



ADMINISTRATIVE SERVICES DEPARTMENT

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

CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1

Meeting: May 20, 2025

Agenda Item #20

Subject

Accept the City Manager's Third Quarter Financial Report for Fiscal Year 2024-25

Recommended Action

1. *Accept the City Manager's Third Quarter Financial Report for Fiscal Year 2024-25*
2. *Adopt Resolution No. 25-XXX approving Budget Modification No. 2425-390, decreasing appropriations by \$(157,425) and increasing estimated revenues by \$5,411,435.*

Background:

Staff's responses to questions received from councilmembers are shown in italics.

Q1: I see that the Q3 update for the work program is published as an info memo separately. The Q3 update for CIP is included in the Q3 financial report, but that the Q3 update of the work program. That seems to be inconsistent.

Please include the Q3 update for the work program too.

Staff Response: Staff had considered whether to include the City Work Program (CWP) update with the quarterly financial report and decided to keep it separate primarily because the timing for the quarterly updates for the CWP may not always align with the quarterly financial reports, such as during the mid-cycle prioritization process, or the Q4 update, which typically does not happen with the financial report.

Q2: Please provide a list of vacant positions, the budgeted amount, the date they have become vacant and whether there are plans to fill the position. The report from May 15 council meeting only gave the percentage of vacant positions in each employee association.

Staff Response:

Position Class Title (Working Title)	Budgeted Amount FY25 (Employee rate at time of separation or EE+1, Step 3)	Date Vacant	Status	Department
Budget Manager (<i>Proposed Budget Request to overfill with Asst. Director</i>)	\$294,546	7/13/2024	Awaiting for new Asst Director to be approved	Administrative Services
Management Analyst (<i>overfilling Account Clerk I/II</i>)	\$134,882	1/11/2025	Recruitment Posted 2/14/2025	Administrative Services
City Attorney	\$396,528	2/23/2025	Currently Contracted Out	City Attorney's Office
Associate Planner	\$211,924	4/1/2023	Recruitment Posted 4/14/2025	Community Development
Code Enforcement Officer	\$172,111	6/9/2022	Plan to re-post	Community Development
Planning Manager	\$285,947	5/3/2023	Housing Manager, Proposed Budget Request to underfill Asst. Housing Coord Awaiting new Asst Housing Coord to be approved	Community Development
Associate Planner	\$201,727	4/5/2025	Recruitment posted 4/14/2025	Community Development
Senior Planner	\$211,924	6/9/2022	Recruitment posted 4/14/2025	Community Development
Senior Code Enforcement Officer	\$202,425	1/10/2024	Pending	Community Development
Assistant City Manager	\$461,876	6/8/2024	Recruitment posted 4/2025 - Executive Recruiter. This has been paused as of May 14, 2025.	City Manager's Office
Senior Office Assistant	\$136,964	7/1/2023	Plan to post	City Manager's Office
Assistant Engineer	\$210,591	4/27/2024	Pending	Public Works
Maintenance Worker I/II	\$137,675	10/21/2024	Recruitment posted 4/25/2025	Public Works
Maintenance Worker I/II	\$152,675	12/30/2024	Recruitment posted 4/25/2025	Public Works
Maintenance Worker I/II	\$125,581	2/18/2025	Recruitment posted 4/25/2025	Public Works

Position Class Title (Working Title)	Budgeted Amount FY25 (Employee rate at time of separation or EE+1, Step 3)	Date Vacant	Status	Department
Maintenance Lead	\$179,755	3/4/2025	Posting 5/22/25	Public Works
Administrative Assistant	\$163,404	3/24/2025	Recruitment posted 4/28/2025	Public Works
Public Works Project Manager	\$241,448	11/1/2024	Position filled 4/28/25	Public Works
Maintenance Lead	\$179,755	4/5/2025	Posting 5/22/25	Public Works
Recreation Manager (Previously Emergency Services Analyst)	\$219,902	5/11/2024	Will post after Assistant Dir of P&R is hired	Parks and Recreation
Assistant Director of Parks and Recreation (Previously Emergency Manager)	\$284,233	1/31/2025	Posting week of 5/26/25	Parks and Recreation

Attachments Provided with Original Staff Report:

A – FY 2024-25 Third Quarter Financial Report

B – Draft Resolution

C – Description of Budget Transfers as of March 31, 2025

D – FY 2024-25 Third Quarter Recommended Adjustments

E – FY 2024-25 Third Quarter Special Projects Update as of March 31, 2025

F – Competitive and Non-Competitive Citywide Grants Tracking

G – Capital Improvement Program Project Status

Attachments Provided with Supplemental Report:

H– Updated Special Projects - Based on Special Project Policy

FY 2024-25 Third Quarter Special Projects

Attachment H

FY Added	Department	Program	Base And Detail Account With Detail Description	Full Org Set Code And Description	Amended Budget	Actual Amount (Expenses)	Encumbrances	Status	Estimated Completion	Outside Funding Sources (Grant, Other, or None)	Grant or Outside Funding Source
FY24	Administration	120 City Manager	750.239 - PR & Strategic Comm Strategy	100-12-120 - General Fund-City Manager-City Manager	127,400.00	0.00	0.00	Cancelled	6/30/2026	None	N/A
FY24	Administration	120 City Manager	750.245 - CWP Rise Const Stakeholder Engmt	100-12-120 - General Fund-City Manager-City Manager	100,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A
FY20	Community development	702 Mid Long Term Planning	750.032 - General Plan	100-71-702 - General Fund-Planning-Mid Long Term Planning	239,805.00	0.00	0.00	In Progress	Ongoing	None	N/A
FY17	Community development	702 Mid Long Term Planning	750.090 - Residential/Mixed Use Design	100-71-702 - General Fund-Planning-Mid Long Term Planning	194,922.00	0.00	0.00	In Progress	Summer 2025	None	N/A
FY22	Community development	702 Mid Long Term Planning	750.101 - CWP RHNA and Gen Plan Update	100-71-702 - General Fund-Planning-Mid Long Term Planning	422,564.00	87,426.42	337,063.55	Completed	Sep 2024	None	N/A
	Community development	702 Mid Long Term Planning	750.102 - CWP Sign Ordinance Update	100-71-702 - General Fund-Planning-Mid Long Term Planning	200,000.00	0.00	0.00	Not Started	Spring 2025	None	N/A
FY22	Community development	702 Mid Long Term Planning	750.135 - Laserfiche planning map scanning	100-71-702 - General Fund-Planning-Mid Long Term Planning	726.00	0.00	0.00	In Progress	Winter 2026	None	N/A
FY24	Community development	702 Mid Long Term Planning	750.235 - CWP Tree List	100-71-702 - General Fund-Planning-Mid Long Term Planning	50,000.00	0.00	0.00	In Progress	June 2025	None	N/A
FY23	Community development	705 Economic Development	750.179 - Econ Dev Strategy Outreach	100-71-705 - General Fund-Planning-Economic Development	20,000.00	0.00	0.00	Not Started		None	N/A

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FY24	Community development	705 Economic Development	750.230 - Business Continuity Resilience	100-71-705 - General Fund-Planning-Economic Development	310,487.00	0.00	0.00	Not Started	6/30/2025	Grant	This is the Cal OES grant that was received in 2022, which was originally \$1million. This grant does not appear on the grants tracking sheet.
	Information Services	308 Applications	750.181 - ERP (Phase II)	100-32-308 - General Fund-I&T Applications-Applications	69,166.00	0.00	0.00				
FY23	Information Services	308 Applications	750.183 - ACA Guide & Wrapper	100-32-308 - General Fund-I&T Applications-Applications	25,000.00	0.00	25,000.00	In Progress	6/30/2025	None	N/A
FY23	Information Services	308 Applications	750.184 - Accela Roadmap	100-32-308 - General Fund-I&T Applications-Applications	23,000.00	0.00	23,000.00	In Progress	6/30/2025	None	N/A
FY21	Information Services	308 Applications	750.236 - Project Dox	100-32-308 - General Fund-I&T Applications-Applications	394.00	393.75	0.00	Completed	8/1/2024	None	N/A
	Information Services	308 Applications	750.237 - ERP (Phase III)	100-32-308 - General Fund-I&T Applications-Applications	2,500,000.00	0.00	0.00				
FY22	Information Services	986 GIS	750.166 - AR McClellan Ranch	610-35-986 - Innovation & Technology-I&T GIS-GIS	11,333.00	11,333.32	0.00	Completed	12/30/2024	None	N/A
FY23	Information Services	986 GIS	750.212 - Laserfiche Scanning	610-35-986 - Innovation & Technology-I&T GIS-GIS	4,099.00	0.00	4,098.54	Completed	9/30/2024	None	N/A
FY24	Information Services	986 GIS	750.238 - VR Decarb	610-35-986 - Innovation & Technology-I&T GIS-GIS	112,002.00	45,810.93	67,900.25	In Progress	6/30/2025	Grant	Silcon Valley Clean Energy (fully funded by Grant)
FY24	Public works	122 Sustainability Division	750.025 - Special Maintenance	100-81-122 - General Fund-Environmental Programs-Sustainability Division	10,000.00	0.00	0.00	Not Started	6/30/2025	None	N/A
FY22	Public works	122 Sustainability Division	750.106 - Electric Cooking Workshop Series	100-81-122 - General Fund-Environmental Programs-Sustainability Division	6,400.00	0.00	0.00	In Progress	6/30/2025	None	N/A
FY24	Public works	122 Sustainability Division	750.176 - Climate AP Vision Summary Doc	100-81-122 - General Fund-Environmental Programs-Sustainability Division	10,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A

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FY24	Public works	122 Sustainability Division	750.223 - CWP Electrification Study	100-81-122 - General Fund-Environmental Programs-Sustainability Division	96,057.00	29,477.12	6,630.55	In Progress	6/30/2025	None	N/A
FY24	Public works	801 Resources Recovery	750.025 - Special Maintenance	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	20,000.00	0.00	0.00	Not Started	6/30/25	None	This amount comes from Fund 520 with no impact to General Fund.
FY24	Public works	801 Resources Recovery	750.041 - HHW and PaintCare	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	161,010.00	150,878.37	0.00	In Progress	Ongoing annual project	Other	In previous years received funding from landfill fees which are earmarked for this supplementation use in 303-312. No impact to General Fund.
FY21	Public works	801 Resources Recovery	750.084 - Single Use Plastics Ordinance	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	94,544.00	(420.00)	91,494.30	In Progress	1/31/2026	None	No impact to General Fund.
FY22	Public works	801 Resources Recovery	750.137 - SB1383 Procurement Requirements	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	205,653.00	0.00	0.00	In Progress	Ongoing annual project	Grant	CalRecycle grant funds are paying for compost brokering to meet the SB1383 procurement requirement.
FY22	Public works	801 Resources Recovery	750.174 - New Lndfill Agrmnt/Solid Wst con	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	103,542.00	32,629.62	39,296.63	In Progress	8/31/2025	None	No impact to General Fund.
FY20	Public works	802 Non Point Source	750.064 - Low Income Cost Share	230-81-802 - Env Mgmt Cln Crk Strm Drain-Environmental Programs-Non Point Source	2,000.00	0.00	0.00	In Progress	Ongoing	None	N/A

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FY20	Public works	802 Non Point Source	750.065 - CUSD Joint Use Cost Share	230-81-802 - Env Mgmt Cln Crk Strm Drain-Environmental Programs-Non Point Source	8,707.00	17,672.77	0.00	In Progress	Ongoing	None	N/A
FY23	Public works	844 Traffic Engineering	750.040 - Planned Transportation Project	100-88-844 - General Fund-Transportation-Traffic Engineering	2,788.00	2,565.00	222.50	Completed	6/30/2025		
FY22	Public works	844 Traffic Engineering	750.163 - VMT to LOS Standards	100-88-844 - General Fund-Transportation-Traffic Engineering	30,637.00	30,538.93	(0.00)	Completed	6/30/2025		
FY23	Public works	844 Traffic Engineering	750.219 - CWP Bicycle Facilities	100-88-844 - General Fund-Transportation-Traffic Engineering	50,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A
FY23	Public works	844 Traffic Engineering	750.231 - SC Corridor Vision Study	100-88-844 - General Fund-Transportation-Traffic Engineering	154,079.00	151,968.63	0.00	Completed	6/30/2025	None	N/A
FY23	Public works	844 Traffic Engineering	750.242 - AC2 Traffic Monitoring	100-88-844 - General Fund-Transportation-Traffic Engineering	42,975.00	780.00	42,195.00	Completed	6/30/2026	Other	Apple Donation
FY25	Public works	844 Traffic Engineering	750.243 - CWP Active Transportation Plan	100-88-844 - General Fund-Transportation-Traffic Engineering	330,000.00	282.50	299,717.50	In Progress	6/30/2025	Grant	TDA3
FY23	Public works	853 Storm Drain Fee	750.063 - Rainwater Capture	230-81-853 - Env Mgmt Cln Crk Strm Drain-Environmental Programs-Storm Drain Fee	28,207.00	6,634.62	9,072.44	In Progress	Ongoing annual project	Other	Funded by 2019 Clean Water and Storm Protection parcel fee.

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FY20	Recreation services	632 Comm Outreach & Neigh Watch	750.056 - Neighborhood Engagement	100-65-632 - General Fund-Community Services-Comm Outreach & Neigh Watch	56,781.00	23,562.29	0.00	Completed	9/30/2024	Grant	California Volunteers Local Governments: Connecting Neighbors to Neighbors (This specific GL is only the materials portion of the grant)
FY24	Recreation services	632 Comm Outreach & Neigh Watch	750.227 - CWP Public Safety res/com areas	100-65-632 - General Fund-Community Services-Comm Outreach & Neigh Watch	10,000.00	300.00	0.00	In Progress	6/30/2025	None	N/A
FY24	Recreation services	633 Disaster Preparedness	750.230 - Business Continuity Resilience	100-65-633 - General Fund-Community Services-Disaster Preparedness	500,000.00	0.00	0.00	Not Started	6/30/2024	Grant	This is the Cal OES grant that was received in 2022, which was originally \$1million. This grant does not appear on the grants tracking sheet.
FY23	Recreation services	633 Disaster Preparedness	750.240 - MRC Rise	100-65-633 - General Fund-Community Services-Disaster Preparedness	2,194.00	1,176.24	0.00	Completed	9/30/2024	Grant	National Association of City and County Health Officials (NACCHO) Respond, Innovate, Sustain, and Equip (RISE) Awards