CC 03-07-2023

Special Meeting #2

FY 2022-23 Mid-Year Financial Report

Presentation

Fiscal Year 2022-23 Mid-Year Financial Report

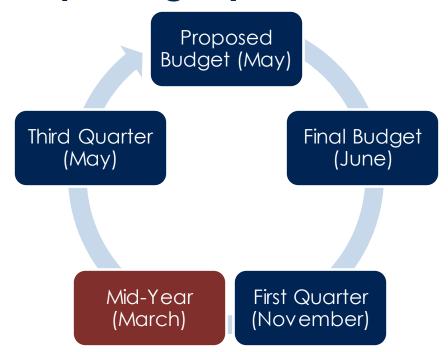
March 7, 2023



Agenda

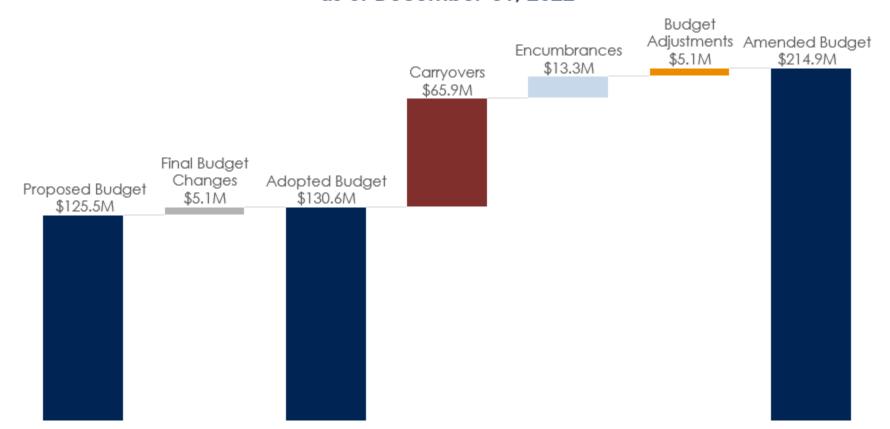


Budget Reporting Cycle



FY 2022-23 Mid-Year Amended Budget

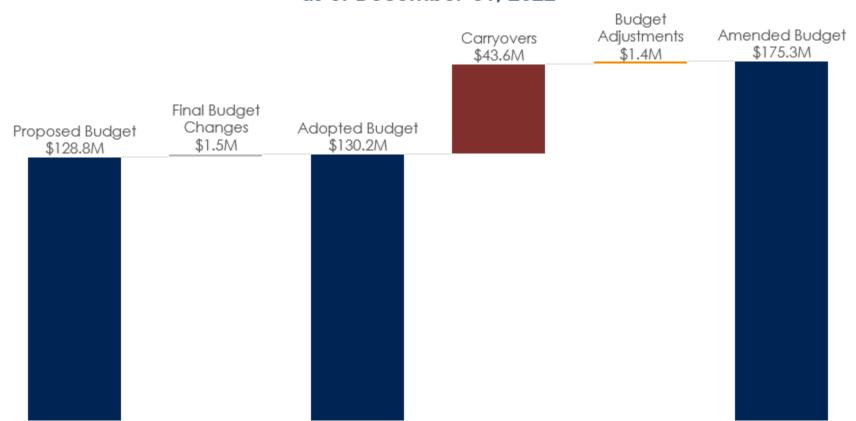
FY 2022-23 Amended Expenditures as of December 31, 2022



FY 2022-23 Appropriation Changes by Fund

Fund	FY 2022-23 Adopted Budget	Carryovers	Encumbrances	Adjustments Approved in 1st and 2nd Quarters	FY 2022-23 Amended Budget as of Dec. 31, 2022
General	95,167,779	23,785,988	5,041,683	3,223,350	127,218,800
Special Revenue	11,244,109	18,140,319	3,965,049	180,458	33,529,935
Debt Service	2,675,800	-	-	-	2,675,800
Capital Projects	3,633,600	22,285,752	3,688,943	650,000	30,258,295
Enterprise	9,003,331	1,154,594	118,032	140,426	10,416,383
Internal Service	8,862,706	550,315	466,368	922,454	10,801,843
Total All Funds	\$130,587,325	\$65,916,968	\$13,280,075	\$5,116,688	\$214,901,056

FY 2022-23 Amended Revenues as of December 31, 2022

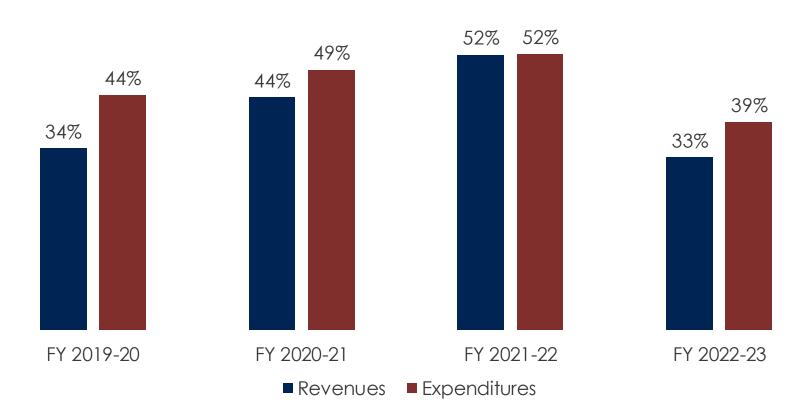


FY 2022-23 Revenue Changes by Fund

Fund	FY 2022-23 Adopted Budget	Carryovers	Adjustments Approved in 1st and 2 nd Quarters	FY 2022-23 Amended Revenues as of Dec. 31, 2022
General	94,661,388	38,699,046	802,962	134,163,396
Special Revenue	16,315,081	-	-	16,315,081
Debt Service	2,675,800	-	-	2,675,800
Capital Projects	2,500,000	4,931,904	500,000	7,931,904
Enterprise	6,181,392	-	-	6,182,392
Internal Service	7,909,496	-	118,766	8,028,262
Total All Funds	\$130,244,157	\$43,630,950	\$1,421,728	\$175,296,835

FY 2022-23 Mid-Year General Fund Update

General Fund Revenues & Expenditures – % Received/Spent as of Mid-Year



General Fund Revenues – Mid-Year FY22 vs. FY23

Revenue Category	Mid-Year 2022	Mid-Year 2023	Variance (\$)	Variance (%)
05 - Sales tax	25,058,489	18,112,541	(6,945,948)	-28%
10 - Property tax	8,331,800	8,810,200	478,400	6%
15 - Transient occupancy	1,336,855	2,818,190	1,481,335	111%
20 - Utility tax	1,276,177	1,633,462	357,286	28%
25 - Franchise fees	684,498	758,501	74,002	11%
30 - Other taxes	1,056,602	604,802	(451,800)	-43%
35 - Licenses and permits	2,188,177	2,151,138	(37,039)	-2%
40 - Use of money and property	925,576	1,147,839	222,263	24%
45 - Intergovernmental revenue	3,433,481	1,183,361	(2,250,120)	-66%
50 - Charges for services	6,905,845	5,317,399	(1,588,446)	-23%
55 - Fines and forfeitures	105,865	116,311	10,446	10%
60 – Miscellaneous	986,591	1,112,371	125,779	13%
65 - Transfers in	4,862,387	61,140	(4,801,247)	-99%
70 - Other financing sources	52,224	-	(52,224)	-100%
Total General Fund Revenues	\$57,204,568	\$43,827,254	\$(13,377,314)	-23%

General Fund Expenditures – Mid-Year FY22 vs. FY23

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

General Fund Fund Balance (\$ in millions)



Budget Adjustments

- Staff is not recommending any adjustments to appropriations or revenues at mid-year
- The City will continue to monitorits revenue and expenditure trends

Staffing

- Addition of Limited-Term Special Project Executive
- Revision of the Assistant Director of Community Development/Building Official classification to separate the classifications
- Revision of standby pay eligibility from IT Assistant to Network Specialist

City Manager Discretionary Fund

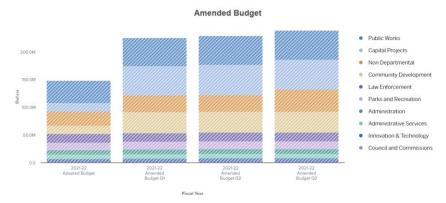
- In the first quarter, \$2,632.50 was used for environmental consulting services related to a Phase I environmental site assessment at 21801 Stevens Creek Boulevard
- Staff will continue to report on the use of this fund

Additional Information

- Special Projects
- Grants
- Capital Improvement Program (CIP)
- CDTFA Audit Update

Transparency and Engagement







cupertino.org/budget

Next Steps

FY 2022-23

Third Quarter Report to Council May 2023

FY 2023-24

- Proposed Budget Study Session May 17, 2023
- Budget Adoption
 June 2023

Recommendations

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

Questions?

CC 03-07-2023

#12

FY 2023-24 CIP Five-year Plan

Presentation

City Council FY 2023-24 CIP five-year plan

March 7, 2023



Tonight's Action

Subject: Consider the Fiscal Year (FY) 2023-24 five-year plan for Capital Improvement Program (CIP).

Recommended Action: Receive presentation and provide input on the proposed FY 2023-24 five-year plan for the CIP.

Synopsis

- 27 active CIP projects, 10 waiting in the queue
- Only a few new projects a modest proposal, due to:
 - Limited staffing resources
 - The need to complete existing projects
 - Fiscal conservativism due to tax audit.
- Additional project managers are needed to address existing and proposed projects (especially City Hall).

FY 23-24 CIP

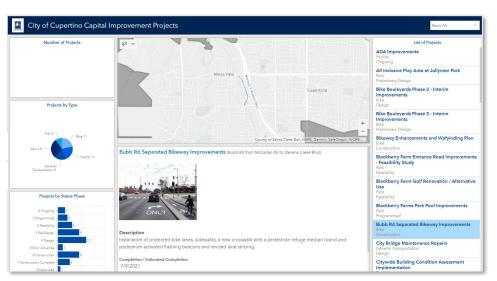
Agenda

- 1. What is CIP?
- 2. Existing CIP Projects
- 3. CIP Goals, Priorities and Rankings
- 4. Proposed FY 23 24 CIP and 5-Year Plan
- 5. Next Steps

CIP Dashboard

For more detail on the status of current CIP projects, refer to the City's CIP dashboard:

https://gis.cupertino.org/webmap/cip/





Navigation: Cupertino.org > Public Works > City Construction Projects (CIP) (on the left sidebar) > Interactive Dashboard

What is a Capital Improvement Programs (CIP) Project?

A Capital Improvement is a project that:

- Enhances the unit of property; or
- Restores or Prolongs the useful life of the unit of property; or
- Adapts the unit of property to a new or different use.

Capital Improvements are **added** as a City's asset.

Capital Improvement projects differ from Maintenance projects by:

- (1) Design Professionals are needed; and/or
- (2) The budget exceeds +/- \$60,000.



CIP Accomplishments

FY22-23 COMPLETED PROJECTS:

- Annual Playground Replacement (Multiyear) – Creekside Tot Lot completed
- 2. Memorial Park Pond Repurposing
- 3. Sports Center Community Needs Analysis
- 4. Tree Inventory Stevens Creek Corridor
- 5. Bicycle Blvd Interim Improvements, Ph. 2
- Homestead/De Anza Design & Construction
- 7. Regnart Creek Trail Fencing
- 8. Stelling and Alves Crosswalk Installation
- 9. Retaining Wall Repair Cordova Road
- 10. Sidewalk Improvements Orange & Byrne

10 Completed projects!

FY22-23 OTHER ACCOMPLISHMENTS:

- Regnart Creek Trail Ribbon Cutting
- Update of the Building Condition Assessment Report – in process
- 3. Working on CIP Tools (internal standardization platform)
- 4. Designs for SCB PH 2 and McClellan Ph 3 bikeways are completed.
- Installation of new Fire Control Panel at the Sports Center

CIP Updates: Facilities projects

- Citywide Building Condition Assessment Implementation
- ADA Improvements (Annually funded)
- City Hall Annex
- City Hall Improvements
- City-Owned Properties Analysis (Stocklmeir, Byrne, Blesch)
- Electric Vehicle Parking Expansion
- Interim City Hall
- Library Expansion Project (landscaping)
- Multi-Site Sustainable Infrastructure Upgrade

\$14.4M City Funding \$425K External Funding \$14.8M total

CIP Updates: Parks projects

- Park Amenity Improvements (Year 4 of 5)
- Community Garden Wilson Park
- Full-sized Outdoor Basketball Court -Wilson Park
- All Inclusive Play Area & Adult-Assistive Bathroom Facility at Jollyman Park
- Annual Playground Replacement (Year 4 of 5)
- Blackberry Farm Golf Renovation / Alternative Use Study
- Blackberry Farm Pool Improvements
- Lawrence-Mitty Park and Trail Plan
- Memorial Park Specific Plan Design
- Memorial Park Amphitheater Improvements
- Stevens Creek Corridor Park Chain Master Plan
- McClellan Ranch Preserve Parking Lot West

\$12.3M City Funding \$2.7M External Funding \$15M total

CIP Updates: Streets & Infrastructure projects

- City Bridge Maintenance Repairs
- Pumpkin and Fiesta Storm Drain Project (all phases)
- Regnart Road Improvements (all phases)
- Street Light Installation Annual Infill (Annually funded)
- City Lighting LED Transition Assessment
- City Lighting LED improvements

\$4.9M City Funding \$1.3M External Funding

CIP Updates: Transportation projects

- Bicycle Boulevard Interim Improvements, Phase 3
- Civic Center Parking Improvements
- De Anza Boulevard Buffered Bike Lanes
- School Walk Audit Implementation
- Stevens Creek Blvd CL IV Bikeway Bandley Dr. Signal
- Stevens Creek Blvd CL IV Bikeway Phase 2 (design & construction)
- Traffic Calming
- I-280 Trail Central & East Segment
- I-280 Trail West Segment
- McClellan Road Separated Bike Corridor, Phase 3
- McClellan Road Separated Bike Corridor, Phase 4 (Byrne Ave to Imperial Ave)

\$5.6M City Funding \$8.4M External Funding

\$14M total

Active CIP Projects

- All-Inclusive Play Area & Adult Assistive Bathroom Facility (External Funding)
- 2. Annual Playground Replacement (Multi-year)
- Blackberry Farm Golf Renovation / Alternative Use Study
- 4. Blackberry Farm Pool Improvements
- 5. Citywide [Satellite] Community Garden (Wilson Park)
- Full-sized Outdoor Basketball Court (Wilson Park) (External Funding)
- 7. Lawrence-Mitty Park and Trail Plan
- 8. Memorial Park Specific Plan Design
- 9. Park Amenity Improvements (Multi-year)
- 10. Bicycle Blvd Interim Improvements, Ph. 3
- 11. Civic Center Parking Analysis
- 12. De Anza Boulevard Buffered Bike Lanes
- 13. I-280 Trail East & Central Segments (External Funding)

- 14. McClellan Rd Sep. Bike Corridor, Ph. 3 (External Funding)
- 15. School Walk Audit Implementation (External Funding)
- Stevens Creek Blvd Class IV Bikeway Ph. 2 Design & Construction
- 17. Stevens Creek Blvd Class IV Bikeway Ph. 2 : Bandley Dr. Signal Upgrades (External Funding)
- 18. Traffic Calming
- 19. City Bridge Maintenance Repairs
- 20. City Lighting LED Transition Assessment
- 21. Pumpkin and Fiesta Storm Drain project, Phase 1 and 2
- 22. Regnart Road Improvements, Phase 1
- 23. Street Light Installation Annual Infill (Multi-year)
- 24. ADA Improvements (Multi-year)
- 25. City Hall Improvements (Programming and Feasibility)
- 26. City Hall Annex (10455 Torre Avenue Improvements)
- 27. Citywide Building Condition Assessment & Implementation

Existing CIP Projects' Funding – Totals

#	PROJECT TYPE – EXISTING PROJECTS	City Funding	External Funding	Total Funding
9	FACILITIES	\$14,387,519	\$425,551	\$14,813,070
11	PARKS	\$12,262,830	\$2,687,549	\$14,950,379
6	STREETS & INFRASTRUCTURE	\$4,895,448	\$1,287,448	\$6,182,896
10	TRANSPORTATION	\$5,584,831	\$8,410,521	\$13,995,352
36	TOTALS	\$37,130,628	\$12,811,069	\$49,941,697

\$50M total - funded CIP projects

27 active and 10 in the Queue



What is the process?

PROPOSAL DEVELOPED/STAFF & CMO REVIEWS

FY23-28 CIP program proposal developed in January 2023, following input from Staff and Commissions. Staff reviews proposal with Senior Leadership and the City Manager.

COMMISSIONS (February)

FY23-28 CIP proposal presented at Bike/Ped, Parks & Rec, and Planning Commission meetings in February and March 2023

COUNCIL (March & April)
 FY23-28 CIP proposal presented at City Council meetings in March and April 2023

• FINAL/BUDGET PROCESS (May & June)

FY23-28 CIP proposal included in City's Budget approval in May and June 2023.

How do we prioritize/rank the CIP projects?



Repair or upgrading necessary to protect public **Health and Safety** take highest priority.



Council Priorities, Commission suggestions and Community input.



Subsequent phases of existing projects.



Master Plans and General Plan have many stated goals and policies that affect the generation of CIP projects.



Fiscally responsible use of City resources, including staff time and funding. If projects have secured (or could secure) outside funding, that is also considered.



Proposed FY 23-24: **Stevens Creek Blvd./Calabazas Creek Storm Drain Repair**





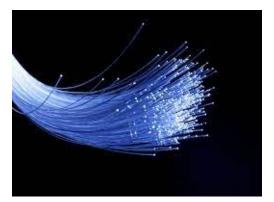
The storm drain pipes at this location have corroded, and need to be replaced before storm water scours the surrounding soils and creates further problems such undermining of the Calabazas Creek Culvert or creating a sinkhole in Stevens Creek Blvd.



\$420,000 City Funding \$0 External Funding

\$420,000 Total

Proposed FY 23-24: Fiber Expansion – City Hall Annex







Expand fiber network to include City Hall Annex, 10455 Torre Avenue, increasing the efficiency and resilience of the EOC facility.

The aim is to conduct this work concurrent with the City Hall Annex project, and prior to opening of this facility.

\$320,000 City Funding \$0 External Funding

\$320,000 Total

Proposed FY 23-24: **Bollinger Road Bike Improvements**















\$200,000 City Funding FY23-24 \$500,000 City Funding FY24-25 \$3,300,000 City Funding FY26-27*

\$4,000,000 Total

*Future years indicated without escalation

The 2020 Bollinger Road Corridor Study was a safety and operational study of Bollinger Road from De Anza Blvd. to Lawrence Expressway. It is a collaboration between the City of Cupertino and City of San José. The study identifies improvements that will enhance pedestrian, bicycle, motorvehicle, and transit operations and safety.

The proposed project will conduct community outreach and initiate the required topographic surveys and traffic analysis as a basis of evaluating the two options resulting from the 2020 study. The project will also complete preliminary engineering and final design documents.

Proposed FY 23-24: Civic Center Microgrid









\$150,000 City Funding FY23-24 \$252,460 External Funding Ph. 1 \$72,100 City Funding FY24-25 \$577,640 External Funding Ph. 2

\$908,000 Total

The proposed project will install canopies with solar mounts in the Civic Center parking lots and install

- an extensive system of solar photovoltaic panels,
- step down transformer, and
- solar charged batteries with connections to all three Civic Center buildings.

The project will install and launch microgrid software that allows City staff to operate the microgrid as it switches between grid power, solar generation use, and battery backup power.

Proposed FY 23-24: **San Tomas Aquino/Saratoga Creek Trail Extension, Feasibility Study**









\$150,000 City Funding \$0 External Funding

\$150,000 Total

Feasibility Study to determine the feasibility of, and evaluate potential alignments and costs for, bicycle and pedestrian connection access to the north end of Lawrence-Mitty Park.

Extending the existing Saratoga Creek Trail beyond the new City park requires the engagement of the City of Santa Clara, City of San Jose, County of Santa Clara, Caltrans, & Santa Clara Valley Water district.

Such a trail extension would be "Reach 5" of the 1999 San Tomas Aquino/Saratoga Creek Trail Master Plan (Santa Clara County).

Proposed FY 23-24: Stevens Creek Bridge Repair





\$98,642 City Funding \$761,358 External Funding \$860,000 Total Repairs to the bridge supports to include countermeasures to scouring (undermining) of the support bases.

This project will perform modifications to create a firm structural footing for the bridge's support foundations. The condition of these support foundations has been noted in recent biennial bridge inspection reports and the repairs are recommended by Caltrans. The repair work is funded by the FHWA Highway Bridge Program for 88.53% of the design and construction costs.

Additional Funding FY 23-24: City Hall Improvements











Program, plan and build facility improvements at the existing City Hall building site. The scope of work will include programming, planning, design, and construction. The Emergency Operations Center (EOC) moves to another facility, but this facility is planned as a "Risk Category IV" Essential Services facility as part of the structural system upgrades.

\$500,000 Current City Funding \$1,000,000 City Funding FY23-24 \$3,000,000 City Funding FY24-25 \$67,500,000 City Funding FY26-27*

\$72,000,000 Total

*Future years indicated without escalation

Additional Funding FY 23-24: Building Condition **Assessment Improvements**









\$1,000,000 Current City Funding \$2,000,000 City Funding FY23-24 \$5,000,000 City Funding FY24-28

\$8,000,000 Total**

Establish multi-year funding (for the next five years) to implement recommendations from the 2017/18 "Comprehensive Facility Condition and Use Assessment Report" that were identified as priorities. Current efforts are underway to update the 2017/18 report, to maximizing it as an effective reference.

Priority projects for FY23-24 include:

- Alarm system upgrades at 5 buildings
- Locker room repairs at Sports Center

**Staff proposes to convert this to a Multi-Year project

Proposed FY 23-24 CIP Projects' Funding – Totals

PROJECT TYPE – EXISTING PROJECTS	New City Funding	Added City Funding	External Funding	Total Funding
FACILITIES	\$150,000	\$3,100,000	\$102,460	\$3,352,460
PARKS	\$0	\$500,000	\$0	\$500,000
STREETS & INFRASTRUCTURE	\$838,642	\$75,000	\$761,358	\$1,675,000
TRANSPORTATION	\$350,000	\$0	\$0	\$350,000
TOTALS	\$1,338,642	\$3,675,000	\$863,818	\$5,877,460

Total, City Funding only: \$5,013,642

\$5.9M total – Proposed FY23-24 CIP projects

FY23-24 5-year CIP

Proposed New Project Funding

PROPOSED PROJECTS						
Project Title	Total Estimated Project Budget	FY 23-24 Proposed City Funding	FY 24-25 Projected (+ 5% escalation)	FY 25-26 Projected (+ 5% escalation)	FY 26-27 Projected (+ 5% escalation)	FY 27-28 Projected (+ 5% escalation)
Stevens Creek Blvd./Calabazas Creek Storm Drain Repair	\$420,000	\$420,000				
Fiber Expansion - City Hall Annex	\$320,000	\$320,000				
Bollinger Road Bike Improvements	\$4,000,000	\$200,000	\$500,000		\$3,930,400	
Civic Center Microgrid (\$908K total in Ph.1 & 2, \$681K Grant)	\$252,460	\$150,000	\$655,540			
San Tomas Aquino/Saratoga Creek Trail Extension, Feasibility Study	\$150,000	\$150,000				
Stevens Creek Bridge Repair	\$860,000	\$98,642				
Blackberry Farms Golf Course Improvements	\$3,500,000		\$3,675,000			
Fiber Expansion - Six Emergency Sites	\$1,300,000		\$1,365,000			
McClellan Road Bridge Replacement	\$7,300,000		\$1,000,000		\$7,450,480	
Stevens Creek Blvd Separated Bikeway, Phase 3 - Design &						
Construction	\$3,300,000		\$315,000	\$3,323,250		
Fiber Expansion - 14 Traffic Signals	\$1,761,000			\$1,941,503		
Fiber Expansion - Redundant Paths (City Hall, Service						
Center)	\$807,000			\$889,718		
Carmen Road Bridge - Design & Construction	\$5,500,000			\$750,000	\$5,616,800	
Accessibility Dashboard	\$200,000			\$220,500		
Blackberry Farm Bocce Ball Shade Structure	\$160,000			\$176,400		
Linda Vista Park Picnic Area Shade Structure	\$160,000			\$176,400		
Portal Park Picnic Area Shade Structure	\$160,000			\$176,400		
Fiber Expansion - Four Paths of Redundancy	\$1,300,000				\$1,504,880	
Fiber Expansion - Parks and Downtown	\$3,100,000					\$3,768,050
Merriman Road Storm Drain	\$900,000					\$1,093,950
Fiber Expansion - City Facilities	\$800,000					\$972,400
Total (Proposed Projects)	\$36,250,460	\$1,338,642	\$7,510,540	\$7,654,170	\$18,502,560	\$5,834,400

FY23-24 5-year CIP

Proposed Additional Project Funding

EXISTING PROJECTS - ADDITIONAL FUNDING						
Description	Current Total Project Budget	FY 23-24 Proposed City Funding	FY 24-25 Projected (+ 5% escalation)	FY 25-26 Projected (+ 5% escalation)	FY 26-27 Projected (+ 5% escalation)	FY 27-28 Projected (+ 5% escalation)
City Hall Improvements (80,000 SF, new facility, \$72M						
total)	500,000	1,000,000	3,000,000	-	79,347,200	-
Citywide Building Condition Assessment Implementation	1,006,470	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000
Annual Playground Replacement (Year 4 of 5)	300,000	300,000	500,000	500,000	750,000	750,000
Park Amenity Improvements (Year 4 of 5)	200,000	200,000	200,000	ı	-	ı
ADA Improvements (Annually funded)	100,000	100,000	105,000	110,250	120,000	130,000
Street Light Installation - Annual Infill (Annually funded)	75,000	75,000	75,000	75,000	75,000	75,000
Regnart Road Improvements (all phases)	1,303,646	T.B.D.	1	600,000	2,000,000	ı
City Hall Annex	3,000,000	T.B.D.		-	-	-
Memorial Park - Specific Plan Design	650,000	•	3,000,000	T.B.D.	T.B.D.	T.B.D.
Pumpkin and Fiesta Storm Drain Project (all phases)	2,000,000	-	-	500,000	-	-
Community Garden - Wilson Park	390,000	-	-	500,000	-	-
Total (Existing Projects)	\$49,941,697	\$3,675,000	\$8,880,000	\$3,285,250	\$83,292,200	\$1,955,000
Total (Proposed and Existing Projects)	\$86,192,157	\$5,013,642	\$16,390,540	\$10,939,420	\$101,794,760	\$7,789,400

Summary/Highlights

- The City presently has \$50M of CIP projects. Significant projects underway include

 - Memorial Park Revitalization
 - Jollyman AIPG
 - I-280 Trail
 - City Hall Annex
- Lawrence Mitty Park and Trail Stevens Creek Blvd Class IV bikeways (Phase 2)
 - McClellan Road Separated Bikeway (Phase 3)
- The FY23-24 proposal adds six new projects, requesting \$1,338,642 of City Funding
- The FY23-24 proposal requests **additional funding for two projects** (City Hall and Bldg. Condition Assessment Implementation), and four Multi-Year projects totaling \$3,675,000 of City Funding
- The 5-year plan includes significant projects at Memorial Park, City Hall, Carmen Road Bridge, and others.
- CIP requests the **additional staffing** to address currently unstaffed projects as well as new significant projects such as City Hall.

Next Steps

PROPOSAL DEVELOPED/STAFF & CMO REVIEWS

FY23-28 CIP program proposal developed in January 2023, following input from Staff and Commissions. Staff reviews proposal with Senior Leadership and the City Manager.

COMMISSIONS (February)

FY23-28 CIP proposal presented at Bike/Ped, Parks & Rec, and Planning Commission meetings in February and March 2023.

COUNCIL (March & April)
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• FINAL/BUDGET PROCESS (May & June)

FY23-28 CIP proposal included in City's Budget approval in May and June 2023.

Thank You!

