

Public Works

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Department Overview

Budget Units

Budget Unit	Program	2025 Proposed Budget
Public Works Administration		\$ 1,311,650
100-80-800	Public Works Administration	\$ 1,311,650
Environmental Programs		\$ 5,534,726
100-81-122	Sustainability	\$ 399,263
520-81-801	Resource Recovery	\$ 3,222,990
230-81-802	Non-Point Source	\$ 1,482,747
230-81-853	Storm Drain Fee	\$ -
230-81-854	General Fund Subsidy	\$ -
230-81-855	Storm Drain Maintenance	\$ 429,726
Developmental Services		\$ 2,445,321
100-82-804	Plan Review	\$ 1,377,257
100-82-806	CIP Administration	\$ 1,068,064
Service Center		\$ 1,059,147
100-83-807	Service Center Administration	\$ 1,059,147
Grounds		\$ 6,043,984
560-84-268	Golf Grounds Maintenance	\$ 355,187
100-84-808	McClellan Ranch Park	\$ 159,471
100-84-809	Memorial Park	\$ 796,286
100-84-811	BBF Ground Maintenance	\$ 284,818
100-84-812	School Site Maintenance	\$ 1,373,426
100-84-813	Neighborhood Parks	\$ 2,110,853
100-84-814	Sport Fields Jollyman, Creekside	\$ 745,000
100-84-815	Civic Center Maintenance	\$ 218,943
Streets		\$ 9,204,591
270-85-820	Sidewalk Curb and Gutter	\$ 1,323,980
270-85-821	Street Pavement Maintenance	\$ 4,465,079
270-85-822	Street Sign Marking	\$ 722,319
100-85-848	Street Lighting	\$ 939,273
Total		\$ 42,974,939

Budget Unit	Program	2025 Proposed Budget
630-85-849	Equipment Maintenance	\$ 1,565,283
100-85-850	Environmental Materials	\$ 188,657
Trees and Right of Way		\$ 4,412,119
100-86-261	Trail Maintenance	\$ 263,167
100-86-824	Overpasses and Medians	\$ 1,665,540
100-86-825	Street Tree Maintenance	\$ 1,945,921
100-86-826	Sheriff Work Program	\$ 537,491
Facilities and Fleet		\$ 5,543,743
560-87-260	BBF Golf Maintenance	\$ 121,007
100-87-827	City Hall Maintenance	\$ 510,637
100-87-828	Library Maintenance	\$ 1,338,128
100-87-829	Service Center Maintenance	\$ 341,264
100-87-830	Quinlan Community Center Maintenance	\$ 526,991
100-87-831	Senior Center Maintenance	\$ 336,976
100-87-832	McClellan Ranch Maintenance	\$ 235,801
100-87-833	Monta Vista Community Center Maintenance	\$ 185,905
100-87-834	Wilson Park Maintenance	\$ 102,304
100-87-835	Portal Park Maintenance	\$ 31,899
570-87-836	Sports Center Maintenance	\$ 787,112
100-87-837	Creekside Park Maintenance	\$ 110,478
100-87-838	Community Hall Maintenance	\$ 245,470
100-87-839	Teen Center Maintenance	\$ -
100-87-840	Park Bathrooms Maintenance	\$ 158,061
100-87-841	Blackberry Farm Maintenance	\$ 464,367
100-87-852	Franco Traffic Operations Center	\$ 43,742
100-87-857	City Hall Annex	\$ 3,601
Transportation		\$ 6,960,547
100-88-265	Community Shuttle	\$ 3,853,958
100-88-844	Traffic Engineering	\$ 1,539,854
100-88-845	Traffic Signal Maintenance	\$ 697,556
100-88-846	Safe Routes 2 School	\$ 869,179
Total		\$ 42,974,939

Budget Unit	Program	2025 Proposed Budget
Non-Departmental		\$ 459,111
630-90-985	Fixed Assets Acquisition	\$ 459,111
Total		\$ 42,974,939

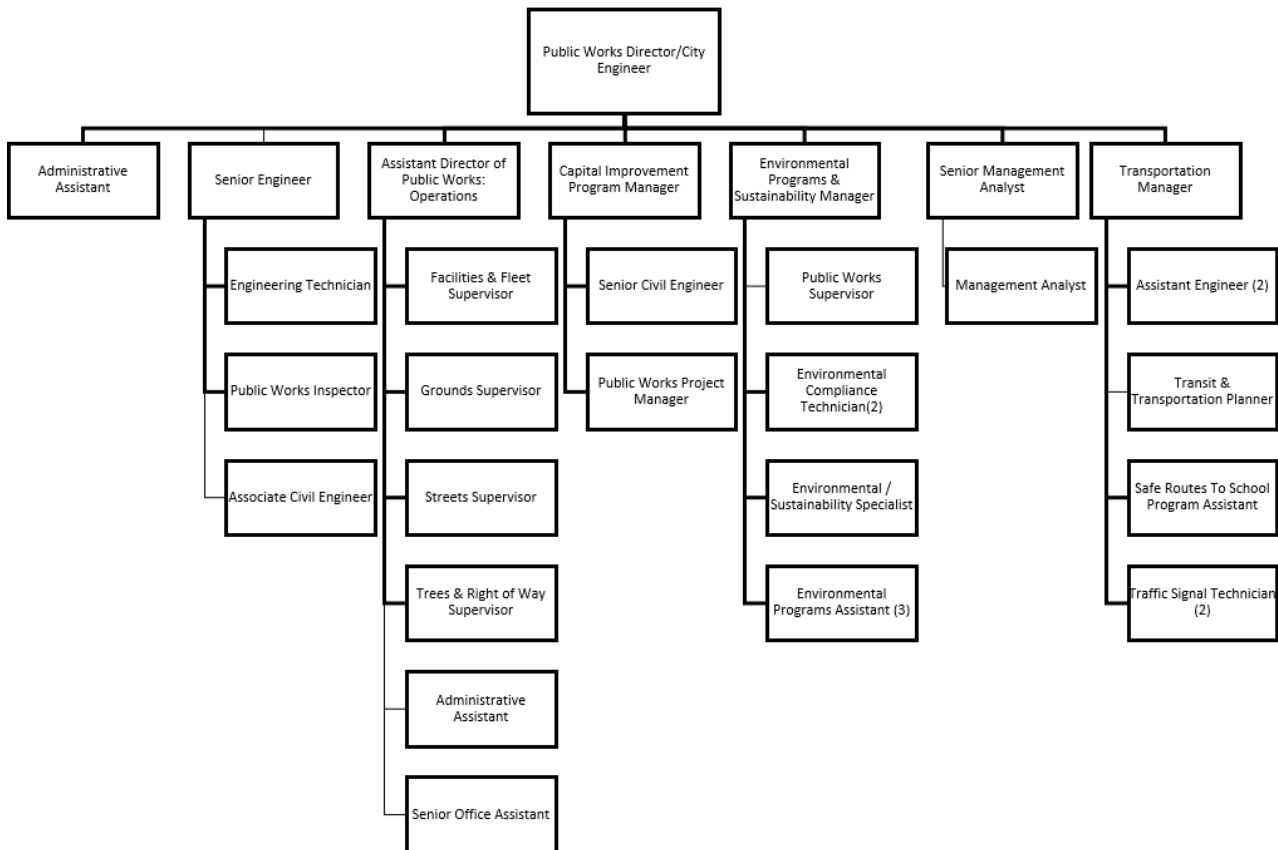
Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ 14,371,154
Total Expenditures	\$ 42,974,939
Fund Balance	\$ (6,838,488)
General Fund Costs	\$ 21,765,297
% Funded by General Fund	50.6%
Total Staffing	87.0 FTE

Organization

Chad Mosley, Director of Public Works



As part of an expenditure reduction strategy, two Part Time Maintenance Worker positions were eliminated, and the following vacant positions are being removed from the budget: Maintenance Worker I/II, Public Works Project Manager, and Public Works Project Manager. In addition, vacant Sustainability Manger and Analyst were transferred in to Public Works after the final budget. Those position have been reclassified and resulted in additional salary savings.

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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percentage of projects completed on budget	90%	100%	100%	95%
Percentage of construction projects completed on time	90%	100%	100%	95%

Environment

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

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

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percent of businesses in compliance during annual proactive stormwater pollution prevention inspections	88%	95%	76%	75%
Percent of non-exempt businesses and multi-family accounts separating organics	86%	87%	97%	100% (SB1383)
Percent trash/litter reduction achieved to meet Stormwater Permit requirements	95%	94%	N/A	100% by 7/1/2025
Diversion rate from all single-family, multi-family, and commercial accounts as reported by Recology tonnage reports	53%	53%	50% (July-October 2023; Nov-Dec not available yet)	55%
Respond to reports of actual or potential discharge the same business day	93%	86%	67%	95%
% of plan reviews completed in required number of days	93%	93%	89%	100%
Cubic yards of compost distributed via compost site	440 CY	Quarry: 600CY SMaRT Station: 789CY Compost; 239CY Mulch	Quarry: 160 CY SMaRT Station Data: 71.40 CY Compost; 3.21 CY Mulch	1,000 CY
% of vegetation obstructions resolved within 15 days from time of report*	32%	37%	68%	100%

*Inspections occur in the spring only

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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	94%	94%	99%	90%
Respond to complete encroachment permit applications within two (2) weeks	93%	94%	94%	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes	91%	95%	95%	95%

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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percentage of 311 requests that are responded to and closed within 3 business days	82%	62%	67%	80%
Percentage of the 1,872 park inspections, including play grounds, performed weekly	79%	31%	29%	100%
Percentage of Backflow Prevention Devices inspected, tested and repaired annually	100%	100%	50%	100%

Streets Division

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

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

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	83	81	81	82
Percent of the 2087 storm drain inlets inspected and cleaned in fiscal year	80%	53%	2%	100%
Percent of Inlets with Trash Capture Screens inspected and cleaned twice yearly	100%	100%	50%	100%
Percentage of roadway regulatory & street name signs repaired or replaced	3.5%	2.0%	2.0%	7%
Percentage of trip and fall complaints investigated and mitigated within 2 business days	72%	73%	73%	98%
Percentage of reported streetlight outages investigated and repaired in 3 business days	90%	90%	90%	90%

Trees and Right of Way Division

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

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

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percentage of 311 requests that are responded to and closed within 3 business days	95%	90%	93%	95%
Percentage of trees inspected and maintained in the yearly maintenance zone (8 year maintenance cycle)	100%	22%	7%	100%
Percentage of trees planted versus trees removed # planted/# removed	113% 211/187	146% 153/105	61% 40/65	101%

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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percentage of preventative maintenance work orders completed for Fleet assets within 14 days of the due date.	87%	54%	61%	85%
Percentage of facilities maintenance requests closed within 30 days.	69%	35%	51%	90%

Sustainability Division

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

Benefit: Cupertino is a healthy, resilient, environmentally-vibrant city for current and future residents to live, work, learn and play.

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
% community-wide emissions reduced from baseline of 307,288 MT CO2e/yr	2018 inventory: 24% decrease in emissions from baseline (258,659 MT CO2e/yr)			15% reduction by 2020 (261,195 MT CO2e/yr)
Initiate, develop, and complete actions from the Climate Action Plan 2.0				
% initiated	100%	100%	6%	23%
% complete or ongoing	79%	79%	4%	5%
% municipal operations emissions reduced from baseline of 1,865 MT CO2e/yr	2018 inventory: 66% reduction in emissions from baseline: 642 MT CO2e			15% reduction by 2020

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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec	Ongoing Target
Percentage of non-emergency traffic signal requests addressed within 72 hours.	90%	95%	90%	100%
Percentage of emergency traffic signal requests addressed within 2 hours.	100%	100%	100%	100%
Percentage of traffic engineering requests responded to within 72 hours	95%	85%	90%	95%
Annual mileage increase of separated bicycle lanes and pedestrian paths.	2.20	0.82	0	1 mile

Workload Indicators

Capital Improvement Program

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Number of projects started in the first year funded	14/15	2/2	2/2
Number of active projects versus total number of projects	50/52	29/30	29/30

Environmental Programs Division

Performance Measure	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Number of actual versus potential discharges	91 actual 7 potential	93 actual 27 potential	65 actual 12 potential
Number of stormwater pollution prevention industrial commercial inspections	109	136	28 so far
Number of building and demolition permits reviewed	693	754	321
Number of non-exempt businesses and multi-family accounts required to separate organics	382	272	311
Tons of waste entering landfill from single-family, multi-family, and commercial accounts as reported by Recology	11,980.24	July 1, 2022- June 30, 2023: 11,879.39	July-October 2023: 4,163.73 (Nov-Dec 2023 not available)
Number of visitors to compost site	1,230	(FY22-23) Quarry: 910; SMaRT Station: Compost (397) Mulch (103)	(July-Dec 2023) Quarry: 556 SMaRT Station: 147
Number of vegetation obstructions reported	101	95	25

Developmental Services Division

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Number of development applications received	128	127	55
Number of encroachment permit applications received	426	449	254
Number of customer service visits	76	358	206

Grounds Division

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Maintain city grounds (#) with total acreage (SF)	29 sites/149 AC	29 sites/149AC	29 sites/149AC
Maintain school sites (#)with total acreage (SF)	9 sites/46AC	9 sites/46AC	9 sites/46AC
Total Number of 311 Requests	55	45	42
Total number of play grounds maintained	37	37	37
Total number of irrigation controllers maintained	74	74	74
Total number of park trees maintained	4,179	5,223	5,223
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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Total roadway miles	138	138	138
Total concrete sidewalk miles	196	196	196
Total number of unique sidewalk repair sites addressed	936	730	180
Total square footage of sidewalk, curb and gutter repaired/replaced	44,816	46,466	20,892
Total number of storm drain inlets	2,087	2,094	2,094
Total number of drain inlets with trash capture devices	175	179	182
Total number of streetlights	3,408	3,413	3,413
Total number of roadway signs	10,186	10,394	10,464
Total miles of storm drain pipe maintained	104.7	104.7	104.7
Total number of crosswalks maintained	723	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 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Total number of street trees	3,406 Trees Maintained	1,922 Trees Maintained	939 Trees Maintained
Total acreage of medians maintained	40 AC	40 AC	40 AC
Total number of median islands maintained	185	185	185
Total square feet of median landscape converted or installed to water efficient landscaping	30,477	16,873	0 (Defunded)
Total number of irrigation controllers maintained	45	45	45
Total number of 311 Requests for tree maintenance	465	386	282
Miles of pedestrian and bicycle trails maintained	0.85	0.85	0.85

Facilities and Fleet Division

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 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	105	105	108
Total number of special equipment maintained (tractors, trailers, chippers, riding mowers, club car, forklift, generator)	329	329	360
Total number of small equipment maintained	292	278	278
Total number of work orders completed	1,966 Facilities 835 Fleet	1,836 Facilities 553 Fleet	1,199 Facilities 277 Fleet
Fleet vehicles replaced with hybrid and/or electric models	0	1	2
Annual number of sitevisits to ensure janitorial compliance	1,628	1,628	814

Sustainability Division

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Climate Action Plan 2.0 Actions initiated or in Progress	3	8	22
Climate Action Plan 2.0 Actions Completed	2	5	7
Community Education and Outreach Activities Held	26	5	5
Cross-Departmental Projects Supporting	6	9	5
Number of municipal and community programs leading or supporting	8	8	8

Transportation

Workload Indicator	FY 2022 July-June	FY 2023 July-June	FY 2024 July-Dec
Number of signalized intersections	60	60	60

Proposed Budget

It is recommended that City Council approve a budget of \$42,974,939 for the Public Works department. This represents an increase of \$4,554,761 (11.9%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. In addition to increases in contracts due to the Via Community Shuttle contract, and increased Capital Outlays.

The following table illustrates the Service-Level Reductions for the department.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Utility True-up	\$(564,278)	Reduction aligns with budget actuals
Infrastructure	Contract Services	\$(810,764)	Tree maintenance moved in-house/Reduction in tree maintenance
Infrastructure	Defer vehicle and equipment replacements, increasing the replacement cycle from approximately 7 years to 10 years on average.	\$(137,000)	May increase cost and staff time to repair assets that were deferred for replacement.
Operations and Maintenance	Contract Services	\$(659,534)	Reduction in contract services for fence repairs, graffiti mitigation, bee removal, gas emission inventory, paid advertising, etc.
Operations and Maintenance	Materials	\$(145,794)	Reduction in printing, ergonomics, memberships, office supplies, conference and meetings, etc.
Operations and Maintenance	Salary and Benefits	\$(386,406)	Reduction in part-time staff
Operations and Maintenance	Special Project	\$(55,000)	Reduction of replaced fluted street light poles
Operations and Maintenance	Staffing	\$(463,716)	Eliminate two vacant Public Works Project Managers
Total		\$(3,222,492)	

The following table shows unfunded needs for the department.

Service	Description	Estimated Cost	Funding Status
Operations and Maintenance	Tree maintenance contract services	\$204,544	Unfunded
Operations and Maintenance	Maintenance of Sidewalk, Curb and Gutter Service Level Reductions	\$600,000	Unfunded
Operations and Maintenance	Weed mowing contract services	\$2,000	Unfunded
Infrastructure	Senior Center ADA Push Button Installation	\$15,000	Unfunded
Infrastructure	Senior Center Locking Cabinets	\$15,000	Unfunded
Infrastructure	EEC Door Repair	\$40,000	Unfunded
Infrastructure	Golf Course Pro Shop Counter Replacement	\$10,000	Unfunded
Infrastructure	Golf Course Men's Restroom Partition Replacement	\$12,000	Unfunded
Infrastructure	Sports Center Awning Replacement	\$20,000	Unfunded
Infrastructure	Sports Center Breakroom Reconfiguration	\$30,000	Unfunded
Infrastructure	Sports Center Lobby Wall Extension	\$6,000	Unfunded
Total		\$836,544	

The following table shows the special projects for the department.

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
CWP Recycled Water Feasibility	\$200,000	\$200,000	General Fund	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Sustainability and Fiscal Strategy

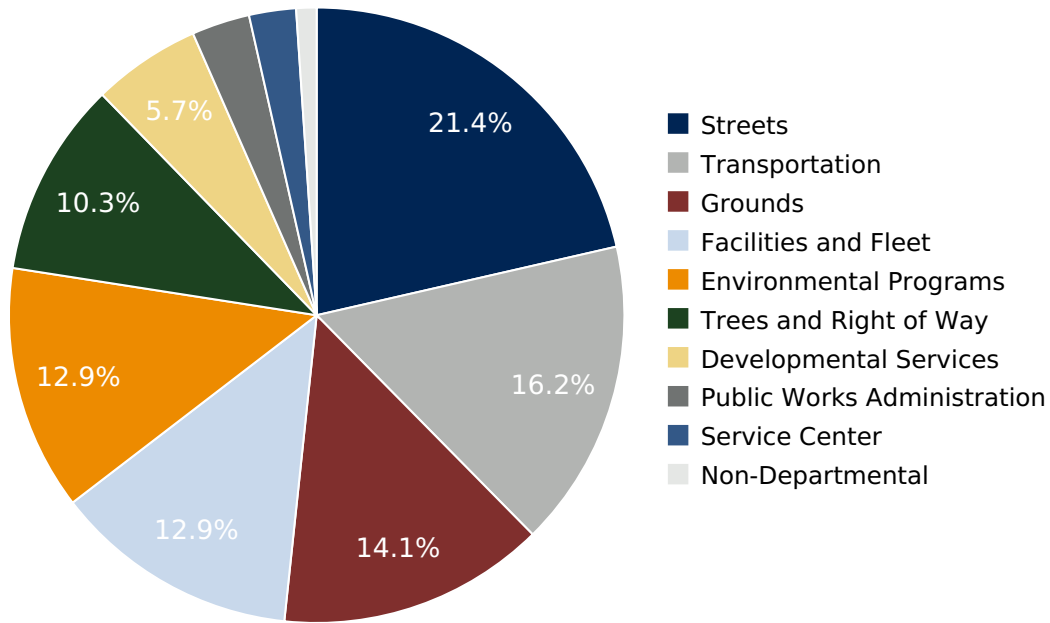
CWP Electrification Study	\$50,000	\$50,000	General Fund	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.	Sustainability and Fiscal Strategy
CWP Active Transportation Plan	\$330,000	\$330,000	General Fund	This item is a consolidation of existing and new transportation efforts aiming to further goals outlined in the City's Vision Zero Initiative, including: 1) Review and update the bike plan 2) Review and update the pedestrian plan 3) Review current Complete Streets Policy and propose adjustments to create a better interface between all modes of transportation	Transportation
Special Maintenance	\$10,000	\$10,000	General Fund	Climate AP Vision Summary Doc	
Office Reconfiguration	\$50,000	\$50,000	General Fund	Citywide office reconfiguration	
Special Maintenance	\$10,500	\$10,500	General Fund	Baseball field dugout roof replacements	
Special Maintenance	\$10,500	\$10,500	General Fund	Baseball field dugout roof replacements	

Special Projects - PW	\$175,000	\$175,000	General Fund	Street light pole replacement	
Trees and Badges	\$15,000	\$15,000	General Fund	New street tree planting	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades	
Low Income Cost Share	\$2,000	\$2,000	Env Mgmt Cln Crk Strm Drain	Refund for stormwater APN fee cost-share applications	
CUSD Joint Use Cost Share	\$8,707	\$8,707	Env Mgmt Cln Crk Strm Drain	Refunds a portion of the stormwater APN fee paid by CUSD	
Annual Sidewalk Curb & Gutter	\$632,313	\$632,313	Transportation Fund	Annual street pavement maintenance	
SB1 roads	\$880,224	\$880,224	Transportation Fund	Annual street pavement maintenance	

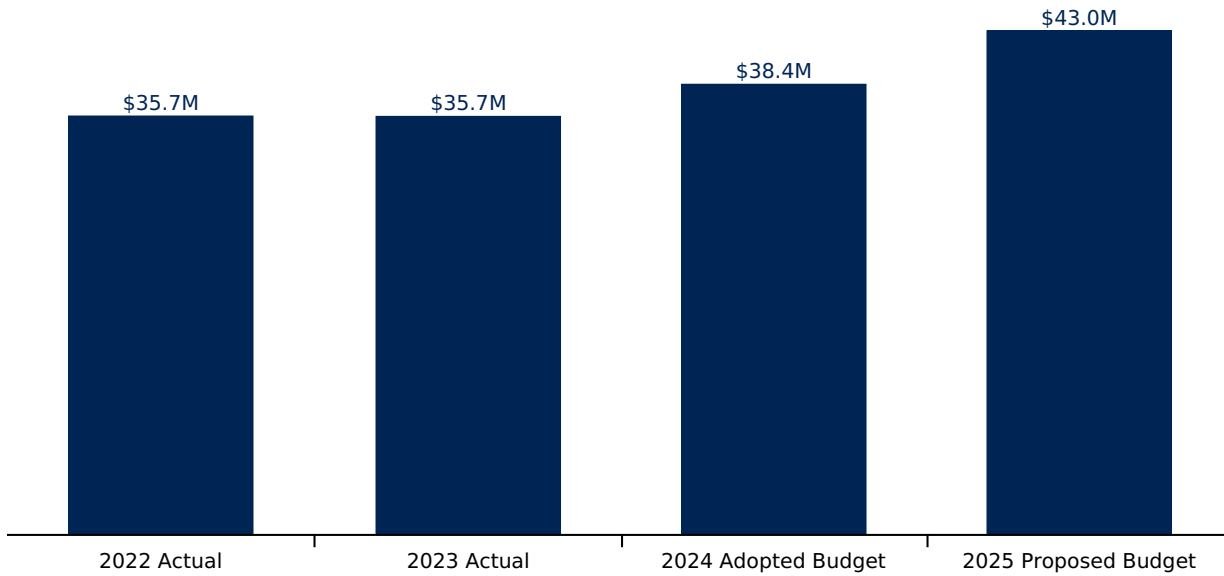
Annual Asphalt Project	\$1,943,667	\$1,943,667	Transportation Fund	Annual street pavement maintenance	
Special Maintenance	\$20,000	\$20,000	Resource Recovery	Climate Action Plan Dashboard Reporting Tool	
HHW and PaintCare	\$115,733	\$115,733	Resource Recovery	Cleanup of hazardous spills	
Single Use Plastics Ordinance	\$75,000	\$75,000	Resource Recovery	Continuation of the Single Use Plastics ordinance implementation	
Special Maintenance	\$2,000	\$2,000	Sports Center	Sports Center energy management system upgrade	
Fixed Asset Acquisition	\$90,000	\$90,000	Vehicle/Equip Replacement	Grounds vehicle #31 2008 Ford F350. Replacement vehicle Ford F350 Truck	
Fixed Asset Acquisition	\$70,000	\$70,000	Vehicle/Equip Replacement	Building vehicle #452 2011 Escape Replacement vehicle Ford Lightning EV Truck	
Fixed Asset Acquisition	\$70,000	\$70,000	Vehicle/Equip Replacement	Fleet vehicle #448 2012 F150 Replacement vehicle Ford Lightning EV Truck	
Fixed Asset Acquisition	\$130,000	\$130,000	Vehicle/Equip Replacement	Streets vehicle #6 2008 GMC 500 Replacement vehicle Ford F550 Truck	
Fixed Asset Acquisition	\$50,000	\$50,000	Vehicle/Equip Replacement	Equipment #203 Turf Tiger Top Dresser Replacement equipment Turf Tiger Top Dresser	

Fixed Asset Acquisition	\$30,000	\$30,000	Vehicle/Equip Replacement	Grounds purchase of Flail mower. A flail mower is a type of powered garden/agricultural equipment which is used to deal with heavier grass/scrub which a normal lawn mower could not cope with.	
Total	\$5,134,644	\$5,134,644			

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 417,793	\$ 476,593	\$ 457,579	\$ 404,702
Intergovernmental Revenue	\$ 1,870,797	\$ 2,046,373	\$ 2,174,842	\$ 5,355,413
Charges for Services	\$ 8,043,886	\$ 7,033,258	\$ 7,319,476	\$ 8,496,750
Fines and Forfeitures	\$ 3,563	\$ 23,371	\$ 3,563	\$ 20,000
Miscellaneous Revenue	\$ 29,297	\$ 83,004	\$ 50,734	\$ 79,289
Transfers In	\$ 275,000	\$ 861,140	\$ 15,000	\$ 15,000
Total Revenues	\$ 10,640,336	\$ 10,523,739	\$ 10,021,194	\$ 14,371,154
Expenditures				
Employee Compensation	\$ 9,591,985	\$ 10,431,662	\$ 10,905,416	\$ 10,518,310
Employee Benefits	\$ 4,662,698	\$ 4,259,660	\$ 5,209,222	\$ 5,551,949
Materials	\$ 3,776,852	\$ 4,294,618	\$ 4,852,658	\$ 4,975,752
Contract Services	\$ 3,745,851	\$ 4,223,613	\$ 4,781,474	\$ 8,457,958
Cost Allocation	\$ 7,396,343	\$ 6,429,988	\$ 6,436,300	\$ 7,493,827
Capital Outlays	\$ 1,817,829	\$ 1,042,673	\$ 880,224	\$ 1,030,224
Special Projects	\$ 3,980,418	\$ 4,323,798	\$ 4,496,264	\$ 4,104,420
Other Financing Uses	\$ 738,957	\$ 674,604	\$ 738,957	\$ 674,604
Contingencies	\$ -	\$ -	\$ 119,663	\$ 167,895
Total Expenditures	\$ 35,710,933	\$ 35,680,616	\$ 38,420,178	\$ 42,974,939
Fund Balance	\$ (5,116,866)	\$ (4,957,370)	\$ (7,622,699)	\$ (6,838,488)
General Fund Costs	\$ 19,953,734	\$ 20,199,507	\$ 20,776,285	\$ 21,765,297

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.95	1.95	1.95	1.95
ASSISTANT ENGINEER	2.00	2.00	2.00	1.90

Position Title	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ASSIST DIR OF PW ENGINEER	1.00	1.00	0	0
ASSIST DIR PUBLIC WORKS OPS	1.00	1.00	1.00	1.00
ASSOCIATE CIVIL ENGINEER	0	0	0	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 COMPLIANCE TECH	0	0	0	1.00
ENVIRONMENTAL PROGRAM MGR	1.00	1.00	1.00	1.00
ENVIRONMENTAL PROGRAMS ASSISTANT	3.65	3.65	3.65	4.00
ENV. PROG. COMPLIANCE TECHNICIAN	1.00	1.00	1.00	1.00
ENV. PROGRAMS SPECIALIST	1.00	1.00	1.00	0.95
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	43.00	41.00
MAINTENANCE WORKER III	7.00	8.00	7.00	8.00
MANAGEMENT ANALYST	0.20	1.20	1.20	1.00
PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00
PUBLIC WORKS PROJECT MANAGER	5.00	6.00	4.00	2.00
PUBLIC WORKS PROJECT MANAGER LT	2.00	1.00	0	0
PUBLIC WORKS SUPERVISOR	4.00	4.00	4.00	5.00
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	1.00	0
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00

Position Title	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0
TRAFFIC SIGNAL TECHNICIAN	1.00	2.00	2.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	0	0	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	0.90	0.90	0.90	1.00
Total	92.12	94.12	88.12	87.02

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 80,580
Total Expenditures	\$ 1,311,650
Fund Balance	\$ -
General Fund Costs	\$ 1,231,070
% Funded by General Fund	93.9%
Total Staffing	4.0 FTE

Program Overview

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

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

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 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, sustainability efforts and recycling programs.

Proposed Budget

It is recommended that City Council approve a budget of \$1,311,650 for the Public Works Administration program. This represents an increase of \$268,508 (25.7%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. The increase is also due to the special project listed below.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(3,256)	Reduction aligns budget with actuals and includes decrease of office supplies, printing, meetings, ergonomics, and conferences

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Recycled Water Feasibility Study	\$200,000	\$200,000	General Fund	City Work Program project. Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Sustainability and Fiscal Strategy

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 54,375	\$ 88,625	\$ 54,375	\$ 80,580
Transfers In	\$ 10,000	\$ -	\$ -	\$ -
Total Revenues	\$ 64,375	\$ 88,625	\$ 54,375	\$ 80,580
Expenditures				
Employee Compensation	\$ 513,911	\$ 638,605	\$ 741,466	\$ 748,080
Employee Benefits	\$ 208,886	\$ 210,435	\$ 289,786	\$ 286,549
Materials	\$ 9,268	\$ 8,195	\$ 11,461	\$ 10,837
Contract Services	\$ 24,540	\$ 792	\$ 282	\$ 792
Cost Allocation	\$ -	\$ -	\$ -	\$ 65,247
Special Projects	\$ 130,564	\$ -	\$ -	\$ 200,000
Contingencies	\$ -	\$ -	\$ 147	\$ 145
Total Expenditures	\$ 887,169	\$ 858,027	\$ 1,043,142	\$ 1,311,650
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 822,794	\$ 769,401	\$ 988,767	\$ 1,231,070

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ADMINISTRATIVE ASSISTANT	0.95	0.95	0.95	0.95
ASSIST DIR OF PW ENGINEER	0.10	0.50	0	0
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
Total	3.05	4.45	3.95	3.95

There are no changes to the current level of staffing.

Sustainability

Budget Unit 100-81-122

General Fund - Environmental Programs - Sustainability

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 399,263
Fund Balance	\$ -
General Fund Costs	\$ 399,263
% Funded by General Fund	100.0%
Total Staffing	1.1 FTE

Program Overview

The Sustainability Division works to implement the City's Climate Action Plan, provides subject matter expertise and coordinates across departments in building public good through activities that reduce greenhouse gas emissions, conserves scarce resources, prioritize public health and prepare for the impacts of climate change. In this capacity, the program teams with regional partners and adjacent jurisdictions, and seeks grant funding to develop collective approaches to implement the City's ambitious Climate Action Plan.

Service Objectives

- Collect and analyze relevant data to demonstrate municipal compliance with current and increasing state and federal regulations.
- Support the City's Sustainability Commission, a citizen advisory body that helps the City Council to implement effective climate actions.
- Serve as a technical resource on sustainability initiatives by preparing staff reports, developing local policies and ordinances, coordinating educational events, and making presentations to Council, City departments, and applicable outside organizations.
- Coordinate municipal and community-wide greenhouse gas emissions inventories, develop emissions targets, execute a community-wide climate action plan, and track progress to achieve emissions reductions over time.
- Expand existing compliance-focused environmental services to offer innovative energy, water, and resource conservation programs that effectively engage employees and community members.
- Evaluate existing departmental programs and benchmark environmental achievements on an ongoing basis.
- Research tools and best practices for efficient utility management and conservation and adapt these to the City's organizational culture, operations, and budgets.
- Manage or perform resource audits, identify energy conservation and renewable energy generation opportunities, calculate feasibility and develop projects that are cost-effective and conserve resources.
- Develop effective partnerships that empower students and community members as environmental leaders.

Proposed Budget

It is recommended that City Council approve a budget of \$399,263 for the Sustainability program.

The Sustainability Division was transfer to Public Works from the City Manager's office after the final adopted budget. By reclassifying vacant positions to better align with updated responsibilities as a result of the transfer the department was able to materialize salary savings. implementing cost-saving measures such as reductions in staffing, Public Works achieved an approximate reduction of 43% in the Sustainability program budget compared to last fiscal year's adopted budget of \$704,037.

The following table illustrates the Service-Level Reductions for the department.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(6,617)	Reduction of office supplies, general supplies, printing, meetings, and conferences
Fiscal Accountability	Contract Services	\$(20,700)	Reduction in contract services of ergonomics and gas emission inventory
Total		\$(27,317)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Electrification Study	\$50,000	\$50,000	General Fund	City Work Program Project. Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.	Sustainability and Fiscal Strategy
Special Maintenance	\$10,000	\$10,000	General Fund	Climate AP Vision Summary Doc	
Total	\$60,000	\$60,000			

Revenues and Expenditures

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

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 133,784
Employee Benefits	\$ -	\$ -	\$ -	\$ 68,839
Materials	\$ -	\$ -	\$ -	\$ 13,881
Contract Services	\$ -	\$ -	\$ -	\$ 32,150
Cost Allocation	\$ -	\$ -	\$ -	\$ 90,034
Special Projects	\$ -	\$ -	\$ -	\$ 60,000
Contingencies	\$ -	\$ -	\$ -	\$ 575
Total Expenditures	\$ -	\$ -	\$ -	\$ 399,263
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ 399,263

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ENVIRONMENTAL PROGRAM MGR	0	0	0	0.10
ENVIRONMENTAL PROGRAMS ASSISTANT	0	0	0	0.50
ENV. PROGRAMS SPECIALIST	0	0	0	0.45
Total	0	0	0	1.05

The Sustainability Division was transfer to Public Works from the City Manager's office after the final adopted budget. By reclassifying vacant positions to better align with updated responsibilities as a result of the transfer the department was able to materialize salary savings. Both positions are being replaced with one new position in Environmental Programs. This reduction strategy has resulted in approximately \$250,000 in savings.

Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 1,659,000
Total Expenditures	\$ 3,222,990
Fund Balance	\$ (1,563,990)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	4.8 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 \$3,222,990 for the Resource Recovery program. This represents an increase of \$586,648 (22.3%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. This budget increase is also due to an increase in materials for the Cal recycle program, staffing reallocation and health care costs due to negotiated increased. This program is 100% cost-recovered.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(1,528)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(10,911)	Reduction in contract services at events
Operations and Maintenance	Salary and Benefits	\$(23,770)	Reduction in part-time staff
Total		\$(36,209)	

Special Projects

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

Special Project	Appropriations	Revenue	Funding Source	Description
Special Maintenance	\$20,000	\$20,000	Resource Recovery	SB1383 Procurement Requirements
HHW and PaintCare	\$115,733	\$115,733	Resource Recovery	SCC Household Hazardous Waste program. Annual on-going program to cover residential drop off of items that cannot be accepted by Recology.
Single Use Plastics Ordinance	\$75,000	\$75,000	Resource Recovery	Ordinance implementation still in progress and on schedule
Total	\$210,733	\$210,733		

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 70,995	\$ 55,692	\$ 74,000	\$ -
Intergovernmental Revenue	\$ 14,812	\$ 98,851	\$ 14,812	\$ 14,000
Charges for Services	\$ 1,530,871	\$ 1,673,401	\$ 1,529,152	\$ 1,645,000
Total Revenues	\$ 1,616,678	\$ 1,827,944	\$ 1,617,964	\$ 1,659,000
Expenditures				
Employee Compensation	\$ 376,254	\$ 486,869	\$ 528,715	\$ 627,624
Employee Benefits	\$ 110,806	\$ 768	\$ 226,866	\$ 310,226
Materials	\$ 40,337	\$ 53,654	\$ 87,305	\$ 233,125
Contract Services	\$ 939,153	\$ 1,052,344	\$ 1,388,927	\$ 1,380,016
Cost Allocation	\$ 334,160	\$ 231,017	\$ 267,029	\$ 440,614
Special Projects	\$ 33,755	\$ 213,765	\$ 115,733	\$ 210,733
Other Financing Uses	\$ 3,314	\$ 513	\$ 3,314	\$ 513
Contingencies	\$ -	\$ -	\$ 18,453	\$ 20,139
Total Expenditures	\$ 1,837,779	\$ 2,038,930	\$ 2,636,342	\$ 3,222,990
Fund Balance	\$ (221,101)	\$ (210,986)	\$ (1,018,378)	\$ (1,563,990)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ENVIRONMENTAL COMPLIANCE TECH	0	0	0	0.50
ENVIRONMENTAL PROGRAM MGR	0.50	0.50	0.50	0.50
ENVIRONMENTAL PROGRAMS ASSISTANT	2.30	2.30	2.30	2.15
ENV. PROG. COMPLIANCE TECHNICIAN	0.05	0.05	0.05	0.50
ENV. PROGRAMS SPECIALIST	0.40	0.40	0.40	0.40
MANAGEMENT ANALYST	0.05	0.05	0.15	0
PUBLIC WORKS SUPERVISOR	0	0	0	0.70
SUSTAINABILITY MANAGER	0.20	0.20	0.20	0
Total	3.50	3.50	3.60	4.75

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

	2025 Proposed Budget
Total Revenues	\$ 1,885,000
Total Expenditures	\$ 1,482,747
Fund Balance	\$ 402,253
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.5 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. Collection and management of storm water for the City is regulated under the terms of a Bay Area-wide State-mandated National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

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 \$1,482,747 for the Non-Point Source program. This represents an increase of \$305,252 (25.9%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(687)	Reduction in mailed notices
Operations and Maintenance	Contract Services	\$(5,000)	Reduction in contract services
Operations and Maintenance	Part-Time Staff	\$(13,240)	Reduction of part-time staff
Total		\$(18,927)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Low Income Cost Share	\$2,000	\$2,000	Environmental Programs	Refund for the stormwater APN fee cost-share applications
CUSD Joint Use Cost Share	\$8,707	\$8,707	Environmental Programs	Refunds a portion of the stormwater APN fee paid by CUSD
Total	\$10,707	\$10,707		

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 938	\$ 864	\$ -	\$ -
Charges for Services	\$ 1,477,784	\$ 1,497,204	\$ 1,498,201	\$ 1,865,000
Fines and Forfeitures	\$ 3,563	\$ 23,371	\$ 3,563	\$ 20,000
Total Revenues	\$ 1,482,285	\$ 1,521,439	\$ 1,501,764	\$ 1,885,000
Expenditures				
Employee Compensation	\$ 355,712	\$ 393,277	\$ 383,161	\$ 326,870
Employee Benefits	\$ 170,372	\$ 157,891	\$ 181,026	\$ 168,021
Materials	\$ 33,321	\$ 34,765	\$ 38,784	\$ 38,097
Contract Services	\$ 292,621	\$ 291,791	\$ 370,570	\$ 365,570
Cost Allocation	\$ 255,923	\$ 195,816	\$ 200,578	\$ 568,436
Special Projects	\$ -	\$ 12,161	\$ -	\$ 10,707
Contingencies	\$ -	\$ -	\$ 3,376	\$ 5,046
Total Expenditures	\$ 1,107,949	\$ 1,085,701	\$ 1,177,495	\$ 1,482,747
Fund Balance	\$ 374,335	\$ 435,739	\$ 324,269	\$ 402,253
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
BUILDING INSPECTOR	0.08	0.08	0.08	0.08
ENVIRONMENTAL COMPLIANCE TECH	0	0	0	0.50
ENVIRONMENTAL PROGRAM MGR	0.50	0.50	0.50	0.40
ENVIRONMENTAL PROGRAMS ASSISTANT	0.35	0.35	0.35	0.35
ENV. PROG. COMPLIANCE TECHNICIAN	0.95	0.95	0.95	0.50
ENV. PROGRAMS SPECIALIST	0.60	0.60	0.60	0.10
MAINTENANCE WORKER III	0.10	0.10	0	0
PUBLIC WORKS INSPECTOR	0.10	0.10	0.10	0.10
PUBLIC WORKS SUPERVISOR	0	0	0	0.30
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	2.72	2.47

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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
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. Collection and management of storm water for the City is regulated under the terms of a Bay Area-wide State-mandated National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

Proposed Budget

There is no budget requested for this program.

There is no budget this year as all costs associated with this item have been defunded. However, rainwater capture rebate agreement where we match rebates provided by Valley Water are still in effect, and because of how long it takes for valley water to invoice and for how long it takes to do yard conversion projects, we agreed to extend the term of the agreement without adding funds, and any projects that get notice to proceed from Valley Water by 6/30/2024 will get the matching rebate from Cupertino.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ 196	\$ 528	\$ 924	\$ -
Special Projects	\$ 3,540	\$ 175	\$ 25,000	\$ -
Total Expenditures	\$ 3,736	\$ 703	\$ 25,924	\$ -
Fund Balance	\$ (3,736)	\$ (703)	\$ (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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
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

There is no budget requested for this program.

The budget decrease is to better reflect the actual expenses in 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ 401	\$ 347	\$ 1,296	\$ -
Special Projects	\$ 9,833	\$ 8,984	\$ 21,868	\$ -
Total Expenditures	\$ 10,234	\$ 9,331	\$ 23,164	\$ -
Fund Balance	\$ (10,234)	\$ (9,331)	\$ (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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 429,726
Fund Balance	\$ (429,726)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.9 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 State-mandated 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 \$429,726 for the Storm Drain Maintenance program. This represents a decrease of \$577,281 (-57.3%) from the FY 2023-24 Adopted Budget.

The decrease in budget is due to the elimination of one part-time position, one full-time position, and a reduction in contract services due to the purchase of a vacuum truck. In addition, to the elimination of special projects.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(54)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(263,350)	Reduction in contract services
Operations and Maintenance	Salary and Benefits	\$(36,866)	Reduction in part-time staff
Total		\$(300,270)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 813	\$ -	\$ -
Total Revenues	\$ -	\$ 813	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 217,280	\$ 233,198	\$ 263,453	\$ 197,556
Employee Benefits	\$ 100,968	\$ 95,921	\$ 116,544	\$ 112,588
Materials	\$ 28,471	\$ 32,796	\$ 34,962	\$ 37,924
Contract Services	\$ 27,541	\$ 21,556	\$ 313,350	\$ 50,000
Cost Allocation	\$ 149,749	\$ 136,173	\$ 143,344	\$ 30,559
Special Projects	\$ 2,600	\$ -	\$ 131,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,354	\$ 1,099
Total Expenditures	\$ 526,609	\$ 519,644	\$ 1,007,007	\$ 429,726
Fund Balance	\$ (526,609)	\$ (518,831)	\$ (1,007,007)	\$ (429,726)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	1.75	1.80	1.75	1.00
MAINTENANCE WORKER III	0.20	0.20	0.20	0.60
PUBLIC WORKS SUPERVISOR	0.25	0.25	0.25	0.25
Total	2.20	2.25	2.20	1.85

As part of an expenditure reduction strategy, one Part Time Maintenance Worker I/II position was eliminated, and the following vacant positions are being removed from the budget: Maintenance Worker I/II.

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 1,510,666
Total Expenditures	\$ 1,377,257
Fund Balance	\$ -
General Fund Costs	\$ (133,409)
% Funded by General Fund	-9.7%
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 \$1,377,257 for the Plan Review program. This represents a decrease of \$54,039 (-3.8%) from the FY 2023-24 Adopted Budget.

The decrease is due to service level reduction, offset by increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(3,155)	Reduction of general supplies, printing, safety gear, ergonomics, tools, shipping
Fiscal Accountability	Contract Services	\$(38,600)	Reduction in professional and consulting services
Operations and Maintenance	Part-Time Salaries	\$(98,795)	Reduction in part-time position
Total		\$(140,550)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 232,373	\$ 186,315	\$ 232,374	\$ 186,315
Charges for Services	\$ 1,140,550	\$ 824,123	\$ 1,140,550	\$ 1,324,123
Miscellaneous Revenue	\$ 1,354	\$ 228	\$ 1,354	\$ 228
Transfers In	\$ 250,000	\$ -	\$ -	\$ -
Total Revenues	\$ 1,624,277	\$ 1,010,666	\$ 1,374,278	\$ 1,510,666
Expenditures				
Employee Compensation	\$ 788,217	\$ 808,538	\$ 735,052	\$ 589,108
Employee Benefits	\$ 347,199	\$ 312,429	\$ 329,943	\$ 286,348
Materials	\$ 6,494	\$ 4,374	\$ 9,506	\$ 6,389
Contract Services	\$ 31,917	\$ 55,124	\$ 81,019	\$ 88,268
Cost Allocation	\$ 398,005	\$ 278,699	\$ 274,644	\$ 405,961
Special Projects	\$ 74,840	\$ 31,649	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,132	\$ 1,183
Total Expenditures	\$ 1,646,672	\$ 1,490,813	\$ 1,431,296	\$ 1,377,257
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 22,396	\$ 480,147	\$ 57,018	\$ (133,409)

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ASSIST DIR OF PW ENGINEER	0.35	0.20	0	0
ASSOCIATE CIVIL ENGINEER	0	0	0	1.00
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR	0.90	0.90	0.90	0.90
SENIOR CIVIL ENGINEER	2.00	2.00	2.00	1.00
Total	4.25	4.10	3.90	3.90

There are no changes to the current level of staffing.

CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,068,064
Fund Balance	\$ -
General Fund Costs	\$ 1,068,064
% Funded by General Fund	100.0%
Total Staffing	3.8 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 \$1,068,064 for the CIP Administration program. This represents a decrease of \$417,973 (-28.1%) from the FY 2023-24 Adopted Budget.

This decrease is due to the elimination of two Public Works Project Manager positions in this program.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(2,791)	Reduction of general supplies, printing, advertising, ergonomics
Operations and Maintenance	Staffing	\$(463,716)	Eliminate two vacant Public Works Project Managers
Total		\$(466,507)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 1,036,970	\$ 1,029,501	\$ 1,020,704	\$ 689,299
Employee Benefits	\$ 460,163	\$ 393,281	\$ 448,297	\$ 298,259
Materials	\$ 17,990	\$ 9,869	\$ 16,826	\$ 12,823
Contract Services	\$ 437	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ 67,523
Contingencies	\$ -	\$ -	\$ 210	\$ 160
Total Expenditures	\$ 1,515,560	\$ 1,432,651	\$ 1,486,037	\$ 1,068,064
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,515,560	\$ 1,432,651	\$ 1,486,037	\$ 1,068,064

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ASSISTANT ENGINEER	0.50	0.50	0.50	0.50
ASSIST DIR OF PW ENGINEER	0.20	0.20	0	0
CIP MANAGER	1.00	1.00	1.00	1.00
PUBLIC WORKS PROJECT MANAGER	4.25	5.25	3.25	1.25
PUBLIC WORKS PROJECT MANAGER LT	1.50	0.50	0	0
SENIOR CIVIL ENGINEER	0	0	0	1.00
SR. PUBLIC WORKS PROJECT MANAGER	0	0	1.00	0
Total	7.45	7.45	5.75	3.75

As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget: Public Works Project Manager (2 positions). Additionally, the vacant Senior Public Works Project Manager position has been reclassified to a Senior Civil Engineer position.

Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 111,874
Total Expenditures	\$ 1,059,147
Fund Balance	\$ -
General Fund Costs	\$ 947,273
% Funded by General Fund	89.4%
Total Staffing	3.0 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 \$1,059,147 for the Service Center Administration program. This represents a decrease of \$42,894 (-3.9%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses and special projects. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(3,840)	Reduction in general supplies, tools, ergonomics, safety publications, membership dues

Special Projects

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

Special Project	Expenditure	Revenue	Funding Source	Description
Office Reconfiguration	\$50,000	\$50,000	General Fund	Citywide office reconfigurations

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 35,326	\$ 111,719	\$ 71,359	\$ 111,719
Miscellaneous Revenue	\$ 508	\$ 155	\$ 508	\$ 155
Total Revenues	\$ 35,834	\$ 111,874	\$ 71,867	\$ 111,874
Expenditures				
Employee Compensation	\$ 513,485	\$ 469,977	\$ 451,585	\$ 449,862
Employee Benefits	\$ 243,689	\$ 197,212	\$ 222,997	\$ 229,031
Materials	\$ 263,361	\$ 200,772	\$ 160,591	\$ 154,202
Contract Services	\$ 8,745	\$ 31,508	\$ 17,682	\$ 17,682
Cost Allocation	\$ 328,477	\$ 294,735	\$ 229,276	\$ 156,221
Special Projects	\$ -	\$ 38,152	\$ 17,682	\$ 50,000
Contingencies	\$ -	\$ -	\$ 2,228	\$ 2,149
Total Expenditures	\$ 1,357,757	\$ 1,232,356	\$ 1,102,041	\$ 1,059,147
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,321,923	\$ 1,120,481	\$ 1,030,174	\$ 947,273

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ASSIST DIR OF PW ENGINEER	0.35	0.10	0	0
ASSIST DIR PUBLIC WORKS OPS	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	0.15	0.15	0.05	0
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
Total	3.50	3.25	3.05	3.00

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

Golf Grounds Maintenance

Budget Unit 560-84-268

Blackberry Farm - Grounds - Golf Grounds Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 355,187
Fund Balance	\$ (355,187)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	FTE

Program Overview

This program maintains the grounds at the Blackberry Farm Golf Course.

Service Objectives

- Provide citizens with the cleanest and safest recreational area to enjoy.
- Provide daily general clean up and trash removal at the golf course.
- Provide maintenance of tee boxes, fairways and greens areas that includes mowing, fertilization and aerification.
- Provide maintenance of irrigation system in good operation and program irrigation controllers to maintain golf course appearance and health of vegetation while maximizing water conservation.
- Provide tree maintenance by keeping trees trimmed.
- Provide maintenance of perimeter fencing and safety netting.

Proposed Budget

It is recommended that City Council approve a budget of \$355,187 for the Golf Grounds Maintenance program.

The Blackberry Farm Gold Course maintenance budget (560-63-616) was transferred from Parks and Recreation to Public Works.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Operations and Maintenance	Tree maintenance contract services	\$(50,000)	Tree maintenance moved in-house

The table below shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Operations and Maintenance	Tree maintenance contract services	\$50,000	Unfunded

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ -	\$ -	\$ -	\$ 120,802
Contract Services	\$ -	\$ -	\$ -	\$ 230,000
Contingencies	\$ -	\$ -	\$ -	\$ 4,385
Total Expenditures	\$ -	\$ -	\$ -	\$ 355,187
Fund Balance	\$ -	\$ -	\$ -	\$ (355,187)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 159,471
Fund Balance	\$ -
General Fund Costs	\$ 159,471
% 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 \$159,471 for the McClellan Ranch Park program. This represents a decrease of \$16,846 (-9.6%) from the FY 2023-24 Adopted Budget.

This decrease is mainly due to a reduction in contract services and Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(11)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(11,811)	Reduction in mowing and bee removal contract services
Total		\$(11,822)	

The following table shows unfunded need for this program.

Service	Description	Estimated Cost	Funding Status
Operations and Maintenance	Contract Service - Weed Mowing twice per FY	\$2,000	Unfunded
Infrastructure	EEC Door Repair	\$40,000	Unfunded
Total		\$24,000	

Revenues and Expenditures

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

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 39,251	\$ 40,638	\$ 47,334	\$ 44,708
Employee Benefits	\$ 21,340	\$ 19,155	\$ 23,757	\$ 25,920
Materials	\$ 20,341	\$ 41,393	\$ 39,050	\$ 40,511
Contract Services	\$ 11,731	\$ 65,728	\$ 11,811	\$ 2,000
Cost Allocation	\$ 55,724	\$ 60,685	\$ 53,729	\$ 45,801
Contingencies	\$ -	\$ -	\$ 636	\$ 531
Total Expenditures	\$ 148,387	\$ 227,599	\$ 176,317	\$ 159,471
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 148,387	\$ 227,599	\$ 176,317	\$ 159,471

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 796,286
Fund Balance	\$ -
General Fund Costs	\$ 796,286
% Funded by General Fund	100.0%
Total Staffing	2.5 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$796,286 for the Memorial Park program. This represents a decrease of \$22,715 (-2.8%) from the FY 2023-24 Adopted Budget.

This reduction is mainly due to a reduction in contract services and salary and benefits due to a reallocation of staff in this program.

The following table shows the Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(10,638)	Reduction in ergonomics and maintenance supplies
Infrastructure	Contract Services	\$(21,200)	Reduction in tree maintenance contracts (moving in-house)
Operations and Maintenance	Contract Services	\$(894)	bee removal contract services
Fiscal Accountability	Utility True-up	\$(112,000)	Reduction aligns with budget actuals
Total		\$(134,094)	

The following table shows unfunded items in this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Tree maintenance contract services	\$21,200	Unfunded

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 215,005	\$ 202,135	\$ 166,719	\$ 239,020
Employee Benefits	\$ 120,367	\$ 103,883	\$ 84,473	\$ 142,892
Materials	\$ 139,529	\$ 137,505	\$ 328,717	\$ 214,825
Contract Services	\$ 99,340	\$ 66,417	\$ 28,986	\$ 6,892
Cost Allocation	\$ 293,608	\$ 247,980	\$ 205,635	\$ 189,886
Capital Outlays	\$ 31,950	\$ 5,250	\$ -	\$ -
Special Projects	\$ -	\$ 15,400	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,471	\$ 2,771
Total Expenditures	\$ 899,799	\$ 778,570	\$ 819,001	\$ 796,286
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 899,799	\$ 778,570	\$ 819,001	\$ 796,286

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	2.20	2.20	1.20	2.20
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	1.50	2.50

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

BBF Ground Maintenance

Budget Unit 100-84-811

General Fund - Grounds - BBF Ground Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 284,818
Fund Balance	\$ -
General Fund Costs	\$ 284,818
% 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 \$284,818 for the BBF Ground Maintenance program. This represents a decrease of \$82,633 (-22.5%) from the FY 2023-24 Adopted Budget.

This reduction is mainly due to a reduction in contract services, cost allocation and part-time staff. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. This is offset by an increase in materials for water services.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(176)	Reduction aligns budget with actuals
Infrastructure	Contract Services	\$(21,200)	Reduction in tree maintenance contracts (moving in-house), and bee removal contract services
Operations and Maintenance	Contract Services	\$(14,042)	Reduces various other contract services
Operation and Maintenance	Part-Time Staff	\$(36,866)	Reduction of part-time staff
Total		\$(72,284)	

The following table shows unfunded items in this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Tree maintenance contract services	\$21,200	Unfunded

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 79,844	\$ 78,797	\$ 138,741	\$ 101,380
Employee Benefits	\$ 48,016	\$ 42,340	\$ 57,274	\$ 62,258
Materials	\$ 5,126	\$ 6,774	\$ 18,944	\$ 23,345
Contract Services	\$ 40,506	\$ 26,542	\$ 85,167	\$ 49,925
Cost Allocation	\$ 46,025	\$ 66,296	\$ 65,044	\$ 46,994
Special Projects	\$ 12,960	\$ 17,900	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,281	\$ 916
Total Expenditures	\$ 232,477	\$ 238,649	\$ 367,451	\$ 284,818
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 232,477	\$ 238,649	\$ 367,451	\$ 284,818

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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

	2025 Proposed Budget
Total Revenues	\$ 196,469
Total Expenditures	\$ 1,373,426
Fund Balance	\$ -
General Fund Costs	\$ 1,176,957
% Funded by General Fund	85.7%
Total Staffing	4.2 FTE

Program Overview

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

Service Objectives

- The main objective of the Grounds Division is to provide the 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 \$1,373,426 for the School Site Maintenance program. This represents a decrease of \$10,160 (-0.7%) from the FY 2023-24 Adopted Budget.

This decrease is due to a reduction in contract services and Cost Allocation expenses offset by increase in materials.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(433)	Reduction in ergonomics
Infrastructure	Contract Services	\$(6,144)	Tree maintenance moved in-house
Total		\$(6,577)	

The table below shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Tree maintenance contract services	\$6,144	Unfunded

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$10,500	\$10,500	General Fund	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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 145,823	\$ 170,843	\$ 145,823	\$ 196,469
Total Revenues	\$ 145,823	\$ 170,843	\$ 145,823	\$ 196,469
Expenditures				
Employee Compensation	\$ 349,033	\$ 377,171	\$ 405,493	\$ 402,854
Employee Benefits	\$ 205,892	\$ 184,391	\$ 228,901	\$ 258,057
Materials	\$ 331,997	\$ 309,621	\$ 304,115	\$ 392,319
Contract Services	\$ 14,587	\$ 82,055	\$ 26,302	\$ 25,980
Cost Allocation	\$ 421,419	\$ 390,409	\$ 394,645	\$ 278,487
Special Projects	\$ 28,970	\$ 40,289	\$ 20,000	\$ 10,500
Contingencies	\$ -	\$ -	\$ 4,130	\$ 5,229
Total Expenditures	\$ 1,351,898	\$ 1,383,936	\$ 1,383,586	\$ 1,373,426
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,206,075	\$ 1,213,094	\$ 1,237,763	\$ 1,176,957

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 2,110,853
Fund Balance	\$ -
General Fund Costs	\$ 2,110,853
% Funded by General Fund	100.0%
Total Staffing	7.1 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 \$2,110,853 for the Neighborhood Parks program. This represents a decrease of \$482,248 (-18.6%) from the FY 2023-24 Adopted Budget.

This decrease is due to a reduction in contract services and cost allocation. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(3,491)	Reduction in printing, ergonomics, memberships
Fiscal Accountability	Utility True-up	\$(119,981)	Reduction aligns budget with actuals
Infrastructure	Contract Services	\$(84,800)	Tree maintenance moved in-house
Operations and Maintenance	Salary and Benefits	\$(70,000)	Reduction in full time staff
Total		\$(278,272)	

The table shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Tree maintenance contract services	\$84,800	Unfunded

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 674,039	\$ 751,121	\$ 775,220	\$ 645,367
Employee Benefits	\$ 363,812	\$ 340,267	\$ 402,682	\$ 403,127
Materials	\$ 320,555	\$ 381,433	\$ 591,618	\$ 481,183
Contract Services	\$ 144,049	\$ 166,011	\$ 119,038	\$ 39,238
Cost Allocation	\$ 820,200	\$ 687,393	\$ 695,660	\$ 535,433
Special Projects	\$ 45,917	\$ 80,207	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 8,883	\$ 6,505
Total Expenditures	\$ 2,368,572	\$ 2,406,432	\$ 2,593,101	\$ 2,110,853
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 2,368,573	\$ 2,406,432	\$ 2,593,101	\$ 2,110,853

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	7.80	7.80	7.80	6.30
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	7.10

As part of an expenditure reduction strategy, the vacant Maintenance Worker I/II position is being removed from the budget.

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 745,000
Fund Balance	\$ -
General Fund Costs	\$ 745,000
% Funded by General Fund	100.0%
Total Staffing	2.0 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 \$745,000 for the Sport Fields Jollyman, Creekside program. This represents a decrease of \$194,889 (-20.7%) from the FY 2023-24 Adopted Budget.

This decrease is due to a reduction in contract services, the elimination of one part-time position, and a utility true-up.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(257)	Reduction in ergonomics
Fiscal Accountability	Utility True-up	\$(85,000)	Reduction aligns budget with actuals
Infrastructure	Contract Services	\$(21,200)	Tree maintenance moved in-house
Operations and Maintenance	Salary and Benefits	\$(70,000)	Reduction in Full Time Staff
Total		\$(176,457)	

The table shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Tree maintenance contract services	\$21,200	Unfunded

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$10,500	\$10,500	General Fund	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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 188,041	\$ 215,980	\$ 234,037	\$ 191,568
Employee Benefits	\$ 101,602	\$ 104,306	\$ 118,099	\$ 116,530
Materials	\$ 179,437	\$ 170,391	\$ 314,346	\$ 236,052
Contract Services	\$ 225	\$ 18,402	\$ 29,824	\$ 9,598
Cost Allocation	\$ 295,678	\$ 232,990	\$ 239,281	\$ 177,681
Special Projects	\$ -	\$ -	\$ -	\$ 10,500
Contingencies	\$ -	\$ -	\$ 4,302	\$ 3,071
Total Expenditures	\$ 764,983	\$ 742,069	\$ 939,889	\$ 745,000
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 764,982	\$ 742,068	\$ 939,889	\$ 745,000

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	1.50
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	2.00

As part of an expenditure reduction strategy, one Part Time Maintenance Worker I/II position was eliminated.

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 174,161
Total Expenditures	\$ 218,943
Fund Balance	\$ -
General Fund Costs	\$ 44,782
% Funded by General Fund	20.5%
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 \$218,943 for the Civic Center Maintenance program. This represents an increase of \$36,723 (20.2%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Utility True-up	\$(3,000)	Reduction aligns budget with actuals

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 297,077	\$ 238,705	\$ 220,710	\$ 174,161
Total Revenues	\$ 297,077	\$ 238,705	\$ 220,710	\$ 174,161
Expenditures				
Employee Compensation	\$ 79,707	\$ 81,561	\$ 84,246	\$ 82,967
Employee Benefits	\$ 44,008	\$ 39,525	\$ 48,368	\$ 53,884
Materials	\$ 43,488	\$ 52,514	\$ 48,994	\$ 47,824
Contract Services	\$ -	\$ 4,572	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ 33,670
Contingencies	\$ -	\$ -	\$ 612	\$ 598
Total Expenditures	\$ 167,203	\$ 178,172	\$ 182,220	\$ 218,943
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (129,875)	\$ (60,534)	\$ (38,490)	\$ 44,782

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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.

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ 15,000
Total Expenditures	\$ 1,323,980
Fund Balance	\$ (1,308,980)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.0 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 \$1,323,980 for the Sidewalk Curb and Gutter program. This represents a decrease of \$471,434 (-26.3%) from the FY 2023-24 Adopted Budget.

This reduction is due to a program change that will shift the sidewalk maintenance focus from removal and replacement to grinding of tripping hazards, except in extreme situations. This decrease is offset by an increase in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Operations and Maintenance	Contract Services	\$(600,000)	Reduction of annual sidewalk, curb, and gutter contract services

The table below shows unfunded needs in this program.

Service	Description	Estimated Cost	Funding Status
Operations and Maintenance	Maintenance of Sidewalk, Curb and Gutter Service Level Reductions	\$600,000	Unfunded

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk Curb & Gutter	\$632,313	\$632,313	Transportation Fund	Annual street pavement 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 23,710	\$ 14,985	\$ -	\$ 15,000
Total Revenues	\$ 23,710	\$ 14,985	\$ -	\$ 15,000
Expenditures				
Employee Compensation	\$ 169,564	\$ 215,283	\$ 219,175	\$ 235,242
Employee Benefits	\$ 82,438	\$ 94,332	\$ 105,692	\$ 141,140
Materials	\$ 14,186	\$ 9,773	\$ 10,019	\$ 10,019
Contract Services	\$ -	\$ 200	\$ 27,198	\$ 27,198
Cost Allocation	\$ 159,648	\$ 154,905	\$ 200,552	\$ 277,603
Special Projects	\$ 1,314,836	\$ 177,576	\$ 1,232,313	\$ 632,313
Contingencies	\$ -	\$ -	\$ 465	\$ 465
Total Expenditures	\$ 1,740,672	\$ 652,069	\$ 1,795,414	\$ 1,323,980
Fund Balance	\$ (1,716,962)	\$ (637,085)	\$ (1,795,414)	\$ (1,308,980)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.70	0.75	0.75
MAINTENANCE WORKER III	0	0	0	0.15
PUBLIC WORKS INSPECTOR	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.15	0.10
Total	1.40	1.80	1.90	2.00

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

	2025 Proposed Budget
Total Revenues	\$ 3,180,917
Total Expenditures	\$ 4,465,079
Fund Balance	\$ (1,284,162)
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 \$4,465,079 for the Street Pavement Maintenance program. This represents an increase of \$519,629 (13.2%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(949)	Reduction in ergonomics, memberships
Operations and Maintenance	Salary and Benefits	\$(36,866)	Reduction in part-time staff
Total		\$(37,815)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Asphalt Project	\$1,943,667	\$1,943,667	Transportation Fund	Annual street pavement maintenance
SB1 roads	\$880,224	\$880,224	Transportation Fund	Annual street pavement maintenance
Total	\$2,823,891	\$2,823,891		

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 1,631,881	\$ 1,680,917	\$ 1,855,516	\$ 3,180,917
Charges for Services	\$ 827	\$ 287	\$ -	\$ -
Miscellaneous Revenue	\$ 126	\$ 680	\$ -	\$ -
Total Revenues	\$ 1,632,834	\$ 1,681,884	\$ 1,855,516	\$ 3,180,917
Expenditures				
Employee Compensation	\$ 402,327	\$ 433,990	\$ 448,174	\$ 416,814
Employee Benefits	\$ 188,278	\$ 182,380	\$ 206,622	\$ 220,949
Materials	\$ 38,240	\$ 18,820	\$ 22,737	\$ 21,788
Contract Services	\$ -	\$ 296,130	\$ 81,536	\$ 81,536
Cost Allocation	\$ 417,002	\$ 351,039	\$ 361,186	\$ 898,809
Capital Outlays	\$ 1,773,050	\$ 1,023,661	\$ 880,224	\$ 880,224
Special Projects	\$ 1,089,622	\$ 1,901,218	\$ 1,943,668	\$ 1,943,667
Contingencies	\$ -	\$ -	\$ 1,303	\$ 1,292
Total Expenditures	\$ 3,908,519	\$ 4,207,238	\$ 3,945,450	\$ 4,465,079
Fund Balance	\$ (2,275,686)	\$ (2,525,354)	\$ (2,089,934)	\$ (1,284,162)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	2.65	2.40	2.35	2.20
MAINTENANCE WORKER III	0.25	1.25	0.25	0.40
PUBLIC WORKS PROJECT MANAGER	0.75	0.75	0.75	0.75
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.25	0.25
Total	3.95	4.70	3.60	3.60

There are no changes to the current level of staffing.

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 722,319
Fund Balance	\$ (722,319)
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 \$722,319 for the Street Sign Marking program. This represents a decrease of \$56,611 (-7.3%) from the FY 2023-24 Adopted Budget.

The decrease is mainly due to a reduction in contract services and Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(1,593)	Reduction in printing, ergonomics, memberships
Operations and Maintenance	Contract Services	\$(7,993)	Reduction in contract services
Total		\$(9,586)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 673	\$ 680	\$ -	\$ -
Miscellaneous Revenue	\$ 3,119	\$ 1,321	\$ -	\$ -
Total Revenues	\$ 3,792	\$ 2,001	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 272,394	\$ 301,242	\$ 308,235	\$ 308,373
Employee Benefits	\$ 143,453	\$ 137,367	\$ 158,204	\$ 173,741
Materials	\$ 121,779	\$ 134,852	\$ 76,491	\$ 76,657
Contract Services	\$ -	\$ -	\$ 17,993	\$ 10,000
Cost Allocation	\$ 242,544	\$ 208,393	\$ 216,826	\$ 152,465
Special Projects	\$ -	\$ 16,118	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,181	\$ 1,083
Total Expenditures	\$ 780,170	\$ 797,972	\$ 778,930	\$ 722,319
Fund Balance	\$ (776,378)	\$ (795,972)	\$ (778,930)	\$ (722,319)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	3.00	2.75	2.50	2.30
MAINTENANCE WORKER III	0.20	0.20	0.35	0.55
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	3.40	3.15	3.05	3.05

There are no changes to the current level of staffing.

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ 38,906
Total Expenditures	\$ 939,273
Fund Balance	\$ -
General Fund Costs	\$ 900,367
% Funded by General Fund	95.9%
Total Staffing	1.6 FTE

Program Overview

Maintain city-owned streetlights (3,049), parking lot lights (90) and park lighting (282).

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 \$939,273 for the Street Lighting program. This represents a decrease of \$72,648 (-7.2%) from the FY 2023-24 Adopted Budget.

This decrease is mainly due to reductions in special projects.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(369)	Reduction in supplies, ergonomics
Fiscal Accountability	Utility True-up	\$(76,348)	Reduction aligns budget with actuals
Operations and Maintenance	Special Project	\$(55,000)	Reduction of replaced fluted street light poles
Total		\$(131,717)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Projects - PW	\$175,000	\$175,000	General Fund	Street Light Pole 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 4,410	\$ 38,906	\$ -	\$ 38,906
Total Revenues	\$ 4,410	\$ 38,906	\$ -	\$ 38,906
Expenditures				
Employee Compensation	\$ 121,274	\$ 134,510	\$ 162,947	\$ 192,600
Employee Benefits	\$ 58,566	\$ 55,227	\$ 73,586	\$ 101,110
Materials	\$ 347,699	\$ 396,161	\$ 359,665	\$ 311,755
Contract Services	\$ 43,232	\$ 4,405	\$ 49,152	\$ 49,152
Cost Allocation	\$ 136,287	\$ 182,467	\$ 131,461	\$ 105,145
Special Projects	\$ 304,059	\$ 226,823	\$ 230,000	\$ 175,000
Contingencies	\$ -	\$ -	\$ 5,110	\$ 4,511
Total Expenditures	\$ 1,011,117	\$ 999,593	\$ 1,011,921	\$ 939,273
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,006,708	\$ 960,686	\$ 1,011,921	\$ 900,367

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0.10	0.30
MAINTENANCE WORKER III	0	0	0.05	0.10
PUBLIC WORKS SUPERVISOR	0.05	0.05	0.10	0.15
STREET LIGHTING WORKER	1.00	1.00	1.00	1.00
Total	1.05	1.05	1.25	1.55

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

	2025 Proposed Budget
Total Revenues	\$ 1,356,136
Total Expenditures	\$ 1,565,283
Fund Balance	\$ (209,147)
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 \$1,565,283 for the Equipment Maintenance program. This represents an increase of \$64,236 (4.3%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(1,987)	Reduction in conferences, ergonomics
Fiscal Accountability	Contract Services	\$(15,000)	Reduction of equipment maintenance contracts
Total		\$(16,987)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 1,718,598	\$ 1,568,633	\$ 1,523,066	\$ 1,356,136
Miscellaneous Revenue	\$ 2,818	\$ -	\$ -	\$ -
Total Revenues	\$ 1,721,416	\$ 1,568,633	\$ 1,523,066	\$ 1,356,136
Expenditures				
Employee Compensation	\$ 284,430	\$ 328,949	\$ 332,325	\$ 327,448
Employee Benefits	\$ 103,761	\$ 198,048	\$ 167,502	\$ 178,732
Materials	\$ 334,113	\$ 344,802	\$ 253,684	\$ 309,131
Contract Services	\$ 52,177	\$ 37,260	\$ 102,591	\$ 90,389
Cost Allocation	\$ -	\$ -	\$ -	\$ 77,449
Special Projects	\$ -	\$ 49,615	\$ -	\$ -
Other Financing Uses	\$ 640,492	\$ 577,140	\$ 640,492	\$ 577,140
Contingencies	\$ -	\$ -	\$ 4,453	\$ 4,994
Total Expenditures	\$ 1,414,973	\$ 1,535,814	\$ 1,501,047	\$ 1,565,283
Fund Balance	\$ 672,442	\$ 32,818	\$ 22,019	\$ (209,147)
General Fund Costs	\$ 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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 188,657
Fund Balance	\$ -
General Fund Costs	\$ 188,657
% Funded by General Fund	100.0%
Total Staffing	0.7 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$188,657 for the Environmental Materials program. This represents a decrease of \$30,196 (-13.8%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(8,549)	Reduction in supplies, hazardous materials management

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ 1,209	\$ -	\$ -
Total Revenues	\$ -	\$ 1,209	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 63,810	\$ 76,101	\$ 76,706	\$ 72,894
Employee Benefits	\$ 30,605	\$ 31,238	\$ 37,057	\$ 37,291
Materials	\$ 28,969	\$ 27,098	\$ 39,288	\$ 30,739
Cost Allocation	\$ 66,520	\$ 61,314	\$ 65,311	\$ 47,349
Contingencies	\$ -	\$ -	\$ 491	\$ 384
Total Expenditures	\$ 189,904	\$ 195,751	\$ 218,853	\$ 188,657
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 189,905	\$ 194,543	\$ 218,853	\$ 188,657

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.35	0.55	0.45
MAINTENANCE WORKER III	0.25	0.25	0.15	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.05	0.05
Total	0.65	0.70	0.75	0.70

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

Trail Maintenance

Budget Unit 100-86-261

General Fund - Trees and Right of Way - Trail Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 263,167
Fund Balance	\$ -
General Fund Costs	\$ 263,167
% Funded by General Fund	100.0%
Total Staffing	1.2 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$263,167 for the Trail Maintenance program. This represents an increase of \$63,709 (31.9%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. In addition, to the reallocation of staff to this program.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(64)	Reduction in memberships
Operations and Maintenance	Contract Services	\$(13,705)	Reduction in fence repairs and graffiti mitigation contract services
Total		\$(13,769)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ 90,095	\$ 121,150	\$ 153,802
Employee Benefits	\$ -	\$ 43,734	\$ 50,862	\$ 76,864
Materials	\$ -	\$ 3,517	\$ 4,981	\$ 4,917
Contract Services	\$ -	\$ 12,045	\$ 22,126	\$ 8,421
Cost Allocation	\$ -	\$ -	\$ -	\$ 18,996
Contingencies	\$ -	\$ -	\$ 339	\$ 167
Total Expenditures	\$ -	\$ 149,391	\$ 199,458	\$ 263,167
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 149,391	\$ 199,458	\$ 263,167

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0	0.90	0.75	0.90
MAINTENANCE WORKER III	0	0.15	0	0.15
PUBLIC WORKS SUPERVISOR	0	0.10	0.10	0.10
Total	0	1.15	0.85	1.15

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

Overpasses and Medians

Budget Unit 100-86-824

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

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,665,540
Fund Balance	\$ -
General Fund Costs	\$ 1,665,540
% Funded by General Fund	100.0%
Total Staffing	6.3 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,665,540 for the Overpasses and Medians program. This represents a decrease of \$5,052 (-0.3%) from the FY 2023-24 Adopted Budget.

The decrease is due to service level reductions offset by increased water costs.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(17,127)	Reduction aligns budget with actuals
Fiscal Accountability	Utility True-up	\$(5,832)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(1,400)	Reduction in rental contracts
Total		\$(24,359)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ -	\$ 4,410	\$ -
Total Revenues	\$ -	\$ -	\$ 4,410	\$ -
Expenditures				
Employee Compensation	\$ 514,643	\$ 563,194	\$ 631,983	\$ 632,666
Employee Benefits	\$ 285,806	\$ 271,883	\$ 350,050	\$ 409,621
Materials	\$ 200,312	\$ 173,831	\$ 184,191	\$ 183,928
Contract Services	\$ 63,494	\$ 43,823	\$ 26,467	\$ 31,000
Cost Allocation	\$ 542,062	\$ 456,324	\$ 475,268	\$ 405,638
Special Projects	\$ 39,200	\$ 89,029	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,633	\$ 2,687
Total Expenditures	\$ 1,645,517	\$ 1,598,084	\$ 1,670,592	\$ 1,665,540
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,645,516	\$ 1,598,084	\$ 1,666,182	\$ 1,665,540

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	5.00	5.10	5.25	5.10
MAINTENANCE WORKER III	1.00	0.85	1.00	0.85
PUBLIC WORKS SUPERVISOR	0.30	0.30	0.30	0.30
Total	6.30	6.25	6.55	6.25

Staff time is being reallocated to Tree Maintenance as a result defunding tree contracts and moving the work in-house.

Street Tree Maintenance

Budget Unit 100-86-825

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

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 50,251
Total Expenditures	\$ 1,945,921
Fund Balance	\$ -
General Fund Costs	\$ 1,895,670
% Funded by General Fund	97.4%
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 \$1,945,921 for the Street Tree Maintenance program. This represents an increase of \$157,099 (8.8%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses and materials. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. Increased materials are due to these services now being completed city staff.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(1,627)	Reduction in data services
Fiscal Accountability	Utility True-up	\$(1,043)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(5,324)	Reduction in bee removal, and subscription contract services
Total		\$(7,994)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Trees and Badges	\$15,000	\$15,000	General Fund	This is annual tree badges program and was added in special projects for visibility.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 41,337	\$ 35,251	\$ 41,337	\$ 35,251
Transfers In	\$ 15,000	\$ 61,140	\$ 15,000	\$ 15,000
Total Revenues	\$ 56,337	\$ 96,391	\$ 56,337	\$ 50,251
Expenditures				
Employee Compensation	\$ 628,011	\$ 652,329	\$ 689,114	\$ 711,621
Employee Benefits	\$ 367,549	\$ 329,223	\$ 393,778	\$ 446,908
Materials	\$ 96,056	\$ 106,240	\$ 67,560	\$ 96,316
Contract Services	\$ 5,472	\$ 8,290	\$ 12,962	\$ 10,398
Cost Allocation	\$ 625,568	\$ 533,396	\$ 549,401	\$ 664,344
Special Projects	\$ 38,724	\$ 13,737	\$ 75,000	\$ 15,000
Contingencies	\$ -	\$ -	\$ 1,007	\$ 1,334
Total Expenditures	\$ 1,761,380	\$ 1,643,215	\$ 1,788,822	\$ 1,945,921
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,705,043	\$ 1,546,823	\$ 1,732,485	\$ 1,895,670

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	7.00	6.00	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	7.40	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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 537,491
Fund Balance	\$ -
General Fund Costs	\$ 537,491
% 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 \$537,491 for the Sheriff Work Program program. This represents a decrease of \$54,860 (-9.3%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 183,903	\$ 224,703	\$ 244,742	\$ 272,793
Employee Benefits	\$ 110,249	\$ 116,970	\$ 101,753	\$ 114,351
Materials	\$ 9,229	\$ 7,153	\$ 5,182	\$ 5,182
Contract Services	\$ 4,977	\$ 6,489	\$ 5,913	\$ 5,913
Cost Allocation	\$ 200,818	\$ 187,481	\$ 234,622	\$ 139,113
Contingencies	\$ -	\$ -	\$ 139	\$ 139
Total Expenditures	\$ 509,176	\$ 542,796	\$ 592,351	\$ 537,491
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 509,175	\$ 542,796	\$ 592,351	\$ 537,491

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	2.00	2.00	2.00	2.00
PUBLIC WORKS SUPERVISOR	0.30	0.20	0.20	0.20
Total	2.30	2.20	2.20	2.20

BBF Golf Maintenance

Budget Unit 560-87-260

Blackberry Farm - Facilities and Fleet - BBF Golf Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 121,007
Fund Balance	\$ (121,007)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.1 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 \$121,007 for the BBF Golf Maintenance program. This represents an increase of \$17,763 (17.2%) from the FY 2023-24 Adopted Budget.

The increase is due to staff allocation into this program.

The table below shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Golf Course Pro Shop Counter Replacement	\$10,000	Unfunded
Infrastructure	Golf Course Men's Restroom Partition Replacement	\$12,000	Unfunded

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 8,167
Employee Benefits	\$ -	\$ -	\$ -	\$ 4,420
Materials	\$ -	\$ 98,672	\$ 68,957	\$ 72,363
Contract Services	\$ -	\$ 23,459	\$ 33,012	\$ 33,087
Cost Allocation	\$ -	\$ -	\$ -	\$ 1,652
Contingencies	\$ -	\$ -	\$ 1,275	\$ 1,318
Total Expenditures	\$ -	\$ 122,131	\$ 103,244	\$ 121,007
Fund Balance	\$ -	\$ (122,131)	\$ (103,244)	\$ (121,007)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	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.

City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 265,226
Total Expenditures	\$ 510,637
Fund Balance	\$ -
General Fund Costs	\$ 245,411
% Funded by General Fund	48.1%
Total Staffing	0.6 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 \$510,637 for the City Hall Maintenance program. This represents an increase of \$9,948 (2.0%) from the FY 2023-24 Adopted Budget.

This budget is relatively unchanged from the prior fiscal year. Decreases in materials and contracts are offset by increases in cost allocation, salary and benefits due to position reallocations, and special projects. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(379)	Reduction in Christmas trees
Fiscal Accountability	Utility True-up	\$(55,000)	Reduction aligns budget with actuals
Total		\$(55,779)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ 452,294	\$ 379,605	\$ 468,887	\$ 265,226
Total Revenues	\$ 452,294	\$ 379,605	\$ 468,887	\$ 265,226
Expenditures				
Employee Compensation	\$ 99,965	\$ 101,665	\$ 78,914	\$ 74,462
Employee Benefits	\$ 51,476	\$ 49,316	\$ 37,402	\$ 40,192
Materials	\$ 148,726	\$ 186,644	\$ 269,946	\$ 233,279
Contract Services	\$ 279,411	\$ 94,918	\$ 109,682	\$ 111,156
Cost Allocation	\$ -	\$ -	\$ -	\$ 45,243
Special Projects	\$ 6,856	\$ 103,867	\$ -	\$ 2,000
Contingencies	\$ -	\$ -	\$ 4,745	\$ 4,305
Total Expenditures	\$ 586,434	\$ 536,410	\$ 500,689	\$ 510,637
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 134,140	\$ 156,805	\$ 31,802	\$ 245,411

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.10	0
MAINTENANCE WORKER III	0.70	0.70	0.40	0.40
PUBLIC WORKS SUPERVISOR	0.20	0.20	0.20	0.20
Total	1.00	1.00	0.70	0.60

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

Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 1,032,625
Total Expenditures	\$ 1,338,128
Fund Balance	\$ -
General Fund Costs	\$ 305,503
% Funded by General Fund	22.8%
Total Staffing	0.8 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$1,338,128 for the Library Maintenance program. This represents an increase of \$330,635 (32.8%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(138)	Reduction in ergonomics
Fiscal Accountability	Utility True-up	\$(8,612)	Reduction aligns budget with actuals
Total		\$(8,750)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 15,911	\$ 24,627	\$ 25,471	\$ 24,627
Charges for Services	\$ 1,356,115	\$ 799,066	\$ 893,642	\$ 1,007,998
Total Revenues	\$ 1,372,026	\$ 823,693	\$ 919,113	\$ 1,032,625
Expenditures				
Employee Compensation	\$ 55,974	\$ 53,709	\$ 64,752	\$ 83,054
Employee Benefits	\$ 31,944	\$ 23,541	\$ 30,904	\$ 45,626
Materials	\$ 127,359	\$ 350,698	\$ 362,849	\$ 534,043
Contract Services	\$ 410,691	\$ 391,010	\$ 454,486	\$ 461,171
Cost Allocation	\$ 91,770	\$ 78,451	\$ 84,287	\$ 201,794
Special Projects	\$ 24,357	\$ 3,209	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 10,215	\$ 12,440
Total Expenditures	\$ 742,095	\$ 900,618	\$ 1,007,493	\$ 1,338,128
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (629,932)	\$ 76,926	\$ 88,380	\$ 305,503

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.60	0.40	0.20	0.40
MAINTENANCE WORKER III	0.10	0.10	0.30	0.30
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.80	0.60	0.60	0.80

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

Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 341,264
Fund Balance	\$ -
General Fund Costs	\$ 341,264
% Funded by General Fund	100.0%
Total Staffing	0.7 FTE

Program Overview

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

Service Objectives

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

Proposed Budget

It is recommended that City Council approve a budget of \$341,264 for the Service Center Maintenance program. This represents an increase of \$30,378 (9.8%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in costs allocation and increased health costs for negotiated increases. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(3,138)	Reduction in data services and ergonomics
Fiscal Accountability	Utility True-up	\$(10,494)	Reduction aligns budget with actuals
Total		\$(13,632)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 53,818	\$ 63,778	\$ 55,949	\$ 86,709
Employee Benefits	\$ 29,452	\$ 30,039	\$ 26,950	\$ 41,581
Materials	\$ 52,270	\$ 88,374	\$ 65,296	\$ 53,482
Contract Services	\$ 77,766	\$ 57,550	\$ 60,937	\$ 60,937
Cost Allocation	\$ 88,518	\$ 84,790	\$ 85,176	\$ 95,125
Capital Outlays	\$ 12,829	\$ 13,186	\$ -	\$ -
Special Projects	\$ 43,721	\$ 17,424	\$ 15,000	\$ 2,000
Contingencies	\$ -	\$ -	\$ 1,578	\$ 1,430
Total Expenditures	\$ 358,374	\$ 355,141	\$ 310,886	\$ 341,264
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 358,374	\$ 355,141	\$ 310,886	\$ 341,264

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.20	0.30
MAINTENANCE WORKER III	0.20	0.20	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.20
Total	0.70	0.70	0.50	0.70

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

Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 526,991
Fund Balance	\$ -
General Fund Costs	\$ 526,991
% 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 \$526,991 for the Quinlan Community Center Maintenance program. This represents a decrease of \$47,668 (-8.3%) from the FY 2023-24 Adopted Budget.

The decrease is due to reduced special projects.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(83)	Reduction in ergonomics
Fiscal Accountability	Utility True-up	\$(10,000)	Reduction aligns budget with actuals
Total		\$(10,083)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 59,179	\$ 75,991	\$ 62,294	\$ 60,890
Employee Benefits	\$ 29,198	\$ 32,306	\$ 27,863	\$ 30,939
Materials	\$ 128,224	\$ 179,883	\$ 175,895	\$ 175,588
Contract Services	\$ 160,826	\$ 153,184	\$ 117,294	\$ 122,294
Cost Allocation	\$ 110,437	\$ 106,204	\$ 102,648	\$ 131,556
Special Projects	\$ -	\$ 22,020	\$ 85,000	\$ 2,000
Contingencies	\$ -	\$ -	\$ 3,665	\$ 3,724
Total Expenditures	\$ 487,864	\$ 569,588	\$ 574,659	\$ 526,991
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 487,864	\$ 569,587	\$ 574,659	\$ 526,991

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.50	0.50
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.

Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 336,976
Fund Balance	\$ -
General Fund Costs	\$ 336,976
% 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 \$336,976 for the Senior Center Maintenance program. This represents an increase of \$12,687 (3.9%) from the FY 2023-24 Adopted Budget.

The increase is due to increased healthcare costs for negotiated increases and special projects.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(100)	Reduction in data services
Fiscal Accountability	Utility True-up	\$(5,500)	Reduction aligns budget with actuals
Total		\$(5,600)	

The table shows unfunded needs for this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Senior Center ADA Push Button Installation	\$15,000	Unfunded
Infrastructure	Senior Center Locking Cabinets	\$15,000	Unfunded
Total		\$30,000	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 20,750	\$ 61,951	\$ 54,313	\$ 56,117
Employee Benefits	\$ 12,840	\$ 27,754	\$ 25,450	\$ 35,662
Materials	\$ 56,284	\$ 73,196	\$ 69,641	\$ 70,419
Contract Services	\$ 65,824	\$ 132,243	\$ 88,223	\$ 88,236
Cost Allocation	\$ 84,539	\$ 78,035	\$ 84,689	\$ 82,559
Capital Outlays	\$ -	\$ 576	\$ -	\$ -
Special Projects	\$ -	\$ 23,247	\$ -	\$ 2,000
Contingencies	\$ -	\$ -	\$ 1,973	\$ 1,983
Total Expenditures	\$ 240,237	\$ 397,002	\$ 324,289	\$ 336,976
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 240,237	\$ 397,003	\$ 324,289	\$ 336,976

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.70	0.70	0.50	0.50
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.

McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ 1,461
Total Expenditures	\$ 235,801
Fund Balance	\$ -
General Fund Costs	\$ 234,340
% Funded by General Fund	99.4%
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 \$235,801 for the McClellan Ranch Maintenance program. This represents a decrease of \$57,949 (-19.7%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in special projects.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(91)	Reduction in meetings and ergonomics

The table below shows unfunded needs in this program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Senior Center ADA Push Button Installation	\$15,000	Unfunded
Infrastructure	Senior Center Locking Cabinets	\$15,000	Unfunded
Total		\$30,000	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ -	\$ 1,461	\$ -	\$ 1,461
Miscellaneous Revenue	\$ 891	\$ 505	\$ 4,462	\$ -
Total Revenues	\$ 891	\$ 1,966	\$ 4,462	\$ 1,461
Expenditures				
Employee Compensation	\$ 36,238	\$ 40,141	\$ 57,296	\$ 62,481
Employee Benefits	\$ 19,122	\$ 14,410	\$ 28,128	\$ 31,661
Materials	\$ 32,167	\$ 40,131	\$ 43,571	\$ 46,043
Contract Services	\$ 23,856	\$ 52,986	\$ 37,486	\$ 37,486
Cost Allocation	\$ 63,811	\$ 51,328	\$ 61,256	\$ 55,086
Special Projects	\$ 19,839	\$ 18,653	\$ 65,000	\$ 2,000
Contingencies	\$ -	\$ -	\$ 1,013	\$ 1,044
Total Expenditures	\$ 195,033	\$ 217,649	\$ 293,750	\$ 235,801
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 194,142	\$ 215,683	\$ 289,288	\$ 234,340

Staffing

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

Position Title	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.50	0.30	0.40	0.40
MAINTENANCE WORKER III	0	0	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.60	0.40	0.60	0.60

There are no changes to the current level of staffing.

Monta Vista Community Center Maintenance

Budget Unit 100-87-833

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

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 185,905
Fund Balance	\$ -
General Fund Costs	\$ 185,905
% 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 \$185,905 for the Monta Vista Community Center Maintenance program. This represents a decrease of \$512 (-0.3%) from the FY 2023-24 Adopted Budget.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(41)	Reduction in ergonomics
Fiscal Accountability	Utility True-up	\$(8,000)	Reduction aligns budget with actuals
Total		\$(8,041)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 24,550	\$ 33,061	\$ 33,242	\$ 35,562
Employee Benefits	\$ 13,354	\$ 14,071	\$ 15,830	\$ 17,721
Materials	\$ 24,163	\$ 37,871	\$ 48,635	\$ 43,782
Contract Services	\$ 36,348	\$ 54,555	\$ 33,251	\$ 33,250
Cost Allocation	\$ 55,247	\$ 51,535	\$ 54,435	\$ 52,627
Special Projects	\$ -	\$ -	\$ -	\$ 2,000
Contingencies	\$ -	\$ -	\$ 1,024	\$ 963
Total Expenditures	\$ 153,662	\$ 191,093	\$ 186,417	\$ 185,905
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 153,662	\$ 191,093	\$ 186,417	\$ 185,905

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.30	0.30	0.10	0.10
MAINTENANCE WORKER III	0	0	0.10	0.10
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.40	0.40	0.30	0.30

There are no changes to the current level of staffing.

Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 102,304
Fund Balance	\$ -
General Fund Costs	\$ 102,304
% Funded by General Fund	100.0%
Total Staffing	0.3 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 \$102,304 for the Wilson Park Maintenance program. This represents an increase of \$6,582 (6.9%) from the FY 2023-24 Adopted Budget.

The increase is due to staff reallocations to this program.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(1,240)	Reduction in data services
Fiscal Accountability	Utility True-up	\$(1,000)	Reduction aligns budget with actuals
Total		\$(2,240)	

Revenues and Expenditures

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

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 20,840	\$ 20,072	\$ 7,595	\$ 26,348
Employee Benefits	\$ 12,590	\$ 12,237	\$ 3,844	\$ 13,801
Materials	\$ 21,964	\$ 26,862	\$ 27,878	\$ 27,773
Contract Services	\$ 13,209	\$ 19,789	\$ 15,472	\$ 15,631
Cost Allocation	\$ 38,598	\$ 36,714	\$ 33,391	\$ 18,208
Special Projects	\$ -	\$ -	\$ 7,000	\$ -
Contingencies	\$ -	\$ -	\$ 542	\$ 543
Total Expenditures	\$ 107,201	\$ 115,674	\$ 95,722	\$ 102,304
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 107,201	\$ 115,674	\$ 95,722	\$ 102,304

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0.10	0.30
MAINTENANCE WORKER III	0.20	0.20	0	0
Total	0.20	0.20	0.10	0.30

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

Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 31,899
Fund Balance	\$ -
General Fund Costs	\$ 31,899
% 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 \$31,899 for the Portal Park Maintenance program. This represents a decrease of \$14,329 (-31.0%) from the FY 2023-24 Adopted Budget.

The decrease is mainly due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 10,298	\$ 9,487	\$ 63	\$ -
Employee Benefits	\$ 6,266	\$ 6,254	\$ -	\$ -
Materials	\$ 6,458	\$ 7,741	\$ 10,976	\$ 11,598
Contract Services	\$ 7,122	\$ 12,969	\$ 10,519	\$ 10,519
Cost Allocation	\$ 29,259	\$ 29,828	\$ 24,401	\$ 9,506
Contingencies	\$ -	\$ -	\$ 269	\$ 276
Total Expenditures	\$ 59,403	\$ 66,279	\$ 46,228	\$ 31,899
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 59,402	\$ 66,279	\$ 46,228	\$ 31,899

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER III	0.10	0.10	0	0
Total	0.10	0.10	0	0

There are no changes to the current level of staffing.

Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 787,112
Fund Balance	\$ (787,112)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.6 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 \$787,112 for the Sports Center Maintenance program. This represents an increase of \$127,988 (19.4%) from the FY 2023-24 Adopted Budget.

The increase is due to increases in Cost Allocation and special project expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. Increase in funding of Capital Outlay improvements.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(72)	Reduction in printing, ergonomics, memberships
Fiscal Accountability	Utility True-up	\$(26,268)	Reduction aligns budget with actuals
Total		\$(26,340)	

The table below shows unfunded needs for the program.

Service	Description	Estimated Cost	Funding Status
Infrastructure	Sports Center Breakroom Reconfiguration	\$30,000	Unfunded
Infrastructure	Sports Center Lobby Wall Extension	\$6,000	Unfunded
Total		\$36,000	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar alarm upgrade
Facility Improvements	\$150,000	\$150,000	Capital Outlay	Sports Center energy management system upgrade
Total	\$152,000	\$152,000		

Revenues and Expenditures

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

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 59,319	\$ 67,928	\$ 77,239	\$ 64,176
Employee Benefits	\$ 24,326	\$ (12,686)	\$ 40,966	\$ 42,632
Materials	\$ 132,315	\$ 146,551	\$ 191,195	\$ 177,167
Contract Services	\$ 145,548	\$ 137,318	\$ 149,247	\$ 149,247
Cost Allocation	\$ 75,113	\$ 73,222	\$ 81,070	\$ 100,859
Capital Outlays	\$ -	\$ -	\$ -	\$ 150,000
Special Projects	\$ 49,127	\$ 83,250	\$ 20,000	\$ 2,000
Other Financing Uses	\$ 95,151	\$ 96,951	\$ 95,151	\$ 96,951
Contingencies	\$ -	\$ -	\$ 4,256	\$ 4,080
Total Expenditures	\$ 580,899	\$ 592,534	\$ 659,124	\$ 787,112
Fund Balance	\$ (580,899)	\$ (592,533)	\$ (659,124)	\$ (787,112)
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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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
Total	0.70	0.70	0.70	0.60

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

Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 110,478
Fund Balance	\$ -
General Fund Costs	\$ 110,478
% 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 \$110,478 for the Creekside Park Maintenance program. This represents a decrease of \$25,598 (-18.8%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses and special projects. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023. Decrease also due to completion of special project last FY.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Utility True-up	\$(3,400)	Reduction aligns budget with actuals

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 20,919	\$ 19,697	\$ 29,208	\$ 33,161
Employee Benefits	\$ 10,642	\$ 7,028	\$ 13,165	\$ 14,867
Materials	\$ 8,596	\$ 14,207	\$ 20,326	\$ 18,089
Contract Services	\$ 9,821	\$ 21,200	\$ 19,434	\$ 19,984
Cost Allocation	\$ 40,576	\$ 37,854	\$ 41,446	\$ 23,901
Special Projects	\$ -	\$ -	\$ 12,000	\$ -
Contingencies	\$ -	\$ -	\$ 497	\$ 476
Total Expenditures	\$ 90,554	\$ 99,986	\$ 136,076	\$ 110,478
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 90,554	\$ 99,987	\$ 136,076	\$ 110,478

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.10	0.10	0.20	0.20
PUBLIC WORKS SUPERVISOR	0.10	0.10	0.10	0.10
Total	0.20	0.20	0.30	0.30

There are no changes to the current level of staffing.

Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 245,470
Fund Balance	\$ -
General Fund Costs	\$ 245,470
% Funded by General Fund	100.0%
Total Staffing	0.7 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 \$245,470 for the Community Hall Maintenance program. This represents an increase of \$19,926 (8.8%) from the FY 2023-24 Adopted Budget.

The increase is due to the reallocation of staff.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(52)	Reduction in materials
Fiscal Accountability	Utility True-up	\$(20,000)	Reduction aligns budget with actuals
Operations and Maintenance	Contract Services	\$(5,312)	Reduction of fountain contract services
Total		\$(25,364)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Special Maintenance	\$2,000	\$2,000	General Fund	Burglar Alarm Upgrades

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 505	\$ -	\$ -
Total Revenues	\$ -	\$ 505	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 23,927	\$ 38,000	\$ 28,357	\$ 64,407
Employee Benefits	\$ 14,985	\$ 19,649	\$ 14,125	\$ 40,816
Materials	\$ 38,244	\$ 48,547	\$ 66,768	\$ 51,661
Contract Services	\$ 30,953	\$ 40,875	\$ 55,231	\$ 32,920
Cost Allocation	\$ 63,493	\$ 61,230	\$ 59,538	\$ 52,609
Special Projects	\$ 8,245	\$ -	\$ -	\$ 2,000
Contingencies	\$ -	\$ -	\$ 1,525	\$ 1,057
Total Expenditures	\$ 179,847	\$ 208,301	\$ 225,544	\$ 245,470
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 179,848	\$ 207,797	\$ 225,544	\$ 245,470

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.40	0.40	0.20	0.50
MAINTENANCE WORKER III	0.10	0.10	0.10	0.20
Total	0.50	0.50	0.30	0.70

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

Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 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

There is no budget requested for this program.

As part of an expenditure reduction strategy, the Teen Center has been defunded and utility costs have been moved to the Sports Center budget.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 11,081	\$ 10,100	\$ 11,473	\$ -
Employee Benefits	\$ 6,457	\$ 5,488	\$ 6,497	\$ -
Materials	\$ 3,118	\$ 664	\$ 10,621	\$ -
Cost Allocation	\$ 25,468	\$ 24,764	\$ 24,165	\$ -
Contingencies	\$ -	\$ -	\$ 133	\$ -
Total Expenditures	\$ 46,124	\$ 41,016	\$ 52,889	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 46,124	\$ 41,015	\$ 52,889	\$ -

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER III	0.10	0.10	0.10	0
Total	0.10	0.10	0.10	0

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

Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 158,061
Fund Balance	\$ -
General Fund Costs	\$ 158,061
% 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 \$158,061 for the Park Bathrooms Maintenance program. This represents a decrease of \$22,219 (-12.3%) from the FY 2023-24 Adopted Budget.

The decrease is due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Utility True-up	\$(1,000)	Reduction aligns budget with actuals

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 17,818	\$ 15,891	\$ 10,124	\$ 10,362
Employee Benefits	\$ 10,163	\$ 8,164	\$ 4,636	\$ 4,831
Materials	\$ 18,745	\$ 16,978	\$ 15,431	\$ 14,562
Contract Services	\$ 87,155	\$ 122,907	\$ 112,659	\$ 112,659
Cost Allocation	\$ 39,086	\$ 40,754	\$ 35,829	\$ 14,057
Contingencies	\$ -	\$ -	\$ 1,601	\$ 1,590
Total Expenditures	\$ 172,967	\$ 204,694	\$ 180,280	\$ 158,061
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 172,966	\$ 204,694	\$ 180,280	\$ 158,061

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.20	0.20	0.10	0.10
Total	0.20	0.20	0.10	0.10

There are no changes to the current level of staffing.

Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

Budget at a Glance

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 464,367
Fund Balance	\$ -
General Fund Costs	\$ 464,367
% Funded by General Fund	100.0%
Total Staffing	0.5 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 \$464,367 for the Blackberry Farm Maintenance program. This represents a decrease of \$61,275 (-11.7%) from the FY 2023-24 Adopted Budget.

The decrease is due to defunding one vacant position.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(92)	Reduction aligns budget with actuals
Fiscal Accountability	Utility True-up	\$(1,831)	Reduction aligns budget with actuals
Total		\$(1,923)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ 3,571	\$ -	\$ -	\$ -
Total Revenues	\$ 3,571	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 49,130	\$ 21,755	\$ 108,854	\$ 47,461
Employee Benefits	\$ 29,917	\$ 6,991	\$ 64,998	\$ 29,822
Materials	\$ 123,674	\$ 92,041	\$ 114,962	\$ 128,418
Contract Services	\$ 75,420	\$ 56,167	\$ 72,783	\$ 73,799
Cost Allocation	\$ 193,129	\$ 194,564	\$ 161,698	\$ 182,339
Special Projects	\$ 26,295	\$ 5,000	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,347	\$ 2,528
Total Expenditures	\$ 497,565	\$ 376,518	\$ 525,642	\$ 464,367
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 493,995	\$ 376,518	\$ 525,642	\$ 464,367

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0.90	1.30	1.30	0.30
MAINTENANCE WORKER III	0	0	0.10	0.20
Total	0.90	1.30	1.40	0.50

As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget: Maintenance Worker I/II

Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 43,742
Fund Balance	\$ -
General Fund Costs	\$ 43,742
% Funded by General Fund	100.0%
Total Staffing	0.2 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 \$43,742 for the Franco Traffic Operations Center program. This represents an increase of \$28,485 (186.7%) from the FY 2023-24 Adopted Budget.

This increase correlates with the position allocation changes that will increase the current level of staffing for this facility.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ -	\$ 18,446
Employee Benefits	\$ -	\$ -	\$ -	\$ 9,520
Materials	\$ 132	\$ 1,568	\$ 229	\$ 229
Contract Services	\$ 6,443	\$ 15,431	\$ 9,996	\$ 9,996
Cost Allocation	\$ 4,541	\$ 4,410	\$ 4,904	\$ 5,423
Contingencies	\$ -	\$ -	\$ 128	\$ 128
Total Expenditures	\$ 11,116	\$ 21,409	\$ 15,257	\$ 43,742
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 11,116	\$ 21,410	\$ 15,257	\$ 43,742

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER I/II	0	0	0	0.20
Total	0	0	0	0.20

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

City Hall Annex

Budget Unit 100-87-857

General Fund - Facilities and Fleet - City Hall Annex

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 3,601
Fund Balance	\$ -
General Fund Costs	\$ 3,601
% Funded by General Fund	100.0%
Total Staffing	0.0 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 \$3,601 for the City Hall Annex program. This represents a decrease of \$21,291 (-85.5%) from the FY 2023-24 Adopted Budget.

The decrease is due to removal of staffing hourly allocation.

The table below shows Service-Level Reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Utility True-up	\$(5,518)	Reduction aligns with budget actuals

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Use of Money and Property	\$ 7,875	\$ 7,290	\$ -	\$ -
Total Revenues	\$ 7,875	\$ 7,290	\$ -	\$ -
Expenditures				
Employee Compensation	\$ -	\$ -	\$ 10,255	\$ -
Employee Benefits	\$ -	\$ (828)	\$ 5,645	\$ -
Materials	\$ 3,482	\$ 1,808	\$ 8,881	\$ 3,557
Contract Services	\$ 17,885	\$ 9,208	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 111	\$ 44
Total Expenditures	\$ 21,367	\$ 10,188	\$ 24,892	\$ 3,601
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 13,493	\$ 2,898	\$ 24,892	\$ 3,601

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
MAINTENANCE WORKER III	0	0	0.10	0
Total	0	0	0.10	0

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

	2025 Proposed Budget
Total Revenues	\$ 2,711,855
Total Expenditures	\$ 3,853,958
Fund Balance	\$ -
General Fund Costs	\$ 1,142,103
% Funded by General Fund	29.6%
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

It is recommended that City Council approve a budget of \$3,853,958 for the Community Shuttle program.

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 1,903,000
Charges for Services	\$ -	\$ -	\$ -	\$ 808,855
Total Revenues	\$ -	\$ -	\$ -	\$ 2,711,855
Expenditures				
Contract Services	\$ -	\$ -	\$ -	\$ 3,806,378
Contingencies	\$ -	\$ -	\$ -	\$ 47,580
Total Expenditures	\$ -	\$ -	\$ -	\$ 3,853,958
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ 1,142,103

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

	2025 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,539,854
Fund Balance	\$ -
General Fund Costs	\$ 1,539,854
% Funded by General Fund	100.0%
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 \$1,539,854 for the Traffic Engineering program. This represents an increase of \$299,783 (24.2%) from the FY 2023-24 Adopted Budget.

The increase is due to the addition of a requested special project.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(7,025)	Reduction in supplies, ergonomics, memberships, advertising, and data services
Fiscal Accountability	Contract Services	\$(616)	Elimination of Bike to Work Day contract services
Total		\$(7,641)	

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Active Transportation Plan	\$330,000	\$330,000	Transportation Development Act (TDA) Funds	<p>Citywide Work Program project. This item is a consolidation of existing and new transportation efforts aiming to further goals outlined in the City's Vision Zero Initiative, including:</p> <ol style="list-style-type: none"> 1) Review and update the bike plan 2) Review and update the pedestrian plan 3) Review current Complete Streets Policy and propose adjustments to create a better interface between all modes of transportation

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 33,949	\$ 37,936	\$ 33,949	\$ -
Charges for Services	\$ 931	\$ -	\$ 931	\$ -
Transfers In	\$ -	\$ 800,000	\$ -	\$ -
Total Revenues	\$ 34,880	\$ 837,936	\$ 34,880	\$ -
Expenditures				
Employee Compensation	\$ 587,704	\$ 544,285	\$ 565,260	\$ 556,714
Employee Benefits	\$ 274,850	\$ 197,816	\$ 255,799	\$ 257,150
Materials	\$ 15,527	\$ 21,202	\$ 20,381	\$ 13,937
Contract Services	\$ 144,831	\$ 155,535	\$ 157,730	\$ 157,114
Cost Allocation	\$ 275,796	\$ 259,181	\$ 218,675	\$ 222,801
Special Projects	\$ 561,778	\$ 1,051,444	\$ 20,000	\$ 330,000
Contingencies	\$ -	\$ -	\$ 2,226	\$ 2,138
Total Expenditures	\$ 1,860,486	\$ 2,229,463	\$ 1,240,071	\$ 1,539,854
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 1,825,606	\$ 1,391,527	\$ 1,205,191	\$ 1,539,854

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
ASSISTANT ENGINEER	1.50	1.50	1.50	1.40
PUBLIC WORKS PROJECT MANAGER LT	0.50	0.50	0	0
TRANSIT & TRANSPORTATION PLANNER	1.00	1.00	1.00	1.00
TRANSPORTATION MANAGER	0.90	0.90	0.90	1.00
Total	3.90	3.90	3.40	3.40

There are no changes to the current level of staffing.

Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

Budget at a Glance

	2025 Proposed Budget
Total Revenues	\$ 11,027
Total Expenditures	\$ 697,556
Fund Balance	\$ -
General Fund Costs	\$ 686,529
% Funded by General Fund	98.4%
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 \$697,556 for the Traffic Signal Maintenance program. This represents a decrease of \$122,473 (-14.9%) from the FY 2023-24 Adopted Budget.

The decrease is mainly due to reductions in Cost Allocation expenses. Matrix Consulting Group updated the Cost Allocation Plan (CAP) based on a CAP study performed in 2023.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Infrastructure	Materials	\$(43,006)	Defunding of video upgrades
Fiscal Accountability	Materials	\$(2,200)	Reduction in PPE, ergonomics, memberships
Fiscal Accountability	Utility True-up	\$(4,451)	Reduction aligns with budget actuals
Total		\$(49,657)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 10,742	\$ 11,027	\$ 10,742	\$ 11,027
Charges for Services	\$ 3,000	\$ -	\$ 3,000	\$ -
Total Revenues	\$ 13,742	\$ 11,027	\$ 13,742	\$ 11,027
Expenditures				
Employee Compensation	\$ 243,464	\$ 273,059	\$ 280,570	\$ 282,130
Employee Benefits	\$ 116,292	\$ 108,997	\$ 128,380	\$ 111,275
Materials	\$ 173,890	\$ 161,470	\$ 176,434	\$ 138,360
Contract Services	\$ 59,860	\$ 44,182	\$ 44,674	\$ 48,174
Cost Allocation	\$ 234,449	\$ 182,220	\$ 187,207	\$ 115,285
Special Projects	\$ 46,477	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 2,764	\$ 2,332
Total Expenditures	\$ 874,432	\$ 769,928	\$ 820,029	\$ 697,556
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 860,690	\$ 758,901	\$ 806,287	\$ 686,529

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
TRAFFIC SIGNAL TECHNICIAN	1.00	2.00	2.00	2.00
TRAFFIC SIGTECH APRNTICE	1.00	0	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

	2025 Proposed Budget
Total Revenues	\$ 90,000
Total Expenditures	\$ 869,179
Fund Balance	\$ -
General Fund Costs	\$ 779,179
% Funded by General Fund	89.6%
Total Staffing	1.0 FTE

Program Overview

Safe Routes to 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 students by increasing the number of students who walk or bike to school.
- Develop partnerships with school administrators, staff, parents, and students.
- 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 \$869,179 for the Safe Routes 2 School program. This represents an increase of \$136,901 (18.7%) from the FY 2023-24 Adopted Budget.

This increase is due to a cost increase in contract services. Program expenses are cost-recovered through Measure B grant funding.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Fiscal Accountability	Materials	\$(18,938)	Reduction in Bike Fest materials, printing, meetings, ergonomics, promotional materials, and supplies
Fiscal Accountability	Contract Services	\$(250)	Reduction in paid advertising
Total		\$(19,188)	

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 33,590	\$ 46,799	\$ 114,000	\$ 50,000
Charges for Services	\$ 119	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 12,500	\$ 40,000	\$ 40,000	\$ 40,000
Total Revenues	\$ 46,209	\$ 86,799	\$ 154,000	\$ 90,000
Expenditures				
Employee Compensation	\$ 129,906	\$ 153,328	\$ 159,181	\$ 153,363
Employee Benefits	\$ 50,999	\$ 46,907	\$ 54,521	\$ 56,197
Materials	\$ 31,216	\$ 33,207	\$ 54,769	\$ 46,831
Contract Services	\$ 288,138	\$ 336,643	\$ 380,462	\$ 461,802
Cost Allocation	\$ 83,682	\$ 68,673	\$ 77,905	\$ 144,628
Special Projects	\$ 21,082	\$ 57,729	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 5,440	\$ 6,358
Total Expenditures	\$ 605,023	\$ 696,487	\$ 732,278	\$ 869,179
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 558,814	\$ 609,688	\$ 578,278	\$ 779,179

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	2022 Actual	2023 Actual	2024 Adopted Budget	2025 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

2025 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 459,111
Fund Balance	\$ (459,111)
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 \$459,111 for the Fixed Assets Acquisition program. This represents a decrease of \$8,757 (-1.9%) from the FY 2023-24 Adopted Budget.

The decrease is due to a reduction in costs for equipment and vehicles recommended for replacement.

The table below shows the service-level reductions for this program.

Grouping	Service-Level Reduction	Fiscal Impact	Service-Level Impact Narrative
Infrastructure	Defer vehicle and equipment replacements, increasing the replacement cycle from approximately 7 years to 10 years on average.	\$(137,000)	May increase cost and staff time to repair assets that were deferred for replacement

Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Fixed Assets Acquisition	\$90,000	\$90,000	Vehicle/Equipment Replacement Fund	Grounds vehicle #31 2008 Ford F350. Replacement vehicle Ford F350 Truck
Fixed Assets Acquisition	\$70,000	\$70,000	Vehicle/Equipment Replacement Fund	Building vehicle #452 2011 Escape Replacement vehicle Ford Lightning EV Truck
Fixed Assets Acquisition	\$70,000	\$70,000	Vehicle/Equipment Replacement Fund	Fleet vehicle #448 2012 F150 Replacement vehicle Ford Lightning EV Truck
Fixed Assets Acquisition	\$130,000	\$130,000	Vehicle/Equipment Replacement Fund	Streets vehicle #6 2008 GMC 500 Replacement vehicle Ford F550 Truck
Fixed Assets Acquisition	\$50,000	\$50,000	Vehicle/Equipment Replacement Fund	Equipment #203 Turf Tiger Top Dresser Replacement equipment Turf Tiger Top Dresser
Fixed Assets Acquisition	\$30,000	\$30,000	Vehicle/Equipment Replacement Fund	Grounds purchase of Flail mower
Total	\$440,000	\$440,000		

Revenues and Expenditures

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

Category	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ 8,817	\$ 7,844	\$ 7,868	\$ 19,111
Special Projects	\$ 43,221	\$ 5,157	\$ 460,000	\$ 440,000
Total Expenditures	\$ 52,038	\$ 13,001	\$ 467,868	\$ 459,111
Fund Balance	\$ (52,038)	\$ (13,001)	\$ (467,868)	\$ (459,111)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

There is no staffing associated with this program.