

CC 03-04-2025

#5

Brush Abatement

Desk Item



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT DESK ITEM

Meeting: March 4, 2025

Agenda Item #5

Subject

Setting a hearing date of June 17, 2025 to declare brush with potential fire hazard a public nuisance and for objections to proposed removal through the Cupertino Brush Abatement Program (Wildland-Urban Interface Fire Area); and adopting a resolution declaring properties as having potential fire hazards from brush and authorizing removal

Recommended Action

Adopt Resolution No 25-017 declaring properties as having potential fire hazards from brush; and set a hearing date of June 17, 2025 to declare brush with potential fire hazard a public nuisance and to hear objections to proposed removal

Background:

Previously, the purpose of Item 5 was to set a hearing date of June 17, 2025 to declare brush with potential fire hazard a public nuisance and to hear objections to proposed removal and to set a hearing date of June 17, 2025 to declare brush with potential fire hazard a public nuisance and for objections to proposed removal. However, the Santa Clara County Fire Department (SCCFD) has requested the Council to defer consideration of this item. This deferral allows SCCFD additional time to work with other participating jurisdictions to finalize processes and coordinate dates. Staff recommends tabling the item to a date to be determined.

Attachments Provided with Original Staff Report:

- A - Draft Resolution
- B - Property owner 30' WUI Letter
- C - Property owner 100' WUI Letter
- D - Notice of Violation

Attachments Provided with Desk Item:

None

CC 03-04-2025

#7

Baker Tilly Budget Review
and Performance
Measures Update

Supplemental Report



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 1

Meeting: March 4, 2025

Agenda Item #7

Subject

Baker Tilly Budget Format Review and Performance Measures Updates

Recommended Action

Approve recommendations outlined in the Budget Format Review and Performance Measures Updates report as prepared by Baker Tilly

Background:

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

Q1: The staff report states "During the last round of budget preparation for FY 2024-25 review, feedback received on the budget document from City Council, residents and City staff from budget sessions, community outreach and internal budget meetings, and the City's internal auditors suggested the need to improve and streamline the annual budget. That feedback also indicated a need to reassess the City's Performance Measures to focus on outcomes that reflect the City's priorities rather than workload indicators." I am not aware of such feedback asking to "streamline the annual budget" or to "reassess the performance measure". Please indicate the date and time and the context such feedback was collected and please point to public documents with such feedback. **(Mayor Chao)**

Staff Response: This was part of 1 on 1 interactions, see outreach dates in the table below. There is no public document with this feedback. Most residents we spoke to did not view the document as reader friendly documents and were unaware that the city was in financial hardship. In addition, City Council at council meetings and prep sessions often has challenges locating areas of interest within the document. The assessment of performance measures was an internal process based on feedback from staff working on the performance measures, as well as recommended by the City's internal auditor as part of the Budget Process Review final report dated December 20, 2022.

Event	Date
<i>Earth Day</i>	<i>April 22, 2023</i>
<i>Community Budget Meeting #1</i>	<i>February 29, 2024</i>
<i>Community Engagement Booths</i>	<i>April 6, April 12, April 20 2024</i>
<i>Community Budget Focus Groups</i>	<i>April 9, April 10 2024</i>
<i>Community Budget Meeting #2</i>	<i>April 11, 2024</i>
<i>Earth Day</i>	<i>April 20, 2024</i>
<i>Cherry Blossom Festival</i>	<i>April 27, 2024</i>

Q2: How much is the contract with Baker Tilly? Please include the contract and the Scope of Work. **(Mayor Chao)**

Staff Response: The contract and scope of work can be found here.

<https://records.cupertino.org/WebLink/DocView.aspx?id=1127197&dbid=0&repo=CityofCupertino>. *As stated in the financial impact section of the staff report, the contract total is \$89,900.*

Q3: How much has been spent on the Baker Tilly contract so far? Will Baker Tilly continue to provide services to implement the recommendations? **(Mayor Chao)**

Staff Response: So far, the city has paid Baker Tilly \$56,400. An additional \$25,440 is a pending invoice for a total of \$81,840. The implementation plan will be completed in-house. Baker Tilly has indicated they will continue to support the City in its implementation for the next 6-9 months. Their Director and Project Manager will continue to make themselves available to answer questions and provide context and guidance remotely as part of their continuing business relationship with the City. If, however, a need arises that is greater than simple questions or discussions about the recommendations and the City's planned approach (e.g., something that requires more than 15-20 hours of research and analysis), they might need to provide a scope of work to the City for consideration. Both the City and Baker Tilly do not believe that additional work on their part other than what is described will be necessary at this time

Q4: The recommendation states "Refer the reader to the Department section or OpenGov for further detail." The budget document should not include links to any data that would be changed later. I and other members of the public often have to access budget documents from 10 years ago and they should be able to access the exact same data/chart as the city council from 10 years ago. Please comment on how do we maintain the integrity of "public record" while using OpenGov? **(Mayor Chao)**

Staff Response: This was discussed with Baker Tilly during their work and during the Audit Committee meeting with committee members. Baker Tilly indicated that the intent is to ensure that the proposed and, ultimately, adopted budget be maintained as originally adopted and that that remain clear regardless of the format of the data provided. Staff indicated their expectation to maintain the adopted budget document in a PDF form, and such detailed data would also be available in such form for future years subject to the City's retention policies.

Q5: The budget often looks at only one year in isolation. How can we include historical

data and forecast in order to see the full picture also? (**Mayor Chao**)

Staff Response: OpenGov is the current tool utilized by the City to see historical actuals. Staff can also look into adding historical information in the forecast section. This is in addition to two years of actuals and one year of budget provided at the department and program budget level.

Attachments Provided with Original Staff Report:

A – Budget Document and Performance Measures Improvements Final Report

B – Draft Implementation Action Plan

CC 03-04-2025

#8

Fiscal year 2024-25
Mid-Year Financial Report

Supplemental Report 2



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 2

Meeting: March 4, 2025

Agenda Item #8

Subject

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

Recommended Action

1. *Accept the City Manager's Mid-Year Financial Report for Fiscal Year 2024-25*
2. *Adopt Resolution No. 25-XXX approving Budget Modification No. 2425-383, increasing appropriations by \$4,161,892 and revenues by \$4,115,183.*

Background:

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

Q1: Carryovers and encumbrances at the Mid-year which are mentioned on page 2 of the Staff Report to total approximately \$80M. This would be helpful in a chart like has been shown previously along with showing the new Amended Budget total of \$227.8M. This has been included in Mid-Year Reports in the past: <file:///Users/catherinemoores/Documents/City%20Council%202020%20Moore/Special%20Projects%20Research/C%20-%20Description%20of%20Carryovers%20and%20Adjustments%20through%20December%2031%202022.pdf> (**Vice Mayor Moore**)

Staff Response: These can be added back, they were removed as they had already been presented at First Quarter, where there is a discussion about how the City ended the prior fiscal year.

Q2: It would also be helpful to explain how the Special Projects are funded by prior years, and to explain how they get carried over. (**Vice Mayor Moore**)

Staff Response: Special Projects may begin in one fiscal year and be carried forward to the new fiscal year via the year-end close process. This can be done one of two ways, funds may be carried forward

as part of a carryover encumbrance. This means that an agreement has been entered into to spend these funds. This can happen in two ways. First, at year-end, department staff reviews all open encumbrances and any that are not closed out are carried forward. Second, a special project can be carried forward via a budget carryover where department staff reviews all line items at year-end to determine the need to carry budget authority into the new fiscal year. Requests to carryover items are reviewed by department directors and finalized by the finance division. Generally, projects are not allowed to be carried over more than one fiscal year unless exigent circumstances exist or the project is in the process of being completed. Note that some special projects such as street and sidewalk maintenance and development projects are ongoing and not subject to this provision. These were added to the special project list to provide visibility for City Council and staff.

Q3: Please also share the account balances for all funds (actual bank account totals and the account purpose) as of December 31, 2024. This used to be in the Monthly Investment Reports. Below is an example:

Cash and Investments – General Ledger Balance			
	Month Ending September 30, 2022	Month Ending October 31, 2022	% of Portfolio
Cash in banks and on hand			
Operating Checking (Wells Fargo)	29,918,673	26,375,226	12%
Workers' Compensation Checking (Wells Fargo)	25,305	52,305	0%
Payroll Checking (Wells Fargo)	-	-	0%
Restricted for Bond Repayments ¹ (BNY Mellon)	8,333	8,333	0%
Petty Cash and Change	5,000	5,000	0%
Cash Equivalents			
Local Agency Investment Fund	21,059,752	21,131,545	10%
Investments			
Investments (Chandler)	148,845,755	148,845,755	70%
Restricted for Pension ² (PARS)	17,240,051	17,240,051	8%
Total Cash and Investments³	\$217,102,869	\$213,658,215	100%

¹ Cash held by fiscal agent for bond repayments

² In accordance with GASB 67/68, the assets in the Section 115 Pension Trust are reported as restricted cash and investments in the General Fund. The assets can only be used to fund CalPERS costs.

³ Assets in the Section 115 OPEB Trust are excluded as the City cannot use these assets to fund its own operations. The assets are held in trust for retirees' post-employment health benefits.

The table below shows the bank balances for the City's cash and investments. Bank and General Ledger balances differ due to timing. Bank balances do not include outstanding checks and deposits in transit. The General Ledger is updated quarterly with interest earnings and annually with the year-end investment market values.

Cash and Investments – Bank Balance			
	Month Ending September 30, 2022	Month Ending October 31, 2022	% of Portfolio
Cash in banks and on hand			
Operating Checking (Wells Fargo)	31,613,882	26,702,950	13%
Workers' Compensation Checking (Wells Fargo)	25,694	53,386	0%
Payroll Checking (Wells Fargo)	-	-	0%
Restricted for Bond Repayments ¹ (BNY Mellon)	8,333	8,333	0%
Cash Equivalents			
Local Agency Investment Fund	21,099,180	21,170,973	10%
Investments			
Investments (Chandler)	145,810,488	145,375,884	69%
Restricted for Pension ² (PARS)	16,385,602	17,129,563	8%
Total Cash and Investments³	\$214,943,179	\$210,441,089	100%

4

(Vice Mayor Moore)

Staff Response: The question is not germane to the agenda item. This refers to the Information Item - Quarterly Investment Treasurer's report.

Attachments Provided with Original Staff Report:

A – FY 2024-25 Mid-Year Financial Report

B – Draft Resolution

C – Description of Budget Transfers as of December 31, 2024

D – FY 2024-25 Mid-Year Recommended Adjustments

E – Mid-Year Performance Measures & Workload Indicators

F – FY 2024-25 Mid-Year Special Projects Update as of December 31, 2024

G – Competitive and Non-Competitive Citywide Grants Tracking

H – Capital Improvement Program Project Status

CC 03-04-2025

#8

Fiscal year 2024-25
Mid-Year Financial Report

Supplemental Report



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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 1

Meeting: March 4, 2025

Agenda Item #8

Subject

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

Recommended Action

1. *Accept the City Manager's Mid-Year Financial Report for Fiscal Year 2024-25*
2. *Adopt Resolution No. 25-XXX approving Budget Modification No. 2425-383, increasing appropriations by \$4,161,892 and revenues by \$4,115,183.*

Background:

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

Q1: Regarding Special Projects being carried over from prior years, the Fixed Asset Acquisition appears to possibly need an update to reflect vehicle replacement appropriations over the past few years. FY 25 adopted over \$400k to vehicle replacement in Special Projects but this amount is not reflected in Appendix G. The FY 23-24 Mid-Year Special Projects shows \$1,264,468 in that update for that year's Amended Budget (see PDF 227 of February 21, 2024 City Council meeting Mid-Year update), what portion was spent and what amount is carried over and added to the FY 25 Budgeted amount? Have all of the Special Projects balances that were unspent to purchase specified vehicles been brought forward? Where is this number reflected if not in the Special Projects listing?

May we see a summary of the vehicles which were purchased over the past 5 years using the Special Projects funds and the sale totals for the vehicles sold. There is an account specified for this purpose of accounting for sales of vehicles, it would be good to see how the balance has changed and what sales are reflected in it. **(Vice Mayor Moore)**

Staff Response: The FY 2023-24 Amended Budget for Vehicle Replacement was \$1,264,468, with expenditures and allocations as follows:

- *\$507,767.39 was expended and transferred to fixed assets.*

- \$548,510 was carried over into FY 2024-25, as detailed in the First Quarter Financial Report presented at the December 3rd City Council Meeting (Attachment C: Detailed Budget Carryovers, Council-Approved Adjustments, and Encumbrance Carryovers as of September 30, 2024 under Encumbrance Carryovers for Fund 630).
- The remaining \$208,190.61 was unspent and not carried forward into FY 2024-25.

When vehicles are sold at an amount exceeding their book value, the revenue is recorded under Other Sources – Fixed Assets Proceeds (630-90-985-490-411).

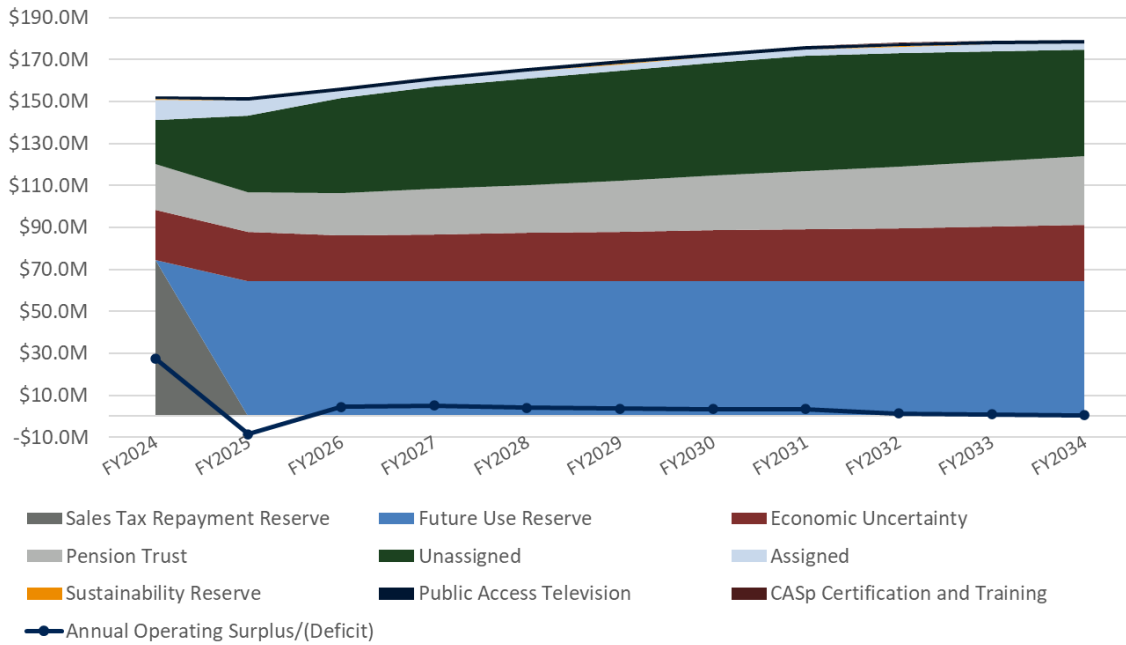
Below is a summary of vehicle purchases over the last five years, excluding large equipment and trailers or ordered vehicles yet to be delivered:

Fiscal Year	Vehicle
FY 2019-20	2020 Ford F-350
FY 2020-21	2020 Ford F-250
FY 2020-21	2020 Ford F-250
FY 2020-21	2021 Ford F-650
FY 2020-21	2020 Ford F-350
FY 2021-22	2021 Ford F-150
FY 2022-23	2022 Ford F-350
FY 2022-23	2022 Ford F-350
FY 2023-24	2023 Ford F-150
FY 2023-24	2023 Ford F-150 (Lightning)
FY 2023-24	2023 Ford F-150 (Lightning)
FY 2024-25	2024 Ford F-150 (Lightning)

Q2: Is there an Unassigned Fund Balance chart? (**Vice Mayor Moore**)

Staff Response: Please see the chart below.

10-Year General Fund Fund Balance and Reserves



Q3: Is it possible for the First Quarter Special Projects Attachment G to have a reference to the Grants tracking update to be able to more readily see what Special Projects have a grant associated with them? **(Vice Mayor Moore)**

Staff Response: Staff has updated Attachment F to include "Outside Sources of Funding"

Q4: Thank you for including the Q2 CIP Program. But the Q2 Work Program Update is not included. Could you please include the Q2 Work Program update too? (This is usually included in each quarterly budget update and I thought that is a good practice.) **(Mayor Chao)**

Staff Response: The Q2 City Work Program (CWP) Update was included in the staff report for the March 3 Workshop. The Q2 updates can be viewed on the CWP [Dashboard](#) and a printable PDF has also been added to the City Work Program [Website](#).

Q5: How many vacant positions are there? What's the recruitment plans or plans to eliminate those positions? **(Mayor Chao)**

Staff Response: Below are the list of current vacant positions. Staff will return as part of proposed budget with the status of vacant positions as of 4/1/2025 and plans for how to proceed with the positions.

Position Class Title (working title)	Status
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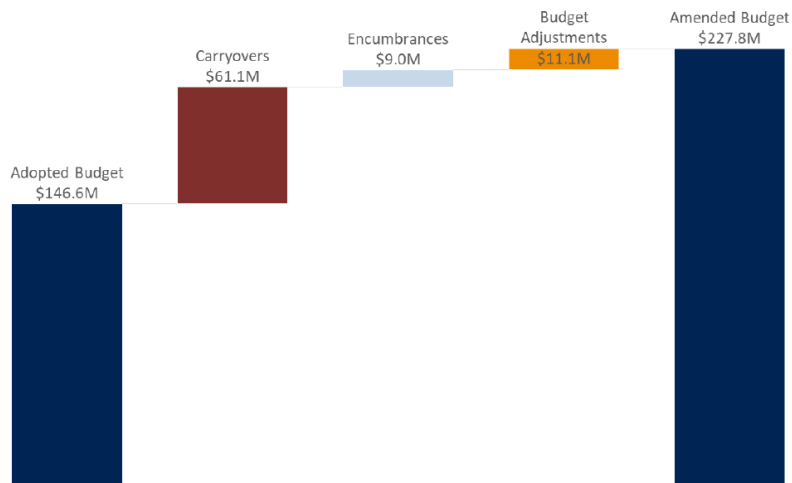
Budget Manager	In progress awaiting new position classification
Management Analyst	In progress
Account Clerk I/II	In progress
Associate Planner	In progress
Building Inspector	In progress
Code Enforcement Officer	In progress
Planning Manager (Housing Manager)	Not started
Senior Planner	In progress
Senior Planner	Not started
Senior Code Enforcement Officer	Not started
Assistant City Manager	In progress
Management Analyst (Emergency Analyst)	Not started
Senior Office Assistant	Not started
Assistant to the City Manager (Emergency Services Manager)	Not started
Assistant Engineer	Not started
Maintenance Worker I/II	In progress
Maintenance Worker I/II	In progress
Maintenance Worker I/II	In progress
Public Works Project Manager	In progress
Engineering Technician	In progress
Public Works Supervisor	In progress

Q6: With the allocation of \$2.5M for the ERP system replacement, I thought that would increase the general fund budget by \$2.5M. But that is not mentioned. So, I am curious where the \$2.5M is reflected? Maybe in the "requested Midyear adjustment" of \$4.1M?
(Mayor Chao)

Staff Response: The ERP item was approved by City Council on the February 19th 2025 meeting. The Mid-Year report covers up to December 31, 2024.

Q7: The Council voted to retain the remaining \$64.5 million from the CDTFA settlement in the Future Use Reserve on Feb. 4. Where is this reflected in the Mid-year budget?

FY 2024-25 Amended Budget as of December 31, 2024

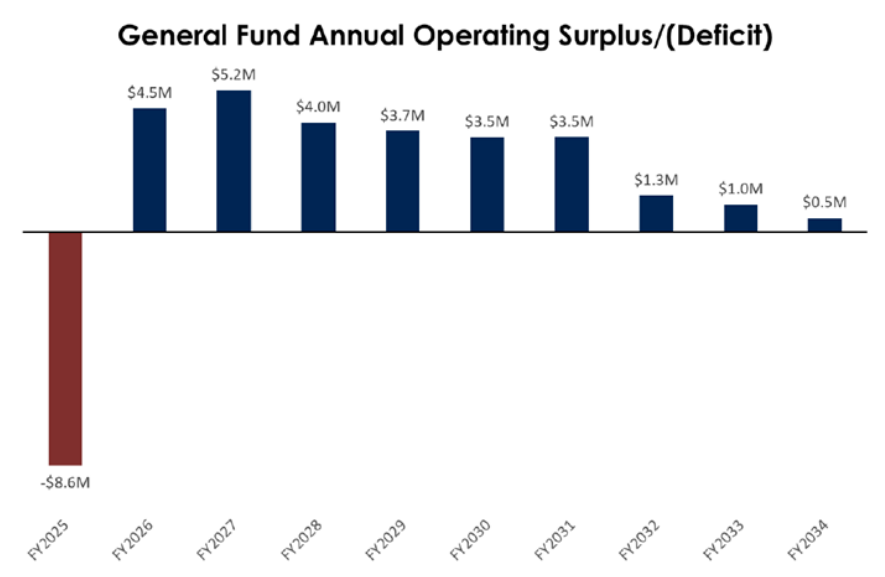


(Mayor Chao)

Staff Response: The fund balance table on page 27 of the staff report shows changes from first quarter to mid-year, in this table you will note the committed amount increases from first quarter estimates of \$31.1 million to \$98.6 million the majority of that is related to the Sales Tax Repayment Reserve being renamed and remaining in the committed reserve category.

Classification	Actual		Actual		Adopted Budget		1st Quarter		Mid-Year Year	
	2022-23	2022-23	2023-24	2023-24	2024-25	2024-25	Projection	2024-25	End Projection	2024-25
Non Spendable	\$ 0.9	\$	3.4	\$	0.4	\$	4.7	\$	3.4	
Restricted	20.7		23.3		20.7		20.7		20.7	
Committed	34.1		108.6		99.0		31.1		98.6	
Assigned	9.7		4.7		7.0		7.0		4.7	
Unassigned	73.1		26.0		23.6		106.2		25.3	
TOTAL FUND BALANCE	\$ 138.6	\$	166.1	\$	150.8	\$	169.8	\$	152.8	

Q8: This chart shows the General Fund Revenue - Expenses. I assume that the General Fund here does not include the \$64.5 million from the CDTFA settlement, right?



(Mayor Chao)

Staff Response: This chart is meant to show surpluses or deficits in any given year and not existing fund balance. See chart in question #2 for more detail on existing fund balance and how they are forecasted to change over the forecast period.

Q9: The above chart does not include expenses for Capital projects. Could you please show a chart of for All Funds, not just the General Fund? (Mayor Chao)

Staff Response: The 10-year financial forecast provided is for the General Fund, as it is the City's primary operating fund. A similar long-term forecast has not been developed for all funds, as they are highly variable due to grant funding, restricted revenues, and capital project cycles. Unlike the General Fund, these funds fluctuate significantly based on external factors, making long-term projections less reliable.

Attachments Provided with Original Staff Report:

- A – FY 2024-25 Mid-Year Financial Report*
- B – Draft Resolution*
- C – Description of Budget Transfers as of December 31, 2024*
- D – FY 2024-25 Mid-Year Recommended Adjustments*
- E – Mid-Year Performance Measures & Workload Indicators*
- F – FY 2024-25 Mid-Year Special Projects Update as of December 31, 2024*
- G – Competitive and Non-Competitive Citywide Grants Tracking*
- H – Capital Improvement Program Project Status*

FY 2024-25 Mid-Year Special Projects

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	Notes (e.g., carried over to next fiscal year)
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	In Progress	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	The City will continue engagement with The Rise on an ongoing basis. Expenses may occur after Q2.
FY20	Administration	632 Comm Outreach & Neigh Watch	750.056 - Neighborhood Engagement	100-12-632 - General Fund-City Manager-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)	The Neighbor to Neighbor grant ended on 9/30/24. Final encumbrance of \$19,481 processed in Q2.
FY24	Administration	632 Comm Outreach & Neigh Watch	750.227 - CWP Public Safety res/com areas	100-12-632 - General Fund-City Manager-Comm Outreach & Neigh Watch	10,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A	The Block Leader outreach program has started and staff will continue to promote the programs until the end of this fiscal year.
FY24	Administration	633 Disaster Preparedness	750.230 - Business Continuity Resilience	100-12-633 - General Fund-City Manager-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.	Staff is considering making improvements to the EOC later this fiscal year.
FY23	Administration	633 Disaster Preparedness	750.240 - MRC Rise	100-12-633 - General Fund-City Manager-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	Additional supplies purchased for MRC Rise in July 2024. Project is now complete.
FY24	Administration	705 Economic Development	750.230 - Business Continuity Resilience	100-12-705 - General Fund-City Manager-Economic Development	310,487.00	0.00	0.00	In Progress	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.	Funds were carried over for the ongoing support for Small to Medium Business Resiliency. This was a Budget allocation from the State of California
FY23	Administration	705 Economic Development	750.179 - Econ Dev Strategy Outreach	100-12-705 - General Fund-City Manager-Economic Development	20,000.00	0.00	0.00	Not Started		None	N/A	Defund at Q3
FY17	Community development	701 Current Planning	750.007 - The Hamptons	100-71-701 - General Fund-Planning-Current Planning	108,640.00	0.00	0.00	Not Started		None	N/A	Waiting for building submittal. Project approval expires in 2026
FY21	Community development	701 Current Planning	750.009 - Marina Plaza	100-71-701 - General Fund-Planning-Current Planning	23,317.00	0.00	0.00	Not Started		None	N/A	Waiting for building submittal. Project approval expires in December 2026.
FY22	Community development	701 Current Planning	750.029 - Valco SB35/Rise	100-71-701 - General Fund-Planning-Current Planning	109,207.00	0.00	0.00	In Progress	Ongoing	None	N/A	Waiting for building permit. Some permits for grading and site preparation work issued.
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	Operational item, no completion date
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	Delays in prjoect due to previous contractor/consultant and Housing Element. First community meeting to be held on Feb 10, in hybrid format.
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	46,095.75	378,394.22	Completed	Sep 2024	None	N/A	Completed in September, when the City received notice from HCD that the Housing Element complies with State law. Housing Element implementation policies will be presented for Commission and Council input as project progresses.

FY 2024-25 Mid-Year Special Projects

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	Notes (e.g., carried over to next fiscal year)
	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	RFP was released Winter 2024 to obtain consultant. Pending adoption of CWP by Council to determine budget and which projects can move forward.
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 2024	None	N/A	Ongoing Operational Item
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	Joining project with Public Works, RFP released to obtain consultant.
FY20	Community development	711 BMR Affordable Housing Fund	750.052 - Develop ELI Housing	265-72-711 - BMR Housing-Housing Services-BMR Affordable Housing Fund	238,301.00	0.00	3,005.00	In Progress	Winter 2025	None	N/A	Pending development of Mary Ave, then operational. Project is under review in compliance with Exclusive Negotiation Agreement (ENA). Following the Negotiation period, staff will present the Council with a Disposition and Development Agreement (DDA) and Lease agreement for the project and the project will also concurrently go through entitlement hearings.
FY22	Community development	714 Construction Plan Check	750.031 - Westport	100-73-714 - General Fund-Building-Construction Plan Check	89,621.00	1,087.50	33,194.23	In Progress	2026	None	N/A	Pending building permit status. The timeline is uncertain, however, staff estimates the townhome portion should be fully occupied within the first quarter of 2025. The Senior BMR apartment building is complete and fully occupied. The assisted living parcel is currently under redesign and will be submitted for review in Fall 2025.
FY20	Community development	714 Construction Plan Check	750.067 - VTC	100-73-714 - General Fund-Building-Construction Plan Check	14,595,179.00	580.00	2,594,599.46	In Progress	Ongoing	None	N/A	This pertains to building permits and staff estimates that the developer will submit additional building permits in 2025
FY20	Community development	715 Building Inspection	750.067 - VTC	100-73-715 - General Fund-Building-Building Inspection	5,406,634.00	0.00	0.00	Not Started		None	N/A	This pertains to building inspections required for this project. It is estimated that permits will be submitted this year for permitting and possible inspections starting in 2026.
FY22	Information Services	308 Applications	750.123 - Redesign of City Website	100-32-308 - General Fund-I&T Applications-Applications	3,481.00	0.00	3,481.31	Completed	12/30/2024	None	N/A	Proposed to defund at midyear
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	
FY23	Information Services	310 Infrastructure	750.199 - City Facilities Video Capture	610-34-310 - Innovation & Technology-I&T Infrastructure-Infrastructure	6,079.00	0.00	0.00	Completed	6/30/2024	None	N/A	Proposed to defund at midyear
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	38,249.70	73,750.25	In Progress	6/30/2025	Grant	Silicon Valley Clean Energy (fully funded by Grant)	
FY23	Law enforcement	200 Law Enforcement SC Sheriff	750.227 - CWP Public Safety res/com areas	100-20-200 - General Fund-Law Enforcement-Law Enforcement SC Sheriff	60,000.00	62,250.00	62,250.00	In Progress	3/30/2025	None	N/A	

FY 2024-25 Mid-Year Special Projects

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	Notes (e.g., carried over to next fiscal year)
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	6/30/25	None	N/A	Carried over from earlier years - idea was to use to fund energy efficiency auditing at city facilities.
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	Carried over from 23-24 after County paid for Martin Yan celebrity chef demo that year.
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	Carried over from last FY
FY24	Public works	122 Sustainability Division	750.223 - CWP Electrification Study	100-81-122 - General Fund-Environmental Programs-Sustainability Division	96,057.00	21,002.79	15,104.88	In Progress	6/30/2025	None	N/A	Budget shown is more than needed. We have an agreement for \$40,000 with Raimi & Assoc to develop a strategy for decarbonization of existing buildings. First executed 10/16/2023, extended to 12/31/2025.
FY25	Public works	800 Public Works Admin	750.244 - CWP Recycled Water Feasibility	100-80-800 - General Fund-PW Administration-Public Works Admin	200,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A	
FY25	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	In Progress	6/30/2025	None	This amount comes from Fund 520 with no impact to General Fund.	CAP dashboard pilot
FY24	Public works	801 Resources Recovery	750.041 - HHW and PaintCare	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	161,010.00	66,540.50	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.	SCC Household Hazardous Waste program. Annual on-going program to cover residential drop off of items that cannot be accepted by Recology.
FY21	Public works	801 Resources Recovery	750.084 - Single Use Plastics Ordinance	520-81-801 - Resource Recovery-Environmental Programs-Resources Recovery	94,544.00	(1,205.00)	0.00	In Progress	1/31/2026	None	No impact to General Fund.	Ordinance implementation still in progress and on schedule. Contract term extended.
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.	No completion date
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	24,660.00	47,266.25	In Progress	8/31/2025	None	No impact to General Fund.	Current agreement with consultant was extended to 8/31/2026
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	Ongoing item will be moved to base budget in FY26
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	0.00	0.00	In Progress	Ongoing	None	N/A	Ongoing item will be moved to base budget in FY26
FY19	Public works	804 Plan Review	750.039 - PW Scanning Project	100-82-804 - General Fund-Developmental Services-Plan Review	9,310.00	0.00	9,310.29	Completed	Ongoing	None	N/A	Funds are encumbered in Q1 for PW. Remaining project will be funded by IT.
FY20	Public works	804 Plan Review	750.067 - VTC	100-82-804 - General Fund-Developmental Services-Plan Review	1,961,366.00	14,065.00	1,182,523.68	In Progress	Anticipated 2030	Other	These are pass through funds from the developer. No City funds are associated with this budget item.	

FY 2024-25 Mid-Year Special Projects

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	Notes (e.g., carried over to next fiscal year)
FY22	Public works	804 Plan Review	750.105 - CWP Revisit 5G	100-82-804 - General Fund-Developmental Services-Plan Review	250,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A	Most of the work to date has been completed in-house. Ongoing changes to related laws, limited staffing resources, and other priorities have resulted in delays to finalization.
FY20	Public works	807 Service Center Administration	750.043 - Office Reconfiguration	100-83-807 - General Fund-Service Center-Service Center Administration	111,416.00	9,109.11	0.00	In Progress	Ongoing	None	N/A	Partial Defund at Q3, included in base budget
FY25	Public works	812 School Site Maintenance	750.025 - Special Maintenance	100-84-812 - General Fund-Grounds-School Site Maintenance	10,500.00	0.00	0.00	In Progress	06/30/2025	None	N/A	Dugout roof replacement - Hyde
FY25	Public works	814 Sport Fields Jollyman CRK	750.025 - Special Maintenance	100-84-814 - General Fund-Grounds-Sport Fields Jollyman CRK	10,500.00	0.00	8,500.00	In Progress	06/30/2025	None	N/A	Dugout roof replacement - Jollyman
FY19	Public works	820 Sidewalk Curb and Gutter	750.020 - Annual Sidewalk Curb & Gutter	270-85-820 - Transportation Fund-Streets-Sidewalk Curb and Gutter	2,776,484.00	0.00	1,588,567.91	In Progress	6/30/2025	None	N/A	Annual project
FY24	Public works	825 Street Tree Maintenance	750.235 - CWP Tree List	100-86-825 - General Fund-Trees and Right of Way-Street Tree Maintenance	60,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A	Collaborating with CDD. Project currently awaiting CDD's completion of RFP. RFP just went out 10/21/2024. CWP update from Council may turn this into a Urban Forest Master Plan.
FY25	Public works	827 Bldg Maint City Hall	750.025 - Special Maintenance	100-87-827 - General Fund-Facilities and Fleet-Bldg Maint City Hall	2,000.00	0.00	0.00	Not Started	6/30/2025	None	N/A	Burglar Alarm Upgrades
FY25	Public works	828 Bldg Maint Library	750.025 - Special Maintenance	100-87-828 - General Fund-Facilities and Fleet-Bldg Maint Library	45,000.00	0.00	0.00	In Progress	6/30/2025	None	N/A	Library HVAC
FY25	Public works	829 Bldg Maint Service Center	750.025 - Special Maintenance	100-87-829 - General Fund-Facilities and Fleet-Bldg Maint Service Center	2,000.00	297.09	0.00	Not Started	6/30/2025	None	N/A	Burglar Alarm Upgrades
FY24	Public works	830 Bldg Maint Quinlan Center	750.025 - Special Maintenance	100-87-830 - General Fund-Facilities and Fleet-Bldg Maint Quinlan Center	79,174.00	8,955.65	0.00	Not Started	6/30/2025	None	N/A	Security project
FY24	Public works	831 Bldg Maint Senior Center	750.025 - Special Maintenance	100-87-831 - General Fund-Facilities and Fleet-Bldg Maint Senior Center	123,675.00	0.00	0.00	Not Started	12/31/2025	None	N/A	Funds are allocated to replace kitchen HVAC unit.
FY25	Public works	832 Bldg Maint McClellan Ranch	750.025 - Special Maintenance	100-87-832 - General Fund-Facilities and Fleet-Bldg Maint McClellan Ranch	2,000.00	0.00	0.00	Not Started	12/31/2024	None	N/A	Burglar Alarm Upgrades
FY25	Public works	833 Bldg Maint Monta Vista Ct	750.025 - Special Maintenance	100-87-833 - General Fund-Facilities and Fleet-Bldg Maint Monta Vista Ct	2,000.00	0.00	0.00	Not Started	6/30/2025	None	N/A	Burglar Alarm Upgrades
FY23	Public works	836 Bldg Maint Sports Center	750.025 - Special Maintenance	570-87-836 - Sports Center-Facilities and Fleet-Bldg Maint Sports Center	45,705.00	20,169.00	0.00	In Progress	12/31/2025	None	N/A	HVAC repair (in progress), raquetball court (November 2024)
FY25	Public works	838 Comm Hall Bldg Maint	750.025 - Special Maintenance	100-87-838 - General Fund-Facilities and Fleet-Comm Hall Bldg Maint	2,000.00	0.00	0.00	Not Started	6/30/2025	None	N/A	Burglar Alarm Upgrades
FY22	Public works	844 Traffic Engineering	750.163 - VMT to LOS Standards	100-88-844 - General Fund-Transportation-Traffic Engineering	30,637.00	10,800.26	19,776.97	In Progress	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	No progress since last quarterly report.
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	In Progress	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	0.00	42,975.00	Completed	6/30/2026	Other	Apple Donation	Funds encumbered. Waiting for invoices. Completed for this FY.
FY25	Public works	844 Traffic Engineering	750.243 - CWP Active Transportation Plan	100-88-844 - General Fund-Transportation-Traffic Engineering	330,000.00	0.00	0.00	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.	This will be going away after this FY due to expiration of rebate matching agreement with Valley Water as part of cost cutting to allow parcel fee revenues to fund more of the basic compliance and infrastructure maintenance needs.
FY20	Public works	854 General Fund Subsidy	750.065 - CUSD Joint Use Cost Share	230-81-854 - Env Mgmt Cln Crk Strm Drain-Environmental Programs-General Fund Subsidy	0.00	17,672.77	0.00	In Progress	Ongoing annual purchase	None	N/A	This funds line 45 - 750.065 - CUSD Joint Use Cost Share. We cannot use collected APN fees to offset costs for another fee-payer.