual billing at FY end	
Public Works	985 Fixed Assets Acquisition	900.945 - Fixed Asset Acquisition	502,402	34,320	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs Administration	750.096 - CWP Mental Health Support	9,274	-	In Progress	Ongoing	See City Work Program update and dashboard for more information
Parks & Recreation	601 Rec & Comm Svcs Administration	750.098 - CWP Senior Strategy	66,778	-	In Progress	June 2023	See City Work Program update and dashboard for more information
Parks & Recreation	601 Rec & Comm Svcs Administration	750.164 - CWP Dogs Off Leash Area	5,000	-	In Progress	June 2023	See City Work Program update and dashboard for more information

**FY 2022-23 Special Projects Update
as of September 30, 2022**

Department	Program	Account	Amended Budget	Actual Amount	Status	Est Completion	Notes (e.g., carried over to next fiscal year)
Parks & Recreation	601 Rec & Comm Svcs Administration	750.218 - CWP Artwork at the Library/Exhib	10,000	-	Not Started	June 2023	See City Work Program update and dashboard for more information
Parks & Recreation	601 Rec & Comm Svcs Administration	750.226 - CWP Intergenerational Engagement	20,000	-	In Progress	Ongoing	See City Work Program update and dashboard for more information
Parks & Recreation	616 BBF Golf Course	900.945 - Fixed Asset Acquisition	137,000	-	In Progress	December 2023	BBF Golf Course Netting

Competitive Citywide Grants Tracking

Department	Name of Grant	Description of Grant	Grant Amount	Date Applied	Date Due	Status (Grant Awarded, Pending Results, Grant Denied)	Grant Amount Awarded	Date Awarded
Administration	National Association of City and County Health Officials (NACCHO) Respond, Innovate, Sustain, and Equip (RISE) Awards	To provide resources to the MRC network to support COVID-19 response efforts.	\$25,000	3/4/2022	3/4/2022	Grant Awarded	\$25,000	8/11/2022
Administration	California Electric Vehicle Infrastructure Project	Purchase and installation of EV charging infrastructure at publicly-owned sites	\$4,500 per charging port	12/22/2020	12/22/2020	Funds Partially Reserved	\$130,500	10/27/2022
Administration	Community Decarbonization Engagement Grant	Competitive grant for community engagement around decarbonization topics from SVCE	\$100,000	4/1/2022	4/4/2022	Grant Applied	N/A	N/A
Community Development Department	Santa Clara County Permanent Local Housing Allocation (PLHA) Consortium	CA Dept of Housing & Community Development (HCD)	\$165,510	12/15/2021	12/30/2021	Grant Awarded to County PLHA Consortium	\$165,510	N/A
Community Development Department	Santa Clara County Permanent Local Housing Allocation (PLHA) Consortium	CA Dept of Housing & Community Development (HCD)	\$257,254	12/15/2021	12/30/2021	Grant Awarded to County PLHA Consortium	\$257,254	N/A
Information & Technology and Community Development Department	Dept. of Housing and Community Development	Financial assistance for implementation of softwares that accelerate and streamline Housing Production	\$310,000	3/20/2020	12/31/2022	Grant Awarded	\$310,000	3/24/2020
Public Works	TIRCP (Transit and Intercity Rail Program)	5-year expansion of Via shuttle, including partnership with City of Santa Clara	\$8,465,000	3/3/2022	3/8/2022	Grant Awarded	\$8,465,000	7/11/2022
Public Works	HSIP (Highway Safety Improvement Program)	Improving safety at signalized intersections	\$2,005,900	9/12/2022	9/12/2022	Pending Results	N/A	N/A
Public Works	HSIP (Highway Safety Improvement Program)	Improving safety on roadway segments	\$3,561,800	9/12/2022	9/12/2022	Pending Results	N/A	N/A
Public Works	HSIP (Highway Safety Improvement Program)	Improving safety on roadway segments	\$4,450,200	9/12/2022	9/12/2022	Pending Results	N/A	N/A
Public Works	OBAG (One Bay Area Grant) Cycle 3	De Anza Blvd buffered bike lanes	\$500,000	7/27/2022	7/27/2022	Grant Denied	N/A	N/A
Public Works	Safe Streets 4 All (SS4A)	Bollinger Road road diet traffic analysis, outreach and engineering design	\$360,000	9/15/2022	9/15/2022	Pending Results	N/A	N/A
Public Works	Cupertino Library Expansion	Federal Community Project Funding Grant	\$1,000,000	3/25/2021	6/10/2022	Grant Awarded	\$1,000,000	N/A
Public Works	Jollyman All-Inclusive Play Area	Federal Community Project Funding Grant	\$1,000,000	4/25/2022	6/10/2022	Grant Denied	\$1,000,000	N/A
Public Works	Jollyman All-Inclusive Play Area	State Funding Grant	\$1,000,000	3/17/2022	7/1/2022	Pending Results	\$1,000,000	N/A
Public Works	Jollyman All-Inclusive Play Area	PG&E	\$25,000	8/8/2022	9/1/2022	Grant Awarded	\$25,000	10/3/2022
Public Works	Jollyman All-Inclusive Play Area	Santa Clara County AIPG	\$1,440,000	10/10/2018	10/12/2018	Grant Awarded	\$1,440,000	5/13/2019
Public Works	McClellan Road Bridge Reconstruction	State Funding Grant	\$7,500,000	3/17/2022	7/1/2022	Pending Results	\$5,000,000	N/A
Public Works	I-280 Trail-East	TDA3	\$1,015,022	12/1/2021	12/1/2021	Grant Awarded	\$1,015,022	5/25/2022
Public Works	I-280 Trail-East	Measure B	\$920,978	12/1/2021	12/1/2021	Grant Awarded	\$920,978	11/12/2021
Public Works	I-280 Trail-Central	Measure B	\$460,000	7/1/2020	7/1/2020	Grant Awarded	\$460,000	7/14/2020
Public Works	I-280 Trail-Central	Measure B	\$3,725,000	7/1/2020	7/1/2020	Pending Results	\$3,725,000	N/A
Public Works and Administration	CalOES Hazard Mitigation Grant Program Project Subapplication	Cupertino Civic Center Plaza Microgrid study and construction	\$979,402	6/17/2021	6/17/2021	Pending Results	N/A	N/A

Non-Competitive Citywide Grants Tracking

Department	Name of Grant	Description of Grant	Grant Amount	Date Applied	Date Due	Status (Grant Awarded, Pending Results, Grant Denied)	Grant Amount Awarded	Date Awarded
Administration	Energy Efficiency Community Block Grant	EECBG funds for use in developing energy efficiency services or strategies, code enforcement, other uses	\$139,518	N/A	Q4 2022	Pending Results	\$139,518	Dates and exact amount not yet known
Administration	Reach Codes/Building Codes	Silicon Valley Clean Energy grant to support reach codes development	\$10,000	3/18/2022	4/30/2022	Grant Reserved	\$10,000	11/30/2022
Community Development	Community Development Block Grant (CDBG)	U.S. Dept of Housing & Urban Development (HUD) Federal Entitlement Allocation	\$412,800	8/26/2021	Annually: 6/30	Grant Awarded	\$412,800	2/25/2021
Community Development Department	Community Development Block Grant (CDBG)	U.S. Dept of Housing & Urban Development (HUD) Federal Entitlement Allocation	\$388,459	10/5/2022	Annually: 6/30	Grant Awarded	\$388,459	9/26/2022
Community Development Department	CDBG-CV CARES Act Funding	U.S. Dept of Housing & Urban Development (HUD) Emergency COVID Allocation	\$553,939	8/26/2021	6/30/2022	Grant Awarded	\$553,939	8/20/2021
Community Development Department	Santa Clara County Home Investment Partnerships Program (HOME) Consortium	U.S. Dept of Housing & Urban Development (HUD) Federal Entitlement Allocation	\$993,289	N/A	Annually: 6/30	Grant Awarded to County HOME Consortium	\$993,289	2/25/2021
Community Development Department	Santa Clara County Home Investment Partnerships Program (HOME) Consortium	U.S. Dept of Housing & Urban Development (HUD) Federal Entitlement Allocation	\$1,083,978	N/A	Annually: 6/30	Grant Awarded to County HOME Consortium	\$1,083,978	9/26/2022
Public Works	Bicycle/Pedestrian Education & Encouragement	2016 Measure B	\$33,090	9/8/2022	N/A	Grant Awarded	\$33,090	9/29/2022
Public Works	Sustainable Infrastructure/Energy Resiliency Grant	To support energy resiliency capital improvements	\$255,798	6/29/2022	N/A	Grant Awarded	\$255,798	6/29/2022
Public Works	CalRecycle SB 1383 Local Assistance Grant Program	One-time grant program meant to provide aid in the implementation of regulation requirements associated with SB 1383.	\$83,693	1/21/2022	2/1/2022	Grant Awarded	\$83,693	4/27/2022
Public Works	CalRecycle Beverage Container Recycling City/County Payment Program	Provide opportunities for beverage container recycling. Allowable uses include 2 staff attending annual CA Resource Recovery Association conference, water refill stations, and recycling receptacles.	\$14,812	Funds must be expensed between 5/03/2022 - 4/1/2024	Annually: dates vary	Awarded	\$14,812	5/28/2021
Public Works	CalRecycle Beverage Container Recycling City/County Payment Program	Provide opportunities for beverage container recycling. Allowable uses include 2 staff attending annual CA Resource Recovery Association conference, water refill stations, and recycling receptacles.	Pending	Pending	Annually: dates vary	Pending	Pending	Pending

Fleet and Equipment Replacement Process

During the Fiscal Year 2022-23 Operating Budget process, Council asked about the process for tracking vehicles and equipment. This report provides a summary of that process.

Assets are tracked by both the Public Works and Finance Departments. Public Works manages the assets on a day-to-day basis, maintaining the inventory and the assets, tracking replacement schedules, and identifying assets annually for replacement. Finance tracks assets where the initial individual exceeds \$5,000 and the estimated useful life is greater than one year. The asset's value is tracked from the point of procurement and all related activities including acquisitions, disposals, transfers, and depreciation are recorded on a quarterly basis. Assets are assigned to the appropriate department, with a pool of vehicles set aside for locations like City Hall where user need varies significantly.

Public Works uses CityWorks, an enterprise asset management software program, to ensure assets receive routine maintenance. The goal of the department is to provide, at minimum, a visual inspection of each asset annually. This ensures the assets are tracked and accounted for and in good operable condition. More complex assets have industry standard maintenance programs associated with them.

Replacement of assets typically occurs when those assets reach their pre-determined replacement cycle, as identified through a documented Public Works procedure that aligns with industry best practices. Replacements are determined based on miles (or hours) and years of service. The replacement cycle is designed to consider the current asset age and condition as well as the resale value. Upon reaching the identified threshold, that asset is reviewed to ensure it is ready for replacement. When the asset is replaced, the old asset is sold through a third-party government auction and the gain or loss is accounted for in the fund where the asset is recorded.

In the Fiscal Year 2022-23 proposed budget, four vehicles and three pieces of equipment are recommended for replacement and one vehicle is a recommended addition as a lease, for a total budget of \$669,046. Vehicles and equipment have seen a significant impact on availability from supply chain constraints. From the point of approval, acquisition of these vehicles can take over a year to complete.

The complete list of fleet assets is provided on the following pages.

Equipment Assets			
AssetID	Year	Description	Location
EQP262	1996	FLAIL MOWER	Streets
EQP905	1998	SOD CUTTER	Grounds
EQP189	2004	INGERSOL RAND	Streets
EQP101	2007	JOHN DEERE MOWER	Grounds
EQP83	2008	GOLF CART	Park and Rec
EQP185	2011	CLUB CAR	Trees/ROW
EQP184	2011	INFEEED WOOD CHIPPER	Trees/ROW
EQP47	2017	SPREADER	Grounds
EQP48	2017	MOWER	Grounds
EQP312	2016	CLAW BUCKET FOR EQP #41	Streets
EQP43	2017	CHIPPER	Trees/ROW
EQP54	2018	MINI SKID STEER	Trees/ROW
EQP55	2019	TILT DECK TRAILER 7000 GVWR	Grounds
EQP56	2018	ZERO TURN MOWER	Grounds
EQP58	2018	DUMP TRAILER	Trees/ROW
EQP59	2018	JACK HAMMER	Fleet
EQP1052	2019	BALANCER	Fleet
EQP61	2019	MAN LIFT	Facilities
EQP62	2019	BAGGER MOWER	Grounds
EQP63	2019	GOLF CART	Blackberry Farm
EQP65	2019	LOADER	Streets
EQP66	2020	13 FT 7000GVRW TRAILER	Grounds
EQP67	2020	13FT 7000GVWR TILT TRAILER	Grounds
EQP68	2019	48" MOWER	Grounds
EQP69	2019	CHIPPER	Trees
EQP70	2020	GOLF CART	Grounds
EQP443	2020	SKID SPRAYER	Grounds
EQP449	2020	BITUMMOUS MACHINE	Streets
EQP73	2019	MOWER	Grounds
EQP74	2020	VAC TRAILER	Grounds
EQP448	2020	STRIPPER	Streets
EQP75	2020	ELECTRIC MOWER	Grounds
EQP77	2020	5X8 DUMP	WWFP
EQP100	2021	TOW BEHIND PRESSUER WASHER TRAILER	Grounds
EQP84	2021	LARGE TOWABLE GENERATOR	Fleet
EQP90	2022	STUMP GRINDER	Trees
EQP91	2022	TILLER	Grounds
EQP200	2014	SOD CUTTER	Grounds
EQP198	2012	RIDE ON SPREADER	Grounds
EQP46	2016	FLAT BED TILT DECK TRAILER 20'	Trees/ROW
EQP815	2007	RYAN TOW AERATOR	Grounds
EQP183	2011	JOHN DEERE	Grounds
EQP202	2014	STAND ON AERATOR	Grounds
EQP105	2004	JOHN DEERE MOWER	Grounds
EQP179	2001	TRACTOR	Grounds
EQP3	2000	SCISSOR LIFT	Facilities
EQP107	1992	KOMATSU FORKLIFT	Fleet
EQP18	2015	LANDSCAPE RAKE ATTACHMENT	Trees/ROW
EQP110	2009	KOMATSU FORKLIFT	Traffic Department
EQP45	2017	BUNKER RAKE	Grounds
EQP111	2000	JOHN DEERE	Grounds
EQP37	2016	WATER TRAILER	Trees/ROW
EQP36	2016	GOLF CART	Grounds
EQP14	2015	LOADER/TRACTOR	Trees/ROW
EQP2	2015	CLUB CAR CART	Blackberry Farm
EQP1	2015	CLUB CAR CART	Blackberry Farm

Equipment Assets			
AssetID	Year	Description	Location
EQP28	2015	8" TRASH PUMP	On Call
EQP23	2015	LIGHT TOWER, TRAILER	Fleet
EQP161	2000	WACKER 6" PUMP	Fleet
EQP80	2014	GOLF CART	Park and Rec
EQP106	1998	ROLLER	Streets
EQP129	2011	CLUB CAR	Fleet
EQP24	2015	STUMP GRINDER	Trees/ROW
EQP21	2015	TRENCHER	Trees/ROW
EQP118	2001	WACKER GENERATOR	Facilities
EQP49	2017	DCA-125SSIU4F	Facilities
EQP8	2015	ELECTRIC GOLF CART	Grounds
EQP41	2016	LOADER	Fleet
EQP27	2015	ELECTRIC GOLF CART	Grounds
EQP81	2014	GOLF CART	Park and Rec
EQP82	2009	COLF CART	Park and Rec
EQP263	2016	HYDRAULIC POWER UNIT	Streets
EQP163	-	Z TURN MOWER	Grounds
EQP1080	-	18,000 HOIST	Fleet
EQP20	2015	AUGER	Trees/ROW
EQP44	2017	BUNKER RAKE	Park and Rec
EQP15	-	RIDING MOWER	Grounds
EQP164	-	DINGO 322-4	Grounds
EQP17	2015	ELECTRONIC MESSAGE BOARD	Streets
EQP34	2016	MESSAGE BOARD	Streets
EQP102	2004	MOWER	Grounds
EQP109	1987	5310 TRACTOR	Grounds
EQP146	-	EXMARK LAZER 52"	Grounds
EQP1081	-	10,000 HOIST	Fleet
EQP40	2014	FUEL ISLAND PUMPS AND FUEL STATION, GAS STATION AT YARD	Fleet
EQP29	2016	RADAR TRAILER	Streets
EQP35	2016	RADAR TRAILER	Streets
EQP203	-	AG SPREAD 55	Grounds
EQP50	2017	TOWABLE AIR COMPRESSOR	Trees/ROW
EQP51	2017	BOBCAT SWEEPER ATTACHMENT	Streets
EQP52	2017	CLAW BUCKET FOR EQP117	Streets
EQP42	2016	FLEET AIR COMPRESSOR	Fleet
EQP6	2015	GRINDER	Streets
EQP30	-	GENERATOR, EMERGENCY LOCATED AT CITY HALL	Facilities

Vehicle Assets			
AssetID	Year_	Description	Location
VEH491	2012	DUMP TRUCK	Streets
VEH458	2019	PLUG IN HYBRID	Facilities
VEH8	2002	SERVICE BODY	Streets
VEH501	2022	VAC TRUCK	Streets
VEH440	2017	UTILITY TRUCK	Grounds
VEH464	2022	UTILITY WITH LUMBER RACK	Facilities
VEH480	2022	UTILITY LUMBER RACK	Grounds
VEH479	2017	FORD TRUCK WITH CRANE	Streets
VEH430	2017	DUMP TRUCK	ROW
VEH420	2014	DUMP TRUCK	WWFP
VEH493	2018	TRANSIT VAN	WWFP
VEH46	2007	4 CYD HYBRID	Pool Cars
VEH478	2012	TRUCK	ROW
VEH450	2015	AERIAL LIFT TRUCK Altec S/N#0415FF3857 (LR60E70)	Trees
VEH481	2015	TRUCK	On Call
VEH455	2012	TRUCK	Trees
VEH412	2014	HYBRID CAR	Building Department
VEH451	2018	SPORT UTILITY	Building Department
VEH415	2015	VAN	WWFP
VEH470	2014	TRUCK	Streets
VEH425	2012	TRUCK	Grounds
VEH463	2015	DUMP TRUCK	Grounds
VEH444	2019	UTILITY BOX WITH DUMP & B&W HITCH	Grounds
VEH490	2017	ROCK WALL	Park and Rec
VEH418	2013	TRUCK	Grounds
VEH475	2016	TRUCK	Grounds
VEH434	2020	DUMP TRUCK	Grounds
VEH500	2020	UTILITY BED W LUMBER RACK	ROW
VEH409	2013	FLAT/DUMP TRUCK	Grounds
VEH489	2012	UTILITY AND DUMP	Grounds
VEH499	2016	AERIAL LIFT TRUCK (Altec S/N#1216FF5848 (LR758)	Trees
VEH462	2015	SHOP TRUCK	Fleet
VEH429	2012	CRANE TRUCK	Streets
VEH428	2014	TRUCK	Streets
VEH402	2017	UTILITY AWD	Code Enforcement
VEH472	2020	PICKUP	Grounds
VEH414	2015	VAN	Facilities
VEH495	2013	TRUCK	Fleet
VEH461	2016	TRUCK	Facilities
VEH419	2016	4X2 SUPERCAB	Streets
VEH64	2007	SERVICE BODY	Facilities
VEH494	2015	TRUCK	Grounds
VEH471	2016	HYBRID	Pool Cars
VEH422	2016	TRUCK	ROW
VEH90	2008	HYBRID	Building Department
VEH465	2018	TRUCK	Trees
VEH484	2019	DUMP	ROW
VEH439	2019	UTILITY BOX WITH DUMP B&W PENTAL HITCH	ROW
VEH432	2017	PICKUP UTILITY BOX AND 1500 LB CRAIN	Traffic Department

Vehicle Assets			
AssetID	Year	Description	Location
VEH433	2017	TRUCK WITH LIFTMOORE CRANE	Trees
VEH411	2014	HYBRID	Building Department
VEH453	2016	HYBRID	PW Design
VEH443	2019	CODE CAR	Code Enforcement
VEH407	2015	TRUCK	Trees
VEH468	2016	AERIAL LIFT TRUCK Altec S/N#0316DE18750 (AT37G)	Streets
VEH445	2020	PICKUP	Grounds
VEH454	2016	ELECTRIC CAR	Pool Cars
VEH492	2019	CODE CAR	Code Enforcement
VEH467	2016	FLATBED TRUCK	Streets
VEH485	2016	HYBRID	Building Department
VEH476	2017	LEGEND TRUCK	Streets
VEH417	2013	TRUCK	Grounds
VEH452	2011	HYBRID	Building Department
VEH498	2012	UTILITY AND RACK	Grounds
VEH426	2016	HYBRID	PW Design
VEH400	2015	VAN	Facilities
VEH405	2017	XL WAGONLWB	Pool Cars
VEH6	2008	FLATBED/DUMP	Streets
VEH483	2017	UTILITY TRUCK	Grounds
VEH448	2012	TRUCK	Fleet
VEH77	1999	MINI TRUCK	Grounds
VEH488	2015	ELECTRIC CAR	Facilities
VEH421	2016	HYBRID	Building Department
VEH473	2017	TRUCK	Grounds
VEH436	2017	TRUCK	Grounds
VEH401	2019	HYBRID PICK UP	Trees
VEH31	2008	UTILITY W/DUMP	Grounds
VEH41	2002	PICKUP TRUCK	Park and Rec
VEH437	2019	PLUG IN HYBRID	Building Department
VEH403	2017	BOOM TRUCK	Streets
VEH460	2018	TRANSIT CONNECT VAN (POOL CAR)	Pool Cars
VEH469	2017	CARES COMMUNICATIONS VAN	Fleet
VEH2	1988	FLAT BED	Grounds
VEH435	2017	UTILITY TRUCK	Grounds
VEH486	2017	UTILITY BED TRUCK	Facilities
VEH447	2017	TRUCK	Streets
VEH413	2012	UTILITY AND RACK	Grounds
VEH466	2018	CHIPPER TRUCK	Trees
VEH438	2020	CODE CAR	Code Enforcement
VEH431	2021	TRUCK	Grounds
VEH477	2020	UTILITY TRUCK DUMPBED	Grounds
VEH497	2017	PICK UP WITH DUMP BED INSERT	Grounds
VEH42	2002	PICKUP TRUCK	Park and Rec
VEH427	2020	PICK UP UNTILITY	Traffic Department
VEH496	2017	PICK UP WITH DUMP BED INSERT	Grounds
VEH459	2013	TRUCK	Streets
VEH80	2007	P/U SERVICE BODY	Grounds
VEH424	2012	ECONOLINE	Facilities

Vehicle Assets			
AssetID	Year_	Description	Location
VEH38	2006	AERIAL TRUCK (Altec S/N#0506DE7091 (AT37G)	Grounds
VEH474	2016	TRUCK	Grounds
VEH487	2021	HYBRID SUV	Building Department
VEH57	2009	AERIAL TRUCK	Traffic Department
VEH423	2019	UTILITY DUMP	Grounds
VEH449	2013	TRUCK	ROW
VEH416	2014	TRUCK	Facilities
VEH410	2016	HYBRID	Pool Cars
VEH482	2016	TRUCK	Fleet
VEH26	2007	CAR	Code Enforcement



**PUBLIC WORKS DEPARTMENT
CAPITAL IMPROVEMENTS PROGRAM (CIP) DIVISION**

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3223 • EMAIL: CAPITALPROJECTS@CUPERTINO.ORG
CUPERTINO.ORG

CIP PROJECT UPDATE

Program Overview, Accomplishments & Status

The Capital Improvement Program (CIP) Administration Division provides design and construction administration for all capital improvement projects including streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements and other public facilities. The Division ensures that all public improvements are designed and constructed in accordance with community expectations and City standards. The Division places safety of the public, City employees, and workers as the highest priority in the delivery of capital projects.

November 2022; Q2 FY2022 - 2023

Status of Current CIP Projects

The categories below directly correlate to the categories in the FY22-27 CIP Schedule. Furthermore, the projects are color-coded to illustrate the type of project. These 'types' are somewhat intuitively, rather than effectively ascribed to the projects, as many projects would fall into multiple categories.

- *Facilities-related CIP Projects (orange) – 9 active projects, 1 deferred*
- *Streets and Grounds-related CIP Projects (red) – 3 active projects, 3 completed, 1 deferred*
- *Traffic, Bike and Pedestrian-related CIP Projects (blue) – 11 active projects, 3 completed, 2 deferred*
- *Parks and Recreation System-related CIP Projects (green) - 12 active projects, 2 completed, 2 deferred*

Total: 35 active projects, 8 completed, 6 deferred (on hold).

CATEGORY 2 - EXISTING PROJECTS - MULTI-YEAR FUNDING (4)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
ADA Improvements	This is an ongoing program funded annually to improve accessibility at all public facilities throughout the City.	Design	Ongoing	Undertaking improvements at Wilson Park, Wintergreen Dr. entrance. Update to 2015 report will be proposed for FY23-24.
Annual Playground Replacement	Replacement of older playground equipment that is dated and worn.	Creekside Tot Lot - Complete	Ongoing	Creekside Tot Lot construction complete; opened in October 2022.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Park Amenity Improvements	Funding for various park amenities such as benches, hydration stations, outdoor table tennis, cornhole, shade structures, pickleball striping, etc.	Construction	Ongoing	8 hydration stations have been installed at various parks. Outdoor table tennis tables have been installed at Jollyman Park and Wilson Park. Pickleball striping completed at court 2 at Memorial Park.
Street Light Installation - Annual Infill	Design and install streetlights on an as needed basis.	Complete	Ongoing	Installations for this fiscal year are complete. Year 3 of 5.

CATEGORY 3 - EXISTING PROJECTS – FUNDED (22)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Bicycle Boulevard Interim Improvements, Ph. 2	Improvements from 2016 Bicycle Transportation Plan.	Construction	December 2022	Implementation of the planned improvements is underway, nearing completion.
Bicycle Boulevard Interim Improvements, Ph. 3	Improvements from 2016 Bicycle Transportation Plan.	Design		Phase 3 outreach and design in progress.
Blackberry Farm Golf Renovation / Alternative Use Study	Study to determine options for the BBF Golf Course: minor repairs or alternative use ('natural habitat').	Feasibility/ Report	Complete	Consultants' reports and Public comments are compiled. Report delivered to Joint Commission (Parks & Rec, Bicycle/Ped, Sustainability) on 8/08/2022. Awaiting opportunity to present to Council for further action.
Blackberry Farm Pool Improvements	Make improvements to the pools and facility related to safety, accessibility, and maintenance.	Bid, Permit	May 2023	Design and Construction documentation is underway. Construction is scheduled to begin in January 2023.
City Hall and Community Hall Improvements (Programming and Feasibility)	Programming, Feasibility and Community Outreach to form the basis of a renovation strategy for the buildings.	Feasibility/ Report	N.A.	Meetings with C.H. Project Subcommittee are complete. Report going to Council on 11/15/2022.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
City Hall Annex (10455 Torre Avenue Improvements)	Program, plan and build facility improvements required for interim facility to accommodate staff while City Hall is remodeled, as well as the long-term use of this facility.	Design	Summer 2024	Design process underway. EOC scope added to the project in October 2022.
Citywide [Satellite] Community Garden (Wilson Park)	Develop a program to establish community gardens throughout the City.	Bid & Permit – Wilson Park	Late Spring 2023	Design and Construction documentation is underway. Construction is scheduled to begin in January 2023.
Citywide Building Condition Assessment Implementation	Implement recommendations identified as a priority in the Comprehensive Facility Condition and Use Assessment.	Construction, Feasibility	Ongoing.	Sports Center Fire Panel Replacement: Bid process complete, Contract awarded and work is scheduled for November 2022. 2018 Report Update/Dashboard creation: research and report generation underway.
Civic Center Parking Analysis	Analyze the parking requirement for the Civic Center. Implement mitigation measures identified in 2018 report.	Feasibility/ Report, Implementation	Ongoing, Book Drop-Off completed	Torre Avenue Book Drop completed Summer 2022. <i>Implementation of many measures dependent upon schedule of employees returning to City Hall.</i>
Lawrence-Mitty Master Plan	Develop a Master Plan for a proposed neighborhood park located on several acres of land adjacent to Saratoga Creek, near the intersection of Lawrence Expressway and Mitty Way.	Design	April 2023	Initial Site Analysis and Public Outreach completed and posted. Commission and Council reports in November and December 2022. Development of the design will continue in early 2023.
Library Expansion Project	Develop a design and construct a 5600 SF addition to the existing Library building.	Building: complete. Landscaping: Bid	2023	Building Construction is complete; Landscaping (bid and construction) to continue in 2023.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Memorial Park - Amphitheater Improvements	Design and construct Memorial Park improvements, specifically addressing the needs of the Amphitheater.	RFQ	2024	Design consultant team RFQ is under development.
Memorial Park - Pond Repurposing	Design and construct Memorial Park improvements, specifically addressing the immediate state of the drained ponds.	Construction	November 2022	Construction completion scheduled for November 2022.
Memorial Park - Specific Plan Design	Following the findings of the Master Plan process, develop a conceptual design for Phase One features and amenities.	Design	Summer 2023	Initial Public input received, design alternatives under development. Design alternatives under development, public review period in early 2023.
Pumpkin and Fiesta Storm Drain Project, Phase 1 & 2	Design storm drainage improvements at Pumpkin Drive, Fiesta Lane, as identified in the Storm Drain Master Plan.	Design	Spring 2023	Design, including hydraulic testing, underway.
Regnart Creek Trail Fencing	Construction of privacy fencing along properties abutting Regnart Creek trail.	Construction	December 2022	The concrete panel fencing construction is underway, the final wood/composite fences are nearing completion.
Regnart Road Improvements, Phase 1	Phase 1 will construct a retaining wall to stabilize the road slope to the creek from Sta 28+40 to 29+80 (approx. 140 LF).	Design, Permits	2023	Phase 1 design in progress. Bid process will begin once the environmental permitting is complete.
Traffic Calming	Funding to respond to citizen requests for traffic calming to reduce vehicle speeds, improve pedestrian and bike safety.	Ongoing	Ongoing	Ongoing; responding to resident concerns when they occur.
All Inclusive Playground: Adult-Assistive	Design and construct a new adult-assistive bathroom facility	Design	Summer 2024	Consultant agreements initiated; design process underway.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Bathroom Facility	adjacent to the All-Inclusive Play Area.			
City Lighting LED Improvements	Implement the transition of City's streetlight infrastructure from induction and other fixtures to LED fixtures to meet the "Dark Sky" Ordinance requirements and reduce light pollution and energy cost.	Feasibility	Pending	Awaiting finalization of LED report before initiating this work.
DeAnza Blvd Buffered Bike Lanes	Restripe De Anza Blvd to include a painted buffered zone between the existing bike lane and the vehicle lanes.	Design	Summer 2023	Design Process underway
Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis	Instigate property inspection reports and work with outside consultants to develop initial use and business strategies appropriate for the three residential properties owned by the City.	Feasibility Study	Summer 2023	Staff will work to contract appropriate consultants in early 2023.

CATEGORY 4 - EXISTING PROJECTS WITH EXTERNAL FUNDING (9)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
All Inclusive Play Area (Jollyman Park)	Design and construct an all-inclusive playground at Jollyman Park	Design	Summer 2024	Design process nearing completion. Bid and permit phase will follow.
Electric Vehicle Parking Expansion	Expansion of the existing level 2 charging ports at municipal properties from twelve (12) ports to thirty-two (32) ports. In addition, install five (5) level 3	RFQ	T.B.D.	Previously identified grant fundings are unavailable. Scope revision is necessary and underway. RFQ process (not RFP/Bid) approved by Council on 11/01/2022.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
	(DC Fast Charging) ports.			
Full-sized Outdoor Basketball Court (Wilson Park)	Install a full-size basketball court at a park, following the Parks and Recreation System Master Plan.	Bid	Summer 2023	Design and Construction documentation is underway. Will be posted for G.C. bid in November 2022.
I-280 Trail - Central Segment	Design and construct an off-street bicycle and pedestrian facility parallel to the I-280 HWY, from De Anza Blvd. Wolfe Road.	Design	Fall 2024	Design phase will pause now that IS/MND is underway; East segment will continue.
I-280 Trail - East Segment	Design and construct an off-street bicycle and pedestrian facility parallel to the I-280 HWY, from Wolfe Rd. to Vallco Parkway.	Design	Spring 2024	Design Phase underway. Draft Environmental review report (IS/MND) received and in review.
McClellan Road Separated Bike Corridor, Phase 3	Improve pedestrian and bicycle safety by reconfiguring the intersection and vehicle movements.	Bid	Summer 2023	Project will be posted for public bid process in November 2022
QCC Multi-Site Sustainable Infrastructure Upgrade	Develop recommendation for Council on a complete facility upgrade for heating and cooling system, emergency power system, and renewable energy.	RFQ	2024	Sports Center fire panel replacement will be installed shortly. The RFQ process for energy service companies (ESCOs) to perform audit and initiate improvements was completed. Award of Contract will come to City Council in early 2023.
School Walk Audit Implementation	Construct infrastructure related improvements around schools that were identified as part of the comprehensive School Walk Audit study.	Ongoing/ Construction	Ongoing	
Stevens Creek Boulevard CL IV Bikeway - Phase 2 –	Design and Construction of the separated bikeway along Stevens Creek	Design/Bid	2024	95% design complete, Construction for Phase 2A will begin Winter 2022.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Design & Construction	Blvd from Wolfe Road to DeAnza Blvd (2A) and De Anza Blvd to US-85 (2B). This includes signal upgrades at Bandlely Drive.			

CATEGORY 5 - COMPLETED PROJECTS (8)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Annual Playground Replacement	Replacement of older playground equipment that is dated and worn.	Creekside Tot Lot - Complete	Ongoing	Creekside Tot Lot construction complete; opened in October 2022.
City Lighting LED Transition Assessment	Develop a strategy to transition the City's streetlight infrastructure, and other City operated lights, from induction to LED fixtures to meet the "Dark Sky" requirements and reduce light pollution.	Complete		Survey is complete. Implementation/ replacement project is included in the new FY22-23 CIP project "City Lighting - LED improvements".
Homestead/De Anza - Design & Construction	Modify traffic signal to relocate median-mounted mast arm poles to the corners.	Complete		Poles ordered; storage coordinated. Award of GC contract will come to Council in May 2022.
Regnart Creek Trail	Construction of a multi-use trail along Regnart Creek	Complete		Construction is complete, some punch list items remain to be addressed. Opening of the trail will occur after the fences along the trail are constructed.
Retaining Wall Repair - Cordova Road	Replace failing retaining wall lagging with City forces.	Complete		Construction completed Summer 2022.
Sidewalk Improvements -	Acquire right-of-way as needed, initiate design and construction of	Complete		Byrne is complete; Orange Avenue construction now completed. PG&E poles

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Orange & Byrne	sidewalks where there are gaps, as well as curb, gutter, and drainage improvements.			relocation is still being worked out with PG&E.
Stelling and Alves Crosswalk Installation	Install a crosswalk and pedestrian-actuated RRFB across Stelling at the north leg of the intersection with Alves Drive.	Complete		Ramps' rework, Striping and flashing light installation completed Summer 2022.
Tree Inventory - Stevens Creek Corridor	Inventory and map City-owned trees that are within the Stevens Creek Corridor, including the BBF golf course.	Complete		Survey is complete, report under review by staff.

CATEGORY 6 - DEFERRED PROJECTS (ON HOLD) (6)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
City Bridge Maintenance Repairs	Design and construct 5 bridges' repairs as recommended in the Caltrans Bridge Report along with additional improvements to prolong the useful life of the bridges.	Deferred		Federal Funding on hold until 2024.
I-280 Trail - West Segment	Design and construct an off-street bicycle and pedestrian facility parallel to the I-280 HWY, from the Don Burnett Bicycle – Pedestrian Bridge to De Anza Blvd.	Deferred		This segment will be on hold until the other segments are designed.
Interim City Hall	Establish an interim facility to accommodate City Staff if existing City Hall were to be	Deferred		This funding may be required to provide City Hall services while the building is under construction.

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
	replaced or significantly remodeled.			
McClellan Road Separated Bike Corridor - Byrne Ave to Imperial Ave, Phase 4	Design and construct separated bike lanes on McClellan Rd. from Imperial Ave to Byrne Ave.	Deferred		Ph. 4 on hold until ROW's are acquired.
Stevens Creek Corridor Park Chain Master Plan	Study the various uses of public lands along Stevens Creek for optimal public use and operation and develop a master plan.	Deferred		On hold, pending completion of Blackberry Farm Golf Renovation/ Alternative Use Study
Sports Center Community Needs Analysis	Evaluate the potential long-term needs of the facility, the cost of renovations and repairs and the cost effectiveness of those improvements.	Deferred		P&R performed some analysis and determined short-term improvements/repairs. A more in-depth analysis will be included in the new FY22-23 CIP project "Major Recreation Facilities: Use and Market Analysis"