

CC 06-09-2022

Item No. 1

Community Grant Funding Program

Late Written
Communications

Omniware Networks - A 501(c)3 Nonprofit Organization With Passion And Track Record

Mission

To **strengthen relations** and understanding among peoples of different regions and backgrounds;

To **promote** people's knowledge and **understanding** of various cultures, values, arts and **communities** in a peaceful and enriching way.

Well aligned with City of Cupertino's Mission and Value



**Omniware
Networks**

Dedication

Experienced, passionate and **dedicated**
(all volunteers, no one is paid)

All funding used for programs/projects to benefit the **communities**

Track Record

Selected by County of Santa Clara to organize community project

Positive Comments from **Cupertino** Residents

Proven Impacts To Communities

IRS approved 501c(3) with complete tax records

Project: Youth Art Contest Exhibitions Of 'Peace Love Unity'

Purpose

- 1) to increase the **awareness** of the **value** of peace, love and unity in our communities / Cupertino
- 2) to encourage Cupertino children to use art to express their feelings against hate crime, and **foster unity** in our communities
- 3) to **generate** more **impacts** to students' families, the communities and all the Cupertino audience of the public exhibition



Project Overview

- 1) **Art contest**
- 2) Public **exhibitions**

Reach / Impact

- 1) Received **+300** entries
- 2) Anticipate a total of **10,000 visitors** of the art exhibitions
- 3) Have support from **20+** local art curators / art teachers / art studios

Select Community Comments - Cupertino and County

M Gao
Student

"Children from different places in the world all love peace. They unify together by contributing a piece of peace dove puzzle."

Don Sun
Former president, Cupertino Planning Commission
and Cupertino Historical Society

"It's a very meaningful project."

Diana Argabrite
Museum Programs Coordinator
Euphrat Museum, De Anza College

"It sounds like a great project."

Cindy Chavez
Santa Clara County Supervisor

"Art is a proven and accessible tool for communication and for raising awareness about social justice and equity issues. It affects positive change in a visual, poignant way that most people can connect with during turbulent times."

S. Mirza
Student

"This artwork tells and shows you to do the right thing and go against hate crimes. This art also encourages you to be yourself and to not be afraid of who you are"

Select Parents' Comments

This is a great Contest to strengthen the understandings of peace, love and unity.

I think it is very encouraging and a good opportunity.

What the world needs more of is love, sweet love. With this, we cannot go wrong. God is love!

Very memory event!

Great Contest, Hope there's more sketch kind of activities. Kids are inspired.

Great Topic. Pray world peace. mutual help and friendship

Love bring peace!

Select Cupertino Students' Entries



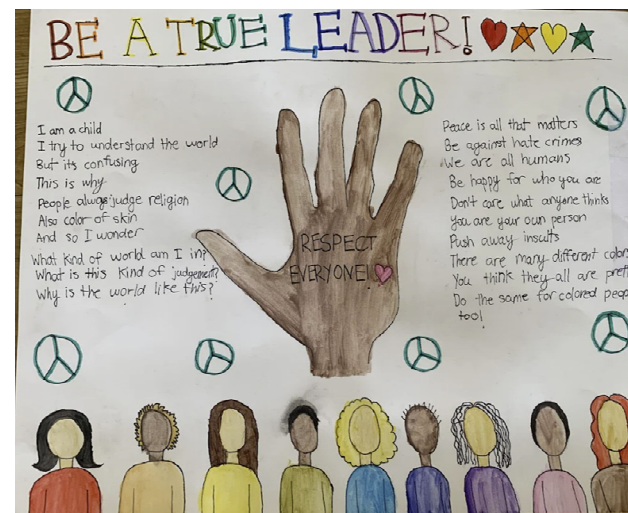
By Y Qiu



By M. Gao



By P. Mallik



By S Mirza

Rotary Club of Cupertino

Community Funding update

- The Club is disappointed that we did not make the first cut as we have been funded for over 10 years.
- We are moving ahead with plans including a joint partnership with city to coordinate or merge with the City's annual Fall Fest Bike event.

Impact of loss of funding

- No Direct City benefits, including:
 - ✓ Health and Safety Fair including 10+ booths provided free to the City of Cupertino (replaced previous stand-alone fair).
 - ✓ 10-25 “Environmental Partner” booths provided with no charge. Complements the City’s April Earth Day event.
 - ✓ 10 free booths and canopies provided to the International Cultural Fair
- Reduced charitable spending for Community projects

Our request

Please review the Park and Rec recommendations and reevaluate the rankings.

CC 06-09-2022

Item No.1

Community Grant Funding
Program

Updated Attachment C
Evaluation Totals and Parks
and Recreation Commission
Recommendation

Desk Item

Kirsten Squarcia

Subject: FW: information about Omniware Networks to address your questions last night
Attachments: CA registration approved.pdf

From: Omniware Networks <omniwarenetworks@gmail.com>
Sent: Wednesday, June 8, 2022 3:49 PM
To: City Council <CityCouncil@cupertino.org>; Kitty Moore <Kmoore@cupertino.org>; Hung Wei <HWei@cupertino.org>; Jon Robert Willey <JWilley@cupertino.org>; Liang Chao <LiangChao@cupertino.org>; Darcy Paul <DPaul@cupertino.org>
Cc: Rachelle Sander <RachelleS@cupertino.org>
Subject: information about Omniware Networks to address your questions last night

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Cupertino City Council members,

I was not able to attend last night's meeting and appreciate everyone's attention and time to review and discuss our applications for the community fund.

I watched the YouTube video today and noticed that people have some questions about our organization. I'd like to provide the accurate information of our organization for you to consider / review.

1) I include the [IRS link here](#), which verifies our 501c(3) nonprofit status and our tax report is complete/compliant through 2021. The quick snapshots of our tax records published by IRS are below:

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual el

> Tax Year 2021 Form 990-N (e-Postcard)
> Tax Year 2020 Form 990-N (e-Postcard)
> Tax Year 2019 Form 990-N (e-Postcard)
> Tax Year 2018 Form 990-N (e-Postcard)
> Tax Year 2017 Form 990-N (e-Postcard)
> Tax Year 2016 Form 990-N (e-Postcard)
> Tax Year 2015 Form 990-N (e-Postcard)
> Tax Year 2014 Form 990-N (e-Postcard)
> Tax Year 2013 Form 990-N (e-Postcard)

2) We are a registered nonprofit organization in California, a copy of the CA registration is attached.

3) We have been partnering with and received grants from the County of Santa Clara. County had an official press release highlighting our organization (click [here](#))

4) Our activities: on our websites and our application form, we only publish select activities that we organized but not an exhaustive list, since many of our volunteers do small and grassroots activities. We believe it is a good way to contribute to and engage with communities, and should be aligned with Cupertino's community fund vision and mission - which was also stated by the vice mayor last night.

5) Our size: One key personnel retired in recent year and we are in the process of backfilling.

Anything else that I can provide in order to enable the you to review our application based on the accurate information? If a live presence at the meeting is helpful, I'd be glad to attend if someone can let me know the time/date in advance.

Thanks

Judy

S&DC-S/N **Statement and Designation by Foreign Corporation**

To qualify a corporation from another state or country to transact intrastate business in California, fill out this form, and submit for filing along with:

- A \$100 filing fee (for a foreign stock corporation) or \$30 filing fee (for a foreign nonprofit corporation), and
- A certificate of good standing, issued within the last six (6) months by the agency where the corporation was formed. **Note:** If the corporation is a nonprofit, the certificate of good standing also must indicate the corporation is a nonprofit or nonstock corporation.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form.

Important! Corporations in California may have to pay a minimum \$800 yearly tax to the California Franchise Tax Board. For more information, go to <https://www.ftb.ca.gov>.

FILED

Secretary of State
State of California

4855568

Filing Number

02/28/2022

Filing Date

This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm.

Corporate Name (List the exact name of the corporation, as shown in the certificate of good standing. If the name of the corporation is not available for use in the State of California, the corporation must qualify under an assumed name. E.g., "[list the exact name] which will do business in California as [list the proposed assumed name]." For general corporate name requirements and restrictions in California, go to www.sos.ca.gov/business/be/name-availability.htm.)

① Omniware Networks

Corporate History

② State or foreign country where this corporation was formed: Washington State

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may **not** list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

③ a. Fengdi Xu

Agent's Name

b. 656 Lytton Ave Apt G207

Palo Alto

CA 94301

Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box City (no abbreviations) State Zip

The corporation named in Item 1 above irrevocably consents to service of process directed to it upon the agent designated above, and to service of process on the California Secretary of State if that agent or that agent's successor is no longer authorized to act or cannot be found at the address given.

Corporate Addresses

④ a. 24 211th PI NE

Sammamish

WA 98074

Street Address of Principal Executive Office - Do not list a P.O. Box City (no abbreviations) State Zip

b. 656 Lytton Ave Apt G207

Palo Alto

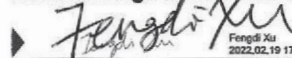
CA 94301

Street Address of Principal Office in California, if any - Do not list a P.O. Box City (no abbreviations) State Zip

c.

Mailing Address of Principal Executive Office, if different from 4a or 4b City (no abbreviations) State Zip

Read and sign below: This form must be signed by an officer of the foreign corporation.


Fengdi Xu
2022.02.19 17:48:39 -0800

Sign here

Fengdi Xu

Print your name here

president

Your business title

Make check/money order payable to: **Secretary of State**

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail

Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off

Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

UNITED STATES OF AMERICA

The State of Washington



Secretary of State

I, **STEVE R. HOBBS**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF EXISTENCE**OF****OMNIWARE NETWORKS**

I CERTIFY that the records on file in this office show that the above named entity was formed under the laws of the State of Washington and that its public organic record was filed in Washington and became effective on 02/07/2007.

I FURTHER CERTIFY that the entity's duration is Perpetual, and that as of the date of this certificate, the records of the Secretary of State do not reflect that this entity has been dissolved.

I FURTHER CERTIFY that all fees, interest, and penalties owed and collected through the Secretary of State have been paid.

I FURTHER CERTIFY that the most recent annual report has been delivered to the Secretary of State for filing and that proceedings for administrative dissolution are not pending.

Issued Date: 02/28/2022
UBI Number: 602 693 803



Given under my hand and the Seal of the State
of Washington at Olympia, the State Capital

Steve R. Hobbs, Secretary of State

Date Issued: 02/28/2022

State of California
Secretary of State
Certificate of Qualification

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

Entity Name: OMNIWARE NETWORKS

File Number: 4855568

Registration Date: 02/28/2022

Entity Type: FOREIGN CORPORATION

Jurisdiction: WASHINGTON

The above referenced entity complied with the requirements of California law in effect on the Registration Date for the purpose of qualifying to transact intrastate business in the State of California, and that as of the Registration Date, said entity became and now is qualified and authorized to transact intrastate business in the State of California, subject however, to any licensing requirements otherwise imposed by the laws of this State and that the entity shall transact all intrastate business within California under the Entity Name as set forth above.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of March 8, 2022.

A handwritten signature in black ink, appearing to read "Shirley N. Weber", followed by a horizontal line.

SHIRLEY N. WEBER, Ph.D.
Secretary of State



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

Memorandum

June 9, 2022

To: City Council

From: Rachelle Sander, Assistant Director of Parks and Recreation

Subject: Fiscal Year 2022-2023 Community Funding Grant Program

The purpose of this memo is to update the City Council on information requested at the June 7 regular meeting.

Organizational status of Omniware Networks.

The current Community Funding policy states that an organization must be a 501c3 non-profit. 501c3 non-profits are not issued a new IRS letter each year, however, the IRS website allows you to download a spreadsheet of current non-profits. The spreadsheet is updated monthly. Given that Omniware Networks 501c3 status is in Washington, staff has downloaded the list for Washington State (Attachment A).

Does the Cupertino Union School District qualify given the 501c3 requirement?

The IRS considers educational organizations to be public charities by the nature of their structured educational offerings. Internal Revenue Code section 170(b)(1)(A)(ii) defines educational organizations, which are most referred to as "schools." While public schools may apply for recognition of tax-exempt status under section 501c3 of the internal revenue services code (IRC), this step is not required for such organizations to qualify for grants. Given the IRS definition of schools, funding a school district would be up to City Council's discretion.

Metrics use for organizations such as West Valley Community Services, School Districts, Omniware Networks, and Relay for Life.

The Community Funding Policy (Attachment B) states the following metrics for eligibility and evaluation criteria:

Eligibility

To receive consideration for a Community Funding Grant, grant requests must:

- Be made or sponsored by a 501(c)(3) non-profit organization with experienced members capable of implementing and managing the program/project/event.
- Identify how the funds will be used to benefit the Cupertino community.
- Be awarded only once per project
- For specific needs, not ongoing, operational costs.
- Have more than 75% of the requested funds allocated for direct service costs versus administrative costs.
- Be complete and submitted by the application deadline.

Evaluation Criteria

- Impact on and benefit to the Cupertino community
- Community need for the program/project/event
- Alignment with City mission and values
- Uniqueness of the program/project/event
- Qualifications and experience of the organization and its members
- Reasonable cost
- Demonstrated effort to secure funding from other sources and/or establishing partnerships with other community or city organizations
- Clarity, completeness, and accuracy of grant application
- Past performance and compliance with requirements if a recurring applicant

Regarding future funding, the policy does not set expectations for multi-year grant approval. Each year the organizations must fill out a new application if they wish to be considered for funding. The final funding approval each year is at the discretion of City Council.

Parks and Recreation Commission uses the funding totals form (Attachment C) when providing their total out of 100 for each organization. Organizations are ranked by Parks and Recreation Commission after a meeting for questions and clarification with the organizations and then the evaluation and eligibility process. This year the questions and clarification meeting was March 3 and the evaluation and eligibility meeting was April 7. The Parks and Recreation Commission's funding recommendation may be different than City Council's final funding recommendation. Final funding is at the discretion of City Council.

Third party funding

The current Community Funding Policy does not preclude the use of a third party to run the program, project, or event being applied for. In the case of the Fremont Union High

Schools Foundation request that includes Care Solace for a Mental Health program, the decision to fund or not would be at City Council's discretion.

Care Solace does have a webpage that speaks more to their organization.

<https://www.caresolace.org/>

Other City money received by the organizations

Staff pulled information from the past five years on any money paid to organizations that applied for Community Funding this year (Attachment C). The payments include:

- Prior community funding grants
- Payments for contractual classes through Parks & Recreation
- Other grant programs
- Payments for rental of facilities (i.e.: Fourth of July, Pools for Learn to Swim program, field house for sports classes/camps, etc.)

Festival funding is not captured in this spreadsheet. Three organizations that are proposed for Fiscal Year (FY) 2022-2023 festival funding (Attachment D) are also applicants for Community Grant Funding. The organizations are Cupertino Rotary, Cupertino Bhubaneswar Sister City, and American Cancer Society. Community Funding Historical funding information (Attachment E) is also provided.

CUSD clarifications

- The program will be at Sedgwick Elementary School and will serve Cupertino residents from that area
- "Selected students" means students who meet the state criteria: Low income, Foster Youth, or English Learners. The lowest achieving students from these groups are prioritized to address capacity limitations and serve students who need support
- The program is free of charge to our students
- The School District does not plan to apply annually for this city grant

Omniware Networks: Why there are only two Board Members for this non-profit organization? My understanding is that non-profit Board should have at least 3 Board members: President (or Chair), Secretary, Treasurer.

The state of California requires a minimum of one board member for each organization. The IRS requires a minimum of three, to retain tax-exempt status the organization needs to comply with both. Omniware networks has had turn-over and is actively looking to replace the third board member.

Omniware Networks: Are the two board members and two staff different people?

One board member is also staff; however, all “staff” are volunteers, no one in the organization gets paid.

Omniware Networks: Does the non-profit keep its monthly board meeting minutes?

Yes, Omniware keeps records of their board meeting minutes.

Additional Information:

FY 2021-2022 agreements were implemented with organizations that were approved for funding (Attachment G).

Additional funding received by organizations for the specific program, project, or event they are applying to receive funding for is answered in question 14 of the organization’s application.

Attachments:

A – Washington Non-Profit List

B – Community Funding Policy

C – Commission Totals Form

D – Five years of payments to applicable organizations

E – Proposed FY 2022-2023 Festival Costs

F – Community Funding Historical Funding Information FY 2018-2022

G – Community Funding Agreement

EIN	NAME
260262566	KNIGHTS OF COLUMBUS
260267290	EDENSAW COMMUNITY CANCER FOUNDATION
260276699	CASCADE PAYROLL ASSOCIATION
260280801	GREYWOLF PTA
260285747	NORTH COUNTY WILDCATS VOLLEYBALLCLUB
260286017	NINOS CON VALOR INC
260286346	SPOKANE TURBINE CENTER
260295234	WASHINGTON STATE ANIMAL RESPONSETEAM
260302417	SPOKANE URBAN MINISTRIES
260309541	TONASKET MENNONITE CHURCH SCHOOL
260309672	FAHEY FAMILY FOUNDATION
260311125	KIDS FIRST ENTERPRISE
260319149	COLLABORATIVE PROFESSIONALS OFWASHINGTON
260319712	OMNIWARE NETWORKS
260324244	MYANMAR HOPE CHRISTIAN MISSION INC
260328868	TOASTMASTERS INTERNATIONAL
260330950	THE GENESIS PROJECT SEATTLE
260332102	ANIMAL AID & RESCUE FOUNDATION
260335623	COLFAX THRIFTY GRANDMOTHERS
260337748	ISD WOMENS LACROSSE CLUB
260337980	MICK LAMB FOUNDATION
260356858	SENIOR CITY COUNCIL
260366014	NORTHWEST WIRELESS ASSOCIATION
260366230	ENUMCLAW FORESTED FOOTHILLSRECREATION ASSOCIATION
260370293	WASHINGTON SCHOOL COUNSELORASSOCIATION
260378733	LENORE HANAUER FOUNDATION
260380763	HOMELESS BACKPACKS
260381569	THE WALLA WALLA BLUE MOUNTAIN ARCHERS
260387536	RED CEDAR ZEN COMMUNITY
260387930	SOUTH HILL ARTISTS
260392161	FRANCE EDUCATION NORTHWEST
260395749	EASTERN WASHINGTON ATV ASSOCIATIONINCORPORATED
260400785	PUERTA ABIERTA FOUNDATION
260409082	WISDOMTOOTH
260415703	SISTERS OF MARY MOTHER OF THE CHURCH
260418345	CROSSWATER COMMUNITY CHURCH
260425275	WHITMAN COMMUNITY HOSPITALAUXILIARY
260427221	ROTARY CLUB OF LAKEWOOD WASHINGTON CHARITABLE FUND
260435523	THE AARON SCHULTE MEMORIAL FOUNDATION
260436574	BIG LAKE FIRE DEPARTMENT COMMUNITY AUXILIARY
260444160	FRED GOLDBERG FAMILY FOUNDATION
260445647	UNION BAND BOOSTER ASSOCIATION
260451866	HARVEST BAPTIST CHURCH
260469538	WHATCOM POETRY SERIES
260476938	MOSAIC MINISTRIES
260481964	SEATTLE CHILDRENS HOSPITAL

Fiscal Policies – Community Funding Grant Policy

PURPOSE

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including: Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

SCOPE

All requests for funding must comply with this policy.

POLICY

The City has established the Community Funding Grant Program, subject to availability of funds, with a range of \$70,000 to \$90,000 in total funding available. Community Funding Grants shall not exceed \$20,00 per applicant, per year. City Council will determine the organizations to be awarded funds through the Community Funding Grant Program. City Staff shall review applications for completeness and review the qualifications and accuracy based upon the eligibility criteria set forth below. In all cases, the City reserves the right to reject any and all applications in the event staff identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, for any reason, at any time.

Eligibility

To receive consideration for a Community Funding Grant, grant requests must:

- Be made or sponsored by a 501(c)(3) non-profit organization with experienced members capable of implementing and managing the program/project/event.
- Identify how the funds will be used to benefit the Cupertino community.
- Be awarded only once per project
- For specific needs, not ongoing, operational costs.
- Have more than 75% of the requested funds allocated for direct service costs versus administrative costs.
- Be complete and submitted by the application deadline.

Evaluation Criteria

- Impact on and benefit to the Cupertino community
- Community need for the program/project/event
- Alignment with City mission and values
- Uniqueness of the program/project/event
- Qualifications and experience of the organization and its members
- Reasonable cost
- Demonstrated effort to secure funding from other sources and/or establishing

partnerships with other community or city organizations

- Clarity, completeness, and accuracy of grant application
- Past performance and compliance with requirements if a recurring applicant

Applications will be sorted into two categories:

- *New applicants*
- *Past recipients*

Applications in each category will be evaluated using a tiered structure based on the dollar amount requested for award as follows:

- < \$999.99
- \$1,000.00 - \$4,999.99
- \$5,000.00 – \$9,999.99
- \$10,000.00 - \$20,000.00

Restrictions/Guidelines

- An organization that is applying for multiple grants shall only submit one application.
- Proceeds generated from the funded activity may only be used for the conducted activity.
- If requested, recipients must provide full financial statements for the organization.
- Admission to or participation in the event must be "free of charge" for Cupertino residents unless stated in the application and approved by Parks & Recreation Commission.
- If an applicant makes a grant request directly to a member of the City Council, whether individually or as a group, the Council shall refer the applicant to the Parks and Recreation Department for a Grant application to be reviewed in accordance with this policy.
- Grant recipients shall acknowledge the City contribution in formal promotional materials and efforts related to the funded activity. Any use of the City logo must be approved by the City's Communications Officer.

Procedure

1. Applicants submit timely and complete grant applications by February 1.
2. City Staff reviews application for completeness and compliance eligibility.
3. Applications will then be forwarded to the Parks and Recreation Commission to be evaluated and sorted into the tiered funding structure. All applicants will be notified and invited to attend the Parks and Recreation Commission Meeting where their applications will be discussed. This meeting typically takes place in Spring.
4. City Council will make the final decision on grant amounts for each applicant as part of the budget adoption which typically happens in June. All applicants will be notified and invited to attend the City Council Meeting where their applications will be discussed.
5. Grant recipients shall submit a written report to the Parks and Recreation Department to show proof that the grant funds have been spent in the manner and for the purposes stated on the application, including information about the number of persons served and

other results that benefit Cupertino.

- Due by the 15th business day of July following the Fiscal Year in which grant funds are disbursed.
- Failure to submit a written report by the July deadline could result in the loss of grant funding eligibility in the future.
- Applicants will be expected to reimburse the City any funding awarded and not used for their program/project/event.

Vendor	AP Invoice Item	Item Detail Description	Fiscal Calendar 2018	Fiscal Calendar 2019	Fiscal Calendar 2020	Fiscal Calendar 2021	Fiscal Calendar 2022	Grand Total
0 - HEART OF THE VALLEY	Community Funding Grant Program	FY 2020 FUNDING			7,000.00			7,000.00
		TOTALS	0.00	0.00	7,000.00	0.00	0.00	7,000.00
0 - WomenSV	Mayor's Fund	FY 20-21 Mayor's Fund donation to WomenSV				1,000.00		1,000.00
		TOTALS	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1551 - CHINESE AMERICAN COALITION COMPASSIONATE CARE	Community Funding Grant Program	Starting the Conversation and Mindful Self-Care					12,000.00	12,000.00
1551 - CHINESE AMERICAN COALITION COMPASSIONATE CARE	Contract Services	Distribution for Community Funding Grant Recipient				6,000.00		6,000.00
		TOTALS	0.00	0.00	0.00	6,000.00	12,000.00	18,000.00
1553 - SILICON VALLEY JEWISH FILM FESTIVAL	Contract Services	Distribution for Community Funding Grant Recipient				5,000.00		5,000.00
		TOTALS	0.00	0.00	0.00	5,000.00	0.00	5,000.00
1692 - Tian Hong Foundation	Community Funding Grant Program	2021 Youth Art Contest (Nature and Me)					3,000.00	3,000.00
		TOTALS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
1708 - Buddhist Tzu Chi Medical Foundation	Community Funding Grant Program	Healthy Cupertino Health Fair					7,400.00	7,400.00
		TOTALS	0.00	0.00	0.00	0.00	7,400.00	7,400.00
198 - Cupertino Union School District	Rent Expense	None	652.98					652.98
198 - Cupertino Union School District	Contract Services	Kennedy Waste Audit		645.00				645.00
198 - Cupertino Union School District	Rent Expense	CUSD facility use for July 4		1,059.14				1,059.14
198 - Cupertino Union School District	Rent Expense	July 4 event- Sedgwick permit fees- 7.4.19			30.00			30.00
198 - Cupertino Union School District	Rent Expense	July 4 event- Hyde Middle permit fees- 7.4.19			1,261.64			1,261.64
198 - Cupertino Union School District	Contract Services	Lawson Teen Center - Rental Fees FY 19-20				22,187.22		22,187.22
198 - Cupertino Union School District	Contract Services	Lawson Teen Center - Rental Fees FY 19-20				18,653.50		18,653.50
198 - Cupertino Union School District	General Service Agreement	Cell Plan and Web Page Maintenance Req# D19-01457		1,424.60				1,424.60
198 - Cupertino Union School District	Creek Education - Busing	Dilworth School creek ed busing 5/18 and 5/23/17	434.81					434.81
198 - Cupertino Union School District	Creek Education - Busing	Dilworth school creek ed busing 9/25 and 9/26/17	443.58					443.58
198 - Cupertino Union School District	Creek Education - Busing	Garden Gate School Creek Ed Busing 10/17/17	209.87					209.87
198 - Cupertino Union School District	Creek Education - Busing	Busing to 3rd grade creek education program at McClellan	154.04					154.04
198 - Cupertino Union School District	Creek Education - Busing	Busing to 3rd grade creek education at McClellan	747.74					747.74
198 - Cupertino Union School District	Creek Education - Busing	3rd grade creek busing to McClellan-Collins, GG, Eaton, Eisenhower	1,452.48					1,452.48
198 - Cupertino Union School District	Creek Education - Busing	3rd grade busing to McClellan-Murdock, Sedgwick	1,323.54					1,323.54
198 - Cupertino Union School District	Creek Education - Busing	De Vargas busing to McClellan for creek education	504.28					504.28
198 - Cupertino Union School District	Creek Education - Busing	3rd Grade Creek Ed busing - 5 schools, 7 days	1,185.47					1,185.47
198 - Cupertino Union School District	Creek Education - Busing	3rd grade creek busing - Faria	357.03					357.03
198 - Cupertino Union School District	Creek Education - Busing	busing of 3rd graders to creek education at McClellan	436.37					436.37
198 - Cupertino Union School District	Creek Education - Busing	Collins school busing to 3rd grade creek ed		161.88				161.88
198 - Cupertino Union School District	Creek Education - Busing	De Vargas School busing for creek education		222.26				222.26
198 - Cupertino Union School District	Creek Education - Busing	Eaton, Muir, De Vargas, Eisenhower buses to creek education		823.47				823.47
198 - Cupertino Union School District	Creek Education - Busing	Eaton, Collins busing to creek education		388.07				388.07
198 - Cupertino Union School District	Creek Education - Busing	Stockmeir busing to creek education - 4 days		839.78				839.78
198 - Cupertino Union School District	Creek Education - Busing	Nimitz busing to creek education		370.78				370.78
198 - Cupertino Union School District	Creek Education - Busing	busing for Sedgwick students to McClellan		410.94				410.94
198 - Cupertino Union School District	Creek Education - Busing	creek ed busing - 6 trips		1,219.34				1,219.34
198 - Cupertino Union School District	Creek Education - Busing	creek ed busing - Faria 5/24/19		299.59				299.59
198 - Cupertino Union School District	Creek Education - Busing	3rd grade creek ed busing Garden Gate and Regnart		613.27				613.27
198 - Cupertino Union School District	Creek Education - Busing	3rd Grade Creek Ed - Blue Hills School 9-28-18			193.87			193.87
198 - Cupertino Union School District	Creek Education - Busing	Creek education busing Stevens Creek Elem			403.42			403.42
198 - Cupertino Union School District	Creek Education - Busing	Sedgwick-Blue Hills-DeVargas-Eaton - Creek Ed buses			995.19			995.19
198 - Cupertino Union School District	Creek Education - Busing	M. Portal 3rd grade creek busing			759.47			759.47
198 - Cupertino Union School District	Creek Education - Busing	StevensCreek-M.Portal-Collins-Stockmeir - creek ed busing			1,680.48			1,680.48
198 - Cupertino Union School District	Special Departmental Exp	Clean Water and Storm Protection Fee Reimbursement FY 2019-2020				8,705.80		8,705.80
198 - Cupertino Union School District	Special Departmental Exp	Clean Water and Storm Protection Fee Reimbursement FY 2020-2021					8,705.80	8,705.80
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	789.75					789.75
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	4,954.50					4,954.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	958.50					958.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	4,483.50					4,483.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	958.50					958.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	2,983.50					2,983.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	5,589.00					5,589.00
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	5,335.50					5,335.50
198 - Cupertino Union School District	Rent Expense	Accrual FY1718 - CUSD 17-18 Permits	2,085.75					2,085.75
198 - Cupertino Union School District	General Supplies	Facility Use Permits for 2016-2017	3,579.94					3,579.94
		TOTALS	39,620.63	8,478.12	5,324.07	49,546.52	8,705.80	111,675.14
250 - EUPHRAT MUSEUM OF ART	Community Funding Grant Program	FY 2020 FUNDING			10,000.00			10,000.00

250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Community Funding Grant Program	Distribution for Community Funding Grant Recipient				10,000.00		10,000.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Community Funding Grant Program	Euphrat Museum Exhibitions and Events 2021-2022					15,000.00	15,000.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Euphrat Museum of Art -Grant Funding for FY 18-19		10,000.00				10,000.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Grant Expenditures	Grant funding for FY17-18	10,000.00					10,000.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Spring 2017 Classes (Missed Payment)	7,992.80					7,992.80
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 18-19		16,428.10				16,428.10
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 18-19		7,508.80				7,508.80
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 18-19		7,471.75				7,471.75
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 18-19		3,482.70				3,482.70
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 19-20			8,950.50			8,950.50
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Youth Art Instruction FY 19-20			988.00			988.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Euphrat Fall 2019 Check Reissue				5,096.00		5,096.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	Euphrat Winter 2020 Check Reissue				3,763.00		3,763.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	Contract Services	FY 21-22 Youth Art Instruction					1,776.00	1,776.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	General Service Agreement	Euphrat Museum of Art Agreement (7/1/17 - 6/30/18)	5,083.00					5,083.00
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	General Service Agreement	Euphrat Museum of Art Agreement (7/1/17 - 6/30/18)	7,842.25					7,842.25
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	General Service Agreement	Euphrat Museum of Art Agreement (7/1/17 - 6/30/18)	11,805.30					11,805.30
250 - FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	General Service Agreement	Euphrat Museum of Art Agreement (7/1/17 - 6/30/18)	15,811.90					15,811.90
		TOTALS	58,535.25	44,891.35	19,938.50	18,859.00	16,776.00	159,000.10
3930 - WEST VALLEY COMMUNITY SERVICES	Community Funding Grant Program	FY 2020 FUNDING			20,000.00			20,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Community Funding Grant Program	Out of Cycle Funding- Gift of Hope 2019			5,000.00			5,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Community Funding Grant Program	Gift of Hope Holiday Program					10,000.00	10,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Distribution for Community Funding Grant Recipient				20,000.00		20,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Poverty Simulation 2019			1,000.00			1,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					14,305.81	14,305.81
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					14,282.61	14,282.61
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					5,187.16	5,187.16
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					16,990.41	16,990.41
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					10,867.68	10,867.68
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					9,057.51	9,057.51
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	Haven to Home Job Training Pilot Program					13,241.70	13,241.70
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	HAVEN TO HOME		11,246.69				11,246.69
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	HAVEN TO HOME		12,390.94				12,390.94
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	HAVEN TO HOME		11,611.72				11,611.72
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	HAVEN TO HOME		4,750.65				4,750.65
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 19-20			9,097.48			9,097.48
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 19-20			11,536.06			11,536.06
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 19-20			0.00			0.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 19-20			12,268.09			12,268.09
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 20-21				18,283.30		18,283.30
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 19-20			7,098.24			7,098.24
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 20-21				21,844.51		21,844.51
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 20-21				20,511.86		20,511.86
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 20-21				5,140.33		5,140.33
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 21-22					18,269.94	18,269.94
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 21-22					8,386.89	8,386.89
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 21-22					20,200.92	20,200.92
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Capital Housing Grant 10104 Vista Dr	99,346.67					99,346.67
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Capital Housing Grant 10104 Vista Dr	14,794.36					14,794.36
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Capital Housing Grant 10104 Vista Dr	51,575.17					51,575.17
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation Project		29,480.75				29,480.75
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation Project		73,353.51				73,353.51
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation Project		65,517.74				65,517.74
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation Project		7,849.24				7,849.24
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 19-20			0.00			0.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Haven to Home FY 19-20			28,945.00			28,945.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 19-20			14,365.00			14,365.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 20-21				57,130.83		57,130.83
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 20-21				54,386.77		54,386.77
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 20-21				63,332.80		63,332.80
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation FY 21-22					49,835.46	49,835.46
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Vista Village Renovation Pay Period Jan - April 22					55,295.37	55,295.37
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	CDBG CARE Program FY 17-18	9,169.21					9,169.21
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	CDBG CARE Program FY 17-18	9,245.85					9,245.85

3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	CDBG CARE Program FY 17-18	10,299.41					10,299.41
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	CDBG CARE Program FY 17-18	3,773.53					3,773.53
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)		9,750.88				9,750.88
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)		9,098.74				9,098.74
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)		9,810.54				9,810.54
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)		6,339.46				6,339.46
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)			9,243.65			9,243.65
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)			10,452.81			10,452.81
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)			10,952.81			10,952.81
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE)			4,996.89			4,996.89
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 20-21				9,840.78		9,840.78
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 20-21				10,994.82		10,994.82
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 20-21				10,634.75		10,634.75
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 20-21				6,989.72		6,989.72
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 21-22					9,975.16	9,975.16
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 21-22					9,367.85	9,367.85
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Community Access to Resources and Education (CARE) FY 21-22					11,774.80	11,774.80
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	De Anza College Housing Program				0.00		0.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Contract Services	WVCS_EmergencyAssistance_Final			50,000.00			50,000.00
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	BMR AHF Greenwood Ct Renovation FY 17-18	45,475.63					45,475.63
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	BMR AHF Greenwood Ct Renovation FY 17-18	55,116.23					55,116.23
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Accrual FY 17/18 BMR Greenwood Court Renovation 2018/06	21,672.98					21,672.98
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	Greenwood Court Renovation Project		79,986.13				79,986.13
3930 - WEST VALLEY COMMUNITY SVCS AGENCY	Grant Expenditures	De Anza College Housing Program				25,000.00		25,000.00
		TOTALS	320,469.04	331,186.99	194,956.03	324,090.47	277,039.27	1,447,741.80
4082 - CUPERTINO ROTARY ENDOWMENT FOUNDATION	Contract Services	Cupertino Rotary-Grant Funding for FY 18-19		12,000.00				12,000.00
4082 - CUPERTINO ROTARY ENDOWMENT FOUNDATION	Contract Services	Distribution for Community Funding Grant Recipient				12,000.00		12,000.00
4082 - CUPERTINO ROTARY ENDOWMENT FOUNDATION	Grant Expenditures	Grant funding for FY17-18	12,000.00					12,000.00
		TOTALS	12,000.00	12,000.00	0.00	12,000.00	0.00	36,000.00
844 - CUPERTINO ROTARY CLUB	Community Funding Grant Program	Cupertino Fall Festival					12,000.00	12,000.00
844 - CUPERTINO ROTARY CLUB	Membership and Dues	FY19-20 Cupertino Rotary Membership Dues 2020-2021			390.00			390.00
844 - CUPERTINO ROTARY CLUB	Membership and Dues	Angela Tsui Membership Dues	390.00					390.00
		TOTALS	390.00	0.00	390.00	0.00	12,000.00	12,780.00
4579 - BREATHE CALIFORNIA OF THE BAY AREA	Community Funding Grant Program	FY 2020 FUNDING			2,500.00			2,500.00
4579 - BREATHE CALIFORNIA OF THE BAY AREA	Contract Services	Distribution for Community Funding Grant Recipient				4,000.00		4,000.00
		TOTALS	0.00	0.00	2,500.00	4,000.00	0.00	6,500.00
5068 - CUPERTINO BHUBANESWAR SISTER	Sister City Program	Sister City Student Exchange Program - Policy Paid		0.00				0.00
5068 - CUPERTINO BHUBANESWAR SISTER	Sister City Program	Sister City Student Exchange Program - City Hall Dinner		500.00				500.00
5068 - CUPERTINO BHUBANESWAR SISTER	Contract Services	Distribution for Community Grant Funding Recipient				7,500.00		7,500.00
5068 - CUPERTINO BHUBANESWAR SISTER	Contract Services	Bhubaneswar Sister City Reimbursement				900.00		900.00
5068 - CUPERTINO BHUBANESWAR SISTER	Sister City Program	Sister City Student Exchange Program - Policy Paid		920.00				920.00
		TOTALS	0.00	1,420.00	0.00	8,400.00	0.00	9,820.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	Educational Classes and College Workshops FY 18-19		67,978.00				67,978.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	Educational Classes and College Workshops FY 18-19		19,320.00				19,320.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	Educational Classes and College Workshops FY 18-19		27,150.00				27,150.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	Educational Classes and College Workshops FY 19-20			70,978.00			70,978.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	Educational Classes and College Workshops FY 19-20			153,630.00			153,630.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Contract Services	FY 20-21 Educational Classes and College Workshops				51,750.00		51,750.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	General Service Agreement	FUHSO Agreement (7/1/17 - 6/30/18)	11,128.00					11,128.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	General Service Agreement	FUHSO Agreement (7/1/17 - 6/30/18)	78,872.00					78,872.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Rent Expense	13862234 Cupertino High School 2018 Cupertino Summer Camps	1,163.00					1,163.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Rent Expense	13862234 Cupertino High School 2018 Cupertino Summer Camps		2,330.00				2,330.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Rent Expense	6027708 Cupertino High School City of Cupertino Summer Basketbal		1,165.00				1,165.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Rent Expense	City of Cupertino Summer Learn to Swim Program at Monta Vista Hi		10,418.00				10,418.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Rent Expense	6027708 Cupertino High School City of Cupertino Summer Basketbal			2,191.00			2,191.00
5096 - FREMONT UNION HIGH SCHOOL DISTRICT	Swim Lessons	9168307 Monta Vista High School City of Cupertino Summer Learn t			16,473.00			16,473.00
		TOTALS	91,163.00	128,361.00	243,272.00	51,750.00	0.00	514,546.00

Proposed FY 2022-2023 Festival Fee Costs

			Waived Fees			City Paid expenses		Total Costs
Festival	Date	Festival Producer	Recreation	Facility/Park/ Road Permits	Public Works	Sheriff	Materials	Total
Kids 'N Fun Festival	August 13, 2022	Taiwanese Cultural and Sports Association	\$2,376	\$5,510	\$3,219	\$4,852		\$15,957
Dilli Haat	Sept. 10, 2022	WomenNow	\$2,376	\$3,000	\$2,812	\$4,003		\$12,191
Day N Night Fun Fest	Sept. 24, 2022	Cupertino Rotary	\$2,561	\$4,304	\$4,111	\$5,822		\$16,798
Diwali Festival	Oct. 8, 2022	Cupertino Chamber of Commerce	\$2,207	\$3,530	\$3,176	\$4,852		\$13,764
Veterans Day	November 11, 2022	Veteren's Memorial	\$675	\$1,000	\$0	\$0	\$1,500	\$3,175
Ikebana Flower Show	February (postponed from Oct 22')	WAFU Ikebana Society	\$2,944	\$18,507	\$543	\$0		\$21,994
Egg Hunt	April 1,2023	The Home of Christ Church in Cupertino	\$681.03	\$2,000.00	\$23.20	\$0.00		\$2,704.23
Holi	April 1, 2023	Cupertino Chamber of Commerce	\$1,354	\$1,720	\$300	\$2,183		\$5,557
Cherry Blossom	April 29- 30, 2023	Toyokawa Sister City	\$4,537	\$16,878	\$6,628	\$9,461		\$37,504
India Heritage Fair	18-Mar-23	Cupertino Bhubaneswar Sister City	\$2,037	\$5,010	\$3,136	\$2,911		\$13,094
Relay for Life	June 17, 2023	American Cancer Society	\$309	\$2,576	\$14	\$0		\$2,899
Costs for FY 22/23 Events			\$22,059	\$64,034	\$23,962	\$34,082	\$1,500	\$145,637
				TOTAL Waived Fees	\$110,054.35	TOTAL City Paid	\$35,582.49	TOTAL Festival Costs

Community Funding Historical Funding

Fiscal Year 2018-2022

Organization	FY 17-18	FY 18-19	FY 19-20	FY20-21	FY 21-22	Total Funding Received
Friends of Deer Hollow Farm	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 7,000	\$ 67,000
Cupertino Rotary	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 60,000
Euphrat Museum of Art	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 55,000
Cupertino Historical Society	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000
Iranian Federated Women's Club	\$ 400	\$ 400	-	-	-	\$ 800
Bay Area Chrysanthemum Show	-	-	\$ 1,300	-	-	\$ 1,300
Cupertino Symphonic Band	-	-	\$ 2,000	-	-	\$ 2,000
Santa Clara Valley Audubon Society	-	-	\$ 10,000	\$ 7,500	\$ 8,500	\$ 26,000
Cupertino DeAnza Lion's Charities	-	-	\$ 10,000	-	-	\$ 10,000
Heart of the Valley	-	-	\$ 7,000	-	-	\$ 7,000
West Valley Community Services	-	-	\$ 20,000	\$ 20,000	\$ 10,000	\$ 50,000
Breathe CA	-	-	\$ 2,500	\$ 4,000	-	\$ 6,500
Elevate the Future	-	-	-	\$ 3,000	-	\$ 3,000
Chinese American Coalition for Compassionate Care	-	-	-	\$ 6,000	\$ 12,000	\$ 18,000
Bhubaneswar Sister City	-	-	-	\$ 7,500	-	\$ 7,500
Silicon Valley Jewish Film Festival	-	-	-	\$ 5,000	-	\$ 5,000
Cupertino Library Foundation	-	-	-	-	\$ 15,000	\$ 15,000
Buddhist Tzu Chi Medical Foundation	-	-	-	-	\$ 7,400	\$ 7,400
Valkyrie Robotics	-	-	-	-	\$ 3,000	\$ 3,000
Tian Hong Foundation	-	-	-	-	\$ 3,000	\$ 3,000
Monta Vista High School Music Boosters	-	-	-	-	\$ 3,000	\$ 3,000
Total	\$ 52,400	\$ 52,400	\$ 109,800	\$ 110,000	\$ 115,900	\$ 440,500

CITY OF CUPERTINO GRANT FUNDING AGREEMENT

This Grant Agreement (“Agreement”) is entered into between the City of Cupertino, a municipal corporation (“City”), and _____, a non-profit public benefit corporation (“Grantee”), together, the “Parties.” The allocation of funds pursuant to this Agreement will be a grant. This Agreement is effective on the last date signed below (“Effective Date”).

The Parties agree as follows:

1. **Purpose of Grant.** This is a grant for _____ as more specifically described in **Exhibit A** to this Agreement (“Grant Project” or “Grant Project Description”), and all work funded by this Agreement shall be completed in accordance with the Grant Project Description.
2. **Term.** This Agreement begins on the Effective Date and ends on June 30, 2023, unless terminated earlier as provided herein.
3. **Grant.** The total grant funding provided pursuant to this Agreement shall not exceed the total sum of [*grant maximum dollar amount in words*] dollars (\$[*grant maximum dollar amount in numerals*]) for work in connection with the Grant Project (the “Grant Funds”).
4. **Disbursement of Grant Funds.** The City will not disburse Grant Funds to Grantee until (1) this Agreement is fully executed, and (2) signed Federal Taxpayer ID Number Form (substitute IRS Form W-9) has been submitted.
5. **Use of Grant Funds.** In accepting grant funds, Grantee agrees that it shall use or expend grant funds, or any portion thereof, only as provided for in this Agreement and, without limiting the generality of the foregoing, agrees to purchase materials, equipment, or other property specified in **Exhibit A** only for use in connection with the Grant Project authorized by this Agreement except as may be otherwise provided herein.
6. **Grantee Obligations.**
 - 6.1 **Performance.** Grantee shall carry out the Grant Project to the best of Grantee’s ability and in accordance with the generally accepted professional and ethical standards of Grantee’s profession and community and currently approved methods and practices in Grantee’s field and in accordance with the standards required by the Grant Project Description.
 - 6.2 **Compliance with Laws.**
 - a. Grantee shall observe and comply with all applicable laws, ordinances, codes, and regulations of governmental agencies, including without limitation all provisions of the Occupational Safety and Health Act of 1979, Title VII of the Civil Rights Act of 1964, the Immigration Reform and Control Act of 1986 and all other applicable federal, state, and local laws.

- b. Grantee represents and warrants to City that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Grantee to complete the Grant Project.
 - c. Grantee shall comply with all labor laws applicable to this Agreement. If the Grant Project Description includes a “public works” component, Grantee is required to comply with prevailing wage laws under Labor Code Section 1720 and other labor laws.
 - d. Grantee shall not discriminate on the basis of race, religious creed, color, ancestry, national origin, ethnicity, handicap, disability, marital status, pregnancy, age, sex, gender, sexual orientation, gender identity, Acquired-Immune Deficiency Syndrome (AIDS), or any other protected classification. Grantee shall comply with all anti-discrimination laws, including Government Code Sections 12900 and 11135, and Labor Code Sections 1735, 1777, and 3077.5. Consistent with City policy prohibiting harassment and discrimination, Grantee understands that harassment and discrimination directed toward a job applicant, an employee, a City employee, or any other person, by Grantee or its employees, contractors, or sub-contractors will not be tolerated.
- 6.3 **Not an Employee.** Grantee and the agents, employees, contractors, and subcontractors of Grantee shall act in an independent capacity and not as officers or employees or agents of City. Grantee acknowledges and promises that City is not acting as an employer to any individuals furnishing services or work pursuant to this Agreement.
- 6.4 **Benefits and Taxes.** Grantee shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Grantee shall be solely liable for and obligated to pay directly all applicable taxes, including, but not limited to, federal and state income taxes, and in connection therewith Grantee shall indemnify and hold City harmless from any and all liability that City may incur because of Grantee’s failure to pay such taxes.
- 6.5 **Return of Unused Grant Funds.** Any Grant Funds not expended for the Grant Project and substantiated in the Grant Report described in Section 7, below, shall be reimbursed to the City no later than fifteen (15) business days after submission of the Grant Report.
7. **Grant Report.** By the fifteenth (15th) business day of July in the fiscal year following disbursement of the Grant Funds, Grantee must submit to the City a written report (the “Grant Report”) proving that Grant Funds have been spent in the matter and for the purposes stated in the grant application. The Grant Report shall include, at a minimum, a description of the work completed, a description of what the Grant Funds were spent on,

substantiating documentation for grant expenditures (e.g., invoices, timesheets), and information about the number of persons served and other results that benefit Cupertino. The Grant Report shall also identify whether all Grant Funds were expended.

8. **City Obligations.** City shall make timely grant disbursements and may provide, at its expense, such services of its officers and employees and such use of its premises, facilities, supplies, and equipment as the City in its sole discretion determines is necessary in connection with the administration or monitoring of this Agreement. Grantee shall not use any such City services, premises, facilities, supplies, or equipment for any purpose other than in the performance of Grantee's obligations under this Agreement.

9. **Grant Coordination.**

City Grant Manager. City assigns _____ as the City's representative(s) for all purposes under this Agreement, with authority to oversee the progress and performance of the Grant Project. City reserves the right to substitute another grant manager at any time, and without prior notice to Grantee.

Contractor Project Manager. Subject to City approval, Grantee assigns _____ as its single representative for all purposes under this Agreement, with authority to oversee the progress and performance of the Grant Project. City written approval is required prior to substituting a new representative.

10. **Notice.** All notices, requests and approvals must be sent in writing to the persons below, which will be considered effective on the date of personal delivery or the date confirmed by a reputable overnight delivery service, on the fifth (5th) calendar day after deposit in the United States Mail, postage prepaid, registered or certified, or the next business day following electronic submission:

<p>To City of Cupertino:</p> <p>10185 N Stelling Road Cupertino, CA 95014</p> <p>Attention: Rachelle Sander – Community Funding Email: communityfunding@cupertino.org</p>	<p>To Grantee:</p> <p>Attention:</p> <p>Email:</p>
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11. **Assignments and Subcontracts.** Grantee shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of City. Any attempt to do so will be null and void. Any changes related to the financial control or business nature of Grantee as a legal entity is considered an assignment of the Agreement and subject to City approval, which shall not be unreasonably withheld. Control means fifty percent (50%) or more of the voting power of the business entity.

12. **Retention of Records.** Grantee must maintain complete and accurate accounting records relating to its performance in accordance with generally accepted accounting principles. The records must include detailed information of Grantee's performance, benchmarks and deliverables, which must be available to City for review and audit. The records and supporting documents must be kept separate from other records and must be maintained for five (5) years from the date of City's final payment.
13. **Conflicts of Interest.** Grantee shall comply with all conflict of interest laws applicable to this Agreement and must avoid any conflict of interest. Grantee warrants that no public official, employee, or member of a City board or commission who might have been involved in the making of this Agreement, has or will receive a direct or indirect financial interest in this Agreement, in violation of California Government Code Section 1090, et seq. Grantee may be required to file a conflict of interest form if Grantee makes certain governmental decisions or serves in a staff capacity, as defined in Section 18700 of Title 2 of the California Code of Regulations. Grantee agrees to abide by the City's rules governing gifts to public officials and employees.
14. **Rights to Material Produced.**
 - 14.1 Grantee agrees that all original writings, sound recordings, pictorial reproductions, drawings, data, computer programs, and other works of similar nature produced in the course of or under this Agreement, are subject to the rights of City as set forth in this section. City shall have the right to reproduce, publish, and use all such work, or any part thereof, in any manner and for any purpose whatsoever and to authorize others to do so. If any such work is copyrightable, Grantee may copyright the same, except that, as to any work which is copyrighted by the Grantee, the City reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so. Grantee agrees to deliver a reproducible copy of such documents and materials to City upon request.
 - 14.2 City may, in its sole discretion, require Grantee to identify or credit City as the funding agency or source for all materials or products generated or produced by Grantee pursuant to the Grant Project Description. This identification or credit may take the form of a logo or other representative mark of City or representative wording (e.g. "funded in whole or in part by the City of Cupertino") which is printed or applied directly on or to those materials or products. Grantee shall not use City materials including logos, flyers, etc., without written permission from City.
 - 14.3 Except as otherwise provided in this Agreement, Grantee shall have and retain title to all real or personal property purchased or funded with grant funds; provided, however, that City may require, as an additional condition of eligibility for grant funds and in advance of approval of this Agreement, that the Grantee provide security to City in order to ensure the performance of Grantee's obligations under this Agreement and that those obligations are performed consistent with the terms and conditions of this Agreement.

15. **Intellectual Property.** Grantee represents and warrants that it has the legal right to utilize all intellectual property it will utilize in carrying out the Grant Project. Grantee shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs, and all other litigation expenses for any infringement of the patent rights, copyright, trade secret, or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or work to be carried out in the performance of this Agreement.
16. **Publicity.** Any publicity generated by Grantee for the Grant Project under this Agreement, during the term of this Agreement and for one (1) year thereafter, will reference the City's contributions in making the Grant Project possible. The words "City of Cupertino" will be displayed in all pieces of publicity, including flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles. No signs may be posted, exhibited, or displayed on or about City property, except signage required by law or this Agreement, without prior written approval from the City.
17. **Indemnification.** To the fullest extent permitted by law, Grantee agrees to indemnify, defend, and hold harmless City, its employees, agents, and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs (including, without limitation, costs and fees of litigation) of any kind whatsoever without restriction or limitation, incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part, to the performance of this Agreement. All obligations under this provision are to be paid by Grantee as they are incurred by the City. This Section 17 shall survive termination of the Agreement.
18. **Termination.** Either party may terminate this Agreement, with or without cause, by providing thirty (30) days' notice in writing to the other party. The City may terminate this Agreement at any time without prior notice in the event that Grantee commits a material breach of the terms of this Agreement. Upon termination, this Agreement shall become of no further force or effect whatsoever, and each of the Parties hereto shall be relieved and discharged from their obligations under this Agreement, subject to payment for acceptable grant implementation work carried out prior to the expiration of the notice of termination. Notwithstanding the foregoing, all provisions which by their nature must continue after the Agreement expires or is terminated shall survive the Agreement and remain in full force and effect, including but not limited to the Funding Agency Requirements, if applicable); Grantee Obligations, Benefits and Taxes (Section 6.4); Retention of Records (Section 12); Rights to Material Produced (Section 14); Intellectual Property (Section 15); Indemnification (Section 17); Governing Law, Venue, and Dispute Resolution (Section 19); and Attorneys' Fees (Section 20).
19. **Governing Law, Venue, and Dispute Resolution.** This Agreement is governed by the laws of the State of California. Any lawsuits filed related to this Agreement must be filed with the Superior Court for the County of Santa Clara, State of California. Grantee must comply with the claims filing requirements under the Government Code prior to filing a

civil action in court. If the Parties elect arbitration, the arbitrator's award must be supported by law and substantial evidence and include detailed written findings of law and fact.

20. **Attorneys' Fees.** If City initiates legal action, files a complaint or cross-complaint, or pursues arbitration, appeal, or other proceedings to enforce its rights or a judgment in connection with this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs.
21. **Waiver.** Neither the acknowledgement of work or disbursement of grant funds pursuant to this Agreement shall constitute a waiver of any rights or obligations arising under this Agreement. The failure by the City to enforce any of Grantee's obligations or to exercise City's rights shall in no event be deemed a waiver of the right to do so thereafter.
22. **Notice of Nonrenewal.** Grantee understands and agrees that there is no representation, implication, or understanding that Grantee may be entitled to grant funds in the future or that the work or other activity funded by City pursuant to this Agreement will be funded by the City under a new agreement following expiration or termination of this Agreement. Grantee waives all rights or claims to notice or hearing respecting any failure by City to continue to fund all or any such activities by Grantee following the expiration or termination of this Agreement.
23. **Third Party Beneficiaries.** There are no intended third party beneficiaries of this Agreement.
24. **Entire Agreement.** This Agreement represents the full and complete understanding of every kind or nature between the Parties, and supersedes any other agreement(s) and understanding(s) on this subject, either oral or written, between the Parties. Any modification of this Agreement will be effective only if in writing and signed by each Party's authorized representative. No verbal agreement or implied covenant will be valid to amend or abridge this Agreement. If there is any inconsistency between any term, clause, or provision of the main Agreement and any term, clause, or provision of the attachments or exhibits thereto, the terms of the main Agreement shall prevail and be controlling unless otherwise indicated.
25. **Severability.** If any term or provision of this Agreement, or its application to a particular situation, is found by the court to be void, invalid, illegal, or unenforceable, such term or provision shall remain in force and effect to the extent allowed by such ruling. All other terms and provisions of this Agreement or their application to specific situations shall remain in full force and effect. The Parties agree to work in good faith to amend this Agreement to carry out its intent.
26. **Execution.** Each individual executing this Agreement, on behalf of one of the Parties, represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused the Agreement to be executed.

CITY OF CUPERTINO

A Municipal Corporation

GRANTEE

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Tax I.D. No.: _____

APPROVED AS TO FORM:

ATTEST:

CHRISTOPHER JENSEN
Cupertino City Attorney

KIRSTEN SQUARCIA
City Clerk

DATE: _____

DATE: _____

Exhibit A

Grant Project Description

Background

The City of Cupertino provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public through the Community Funding Grant Program. The program is guided by the Community Funding Grant Policy, which all funded organizations must adhere to.

Grantee has applied for grant monies for the project described below and City has determined that the Grantee is qualified to receive grant funds.

Project Description

Please refer to *Exhibit A-1*.

-End of Exhibit A-

CC 06-07-2022

Item No. 14

FY 2022-23 City Work
Program

Late Written
Communications

From: [Carols Gmail](#)
To: [City Clerk](#); [City Council](#)
Subject: •IMPORTANT* Transparency in council member priorities for Work Plan
Date: Thursday, June 9, 2022 4:47:46 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would like to submit this written comment with respect to the Continued item of the Work Plan tonight.

Dear Mayor and Council-members,

In the interest of transparency, I respectfully request that the priority matrix that indicates the priority values assigned to each Work Plan item identify council members by name rather than anonymously by number. I hope Council members welcome this opportunity to be fully transparent with your priorities in this critical work item. Residents deserve this level of transparency.

Thank you.

Sincerely,
Carol

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
1	1	Consider options to develop ELI and BMR housing units for Developmentally Disabled individuals on City-owned property along Mary Avenue as well as the County-owned Outback Steakhouse location -Consider strategies to preserve existing BMR units <i>Amended at April 21 Council Meeting</i> <i>Current City Work Program Item</i> <i>Proposed to continue by Housing Commission</i>	Identify ways to build ELI and BMR units for developmentally disabled. Investigate additional sites for BMR or ELI housing.	3	3	5	5	5	21	4.2
1	1	Lawrence Mitty Park Implementation Plan <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Development project for Lawrence Mitty will be included in the CIP. Programming, Outreach, & Design with outreach expected to start by Q3 FY 21-22.	5	3	5	3	5	21	4.2
1	1	Memorial Park Improvements <i>Current City Work Program Item</i> <i>Proposed to continue by Parks and Recreation Commission</i> <i>(Also Part of CIP)</i>	Implement projects for Memorial Park improvements including: 1. Memorial Park - Pond Repurposing 2. Memorial Park - Amphitheater Improvements 3. Memorial Park - Specific Plan Design	3	5	3	5	5	21	4.2
4	5	2) Homeless Jobs Program <i>Current City Work Program Item</i> <i>Proposed to continue by Housing Commission</i>	Create a jobs program for up to 2 individuals for 6 months.	3	3	3	3	5	17	3.4

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
4	11	10455 Torre Avenue Improvements Programming & Feasibility <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Program, plan, and build facility improvements, including seismic, utility and ADA upgrades, for the long-term use of this facility. The scope of work will include public outreach, programming, planning, design, and construction.	5	1	5	3	3	17	3.4
6	1	1) Dogs Off Leash Area (DOLA) <i>Current City Work Program Item</i> <i>Proposed to continue by Parks and Recreation Commission</i>	Standardize the process to create DOLA trial programs, with no more than two trials running at a time. Respond and evaluate community-driven DOLA proposals to implement additional DOLAs throughout the City. Two new trials should start as soon as feasible, and the new trial should last about 6 months unless the trial is adjacent to an athletic field or playground or there are other unexpected considerations.	3	3	3	3	3	15	3
6	14	Seismic Retrofits and Upgrades to Existing City Hall (formerly "Investigate Alternatives to City Hall") <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Examine seismic retrofits, upgrades, and remodels to existing City Hall. Remove allocations from budget to a new City Hall.	3	3	3	5	1	15	3
6	7	Study Session on City-Owned Properties <i>Added at April 5 Council Meeting</i>	Inventory and assess existing facilities and prepare a long-range planning report for three City-owned properties (Blesch, Byrne, and Stocklemeir)	3	3	5	1	3	15	3

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
6	11	Support for the Unhoused <i>Amended at April 21 Council Meeting</i> <i>Councilmember Proposal</i>	Formulate a City plan to leverage County resources and advocate for funding to address the issue of the unhoused and how to provide services in as effective a manner as possible with the resources available. A specific plan would be generated which includes consideration and recommendations for: - Work with the County and relevant agencies to promote facility development with supportive services. With non-profit organization partnership, assist the County to identify space and a plan for supportive space with an ultimate aim to provide a pathway to permanent sustained housing would be made. - Funding strategy. This would require significant resources, but the social costs of not addressing this growing issue are more significant. With grant money and possible private partnerships available, the deliverable here would be to provide the City, in partnership with the County, with actionable recommendations for securing financial support for this program. - Make significant attempt to align with the SCC roadmap	5	1	3	3	3	15	3

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
6	6	2) Vision Zero <i>Current City Work Program Item</i> <i>Proposed to continue by Bike Ped Commission</i>	Develop a Vision Zero Policy and Action Plan and hire a consultant. The Plan will guide policies and programs with the goal of eliminating fatalities on Cupertino roadways. Special emphasis will be placed on routes to, and streets surrounding, Cupertino schools.	3	3	3	3	3	15	3
11	11	RHNA related General Plan updates and rezoning (Housing Element) <i>Amended at April 21 Council Meeting</i>	Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics. Identify Priority Housing sites, update Housing Element and complete rezoning by September 2023. Consider Heart of the City Items from 2019-20 Work Program as appropriate: Amend the Heart of the City Specific Plan: 1) For clarifications to the minimum street side setback requirements 2) To review street tree requirements to allow larger trees, increase diversity of tree type and encourage drought-tolerant and native tree types 3) Update sections such as transit corridors in the City 4) Maintain existing setbacks and consider minimum retail percentage to maintain a commercial strip	0	5	1	5	3	14	2.8

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
11	8	Student Internship Program <i>Councilmember Proposal</i>	<p>Implement a trial student summer internship program with the City of Cupertino. Initial year will be on a limited basis. If approved, applications will be sought for one-, two- or three-week internships during the summer, with applications to be released in mid-July. Internships will be project-focused, with participating City departments asked to identify a specific project or projects that a student intern can undertake. The internships will have a common start date, and include an orientation, group activities and exit interviews.</p> <p>Alternatively, if the time and resources do not permit the City to run a trial program in the upcoming summer of the fiscal year (i.e., Summer 2022), Council may form a subcommittee to share practices for student internships, and to bring a report back to Council at the end of Summer 2022 with recommendations as part of the initiation of a student internship program in Summer 2023.</p>	5	3	3	0	3	14	2.8
13	14	2) 5G Ordinance <i>Planning Commission Proposal</i>	Adopt regulations based on aesthetics.	3	1	3	3	3	13	2.6

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
14	8	Cupertino Store Implementation <i>Amended at April 21 Council Meeting</i>	Implement the Cupertino Store plan. This would include identifying a location if one is not identified in fiscal year 2021-2022. With some help from the Fine Arts Commission for some of the items with art designed by community members, items would be designed and selected for the store, for sale to the public, and also available for exchange purposes for formal delegations to and from the City, with an at-cost charge structure for the latter purposes. For the 2022-2023 FY, the Cupertino store will be online only. Staff will present a plan to the Council on item selection and art design selection.	5	3	0	1	3	12	2.4
14	18	Review and Update General Plan (GP) and Municipal Code <i>Current City Work Program Item</i> <i>Also proposed to continue by Planning Commission</i>	1. Amend General Plan & Municipal Code & zoning code to provide objective standards as identified in 2019/2020 evaluation. 2. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.	3	5	3	0	1	12	2.4
14	14	Senior Strategy <i>Current City Work Program Item</i>	Address the needs of seniors in collaboration with the City Council and Commissions. Needs to address include technology resources, housing, food supply, transportation, and mental and physical health and wellbeing. Administer a second in-depth senior survey to learn about senior needs (including aging in place and elder financial abuse).	0	3	3	3	3	12	2.4

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
17	8	Integrated Plan for Community Engagement <i>Councilmember Proposal</i>	Create Integrated Plan and Database for Community Engagement so that we do not start from scratch with each project. The plan should include all possible outreach channels, traditional media, newspaper, including Chinese and other languages, City Channel, the Scene, social media and influencers. community leaders, community groups, HOAs, block leader programs, Chamber and other business groups etc. Explore the possibility for Library and Community Engagement Commission so that the Library Commission could help review and update this plan as needed.	0	5	1	0	5	11	2.2
18	14	Lehigh and Stevens Creek Quarry <i>Current City Work Program Item</i>	Monitor and report on Lehigh and Stevens Creek Quarries. Utilize IOT sensors to measure noise, particulate, and pollution levels at Lehigh and Stevens Creek Quarry.	3	1	3	0	3	10	2
19	27	1) Bicycle Facilities <i>Bike Ped Commission Proposal</i>	Increase the inventory of bicycle facilities and amenities, such as bike racks, citywide.	3	1	1	3	1	9	1.8
19	43	Municipal Water System <i>Current City Work Program Item</i>	To analyze and recommend options for the continued operation of the system currently and at the end of lease with San Jose Water Company in September 2024.	3	0	5	0	1	9	1.8

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
21	20	Development Accountability <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.	1	5	1	0	1	8	1.6
21	24	Electrification Study <i>Staff Proposal</i> <i>Sustainability Commission Proposal</i>	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings and transportation systems.	1	0	1	3	3	8	1.6
21	20	Residential and Mixed-Use Residential Design Standards <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.	1	3	3	0	1	8	1.6
21	39	Blackberry Farm Golf Course Needs Assessment <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Determine short-term and long-term improvements to the golf course and amenities.	1	0	3	3	1	8	1.6
25	27	3) Community Engagement on Alternative Transportation and Parking <i>Library Commission Proposal</i>	Educate and encourage resident use of alternative transportation to the Library. Install signage to point to overflow parking at Eaton Elementary school.	3	3	1	0	0	7	1.4
25	24	Visitor Center <i>Councilmember Proposal</i>	Develop an online visitor center/guide so that visitors to Cupertino know where to go. Ideally a (digital) map to identify locations to visit or for photo ops to post on social media.	3	1	1	1	1	7	1.4

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
27	18	Analyze Potential Revenue Measures <i>Staff Proposal</i>	Analyze potential revenue measures, such as transient occupancy tax, sales tax, property tax, and utility users tax, to address possible future financing challenges.	0	1	0	5	0	6	1.2
27	24	2) Artwork at the Library/Exhibits/Poetry and Art Day <i>Library Commission Proposal</i>	Collaborate with groups such as the Fine Arts Commission and Cupertino Poet Laureate to display artwork, including exhibits, at the Library. Exhibits could potentially be around the library and in the new programming space. Examples could be potential galleries, a poetry/art show, cultural documents and artifacts, or other fascinating exhibits.	1	3	1	0	1	6	1.2
27	33	Hybrid Meeting for City Council and Commission Meetings <i>Councilmember Proposal</i>	Develop policy and infrastructure to allow hybrid meetings for both City Council, Commission meetings and future community workshops. This allows seniors, caretakers, parents with young children to participate and	0	3	3	0	0	6	1.2
27	33	Lawson Middle School Bikeway <i>Staff Proposal</i>	Retain consultant to prepare feasibility study which will evaluate alternatives that provide a separated bike path for students riding to Lawson Middle School. Feasibility cost will be \$40,000.	0	0	0	3	3	6	1.2
31	39	4) Cybersecurity Public Education <i>Technology Information and Communications Commission Proposal</i>	Provide education on cybersecurity to City residents, guests and businesses.	1	0	3	1	0	5	1

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
31	39	4) Housing Programs for De Anza College Students <i>Previous City Work Program Item</i> <i>Housing Commission Proposal</i>	Continue participation in De Anza College's student housing assistance program.	3	1	0	1	0	5	1
31	29	Safe Gun Storage Ordinance <i>Staff Proposal</i> <i>Public Safety Commission Proposal</i>	Research best practices for safe gun storage from neighboring jurisdictions. Adopt safe gun storage ordinance to increase public safety for residents.	1	0	0	3	1	5	1
31	33	Shuttle Bus Pilot Program Implementation <i>Current City Work Program Item</i>	Community shuttle bus 18-month pilot program to increase connectivity throughout the City, nearby medical locations, and Caltrain in Sunnyvale. Explore complimentary opportunities to expand into other cities.	0	1	0	3	1	5	1
35	43	Intergenerational Engagement <i>Councilmember Proposal</i>	Many seniors have a wealth of lifelong experiences. Many teens do not have grandparents nearby. Activities cross generations could benefit both. Schools could engage seniors in the community to attend school open house or serve as volunteers, such as reading partners.	1	1	1	1	0	4	0.8

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
35	29	1) License Plate Readers <i>Public Safety Commission Proposal</i> <i>Technology Information and Communications Commission Proposal</i>	1. Research Automated License Plate Reader (ALPR) systems 2. Research state laws, privacy concerns, and regulations related to ALPR 3. Compare fixed location, mobile (in-car), and portable (trailer ALPRs) 4. Identify outreach and engagement strategies used by other jurisdictions using ALPR 5. Assess locations for fixed ALPR in Cupertino 6. Estimate ALPR costs for installation, monitoring, and maintenance (Consider: Cameras, LPR, Safe-Exchange Zone, Pilot cameras in a residential areas, and commercial developments Research best practices from other similar jurisdictions) 7. In partnership with the County Sheriff, install ALPR devices for the automated detection of license plates. This data will only be for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.	1	0	1	1	1	4	0.8

* Project/Tasks with a number in front represent the Commission's prioritization

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Mayor Paul	Vice Mayor Chao	Councilmember Moore	Councilmember Wei	Councilmember Willey	SUM	AVERAGE
35	39	Sign Ordinance Update <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Update existing provisions, particularly in the temporary sign regulations.	1	0	0	3	0	4	0.8
35	29	Youth Who Work <i>Councilmember Proposal</i>	Encourage more youth and young adults in schools to work and also help small businesses to reduce the burden caused higher minimum wages. For example, the City could provide \$2/hour to compensate local small businesses.	0	3	0	0	1	4	0.8

* Project/Tasks with a number in front represent the Commission's prioritization

CC 06-07-2022

Item No. 14

FY 2022-23 City Work
Program

Written Communications

From: [Carols Gmail](#)
To: [City Clerk](#); [City Council](#)
Subject: •IMPORTANT* Transparency in council member priorities for Work Plan
Date: Thursday, June 9, 2022 4:47:46 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would like to submit this written comment with respect to the Continued item of the Work Plan tonight.

Dear Mayor and Council-members,

In the interest of transparency, I respectfully request that the priority matrix that indicates the priority values assigned to each Work Plan item identify council members by name rather than anonymously by number. I hope Council members welcome this opportunity to be fully transparent with your priorities in this critical work item. Residents deserve this level of transparency.

Thank you.

Sincerely,
Carol

CC 06-09-2022

Item No. 38

FY 2022-23 Budget
Adoption

Late Written
Communications

From: [Jean Bedord](#)
To: [City Clerk](#)
Subject: City Council Agenda Item #38 Budget City Public comment June 7 continued to June 9, 2022
Date: Thursday, June 9, 2022 10:48:42 PM

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Good evening, Mayor Paul and council members,

Please include in the public record:

My name is Jean Bedord and I am a long time Cupertino resident. This item is a voluminous document, and I commend the staff for producing it. Finance is very short-staffed and they've little time to make extensive changes. Time is running out to get an operational budget – June 30 is only 3 weeks away and there's a lot of work that needs to be done.

At the May 19 meeting, council added two brand-new positions at the very last minute which meant reworking the entire budget document for this meeting. Those new positions are (1) An Assistant City Manager for \$386,988 K to *oversee legislative issues and advocacy, do outreach to communities, and to engage with affordable housing developers* and (2) A *Legislative Aide* for \$183,365. These two positions will cost the city over \$570 thousand.

I object to these new positions for several reasons:

First, there has been no public vetting of these job descriptions. It seems these two, yes, two positions are being added for the benefit of council, NOT residents.

Secondly, do other cities of Cupertino's size have two dedicated positions to support legislative activities? I have not seen any comparisons to other West Valley cities. Small cities are most effective when working through cities associations, not lone ranger tactics. Shouldn't Cupertino be working with Sunnyvale, Saratoga and Los Gatos? These are council roles, NOT staff.

Thirdly, there is already a Legislative Review Committee which does not seem to be particularly effective in influencing state legislation. Staff, regardless of whether they are consultants or city staff, are NOT advocates for the city. **Advocacy is the job of the city council. So why should the city spend over half a million dollars to hire staff to do council's job?**

These positions are a waste of taxpayer money – please reconsider and remove from the budget.

Thank you.
Warm regards,
Jean Bedord

From: [Rhoda Fry](#)
To: [City Council](#); [Cupertino City Manager's Office](#); [City Clerk](#)
Subject: June 9 City Council Item #38
Date: Thursday, June 9, 2022 5:56:22 PM

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June 9 City Council Item #38

Dear City Council,

Please explain #38 2 A,

“a. Approve appropriations of \$500,000 in the Capital Improvement Program Capital Projects Fund for the Blackberry Farms Pools Splash Pad project”

I thought this item had been removed from the budget.

Regarding #38 2 L,

I. Approve appropriations of \$23,600 in the Blackberry Farm Enterprise Fund for the Blackberry Farm Golf Renovation / Alternative Use Study project

I don't think that money should be taken out of the golf enterprise fund on this one. It doesn't really have anything to do with the golf course. And when people look at the Golf Enterprise Fund, it will make it look like the golf course is making less money than it actually is and that could give a false impression.

From: [Rhoda Fry](#)
To: [City Council](#); [Cupertino City Manager's Office](#); [City Clerk](#)
Subject: June 9 City Council Public Comment or Postponements- not sure which
Date: Thursday, June 9, 2022 6:27:27 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

June 9 City Council Public Comment or Postponements- not sure which

Dear City Council,

While we should finalize the operational budget this evening #38(1), please let's not rush to get Priority Ranking #14 and CIP #38(2) decided. I think that it is important to do due diligence here. Perhaps tonight's agenda can be prioritized accordingly.

Respectfully,

Rhoda Fry

From: [Liang Chao](#)
To: [City Clerk](#)
Subject: Written Communication Shared: Roles and Responsibility of Assistant/Deputy City Manager for planning, community engagement and strategic priorities
Date: Friday, June 10, 2022 5:29:53 PM

Here is the email to City Manager which I shared at the 6/9 Council meeting.

Please include it in the meeting record as materials distributed at the public meeting.

From: Liang Chao <LiangChao@cupertino.org>
Sent: Monday, May 23, 2022 10:56 PM
To: Darcy Paul
Subject: Roles and Responsibility of Assistant/Deputy City Manager for planning, community engagement and strategic priorities

Here is what I wrote up for the Assistant/Deputy City Manager.

These are areas of gaps in our services . What do you think?

=====

Roles and Responsibility of Assistant/Deputy City Manager for planning, community engagement and strategic priorities:

1. Take leadership in city wide and regional strategic planning
2. Take leadership in strategic community engagement for community and development projects and other strategic city projects
3. Take leadership in strategic partnership with service providers, such as Habitat for Humanity, Project Sentinel, Bay Area Housing Authority and other potential recipients of CDBG grants, and affordable housing developers in order to make progress
4. Take leadership in strategic communications with the community and news organizations (serving the function of CIO)
5. Take leadership in strategic partnership with the County and other agencies who provide social services and supportive services to fill in the gap in Cupertino.

Impact of such a position would have:

- If we had such a person in charge, the CEP He committee won't still have no community engagement plan after 4 meetings.
- If we had such a position, we won't have made no progress or have given no update to Council on potential partnership with Habitat Humanity or Bay Area Housing Authority on special needs housing since 2019.
- If we had such a position, we won't still have no positive relationship with news media or have no plan to counter continued mis-portrayal of Cupertino, resulting in misperception by the legislators and the HCD. Such misperception could have legal consequences as Cupertino is singled out for target unfairly.
- If we had such a position, we would have better collaboration with the County and leverage

the existing programs provided by the County on the Plan to End Homeless or the Homeless Jobs Program.

Liang



Liang Chao

Vice Mayor

City Council

LiangChao@cupertino.org

[408-777-3192](tel:408-777-3192)



CC 06-09-2022

Item No. 38

FY 2022-23 Budget
Adoption

Desk Item



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

Meeting: June 9, 2022

Subject

Public hearing to consider the Capital Improvement Program (CIP); consider the Recommended Budget for Fiscal Year (FY) 2022-23, adoption of the Budget for FY 2022-23, establishment of the Appropriation Limit, and related actions.

Recommended Action

1. Adopt Resolution No. 22-XXX establishing an Operating Budget of \$127,123,625 for FY 2022-23, which includes the following changes to the FY 2022-23 Proposed Budget, published on May 1, 2022:
 - a. Approve the operating budget of \$125,461,857 outlined in the FY 2022-23 Proposed Budget
 - b. Approve the 12 position requests outlined in the FY 2022-23 Proposed Budget. The positions include:
 - i. Administrative Assistant in Administration
 - ii. Associate Planner in Community Development
 - iii. Budget Manager in Administrative Services
 - iv. Code Enforcement Officer in Community Development
 - v. Communications Analyst (Three-Year Limited-Term) in Administration
 - vi. Community Outreach Specialist in Parks and Recreation
 - vii. Maintenance Worker Lead in Public Works
 - viii. Management Analyst in Public Works
 - ix. Office Assistant in Community Development
 - x. Purchasing Manager in Administrative Services
 - xi. Senior Planner (Housing) in Community Development
 - xii. Senior Planner (Planning) in Community Development
 - c. Approve an Assistant City Manager position in Administration and appropriations of \$386,988 as included in Attachment D
 - d. Approve a Legislative Aide (Management Analyst) position in Administration and appropriations of \$183,365 as included in Attachment D
 - e. Approve a \$180,000 reduction in appropriations for the Economic Development Fuse Fellow as included in Attachment D
 - f. Approve a \$669,046 reduction in appropriations for Fixed Assets acquisition as included in Attachment D

- g. Approve \$348,427 of additional SB 1 revenue as included in Attachment D.
 - h. Approve appropriations of \$736,500 for City Work Program items as included in Attachment D. The items include:
 - i. \$50,000 for Analyze Potential Revenue Measures
 - ii. \$10,000 for Artwork at the Library/Exhibits/Poetry and Art Day
 - iii. \$50,000 for Bicycle Facilities
 - iv. \$12,000 for Community Engagement on Alternative Transportation and Parking
 - v. \$145,000 for Cupertino Store Implementation
 - vi. \$7,500 for Cybersecurity Public Education
 - vii. \$50,000 for Electrification Study
 - viii. \$200,000 for Homeless Jobs Program
 - ix. \$25,000 for Housing for De Anza College Students
 - x. \$15,000 for Hybrid Meeting for City Council and Commission Meetings
 - xi. \$30,000 for Integrated Plan for Community Engagement
 - xii. \$20,000 for Intergenerational Engagement
 - xiii. \$60,000 for License Plate Readers
 - xiv. \$12,000 for Safe Gun Storage Ordinance
 - xv. \$35,000 for Senior Strategy
 - xvi. \$15,000 for Student Internship Program
 - i. Approve \$107,500 of transfers out from the General Fund to fund City Work Program projects
 - j. Approve appropriations of \$96,461 for Community Funding Grant Program requests as included in Attachment D. The requests include:
 - i. \$10,000 for West Valley Community Services
 - ii. \$20,000 for Women SV
 - iii. \$6,161 for Senior Services – Heart of the Valley
 - iv. \$20,000 for Fremont Union High Schools Foundation
 - v. \$6,000 American Cancer Society – Relay for Life
 - vi. \$2,000 Omniware Networks
 - vii. \$8,300 for Buddhist Tzu Chi Medical Foundation
 - viii. \$4,000 for Breathe California of the Bay Area
 - ix. \$20,000 for Cupertino Union School District
 - k. Approve appropriations of \$1,000,000 for a California Governor's Office of Emergency Services ("Cal OES") grant to help initiate the Business Continuity Resilience Program as included in Attachment D
 - l. Approve budget adjustments as presented in Attachment D
2. Adopt Resolution No. 22-XXX establishing a Capital Improvement Program budget of \$3,482,200 for FY 2022-23
- a. Approve appropriations of \$1,300,000 in the Capital Improvement Program Capital Projects Fund for the City Lighting - LED Lighting project

- b. Approve appropriations of \$525,000 in the Capital Improvement Program Capital Projects Fund for the De Anza Boulevard Buffered Bike Lanes project
 - c. Approve appropriations of \$850,000 in the Capital Improvement Program Capital Projects Fund for the Jollyman All-Inclusive Play Area: Adult-Assistive Bathroom Facilities project
 - d. Approve appropriations of \$90,000 in the Capital Improvement Program Capital Projects Fund for the Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis project
 - e. Approve appropriations of \$95,000 in the Capital Improvement Program Capital Projects Fund for the ADA Improvements project
 - f. Approve appropriations of \$300,000 in the Capital Improvement Program Capital Projects Fund for the Annual Playground Replacement project
 - g. Approve appropriations of \$200,000 in the Capital Improvement Program Capital Projects Fund for the Park Amenity Improvements project
 - h. Approve appropriations of \$75,000 in the Capital Improvement Program Capital Projects Fund for the Street Light Installation - Annual Infill project
 - i. Approve \$23,600 of transfers out from the Capital Improvement Program Capital Projects Fund to fund the Capital Improvement Program budget in FY 2022-23
 - j. Approve appropriations of \$23,600 in the Blackberry Farm Enterprise Fund for the Blackberry Farm Golf Renovation / Alternative Use Study project
3. Adopt Resolution No. 22-XXX establishing an Appropriation Limit of \$122,756,522 for FY 2022-23
 4. Adopt Resolution No. 22-XXX amending the Unrepresented Employees' Compensation Program to add a Budget Manager and Purchasing Manager

Discussion

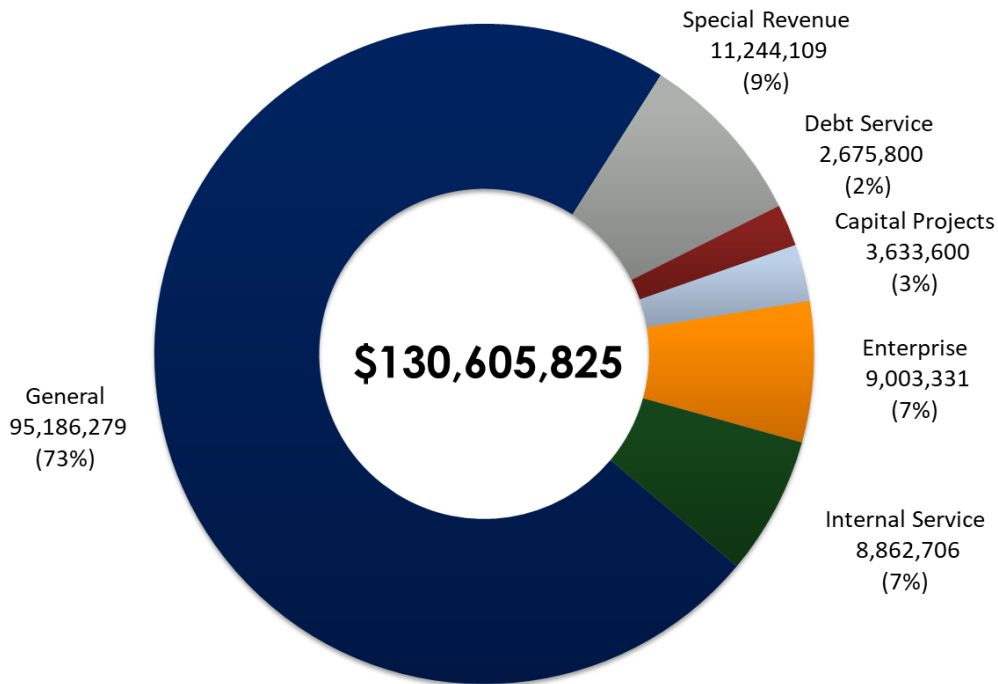
Article XIII B of the California Constitution established appropriations limits on government agencies within California. Originally established by Proposition 4 in 1979, the appropriations limit places a maximum limit on the appropriations of tax proceeds by the State, school districts, and local governments in California.

Fiscal Impact

The Proposed Budget reflects a total City budget of \$130.6 million, a decrease of \$18.2 million, or 12.3%, from the FY 2021-22 Adopted Budget. General Fund expenditures are proposed at \$95.2 million, funded by General Fund revenues of \$94.7 million and \$0.5 million of unassigned fund balance. The General Fund is projected to end FY 2022-23 with approximately \$48.3 million in unassigned fund balance. This balance may be transferred to the Capital Reserve per the Unassigned Fund Balance and Use of One-Time Funds Policy as part of the City's FY 2022-23 Mid-Year Financial Report.

Fund Type	Proposed Revenues	Proposed Expenditures	Change in Fund Balance/Net Position
General	94,661,388	95,186,279	(524,891)
Special Revenue	16,315,081	11,244,109	5,070,972
Debt Service	2,675,800	2,675,800	-
Capital Projects	2,500,000	3,633,600	(1,133,600)
Enterprise	6,182,392	9,003,331	(2,820,939)
Internal Service	7,909,496	8,862,706	(953,210)
TOTAL \$	130,244,157	\$ 130,605,825	\$ (361,668)

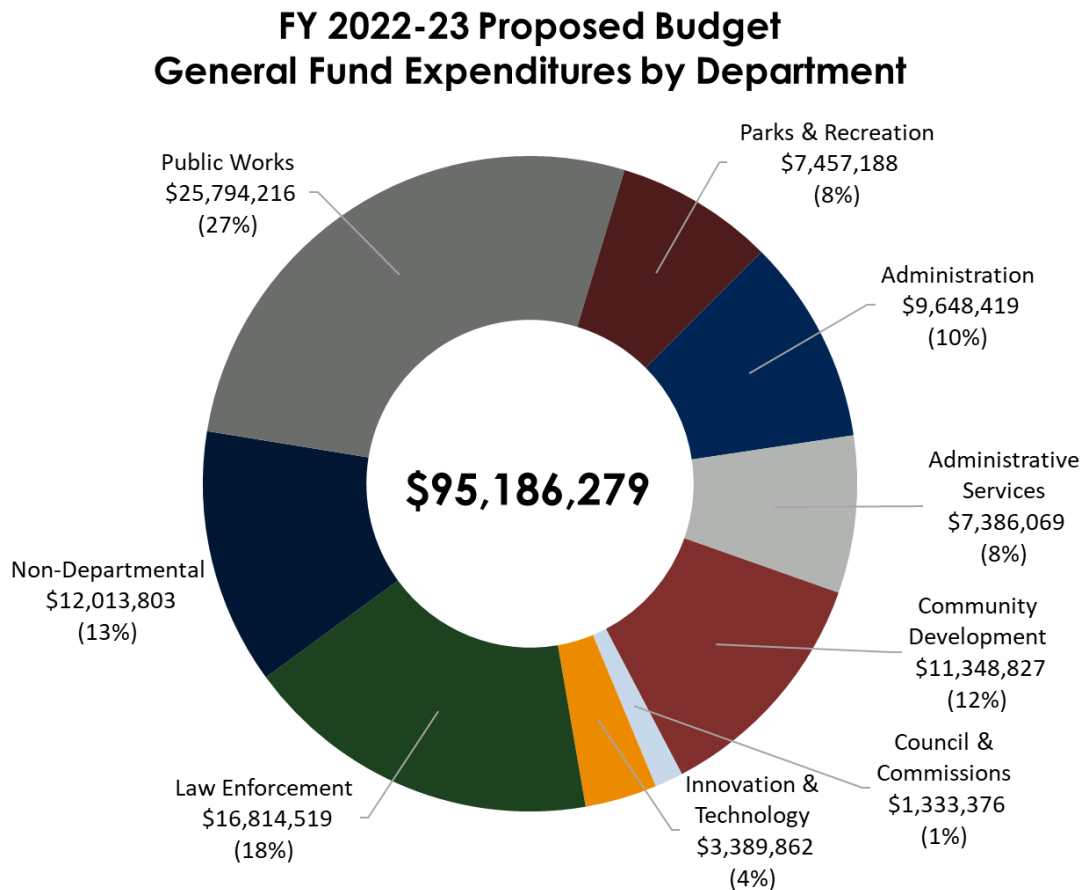
FY 2022-23 Proposed Budget Expenditures by Fund



General Fund

The General Fund is the City's primary operating fund. It accounts for basic services such as public safety, public works, planning and community development, park maintenance, code enforcement, and the administrative services required to support them. The fund generates revenue from the City's discretionary funding sources (e.g., sales tax, property tax, transient occupancy tax, and utility tax). As a rule, General Fund resources are used only to fund operations that do not have other dedicated (restricted) funding sources. Operations that rely heavily upon non-General Fund resources, such as street maintenance, solid waste collection, and recreation, are accounted for in other funds. Information on these funds may be found in the Other Funds section of this document.

As illustrated in the following chart, most of the General Fund supports costs for Public Works, Law Enforcement, and Community Development.



General Fund Expenditures

For FY 2022-23, General Fund expenditure estimates are \$95.2 million, an increase of \$5.4 million, or 6.0%, from the FY 2021-22 Adopted Budget. The increase is due to requests for additional staffing and an increase in the law enforcement contract with the Santa Clara County Sheriff's Office. General Fund expenditures increased by \$2.2 million from the \$93.0 million in the Proposed Budget printed on May 1, 2022, due to:

- Addition of an Assistant City Manager position: \$386,988
- Addition of a Legislative Aide (Management Analyst) position: \$183,365
- Removal of the Economic Development Fuse Fellow: (\$180,000)
- Addition of City Work Program projects: \$629,000
- Transfers to fund City Work Program projects: \$107,500
- Addition of Community Funding Grant Program requests recommended by the Parks and Recreation Commission: \$96,461
- Addition of expenditures for a California Governor's Office of Emergency Services ("Cal OES") grant to help initiate the Business Continuity Resilience Program: \$1,000,000

GENERAL FUND EXPENDITURE SUMMARY					
EXPENDITURES	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2022-23 Proposed	Percent Change
Employee Compensation	18,153,833	18,441,609	21,806,721	24,295,660	11.4%
Employee Benefits	7,732,290	8,238,449	10,154,044	11,440,636	12.7%
Total Personnel Costs	25,886,123	26,680,058	31,960,765	35,736,296	11.8%
Materials	4,860,223	4,248,715	6,639,523	7,217,573	8.7%
Contract Services	21,528,698	21,106,602	23,773,121	25,046,032	5.4%
Cost Allocation	9,786,477	10,473,540	11,948,062	10,385,961	-13.1%
Capital Outlay & Special Projects	2,245,576	5,895,185	3,221,800	3,657,378	13.5%
Contingencies	40	293	426,779	451,739	5.8%
Other Uses	282,038	319,444	545,000	695,000	27.5%
Total Non-Personnel	38,703,053	42,043,779	46,554,285	47,453,683	1.9%
Transfers	30,892,276	15,148,689	11,251,984	11,996,300	6.6%
TOTAL EXPENDITURES	95,481,452	83,872,526	89,767,034	95,186,279	6.0%

General Fund Revenue

For FY 2022-23, General Fund revenue estimates are \$94.7 million, an increase of \$5.0 million, or 5.6%, from the FY 2021-22 Adopted Budget. The increase is due to projected sales, property, and transient occupancy tax increases. General Fund expenditures increased by \$1.0 million from the \$93.7 million in the Proposed Budget printed on May 1, 2022, due to the addition of revenues for a California Governor's Office of Emergency Services ("Cal OES") grant to help initiate the Business Continuity Resilience Program.

GENERAL FUND REVENUE SUMMARY					
REVENUES	2019-20 Actuals	2020-21 Actuals	2021-22 Adopted	2022-23 Proposed	Percent Change
Sales Tax	35,657,215	42,576,587	27,855,559	31,944,089	14.7%
Property Tax	26,606,844	28,277,839	27,840,341	30,039,574	7.9%
Transient Occupancy	7,286,083	2,141,058	3,000,000	5,000,000	66.7%
Utility Tax	3,182,087	3,074,358	3,245,447	2,955,404	-8.9%
Franchise Fees	3,418,909	3,368,287	3,380,986	3,230,101	-4.5%
Other Taxes	1,402,002	2,639,000	1,248,720	1,787,691	43.2%
Licenses & Permits	4,692,845	4,068,238	3,140,195	3,541,012	12.8%
Use of Money & Property	4,189,877	4,608,556	1,249,220	1,277,013	2.2%
Intergovernmental	747,942	1,451,076	5,093,946	1,434,491	-71.8%
Charges for Services	11,986,328	11,345,222	12,047,922	11,528,436	-4.3%
Fines & Forfeitures	327,833	129,394	225,000	427,000	89.8%
Miscellaneous	11,681,108	2,308,118	1,320,555	1,496,577	13.3%
TOTAL REVENUES	111,179,073	105,987,732	89,647,891	94,661,388	5.6%

General Fund – Fund Balance

Unassigned fund balance is fund balance that has not been earmarked for a specific purpose. FY 2022-23 unassigned fund balance is projected to be \$48.3 million, up \$2.2 million, or 4.9%, from

the FY 2021-22 Amended Budget. FY 2022-23 total fund balance is estimated to be \$110.1 million, a decrease of \$0.5 million, or 0.5%, from the FY 2021-22 Amended Budget.

The following table shows changes to fund balance for the General Fund since the close of FY 2019-20:

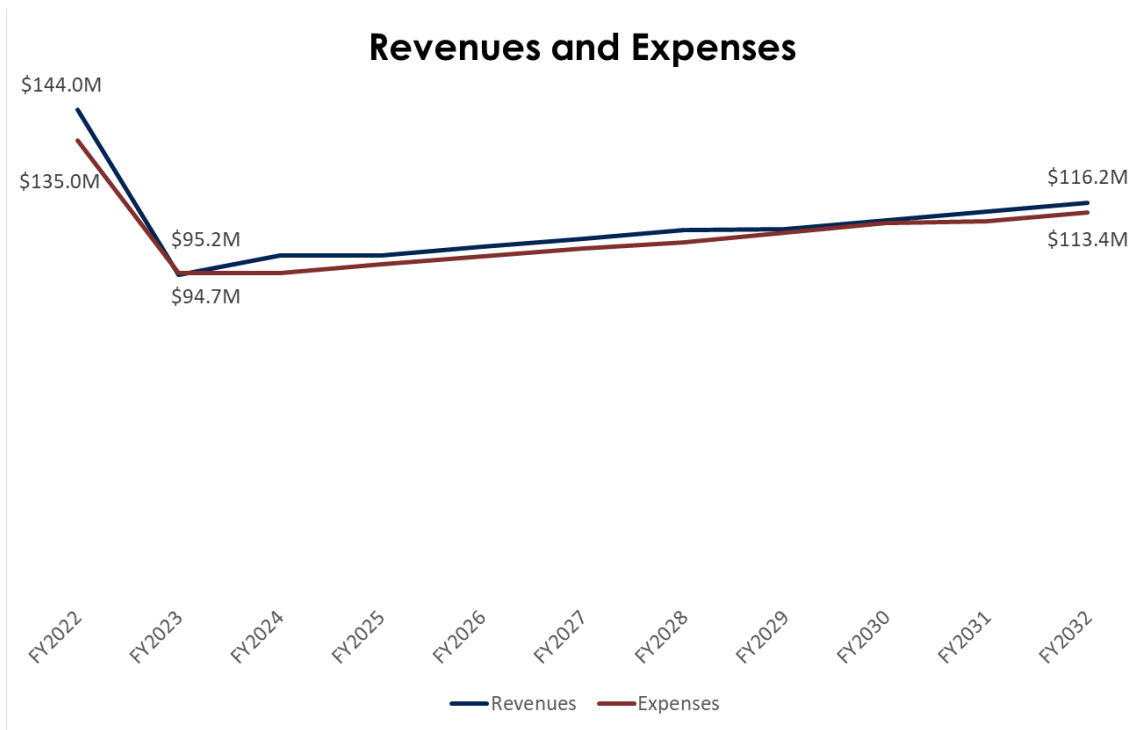
Classification	GENERAL FUND FUND BALANCE					Percent Change
	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2022-23 Proposed Budget	
Unassigned	37,426,951	52,449,546	46,068,178	46,068,178	48,314,373	4.9%
All Other Classifications	37,078,871	44,401,243	64,209,752	64,542,526	61,771,440	-4.3%
TOTAL FUND BALANCE	74,505,822	96,850,790	110,277,930	110,610,704	110,085,813	-0.5%

General Fund Forecast

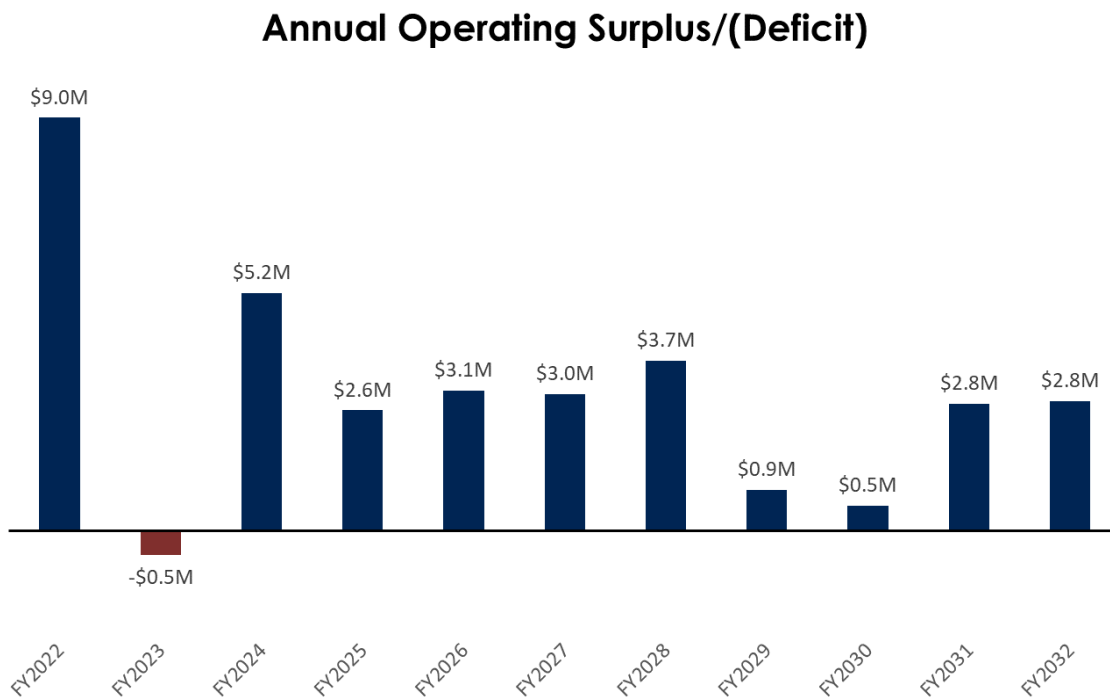
FY 2021-22 is estimated to end with revenues above expenditures, primarily due to the strong performance of sales tax. On May 19, 2022, City Council approved the Third Quarter Financial Report, which increased sales tax estimates by \$9.1 million to align with FY 2021-22 year-end projections. As the State continues to recover from the pandemic and businesses continue opening, it is anticipated that sales tax revenues will decline from the highs of FY 2020-21. Sales taxes are lower than original projections due to a California Department of Tax and Fee Administration (CDTFA) sales tax audit. Property taxes are projected to increase moderately. Transient occupancy taxes decreased significantly during the pandemic due to travel restrictions. Transient occupancy taxes are expected to rebound gradually as business travel has been slow to recover. The City's forecast model assumes recessionary periods every four years during which revenues reflect zero growth. The forecast does not include revenues from potential new development projects or hotels. The City's forecast is conservative to reduce the risk of an actual shortfall, which may require disruptive cuts.

General Fund expenditures are expected to grow at a higher rate due primarily to increased costs for additional staffing and the City's law enforcement contract. In FY 2029-30, the City's annual debt service payment for Civic Center will be fully repaid, saving \$2.7 million annually.

The following chart shows the City's ten-year revenues and expenditures forecast.



The following chart reflects a 10-year forecast of the General Fund's annual operating surpluses or deficits. The small deficit in FY 2022-23 will be funded by unassigned fund balance should it materialize.



Other Funds

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources legally restricted for specific purposes. Special Revenue Funds account for 9% of the citywide expenditure budget. The largest Special Revenue Fund accounts for streets, roads, and transportation. Other funds account for storm drain management, affordable housing programs, and park development.

The Proposed Budget for Special Revenue Funds is \$11.2 million, which is a \$7.4 million, or 39.5%, decrease from the FY 2021-22 Adopted Budget primarily due to decreases in Capital Improvement Program projects, transportation projects, and City Work Program projects.

The Special Revenue Funds are funded by \$13.3 million in restricted department revenue, and \$3.0 million in transfers, bringing total funding sources to \$16.3 million. Fund balance is projected to increase by \$5.1 million. Increased revenue is primarily due to housing mitigation revenue in the BMR Housing Fund.

Capital Projects Funds

Capital Projects Funds typically account for the acquisition or construction of major capital facilities. The Capital Improvement Project Fund, Stevens Creek Corridor Park Fund, and Capital Reserve Fund are Capital Projects Funds. Capital projects are identified in the five-year Capital Improvement Program (CIP).

The Proposed budget for the Capital Projects Funds for FY 2022-23 is \$3.6 million, a decrease of \$15.9 million, or 81.4%, from the FY 2021-22 Adopted Budget. This decrease is due to reductions in Capital Improvement Program projects. A detailed list of proposed CIP projects can be found in the budget adjustments section of the staff report.

Transfers from the General Fund to the Capital Reserve are budgeted at \$2.5 million. In the past, transfers to the Capital Reserve were not budgeted and instead adjusted at mid-year. Given the City's aging infrastructure and capital project needs, the City is budgeting transfers to facilitate Capital Improvement Program forecasting.

Enterprise Funds

Enterprise Funds are for specific services funded directly by fees charged for goods or services. Enterprise Funds consist of Resource Recovery for the solid waste collection franchise, Blackberry Farm for the City-owned golf course, Sports Center for the Cupertino Sports Center, and Recreation Programs for cultural, youth, teen, sports, and physical recreation programs.

The Proposed Budget for Enterprise Funds is \$9.0 million, a decrease of \$0.4 million, or 4.4%, from the FY 2021-22 Adopted Budget. The Enterprise Funds are funded by \$5.8 million in program revenue, \$0.4 million in transfers from the General Fund, \$23,600 in transfers from the Capital Projects Funds, and \$2.8 million in reserves. The Enterprise Funds are projected to begin the year with \$7.5 million in reserves and end with \$4.7 million in reserves, decreasing by \$2.8

million. The Enterprise Funds are projected to draw down on reserves that have been increasing in recent years. During the pandemic, the Parks and Recreation funds built up reserves as revenues were higher than expenditures.

Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other City departments or governments on a cost-reimbursement basis. Internal Service Funds include funds and programs for innovation and technology, workers' compensation, equipment, compensated absences, long-term disability, and retiree medical insurance.

The Proposed Budget for Internal Service Funds is \$8.9 million, similar to the FY 2021-22 Adopted Budget. The costs for the acquisition of fixed assets for vehicle and equipment replacement are not included and will be brought to City Council at a later time. The Internal Service Funds are funded by \$4.5 million in program revenue, \$3.4 million in transfers from the General Fund, and \$1.0 million in reserves. The Internal Service Funds are projected to begin the year with \$3.7 million in reserves and end with \$2.7 million in reserves, decreasing by \$1.0 million. Reserves are decreasing because the City is eliminating the General Fund transfer to the Retiree Medical Fund. The City plans to fund Other Post-Employment Benefits (OPEB) costs with the City's Section 115 OPEB Trust because the City's OPEB plan is over 100% funded.

STAFFING

Personnel Assumptions

The City is currently negotiating with its bargaining groups because labor agreements expire on June 30, 2022. Due to the uncertainty, personnel budgets only account for step increases and changes in CalPERS retirement rates. The budget does not include any cost-of-living adjustments (COLA) or equity adjustments. Employees who have yet to reach the top step in their classification's salary range are eligible to receive a step increase on their anniversary date. Typically, classifications have five steps, with each increase equivalent to a 5% increase in salary. Currently, approximately 41% of employees are below Step 5.

New Position Requests

The FY 2022-23 Proposed Budget recommends a total of 225 positions (including Councilmembers), an increase of 14 positions from the previous fiscal year. Two of the requested positions, the Budget Manager and Purchasing Manager, are new job classifications. The new job descriptions and the revised Unrepresented Employees' Compensation Program, which adds these job classifications to the agreement and sets the salaries, are included as attachments G to J.

Position	Department	FTE
FY 2021-22 Adopted Budget		208.75
FY 2021-22 Amended Budget		
City Attorney	Administration	1.00
Senior Assistant City Attorney	Administration	1.00
Community Relations Coordinator	Administration	0.25
FY 2021-22 Amended Budget		211.00
FY 2022-23 Proposed Budget		
Administrative Assistant	Administration	1.00
Communications Analyst (Limited-Term)	Administration	1.00
Assistant City Manager	Administration	1.00
Legislative Aide (Management Analyst)	Administration	1.00
Budget Manager	Administrative Services	1.00
Purchasing Manager	Administrative Services	1.00
Community Outreach Specialist	Parks and Recreation	1.00
Associate Planner	Community Development	1.00
Code Enforcement Officer	Community Development	1.00
Office Assistant	Community Development	1.00
Senior Planner (Housing)	Community Development	1.00
Senior Planner (Planning)	Community Development	1.00
Management Analyst	Public Works	1.00
Maintenance Worker Lead	Public Works	1.00
FY 2022-23 Proposed Budget		225.00

The Assistant City Manager and Legislative Aide (Management Analyst) positions were added after the FY 2022-23 Proposed Budget was printed. The table below describes all position requests.

Position	Purpose	FTE	Salaries and Benefits
Administration			
Administrative Assistant	Address increased workload in the City Clerk's Office	1	138,055
Assistant City Manager	Oversee strategic planning and outreach, especially in legislative issues and advocacy, oversee outreach to the communities (residents, developers, and property owners), and oversee engagement with affordable housing developers on various ways to deliver low-income and middle-income housing.	1	386,988
Communications Analyst (Three-year Limited-Term)	Support consistent engagement across the organization (developing a plan and training) as well as involvement in individual project communications	1	183,365

Position	Purpose	FTE	Salaries and Benefits
	plans to ensure consistency. This position will also support a higher-touch involvement with our residents and their concerns.		
Legislative Aide (Management Analyst)	Support the City Council on legislative matters and government relations.	1	183,365
Total Administration		4	891,773
Administrative Services			
Budget Manager	Dedicated resource to manage the City's budget process and additional research and analysis workload	1	263,996
Purchasing Manager	Provide a centralized position for purchasing compliance, administration, and policy development	1	263,996
Total Administrative Services		2	527,992
Parks and Recreation			
Community Outreach Specialist	Support marketing and outreach such as surveys, mailings, pop-up events, and community meetings for recreation programs, events, City Work Program items, park-related Capital Improvement Projects, and recreation facilities.	1	147,868
Total Parks and Recreation		1	147,868
Community Development			
Associate Planner	Help with project management and the increased demand and volume of applications/permits.	1	183,923
Code Enforcement Officer	Provide better weekend coverage and alleviate the high volume of cases and inquiries and meet expectations from the community. Provide better interdepartmental and interagency coordination and support.	1	158,125
Office Assistant	Provide more efficient administrative support and coverage throughout the divisions and functions.	1	114,703
Senior Planner (Housing)	Alleviate the increased demand and volume of work and continue to provide efficient project management and coordination.	1	195,607

Position	Purpose	FTE	Salaries and Benefits
Senior Planner (Planning)	Help with project management and the increased demand and volume of applications/permits.	1	195,607
Total Community Development		5	847,965
Public Works			
Management Analyst	Risk and workload - One person with responsibility for all budget, finance and contract actions in Department	1	183,365
Maintenance Worker Lead	Workload - Pavement maintenance within program Reporting Structure - one lead for 8+ Maintenance Workers Critical Work - keeping the streets safe a priority Accountability - Lead MW will ensure continued productivity	1	146,133
Total Public Works		2	329,498
TOTAL ALL POSITIONS		14	\$2,745,096

SUMMARY OF BUDGET ADJUSTMENTS (ATTACHMENT D)

The budget adjustments are presented in three primary groups: operating changes, City Work Program, and Capital Improvement Program. Operating changes generally represent items that were unknown when the Proposed Budget was published on May 1. Due to the timing of the City Work Program and Capital Improvement Program, the budgetary impacts were incorporated after the Proposed Budget was printed. The changes are discussed further below and are also detailed in Attachment D.

Changes made after June 7, 2022, include:

- Addition of Community Funding Grant Program requests recommended by the Parks and Recreation Commission: \$96,461
- Addition of a revenues and expenditures for a California Governor's Office of Emergency Services ("Cal OES") grant to help initiate the Business Continuity Resilience Program: \$1,000,000
- Revisions to the recommended CIP projects and transfers based on City Council's rankings

These changes are shown in red in Attachment D.

Fund Type	Proposed Expenditures as of May 1, 2022	Operating Changes	City Work Program	Capital Improvement Program	Proposed Expenditures as of June 9, 2022
General	92,962,965	1,486,814	736,500	-	95,186,279
Special Revenue	11,219,109	-	25,000	-	11,244,109
Debt Service	2,675,800	-	-	-	2,675,800
Capital Projects	175,000	-	-	3,458,600	3,633,600
Enterprise	8,979,731	-	-	23,600	9,003,331
Internal Service	9,449,252	(669,046)	82,500	-	8,862,706
TOTAL	\$ 125,461,857	\$ 817,768	\$ 844,000	\$ 3,482,200	\$ 130,605,825

Operating Change	Revenue	Expense	Fund Balance
GENERAL FUND			
Addition of Assistant City Manager Position	-	386,988	(386,988)
Addition of Legislative Aide (Management Analyst) Position	-	183,365	(183,365)
Removal of Economic Development Fuse Fellow	-	(180,000)	180,000
Community Funding - West Valley Community Services	-	10,000	(10,000)
Community Funding - Women SV	-	20,000	(20,000)
Community Funding - Senior Services – Heart of the Valley	-	6,161	(6,161)
Community Funding - Fremont Union High Schools Foundation	-	20,000	(20,000)
Community Funding - American Cancer Society – Relay for Life	-	6,000	(6,000)
Community Funding - Omniware Networks	-	2,000	(2,000)
Community Funding - Buddhist Tzu Chi Medical Foundation	-	8,300	(8,300)
Community Funding - Breathe California of the Bay Area	-	4,000	(4,000)
Community Funding - Cupertino Union School District	-	20,000	(20,000)
Cal OES Grant to Help Initiate the Business Continuity Resilience Program	1,000,000	1,000,000	-
TOTAL GENERAL FUND	1,000,000	1,486,814	(486,814)
SPECIAL REVENUE FUNDS			
Increase SB 1 (Gas Tax) Revenue Estimate	348,427	-	348,427
TOTAL SPECIAL REVENUE FUNDS	348,427	-	348,427
INTERNAL SERVICE FUNDS			
Removal of Fixed Assets (Vehicle and Equipment Replacement) Requests	-	(669,046)	669,046
TOTAL INTERNAL SERVICE FUNDS	-	(669,046)	669,046
TOTAL ALL FUNDS	\$ 1,348,427	\$ 817,768	\$ 530,659

Addition of Assistant City Manager Position

This item was added via City Council motion at the Proposed Budget study session. An Assistant City Manager would oversee strategic planning and outreach, especially in legislative issues and advocacy, oversee outreach to the communities (residents, developers, and property owners), and oversee engagement with affordable housing developers on various ways to deliver low-income and middle-income housing

Addition of Legislative Aide (Management Analyst) Position

This item was added via City Council motion at the Proposed Budget study session. A Legislative Aide would support the City Council on legislative matters and government relations. This

classification doesn't currently exist in the City's classification plan. It is costed at a Management Analyst level based on information received at the study session.

Removal of Economic Development Fuse Fellow/Limited-Term Management Analyst

Subsequent to submitting this proposal, staff reassessed this budget proposal due to the emergence of a critical factor: updated cost-sharing model parameters. Until recently, Fuse Corps supported a 50/50 cost-sharing model over two years. However, staff recently learned that Fuse Corps does not guarantee this model. The City may have to bear the total cost, which led staff to reconsider how best to move forward with Council prioritized work items.

Alternatively, the same goal of adding bandwidth could be accomplished with a two-year limited-term analyst to support the work of the Division for a similar cost. This item was removed via City Council motion at the Proposed Budget study session. As stated at the Proposed Budget study session, the removal of this proposal/position will result in the Visitor Center and Youth Who Work City Work Programs items being removed due to insufficient staff resources.

Cal OES Grant to Help Initiate the Business Continuity Resilience Program

Los Gatos, in conjunction with Cupertino, submitted an Assembly Budget Request to the Assembly Budget Committee for the Resilient Emergency Operations Center and Business Continuity Resilience Program. Los Gatos was awarded a \$7,000,000 grant from the California Governor's Office of Emergency Services ("Cal OES") to be allocated between various entities. Cupertino was awarded \$1,000,000 from the \$7,000,000 grant to help initiate the Business Continuity Resilience Program, which will provide resiliency improvements and technical assistance to businesses in emergency planning. This funding will also help Cupertino enhance its Emergency Operations Center to support city and regional responses.

Updated SB 1 Revenue Estimates

Public Works recommends increasing Senate Bill (SB) 1 revenue estimates by \$348,427 to \$1,337,044 to align with projections from the State. SB 1, also known as the Road Repair and Accountability Act of 2017 or "Gas Tax," provides funding for local streets and roads maintenance. The amount received by the City is tied to overall State gas consumption.

Removal of Fixed Assets (Vehicle and Equipment Replacement) Requests

This item was removed via City Council motion at the Proposed Budget study session. Fixed assets requests for vehicle and equipment replacement will be brought to City Council at a later time when additional information is available.

Community Funding Grant Program

On June 7, 2022, City Council held a study session to:

- Consider the recommendation from the Parks and Recreation Commission to approve funds in the amount of \$96,460.46 for the FY 2022-23 Community Funding Grant Program.

- Determine and approve final funding amounts for the Community Funding Grant Program.
- Provide direction to staff.

The Parks and Recreation Commission carried a unanimous motion to recommend to City Council funding for the following organizations totaling \$96,460.46:

- West Valley Community Services - \$10,000
- Women SV - \$20,000
- Senior Services – Heart of the Valley - \$6,160.46
- Fremont Union High Schools Foundation - \$20,000
- American Cancer Society – Relay for Life - \$6,000
- Omniware Networks – \$2,000
- Buddhist Tzu Chi Medical Foundation - \$8,300
- Breathe California of the Bay Area - \$4,000
- Cupertino Union School District - \$20,000

The study session was continued to June 9, 2022. The final funding amounts will be updated based on City Council's direction.

City Work Program

The City Work Program for FY 2022-23 was adopted by City Council on May 17, 2022, after the Proposed Budget was published on May 1, 2022. As a result, the following items and adjustments are recommended to account for City Council's actions.

City Work Program Project	Revenue	Expense	Fund Balance
GENERAL FUND			
Analyze Potential Revenue Measures	-	50,000	(50,000)
Artwork at the Library/Exhibits/Poetry and Art Day	-	10,000	(10,000)
Bicycle Facilities	-	50,000	(50,000)
Community Engagement on Alternative Transportation and Parking	-	12,000	(12,000)
Cupertino Store Implementation	-	145,000	(145,000)
Electrification Study	-	50,000	(50,000)
Homeless Jobs Program	-	200,000	(200,000)
Integrated Plan for Community Engagement	-	30,000	(30,000)
Intergenerational Engagement	-	20,000	(20,000)
Safe Gun Storage Ordinance	-	12,000	(12,000)
Senior Strategy	-	35,000	(35,000)
Student Internship Program	-	15,000	(15,000)
Transfer to Special Revenue and Internal Service Funds	-	107,500	(107,500)
Lawson Middle School Bikeway ¹	-	-	-
Vision Zero ²	-	-	-
Visitor Center ³	-	-	-
Youth Who Work ⁴	-	-	-
TOTAL GENERAL FUND	-	736,500	(736,500)
SPECIAL REVENUE FUNDS			
Housing Programs for De Anza College Students	-	25,000	(25,000)
Transfer in from General Fund	25,000	-	25,000
TOTAL SPECIAL REVENUE FUNDS	25,000	25,000	-
CAPITAL PROJECTS FUNDS			
Study Session on City-Owned Properties ⁵	-	-	-
TOTAL CAPITAL PROJECTS FUNDS	-	-	-
ENTERPRISE FUNDS			
Blackberry Farm Golf Course Needs Assessment ⁶	-	-	-
TOTAL ENTERPRISE FUNDS	-	-	-
INTERNAL SERVICE FUNDS			
Cybersecurity Public Education	-	7,500	(7,500)
Hybrid Meeting for City Council and Commission Meetings	-	15,000	(15,000)
License Plate Readers	-	60,000	(60,000)
Transfer in from General Fund	82,500	-	82,500
TOTAL INTERNAL SERVICE FUNDS	82,500	82,500	-
TOTAL ALL FUNDS	\$ 107,500	\$ 844,000	\$ (736,500)

¹ Lawson Middle School Bikeway (\$40,000) was included in the FY 2022-23 Proposed Budget printed on May 1, 2022.

² Vision Zero (\$80,000) was included in the FY 2022-23 Proposed Budget printed on May 1, 2022.

³ Visitor Center (\$40,000) is on hold until additional staff resources are allocated.

⁴ Youth Who Work (\$70,000) is on hold until additional staff resources are allocated.

⁵ Study Session on City-Owned Properties (\$90,000) is funded in the CIP budget under Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis.

⁶ Blackberry Farm Golf Course Needs Assessment (\$23,600) is funded in the CIP budget under Blackberry Farm Golf Renovation / Alternative Use Study.

Capital Improvement Program (CIP)

On May 17, 2022, City Council held a study session to consider the Capital Improvement Program (CIP). After the study session, City Council ranked the Category 1 and Category 3 CIP projects. Based on City Council's rankings, the following adjustments to the CIP are recommended:

- Remove Blackberry Farms Pools Splash Pad: \$500,000
- Remove City Hall Renovation / Replacement and Library Parking Garage: Design and Construction: \$4,000,000
- Remove Major Recreation Facilities: Use and Market Analysis: \$350,000
- Update transfers accordingly

The updated CIP recommends \$3,458,600 in new projects, which will be funded by the Capital Reserve.

FY 2021-22 Amended Budget fund balance for the Capital Reserve is estimated to be \$13,579,991. This is in addition to the \$10,000,000 Capital Projects reserve in the General Fund that was established in the FY 2021-22 Mid-Year Financial Report. The current Proposed Budget recommends transferring \$2,500,000 annually to the Capital Reserve. With the proposed transfer of \$2,500,000 and proposed projects of \$3,458,600, the Capital Reserve's fund balance would decrease by \$958,600. If all CIP projects are approved, the Capital Reserve will have approximately \$12,621,391 available for future programming.

Capital Improvement Program Project	Revenue	Expense	Fund Balance
CAPITAL PROJECTS FUNDS			
City Lighting - LED Lighting	-	1,300,000	(1,300,000)
De Anza Boulevard Buffered Bike Lanes	-	525,000	(525,000)
Jollyman All Inclusive Play Area: Adult-Assistive Bathroom Facilities	-	850,000	(850,000)
Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis	-	90,000	(90,000)
ADA Improvements (Category 2 - Multi-Year Funding)	-	95,000	(95,000)
Annual Playground Replacement (Category 2 - Multi-Year Funding)	-	300,000	(300,000)
Park Amenity Improvements (Category 2 - Multi-Year Funding)	-	200,000	(200,000)
Street Light Installation - Annual Infill (Category 2 - Multi-Year Funding)	-	75,000	(75,000)
Transfer to Enterprise Funds	-	23,600	(23,600)
TOTAL CAPITAL PROJECTS FUNDS	-	3,458,600	(3,458,600)
ENTERPRISE FUNDS			
Blackberry Farm Golf Renovation / Alternative Use Study	-	23,600	(23,600)
Transfer in from Capital Projects Funds	23,600	-	23,600
TOTAL ENTERPRISE FUNDS	23,600	23,600	-
TOTAL ALL FUNDS	\$ 23,600	\$ 3,482,200	\$ (3,458,600)

The CIP also requires interfund transfers, which are transfers between funds, to fund the projects. The first table below illustrates the capital projects' budgetary impacts. The FY 2022-23 CIP will use \$3,458,600 in fund balance. The second table below illustrates the necessary interfund transfers between the Capital Projects Funds and the Enterprise Funds.

FY 2022-23 CIP Budget (excluding transfers)

Fund	Revenue	Expense	Fund Balance
Capital Projects Funds	-	3,435,000	(3,435,000)
Enterprise Funds	-	23,600	(23,600)
TOTAL ALL FUNDS	\$ -	\$ 3,458,600	\$ (3,458,600)

FY 2022-23 CIP Transfers

Fund	Revenue (Transfer In)	Expense (Transfer Out)	Fund Balance
Capital Projects Funds	-	23,600	(23,600)
Enterprise Funds	23,600	-	23,600
TOTAL ALL FUNDS	\$ 23,600	\$ 23,600	\$ -

FY 2022-23 Total CIP Budget and Transfers

Fund	Revenue	Expense	Fund Balance
Capital Projects Funds	-	3,458,600	(3,458,600)
Enterprise Funds	23,600	23,600	-
TOTAL ALL FUNDS	\$ 23,600	\$ 3,482,200	\$ (3,458,600)

ONGOING CHALLENGES

Retirement Benefits

Cupertino provides retirement benefits for its employees through the California Public Employee's Retirement System (CalPERS). Poor investment returns during the Great Recession significantly decreased the plan's assets. In addition, enhanced benefits and actuarial assumption changes due to increased life expectancies increased the plan's liabilities. As a result, the City's pension costs have increased significantly and are one of the City's largest financial obligations.

The City's projected CalPERS costs as of the June 30, 2020, actuarial valuation are shown below.

	Projected CalPERS Contributions					
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Projected Payroll	\$ 21,566,041	\$ 22,159,108	\$ 22,768,483	\$ 23,394,616	\$ 24,037,969	\$ 24,699,012
Normal Cost (%)	9.7%	9.5%	9.3%	9.1%	8.9%	8.8%
Normal Cost	\$ 2,100,532	\$ 2,105,115	\$ 2,117,469	\$ 2,128,910	\$ 2,139,379	\$ 2,173,513
UAL Payment	\$ 4,775,294	\$ 5,126,000	\$ 5,477,000	\$ 5,326,000	\$ 5,545,000	\$ 5,027,000
Total Contribution	\$ 6,875,826	\$ 7,231,115	\$ 7,594,469	\$ 7,454,910	\$ 7,684,379	\$ 7,200,513
Total Contribution (%)	31.9%	32.6%	33.4%	31.9%	32.0%	29.2%

In December 2016, the CalPERS Board of Administration lowered the discount rate from 7.5% to 7.0% with a three-year phase-in beginning in FY 2018-19. This change resulted in significant increases in retirement costs but improved the financial stability of the pension system.

In FY 2020-21, CalPERS earned an investment return of 21.3%, 14.3 percentage points above the 7% discount rate. The investment return triggered the Funding Risk Mitigation Policy, lowering the discount rate to 6.8%. The discount rate reduction partially offsets the effect of the investment gain. The investment gain and discount rate reduction will impact the City's pension costs starting in FY 2023-24. In FY 2027-28, when the investment gain is fully phased in, the City's annual costs are expected to be \$1.3 million lower than previously projected.

In contrast, 2022 has been a volatile year for stocks. Financial conditions are expected to remain tighter with heightened geopolitical risk, supply chain bottlenecks and persistent inflation, and the Federal Reserve's pivot to less accommodative monetary policy. If CalPERS's investments earn less than the 6.8% discount rate, the City can expect increased pension costs. CalPERS investment earnings would affect the City's costs starting FY 2024-25 and would gradually increase over five years.

In May 2018, the City implemented a Pension Rate Stabilization Program (PRSP), a Section 115 Trust, to reduce pension rate volatility on the City's budget. The Section 115 Trust can be used to fund pension costs if CalPERS costs increase.

Revenue Volatility

The City's sales tax revenue is highly dependent on a volatile revenue source: business-to-business (B2B) sales taxes. Business-to-business sales tax revenues are sensitive to economic fluctuations, as Cupertino experienced during the dot-com crash from 2000 to 2004. The loss of one of the City's top three sales tax producers in FY 2013-14 made the City more reliant on a single tax producer, making the City more vulnerable.

The City's sales and transient occupancy tax revenues have experienced significant fluctuation since the outbreak of COVID-19 in 2020. While restaurants and hotels, general consumer goods, and automotive industry groups were severely impacted, the City's business-to-business and County pool allocation share increased substantially. Statewide shelter-in-place mandates reduced sales tax revenue from restaurants and brick and mortar retail but increased sales tax revenue from online sales. Additionally, the conversion to remote work throughout the State increased the demand for computer and electronics equipment, which also increased the City's sales tax revenues. The City's sales tax revenues spiked to historic highs in FY 2020-21, but the City considers it one-time. As the State rebounds from the pandemic and businesses continue their opening, it is anticipated that the City's restaurant and hotels, general consumer goods, and automotive industry groups will recover and increase. However, these increases will only slightly mitigate the anticipated declines in the City's business-to-business and County pool allocation as online sales fall from recent historic highs. Transient occupancy remains devastated due to reduced business travel during the pandemic. Although recovery is anticipated by FY 2023-24, the extent of the post-pandemic recovery is unknown.

Budget Study Session

On May 17, 2022, and May 19, 2022, City Council held study sessions to review the FY 2022-23 Proposed Budget. City staff presented General Fund revenues, expenditures, and forecasts. City Council provided input and requested clarifications for which staff responses were attached.

General Plan Consistency and Environmental Compliance of the Capital Improvement Plan

State law and the Cupertino Municipal Code (Section 2.32.070.C) require the Planning Commission to review the CIP for consistency with the City's General Plan (General Plan: Community Vision 2015 - 2040). The Planning Commission reviewed the FY 2022-23 Proposed

CIP Budget on April 12, 2022, and found that the FY 2022-23 Proposed CIP is consistent with the City's General Plan and that this consistency determination is exempt from CEQA (see draft resolution Attachment L).

City staff has independently studied the Proposed CIP and determined that the CIP is exempt from environmental review pursuant to the exemption in Title 14-California Code of Regulations, §15061(b) (3), and §15378, in that it can be seen with certainty that there is no possibility that this CIP budget action will have a significant effect on the environment due to the approval of the budget, and does not involve approval of any specific project that may have a significant effect on the environment. Each proposed CIP project will be evaluated to determine if the California Environmental Quality Act (CEQA) applies. As applicable, each project will conduct the appropriate level of environmental analysis.

Prepared by: Thomas Leung, Acting Finance Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A – Draft Resolution – Operating Budget for Fiscal Year 2022-23

B – Draft Resolution – Capital Budget for Fiscal Year 2022-23

C – Draft Resolution – Appropriations Limit for Fiscal Year 2022-23

D – Budget Adjustments Summary and Detail

E – Appropriation Limit for Fiscal Year 2022-23

F – Appropriation Limit Price and Population Factors for Fiscal Year 2022-23

G – Budget Manager and Purchasing Manager Job Descriptions

H – Draft Resolution Amending Unrepresented Employees' Compensation Program

I – Unrepresented Comp - Revised - Clean Draft - Adding Budget and Purchasing Manager

J – Unrepresented Comp - Revised - Redline Draft - Adding Budget and Purchasing Manager

K – Proposed Budget Questions and Answers

L – Planning Commission Adopted Resolution

M – CIP Supplemental Information

RESOLUTION NO. 22-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING AN OPERATING BUDGET FOR
FISCAL YEAR 2022-23 BY RATIFYING THE ADEQUACY OF ESTIMATED
REVENUES AND FUND BALANCES IN EACH FUND TO COVER
APPROPRIATED MONIES, APPROPRIATING MONIES THEREFROM FOR
SPECIFIED ACTIVITIES AND ACCOUNTS, AND SETTING FORTH
CONDITIONS OF ADMINISTERING SAID BUDGET**

WHEREAS, the orderly administration of municipal government is dependent on the establishment of a sound fiscal policy of maintaining a proper ratio of expenditures within anticipated revenues and available monies; and

WHEREAS, the extent of any project or program and the degree of its accomplishment, as well as the efficiency of performing assigned duties and responsibilities, is likewise dependent on the monies made available for that purpose; and

WHEREAS, the City Manager has submitted his estimates of anticipated revenues and fund balances, has determined that estimated revenues and fund balances are adequate to cover appropriations, and has recommended the allocation of monies for specified program activities;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby adopt the following sections as a part of its fiscal policy:

Section 1. The estimates of available fund balances and anticipated resources to be received in each of the several funds during Fiscal Year 2022-23, as submitted by the City Manager in his proposed budget and amended during the budget study sessions, are sufficient to cover appropriations.

Section 2. There is appropriated from each of the several funds the sum of money set forth as expenditures for the funds named in the Fiscal Year 2022-23 Proposed Budget Financial Overview by Fund (Exhibit A), as amended during the budget sessions, and stated for the purposes as expressed and estimated for each department.

Section 3. The City Manager is hereby authorized to administer and transfer appropriations between Budget Accounts within the Operating Budget when in his opinion such transfers become necessary for administrative purposes.

Section 4. The Director of Administrative Services shall prepare and submit to City Council quarterly a revised estimate of Operating Revenues.

Section 5. The Director of Administrative Services is hereby authorized to continue appropriations for operating expenditures that are encumbered or scheduled to be encumbered at year end.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 9th day of June, 2022, by the following vote:

Vote Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	_____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	_____ Date

FISCAL YEAR 2022-23 PROPOSED BUDGET

FINANCIAL OVERVIEW BY FUND

2022-23 Proposed Budget								
Revenue Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds	
Sales Tax	31,944,089	-	-	-	-	-	-	31,944,089
Property Tax	30,039,574	-	-	-	-	-	-	30,039,574
Transient Occupancy	5,000,000	-	-	-	-	-	-	5,000,000
Utility Tax	2,955,404	-	-	-	-	-	-	2,955,404
Franchise Fees	3,230,101	-	-	-	-	-	-	3,230,101
Other Taxes	1,787,691	8,203,431	-	-	-	-	-	9,991,122
Licenses & Permits	3,541,012	-	-	-	-	-	-	3,541,012
Use of Money & Property	1,277,013	5,548	-	-	700,000	-	-	1,982,561
Intergovernmental	1,434,491	3,500,224	-	-	14,000	-	-	4,948,715
Charges for Services	11,528,436	1,512,209	-	-	5,058,792	4,053,851	-	22,153,288
Fines & Forfeitures	427,000	68,669	-	-	-	-	-	495,669
Miscellaneous	1,160,437	-	-	-	10,000	-	-	1,170,437
Transfers In/Other Financing Uses	336,140	3,025,000	2,675,800	2,500,000	376,000	3,855,645	-	12,768,585
TOTAL REVENUES	\$ 94,661,388	\$ 16,315,081	\$ 2,675,800	\$ 2,500,000	\$ 6,158,792	\$ 7,909,496	\$ -	\$ 130,220,557

2022-23 Proposed Budget								
Appropriation Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds	
Employee Compensation	24,295,660	2,050,572	-	-	1,786,450	1,803,287	-	29,935,969
Employee Benefits	11,440,636	1,037,760	-	-	605,466	2,190,096	-	15,273,958
Materials	7,217,573	1,001,596	-	-	500,003	1,418,575	-	10,137,747
Contract Services	25,046,032	1,152,665	-	175,000	4,804,188	1,798,390	-	32,976,275
Cost Allocation	10,385,961	1,191,567	-	-	789,939	62,042	-	12,429,509
Capital Outlays	-	1,038,000	-	-	-	-	-	1,038,000
Special Projects	3,657,378	3,742,268	-	-	183,553	1,210,146	-	8,793,345
Contingencies	451,739	29,681	-	-	132,526	80,425	-	694,371
Transfers Out	11,996,300	-	-	-	-	-	-	11,996,300
Debt Service/Other Uses	695,000	-	2,675,800	-	177,606	299,745	-	3,848,151
TOTAL EXPENDITURES	\$ 95,186,279	\$ 11,244,109	\$ 2,675,800	\$ 175,000	\$ 8,979,731	\$ 8,862,706	\$ -	\$ 127,123,625

CHANGE IN FUND BALANCE/ NET POSITION	\$ (524,891)	\$ 5,070,972	\$ -	\$ 2,325,000	\$ (2,820,939)	\$ (953,210)	\$ -	\$ 3,096,932
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RESOLUTION NO. 22-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING A CAPITAL IMPROVEMENT BUDGET FOR
FISCAL YEAR 2022-23 BY RATIFYING THE ADEQUACY OF ESTIMATED
REVENUES AND FUND BALANCES IN EACH FUND TO COVER
APPROPRIATED MONIES, APPROPRIATING MONIES THEREFROM FOR
SPECIFIED ACTIVITIES AND ACCOUNTS, AND SETTING FORTH
CONDITIONS OF ADMINISTERING SAID BUDGET**

WHEREAS, the orderly administration of municipal government is dependent on the establishment of a sound fiscal policy of maintaining a proper ratio of expenditures within anticipated revenues and available monies; and

WHEREAS, the extent of any project or program and the degree of its accomplishment, as well as the efficiency of performing assigned duties and responsibilities, is likewise dependent on the monies made available for that purpose; and

WHEREAS, the City has independently studied the Proposed Capital Improvement Program ("CIP") and has determined that the CIP is exempt from environmental review pursuant to the exemption in 14 California Code of Regulations §15061(b) (3) and §15378, in that it can be seen with certainty that there is no possibility that this CIP budget action will have a significant effect on the environment due to the approval of the budget, and does not involve approval of any specific project that may have a significant effect on the environment. Each project of the Proposed CIP projects will be evaluated for the application of the California Environmental Quality Act ("CEQA") to it and, as applicable, each project will conduct the appropriate level of environmental analysis.

WHEREAS, the City Council, using its independent judgment, before taking action on this Resolution, determines that the CIP is exempt from CEQA as stated above;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby adopt the following sections as a part of its fiscal policy:

Section 1. The estimates of available fund balances and anticipated resources to be received in each of the several funds during Fiscal Year 2022-23, as submitted by the City Manager in the proposed budget and amended during the budget study sessions, are sufficient to cover appropriations.

Section 2. The Director of Public Works shall prepare and submit to City Council quarterly a revised estimate of Capital Improvement Program projects.

Section 3. The Director of Administrative Services is hereby authorized to continue appropriations for operating expenditures that are encumbered or scheduled to be encumbered at year end.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 9th day of June, 2022, by the following vote:

Vote Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	_____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	_____ Date

**FISCAL YEAR 2022-23 PROPOSED BUDGET
FINANCIAL OVERVIEW BY FUND**

2022-23 Proposed Budget							
Revenue Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds
Sales Tax	-	-	-	-	-	-	-
Property Tax	-	-	-	-	-	-	-
Transient Occupancy	-	-	-	-	-	-	-
Utility Tax	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Use of Money & Property	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfers In/Other Financing Uses	-	-	-	-	23,600	-	23,600
TOTAL REVENUES \$	-	\$ -	\$ -	\$ -	\$ 23,600	\$ -	\$ 23,600

2022-23 Proposed Budget							
Appropriation Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds
Employee Compensation	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-
Cost Allocation	-	-	-	-	-	-	-
Capital Outlays	-	-	-	3,435,000	23,600	-	3,458,600
Special Projects	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-
Transfers Out	-	-	-	23,600	-	-	23,600
Debt Service/Other Uses	-	-	-	-	-	-	-
TOTAL EXPENDITURES \$	-	\$ -	\$ -	\$ 3,458,600	\$ 23,600	\$ -	\$ 3,482,200

CHANGE IN FUND BALANCE/ NET POSITION \$	-	\$ -	\$ -	\$ (3,458,600)	\$ -	\$ -	\$ (3,458,600)
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RESOLUTION NO. 22-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ESTABLISHING AND ADOPTING THE APPROPRIATION
LIMIT IN THE AMOUNT OF \$122,765,522 FOR FISCAL YEAR 2022-23**

WHEREAS, the State of California has adopted legislation requiring local jurisdictions to calculate their appropriation limits in complying with Article XIII B of the State Constitution; and

WHEREAS, pursuant to Proposition 111, passed by the voters of California on June 5, 1990, said limits are determined by an adjustment formula based upon change in population, combined with either the change in inflation (California per capita income) or the change in the local assessment roll due to local nonresidential construction; and

WHEREAS, the local governing body is required to set an appropriation limit each year by adoption of a resolution; and

WHEREAS, the City of Cupertino's population percentage change over the prior year is -0.46%, and the California per capita personal income change is 7.55%; and

WHEREAS, in computing the 2022-23 limit based upon the adjustment factors provided pursuant to Proposition 111, the City Council has elected to use the county population percentage change along with the California per capita income change, but the Council expressly reserves the right to use the non-residential assessed valuation percentage change when the figure is available.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino hereby approves a 2022-23 fiscal appropriation limit of \$122,765,522, based on Proposition 111 guidelines allowing for use of the county population percentage change along with the California Per Capita Personal Income change to adjust base year appropriations.

BE IT FURTHER RESOLVED that the City Council of the City of Cupertino hereby reserves the right to use the non-residential assessed valuation percentage change when the figure is available.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 9th day of June, 2022, by the following vote:

Vote

Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

**FY 2022-23 Final Budget Adjustments
Operating Budget Summary**

ATTACHMENT D

Fund	Department+A1:F34	Revenue	Expense	Fund Balance	Description
GENERAL FUND					
100 General Fund	Administration	-	386,988	(386,988)	Addition of Assistant City Manager Position
100 General Fund	Administration	-	183,365	(183,365)	Addition of Legislative Aide (Management Analyst) Position
100 General Fund	Administration	-	(180,000)	180,000	Removal of Economic Development Fuse Fellow
100 General Fund	Administration	-	12,000	(12,000)	CWP - Community Engagement on Alternative Transportation and Parking
100 General Fund	Administration	-	145,000	(145,000)	CWP - Cupertino Store Implementation
100 General Fund	Administration	-	50,000	(50,000)	CWP - Electrification Study
100 General Fund	Administration	-	30,000	(30,000)	CWP - Integrated Plan for Community Engagement
100 General Fund	Administration	-	12,000	(12,000)	CWP - Safe Gun Storage Ordinance
100 General Fund	Administration	-	-	-	CWP - Study Session on City-Owned Properties
100 General Fund	Administration	-	-	-	CWP - Visitor Center
100 General Fund	Administration	-	-	-	CWP - Youth Who Work
100 General Fund	Administrative Services	-	50,000	(50,000)	CWP - Analyze Potential Revenue Measures
100 General Fund	Administrative Services	-	15,000	(15,000)	CWP - Student Internship Program
100 General Fund	Community Development	-	200,000	(200,000)	CWP - Homeless Jobs Program
100 General Fund	Parks and Recreation	-	10,000	(10,000)	CWP - Artwork at the Library/Exhibits/Poetry and Art Day
100 General Fund	Parks and Recreation	-	20,000	(20,000)	CWP - Intergenerational Engagement
100 General Fund	Parks and Recreation	-	35,000	(35,000)	CWP - Senior Strategy
100 General Fund	Public Works	-	50,000	(50,000)	CWP - Bicycle Facilities
100 General Fund	Non-Departmental	-	107,500	(107,500)	CWP - Transfers out to Special Revenue and Internal Service Funds
100 General Fund	Council and Commissions	-	10,000	(10,000)	Community Funding - West Valley Community Services
100 General Fund	Council and Commissions	-	20,000	(20,000)	Community Funding - Women SV
100 General Fund	Council and Commissions	-	6,161	(6,161)	Community Funding - Senior Services – Heart of the Valley
100 General Fund	Council and Commissions	-	20,000	(20,000)	Community Funding - Fremont Union High Schools Foundation
100 General Fund	Council and Commissions	-	6,000	(6,000)	Community Funding - American Cancer Society – Relay for Life
100 General Fund	Council and Commissions	-	2,000	(2,000)	Community Funding - Omniware Networks
100 General Fund	Council and Commissions	-	8,300	(8,300)	Community Funding - Buddhist Tzu Chi Medical Foundation
100 General Fund	Council and Commissions	-	4,000	(4,000)	Community Funding - Breathe California of the Bay Area
100 General Fund	Council and Commissions	-	20,000	(20,000)	Community Funding - Cupertino Union School District
100 General Fund	Administration	1,000,000	1,000,000	-	Cal OES Grant to Help Initiate the Business Continuity Resilience Program
TOTAL GENERAL FUND		1,000,000	2,223,314	(1,223,314)	
SPECIAL REVENUE FUNDS					
265 BMR Affordable Housing	Community Development	-	25,000	(25,000)	CWP - Housing Programs for De Anza College Students
265 BMR Affordable Housing	Community Development	25,000	-	25,000	CWP - Transfer in from General Fund
280 Transportation Fund	Public Works	348,427	-	348,427	Increase SB 1 (Gas Tax) Revenue Estimate
TOTAL SPECIAL REVENUE FUNDS		373,427	25,000	348,427	

FY 2022-23 Final Budget Adjustments
Operating Budget Summary

ATTACHMENT D

INTERNAL SERVICE FUNDS				
610 Innovation Technology	Innovation & Technology	-	60,000	(60,000) CWP - License Plate Readers
610 Innovation Technology	Innovation & Technology	-	15,000	(15,000) CWP - Hybrid Meeting for City Council and Commission Meetings
610 Innovation Technology	Innovation & Technology	-	7,500	(7,500) CWP - Cybersecurity Public Education
610 Innovation Technology	Innovation & Technology	82,500	-	82,500 CWP - Transfer in from General Fund
630 Vehicle/Equip Replacement	Public Works	-	(669,046)	669,046 Removal of Fixed Assets (Vehicle and Equipment Replacement) Requests
TOTAL INTERNAL SERVICE FUNDS		82,500	(586,546)	669,046
TOTAL ALL FUNDS		\$ 1,455,927	\$ 1,661,768	\$ (205,841)

Changes made after June 7, 2022 are in red.

**FY 2022-23 Final Budget Adjustments
Capital Budget Summary**

ATTACHMENT D

Fund	Revenue	Expense	Fund Balance	Capital Improvement Program Project
CAPITAL PROJECTS FUNDS				
420 Capital Improvement Program	—	500,000	(500,000)	Blackberry Farms Pools Splash Pad
420 Capital Improvement Program	—	4,000,000	(4,000,000)	City Hall Renovation / Replacement and Library Parking Garage: Design and Construction
420 Capital Improvement Program	-	1,300,000	(1,300,000)	City Lighting - LED Lighting
420 Capital Improvement Program	-	525,000	(525,000)	De Anza Boulevard Buffered Bike Lanes
420 Capital Improvement Program	-	850,000	(850,000)	Jollyman All Inclusive Play Area: Adult-Assistive Bathroom Facilities
420 Capital Improvement Program	-	90,000	(90,000)	Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis
420 Capital Improvement Program	-	95,000	(95,000)	ADA Improvements (Category 2 - Multi-Year Funding)
420 Capital Improvement Program	-	300,000	(300,000)	Annual Playground Replacement (Category 2 - Multi-Year Funding)
420 Capital Improvement Program	-	200,000	(200,000)	Park Amenity Improvements (Category 2 - Multi-Year Funding)
420 Capital Improvement Program	-	75,000	(75,000)	Street Light Installation - Annual Infill (Category 2 - Multi-Year Funding)
420 Capital Improvement Program	-	23,600	(23,600)	Transfer out to Enterprise Funds
420 Capital Improvement Program	3,935,000	—	3,935,000	Transfer in from Capital Reserve
429 Capital Reserve	—	4,308,600	(4,308,600)	Transfer out to Capital Improvement Program and Enterprise Funds
TOTAL CAPITAL PROJECTS FUNDS	-	3,458,600	(3,458,600)	
ENTERPRISE FUNDS				
560 Blackberry Farm	-	23,600	(23,600)	Blackberry Farm Golf Renovation / Alternative Use Study
560 Blackberry Farm	23,600	-	23,600	Transfer in from Capital Projects Funds
580 Recreation Program	—	350,000	(350,000)	Major Recreation Facilities: Use and Market Analysis
580 Recreation Program	350,000	—	350,000	Transfer in from Capital Projects Funds
TOTAL ENTERPRISE FUNDS	23,600	23,600	-	
TOTAL ALL FUNDS	\$ 23,600	\$ 3,482,200	\$ (3,458,600)	

Changes made after June 7, 2022 are in red.

FY 2022-23 Final Budget Adjustments Detail

ATTACHMENT D

GL Account	Revenue	Expense	Description
100-12-120 500-501		270,501	Addition of Assistant City Manager Position
100-12-120 500-506		3,600	Addition of Assistant City Manager Position
100-12-120 501-500		86,235	Addition of Assistant City Manager Position
100-12-120 501-502		62	Addition of Assistant City Manager Position
100-12-120 501-505		19,092	Addition of Assistant City Manager Position
100-12-120 501-506		1,522	Addition of Assistant City Manager Position
100-12-120 501-507		3,923	Addition of Assistant City Manager Position
100-12-120 501-508		720	Addition of Assistant City Manager Position
100-12-120 501-509		654	Addition of Assistant City Manager Position
100-12-120 501-511		179	Addition of Assistant City Manager Position
100-12-120 501-513		500	Addition of Assistant City Manager Position
100-12-120 500-501		120,500	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-500		38,416	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-502		63	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-505		19,092	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-506		1,521	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-507		1,747	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-508		720	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-509		627	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-511		179	Addition of Legislative Aide (Management Analyst) Position
100-12-120 501-513		500	Addition of Legislative Aide (Management Analyst) Position
420-99-007 900-905		95,000	CIP - ADA Improvements (Category 2 - Multi-Year Funding)
420-99-085 900-905		300,000	CIP - Annual Playground Replacement (Category 2 - Multi-Year Funding)
560-99-088 421-401	23,600		CIP - Transfer in from Capital Projects Funds
560-99-088 900-905		23,600	CIP - Blackberry Farm Golf Renovation / Alternative Use Study
420-99-258 900-905		1,300,000	CIP - City Lighting - LED Lighting
420-99-262 900-905		525,000	CIP - De Anza Boulevard Buffered Bike Lanes
420-99-051 900-905		850,000	CIP - Jollyman All Inclusive Play Area: Adult-Assistive Bathroom Facilities
420-99-086 900-905		200,000	CIP - Park Amenity Improvements (Category 2 - Multi-Year Funding)
420-99-264 700-702		90,000	CIP - Stocklmeir, Bryne and Blesch: Inspection Reports and Analysis
420-99-056 900-905		75,000	CIP - Street Light Installation - Annual Infill (Category 2 - Multi-Year Funding)
420-90-001 800-902		23,600	CIP - Transfer out to Enterprise Funds
100-41-426 750-217		50,000	CWP - Analyze Potential Revenue Measures
100-60-601 750-218		10,000	CWP - Artwork at the Library/Exhibits/Poetry and Art Day
100-88-844 750-219		50,000	CWP - Bicycle Facilities
100-12-126 750-220		12,000	CWP - Community Engagement on Alternative Transportation and Parking

FY 2022-23 Final Budget Adjustments Detail

ATTACHMENT D

GL Account	Revenue	Expense	Description
100-12-705 750-221		145,000	CWP - Cupertino Store Implementation
610-30-300 750-222		7,500	CWP - Cybersecurity Public Education
100-12-122 750-223		50,000	CWP - Electrification Study
100-70-700 750-104		200,000	CWP - Homeless Jobs Program
265-72-711 750-093		25,000	CWP - Housing Programs for De Anza College Students
610-30-300 750-224		15,000	CWP - Hybrid Meeting for City Council and Commission Meetings
100-12-126 750-225		30,000	CWP - Integrated Plan for Community Engagement
100-60-601 750-226		20,000	CWP - Intergenerational Engagement
610-30-300 750-227		60,000	CWP - License Plate Readers
100-12-120 750-228		12,000	CWP - Safe Gun Storage Ordinance
100-60-601 750-098		35,000	CWP - Senior Strategy
100-44-412 750-229		15,000	CWP - Student Internship Program
265-72-711 421-401	25,000	-	CWP - Transfer in from General Fund
610-30-300 421-401	82,500	-	CWP - Transfer in from General Fund
100-90-001 800-902		107,500	CWP - Transfer out to Special Revenue and Internal Service Funds
270-85-821 440-437	348,427	-	Increase SB 1 (Gas Tax) Revenue Estimate
100-12-705 750-178		(180,000)	Removal of Economic Development Fuse Fellow
630-90-985 900-945		(669,046)	Removal of Fixed Assets (Vehicle and Equipment Replacement) Requests
100-10-101 700-702		6,000	Community Funding - American Cancer Society – Relay for Life
100-10-101 700-702		4,000	Community Funding - Breathe California of the Bay Area
100-10-101 700-702		8,300	Community Funding - Buddhist Tzu Chi Medical Foundation
100-10-101 700-702		20,000	Community Funding - Cupertino Union School District
100-10-101 700-702		20,000	Community Funding - Fremont Union High Schools Foundation
100-10-101 700-702		2,000	Community Funding - Omniware Networks
100-10-101 700-702		6,161	Community Funding - Senior Services – Heart of the Valley
100-10-101 700-702		10,000	Community Funding - West Valley Community Services
100-10-101 700-702		20,000	Community Funding - Women SV
100-12-633 440-430	1,000,000		Cal OES Grant to Help Initiate the Business Continuity Resilience Program
100-12-633 750-230		1,000,000	Cal OES Grant to Help Initiate the Business Continuity Resilience Program
420-99-007 421-401	95,000		CIP ADA Improvements (Category 2 – Multi-Year Funding)
420-99-085 421-401	300,000		CIP Annual Playground Replacement (Category 2 – Multi-Year Funding)
420-99-073 421-401	500,000		CIP Blackberry Farms Pools Splash Pad
420-99-258 421-401	1,300,000		CIP City Lighting LED Lighting
420-99-262 421-401	525,000		CIP De Anza Boulevard Buffered Bike Lanes
420-99-051 421-401	850,000		CIP Jollyman All Inclusive Play Area: Adult Assistive Bathroom Facilities
580-99-263 421-401	350,000		CIP Major Recreation Facilities: Use and Market Analysis

FY 2022-23 Final Budget Adjustments Detail

ATTACHMENT D

GL Account	Revenue	Expense	Description
420-99-086-421-401	200,000		CIP- Park Amenity Improvements (Category 2- Multi-Year Funding)
420-99-264-421-401	90,000		CIP- Stockmeir, Bryne and Blesch: Inspection Reports and Analysis
420-99-056-421-401	75,000		CIP- Street Light Installation- Annual Infill (Category 2- Multi-Year Funding)
420-99-073-900-905		500,000	CIP- Blackberry Farms Pools Splash Pad
420-99-250-900-905		4,000,000	CIP- City Hall Renovation / Replacement and Library Parking Garage: Design and Construction
580-99-263-700-702		350,000	CIP- Major Recreation Facilities: Use and Market Analysis
429-90-001-800-902		4,308,600	CIP- Transfer out from Capital Reserve to other funds
TOTAL	\$ 1,479,527	\$ 5,143,968	

Changes made after June 7, 2022 are in red.

RESOLUTION NO. 22-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CUPERTINO AMENDING RESOLUTION NO. 19-144 REGARDING THE
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM**

WHEREAS, the City Council desires to amend the Unrepresented Employees' Compensation Program to add a Budget Manager and a Purchasing Manager.

NOW, THEREFORE, BE IT RESOLVED that the Unrepresented Employees' Compensation Program be amended which is incorporated in this resolution by this reference and included below.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 9th day of June 2022 by the following vote:

Vote Members of the City Council

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	_____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	_____ Date

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

Accountant I
Accountant II
Accounting Technician
Administrative Assistant
Assistant City Attorney
Assistant City Manager
Assistant Director of Community Development/Building Official
Assistant Director of Public Works
Assistant Director of Recreation and Community Services
Assistant to the City Manager
Budget Manager
Business Systems Analyst/Program Manager
Capital Improvement Program Manager
Chief Technology Officer/Director of Information Services (Department Head)
City Architect
City Clerk
City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Recreation and Community Services (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Purchasing Manager
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Service Center Superintendent
Sustainability Manager
Transportation Manager

Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13, 11/13, 12/13, 3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17, 7/19, 6/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equitability of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

- a. Effective the first full pay period after City Council adoption, a 4% salary increase will be added to the salary range of each classification in this unit.
- b. Effective the first full pay period in July 2020, a 3.5% salary increase will be added to the salary range of each classification in this unit.
- c. Effective the first full pay period in July 2021, a 3% salary increase will be added to the salary range of each classification in this unit.

See Attachment A for a list of paygrades.

In addition, equity adjustments as identified in the City's 2019 total compensation survey shall occur per Attachment B.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II. DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive than paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.

Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07, 7/10

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 4

AUTOMOBILE ALLOWANCES AND
MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

<u>Classification</u>	<u>Allowance</u>
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Recreation and Community Services	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
City Clerk	250.00
Senior Civil Engineer	250.00
Assistant Director of Public Works/City Engineer	250.00
Transportation Manager	250.00
Assistant Director of Recreation and Community Services	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council
April 1, 1974

Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90,7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07,
7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16, 6/17, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 6

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

Adopted by Action of the City Council
April 1, 1974
Revised
6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

Effective January 1, 2020	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	848.87	126.78	975.65
Employee +1	1,443.09	126.78	1,569.87
Employee +2	1,876.01	126.78	2,002.79

January 1, 2021	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	891.32	126.78	1,018.10
Employee +1	1,515.24	126.78	1,642.02
Employee +2	1,969.81	126.78	2,096.59

January 1, 2022	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	935.88	126.78	1,062.66
Employee +1	1,591.01	126.78	1,717.79
Employee +2	2,068.31	126.78	2,195.09

Health In-Lieu Payments

City agrees to pay a monthly amount of three hundred seventy-five (\$375.00) per month to the employee who can demonstrate that they have equivalent health coverage through their spouse, parent, or other group coverage and who request this cash payment in lieu of health insurance coverage.

*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council

September 16, 1974

Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97, 7/99, 6/00, 6/02, 7/04, 6/05, 4/07, 12/12, 7/13, 10/16, 7/19, 12/19

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day Following Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

Revised 6/80, 6/89, 7/92, 7/99, 7/13

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY
INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of \$250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 11

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

Effective October 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council
June, 1981

Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$126.78* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of

City Council

July 1, 1983

Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 13

ADMINISTRATIVE LEAVE

The department heads shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert administrative leave hours to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

<u>Service Time</u>	<u>Annual Accruals</u>	<u>Maximum Accrual</u>
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 – 14 Years	160 Hours	272 Hours
15 – 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 17

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of four (4) hours per day in the temporary assignment.

An employee may be assigned to work out of class in a higher classification when there is a vacant position for which a recruitment is being, or will be, conducted. Out of class assignments may not exceed 960 hours in a fiscal year. Compensation for work performed in an out-of-class capacity is included for purposes of calculating CalPERS compensation, however, this is at the discretion of CalPERS and future changes to CalPERS regulations would supersede the language of this section.

An employee may receive acting pay for working in a higher classification where a vacancy does not exist, in the case of an incumbent being on vacation or leave of absence, or due to the employee being asked to perform higher level work on any other temporary basis. Acting pay is not included for purposes of calculating CalPERS compensation.

The higher rate of pay shall be used in computing overtime when authorized overtime is worked in a non-exempt, out of class or acting work assignment. When a non-exempt employee is working out of class or acting in an exempt position for 20 hours or more in a work week, the employee will be ineligible to receive overtime pay for any and all hours worked in the exempt classification during that work week.

All requests for out of class pay or acting pay must be approved by the Director of Administrative Services or his/her designee.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the

employee's current classification such that the employee does not qualify for working out of class pay.

Adopted by Action of the City Council
October 2016

Revised 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 19

EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and to adopt an Education Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses should either: a) maintain or improve job skills in the employee's current position; b) be expressly required by the City or by law; or c) prepare the employee to become a competitive applicant for a different position with the City.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides education reimbursement of up to two thousand dollars(\$2,000) per calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. Human Resources and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework with a grade of "C" or above, or "Pass" in the case of a Pass/Fail course. Such proof of completion shall be provided within 30 days of the conclusion of the course.

Education reimbursement is a taxable benefit under IRS Code. Education reimbursement will be applied to the calendar year in which the course is passed and satisfactory proof of completion is submitted.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the Education Reimbursement Program.

Adopted by Action of the City Council
July 2019

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 20

CITY SPONSORED RECREATION AND WELLNESS PROGRAMS

Unrepresented employees shall have the privilege of enrollment in City sponsored recreation programs at the City residents' fee structure and in preference to non-residents wishing to enroll. Each calendar year, employees and family members on the employee's dental plan are eligible to be reimbursed up to \$500 per employee in Rec Bucks. Employees shall be reimbursed for approved recreation services in accordance with the City's Recreation Buck Policies. Programs allowing for preregistration will be reimbursed after completion of the program, including those allowing for or requiring preregistration in the calendar year prior to reimbursement. Reimbursements shall be applied to the year in which they are received. Benefited employees will also receive a free employee-only annual Cupertino Sports Center membership. Part-time benefited employees will have the annual amount of Recreation Bucks prorated based on number of hours worked. Recreation Bucks are a taxable benefit under IRS Code, and must be used by the employee within the calendar year and are non-transferrable.

City employees are eligible to participate in the City's wellness program as provided for in the City's Administrative Rules and Regulations.

Adopted by Action of the City Council
July 2019

City of Cupertino

Listing of Unrepresented Classifications by
Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-)
Amended 10/4/16 (Res. No.)
Amended 10/18/16 (Res. No.)
Amended 11/15/16 (Res. No.)
Amended 6/20/17 (Res. No.)
Amended 10/17/17 (Res. No.)
Amended 7/16/19 (Res. No.)
Amended 11/19/19 (Res. No.)
Amended 6/9/22 (Res. No.)

ATTACHMENT A SALARY SCHEDULE

Salary Effective First Full Pay Period after Council Adoption – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 40.23	\$ 42.24	\$ 44.35	\$ 46.57	\$ 48.89
ACCOUNTANT II	\$ 44.34	\$ 46.56	\$ 48.89	\$ 51.34	\$ 53.90
ACCOUNTING TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
ADMINISTRATIVE ASSISTANT	\$ 35.09	\$ 36.84	\$ 38.69	\$ 40.62	\$ 42.65
ASSISTANT CITY ATTORNEY	\$ 80.13	\$ 84.14	\$ 88.34	\$ 92.76	\$ 97.40
ASSISTANT CITY MGR	\$ 106.67	\$ 112.01	\$ 117.61	\$ 123.49	\$ 129.66
ASSISTANT TO THE CITY MANAGER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PARKS AND RECREATION	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PUBLIC WORKS/	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
BUSINESS SYSTEMS ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
CAPITAL IMPV PROGRAM MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41
CHIEF TECHNOLOGY OFFICER	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
CITY CLERK	\$ 61.94	\$ 65.04	\$ 68.29	\$ 71.71	\$ 75.29
CITY ENGINEER	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
COMMUNITY RELATIONS COORDINATOR	\$ 40.45	\$ 42.47	\$ 44.60	\$ 46.83	\$ 49.17
DEPARTMENT HEAD	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DEPUTY BUILDING OFFICIAL	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
DEPUTY CITY ATTORNEY	\$ 57.66	\$ 60.54	\$ 63.57	\$ 66.74	\$ 70.08
DEPUTY CITY CLERK	\$ 44.20	\$ 46.41	\$ 48.73	\$ 51.17	\$ 53.73

DEPUTY CITY MANAGER	\$ 72.60	\$ 76.24	\$ 80.05	\$ 84.05	\$ 88.25
DIRECTOR OF ADMIN SERVICES	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF COMM DEVELOPMENT	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PARKS AND RECREATION	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PUBLIC WORKS	\$ 96.98	\$ 101.82	\$ 106.92	\$ 112.26	\$ 117.88
ECONOMIC DEVELOPMENT MANAGER	\$ 68.18	\$ 71.59	\$ 75.17	\$ 78.93	\$ 82.87
EMERGENCY SERVICES COORDINATOR	\$ 55.69	\$ 58.48	\$ 61.40	\$ 64.47	\$ 67.69
ENVIRONMENTAL PROGRAMS MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
EXEC ASST TO CITY MANAGER	\$ 41.23	\$ 43.29	\$ 45.46	\$ 47.73	\$ 50.12
EXEC ASST TO THE CITY ATTN	\$ 40.22	\$ 42.23	\$ 44.35	\$ 46.56	\$ 48.89
FINANCE MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
GIS PROGRAM MANAGER	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
HUMAN RESOURCE ANALYST I	\$ 48.15	\$ 50.55	\$ 53.08	\$ 55.74	\$ 58.52
HUMAN RESOURCES ANALYST II	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
HUMAN RESOURCES ASSISTANT	\$ 29.14	\$ 30.60	\$ 32.13	\$ 33.73	\$ 35.42
HUMAN RESOURCES MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
HUMAN RESOURCES TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
I.T. ASSISTANT	\$ 39.24	\$ 41.20	\$ 43.26	\$ 45.42	\$ 47.69
INNOVATION AND TECH MGR - APPLICATIONS	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
LEGAL SERVICES MANAGER	\$ 41.54	\$ 43.61	\$ 45.80	\$ 48.08	\$ 50.49
MANAGEMENT ANALYST	\$ 48.56	\$ 50.99	\$ 53.54	\$ 56.21	\$ 59.03
NETWORK SPECIALIST	\$ 50.20	\$ 52.71	\$ 55.34	\$ 58.11	\$ 61.02
PARK RESTORATION IMPV MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41

PERMIT CENTER MANAGER	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
PLANNING MANAGER	\$ 68.91	\$ 72.36	\$ 75.97	\$ 79.77	\$ 83.76
PUBLIC AFFAIRS MANAGER	\$ 60.30	\$ 63.32	\$ 66.48	\$ 69.81	\$ 73.30
PUBLIC INFORMATION OFFICER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
PUBLIC WORKS PROJECT MANAGER	\$ 58.15	\$ 61.06	\$ 64.11	\$ 67.32	\$ 70.68
PUBLIC WORKS SUPERVISOR	\$ 50.48	\$ 53.00	\$ 55.65	\$ 58.44	\$ 61.36
RECREATION MANAGER	\$ 51.80	\$ 54.38	\$ 57.10	\$ 59.96	\$ 62.96
RECREATION SUPERVISOR	\$ 46.98	\$ 49.33	\$ 51.80	\$ 54.38	\$ 57.10
SENIOR ACCOUNTANT	\$ 51.34	\$ 53.91	\$ 56.60	\$ 59.43	\$ 62.40
SENIOR ASSISTANT CITY ATTORNEY	\$ 88.15	\$ 92.56	\$ 97.19	\$ 102.05	\$ 107.15
SENIOR CIVIL ENGINEER	\$ 68.76	\$ 72.20	\$ 75.81	\$ 79.60	\$ 83.58
SENIOR MANAGEMENT ANALYST	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
SERVICE CENTER SUPERINTENDENT	\$ 64.10	\$ 67.30	\$ 70.67	\$ 74.20	\$ 77.91
SUSTAINABILITY MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
TRANSPORTATION MANAGER	\$ 73.21	\$ 76.87	\$ 80.71	\$ 84.75	\$ 88.98
WEB SPECIALIST	\$ 44.38	\$ 46.60	\$ 48.93	\$ 51.38	\$ 53.95

Salary Effective First Full Pay Period in July 2020 – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 41.63	\$ 43.71	\$ 45.90	\$ 48.20	\$ 50.61
ACCOUNTANT II	\$ 45.90	\$ 48.19	\$ 50.60	\$ 53.13	\$ 55.79
ACCOUNTING TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
ADMINISTRATIVE ASSISTANT	\$ 36.32	\$ 38.13	\$ 40.04	\$ 42.04	\$ 44.14
ASSISTANT CITY ATTORNEY	\$ 82.94	\$ 87.08	\$ 91.44	\$ 96.01	\$ 100.81
ASSISTANT CITY MGR	\$ 113.39	\$ 119.06	\$ 125.01	\$ 131.26	\$ 137.82

ASSISTANT TO THE CITY MANAGER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
ASST DIR PUBLIC WORKS	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
ASST DIR PARKS AND RECREATION	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
BUSINESS SYSTEMS ANALYST	\$ 56.55	\$ 59.37	\$ 62.34	\$ 65.46	\$ 68.73
CAPITAL IMPV PROGRAM MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
CHIEF TECHNOLOGY OFFICER	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
CITY CLERK	\$ 67.32	\$ 70.68	\$ 74.22	\$ 77.93	\$ 81.82
CITY ENGINEER	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
COMMUNITY RELATIONS COORDINATOR	\$ 41.87	\$ 43.96	\$ 46.16	\$ 48.47	\$ 50.89
DEPARTMENT HEAD	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DEPUTY BUILDING OFFICIAL	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
DEPUTY CITY ATTORNEY	\$ 59.67	\$ 62.66	\$ 65.79	\$ 69.08	\$ 72.54
DEPUTY CITY CLERK	\$ 48.03	\$ 50.44	\$ 52.96	\$ 55.61	\$ 58.39
DEPUTY CITY MANAGER	\$ 77.18	\$ 81.03	\$ 85.09	\$ 89.34	\$ 93.81
DIRECTOR OF ADMIN SERVICES	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF COMM DEVELOPMENT	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PARKS AND RECREATION	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PUBLIC WORKS	\$ 103.08	\$ 108.23	\$ 113.65	\$ 119.33	\$ 125.29
ECONOMIC DEVELOPMENT MANAGER	\$ 72.82	\$ 76.47	\$ 80.29	\$ 84.30	\$ 88.52
EMERGENCY SERVICES COORDINATOR	\$ 59.20	\$ 62.16	\$ 65.26	\$ 68.53	\$ 71.95
ENVIRONMENTAL PROGRAMS MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
EXEC ASST TO CITY MANAGER	\$ 42.67	\$ 44.81	\$ 47.05	\$ 49.40	\$ 51.87
EXEC ASST TO THE CITY ATTN	\$ 41.62	\$ 43.71	\$ 45.90	\$ 48.19	\$ 50.60

FINANCE MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
GIS PROGRAM MANAGER	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
HUMAN RESOURCE ANALYST I	\$ 50.08	\$ 52.59	\$ 55.21	\$ 57.98	\$ 60.87
HUMAN RESOURCES ANALYST II	\$ 55.22	\$ 57.98	\$ 60.87	\$ 63.92	\$ 67.11
HUMAN RESOURCES ASSISTANT	\$ 30.16	\$ 31.67	\$ 33.25	\$ 34.91	\$ 36.66
HUMAN RESOURCES MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
HUMAN RESOURCES TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
I.T. ASSISTANT	\$ 40.61	\$ 42.64	\$ 44.77	\$ 47.01	\$ 49.36
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
INNOVATION AND TECH MGR - APPLICATIONS	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
LEGAL SERVICES MANAGER	\$ 42.99	\$ 45.14	\$ 47.40	\$ 49.77	\$ 52.26
MANAGEMENT ANALYST	\$ 50.51	\$ 53.04	\$ 55.69	\$ 58.47	\$ 61.40
NETWORK SPECIALIST	\$ 51.95	\$ 54.55	\$ 57.28	\$ 60.14	\$ 63.15
PARK RESTORATION IMPV MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
PERMIT CENTER MANAGER	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
PLANNING MANAGER	\$ 74.89	\$ 78.63	\$ 82.56	\$ 86.69	\$ 91.03
PUBLIC AFFAIRS MANAGER	\$ 65.16	\$ 68.42	\$ 71.84	\$ 75.43	\$ 79.20
PUBLIC INFORMATION OFFICER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
PUBLIC WORKS PROJECT MANAGER	\$ 62.29	\$ 65.41	\$ 68.68	\$ 72.11	\$ 75.72
PUBLIC WORKS SUPERVISOR	\$ 52.51	\$ 55.13	\$ 57.89	\$ 60.79	\$ 63.82
RECREATION SUPERVISOR	\$ 48.62	\$ 51.06	\$ 53.61	\$ 56.29	\$ 59.10
SENIOR ACCOUNTANT	\$ 53.14	\$ 55.79	\$ 58.58	\$ 61.51	\$ 64.59
SENIOR ASSISTANT CITY ATTORNEY	\$ 91.24	\$ 95.80	\$ 100.59	\$ 105.62	\$ 110.90
SENIOR CIVIL ENGINEER	\$ 71.17	\$ 74.72	\$ 78.46	\$ 82.38	\$ 86.50

SENIOR MANAGEMENT ANALYST	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.11
SERVICE CENTER SUPERINTENDENT	\$ 67.14	\$ 70.50	\$ 74.02	\$ 77.72	\$ 81.61
RECREATION MANAGER	\$ 53.61	\$ 56.29	\$ 59.10	\$ 62.06	\$ 65.16
SUSTAINABILITY MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
TRANSPORTATION MANAGER	\$ 75.77	\$ 79.56	\$ 83.54	\$ 87.71	\$ 92.10
WEB SPECIALIST	\$ 45.94	\$ 48.23	\$ 50.65	\$ 53.18	\$ 55.84

Salary Effective First Full Pay Period in July 2021 – Amended June 9, 2022

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 42.88	\$ 45.03	\$ 47.28	\$ 49.64	\$ 52.12
ACCOUNTANT II	\$ 47.27	\$ 49.64	\$ 52.12	\$ 54.73	\$ 57.46
ACCOUNTING TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
ADMINISTRATIVE ASSISTANT	\$ 37.41	\$ 39.28	\$ 41.24	\$ 43.30	\$ 45.47
ASSISTANT CITY ATTORNEY	\$ 85.42	\$ 89.70	\$ 94.18	\$ 98.89	\$ 103.83
ASSISTANT CITY MGR	\$ 116.79	\$ 122.63	\$ 128.76	\$ 135.20	\$ 141.96
ASSISTANT TO THE CITY MANAGER	\$ 68.72	\$ 72.15	\$ 75.76	\$ 79.55	\$ 83.53
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
ASST DIR PUBLIC WORKS/	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66
ASST DIR PARKS AND RECREATION	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
BUSINESS SYSTEMS ANALYST	\$ 60.63	\$ 63.66	\$ 66.84	\$ 70.19	\$ 73.70
BUDGET MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
CAPITAL IMPV PROGRAM MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
CHIEF TECHNOLOGY OFFICER	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
CITY CLERK	\$ 69.68	\$ 73.17	\$ 76.82	\$ 80.67	\$ 84.70
CITY ENGINEER	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66

COMMUNITY RELATIONS COORDINATOR	\$ 43.12	\$ 45.28	\$ 47.54	\$ 49.92	\$ 52.42
DEPARTMENT HEAD	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DEPUTY BUILDING OFFICIAL	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
DEPUTY CITY ATTORNEY	\$ 61.47	\$ 64.54	\$ 67.77	\$ 71.15	\$ 74.71
DEPUTY CITY CLERK	\$ 49.72	\$ 52.21	\$ 54.82	\$ 57.56	\$ 60.44
DEPUTY CITY MANAGER	\$ 79.49	\$ 83.46	\$ 87.64	\$ 92.02	\$ 96.62
DIRECTOR OF ADMIN SERVICES	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF COMM DEVELOPMENT	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PARKS AND RECREATION	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PUBLIC WORKS	\$ 106.17	\$ 111.48	\$ 117.06	\$ 122.91	\$ 129.05
ECONOMIC DEVELOPMENT MANAGER	\$ 75.01	\$ 78.76	\$ 82.70	\$ 86.83	\$ 91.17
EMERGENCY SERVICES COORDINATOR	\$ 62.50	\$ 65.62	\$ 68.90	\$ 72.35	\$ 75.96
ENVIRONMENTAL PROGRAMS MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
EXEC ASST TO CITY MANAGER	\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.88	\$ 53.43
EXEC ASST TO THE CITY ATTN	\$ 42.87	\$ 45.02	\$ 47.28	\$ 49.63	\$ 52.12
FINANCE MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
GIS PROGRAM MANAGER	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
HUMAN RESOURCE ANALYST I	\$ 51.58	\$ 54.16	\$ 56.87	\$ 59.71	\$ 62.70
HUMAN RESOURCES ANALYST II	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
HUMAN RESOURCES ASSISTANT	\$ 31.06	\$ 32.62	\$ 34.25	\$ 35.96	\$ 37.76
HUMAN RESOURCES MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
HUMAN RESOURCES TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
I.T. ASSISTANT	\$ 41.83	\$ 43.92	\$ 46.12	\$ 48.42	\$ 50.84
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86

INNOVATION AND TECH MGR - APPLICATIONS	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
LEGAL SERVICES MANAGER	\$ 44.28	\$ 46.50	\$ 48.82	\$ 51.26	\$ 53.82
MANAGEMENT ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
NETWORK SPECIALIST	\$ 53.51	\$ 56.19	\$ 59.00	\$ 61.95	\$ 65.05
PARK RESTORATION IMPV MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
PERMIT CENTER MANAGER	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
PLANNING MANAGER	\$ 78.52	\$ 82.45	\$ 86.57	\$ 90.90	\$ 95.45
PUBLIC AFFAIRS MANAGER	\$ 67.12	\$ 70.47	\$ 73.99	\$ 77.69	\$ 81.58
PUBLIC INFORMATION OFFICER	\$ 67.04	\$ 70.39	\$ 73.91	\$ 77.61	\$ 81.49
PUBLIC WORKS PROJECT MANAGER	\$ 64.16	\$ 67.37	\$ 70.74	\$ 74.28	\$ 77.99
PUBLIC WORKS SUPERVISOR	\$ 54.08	\$ 56.79	\$ 59.63	\$ 62.61	\$ 65.74
PURCHASING MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
RECREATION SUPERVISOR	\$ 50.08	\$ 52.59	\$ 55.22	\$ 57.98	\$ 60.88
SENIOR ACCOUNTANT	\$ 54.73	\$ 57.47	\$ 60.34	\$ 63.36	\$ 66.52
SENIOR ASSISTANT CITY ATTORNEY	\$ 93.98	\$ 98.68	\$ 103.61	\$ 108.79	\$ 114.23
SENIOR CIVIL ENGINEER	\$ 73.30	\$ 76.97	\$ 80.81	\$ 84.85	\$ 89.10
SENIOR MANAGEMENT ANALYST	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
SERVICE CENTER SUPERINTENDENT	\$ 69.15	\$ 72.61	\$ 76.24	\$ 80.05	\$ 84.06
RECREATION MANAGER	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.12
SUSTAINABILITY MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
TRANSPORTATION MANAGER	\$ 78.04	\$ 81.94	\$ 86.04	\$ 90.34	\$ 94.86
WEB SPECIALIST	\$ 47.32	\$ 49.68	\$ 52.17	\$ 54.77	\$ 57.51

ATTACHMENT B

EQUITY ADJUSTMENTS

Classification	July 2019	July 2020	July 2021
Accountant I	3.20%	0.00%	0.00%
Accountant II	3.20%	0.00%	0.00%
Accounting Technician	0.00%	0.00%	0.00%
Administrative Assistant	0.00%	0.00%	0.00%
Assistant Director Of Public Works Engineer	2.70%	2.70%	0.00%
Assistant to the City Manager	2.70%	2.70%	2.50%
Assistant City Manager	2.70%	2.70%	0.00%
Assistant Director Of Community Dev/Building Official	2.70%	2.70%	0.00%
Assistant Director of Recreation and Community Services	2.70%	2.70%	0.00%
Business Systems Analyst	5.00%	5.00%	4.10%
Capital Improvement Program Manager	5.00%	3.50%	0.00%
Chief Technology Officer	2.70%	2.70%	0.00%
City Clerk	5.00%	5.00%	0.50%
Community Relations Coordinator	0.00%	0.00%	0.00%
Deputy Building Official	5.00%	2.80%	0.00%
Deputy City Clerk	5.00%	5.00%	0.50%
Deputy City Manager	2.70%	2.70%	0.00%
Director Of Administrative Services	2.70%	2.70%	0.00%
Director of Community Development	2.70%	2.70%	0.00%
Director Of Public Works	2.70%	2.70%	0.00%
Director Of Recreation & Community Services	2.70%	2.70%	0.00%
Economic Development Manager	5.00%	3.20%	0.00%
Emergency Services Coordinator	0.00%	0.00%	0.00%
Environmental Programs Manager	5.00%	5.00%	5.00%
Executive Assistant to the City Attorney	1.80%	0.00%	0.00%
Executive Assistant To The City Manager	1.80%	0.00%	0.00%
Finance Manager	5.00%	3.90%	0.00%
GIS Program Manager	5.00%	5.00%	0.50%
Human Resources Analyst I	5.00%	0.50%	0.00%
Human Resources Assistant	0.00%	0.00%	0.00%
Human Resources Analyst II	5.00%	0.50%	0.00%

Human Resources Manager	5.00%	3.90%	0.00%
Human Resources Technician	0.00%	0.00%	0.00%
Information Technology Assistant	4.40%	0.00%	0.00%
Innovation and Technology Manager – Applications	5.00%	5.00%	0.50%
Innovation and Technology Manager - Infrastructure	5.00%	5.00%	0.50%
Legal Services Manager	1.80%	0.00%	0.00%
Management Analyst	5.00%	0.50%	0.00%
Network Specialist	1.30%	0.00%	0.00%
Park Restoration & Improvement Manager	5.00%	3.50%	0.00%
Permit Center Manager	5.00%	2.80%	0.00%
Planning Manager	5.00%	5.00%	1.80%
Public Affairs Manager	5.00%	4.40%	0.00%
Public Information Officer	2.70%	2.70%	0.00%
Public Works Project Manager	5.00%	3.50%	0.00%
Public Works Supervisor	5.00%	0.50%	0.00%
Recreation Manager	0.00%	0.00%	0.00%
Recreation Supervisor	0.00%	0.00%	0.00%
Senior Accountant	3.20%	0.00%	0.00%
Senior Civil Engineer	4.00%	0.00%	0.00%
Senior Management Analyst	5.00%	0.50%	0.00%
Service Center Superintendent	5.00%	1.20%	0.00%
Sustainability Manager	5.00%	5.00%	5.00%
Transportation Manager	4.00%	0.00%	0.00%
Web Specialist	1.30%	0.00%	0.00%

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

Accountant I
Accountant II
Accounting Technician
Administrative Assistant
Assistant City Attorney
Assistant City Manager
Assistant Director of Community Development/Building Official
Assistant Director of Public Works
Assistant Director of Recreation and Community Services
Assistant to the City Manager
Budget Manager
Business Systems Analyst/Program Manager
Capital Improvement Program Manager
Chief Technology Officer/Director of Information Services (Department Head)
City Architect
City Clerk
City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Recreation and Community Services (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Purchasing Manager
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Service Center Superintendent
Sustainability Manager
Transportation Manager

Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13, 11/13, 12/13, 3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17, 7/19, 6/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equitably of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

- a. Effective the first full pay period after City Council adoption, a 4% salary increase will be added to the salary range of each classification in this unit.
- b. Effective the first full pay period in July 2020, a 3.5% salary increase will be added to the salary range of each classification in this unit.
- c. Effective the first full pay period in July 2021, a 3% salary increase will be added to the salary range of each classification in this unit.

See Attachment A for a list of paygrades.

In addition, equity adjustments as identified in the City's 2019 total compensation survey shall occur per Attachment B.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II. DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive than paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.

Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07,7/10

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 4

AUTOMOBILE ALLOWANCES AND
MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

<u>Classification</u>	<u>Allowance</u>
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Recreation and Community Services	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
City Clerk	250.00
Senior Civil Engineer	250.00
Assistant Director of Public Works/City Engineer	250.00
Transportation Manager	250.00
Assistant Director of Recreation and Community Services	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council
April 1, 1974

Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90,7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07,
7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16, 6/17, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 6

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

Adopted by Action of the City Council
April 1, 1974
Revised
6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

Effective January 1, 2020	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	848.87	126.78	975.65
Employee +1	1,443.09	126.78	1,569.87
Employee +2	1,876.01	126.78	2,002.79

January 1, 2021	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	891.32	126.78	1,018.10
Employee +1	1,515.24	126.78	1,642.02
Employee +2	1,969.81	126.78	2,096.59

January 1, 2022	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	935.88	126.78	1,062.66
Employee +1	1,591.01	126.78	1,717.79
Employee +2	2,068.31	126.78	2,195.09

Health In-Lieu Payments

City agrees to pay a monthly amount of three hundred seventy-five (\$375.00) per month to the employee who can demonstrate that they have equivalent health coverage through their spouse, parent, or other group coverage and who request this cash payment in lieu of health insurance coverage.

*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council

September 16, 1974

Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97, 7/99, 6/00, 6/02, 7/04, 6/05, 4/07, 12/12, 7/13, 10/16, 7/19, 12/19

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day Following Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

Revised 6/80, 6/89, 7/92, 7/99, 7/13

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY
INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of \$250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 11

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

Effective October 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council
June, 1981

Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$126.78* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of

City Council

July 1, 1983

Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 13

ADMINISTRATIVE LEAVE

The department heads shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert administrative leave hours to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

<u>Service Time</u>	<u>Annual Accruals</u>	<u>Maximum Accrual</u>
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 – 14 Years	160 Hours	272 Hours
15 – 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 17

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of four (4) hours per day in the temporary assignment.

An employee may be assigned to work out of class in a higher classification when there is a vacant position for which a recruitment is being, or will be, conducted. Out of class assignments may not exceed 960 hours in a fiscal year. Compensation for work performed in an out-of-class capacity is included for purposes of calculating CalPERS compensation, however, this is at the discretion of CalPERS and future changes to CalPERS regulations would supersede the language of this section.

An employee may receive acting pay for working in a higher classification where a vacancy does not exist, in the case of an incumbent being on vacation or leave of absence, or due to the employee being asked to perform higher level work on any other temporary basis. Acting pay is not included for purposes of calculating CalPERS compensation.

The higher rate of pay shall be used in computing overtime when authorized overtime is worked in a non-exempt, out of class or acting work assignment. When a non-exempt employee is working out of class or acting in an exempt position for 20 hours or more in a work week, the employee will be ineligible to receive overtime pay for any and all hours worked in the exempt classification during that work week.

All requests for out of class pay or acting pay must be approved by the Director of Administrative Services or his/her designee.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the employee's current classification such that the employee does not qualify for working out of class pay.

Adopted by Action of the City Council
October 2016

Revised 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 19

EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and to adopt an Education Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses should either: a) maintain or improve job skills in the employee's current position; b) be expressly required by the City or by law; or c) prepare the employee to become a competitive applicant for a different position with the City.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides education reimbursement of up to two thousand dollars(\$2,000) per calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. Human Resources and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework with a grade of "C" or above, or "Pass" in the case of a Pass/Fail course. Such proof of completion shall be provided within 30 days of the conclusion of the course.

Education reimbursement is a taxable benefit under IRS Code. Education reimbursement will be applied to the calendar year in which the course is passed and satisfactory proof of completion is submitted.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the Education Reimbursement Program.

Adopted by Action of the City Council
July 2019

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 20

CITY SPONSORED RECREATION AND WELLNESS PROGRAMS

Unrepresented employees shall have the privilege of enrollment in City sponsored recreation programs at the City residents' fee structure and in preference to non-residents wishing to enroll. Each calendar year, employees and family members on the employee's dental plan are eligible to be reimbursed up to \$500 per employee in Rec Bucks. Employees shall be reimbursed for approved recreation services in accordance with the City's Recreation Buck Policies. Programs allowing for preregistration will be reimbursed after completion of the program, including those allowing for or requiring preregistration in the calendar year prior to reimbursement. Reimbursements shall be applied to the year in which they are received. Benefited employees will also receive a free employee-only annual Cupertino Sports Center membership. Part-time benefited employees will have the annual amount of Recreation Bucks prorated based on number of hours worked. Recreation Bucks are a taxable benefit under IRS Code, and must be used by the employee within the calendar year and are non-transferrable.

City employees are eligible to participate in the City's wellness program as provided for in the City's Administrative Rules and Regulations.

Adopted by Action of the City Council
July 2019

City of Cupertino

Listing of Unrepresented Classifications by
Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-)
Amended 10/4/16 (Res. No.)
Amended 10/18/16 (Res. No.)
Amended 11/15/16 (Res. No.)
Amended 6/20/17 (Res. No.)
Amended 10/17/17 (Res. No.)
Amended 7/16/19 (Res. No.)
Amended 11/19/19 (Res. No.)
Amended 6/9/22 (Res. No.)

ATTACHMENT A
SALARY SCHEDULE

Salary Effective First Full Pay Period after Council Adoption – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 40.23	\$ 42.24	\$ 44.35	\$ 46.57	\$ 48.89
ACCOUNTANT II	\$ 44.34	\$ 46.56	\$ 48.89	\$ 51.34	\$ 53.90
ACCOUNTING TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
ADMINISTRATIVE ASSISTANT	\$ 35.09	\$ 36.84	\$ 38.69	\$ 40.62	\$ 42.65
ASSISTANT CITY ATTORNEY	\$ 80.13	\$ 84.14	\$ 88.34	\$ 92.76	\$ 97.40
ASSISTANT CITY MGR	\$ 106.67	\$ 112.01	\$ 117.61	\$ 123.49	\$ 129.66
ASSISTANT TO THE CITY MANAGER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PARKS AND RECREATION	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PUBLIC WORKS/	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
BUSINESS SYSTEMS ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
CAPITAL IMPV PROGRAM MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41
CHIEF TECHNOLOGY OFFICER	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
CITY CLERK	\$ 61.94	\$ 65.04	\$ 68.29	\$ 71.71	\$ 75.29
CITY ENGINEER	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
COMMUNITY RELATIONS COORDINATOR	\$ 40.45	\$ 42.47	\$ 44.60	\$ 46.83	\$ 49.17
DEPARTMENT HEAD	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DEPUTY BUILDING OFFICIAL	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
DEPUTY CITY ATTORNEY	\$ 57.66	\$ 60.54	\$ 63.57	\$ 66.74	\$ 70.08
DEPUTY CITY CLERK	\$ 44.20	\$ 46.41	\$ 48.73	\$ 51.17	\$ 53.73

DEPUTY CITY MANAGER	\$ 72.60	\$ 76.24	\$ 80.05	\$ 84.05	\$ 88.25
DIRECTOR OF ADMIN SERVICES	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF COMM DEVELOPMENT	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PARKS AND RECREATION	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PUBLIC WORKS	\$ 96.98	\$ 101.82	\$ 106.92	\$ 112.26	\$ 117.88
ECONOMIC DEVELOPMENT MANAGER	\$ 68.18	\$ 71.59	\$ 75.17	\$ 78.93	\$ 82.87
EMERGENCY SERVICES COORDINATOR	\$ 55.69	\$ 58.48	\$ 61.40	\$ 64.47	\$ 67.69
ENVIRONMENTAL PROGRAMS MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
EXEC ASST TO CITY MANAGER	\$ 41.23	\$ 43.29	\$ 45.46	\$ 47.73	\$ 50.12
EXEC ASST TO THE CITY ATTN	\$ 40.22	\$ 42.23	\$ 44.35	\$ 46.56	\$ 48.89
FINANCE MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
GIS PROGRAM MANAGER	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
HUMAN RESOURCE ANALYST I	\$ 48.15	\$ 50.55	\$ 53.08	\$ 55.74	\$ 58.52
HUMAN RESOURCES ANALYST II	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
HUMAN RESOURCES ASSISTANT	\$ 29.14	\$ 30.60	\$ 32.13	\$ 33.73	\$ 35.42
HUMAN RESOURCES MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
HUMAN RESOURCES TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
I.T. ASSISTANT	\$ 39.24	\$ 41.20	\$ 43.26	\$ 45.42	\$ 47.69
INNOVATION AND TECH MGR - APPLICATIONS	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
LEGAL SERVICES MANAGER	\$ 41.54	\$ 43.61	\$ 45.80	\$ 48.08	\$ 50.49
MANAGEMENT ANALYST	\$ 48.56	\$ 50.99	\$ 53.54	\$ 56.21	\$ 59.03
NETWORK SPECIALIST	\$ 50.20	\$ 52.71	\$ 55.34	\$ 58.11	\$ 61.02
PARK RESTORATION IMPV MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41

PERMIT CENTER MANAGER	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
PLANNING MANAGER	\$ 68.91	\$ 72.36	\$ 75.97	\$ 79.77	\$ 83.76
PUBLIC AFFAIRS MANAGER	\$ 60.30	\$ 63.32	\$ 66.48	\$ 69.81	\$ 73.30
PUBLIC INFORMATION OFFICER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
PUBLIC WORKS PROJECT MANAGER	\$ 58.15	\$ 61.06	\$ 64.11	\$ 67.32	\$ 70.68
PUBLIC WORKS SUPERVISOR	\$ 50.48	\$ 53.00	\$ 55.65	\$ 58.44	\$ 61.36
RECREATION MANAGER	\$ 51.80	\$ 54.38	\$ 57.10	\$ 59.96	\$ 62.96
RECREATION SUPERVISOR	\$ 46.98	\$ 49.33	\$ 51.80	\$ 54.38	\$ 57.10
SENIOR ACCOUNTANT	\$ 51.34	\$ 53.91	\$ 56.60	\$ 59.43	\$ 62.40
SENIOR ASSISTANT CITY ATTORNEY	\$ 88.15	\$ 92.56	\$ 97.19	\$ 102.05	\$ 107.15
SENIOR CIVIL ENGINEER	\$ 68.76	\$ 72.20	\$ 75.81	\$ 79.60	\$ 83.58
SENIOR MANAGEMENT ANALYST	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
SERVICE CENTER SUPERINTENDENT	\$ 64.10	\$ 67.30	\$ 70.67	\$ 74.20	\$ 77.91
SUSTAINABILITY MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
TRANSPORTATION MANAGER	\$ 73.21	\$ 76.87	\$ 80.71	\$ 84.75	\$ 88.98
WEB SPECIALIST	\$ 44.38	\$ 46.60	\$ 48.93	\$ 51.38	\$ 53.95

Salary Effective First Full Pay Period in July 2020 – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 41.63	\$ 43.71	\$ 45.90	\$ 48.20	\$ 50.61
ACCOUNTANT II	\$ 45.90	\$ 48.19	\$ 50.60	\$ 53.13	\$ 55.79
ACCOUNTING TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
ADMINISTRATIVE ASSISTANT	\$ 36.32	\$ 38.13	\$ 40.04	\$ 42.04	\$ 44.14
ASSISTANT CITY ATTORNEY	\$ 82.94	\$ 87.08	\$ 91.44	\$ 96.01	\$ 100.81
ASSISTANT CITY MGR	\$ 113.39	\$ 119.06	\$ 125.01	\$ 131.26	\$ 137.82

ASSISTANT TO THE CITY MANAGER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
ASST DIR PUBLIC WORKS	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
ASST DIR PARKS AND RECREATION	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
BUSINESS SYSTEMS ANALYST	\$ 56.55	\$ 59.37	\$ 62.34	\$ 65.46	\$ 68.73
CAPITAL IMPV PROGRAM MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
CHIEF TECHNOLOGY OFFICER	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
CITY CLERK	\$ 67.32	\$ 70.68	\$ 74.22	\$ 77.93	\$ 81.82
CITY ENGINEER	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
COMMUNITY RELATIONS COORDINATOR	\$ 41.87	\$ 43.96	\$ 46.16	\$ 48.47	\$ 50.89
DEPARTMENT HEAD	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DEPUTY BUILDING OFFICIAL	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
DEPUTY CITY ATTORNEY	\$ 59.67	\$ 62.66	\$ 65.79	\$ 69.08	\$ 72.54
DEPUTY CITY CLERK	\$ 48.03	\$ 50.44	\$ 52.96	\$ 55.61	\$ 58.39
DEPUTY CITY MANAGER	\$ 77.18	\$ 81.03	\$ 85.09	\$ 89.34	\$ 93.81
DIRECTOR OF ADMIN SERVICES	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF COMM DEVELOPMENT	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PARKS AND RECREATION	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PUBLIC WORKS	\$ 103.08	\$ 108.23	\$ 113.65	\$ 119.33	\$ 125.29
ECONOMIC DEVELOPMENT MANAGER	\$ 72.82	\$ 76.47	\$ 80.29	\$ 84.30	\$ 88.52
EMERGENCY SERVICES COORDINATOR	\$ 59.20	\$ 62.16	\$ 65.26	\$ 68.53	\$ 71.95
ENVIRONMENTAL PROGRAMS MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
EXEC ASST TO CITY MANAGER	\$ 42.67	\$ 44.81	\$ 47.05	\$ 49.40	\$ 51.87
EXEC ASST TO THE CITY ATTN	\$ 41.62	\$ 43.71	\$ 45.90	\$ 48.19	\$ 50.60

FINANCE MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
GIS PROGRAM MANAGER	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
HUMAN RESOURCE ANALYST I	\$ 50.08	\$ 52.59	\$ 55.21	\$ 57.98	\$ 60.87
HUMAN RESOURCES ANALYST II	\$ 55.22	\$ 57.98	\$ 60.87	\$ 63.92	\$ 67.11
HUMAN RESOURCES ASSISTANT	\$ 30.16	\$ 31.67	\$ 33.25	\$ 34.91	\$ 36.66
HUMAN RESOURCES MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
HUMAN RESOURCES TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
I.T. ASSISTANT	\$ 40.61	\$ 42.64	\$ 44.77	\$ 47.01	\$ 49.36
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
INNOVATION AND TECH MGR - APPLICATIONS	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
LEGAL SERVICES MANAGER	\$ 42.99	\$ 45.14	\$ 47.40	\$ 49.77	\$ 52.26
MANAGEMENT ANALYST	\$ 50.51	\$ 53.04	\$ 55.69	\$ 58.47	\$ 61.40
NETWORK SPECIALIST	\$ 51.95	\$ 54.55	\$ 57.28	\$ 60.14	\$ 63.15
PARK RESTORATION IMPV MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
PERMIT CENTER MANAGER	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
PLANNING MANAGER	\$ 74.89	\$ 78.63	\$ 82.56	\$ 86.69	\$ 91.03
PUBLIC AFFAIRS MANAGER	\$ 65.16	\$ 68.42	\$ 71.84	\$ 75.43	\$ 79.20
PUBLIC INFORMATION OFFICER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
PUBLIC WORKS PROJECT MANAGER	\$ 62.29	\$ 65.41	\$ 68.68	\$ 72.11	\$ 75.72
PUBLIC WORKS SUPERVISOR	\$ 52.51	\$ 55.13	\$ 57.89	\$ 60.79	\$ 63.82
RECREATION SUPERVISOR	\$ 48.62	\$ 51.06	\$ 53.61	\$ 56.29	\$ 59.10
SENIOR ACCOUNTANT	\$ 53.14	\$ 55.79	\$ 58.58	\$ 61.51	\$ 64.59
SENIOR ASSISTANT CITY ATTORNEY	\$ 91.24	\$ 95.80	\$ 100.59	\$ 105.62	\$ 110.90
SENIOR CIVIL ENGINEER	\$ 71.17	\$ 74.72	\$ 78.46	\$ 82.38	\$ 86.50

SENIOR MANAGEMENT ANALYST	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.11
SERVICE CENTER SUPERINTENDENT	\$ 67.14	\$ 70.50	\$ 74.02	\$ 77.72	\$ 81.61
RECREATION MANAGER	\$ 53.61	\$ 56.29	\$ 59.10	\$ 62.06	\$ 65.16
SUSTAINABILITY MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
TRANSPORTATION MANAGER	\$ 75.77	\$ 79.56	\$ 83.54	\$ 87.71	\$ 92.10
WEB SPECIALIST	\$ 45.94	\$ 48.23	\$ 50.65	\$ 53.18	\$ 55.84

Salary Effective First Full Pay Period in July 2021 – Amended June 9, 2022

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 42.88	\$ 45.03	\$ 47.28	\$ 49.64	\$ 52.12
ACCOUNTANT II	\$ 47.27	\$ 49.64	\$ 52.12	\$ 54.73	\$ 57.46
ACCOUNTING TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
ADMINISTRATIVE ASSISTANT	\$ 37.41	\$ 39.28	\$ 41.24	\$ 43.30	\$ 45.47
ASSISTANT CITY ATTORNEY	\$ 85.42	\$ 89.70	\$ 94.18	\$ 98.89	\$ 103.83
ASSISTANT CITY MGR	\$ 116.79	\$ 122.63	\$ 128.76	\$ 135.20	\$ 141.96
ASSISTANT TO THE CITY MANAGER	\$ 68.72	\$ 72.15	\$ 75.76	\$ 79.55	\$ 83.53
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
ASST DIR PUBLIC WORKS/	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66
ASST DIR PARKS AND RECREATION	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
BUSINESS SYSTEMS ANALYST	\$ 60.63	\$ 63.66	\$ 66.84	\$ 70.19	\$ 73.70
BUDGET MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
CAPITAL IMPV PROGRAM MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
CHIEF TECHNOLOGY OFFICER	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
CITY CLERK	\$ 69.68	\$ 73.17	\$ 76.82	\$ 80.67	\$ 84.70
CITY ENGINEER	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66

COMMUNITY RELATIONS COORDINATOR	\$ 43.12	\$ 45.28	\$ 47.54	\$ 49.92	\$ 52.42
DEPARTMENT HEAD	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DEPUTY BUILDING OFFICIAL	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
DEPUTY CITY ATTORNEY	\$ 61.47	\$ 64.54	\$ 67.77	\$ 71.15	\$ 74.71
DEPUTY CITY CLERK	\$ 49.72	\$ 52.21	\$ 54.82	\$ 57.56	\$ 60.44
DEPUTY CITY MANAGER	\$ 79.49	\$ 83.46	\$ 87.64	\$ 92.02	\$ 96.62
DIRECTOR OF ADMIN SERVICES	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF COMM DEVELOPMENT	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PARKS AND RECREATION	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PUBLIC WORKS	\$ 106.17	\$ 111.48	\$ 117.06	\$ 122.91	\$ 129.05
ECONOMIC DEVELOPMENT MANAGER	\$ 75.01	\$ 78.76	\$ 82.70	\$ 86.83	\$ 91.17
EMERGENCY SERVICES COORDINATOR	\$ 62.50	\$ 65.62	\$ 68.90	\$ 72.35	\$ 75.96
ENVIRONMENTAL PROGRAMS MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
EXEC ASST TO CITY MANAGER	\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.88	\$ 53.43
EXEC ASST TO THE CITY ATTN	\$ 42.87	\$ 45.02	\$ 47.28	\$ 49.63	\$ 52.12
FINANCE MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
GIS PROGRAM MANAGER	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
HUMAN RESOURCE ANALYST I	\$ 51.58	\$ 54.16	\$ 56.87	\$ 59.71	\$ 62.70
HUMAN RESOURCES ANALYST II	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
HUMAN RESOURCES ASSISTANT	\$ 31.06	\$ 32.62	\$ 34.25	\$ 35.96	\$ 37.76
HUMAN RESOURCES MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
HUMAN RESOURCES TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
I.T. ASSISTANT	\$ 41.83	\$ 43.92	\$ 46.12	\$ 48.42	\$ 50.84
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86

INNOVATION AND TECH MGR - APPLICATIONS	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
LEGAL SERVICES MANAGER	\$ 44.28	\$ 46.50	\$ 48.82	\$ 51.26	\$ 53.82
MANAGEMENT ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
NETWORK SPECIALIST	\$ 53.51	\$ 56.19	\$ 59.00	\$ 61.95	\$ 65.05
PARK RESTORATION IMPV MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
PERMIT CENTER MANAGER	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
PLANNING MANAGER	\$ 78.52	\$ 82.45	\$ 86.57	\$ 90.90	\$ 95.45
PUBLIC AFFAIRS MANAGER	\$ 67.12	\$ 70.47	\$ 73.99	\$ 77.69	\$ 81.58
PUBLIC INFORMATION OFFICER	\$ 67.04	\$ 70.39	\$ 73.91	\$ 77.61	\$ 81.49
PUBLIC WORKS PROJECT MANAGER	\$ 64.16	\$ 67.37	\$ 70.74	\$ 74.28	\$ 77.99
PUBLIC WORKS SUPERVISOR	\$ 54.08	\$ 56.79	\$ 59.63	\$ 62.61	\$ 65.74
PURCHASING MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
RECREATION SUPERVISOR	\$ 50.08	\$ 52.59	\$ 55.22	\$ 57.98	\$ 60.88
SENIOR ACCOUNTANT	\$ 54.73	\$ 57.47	\$ 60.34	\$ 63.36	\$ 66.52
SENIOR ASSISTANT CITY ATTORNEY	\$ 93.98	\$ 98.68	\$ 103.61	\$ 108.79	\$ 114.23
SENIOR CIVIL ENGINEER	\$ 73.30	\$ 76.97	\$ 80.81	\$ 84.85	\$ 89.10
SENIOR MANAGEMENT ANALYST	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
SERVICE CENTER SUPERINTENDENT	\$ 69.15	\$ 72.61	\$ 76.24	\$ 80.05	\$ 84.06
RECREATION MANAGER	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.12
SUSTAINABILITY MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
TRANSPORTATION MANAGER	\$ 78.04	\$ 81.94	\$ 86.04	\$ 90.34	\$ 94.86
WEB SPECIALIST	\$ 47.32	\$ 49.68	\$ 52.17	\$ 54.77	\$ 57.51

ATTACHMENT B

EQUITY ADJUSTMENTS

Classification	July 2019	July 2020	July 2021
Accountant I	3.20%	0.00%	0.00%
Accountant II	3.20%	0.00%	0.00%
Accounting Technician	0.00%	0.00%	0.00%
Administrative Assistant	0.00%	0.00%	0.00%
Assistant Director Of Public Works Engineer	2.70%	2.70%	0.00%
Assistant to the City Manager	2.70%	2.70%	2.50%
Assistant City Manager	2.70%	2.70%	0.00%
Assistant Director Of Community Dev/Building Official	2.70%	2.70%	0.00%
Assistant Director of Recreation and Community Services	2.70%	2.70%	0.00%
Business Systems Analyst	5.00%	5.00%	4.10%
Capital Improvement Program Manager	5.00%	3.50%	0.00%
Chief Technology Officer	2.70%	2.70%	0.00%
City Clerk	5.00%	5.00%	0.50%
Community Relations Coordinator	0.00%	0.00%	0.00%
Deputy Building Official	5.00%	2.80%	0.00%
Deputy City Clerk	5.00%	5.00%	0.50%
Deputy City Manager	2.70%	2.70%	0.00%
Director Of Administrative Services	2.70%	2.70%	0.00%
Director of Community Development	2.70%	2.70%	0.00%
Director Of Public Works	2.70%	2.70%	0.00%
Director Of Recreation & Community Services	2.70%	2.70%	0.00%
Economic Development Manager	5.00%	3.20%	0.00%
Emergency Services Coordinator	0.00%	0.00%	0.00%
Environmental Programs Manager	5.00%	5.00%	5.00%
Executive Assistant to the City Attorney	1.80%	0.00%	0.00%
Executive Assistant To The City Manager	1.80%	0.00%	0.00%
Finance Manager	5.00%	3.90%	0.00%
GIS Program Manager	5.00%	5.00%	0.50%
Human Resources Analyst I	5.00%	0.50%	0.00%
Human Resources Assistant	0.00%	0.00%	0.00%
Human Resources Analyst II	5.00%	0.50%	0.00%
Human Resources Manager	5.00%	3.90%	0.00%
Human Resources Technician	0.00%	0.00%	0.00%
Information Technology Assistant	4.40%	0.00%	0.00%

Innovation and Technology Manager – Applications	5.00%	5.00%	0.50%
Innovation and Technology Manager - Infrastructure	5.00%	5.00%	0.50%
Legal Services Manager	1.80%	0.00%	0.00%
Management Analyst	5.00%	0.50%	0.00%
Network Specialist	1.30%	0.00%	0.00%
Park Restoration & Improvement Manager	5.00%	3.50%	0.00%
Permit Center Manager	5.00%	2.80%	0.00%
Planning Manager	5.00%	5.00%	1.80%
Public Affairs Manager	5.00%	4.40%	0.00%
Public Information Officer	2.70%	2.70%	0.00%
Public Works Project Manager	5.00%	3.50%	0.00%
Public Works Supervisor	5.00%	0.50%	0.00%
Recreation Manager	0.00%	0.00%	0.00%
Recreation Supervisor	0.00%	0.00%	0.00%
Senior Accountant	3.20%	0.00%	0.00%
Senior Civil Engineer	4.00%	0.00%	0.00%
Senior Management Analyst	5.00%	0.50%	0.00%
Service Center Superintendent	5.00%	1.20%	0.00%
Sustainability Manager	5.00%	5.00%	5.00%
Transportation Manager	4.00%	0.00%	0.00%
Web Specialist	1.30%	0.00%	0.00%

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

Classification Title

Accountant I

Accountant II

Accounting Technician

Administrative Assistant

Assistant City Attorney

Assistant City Manager

Assistant Director of Community Development/Building Official

Assistant Director of Public Works

Assistant Director of Recreation and Community Services

Assistant to the City Manager

Budget Manager

Business Systems Analyst/Program Manager

Capital Improvement Program Manager

Chief Technology Officer/Director of Information Services (Department Head)

City Architect

City Clerk

City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Recreation and Community Services (Department Head)
Director of Public Works
Economic Development Manager
Emergency Services Coordinator
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Innovation and Technology Manager – Applications
Innovation and Technology Manager - Infrastructure
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Purchasing Manager
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Assistant City Attorney
Senior Civil Engineer
Senior Management Analyst
Service Center Superintendent
Sustainability Manager
Transportation Manager

Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974

Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13, 11/13, 12/13, 3/14, 7/14, 11/15,
6/16, 10/16, 11/16, 6/17, 10/17, 7/19, 6/22

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equitability of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

- a. Effective the first full pay period after City Council adoption, a 4% salary increase will be added to the salary range of each classification in this unit.
- b. Effective the first full pay period in July 2020, a 3.5% salary increase will be added to the salary range of each classification in this unit.
- c. Effective the first full pay period in July 2021, a 3% salary increase will be added to the salary range of each classification in this unit.

See Attachment A for a list of paygrades.

In addition, equity adjustments as identified in the City's 2019 total compensation survey shall occur per Attachment B.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II. DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive than paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.

Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07,7/10

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 4

AUTOMOBILE ALLOWANCES AND
MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

<u>Classification</u>	<u>Allowance</u>
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Recreation and Community Services	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
City Clerk	250.00
Senior Civil Engineer	250.00
Assistant Director of Public Works/City Engineer	250.00
Transportation Manager	250.00
Assistant Director of Recreation and Community Services	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council
April 1, 1974

Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90, 7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07, 7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16, 6/17, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 6

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

Adopted by Action of the City Council
April 1, 1974
Revised
6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

Effective January 1, 2020	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	848.87	126.78	975.65
Employee +1	1,443.09	126.78	1,569.87
Employee +2	1,876.01	126.78	2,002.79

January 1, 2021	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	891.32	126.78	1,018.10
Employee +1	1,515.24	126.78	1,642.02
Employee +2	1,969.81	126.78	2,096.59

January 1, 2022	City Max Health Contribution	City Max *Dental Contribution	City Total Max Contribution
Employee	935.88	126.78	1,062.66
Employee +1	1,591.01	126.78	1,717.79
Employee +2	2,068.31	126.78	2,195.09

Health In-Lieu Payments

City agrees to pay a monthly amount of three hundred seventy-five (\$375.00) per month to the employee who can demonstrate that they have equivalent health coverage through their spouse, parent, or other group coverage and who request this cash payment in lieu of health insurance coverage.

*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council

September 16, 1974

Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97, 7/99, 6/00, 6/02, 7/04, 6/05, 4/07, 12/12, 7/13, 10/16, 7/19, 12/19

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day Following Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

Revised 6/80, 6/89, 7/92, 7/99, 7/13

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY
INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of \$250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 11

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

Effective October 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council
June, 1981

Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$126.78* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at \$2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of

City Council

July 1, 1983

Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16, 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 13

ADMINISTRATIVE LEAVE

The department heads shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert administrative leave hours to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

<u>Service Time</u>	<u>Annual Accruals</u>	<u>Maximum Accrual</u>
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 – 14 Years	160 Hours	272 Hours
15 – 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 17

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed \$14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 18

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of four (4) hours per day in the temporary assignment.

An employee may be assigned to work out of class in a higher classification when there is a vacant position for which a recruitment is being, or will be, conducted. Out of class assignments may not exceed 960 hours in a fiscal year. Compensation for work performed in an out-of-class capacity is included for purposes of calculating CalPERS compensation, however, this is at the discretion of CalPERS and future changes to CalPERS regulations would supersede the language of this section.

An employee may receive acting pay for working in a higher classification where a vacancy does not exist, in the case of an incumbent being on vacation or leave of absence, or due to the employee being asked to perform higher level work on any other temporary basis. Acting pay is not included for purposes of calculating CalPERS compensation.

The higher rate of pay shall be used in computing overtime when authorized overtime is worked in a non-exempt, out of class or acting work assignment. When a non-exempt employee is working out of class or acting in an exempt position for 20 hours or more in a work week, the employee will be ineligible to receive overtime pay for any and all hours worked in the exempt classification during that work week.

All requests for out of class pay or acting pay must be approved by the Director of Administrative Services or his/her designee.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the

employee's current classification such that the employee does not qualify for working out of class pay.

Adopted by Action of the City Council
October 2016

Revised 7/19

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 19

EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and to adopt an Education Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses should either: a) maintain or improve job skills in the employee's current position; b) be expressly required by the City or by law; or c) prepare the employee to become a competitive applicant for a different position with the City.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides education reimbursement of up to two thousand dollars(\$2,000) per calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. Human Resources and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework with a grade of "C" or above, or "Pass" in the case of a Pass/Fail course. Such proof of completion shall be provided within 30 days of the conclusion of the course.

Education reimbursement is a taxable benefit under IRS Code. Education reimbursement will be applied to the calendar year in which the course is passed and satisfactory proof of completion is submitted.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the Education Reimbursement Program.

Adopted by Action of the City Council
July 2019

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 20

CITY SPONSORED RECREATION AND WELLNESS PROGRAMS

Unrepresented employees shall have the privilege of enrollment in City sponsored recreation programs at the City residents' fee structure and in preference to non-residents wishing to enroll. Each calendar year, employees and family members on the employee's dental plan are eligible to be reimbursed up to \$500 per employee in Rec Bucks. Employees shall be reimbursed for approved recreation services in accordance with the City's Recreation Buck Policies. Programs allowing for preregistration will be reimbursed after completion of the program, including those allowing for or requiring preregistration in the calendar year prior to reimbursement. Reimbursements shall be applied to the year in which they are received. Benefited employees will also receive a free employee-only annual Cupertino Sports Center membership. Part-time benefited employees will have the annual amount of Recreation Bucks prorated based on number of hours worked. Recreation Bucks are a taxable benefit under IRS Code, and must be used by the employee within the calendar year and are non-transferrable.

City employees are eligible to participate in the City's wellness program as provided for in the City's Administrative Rules and Regulations.

Adopted by Action of the City Council
July 2019

City of Cupertino

Listing of Unrepresented Classifications by
Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-)
Amended 10/4/16 (Res. No.)
Amended 10/18/16 (Res. No.)
Amended 11/15/16 (Res. No.)
Amended 6/20/17 (Res. No.)
Amended 10/17/17 (Res. No.)
Amended 7/16/19 (Res. No.)
Amended 11/19/19 (Res. No.)
Amended 6/9~~7~~/22 (Res. No.)

ATTACHMENT A
SALARY SCHEDULE

Salary Effective First Full Pay Period after Council Adoption – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 40.23	\$ 42.24	\$ 44.35	\$ 46.57	\$ 48.89
ACCOUNTANT II	\$ 44.34	\$ 46.56	\$ 48.89	\$ 51.34	\$ 53.90
ACCOUNTING TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
ADMINISTRATIVE ASSISTANT	\$ 35.09	\$ 36.84	\$ 38.69	\$ 40.62	\$ 42.65
ASSISTANT CITY ATTORNEY	\$ 80.13	\$ 84.14	\$ 88.34	\$ 92.76	\$ 97.40
ASSISTANT CITY MGR	\$ 106.67	\$ 112.01	\$ 117.61	\$ 123.49	\$ 129.66
ASSISTANT TO THE CITY MANAGER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PARKS AND RECREATION	\$ 76.32	\$ 80.13	\$ 84.14	\$ 88.35	\$ 92.76
ASST DIR PUBLIC WORKS/	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
BUSINESS SYSTEMS ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
CAPITAL IMPV PROGRAM MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41
CHIEF TECHNOLOGY OFFICER	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
CITY CLERK	\$ 61.94	\$ 65.04	\$ 68.29	\$ 71.71	\$ 75.29
CITY ENGINEER	\$ 79.40	\$ 83.36	\$ 87.53	\$ 91.91	\$ 96.51
COMMUNITY RELATIONS COORDINATOR	\$ 40.45	\$ 42.47	\$ 44.60	\$ 46.83	\$ 49.17
DEPARTMENT HEAD	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DEPUTY BUILDING OFFICIAL	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
DEPUTY CITY ATTORNEY	\$ 57.66	\$ 60.54	\$ 63.57	\$ 66.74	\$ 70.08
DEPUTY CITY CLERK	\$ 44.20	\$ 46.41	\$ 48.73	\$ 51.17	\$ 53.73

DEPUTY CITY MANAGER	\$ 72.60	\$ 76.24	\$ 80.05	\$ 84.05	\$ 88.25
DIRECTOR OF ADMIN SERVICES	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF COMM DEVELOPMENT	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PARKS AND RECREATION	\$ 94.22	\$ 98.93	\$ 103.88	\$ 109.08	\$ 114.52
DIRECTOR OF PUBLIC WORKS	\$ 96.98	\$ 101.82	\$ 106.92	\$ 112.26	\$ 117.88
ECONOMIC DEVELOPMENT MANAGER	\$ 68.18	\$ 71.59	\$ 75.17	\$ 78.93	\$ 82.87
EMERGENCY SERVICES COORDINATOR	\$ 55.69	\$ 58.48	\$ 61.40	\$ 64.47	\$ 67.69
ENVIRONMENTAL PROGRAMS MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
EXEC ASST TO CITY MANAGER	\$ 41.23	\$ 43.29	\$ 45.46	\$ 47.73	\$ 50.12
EXEC ASST TO THE CITY ATTN	\$ 40.22	\$ 42.23	\$ 44.35	\$ 46.56	\$ 48.89
FINANCE MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
GIS PROGRAM MANAGER	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
HUMAN RESOURCE ANALYST I	\$ 48.15	\$ 50.55	\$ 53.08	\$ 55.74	\$ 58.52
HUMAN RESOURCES ANALYST II	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
HUMAN RESOURCES ASSISTANT	\$ 29.14	\$ 30.60	\$ 32.13	\$ 33.73	\$ 35.42
HUMAN RESOURCES MANAGER	\$ 70.54	\$ 74.06	\$ 77.77	\$ 81.65	\$ 85.74
HUMAN RESOURCES TECHNICIAN	\$ 39.90	\$ 41.89	\$ 43.99	\$ 46.19	\$ 48.50
I.T. ASSISTANT	\$ 39.24	\$ 41.20	\$ 43.26	\$ 45.42	\$ 47.69
INNOVATION AND TECH MGR - APPLICATIONS	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 68.64	\$ 72.07	\$ 75.67	\$ 79.46	\$ 83.43
LEGAL SERVICES MANAGER	\$ 41.54	\$ 43.61	\$ 45.80	\$ 48.08	\$ 50.49
MANAGEMENT ANALYST	\$ 48.56	\$ 50.99	\$ 53.54	\$ 56.21	\$ 59.03
NETWORK SPECIALIST	\$ 50.20	\$ 52.71	\$ 55.34	\$ 58.11	\$ 61.02
PARK RESTORATION IMPV MGR	\$ 66.16	\$ 69.46	\$ 72.94	\$ 76.58	\$ 80.41

PERMIT CENTER MANAGER	\$ 61.99	\$ 65.08	\$ 68.34	\$ 71.76	\$ 75.34
PLANNING MANAGER	\$ 68.91	\$ 72.36	\$ 75.97	\$ 79.77	\$ 83.76
PUBLIC AFFAIRS MANAGER	\$ 60.30	\$ 63.32	\$ 66.48	\$ 69.81	\$ 73.30
PUBLIC INFORMATION OFFICER	\$ 61.24	\$ 64.30	\$ 67.51	\$ 70.89	\$ 74.43
PUBLIC WORKS PROJECT MANAGER	\$ 58.15	\$ 61.06	\$ 64.11	\$ 67.32	\$ 70.68
PUBLIC WORKS SUPERVISOR	\$ 50.48	\$ 53.00	\$ 55.65	\$ 58.44	\$ 61.36
RECREATION MANAGER	\$ 51.80	\$ 54.38	\$ 57.10	\$ 59.96	\$ 62.96
RECREATION SUPERVISOR	\$ 46.98	\$ 49.33	\$ 51.80	\$ 54.38	\$ 57.10
SENIOR ACCOUNTANT	\$ 51.34	\$ 53.91	\$ 56.60	\$ 59.43	\$ 62.40
SENIOR ASSISTANT CITY ATTORNEY	\$ 88.15	\$ 92.56	\$ 97.19	\$ 102.05	\$ 107.15
SENIOR CIVIL ENGINEER	\$ 68.76	\$ 72.20	\$ 75.81	\$ 79.60	\$ 83.58
SENIOR MANAGEMENT ANALYST	\$ 53.08	\$ 55.74	\$ 58.52	\$ 61.45	\$ 64.52
SERVICE CENTER SUPERINTENDENT	\$ 64.10	\$ 67.30	\$ 70.67	\$ 74.20	\$ 77.91
SUSTAINABILITY MANAGER	\$ 61.64	\$ 64.72	\$ 67.96	\$ 71.36	\$ 74.92
TRANSPORTATION MANAGER	\$ 73.21	\$ 76.87	\$ 80.71	\$ 84.75	\$ 88.98
WEB SPECIALIST	\$ 44.38	\$ 46.60	\$ 48.93	\$ 51.38	\$ 53.95

Salary Effective First Full Pay Period in July 2020 – Amended November 19, 2019

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 41.63	\$ 43.71	\$ 45.90	\$ 48.20	\$ 50.61
ACCOUNTANT II	\$ 45.90	\$ 48.19	\$ 50.60	\$ 53.13	\$ 55.79
ACCOUNTING TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
ADMINISTRATIVE ASSISTANT	\$ 36.32	\$ 38.13	\$ 40.04	\$ 42.04	\$ 44.14
ASSISTANT CITY ATTORNEY	\$ 82.94	\$ 87.08	\$ 91.44	\$ 96.01	\$ 100.81
ASSISTANT CITY MGR	\$ 113.39	\$ 119.06	\$ 125.01	\$ 131.26	\$ 137.82

ASSISTANT TO THE CITY MANAGER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
ASST DIR PUBLIC WORKS	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
ASST DIR PARKS AND RECREATION	\$ 81.12	\$ 85.18	\$ 89.44	\$ 93.91	\$ 98.60
BUSINESS SYSTEMS ANALYST	\$ 56.55	\$ 59.37	\$ 62.34	\$ 65.46	\$ 68.73
CAPITAL IMPV PROGRAM MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
CHIEF TECHNOLOGY OFFICER	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
CITY CLERK	\$ 67.32	\$ 70.68	\$ 74.22	\$ 77.93	\$ 81.82
CITY ENGINEER	\$ 84.39	\$ 88.61	\$ 93.04	\$ 97.70	\$ 102.58
COMMUNITY RELATIONS COORDINATOR	\$ 41.87	\$ 43.96	\$ 46.16	\$ 48.47	\$ 50.89
DEPARTMENT HEAD	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DEPUTY BUILDING OFFICIAL	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
DEPUTY CITY ATTORNEY	\$ 59.67	\$ 62.66	\$ 65.79	\$ 69.08	\$ 72.54
DEPUTY CITY CLERK	\$ 48.03	\$ 50.44	\$ 52.96	\$ 55.61	\$ 58.39
DEPUTY CITY MANAGER	\$ 77.18	\$ 81.03	\$ 85.09	\$ 89.34	\$ 93.81
DIRECTOR OF ADMIN SERVICES	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF COMM DEVELOPMENT	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PARKS AND RECREATION	\$ 100.15	\$ 105.16	\$ 110.42	\$ 115.94	\$ 121.73
DIRECTOR OF PUBLIC WORKS	\$ 103.08	\$ 108.23	\$ 113.65	\$ 119.33	\$ 125.29
ECONOMIC DEVELOPMENT MANAGER	\$ 72.82	\$ 76.47	\$ 80.29	\$ 84.30	\$ 88.52
EMERGENCY SERVICES COORDINATOR	\$ 59.20	\$ 62.16	\$ 65.26	\$ 68.53	\$ 71.95
ENVIRONMENTAL PROGRAMS MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
EXEC ASST TO CITY MANAGER	\$ 42.67	\$ 44.81	\$ 47.05	\$ 49.40	\$ 51.87
EXEC ASST TO THE CITY ATTN	\$ 41.62	\$ 43.71	\$ 45.90	\$ 48.19	\$ 50.60

FINANCE MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
GIS PROGRAM MANAGER	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
HUMAN RESOURCE ANALYST I	\$ 50.08	\$ 52.59	\$ 55.21	\$ 57.98	\$ 60.87
HUMAN RESOURCES ANALYST II	\$ 55.22	\$ 57.98	\$ 60.87	\$ 63.92	\$ 67.11
HUMAN RESOURCES ASSISTANT	\$ 30.16	\$ 31.67	\$ 33.25	\$ 34.91	\$ 36.66
HUMAN RESOURCES MANAGER	\$ 75.85	\$ 79.65	\$ 83.63	\$ 87.81	\$ 92.20
HUMAN RESOURCES TECHNICIAN	\$ 41.30	\$ 43.36	\$ 45.53	\$ 47.81	\$ 50.19
I.T. ASSISTANT	\$ 40.61	\$ 42.64	\$ 44.77	\$ 47.01	\$ 49.36
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
INNOVATION AND TECH MGR - APPLICATIONS	\$ 74.59	\$ 78.32	\$ 82.24	\$ 86.35	\$ 90.67
LEGAL SERVICES MANAGER	\$ 42.99	\$ 45.14	\$ 47.40	\$ 49.77	\$ 52.26
MANAGEMENT ANALYST	\$ 50.51	\$ 53.04	\$ 55.69	\$ 58.47	\$ 61.40
NETWORK SPECIALIST	\$ 51.95	\$ 54.55	\$ 57.28	\$ 60.14	\$ 63.15
PARK RESTORATION IMPV MGR	\$ 70.87	\$ 74.41	\$ 78.13	\$ 82.04	\$ 86.14
PERMIT CENTER MANAGER	\$ 65.95	\$ 69.25	\$ 72.71	\$ 76.35	\$ 80.16
PLANNING MANAGER	\$ 74.89	\$ 78.63	\$ 82.56	\$ 86.69	\$ 91.03
PUBLIC AFFAIRS MANAGER	\$ 65.16	\$ 68.42	\$ 71.84	\$ 75.43	\$ 79.20
PUBLIC INFORMATION OFFICER	\$ 65.09	\$ 68.34	\$ 71.76	\$ 75.35	\$ 79.12
PUBLIC WORKS PROJECT MANAGER	\$ 62.29	\$ 65.41	\$ 68.68	\$ 72.11	\$ 75.72
PUBLIC WORKS SUPERVISOR	\$ 52.51	\$ 55.13	\$ 57.89	\$ 60.79	\$ 63.82
RECREATION SUPERVISOR	\$ 48.62	\$ 51.06	\$ 53.61	\$ 56.29	\$ 59.10
SENIOR ACCOUNTANT	\$ 53.14	\$ 55.79	\$ 58.58	\$ 61.51	\$ 64.59
SENIOR ASSISTANT CITY ATTORNEY	\$ 91.24	\$ 95.80	\$ 100.59	\$ 105.62	\$ 110.90
SENIOR CIVIL ENGINEER	\$ 71.17	\$ 74.72	\$ 78.46	\$ 82.38	\$ 86.50

SENIOR MANAGEMENT ANALYST	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.11
SERVICE CENTER SUPERINTENDENT	\$ 67.14	\$ 70.50	\$ 74.02	\$ 77.72	\$ 81.61
RECREATION MANAGER	\$ 53.61	\$ 56.29	\$ 59.10	\$ 62.06	\$ 65.16
SUSTAINABILITY MANAGER	\$ 66.99	\$ 70.34	\$ 73.85	\$ 77.55	\$ 81.42
TRANSPORTATION MANAGER	\$ 75.77	\$ 79.56	\$ 83.54	\$ 87.71	\$ 92.10
WEB SPECIALIST	\$ 45.94	\$ 48.23	\$ 50.65	\$ 53.18	\$ 55.84

Salary Effective First Full Pay Period in July 2021 – Amended June 97, 2022 ~~November 19, 2019~~

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	\$ 42.88	\$ 45.03	\$ 47.28	\$ 49.64	\$ 52.12
ACCOUNTANT II	\$ 47.27	\$ 49.64	\$ 52.12	\$ 54.73	\$ 57.46
ACCOUNTING TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
ADMINISTRATIVE ASSISTANT	\$ 37.41	\$ 39.28	\$ 41.24	\$ 43.30	\$ 45.47
ASSISTANT CITY ATTORNEY	\$ 85.42	\$ 89.70	\$ 94.18	\$ 98.89	\$ 103.83
ASSISTANT CITY MGR	\$ 116.79	\$ 122.63	\$ 128.76	\$ 135.20	\$ 141.96
ASSISTANT TO THE CITY MANAGER	\$ 68.72	\$ 72.15	\$ 75.76	\$ 79.55	\$ 83.53
ASST DIR COMM DEV/BUILDING OFFICIAL	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
ASST DIR PUBLIC WORKS/	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66
ASST DIR PARKS AND RECREATION	\$ 83.55	\$ 87.73	\$ 92.12	\$ 96.72	\$ 101.56
BUSINESS SYSTEMS ANALYST	\$ 60.63	\$ 63.66	\$ 66.84	\$ 70.19	\$ 73.70
<u>BUDGET MANAGER</u>	<u>\$ 78.13</u>	<u>\$ 82.03</u>	<u>\$ 86.14</u>	<u>\$ 90.44</u>	<u>\$ 94.97</u>
CAPITAL IMPV PROGRAM MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
CHIEF TECHNOLOGY OFFICER	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
CITY CLERK	\$ 69.68	\$ 73.17	\$ 76.82	\$ 80.67	\$ 84.70
CITY ENGINEER	\$ 86.92	\$ 91.27	\$ 95.83	\$ 100.63	\$ 105.66

COMMUNITY RELATIONS COORDINATOR	\$ 43.12	\$ 45.28	\$ 47.54	\$ 49.92	\$ 52.42
DEPARTMENT HEAD	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DEPUTY BUILDING OFFICIAL	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
DEPUTY CITY ATTORNEY	\$ 61.47	\$ 64.54	\$ 67.77	\$ 71.15	\$ 74.71
DEPUTY CITY CLERK	\$ 49.72	\$ 52.21	\$ 54.82	\$ 57.56	\$ 60.44
DEPUTY CITY MANAGER	\$ 79.49	\$ 83.46	\$ 87.64	\$ 92.02	\$ 96.62
DIRECTOR OF ADMIN SERVICES	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF COMM DEVELOPMENT	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PARKS AND RECREATION	\$ 103.15	\$ 108.31	\$ 113.73	\$ 119.42	\$ 125.38
DIRECTOR OF PUBLIC WORKS	\$ 106.17	\$ 111.48	\$ 117.06	\$ 122.91	\$ 129.05
ECONOMIC DEVELOPMENT MANAGER	\$ 75.01	\$ 78.76	\$ 82.70	\$ 86.83	\$ 91.17
EMERGENCY SERVICES COORDINATOR	\$ 62.50	\$ 65.62	\$ 68.90	\$ 72.35	\$ 75.96
ENVIRONMENTAL PROGRAMS MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
EXEC ASST TO CITY MANAGER	\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.88	\$ 53.43
EXEC ASST TO THE CITY ATTN	\$ 42.87	\$ 45.02	\$ 47.28	\$ 49.63	\$ 52.12
FINANCE MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
GIS PROGRAM MANAGER	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
HUMAN RESOURCE ANALYST I	\$ 51.58	\$ 54.16	\$ 56.87	\$ 59.71	\$ 62.70
HUMAN RESOURCES ANALYST II	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
HUMAN RESOURCES ASSISTANT	\$ 31.06	\$ 32.62	\$ 34.25	\$ 35.96	\$ 37.76
HUMAN RESOURCES MANAGER	\$ 78.13	\$ 82.03	\$ 86.14	\$ 90.44	\$ 94.97
HUMAN RESOURCES TECHNICIAN	\$ 42.53	\$ 44.66	\$ 46.89	\$ 49.24	\$ 51.70
I.T. ASSISTANT	\$ 41.83	\$ 43.92	\$ 46.12	\$ 48.42	\$ 50.84
INNOVATION AND TECH MGR - INFRASTRUCTURE	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86

INNOVATION AND TECH MGR - APPLICATIONS	\$ 77.22	\$ 81.08	\$ 85.13	\$ 89.39	\$ 93.86
LEGAL SERVICES MANAGER	\$ 44.28	\$ 46.50	\$ 48.82	\$ 51.26	\$ 53.82
MANAGEMENT ANALYST	\$ 52.03	\$ 54.63	\$ 57.36	\$ 60.23	\$ 63.24
NETWORK SPECIALIST	\$ 53.51	\$ 56.19	\$ 59.00	\$ 61.95	\$ 65.05
PARK RESTORATION IMPV MGR	\$ 72.99	\$ 76.64	\$ 80.48	\$ 84.50	\$ 88.72
PERMIT CENTER MANAGER	\$ 67.93	\$ 71.33	\$ 74.89	\$ 78.64	\$ 82.57
PLANNING MANAGER	\$ 78.52	\$ 82.45	\$ 86.57	\$ 90.90	\$ 95.45
PUBLIC AFFAIRS MANAGER	\$ 67.12	\$ 70.47	\$ 73.99	\$ 77.69	\$ 81.58
PUBLIC INFORMATION OFFICER	\$ 67.04	\$ 70.39	\$ 73.91	\$ 77.61	\$ 81.49
PUBLIC WORKS PROJECT MANAGER	\$ 64.16	\$ 67.37	\$ 70.74	\$ 74.28	\$ 77.99
PUBLIC WORKS SUPERVISOR	\$ 54.08	\$ 56.79	\$ 59.63	\$ 62.61	\$ 65.74
<u>PURCHASING MANAGER</u>	<u>\$ 78.13</u>	<u>\$ 82.03</u>	<u>\$ 86.14</u>	<u>\$ 90.44</u>	<u>\$ 94.97</u>
RECREATION SUPERVISOR	\$ 50.08	\$ 52.59	\$ 55.22	\$ 57.98	\$ 60.88
SENIOR ACCOUNTANT	\$ 54.73	\$ 57.47	\$ 60.34	\$ 63.36	\$ 66.52
SENIOR ASSISTANT CITY ATTORNEY	\$ 93.98	\$ 98.68	\$ 103.61	\$ 108.79	\$ 114.23
SENIOR CIVIL ENGINEER	\$ 73.30	\$ 76.97	\$ 80.81	\$ 84.85	\$ 89.10
SENIOR MANAGEMENT ANALYST	\$ 56.87	\$ 59.72	\$ 62.70	\$ 65.84	\$ 69.13
SERVICE CENTER SUPERINTENDENT	\$ 69.15	\$ 72.61	\$ 76.24	\$ 80.05	\$ 84.06
RECREATION MANAGER	\$ 55.22	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.12
SUSTAINABILITY MANAGER	\$ 72.45	\$ 76.07	\$ 79.87	\$ 83.87	\$ 88.06
TRANSPORTATION MANAGER	\$ 78.04	\$ 81.94	\$ 86.04	\$ 90.34	\$ 94.86
WEB SPECIALIST	\$ 47.32	\$ 49.68	\$ 52.17	\$ 54.77	\$ 57.51

ATTACHMENT B

EQUITY ADJUSTMENTS

Classification	July 2019	July 2020	July 2021
Accountant I	3.20%	0.00%	0.00%
Accountant II	3.20%	0.00%	0.00%
Accounting Technician	0.00%	0.00%	0.00%
Administrative Assistant	0.00%	0.00%	0.00%
Assistant Director Of Public Works Engineer	2.70%	2.70%	0.00%
Assistant to the City Manager	2.70%	2.70%	2.50%
Assistant City Manager	2.70%	2.70%	0.00%
Assistant Director Of Community Dev/Building Official	2.70%	2.70%	0.00%
Assistant Director of Recreation and Community Services	2.70%	2.70%	0.00%
Business Systems Analyst	5.00%	5.00%	4.10%
Capital Improvement Program Manager	5.00%	3.50%	0.00%
Chief Technology Officer	2.70%	2.70%	0.00%
City Clerk	5.00%	5.00%	0.50%
Community Relations Coordinator	0.00%	0.00%	0.00%
Deputy Building Official	5.00%	2.80%	0.00%
Deputy City Clerk	5.00%	5.00%	0.50%
Deputy City Manager	2.70%	2.70%	0.00%
Director Of Administrative Services	2.70%	2.70%	0.00%
Director of Community Development	2.70%	2.70%	0.00%
Director Of Public Works	2.70%	2.70%	0.00%
Director Of Recreation & Community Services	2.70%	2.70%	0.00%
Economic Development Manager	5.00%	3.20%	0.00%
Emergency Services Coordinator	0.00%	0.00%	0.00%
Environmental Programs Manager	5.00%	5.00%	5.00%
Executive Assistant to the City Attorney	1.80%	0.00%	0.00%
Executive Assistant To The City Manager	1.80%	0.00%	0.00%
Finance Manager	5.00%	3.90%	0.00%
GIS Program Manager	5.00%	5.00%	0.50%
Human Resources Analyst I	5.00%	0.50%	0.00%
Human Resources Assistant	0.00%	0.00%	0.00%
Human Resources Analyst II	5.00%	0.50%	0.00%

Human Resources Manager	5.00%	3.90%	0.00%
Human Resources Technician	0.00%	0.00%	0.00%
Information Technology Assistant	4.40%	0.00%	0.00%
Innovation and Technology Manager – Applications	5.00%	5.00%	0.50%
Innovation and Technology Manager - Infrastructure	5.00%	5.00%	0.50%
Legal Services Manager	1.80%	0.00%	0.00%
Management Analyst	5.00%	0.50%	0.00%
Network Specialist	1.30%	0.00%	0.00%
Park Restoration & Improvement Manager	5.00%	3.50%	0.00%
Permit Center Manager	5.00%	2.80%	0.00%
Planning Manager	5.00%	5.00%	1.80%
Public Affairs Manager	5.00%	4.40%	0.00%
Public Information Officer	2.70%	2.70%	0.00%
Public Works Project Manager	5.00%	3.50%	0.00%
Public Works Supervisor	5.00%	0.50%	0.00%
Recreation Manager	0.00%	0.00%	0.00%
Recreation Supervisor	0.00%	0.00%	0.00%
Senior Accountant	3.20%	0.00%	0.00%
Senior Civil Engineer	4.00%	0.00%	0.00%
Senior Management Analyst	5.00%	0.50%	0.00%
Service Center Superintendent	5.00%	1.20%	0.00%
Sustainability Manager	5.00%	5.00%	5.00%
Transportation Manager	4.00%	0.00%	0.00%
Web Specialist	1.30%	0.00%	0.00%

RESOLUTION NO. 6950

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CUPERTINO FINDING THE PROPOSED CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022-23 CONSISTENT WITH THE CITY OF CUPERTINO GENERAL PLAN

WHEREAS, the City of Cupertino's Capital Improvement Program (CIP) guides the funding and scheduling of infrastructure improvement projects over the coming Fiscal Year. The current CIP recommendations have been updated for the Fiscal Year (FY) 2022-2023 time period for City Council review and consideration; and

WHEREAS, California Government Code Section 65401 requires that City's Planning Commission make a determination that the annual CIP is in conformance with the City's General Plan; and

WHEREAS, on April 12, 2022, the Planning Commission held a duly noticed public hearing on the subject application, and considered evidence presented by the City, city staff, and other interested parties.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Cupertino hereby finds, determines, and resolves as follows:

Section 1: The Planning Commission has duly considered the full record before it, including the staff report and presentation, maps, facts, exhibits, public testimony and other evidence and materials submitted or provided to the Commission. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.


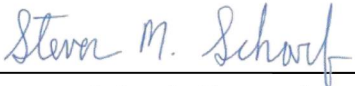
Section 2: The Planning Commission hereby exercises its independent judgment and determines that the action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3). CEQA Guidelines section 15061(b)(3) states that a project is exempt from CEQA if "it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment." The action is a determination of consistency with the General Plan and therefore it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment.

Section 3: The Planning Commission finds in accordance with the Cupertino Municipal Code (CMC) section 2.32.070 (C) and state law based on the evidence in the public record that the City's CIP (FY 2022-2023) conforms to the City's General Plan (Community Vision 2015-2040.)

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Cupertino this 12 day of April 2022, by the following vote:

Members of the Planning Commission

AYES: Scharf, Madhhipatla, Kapil, Saxena, Wang
NOES: None
ABSENT: None
ABSTAIN: None

 _____ Benjamin Fu Director of Community Development	<u>4/26/2022</u> _____ Date
APPROVED:  _____ Steven Scharf, Chair, Planning Commission	<u>4/22/2022</u> _____ Date