



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: March 7, 2023

Subject

Consider the Mid-Year Financial Report for Fiscal Year 2022-23, amending the Unrepresented Employees' Compensation Program, and approving a new job classification

Recommended Action

1. Receive the City Manager's Mid-Year Financial Report for Fiscal Year 2022-23;
2. Adopt Resolution No. 23-XXX amending the Unrepresented Employees' Compensation Program and Classification Plan; and
3. Approve a new Special Project Executive job classification and separate the Assistant Director of Community Development and Building Official job classifications.

Reasons for Recommendation

Background

On June 9, 2022, the City Council adopted the Fiscal Year (FY) 2022-23 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.

As described in the City Manager's First Quarter Financial Report presented to the City Council on November 15, 2022, the budget was revised to account for encumbrances and carryover appropriations.¹ 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

¹ 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.

and carryover appropriations of \$65,916,968. The largest encumbrances were for capital projects (\$7.4 million) and The Rise (formerly known as Vallco Town Center) (\$2.3 million), while the largest carryovers were for capital projects (\$34.3 million) and The Rise (\$19.7 million).

The City Council approved \$5.1 million in additional appropriations during the first two quarters of FY 2022-23. This includes \$2.4 million for negotiated amendments to the City's employee compensation programs and \$1.8 million for first quarter budget adjustments. Among the first quarter budget adjustments, \$669,000 was allocated for vehicle and equipment replacement.

As a result of these budget adjustments, encumbrances, and carryovers, the amended budget as of December 31, 2022, totaled \$214,901,056. The budget adjustments are summarized in the table below.

Mid-Year Financial Report Summary of Budget Adjustments by Fund

Fund	FY 2022-23			Adjustments	FY 2022-23 Amended
	Adopted Budget	Carryovers	Encumbrances	Approved in 1st and 2nd Quarters	Budget as of December 31, 2022
General	95,167,779	23,785,988	5,041,683	3,223,350	127,218,800
Special Revenue	11,244,109	18,140,319	3,965,049	180,458	33,529,935
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	140,426	10,416,383
Internal Service	8,862,706	550,315	466,368	922,454	10,801,843
Total All Funds	\$ 130,587,325	\$ 65,916,968	\$ 13,280,075	\$ 5,116,688	\$ 214,901,056

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

Discussion

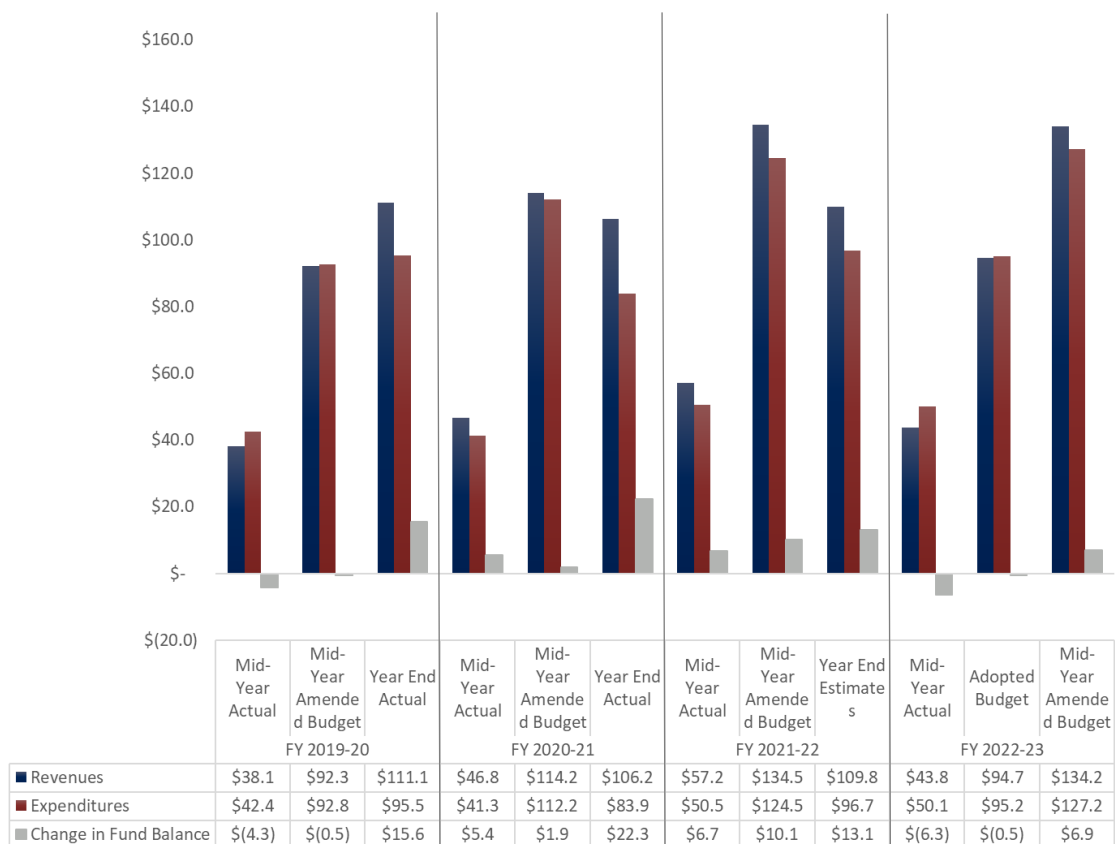
The Mid-Year Financial Report, reported as of December 31, 2022, is a critical tool for the City to evaluate its current revenue outlook and make necessary adjustments to the budget in response to changing spending priorities. It provides an overview of the City's budget status, including its revenue outlook, expenditure patterns, and other key financial metrics. Additionally, the report helps the City ensure that it stays on track toward achieving its goals and objectives by providing valuable insights into the City's financial performance. By using this information to make informed decisions and take appropriate actions, the City can maintain its fiscal sustainability.

FY 2022-23 Amended			
Fund	Budget as of December 31, 2022	Requested Mid-Year Adjustments	Year-End Projections
General	127,218,800	-	127,218,800
Special Revenue	33,529,935	-	33,529,935
Debt Service	2,675,800	-	2,675,800
Capital Projects	30,258,295	-	30,258,295
Enterprise	10,416,383	-	10,416,383
Internal Service	10,801,843	-	10,801,843
Total All Funds	\$ 214,901,056	\$ -	\$ 214,901,056

While no budget adjustments are being requested at FY 2022-23 mid-year, the City will continue to closely monitor revenue and expenditure trends in the coming months. This ongoing analysis is critical to ensuring that the City's budget remains responsive to the needs of its constituents and is aligned with the City's goals and objectives. By proactively managing its budget, the City can remain fiscally responsible and provide essential services and programs to its community.

General Fund

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



The General Fund's historical financial data indicates that amended expenditures have often exceeded amended revenues, leading to a decrease in fund balance. This decrease in fund balance is not due to a structural deficit; rather, the City transferred excess fund balance from the General Fund to the Capital Reserve as part of its Fund Balance Policy. The City's encumbrance and budget carryover process has resulted in increases to fund balance at the end of most fiscal years.

By continuing to monitor and manage its financial resources effectively, the City can ensure that it maintains a healthy fund balance in the General Fund.

Revenue

General Fund revenue is tracking at \$13.4 million, or 23%, lower than the same time last year due to changes in the City's revenue sources as shown in the following table.

**Comparison of FY 2021-22 and FY 2022-23 Mid-Year Revenues
General Fund**

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Sales tax	25,058,489	18,112,541	(6,945,948)	-28%
10 - Property tax	8,331,800	8,810,200	478,400	6%
15 - Transient occupancy	1,336,855	2,818,190	1,481,335	111%
20 - Utility tax	1,276,177	1,633,462	357,286	28%
25 - Franchise fees	684,498	758,501	74,002	11%
30 - Other taxes	1,056,602	604,611	(451,991)	-43%
35 - Licenses and permits	2,188,177	2,151,138	(37,039)	-2%
40 - Use of money and property	925,576	1,147,839	222,263	24%
45 - Intergovernmental revenue	3,433,481	1,183,361	(2,250,120)	-66%
50 - Charges for services	6,905,845	5,317,399	(1,588,446)	-23%
55 - Fines and forfeitures	105,865	116,311	10,446	10%
60 - Miscellaneous	986,591	1,112,371	125,779	13%
65 - Transfers in	4,862,387	61,140	(4,801,247)	-99%
70 - Other financing sources	52,224	-	(52,224)	-100%
Grand Total	\$ 57,204,568	\$ 43,827,063	\$ (13,377,505)	-23%

Sales Tax revenue as of mid-year was \$18.1 million, which is a 28% decrease from the previous year. This decline was primarily due to the timing of payments from the California Department of Tax and Fee Administration (CDTFA), which are received two months in arrears. To provide some context, sales tax revenues for FY 2021-22 correspond to July to December 2021, while for FY 2022-23, they correspond to July to November 2022.

During the start of FY 2021-22, new taxes from marketplace facilitators and increased online sales due to pandemic-related lockdowns resulted in a larger county pool allocation. As the economy began to recover, sales tax revenues from consumer goods, restaurants and hotels, and fuel and service stations rose for the remainder of the fiscal year.

However, the first half of FY 2022-23 indicates lower sales tax revenues than during the pandemic period, and staff anticipates a continued downward trend. According to a recent Sales Tax Update for July to September 2022 by HdL, the City's sales tax consultant, the casual dining sector contributed to double-digit increases in restaurant revenues compared to the same period last year. Despite increased menu prices, residents and visitors continued to enjoy dining out. The cost of crude oil remained high, and with more drivers on the road, service station receipts increased by 39%. Revenues also remained high in the autos-transportation group. However, these increases only slightly mitigated the declines in the City's business-to-business industry group as online sales fell from recent historic highs. As a result, the City's share of the countywide use tax pool also decreased, contributing to the reduction in sales tax for the period.

Looking ahead, it is expected that the City's restaurants and hotels, fuel and service stations, and automotive industry groups will continue to experience growth, albeit only slightly mitigating the anticipated declines in the City's business-to-business and County pool share allocation as online sales fall from recent historic highs. Furthermore, the future growth rate for sales tax revenue is expected to slow due to factors such as rising inflation, high mortgage rates, and the Federal Reserve's tightening monetary policy. These factors are expected to weaken consumer sentiment and slower growth into 2023.

Property Tax revenue increased by \$478,400, or 6%, compared to last year. In FY 2022-23, the City's property tax roll grew \$2.08 billion, or 7.2%. This growth was \$1.09 billion more than in FY 2021-22 when the property tax roll grew by \$986 million, or 3.5%. Residential use values increased \$1.26 billion, or 7.2%, representing 60% of all growth experienced in the City. Commercial properties increased by \$1.07 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.² Unsecured assets decreased by \$655 million, or 38%.

The growth in home sales was strong in 2021, leading to an increase in median sale prices reflected in the 2022-23 tax rolls. Although many cities saw median price increases, new concerns over rising interest rates and inflation are leading to a decrease in home sales. The median sale price for Cupertino detached single-family homes in January through August 2022 was \$2,975,000, an increase of \$165,000 or 5.9% from the same period in 2021. The annual consumer price index (CPI) applied per Proposition 13 was 2% this year after a 1.036% increase in the prior year.

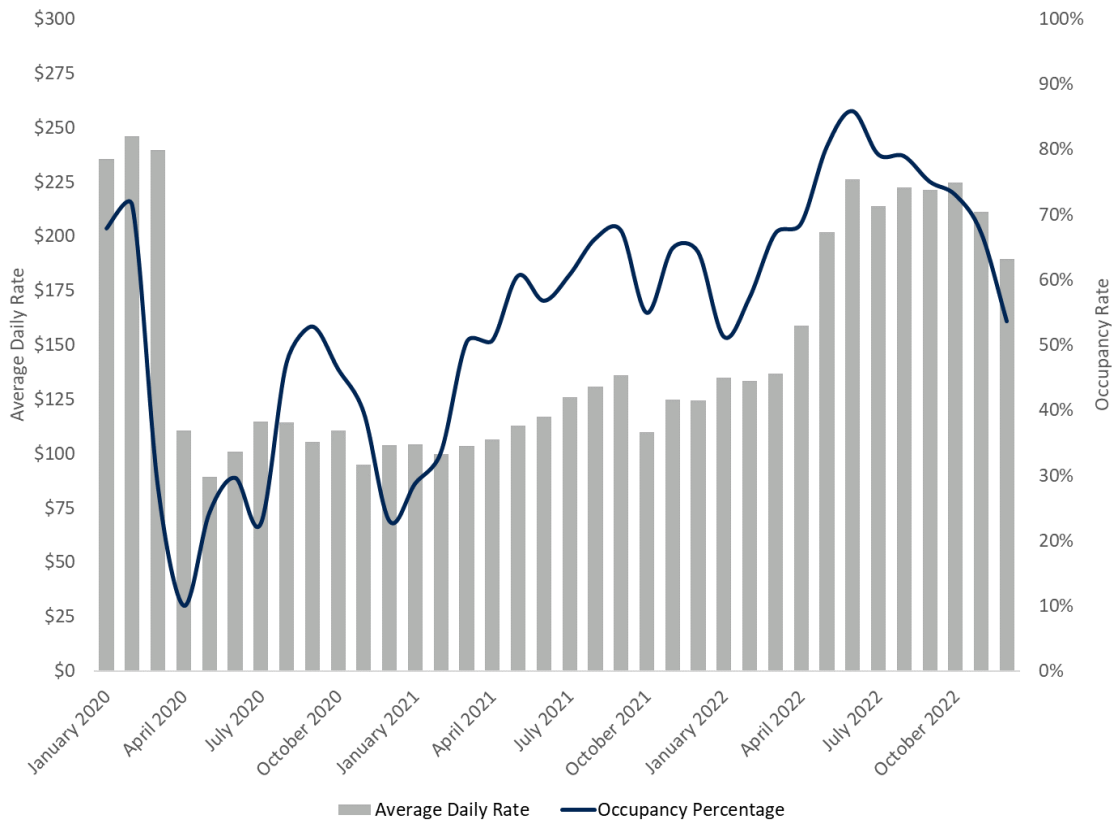
² Secured property generally includes buildings and land, whereas unsecured property generally includes properties that are portable, such as boats, aircraft, business equipment, and other possessory interests.

The City's property tax base remains strong and HdL, the City's property tax consultant, is currently projecting property taxes over the next five years as shown in the table below.

FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
31,223,141	32,324,317	33,606,651	35,024,886	36,531,087

Transient Occupancy Tax (TOT) revenue increased by \$1.5 million, or 111%, compared to the previous year due to increased travel, but it is still significantly lower than pre-pandemic levels. This significant increase is due to the relaxation of pandemic-based travel restrictions that previously reduced travel. With increased travel and employees returning to work onsite, the City's TOT revenues have been directly and significantly affected. The average daily rates and occupancy rates for hotels are now closer to pre-pandemic levels, as shown in the table below.

**Average Daily Rates and Occupancy Rates by Month
Hotels in Cupertino**



Although staff anticipates a recovery in FY 2023-24, the City's TOT revenues may continue to be affected in the long term due to telework policies. Staff will continue to monitor economic regulations and other factors and report back on their impact on TOT revenues as part of the quarterly financial reports.

Utility Tax increased by approximately \$357,000, or 28%, over the previous mid-year period due to the timing of Utility User Tax (UUT) payments recorded.

Franchise Fees increased by approximately \$74,000, or 11%, primarily due to increased Recology franchise fees collected.

Other Taxes decreased by approximately \$452,000, or 43% primarily due to decreased property transfer taxes.

Licenses and Permits decreased by approximately \$37,000, or 2%, which is a nominal change.

Use of Money and Property increased by approximately \$222,000, or 24%, due to increased interest earnings from the City's investment portfolio.

Intergovernmental Revenue decreased by \$2.3 million, or 66%, over the same period last year due to American Rescue Plan Act (ARPA) revenue recognized in FY 2021-22.

Charges for Services decreased by \$1.6 million, or 23%, driven mainly by decreases in cost allocation charges and general service fees.

Fines and Forfeitures increased by \$10,400, or 10%, primarily due to increased citations administered over the prior year.

Miscellaneous Revenue increased by approximately \$126,000, or 13%, primarily due to two factors: an increase in an Apple donation agreement for sheriff services and community amenity payments for the Cupertino Village and De Anza Hotel.

Transfers In decreased by \$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 FY 2021-22.

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

Expenditures

Overall expenditures in the General Fund are down \$428,000, or 1%, when compared to the same time last year. The following table shows the differences between General Fund expenditures as of the mid-year in the current fiscal year and the prior fiscal year:

**Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures
General Fund**

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Employee compensation	10,018,381	11,688,616	1,670,234	17%
10 - Employee benefits	4,701,573	5,368,895	667,321	14%
15 - Materials	1,822,909	2,487,430	664,521	36%
20 - Contract services	10,593,497	11,896,017	1,302,520	12%
25 - Cost allocation	5,974,031	5,192,981	(781,051)	-13%
30 - Capital outlays	32,700	7,750	(24,950)	-76%
31 - Special projects	953,489	1,289,725	336,236	35%
35 - Contingencies	2,440	277	(2,163)	-89%
45 - Transfer out	16,099,371	11,996,300	(4,103,071)	-25%
50 - Other financing uses	336,005	178,047	(157,958)	-47%
Grand Total	\$ 50,534,396	\$ 50,106,038	\$ (428,359)	-1%

Salary and Benefits have increased by approximately \$2.3 million, or 16%. This increase in compensation is primarily due to negotiated cost-of-living adjustments approved by the City Council on August 16, 2022. In addition, the FY 2022-23 Adopted Budget included 14 new full-time benefitted positions (FTE), offset by vacancy savings through attrition. Benefit increases were primarily driven by retirement and workers' compensation costs.

Materials costs have increased by approximately \$667,000, or 36%, primarily due to increases in Public Works materials costs, particularly water and electricity costs.

Contract Services have increased by approximately \$1.3 million, or 12%, primarily driven by the rise in the City's law enforcement contract with the Santa Clara County Sheriff's Office.

Cost Allocation decreased by approximately \$781,000, or 13%, primarily due to decreased Innovation & Technology and Human Resources Cost Allocation Plan (CAP) charges.³

Capital Outlay costs decreased by approximately \$25,000, or 76% mainly due to decreased capitalizable facilities costs.

Special Projects increased by approximately \$336,000, or 35%, due to fluctuations in one-time expenditures.

³ The cost allocation plan (CAP) allocates indirect and overhead costs to the departments that benefit from them. Costs incurred by central service providers (e.g., City Manager's Office, City Attorney's Office, Finance, Human Resources, Facilities, etc.) are charged to the departments that benefit from the services (e.g., Parks & Recreation). The purpose of the CAP is to help the City to determine the true cost of providing services.

Contingencies were higher last year due to the purchase of a sound meter for code enforcement.

Transfers Out decreased by approximately \$4.1 million, or 25%, due to the one-time transfer of funds to General Fund departments as part of the American Rescue Plan Act funding strategy in FY 2021-22.

Other Financing Uses decreased by approximately \$158,000, or 47%, due to refundable deposit on-call contracts for the Community Development Department.

Special Revenue Funds

Revenue

Special Revenue Funds revenue is tracking at \$16.1 million, or 73%, lower than the same time last year primarily due to a one-time park dedication fee in FY 2021-22 and decreased transfers from the General Fund.

Comparison of FY 2021-22 and FY 2022-23 Special Revenue Funds Mid-Year Revenues

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
30 - Other taxes	9,367,692	740,204	(8,627,488)	-92%
40 - Use of money and property	274,002	286,041	12,039	4%
45 - Intergovernmental revenue	1,619,102	1,738,682	119,580	7%
50 - Charges for services	339,937	118,121	(221,816)	-65%
55 - Fines and forfeitures	34,133	-	(34,133)	-100%
60 - Miscellaneous	2,167	1,429	(738)	-34%
65 - Transfers in	10,322,824	3,025,000	(7,297,824)	-71%
Grand Total	\$ 21,959,856	\$ 5,909,476	\$ (16,050,380)	-73%

Other Taxes decreased by approximately \$8.6 million, or 92%, due to decreased park dedication fees. In FY 2021-22, the City received a one-time park dedication fee due to a development agreement for Westport, which contributed to the Other Taxes revenue that year.

Use of Money and Property increased by approximately \$12,000, or 4%, due to increased interest earnings from the City's investment portfolio.

Intergovernmental Revenue increased by approximately \$120,000, or 7%, due to a Highway Safety Improvement Program (HSIP) grant for the Homestead Road/De Anza Traffic Signal Modification project.

Charges for services decreased by approximately \$222,000, or 65%, primarily due to decreased engineering fees. In FY 2021-22, the City received a one-time traffic impact fee due to a development agreement for Westport, which contributed to the Charges for Services revenue that year.

Fines and forfeitures were higher last year due to revenues that were incorrectly recorded in the Environmental Management Clean Creek Storm Drain Fund and reclassified to the General Fund later in FY 2021-22.

Transfers In decreased by approximately \$7.3 million, or 71%, due to decreased transfers to the Transportation Fund and capital projects.

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 that each fund has a positive fund balance at the end of the fiscal year. Additionally, when Capital Improvement Program (CIP) 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. For more information on the City’s operating and capital transfers, refer to pages 115-118, and 578 of the FY 2022-23 Adopted Budget.

Expenditures

Special Revenue Funds expenditures are tracking at \$3.2 million, or 59%, higher than the same time last year due primarily to increases in capital outlays.

**Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures
Special Revenue Funds**

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Employee compensation	854,883	993,200	138,316	16%
10 - Employee benefits	429,852	467,876	38,024	9%
15 - Materials	281,470	288,344	6,874	2%
20 - Contract services	199,265	456,400	257,136	129%
25 - Cost allocation	662,973	595,784	(67,189)	-10%
30 - Capital outlays	1,556,259	3,639,886	2,083,627	134%
31 - Special projects	1,057,657	1,617,220	559,563	53%
45 - Transfer out	381,000	561,140	180,140	47%
Grand Total	\$ 5,423,359	\$ 8,619,849	\$ 3,196,490	59%

Salary and Benefits increased by approximately \$0.2 million, or 14%, primarily due to negotiated cost-of-living adjustments approved by the City Council on August 16, 2022.

Materials costs are relatively consistent with the previous fiscal year.

Contract Services increased by approximately \$0.3 million, or 129%, primarily due to a street pavement maintenance project.

Cost Allocation decreased by approximately \$67,000, or 10%, primarily due to decreased Innovation & Technology and City Council CAP charges.

Capital Outlays increased by approximately \$2.1 million, or 134%, due to the Orange Avenue Sidewalk Improvements and Memorial Park Pond Repurposing projects.

Special Projects increased by approximately \$0.6 million, or 53%, due to the timing of the annual asphalt project. The annual asphalt project is a maintenance project carried out every year. It is budgeted in a special project account for the purpose of effective tracking and management.

Transfers Out increased by \$0.2 million, or 47%, primarily due to a transfer from the Park Dedication Fund to the Capital Improvement Fund for the Memorial Park Specific Plan.

Debt Service Funds

Revenue

Debt Service Funds revenue is similar to last year.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Revenues Debt Service Funds

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
65 - Transfers in	2,621,000	2,675,800	54,800	2%
Grand Total	\$ 2,621,000	\$ 2,675,800	\$ 54,800	2%

Expenditures

Debt Service Funds expenditures are similar to last year.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures Debt Service Funds

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
20 - Contract services	1,500	1,500	-	0%
40 - Debt services	398,000	360,400	(37,600)	-9%
Grand Total	\$ 399,500	\$ 361,900	\$ (37,600)	-9%

Capital Projects Funds

Revenue

Capital Projects Funds revenue is lower than last year due to fewer transfers to fund capital projects.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Revenues Capital Projects Funds

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
45 - Intergovernmental revenue	70,111	-	(70,111)	-100%
60 - Miscellaneous	-	56,522	56,522	N/A
65 - Transfers in	7,557,048	3,000,000	(4,557,048)	-60%
Grand Total	\$ 7,627,159	\$ 3,056,522	\$ (4,570,637)	-60%

Expenditures

Capital Projects Funds expenditures are lower than last year due to fewer transfers to fund capital projects and reduced expenditures for capital projects.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures Capital Projects Funds

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Employee compensation	-	3,250	3,250	N/A
10 - Employee benefits	-	1,498	1,498	N/A
20 - Contract services	17,500	144,788	127,288	727%
30 - Capital outlays	3,388,292	1,769,880	(1,618,412)	-48%
45 - Transfer out	11,422,048	23,600	(11,398,448)	-100%
Grand Total	\$ 14,827,840	\$ 1,943,016	\$ (12,884,824)	-87%

Enterprise Funds

Revenue

Enterprise Funds revenue is tracking at \$0.3 million, or 7%, higher than the same time last year due primarily to increased charges for services.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Revenues Enterprise Funds

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
40 - Use of money and property	324,024	353,890	29,866	9%
45 - Intergovernmental revenue	-	83,693	83,693	N/A
50 - Charges for services	2,506,676	3,151,136	644,460	26%
60 - Miscellaneous	-	-	-	N/A
65 - Transfers in	886,801	399,600	(487,201)	-55%
Grand Total	\$ 3,717,501	\$ 3,988,319	\$ 270,818	7%

Use of Money and Property increased by \$30,000, or 9%, due to increased interest earnings from the City's investment portfolio.

Intergovernmental Revenue is up \$84,000 due to a grant to assist with meeting the requirements of Senate Bill (SB) 1383, the State's Short-Lived Climate Pollutant Reduction Strategy.

Charges for services increased by approximately \$0.6 million, or 26%, primarily due to increased revenues from Parks and Recreation programs and classes. Programs and classes returned as pandemic restrictions eased.

Transfers In are down approximately \$0.5 million, or 55%, due to decreased transfers from the General Fund.

Expenditures

Overall expenditures are tracking at \$0.4 million, or 12%, higher than the same time last year due primarily to increases in compensation and contract services.

**Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures
Enterprise Funds**

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Employee compensation	606,966	832,565	225,599	37%
10 - Employee benefits	242,296	306,790	64,494	27%
15 - Materials	131,989	187,673	55,683	42%
20 - Contract services	1,949,911	2,277,057	327,146	17%
25 - Cost allocation	517,054	394,970	(122,084)	-24%
30 - Capital outlays	165,219	342	(164,877)	-100%
31 - Special projects	60,226	121,846	61,620	102%
50 - Other financing uses	54,516	40,845	(13,671)	-25%
Grand Total	\$ 3,728,177	\$ 4,162,086	\$ 433,909	12%

Salary and Benefits increased by approximately \$0.3 million, or 34%, primarily due to negotiated cost-of-living adjustments approved by the City Council on August 16, 2022.

Materials increased by approximately \$56,000, or 42%, primarily due to increased expenditures for electricity, CalRecycle, and general supplies.

Contract Services increased by approximately \$0.3 million, or 17%, primarily due to increased programs and classes provided by Parks and Recreation. Programs and classes returned as pandemic restrictions eased.

Cost Allocation decreased by approximately \$0.1 million, or 24%, primarily due to decreased Finance and Human Resources CAP charges.

Capital Outlays decreased by approximately \$0.2 million, or 100%, due to projects that differ in scope and timing from year to year.

Special Projects increased by approximately \$62,000, or 102%, due to projects that differ in scope and timing from year to year.

Internal Service Funds

Revenue

Internal Service Funds revenue is tracking at \$1.5 million, or 35%, higher than the same time last year due to an increase in transfers in.

**Comparison of FY 2021-22 and FY 2022-23 Mid-Year Revenues
Internal Service Funds**

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
40 - Use of money and property	48,610	64,795	16,185	33%
50 - Charges for services	2,397,464	2,089,981	(307,483)	-13%
65 - Transfers in	1,652,359	3,419,500	1,767,141	107%
70 - Other financing sources	188,157	218,671	30,514	16%
Grand Total	\$ 4,286,590	\$ 5,792,947	\$ 1,506,357	35%

Use of Money and Property increased by \$16,000, or 33%, due to increased interest earnings from the City's investment portfolio.

Charges for Services decreased by \$0.3 million, or 13%, due to decreased cost allocation charges. Cost allocation decreased due to lower cost allocation expenses that need to be allocated.

Transfers In increased by approximately \$1.8 million, or 107%, due to increased transfers from the General Fund to the Innovation & Technology and Compensated Absences Fund.

Other Financing Sources increased by approximately \$31,000 due to higher depreciation expenses.

Expenditures

Internal Service Funds expenditures are tracking at \$53,000, or 1%, lower than the same time last year due primarily to decreases in materials and special projects.

Comparison of FY 2021-22 and FY 2022-23 Mid-Year Expenditures

Internal Service Funds

Expenditure Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Employee compensation	886,025	967,811	81,786	9%
10 - Employee benefits	1,047,639	1,094,145	46,506	4%
15 - Materials	512,493	406,767	(105,726)	-21%
20 - Contract services	404,806	448,721	43,915	11%
25 - Cost allocation	30,409	31,021	613	2%
31 - Special projects	502,529	389,419	(113,110)	-23%
35 - Contingencies	-	-	-	N/A
50 - Other financing uses	232,635	225,443	(7,192)	-3%
Grand Total	\$ 3,616,536	\$ 3,563,327	\$ (53,209)	-1%

Salary and Benefits increased by \$0.1 million, or 7%, primarily due to negotiated cost-of-living adjustments approved by the City Council on August 16, 2022.

Materials decreased by \$106,000, or 21%, mainly due to decreases in Innovation & Technology software expenditures.

Contract Services are up approximately \$44,000, or 11%, largely due to increases in workers' compensation insurance premiums.

Special Projects decreased by approximately \$113,000, or 23%, due to the timing of expenditures for vehicle and equipment replacement.

Budget Adjustment Requests

The City's departments regularly evaluate their budget expenditures throughout the fiscal year to ensure they stay within their budget appropriations. In case of any variance, they can request budget adjustments as necessary as part of the quarterly reports. However, as of mid-year, departments are on track to stay within their budget appropriations, and therefore, they are not requesting any budget adjustments.

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 \$110.0 million in fund balance, an increase of \$13.1 million from the prior year, due to revenues being higher than expenditures. At first quarter, staff projected the General Fund to end FY 2022-23 with \$121.6 million in fund balance. As of mid-year, the General Fund is expected to end FY 2022-23 with \$121.5 million in fund balance, with \$63.1 million in unassigned fund balance.

General Fund Classification of Fund Balance

Classification	Year End		Adopted Budget 2022-23	1st Quarter Year		Mid-Year Year	
	Actual 2020-21	Projection 2021-22		End Projection 2022-23	End Projection 2022-23		
Non Spendable	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4
Restricted	19.9	18.8	24.2	18.8	18.8	18.8	18.8
Committed	19.1	34.1	34.1	34.1	34.1	34.1	34.1
Assigned	4.9	5.0	3.0	5.0	5.0	5.0	5.0
Unassigned	52.4	51.6	48.3	63.2	63.2	63.1	63.1
TOTAL FUND BALANCE	\$ 96.9	\$ 110.0	\$ 110.1	\$ 121.6	\$ 121.6	\$ 121.5	\$ 121.5

To date, the City's external 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 to these figures.

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. Capital Projects Reserve
4. Sustainability Reserve
5. Unassigned

As of mid-year, all priority areas have been fully funded. Per the City's Fund Balance policy, it has been the City's practice to recommend the transfer of unassigned fund balance as part of the mid-year financial report. However, this year, the City is not recommending the use of unassigned fund balance at mid-year due to the uncertainty

surrounding a sales tax audit of one of the City's taxpayers by the California Department of Tax and Fee Administration (CDTFA). While the impact of this audit is unknown, it has the potential to significantly affect the City's sales tax revenues.

Given this uncertainty, staff anticipates bringing recommendations on the use of fund balance to the City Council once more information regarding the sales tax audit is available. The City is committed to maintaining a responsible and sustainable approach to its financial management, and will continue to closely monitor and analyze revenue and expenditure trends in order to make informed budgetary decisions.

Staffing

As of December 31, 2022, the FY 2022-23 Amended Budget includes a total of 225 full-time equivalent (FTE) positions. The City Manager's Office is requesting the addition of one new position. If approved, the total benefitted positions will increase to 226 FTEs.

Addition of Limited-Term Special Project Executive

The City Manager's Office is requesting a new two-year limited-term position of Special Project Executive. This new classification will serve as the liaison for complex and highly sensitive projects and act as the liaison between developers and the City. Additional information can be found in the attached position description. This position will be 100% funded by revenue from agreements with developers who are looking to expedite their projects. This position will not have any fiscal impact in the current fiscal year, FY 2022-23, due to vacancy savings in the department. In FY 2023-24, the salary and benefits for the position are expected to be approximately \$400,000.

Revision of the Assistant Director of Community Development/Building Official Classification

The position of Assistant Director of Community Development/Building Official was reviewed. To provide the Community Development Department with additional staff resources and enhance operational functions between the planning and building divisions, staff recommends filling each of these positions as two separate job classifications and positions. This revision will not have any fiscal impact in the current fiscal year, FY 2022-23, due to vacancy savings in the department.

The request to add a Limited-Term Special Project Executive and the revisions to the Assistant Director of Community Development/Building Official classification are pursuant to Cupertino Municipal Code Sections 2.52.140, 2.52.150, 2.52.160 and the City's Administrative Rules and Regulations Section 4.

Performance Measures & Workload Indicators

The Mid-Year Financial Report includes updated performance measures and workload indicators that are in line with the best practices of both government and private industry. These measures have been designed to provide a comprehensive understanding of the City's performance and progress toward achieving its goals and objectives.

Attachment B provides an overview of the status of the performance measures as of Mid-Year. This information is critical to effective decision-making and ensuring that resources are being used in the most efficient and effective way possible.

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 December 31, 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 E for FY 2022-23 special projects as of December 31, 2022.

Grants

In February 2019, the City contracted with California Consulting to identify and apply for State and Federal grants on the City's behalf. Originally under Public Works, the contract was later transferred to Administrative Services in the amount of \$75,509 in FY 2022-23. The pilot program aims to centralize the grant function and maximize grant opportunities. Updates on the progress of the grants will be provided in the quarterly financial reports, including this mid-year report.

During FY 2021-22 and 2022-23, the City applied for 17 competitive grants totaling \$32.6 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 8 additional grants totaling \$8.3 million. Of these 8 grants, the City has been awarded \$7.4 million.

Also, during FY 2021-22 and 2022-23, the City applied for 13 non-competitive grants totaling \$4.0 million. See Attachment F 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 revised estimate and update on Capital Improvement Program (CIP) projects. As of mid-year, the Public Works Department is not requesting any revisions to the capital budget. See Attachment G for the status of projects.

Sustainability Impact

No sustainability impact.

Fiscal Impact

Based on the Mid-Year Financial Report, the City's current financial position is stable, and City staff is not recommending any adjustments to appropriations or revenues. The City will continue to monitor its revenue and expenditure trends closely to ensure it remains on track toward achieving its budgetary goals and objectives.

California Environmental Quality Act

Not applicable.

Prepared by: Thomas Leung, Budget Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Fiscal Year 2022-23 Mid-Year Financial Report

B – Mid-Year Performance Measures

C – Description of Carryovers and Adjustments as of December 31, 2022

D – Description of Budget Transfers as of December 31, 2022

E – FY 2022-23 Mid-Year Special Projects Update as of December 31, 2022

F – Competitive and Non-Competitive Citywide Grants Tracking

G – Capital Improvement Program Project Status

H – Resolution amending the Unrepresented Employees' Compensation Program

I – Unrepresented Comp Program – Clean

J – Unrepresented Comp Program – Redline

K – Special Project Executive Job Description

FY 2022-23 Mid-Year Financial Report

The Administrative Services Department is pleased to present the Mid-Year Financial Report for the 2022-23 Fiscal Year, covering the period from July 1, 2022 to December 31, 2022. This report serves as an update on the City's financial standing and has been prepared with the goal of providing the City Council, City leadership, and the public with important insights on the City's fiscal status.

The City is committed to providing accurate and timely financial information, and this report reflects its ongoing efforts to maintain transparency and accountability.

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

Background

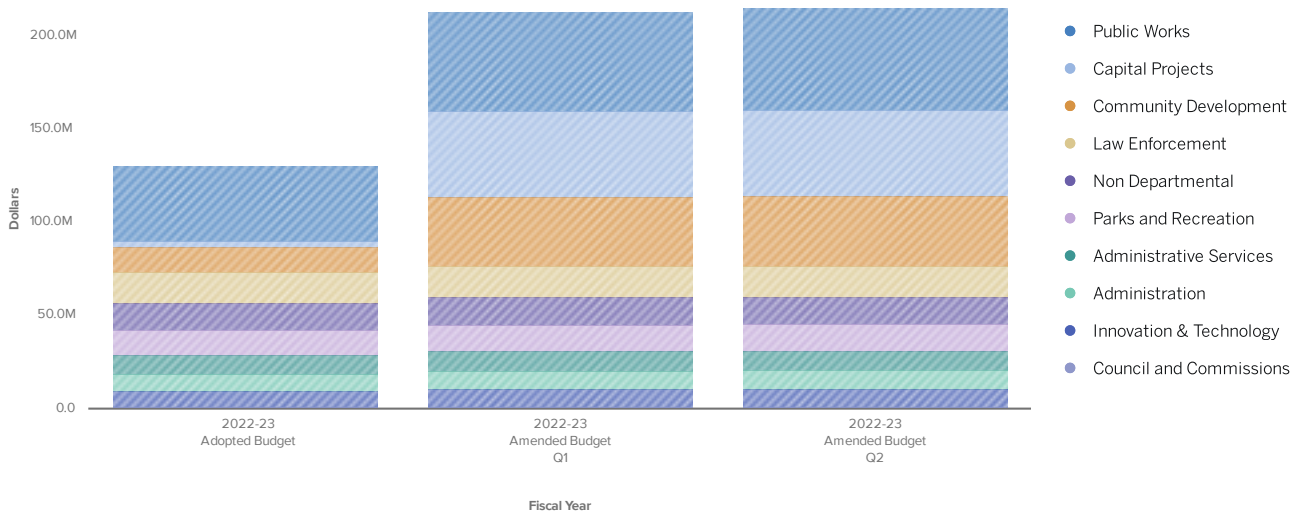
On June 9, 2022, the City Council adopted the Fiscal Year (FY) 2022-23 Budget, a \$130,587,325 spending plan funded by \$130,244,157 in revenue and \$343,168 in fund balance.

As described in the City Manager's First Quarter Financial Report presented to the City Council on November 15, 2022, the budget was revised to account for encumbrances and carryover appropriations. 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 for capital projects (\$7.4 million) and Vallco Town Center (renamed The Rise) (\$2.3 million), while the largest carryovers were for capital projects (\$34.3 million) and for Vallco Town Center (\$19.7 million). 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.

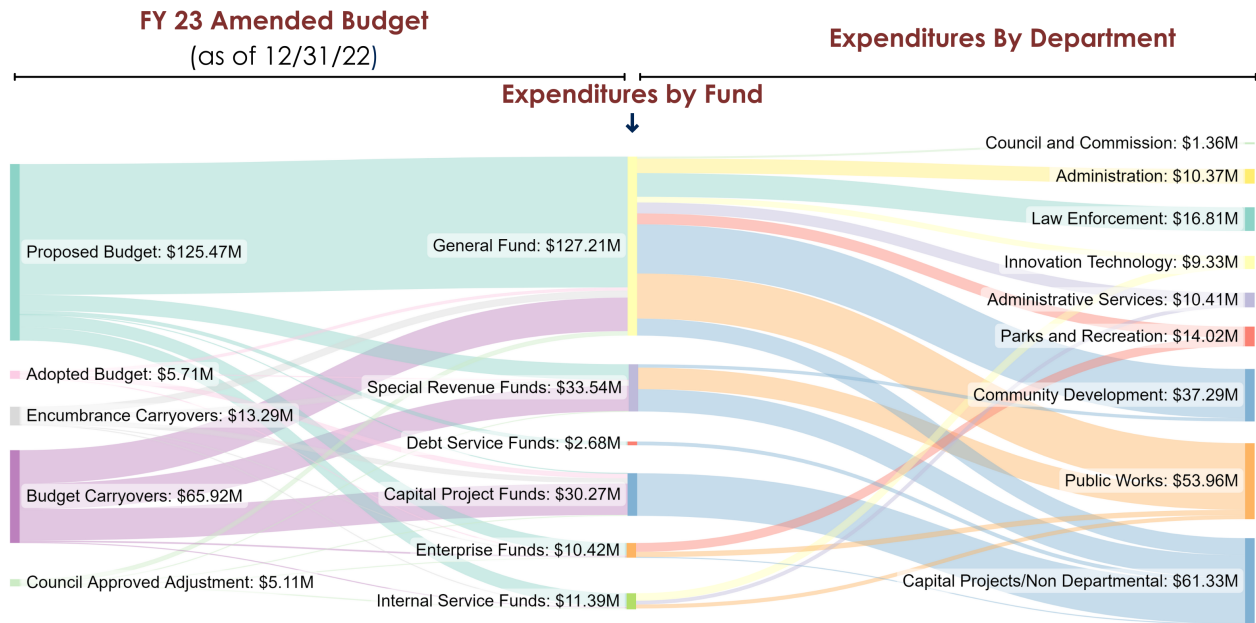
The City Council approved \$5.1 million in additional appropriations during the first two quarters of FY 2022-23. This includes \$2.4 million for negotiated amendments to the City's employee compensation programs and \$1.8 million for first quarter budget adjustments. Among the first quarter budget adjustments, \$669,000 was allocated for vehicle and equipment replacement.

As a result of these budget adjustments, encumbrances, and carryovers, the amended budget as of December 31, 2022, totaled \$214,901,056. Details of the FY 2022-23 budget adjustments are summarized in the table below.

Amended Budget

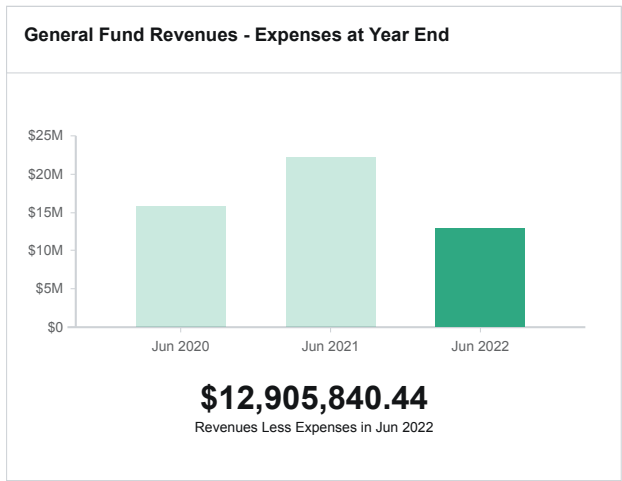
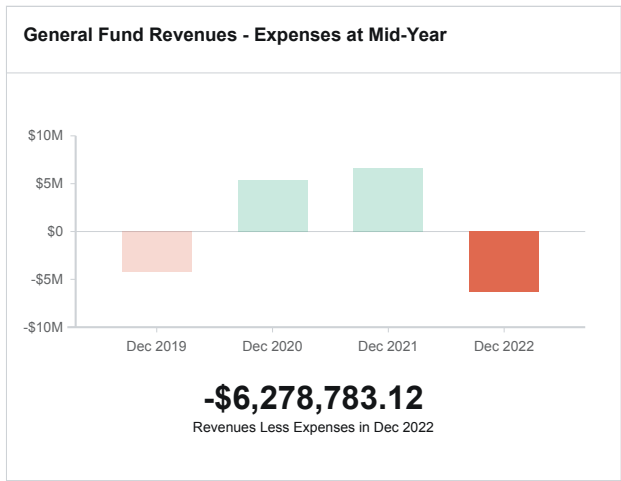
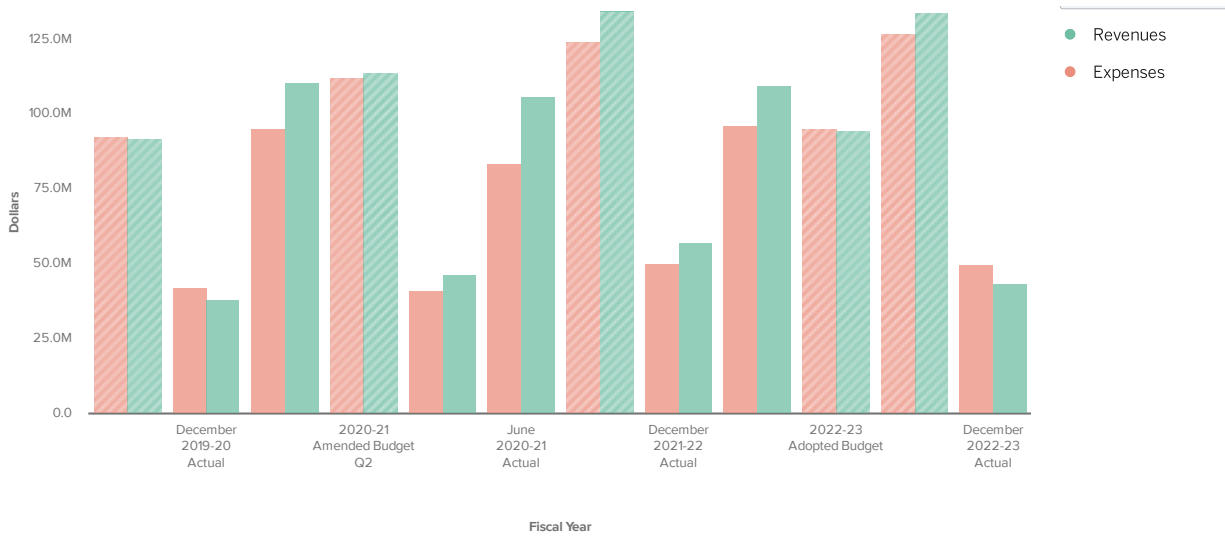


Flow of Funds Chart (in Millions)



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.

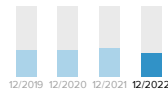


General Fund Revenue and Expenditure Trends

As of December 31, 2022, General Fund expenditures have totaled \$50.1 million, which is 39% of the budgeted appropriations. This is slightly below the mid-year expenditure range of the previous three years, which was between 44% and 52% of year-end actual expenditures. General Fund revenues have totaled \$43.8 million, representing 33% of the budgeted revenue. This falls within the mid-year revenue range of the past three years, which was between 34% and 52%. To ensure fiscal stability, staff will continue to closely monitor leading revenue sources throughout the year.

General Fund Revenues - Mid-Year Actuals vs Budget

Data Updated Feb 18, 2023, 1:04 PM

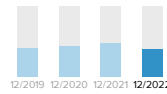


32.67%

In Revenues of **\$134,163,396.00** Budgeted through Dec 2022

General Fund Expenses - Mid-Year Actuals vs Budget

Data Updated Feb 18, 2023, 1:04 PM



39.39%

In Expenses of **\$127,218,800.00** Budgeted through Dec 2022

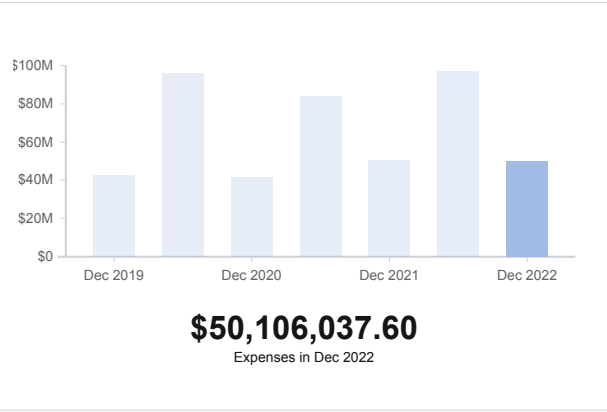
General Fund Revenues - Mid-Year vs Year End Actuals



\$43,827,254.48

Revenues in Dec 2022

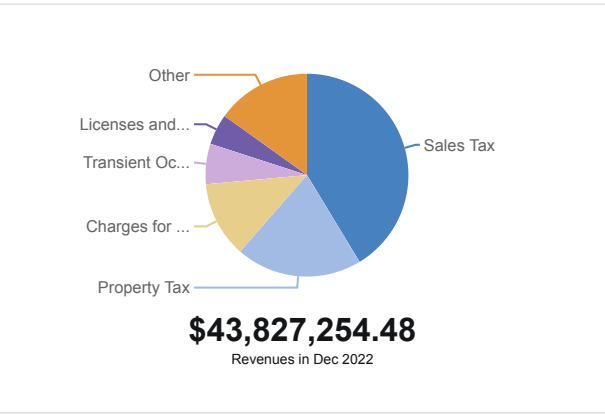
General Fund Expenses - Mid-Year vs Year End Actuals



\$50,106,037.60

Expenses in Dec 2022

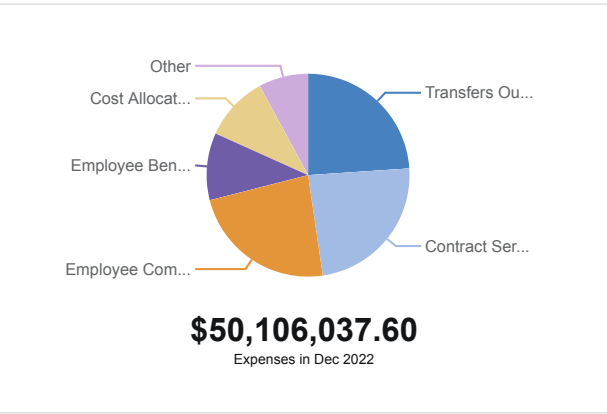
General Fund Revenues by Type



\$43,827,254.48

Revenues in Dec 2022

General Fund Expenses by Type



\$50,106,037.60

Expenses in Dec 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 \$110.0 million in fund balance, an increase of \$13.1 million from the prior year due to FY 2021-22 ending with revenues higher than expenditures. At first quarter, staff projected the General Fund to end FY 2022-23 with \$121.6 million in fund balance. As of mid-year, the General Fund is expected to end FY 2022-23 with \$121.5 million in fund balance, including \$63.1 million in unassigned 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 2020-21	Year End Projection 2021-22	Adopted Budget 2022-23	1st Quarter Year End Projection 2022-23	Mid-Year Year End Projection 2022-23
Non Spendable	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4	\$ 0.4
Restricted	19.9	18.8	24.2	18.8	18.8
Committed	19.1	34.1	34.1	34.1	34.1
Assigned	4.9	5.0	3.0	5.0	5.0
Unassigned	52.4	51.6	48.3	63.2	63.1
TOTAL FUND BALANCE	\$ 96.9	\$ 110.0	\$ 110.1	\$ 121.6	\$ 121.5

Recommended Adjustments

The City's departments regularly evaluate their budget expenditures throughout the fiscal year to ensure they stay within their budget appropriations. As of FY 2022-23 mid-year, departments are on track to meet their budget appropriations, and therefore, they are not requesting any budget adjustments at this time.

Summary

Based on the Mid-Year Financial Report, the City's current financial position is stable, and City staff is not recommending any adjustments to appropriations or revenues. The City will continue to monitor its revenue and expenditure trends closely to ensure it remains on track towards achieving its budgetary goals and objectives.

[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](#)

Finance





Goal: Financial Stability - Provide a sustainable level of core services that are funded from ongoing and stable revenue sources.

So that...	Measure	FY21	FY22	FY23	Ongoing
		Jul-Jun	Jul-Jun	Jul-Dec	Target
The City is financially responsible.	 General Fund fund balance as a % of budgeted appropriations	103%	104%	96%	35%
	Credit Rating	AA+	AA+	AA+	AA+
The City can invest in Community priorities.	 Actual revenue vs. budget (% below budget)	19%	24%	34%	10%
	Actual expenditures (% below budget)	15%	9%	30%	5%
	 Funding allocated to high priority services (Public Works, Community Development, Law Enforcement)	53%	52%	66%	63%

**So that...
 Citizens can enjoy high quality services that meet community priorities.**

Human Resources

Goal: To create a thriving organization with meaningful careers in public service.

So that...	Measure	FY21	FY22	FY23	Ongoing
		Jul-Jun	Jul-Jun	Jul-Dec	Target
The City can ensure a safe working environment for all employees	 # of Worker's Compensation Cases	10	11	3	0
	Total recordable Injury Rate YTD	N/A	4.3%	1.0%	0%
	% absenteeism (% of total annual work hours)	2%	2%	3%	2%
	% turnover rate	5%	9%	5%	1%
The City attracts and retains a talented workforce	 % Employee participation in wellness activities	43%	48%	37%	75%
The agency builds a flexible and productive work arrangement.	 Average # of applications received per recruitment	70	49	38	50
	 Recruitment timeline - # days from hiring request to offer letter	78	88	70	60

**So that...
 Citizens can enjoy high quality services that meet community priorities.**

Community Development



Goal: Review and guide development activity to ensure compliance with relevant codes and policies, and alignment with community values to promote and enhance Cupertino's community-wide quality of life.

Enabled by...

Efficient planning and building services and enhanced customer service.

Effective code enforcement services.

Affordable and Below Market Rate Housing programs and public service grants.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
	Building permit applications shall be plan reviewed within 15 business days.	93%	87%	86%	80%
	Customer/Applicants visiting the Building Permit Counter shall be assisted within 15 minutes	**	83%	85%	80%
	Applicants visiting the Planning Counter shall be assisted within 15 minutes	**	87%	85%	50%
	Building permit applications reviewed/issued over-the-counter (OTC)	**	60%	56%	75%
	Below market rate rental and purchase vacancies filled	14	24	11	15 per year
	Housing resources and referrals provided	129	117	55	100 per year
	Complimentary/courtesy prelim app reviews completed within 4 weeks	79%	68%	34%	80%
	Average number of days to initiate investigation of code complaints	0.077	0.19	0.444	<7
	Code enforcement cases resolved without issuance of citations	98%	91%	91%	80%
	Landlord-tenant counseling and dispute resolution cases provided	46	57	25	100 per year
	Public Outreach Events	**	2	3	12 per year

*Data provided from July 2019 - February 2020 due to shelter-in-place mandate.



** No data due to closure of city hall.

*** In-person appointment started July 15, 2021, the counters were temporary closed in January 10, 2022 due to the surge of the COVID-19 Omicron variant and reopened April 2022.

So that...

Cupertino is a thriving City to live, work, learn and play.

GOAL: Streamline information processing for Council, staff and community members for compliance with State requirements and facilitate independent and transparent access to public information.

Enabled by...	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
 <p>Online information and updated records that can be easily accessed in a timely manner.</p>	<p>City Council minutes for meetings presented for Council approval by the following regular meeting</p>	100%	100%	100%	100%
	<p>Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document</p>	80%	80%	80%	100%
 <p>Response to records requests to comply with State law of 10 days.</p>	<p>Public Record Act requests responded to by the Statutory deadline date</p>	100%	100%	100%	100%



So that...

All can fully participate in local government to achieve the community & organizational goals.

GOAL: To actively pursue opportunities in the areas of business attraction, retention, and expansion as a means of promoting economic vitality, and strengthening the City's sales tax base to support Cupertino's excellent quality of life for its residents, businesses, and daytime population.

Enabled by...

Effective partnerships and proactive Economic Development programs to support local businesses.

Measure	FY21	FY22	FY23	Ongoing Target
	Jul-Jun	Jul-Jun	Jul-Dec	
 Maintain Economic Development Business Connect Subscribers	2,500	3,000	4,000	4,000
 Economic Development Business Visits, Workshops & Events	3*	3	3	10 per year

*limited due to COVID

So that...

Cupertino's economy and sales tax revenue base are diversified to further enhance the City's financial stability and its ability to provide quality amenities to the community.





Innovation & Technology

Goal: Provide superior delivery of information and technology services to city employees and constituents while continually enhancing levels of engagement.

Enabled by...

Tools and services leverage existing, emerging and innovative technologies to enhance, improve, and streamline business and communications processes

Integrated information services enable customers' access to the tools and information they need, when and where they need it

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
	GIS: % of time spent Developing Application	25%	40%	35%	35%
	GIS: % of time Maintaining applications	75%	60%	65%	65%
	GIS: Met Requests within SLA (map, data, Web maps, Cityworks, schema, other) completed	98%	99%	100%	100%
	GIS: Increase Property Information (Internal/External) site visits per month	691/533	3,344/616	1,176/229	900/600
	GIS: Cityworks utilization - # of assets Cupertino maintains vs # of assets maintained in Cityworks. Also the % increase of work units completed (WOs, INSP,SRs)	45/31 20%	45/31 68%	45/31 10%	45/45 100%
	Infrastructure: Percentage based upon number of scheduled projects/Number of projects completed on time	86%	89%	64%	100%
	Infrastructure: Percentage based upon number of HelpDesk tickets/SLA measurements	94%	93%	89%	90%
	 Infrastructure: % Customer satisfaction based upon Satisfaction Rate from helpdesk tickets	98.7%	98.0%	96.9%	85%
	Infrastructure: % of network uptime (not including planned maintenance)	99.9%	99.9%	99.8%	99%
	Applications: % of citywide-enterprise application project management performed on time and on budget	95%	96%	98%	95%
	Applications: Number of website site visits/Number of site hits	800,164	886,899	578,462	5% annual increase
	Applications: Number of support request for the applications support per month	65	870	490	20

* Not tracked

Law Enforcement

Goal: Maintain a safe environment to live, work, learn and play.

Enabled by...



All members of the community are safe, informed, empowered and supported.

	Measure	FY21	FY22	FY23	Ongoing	
		Jul-Jun	Jul-Jun	Jul-Dec	Target	
i	Response time for emergency calls	Priority 1	3.40	3.27	6.98	5 minutes
		Priority 2	6.07	6.66	7.07	9 minutes
		Priority 3	11.80	11.73	11.28	20 minutes
	% programs maintaining minimum attendance	Teen Academy	92%	98%	75%	80%
		Citizen Academy	N/A	N/A	N/A	80%

GOAL: Promote and increase interest and participation in City services, programs, initiatives, and projects while building community pride and positive identification with the City among its residents.

Enabled by...

Leveraging the communication skills, knowledge, and experience of employees while utilizing existing and emerging technologies to enhance, improve, and streamline the communication process.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
	Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram accounts	35,177	N/A	40,294	10% annual increase
	Social media engagement: average number of engagements (reactions, comments, shares, and clicks) per post on City Hall Facebook account	66.5	27.57	20.6	10% annual increase
	Cupertino 311: Average response time to customers organization-wide (in days):	3.5 Days	2.7 Days	2.6 Days	Average Close Time 5 Days

*Social media engagement metrics seen here are different due to Facebook's changes on its metrics, how they calculate it, and what they provide now. Previously, Facebook would count any action as engagement; now they only count likes/reactions, comments, link clicks, and shares.

So that...

Residents have access to timely, engaging, and important information

Clicks have now been added to the engagement metric, which will bump up the average number. The performance measure for "Access Cupertino: Average response time to customers organization-wide" was revised as Access Cupertino was replaced by Cupertino 311 in September 2017. The target has been revised to "Average Close Time," which reflects how many days it took to handle a request. The Cupertino 311 Application is administered through the IT Department, but each individual department is responsible for responding to its own requests. Response times are organized by request category.

Parks and Recreation

Goal: Create a positive, healthy and connected community.

Enabled by...

City investment in quality recreation and community programs

Improved business processes to improve customer experience

		FY21	FY22	FY23	Ongoing
	Measure	Jul-Jun	Jul-Jun	Jul-Dec	Target
i	% of Parks and Recreation Department customers surveyed who rate services as good or excellent	94%	95%	97%	85%
	% of programs maintaining minimum registration	46%	73%	80%	80%
	% Department's total cost recovery for all (direct and indirect) costs	39%	53%	60%	40%
💡	% change in participants*	-39%	119%	37%	+1%
	# of new programs or events offered	37	9	2	50

*Increase due to more programs offered and partial reopening of services.

So that...

Cupertino has an exceptional system of parks and services that align with community values.

Capital Project Delivery

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

So that...

City funds capital improvement projects.

Projects are utilized by the community.

	Measure	FY21 Jul-Jun	FY22 Jul- Jun	FY23 Jul-Dec	Ongoing Target
i	Percentage of projects completed on budget	90%	90%	100%	95%
	Percentage of construction projects completed on time	90%	90%	100%	95%

*FY22: 9 projects completed, 8 projects on budget and time;

*FY23 JULY TO DEC 2022: 8 projects completed, 8 projects on budget and time

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

Environment

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




So that...

City is responsible for a comprehensive storm water pollution prevention program.

Potential pollutants are stopped before entering the storm drain system.

City implements solid waste collection services that encourage diversion of waste from landfills.

Diversion of solid waste from landfill is maximized, compost is produced for community use, recyclable material is sold to help offset collection costs and methane gas emissions at landfills are reduced.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
	Percent of businesses in compliance during annual proactive stormwater pollution prevention inspections	96%	88%	N/A	75%
	Percent of non-exempt businesses and multi-family accounts separating organics	79%**	86%	94%	100% (SB1383)
	Percent trash/litter reduction achieved to meet Stormwater Permit requirements	88%	95%	N/A	100% by 7/1/2025
	Diversion rate from all single-family, multi-family, and commercial accounts as reported by Recology tonnage reports	53%	53%	53%	55%
	Respond to reports of actual or potential discharge the same business day	89%	93%	90%	95%
	% of plan reviews completed in required number of days	90%	93%	92%	100%
	Cubic yards of compost distributed via compost site	1,165 CY	440 CY	160 CY (July-Dec 2022)	1,000 CY
	% of vegetation obstructions resolved within 15 days from time of report*	31%	32%%	36%	100%

*Inspections occur in the spring only

**as of 12/31/2020

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

Development Services

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

So that...

Improvements within the public right of way have engineering oversight and are constructed to City standards.

Public improvements are consistent and meet the needs of the community.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Respond to complete plan submittals or applications within two (2) weeks	93%	94%	96%	90%
	Respond to complete encroachment permit applications within two (2) weeks	92%	93%	94%	90%
	Respond to public inquiries at the Public Works counter in City Hall within 15 minutes	*	91%	97%	95%

*In-person counter closed starting March 2020

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

Grounds Division

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

So that...

The City consistently funds park maintenance and safety improvement programs.

Parks are maintained in good, usable condition; safety programs are effective.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Percentage of 311 requests that are responded to and closed within 3 business days	74%	82%	63%	80%
	Percentage of the 2,964 park inspections, including play grounds, performed 3 times weekly	100%	79%	41%	100%
	Percentage of Backflow Prevention Devices inspected, tested and repaired annually	100%	100%	100%	100%

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

Streets Division

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

So that...

The City consistently funds street and storm drain maintenance and safety improvement programs.

Street and storm drain systems are maintained in a good condition; safety programs are effective.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Pavement condition index (PCI) > or equal to 82	85	83	82	82
	Percent of the 2087 storm drain inlets inspected and cleaned in fiscal year	95%	80%	19%	100%
	Percent of Inlets with Trash Capture Screens inspected and cleaned twice yearly	100%	100%	100%	100%
	Percentage of roadway regulatory & street name signs repaired or replaced	5.5%	3.5%	1.1%	7%
	Percentage of trip and fall complaints investigated and mitigated within 2 business days	100%	72%	61%	98%
	Percentage of reported streetlight outages investigated and repaired in 3 business days	90%	90%	84%	90%

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

Trees and Right of Way Division

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

So that...

The City consistently funds street tree and median maintenance and safety programs

Street trees and medians remain in good health and condition

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Percentage of 311 requests that are responded to and closed within 3 business days	95%	95%	95%	95%
	Percentage of trees inspected and maintained in the yearly maintenance zone (8 year maintenance cycle)	97%	100%	36%	100%
	Percentage of trees planted versus trees removed # planted/# removed	92% 187/202	113% 211/187	109% 60/55	101%

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

Facilities and Fleet Division

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

So that...

The City consistently funds facility and fleet maintenance, fleet procurement, and safety improvement programs.

Facilities and Fleet remain in good and operable condition.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Percentage of preventative maintenance work orders completed for Fleet assets within 14 days of the due date.	83%	87%	49%	85%
	Percentage of facilities maintenance requests closed within 30 days.	89%	69%	65%	90%

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

Transportation Division

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

So that...

Infrastructure indicates good condition; safety programs are effective.

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
i	Percentage of non-emergency traffic signal requests addressed within 72 hours.	90%	90%	95%	100%
	Percentage of emergency traffic signal requests addressed within 2 hours.	100%	100%	100%	100%
	Percentage of traffic engineering requests responded to within 72 hours	95%	95%	95%	95%
	Annual mileage increase of separated bicycle lanes and pedestrian paths.	1.30	2.20	0.15	1 mile




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

GOAL: Implement Cupertino’s Climate Action Plan and General Plan Sustainability Element to achieve quantifiable emissions reductions, conserve finite resources, and achieve utility cost avoidance and savings across municipal operations and community partners.

Enabled by...

An agency implementing Council and community sustainability goals to effectively safeguard shared resources.

Engaged community partners and volunteers supporting CAP implementation

	Measure	FY21 Jul-Jun	FY22 Jul-Jun	FY23 Jul-Dec	Ongoing Target
	% community-wide emissions reduced from baseline of 307,288 MT CO2e/yr	2018 inventory: 24% decrease in emissions from baseline (258,659 MT CO2e/yr)			15% reduction by 2020 (261,195 MT CO2e/yr)
	Initiate, develop, and complete actions from the Climate Action Plan 2.0	100%	100%	6%	100%
	% initiated	79%	79%	4%	100%
	% complete or ongoing				
	% municipal operations emissions reduced from baseline of 1,865 MT CO2e/yr	2018 inventory: 66% reduction in emissions from baseline: 642 MTCO2e			15% reduction by 2020

¹ Cupertino's GHG inventories are conducted roughly every 3-5 years.

So that...

Cupertino is a thriving City to live, work, learn and play.

City of Cupertino
 FY 22-23 Budget Performance Measures
 Department: Administration, City Manager's Office, Video Division

GOAL: Video Division oversees numerous outreach projects, public meetings, internal equipment upgrades, and public events. These activities coincide with the City Council and City's expectation for a positive presence in the community and communications and transparency to residents.

Enabled by...

24/7 government access channel, radio station, digital signage network, City website, and numerous online video platforms.

Measure	FY21	FY22	FY23	Ongoing
	Jul-Jun	Jul-Jun	Jul-Dec	Target
Percentage of total video productions performed vs scheduled productions (city meetings excluded)	522% 47/9	356% 57/16	245% 27/11	100%
Percentage of total engineering projects vs scheduled projects	250% 15/6	275% 11/4	100% 2/2	100%
Total video views on YouTube and Granicus platforms combined*	246,313	158,300	60,249	5% annual increase

* Percentage skewed due to pandemic - more overall views due to daily press conference postings

So that...

Public awareness, interest, understanding, and participation in the issues, programs, and services presented by the City of Cupertino can be enhanced.

**Detailed Budget Carryovers, Encumbrance Carryovers, and Council-approved Adjustments
as of December 31, 2022**

Attachment C

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, Encumbrance Carryovers, and Council-approved Adjustments
as of December 31, 2022**

Attachment C

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

**Detailed Budget Carryovers, Encumbrance Carryovers, and Council-approved Adjustments
as of December 31, 2022**

Attachment C

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
Council Action	100 General Fund	Increase appropriations - Cupertino Historical Society FY 22-23	20,000
TOTAL GENERAL FUNDS			2,248,580
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			3,310,351

**Detailed Budget Carryovers, Encumbrance Carryovers, and Council-approved Adjustments
as of December 31, 2022**

Attachment C

Budget Adjustment Type	Fund	Description	Amount
FIRST QUARTER ADJUSTMENTS			
First Quarter Adjustments	100 General Fund	Backwater Check Valve Replacement	8,201
First Quarter Adjustments	100 General Fund	Community Outreach Printing and Mailing	9,650
First Quarter Adjustments	100 General Fund	Construction Plan Check	500,000
First Quarter Adjustments	100 General Fund	Earth and Arbor Day Festival Services	7,150
First Quarter Adjustments	100 General Fund	Greenhouse Gas Emissions Inventory Update	20,000
First Quarter Adjustments	100 General Fund	McClellan Ranch Path Repair	11,965
First Quarter Adjustments	100 General Fund	Pool Equipment Preventive Maintenance	13,804
First Quarter Adjustments	100 General Fund	Transfer to I&T Fund for Faro Scanners	118,766
First Quarter Adjustments	100 General Fund	Tree Maintenance	136,734
First Quarter Adjustments	100 General Fund	Utilities Adjustments	118,500
First Quarter Adjustments	100 General Fund	Valley Water Cost Share Program	30,000
TOTAL GENERAL FUNDS			974,770
First Quarter Adjustments	230 Env Mgmt Cln Crk Strm Drain	Utilities Adjustments	6,238
TOTAL SPECIAL REVENUE FUNDS			6,238
First Quarter Adjustments	520 Resource Recovery	Household Hazardous Waste (HHW)	31,377
First Quarter Adjustments	520 Resource Recovery	SB 1383 Grant Fund Allocation	6,140
TOTAL ENTERPRISE FUNDS			37,517
First Quarter Adjustments	610 Innovation & Technology	Faro Scanners for the Sheriff's Office	118,766
First Quarter Adjustments	630 Vehicle/Equip Replacement	Vehicle and Equipment Replacement	669,046
TOTAL INTERNAL SERVICE FUNDS			787,812
TOTAL FIRST QUARTER ADJUSTMENTS			1,806,337
BUDGET CARRYOVER, ENCUMBRANCE CARRYOVER, AND COUNCIL APPROVED ADJUSTMENT TOTAL			84,313,731
FY 2022-23 ADOPTED BUDGET			130,587,325
FY 2022-23 AMENDED BUDGET AS OF DECEMBER 31, 2022 \$			214,901,056

Budget Transfers as of December 31, 2022

Attachment D

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
100-32-308 600-606 - Materials Software	Budget transfer	(40,000)
100-32-308 700-702 - Contract Services General Service Agreement	Budget transfer	40,000
100-32-308 600-606 - Materials Software	Transferring funds	(100,000)
100-32-308 700-702 - Contract Services General Service Agreement	Transferring funds	100,000
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 Special Projects Update
as of December 31, 2022**

Department	Program	Account	FY 2022-23 Amended Budget	FY 2022-23 Q2 Actuals	FY 2022-23 Q1 Status	FY 2022-23 Q2 Status	Est Completion	Q2 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	
Administration	122 Sustainability Division	750.018 - Climate Action Plan	90,383	61,108	In Progress	Completed	June 2023	
Administration	122 Sustainability Division	750.019 - Employee Commute Program	17,041	7,820	In Progress	In Progress	June 2023	
Administration	122 Sustainability Division	750.069 - Sustainable Infrastructure Audit	10,000	-	Not Started	Not Started	December 2023	
Administration	122 Sustainability Division	750.106 - Electric Cooking Workshop Series	6,400	-	Not Started	Not Started	June 2023	
Administration	122 Sustainability Division	750.176 - Climate AP Vision Summary Doc	10,000	-	Not Started	Not Started	June 2023	
Administration	122 Sustainability Division	750.223 - CWP Electrification Study	50,000	-	Not Started	Not Started	June 2023	Due to staff turnover, this WP item will likely carry over to next fiscal year
Administration	126 Office of Communications	750.220 - CWP Community Engagement Alt T/P	12,000	-	Not Started	In Progress	June 2023	
Administration	126 Office of Communications	750.225 - CWP Integrated Plan for Engagmnt	30,000	-	In Progress	In Progress	June 2024	
Administration	305 Video	900.945 - Fixed Asset Acquisition	10,000	-	In Progress	Completed	October 2022	
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	In Progress	December 2023	
Administration	705 Economic Development	750.179 - Econ Dev Strategy Outreach	20,000	-	In Progress	In Progress	December 2023	
Administration	705 Economic Development	750.221 - CWP Cupertino Store Implementatn	145,000	6,017	In Progress	In Progress	June 2023	
Administrative services	405 Accounting	750.189 - Fee Study	75,000	-	In Progress	In Progress	March 2023	
Administrative services	412 Human Resources	750.214 - Hybrid Recruitment Strategy	40,000	-	In Progress	In Progress	January 2023	
Administrative services	412 Human Resources	750.215 - Online Marketing and Branding	50,000	-	In Progress	In Progress	March 2023	
Administrative services	412 Human Resources	750.229 - CWP Student Internship Program	15,000	-	In Progress	In Progress	March 2022	
Administrative services	425 Purchasing	750.190 - Purchasing - Grant Program	100,000	-	In Progress	In Progress	June 2023	
Administrative services	426 Budgeting	750.217 - CWP Analyze Potential Rev Measrs	50,000	-	Not Started	In Progress	June 2023	
Community Development	700 Community Development Admin	750.104 - CWP Homeless Jobs Program	302,983	46,287	In Progress	In Progress	June 2023	
Community Development	701 Current Planning	750.007 - The Hamptons	108,640	-	In Progress	Completed	Development Agreement to expire 2025, waiting for applicant to submit	
Community Development	701 Current Planning	750.009 - Marina Plaza	101,183	38,371	In Progress	Completed	June 2023	
Community Development	701 Current Planning	750.029 - Vallco Town Center	198,850	8,990	In Progress	In Progress		
Community Development	701 Current Planning	750.091 - Banning Gas Powered Leaf Blowers	7,594	7,594	In Progress	Completed	November 2022	
Community Development	702 Mid Long Term Planning	750.032 - General Plan	239,805	-	In Progress	In Progress	Ongoing	
Community Development	702 Mid Long Term Planning	750.048 - Urban Village	250,000	-	Cancelled	Cancelled		
Community Development	702 Mid Long Term Planning	750.049 - MuniCode Updates	25,000	-	Cancelled	Cancelled		
Community Development	702 Mid Long Term Planning	750.055 - Dark Sky	10,000	-	Completed	Completed		

**FY 2022-23 Special Projects Update
as of December 31, 2022**

Department	Program	Account	FY 2022-23 Amended Budget	FY 2022-23 Q2 Actuals	FY 2022-23 Q1 Status	FY 2022-23 Q2 Status	Est Completion	Q2 Notes (e.g., carried over to next fiscal year)
Community Development	702 Mid Long Term Planning	750.090 - Residential/Mixed Use Design	204,649	1,483	In Progress	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	In Progress	June 2023	
Community Development	702 Mid Long Term Planning	750.100 - CWP Development Accountability	10,000	-	In Progress	In Progress	June 2024	
Community Development	702 Mid Long Term Planning	750.101 - CWP RHNA and Gen Plan Update	847,027	253,137	In Progress	In Progress		
Community Development	702 Mid Long Term Planning	750.102 - CWP Sign Ordinance Update	25,000	-	Not Started	Not Started		
Community Development	702 Mid Long Term Planning	750.135 - Laserfiche planning map scanning	30,000	-	In Progress	In Progress	June 2023	
Community Development	711 BMR Affordable Housing Fund	750.051 - CWP End Homelessness	228,775	4,574	In Progress	In Progress	June 2023	
Community Development	711 BMR Affordable Housing Fund	750.052 - Habitat for Humanity (ELI)	241,957	870	In Progress	In Progress	June 2023	
Community Development	711 BMR Affordable Housing Fund	750.093 - De Anza Housing Program	25,000	-	In Progress	In Progress	June 2023	
Community Development	713 General Building	750.036 - Ongoing Bldg Recrd scan/conversn	14,387	-	Completed	Completed		
Community Development	714 Construction Plan Check	750.031 - Westport	152,574	18,792	In Progress	In Progress	2023	
Community Development	714 Construction Plan Check	750.067 - VTC	14,607,164	8,927	In Progress	In Progress	2028	
Community Development	715 Building Inspection	750.067 - VTC	5,406,634	-	Not Started	Not Started	2032	
Innovation & Technology	300 Administration	750.087 - Pollution Monitoring	14,500	14,500	In Progress	In Progress	November 2022	
Innovation & Technology	300 Administration	750.107 - Security Framework and Audit	60,000	-	In Progress	In Progress	July 2023	
Innovation & Technology	300 Administration	750.173 - CWP Lehigh & SC Quarry	27,000	6,500	In Progress	In Progress	November 2022	
Innovation & Technology	300 Administration	750.197 - Aclima & Envirosuite Pilot Ext	66,000	-	In Progress	In Progress	March 2023	
Innovation & Technology	300 Administration	750.222 - CWP Cybersecurity Public Edu	7,500	-	In Progress	In Progress	April 2023	
Innovation & Technology	300 Administration	750.224 - CWP Hybrid Mtg for CC and Commis	15,000	-	In Progress	In Progress	February 2023	
Innovation & Technology	300 Administration	750.227 - CWP License Plate Readers	60,000	-	In Progress	In Progress	June 2023	
Innovation & Technology	305 Video	750.109 - Radio Windows 10 Replacement	10,000	-	Not Started	In Progress	January 2023	
Innovation & Technology	305 Video	900.945 - Fixed Asset Acquisition	-	10,915				
Innovation & Technology	305 Video	900.995 - Special Projects - CDD/I&T	68,000	-	In Progress	In Progress	June 2023	
Innovation & Technology	308 Applications	750.115 - ERP Exploration	50,000	-	In Progress	In Progress	March 2023	
Innovation & Technology	308 Applications	750.117 - Green Halo	3,465	1,953	Completed	Completed	Completed	
Innovation & Technology	308 Applications	750.120 - Performance Management App	32,000	-	Not Started	Not Started	June 2023	
Innovation & Technology	308 Applications	750.121 - Pre-Employment Assessment/Tests	5,000	-	Not Started	Not Started	June 2023	
Innovation & Technology	308 Applications	750.123 - Redesign of City Website	45,000	-	In Progress	In Progress	September 2023	
Innovation & Technology	308 Applications	750.180 - CAP Implementation Software	20,000	-	Not Started	In Progress	June 2023	
Innovation & Technology	308 Applications	750.181 - ERP (Phase II)	106,928	-	In Progress	In Progress	March 2023	
Innovation & Technology	308 Applications	750.182 - Zendesk for Parks and Rec	40,000	-	Not Started	Not Started	August 2023	
Innovation & Technology	308 Applications	750.183 - ACA Guide & Wrapper	25,000	-	Not Started	Not Started	March 2023	
Innovation & Technology	308 Applications	750.184 - Accela Roadmap	25,000	-	Not Started	Not Started	TBD after meeting with Rep.	

**FY 2022-23 Special Projects Update
as of December 31, 2022**

Department	Program	Account	FY 2022-23 Amended Budget	FY 2022-23 Q2 Actuals	FY 2022-23 Q1 Status	FY 2022-23 Q2 Status	Est Completion	Q2 Notes (e.g., carried over to next fiscal year)
Innovation & Technology	308 Applications	750.185 - ActiveNet Roadmap	25,000	-	Not Started	Not Started	TBD after meeting with Rep.	
Innovation & Technology	308 Applications	750.186 - Consolidated Code Enf Services	40,000	-	Not Started	Not Started	June 2023	
Innovation & Technology	308 Applications	750.187 - Crisis Management Software	15,000	-	Not Started	In Progress	June 2023	
Innovation & Technology	308 Applications	750.188 - Semi Annual ADA Consultant	35,000	-	In Progress	In Progress	June 2023	
Innovation & Technology	310 Infrastructure	750.124 - ActiveNet Additional Readers	9,000	-	In Progress	In Progress	Feb. 2023	
Innovation & Technology	310 Infrastructure	750.125 - Council Voting System and Timer	32,000	-	In Progress	In Progress	December 2023	
Innovation & Technology	310 Infrastructure	750.130 - Senior Center Access Controls	16,000	-	In Progress	In Progress	March 2023	
Innovation & Technology	310 Infrastructure	750.131 - Wireless Bridge	1,650	(74)	In Progress	In Progress	March 2023	
Innovation & Technology	310 Infrastructure	750.171 - Quinlan Touch Screen	40,000	11,304	In Progress	In Progress	January 2023	
Innovation & Technology	310 Infrastructure	750.198 - Office 365 E5 Licenses	7,000	-	Not Started	Not Started	January 2023	
Innovation & Technology	310 Infrastructure	750.199 - City Facilities Video Capture	60,000	33,194	In Progress	In Progress	March 2023	
Innovation & Technology	310 Infrastructure	750.200 - CH Ent Server & Storage Tech Ref	150,000	-	Not Started	Not Started	June 2023	
Innovation & Technology	310 Infrastructure	750.201 - Digital Signage	25,000	-	Not Started	Not Started	April 2023	
Innovation & Technology	310 Infrastructure	750.202 - CAD & RMS Wan Link	7,200	-	Not Started	Not Started	June 2023	
Innovation & Technology	310 Infrastructure	750.203 - Suppl Wi-Fi Exp in Public Areas	20,500	330	In Progress	In Progress	June 203	
Innovation & Technology	310 Infrastructure	750.204 - Proactive Man Risk & Sec Monitor	23,000	5,019	In Progress	In Progress	Dec. 2022	
Innovation & Technology	310 Infrastructure	750.205 - Public Bike Smart Rack DockTech	2,000	-	Not Started	Not Started	Feb. 2023	
Innovation & Technology	310 Infrastructure	750.206 - Sign Shop Printer Warranty	3,000	-	Not Started	In Progress	January 2023	
Innovation & Technology	310 Infrastructure	900.945 - Fixed Asset Acquisition	46,016	6,016	In Progress	In Progress	June 2023	
Innovation & Technology	310 Infrastructure	900.969 - Software	49,000	-	In Progress	In Progress	February 2023	
Innovation & Technology	986 GIS	750.166 - AR McClellan Ranch	40,000	-	In Progress	In Progress	April 2023	
Innovation & Technology	986 GIS	750.167 - Data Governance & Data Warehouse	75,000	45,990	In Progress	In Progress	April 2023	
Innovation & Technology	986 GIS	750.207 - Additional Telematics Devices	5,300	-	Not Started	In Progress	April 2023	
Innovation & Technology	986 GIS	750.208 - Geotab Keyless Solution	6,000	-	Not Started	In Progress	June 2023	
Innovation & Technology	986 GIS	750.209 - Google Query	5,000	-	In Progress	In Progress	January 2023	
Innovation & Technology	986 GIS	750.210 - Business Process Automation Plat	42,000	-	Completed	In Progress	May 2023	
Innovation & Technology	986 GIS	750.211 - Drone Instructor Training	1,600	775	In Progress	In Progress	April 2023	
Innovation & Technology	986 GIS	750.212 - Laserfiche Scanning	30,000	-	In Progress	In Progress	March 2023	
Innovation & Technology	986 GIS	750.213 - Amazon EC2 Instance t3aXLarge	5,000	-	Not Started	In Progress	March 2023	
Innovation & Technology	986 GIS	750.216 - CIP Management System	98,205	73,980	In Progress	In Progress	June 2023	
Public Works	800 Public Works Admin	750.071 - Municipal Water System	22,677	-	In Progress	In Progress	June 2023	
Public Works	801 Resources Recovery	750.041 - HHW and PaintCare	62,717	23,135	In Progress	In Progress	Ongoing	
Public Works	801 Resources Recovery	750.084 - Single Use Plastics Ordinance	106,245	1,244	In Progress	In Progress	June 2023	
Public Works	801 Resources Recovery	750.137 - SB1383 Procurement Requirements	127,553	-	In Progress	In Progress	Ongoing	
Public Works	801 Resources Recovery	750.174 - New Lndfill Agrmnt/Solid Wst con	350,000	31,960	In Progress	In Progress	Ongoing	
Public Works	802 Non Point Source	750.196 - Storm Water (SWPPP) Update	19,100	8,810	In Progress	In Progress	June 2023	
Public Works	804 Plan Review	750.039 - PW Scanning Project	64,009	-	In Progress	In Progress	June 2023	
Public Works	804 Plan Review	750.067 - VTC	1,961,366	-	In Progress	In Progress	FY 2026	
Public Works	804 Plan Review	750.105 - CWP Revisit 5G	250,000	-	In Progress	In Progress	June 2023	
Public Works	804 Plan Review	750.191 - BBF Golf Netting Support Inspect	6,000	713	In Progress	In Progress	December 2023	
Public Works	807 Service Center Administration	750.043 - Office Reconfiguration	210,331	-	In Progress	In Progress	needed	
Public Works	808 McClellan Ranch Park	750.025 - Special Maintenance	70,000	-	Completed	Completed	Completed	
Public Works	808 McClellan Ranch Park	750.138 - 4H Perimeter Fence Replacement	30,000	-	In Progress	In Progress	June 2023	
Public Works	809 Memorial Park	750.025 - Special Maintenance	15,000	-	In Progress	In Progress	Ongoing as needed	memorial park veterans memorial
Public Works	811 BBF Ground Maintenance	750.025 - Special Maintenance	30,000	17,900	In Progress	Completed	Completed	budget-pedestrian
Public Works	812 School Site Maintenance	750.140 - Backflow Prevention Device Repl	6,000	4,798	In Progress	In Progress	June 2023	
Public Works	813 Neighborhood Parks	750.025 - Special Maintenance	113,000	-	In Progress	In Progress	June 2023	irrigation pump

**FY 2022-23 Special Projects Update
as of December 31, 2022**

Department	Program	Account	FY 2022-23 Amended Budget	FY 2022-23 Q2 Actuals	FY 2022-23 Q1 Status	FY 2022-23 Q2 Status	Est Completion	Q2 Notes (e.g., carried over to next fiscal year)
Public Works	813 Neighborhood Parks	750.074 - Tot Lot Rubber Resurfacing	38,273	-	In Progress	In Progress	June 2023	
Public Works	813 Neighborhood Parks	750.140 - Backflow Prevention Device Repl	10,809	11,283	Completed	Completed	Completed	
Public Works	813 Neighborhood Parks	750.141 - Basketball Court Resurfacing	20,000	-	In Progress	In Progress	June 2023	
Public Works	813 Neighborhood Parks	900.990 - Special Projects - PW	25,000	-	In Progress	In Progress	June 2023	Portal Park Concrete replacement
Public Works	814 Sport Fields Jollyman CRK	750.140 - Backflow Prevention Device Repl	4,000	-	In Progress	In Progress	June 2023	
Public Works	814 Sport Fields Jollyman CRK	750.141 - Basketball Court Resurfacing	10,000	-	In Progress	In Progress	June 2023	
Public Works	820 Sidewalk Curb and Gutter	750.020 - Annual Sidewalk Curb & Gutter	1,813,664	57,576	In Progress	In Progress	June 2023	
Public Works	821 Street Pavement Maintenance	900.921 - Annual Asphalt Project	5,527,844	1,534,737	In Progress	In Progress	June 2023	
Public Works	822 Street Sign Marking	750.025 - Special Maintenance	10,300	10,266	Completed	Completed	Completed	Holiday banner replacement
Public Works	824 Overpasses and Medians	750.192 - Mound Removals	141,900	70,775	In Progress	In Progress	June 2023	
Public Works	824 Overpasses and Medians	750.193 - Split Rail Fence-SCB & Mary Ave	16,400	18,255	In Progress	Completed	Completed	
Public Works	824 Overpasses and Medians	750.194 - Trench Work	40,000	-	Not Started	In Progress	June 2023	
Public Works	825 Street Tree Maintenance	900.911 - Trees and Badges	15,000	6,274	In Progress	In Progress	Ongoing	
Public Works	827 Bldg Maint City Hall	750.144 - Electrical Preventive Maint	25,000	-	In Progress	In Progress	June 2023	
Public Works	827 Bldg Maint City Hall	750.145 - Fascia Repair and Painting	60,000	42,692	In Progress	Completed	Completed	
Public Works	827 Bldg Maint City Hall	750.146 - Lower Floor Recarpeting	70,000	-	In Progress	Completed	Completed	
Public Works	827 Bldg Maint City Hall	750.147 - Boiler Preventive Maintenance		2,535		Completed	Completed	
Public Works	828 Bldg Maint Library	750.025 - Special Maintenance	45,000	-	In Progress	In Progress	June 2023	
Public Works	828 Bldg Maint Library	750.147 - Boiler Preventive Maintenance	5,000	3,209	In Progress	Completed	Completed	
Public Works	829 Bldg Maint Service Center	750.025 - Special Maintenance	109,500	13,424	In Progress	In Progress	June 2023	AC replacement, conf room carpet, locker room flooring, mechanic bay lighting
Public Works	829 Bldg Maint Service Center	750.150 - Shop Building Roof Recoating	-	-	In Progress	Completed	Completed	
Public Works	829 Bldg Maint Service Center	750.152 - Locksmith Training	4,000	4,000	In Progress	Completed	Completed	
Public Works	830 Bldg Maint Quinlan Center	750.025 - Special Maintenance	34,000	-	In Progress	In Progress	June 2023	Conf room carpet replacement, stage floor refinishing
Public Works	830 Bldg Maint Quinlan Center	750.147 - Boiler Preventive Maintenance	5,000	-	In Progress	Completed	Completed	
Public Works	831 Bldg Maint Senior Center	750.025 - Special Maintenance	188,500	6,050	In Progress	In Progress	June 2023	AC Replacement, Deck repair, energy management system upgrades, partial roof replacement
Public Works	831 Bldg Maint Senior Center	900.945 - Fixed Asset Acquisition	-	6,257	Completed	Completed	Completed	Ice Machine
Public Works	832 Bldg Maint McClellan Ranch	750.025 - Special Maintenance	55,000	-	In Progress	In Progress	June 2023	replacement, milk

**FY 2022-23 Special Projects Update
as of December 31, 2022**

Department	Program	Account	FY 2022-23 Amended Budget	FY 2022-23 Q2 Actuals	FY 2022-23 Q1 Status	FY 2022-23 Q2 Status	Est Completion	Q2 Notes (e.g., carried over to next fiscal year)
Public Works	836 Bldg Maint Sports Center	750.025 - Special Maintenance	66,000	-	In Progress	In Progress	June 2023	Locker room floor replacement, raquetball court floor refinishing, Ventilation preventive maint & repair,
Public Works	836 Bldg Maint Sports Center	750.155 - Exterior Painting	45,000	63,327	In Progress	Completed	Completed	
Public Works	836 Bldg Maint Sports Center	750.157 - Door Refinishing	13,520	2,180	Completed	Completed	Completed	
Public Works	838 Comm Hall Bldg Maint	750.148 - Exterior Door Painting	4,000	-	Not Started	Completed	Completed	
Public Works	841 BBF Facilities Maintenance	750.025 - Special Maintenance	25,000	-	In Progress	In Progress	Ongoing as needed	Blesch, Byrne, & Stockmeir Maint allowance
Public Works	841 BBF Facilities Maintenance	750.162 - Uninterrupted Power Supply	5,000	5,000	Completed	Completed	Completed	
Public Works	844 Traffic Engineering	750.040 - Planned Transportation Project	80,000	-	Completed	Completed	Completed	
Public Works	844 Traffic Engineering	750.061 - Community Shuttle Pilot Program	836,485	326,252	In Progress	In Progress	April 2023	
Public Works	844 Traffic Engineering	750.079 - Adaptive Traffic Signaling	160,000	-	In Progress	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.163 - VMT to LOS Standards	130,000	-	In Progress	In Progress	June 2024	
Public Works	844 Traffic Engineering	750.195 - Lawson Middle School Bikeway	40,000	21,254	In Progress	Completed	Completed	
Public Works	844 Traffic Engineering	750.219 - CWP Bicycle Facilities	50,000	-	Not Started	In Progress	June 2023	
Public Works	844 Traffic Engineering	750.231 - SC Corridor Vision Study	154,079	-	Not Started	In Progress	June 2023	
Public Works	845 Traffic Signal Maintenance	750.079 - Adaptive Traffic Signaling	13,156	-	In Progress	In Progress	June 2023	
Public Works	846 Safe Routes 2 School	750.080 - Pedestrian Education	23,158	11,712	In Progress	In Progress	June 2024	
Public Works	846 Safe Routes 2 School	750.165 - Riding for Focus Program	49,000	-	In Progress	Cancelled	Cancelled	
Public Works	848 Street Lighting	750.025 - Special Maintenance	8,300	7,919	Completed	Completed	Completed	Street light pole replacement, service center exterior building LED fixtures
Public Works	848 Street Lighting	900.990 - Special Projects - PW	213,000	212,630	Completed	Completed	Completed	
Public Works	849 Equipment Maintenance	750.078 - Mechanic Shop Hose Reels	49,615	49,615	Completed	Completed	Completed	
Public Works	853 Storm Drain Fee	750.062 - Permeable Pavement	12,500	-	In Progress	In Progress	Ongoing as needed	
Public Works	853 Storm Drain Fee	750.063 - Rainwater Capture	22,894	175	In Progress	In Progress	Ongoing as needed	
Public Works	854 General Fund Subsidy	750.064 - Low Income Cost Share	8,000	212	In Progress	In Progress	Ongoing as needed	
Public Works	854 General Fund Subsidy	750.065 - CUSD Joint Use Cost Share	21,868	-	In Progress	In Progress	Ongoing	
Public Works	985 Fixed Assets Acquisition	900.945 - Fixed Asset Acquisition	1,171,448	142,270	In Progress	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs Administration	750.096 - CWP Mental Health Support	9,274	-	In Progress	In Progress	Ongoing	CWP was completed previous FY and now just an ongoing P&R program.
Parks & Recreation	601 Rec & Comm Svcs Administration	750.098 - CWP Senior Strategy	66,778	25,400	In Progress	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs Administration	750.164 - CWP Dogs Off Leash Area	5,000	-	In Progress	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs Administration	750.218 - CWP Artwork at the Library/Exhib	10,000	-	Not Started	In Progress	June 2023	
Parks & Recreation	601 Rec & Comm Svcs Administration	750.226 - CWP Intergenerational Engagement	20,000	-	In Progress	In Progress	Ongoing	
Parks & Recreation	616 BBF Golf Course	900.945 - Fixed Asset Acquisition	137,000	-	In Progress	In Progress	December 2023	

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)	\$130,500	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 2020 Local Early Action Planning (LEAP) Grants Program	CA Dept of Housing & Community Development (HCD) funding to accelerate progress of Housing Element towards state housing goals	\$257,254	12/15/2021	12/30/2021	Grant Awarded to	\$257,254	N/A
Community Development Department	OBAG (One Bay Area Grant) Cycle 3	CA Dept of Housing & Community Development (HCD) funding to accelerate progress of Housing Element towards state housing goals	\$300,000	7/1/2020	7/1/2020	Grant Awarded	\$300,000	10/6/2020
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
Public Works - Environmental Programs Division	EPA Recycling Education and Outreach	Improve the effectiveness of residential and community recycling and composting programs through public education and outreach. Increase collection rates and decrease contamination across the nation	\$1,400,000	2/15/2023	2/15/2023	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
Community Development Department	Regional Early Action Planning (REAP) Grants of 2021	CA Dept of Housing & Development (HCD) funding and technical assistance for implementation of software to help	\$52,613	11/1/2022	11/1/2022	Grant Awarded	\$52,613	12/1/2022
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: 5/03/2022 - 4/1/2024	Grant 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: 5/03/2022 - 4/1/2024	Pending	Pending	Pending



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

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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.

February 2023; Q3 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.

<i>Facilities related CIP Projects (orange) – 4 active projects, 5 deferred</i>
<i>Streets and Grounds related CIP Projects (red) – 4 active projects, 3 completed, 1 deferred</i>
<i>Traffic, Bike and Pedestrian related CIP Projects (blue) – 8 active projects, 4 completed, 2 deferred</i>
<i>Parks and Recreation System related CIP Projects (green) - 8 active projects, 5 completed, 2 deferred</i>

Total: 24 active projects, 12 completed, 10 deferred (on hold).

ACTIVE PROJECTS

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Bicycle Boulevard Interim Improvements, Ph. 3	Improvements from 2016 Bicycle Transportation Plan.	Design	TBD	Phase 3 outreach and design in progress.

ACTIVE PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
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 lane completed	Torre Avenue Book Drop completed Summer 2022. New project planned: additional surface parking spaces behind Community Hall. <i>Implementation of mitigation measures dependent upon increased staff parking demands at City Hall.</i>
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
I-280 Trail – East & Central Segments (Externally Funded) ¹	Design and construct an off-street bicycle and pedestrian facility parallel to the I-280 HWY, from De Anza Blvd. Wolfe Road (Central), from Wolfe Rd. to Vallco Parkway (East)	Design	Spring 2024 for East segment; Fall 2024 for Central Segment	Design phase for Central segment will pause now that IS/MND is underway; East segment will continue into Final Documentation, Bid and Construction.
McClellan Road Separated Bike Corridor, Phase 3 (Externally Funded, in part)	Improve pedestrian and bicycle safety by reconfiguring the intersection and vehicle movements.	Bid	Summer 2023	Caltrans review in process. Once approvals are secured, bid process can begin.
School Walk Audit Implementation (Externally Funded, in part)	Construct infrastructure related improvements around schools that were identified as part of the comprehensive School Walk Audit study.	Ongoing/ Construction	Ongoing	

ACTIVE PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Stevens Creek Boulevard CL IV Bikeway - Phase 2 – Design & Construction (Externally Funded, in part) ²	Design and Construction of the separated bikeway along Stevens Creek Blvd from Wolfe Road to DeAnza Blvd (2A) and De Anza Blvd to US-85 (2B). This includes signal upgrades at Bandley Drive.	Design/Bid	2024	Phase 2A Construction will be posted for public bid process in February 2023. Phase 2B Design is underway.
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.
ADA Improvements (Multi-year funding)	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 FY23-28.
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 City Hall Project Subcommittee are complete. City Hall will be part of FY23-24 CIP Proposal.
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	Fall 2024	Design process underway. EOC scope added to the project in October 2022.

ACTIVE PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Citywide Building Condition Assessment Implementation & Report Update	Implement recommendations identified as a priority in the Comprehensive Facility Condition and Use Assessment.	Construction/Ongoing,		Sports Center Fire Panel Replacement: work is complete, awaiting final inspection. 2018 Report Update/Dashboard creation: research and report generation underway.
All Inclusive Play Area & Adult Assistive Bathroom Facility (Jollyman Park) (Externally Funded, in part) ³	At Jollyman Park, Design and construct an all-inclusive playground and an adult-assistive bathroom facility adjacent to the new AIPG.	Design	Summer 2024	Design process nearing completion. Bid and permit phase will follow.
Annual Playground Replacement (Multi-year funding)	Replacement of older playground equipment that is dated and worn.	Creekside Tot Lot - Complete	Ongoing	Creekside Tot Lot construction complete; opened in October 2022. More playground replacements will be proposed for FY23-28.
Blackberry Farm Pool Improvements	Make improvements to the pools and facility related to safety, accessibility, and maintenance.	Bid, Permit	Winter 2023	Bid process is underway. Construction is scheduled to begin in Fall 2023.
Citywide [Satellite] Community Garden (Wilson Park)	Develop a program to establish community gardens throughout the City.	Construction	Late Spring 2023	Construction is scheduled to begin in February 2023.
Full-sized Outdoor Basketball Court (Wilson Park) (Externally Funded, in part)	Install a full-size basketball court at a park, following the Parks and Recreation System Master Plan.	Bid	Summer 2023	Construction is scheduled to begin in February 2023.

ACTIVE PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Lawrence-Mitty Park and Trail 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	Winter 2025	The community vision/outreach phase is complete for the conceptual design phase. The final conceptual layout will be developed in early 2023, followed by environmental clearance (CEQA) work. Final design and permitting will begin in late 2023. Construction is anticipated to begin in late 2024 and be completed in late 2025.
Memorial Park - Specific Plan Design	Following the findings of the Master Plan process, develop a conceptual design for Phase One features and amenities.	Design	Fall 2023	Initial Public input received; conceptual design alternatives developed. Public outreach on conceptual designs to begin late January.
Park Amenity Improvements (Multi-year funding)	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.
City Bridge Maintenance Repairs (Externally Funded, in part)	Repair 5 bridges as recommended in the Caltrans Bridge Report along with additional improvements to prolong the useful life of the bridges.	Advertise/Bid	Summer 2023	Construction documents have been completed. The project is anticipated to be advertised for bid in early 2023 and work completed by summer 2023. The work is partially funded (80%) through the Bridge Preventative Maintenance Program, a federally funded program.

ACTIVE PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
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	Feasibility/ Report	Under Review	Survey is complete. Council requested revisions to the report. This work is underway.
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.	Phase 1- Advertise/Bid; Phase 2-Design	Phase 1- Summer 2023; Phase 2- TBD	Design is complete for Phase 1 and will be constructed spring/summer 2023. Preliminary site analysis and design for Phase 2 will start in early 2023.
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 is complete. Bid process will begin once the environmental permitting is complete.

COMPLETED PROJECTS (or nearly complete)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Bicycle Boulevard Interim Improvements, Ph. 2	Improvements from 2016 Bicycle Transportation Plan.	Construction	March 2023	Completion expected in February/March 2023.
Homestead/De Anza – Design & Construction ⁴	Modify traffic signal to relocate median-mounted mast arm poles to the corners.	Complete	December 2022	

COMPLETED PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Regnart Creek Trail Fencing	Construction of privacy fencing along properties abutting Regnart Creek trail.	Construction	March 2023	Fencing will be complete in February; Trail repair to follow before the (<i>tentatively scheduled</i>) March opening of the Regnart Creek Trail.
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	October 2022	
<i>Annual Playground Replacement⁵</i>	<i>Replacement of older playground equipment that is dated and worn.</i>	<i>Creekside Tot Lot - Complete</i>		<i>Creekside Tot Lot construction complete; opened in October 2022.</i>
Blackberry Farm Golf Renovation / Alternative Use Study	Study to determine options for the BBF Golf Course: minor repairs or alternative use ('natural habitat').	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.
Memorial Park - Pond Repurposing	Design and construct Memorial Park improvements, specifically addressing the immediate state of the drained ponds.	Construction	April 2023	Operations and Maintenance phase is underway to establish the plantings before opening.
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.	Complete		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"

COMPLETED PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
Tree Inventory - Stevens Creek Corridor	Inventory and map City-owned trees that are within the Stevens Creek Corridor, including the BBF golf course.	Feasibility/ Report	February 2023	Survey is complete, report under review by staff.
Retaining Wall Repair - Cordova Road	Replace failing retaining wall lagging with City forces.	Complete		Construction completed Summer 2022.
Sidewalk Improvements - Orange & Byrne	Acquire right-of-way as needed, initiate design and construction of sidewalks where there are gaps, as well as curb, gutter, and drainage improvements.	Complete	Fall 2022	Byrne Avenue improvements were completed in 2019. Civil work (sidewalk, curb, and gutter) is complete on Orange Avenue. Utility pole relocations on Orange Avenue will be performed by the utility companies (PG&E, AT&T, Comcast) in 2023.
Street Light Installation - Annual Infill (Multi-year funding)	Design and install streetlights on an as needed basis.	Complete	Ongoing	Installations for this fiscal year are complete. Year 3 of 5.

DEFERRED PROJECTS

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
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.

DEFERRED PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
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		Phase 4 on hold until ROW's are acquired.
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 (DC Fast Charging) ports.	RFQ		Project paused due to staff availability. Previously identified grant fundings are unavailable. Scope revision is necessary and underway. RFQ process (not RFP/Bid) approved by Council on 11/01/2022.
Interim City Hall	Establish an interim facility to accommodate City Staff if existing City Hall were to be replaced or significantly remodeled.	Deferred		This funding will be required to provide City Hall services while the building is under construction.
Library Expansion Project	Develop a design and construct a 5600 SF addition to the existing Library building.	Building: complete. Landscaping: Bid	2023	Project paused due to staff availability. Building Construction is complete; Landscaping (bid and construction) to continue in 2023.
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	Project paused due to staff availability. 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.

DEFERRED PROJECTS (continued)

Project Title	Description	Current Phase	Scheduled Completion	Status/Notes
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	Project paused due to staff availability.
Memorial Park - Amphitheater Improvements	Design and construct Memorial Park improvements, specifically addressing the needs of the Amphitheater.	RFQ	2024	Project paused due to staff availability.
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
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.	Deferred		Awaiting finalization of LED report before initiating this work.

Notes:

1. Previously listed as two projects: I-280 Trail – East and I-280 Trail Central Segments.
2. Previously listed as three projects: Stevens Creek Boulevard CL IV Bikeway - Phase 2 – Design, Stevens Creek Boulevard CL IV Bikeway - Phase 2 – Construction, and Bandle Drive Signal Upgrades.
3. Previously listed as two projects: All Inclusive Play Area, and AIPG Adult Assistive Bathroom Facility (Jollyman Park).
4. Previously listed as two projects: Homestead/De Anza Design, and Homestead/De Anza Construction.
5. Annual Playground Replacement project is listed in both Active and Completed Projects. The project is ongoing and additional playgrounds are planned to be initiated, but this also notes that one playground was completed in this fiscal year.:
6. Previously listed as two projects:
7. Previously listed as two projects:

RESOLUTION NO. 23-XXX

**A RESOLUTION OF THE CUPERTINO CITY COUNCIL
AMENDING THE UNREPRESENTED EMPLOYEES' COMPENSATION
PROGRAM AND CLASSIFICATION PLAN**

WHEREAS, the City Council desires to amend the Unrepresented Employees' Compensation Program and Classification Plan.

WHEREAS, the City Council desires to amend the Unrepresented Employees' Classification Program and Classification Plan pursuant to CMC 2.52.150.

NOW, THEREFORE, BE IT RESOLVED that the Unrepresented Compensation Program and Classification Plan be amended which are incorporated in this resolution by this reference and attached as Attachment I.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 7th day of March 2023 by the following vote:

Vote Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED: _____ Hung Wei, Mayor City of Cupertino	_____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	_____ Date

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

Accountant I
Accountant II
Accounting Technician
Administrative Assistant
Assistant City Attorney
Assistant City Manager
Assistant Director of Community Development
Assistant Director of Public Works
Assistant Director of Parks and Recreation
Assistant to the City Manager
Budget Manager
Building Official
Business Systems Analyst/Program Manager
Capital Improvement Program Manager
Chief Technology Officer/Director of Information Services (Department Head)
City Clerk
City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Parks and Recreation (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Purchasing Manager
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Senior Public Works Project Manager
Service Center Superintendent
Special Project Executive

Sustainability Manager
Transportation Manager
Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13,11/13,12/13,3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17, 7/19, 6/22, 8/22, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equity of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

- a. Retroactive to the first full pay period after July 1, 2022, a 5% salary increase will be added to the salary range of each classification in this unit. In addition, employees will receive a one-time non-pensionable \$3,800 lump sum payment, which shall not be PERSable (i.e., counted towards base salary or final compensation for CalPERS retirement calculation).

See Attachment A for a list of paygrades.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16, 7/19, 8/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II. DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive than paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.

Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07,7/10

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 4

AUTOMOBILE ALLOWANCES AND
MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

<u>Classification</u>	<u>Allowance</u>
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Parks and Recreation	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
Special Project Executive	300.00
City Clerk	250.00
Senior Civil Engineer	250.00
Assistant Director of Public Works	250.00
City Engineer	250.00
Transportation Manager	250.00
Assistant Director of Parks and Recreation	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council

April 1, 1974

Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90,7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07,
7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16, 6/17, 7/19, 8/22, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 6

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

STANDBY COMPENSATION

Employees in the classification of Network Specialist who are required to be available during their off-shift hours for possible recall for emergency service shall be compensated \$300.00 per 128 hours. Minimum staffing and skill qualifications for standby assignment shall be determined by the City.

Adopted by Action of
the City Council

April 1, 1974

Revised

6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16, 8/22, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

Health In-Lieu Payments

City agrees to pay a monthly amount of three hundred seventy-five (\$375.00) per month to the employee who can demonstrate that they have equivalent health coverage through their spouse, parent, or other group coverage and who request this cash payment in lieu of health insurance coverage.

*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council
September 16, 1974

Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97,
7/99, 6/00, 6/02, 7/04, 6/05, 4/07,12/12, 7/13, 10/16, 7/19, 12/19, 8/22

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day Following Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

Revised 6/80, 6/89, 7/92, 7/99, 7/13, 8/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY
INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of \$250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 11

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

Effective October 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council
June, 1981

Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$126.78* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of
City Council

July 1, 1983

Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 13

ADMINISTRATIVE LEAVE

The department heads, Assistant City Manager(s) and Special Project Executive shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert up to 80 hours of administrative leave to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16, 8/22, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads, Assistant City Manager(s) and Special Project Executive shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

<u>Service Time</u>	<u>Annual Accruals</u>	<u>Maximum Accrual</u>
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 - 14 Years	160 Hours	272 Hours
15 - 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 17

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of four (4) hours per day in the temporary assignment.

An employee may be assigned to work out of class in a higher classification when there is a vacant position for which a recruitment is being, or will be, conducted. Out of class assignments may not exceed 960 hours in a fiscal year. Compensation for work performed in an out-of-class capacity is included for purposes of calculating CalPERS compensation, however, this is at the discretion of CalPERS and future changes to CalPERS regulations would supersede the language of this section.

An employee may receive acting pay for working in a higher classification where a vacancy does not exist, in the case of an incumbent being on vacation or leave of absence, or due to the employee being asked to perform higher level work on any other temporary basis. Acting pay is not included for purposes of calculating CalPERS compensation.

The higher rate of pay shall be used in computing overtime when authorized overtime is worked in a non-exempt, out of class or acting work assignment. When a non-exempt employee is working out of class or acting in an exempt position for 20 hours or more in a work week, the employee will be ineligible to receive overtime pay for any and all hours worked in the exempt classification during that work week.

All requests for out of class pay or acting pay must be approved by the Director of Administrative Services or his/her designee.

Adopted by Action of the City Council
October 2016

Revised 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 19

EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and to adopt an Education Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses should either: a) maintain or improve job skills in the employee's current position; b) be expressly required by the City or by law; or c) prepare the employee to become a competitive applicant for a different position with the City.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides education reimbursement of up to two thousand dollars(\$2,000) per calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. Human Resources and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework with a grade of "C" or above, or "Pass" in the case of a Pass/Fail course. Such proof of completion shall be provided within 30 days of the conclusion of the course.

Education reimbursement is a taxable benefit under IRS Code. Education reimbursement will be applied to the calendar year in which the course is passed and satisfactory proof of completion is submitted.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the Education Reimbursement Program.

Adopted by Action of the City Council
July 2019

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 20

CITY SPONSORED RECREATION AND WELLNESS PROGRAMS

Unrepresented employees shall have the privilege of enrollment in City sponsored recreation programs at the City residents' fee structure and in preference to non-residents wishing to enroll. Each calendar year, employees and family members on the employee's dental plan are eligible to be reimbursed up to \$500 per employee in Rec Bucks. Employees shall be reimbursed for approved recreation services in accordance with the City's Recreation Buck Policies. Programs allowing for preregistration will be reimbursed after completion of the program, including those allowing for or requiring preregistration in the calendar year prior to reimbursement. Reimbursements shall be applied to the year in which they are received. Benefited employees will also receive a free employee-only annual Cupertino Sports Center membership. Part-time benefited employees will have the annual amount of Recreation Bucks prorated based on number of hours worked. Recreation Bucks are a taxable benefit under IRS Code, and must be used by the employee within the calendar year and are non-transferrable.

City employees are eligible to participate in the City's wellness program as provided for in the City's Administrative Rules and Regulations.

Adopted by Action of the City Council
July 2019

City of Cupertino

Listing of Unrepresented Classifications by
Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-064)
Amended 10/4/16 (Res. No. 16-104 – Not adopted)
Amended 10/18/16 (Res. No. 16-108)
Amended 11/15/16 (Res. No. 16-128)
Amended 6/20/17 (Res. No. 17-056)
Amended 10/17/17 (Res. No. 17-101)
Amended 7/16/19 (Res. No. 19-086)
Amended 11/19/19 (Res. No. 19-140)
Amended 6/7/22 (Res. No. 22-067 on 6/9/22)
Amended 8/16/22 (Res. No. 22-103)
Amended 3/7/23 (Res. No.)

ATTACHMENT A
SALARY SCHEDULE

Salary Effective First Full Pay Period in July 2022 - Corrected Emergency Services Coordinator
8/29/22, Separated out Assistant Director of Community Development and Building Official
3/7/23, Added Special Project Executive 3/7/23

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$45.03	\$47.28	\$49.64	\$52.12	\$54.73
ACCOUNTANT II	\$49.64	\$52.12	\$54.72	\$57.46	\$60.33
ACCOUNTING TECHNICIAN	\$44.66	\$46.89	\$49.24	\$51.70	\$54.28
ADMINISTRATIVE ASSISTANT	\$39.28	\$41.24	\$43.30	\$45.47	\$47.74
ASSISTANT CITY ATTORNEY	\$89.70	\$94.18	\$98.89	\$103.83	\$109.03
ASSISTANT CITY MGR	\$122.63	\$128.76	\$135.20	\$141.96	\$149.06
ASSISTANT TO THE CITY MANAGER	\$70.39	\$73.91	\$77.61	\$81.49	\$85.56
ASST DIR COMM DEV	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
ASST DIR PARKS AND RECREATION	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
ASST DIR PUBLIC WORKS	\$91.27	\$95.83	\$100.63	\$105.66	\$110.94
BUDGET MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
BUILDING OFFICIAL	\$82.45	\$86.57	\$90.90	\$95.45	\$100.22
BUSINESS SYSTEMS ANALYST	\$63.66	\$66.84	\$70.19	\$73.70	\$77.38
CAPITAL IMPV PROGRAM MGR	\$81.94	\$86.04	\$90.34	\$94.86	\$99.60
CHIEF TECHNOLOGY OFFICER	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
CITY CLERK	\$73.17	\$76.82	\$80.67	\$84.70	\$88.93
CITY ENGINEER	\$91.27	\$95.83	\$100.63	\$105.66	\$110.94
COMMUNITY RELATIONS COORDINATOR	\$45.28	\$47.54	\$49.92	\$52.42	\$55.04
DEPARTMENT HEAD	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DEPUTY BUILDING OFFICIAL	\$71.33	\$74.89	\$78.64	\$82.57	\$86.70
DEPUTY CITY ATTORNEY	\$64.54	\$67.77	\$71.15	\$74.71	\$78.45
DEPUTY CITY CLERK	\$52.21	\$54.82	\$57.56	\$60.44	\$63.46
DEPUTY CITY MANAGER	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
DIRECTOR OF ADMIN SERVICES	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF COMM DEVELOPMENT	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF PARKS AND RECREATION	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF PUBLIC WORKS	\$111.48	\$117.06	\$122.91	\$129.05	\$135.51
ECONOMIC DEVELOPMENT MANAGER	\$78.76	\$82.70	\$86.83	\$91.17	\$95.73
EMERGENCY SERVICES COORDINATOR	\$64.02	\$67.22	\$70.58	\$74.11	\$77.81
ENVIRONMENTAL PROGRAMS MANAGER	\$76.07	\$79.87	\$83.87	\$88.06	\$92.46
EXEC ASST TO CITY MANAGER	\$46.15	\$48.46	\$50.88	\$53.43	\$56.10
EXEC ASST TO THE CITY ATTN	\$45.02	\$47.28	\$49.64	\$52.11	\$54.73
FINANCE MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
GIS COORDINATOR	\$48.48	\$50.90	\$53.45	\$56.12	\$58.93
GIS PROGRAM MANAGER	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
HUMAN RESOURCE ANALYST I	\$54.16	\$56.87	\$59.71	\$62.70	\$65.84

HUMAN RESOURCES ANALYST II	\$59.72	\$62.70	\$65.84	\$69.13	\$72.58
HUMAN RESOURCES ASSISTANT	\$32.62	\$34.25	\$35.96	\$37.76	\$39.65
HUMAN RESOURCES MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
HUMAN RESOURCES TECHNICIAN	\$44.66	\$46.89	\$49.24	\$51.70	\$54.28
I.T. ASSISTANT	\$43.92	\$46.12	\$48.42	\$50.84	\$53.39
INNOVATION AND TECHNOLOGY MGR - APPLICATIONS	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
INNOVATION AND TECHNOLOGY MGR - INFRASTRUCTURE	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
LEGAL SERVICES MANAGER	\$46.49	\$48.82	\$51.26	\$53.82	\$56.52
MANAGEMENT ANALYST	\$54.63	\$57.36	\$60.23	\$63.24	\$66.40
NETWORK SPECIALIST	\$56.19	\$59.00	\$61.95	\$65.05	\$68.30
PARK RESTORATION IMPV MGR	\$76.64	\$80.48	\$84.50	\$88.72	\$93.16
PERMIT CENTER MANAGER	\$71.33	\$74.89	\$78.64	\$82.57	\$86.70
PLANNING MANAGER	\$82.45	\$86.57	\$90.90	\$95.45	\$100.22
PUBLIC AFFAIRS MANAGER	\$70.47	\$73.99	\$77.69	\$81.58	\$85.66
PUBLIC INFORMATION OFFICER	\$70.39	\$73.91	\$77.61	\$81.49	\$85.56
PUBLIC WORKS PROJECT MANAGER	\$67.37	\$70.74	\$74.28	\$77.99	\$81.89
PUBLIC WORKS SUPERVISOR	\$56.79	\$59.63	\$62.61	\$65.74	\$69.03
PURCHASING MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
RECREATION MANAGER	\$57.98	\$60.88	\$63.92	\$67.12	\$70.47
RECREATION SUPERVISOR	\$52.59	\$55.22	\$57.98	\$60.88	\$63.92
SENIOR ACCOUNTANT	\$57.47	\$60.34	\$63.36	\$66.52	\$69.85
SENIOR ASSISTANT CITY ATTORNEY	\$98.68	\$103.61	\$108.79	\$114.23	\$119.94
SENIOR CIVIL ENGINEER	\$76.97	\$80.81	\$84.85	\$89.10	\$93.55
SENIOR MANAGEMENT ANALYST	\$59.72	\$62.70	\$65.84	\$69.13	\$72.58
SENIOR PUBLIC WORKS PROJECT MANAGER	\$70.74	\$74.28	\$77.99	\$81.89	\$85.98
SERVICE CENTER SUPERINTENDENT	\$72.61	\$76.24	\$80.05	\$84.06	\$88.26
SPECIAL PROJECT EXECUTIVE	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
SUSTAINABILITY MANAGER	\$76.07	\$79.87	\$83.87	\$88.06	\$92.46
TRANSPORTATION MANAGER	\$81.94	\$86.04	\$90.34	\$94.86	\$99.60
WEB SPECIALIST	\$49.68	\$52.17	\$54.77	\$57.51	\$60.39

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

- Accountant I
- Accountant II
- Accounting Technician
- Administrative Assistant
- Assistant City Attorney
- Assistant City Manager
- Assistant Director of Community Development/~~Building Official~~
- Assistant Director of Public Works
- Assistant Director of Parks and Recreation
- Assistant to the City Manager
- Budget Manager
- ~~Building Official~~
- Business Systems Analyst/Program Manager
- Capital Improvement Program Manager
- Chief Technology Officer/Director of Information Services (Department Head)
- City Clerk
- City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Parks and Recreation (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Purchasing Manager
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Senior Public Works Project Manager
Service Center Superintendent
Special Project Executive

Sustainability Manager
Transportation Manager
Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13, 11/13, 12/13, 3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17, 7/19, 6/22, 8/22, 3/23 |

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equity of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

- a. Retroactive to the first full pay period after July 1, 2022, a 5% salary increase will be added to the salary range of each classification in this unit. In addition, employees will receive a one-time non-pensionable \$3,800 lump sum payment, which shall not be PERSable (i.e., counted towards base salary or final compensation for CalPERS retirement calculation).

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See Attachment A for a list of paygrades.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16, 7/19, 8/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II. DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive than paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.

Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07,7/10

City of Cupertino
 UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
 Policy No. 4

AUTOMOBILE ALLOWANCES AND
 MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

<u>Classification</u>	<u>Allowance</u>
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Parks and Recreation	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
<u>Special Project Executive</u>	<u>300.00</u>
City Clerk	250.00
Senior Civil Engineer	250.00
Assistant Director of Public Works	250.00
City Engineer	250.00
Transportation Manager	250.00
Assistant Director of Parks and Recreation	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council

April 1, 1974

Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90,7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07,
7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16, 6/17, 7/19, 8/22, 3/23 |

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 6

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

STANDBY COMPENSATION

Employees in the classification of ~~Information and Technology Assistant~~ Network Specialist who are required to be available during their off-shift hours for possible recall for emergency service shall be compensated \$300.00 per 128 hours. Minimum staffing and skill qualifications for standby assignment shall be determined by the City.

Adopted by Action of
the City Council
April 1, 1974
Revised
6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16, 8/22, 3/23

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City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

Health In-Lieu Payments

City agrees to pay a monthly amount of three hundred seventy-five (\$375.00) per month to the employee who can demonstrate that they have equivalent health coverage through their spouse, parent, or other group coverage and who request this cash payment in lieu of health insurance coverage.

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*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council

September 16, 1974

Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97, 7/99, 6/00, 6/02, 7/04, 6/05, 4/07, 12/12, 7/13, 10/16, 7/19, 12/19, 8/22

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day Following Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

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Revised 6/80, 6/89, 7/92, 7/99, 7/13, 8/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY
INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of \$250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 11

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

Effective October 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council

June, 1981

Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$126.78* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of
City Council
July 1, 1983
Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 13

ADMINISTRATIVE LEAVE

The department heads, Assistant City Manager(s) and Special Project Executive shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert up to 80 hours of administrative leave to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16, 8/22, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads, Assistant City Manager(s) and Special Project Executive shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

<u>Service Time</u>	<u>Annual Accruals</u>	<u>Maximum Accrual</u>
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 - 14 Years	160 Hours	272 Hours
15 - 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16, 3/23

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 17

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of four (4) hours per day in the temporary assignment.

An employee may be assigned to work out of class in a higher classification when there is a vacant position for which a recruitment is being, or will be, conducted. Out of class assignments may not exceed 960 hours in a fiscal year. Compensation for work performed in an out-of-class capacity is included for purposes of calculating CalPERS compensation, however, this is at the discretion of CalPERS and future changes to CalPERS regulations would supersede the language of this section.

An employee may receive acting pay for working in a higher classification where a vacancy does not exist, in the case of an incumbent being on vacation or leave of absence, or due to the employee being asked to perform higher level work on any other temporary basis. Acting pay is not included for purposes of calculating CalPERS compensation.

The higher rate of pay shall be used in computing overtime when authorized overtime is worked in a non-exempt, out of class or acting work assignment. When a non-exempt employee is working out of class or acting in an exempt position for 20 hours or more in a work week, the employee will be ineligible to receive overtime pay for any and all hours worked in the exempt classification during that work week.

All requests for out of class pay or acting pay must be approved by the Director of Administrative Services or his/her designee.

Adopted by Action of the City Council
October 2016

Revised 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 19

EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and to adopt an Education Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses should either: a) maintain or improve job skills in the employee's current position; b) be expressly required by the City or by law; or c) prepare the employee to become a competitive applicant for a different position with the City.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides education reimbursement of up to two thousand dollars(\$2,000) per calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. Human Resources and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework with a grade of "C" or above, or "Pass" in the case of a Pass/Fail course. Such proof of completion shall be provided within 30 days of the conclusion of the course.

Education reimbursement is a taxable benefit under IRS Code. Education reimbursement will be applied to the calendar year in which the course is passed and satisfactory proof of completion is submitted.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the Education Reimbursement Program.

Adopted by Action of the City Council
July 2019

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 20

CITY SPONSORED RECREATION AND WELLNESS PROGRAMS

Unrepresented employees shall have the privilege of enrollment in City sponsored recreation programs at the City residents' fee structure and in preference to non-residents wishing to enroll. Each calendar year, employees and family members on the employee's dental plan are eligible to be reimbursed up to \$500 per employee in Rec Bucks. Employees shall be reimbursed for approved recreation services in accordance with the City's Recreation Buck Policies. Programs allowing for preregistration will be reimbursed after completion of the program, including those allowing for or requiring preregistration in the calendar year prior to reimbursement. Reimbursements shall be applied to the year in which they are received. Benefited employees will also receive a free employee-only annual Cupertino Sports Center membership. Part-time benefited employees will have the annual amount of Recreation Bucks prorated based on number of hours worked. Recreation Bucks are a taxable benefit under IRS Code, and must be used by the employee within the calendar year and are non-transferrable.

City employees are eligible to participate in the City's wellness program as provided for in the City's Administrative Rules and Regulations.

Adopted by Action of the City Council
July 2019

City of Cupertino

Listing of Unrepresented Classifications by
Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-064)
Amended 10/4/16 (Res. No. 16-104 – Not adopted)
Amended 10/18/16 (Res. No. 16-108)
Amended 11/15/16 (Res. No. 16-128)
Amended 6/20/17 (Res. No. 17-056)
Amended 10/17/17 (Res. No. 17-101)
Amended 7/16/19 (Res. No. 19-086)
Amended 11/19/19 (Res. No. 19-140)
Amended 6/7/22 (Res. No. 22-067 on 6/9/22)
Amended 8/16/22 (Res. No. 22-103-)
Amended 3/7/23 (Res. No.)

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ATTACHMENT A
SALARY SCHEDULE

Salary Effective First Full Pay Period in July 2022 - Corrected Emergency Services Coordinator
 8/29/22, Separated out Assistant Director of Community Development and Building Official
 3/7/23, Added Special Project Executive 3/7/23

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$45.03	\$47.28	\$49.64	\$52.12	\$54.73
ACCOUNTANT II	\$49.64	\$52.12	\$54.72	\$57.46	\$60.33
ACCOUNTING TECHNICIAN	\$44.66	\$46.89	\$49.24	\$51.70	\$54.28
ADMINISTRATIVE ASSISTANT	\$39.28	\$41.24	\$43.30	\$45.47	\$47.74
ASSISTANT CITY ATTORNEY	\$89.70	\$94.18	\$98.89	\$103.83	\$109.03
ASSISTANT CITY MGR	\$122.63	\$128.76	\$135.20	\$141.96	\$149.06
ASSISTANT TO THE CITY MANAGER	\$70.39	\$73.91	\$77.61	\$81.49	\$85.56
ASST DIR COMM DEV/ BUILDING OFFICIAL	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
ASST DIR PARKS AND RECREATION	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
ASST DIR PUBLIC WORKS	\$91.27	\$95.83	\$100.63	\$105.66	\$110.94
BUDGET MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
BUILDING OFFICIAL	\$82.45	\$86.57	\$90.90	\$95.45	\$100.22
BUSINESS SYSTEMS ANALYST	\$63.66	\$66.84	\$70.19	\$73.70	\$77.38
CAPITAL IMPV PROGRAM MGR	\$81.94	\$86.04	\$90.34	\$94.86	\$99.60
CHIEF TECHNOLOGY OFFICER	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
CITY CLERK	\$73.17	\$76.82	\$80.67	\$84.70	\$88.93
CITY ENGINEER	\$91.27	\$95.83	\$100.63	\$105.66	\$110.94
COMMUNITY RELATIONS COORDINATOR	\$45.28	\$47.54	\$49.92	\$52.42	\$55.04
DEPARTMENT HEAD	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DEPUTY BUILDING OFFICIAL	\$71.33	\$74.89	\$78.64	\$82.57	\$86.70
DEPUTY CITY ATTORNEY	\$64.54	\$67.77	\$71.15	\$74.71	\$78.45
DEPUTY CITY CLERK	\$52.21	\$54.82	\$57.56	\$60.44	\$63.46
DEPUTY CITY MANAGER	\$87.73	\$92.12	\$96.72	\$101.56	\$106.64
DIRECTOR OF ADMIN SERVICES	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF COMM DEVELOPMENT	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF PARKS AND RECREATION	\$108.31	\$113.73	\$119.42	\$125.39	\$131.65
DIRECTOR OF PUBLIC WORKS	\$111.48	\$117.06	\$122.91	\$129.05	\$135.51
ECONOMIC DEVELOPMENT MANAGER	\$78.76	\$82.70	\$86.83	\$91.17	\$95.73
EMERGENCY SERVICES COORDINATOR	\$64.02	\$67.22	\$70.58	\$74.11	\$77.81
ENVIRONMENTAL PROGRAMS MANAGER	\$76.07	\$79.87	\$83.87	\$88.06	\$92.46
EXEC ASST TO CITY MANAGER	\$46.15	\$48.46	\$50.88	\$53.43	\$56.10
EXEC ASST TO THE CITY ATTN	\$45.02	\$47.28	\$49.64	\$52.11	\$54.73
FINANCE MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
GIS COORDINATOR	\$48.48	\$50.90	\$53.45	\$56.12	\$58.93
GIS PROGRAM MANAGER	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
HUMAN RESOURCE ANALYST I	\$54.16	\$56.87	\$59.71	\$62.70	\$65.84

HUMAN RESOURCES ANALYST II	\$59.72	\$62.70	\$65.84	\$69.13	\$72.58
HUMAN RESOURCES ASSISTANT	\$32.62	\$34.25	\$35.96	\$37.76	\$39.65
HUMAN RESOURCES MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
HUMAN RESOURCES TECHNICIAN	\$44.66	\$46.89	\$49.24	\$51.70	\$54.28
I.T. ASSISTANT	\$43.92	\$46.12	\$48.42	\$50.84	\$53.39
INNOVATION AND TECHNOLOGY MGR - APPLICATIONS	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
INNOVATION AND TECHNOLOGY MGR - INFRASTRUCTURE	\$81.08	\$85.13	\$89.39	\$93.86	\$98.55
LEGAL SERVICES MANAGER	\$46.49	\$48.82	\$51.26	\$53.82	\$56.52
MANAGEMENT ANALYST	\$54.63	\$57.36	\$60.23	\$63.24	\$66.40
NETWORK SPECIALIST	\$56.19	\$59.00	\$61.95	\$65.05	\$68.30
PARK RESTORATION IMPV MGR	\$76.64	\$80.48	\$84.50	\$88.72	\$93.16
PERMIT CENTER MANAGER	\$71.33	\$74.89	\$78.64	\$82.57	\$86.70
PLANNING MANAGER	\$82.45	\$86.57	\$90.90	\$95.45	\$100.22
PUBLIC AFFAIRS MANAGER	\$70.47	\$73.99	\$77.69	\$81.58	\$85.66
PUBLIC INFORMATION OFFICER	\$70.39	\$73.91	\$77.61	\$81.49	\$85.56
PUBLIC WORKS PROJECT MANAGER	\$67.37	\$70.74	\$74.28	\$77.99	\$81.89
PUBLIC WORKS SUPERVISOR	\$56.79	\$59.63	\$62.61	\$65.74	\$69.03
PURCHASING MANAGER	\$82.03	\$86.14	\$90.44	\$94.97	\$99.71
RECREATION MANAGER	\$57.98	\$60.88	\$63.92	\$67.12	\$70.47
RECREATION SUPERVISOR	\$52.59	\$55.22	\$57.98	\$60.88	\$63.92
SENIOR ACCOUNTANT	\$57.47	\$60.34	\$63.36	\$66.52	\$69.85
SENIOR ASSISTANT CITY ATTORNEY	\$98.68	\$103.61	\$108.79	\$114.23	\$119.94
SENIOR CIVIL ENGINEER	\$76.97	\$80.81	\$84.85	\$89.10	\$93.55
SENIOR MANAGEMENT ANALYST	\$59.72	\$62.70	\$65.84	\$69.13	\$72.58
SENIOR PUBLIC WORKS PROJECT MANAGER	\$70.74	\$74.28	\$77.99	\$81.89	\$85.98
SERVICE CENTER SUPERINTENDENT	\$72.61	\$76.24	\$80.05	\$84.06	\$88.26
<u>SPECIAL PROJECT EXECUTIVE</u>	<u>\$108.31</u>	<u>\$113.73</u>	<u>\$119.42</u>	<u>\$125.39</u>	<u>\$131.65</u>
SUSTAINABILITY MANAGER	\$76.07	\$79.87	\$83.87	\$88.06	\$92.46
TRANSPORTATION MANAGER	\$81.94	\$86.04	\$90.34	\$94.86	\$99.60
WEB SPECIALIST	\$49.68	\$52.17	\$54.77	\$57.51	\$60.39



Special Project Executive

Description

This is an executive level position responsible for negotiating with developers, land use attorneys, and financiers to facilitate and expedite the development review process and real property land use, including lease agreements for the City of Cupertino, often involving complex, highly specialized or difficult real property acquisition and lease maintenance issues.

Under the administrative direction of the City Manager, the incumbent will have a key role working on development opportunities with other senior managers including the City Attorney, Assistant City Manager and City Department Heads. The incumbent will also be assigned to manage and direct the various issues resulting from the City's diversified real estate programs and will perform work of unusual difficulty and complexity.

Supervision Received and Exercised

May supervise administrative support staff, consultants, technical and professional employees as assigned.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

With general direction:

Negotiate the terms and conditions of complex and highly technical agreements and real property transactions, involving land use entitlements and zoning between the City, property owners, businesses and other agencies.

Manage and administer development agreements and all lease-related entitlements, construction, and financial components.

Manage, coordinate and monitor all City leases and related financial matters such as on-going lease payments and periodic adjustments, and other legal issues to ensure all conditions and requirements of such agreements are met.

Attend meetings of the City Council and other public meetings and advises the City Manager and presents facts, information and recommendations to them.

Provide management and staff support for the City Manager, including representing the City Manager at community and professional meetings.

Develop and administer commercial real estate development strategies and programs.

Analyze leases, agreements, options, deeds and contracts, and makes recommendations to the City Manager as to the formulation of policy and legislation requirements.

Develop and conduct economic studies, needs assessments and research analysis.

Develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance, and public relations.

Supports the City Management team in evaluating and identify process or service gaps or risks by reviewing performance goals and metrics and recommends organizational process improvements or changes not limited to leadership focus and direction, staff and department resources, process and policies updates, and team building plans.

Facilitates the development of communication and partnerships to address and improve efficiency of community development service delivery, policy & process effectiveness, helps develop strong linkages between City staff and the City Manager's office and ensures consistent implementation of Council decisions/directions.

Coordinates with City Attorney's Office on the preparation and review of required contract and/or legal documents.

May be assigned other functions or responsibilities at the discretion of the City Manager.

Qualifications

Knowledge of:

Principles and practices of civil engineering, architecture, landscape architecture, capital improvements and design-build project delivery.

Principles and practices of project management.

Principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

Principles and practices of effective community outreach during pre-construction and construction.

Principles and practices of environmental requirements and permitting.

Principles and practices of project financing, real estate, land development and public policy.

Contract negotiation techniques and strategies.

Land Use proceedings and prevailing rental and lease charges.

City government, particularly the processes and departments involved with handling real property transactions.

Financial techniques and procedures relating to real estate and business development, industrial development and land financing.

Federal, State and local regulations dealing with economic development and redevelopment.

Principles, practices, and methods as applied to General Plans, zoning, building codes, housing, finance, and federal grants administration.

Principles and practices of effective leadership and management techniques, e.g., team building practices, problem solving and conflict resolution, project and workload planning and safety procedures and standards.

Ability to:

Negotiate difficult, highly technical and/or complicated transactions.

Draw conclusions and project consequences of decisions and recommendations.

Establish and maintain positive and effective relationships with City employees, including elected and senior officials and managers, business and community leaders, general public, contractors and other governmental representatives.

Work as team player and be willing to deliver excellent customer service to both internal and external City clients.

Strong interpersonal skills and communicate effectively both orally and in writing to consistently represent facts and situations accurately, transmit information concisely and in an effective manner, and present a balanced picture of situations.

Prepare and present highly technical and complex written and oral reports to City Manager, City Council, business community, residents and businesses, and City staff.

Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.

Remain current with contemporary land use concepts and processes.

Be an active member of the executive management team and work effectively to achieve common goals.

Understand the big picture and develop project from concept to completion.

Identify policy issues and work with staff to develop options and recommend solutions.

Analyze economic, financial and legal information.

Review and analyze important detailed and highly complex technical real property acquisition records and reports.

Review development and redevelopment proposals for compliance.

Understand the public service environment and to build trust with all of the key stakeholders.

Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customers.

Act as spokesperson on real property matters.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration, Planning, Architecture, Engineering, Finance, or a closely related field. Five (5) years of extensive and progressively responsible experience in community development, economic development, public works, planning, real property, or finance, preferably in the public sector. At least three (3) years of management experience working with senior managers on significant and/or complex development projects is required. A Master's degree in Business or Public Administration, Economics, Finance, Planning, or a closely related field is highly desirable.

Licenses and Certifications

Possession of a valid Certificate of Registration as a Professional [Civil] Engineer or Licensed Architect in the State of California is highly desirable. Possession of a valid California Class C Driver's License is required.

Working Conditions

May be required to attend Commission/Committee/Council or community events meetings outside of regular work hours.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. To operate a motor vehicle and to visit various City and meeting sites. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

FLSA: Exempt
Est. 03/2023