

Public Works

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Department Overview

Budget Units

Budget Unit	Program	2024 Proposed Budget
Public Works Administration		\$ 1,046,761
100-80-800	Public Works Administration	\$ 1,046,761
Environmental Programs		\$ 4,875,887
520-81-801	Resource Recovery	\$ 2,639,033
230-81-802	Non-Point Source	\$ 1,179,519
230-81-853	Storm Drain Fee	\$ 25,924
230-81-854	General Fund Subsidy	\$ 23,164
230-81-855	Storm Drain Maintenance	\$ 1,008,247
Developmental Services		\$ 2,926,616
100-82-804	Plan Review	\$ 1,434,926
100-82-806	CIP Administration	\$ 1,491,690
Service Center		\$ 1,104,457
100-83-807	Service Center Administration	\$ 1,104,457
Grounds		\$ 6,549,824
100-84-808	McClellan Ranch Park	\$ 176,568
100-84-809	Memorial Park	\$ 819,844
100-84-811	BBF Ground Maintenance	\$ 446,371
100-84-812	School Site Maintenance	\$ 1,385,825
100-84-813	Neighborhood Parks	\$ 2,597,350
100-84-814	Sport Fields Jollyman, Creekside	\$ 941,182
100-84-815	Civic Center Maintenance	\$ 182,684
Streets		\$ 9,259,676
100-85-818	Storm Drain Maintenance	\$ -
270-85-820	Sidewalk Curb and Gutter	\$ 1,796,584
270-85-821	Street Pavement Maintenance	\$ 3,947,711
270-85-822	Street Sign Marking	\$ 780,532
100-85-848	Street Lighting	\$ 1,012,690
630-85-849	Equipment Maintenance	\$ 1,502,887
100-85-850	Environmental Materials	\$ 219,272
Total		\$ 38,555,203

Budget Unit	Program	2024 Proposed Budget
Trees and Right of Way		\$ 4,259,896
100-86-261	Trail Maintenance	\$ 199,926
100-86-824	Overpasses and Medians	\$ 1,674,062
100-86-825	Street Tree Maintenance	\$ 1,792,601
100-86-826	Sheriff Work Program	\$ 593,307
Facilities and Fleet		\$ 5,266,624
560-87-260	BBF Golf Maintenance	\$ 103,244
100-87-827	City Hall Maintenance	\$ 501,115
100-87-828	Library Maintenance	\$ 1,007,661
100-87-829	Service Center Maintenance	\$ 311,181
100-87-830	Quinlan Community Center Maintenance	\$ 574,990
100-87-831	Senior Center Maintenance	\$ 324,580
100-87-832	McClellan Ranch Maintenance	\$ 294,063
100-87-833	Monta Vista Community Center Maintenance	\$ 186,598
100-87-834	Wilson Park Maintenance	\$ 95,762
100-87-835	Portal Park Maintenance	\$ 46,228
570-87-836	Sports Center Maintenance	\$ 659,546
100-87-837	Creekside Park Maintenance	\$ 136,235
100-87-838	Community Hall Maintenance	\$ 225,694
100-87-839	Teen Center Maintenance	\$ 52,950
100-87-840	Park Bathrooms Maintenance	\$ 180,333
100-87-841	Blackberry Farm Maintenance	\$ 526,238
100-87-852	Franco Traffic Operations Center	\$ 15,257
100-87-857	City Hall Annex	\$ 24,949
Transportation		\$ 2,797,594
100-88-265	Community Shuttle	\$ -
100-88-844	Traffic Engineering	\$ 1,243,187
100-88-845	Traffic Signal Maintenance	\$ 821,471
100-88-846	Safe Routes 2 School	\$ 732,936
Non-Departmental		\$ 467,868
630-90-985	Fixed Assets Acquisition	\$ 467,868
Total		\$ 38,555,203

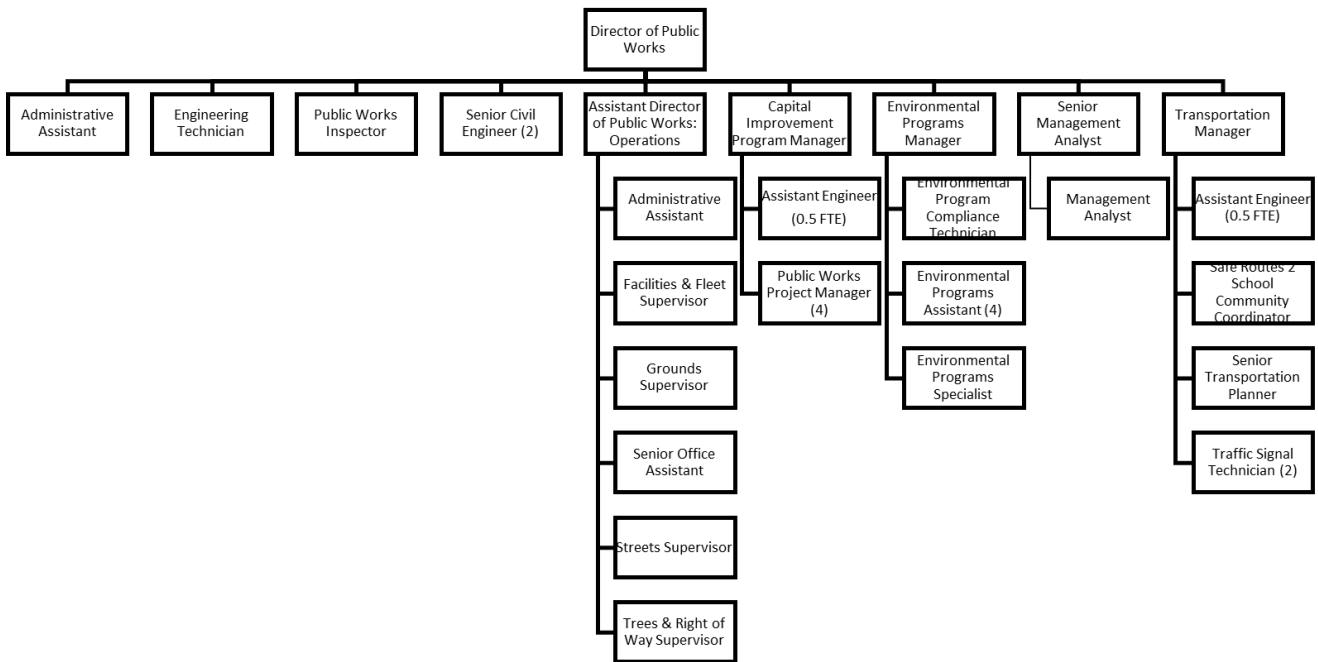
Budget at a Glance

2024 Proposed Budget

Total Revenues	\$ 9,707,801
Total Expenditures	\$ 38,555,203
Fund Balance	\$ (7,949,167)
General Fund Costs	\$ 20,898,235
% Funded by General Fund	54.2%
Total Staffing	88.1 FTE

Organization

Chad Mosley, Interim Director of Public Works



Performance Measures

Capital Project Delivery

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Percentage of projects completed on budget	90%	90%	100%	90%
Percentage of construction projects completed on time	90%	90%	100%	85%

Environment

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-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% by 7/1/2022 (SB1383)
Percent trash/litter reduction achieved to meet Stormwater Permit requirements	88%	95%	N/A	100% by 7/1/2022
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	1,000 CY
% of vegetation obstructions resolved within 25 business days from time of report*	31%	32%	36%	90%

*Inspections occur in the spring only

**as of 12/31/2020

Development Services

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	93%	94%	96%	80%
Respond to complete encroachment permit applications within two (2) weeks	92%	93%	94%	80%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes	*	91%	97%	85%

*In-person counter closed starting March 2020

Grounds Division

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Percentage of 311 requests that are responded to and closed within 3 business days	74%	82%	63%	80%
Percentage of the 988 park inspections, including play grounds, performed once a week	100%	79%	41%	100%
Percentage of Backflow Prevention Devices inspected, tested and repaired annually	100%	100%	100%	100%

Streets Division

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 72	85	83	82	72
Percent of the 2199 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%	5%
Percentage of trip and fall complaints investigated and mitigated within 2 business days	100%	72%	61%	95%
Percentage of reported streetlight outages investigated and repaired in 10 business days	90%	90%	84%	90%

Trees and Right of Way Division

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
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%
Plant more trees than removed # planted/# removed	No 187/202	Yes 211/187	Yes 60/55	Yes

Facilities and Fleet Division

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
Percentage of preventative maintenance work orders completed for Fleet assets within 20 business days of the due date.	83%	87%	49%	85%
Percentage of facilities maintenance requests closed within 40 business days.	89%	69%	65%	85%

Transportation Division

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

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

Performance Measure	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec	Ongoing Target
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 5 business days.	95%	95%	95%	90%
Annual mileage increase of separated bicycle lanes and pedestrian paths.	1.30	2.20	0.15	1/4 mile (average)

Workload Indicators

Capital Improvement Program

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of projects started in the first year funded	9/9	14/15	2/4
Number of active projects vs total number of projects	58/71	50/52	25/34

Environmental Programs Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of actual versus potential discharges	71 actual 6 potential	91 actual 7 potential	31 actual 17 potential
Number of stormwater pollution prevention industrial commercial inspections	135	109	N/A*
Number of building and demolition permits reviewed	679	693	356
Number of non-exempt businesses and multi-family accounts required to separate organics	289**	382	446**
Tons of waste entering landfill from single-family, multi-family, and commercial accounts as reported by Recology	18,224	11,980.24	4,855.57***
Number of visitors to compost site	2,489	1,230	527
Number of vegetation obstructions reported	87	101	58

*inspections occur in the spring only

**As of Dec 31, 2020

***As of Sept 7, 2021

****Dec 2021 report not available yet

Developmental Services Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of development permit applications received	127	128	67
Number of encroachment permit applications received	577	426	184
Number of customers service visits	0*	76	166

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

Grounds Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Maintain city grounds (#) with total acreage (SF)	29 sites/149 AC	29 sites/149 AC	29 sites/149 AC
Maintain school sites (#)with total acreage (SF)	9 sites/46 AC	9 sites/46AC	9 sites/46 AC
Total Number of 311 Requests	43	55	19
Total number of play grounds maintained	37	37	37
Total number of irrigation controllers maintained	74	74	74
Total number of park trees maintained	4,098	4,179	4,179
Total number of park furniture maintained (tables and benches)	431	431	431
Total number of city trash receptacles maintained	420	420	420
Total number of backflow preventers maintained	174	174	174

Streets Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Total roadway miles	138	138	138
Total concrete sidewalk miles	196	196	196
Total number of unique sidewalk repair sites addressed	697	936	512
Total square footage of sidewalk, curb and gutter repaired/replaced	37,574	44,816	N/A
Total number of storm drain inlets	2,087	2,087	2,087
Total number of drain inlets with trash capture devices	174	175	175
Total number of streetlights	3,287	3,408	3,408
Total number of roadway signs	10,054	10,186	10,318
Total miles of storm drain pipe maintained	104.7	104.7	104.7
Total number of crosswalks maintained	728	723	723
Total miles of pavement striping maintained	162	162	162
Total number of street miles swept monthly	696	696	696

Trees and Right of Way Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Total number of street trees maintained	3,789 Trees maintained	4,344 Trees maintained	900 Trees Maintained
Total acreage of medians maintained	40 AC	40 AC	40 AC
Total number of 311 Request work orders completed for Overpasses & Medians	286	185	73
Total number of street trees removed			
Total number of street trees planted			
Total number of 311 Requests for tree maintenance	634	465	212
Miles of pedestrian and bicycle trails maintained	0.85	0.85	0.85

Facilities and Fleet Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Total number of city facilities maintained	51/221,500 SF	51/221,500 SF	51/221,500 SF
Total number of Fleet vehicles maintained	104	105	105
Total number of special equipment maintained (tractors, trailers, chippers, riding mowers, club car, forklift, generator)	317	329	329
Total number of small equipment maintained	356	292	292
Total number of work orders completed	1,426 Facilities 769 Fleet	1,966 Facilities 835 Fleet	958 Facilities 268 Fleet
Fleet vehicles replaced with hybrid and/or electric models	18	0	0
Annual number of site visits to ensure janitorial compliance	2,829	1,628	814

Transportation

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of signalized intersections	60	60	60

Proposed Budget

It is recommended that City Council approve a budget of \$38,555,203 for the Public Works department. This represents a decrease of \$1,366,792 (-3.4%) from the FY 2022-23 Adopted Budget.

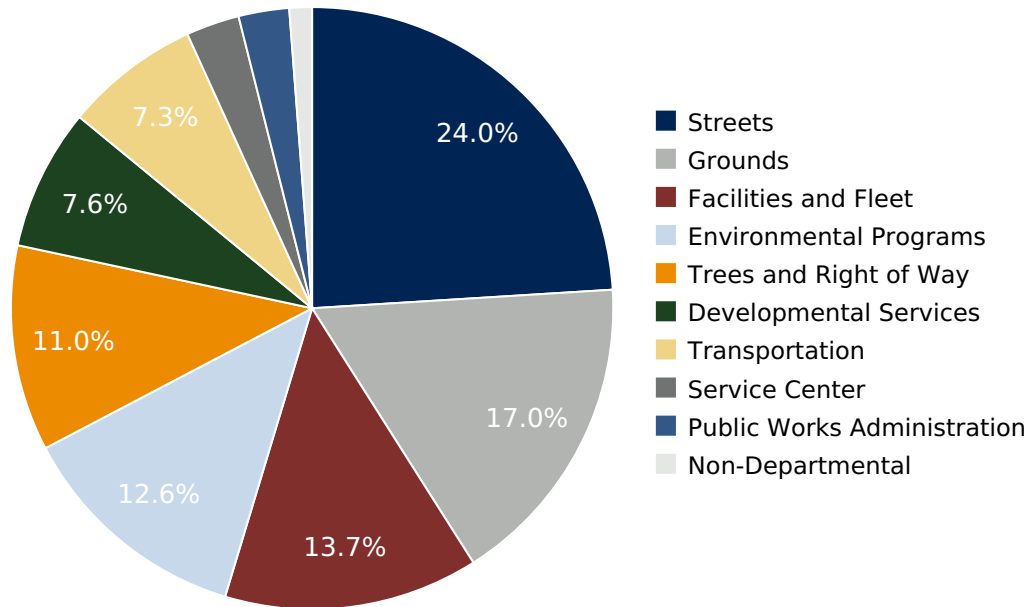
The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$5,439,339	\$4,852,483	\$586,856	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$5,460,208	\$4,859,824	\$600,384	Delayed services and response to work requests; deferred maintenance at City parks, facilities, streets and trees.
Special Projects	\$5,290,259	\$4,496,264	\$793,995	Delayed or deferred sidewalk repairs and pavement maintenance.
Capital Outlays	\$1,100,280	\$880,224	\$220,056	Delayed or deferred pavement maintenance, which will lower the City's Pavement Condition Index (PCI) rating.

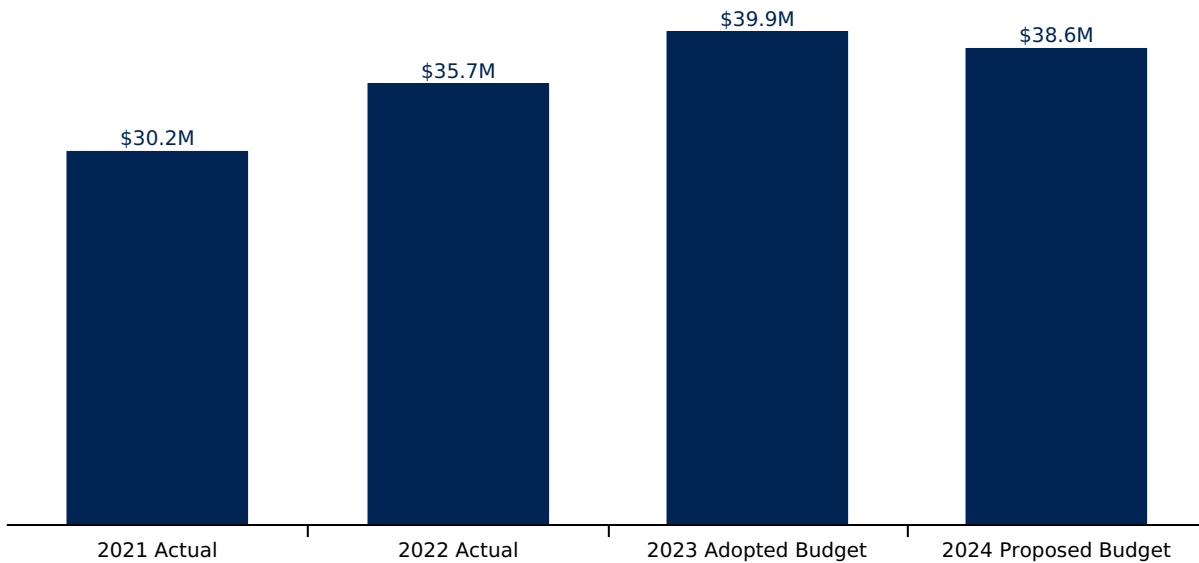
As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget:

Fund-Division-Program	Position Description	Funding Status
Facilities Maintenance - Various Programs	Maintenance Worker I	This vacancy will occur before July 1, 2023
Grounds Maintenance - Various Programs	Maintenance Worker I	This vacancy will occur before July 1, 2023
Streets Maintenance - Various Programs	Maintenance Worker I	This vacancy will occur before July 1, 2023
Capital Improvement Program Administration	Public Works Project Manager	This position is currently vacant
Capital Improvement Program Administration	Limited Term Public Works Project Manager	This position is currently vacant
Public Works Administration/Developmental Services	Assistant Director of Public Works/City Engineer	This position is currently vacant

Proposed Expenditures by Division



Department Expenditure History



Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 231,504	\$ 417,793	\$ 226,856	\$ 457,579
Intergovernmental Revenue	\$ 2,331,864	\$ 1,870,797	\$ 1,885,852	\$ 1,861,624
Charges for Services	\$ 7,040,041	\$ 8,043,886	\$ 6,787,667	\$ 7,319,301
Fines and Forfeitures	\$ 5,065	\$ 3,563	\$ 68,669	\$ 3,563
Miscellaneous Revenue	\$ 614,192	\$ 29,297	\$ 149,466	\$ 50,734
Transfers In	\$ 15,000	\$ 275,000	\$ 61,140	\$ 15,000
Total Revenues	\$ 10,237,666	\$ 10,640,336	\$ 9,179,650	\$ 9,707,801
Expenditures				
Employee Compensation	\$ 8,925,718	\$ 9,591,985	\$ 10,804,062	\$ 10,905,416
Employee Benefits	\$ 4,258,223	\$ 4,662,698	\$ 5,519,037	\$ 5,266,072
Materials	\$ 3,325,834	\$ 3,776,852	\$ 4,936,170	\$ 4,852,483
Contract Services	\$ 3,139,677	\$ 3,745,851	\$ 4,943,009	\$ 4,859,824
Cost Allocation	\$ 6,211,776	\$ 7,396,343	\$ 6,429,988	\$ 6,436,300
Capital Outlays	\$ 63,826	\$ 1,817,829	\$ 1,038,000	\$ 880,224
Special Projects	\$ 3,568,809	\$ 3,980,418	\$ 5,274,271	\$ 4,496,264
Other Financing Uses	\$ 730,478	\$ 738,957	\$ 730,478	\$ 738,957
Contingencies	\$ -	\$ -	\$ 246,980	\$ 119,663
Total Expenditures	\$ 30,224,341	\$ 35,710,933	\$ 39,921,995	\$ 38,555,203
Fund Balance	\$ (2,173,218)	\$ (5,116,866)	\$ (8,046,480)	\$ (7,949,167)
General Fund Costs	\$ 17,813,454	\$ 19,953,734	\$ 22,695,865	\$ 20,898,235

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.95	1.95	1.95	1.95
ASSISTANT ENGINEER	2.00	2.00	2.00	2.00
ASSIST DIR OF PW ENGINEER	1.00	1.00	1.00	0

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ASSIST DIR PUBLIC WORKS OPS	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
CIP MANAGER	1.00	1.00	1.00	1.00
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
ENVIRONMENTAL PROGRAM MGR	1.00	1.00	1.00	1.00
ENVIRONMENTAL PROGRAMS ASSISTANT	2.65	3.65	3.65	3.65
ENV. PROG. COMPLIANCE TECHNICIAN	1.00	1.00	1.00	1.00
ENV. PROGRAMS SPECIALIST	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I/II	45.00	45.00	45.00	43.00
MAINTENANCE WORKER III	7.00	7.00	8.00	7.00
MANAGEMENT ANALYST	0.20	0.20	1.20	1.20
PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00
PUBLIC WORKS PROJECT MANAGER	4.00	5.00	6.00	4.00
PUBLIC WORKS PROJECT MANAGER LT	2.00	2.00	1.00	0
PUBLIC WORKS SUPERVISOR	4.00	4.00	4.00	4.00
RECREATION COORDINATOR	0.12	0.12	0.12	0.12
SENIOR CIVIL ENGINEER	2.00	2.00	2.00	2.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
SR. PUBLIC WORKS PROJECT MANAGER	0	0	0	1.00
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	2.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	1.00	0	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
TRANSPORTATION MANAGER	0.90	0.90	0.90	0.90
Total	90.12	92.12	94.12	88.12

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 54,375
Total Expenditures	\$ 1,046,761
Fund Balance	\$ -
General Fund Costs	\$ 992,386
% Funded by General Fund	94.8%
Total Staffing	4.0 FTE

Program Overview

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

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

Service Objectives

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, stormwater quality compliance, and public works maintenance services in a responsive and efficient manner by continuously adapting programs and resources to meet the community's expectations.
- Provide a response within 2 business days to the community on complaints and requests for services. Plan and program maintenance of the City's public facilities and infrastructure.
- Program and deliver Capital Improvement Projects in a timely and cost-efficient manner. Work with operating departments and the community to ensure projects meet expectations.
- Collaborate with Community Development to efficiently deliver predictable, responsive and efficient development services.
- Represent the City on county and regional issues such as congestion management, and mobility and transit planning.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

Proposed Budget

It is recommended that City Council approve a budget of \$1,046,761 for the Public Works Administration program. This represents a decrease of \$111,374 (-9.6%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$21,426	\$11,461	\$9,965	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Public Works Administration	Public Works Outreach and Events	\$17,400	Unfunded: Ribbon Cutting Ceremonies for newly completed projects; Public Works Week Demonstrations and Open House

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 18,959	\$ 54,375	\$ -	\$ 54,375
Transfers In	\$ -	\$ 10,000	\$ -	\$ -
Total Revenues	\$ 18,959	\$ 64,375	\$ -	\$ 54,375
Expenditures				
Employee Compensation	\$ 588,300	\$ 513,911	\$ 814,290	\$ 741,466
Employee Benefits	\$ 218,709	\$ 208,886	\$ 323,926	\$ 293,405
Materials	\$ 5,697	\$ 9,268	\$ 19,167	\$ 11,461
Contract Services	\$ -	\$ 24,540	\$ 266	\$ 282
Special Projects	\$ 21,068	\$ 130,564	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 486	\$ 147
Total Expenditures	\$ 833,774	\$ 887,169	\$ 1,158,135	\$ 1,046,761
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 814,816	\$ 822,794	\$ 1,158,135	\$ 992,386

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	0.95	0.95	0.95	0.95
ASSIST DIR OF PW ENGINEER	0.10	0.10	0.50	0
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0	0	1.00	1.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
Total	3.05	3.05	4.45	3.95

As part of an expenditure reduction strategy, 0.5 FTE is being removed from the budget.

Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,617,964
Total Expenditures	\$ 2,639,033
Fund Balance	\$ (1,021,069)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.6 FTE

Program Overview

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

Service Objectives

- Meet State requirements to divert recyclables and organics from landfill. Help businesses implement the City's Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with SB 1383, California's Short-Lived Climate Pollutant Reduction Strategy. Provide landlords and property owners with support and educational materials for their tenants. Conduct waste characterization studies to determine future services.
- Provide contract oversight and customer service for garbage and recycling collection, garbage disposal, yard waste processing, composting and household hazardous waste. Manage community events such as the citywide Garage Sale and free compost giveaway for residents. Assist CUSD and high school teachers and students with student recycling and composting projects related to teachers' curriculum and the City's environmental initiatives.

Proposed Budget

It is recommended that City Council approve a budget of \$2,639,033 for the Resource Recovery program. This represents an increase of \$353,943 (15.5%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022. This budget increase is also due to a slight increase in materials and contract services. This program is 100% cost-recovered.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
County Household Hazardous Waste Program/Hazardous Waste Response	\$115,000	\$155,000	Resource Recovery	County Household Hazardous Waste Program/Hazardous Waste Response

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 90,675	\$ 70,995	\$ -	\$ 74,000
Intergovernmental Revenue	\$ 14,916	\$ 14,812	\$ 14,000	\$ 14,812
Charges for Services	\$ 1,804,946	\$ 1,530,871	\$ 1,188,642	\$ 1,529,152
Miscellaneous Revenue	\$ -	\$ -	\$ 10,000	\$ -
Total Revenues	\$ 1,910,537	\$ 1,616,678	\$ 1,212,642	\$ 1,617,964
Expenditures				
Employee Compensation	\$ 220,054	\$ 376,254	\$ 438,802	\$ 528,715
Employee Benefits	\$ 124,195	\$ 110,806	\$ 212,572	\$ 229,557
Materials	\$ 28,695	\$ 40,337	\$ 75,166	\$ 87,305
Contract Services	\$ 800,387	\$ 939,153	\$ 1,175,402	\$ 1,388,927
Cost Allocation	\$ 272,539	\$ 334,160	\$ 231,017	\$ 267,029
Special Projects	\$ 221,078	\$ 33,755	\$ 117,553	\$ 115,733
Other Financing Uses	\$ 3,314	\$ 3,314	\$ 3,314	\$ 3,314
Contingencies	\$ -	\$ -	\$ 31,264	\$ 18,453
Total Expenditures	\$ 1,670,262	\$ 1,837,779	\$ 2,285,090	\$ 2,639,033
Fund Balance	\$ 240,275	\$ (221,101)	\$ (1,072,448)	\$ (1,021,069)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ENVIRONMENTAL PROGRAM MGR	0.50	0.50	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	1.30	2.30	2.30	2.30
ENV. PROG. COMPLIANCE TECHNICIAN	0.05	0.05	0.05	0.05
ENV. PROGRAMS SPECIALIST	0.40	0.40	0.40	0.40
MANAGEMENT ANALYST	0.05	0.05	0.05	0.15
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0.20
Total	2.50	3.50	3.50	3.60

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

Non-Point Source

Budget Unit 230-81-802

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,501,764
Total Expenditures	\$ 1,179,519
Fund Balance	\$ 322,245
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.7 FTE

Program Overview

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

Service Objectives

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

erosion, and illegal dumping.

Proposed Budget

It is recommended that City Council approve a budget of \$1,179,519 for the Non-Point Source program. This represents a decrease of \$47,135 (-3.8%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$40,296	\$38,784	\$2,448	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$385,506	\$370,570	\$14,936	CUSD third grade creek education program busing eliminated.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Non-Point Source	Stevens Creek Water Quality Monitoring & Pollution Prevention	\$26,460	Unfunded Service Impact: Creek monitoring is an educational opportunity that produces data that is helpful to the Environmental Team, but not required as a permit condition.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 1,878	\$ 938	\$ -	\$ -
Charges for Services	\$ 1,475,810	\$ 1,477,784	\$ 1,510,555	\$ 1,498,201
Fines and Forfeitures	\$ 5,065	\$ 3,563	\$ 68,669	\$ 3,563
Total Revenues	\$ 1,482,753	\$ 1,482,285	\$ 1,579,224	\$ 1,501,764
Expenditures				
Employee Compensation	\$ 339,790	\$ 355,712	\$ 383,780	\$ 383,161
Employee Benefits	\$ 153,940	\$ 170,372	\$ 182,630	\$ 183,050
Materials	\$ 26,359	\$ 33,321	\$ 40,296	\$ 38,784
Contract Services	\$ 244,962	\$ 292,621	\$ 394,170	\$ 370,570
Cost Allocation	\$ 136,205	\$ 255,923	\$ 195,816	\$ 200,578
Special Projects	\$ -	\$ -	\$ 19,100	\$ -
Contingencies	\$ -	\$ -	\$ 10,862	\$ 3,376
Total Expenditures	\$ 901,256	\$ 1,107,949	\$ 1,226,654	\$ 1,179,519
Fund Balance	\$ 581,497	\$ 374,335	\$ 352,570	\$ 322,245
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
ENVIRONMENTAL PROGRAM MGR	0.50	0.50	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0.35
ENV. PROG. COMPLIANCE TECHNICIAN	0.95	0.95	0.95	0.95
ENV. PROGRAMS SPECIALIST	0.60	0.60	0.60	0.60
MAINTENANCE WORKER III	0.10	0.10	0.10	0
PUBLIC WORKS INSPECTOR	0.10	0.10	0.10	0.10
RECREATION COORDINATOR	0.12	0.12	0.12	0.12
SR BUILDING INSPECTOR	0.02	0.02	0.02	0.02
Total	2.82	2.82	2.82	2.72

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

Storm Drain Fee

Budget Unit 230-81-853

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 25,924
Fund Balance	\$ (25,924)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

A portion of the collected Clean Water and Storm Protection Fee is allocated for rebates on activities that reduce stormwater runoff and pollution. Currently, these are split between offering matching Valley Water rebates on rainwater gardens, rainwater collection, and turf replacement installations and offering City-managed rebates for residential pervious pavement installations.

Proposed Budget

It is recommended that City Council approve a budget of \$25,924 for the Storm Drain Fee program. This represents an increase of \$396 (1.6%) from the FY 2022-23 Adopted Budget.

The budget is relatively unchanged from last fiscal year.

Special Projects

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

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

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ 196	\$ 528	\$ 924
Special Projects	\$ 1,105	\$ 3,540	\$ 25,000	\$ 25,000
Total Expenditures	\$ 1,105	\$ 3,736	\$ 25,528	\$ 25,924
Fund Balance	\$ (1,105)	\$ (3,736)	\$ (25,528)	\$ (25,924)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

General Fund Subsidy

Budget Unit 230-81-854

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 23,164
Fund Balance	\$ (23,164)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

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

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

Proposed Budget

It is recommended that City Council approve a budget of \$23,164 for the General Fund Subsidy program. This represents a decrease of \$7,051 (-23.3%) from the FY 2022-23 Adopted Budget.

The budget decrease is to better reflect the actual expenses in this program.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
CUSD Joint Use Cost Share	\$8,706	\$8,706	General Fund	Clean Water and Storm Protection Fee cost-share program for Cupertino Union School District.
Clean Water Cost-share Program	\$13,162	\$13,162	General Fund	Clean Water and Storm Protection Fee 20% cost-share program for low-income residents.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ -	\$ 401	\$ 347	\$ 1,296
Special Projects	\$ 8,724	\$ 9,833	\$ 29,868	\$ 21,868
Total Expenditures	\$ 8,724	\$ 10,234	\$ 30,215	\$ 23,164
Fund Balance	\$ (8,724)	\$ (10,234)	\$ (30,215)	\$ (23,164)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

Storm Drain Maintenance

Budget Unit 230-81-855

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,008,247
Fund Balance	\$ (1,008,247)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.2 FTE

Program Overview

The Storm Drain Maintenance program manages the City's storm drainage collection system, which is comprised of approximately 90 miles of pipe, 2,215 drain inlets, and storm outfalls to local waterways. An inspector and on-call staff provide emergency response to pollutant discharges, and crews perform general system maintenance including annual cleanout of drain inlets and trash capture devices. Collection and management of storm water for the City is regulated under the terms of a Bay Area-wide National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,008,247 for the Storm Drain Maintenance program. This represents an increase of \$223,245 (28.4%) from the FY 2022-23 Adopted Budget.

The increase in budget is due mainly to a special project request. This increase is also due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

Special Projects

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

Project	Appropriation	Revenue	Funding Source	Description
Envirosight ROVER X Remote Control Camera System	\$131,000	\$131,000	Clean Water & Storm Protection Fee / Vehicle/Equipment Depreciation	Equipment for staff to conduct storm drain inspections in place of allocating budget for contract services.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 172	\$ -	\$ -	\$ -
Total Revenues	\$ 172	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 206,433	\$ 217,280	\$ 235,636	\$ 263,453
Employee Benefits	\$ 94,211	\$ 100,968	\$ 111,422	\$ 117,784
Materials	\$ 14,927	\$ 28,471	\$ 24,219	\$ 34,962
Contract Services	\$ 55,671	\$ 27,541	\$ 270,192	\$ 313,350
Cost Allocation	\$ 92,340	\$ 149,749	\$ 136,173	\$ 143,344
Special Projects	\$ -	\$ 2,600	\$ -	\$ 131,000
Contingencies	\$ -	\$ -	\$ 7,360	\$ 4,354
Total Expenditures	\$ 463,582	\$ 526,609	\$ 785,002	\$ 1,008,247
Fund Balance	\$ (463,409)	\$ (526,609)	\$ (785,002)	\$ (1,008,247)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	1.75	1.75	1.80	1.75
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.25	0.25	0.25	0.25
Total	2.20	2.20	2.25	2.20

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

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,374,278
Total Expenditures	\$ 1,434,926
Fund Balance	\$ -
General Fund Costs	\$ 60,648
% Funded by General Fund	4.2%
Total Staffing	3.9 FTE

Program Overview

The Development Services Division is comprised of two areas:

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,434,926 for the Plan Review program. This represents a decrease of \$37,070 (-2.5%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$14,538	\$9,506	\$5,032	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$129,731	\$81,019	\$48,712	Professional Consulting agreements reduced. City staff will assess the need for additional services and request budget if needed.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 68,394	\$ 232,373	\$ 121,928	\$ 232,374
Charges for Services	\$ 1,353,508	\$ 1,140,550	\$ 1,285,510	\$ 1,140,550
Miscellaneous Revenue	\$ 2,838	\$ 1,354	\$ 910	\$ 1,354
Transfers In	\$ -	\$ 250,000	\$ -	\$ -
Total Revenues	\$ 1,424,740	\$ 1,624,277	\$ 1,408,348	\$ 1,374,278
Expenditures				
Employee Compensation	\$ 863,846	\$ 788,217	\$ 718,055	\$ 735,052
Employee Benefits	\$ 342,003	\$ 347,199	\$ 334,194	\$ 333,573
Materials	\$ 4,178	\$ 6,494	\$ 10,008	\$ 9,506
Contract Services	\$ 38,721	\$ 31,917	\$ 121,746	\$ 81,019
Cost Allocation	\$ 323,847	\$ 398,005	\$ 278,699	\$ 274,644
Special Projects	\$ 61,350	\$ 74,840	\$ 6,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,294	\$ 1,132
Total Expenditures	\$ 1,633,945	\$ 1,646,672	\$ 1,471,996	\$ 1,434,926
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 209,206	\$ 22,396	\$ 63,648	\$ 60,648

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ASSISTANT ENGINEER	0.50	0	0	0
ASSIST DIR OF PW ENGINEER	0.35	0.35	0.20	0
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR	0.90	0.90	0.90	0.90
PUBLIC WORKS PROJECT MANAGER	0.25	0	0	0
SENIOR CIVIL ENGINEER	2.00	2.00	2.00	2.00
Total	5.00	4.25	4.10	3.90

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,491,690
Fund Balance	\$ -
General Fund Costs	\$ 1,491,690
% Funded by General Fund	100.0%
Total Staffing	5.8 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,491,690 for the CIP Administration program. This represents a decrease of \$312,715 (-17.3%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$26,132	\$16,826	\$9,306	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 530,440	\$ 1,036,970	\$ 1,202,186	\$ 1,020,704
Employee Benefits	\$ 234,724	\$ 460,163	\$ 581,245	\$ 453,950
Materials	\$ 8,042	\$ 17,990	\$ 20,462	\$ 16,826
Contract Services	\$ -	\$ 437	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 512	\$ 210
Total Expenditures	\$ 773,206	\$ 1,515,560	\$ 1,804,405	\$ 1,491,690
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 773,206	\$ 1,515,560	\$ 1,804,405	\$ 1,491,690

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ASSISTANT ENGINEER	0	0.50	0.50	0.50
ASSIST DIR OF PW ENGINEER	0.20	0.20	0.20	0
CIP MANAGER	1.00	1.00	1.00	1.00
PUBLIC WORKS PROJECT MANAGER	3.00	4.25	5.25	3.25
PUBLIC WORKS PROJECT MANAGER LT	1.50	1.50	0.50	0
SR. PUBLIC WORKS PROJECT MANAGER	0	0	0	1.00
Total	5.70	7.45	7.45	5.75

As part of an expenditure reduction strategy, 1.7 FTE is being removed from the budget.

Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 71,867
Total Expenditures	\$ 1,104,457
Fund Balance	\$ -
General Fund Costs	\$ 1,032,590
% Funded by General Fund	93.5%
Total Staffing	3.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,104,457 for the Service Center Administration program. This represents a decrease of \$186,305 (-14.4%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$209,469	\$160,591	\$48,878	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$95,532	\$17,682	\$77,850	Office reconfiguration contract services have been reduced resulting in deferred upgrades, remodeling and repairs throughout all City offices.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Pre-filled sandbags	Purchase of pre-filled sandbags for residents during storm events	\$11,100	Unfunded: This work will be performed by City staff.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Office Reconfiguration	\$17,682	\$17,682	General Fund	Citywide office reconfiguration

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 33,968	\$ 35,326	\$ 78,924	\$ 71,359
Miscellaneous Revenue	\$ 12,759	\$ 508	\$ 137,665	\$ 508
Total Revenues	\$ 46,727	\$ 35,834	\$ 216,589	\$ 71,867
Expenditures				
Employee Compensation	\$ 421,356	\$ 513,485	\$ 469,248	\$ 451,585
Employee Benefits	\$ 187,706	\$ 243,689	\$ 238,582	\$ 225,413
Materials	\$ 129,129	\$ 263,361	\$ 186,561	\$ 160,591
Contract Services	\$ 14,939	\$ 8,745	\$ 18,656	\$ 17,682
Cost Allocation	\$ 331,330	\$ 328,477	\$ 294,735	\$ 229,276
Special Projects	\$ 7,519	\$ -	\$ 77,850	\$ 17,682
Contingencies	\$ -	\$ -	\$ 5,130	\$ 2,228
Total Expenditures	\$ 1,091,979	\$ 1,357,757	\$ 1,290,762	\$ 1,104,457
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,045,252	\$ 1,321,923	\$ 1,074,173	\$ 1,032,590

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ASSIST DIR OF PW ENGINEER	0.35	0.35	0.10	0
ASSIST DIR PUBLIC WORKS OPS	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0.15	0.15	0.15	0.05
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
Total	3.50	3.50	3.25	3.05

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 176,568
Fund Balance	\$ -
General Fund Costs	\$ 176,568
% Funded by General Fund	100.0%
Total Staffing	0.4 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$176,568 for the McClellan Ranch Park program. This represents a decrease of \$58,626 (-24.9%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$20,744	\$11,811	\$8,933	Plant replacement contract service has been reduced resulting in deferred planting. Mowing contract services have been eliminated resulting in delayed frequency; city staff will complete work in-house. Bee removal contract services have been reduced resulting in delayed response; city staff will assess beehives when encountered.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 38,567	\$ 39,251	\$ 41,547	\$ 47,334
Employee Benefits	\$ 19,812	\$ 21,340	\$ 23,502	\$ 24,008
Materials	\$ 19,879	\$ 20,341	\$ 21,638	\$ 39,050
Contract Services	\$ 16,872	\$ 11,731	\$ 16,860	\$ 11,811
Cost Allocation	\$ 42,081	\$ 55,724	\$ 60,685	\$ 53,729
Special Projects	\$ -	\$ -	\$ 70,000	\$ -
Contingencies	\$ -	\$ -	\$ 962	\$ 636
Total Expenditures	\$ 137,211	\$ 148,387	\$ 235,194	\$ 176,568
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 137,211	\$ 148,387	\$ 235,194	\$ 176,568

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.20	0.20	0.20	0.20
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.40	0.40	0.40	0.40

There are no changes to the current level of staffing.

Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 819,844
Fund Balance	\$ -
General Fund Costs	\$ 819,844
% Funded by General Fund	100.0%
Total Staffing	1.5 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$819,844 for the Memorial Park program. This represents a decrease of \$52,133 (-6.0%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$352,646	\$328,717	\$23,929	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$59,669	\$28,986	\$30,683	Goose removal contract service has been eliminated resulting in delayed response. Bee removal contract services have been reduced resulting in delayed response ; city staff will assess beehives when encountered. Tree maintenance contract services have been reduced resulting in deferred trimming/upkeep.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 193,675	\$ 215,005	\$ 214,050	\$ 166,719
Employee Benefits	\$ 106,269	\$ 120,367	\$ 124,783	\$ 85,316
Materials	\$ 153,017	\$ 139,529	\$ 223,959	\$ 328,717
Contract Services	\$ 40,885	\$ 99,340	\$ 39,616	\$ 28,986
Cost Allocation	\$ 258,949	\$ 293,608	\$ 247,980	\$ 205,635
Capital Outlays	\$ -	\$ 31,950	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ 15,000	\$ -
Contingencies	\$ -	\$ -	\$ 6,589	\$ 4,471
Total Expenditures	\$ 752,795	\$ 899,799	\$ 871,977	\$ 819,844
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 752,795	\$ 899,799	\$ 871,977	\$ 819,844

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	2.20	2.20	2.20	1.20
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	2.50	2.50	2.50	1.50

As part of an expenditure reduction strategy, 1.0 FTE is being removed from the budget.

BBF Ground Maintenance

Budget Unit 100-84-811

General Fund - Grounds - BBF Ground Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 446,371
Fund Balance	\$ -
General Fund Costs	\$ 446,371
% Funded by General Fund	100.0%
Total Staffing	1.0 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$446,371 for the BBF Ground Maintenance program. This represents an increase of \$147,837 (49.5%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$21,174	\$18,944	\$2,230	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising
Contract Services	\$177,663	\$163,517	\$14,146	Bee removal contract services have been reduced resulting in delayed response; city staff will assess beehives when encountered. Tree maintenance contract services have been reduced resulting in deferred trimming/upkeep annually. Pathway and fencing contract services have been reduced resulting in delayed repairs; city staff will assess the need for the services and request budget for repairs as needed.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 86,310	\$ 79,844	\$ 94,256	\$ 138,741
Employee Benefits	\$ 46,099	\$ 48,016	\$ 55,953	\$ 57,844
Materials	\$ 6,698	\$ 5,126	\$ 5,020	\$ 18,944
Contract Services	\$ 44,098	\$ 40,506	\$ 45,740	\$ 163,517
Cost Allocation	\$ -	\$ 46,025	\$ 66,296	\$ 65,044
Special Projects	\$ -	\$ 12,960	\$ 30,000	\$ -
Contingencies	\$ -	\$ -	\$ 1,269	\$ 2,281
Total Expenditures	\$ 183,205	\$ 232,477	\$ 298,534	\$ 446,371
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 183,204	\$ 232,477	\$ 298,534	\$ 446,371

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.80	0.80	0.80	0.80
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	1.00	1.00	1.00	1.00

There are no changes to the current level of staffing.

School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 145,823
Total Expenditures	\$ 1,385,825
Fund Balance	\$ -
General Fund Costs	\$ 1,240,002
% Funded by General Fund	89.5%
Total Staffing	4.2 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,385,825 for the School Site Maintenance program. This represents a decrease of \$244,193 (-15.0%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$331,276	\$304,115	\$27,161	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$52,137	\$26,302	\$25,835	Pest abatement contract service has been eliminated resulting in increased pests and delayed control. Tree maintenance contract services have been reduced resulting in deferred trimming/upkeep.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Grounds School Site Maintenance	Garden Gate Elementary School City Access Gate Relocation	\$25,000	Unfunded: Deferred maintenance may negatively impact health of adjacent oak tree and will limit access of service vehicles
Grounds School Site Maintenance	Faria Elementary School Baseball Field Dugout Roof Replacements	\$25,000	Unfunded: Deferred building maintenance will result in deterioration of building assets

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Grounds School Site Maintenance	\$20,000	\$20,000	General Fund	Kennedy Middle School Baseball Field Dugout Roof Replacement

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 141,505	\$ 145,823	\$ 144,000	\$ 145,823
Total Revenues	\$ 141,505	\$ 145,823	\$ 144,000	\$ 145,823
Expenditures				
Employee Compensation	\$ 309,602	\$ 349,033	\$ 364,719	\$ 405,493
Employee Benefits	\$ 177,360	\$ 205,892	\$ 226,260	\$ 231,140
Materials	\$ 353,253	\$ 331,997	\$ 602,397	\$ 304,115
Contract Services	\$ 34,081	\$ 14,587	\$ 30,413	\$ 26,302
Cost Allocation	\$ 346,606	\$ 421,419	\$ 390,409	\$ 394,645
Special Projects	\$ 33,787	\$ 28,970	\$ -	\$ 20,000
Contingencies	\$ -	\$ -	\$ 15,820	\$ 4,130
Total Expenditures	\$ 1,254,689	\$ 1,351,898	\$ 1,630,018	\$ 1,385,825
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,113,184	\$ 1,206,075	\$ 1,486,018	\$ 1,240,002

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	3.40	3.40	3.40	3.40
MAINTENANCE WORKER III	0.60	0.60	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	4.20	4.20	4.20	4.20

There are no changes to the current level of staffing.

Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,597,350
Fund Balance	\$ -
General Fund Costs	\$ 2,597,350
% Funded by General Fund	100.0%
Total Staffing	8.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$2,597,350 for the Neighborhood Parks program. This represents a decrease of \$89,846 (-3.3%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$655,011	\$591,618	\$63,393	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$152,004	\$119,038	\$32,966	Pest abatement contract service has been eliminated resulting in increased pests and delayed control. Tree maintenance contract services have been reduced resulting in deferred trimming/upkeep.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 590,759	\$ 674,039	\$ 719,004	\$ 775,220
Employee Benefits	\$ 320,203	\$ 363,812	\$ 397,232	\$ 406,931
Materials	\$ 396,948	\$ 320,555	\$ 591,855	\$ 591,618
Contract Services	\$ 155,209	\$ 144,049	\$ 159,918	\$ 119,038
Cost Allocation	\$ 619,768	\$ 820,200	\$ 687,393	\$ 695,660
Special Projects	\$ -	\$ 45,917	\$ 113,000	\$ -
Contingencies	\$ -	\$ -	\$ 18,794	\$ 8,883
Total Expenditures	\$ 2,082,887	\$ 2,368,572	\$ 2,687,196	\$ 2,597,350
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 2,082,887	\$ 2,368,573	\$ 2,687,196	\$ 2,597,350

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	7.80	7.80	7.80	7.80
MAINTENANCE WORKER III	0.60	0.60	0.60	0.60
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	8.60	8.60	8.60	8.60

There are no changes to the current level of staffing.

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 941,182
Fund Balance	\$ -
General Fund Costs	\$ 941,182
% Funded by General Fund	100.0%
Total Staffing	2.5 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$941,182 for the Sport Fields Jollyman, Creekside program. This represents an increase of \$59,578 (6.8%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$342,746	\$314,346	\$28,400	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$37,279	\$29,824	\$7,455	Fencing contract services have been reduced resulting in delayed repairs; city staff will assess the need for the services and request budget for repairs. Tree maintenance contract services have been reduced resulting in deferred trimming/upkeep. Bee removal contract services have been reduced resulting in delayed response; city staff will assess beehives when encountered. Equipment rental contract services have been reduced resulting in deferred repairs.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Sports Fields	Jollyman Dugout Roof Replacement	\$10,000	Unfunded: Deferred building maintenance will result in deterioration of building assets

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 193,998	\$ 188,041	\$ 204,306	\$ 234,037
Employee Benefits	\$ 98,195	\$ 101,602	\$ 114,587	\$ 119,392
Materials	\$ 178,657	\$ 179,437	\$ 304,683	\$ 314,346
Contract Services	\$ 21,828	\$ 225	\$ 16,996	\$ 29,824
Cost Allocation	\$ 238,074	\$ 295,678	\$ 232,990	\$ 239,281
Contingencies	\$ -	\$ -	\$ 8,042	\$ 4,302
Total Expenditures	\$ 730,752	\$ 764,983	\$ 881,604	\$ 941,182
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 730,752	\$ 764,982	\$ 881,604	\$ 941,182

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	2.00
MAINTENANCE WORKER III	0.30	0.30	0.30	0.30
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	2.50	2.50	2.50	2.50

There are no changes to the current level of staffing.

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 220,710
Total Expenditures	\$ 182,684
Fund Balance	\$ -
General Fund Costs	\$ (38,026)
% Funded by General Fund	-20.8%
Total Staffing	0.8 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$182,684 for the Civic Center Maintenance program. This represents an increase of \$2,269 (1.3%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$52,756	\$48,994	\$3,762	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 250,996	\$ 297,077	\$ 241,589	\$ 220,710
Total Revenues	\$ 250,996	\$ 297,077	\$ 241,589	\$ 220,710
Expenditures				
Employee Compensation	\$ 73,323	\$ 79,707	\$ 76,795	\$ 84,246
Employee Benefits	\$ 40,756	\$ 44,008	\$ 47,947	\$ 48,832
Materials	\$ 67,892	\$ 43,488	\$ 54,315	\$ 48,994
Contract Services	\$ 6,080	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,358	\$ 612
Total Expenditures	\$ 188,051	\$ 167,203	\$ 180,415	\$ 182,684
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (62,946)	\$ (129,875)	\$ (61,174)	\$ (38,026)

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.60	0.60	0.60	0.60
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.80

There are no changes to the current level of staffing.

Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

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

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 342	\$ -	\$ -	\$ -
Employee Benefits	\$ 1,791	\$ -	\$ -	\$ -
Materials	\$ 3,364	\$ -	\$ -	\$ -
Total Expenditures	\$ 5,497	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 5,496	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,796,584
Fund Balance	\$ (1,796,584)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.9 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,796,584 for the Sidewalk Curb and Gutter program. This represents a decrease of \$185,622 (-9.4%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Service	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$17,211	\$10,019	\$7,192	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$33,998	\$27,198	\$6,800	Reduced contract services for sidewalk inspections will delay or defer sidewalk repairs.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk, Curb and Gutter Project	\$1,144,291	\$1,144,291	Transportation Fund/General Fund	Annual Sidewalk, Curb and Gutter Project. The original budget request was \$1,430,364, which was reduced by \$286,073. Service impacts will be delayed or deferred sidewalk repairs.
Annual Sidewalk Grinding Project	\$88,022	\$88,022	Transportation Fund/General Fund	Annual Sidewalk Grinding Project. The original budget request was \$110,028, which was reduced by \$22,006. Service impacts will be delayed or deferred sidewalk lift repairs.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 8,970	\$ 23,710	\$ -	\$ -
Total Revenues	\$ 8,970	\$ 23,710	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 160,174	\$ 169,564	\$ 211,093	\$ 219,175
Employee Benefits	\$ 77,481	\$ 82,438	\$ 112,768	\$ 106,862
Materials	\$ 12,919	\$ 14,186	\$ 16,941	\$ 10,019
Contract Services	\$ 60,900	\$ -	\$ 32,074	\$ 27,198
Cost Allocation	\$ 141,232	\$ 159,648	\$ 154,905	\$ 200,552
Special Projects	\$ 899,796	\$ 1,314,836	\$ 1,453,200	\$ 1,232,313
Contingencies	\$ -	\$ -	\$ 1,225	\$ 465
Total Expenditures	\$ 1,352,502	\$ 1,740,672	\$ 1,982,206	\$ 1,796,584
Fund Balance	\$ (1,343,532)	\$ (1,716,962)	\$ (1,982,206)	\$ (1,796,584)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.70	0.75
PUBLIC WORKS INSPECTOR	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.15
Total	1.40	1.40	1.80	1.90

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

Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,542,298
Total Expenditures	\$ 3,947,711
Fund Balance	\$ (2,405,413)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$3,947,711 for the Street Pavement Maintenance program. This represents a decrease of \$639,502 (-13.9%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$38,200	\$22,737	\$15,463	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$101,920	\$81,536	\$20,384	Reduced contract services will increase asphalt-related failures and pavement deterioration, which will result in poor street conditions and lowering the City's overall Pavement Condition Index (PCI) rating.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Annual Asphalt Project (Special Projects)	\$1,943,668	\$1,943,668	Transportation Fund/General Fund/SB1	Annual Asphalt Project. The original budget request was \$3,529,864, which was reduced by \$705,972. Service impacts will be delayed or deferred pavement maintenance and repairs, which will lower the City's Pavement Condition Index (PCI) rating.
Annual Asphalt Project (Capital Outlays)	\$880,224	\$880,224		

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 2,155,612	\$ 1,631,881	\$ 1,719,146	\$ 1,542,298
Charges for Services	\$ -	\$ 827	\$ 1,654	\$ -
Miscellaneous Revenue	\$ 563,864	\$ 126	\$ -	\$ -
Total Revenues	\$ 2,719,476	\$ 1,632,834	\$ 1,720,800	\$ 1,542,298
Expenditures				
Employee Compensation	\$ 403,281	\$ 402,327	\$ 506,887	\$ 448,174
Employee Benefits	\$ 192,104	\$ 188,278	\$ 258,935	\$ 208,883
Materials	\$ 19,001	\$ 38,240	\$ 37,981	\$ 22,737
Contract Services	\$ -	\$ -	\$ 208,411	\$ 81,536
Cost Allocation	\$ 347,464	\$ 417,002	\$ 351,039	\$ 361,186
Capital Outlays	\$ -	\$ 1,773,050	\$ 1,038,000	\$ 880,224
Special Projects	\$ 1,877,852	\$ 1,089,622	\$ 2,179,800	\$ 1,943,668
Contingencies	\$ -	\$ -	\$ 6,160	\$ 1,303
Total Expenditures	\$ 2,839,702	\$ 3,908,519	\$ 4,587,213	\$ 3,947,711
Fund Balance	\$ (120,227)	\$ (2,275,686)	\$ (2,866,413)	\$ (2,405,413)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	2.65	2.65	2.40	2.35
MAINTENANCE WORKER III	0.25	0.25	1.25	0.25
PUBLIC WORKS PROJECT MANAGER	0.75	0.75	0.75	0.75
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.25
Total	3.95	3.95	4.70	3.60

As part of an expenditure reduction strategy, 1.1 FTE is being removed from the budget.

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 780,532
Fund Balance	\$ (780,532)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$780,532 for the Street Sign Marking program. This represents a decrease of \$49,362 (-5.9%) from the FY 2022-23 Adopted Budget.

There is an increase due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$151,098	\$76,491	\$74,607	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$22,491	\$17,993	\$4,498	Reduced contract services will result in delayed maintenance of roadway restriping, legends, curb painting and replacement of street signs.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 673	\$ -	\$ -
Miscellaneous Revenue	\$ 805	\$ 3,119	\$ -	\$ -
Total Revenues	\$ 805	\$ 3,792	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 286,237	\$ 272,394	\$ 287,785	\$ 308,235
Employee Benefits	\$ 157,983	\$ 143,453	\$ 156,401	\$ 159,806
Materials	\$ 122,402	\$ 121,779	\$ 141,723	\$ 76,491
Contract Services	\$ -	\$ -	\$ 21,218	\$ 17,993
Cost Allocation	\$ 206,819	\$ 242,544	\$ 208,393	\$ 216,826
Special Projects	\$ 12,513	\$ -	\$ 10,300	\$ -
Contingencies	\$ -	\$ -	\$ 4,074	\$ 1,181
Total Expenditures	\$ 785,954	\$ 780,170	\$ 829,894	\$ 780,532
Fund Balance	\$ (785,150)	\$ (776,378)	\$ (829,894)	\$ (780,532)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	3.00	3.00	2.75	2.50
MAINTENANCE WORKER III	0.20	0.20	0.20	0.35
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	3.40	3.40	3.15	3.05

As part of an expenditure reduction strategy, 0.1 FTE is being removed from the budget.

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,012,690
Fund Balance	\$ -
General Fund Costs	\$ 1,012,690
% Funded by General Fund	100.0%
Total Staffing	1.3 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,012,690 for the Street Lighting program. This represents a decrease of \$12,151 (-1.2%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$386,991	\$359,665	\$27,326	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$68,232	\$49,152	\$19,080	Reduced contract services will delay or defer street light infrastructure repair.

Special Projects

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

Project	Appropriation	Revenue	Funding Source	Description
Fluted Street Light Pole Replacement	\$230,000	\$230,000	General Fund	Last year of multi-year project

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 23,262	\$ 4,410	\$ -	\$ -
Total Revenues	\$ 23,262	\$ 4,410	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 101,322	\$ 121,274	\$ 126,377	\$ 162,947
Employee Benefits	\$ 48,833	\$ 58,566	\$ 63,279	\$ 74,355
Materials	\$ 314,562	\$ 347,699	\$ 356,776	\$ 359,665
Contract Services	\$ 80,595	\$ 43,232	\$ 64,120	\$ 49,152
Cost Allocation	\$ 127,431	\$ 136,287	\$ 182,467	\$ 131,461
Special Projects	\$ 151,413	\$ 304,059	\$ 221,300	\$ 230,000
Contingencies	\$ -	\$ -	\$ 10,522	\$ 5,110
Total Expenditures	\$ 824,156	\$ 1,011,117	\$ 1,024,841	\$ 1,012,690
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 800,894	\$ 1,006,708	\$ 1,024,841	\$ 1,012,690

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0	0.10
MAINTENANCE WORKER III	0	0	0	0.05
PUBLIC WORKS SUPERVISOR	0.05	0.05	0.05	0.10
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00
Total	1.05	1.05	1.05	1.25

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

Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,523,066
Total Expenditures	\$ 1,502,887
Fund Balance	\$ 20,179
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	3.0 FTE

Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (103) and all power equipment (689). Equipment includes trailers, mowers and other equipment required to maintain the City's infrastructure. The division also manages above ground fuel storage tank at Service Center.

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,502,887 for the Equipment Maintenance program. This represents a decrease of \$99,307 (-6.2%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$333,907	\$253,684	\$80,223	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$128,239	\$102,591	\$25,648	Equipment rental contract services have been reduced resulting in deferred repairs.
				Equipment maintenance contract services have been reduced resulting in deferred repairs.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 1,633,518	\$ 1,718,598	\$ 1,568,633	\$ 1,523,066
Miscellaneous Revenue	\$ 9,799	\$ 2,818	\$ -	\$ -
Total Revenues	\$ 1,643,317	\$ 1,721,416	\$ 1,568,633	\$ 1,523,066
Expenditures				
Employee Compensation	\$ 302,043	\$ 284,430	\$ 309,791	\$ 332,325
Employee Benefits	\$ 128,657	\$ 103,761	\$ 166,150	\$ 169,342
Materials	\$ 288,859	\$ 334,113	\$ 317,706	\$ 253,684
Contract Services	\$ 75,743	\$ 52,177	\$ 120,697	\$ 102,591
Cost Allocation	\$ -	\$ -	\$ 7,844	\$ -
Other Financing Uses	\$ 669,046	\$ 640,492	\$ 669,046	\$ 640,492
Contingencies	\$ -	\$ -	\$ 10,960	\$ 4,453
Total Expenditures	\$ 1,464,348	\$ 1,414,973	\$ 1,602,194	\$ 1,502,887
Fund Balance	\$ 184,969	\$ 672,442	\$ (33,561)	\$ 20,179
General Fund Costs	\$ 6,000	\$ 366,000	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I/II	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

There are no changes to the current level of staffing.

Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 219,272
Fund Balance	\$ -
General Fund Costs	\$ 219,272
% Funded by General Fund	100.0%
Total Staffing	0.8 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$219,272 for the Environmental Materials program. This represents a decrease of \$4,865 (-2.2%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$60,277	\$39,288	\$20,989	Reduced budget for hazardous materials disposal, which includes computer and other e-waste; lighting waste; vehicle fluids, etc. will create an accumulation of materials on site.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 64,875	\$ 63,810	\$ 70,166	\$ 76,706
Employee Benefits	\$ 31,381	\$ 30,605	\$ 36,761	\$ 37,476
Materials	\$ 38,946	\$ 28,969	\$ 54,533	\$ 39,288
Contract Services	\$ 5,442	\$ -	\$ -	\$ -
Cost Allocation	\$ 57,136	\$ 66,520	\$ 61,314	\$ 65,311
Contingencies	\$ -	\$ -	\$ 1,363	\$ 491
Total Expenditures	\$ 197,780	\$ 189,904	\$ 224,137	\$ 219,272
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 197,781	\$ 189,905	\$ 224,137	\$ 219,272

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.35	0.55
MAINTENANCE WORKER III	0.25	0.25	0.25	0.15
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.05
Total	0.65	0.65	0.70	0.75

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

Trail Maintenance

Budget Unit 100-86-261

General Fund - Trees and Right of Way - Trail Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 199,926
Fund Balance	\$ -
General Fund Costs	\$ 199,926
% Funded by General Fund	100.0%
Total Staffing	0.9 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$199,926 for the Trail Maintenance program. This represents a decrease of \$32,838 (-14.1%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$10,801	\$4,981	\$5,820	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$39,171	\$22,126	\$17,045	Reduced contract services for pest abatement, graffiti mitigation, and fencing repairs will result in delayed or deferred trial maintenance.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ 130,244	\$ 121,150
Employee Benefits	\$ -	\$ -	\$ 62,880	\$ 51,330
Materials	\$ -	\$ -	\$ 10,392	\$ 4,981
Contract Services	\$ -	\$ -	\$ 28,281	\$ 22,126
Contingencies	\$ -	\$ -	\$ 967	\$ 339
Total Expenditures	\$ -	\$ -	\$ 232,764	\$ 199,926
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ 232,764	\$ 199,926

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0.90	0.75
MAINTENANCE WORKER III	0	0	0.15	0
PUBLIC WORKS SUPERVISOR	0	0	0.10	0.10
Total	0	0	1.15	0.85

As part of an expenditure reduction strategy, 0.3 FTE is being removed from the budget.

Overpasses and Medians

Budget Unit 100-86-824

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 4,410
Total Expenditures	\$ 1,674,062
Fund Balance	\$ -
General Fund Costs	\$ 1,669,652
% Funded by General Fund	99.7%
Total Staffing	6.6 FTE

Program Overview

The Overpasses and Medians program maintains 31.67 developed acres of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way, the landscaped area of the Lawrence trail, and the landscaped area of the Don Burnett Bridge.

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,674,062 for the Overpasses and Medians program. This represents a decrease of \$128,834 (-7.1%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$259,523	\$184,191	\$75,332	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
				Pest abatement contract services has been eliminated resulting in increased pests and delayed control.
Contract Services	\$46,278	\$26,467	\$19,811	Fencing contract services has been reduced resulting in delayed repairs; city staff will assess the need for the services and request budget for repairs. Contract services for street-side waste container disposal will result in delayed maintenance.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Trees/Right of Way - Overpasses and Medians	Water Service for Medians	\$120,000	Unfunded - Service impacts include less efficient use of water on roadway medians.
Trees/Right of Way - Overpasses and Medians	Electrical Meter Installations - Alhambra Avenue & Homestead Avenue	\$30,000	Unfunded - Service Impacts include less efficient water meter function and increased water use on roadway medians.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 4,410
Total Revenues	\$ -	\$ -	\$ -	\$ 4,410
Expenditures				
Employee Compensation	\$ 507,838	\$ 514,643	\$ 553,984	\$ 631,983
Employee Benefits	\$ 264,147	\$ 285,806	\$ 331,331	\$ 353,520
Materials	\$ 197,886	\$ 200,312	\$ 210,929	\$ 184,191
Contract Services	\$ 15,312	\$ 63,494	\$ 45,614	\$ 26,467
Cost Allocation	\$ 491,649	\$ 542,062	\$ 456,324	\$ 475,268
Special Projects	\$ -	\$ 39,200	\$ 198,300	\$ -
Contingencies	\$ -	\$ -	\$ 6,414	\$ 2,633
Total Expenditures	\$ 1,476,832	\$ 1,645,517	\$ 1,802,896	\$ 1,674,062
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,476,831	\$ 1,645,516	\$ 1,802,896	\$ 1,669,652

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	5.00	5.00	5.10	5.25
MAINTENANCE WORKER III	1.00	1.00	0.85	1.00
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
Total	6.30	6.30	6.25	6.55

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

Street Tree Maintenance

Budget Unit 100-86-825

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 56,337
Total Expenditures	\$ 1,792,601
Fund Balance	\$ -
General Fund Costs	\$ 1,736,264
% Funded by General Fund	96.9%
Total Staffing	7.4 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,792,601 for the Street Tree Maintenance program. This represents an increase of \$110,670 (6.6%) from the FY 2022-23 Adopted Budget.

The increase is mainly due to the Tree Inventory Citywide Work Program project and increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$125,301	\$67,560	\$57,741	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$15,078	\$12,962	\$2,116	Bee removal contract services have been reduced resulting in delayed response; city staff will assess beehives when encountered. Reduced contract services for emergency tree maintenance will require staff to request additional funds when necessary.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Tree Fund Transfer	\$15,000	\$15,000	Tree Fund - Development Fees	New street tree planting
Tree Inventory	\$60,000	\$60,000	General Fund	Citywide Work Program

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Charges for Services	\$ 11,727	\$ 41,337	\$ 16,826	\$ 41,337
Transfers In	\$ 15,000	\$ 15,000	\$ 61,140	\$ 15,000
Total Revenues	\$ 26,727	\$ 56,337	\$ 77,966	\$ 56,337
Expenditures				
Employee Compensation	\$ 675,164	\$ 628,011	\$ 636,157	\$ 689,114
Employee Benefits	\$ 370,406	\$ 367,549	\$ 371,175	\$ 397,557
Materials	\$ 92,730	\$ 96,056	\$ 112,961	\$ 67,560
Contract Services	\$ 13,120	\$ 5,472	\$ 10,164	\$ 12,962
Cost Allocation	\$ 531,588	\$ 625,568	\$ 533,396	\$ 549,401
Special Projects	\$ 14,475	\$ 38,724	\$ 15,000	\$ 75,000
Contingencies	\$ -	\$ -	\$ 3,078	\$ 1,007
Total Expenditures	\$ 1,697,483	\$ 1,761,380	\$ 1,681,931	\$ 1,792,601
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,670,755	\$ 1,705,043	\$ 1,603,965	\$ 1,736,264

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	7.00	7.00	6.00	6.00
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.40	0.40	0.40	0.40
Total	8.40	8.40	7.40	7.40

There are no changes to the current level of staffing.

Sheriff Work Program

Budget Unit 100-86-826

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 593,307
Fund Balance	\$ -
General Fund Costs	\$ 593,307
% Funded by General Fund	100.0%
Total Staffing	2.2 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$593,307 for the Sheriff Work Program program. This represents an increase of \$51,531 (9.5%) from the FY 2022-23 Adopted Budget.

The budget increase is primarily attributed to an increase in cost allocation due to higher human resources costs resulting from recent recruitments.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$9,541	\$5,182	\$4,359	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 218,914	\$ 183,903	\$ 229,925	\$ 244,742
Employee Benefits	\$ 100,516	\$ 110,249	\$ 109,865	\$ 102,709
Materials	\$ 2,193	\$ 9,229	\$ 9,109	\$ 5,182
Contract Services	\$ -	\$ 4,977	\$ 5,042	\$ 5,913
Cost Allocation	\$ 220,975	\$ 200,818	\$ 187,481	\$ 234,622
Contingencies	\$ -	\$ -	\$ 354	\$ 139
Total Expenditures	\$ 542,598	\$ 509,176	\$ 541,776	\$ 593,307
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 542,597	\$ 509,175	\$ 541,776	\$ 593,307

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	2.00
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.20	0.20
Total	2.30	2.30	2.20	2.20

There are no changes to the current level of staffing.

BBF Golf Maintenance

Budget Unit 560-87-260

Blackberry Farm - Facilities and Fleet - BBF Golf Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 103,244
Fund Balance	\$ (103,244)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

Maintain the Blackberry Farm Golf Course buildings to ensure efficient operations, property management and community pride.

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$103,244 for the BBF Golf Maintenance program. This represents a decrease of \$30,342 (-22.7%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$38,728	\$33,012	\$5,716	<p data-bbox="1211 258 1459 464">Pest abatement contract service has been reduced resulting in increased pests and delayed control.</p> <p data-bbox="1211 495 1459 663">Golf cart maintenance contract service has been reduced resulting in deferred upkeep.</p> <p data-bbox="1211 695 1459 968">Sewer cleaning contract service has been reduced which increases the likelihood of sewer overflow and sewer lateral failure from root intrusion.</p> <p data-bbox="1211 999 1459 1171">Janitorial contract services have been reduced to 1 day per week at the Pro Shop.</p>

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ -	\$ -	\$ 106,085	\$ 68,957
Contract Services	\$ -	\$ -	\$ 24,243	\$ 33,012
Contingencies	\$ -	\$ -	\$ 3,258	\$ 1,275
Total Expenditures	\$ -	\$ -	\$ 133,586	\$ 103,244
Fund Balance	\$ -	\$ -	\$ (133,586)	\$ (103,244)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 468,887
Total Expenditures	\$ 501,115
Fund Balance	\$ -
General Fund Costs	\$ 32,228
% Funded by General Fund	6.4%
Total Staffing	0.7 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$501,115 for the City Hall Maintenance program. This represents a decrease of \$47,582 (-8.7%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$286,336	\$269,946	\$16,390	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising
Contract Services	\$136,642	\$109,682	\$26,960	Storage rental contract services have been eliminated resulting in storage of materials at various City buildings. Pest abatement contract service has been reduced resulting in increased pests and delayed control. Maintenance contract services have been reduced resulting in delayed maintenance and increased deterioration of building assets. Janitorial contract services have been reduced from 6 days per week to 3 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance City Hall Alarm	City Hall Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 8,838	\$ -	\$ -	\$ -
Charges for Services	\$ 500,394	\$ 452,294	\$ 379,100	\$ 468,887
Total Revenues	\$ 509,232	\$ 452,294	\$ 379,100	\$ 468,887
Expenditures				
Employee Compensation	\$ 106,954	\$ 99,965	\$ 108,611	\$ 78,914
Employee Benefits	\$ 52,427	\$ 51,476	\$ 58,008	\$ 37,828
Materials	\$ 112,901	\$ 148,726	\$ 257,988	\$ 269,946
Contract Services	\$ 152,740	\$ 279,411	\$ 114,771	\$ 109,682
Special Projects	\$ -	\$ 6,856	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 9,319	\$ 4,745
Total Expenditures	\$ 425,022	\$ 586,434	\$ 548,697	\$ 501,115
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (84,209)	\$ 134,140	\$ 169,597	\$ 32,228

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.10
MAINTENANCE WORKER III	0.70	0.70	0.70	0.40
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	1.00	1.00	1.00	0.70

As part of an expenditure reduction strategy, 0.3 FTE is being removed from the budget.

Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 918,938
Total Expenditures	\$ 1,007,661
Fund Balance	\$ -
General Fund Costs	\$ 88,723
% Funded by General Fund	8.8%
Total Staffing	0.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,007,661 for the Library Maintenance program. This represents an increase of \$340,159 (51.0%) from the FY 2022-23 Adopted Budget.

The budget increase is due primarily to an increase in cost of materials and contract services, as well as utility rate increases.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original	FY 2023-24 Reduced	Reduction	Service Impact
	Budget	Budget		
Contract Services	\$462,881	\$454,486	\$8,395	Reduced Aquarium Maintenance

Revenue billing was paused during the re-negotiation of the agreement with Santa Clara County, which resulted in very low actual revenue in FY 2020-21 and higher actual revenue in FY 2021-22. Actual revenue in FY 2021-22 include both FY 2020-21 and 2021-22 revenue.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ 8,792	\$ 15,911	\$ 26,004	\$ 25,471
Charges for Services	\$ -	\$ 1,356,115	\$ 595,158	\$ 893,467
Total Revenues	\$ 8,792	\$ 1,372,026	\$ 621,162	\$ 918,938
Expenditures				
Employee Compensation	\$ 67,192	\$ 55,974	\$ 59,834	\$ 64,752
Employee Benefits	\$ 36,070	\$ 31,944	\$ 33,594	\$ 31,247
Materials	\$ 19,109	\$ 127,359	\$ 10,074	\$ 362,674
Contract Services	\$ 285,275	\$ 410,691	\$ 429,558	\$ 454,486
Cost Allocation	\$ 82,239	\$ 91,770	\$ 78,451	\$ 84,287
Special Projects	\$ -	\$ 24,357	\$ 45,000	\$ -
Contingencies	\$ -	\$ -	\$ 10,991	\$ 10,215
Total Expenditures	\$ 489,885	\$ 742,095	\$ 667,502	\$ 1,007,661
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 481,093	\$ (629,932)	\$ 46,340	\$ 88,723

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.60	0.60	0.40	0.20
MAINTENANCE WORKER III	0.10	0.10	0.10	0.30
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.60	0.60

There are no changes to the current level of staffing.

Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 311,181
Fund Balance	\$ -
General Fund Costs	\$ 311,181
% Funded by General Fund	100.0%
Total Staffing	0.5 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$311,181 for the Service Center Maintenance program. This represents a decrease of \$124,484 (-28.6%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
				Maintenance contract services have been reduced resulting in delayed maintenance and increased deterioration of building assets.
Contract Services	\$71,447	\$60,937	\$10,510	Pest abatement contract service has been reduced resulting in increased pests and delayed control. Janitorial contract services have been reduced from 6 days per week to 5 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Service Center Maintenance	Service Center Men's Restroom Floor Replacement	\$30,000	Unfunded: Deferred building maintenance will result in deterioration of building assets
Service Center Maintenance	Service Center Women's Restroom Floor Replacement	\$20,000	Unfunded: Deferred building maintenance will result in deterioration of building assets
Service Center Maintenance	Service Center Coffee Room Cabinet Replacement	\$7,000	Unfunded: Deferred building maintenance will result in deterioration of building assets

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Service Center Maintenance	\$15,000	\$15,000	General Fund	Service Center Shop Roof Recoating

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 66,646	\$ 53,818	\$ 68,217	\$ 55,949
Employee Benefits	\$ 35,263	\$ 29,452	\$ 38,828	\$ 27,245
Materials	\$ 44,528	\$ 52,270	\$ 46,343	\$ 65,296
Contract Services	\$ 76,887	\$ 77,766	\$ 84,711	\$ 60,937
Cost Allocation	\$ 80,684	\$ 88,518	\$ 84,790	\$ 85,176
Capital Outlays	\$ -	\$ 12,829	\$ -	\$ -
Special Projects	\$ -	\$ 43,721	\$ 109,500	\$ 15,000
Contingencies	\$ -	\$ -	\$ 3,276	\$ 1,578
Total Expenditures	\$ 304,008	\$ 358,374	\$ 435,665	\$ 311,181
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 304,008	\$ 358,374	\$ 435,665	\$ 311,181

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.40	0.20
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.70	0.70	0.70	0.50

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 574,990
Fund Balance	\$ -
General Fund Costs	\$ 574,990
% Funded by General Fund	100.0%
Total Staffing	0.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$574,990 for the Quinlan Community Center Maintenance program. This represents a decrease of \$63,825 (-10.0%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$160,971	\$117,294	\$43,677	Locks, doors, and keys contract services have been reduced resulting in delayed response to increased door repairs. Storage rental contract services have been eliminated resulting in storage of materials at various City buildings. Pest abatement contract service has been reduced resulting in increased pests and delayed control. Janitorial contract services have been reduced from 7 days per week to 3 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Quinlan Community Center Alarm	Quinlan Community Center Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Facilities Maintenance Quinlan Community Center	\$15,000	\$15,000	General Fund	Quinlan Community Center Lobby Office Security Upgrade
Facilities Maintenance Quinlan Community Center	\$5,000	\$5,000	General Fund	Quinlan Community Center Pre-School Counter Laminate Replacement
Facilities Maintenance Quinlan Community Center	\$65,000	\$65,000	General Fund	Quinlan Community Center Pre-School Floor Replacement

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 73,160	\$ 59,179	\$ 76,442	\$ 62,294
Employee Benefits	\$ 35,036	\$ 29,198	\$ 39,009	\$ 28,194
Materials	\$ 105,322	\$ 128,224	\$ 211,815	\$ 175,895
Contract Services	\$ 136,022	\$ 160,826	\$ 162,000	\$ 117,294
Cost Allocation	\$ 99,702	\$ 110,437	\$ 106,204	\$ 102,648
Capital Outlays	\$ 57,728	\$ -	\$ -	\$ -
Special Projects	\$ 3,756	\$ -	\$ 34,000	\$ 85,000
Contingencies	\$ -	\$ -	\$ 9,345	\$ 3,665
Total Expenditures	\$ 510,726	\$ 487,864	\$ 638,815	\$ 574,990
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 510,726	\$ 487,864	\$ 638,815	\$ 574,990

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.70	0.50
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.60

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 324,580
Fund Balance	\$ -
General Fund Costs	\$ 324,580
% Funded by General Fund	100.0%
Total Staffing	0.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$324,580 for the Senior Center Maintenance program. This represents a decrease of \$292,206 (-47.4%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$70,017	\$69,641	\$376	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising
Contract Services	\$123,602	\$88,223	\$35,379	<p>Pest abatement contract service has been reduced resulting in increased pests and delayed control. Reduction of select contracted services will defer building maintenance items such as flooring, steam cleaning, beverage equipment maintenance, and painting which can lead to deterioration of the building components.</p> <p>Storage rental contract services have been eliminated resulting in storage of materials at various City buildings.</p> <p>Janitorial contract services have been reduced from 7 days per week to 3 days per week.</p>

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Senior Center Alarm	Senior Center Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 61,501	\$ 20,750	\$ 66,290	\$ 54,313
Employee Benefits	\$ 38,425	\$ 12,840	\$ 40,927	\$ 25,741
Materials	\$ 43,010	\$ 56,284	\$ 115,317	\$ 69,641
Contract Services	\$ 34,588	\$ 65,824	\$ 121,789	\$ 88,223
Cost Allocation	\$ 78,167	\$ 84,539	\$ 78,035	\$ 84,689
Special Projects	\$ 5,099	\$ -	\$ 188,500	\$ -
Contingencies	\$ -	\$ -	\$ 5,928	\$ 1,973
Total Expenditures	\$ 260,790	\$ 240,237	\$ 616,786	\$ 324,580
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 260,790	\$ 240,237	\$ 616,786	\$ 324,580

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.70	0.50
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.80	0.80	0.60

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 4,462
Total Expenditures	\$ 294,063
Fund Balance	\$ -
General Fund Costs	\$ 289,601
% Funded by General Fund	98.5%
Total Staffing	0.6 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$294,063 for the McClellan Ranch Maintenance program. This represents an increase of \$55,796 (23.4%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$47,833	\$37,486	\$10,347	Pest abatement contract service has been reduced resulting in increased pests and delayed control. Janitorial contract services have been reduced from 7 days per week to 3 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance McClellan Ranch Alarm	McClellan Ranch Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Facilities Maintenance McClellan Ranch	\$20,000	\$20,000	General Fund	McClellan Ranch Nature Shop Roof Repair
Facilities Maintenance McClellan Ranch	\$30,000	\$30,000	General Fund	McClellan Ranch EEC Exterior Painting
Facilities Maintenance McClellan Ranch	\$15,000	\$15,000	General Fund	McClellan Ranch Shop Roof / Gutter Repair

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 865	\$ 891	\$ 891	\$ 4,462
Total Revenues	\$ 865	\$ 891	\$ 891	\$ 4,462
Expenditures				
Employee Compensation	\$ 48,247	\$ 36,238	\$ 40,717	\$ 57,296
Employee Benefits	\$ 24,031	\$ 19,122	\$ 20,377	\$ 28,441
Materials	\$ 14,446	\$ 32,167	\$ 20,432	\$ 43,571
Contract Services	\$ 19,425	\$ 23,856	\$ 48,685	\$ 37,486
Cost Allocation	\$ 58,140	\$ 63,811	\$ 51,328	\$ 61,256
Special Projects	\$ -	\$ 19,839	\$ 55,000	\$ 65,000
Contingencies	\$ -	\$ -	\$ 1,728	\$ 1,013
Total Expenditures	\$ 164,289	\$ 195,033	\$ 238,267	\$ 294,063
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 163,423	\$ 194,142	\$ 237,376	\$ 289,601

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.50	0.50	0.30	0.40
MAINTENANCE WORKER III	0	0	0	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.60	0.60	0.40	0.60

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

Monta Vista Community Center Maintenance

Budget Unit 100-87-833

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 186,598
Fund Balance	\$ -
General Fund Costs	\$ 186,598
% Funded by General Fund	100.0%
Total Staffing	0.3 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$186,598 for the Monta Vista Community Center Maintenance program. This represents a decrease of \$15,900 (-7.9%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$46,094	\$33,251	\$12,843	<p>Janitorial contract services have been reduced from 7 days per week to 4 days per week.</p> <p>Storage rental contract services have been eliminated resulting in storage of materials at various City buildings.</p> <p>Plumbing contract services have been reduced resulting in reduced response time for repairs.</p> <p>Pest abatement contract service has been reduced resulting in increased pests and delayed control.</p>

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Monta Vista Alarm	Monta Vista Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 36,430	\$ 24,550	\$ 40,067	\$ 33,242
Employee Benefits	\$ 19,701	\$ 13,354	\$ 23,084	\$ 16,011
Materials	\$ 31,684	\$ 24,163	\$ 37,585	\$ 48,635
Contract Services	\$ 22,258	\$ 36,348	\$ 48,085	\$ 33,251
Cost Allocation	\$ 49,815	\$ 55,247	\$ 51,535	\$ 54,435
Contingencies	\$ -	\$ -	\$ 2,142	\$ 1,024
Total Expenditures	\$ 159,888	\$ 153,662	\$ 202,498	\$ 186,598
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 159,888	\$ 153,662	\$ 202,498	\$ 186,598

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.30	0.10
MAINTENANCE WORKER III	0	0	0	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.40	0.40	0.40	0.30

As part of an expenditure reduction strategy, 0.1 FTE is being removed from the budget.

Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 95,762
Fund Balance	\$ -
General Fund Costs	\$ 95,762
% Funded by General Fund	100.0%
Total Staffing	0.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$95,762 for the Wilson Park Maintenance program. This represents a decrease of \$9,125 (-8.7%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$20,133	\$15,472	\$4,661	Janitorial contract services have been reduced from 7 days per week to 5 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Wilson Park	Wilson Park Pottery Building Exterior Painting	\$25,000	Unfunded: Deferred building maintenance will result in deterioration of building assets

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Facilities Maintenance Wilson Park	\$7,000	\$7,000	General Fund	Wilson Park Snack Shack Gutter Replacements

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 21,254	\$ 20,840	\$ 20,323	\$ 7,595
Employee Benefits	\$ 11,533	\$ 12,590	\$ 12,899	\$ 3,884
Materials	\$ 10,087	\$ 21,964	\$ 15,429	\$ 27,878
Contract Services	\$ 12,533	\$ 13,209	\$ 18,670	\$ 15,472
Cost Allocation	\$ 36,619	\$ 38,598	\$ 36,714	\$ 33,391
Special Projects	\$ -	\$ -	\$ -	\$ 7,000
Contingencies	\$ -	\$ -	\$ 852	\$ 542
Total Expenditures	\$ 92,026	\$ 107,201	\$ 104,887	\$ 95,762
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 92,026	\$ 107,201	\$ 104,887	\$ 95,762

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0	0.10
MAINTENANCE WORKER III	0.20	0.20	0.20	0
Total	0.20	0.20	0.20	0.10

As part of an expenditure reduction strategy, 0.1 FTE is being removed from the budget.

Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 46,228
Fund Balance	\$ -
General Fund Costs	\$ 46,228
% Funded by General Fund	100.0%
Total Staffing	0.0 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$46,228 for the Portal Park Maintenance program. This represents a decrease of \$22,957 (-33.2%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$13,476	\$10,519	\$2,957	Janitorial contract services have been reduced from 5 days per week to 2 days per week.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 10,496	\$ 10,298	\$ 10,162	\$ 63
Employee Benefits	\$ 5,746	\$ 6,266	\$ 6,450	\$ -
Materials	\$ 4,887	\$ 6,458	\$ 9,511	\$ 10,976
Contract Services	\$ 11,298	\$ 7,122	\$ 12,679	\$ 10,519
Cost Allocation	\$ 26,093	\$ 29,259	\$ 29,828	\$ 24,401
Contingencies	\$ -	\$ -	\$ 555	\$ 269
Total Expenditures	\$ 58,520	\$ 59,403	\$ 69,185	\$ 46,228
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 58,521	\$ 59,402	\$ 69,185	\$ 46,228

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER III	0.10	0.10	0.10	0
Total	0.10	0.10	0.10	0

As part of an expenditure reduction strategy, 0.1 FTE is being removed from the budget.

Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 659,546
Fund Balance	\$ (659,546)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.7 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$659,546 for the Sports Center Maintenance program. This represents an increase of \$19,349 (3.0%) from the FY 2022-23 Adopted Budget.

The budget is relatively unchanged from last fiscal year. Increases are due to utility rate increases.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$194,459	\$191,195	\$3,264	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising
Contract Services	\$157,182	\$149,247	\$7,935	Gate and elevator contract services have been reduced resulting in reduced response time for repairs; city staff will assess issues as they arise. Annual painting maintenance contract services have been reduced resulting in deferred upgrades.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Sports Center Alarm	Sports Center Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response
Facilities Maintenance Sports Center Roof	Sports Center Roof Hatch Replacement	\$25,000	Unfunded: Deferred building maintenance will result in deterioration of building assets
Facilities Maintenance Sports Center Restroom	Sports Center Restroom Partition Replacement	\$9,000	Unfunded: Deferred building maintenance will result in deterioration of building assets

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Facilities Maintenance Sports Center Interior Lighting	\$20,000	\$20,000	General Fund	Sports Center Interior Lighting Improvements

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 71,984	\$ 59,319	\$ 72,172	\$ 77,239
Employee Benefits	\$ 32,847	\$ 24,326	\$ 41,603	\$ 41,388
Materials	\$ 119,565	\$ 132,315	\$ 172,689	\$ 191,195
Contract Services	\$ 74,040	\$ 145,548	\$ 148,367	\$ 149,247
Cost Allocation	\$ 72,467	\$ 75,113	\$ 73,222	\$ 81,070
Special Projects	\$ 19,768	\$ 49,127	\$ 66,000	\$ 20,000
Other Financing Uses	\$ 58,118	\$ 95,151	\$ 58,118	\$ 95,151
Contingencies	\$ -	\$ -	\$ 8,026	\$ 4,256
Total Expenditures	\$ 448,789	\$ 580,899	\$ 640,197	\$ 659,546
Fund Balance	\$ (448,790)	\$ (580,899)	\$ (640,197)	\$ (659,546)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.10
MAINTENANCE WORKER III	0.50	0.50	0.50	0.50
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.70	0.70	0.70	0.70

There are no changes to current level of staffing.

Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 136,235
Fund Balance	\$ -
General Fund Costs	\$ 136,235
% Funded by General Fund	100.0%
Total Staffing	0.3 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$136,235 for the Creekside Park Maintenance program. This represents an increase of \$24,774 (22.2%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$21,442	\$20,326	\$1,116	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Facilities Maintenance Creekside Park	\$12,000	\$12,000	General Fund	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 21,831	\$ 20,919	\$ 22,585	\$ 29,208
Employee Benefits	\$ 10,461	\$ 10,642	\$ 11,142	\$ 13,324
Materials	\$ 8,979	\$ 8,596	\$ 19,595	\$ 20,326
Contract Services	\$ 3,606	\$ 9,821	\$ 19,312	\$ 19,434
Cost Allocation	\$ 38,004	\$ 40,576	\$ 37,854	\$ 41,446
Special Projects	\$ -	\$ -	\$ -	\$ 12,000
Contingencies	\$ -	\$ -	\$ 973	\$ 497
Total Expenditures	\$ 82,881	\$ 90,554	\$ 111,461	\$ 136,235
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 82,882	\$ 90,554	\$ 111,461	\$ 136,235

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.20	0.20	0.20	0.30

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

Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 225,694
Fund Balance	\$ -
General Fund Costs	\$ 225,694
% Funded by General Fund	100.0%
Total Staffing	0.3 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$225,694 for the Community Hall Maintenance program. This represents a decrease of \$29,562 (-11.6%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$68,197	\$66,768	\$1,429	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$63,513	\$55,231	\$8,282	Janitorial contract services have been reduced from 7 days per week to 3 days per week.

The following project/s have been identified as unfunded needs, which refer to priority projects that lack sufficient funding to be implemented at this time.

Service	Description	Estimated Cost	Funding Status
Facilities Maintenance Community Hall Alarm	Community Hall Burglar Alarm Upgrade	\$2,000	Unfunded: Increase in false alarm response

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 39,969	\$ 23,927	\$ 41,869	\$ 28,357
Employee Benefits	\$ 25,077	\$ 14,985	\$ 27,359	\$ 14,275
Materials	\$ 40,979	\$ 38,244	\$ 61,836	\$ 66,768
Contract Services	\$ 48,941	\$ 30,953	\$ 59,918	\$ 55,231
Cost Allocation	\$ 63,275	\$ 63,493	\$ 61,230	\$ 59,538
Special Projects	\$ -	\$ 8,245	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,044	\$ 1,525
Total Expenditures	\$ 218,241	\$ 179,847	\$ 255,256	\$ 225,694
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 218,241	\$ 179,848	\$ 255,256	\$ 225,694

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.40	0.20
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
Total	0.50	0.50	0.50	0.30

As part of an expenditure reduction strategy, 0.2 FTE is being removed from the budget.

Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 52,950
Fund Balance	\$ -
General Fund Costs	\$ 52,950
% Funded by General Fund	100.0%
Total Staffing	0.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$52,950 for the Teen Center Maintenance program. This represents an increase of \$2,850 (5.7%) from the FY 2022-23 Adopted Budget.

The budget is relatively unchanged from last fiscal year.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 10,496	\$ 11,081	\$ 10,162	\$ 11,473
Employee Benefits	\$ 5,746	\$ 6,457	\$ 6,450	\$ 6,558
Materials	\$ 5,701	\$ 3,118	\$ 8,511	\$ 10,621
Cost Allocation	\$ 23,817	\$ 25,468	\$ 24,764	\$ 24,165
Contingencies	\$ -	\$ -	\$ 213	\$ 133
Total Expenditures	\$ 45,760	\$ 46,124	\$ 50,100	\$ 52,950
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 45,760	\$ 46,124	\$ 50,100	\$ 52,950

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER III	0.10	0.10	0.10	0.10
Total	0.10	0.10	0.10	0.10

There are no changes to the current level of staffing.

Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 180,333
Fund Balance	\$ -
General Fund Costs	\$ 180,333
% Funded by General Fund	100.0%
Total Staffing	0.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$180,333 for the Park Bathrooms Maintenance program. This represents a decrease of \$32,369 (-15.2%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$21,364	\$15,431	\$7,844	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 17,684	\$ 17,818	\$ 17,941	\$ 10,124
Employee Benefits	\$ 9,498	\$ 10,163	\$ 10,602	\$ 4,689
Materials	\$ 39,366	\$ 18,745	\$ 22,244	\$ 15,431
Contract Services	\$ 88,385	\$ 87,155	\$ 117,663	\$ 112,659
Cost Allocation	\$ 35,422	\$ 39,086	\$ 40,754	\$ 35,829
Capital Outlays	\$ 6,098	\$ -	\$ -	\$ -
Special Projects	\$ 6,299	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,498	\$ 1,601
Total Expenditures	\$ 202,752	\$ 172,967	\$ 212,702	\$ 180,333
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 202,751	\$ 172,966	\$ 212,702	\$ 180,333

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.20	0.20	0.20	0.10
Total	0.20	0.20	0.20	0.10

As part of an expenditure reduction strategy, 0.1 FTE is being removed from the budget.

Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 526,238
Fund Balance	\$ -
General Fund Costs	\$ 526,238
% Funded by General Fund	100.0%
Total Staffing	1.4 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$526,238 for the Blackberry Farm Maintenance program. This represents a decrease of \$52,531 (-9.1%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$125,681	\$114,962	\$10,719	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$78,903	\$72,783	\$6,120	Reduction of select contracted services will defer building maintenance items such as kitchen hood cleaning, pool recirculating pump rebuilds, alarm upgrades, grease trap cleaning, pool sweep maintenance, pool pump/backwash valve maintenance, and door repairs which can lead to deterioration of the building components.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 4,961	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ 3,571	\$ -	\$ -
Total Revenues	\$ 4,961	\$ 3,571	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 54,403	\$ 49,130	\$ 89,716	\$ 108,854
Employee Benefits	\$ 34,641	\$ 29,917	\$ 41,540	\$ 65,594
Materials	\$ 93,336	\$ 123,674	\$ 137,668	\$ 114,962
Contract Services	\$ 100,344	\$ 75,420	\$ 84,721	\$ 72,783
Cost Allocation	\$ 188,709	\$ 193,129	\$ 194,564	\$ 161,698
Special Projects	\$ 1,630	\$ 26,295	\$ 25,000	\$ -
Contingencies	\$ -	\$ -	\$ 5,560	\$ 2,347
Total Expenditures	\$ 473,063	\$ 497,565	\$ 578,769	\$ 526,238
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 468,101	\$ 493,995	\$ 578,769	\$ 526,238

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER I/II	0.90	0.90	1.30	1.30
MAINTENANCE WORKER III	0	0	0	0.10
Total	0.90	0.90	1.30	1.40

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

Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 15,257
Fund Balance	\$ -
General Fund Costs	\$ 15,257
% Funded by General Fund	100.0%
Total Staffing	FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$15,257 for the Franco Traffic Operations Center program. This represents a decrease of \$1,779 (-10.4%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$288	\$229	\$59	Reduced budget for office and general supplies, meeting, conference and training, memberships, safety equipment not covered under the MOU, small tools and equipment, printing and advertising.
Contract Services	\$12,368	\$9,996	\$2,372	Janitorial contract services have been reduced from 3 days per week to 2 days per week.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 182	\$ 132	\$ 140	\$ 229
Contract Services	\$ 1,356	\$ 6,443	\$ 12,178	\$ 9,996
Cost Allocation	\$ 5,513	\$ 4,541	\$ 4,410	\$ 4,904
Contingencies	\$ -	\$ -	\$ 308	\$ 128
Total Expenditures	\$ 7,051	\$ 11,116	\$ 17,036	\$ 15,257
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 7,051	\$ 11,116	\$ 17,036	\$ 15,257

Staffing

There is no staffing associated with this program.

City Hall Annex

Budget Unit 100-87-857

General Fund - Facilities and Fleet - City Hall Annex

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 24,949
Fund Balance	\$ -
General Fund Costs	\$ 24,949
% Funded by General Fund	100.0%
Total Staffing	0.1 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$24,949 for the City Hall Annex program. This represents a decrease of \$576 (-2.3%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Contract Services	\$7,200	\$0	\$7,200	Janitorial contract services have been eliminated.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Use of Money and Property	\$ -	\$ 7,875	\$ -	\$ -
Total Revenues	\$ -	\$ 7,875	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 10,255
Employee Benefits	\$ -	\$ -	\$ -	\$ 5,702
Materials	\$ -	\$ 3,482	\$ 8,378	\$ 8,881
Contract Services	\$ -	\$ 17,885	\$ 16,524	\$ -
Contingencies	\$ -	\$ -	\$ 623	\$ 111
Total Expenditures	\$ -	\$ 21,367	\$ 25,525	\$ 24,949
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 13,493	\$ 25,525	\$ 24,949

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
MAINTENANCE WORKER III	0	0	0	0.10
Total	0	0	0	0.10

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

Community Shuttle

Budget Unit 100-88-265

General Fund - Transportation - Community Shuttle

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

The Silicon Valley (SV) Hopper, formerly Via-Cupertino, is an on-demand ride-share community shuttle. The app-based service, initiated as a pilot in 2019 serving only Cupertino, has been expanded to provide transportation to anywhere in Cupertino, a portion of Santa Clara, and El Camino Hospital and Caltrain in Mountain View as a result of State TIRCP grant funding the expansion and a conversion to an EV-only fleet.

Service Objectives

- Provide safe, affordable and convenient transportation alternative to the single-occupancy vehicle
- Reduce greenhouse gas emissions and congestion by providing first- and last-mile connections to regional transit systems such as Caltrain, VTA, Amtrak and BART
- Support climate change goals through deployment of a completely electrified vehicle fleet
- Augment transportation alternatives for disadvantaged communities in Silicon Valley

Proposed Budget

There is no budget requested for this program.

The City Council approved a \$3,594,928 budget allocation for the Community Shuttle program in March of Fiscal Year 2022-23. These funds will be carried over into future fiscal years. CalTrans grant funds and a cost-sharing agreement with the City of Santa Clara will partially off-set this expense.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 34,880
Total Expenditures	\$ 1,243,187
Fund Balance	\$ -
General Fund Costs	\$ 1,208,307
% Funded by General Fund	97.2%
Total Staffing	3.4 FTE

Program Overview

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

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,243,187 for the Traffic Engineering program. This represents a decrease of \$286,885 (-18.7%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$24,739	\$20,381	\$4,358	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$176,386	\$157,730	\$18,656	Reduced contract services will decrease in consultant services for engineering and traffic surveys and reduced sponsorship for Bike to Work Day.

Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description
Vision Zero	\$20,000	\$20,000	General Fund	Citywide Work Program project

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ 33,949	\$ -	\$ 33,949
Charges for Services	\$ -	\$ 931	\$ -	\$ 931
Total Revenues	\$ -	\$ 34,880	\$ -	\$ 34,880
Expenditures				
Employee Compensation	\$ 470,283	\$ 587,704	\$ 608,849	\$ 565,260
Employee Benefits	\$ 192,539	\$ 274,850	\$ 289,922	\$ 258,915
Materials	\$ 14,808	\$ 15,527	\$ 21,000	\$ 20,381
Contract Services	\$ 294,688	\$ 144,831	\$ 176,190	\$ 157,730
Cost Allocation	\$ 233,018	\$ 275,796	\$ 259,181	\$ 218,675
Special Projects	\$ 52,872	\$ 561,778	\$ 170,000	\$ 20,000
Contingencies	\$ -	\$ -	\$ 4,930	\$ 2,226
Total Expenditures	\$ 1,258,208	\$ 1,860,486	\$ 1,530,072	\$ 1,243,187
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,258,206	\$ 1,825,606	\$ 1,530,072	\$ 1,208,307

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ASSISTANT ENGINEER	1.50	1.50	1.50	1.50
PUBLIC WORKS PROJECT MANAGER LT	0.50	0.50	0.50	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	0.90	0.90	0.90	0.90
Total	3.90	3.90	3.90	3.40

As part of an expenditure reduction strategy, 0.5 FTE is being removed from the budget.

Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 13,742
Total Expenditures	\$ 821,471
Fund Balance	\$ -
General Fund Costs	\$ 807,729
% Funded by General Fund	98.3%
Total Staffing	2.0 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$821,471 for the Traffic Signal Maintenance program. This represents an increase of \$10,121 (1.2%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$203,511	\$176,434	\$27,077	Reduced or eliminated office and general supplies; meetings, conference and trainings; memberships; safety equipment not covered under the MOU; small tools and equipment; and printing and advertising.
Contract Services	\$56,150	\$44,674	\$11,476	Reduced contract services will result in delayed or deferred traffic signal maintenance and repairs.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 10,387	\$ 10,742	\$ 8,706	\$ 10,742
Charges for Services	\$ -	\$ 3,000	\$ -	\$ 3,000
Total Revenues	\$ 10,387	\$ 13,742	\$ 8,706	\$ 13,742
Expenditures				
Employee Compensation	\$ 254,084	\$ 243,464	\$ 270,466	\$ 280,570
Employee Benefits	\$ 105,146	\$ 116,292	\$ 119,012	\$ 129,822
Materials	\$ 124,875	\$ 173,890	\$ 180,636	\$ 176,434
Contract Services	\$ 18,669	\$ 59,860	\$ 53,171	\$ 44,674
Cost Allocation	\$ 175,961	\$ 234,449	\$ 182,220	\$ 187,207
Special Projects	\$ 168,705	\$ 46,477	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 5,845	\$ 2,764
Total Expenditures	\$ 847,440	\$ 874,432	\$ 811,350	\$ 821,471
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 837,053	\$ 860,690	\$ 802,644	\$ 807,729

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
TRAFFIC SIGNAL TECHNICIAN	1.00	1.00	2.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	1.00	0	0
Total	2.00	2.00	2.00	2.00

There are no changes to the current level of staffing.

Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 154,000
Total Expenditures	\$ 732,936
Fund Balance	\$ -
General Fund Costs	\$ 578,936
% Funded by General Fund	79.0%
Total Staffing	1.0 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$732,936 for the Safe Routes 2 School program. This represents an increase of \$71,874 (10.9%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022. This budget increase is also due to an increase in materials and contract services. Program expenses are cost-recovered through Measure B grant funding.

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 4,483	\$ 33,590	\$ -	\$ 114,000
Charges for Services	\$ -	\$ 119	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ 12,500	\$ -	\$ 40,000
Total Revenues	\$ 4,483	\$ 46,209	\$ -	\$ 154,000
Expenditures				
Employee Compensation	\$ 116,461	\$ 129,906	\$ 140,556	\$ 159,181
Employee Benefits	\$ 46,555	\$ 50,999	\$ 53,851	\$ 55,179
Materials	\$ 5,836	\$ 31,216	\$ 24,097	\$ 54,769
Contract Services	\$ 33,777	\$ 288,138	\$ 364,178	\$ 380,462
Cost Allocation	\$ 69,076	\$ 83,682	\$ 68,673	\$ 77,905
Special Projects	\$ -	\$ 21,082	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 9,707	\$ 5,440
Total Expenditures	\$ 271,705	\$ 605,023	\$ 661,062	\$ 732,936
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 267,222	\$ 558,814	\$ 661,062	\$ 578,936

Staffing

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

Position Title	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ENVIRONMENTAL PROGRAMS ASSISTANT	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

There are no changes to the current level of staffing.

Fixed Assets Acquisition

Budget Unit 630-90-985

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

Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 467,868
Fund Balance	\$ (467,868)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$467,868 for the Fixed Assets Acquisition program.

The following equipment replacements have been identified as funded needs, which are priority vehicle replacements.

Project	Appropriation	Revenue	Funding Source	Description
Fixed Assets Acquisition	\$50,000	\$50,000	Vehicle/Equipment Replacement Fund	Pool Vehicle #46 2007 Honda Civic Replacement with hybrid vehicle
Fixed Assets Acquisition	\$70,000	\$70,000	Vehicle/Equipment Replacement Fund	Trees/ROW Vehicle #455 2012 Ford F350 Utility Bed with like vehicle
Fixed Assets Acquisition	\$60,000	\$60,000	Vehicle/Equipment Replacement Fund	Environmental Division Vehicle #495 2013 Ford F150 with hybrid vehicle
Fixed Assets Acquisition	\$85,000	\$85,000	Vehicle/Equipment Replacement Fund	On-call Vehicle #481 2015 Ford F350 Utility Bed with like vehicle
Fixed Assets Acquisition	\$195,000	\$195,000	Vehicle/Equipment Replacement Fund	Streets Vehicle #459 Custom bed lift gate with like vehicle
Total	\$460,000	\$460,000		

The following equipment replacements have been identified as an unfunded need, which are priority replacements that lack sufficient funding to be implemented.

Service	Description	Estimated Cost	Funding Status
Fixed Assets Acquisition	Bandit 18xp 180HP Chipper to replace Equipment #184	\$90,000	Unfunded - Service impact is non-compliance with CA Emissions requirement
Fixed Assets Acquisition	Kubota L6060 to replace Equipment #179	\$66,192	Unfunded - Service impact is non-compliance with CA Emissions requirement
Fixed Assets Acquisition	Diamond C 5x8 dump to replace Equipment #158	\$10,000	Unfunded - Service impact is reduced operational efficiency.
Fixed Assets Acquisition	Kubota RTV to replace Equipment #180	\$33,000	Unfunded - Service impact is reduced operational efficiency.
Fixed Assets Acquisition	Grayco Line Driver	\$17,500	Unfunded - Service impact is reduced operational efficiency.
Fixed Assets Acquisition	SR28 Thermal Heater	\$14,000	Unfunded - Service impact is reduced operational efficiency.
Fixed Assets Acquisition	Kubota Mini Ex and Trailer	\$80,000	Unfunded - Service impact is ongoing rental expense.
Total		\$310,692	

Revenues and Expenditures

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

Category	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ 9,022	\$ 8,817	\$ -	\$ 7,868
Special Projects	\$ -	\$ 43,221	\$ -	\$ 460,000
Total Expenditures	\$ 9,022	\$ 52,038	\$ -	\$ 467,868
Fund Balance	\$ (9,022)	\$ (52,038)	\$ -	\$ (467,868)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.