

2023-2024



City of Milpitas • California

ADOPTED **BUDGET & FINANCIAL PLAN**



City of Milpitas

Community Vision

Milpitas will preserve its close-knit community and rich cultural diversity as it moves with innovation into the future by supporting sustainable growth and development, ensuring public safety, enhancing the environment and natural landscape, and nurturing family and community connections.

Organizational Mission

The City of Milpitas is committed to accomplishing the community's vision by providing fiscally sound, superior services.

Our Values

Superior Customer Service • Open Communication • Integrity and Accountability
Trust and Respect • Recognition and Celebration



City Council



Carmen Montano
Mayor



Evelyn Chua
Vice Mayor



Anthony Phan
Councilmember



Hon Lien
Councilmember



Garry Barbadillo
Councilmember



Council Priority Areas



Community Wellness and Open Space

Continue to provide parks and amenities for people of all ages and abilities to enjoy higher levels of physical and mental health.



Economic Development and Job Growth

Continue to strengthen our economic foundations that support community prosperity and opportunity while ensuring a sustainable and livable city.



Environment

Promote a sustainable community and protect the natural environment.



Governance and Administration

Continue to streamline processes for enhanced service and remain committed to long-term fiscal discipline and financial stewardship.



Neighborhoods and Housing

Continue to explore innovative approaches to incentivize affordable housing projects, collaborate with key stakeholders to care for our most vulnerable populations, and support and engage neighborhoods through dedicated programs and services.



Public Safety

Continue to invest in police and fire protection, in partnership with our community.



Transportation and Transit

Continue to seek and develop collaborative solutions to meet the transportation challenges facing our community and our region.

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July 31, 2023



Honorable Mayor and Members of the City Council

As the economy remains uncertain in the fourth year of the COVID-19 pandemic, the Adopted FY 2023-24 Budget in the amount of \$231.9 million continues to transition the City toward fiscal stability with tempered optimism. The Proposed FY 2023-24 Budget was presented at the May 9 and May 23, 2023 City Council meetings for Council consideration and community input, and adopted on June 6, 2023. We are optimistic about the future but remain tempered by possible near-term economic impacts that may stem from the continued war in Ukraine, high interest rates, fluctuating inflation rates, continued supply chain challenges, and the banking concerns following the recent collapse of Silicon Valley Bank. Additionally, we are cognizant that the expiration of a key revenue source - the Milpitas Public Services Measure (Measure F) – in 2028-29 will require the City to continue to maintain fiscal discipline and look for ways to simultaneously increase revenue while controlling expenses. This budget includes enhanced service levels in public safety, recreation, public works and infrastructure, economic development, and modest investments in internal support departments as well as contract services and part-time services to support housing and long-term planning.

I am especially pleased to share that the adopted budget aligns well with areas of high priority for the Milpitas community. For example, we are investing over \$2.0 million in staffing and equipment to address maintenance of our facilities, trees, parks, streets, utilities and community services. The budget also reflects investments of about \$800,000 in public safety to continue to keep our community safe and \$225,000 in economic development and housing to continue to grow and diversify our revenues and address critical housing needs.

This is a balanced budget that maintains Council-approved reserves and leverages funding from the Federal American Rescue Plan Act (ARPA) of \$16.7 million to support impacted residents and businesses in our community. We continue transitioning with incremental and measured strategies to maximize City resources and optimize services to the community.

On February 28, 2023, California Governor Gavin Newsom issued a proclamation terminating the COVID-19 state of emergency. Vaccination remains high at 93.2% of Milpitas residents (all ages) fully vaccinated. In February 2023, the County of Santa Clara demobilized their remaining COVID-19 mass vaccination sites as a result of the high vaccination rates in Santa Clara County, the end of the federal and State COVID emergency declarations, and the ability for healthcare providers and pharmacies in the County to provide residents with testing and vaccinations.

Additionally, ARPA has provided direct relief to our residents and businesses in need, funding efforts to combat the virus, and allocating \$16.7 million to the City of Milpitas over a period of two years, partially offsetting the financial impact the City experienced. Council authorized five Investment Areas including Community Services, Economic Vitality, Infrastructure, Public Safety, and Technology and over 25 diverse programs to directly help our residents and businesses while also funding essential City services and infrastructure.

The economic impacts of the COVID-19 pandemic significantly affected the financial condition of the City's General Fund, which pays for most City services such as police and fire safety, youth, senior, and recreation services; repairing park equipment and maintaining parks and recreation centers; and internal support departments and administration. The Council's decisive actions and strategies helped the City navigate the Pandemic with minimal service level reductions while maintaining fiscal stability. The General Fund portion of the Adopted FY2023-24 Budget is a balanced budget of \$129.5 million which includes a one-time General Fund transfer of prior year reserve in the amount of \$2.4 million to fund capital improvement plan (CIP) projects. The prior year reserve was designated

for infrastructure and technology. The General Fund is forecasted to be balanced until FY 2027-28, which is a year prior to the Measure F expiration (see Table 1).

Table 1 – Five-Year General Fund Forecast (\$ in millions)

	FY 22-23 Adopted Budget	FY 23-24 Adopted Budget	FY 24-25 Forecast	FY 25-26 Forecast	FY 26-27 Forecast	FY 27-28 Forecast
Revenues and other Sources	\$117.6	\$129.5	\$132.6	\$138.9	\$143.4	\$148.1
Expenditures	(117.6)	(129.5)	(132.6)	(137.5)	(143.4)	(149.3)
Annual Surplus/(Deficit)	\$0.0	\$0.0	\$0.0	\$1.4	\$0.0	(\$1.2)

During the FY 2023-24 Preliminary Budget Study Session held on January 31, staff projected a structurally balanced budget, modest revenue increases and a status quo service level. Since that time, more data has been provided to inform the revenue assumptions and service prioritizations through the City Council direction and community and employee engagements. This Adopted FY2023-24 budget includes modest service enhancements and funding CIP projects for \$2.4 million from the General Fund designated reserves. This remains a transitional stage that allows incremental strategies to utilize City resources in a manner that optimizes services to the community.

Economic Outlook

Three years after the National COVID-19 Emergency Declaration, we are tempered with the fiscal recovery and forecast ahead. Economists are monitoring whether the U.S. economy continues to grow or enter a mild, short-lived recession, which they anticipate will depend upon the Federal Reserve's decisions about monetary policy. Their economic outlook for California remains uncertain but hopeful that local economic forces should lead the state to a more moderate outcome.

Various factors influence our economic outlook. These include the continued war in Ukraine, high interest, fluctuating inflation rates, continued supply chain challenges, labor shortages, technology sector layoffs, and most recently, the collapse of Silicon Valley Bank and related banking concerns. While the inflation rate peaked and declined, it remains about 3% nationally and the Federal Reserve maintains its plans to continue interest rate hikes to engineer inflation reductions. The technology sector layoffs are relevant especially in the Silicon Valley and the collapse of the Silicon Valley Bank has put more strain on the Federal government and our economy. While the City funds are collateralized by our respective banks, the impact on the local economy and City revenues remains a concern. Economic development continues to support our businesses and we continue to monitor key metrics such as the unemployment rate in Milpitas, which is favorable at 2.5% as of May 2023. Another critical variable is how the pandemic may permanently impact society, such as cut back in in-person commerce or services through online shopping, virtual work, a decrease in conferences and/or leisure services to name only a few. Recoveries in sales tax and hotel tax (transient occupancy tax) are encouraging; however, we are cognizant that full recovery of hotel tax revenue may be challenging and require multiple years. Overall, various economists forecast a bumpy 2023 with a mild slow down but not a deep, long-term recession. Thus, the budget is conservative, taking this economic outlook into consideration.

FY 2023-24 Citywide Budget

As stated above, the FY 2023-24 Adopted Budget funds restores and enhances service levels as compared to FY 2022-23. The FY 2023-24 citywide Adopted Budget of \$231.9 million has increased \$24.1 million, or 11.6%, in comparison to the Fiscal Year 2022-23 Adopted Budget of \$207.8 million. This Adopted Budget increases the

position count by 11.5 full-time equivalent (FTE) from 440.5 to 452 total FTEs. Of the 11.5 FTE net increases, 3 FTEs are restored positions previously defunded in the FY2021-22 Adopted Budget, reducing the number of defunded positions related to the COVID-19 pandemic from 23.75 to 6.75 FTEs; the other net 8.5 FTEs are newly added positions.

Table 2 – FY 2023-24 Funded Position Summary by City Service Area

City Service Area	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget Changes	FY 2023-24 Adopted Budget
Public Safety	198.0	1.0	199.0
Community Development	65.0	(1.0)	64.0
Community Services and Sustainable Infrastructure	112.0	9.0	121.0
Leadership and Strategic Support	65.5	2.5	68.0
Total	440.5	11.5	452.0

As shown in Table 3 below, the FY 2023-24 Adopted Budget is balanced with \$231.9 million in revenues (including Transfers In) and \$231.9 million in expenditures (including Transfers Out). The FY 2023-24 estimated revenue across all funds of \$231.9 million is an increase of \$24.1 million, or 11.6%, compared to the FY 2022-23 Adopted Budget estimated revenue of \$207.8 million. The FY 2023-24 estimated expenditures across all funds of \$231.9 million is an increase of \$24.1 million, or 11.6%, compared to FY 2022-23 adopted expenditures of \$207.8 million. This is primarily due to service enhancements, an increase in Capital Improvement Program funding, and scheduled salary increases.

Table 3 – FY 2023-24 Citywide Budget Summary (All Funds)
Citywide Revenues and other Financing Sources (\$ in millions)

	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	% Change from Prior Year Adopted
General Fund	\$117.6	\$129.5	10.1%
Housing Authority	0.7	0.4	(42.9)%
Other Funds	16.2	16.8	3.7%
Water Fund	34.1	38.6	13.2%
Sewer Fund	23.7	27.3	15.2%
Net Operating Funds Total	192.3	212.6	10.6%
Capital Projects Funds	15.5	19.2	23.9%
Total	\$207.8	\$231.9	11.6%

Citywide Expenditures

	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	% Change from Prior Year Adopted
Personnel Services	\$105.9	\$112.0	5.8%
Supplies & Contractual Services	60.2	64.8	7.6%
Capital Outlay	2.1	2.1	0.0%
Operating Transfers Out	10.9	16.2	48.6%
Subtotal	179.1	195.1	8.9%
Capital Improvements	24.0	32.1	33.8%
Debt Service	4.7	4.7	0.0%
Total	\$207.8	\$231.9	11.6%

General Fund

The Fiscal Year 2023-24 Adopted General Fund budget of \$129.5 million is balanced with \$129.5 million in estimated revenues and other sources (Revenues) without the use of Contingency or Budget Stabilization Reserves. General Fund budget also includes a one-time transfer out of \$2.4 million from prior year's infrastructure and technology reserves to be used for CIP projects. Other sources also include ARPA funding of \$172,344 and General Government CIP of \$450,000 to enhance General Fund services in FY 2023-24, with the plan that such services will be funded with on-going revenues in future years.

The Fiscal Year 2023-24 Revenues are estimated at \$129.5 million (including prior year sources and transfers), an increase of \$11.9 million, or 10.10 percent, in comparison to the Fiscal Year 2022-23 Revenue estimate of \$117.6 million. The increase in revenue is primarily due to estimates from property tax (\$3.4 million increase), sales tax including Measure F (\$0.6 million increase), transient occupancy tax (\$3.5 million increase), and charges for services (\$2.2 million increase). However, due to lower building permit and other related licenses and permits, the Fiscal Year 2023-24 licenses, permits & fines estimate is \$2.8 million less than Fiscal Year 2022-23. There is pending litigation related to the excess ERAF, and Staff will continue to monitor the outcome, which may reduce the City's property tax excess ERAF revenues. The litigation involves the California School Boards Association (CSBA) vs. State Controller litigation over the guidance on charter schools.

This budget and the accompanying FY 2024-2033 Ten-Year General Fund Financial Forecast (Forecast) assume an economic recovery from the Pandemic, although a longer recovery for the City transient occupancy tax revenues, and a deficit forecasted in FY 2027-28 which is a year prior to the Measure F expiration and larger deficits anticipated thereafter.

With the passage of Measure F, a sales tax measure with a sunset of eight years and requiring independent audits and a citizens' oversight committee, the voters set the foundation for the City to maintain fiscal stability and preserve City services during these trying times. Consistent with the ballot measure, the City Council established the Measure F Oversight Committee (Committee) and approved the roles and responsibilities of the Committee. One of the Committee's responsibilities is to annually review the projected revenues and recommended expenditures for the funds generated by Measure F as part of the development of the budget and to advise the Council whether the recommended Measure F funded expenditures are consistent with the ballot measure. The City Council appointed the Committee members and on March 16 and June 15, 2023, the Committee reviewed Table 4 (below) and confirmed that the services recommended to be maintained with Measure F funding are an allowable expenditure consistent with Measure F. The estimated Measure F revenues in the amount of \$7.0 million are equivalent to 5.4%

of the \$129.5 million General Fund revenues estimated for Fiscal Year 2023-2024. With this additional tax revenue, the City is able to maintain the services as summarized in the table below:

Table 4 - Services Maintained by Measure F Funds (\$ in millions)

Description of Services Maintained with Measure F Funds	FY 2023-24 Budget Cost (\$ Million)
Respond to 911 calls within established parameters, resolve crime, dedicate staff to traffic safety and practice community-oriented policing, and maintain necessary fleet & equipment	\$1.9
Fire Stations to ensure 24/7 coverage across the City, maintain necessary fleet & equipment and create paramedic services	\$2.3
Services for aquatic, senior, and youth services including restored defunded positions	\$0.5
Services for parks, tree and facility maintenance and necessary fleet & equipment, including restored defunded positions and additional positions	\$1.9
Support local businesses in their economic recovery, retain existing business and attract new businesses	\$0.2
Neighborhood preservation and code enforcement	\$0.2
Maintain library hours which keep the Library open on weekday evenings and weekends. Library District Board suspended Milpitas contribution for FY2023-24.	\$0.0
Total Services Funding	\$7.0

As shown in Table 5 below, Measure F sunsets effective April 1, 2029, and deficits are anticipated starting with FY 2027-28. The City continues to prioritize economic development, innovation, and cost management to eliminate this forecasted deficit.

The Fiscal Year 2023-24 General Fund adopted expenditures of \$129.5 million are \$11.9 million, or 10.1% higher, in comparison to the Fiscal Year 2022-23 General Fund expenditures of \$117.6 million primarily due to increase in salaries and benefits (\$5.8 million), services and supplies (\$3.0 million), capital outlay (\$0.2 million) and operating transfers (\$2.9 million) to stormwater fund and CIP projects. The increase in salaries is due to cost of living adjustment (COLA) per labor contracts, positions approved for funding during the current fiscal year are prioritized positions to be restored and added in the upcoming fiscal year. There are no newly added employee benefits; however, as salaries increase, benefit costs also increase as they are directly correlated. Risk management costs for liability and property insurance will increase approximately \$0.6 million for all funds, with 69% allocated to General Fund and 31% to other funds. The plan includes the purchase of 21 vehicles to serve ongoing needs within the police, engineering, public works, recreation and building inspection departments.

Table 5 below shows the FY 2023-2033 Ten-Year General Fund Financial Forecast. Over the ten years of the Forecast based on information available in March, staff projects annual surplus and deficits between \$1.4 million and -\$21 million respectively. With the sunseting of Measure F effective April 1, 2029, deficits are anticipated starting with FY 2027-28.

Table 5 – Ten-Year General Fund Financial Forecast (\$ in millions)

	FY 22-23 Adopted Budget	FY 23-24 Adopted Budget	FY 24-25 Forecast	FY 25-26 Forecast	FY 26-27 Forecast	FY 27-28 Forecast
Revenues and other Sources	\$117.6	\$129.5	\$132.6	\$138.9	\$143.4	\$148.1
Expenditures	(117.6)	(129.5)	(132.6)	(137.5)	(143.4)	(149.3)
Annual Surplus/(Deficit)	\$0.0	\$0.0	\$0.0	\$1.4	\$0.0	(\$1.2)

	FY 28-29 Forecast	FY 29-30 Forecast	FY 30-31 Forecast	FY 31-32 Forecast	FY 32-33 Forecast
Revenues and other Sources	\$151.2	\$150.3	\$155.4	\$158.0	\$163.0
Expenditures	(157.1)	(163.6)	(170.5)	(176.4)	(184.0)
Annual Surplus/(Deficit)	(\$5.9)	(\$13.3)	(\$15.1)	(\$18.3)	(\$21.0)

American Rescue Plan Act

On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA), a \$1.9 trillion stimulus package, to counteract the economic impacts of the COVID-19 pandemic. The bill contains a \$350 billion allocation for state and local government aid including \$45.5 billion allocated to metropolitan cities (pop. over 50,000), such as the City of Milpitas, utilizing a modified CDBG (Community Development Block Grant) formula. Based on this formula, our City received \$16.7 million paid in two tranches - the first half was received on June 1, 2021 and the second half was received on June 9, 2022. The U.S. Treasury issued the Interim Final Rule (IFR) on May 10, 2021, and the Final Rule on January 6, 2022, which went into effect on April 1, 2022. Council began ARPA discussions in March 2021 and adopted guidelines, investments plans, and project appropriations by August 2021. The five ARPA investment areas include: community services, economic vitality, infrastructure, public safety, and technology. The majority of ARPA funding is directly allocated to programs with only 2.1% set aside for administration costs. Appropriation and planning for ARPA programs are ongoing processes and are reviewed and modified periodically per guidance provided by Council.

Utility Funds

The City's Utility Funds for the Water and Sewer utilities are balanced. On April 18, 2023 the City Council adopted Ordinance Nos. 120.50 and 208.55, adjusting water, recycled water, and sewer service charges and fees for Fiscal Years FY 2023-24 through FY 2027-28. In accordance with the rate ordinances, Water and Sewer rates will increase by approximately 6.4 percent and 4 percent, respectively. For a typical single-family residential household, the bi-monthly water charge will increase by \$9.19 from \$143.02 to \$152.21; and the bi-monthly sewer charge will increase by \$4.30 from \$124.14 to \$128.44. The combined increased cost for a typical single-family residential household will be \$13.49 bi-monthly, or \$80.80 annually.

With the increased water rates, the Water Utility is better positioned to respond to water system gaps including infrastructure repair and rehabilitation identified in the Water Master Plan. The increased water rates will also ensure sufficient funds are available to pay for projected wholesale rates from our two providers for future years. However, Staff will continue to monitor wholesale rates which may increase at a higher rate than the budget assumption consequently diminishing water fund resources for infrastructure repair. Similarly, the sewer rate increase will better position the Sewer Utility to cover anticipated funding needs for CIP projects expected to be identified in the Sewer

Master Plan, and the many unknowns associated with the modernization of the San Jose/Santa Clara Regional Wastewater Facility (RWF).

Capital Improvement Program

On April 18, 2023, the City Council approved the FY 2024-2028 Capital Improvement Program (CIP). A summary of the CIP can be found in this document as resources from various funds are transferred to capital projects annually. The funds for the first year of the Council approved FY 2024-2028 CIP are appropriated with the approval of the FY 2023-24 budget. The FY 2023-24 Adopted Capital Improvement Program funding in the amount of \$32.1 million is \$8.1 million more than the FY 2022-23 Adopted CIP of \$24.0 million, which includes projects across six areas: community improvements, parks, streets, water, sewer and storm.

Council Priority Areas

During the FY 2023-24 Preliminary Budget Study Session held on January 31, the City Council reviewed and confirmed its seven priority areas to guide the development of the Budget.



Community Wellness and Open Space: Continue to provide parks and amenities for people of all ages and abilities to enjoy higher levels of physical and mental health.



Economic Development and Job Growth: Continue to strengthen our economic foundations that support community prosperity and opportunity while ensuring a sustainable and livable city.



Environment: Promote a sustainable community and protect the natural environment.



Governance and Administration: Continue to streamline processes for enhanced service and remain committed to long-term fiscal discipline and financial stewardship.



Neighborhoods and Housing: Continue to explore innovative approaches to incentivize affordable housing projects, collaborate with key stakeholders to care for our most vulnerable populations, and support and engage neighborhoods through dedicated programs and services.



Public Safety: Continue to invest in police and fire protection, in partnership with our community.



Transportation and Transit: Continue to seek and develop collaborative solutions to meet the transportation challenges facing our community and our region.

Citywide Budget Process, Council Referrals, and Community Engagement

The development of the annual budget is a comprehensive fiscal strategic planning process that involves overall guidance from the City Council, input from the community, and close coordination between the executive team and numerous staff budget representatives across all departments. At the January 31, 2023 meeting, Council received the preliminary FY 2024-33 ten-year General Fund financial forecast and provided feedback on prioritization of Council referrals to consider in the development of the FY2023-24 budget.

The community outreach program included a statistically valid resident survey, an Open Townhall survey, two virtual community meetings (March 20 and April 6), and an employee townhall (April 5). In the November – December 2022 community engagement survey, 89% of adult residents see Milpitas as a “good place to live, play and work,” 88% rated that they are satisfied with the overall quality of life in Milpitas, 80% approve of City government overall, and 90% are “proud to live in Milpitas.” Furthermore, Police, 911 response and infrastructure continue to rate as residents’ top priorities. However, a slightly higher priority was assigned to public safety and neighborhood & housing than other Council priority areas as discussed below.

Community members were also given a hypothetical \$100 budget and asked to allocate dollars based on what they considered the most important of the six Council Priority Areas the City should invest for the upcoming year. The dollars respondents allocated to each Council Priority Area shows how important, in the aggregate, a particular Priority Areas is. Based on the responses, Public Safety was ranked as the most important Council Priority Area with \$20.17 of the allocations, followed by Neighborhoods and Housing (\$18.47), Economic Development (\$16.85), Community Wellness and Open Space (\$15.66), Environment (\$14.45), and Transportation and Transit (\$14.40).

Graph 1 - Community Survey Response

'Dollars' allocated to Council Priority Areas



Adopted Service Level Changes

This Adopted Budget includes service level changes reflecting additions which are legally mandated; responds to prioritized City Council referrals; restores defunded priority positions; addresses areas of concern in Public Safety; adds positions to support increased service demands in park/facility/fleet maintenance, and invests in capital improvements. The consideration of City Council referrals is on-going and will be incorporated in the budget as prioritized and funding becomes available.

In FY 2018-19, the City structured its operations into City Services Areas (CSAs) that foster interdepartmental coordination of efforts, resources, and goals. Service level changes are described briefly within each CSA section below and in more detail in the Department Budget sections including statements regarding the performance outcome and impacts if the service level change is not approved.

The Adopted Budget includes enhanced service levels across all four CSAs. The largest investment is in the Community Services and Sustainable Infrastructure CSA in the amount of \$2.0 million. The second largest investment is in the Public Safety CSA in the amount of almost \$800,000. The Adopted Budget also invests \$225,000 in the Community Development CSA and \$300,000 in the Leadership and Strategic Support CSA, respectively.

Public Safety CSA \$789,772

(Fire (except Fire Prevention) and Police)

Service Level Changes

1. Enhanced Police Succession Planning (\$426,813)

The Milpitas Police Department's management team is currently comprised of one (1) Chief, one (1) Assistant Chief, and three (3) Captains. There are four (4) Lieutenants who are middle managers and (13) Sergeants who are line-level supervisors. The police department anticipates the retirement of the Chief, Assistant Chief, two (2) Captains and two (2) Lieutenants in the next four (4) to six (6) years. Additionally, four (4) of the thirteen (13) Sergeants are expected to retire in the same time period. Given these projected retirements and the potential of other unanticipated attrition, it is imperative to develop existing supervisory staff as soon as possible. The addition of a limited term Lieutenant for a period of 2 years will allow the police department to develop an additional Lieutenant and Sergeant to fill future vacancies thus limiting the impact on department operations. Additionally, this limited term position will allow the police department to evaluate its current organizational structure.

The Police Department's current organizational structure from the rank of Captain and below has been in existence for decades. This proposal improves the current structure by maximizing efficiency, supporting employee development at the supervisory and management levels, and helping to sustain the longevity of department management through improved succession planning. The addition of this Lieutenant will allow a better workload distribution and streamlined reporting within our Special Operations and Technical Services Divisions, dedicate a full-time Police Lieutenant to the new Professional Standards Unit for a two-year term, and redistribute the workload of the existing Administrative Sergeant and Personnel and Training Sergeant.

The creation of a Professional Standards Unit is consistent with contemporary policing and will allow the Police department to ensure existing legal mandates are met, compliance with new laws (such as Assembly Bill 481 and California Senate Bill, 2) meet the community's growing expectation of transparency in police agencies. In addition to maximizing efficiency this proposal supports the department's five-year succession plan by creating an additional development opportunity at the rank of Lieutenant. The effectiveness of this

structure will be reevaluated to determine if there is an ongoing need to maintain the proposed organizational structure.

2. Comprehensive Drone Management Software Platform (\$8,100)

This actions will fund an Unmanned Aircraft Systems (UAS) technology solution to enable an integrated, comprehensive and secure platform to manage the program. The Police Department's UAS Team was formed in 2020. The UAS program enhances public safety and increases service capabilities. UAS have been used for a variety of missions such as incidents posing a safety risk to our officer's and the community, missing person's cases, aiding the Milpitas Fire Department during structure fires, and assessing the risk of floods. Since then, the team has logged thousands of flights and has expanded the fleet to include additional UAS equipment. However, the department currently lacks a dedicated, ongoing budget for the operation of the UAS equipment. As the fleet has been expanded and is used within the course of regular Police Department operations frequently, the department is in need of an integrated, comprehensive and secure software platform to house data obtained during UAS flights, both for live streaming and storage purposes, to maintain officer and public safety. Additionally, Council direction upon approving the UAS program was to ensure an accountability mechanism was in place. The Police Department has utilized the DroneSense platform since 2020. The platform provides flight standardization, expedient FAA flight reporting, tracking tools, and live video feeds for enhanced situational awareness. DroneSense provides department administration a tool to monitor the program and remotely view flights as they occur to ensure accountability and transparency as required by Council.

3. Wellness Testing Services (\$38,000)

This action will fund continued wellness testing of staff in the Police Department. Law enforcement personnel, both sworn and non-sworn, experience a range of daily stressors within the course of their work, highlighting the need for direct and continuous support for their mental and physical well-being. The number one killer of active and retired law enforcement officers is heart disease and the risk of heart attack in this population is much higher than their civilian counterparts. Studies have shown law enforcement officers are 25 times more likely to die from a heart attack or stroke than a death in the line of duty. In fact, law enforcement officers have a life expectancy to age 57 (current retirement age) while the civilian population is age 79. Additionally, 45% of law enforcement officers have a heart attack before the age of 45 compared to only 7% in the civilian population. Using this statistical data, we could expect officers to suffer a cardiac event during the last 5 years of their career if we do not take proper mitigation efforts. Sigma's research and other data suggests that this line of work—due to chronic stress, irregular work hours, lack of sleep, and other contributing factors—impacts physiological health and increases risk of cardiac illness exponentially. Even seemingly healthy officers and other employees can be at risk. In 2022, the Police Department contracted with Sigma Tactical Wellness on a pilot program basis to provide preventative cardiovascular screening specifically designed for law enforcement. Over 80% of staff participated. Participation was voluntary and we received overwhelmingly positive feedback from participants.

4. Transition Crossing Guard Program Management to Contract Service (\$271,393)

The City of Milpitas adopted the current crossing guard program deployment criteria in 2006 and posts guards primarily at intersections with high volumes of school-age pedestrians and vehicles during any one-hour period in a day and other factors consistent with the State of California Manual of Traffic Control Devices (CAMUTCD). Other factors include vehicle sight distance obstructions, traffic accident history, complex roadway geometry design, safety, City Council support, and/or Chief of Police support. Since then, the Crossing Guard Program has been managed by the Milpitas Police Department and is funded by the General Fund. However, over the past three years, several guards resigned from the program. Due to vacancies, the current staffing is insufficient to staff the thirty-four (34) identified locations in the 2014 survey

on which the current deployment model is based and other police department employees including Community Service Officers and Police Officers are regularly reassigned to backfill intersections to provide crossing guard services. This staffing model is not cost effective nor is it sustainable as a long-term solution to Crossing Guard vacancies. Multiple alternative models were reviewed and presented to City Council for consideration. Per Council direction, the model will change in FY23-24; the management of the crossing guard program will transition to a third-party contract service.

5. Fire Prevention Intern (\$22,736)

This action will fund a temporary student intern for the Fire Prevention division to support a variety of clerical and administrative duties including filing, scanning, scheduling, producing informational/educational documents, answering phones and emails. This will ease workload of current administrative staff, allowing time to work on refinements and improvements to current workflows and processes for better efficiency. This position was defunded in FY23 and is being requested once again, not to exceed 20 hours per week.

Community Development CSA (\$225,897)

(Planning, Building Safety and Housing, Public Works - Land Development, Fire Prevention)

Service Level Changes

1. Building Safety & Housing Director funded for 6 months (\$181,409 one-time savings)

This action will fund the vacant Building Safety and Housing Director position for 6 months, which generates one-time savings and allows the new City Manager to evaluate the position, organization and future candidate(s) accordingly.

2. Record Specialist Intern (\$27,306 one-time)

This action will fund one part-time intern position. The Planning Department maintains current and historic records related to land development, census and demographics, zoning determinations, long-range planning, etc. The records are often complex and include paper files, digital files, and exhibits. The Department also maintains a library of reference materials related to planning, zoning, and land development. As a best practice, current and historic records should all be available to the public online. This position will be dedicated specifically to purging, organizing, and setting up a logical system for records management, retention, and access.

3. Add Administrative Analyst II (Permit Navigator) (\$180,000)

This action will fund an Administrative Analyst II in the Office of Economic Development. This position will act as a Permit Navigator and work with the departments of Planning, Building Safety and Housing, Public Works, and Fire to coordinate and streamline the permitting process for development projects. This will result in an enhanced level of service to those who may wish to relocate to, expand in, or renovate their homes and businesses in Milpitas, thus creating opportunities for increased direct and indirect revenues associated with development activity.

4. Housekeys Below-Market-Rate Program Administration (\$200,000)

This action will fund contract services to administer the City's Below-Market-Rate (BMR) program for a term of five years. The BMR program is designed to assist very-low, low- and moderate-income households in becoming homeowners. The program administrator (Housekeys) will help manage the existing 200 + BMR ownership units as well as all future BMR ownership units, of which 50 units are expected in the next three years, and will help the City create program guidelines, complete an inventory assessment, review the eligibility of all applicants, host lotteries for all BMR units being sold, create educational resources, and

conduct compliance. The program administrator will ensure all documentation is up to date and in electronic files.

Community Services and Sustainable Infrastructure CSA \$1,965,377

(Public Works, Engineering (except Land Development), Recreation and Community Services)

Service Level Changes

1. Engineering Director position funded for 6 months (\$184,388 one-time savings)

This action will fund the vacant Engineering Director position for six months, which generates one-time savings and allows the new City Manager to evaluate the position, organization and future candidate(s) accordingly.

2. Fund Fleet Maintenance Worker III (\$211,000 on-going cost)

This action would fund one Fleet Maintenance Worker III to enhance public works services.

3. Fund two Maintenance Worker I/II (\$300,000 on-going cost, with one-time ARPA funds of \$172,344)

This action would fund two (2) Maintenance Workers I/II, with one addition to the streets division and one addition to the parks, trees & landscape division. This would enhance public works services.

4. Enhancement of Landscape Supervision and Irrigation System Management (\$7,677)

This action would delete an existing Maintenance Worker II position and add a Maintenance Worker III position to oversee a landscaping crew. The Trees & Landscape Division is currently staffed with 10 employees, including a Public Works Lead overseeing Parks, Trees, and Landscape, eight Maintenance Workers, one Maintenance Assistant, and four seasonals. In FY22-23, one Maintenance Worker III was shifted from the Trees & Landscape Division over to the Parks Division to oversee the three newly added Maintenance Assistants. This left a gap in supervision for the landscape crew. In the previous organizational structure, one Maintenance Worker III supervised the tree crew, and two Maintenance Worker III's supervised the two landscape crews. Having an additional MWIII would allow staff to split up into two landscape crews and respond more quickly to landscape service requests and work in multiple areas.

This position is also needed for irrigation system management (inspection, repair, and maintenance). The City maintains more than 200 individual controllers for street landscaping alone (more than 350 if including parks). Irrigation controllers in older areas of the City are reaching the end of their useful lifespan and need to be upgraded consistent with the findings of the ESCO project. Irrigation timing needs to be adjusted throughout the year in order to minimize water use consistent with "water conservation is a way of life" State mandate. Systems should ideally be tested on a biweekly or monthly basis depending on their complexity. Repair and maintenance are an ongoing issue as systems age, are damaged by unintentional incidents (vehicle accidents), or environmental circumstances (including sun damage/corrosion, landscape type, soil types, tree root incursion, etc.)

5. Restore Equipment Maintenance Worker II In Facilities (\$168,130)

This action would fund an Equipment Maintenance Worker II for the Facilities Division of Public Works. As part of the FY21-22 Budget, Council approved defunding 1.0 vacant Equipment Maintenance Worker II position as part of the budget balancing strategy needed in response to the economic downturn caused by the COVID pandemic. This position was approved in FY20 to support mechanical, electrical, and plumbing maintenance and repair at City facilities. The position recruitment was initially postponed in part in order to accelerate other Citywide recruitments and subsequently frozen due to COVID-19 and related forced shutdowns at City facilities. However, now that the City has returned to normal operations and City facilities

are operating and occupied on a regular basis, this position is needed to maintain facility systems for facility users and City staff.

6. Restore Recreation Services Supervisor (\$197,050)

This action would restore a Recreation Services Supervisor position. This position would oversee Community Center Operations and Administration, Department Facility and Park Rentals, Youth and Teen Programs, Contract Classes, and Contract Management.

This position was eliminated during FY 2020-2021 as part of the budget balancing during the height of the Pandemic. Many of the areas this position oversaw -- including Community Center operations, rentals, contract classes and special events -- were suspended or greatly reduced during COVID closures. Those few duties that remained were shifted to the Community Engagement & Inclusion Administrator's workplan.

As testing and vaccinations became widely available and department facilities, programs and services re-opened, the Assistant Director of Recreation and Community Services and Sports Center Supervisor shared duties that had previously been the responsibility of the Community Center Supervisor. However with the addition of new programs (ARPA-funded events, programs) and facilities (Alviso Adobe) and community participation exceeding pre-pandemic rates in many areas, splitting a fulltime management level position among existing employees is no longer sustainable.

7. Public Works Inspector (\$34,091 one-time)

This action defunds a temporary Public Works Inspector and adds one permanent position for a Public Works Inspector. The Public Works Inspector serves the Milpitas community by providing project inspection services within City streets and right-of-way to ensure construction work is completed in accordance with City standards, the approved plans, and with expected quality. Work inspected includes private development construction, City Encroachment Permit construction, and Capital Projects for installation of streets, sidewalks, and utilities. Currently, Engineering Department Inspection staff include one Senior Inspector (Supervisor), two Public Works Inspectors, and one Temporary Public Works Inspector. The Temporary inspector position is currently a funded and benefited position and is funded through a combination of private development project fees (80%) and Capital Projects (20%). The position was created over 10 years ago, and it has been continuously filled due to the need for the position. The temporary position will be defunded in FY23-24 and the cost savings will apply to the new permanent position.

8. Administrative Support for Cross Connection Control Program (\$176,897)

This action would create a new classification of Cross Connection Control (CCC) Specialist and fund one full time equivalent position in this new classification for the City's drinking water system. The CCC Specialist will administer the cross-connection control programs, perform cross-connection control inspections and periodically evaluate level of hazard at each commercial, institutional and industrial facility to determine if installation and/or retrofitting of backflow prevention assemblies are warranted, in order to meet the compliance deadlines issued by the State. Per the latest State Water Board audit of the City's drinking water system, the City was deemed to be out of compliance with State regulations requiring annual testing and inspection of water system cross connection and backflow assemblies. Per California Code of Regulations, backflow prevention assemblies must be inventoried and tracked by the City with potential hazard level identified, and each device must be tested annually in order to prevent endangerment to public health. The City has been directed to update our Cross Connection Control Program to ensure it meets state requirements including having appropriately certified staff administer the program.

9. Supervisory Control and Data Acquisition (SCADA) Staffing (\$174,099)

This action would establish a new classification and fund one FTE in that classification for an Instrument Control Technician. In October 2020, Council approved a contract with ENGIE to implement energy and water savings measures for the City. One of the Council approved measures is the implementation of SCADA, a remote utility infrastructure monitoring and operating system. SCADA will require ongoing monitoring of network, equipment and systems troubleshooting and maintenance, programming, user upkeep, security maintenance, and integration with existing CMMS (Computerized Maintenance Management System) and GIS (Geographic Information System) systems.

10. Add Environmental Inspector (\$152,123)

This action would fund an Environmental Inspector to oversee Illicit Discharge Detection and Elimination (IDDE) inspections and administer the City's required Fats, Oil, and Grease (FOG) Inspection Program. The City, as the operator of a storm water collection system, is subject to the San Francisco Bay Municipal Regional Stormwater Permit which includes many provisions and required program/action to minimize pollutants entering the storm drain system and local waterways. One such program is the IDDE stormwater inspection enforcement which requires active surveillance and centralized complaint collection and follow-up to control the discharge of spills, dumping, or disposal of materials other than stormwater to the storm sewer system, investigation into reports received and appropriate enforcement action. In the past the responsibility for this program was shared by Public Works and Fire, however, due to lack of sufficient staffing in Fire and Public Works and the cost considerations of having Fire Prevention Inspectors managing the work, funding a position in Public Works is being proposed.

The City's required Fats, Oil, and Grease (FOG) Inspection Program is currently conducted in part by a contractor. In 2017, the City of San Jose transferred responsibility for the FOG inspection program to all the Regional Wastewater Facility tributary cities including Milpitas. The City currently spends \$50,000 per year in contractual services FOG inspection services which provides for at least 80 food service facility inspections per year. The City has approximately 470 food service facilities which, based on priority, are inspected every one to three years. The actual workload for annual FOG inspections is approximately 190 inspections. Approval of this position will shift the existing \$50,000 budgeted in contractual services for the FOG inspection program to partially fund the Environmental Inspector position.

11. Senate Bill 1383 Edible Food Recovery Countywide Implementation (\$19,050)

This action would provide funding for the City of Milpitas' contribution to the Countywide program for edible food recovery as required by Senate Bill 1383. The Senate Bill regulations went into effect January 1, 2022 and require that jurisdictions ensure that certain food businesses recover edible food and provide them to organizations such as food banks and other food recovery organizations, rather than disposing the food into the landfill. All jurisdictions in Santa Clara County (including Milpitas) are working together regionally, with Joint Venture Silicon Valley implementing the food recovery program on behalf of the jurisdictions. The request for funding is new but the City has been participating in the county-wide program for the past year. The cost of this proposal is cost neutral and is offset by a Base Budget reduction in the Public Works Solid Waste Program budget.

12. Senate Bill 1383 Procurement Strategy Development (\$40,000)

This proposal will fund a technical consultant to develop a strategy for how the City could comply with the procurement requirements for Senate Bill 1383 in the most cost-effective approach and minimize impact on the solid waste rate payers and City operating budget. Senate Bill 1383 regulations went into effect January 1, 2022 and require all jurisdictions in California to purchase specific products that are compliant with the legislation such as compost, mulch, and/or renewable gas or electricity. CalRecycle (the state's

environmental agency) assigns a procurement target to each jurisdiction, based on population. This target is purposely very high and difficult to meet, in order to create a market for SB 1383 compliant recycled products. The cost of this proposal is cost neutral and is offset by a Base Budget reduction in the PW Solid Waste Program budget.

13. Enhancement of Tree Management Program (\$50,000)

This action would add \$50,000 in ongoing funding to prioritize the removal of trees that pose a high risk of failure. The City maintains a portfolio of 17,537 trees valued at over \$50 million. This valuation does not include the environmental economic benefits. The current maintenance strategy leverages the contracting of tree grid pruning maintenance of these assets while supplementing the balance of tree maintenance with internal staff resources. The current tree maintenance contract with West Coast Arborist is primarily intended for a variety of pruning types for all City-owned trees. There is currently no dedicated funding for tree removals.

As the contractor is moving through the grids for pruning and inspection, they are flagging trees that are recommended for removal and alerting staff on trees that need immediate removal due to safety concerns. This funding request will allow the division to prioritize the removal of approximately 120 trees per year. The City has a CIP established for the replanting of removed trees and planting of new trees per the City's Urban Forestry Management Plan and sites with removed trees will be added to the replanting list.

14. Public Works Departmental Organizational Development (\$20,000)

This action would provide funding to support career and professional development, succession planning, team building, and implementation of a cross-training program. The Public Works Department was severely impacted by staffing reductions in 2012 and has been working to restore service and staffing levels in a variety of ways. This has been a multi-year process that continues today. The department has recently experienced significant attrition due to retirements and staff turnover at all levels of the organization. Coupled with this attrition is a loss of institutional knowledge and operations experience. In addition to providing staff opportunities to provide skills training with organization, it is also important to enhance career development, which is the ongoing refinement of skills and knowledge, including job mastery and professional development, coupled with career planning activities. Supporting career development and cross training will provide learning opportunities that benefit the employee and the Department and will enhance opportunities to retain employees and institutional knowledge.

15. Commercial Driver Training (\$25,000)

This action would add ongoing training funding needed to provide Class B training to approximately five maintenance workers per year as opposed to relying on in-house training by City staff. Providing the necessary training to staff to obtain their Class B license is needed for them to perform their daily job duties which are required for certain staff based upon the union agreement and/or job duties (operating large equipment). Additionally, as of February 2022, the California Department of Motor Vehicles implemented federal Entry Level Driver Training (ELDT) requirements for commercial driver's license applicants. ELDT must be conducted by a registered training provider listed on the federal Training Provider Registry. Approval of funds will enable staff to obtain necessary Class B training to safely operate equipment in the field.

16. Enhancement of Senior Center Saturday Hours (\$25,799)

This action would provide funding for classes, events and workshops to be offered on Saturdays at the Senior Center. In Fall 2022, in response to an approved City Council priority request, the Barbara Lee Senior Center conducted a pilot program to offer services on Saturday mornings. The 11-week pilot ran September 10 through November 19, 9 a.m.-noon, during which time staff surveyed participants and

tracked participation in various activities. Attendance was strong, with 55-60 participants every Saturday morning. Highlights include the Age Well, Drive Safe presentation by CHP, game room (table tennis/billiards), cooking classes, and fitness classes. At the conclusion of the pilot program, staff recommended to continue offering Saturday hours without disruption. Regular Saturday hours resumed after one week off for the Thanksgiving Holiday. This proposal would provide funding for Saturday hours on an ongoing basis.

17. Alviso Adobe Program (\$6,050)

This action would provide part time staff to support the programming of the newly opened interpretive exhibit at the Alviso Adobe. In October 2022, City Council cut the ribbon on the Alviso Adobe historic display, the final phase of an extensive renovation project of one of the oldest buildings in Milpitas. The expectation has been, since the time the home was acquired by the City in 1997, that it would someday be open to the public and especially to school groups to visit and learn about Milpitas history. The proposal would allow the City to partner with non-profit group(s) and realize this vision with modest staffing costs.

18. Fund Black April Event (\$5,000 one-time)

This action would fund the City's Black April Event, which is a day to reflect upon the fall of Saigon and of South Vietnam, which took place April 30, 1975.

19. Public Works Vector Fleet Enhancement (\$300,000 one-time)

This action would fund the replacement of the existing 2006 Sterling L8500 Sewer Hydro/Vector Truck currently being used in the Utility Maintenance Division. This piece of equipment has reached the end of useful life and needs to be replaced for operational and emergency response. The Vector has been prioritized for replacement because it has over 133,399 hours, requires substantial maintenance, and experiences significant downtime. The Vector is used by staff for utility system repairs, dig-ups, and line cleaning.

20. Replacement of Aging Public Works Fleet (\$108,970 one-time)

This action would fund two Ford F-250 XL trucks to replace two 1998 vehicles currently being used in the Utility Maintenance Division. The current vehicles have a combined total of over 226,000 miles and have reached the end of useful life. 22% of the City's aging fleet (51 out of 241) was purchased in 2000 or earlier and needs to be replaced. Based on industry standards of replacing vehicles every 10 years, almost 60% of the City's aging fleet would be recommended for replacement. Public Works is finalizing its Fleet Replacement Policy and will be making major modifications to the existing fleet in the coming years, ensuring vehicles are getting replaced for safety and operational efficiency purposes. Due to necessity, the City has retained and continued to operate legacy vehicles that no longer have replacement funds. Replacement of these vehicles is now critically needed to sustain operations.

21. Public Works Concrete Trailer Fleet Enhancement (\$41,469 one-time)

This action would fund the purchase of one concrete trailer for use between the Utilities and Streets Divisions. The Water Division currently rents a concrete trailer to mix concrete for utility-related repairs when installing valve boxes, fire hydrant pads, blow off valves, and gate valves, etc. The Streets Division currently rents a concrete trailer for sidewalk-related repairs. The rental of the equipment occurs on a bi-weekly basis.

22. Public Works Trees and Landscape Fleet Enhancement (\$75,360 one-time)

This action would fund the purchase of two Ford Mavericks for the Parks and Trees & Landscape Divisions to align with staffing needs. On June 7, 2022, Council approved funding to add three Maintenance Assistants positions in the Parks Division and funding for equipment and supplies, including two vehicles.

Additionally, Council approved the addition of two Maintenance Workers in the Trees and Landscape Division without additional funding for an additional vehicle. Currently, Maintenance Workers are driving aging motor pool vehicles due to insufficient number of vehicles for staff. The motor pool vehicles are too small and make it difficult for staff to carry their tools.

23. Valve Exercising Program (\$17,700 one-time)

This action would fund the purchase of one Valve Exerciser. Per the latest State Water Board audit of the City's Drinking Water System, the City was found to be out of compliance with State regulations requiring a formal valve exercising program.

Leadership and Strategic Support CSA \$300,469

(City Council, City Manager, City Attorney, City Clerk, Finance, Human Resources, and Information Technology)

Service Level Changes

1. Fiscal Services Reorganization (\$6,100, net)

This action funds one FTE Finance Manager, deletes one FTE Customer Services Supervisor, and defunds one part-time FTE Water Meter Technician (Temporary) in the Fiscal Services section of Finance Department. The Finance Manager position will be tasked primarily with managing the fiscal services operations/staff, overseeing all revenue collection, deposits and cash courier, utility billing, business license and miscellaneous billings and accounting thereof.

2. Enhance administrative support services for the City Clerk, and citywide records management (\$78,663)

This action would result in the restoration of one part-time Office Assistant in the City Clerk's Office. To address the budget deficit related to the COVID-19 pandemic, the Office Specialist in the City Manager's Office was defunded, and the Office Assistant II was split 50/50 between the City Manager's Office and the City Clerk's Office. This action is in conjunction with the restoration of a one FTE Office Specialist in the City Manager's Office.

Due to reduced staffing, the City Clerk's Office has been unable to advance the records retention policy, centralized contracts management, and a citywide document management system. Addition of this resource will allow these important citywide initiatives to move forward.

3. Enhance administrative support services for the City Council, City Manager, and citywide programs and projects (\$63,106)

This action will restore a one FTE for Office Specialist in the City Manager's Office and delete one part-time Office Assistant II. To address the budget deficit related to the COVID-19 pandemic, the Office Specialist was defunded, and the Office Assistant II was split 50/50 between the City Manager's Office and City Clerk. The City Manager's Office provides administrative support to the City Council and the City Manager's Office executive team. Administrative staff also assists in responding to constituent inquiries, coordinating with external partners, and staff from all the departments, and supporting several citywide initiatives and programs. The current level of administrative support staff is unable to meet the significant service needs.

4. City Attorney Internship Program (\$17,587 one-time)

This action would fund a summer law clerk position. The law clerk would conduct research and make recommendations on document templates and Municipal Code updates. This will allow timely completion of discrete long-term projects and help build the Milpitas brand within the municipal law bar.

5. Legislative Consultant Services (\$110,000)

This action would continue to fund legislative consultant services which were initially funded in December 2022. The consultant team is comprised of Kiley and Associates and Joe A. Gonsalves & Son for federal and state legislative advocacy services respectively. The consultant team will track federal and state legislation, make recommendations for the City to support or oppose legislation in accordance with the City's adopted Legislative Guiding Principles, provide alerts and ongoing reports, inform the City of any potential impacts of approved legislation, and assist in advocacy for federal and state funding for City projects and programs. This action supports the City Council's Legislative Advocacy Policy and ensures that the City is proactive in tracking and acting on legislative issues and funding opportunities at the federal and state levels.

6. Council Travel Enhancement (\$25,000)

This City Council direction would increase the budget allocation for City Council travel and training by \$5,000 per elected official. The funding will allow the Mayor and Councilmembers more professional development and training opportunity relevant to their elected official roles.

Amendments to Fiscal Policies and Budget Guidelines

As part of the annual budget process, staff reviews the Fiscal Policies and Budget Guidelines, which can be found in a separate section of this budget document. These policies and guidelines set the fiscal framework for the annual budget process and long-term financial decisions. Below please find a summary of changes to the Fiscal Policies and Budget Guidelines, which were presented for Council consideration on May 9 and May 23, 2023 and approved as part of the Adopted FY 23-24 Budget.

Changes to Fiscal Policies

The City's Fiscal Policies are broken down into General Financial Goals; Operating Budget, Revenue, and Expenditure Policies; Utility Rates and Fees; Capital Budget Policies; Debt, Reserve, and Investment Policies; and Accounting, Auditing, and Financial Reporting Policies. It is important to note that the City Council also adopted separate debt and investment policies consistent with State law.

This balanced Adopted Budget remains focused on sound City fiscal policies and preserving existing reserves. The adopted changes provide some flexibility on an operating surplus, if any, and initiate funding for strategic purchasing acquisition revenue (SPAR) fund. The adopted changes also delete the confirmation from the City's pension actuary and instead, stipulate the surplus contribution to the Pension Stabilization fund if there is a budgetary surplus and remove the secondary pension contribution to provide for emphasis towards other City priority reserves.

Changes to Budget Guidelines

Through adoption of this budget, the City Council approves the Budget Guidelines found in a separate section of this document. The Budget Guidelines set forth the Basis of Budgeting; Budget Calendar requirements; form and content of the City Manager's Adopted Budget; adoption of the Budget by June 30th; the City Manager's budget authority; requirement that budget amendments be approved by the City Council; budget transfers and modification procedures; automatic adjustments and re-appropriations; budget monitoring and reporting; and reserve requirements for all funds. There are no changes in Budget Guidelines.

Reserves

This budget retains the City's reserves and balance sheet position by not utilizing the contingency reserve, budget stabilization reserve, future year deficit reserve, ERAF litigation contingency nor PERS stabilization reserve to fund FY 2023-24 appropriations. General Fund technology and infrastructure reserves are proposed to fund FY2023-24

technology and infrastructure projects, in accordance with the purpose of the reserves. Specifically, as of the audited FY2022 reserve balances, the City will retain \$86.4 million of General Fund reserves as shown below in the “committed” category of \$15.8 million and “unassigned” category of \$40.0 million and Section 115 Pension Irrevocable Trust of \$30.6 million (as of 6/30/2022), which is held separately in a trust fund. Table 6 below summarizes the Audited Comprehensive Financial Report (ACFR) for the General Fund balance and considers the footnote for the Section 115 Trust (effective June 30, 2022), which is presented separately from the General Fund in the ACFR.

Table 6 – General Fund – Fund Balance FY2016-17 to FY2021-22 (Audited balances, \$ in Millions)

(\$ in Million)	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Nonspendable:						
Loan receivable	\$10.3	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Prepays, materials, supplies and deposits	\$0.6	\$0.7	\$0.7	\$0.6	\$0.6	\$0.7
Property held for resale	\$4.2	\$4.2	\$4.2	\$4.2	\$4.2	\$4.2
Advance to Other Funds	\$5.1	\$5.2	\$5.3	\$5.4	\$0.0	\$0.0
Subtotal Nonspendable	\$20.2	\$10.1	\$10.2	\$10.2	\$4.8	\$4.9
Committed to:						
PERS stabilization*	\$19.0	\$29.9	\$33.9	\$33.9	\$2.8*	\$5.1**
Artificial turf replacement	\$0.0	\$0.8	\$1.0	\$1.2	\$1.4	\$1.7
Technology replacement	\$0.0	\$1.0	\$2.0	\$2.0	\$2.0	\$2.0
Facilities replacement	\$0.0	\$2.0	\$7.0	\$7.0	\$7.0	\$7.0
Subtotal Committed	\$19.0	\$33.7	\$43.9	\$44.1	\$13.2	\$15.8*
Assigned to:						
Change in investment market values	\$0.0	\$0.0	\$0.0	\$1.1	\$0.0	\$0.0
Uninsured claims payable	\$2.8	\$2.8	\$2.8	\$2.0	\$2.3	\$2.3
Contracts	\$0.8	\$1.2	\$3.1	\$3.0	\$2.4	\$2.5
Other assigned	\$0.0	\$0.0	\$0.0	\$0.0	\$1.8	\$1.2
General government capital projects	\$4.5	\$4.6	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Assigned	\$8.1	\$8.6	\$5.9	\$6.1	\$6.5	\$6.1
Unassigned:						
General Fund Contingency Reserve	\$0.0	\$0.0	\$0.0	\$17.3	\$18.3	\$18.5
Budget stabilization	\$0.0	\$4.0	\$9.5	\$17.1	\$18.3	\$18.5
Future deficit	\$0.0	\$0.0	\$0.0	\$0.0	\$1.5	\$1.5
ERAF Litigation Contingency	\$0.0	\$0.0	\$0.0	\$0.0	\$1.2	\$1.2
Unassigned	\$25.4	\$36.5	\$31.2	\$0.0	\$0.2	\$0.3
Subtotal Unassigned	\$25.4	\$40.5	\$40.7	\$34.4	\$38.3	\$40.0
Total fund balances	\$72.7	\$92.9	\$100.7	\$94.8	\$62.8	\$66.8

*General Fund of \$33.9 million of PERS stabilization was put into a Section 115 Pension Trust on June 30, 2021 at Council's direction.

**For the General Fund, Water and Sewer Funds, the Section 115 Pension Trust market value was \$30.6 million on June 30, 2022.

Major Development Activities in the City

Milpitas Metro Specific Plan – After three years of diligent discussions and collaboration with the community, the Milpitas City Council unanimously adopted the Milpitas Metro Specific Plan (Metro Plan) on February 7, 2023. The Metro Plan updates the original 20-year Transit Area Specific Plan (TASP) and incorporates changes to address current and future economic and social conditions that have evolved since the original plan was adopted in 2008. As described in the Plan document: “The Milpitas Metro area is a unique and vital hub in Silicon Valley. It is a major transportation crossroads, including transit stops served by BART, VTA light rail, and bus, and it includes major roadways and highway access. It is also emerging as Milpitas’s densest urban center, featuring new multifamily development, a range of shopping opportunities, and a planned Innovation District. Milpitas Metro will be an urban, future-forward center that supports a balanced mix of housing, retail, and employment uses; provides safe multimodal connections and public spaces; and is distinguished by urban design standards that create a visually memorable environment.”

The expansion of the Metro Plan area eastward toward Interstate 680 will include approximately 60 acres on both sides of Montague Expressway for future development of an Innovation District with a focus on technology and research that provides employment opportunities and revenue generation for the City. This area also includes some existing and future housing in a mixed-use environment within proximity to jobs and transit. It also envisions future hotels as demand emerges.

In addition, the Metro Plan recognizes the great potential for future evolution of the 99-acre Great Mall site into a wider range of mixed uses. The Plan anticipates that both the City and the property owner of the Great Mall will want to plan in more detail how future redevelopment of the Great Mall could occur in the best interests of both parties, retaining commercial services and enhancing the value of this land, such that a comprehensive Development Agreement (DA) would be a likely path to follow up on how to implement the Metro Plan in that area following Metro Plan adoption. The Metro Plan establishes a framework articulating the initial expectations of the City relative to the redevelopment of the site and will serve as a strong foundation for a future Development Agreement.

Finally, the Metro Plan recognizes the great value of the Milpitas Transit Center and its connection to regional BART service to support significant commercial and employment development. The Metro area, particularly with the eastward boundary expansion of the Innovation District, can add significant capacity to the original commercial opportunity by adding more commercial/ employment space. It is anticipated that such development could bring new high-paying jobs to the City, particularly providing new opportunities for Milpitas residents. Significant job growth near new and existing residential development can also be expected to reduce VMT and enhance the City’s overall fiscal and environmental sustainability.

Gateway-Main Street Specific Plan (Midtown Specific Plan Update) – In March 2002, the Milpitas City Council adopted the Milpitas Midtown Specific Plan to establish a framework for redevelopment of the City’s historic Main Street and adjacent areas along the Calaveras Blvd. corridor between Main Street and Interstate 880. The overall strategy for the Midtown area was to create a mixed-use community that includes high-density, transit-oriented housing and a central community “gathering place” while maintaining needed retail and commercial service uses. The original Midtown Plan was amended in 2008 concurrent with adoption of the Transit Area Specific Plan.

In October 2021, the City of Milpitas and a team of consultants from Ascent Environmental teamed up to kick off the long-awaited update of the Midtown Specific Plan. This effort has identified three primary focus areas: South Main Street between Great Mall Parkway and Weller Ave., Calaveras Blvd. between Main Street and I-880, and the I-880 frontage along Abbott Ave and Thompson Court. These three inter-related areas form an important gateway into the City via Highway 237, and the updated Midtown Plan has been rebranded as the Milpitas Gateway-Main Street Specific Plan in recognition of the significance of this area as a primary entrance to the City. The Gateway-Main Street Plan will establish the types, locations, and intensities of land uses to be accommodated within each focus

area. A variety of uses will be allowed, including entertainment, retail, civic, cultural, office, and high-density mixed-use residential in a compact, walkable, and unique centralized setting. Work is well underway on the Plan with completion of the existing conditions report, analysis of the area's urban form, and a detailed market study. The Plan's estimated completion date is early 2024.

Economic Development Strategy – Economic Development and Job Growth is a key City Council priority, which is vital to the health of the local economy. The City Council adopted the Economic Development Strategy and Implementation Actions report (EDS) on May 5, 2020, to serve as Milpitas' road map to grow and diversify the City's economy, support businesses and workers, and improve quality of life in the community. The EDS is a 5-year strategy and implementation action plan that is approximately 57% complete in 2.5 years.

The Office of Economic Development has executed several implementation actions of the EDS. Accomplishments include business attraction/retention/expansion with Apple, Corsair Gaming, BD Biosciences, Commonwealth Fusion Systems, KLA+, TDK, Headway Technologies, Tarana Wireless, Ascenx, Virtusa Corporation, Advanced Energy Industries, Big Foot Biomedical, Smart Global Holdings, and SMTC Manufacturing. The Office has also completed a Fiscal Benefits of Employment Lands Study Phase I Technical Report and Phase II Innovation District Action Plan and a COVID-19 Workforce Recovery Program designed to help 25 residents with customized training workshops, assessments, and career navigation for career growth opportunities. The Office has also issued Requests for Proposals for the Innovation District Branding Initiative and Real Estate Transactions and Asset Management Study. Staff also hosted a successful 6th Annual Manufacturing Day event, coordinated a speaking panel for the ICSC Monterey Conference for thought leadership, and received an International Economic Development Council Excellence in Economic Development Bronze Award for the report entitled "Surviving the Pandemic and Building Resilient Hotel & Travel Industries in Silicon Valley: A Guide for Local Government & Industry Leaders".

The Office of Economic Development is engaged in various American Rescue Plan Act (ARPA) Economic Vitality Investment Framework actions. Through the approximately \$1.5 million Small Business Assistance Grant Program, staff was able to assist over 340 businesses adversely impacted by the pandemic who used funding primarily for mortgage, rent, and utilities, as well as 13 Milpitas hotels through the \$130,000 Hotel Grants program who utilized funding predominantly for utilities, workforce development, and sanitation solutions. Through the Workforce Development program (Phase I), staff assisted over 50 at-risk youth and adults, and partnered with 4 non-profits to provide youth summer jobs/training, green/sustainable jobs/certification, and early education teacher apprenticeships. Staff has launched the ARPA funded Storefront Improvement Grant Program and the Business Improvement District (BID) feasibility analysis as part of the ARPA Main Street Revitalization efforts.

Residential Development – The City approved several significant new development projects in FY 2022-23. Within the Metro area, the City has approved a 78-unit townhome project on a 4.1-acre site located at 675 Tradezone Blvd. Twelve of the townhomes will include attached accessory dwelling units (ADUs) on the ground floor. The residences will be designed as a mix of two-, three-, and four-bedroom units, with sizes varying from 584 square feet to 1,434 square feet. The project will also provide 191 vehicle parking spaces, including two-car garages for each unit. Also within the Metro area, construction is underway on a 102-unit multifamily residential project (100% affordable) at 355 Sango Court, an 85-unit multi-family residential project (100% affordable) by Pacific Communities at 308 Sango Court, and a 32-unit townhome project by KB Home at 2001 Tarob Court. In addition, construction has been completed on a 216-unit mixed-use residential-commercial project at 720 Montague Expressway (Lantana) as well as a 213-unit mixed-use residential project at 1400 McCandless Drive (The Fields – Gideon). Within the future Milpitas Gateway-Main Street Specific Plan area, the City has approved entitlements for a 57-unit townhome condominium project on a 2.35-acre site located at 612 South Main Street.

Non-residential Development – In FY 2022-23, the City approved several new non-residential development projects. In August 2022, the Planning Commission approved entitlements to allow redevelopment of a former

racquetball club at 1000 Jacklin Road into a new child-care center (Primrose School) for up to 266 children, ages 12 months through five years. The project will include interior remodeling, exterior façade improvements, and new outdoor play areas. In February 2022, Stratford Schools completed its conversion the former Orchard Supply Hardware store at 125 North Milpitas Blvd. into a new private early education facility for up to 480 students, kindergarten through 2nd grade. The City also approved a new 293,000-square foot warehouse-distribution facility on a 14-acres site at 475-525 Sycamore Lane in the Southwest Employment area. The following technology and advanced manufacturing businesses have moved to, are in the process of moving, or have expanded in Milpitas: Apple, Corsair Gaming (95% complete), BD Biosciences (50% complete), Commonwealth Fusion Systems, KLA+, TDK, Headway Technologies, Tarana Wireless, Ascenx, Virtusa Corporation, Advanced Energy Industries, Big Foot Biomedical, Smart Global Holdings, and SMTC Manufacturing. These Milpitas businesses will create new jobs and generate sales tax revenues through business-to-business relationships.

Conclusion

The Adopted FY 2023-24 Budget restores and enhances priority service areas during this on-going economic recovery. We remain committed to leveraging the Federal ARPA funds to aid the community and maintain fiscally sound policies to fund City reserves, continue long-term planning and invest in City economic development. This balanced budget provides funding for a portfolio of essential City services and infrastructure improvements. Staff presented the Proposed Budget on May 9, continued Council deliberations on May 23 and held a public hearing and adoption of the budget on June 6. Throughout this process, we sought Council, community, and employee feedback to inform budget priorities.

This budget could not be accomplished without the tremendous work of the Executive Leadership Team and their staff. I am especially thankful to the Budget Team as well as the entire Finance Department under the leadership of Lauren Lai, Director of Finance, for their dedication, professionalism, and expertise in the development and publication of the FY 2023-24 Adopted Budget. Above all, I greatly appreciate the foresight, leadership, and direction of the Mayor and Members of our City Council, in completing the budget process. With your guidance and support, Milpitas is poised for fiscal stability success as we face the year ahead.

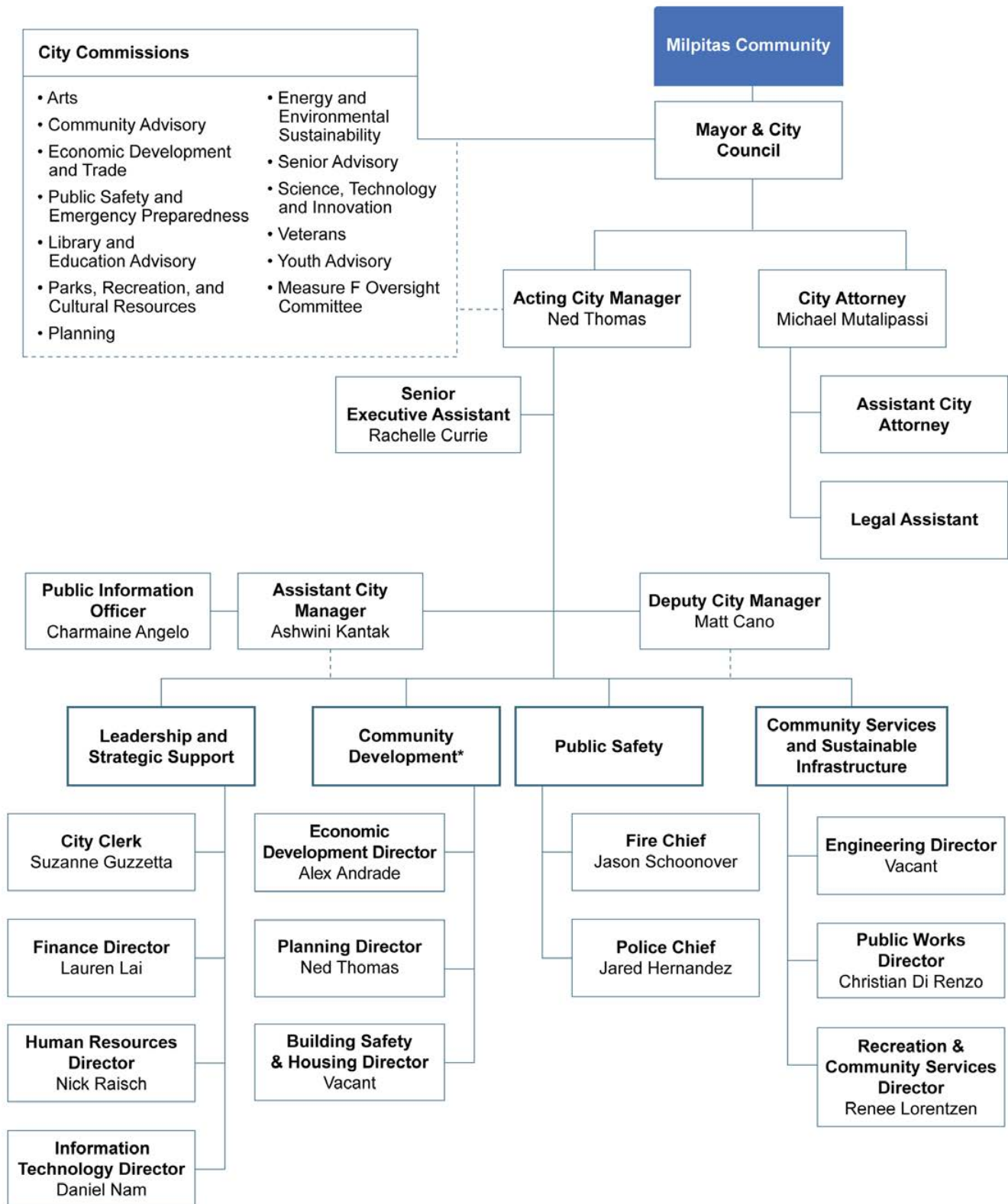
Respectfully submitted,



Ned Thomas

Acting City Manager

Organization Chart



*Fire Prevention (Fire Department) and Land Development (Engineering Department) are part of Community Development.

History

Before roads were carved and houses were built, Milpitas and its surrounding areas were home to Native Americans in the Costanoan and Ohlone tribes. Living off the bounty of the land around San Francisco Bay, the Costanoans and the Ohlones prospered for hundreds of years long before Mexican or Spanish immigrants came to conquer the land.

In the 18th century, Spanish explorers surveyed the land and were the first to give Milpitas its name - milpa - or little cornfields. Three large ranches began, and two families, the Alvisos and the Higueras, built adobes in the mid-1800s which still stand today.



The José Alviso Adobe principal residence of Rancho Milpitas as it appeared in 1940. (Photo by Willis Foster, Library of Congress Historic American Buildings Survey collection).



In 1850, the California Gold Rush began, and “American” settlers started taking over the region. In 1852, a settler from Ireland, Michael Hughes, built the first redwood-framed house in what is now Milpitas. Soon after, the first school was built, and by 1857, Milpitas had a hotel, general store and a post office.

Fruit orchards began to spring up in the 1870s, and later the region was known for its hay growing. The population continued to grow into the 1880s and settlers numbered over 1,500. But by the turn of the century, only about a third of those people remained.

Populations would remain low until shortly after World War II, when Western Pacific Railroad bought a 300 acre industrial park within the city and Ford Motor Company announced it would shift its manufacturing plant from Richmond (just north of Oakland) to Milpitas. The population grew to 825. Sewer and water service, and fire protection were set up shortly after, as was one of the country’s first integrated housing communities.

On January 26, 1954, the city was officially incorporated, after fighting off annexation attempts by neighboring San Jose. Ten years later, population grew to 7,000.

Following the computer firm boom of the 1980s and the opening of one of the nation’s largest malls in 1994, the city is now home to 81,067 residents¹.

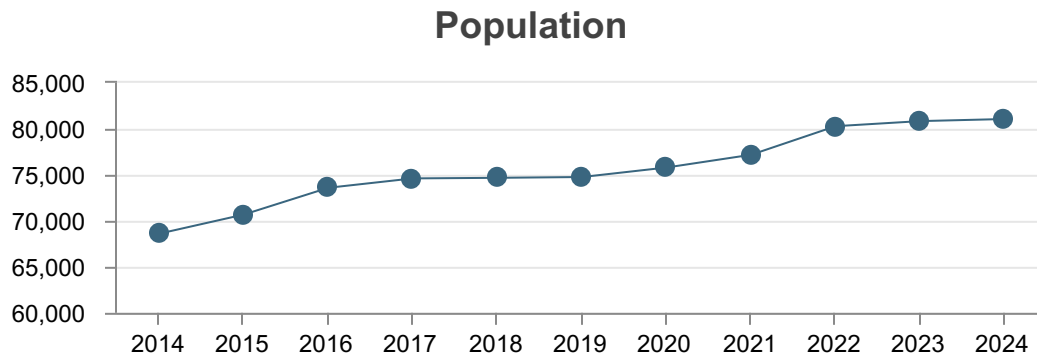
Alviso Adobe Park is one of Milpitas’ hidden gems – perfect for a family or small group outing to discover the past. Built on the site of the 1837 José Maria Alviso Adobe, today this peaceful special purpose park celebrates and preserves the community’s ranching and agriculture roots with historic farm outbuildings, public art, interpretive signage, heritage trees, fruit trees, flowers and wildlife visitors. There is an interpretive exhibit – If These Walls Could Talk – that tells the adobe’s story through a dynamic visual and audio presentation that helps visitors learn about the adobe’s significance both locally and regionally.

History courtesy of: The Milpitas Post

Demographic Profile

Population

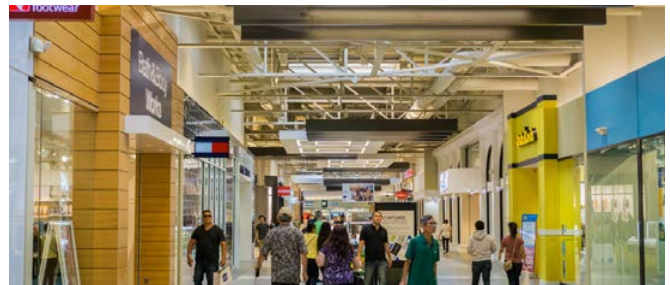
Once a small agricultural town and later a stopover point for travelers between Oakland and San Jose, Milpitas has blossomed into one of the world's premier computer and semiconductor producers. Residents of the burgeoning city of 81,067 are part of family-centered communities that embrace cultural diversity, quality schooling, and conveniently located neighborhood parks and shopping centers.¹ The table below reflects City population based upon data from Department of Finance.



Development



Incorporated in 1954 with 825 residents, Milpitas is located at the southern tip of the San Francisco Bay and in Silicon Valley. The City covers 13.6 square miles, with grassy foothills and picturesque Mount Hamilton to the east and the Santa Clara Valley floor to the west. The city is located in Santa Clara County, home to approximately 1.9 million residents. To the north is the city of Fremont. To the south lies San Jose, the third largest city in California. As of 2019, Milpitas had an existing inventory of approximately 14.5 million square feet of office, R&D, and manufacturing space.¹ This inventory is flexible and includes a diversity of building types and sizes, which can accommodate businesses in need of different types of spaces. About 5.5 million square feet of warehouse and distribution space existed in Milpitas in 2019.²



Milpitas has a large and diverse offering of retail stores and restaurants, mostly concentrated in suburban-style shopping centers. As of 2019, Milpitas had nearly 5 million square feet of retail, of which three quarters was located in retail centers of different sizes and trade areas.² Milpitas has an ethnically diverse array of retail and restaurants, and a significant portion of retail in Milpitas is specialized in Asian products. Milpitas has major regional retail destinations that attract shoppers from beyond the city. The largest centers are the Great Mall, a 1.4 million square feet super-regional mall, and McCarthy Ranch, a 415,000 square feet power retail center.²

Employment

With over 40,800 jobs⁸ and 39,600 employed residents, Milpitas is a jobs rich community.³ The two largest employers in Milpitas are Cisco Systems with approximately 3,000 employees and KLA with over 2,000 employees.³ Other major employers include Flex, Headway Technologies, and Milpitas Unified School District. Several of these top employers have made Milpitas their corporate headquarters location. The largest percentage of the Milpitas workforce, approximately 26%, are employed in professional, scientific, and management, and administrative and waste management, 23% in manufacturing, and approximately 16% in educational services, and health care and social assistance.⁴

The City's largest own-source revenue is property tax. Top ten property tax payers are shown below:⁵



Principal Property Tax Payers: Fiscal Year 2022-23		
Taxpayers	Taxable Assessed Value ¹	% of Total City Assessed Value
1. KLA Tencor Corporation	\$612,263,450	2.79%
2. Cisco Technology Inc	510,485,928	2.33%
3. Milpitas Mills LP	352,602,886	1.61%
4. Sandbox Expansion LLC	249,318,497	1.14%
5. McCarthy Center Holdings LLC	203,531,025	0.93%
6. Milpitas-District 1 Owner LLC	193,097,755	0.88%
7. Shac Centre Pointe Apartments LLC	187,631,726	0.86%
8. Amalfi Milpitas LLC	176,047,464	0.80%
9. Lago Vista Milpitas LLC	175,520,190	0.80%
10. Essex Portfolio LP	170,201,375	0.78%
Total	\$2,830,700,296	13%

¹ The total City assessed valuation for fiscal year 2022-23 is \$21,934,151,058.
Source: California Municipal Statistics, Inc.

Community

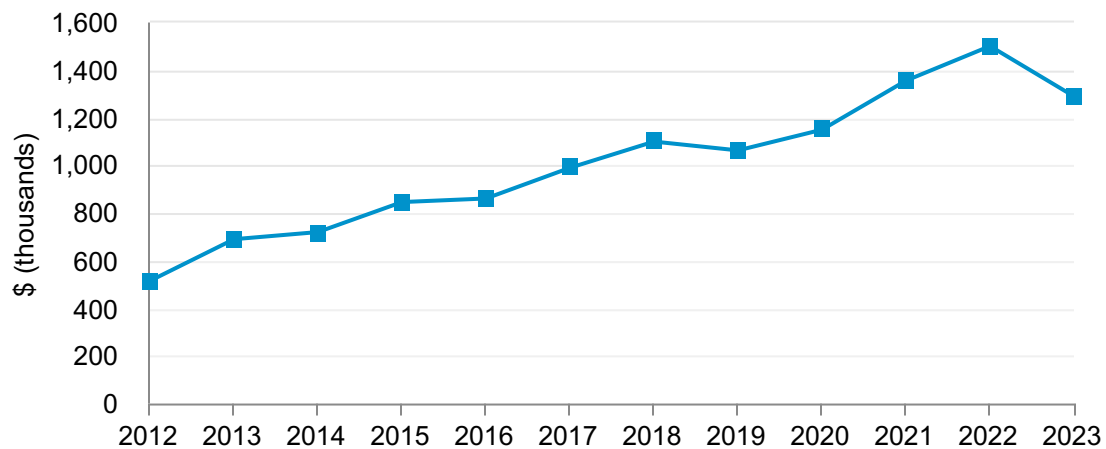
At 20 feet above sea level, Milpitas' mild climate averages 59 degrees, with gentle winds from the northwest and little more than 13 inches of rain expected in a typical year. Milpitas' neighborhoods are dotted with over 20,000 households and well-placed parks. Thirty-seven city parks are maintained by Milpitas, including one dog park and 21 tennis courts. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth programming, and senior activities and services. Milpitas' median household income is \$169,460.⁶



Housing⁴

Close to 63.7 percent of Milpitanians own their own home. The median gross rent in Milpitas is \$2,762. The median price of a single family residence as of January 2023 in Milpitas is \$1,290,250. About 21.9 percent of the city's population are under 18 years of age. About 78 percent of the population are 18 years and over. About 12 percent of residents are 65 years and over.

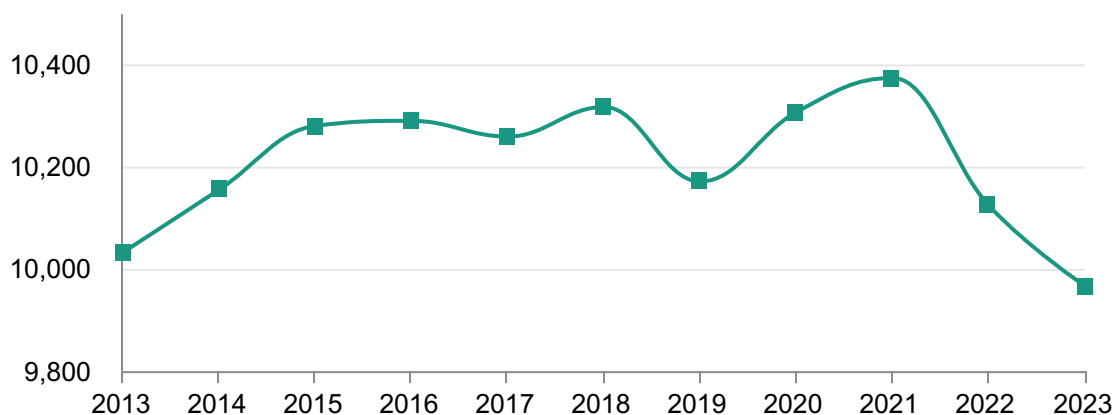
Median Home Price (in thousands)



Education

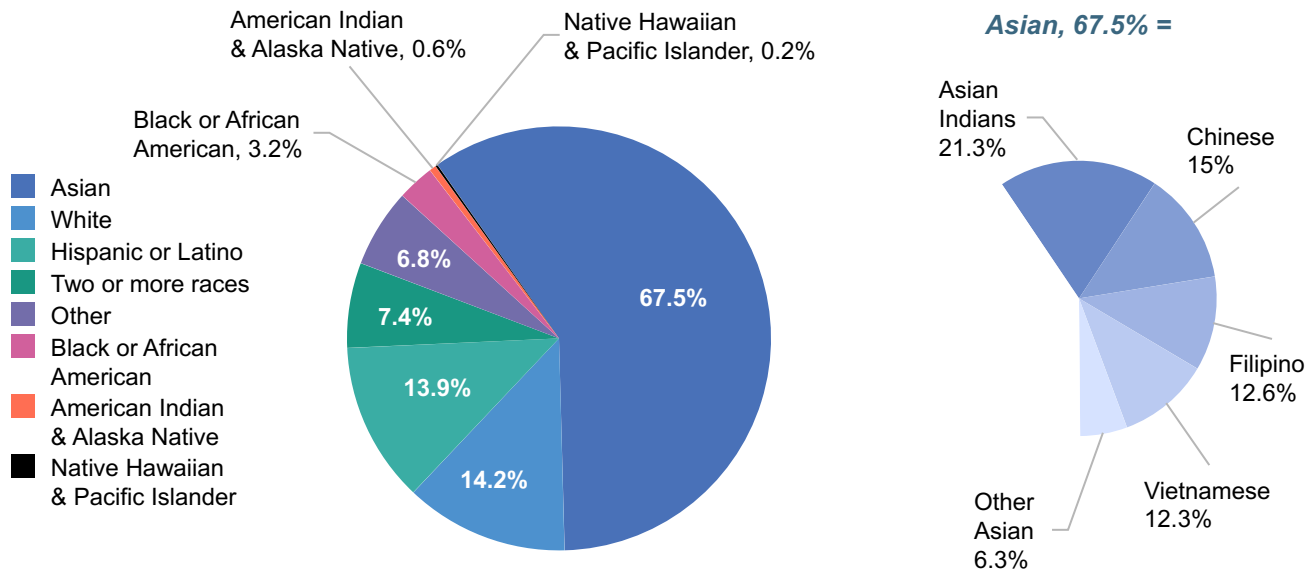
The Milpitas Unified School District operates ten elementary schools (K-6), two middle schools (7-8), two high schools (9-12), one continuation high school, and one adult education school. The district employs over 500 individuals on a full-time basis to serve approximately 10,000 students as a Pre K-12 grade school system.⁷

School Enrollment



Facts About Our Residents

According to the latest Census Bureau American Community Survey (ACS) 5-Year Estimate, 67.5 percent of residents are Asian with Asian Indians at 21.3 percent, Chinese at 15 percent, Filipino at 12.6 percent, Vietnamese at 12.3 percent and Other Asian at 6.3 percent. 14.2 percent are White; Hispanic or Latino is at 13.9 percent; Black or African American is at 3.2 percent; American Indian and Alaska Native is at 0.6 percent; Native Hawaiian and Pacific Islander is at 0.2 percent; Other Race is at 6.8 percent and those who identify as belonging to two or more races is 7.4 percent.



Note: The race and ethnicity population numbers are acquired from two data sets. Currently, the Hispanic/Latino/Spanish option is separated out from the general race question.

Government

The bustling general law city is supervised by a council-manager form of government. The Milpitas City Council is the flagship decision making body that appoints members to many commissions that serve in advisory capacities. The mayorship is an elected position, as are all the council seats. Mayors serve two-year terms; council members have four-year terms.

The City Council makes the ultimate planning and policy decisions for residents, and oversees the city's budget. The five members carry out twice a month public meetings. At these times, the public is able to provide comments.

The Council's meetings are held the first and third Tuesdays of each month at 7:00 p.m. in the Milpitas City Hall, 455 E. Calaveras Blvd.

There are 12 Advisory Commissions and 1 Oversight Committee on which residents can participate - the Planning Commission, Arts Commission, Youth Advisory Commission, Library and Education Advisory Commission and Senior Advisory Commission, to name a few.

¹ July 1, 2023 population data from Department of Finance

² City of Milpitas Economic Development Strategy and Implementation Actions Report (May 2020)

³ California EDD

⁴ 2021 ACS 5-Year Estimates Data Profiles

⁵ HdL Coren & Cone

⁶ 2022 American Community Survey 1-Year Estimates (<https://data.census.gov/all?q=milpitas+median+household+income>)

⁷ <https://dq.cde.ca.gov/dataquest/>

⁸ The decline is due to different reporting methodology. In prior budgets, a different data set was used that included jobs held by non-Milpitas residents.

Milpitas at a Glance

Date of Incorporation:
January 26, 1954

Form of Government:
Council-Manager

Population (estimated*)	81,067
Land area (Square Miles)	13.6
Miles of Streets	308
Number of Street Lights	4,584

Fire Protection

Number of Stations	4
Number of Firefighters	65
Fire Apparatus	13
Number of Fire Hydrants	2,308

Police Protection

Number of Stations	1
Number of Substations	1
Number of Sworn Officers	94
Number of Crossing Guard Locations	34
Number of Police Patrol Vehicles	30

Employees - FY 24 Budget

Permanent	452
Temporary (FTE)	59.3

Water Utility

Number of Customers	
Residential	14,721
Commercial	2,206
Recycled Water	232
Average Daily Consumption (in million gallons)	
Potable Water	6.9
Recycled Water	0.92
Miles of Water Mains	183

Sewer Utility

Miles of Sanitary Sewers	160
Miles of Storm Drains	112

Public Schools Serving the Community

Elementary Schools	10
Middle Schools	2
High Schools	2
San José City College in collaboration with the MUSD and San José Evergreen Community College district	1

Parks and Recreation

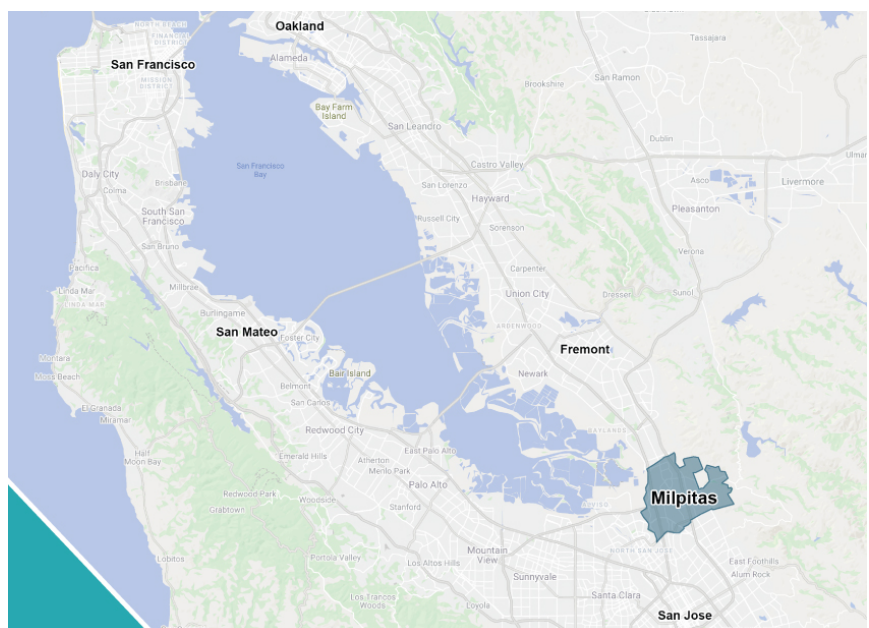
Acres of Parkland	164.59
Number of Parks	37
Number of Playgrounds	35
Number of Tennis Courts	21
Number of Swimming Pools	3

*July 1, 2023 population provided by Department of Finance.

Map

The City of Milpitas is located near the southern tip of San Francisco Bay, forty-five miles south of San Francisco. Milpitas is often called the “Crossroads of Silicon Valley” with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a county expressway.

A light rail line opened for service in 2004 and an extension of BART, including a major multi-modal station opened for service in June 2020.





FY 2024-2033 Ten-Year General Fund Financial Forecast

Staff develops a Ten-Year General Fund Financial Forecast to highlight long-term impacts of projected revenues and expenditures primarily to enhance the City's fiscal long-term stability and pension costs management. When the California Public Employees Retirement System (CalPERS) changes the actuarial assumptions of the pension portfolio, such as lowering the interest earning or demographic assumptions, such changes become fully effective seven years after CalPERS Board approval. In addition, Measure F is an eight-year tax measure, consequently, long-term forecasts provide an invaluable planning tool to understand the fiscal implications of today's budget actions and are an indication of sound fiscal planning and strategy.

The table below shows the FY 2024-2033 Ten-Year General Fund Financial Forecast starting with the FY 2023-24 Adopted Budget. Over the ten years of the Forecast based on information available in March, staff projects annual surplus and deficits between \$1.4 million and -\$21.0 million. With the sunseting of Measure F effective April 1, 2029, deficits are anticipated starting with FY 2027-28. Therefore, to prevent service reductions, the City continues with economic development, cost management and innovations. The table below also includes the information on the City's current year Adopted Budget for FY 2023-24. Revenues and other Sources includes taxes, fees, overhead charges and use of reserves, as applicable. Uses include personnel and non-personnel expenditures, debt service and contributions to reserves, as applicable.

Table 1 – FY 2024-2033 Ten-Year General Fund Financial Forecast - Overview (\$ in millions)

	FY 22-23 Adopted Budget	FY 23-24 Adopted Budget	FY 24-25 Forecast	FY 25-26 Forecast	FY 26-27 Forecast
Revenues and Other Sources	\$117.6	\$129.5	\$132.6	\$138.9	\$143.4
Expenditures	(117.6)	(129.5)	(132.6)	(137.5)	(143.4)
Annual Surplus/ (Deficit)	\$0.0	\$0.0	\$0.0	\$1.4	\$0.0

	FY 27-28 Forecast	FY 28-29 Forecast	FY 29-30 Forecast	FY 30-31 Forecast	FY 31-32 Forecast	FY 32-33 Forecast
Revenues and Other Sources	\$148.1	\$151.2	\$150.3	\$155.4	\$158.0	\$163.0
Expenditures	(149.3)	(157.1)	(163.6)	(170.5)	(176.4)	(184.0)
Annual Surplus/ (Deficit)	(\$1.2)	(\$5.9)	(\$13.3)	(\$15.1)	(\$18.3)	(\$21.0)

The following sections discuss the year-over-year changes between the FY 2022-23 Adopted Budget and the FY 2023-24 Adopted Budget as well as assumptions embedded in the FY 2024-2033 Ten-Year General Fund Financial Forecast for major revenue and expenditure categories.

Ten-Year General Fund Financial Forecast

Revenues and Other Sources

**Table 2 – FY 2024-2033 Ten-Year General Fund Financial Forecast –
Revenues and Other Sources (\$ in millions)**

	FY 22-23 Adopted Budget	FY 23-24 Adopted Budget	FY 24-25 Forecast	FY 25-26 Forecast	FY 26-27 Forecast
Revenues/Sources					
Property Taxes	\$42.6	\$46.0	\$47.8	\$50.3	\$52.1
Sales & Use Tax	27.4	28.9	29.9	30.5	31.2
Sales Tax – Measure F	6.4	7.0	7.2	7.3	7.5
Transient Occupancy Tax	8.3	11.8	13.7	14.4	14.8
Licenses, Permits & Fines	11.5	8.7	9.8	10.6	11.0
Charges for Services	5.9	8.1	7.5	7.8	8.0
Franchise Fees	5.4	5.8	6.0	6.1	6.3
Use of Money and Property	0.4	0.4	0.4	0.4	0.4
Other Taxes	1.1	1.1	1.1	1.1	1.2
Intergovernmental	1.0	0.8	0.3	0.3	0.3
Other Revenues	0.4	0.4	0.4	0.4	0.4
Operating Transfers In	7.2	8.1	8.5	9.6	10.2
Facility & Technology Reserves	0.0	2.4	0.0	0.0	0.0
Total Revenues/Sources	\$117.6	\$129.5	\$132.6	\$138.9	\$143.4

	FY 27-28 Forecast	FY 28-29 Forecast	FY 29-30 Forecast	FY 30-31 Forecast	FY 31-32 Forecast	FY 32-33 Forecast
Revenues/Sources						
Property Taxes	\$54.1	\$56.1	\$58.2	\$60.4	\$62.7	\$65.0
Sales & Use Tax	31.8	32.6	33.4	34.3	35.1	36.0
Sales Tax – Measure F	7.6	5.9	0.0	0.0	0.0	0.0
Transient Occupancy Tax	15.2	15.7	16.2	16.6	17.1	17.7
Licenses, Permits & Fines	11.4	11.8	12.2	12.7	13.1	13.6
Charges for Services	8.2	8.5	8.7	9.0	9.2	9.5
Franchise Fees	6.5	6.7	6.9	7.1	7.3	7.5
Use of Money and Property	0.5	0.5	0.5	0.5	0.5	0.5
Other Taxes	1.2	1.2	1.2	1.3	1.3	1.3
Intergovernmental	0.3	0.3	0.3	0.3	0.3	0.3
Other Revenues	0.4	0.4	0.4	0.5	0.5	0.5
Operating Transfers In	10.8	11.5	12.1	12.8	10.9	11.1
Other Reserves	0.0	0.0	0.0	0.0	0.0	0.0
Total Revenues/Sources	\$148.1	\$151.2	\$150.3	\$155.4	\$158.0	\$163.0

Property tax revenues are estimated to be \$46.0 million in FY 2023-24, an increase of \$3.4 million, or 7.9%, compared to the FY 2022-23 Adopted Budget of \$42.6 million. Excess ERAF (Educational Revenue Augmentation Fund) of \$2.5 million was included for FY 2023-24 and another increase of \$0.07 million or 3% for FY 2024-25 from estimated FY2023-2024 ERAF. Due to recent ERAF litigation, there is a 30% contingency on the ERAF revenue source as a conservative approach. Excess ERAF is the mechanism that moves state funds through the County system. The California Legislature created the Educational Revenue Augmentation Fund in 1991 to reduce state general fund spending on schools, therefore a portion of property tax revenue goes to ERAF to support local school districts. The Excess ERAF formula for allocation to cities is based on various factors, mainly the countywide property tax growth, Redevelopment Agency assets sale, department of education's local control funding formula, school districts attendance rate, and special education charges. Staff develops the Property Tax revenue estimates based on information provided by the City's property tax consultant and the County of Santa Clara. For FY 2024-25, staff has built in a slight increase of property tax revenue estimates returning to historical annual growth rates over the remainder of the Forecast at 3.75% for secured property tax and 3.0% for ERAF.

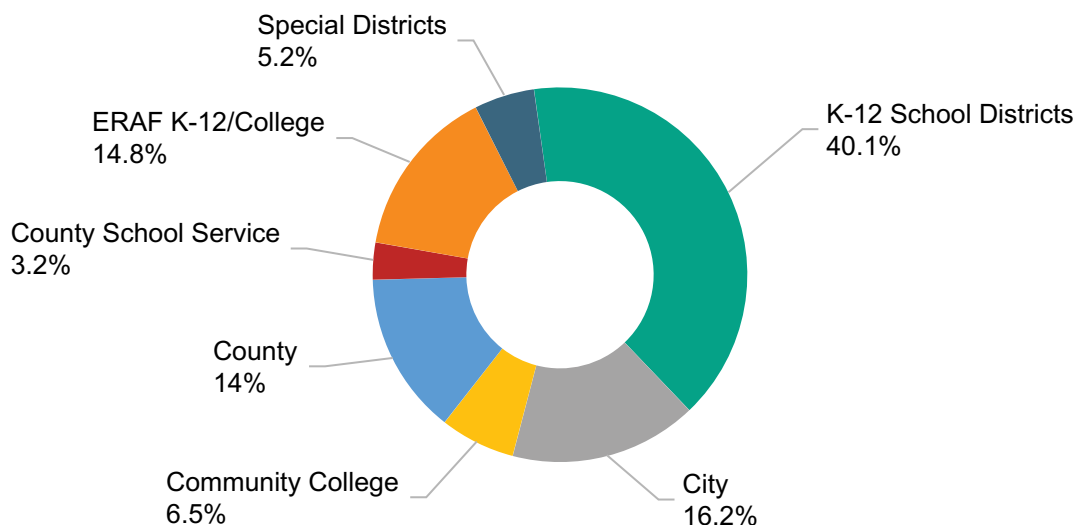
Property Tax - Excess ERAF – The dispute over the residual property tax source entitled "excess ERAF" revenue continues to be litigated in the Court of Appeals in the matter of California School Boards Assoc., et al. v. Yee, etc. (Case No. C096838) as related to the State Controller's guidance on Charter School allocations. The trial Court found in favor of the State Controllers and the intervening Counties, and it entered judgment in their favor on June 24, 2022. The California School Board Assoc. filed a timely appeal. The matter before the Court of Appeals has been fully briefed, but has not yet been set for oral argument. Staff will continue to monitor and provide updates.

Proposition 13 limits the base property tax rate to 1% of the assessed value and an annual increase of the assessed value at the lesser of 2% or the California consumer price index (CCPI). Based on a 10-year average, staff estimated that the California consumer price index in the San Francisco/San Jose metropolitan area will likely increase at a rate of 2 to 5% in each of the next five years and therefore the 2% limit of Proposition 13 will apply. Added assessed valuation from new housing and the reassessment of existing properties with change of ownerships are factored into the forecast.

Allocation of Property Tax 1% Base Rate

The chart below shows the allocation of the property tax 1% base rate to all the taxing entities within the jurisdiction. The City's share is approximately 16.2% of the 1% base rate.

Chart 1: Property Tax Allocation by Percent among various Governmental Entities



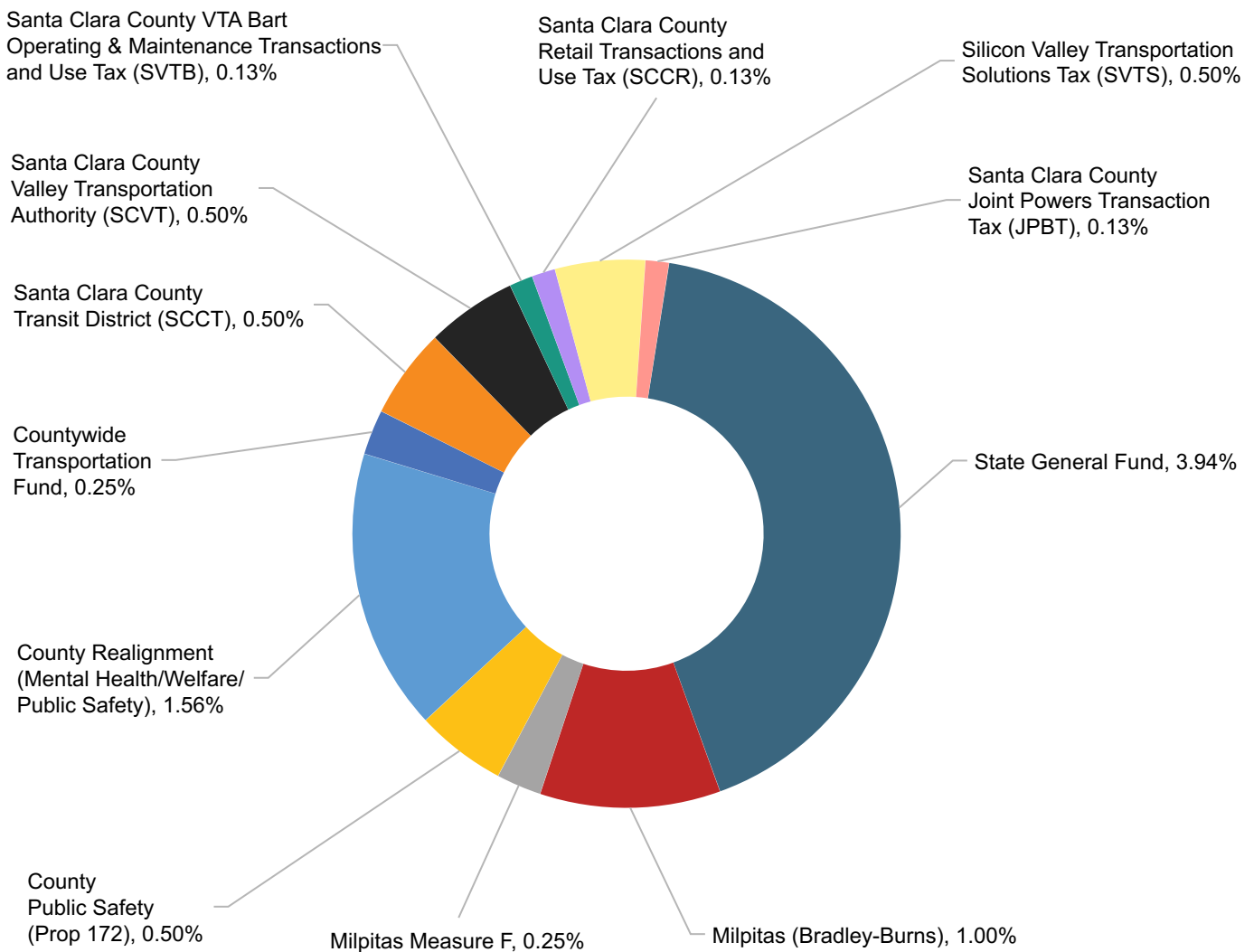
Ten-Year General Fund Financial Forecast

Sales tax revenue is projected to be \$28.9 million in FY2023-24, an increase of \$1.5 million, or 5.3% compared to FY2022-23 Adopted Budget of \$27.4 million. At the February 21st City Council meeting, the City Council approved the increase of the FY2022-23 revenue estimate for sales tax in amount of \$1.8 million, or 6.7%, from \$27.4 million to \$29.3 million due to conservative growth and a favorable one-time payment anomaly. The FY2023-24 Adopted Budget is approximately status quo to the Amended Budget revenue estimate – with a modest decrease of \$0.4 million, or 1.3%, primarily due to prior year one-time payments. With the lifting of the shelter-in-place order and mask mandates, consumer spending is assumed to return to more sustained levels. A growth rate of about 2.5% is projected for the remainder of the Forecast. The projected increase is mostly based on estimates from the City's sales tax consultant.

The chart below shows the allocation of sales tax rate among the taxing jurisdictions. The City's share of the total sales tax rate is one percentage point.

Chart 2: 9.375% Sales Tax Allocation by Percentage Points among various Governmental Entities

Allocation of Sales Tax



Measure F ¼ Cent Local Sales Tax, approved by the voters of the City of Milpitas in November 2020 with an eight-year sunset clause, is projected to be \$7.0 million in FY2023-24. The City of Milpitas Public Services Measure is a general tax to provide funding to maintain the City's finances and services, including: police and fire protection, 9-1-1 emergency response, and natural disaster preparation; youth, senior, and recreation services; repairing park equipment and maintaining parks and recreation centers; and attracting and retaining local businesses. Measure F has an 8-year sunset provision and is effective April 1, 2021 through March 31, 2029.

Transient Occupancy Tax (TOT), or Hotel/Motel tax Revenues, is projected to be \$11.8 million in FY2023-24, an increase of \$3.5 million, or 41.8% compared to FY2022-23 Adopted Budget of \$8.3 million. At the February 21st City Council meeting, the City Council approved an increase of the FY 2022-23 revenue estimate for TOT in the amount of \$2.1 million, or 25.8%, from \$8.3 million to \$10.5 million—due to significant improvement in TOT revenues and two new hotels. In comparison to the FY 2022-23 Amended Budget, the revenue estimate for the FY 2023-24 Adopted Budget is expected to increase by \$1.3 million, or 12.7% from \$10.5 million to \$11.8 million. With the lifting of the shelter-in-place order and mask mandates, travel is resuming and demonstrated in hotel and lodging. It's not certain how the Pandemic may alter business travel and the impacts on hotel and lodging in the long-term. TOT revenue estimates are projected to increase about 12% in FY24-25 which assumes continued revenue recovery and then growth between 3.0% and 5.0% for the remainder of the Forecast.

Licenses and permits consist of building permits and fire permits which are primarily construction related. The estimated revenue for licenses and permits, for the FY 2023-24 estimated revenue is \$8.7 million. It is projected to decrease by \$1.3 million, or 13.2% from \$10.0 million to \$8.7 million in comparison to the FY 2022-23 Amended Budget (a decrease of \$2.8 million, or 24.6%, from the FY2022-23 Adopted revenue estimates of \$11.5 million). The estimated revenue reduction is primarily due to the current declining trends for building permits in comparison to prior years. While plan check revenues are holding steady, construction of projects and therefore related fees (i.e. building permit fees) are not reaching current year FY 2022-23 budget estimations. With the current slower economic outlook, the FY 2023-24 Adopted Budget conservatively assumes the construction delays and lower building permit revenues. The forecast for FY2024-25 and FY2025-26 assumes significant revenue recovery and then it is projected to increase between 3.5% to 3.8% for the remainder of the Forecast.

Charges for Services are primarily user fees, including charges for private development related services, engineering fees and recreation service charges. The FY 2023-24 estimated revenue from Charges for Services is \$8.1 million, an increase of \$1.5 million, or 22.8%, to FY 2022-23 amended revenue estimates of \$6.6 million (an increase of \$0.7 million, or 11.9%, from the FY 2022-23 adopted revenue estimates of \$5.9 million). The increase is primarily related to Recreation programs resuming with easing of Pandemic restrictions and the partnership with the State for After-The-Bell program(s). Charges for Services is projected to increase between 2.5% and 2.8% for the remainder of the forecast. As demand for recreation services increases over the next few years, associated program expenditures will adjust accordingly.

Franchise Fees are a regulatory fee charged to utility companies for the privilege of doing business in the City of Milpitas (i.e.: garbage franchise fee, gas and electric franchise fee). The FY 2023-24 estimated revenue from Franchise Fees is \$5.8 million, an increase of \$0.4 million, or 6.7%, compared to FY 2022-23 Adopted Budget revenue estimates of \$5.4 million. Franchise Fees are projected to increase an average of 3.0% for the remainder of the Forecast.

Use of Money and Property includes interest earnings on the City's cash pool. The City expects similar interest earnings from the FY 2022-23 estimate of \$0.5 million in FY 2023-24.

Other Taxes include real estate transfer tax (approximately \$0.7 million), business license tax (approximately \$0.3 million) and motor-vehicle-in-lieu (approximately \$65,000). The FY 2023-24 estimated revenue from Other Taxes is \$1.1 million. When real estate transfers ownership (i.e. via existing real estate sales and/or newly constructed real

Ten-Year General Fund Financial Forecast

estate sales), it generates a transfer tax revenue to the City. Average annual increases of 2.8% are projected for the remainder of the Forecast.

Intergovernmental represents the revenue account for federal and state grants. The FY2023-24 estimated revenue for Intergovernmental is \$0.8 million, a decrease of \$0.2 million, or 18.1%, from FY2022-23 Adopted Budget of \$1.0 million. The variability of the revenue depends upon the award of competitive grants, which the forecast does not include, to be conservative.

Operating Transfers In are mainly reimbursements from other funds for the staff support and administrative services provided by the General Fund. These costs are determined through a methodological allocation process (known as the Cost Allocation Plan, or CAP). Net transfers into the General Fund will increase in conjunction with operating expenditure increases, an average of 3.4% annually over the Forecast period. Operating Transfers are projected to be \$8.1 million in FY 2023-24, an increase of \$1.0 million, or 13.4%, compared to FY 2022-2023 Adopted Budget revenues estimates of \$7.2 million.

Expenditures

Table 3 – FY 2024-2033 Ten-Year General Fund Financial Forecast - Expenditures (\$ in millions)

	FY 22-23 Adopted Budget	FY 23-24 Adopted Budget	FY 24-25 Forecast	FY 25-26 Forecast	FY 26-27 Forecast
Expenditures					
Salaries	\$57.8	\$60.7	\$63.2	\$65.1	\$66.9
Benefits	35.8	38.7	41.0	42.8	45.2
Services & Supplies	22.2	25.1	26.1	27.3	28.8
Debt Services	1.2	1.2	1.2	1.2	1.3
Capital Outlay	0.4	0.5	0.3	0.3	0.3
Operating Transfers Out	0.3	3.2	0.8	0.8	0.8
Total Expenditures	\$117.6	\$129.5	\$132.6	\$137.5	\$143.4

	FY 27-28 Forecast	FY 28-29 Forecast	FY 29-30 Forecast	FY 30-31 Forecast	FY 31-32 Forecast	FY 32-33 Forecast
Expenditures						
Salaries	\$69.1	\$71.2	\$73.3	\$75.6	\$77.9	\$80.2
Benefits	47.5	51.1	53.5	55.7	57.0	59.2
Services & Supplies	30.3	32.2	34.1	36.5	38.8	41.9
Debt Services	1.3	1.4	1.4	1.4	1.4	1.4
Capital Outlay	0.3	0.4	0.4	0.4	0.4	0.4
Operating Transfers Out	0.8	0.8	0.8	0.9	0.9	0.9
Total Expenditures	\$149.3	\$157.1	\$163.6	\$170.5	\$176.4	\$184.0

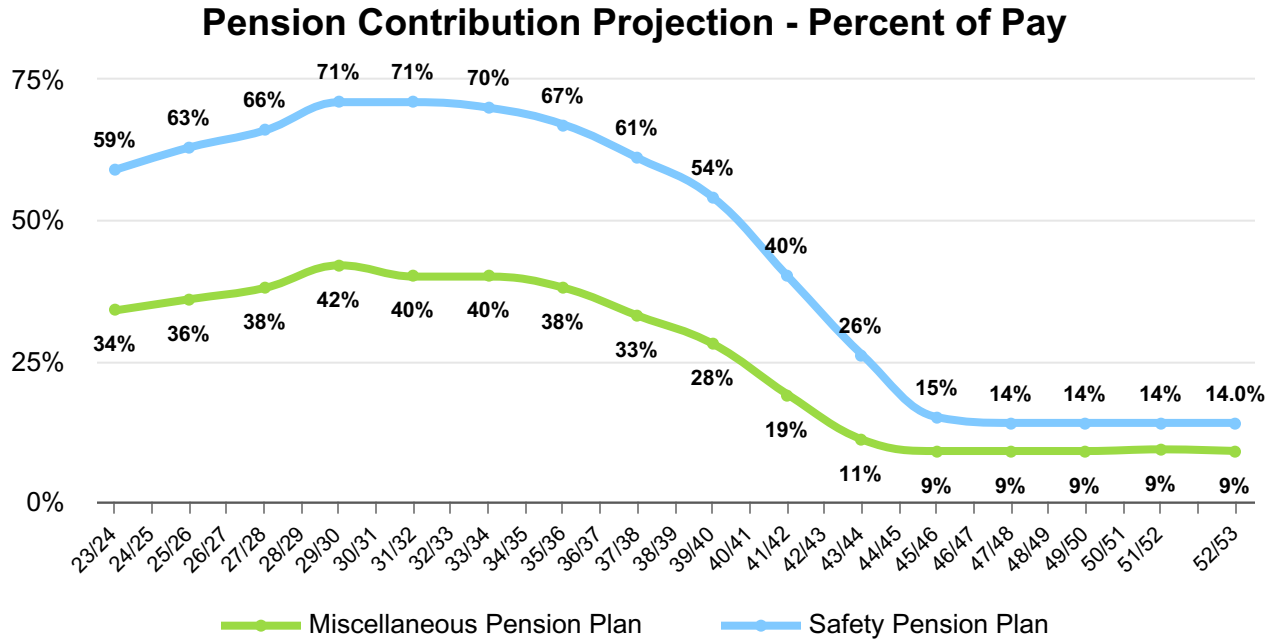
Salaries and Benefits is projected to increase due to scheduled salary increases along with related benefit increases. The overall FTE increases by net of 11.5 FTE to 452 FTE which includes restoration of 3 previously defunded FTEs. Of the \$5.8 million salaries and benefits increase, approximately \$4.6 million is related to scheduled cost of living adjustment and associated benefits and \$1.2 million is related to added/restored positions. Based upon current contract, the scheduled COLA are as follows: MEA (3% Estimated), PROTECH (3% Estimated), MidCon (2% 7/1/2023), IAFF/UNREP Fire (2% 1/1/2024), MPOA/UNREP Police (2.5% 7/1/2023), UNREP MISC (2% 7/1/2023).

The California Public Employees Retirement System (CalPERS) annually provides member agencies with an actuarial valuation of member agencies' pension plans. The City has two pension plans with CalPERS, the Safety Plan for sworn Police and Fire Department employees and the Miscellaneous Plan for non-sworn employees working in all City Departments. For FY 2023-24, the City budget reflects pension contribution costs based on the most recent actuarial valuation available by CalPERS dated July 2022. These valuations are based on data, including payroll data, as of June 30, 2021. Often, due to increased positions and granted salary increases per MOUs with the City's bargaining units, the budgeted payroll data is higher than CalPERS' assumption in its valuations.

In Fiscal Year 2015-16, CalPERS started to change its pension contribution methodology for agencies. Agencies are being charged a flat fee for the unfunded accrued liability (UAL), which is not based on a percent of payroll, and the normal cost of the pension benefit, which is based on a percent of payroll. Normal cost is the percentage of payroll that is required to fully fund the annual cost of service for the upcoming fiscal year for active employees only. Unlike normal costs, UAL represents outstanding funding needed for services provided by active or former City employees. The UAL is impacted when current plan benefit, demographic assumptions (retiree longevity), or assumed rate of investment earnings change, or when CalPERS does not meet or exceed its investment earnings target.

The charts below were part of the report titled "CalPERS Actuarial Analysis – 6/30/22 Valuation" prepared by Foster and Foster, the City's actuary. With a 50% probability, the City's Sworn Plan contribution percentages will peak in just over 10 years at 71% of payroll; similarly, the City's Miscellaneous Plan contribution percentages will peak in just over 10 years at 42% of payroll. By the end of the Forecast Period, based on information from the City's actuary, staff projects that the City's pension contributions will be \$28.3 million for all funds and \$25.8 million for the General Fund for Fiscal Year 2023-24. In Fiscal Year 2021-22, CalPERS experienced lower than expected return of -6.1%. Consequently, the return increased overall unfunded accrued liability (UAL) for out years, increasing contribution rates. Actual Fiscal Year 2023 CalPERS investments results have not been published as of the date of this report. Currently, the retirement plan has three tiers based on the hire date of the employee. Tier 1 consists of employees hired before October 9, 2011. Tier 2 consists of employees hired on or after October 9, 2011. Lastly, PEPR (Public Employees' Pension Reform Act), applies to employees hired on or after January 1, 2013. Tier 1 and 2 retiree benefits are significantly more costly than the PEPR tier because PEPR has a much lower pensionable compensation cap. Accordingly, as the chart for both pension plan shows, due to the demographic changes of the plans' population over the next 30 years as Tier 1 and 2 member population declines, the pension contributions as a percent of payroll are expected to decline substantially.

Chart 3: Miscellaneous and Safety Plans Contribution Projections as a Percent of Payroll
(Foster and Foster, November 2022)



On March 3, 2020, the City Council reviewed the City's Pension Actuarial Report and directed staff to return to City Council with the necessary documents for the establishment of a 115 Pension Trust to invest reserve funds set aside to pay future pension obligations. After a competitive procurement process and a detailed legal review, staff brought forward a plan for Council consideration and awarded the contract to PFM to establish a Section 115 Trust with the \$33.9 million CalPERS reserve. The charts below were prepared by Bartel & Associates to demonstrate scenarios where annual withdrawal from Section 115 Trust is used to stabilize contribution rates to smooth out the peak years for Miscellaneous and Safety plans.

Chart 4: Payment to 115 Trust - Miscellaneous Contribution Rate Projection
(Foster and Foster, November 2022)

Payment to 115 Trust - Miscellaneous. Contribution Rate Projection

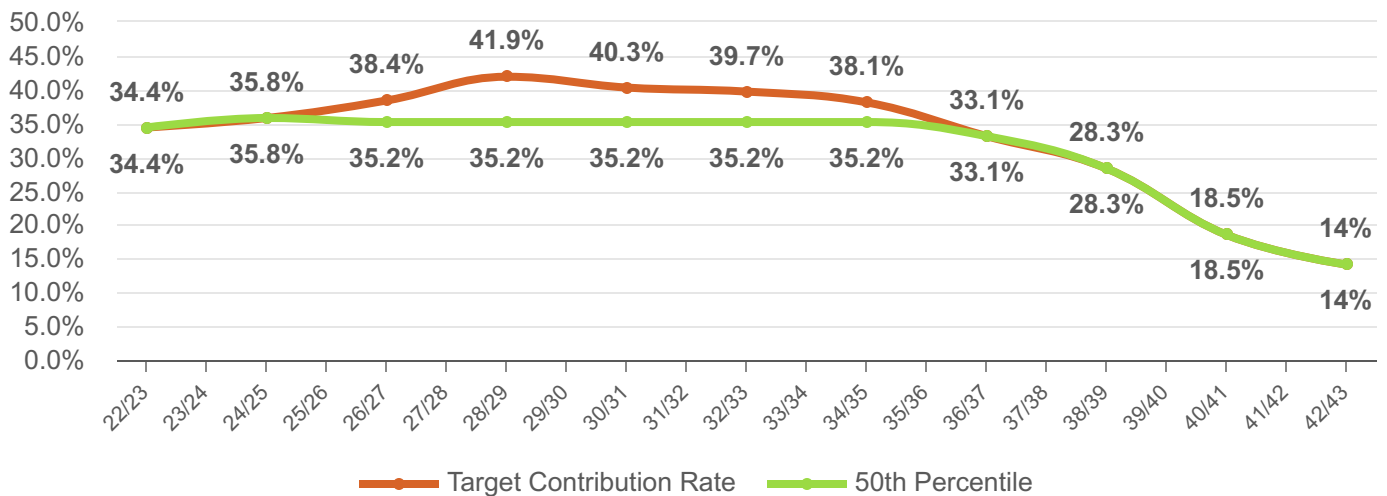
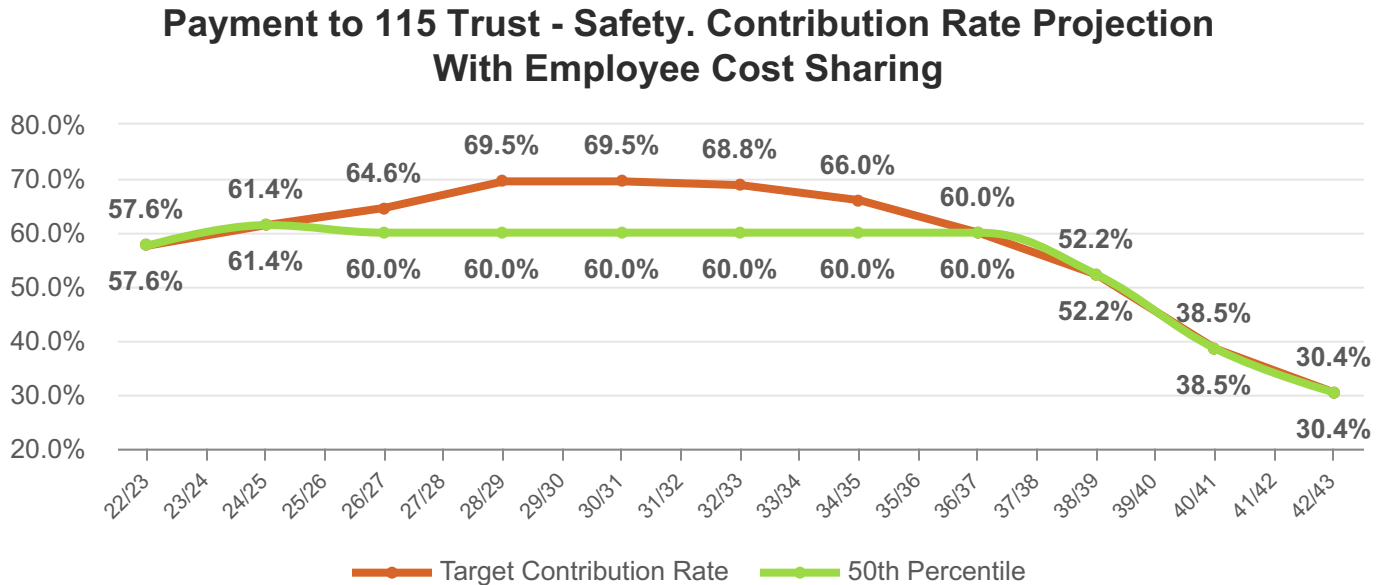


Chart 5: Payment to 115 Trust - Safety Contribution Rate Projection With EE Cost Sharing
(Foster and Foster, November 2022)



Services and Supplies costs are anticipated to be \$25.1 million in FY 2023-24, an increase of \$3.0 million, or 13.3%, compared to FY 2022-23 adopted budget of \$22.2 million. This increase is primarily in the areas of PLAN JPA premium, utility cost, true-up of IT software costs and proposed enhanced services. An average annual increase of 3% is projected for the remainder of the Forecast but consumer price index (CPI) may increase given the current inflationary economic conditions. There are also fluctuations of cost increases every other year due to election costs that are incurred by the City. The City may experience more fluctuations due to labor shortage, supply chain challenges and inflation. Over the last 12 months ended June 2023, the all-items index increased 3 percent before seasonal adjustment, which is the lowest since March of 2021.

Debt Service The City issued Lease Revenue Bonds in the principal amount of \$18.4 million authorized by Council on October 20, 2020 to fund the Fire Station #2 Construction Project and Energy Efficiency projects with ENGIE Services. This Forecast assumes annual General Fund debt service to be approximately \$1.2 million annually starting in FY 2023-24, which is partially offset with assumed energy cost savings from the energy efficiency projects.

Capital Outlay consists of the purchase of equipment (primarily vehicle, large equipment and computers) with an estimated replacement value greater than \$5,000. Annually, departmental budgets are funded and charged for ongoing equipment replacement charges. These charges are based on the anticipated replacement cost for existing equipment. However, annually the General Fund supplements these costs with an additional amount. For FY 2023-24, a total of twenty-one (21) vehicles (8 Public Works vehicles, 6 Police vehicles, 1 Recreation vehicle, 2 Building Inspection vehicles, and 4 Engineering vehicles) are budgeted and \$0.5 million additional funds from the General Fund are used to augment the Equipment and Vehicle Replacement Fund. On average, for the remainder of Forecast period, \$360,000 of supplemental funding is anticipated to be budgeted annually based on historical trends.

Operating Transfers Out consists of transfers to the Information Technology Equipment Fund (\$300,000) per the current Fiscal Policies. This budget resumes the annual transfer to the Storm Drain Fund for FY 2023-24 of \$0.5 million. For FY2023-24, there is a one-time transfer of \$2.4 million from General Fund Facility and Technology Reserves to fund CIP projects (financial system ERP and Council Chamber AV). Further, the City is undergoing a master plan study of its storm drain system which will assess the long-term funding need and funding options to maintain and repair the stormwater system.



Fiscal Policies

General Financial Goals

1. To maintain a financially viable City that can maintain an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local, regional, and national economic change.
3. To maintain and enhance long-term the sound fiscal condition of the City.

Operating Budget Policies

4. The City will adopt a balanced budget by June 30th of each year.
5. An annual base operating budget will be developed by accurately and realistically projecting revenues and expenditures for the current and forthcoming fiscal year.
6. During the annual budget development process, the existing base budget will be thoroughly examined to assure cost effectiveness and need of the services or programs provided.
7. Once the City Council has adopted the budget, the Administration will track revenues and expenditures closely and will bring forward budget adjustment recommendations at Mid-Year, as needed.
8. Annual operating budgets will include the cost of operations of capital projects.
9. The City will avoid balancing the current budget at the expense of future budgets, unless the use of reserves is expressly authorized by the City Council.
10. The City's operating budget will be prepared on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase and capital project expenditures are budgeted on a project length basis.

Revenue Policies

11. The City will try to maintain a diversified and stable revenue system to avoid over-reliance on any one revenue source.
12. Revenue estimates are to be accurate and realistic, sensitive to local, regional, and national economic conditions.
13. The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis, as appropriate.
14. User fees will be reviewed annually for potential adjustments to recover the full cost of services provided, except when the City Council determines that a subsidy is in the public interest. To maintain cost recovery, annually, staff shall bring forward the Master Fee Schedule as part of the budget process with an escalation to reflect increases in staff cost.
15. The City will actively pursue federal, state, and other grant opportunities when deemed appropriate. Before accepting any grant, the City will thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
16. One-time revenues will be used for one-time expenditures only including capital outlay and reserves.

Expenditures Policies

17. The City will maintain levels of service, as approved by the City Council, to provide for the public well-being and safety of the residents of the community.

18. Employee benefits and salaries will be maintained at competitive levels.
19. Fixed assets will be maintained and replaced as necessary, minimizing deferred maintenance.
20. The City will develop and use technology and productivity enhancements that are cost effective in reducing or avoiding increased personnel costs.

Utility Rates and Fees

21. Water and sewer utility customer rates and fees will be reviewed annually as part of the budget process and adjusted as needed to ensure full cost recovery.
22. All utility enterprise funds will be operated in a manner similar to private enterprise. As such, the City will set fees and user charges for each utility fund at a level that fully supports the total direct and indirect cost of the activity, including depreciation of assets, overhead charges, and reserves for unanticipated expenses and capital projects.

Capital Budget Policies

23. The City will develop an annual Five-Year Capital Improvement Program (CIP) with the goal to develop and maintain infrastructure in support of existing residences and businesses and future anticipated development.
24. The CIP will identify the estimated full cost of each project which includes administration, design, development and implementation, and operating costs once the projects are completed.
25. The CIP will identify potential funding sources for each proposed capital project, prior to submitting proposed projects to the City Council for approval. When appropriate, the CIP will seek other funding sources such as State and Federal funds, private funds and leverage these funding sources with public money to help meet the highest priority community needs.
26. The City Council will provide funding for the first year of the Five-Year CIP as a component of the annual operating budget and appropriate funding at the project level. Funding for future projects identified in the Five-Year CIP may not have been secured and/or legally authorized and is therefore subject to change.
27. Each CIP project will be assigned to a project manager whose responsibilities are to monitor all phases of the project to ensure timely completion of the project and compliance with the project budget and all regulations and laws.

Debt Policies

28. The City will limit long-term debt to only those capital improvements or long-term liabilities that cannot be financed from current revenue sources.
29. The City will utilize debt financing for projects which have a useful life that can reasonably be expected to exceed the period of debt service for the project.
30. The City will utilize conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.
31. The City may utilize inter-fund loans rather than outside debt to meet short-term cash flow needs.
32. The City will not issue long-term debt to finance operating expenses and routine maintenance expenses.

Investment Policies

33. The Finance Director/City Treasurer will annually render an investment policy for the City's cash pool for City Council's review no later than the beginning of the Fiscal Year and recommend modifications as appropriate. The review will take place at a public meeting and the policy shall be adopted by resolution of the City Council.
34. City funds and investment portfolio will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

35. Reports on the City's investment portfolio and cash position shall be developed by the Finance Director/City Treasurer and reviewed by the City Council quarterly.
36. Generally Accepted Accounting Principles require that differences between the costs of the investment portfolio and the fair value of the securities be recognized as income or losses in a government's annual financial report. These variances shall not be considered as budgetary resources or uses of resources unless the securities are sold before maturity or the values of the investments are permanently impaired.
37. The City has set up an Other Post Employment Benefits (OPEB) Trust Fund to prefund its retiree medical benefit to eligible former employees with the California Employers' Retiree Benefit Trust (CERBT). Bi-annually, the City shall engage an actuary to provide the City with an actuarial valuation. Working with the actuary, staff shall review the assumed interest earnings, investment strategy, and other factors to ensure the long-term health of the fund.
38. Per the pension valuation provided by the City's actuary, the City's pension costs will continue to rise during the next ten plus years. The City set aside and invested the CalPERS Rate Stabilization Reserve funds in the City of Milpitas Section 115 Pension Trust Fund in order to invest funds with moderate risk achieving a 3% to 6% investment earnings goal during the next 5 to 10 years to mitigate the rising pension costs. The City may use the trust funds to fund either the annual actuarially determined pension contribution amounts, pay down unfunded pension liabilities with CalPERS, or reduce the length of pension cost amortization schedules with CalPERS.

Reserve Policies

39. The City will fund the following reserves as follows with any General Fund audited year end operating surplus after the General Fund Contingency Reserve and General Fund Budget Stabilization Reserve requirements are met and pension budgetary surplus are allocated to the PERS Rate Stabilization Reserve.
 - **Part I**
 - Contingency Reserve (Policy Statement #41)
 - General Fund Budget Stabilization Reserve (Policy Statement #42)
 - **Part II (any remaining balance)**
 - Pension budgetary surplus allocated to the PERS Rate Stabilization Reserve (Policy Statement #43)
 - **Part III (any remaining balance)**
 - Artificial Turf Replacement (\$230,000) (Policy Statement #54)
 - **Part IV (any remaining balance)**
 - 30% to the General Government Capital Improvement Fund (Policy Statement #56);
 - 20% to Storm Drain Fund;
 - 10% to the Affordable Housing Community Benefit Fund (Fund 216);
 - 10% to Transportation/Transit (Fund 310);
 - 15% to Technology Replacement Fund;
 - 10% to SPAR (Strategic Property Acquisition Revenue) Fund (Policy #57); and
 - 5% Unassigned
40. The City will periodically review and update reserve guidelines, to ensure that the City has sufficient reserve balances to adequately provide for emergencies, economic uncertainties, unforeseen operating or capital needs, economic development opportunities, and cash flow requirements.
41. The City will maintain a Contingency Reserve of at least 16.67% or two months of the annual operating expenditures in the General Fund to be used only in the case of dire need as a result of physical or financial emergencies and disasters as determined by the City Council. Any use of the General Fund Contingency Reserve shall require a majority vote by the City Council through the adoption of the Operating Budget or by appropriation action during the fiscal year. The City Council will set the reserve amount annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known. The replenishment of this

reserve may also be incorporated into the annual Adopted Operating Budget if resources are available to replenish the reserve.

42. The City will maintain a General Fund Budget Stabilization Reserve with a target of 16.67%, or two months, of annual operating expenditures. The purpose of this reserve is to provide budget stability when there are fluctuations that result in lower than projected revenues and/or higher than projected expenditures that cannot be rebalanced within existing budget resources in any given fiscal year. This reserve is intended to provide a buffer, or bridge funding, to protect against reducing service levels when these fluctuations occur. This reserve will be funded only after General Fund Contingency Reserve requirements have been met. Any use of the General Fund Budget Stabilization Reserve shall require a majority vote by the City Council through the adoption of the Operating Budget or by appropriation action during the fiscal year. The City Council will set the reserve amount annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known. The replenishment of this reserve may also be incorporated into the annual Adopted Operating Budget if resources are available to replenish the reserve.
43. The City will maintain in the General Fund and the Water and Sewer Utility Enterprise Funds or in a Section 115 Trust a Public Employees Retirement (PERS) Rate Stabilization Reserve. The City's actuary has determined that the General Fund portion of the Unfunded Actuarial Liability for the Miscellaneous Retirement Plan is 84.9% and for the Water and Sewer Utility Enterprise Funds portion of the Unfunded Actuarial Liability for the Miscellaneous Retirement Plan is 8.5% and 6.6%, respectively. The contributions to the PERS Rate Stabilization Reserve from the Utility Funds shall be consistent with the General Fund contributions. However, the General Fund portion of any pension savings shall only be allocated to the PERS Rate Stabilization Reserve after the General Fund Contingency Reserve and the General Fund Budget Stabilization Reserve requirements have been met. The Utility Funds' portion of any pension savings shall only be allocated to the PERS Rate Stabilization Reserve after the Capital Reserve and Rate Stabilization Reserve (RSR) requirements in the Water and Sewer utility funds have been met.
44. Annually, the City will endeavor to transfer \$500,000 from the General Fund to the Storm Drain Fund to replace and repair storm drain infrastructure.
45. The City will maintain a retiree medical benefits account established by an irrevocable trust and fund the annual actuarially determined contribution. Any savings resulting from the budgeting methodologies shall be used to pay off the actuarial unfunded liability.
46. The City will maintain a General Liability and Workers' Compensation Claims Reserve of at least \$2 million in the General Fund, which will be reviewed for adjustments annually. As part of closing out a fiscal year, any Workers' Compensation savings in the General Fund may be allocated to this General Fund reserve and any Workers' Compensation savings in the Utility Funds may be allocated to a Workers' Compensation Claims Reserve established for each utility fund.
47. The City will maintain a Rate Stabilization Reserve (RSR) in the Water and Sewer utility enterprise funds with a goal of at least 16.67% or two months of the respective annual operating expenditures after the Capital Reserve requirements have been met. The RSR shall be used to mitigate the effects of occasional shortfalls in revenue or unanticipated expenditures that cannot be rebalanced within existing budgeted resources in any given fiscal year. Revenue shortfalls may result from a number of events such as weather factors (wet weather or drought events and natural disasters), increased water conservation, and poor regional economic conditions. The Rate Stabilization Reserves should be used to assist in smoothing out revenue variability resulting from these factors and ensure that adequate resources are available during such times that might otherwise require large rate increases to utility customers. The City Council will set the reserve amounts annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known. The RSR funding will be phased within five years, or sooner, as part of the fiscal year-end closing process. Thereafter, the replenishment of these reserves may also be incorporated into the annual Adopted Operating Budget if resources are available to replenish the reserves.
48. The City will maintain capital reserves in the Water and Sewer utility enterprise funds to provide for future capital projects and unanticipated emergencies, such as water main break repairs, pump station repairs. The City will attempt to maintain a capital reserve of approximately 30% of the annual operating and maintenance

expenses for the Water utility fund and 25% of the annual operating and maintenance expenses for the Sewer utility fund. The City Council will set the reserve amounts annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known.

49. In addition, the City will maintain Infrastructure Replacement Funds for both water and sewer utilities. The goal is to accumulate at least \$2 million a year from each utility fund to set-aside for replacement of infrastructure as the infrastructure reaches the end of its useful life after Capital Reserve, the Rate Stabilization Reserve, and CalPERS Rate Stabilization Reserve requirements have been met.
50. Reserve levels for Debt Service Funds will be established and maintained as prescribed by the bond covenants authorized at the time of debt issuance.
51. The City will maintain a capital reserve in an Equipment Replacement Fund, set up as an internal service fund, to enable the timely replacement of vehicles and depreciable equipment as cost. The City will maintain a minimum fund balance of at least 30% of the replacement costs for equipment accounted for in this fund.
52. Annually, the City will endeavor to transfer \$300,000 from the General Fund to the Technology Replacement Fund set aside in a reserve with a target of \$5 million. This reserve shall be used to accrue funding for technology projects such as the major rehabilitation or replacement of the City's technology infrastructure or new technology initiatives.
53. The City will maintain a capital reserve for Facilities Replacement with a target of \$10 million. This reserve shall be used to accrue funding for major rehabilitation or replacement of City facilities (buildings/structures). Eligible uses of this reserve may include both the direct funding of public facility improvements and the servicing of related debt. The City Council will set the reserve amount annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known. The replenishment of this reserve may also be incorporated into the annual Adopted Operating Budget as resources are available to replenish the reserve.
54. The City will maintain a capital reserve for Artificial Turf Replacement with a target of \$2 million and an annual set-aside amount of at least \$230,000 until the target is reached. This reserve shall be used to accrue funding for the normal depreciation expense of the City's artificial turf fields over their useful life. Eligible uses of this reserve may include the replacement of the City's artificial turf fields so as to eliminate large spikes in capital expenses and normalize annual costs. The City Council will set the reserve amount annually after the results of the prior fiscal year's Comprehensive Annual Financial Report are known. The replenishment of this reserve may also be incorporated into the annual Adopted Operating Budget as resources are available to replenish the reserve.
55. The City may direct any loan repayments from the former Redevelopment Agency and residual property tax distributions from the Redevelopment Property Tax Trust Fund to a General Government Capital Improvement Fund to address the funding needs of capital improvement projects.
56. The City may direct 30% of any General Fund audited year end operating surplus to a General Government Capital Improvement Fund to address the funding needs of capital improvement projects after General Fund Contingency and General Fund Budget Stabilization reserve requirements have been met and pension budget surplus are allocated to the PERS Rate Stabilization Reserve (Policy Statement #43).
57. The City may direct 10% of any General Fund audited year end operating surplus to the SPAR Fund to support strategic property acquisition, development and long-term revenue opportunities after General Fund Contingency and General Fund Budget Stabilization reserve requirements have been met and pension budget surplus is allocated to the PERS Rate Stabilization Reserve (Policy Statement #43).

Accounting, Auditing, and Financial Reporting Policies

58. The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles (GAAP) as they apply to governmental accounting.
59. An annual audit will be performed by an independent public accounting firm with the subsequent issuance of a Comprehensive Annual Financial Report, within six months of the close of the previous fiscal year.

60. Quarterly financial reports and status reports will be submitted to the City Council within six weeks after the end of each Quarter and be made available to the public. The report will provide an analysis of budgeted versus actual revenues and expenditures, on a year-to-date basis. At the minimum, the report shall include the status of the General Fund and Water and Sewer utility fund revenues and expenditures.

Budget Guidelines

Through the adoption of the annual operating budget, the City Council approves the funding of City services and estimates of resources available to fund the City's services. Through adoption of this budget, the City Council also approves these budget guidelines providing certain responsibilities and authority to the City Manager to adjust the budget given fluctuations in revenues. These budget guidelines provide sufficient flexibility to make budget adjustments during the year, provided these adjustments do not materially alter the general intent of the City Council approved budget, and establish adequate controls through budget monitoring and periodic reporting.

Annually, the City Council establishes Council Priority Areas regarding service levels to provide guidance to management in preparing the adopted budget. This budget reflects the City Council Priority Areas. Through its legislative authority, the Council approves and adopts the budget by resolution.

The City Manager is responsible for proposing to the City Council a balanced budget which is consistent with the Council's service level priorities and sound business practices. A Balanced Budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures. The City Manager is also responsible for establishing a system for the preparation, execution, and control of the budget which provides reasonable assurances that the intent of Council priorities is met.

The Finance Director is responsible for developing the operating budget on behalf of the City Manager, synchronizing the operating budget with the annual capital plan, developing a ten-year General Fund Financial Forecast, establishing budget and fiscal policy, providing periodic budget status reports to the City Manager and the City Council, and developing internal monthly budget management reports for the Department Heads to facilitate control and compliance with the budget.

The Department Heads are responsible for assisting in the development of annual budgets and monitoring their respective budgets for compliance with the intent of Council priorities to ensure that appropriations of the aggregate total of the department are not exceeded.

Summary of Budget Guidelines

1. Basis of Budgeting

City budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase, and capital project expenditures are budgeted on a project length basis rather than a fiscal year. For all governmental funds, revenues and expenditures are budgeted on a modified accrual basis. For all proprietary funds, revenues and expenditures are budgeted on an accrual basis.

2. Budget Calendar

The Finance Director publishes a budget preparation calendar to the Department Heads and to the City Council at the beginning of the budget process each year. The calendar sets forth, at a minimum, dates for the following:

- Review of service level priorities by the City Council at an annual Planning Session.
- Review and update of the Master Fee Schedule.
- Community Engagement and Outreach.
- Engagement and Outreach for City employees.

- Capital Improvement Projects Budget.
- Presentation of the City Manager's Proposed Budget to the City Council, which shall be no later than the second week in May.

3. Form and Content of the City Manager's Proposed Budget

The Ten-Year General Fund Financial Forecast and the City Manager's Proposed Budget shall be presented in a form which facilitates the City Council to determine and review, as applicable:

- Alignment of the proposed service level changes to City Council priorities as established at the annual Planning Session.
- Projected revenues by major category; based on an updated Master Fee Schedule.
- Operating expenditures by major category.
- Historical and proposed authorized staffing levels.
- Department and Office Proposed budgets as follows:
 - Service level descriptions.
 - Summary of accomplishments and initiatives.
 - Performance and workload measures.
 - Expenditure comparison with the preceding year's budget and two years of actual results.
 - Authorized staffing comparison with the preceding three years.
 - Budget reconciliation from the prior fiscal year to the Proposed Budget.
 - Recommendations for service level changes with a detailed description, performance outcome, and impact statement if the recommendation is not funded.
- Capital improvement appropriations by project.
- A schedule showing General Fund Revenue and Expenditure projection for the next nine years.

4. Adoption of the Budget

The City Council will adopt the budget by resolution no later than June 30th of the previous fiscal year, setting forth the amount of appropriations and authority of the City Manager to administer the adopted budget. Unless otherwise directed, all funds that are presented in the operating budget document are subject to Council approval of appropriations.

5. Budget Authority of the City Manager

The City Manager shall have the authority to make revisions involving transfers from the appropriated Unanticipated Expenditure Reserve account less than or equal to the aggregate amount of amount adopted within the budget in any one fiscal year (\$1,300,000 in FY 2023-24, or 1% of total General Fund appropriations), provided that the Council is notified in writing of the revision, giving the reason, the amount of the revision and the year-to-date total amount of revisions as part of the quarterly financial reports.

Additionally, the City Manager shall have the authority to:

- Amend and/or transfer appropriations among departments and projects within any one fund, provided that the amount of the amended appropriation is \$100,000 or less;
- Amend the budget for grant interest earned to update the grant budget revenue(s) and associated grant appropriation(s).
- Accept grants or donations up to \$100,000 or less (monetary and non-monetary based upon market value), increase department revenues and appropriations accordingly and execute related agreements as long as no matching funds are required, and/or departments do not require additional funding for ongoing maintenance costs or future replacement costs.

- Reasonably deviate from the budgeted personnel allocation schedule provided that at no time the number of permanent funded positions or personnel cost appropriations authorized by the City Council is exceeded;
- Hire full-time employees in overstrength positions for no more than one year as long as appropriations are not exceeded to ensure adequate staffing levels for sworn positions, to facilitate training of new employees in critical positions by the outgoing incumbents, or to respond to urgent staffing needs; and
- Add/delete positions or to move positions between departments to respond to organizational needs, as long as the number of permanent funded positions and the approved personnel cost appropriations remain the same.

Prior approval of the City Council is required for changes that:

- Increase the overall appropriation level within any one Fund.
- Transfer or reallocate appropriations between different Funds.
- Cause an increase or decrease in funded authorized position counts in the Adopted Budget.
- Cause the aggregate amount of contract change orders to exceed 15 percent of the contract amount and/or exceed prior approved appropriation levels for the subject contract.
- Cause transfers from unanticipated expenditure reserve to exceed the aggregate amount of \$1,300,000 during the fiscal year.
- Result in changes not consistent with the purpose and intent of the Budget as adopted.
- Require an appropriation action from any unassigned fund balances or reserves.

Pertaining to ARPA:

- On August 9, 2021 wherein for ARPA funding, the City Council delegated authority to the City Manager including appropriation and contract approval authority up to the approved amount for each program approved by Council, once compliance with ARPA procurement, contracting and reporting requirements. For budget monitoring and reporting, it includes a quarterly ARPA report for program updates to the City Council.

6. Budget Amendments by the City Council

At City Council meetings, the City Council may from time to time approve expenditures and identify funding sources not provided for in the adopted budget including those expenditures funded through unassigned fund balances or reserves.

7. Budget Transfers and Modification Procedures

Procedures to implement budget transfers or budget modifications are detailed in Standard Operating Procedure No. 21-1, subject to any changes by the Budget Resolution.

8. Automatic Adjustments and Reappropriations

Outstanding encumbrances at prior fiscal year-end will automatically be carried over to current year's budgets.

Unspent appropriations that are authorized and funded by grant revenues or donations from prior fiscal year will automatically be carried over to current year's budgets. Unspent City funded grant appropriations from prior fiscal year will automatically be carried over to the current year's budgets.

Incomplete multiple year project (capital improvement project) balances will automatically be appropriated.

Any unused non-salary and benefits-related appropriations, subject to the approval of the City Manager, at the end of the fiscal year may be re-appropriated for continued use in the subsequent fiscal year. Furthermore, any outstanding contract and/or purchase order obligations (or encumbrances) remaining at the end of FY 2022-23 are subject to carry over into FY 2023-24.

9. Budget Monitoring and Reporting

Monthly Financial Reports - The Director of Finance will prepare and make available a monthly budget report including actual expenditures and encumbrances for distribution to the City Manager and Department Heads, to facilitate monitoring of the budget.

Quarterly Financial Status Reports - The Director of Finance will periodically prepare financial status reports for presentation to the City Council. At the minimum, the report shall include the status of the General Fund revenues and expenditures; Water and Sewer utility fund revenues and expenditures; and document any use of the appropriated Unanticipated Expenditure Reserve; and report the acceptance of any grants and donations as authorized in these budget guidelines.

Annually, as part of the 4th Quarter Financial Status Report, the Director of Finance shall report on all active grants and grants closed out during the fiscal year including the purpose of the grant, the granting agency, the grant amount awarded, remaining grant funds, and grant activities completed or underway.

10. Reserves

Various unallocated reserves are desired in each of the City's funds to protect the City in emergencies, economic uncertainties, and to finance unforeseen opportunities and/or requirements. Key reserve policies for various funds are described in detail in the document entitled "City of Milpitas Fiscal Policies".

City of Milpitas FY 2023-2024 Budget Process



Budget Development and Document

Annual Budget Development

Every year the City Council adopts a Budget and Financial Plan for the next fiscal year, (the City's fiscal year runs from July 1 of one year through June 30 of the next year). Through the adoption of the annual budget, the City Council approves the funding of City services and estimates of resources available to fund the City's services. The budget is also developed based on the following:

- The City Council's Priority Area and other City Council directives.
- The City's ten-year General Fund Financial Forecast, which is updated annually and presented to the City Council prior to the release of the proposed budget.
- Input from the Community through surveys and community meetings.
- Service level prioritization as identified by the City Manager.
- Availability and sustainability of revenues.
- Legal mandates.
- Prioritization criteria outlined in the capital budget.

In the fall of each year, staff develops the base budget for the upcoming fiscal year and the ten-year General Fund Financial Forecast based on available information. The base budget reflects the Council approved service level with updated costs. As part of developing the base budget for the upcoming fiscal year, staff projects the revenues and expenditures for the next 10 fiscal years to develop the Forecast. The ten-year General Fund Financial Forecast projects whether the City will experience budget shortfalls or surpluses in the next fiscal year and thereafter.

The annual public budget development process begins in January with a review of City Council Priority Areas and the presentation of the ten-year General Fund Financial Forecast. Through surveys and community meetings, staff engages the community for input into budget priorities. In May, based on the input from City Council and the community, the City Manager publishes the proposed budget for the upcoming year. During May and June, the City Council holds study sessions and public hearings prior to adopting the annual budget. The City Council adopts the Proposed Budget as it may be amended based on discussion or direction during the budget hearings. In summer, the City publishes its Adopted Budget. For the Fiscal Year 2023-24 budget development process, please review the timeline and steps shown on the previous page.

Understanding the Budget Document

The operating budget document includes city-wide information as well as information specific to each fund and each department. The City receives revenue from numerous different sources, many of which have restrictions on how they can be used. Separate funds are established to account for the different types of revenues and allowable uses of those revenues. The annual budget information is available after the publication of the annual Adopted Budget, which occurs in July or August. At this time, staff also publishes a Budget-in-Brief document and the annual budget will also be available on Open Budget, which is described below. In the Appendix, the City lists all fund names by fund type.

General Fund: This is the primary fund used to account for all general revenues of the City (e.g. property, sales, transient occupancy and utility user taxes). In general, these funds are allocated at the discretion of the City Council. This revenue is used to support citywide services such as public safety, community services, planning and community environment, and administrative support services. Some activities in the General Fund, such as building inspection and recreation functions, are also intended to be substantially self-supporting through fees for services charged to individuals. In areas where specific benefit for a service can be identified to specific individuals, the City has a policy of charging a fee to offset the cost of providing the service.

Enterprise Funds: These funds are established to function as self-supporting operations wherein expenditures are entirely offset by fees or charges for services. These funds are used to account for specific services which are funded directly by fees and charges to users. In Milpitas, Enterprise Funds include the Water Fund and the Sewer Fund. The intent is that these two funds be completely self-supporting and not be subsidized by any general

revenue or taxes. The utility bills sent to each household and business in the community charge for the cost of providing water and sewer customer services.

Internal Service Fund: This type of fund is established to account for a variety of business services provided by one City department (or division) to other City departments. The City's main internal service fund, the Equipment Management Fund, provides vehicle and fleet maintenance services that are provided to all City departments through an internal service fund. Departments are charged for these services based on their respective utilization.

Capital Projects Funds: Revenues and expenses for capital projects are accounted for in separate funds. A capital improvement is usually a large construction project such as the resurfacing of City streets, the development of park land, the construction of an overpass, the installation of a traffic signal, or the acquisition of land and construction or remodeling of a public building. The City's Capital Improvement Funds include Street Improvement Fund, the Park Fund, General Government Fund, and Storm Drain Fund Construction Fund.

Special Revenue Funds: These funds are used to account for the proceeds of revenues that are designated for specific or restricted uses. These funds include gas tax funds from the State, federal revenue for Justice Assistance Grants, and Lightning and Maintenance District funds.

Budgets and Budgetary Accounting

The City's budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase, and capital project expenditures are budgeted on a project length basis.

The legal level of budgetary control or authorized appropriations is exercised at the departmental level for those funds which have annually adopted budgets such as the General Fund, Enterprise Funds, Special Revenue Funds and Capital Improvement Funds. Finance is responsible for ensuring that appropriations are not exceeded during the fiscal year.

Appropriations automatically lapse at the end of the fiscal year unless an encumbrance exists, with the exception of balances remaining in the capital project accounts and grant accounts at the end of the fiscal year. These balances are carried forward to the following fiscal year until the project is completed.

Prop 4 - Appropriations Limit

The City establishes an appropriations limit by resolution consistent with the State Constitution, each year during the budget process, which commences after the beginning of each fiscal year. The appropriation base is adjusted each year by changes in population, cost of living and transfers of financial responsibility. As shown in the Financial Information section of the Adopted Budget document, the City has not exceeded its annual Appropriations Limit for the last ten years and in any single fiscal year since this requirement was approved by the voters in 1979.

Budget Amendments

The operating budget is subject to supplemental appropriations throughout its term in order to provide flexibility to meet changing needs and conditions consistent with the Council approved Budget Guidelines. Per the Guidelines, the City Manager is authorized to amend and/or transfer appropriations among departments and projects within any one fund, provided that the amount of the amended appropriation is \$100,000 or less as well as other authorizations related to positions. Otherwise, any other budget amendment which changes the total appropriation for a department or fund requires Council approval.

Examples of these amendments include but are not limited to:

- The acceptance of additional grant money which might become available;
- The number of positions approved in the Budget;
- The appropriation of additional funding if expenditures are projected to exceed budgeted amounts; or
- The re-appropriation of monies from one fund to another.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements, regardless of the measurement that is applied. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting. Fund revenues are recognized when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and available means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Those revenues susceptible to accrual are property and sales taxes and interest revenue. Transient Occupancy Tax, forfeitures, licenses, permits, and miscellaneous revenue are not susceptible to accrual because they are not measurable until received in cash. Revenues not considered earned but received are accounted for as revenue collected in advance.

Expenditures are also generally recognized under the modified accrual basis of accounting. An exception to this rule is principal and interest on general long-term debt, which is not recognized until it is due. Financial resources usually are appropriated in funds responsible for repaying debt in the period in which maturing debt principal and interest must be paid.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. Revenues for services provided but not billed at the end of the fiscal year are not material and are not accrued.

Cost Accounting

The City uses cost accounting to determine the proper allocation to recover costs for services provided. For each City service or program, in addition to direct staff support and appropriations for supplies and services, it also receives support from the administrative staff and benefits from centralized services such as equipment maintenance. These indirect costs (also known as administrative and overhead costs) need to be allocated to each major service or program in order to determine the full cost of providing City services. Similarly, the centralized service costs also need to be allocated to various operating funds. Centralized service costs are typically budgeted and advanced by the General Fund. Cost allocation is necessary to ensure that each of these operating funds share the administrative and overhead costs equitably.

Department Information

The Budget Narrative and Summary section of the budget document summarizes the service delivery and budgetary information for each department as follows: Mission Statement, Description, and Services highlight the purpose and functions for each department.

Organizational Chart: this functional organizational chart depicts full-time equivalent (FTE) positions, which report to a department director and identifies any position changes such as additions, deletions, or reclassifications; position moves from one department to another; and temporary positions.

Accomplishments: identifies the department's noteworthy accomplishments over the past 12 to 18 months and their alignment to Council Priority Areas.

Initiatives: highlights the major work plan items for the department for the upcoming Fiscal Year and their alignment to Council Priority Areas.

Performance and Workload Measures: lists key department performance measures and identifies key quantifiable department outputs.

Budget Summary: summarizes key expenditure data for the department for several fiscal years by function, if applicable, and expenditure categories.

Staffing: lists all full-time equivalent (FTE) positions for the department for several fiscal years by function, if applicable, and by classifications. Positions were defunded as part of the FY 2020-21 Mid-Year and FY 2021-22 Proposed Budget process and they are noted in the staffing tables and footnotes.

Budget Reconciliation: outlines the major base budget and service level changes from the previously adopted budget to the newly presented proposed or adopted budget. Base budget reconciliation changes include deletion of one-time expenditures, updated salary and benefits cost in accordance with the salary and benefits structure approved by the City Council, or addition of ongoing expenditures as approved by the City Council. The service level change table itemizes service level changes and related expenditures.

Service Level Changes: describes service level changes compared to the prior fiscal year in alignment with the dominant Council Priority Area identified with one of the icons below; the anticipated performance impact as it relates to Quality, Cost, Cycle Time, Customer Satisfaction, and Sustainability with the icons identified below; and the impact, if the service level change is not funded.

Council Priority Areas Icons:



Community Wellness and Open Space

Continue to provide parks and amenities for people of all ages and abilities to enjoy higher levels of physical and mental health.



Economic Development and Job Growth

Continue to strengthen our economic foundations that support community prosperity and opportunity while ensuring a sustainable and livable city.



Environment

Promote a sustainable community and protect the natural environment.



Governance and Administration

Continue to streamline processes for enhanced service and remain committed to long-term fiscal discipline and financial stewardship.



Neighborhoods and Housing

Continue to explore innovative approaches to incentivize affordable housing projects, collaborate with key stakeholders to care for our most vulnerable populations, and support and engage neighborhoods through dedicated programs and services.



Public Safety

Continue to invest in police and fire protection, in partnership with our community.



Transportation and Transit

Continue to seek and develop collaborative solutions to meet the transportation challenges facing our community and our region.

Performance Impact Icons:



Cost



Cycle Time



Customer Satisfaction



Quality



Sustainability

Open Budget

In order to facilitate understanding and transparency of the budget document, the City presents budget information through OpenGov, an online tool that provides users with different views of the City's budget data by fund, department, revenues, and expenditures. The tool can be accessed by visiting www.milpitasca.opengov.com. The City invites you to use the online tool to:

- Search the current year's budget and financial data.
- View trends in revenues and expenditures over time.
- Drill down into expenses by department or account type.
- Display the data as graphs or charts.
- Download into Excel.
- Share with friends using email or social media.
- Send comments directly to the City online.

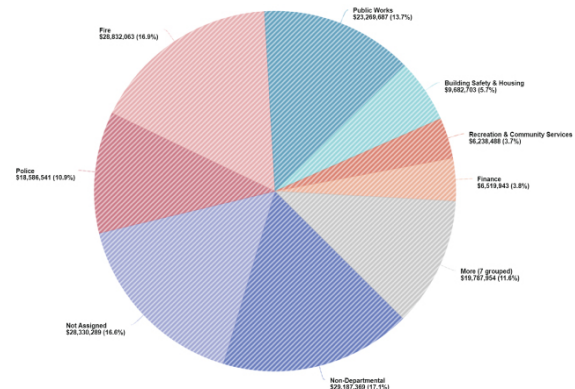
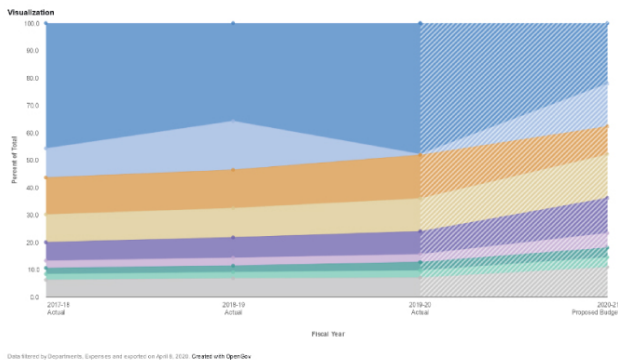
How Does it Work?

Governmental budgets are composed of funds, departments, and accounts. Using a pull-down filter, you can choose the combination you want to explore.

By clicking on one these icons, you can choose whether you want to display graphs showing changes over the years, a pie chart for a single year, or download portions into Excel.



You can also cut and paste any illustration into another document, send it to friends using email or Twitter, or post it on Facebook!



Note: On the OpenGov portal, numbers may appear slightly different due to rounding.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
Award*

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**City of Milpitas
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director





RESOLUTION NO. 9252/ HA NO. 32

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AND THE HOUSING AUTHORITY COMMISSION OF THE CITY OF MILPITAS APPROVING THE FY 2023-24 OPERATING BUDGET FOR THE CITY OF MILPITAS AND THE MILPITAS HOUSING AUTHORITY, THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24, FISCAL POLICIES, AND BUDGET GUIDELINES, AND AUTHORIZING VARIOUS FINANCIAL ACTIONS BY THE CITY MANAGER, INCLUDING APPROVING AND AUTHORIZING THE EXECUTION OF VARIOUS CONTRACTS AND PAYMENTS OVER \$100,000

WHEREAS, the City Manager has submitted a FY 2023-24 Proposed Budget and Financial Plan;

and

WHEREAS, on June 6, 2023, a public hearing on the Proposed Budget and Financial Plan was opened where all interested persons were heard; and

WHEREAS, the City Council and Milpitas Housing Authority Commission ("Authority") reviewed the City Manager's FY 2023-24 Proposed Budget and Financial Plan; and

WHEREAS, the first year, or FY 2023-24, of the CIP is a part of the 2023-24 Proposed Budget and Financial Plan; and

WHEREAS, Article XIII B, Section 1, of the Constitution of the State of California requires that total annual appropriations subject to limitation of the City of Milpitas shall not exceed the appropriations limit of the City for the prior year adjusted for changes in the cost of living and population except as otherwise provided, also referred to as the Gann Appropriations Limit; and

WHEREAS, this Article became effective July 1, 1980, as amended, which requires the City to establish its appropriations limit by resolution each year at a regularly scheduled meeting or a noticed special meeting, commencing after the beginning of each fiscal year; and

WHEREAS, the appropriations base for 1978-79 had been determined and since adjusted by the changes in population, cost of living, and transfers of financial responsibility, establishing an appropriations limit for fiscal year 2023-24 of \$135,124,537; and

WHEREAS, the calculations for the appropriations limit are included as part of the budget document materials being considered and approved by the City Council as part of this Resolution; and

WHEREAS, documentation used in determining the appropriations limit has been made available to the public for a period of not less than fifteen (15) days prior to City Council consideration of this Resolution; and

WHEREAS, the budget document contains fiscal policies that the City Council has reviewed and approved and which are updated from time to time, as follows: General Financial Goals, Operating Budget Policies, Revenue and Expenditure Policies, Utility Rates and Fees, Capital Budget Policies, Debt Policies, Reserve Policies, Investment Policies, and Accounting/Auditing and Financial Reporting Policies; and

WHEREAS, the budget document contains budget guidelines that the City Council has reviewed and approved and which are updated from time to time, as follows: Basis of Budgeting; Budget Calendar requirements; form and content of the City Manager's Proposed Budget; adoption of the Budget by June 30th; the City Manager's budget authority; requirement that budget amendments be approved by the City Council; budget transfers and modification procedures; automatic adjustments and re-appropriations; budget monitoring and reporting; and reserve requirements for all funds.

NOW, THEREFORE, the City Council of the City of Milpitas and the Milpitas Housing Authority Commission hereby find, determine, and resolve as follows:

1. The City Council and Authority have considered the full record before them, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to them. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The annual Budget and Financial Plan, as attached in the City Council meeting packet, inclusive of capital improvement appropriations, for the City of Milpitas for fiscal year 2023-24 is hereby affirmed and adopted totaling \$231,869,336 for all appropriated funds.
3. The amounts shown as "Appropriations" and estimated fund balances are hereby approved for the various purposes designated in the 2023-2024 Adopted Budget.
4. The budgets for all departments for the period July 1, 2023 through June 30, 2024, inclusive, contained in this 2023-24 Adopted Budget, are approved as the operating budget for those departments for fiscal 2023-24.
5. The appropriations limit for fiscal year 2023-2024 shall be \$135,124,537 as shown in **Exhibit 1**.
6. Pursuant to Government Code Section 7910, no judicial action or proceeding to attack, review, set aside, void, or annul the action of the City Council in establishing the appropriations limit for fiscal year 2023-2024 shall be brought unless such action or proceeding shall have been commenced within forty-five (45) days of the date of adoption of this Resolution.
7. Any unused non-salary and benefits-related appropriations at the end of fiscal 2022-2023 may be re-appropriated for continued use in fiscal year 2023-24 subject to the approval of the City Manager. Furthermore, any outstanding contract and/or purchase order obligations (or encumbrances) remaining at the end of FY 2022-2023 are subject to carry-over into FY 2023-24.
8. Subject to any grant restrictions, unspent appropriations that are authorized and funded by grant revenues from prior fiscal year will automatically be carried over to current year's budgets. Unspent City funded grant appropriations from prior fiscal year will automatically be carried over to the current year's budgets.
9. As part of year-end closing of the budget, previously appropriated capital project funds will be automatically carried forward to the next fiscal year for the same capital project until the project is closed out.
10. No office, department, or agency shall expend any amount or incur any liability or enter into any contract, which by its terms involves expenditures of money for any purpose in excess of the amounts appropriated for the particular departments, and funds set forth herein.
11. The City Manager may authorize, when in his or her judgment such action is consistent with the purposes and intent of the 2023-2024 Adopted Budget as approved, budget revisions subject to the following conditions:

Prior Council Approval Not Required. Prior approval of the City Council is not required under the following circumstances:

- i. When revisions involve transfers from the Unanticipated Expenditure Reserve less than or equal to the aggregate amount adopted within the budget in any one fiscal year (\$1,300,000 in FY 2023-24), provided that the Council is notified in writing of the revision, giving the reason, the amount of the revision and the year-to-date total amount of revisions as part of the quarterly financial reports.

- ii. When revisions involve transfers from the appropriated leave cash-out account less than or equal to the aggregate amount adopted within the budget in any one fiscal year (\$650,000 in FY 2023-24) to the various departments for cash-outs when employees leave City service.
 - iii. When revisions involve transfers, or reallocations, within any one fund among the various departments or projects, provided that the amount of transfer in any single instance does not exceed \$100,000.
 - iv. When revisions involve reasonable deviation from the budgeted personnel allocation schedule, provided that at no time the number of permanent funded positions authorized by the City Council is exceeded.
 - v. When revisions involve hiring full-time employees in overstrength positions for no more than one year as long as appropriations are not exceeded to ensure adequate staffing levels for sworn positions, facilitate training of new employees by the outgoing incumbent or respond to urgent staffing needs.
 - vi. When revisions involve adding/deleting positions or moving positions between departments to respond to organizational needs, as long as the number of permanent funded positions and the approved personnel cost appropriations remain the same.
 - vii. When revisions involve allocating, redistributing and/or appropriating monies between department and non-department divisions so as to reflect budgetary savings in one or more departments.
 - viii. For Police goods and services to be purchased from Asset Seizure funds, the City Manager or his/her designee, has the authority to purchase such goods or services if the expenditures of such goods and services do not exceed the amount designated from Asset Seizure funds as approved by the City Council during the Budget hearing.
 - ix. To use judgment to modify citywide administrative financial policies and procedures from time to time that are consistent with municipal government best practices unless those policies would otherwise be in conflict with the budget provisions incorporated in this Resolution or the City's Municipal Code.
 - x. **Exhibit 2** lists contracts and payments that are specifically identified in the budget document and materials enclosed herein. None of these contracts require a formal, public bidding process. The list of contracts and payments is hereby approved and the City Manager is authorized to execute and enter into these contracts and make these payments during fiscal year 2023-24 up to the amounts listed by contract or payment in **Exhibit 2**.
12. Prior Council Approval Required. Prior approval of the City Council is required for revisions to the 2023-2024 Final Budget as adopted if any of the following are involved:
- i. An increase in overall appropriation level within any one Fund.
 - ii. The transfers or reallocation of appropriations greater than \$100,000 between different Funds, except not for reallocations between subfunds within one Fund.
 - iii. Changes providing for increases or decreases in funded permanent personnel counts in the adopted Budget.
 - iv. Contract change orders which would cause the aggregate contract amount to exceed \$100,000 and/or exceed prior approved appropriation levels for the subject contract.

- v. Transfers from Unanticipated Expenditure Reserve, which would cause the aggregate amount of \$1,300,000 during fiscal year 2023-24, to be exceeded.
 - vi. Result in changes not consistent with the purpose and intent of the Budget as adopted.
 - vii. Require an appropriation action from any unassigned fund balances or reserves.
13. Information establishing the current budget situation and steps to be taken to present balanced City Budgets have been presented during the public hearing on this meeting June 6, 2023, and in prior budget presentations.
14. The approval of the 2023-24 Adopted Budget, including the authority to enter into any contract, make payments, or undertake other actions, does not commit the City to any action that may have significant effect on the environment. This is because the actions are financial or administrative and do not directly impact the environment or the environmental impacts of any action would be speculative to analyze at this time. As a result, there is no potential impact on the environment from this action per Section 15061(b) (3) of the California Environmental Quality Act ("CEQA") Guidelines and this action does not constitute a project under CEQA per CEQA Guidelines Section 15378(b)(4). Although the budget does authorize certain types of contracts to be entered into, none are anticipated to have any environmental impact at the time of entering into the contract, and if ultimately leading to a project that could impact the environment, the impacts of that action will be analyzed once the project is designed and the analysis is no longer speculative.

PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:

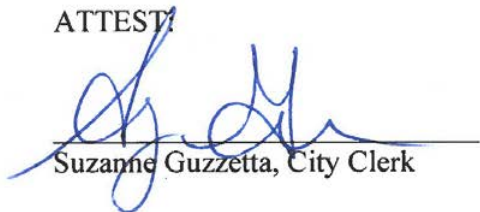
AYES: (5) Councilmembers Barbadillo, Lien, Phan, Vice Mayor Chua, and Mayor Montano

NOES: (0) None

ABSENT: (0) None

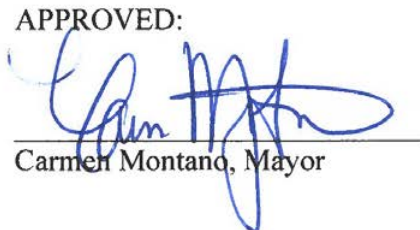
ABSTAIN: (0) None

ATTEST:



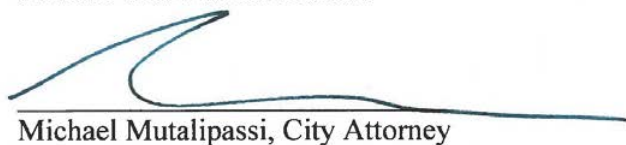
Suzanne Guzzetta, City Clerk

APPROVED:



Carmen Montano, Mayor

APPROVED AS TO FORM:



Michael Mutalipassi, City Attorney

City of Milpitas
FY23-24 Proposed Budget Addendum

FINAL
ATTACHMENT 1

No.	Appropriation Items	General Fund	Other Funds	Total	FTE Change
1	Do not re-classify CIP Manager to Engineering Division Manager	\$ (17,000)		\$ (17,000)	
2	Do not re-classify Transportation and Traffic Manager	\$ (25,000)		\$ (25,000)	
3	Do not add City Engineer	\$ (322,317)		\$ (322,317)	(1)
4	Fund Director of Engineering for 6 months	\$ 184,388		\$ 184,388	1
5	Fund (1) Fleet Maintenance Worker III	\$ 211,000		\$ 211,000	1
6	Fund (2) Maintenance Workers	\$ 300,000		\$ 300,000	2
7	Fund Building Safety and Housing Director for 6 months	\$ 181,409		\$ 181,409	1
8	Fund a Building Inspector	\$ 194,705		\$ 194,705	1
9	Do not re-classify Principal Planner to Planning Official	\$ (11,275)	\$ (63,897)	\$ (75,172)	
10	Do not reclassify Economic Development Director to Economic Development & Housing Director	\$ -	\$ (32,500)	\$ (32,500)	
11	Do not reclassify Housing Authority Administrator to Housing Division Manager	\$ (3,566)	\$ (33,958)	\$ (37,524)	
12	Increase travel allowance for each Council member by \$5,000	\$ 25,000		\$ 25,000	
13	Delete TASP Management Analyst		\$ (219,511)	\$ (219,511)	(1)
14	Fund Black April event	\$ 5,000		\$ 5,000	
15	Library Contribution Savings	\$ (100,000)		\$ (100,000)	
16	State Contribution (Assemblymember Lee) - General Government	\$ 150,000		\$ 150,000	
17a	Adopted CIP - HRIS/ERP (water funding) reduce transfer		\$ (50,000)	\$ (50,000)	
17b	Adopted CIP - HRIS/ERP (water funding) - reduce project		\$ (50,000)	\$ (50,000)	
18a	Adopted CIP - HRIS/ERP (sewer funding) reduce transfer		\$ (50,000)	\$ (50,000)	
18b	Adopted CIP - HRIS/ERP (sewer funding) reduce project		\$ (50,000)	\$ (50,000)	
19	Adopted CIP - Pickleball		\$ 100,000	\$ 100,000	
20	ARPA Unallocated Funds - offset Gen Fund for additional Maintenance Workers and Fleet Maintenance Worker	\$ (172,344)		\$ (172,344)	
Total Addendum		\$ 600,000	\$ (449,866)	\$ 150,134	4
Proposed Budget FY23-24		\$ 128,932,671	\$ 102,786,531	\$ 231,719,202	
Addendum Budget FY23-24		\$ 129,532,671	\$ 102,336,665	\$ 231,869,336	

No.	Revenue Items	General Fund	Other Funds	Total	
1	Transfer - In General Government CIP (partially use funds previously proposed for CIP - CAO Office Renovation)	\$ 450,000		\$ 450,000	
2	TASP Impact Fees		\$ (11,723,824)	\$ (11,723,824)	
3	State Funded Intergovernmental Revenues (Assemblymember Lee) - unhoused services (mobile laundry & shower, 3-year contract)	\$ 150,000		\$ 150,000	
4	(Increase)/Decrease in CIP Reserves or Fund Balance		\$ 11,273,958	\$ 11,273,958	
			\$ -	\$ -	
Total Addendum		\$ 600,000	\$ (449,866)	\$ 150,134	
Proposed Budget FY23-24		\$ 128,932,671	\$ 102,786,531	\$ 231,719,202	
Addendum Budget FY23-24		\$ 129,532,671	\$ 102,336,665	\$ 231,869,336	

Change in Full-Time Equivalent (FTE)	#
Proposed net added FTE	7.5
Addendum net add	4
Addendum Proposed, net added FTE	11.5
Proposed FTE FUNDED	448
Addendum FUNDED	4
Addendum Proposed, FTE FUNDED	452
Proposed FTE ALL PERMANENT	454.75
Addendum ALL PERMANENT	4
Addendum Proposed, FTE PERMANENT	458.75

Orig CIP CAO Offices	\$ 450,000
Amount used for Gen Fund FY23-24	\$ (450,000)
Remaining alt CAO offices	\$ -

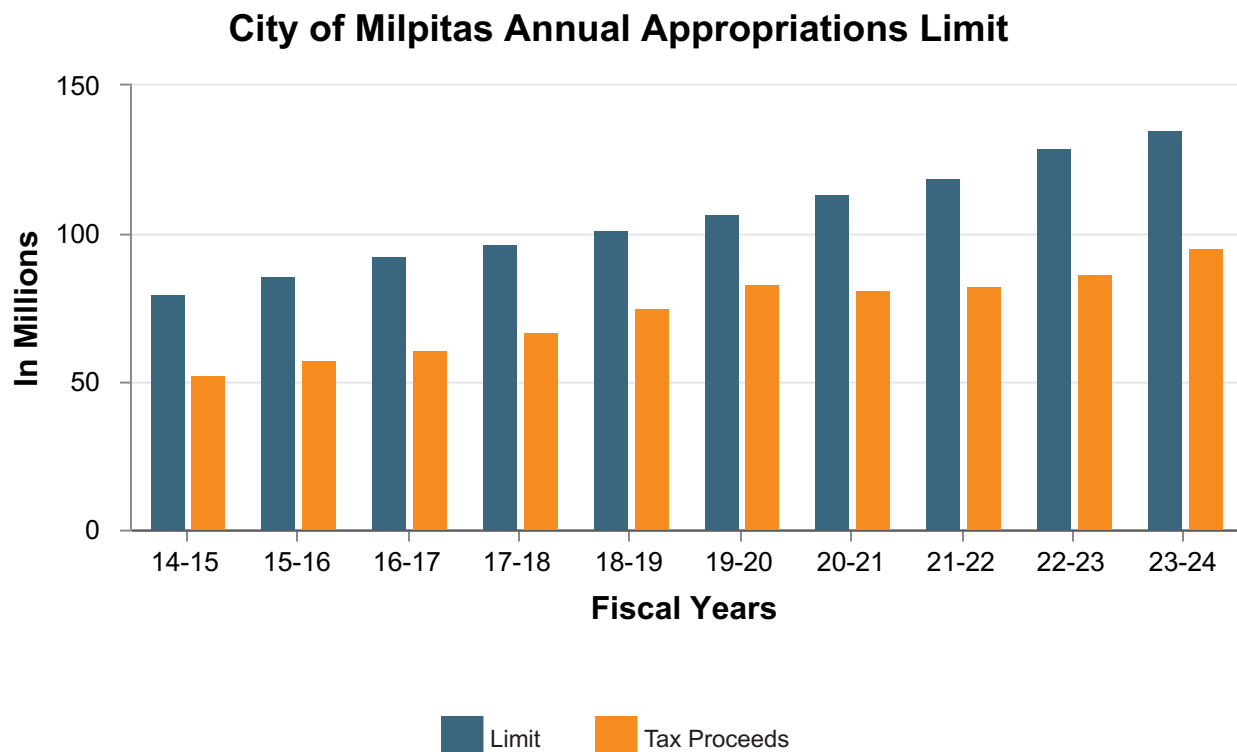
ARPA Available Balance	\$ 298,400
Used in FY23-24 General Fund	\$ (172,344)
Remaining ARPA Available Balance	\$ 126,056

Gann Appropriations Limit Analysis

Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Appropriations Limit, was approved by California voters in November 1979 and placed limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend each year. If an agency receives more revenue than the Appropriations Limit, the excess revenue must be returned to the taxpayers through a tax reduction or refund within the next two years. Alternatively, the agency can increase its Appropriations Limit through voters' approval.

Each year's limit is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. The City Council must adopt, by resolution, an Appropriations Limit for the following year. Using the population and per capita personal income change factors provided by the State of California, the City's Appropriations Limit for FY2023-24 has been computed to be \$135,124,537. Appropriations subject to the limitation in FY2023-24 budget total \$95,123,436 that is \$40,001,101 less than the computed limit.

The following chart shows the annual Appropriations Limit and the tax proceeds received since Fiscal Year 2014-15. The amounts for Tax Proceeds have been restated to exclude Franchise Fees, which were inadvertently included in the past, which is inconsistent with the law. The City has not exceeded its annual Appropriations Limit in any single fiscal year. The City has been under 80% of the limitation and should not be impacted by the Appropriations Limit.



*In prior years, Franchise Fees were inadvertently included in the calculation of the tax proceeds, which is inconsistent with the law. This chart has been corrected to show only tax proceeds subject to the limit.

Exhibit 2

Approval of FY 2023-2024 Budgeted Contracts/Payments over \$100,000

1. FY 2023-24 Operating Budget

Department Name	Contractor Name (If known) or Type of Contract	Description of Contract/ Payment	Estimated Amount	Funds
City Attorney	Meyers Nave, a Professional Corporation	Contracted outside Legal Services	\$150,000	• General Fund
Building Safety & Housing Dept.	WeHOPE (Dignity on Wheels) - PSA	Mobile Shower & Laundry Services for Unhoused Individuals (3 years)	\$150,000	• Assemblymember Alex Lee's State Funding
Finance	PLAN JPA	Liability/Cyber Insurance	\$2,859,393	• General Fund • Water Fund • Sewer Fund • Housing Authority Fund • Equipment Fund
Finance	PLAN JPA	Attorney Fees for Claims/ Lawsuits	\$391,500	• General Fund • Water Fund • Sewer Fund
Finance	PG&E	Utility - Electric	\$2,415,702	• General Fund • Water Fund • Sewer Fund
Finance	Chandler	Investment Portfolio Management	\$162,000	• General Fund
Finance	Integrus	Utility - Gas	\$226,300	• General Fund
Human Resource	Brown & Brown	Excess Insurance	\$388,136	• General Fund
Human Resource	Sedgwick	Third Party Administrator for Worker's Compensation	\$142,044	• General Fund
Information Technology (Finance)	Cayenta	Cayenta Software Maintenance	\$288,806	• General Fund
Information Technology	CDW-G	Microsoft Office 365 Licensing	\$167,000	• General Fund
Information Technology	Central Square	Tritech Police - VisiCAD / Software Maintenance	\$167,890	• General Fund
Police	County of Santa Clara	Crime Lab Major Case Evidence Examination	\$172,117	• General Fund
Police	Silicon Valley Regional Interoperability Authority	Silicon Valley Regional Communications Systems (SVRCS) - Annual Operations and Maintenance for digital radio system	\$129,715	• General Fund

Resolutions

Department Name	Contractor Name (If known) or Type of Contract	Description of Contract/ Payment	Estimated Amount	Funds
Police	County of Santa Clara	Cal-ID	\$141,676	• General Fund
Police	Axon Enterprise, Inc.	Police Body Worn Cameras / Tasers / Cloud Storage	\$183,235	• General Fund
Public Works	SFPUC	FY 2023-2024 Wholesale Water Purchase	\$15,246,004	• Water Fund
Public Works	City of San Jose	FY 2023-2024 WPCP - O&M	\$7,568,416	• Sewer Fund
Public Works	Valley Water	FY 2023-2024 Wholesale Water Purchase	\$6,081,965	• Water Fund
Public Works	City of San Jose	FY 2023-2024 Recycled Water Purchase	\$2,267,974	• Water Fund
Public Works	Brightview	Park maintenance services	\$1,325,827	• General Fund / CFD
Public Works	Vehicle Purchases	Purchase of new and replacement equipment and vehicles for aging Public Works fleet.	\$836,956	• General Fund • Water Fund • Sewer Fund • Equipment Fund
Public Works	Merrimac Petroleum Inc.	FY 2023-2024 Diesel & Unleaded Fuel	\$575,620	• Equipment Replacement Fund
Public Works	West Coast Arborist	Tree maintenance services	\$480,000	• General Fund / CFD
Public Works	Nova	Janitorial services	\$388,133	• General Fund
Public Works	Enterprise FM Trust	FY 2023-2024 Fleet Lease Agreement	\$168,000	• General Fund
Public Works	City of Sunnyvale	Santa Clara Valley Urban Runoff Pollution Prevention Program	\$153,892	• General Fund
Public Works	Brightview	Facilities landscape maintenance	\$116,260	• General Fund
Public Works	BAWSCA	Bay Area Water Supply and Conservation Agency (BAWSCA) membership	\$168,714	• Water Fund
Public Works	Our City Forest	Our City Forest Lawn Conversion Program	\$120,000	• Water Capital Surcharge / CIP 7126 Water Conservation Program
Public Works	Tucker	Encampment Clean-Up	\$100,000	• General Fund
Recreation	County of Santa Clara "SNP"	Senior Nutrition Program	\$103,066	• GT1007-162-4226

2. FY 2023-24 Capital Improvement Program (CIP) Budget

Department Name	CIP Project No. & Name	Description of Contract	Estimated Amount	Fund
Community Improvement	CIP 3506 - Watershed Analysis	New Design/Professional Services Agreement to obtain a consultant to furnish a watershed analysis based on FEMA CRS requirements. This would help maintain the City's Federal Emergency Management Agency (FEMA) Community Rating System (CRS) Class 7 Rating.	\$150,000	• General Gov. CIP Fund
Community Improvement	CIP 3465 - Fire Station No. 1 Modular Building	New Design/Professional Services Agreement to obtain a consultant to provide design services for the replacement of modular building and improvements at Fire Station No.1.	\$250,000	• General Gov. CIP Fund
Park Improvement	CIP 2005 Lower Penitencia Creek Pedestrian Bridge	New Design/Professional Services Agreement with Biggs Cardosa and Associates to provide design services for a new pedestrian bridge at Delano Manongs Park.	\$200,000	• TASP Impact Fees • Developer Fees
Park Improvement	CIP 3491 Cardoza Park Softball Fields Improvement	New Design/Professional Services Agreement to obtain a consultant to provide design services including community outreach and environmental review for new softball fields at Cardoza Park.	\$500,000	• General Gov. CIP Fund • Park Improvement Fund
Park Improvement	CIP 3505 - Sports Center Football Bleacher Replacement	New Design/Professional Services Agreement to obtain a consultant to provide design services for the replacement of home field football bleachers including ADA path of travel improvements at the Sports Center Complex.	\$150,000	• Park Fund
Sewer Improvement	CIP 6137 - Forca Main "A" Project Sanitary Sewer Cathodic Protection Improvements	Design/Professional Service Agreement to obtain a consultant to provide an assessment of the sewer force main "A" from Milpitas Main Sewer Lift Station to San Jose/ Santa Clara Regional Waste Water Facility.	\$1,500,000	• Sewer Infrastructure Fund • Sewer Fund
Street Improvement	CIP 2016 S. Milpitas Blvd. Vehicle Bridge at Penitencia	New Design/Professional Services Agreement with Cornerstone Structural Engineering group, Inc. to provide design services for a new vehicle bridge over Penitencia Creek including the roadway between Sango Ct. and Tarob Ct.	\$700,000	• TASP Impact Fees
Street Improvement	CIP 2016 S. Milpitas Blvd. Vehicle Bridge at Penitencia	New Design/Professional Services Agreement with Artik to provide design services for artwork on the new vehicle bridge over Penitencia Creek.	\$400,000	• TASP Impact Fees

Resolutions

Department Name	CIP Project No. & Name	Description of Contract	Estimated Amount	Fund
Street Improvement	CIP 2016 S. Milpitas Blvd. Vehicle Bridge at Penitencia & CIP 2018 Montague Ped. Overcrossing at Penitencia	Amendment to the Professional Service Agreement between the City and David J. Powers & Associates for additional environmental review and permitting, and update the Initial Study and Mitigated Negative Declaration. The aggregate contract amount exceeds \$100,000.	\$150,000	• TASP Impact Fees
Street Improvement	CIP 4299 Bicycle Improvement Project	New Design/Professional Services Agreement to obtain a consultant to provide design services for bike lane enhancements, such as green bike lane, enhanced bike signage, and/or separate bike facility.	\$200,000	• Grant
Water Improvement	CIP 7076 - Well Upgrade Project	New Design/Professional Services Agreement with West Yost to provide design services for new potable water well facilities at Delano Manongs Park.	\$2,000,000	• Water Capital Surcharge
Storm Drain & Water Improvement	CIP 7118 - Dempsey Water Line Project	New Design/Professional Services Agreement to obtain a consultant to provide design services for the replacement of the water main on Dempsey Road.	\$900,000	• Water Capital Surcharge
Water Improvement	CIP 7133 Minor Water Projects	Professional Services Agreement for design services for the isolation valves replacement project at Yosemite and Ames at S. Milpitas and design of California Circle and Fire Station 1 Pressure Reducing Station upgrades; security gate upgrades at Ayer Reservoir.	\$500,000	• Water Capital Surcharge
Water Improvement	CIP 3709 - Dempsey Storm Drain Line Project	New Design/Professional Services Agreement to obtain a consultant to provide design services for storm drain improvements on Dempsey Road.	\$500,000	• Storm Drain Fund
Sewer Improvement	CIP 6118 SJ - SC Regional Waste Water Facility	City of Milpitas cost share amount with City of San Jose for rehab improvements to RWF	\$9,770,000	• Sewer Infrastructure Fund • Sewer Treatment Fund
Sewer Improvement	CIP 6124 - Sewer Pump Station Rehabilitation Program	Professional Services Agreement for design services of the hold structure for grinders at the Main Lift Station.	\$122,000	• Sewer Infrastructure Fund
Storm Improvement	CIP 3714 - Flap Gate Replacement	Professional Services Agreement for the design of flap gates at Hall Park Lagoon and Penitencia Creek and to retain construction management services to manage the installation.	\$150,000	• Storm Drain Fund

Department Name	CIP Project No. & Name	Description of Contract	Estimated Amount	Fund
Storm Improvement	CIP 3715- Storm Drain System Rehabilitation	Professional Services Agreement to manage the permitting and construction of the wet well and installation of liner in the concrete ditch behind Friendly Village Mobile Home Park to prevent flooding.	\$180,000	<ul style="list-style-type: none"> • Storm Drain Fund • General Fund
Public Safety	CIP 3459 – ALPRs and Security Cameras	ALPR cameras-Flock Safety	\$156,000	<ul style="list-style-type: none"> • General Government CIP Fund • Grants/Reimb./ Developer Fees
Public Safety	CIP 3423 – Police Records Management System	Police Records Management System-Mark43	\$162,476	<ul style="list-style-type: none"> • General Fund, • General Government CIP Fund
Community Improvement	CIP 3503 - Landmark Policy - Historic Resource Master Plan Update and Marker Program	Consultant for Update to Historic & Cultural Resources Plan	\$150,000	<ul style="list-style-type: none"> • General Government CIP Fund

RESOLUTION NO. 9253

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING RESOLUTION NO. 1626, THE CLASSIFICATION PLAN, TO AUTHORIZE ADDITIONAL POSITIONS, AND AMEND BUDGETED ALLOCATED POSITIONS

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been amended from time to time, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges;

WHEREAS, pursuant to the Personnel Rules and Regulations Section 2.04, the City Manager/Personnel Officer has the authority to add, delete, or revise classifications approved by Council so long as these changes do not involve a change to the overall compensation range, and as such the City Manager authorized defunding one Digital Media Specialist and adding one Information Technology Analyst in FY 2022-23;

WHEREAS, the annual budget process necessitates changes in position authorizations that result from modifications made to the Classification Plan.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626, as amended, is hereby further amended effective July 1, 2023 as set forth below. If any of the below-mentioned groups or classifications receive a cost-of-living adjustment separate from the adoption of the 2023-24 budget, that same percentage amount and effective date will be applied accordingly pursuant to the applicable bargaining unit agreement(s) for the below-listed classification salary ranges by further Resolution.

A. AUTHORIZE THE FOLLOWING POSITIONS:

Add One (1) Office Specialist – City Manager’s Office
Add One (1) Administrative Analyst I/II – Office of Economic Development
Add One (1) FTE Police Lieutenant – Police Department (2-year limited term)
Add One (1) FTE Cross Connection Specialist – Public Works Department
Add One (1) FTE Environmental Inspector – Public Works Department
Add One (1) FTE Public Works Inspector – Engineering Department
Add One (1) FTE Equipment Maintenance Worker I/II – Public Works Department
Add One (1) FTE Fleet Maintenance Worker III – Public Works Department
Add One (1) FTE SCADA and Instrumentation Control Technician – Public Works Department
Add One (1) FTE Recreation Services Supervisor - Recreation and Community Services Department
Add Two (2) FTE Maintenance Workers I/II – Public Works Department
Add One (1) FTE Maintenance Worker III – Public Works Department

B. RECLASSIFY THE FOLLOWING BUDGETED ALLOCATED POSITIONS:

Reclassify One (1) FTE Customer Service Supervisor to Finance Manager – Finance Department
Reclassify One (1) FTE Public Works Manager to Public Works Manager – Utilities – Public Works Department

C. RETITLE THE FOLLOWING BUDGETED ALLOCATED POSITIONS:

Retitle Community Services Engagement & Inclusion Administrator to Assistant Director Recreation and Community Services

D. DELETE/DEFUND THE FOLLOWING BUDGETED ALLOCATION POSITIONS:

Defund One (1) FTE Maintenance Worker I/II (add/delete - linked to Maintenance Worker III above)

PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:


AYES: (5) Councilmembers Barbadillo, Lien, Phan, Vice Mayor Chua, and Mayor Montano

NOES: (0) None


ABSENT: (0) None

ABSTAIN: (0) None

ATTEST:


Suzanne Guzzetta, City Clerk

APPROVED:


Carmen Montano, Mayor

APPROVED AS TO FORM:


Michael Mutalipassi, City Attorney

RESOLUTION NO. 9254**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING RESOLUTION NO. 1626, THE CLASSIFICATION PLAN, TO ADJUST HOURLY RATE RANGES FOR CLASSIFICATIONS DUE TO A MINIMUM WAGE INCREASE PURSUANT TO ORDINANCE NO. 292**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been amended from time to time, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, salary increases granted to temporary classifications pursuant to changes in Resolution No. 6598, the Resolution providing compensation for unrepresented part-time temporary employees, have been incorporated into Resolution No. 1626, the Classification Plan.

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges; and

WHEREAS, the City of Milpitas local minimum wage ordinance, Ordinance No. 292, established the minimum wage hourly rate effective July 1, 2022 as \$16.40 per hour; and

WHEREAS, the City of Milpitas updated its minimum wage ordinance effective July 1, 2022; and

WHEREAS, the City must update its hourly rate for certain classifications currently below the \$17.20 hourly rate in conformance with Ordinance No. 292.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The table below contains hourly wage adjustments for classifications that are currently below the minimum wage of \$17.20 per hour and all other hourly range classifications that required adjustments in order to address compaction.
3. Resolution No. 1626, as amended, is hereby further amended to adjust the hourly rate ranges for the below listed classifications effective July 1, 2023, as follows:

Title	From		To	
	Current Step A	Current Top Step	New Step A	New Top Step
Adult Crossing Guard	\$16.40	\$19.57	\$17.20	\$20.52
Adult Crossing Guard Supervisor	\$17.71	\$22.93	\$19.24	\$24.05
Assistant Pool Manager	\$17.45	\$24.44	\$22.16	\$27.70
Lifeguard	\$16.40	\$22.85	\$17.20	\$22.88
Pool Manager	\$18.74	\$26.23	\$23.22	\$28.15
Recreation Administrative Assistant	\$16.40	\$22.85	\$17.20	\$23.96
Recreation Attendant	\$16.40	\$22.85	\$17.20	\$23.96
Recreation Leader	\$16.40	\$22.85	\$17.20	\$23.96
Staff Assistant	\$16.40	\$25.38	\$17.20	\$26.62
Student Intern	\$16.40	\$25.38	\$17.20	\$26.62

4. These adjusted hourly rate ranges will be included in the All Job Classifications/Salary Table attached to the June 6, 2023 Resolution of the City Council of the City of Milpitas amending Resolution No. 1626, the Classification Plan, to Adjust the Salary Schedules for all MidCon, MPOA, Miscellaneous Unrepresented, and Police Unrepresented Classifications.

PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:

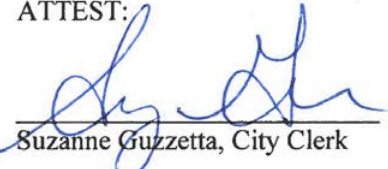
AYES: (5) Councilmembers Barbadillo, Lien, Phan, Vice Mayor Chua, and Mayor Montano

NOES: (0) None

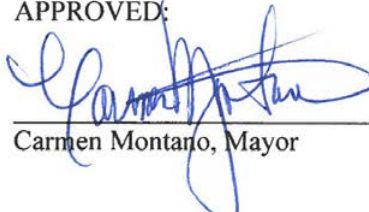
ABSENT: (0) None

ABSTAIN: (0) None

ATTEST:


Suzanne Guzzetta, City Clerk

APPROVED:


Carmen Montano, Mayor

APPROVED AS TO FORM:


Michael Mutalipassi, City Attorney

RESOLUTION NO. 9255

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING THE CLASSIFICATION PLAN OF UNREPRESENTED Management EMPLOYEES AND AUTHORIZING FRINGE BENEFITS

WHEREAS, the City of Milpitas Unrepresented Management Employees are not organized or represented for the purposes of meeting and conferring with the City in the areas of salary, benefits, and working conditions; and

WHEREAS, on December 17, 1968, the City of Milpitas established a Classification Plan adopted as Resolution No. 1626, which has been amended from time to time and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792, as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, including transfer of duties, new job responsibilities, and adjustments to salary ranges; and

WHEREAS, on July 7, 1981, the City Council of the City of Milpitas adopted Resolution No. 3558 to authorize compensation and fringe benefits for all exempt employees and City Council; and

WHEREAS, on May 17, 2022, the City Council amended the fringe benefits for Unrepresented Management Employees; and

WHEREAS, from time to time, the City Council amends Unrepresented Management Employee titles, which are now reflected in the attached **Exhibit A**; and

WHEREAS, since City Council approved the 401a Plan, such information is administratively clarified in the attached **Exhibit A**.

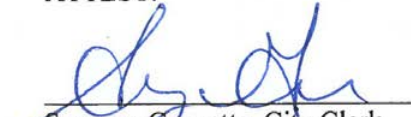
NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The City Council adjust the salary ranges for Unrepresented Management Employees, as set out in the All Job Classifications / Salary Table attached to the June 6, 2023 Resolution of the Milpitas City Council amending Resolution No. 1626, the Classification Plan, to Adjust the Salary Schedules for all MidCon, MPOA, Miscellaneous Unrepresented and Police Unrepresented Classifications. The City Council hereby authorizes the revised fringe benefits listed in **Exhibit A**, attached hereto, for Unrepresented Management Employees.


PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:

AYES:	(5) Councilmembers Barbadillo, Lien, Phan, Vice Mayor Chua, and Mayor Montano
NOES:	(0) None
ABSENT:	(0) None
ABSTAIN:	(0) None

ATTEST:


Suzanne Guzzetta, City Clerk

APPROVED:


Carmen Montano, Mayor

APPROVED AS TO FORM:


Michael Mutalipassi, City Attorney

**EXHIBIT A
UNREPRESENTED MANAGEMENT
BENEFITS PACKAGE
Effective July 1, 2023**

MISCELLANEOUS EXEMPT CLASSIFICATIONS:

UNREPRESENTED EXECUTIVE STAFF - Assistant City Manager, Deputy City Manager, City Clerk, Building and Housing Director, Economic Development Director, Engineering Director "City Engineer", Director of Finance, Human Resources Director, Information Technology Director, Planning Director, Public Works Director, and Recreation and Community Services Director

UNREPRESENTED MANAGEMENT STAFF - Assistant City Attorney*, Assistant City Engineer*, Assistant Finance Director*, Assistant Director Recreation and Community Services*, Building Official*, CIP Manager, Deputy City Attorney, Deputy Information Technology Director*, Deputy Public Works Director*, Human Resources Manager*, Finance Manager, Housing Authority Administrator, Planning Manager*, Plan Review Manager, Police Support Services Manager, Public Information Officer*, Public Works Manager, Public Works Manager - Utilities, and Transportation and Traffic Manager

POLICE EXEMPT CLASSIFICATION:

UNREPRESENTED EXECUTIVE STAFF - Police Chief **UNREPRESENTED MANAGEMENT STAFF** - Assistant Police Chief* and Police Captain

FIRE EXEMPT CLASSIFICATIONS:

UNREPRESENTED EXECUTIVE STAFF - Fire Chief **UNREPRESENTED MANAGEMENT STAFF** - Deputy Fire Chief*, Chief Fire Enforcement Officer, and Assistant Fire Marshal

***2nd in charge**

BENEFITS	DESCRIPTION	ELIGIBLE
MERIT INCREASES	Employees are eligible for merit-based salary increases annually, provided they are not at the maximum of their compensation range. The City manager will have the authority to recommend the amount of the merit increase.	All
HEALTH PLANS	The City provides CalPERS medical coverage. City paid premium is capped at the Kaiser rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.	All
HEALTH PLAN WAIVER	Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$250 per month in lieu of medical plan coverage with appropriate documentation. (no change since 1999)	All
LIFE INSURANCE	\$50,000 for full-time employees	All
SHORT TERM DISABILITY	City provides a plan similar to State Disability Insurance	Miscellaneous
	Police: Covered under the MPOA Trust Fund	Police Captains Only
	Fire: None (See Family Leave provision)	Fire
LONG TERM DISABILITY	After the first 60 days, coverage at 60% of base salary up to \$1,500 per month. Additional buy-up options are available.	Miscellaneous
	Coverage for Police is provided through California Law Enforcement Association (CLEA).	Police
	Coverage for Fire is provided through California Association of Professional Firefighters (CAPFF).	Fire
DENTAL--Misc and Fire	City provides a self-funded Delta Dental plan with graduated benefits based on years of service, including preventative, routine, major, and orthodontia.	Miscellaneous and Fire
DENTAL--Police	City provides Delta Dental coverage.	Police
VISION	City provides a vision plan for eye examination, lenses and frames.	All
TRUST FUND	\$50 per month contribution into the MPOA Trust Fund for spousal/dependent coverage and Short Term Disability coverage	Police Captains Only
DEFERRED COMPENSATION--SECTION 457 PLAN	City provides \$900 per year toward deferred compensation (no change since 1999), with contributions being pro-rated per pay period (approximately \$34.62 per pay period). Employees are eligible to voluntarily participate in the plan.	Unrepresented Management Staff
DEFERRED COMPENSATION--SECTION 457 PLAN	Employees are eligible to voluntarily participate in the plan.	Unrepresented Executive Staff
401a	The City provides a 401a plan with a 1% employee contribution upon initial enrollment, increasing by 0.25% each subsequent July 1, up to a maximum of 5% employee contribution. Enrolled participants shall have the value of vacation accruals over 260 hours put into their 401a effective the pay period including June 1 of each year. Upon separation enrolled participants shall have one-half of vacation pay put into the plan. City contributes \$900 per year into the 401a plan, with contributions being pro-rated per pay period (approximately \$34.62 per pay period).	Unrepresented Executive Staff
FLEXIBLE SPENDING PLAN	City offers employees who wish to participate a pre-tax deduction for an IRS Section 125 plan for medical expenses, premiums; child or elder care expenses; or traffic and vanpooling.	All

BENEFITS	DESCRIPTION	ELIGIBLE
EMPLOYEE ASSISTANCE PROGRAM (EAP)	City offered plan: 5 visits per incident per calendar year for Unrepresented Miscellaneous & Fire employees.	Miscellaneous & Fire
	City offered plan: 15 visits per calendar year for Unrepresented Police employees.	Police
VACATION LEAVE ACCRUALS	40 hour employees: <u>Years of Service</u> <u>Yearly Accruals</u>	All
	1-4 16 Days	
	5-9 21 Days	
	10-14 26 Days	
	15-19 31 Days	
	20+ 36 Days	
VACATION CARRYOVER RATE	Maximum number of hours that can be carried over is 260 hours for 40 -hour employees. Accruals in excess of maximum will be cashed out at the end of the pay period including June 1.	Unrepresented Management & Fire
	Maximum number of hours that can be carried over is 260 hours. Accruals in excess of the maximum will be cashed out effective the end of the pay period including June 1. The value of accruals in excess of the maximum will be deposited into the 401a plan effective the end of the pay period including June 1.	Unrepresented Executive Staff
	336 hours for Police Management employees. Hours over maximum will be cashed out at the end of the pay period including June 1.	Police
	City Manager may authorize approval to carry over vacation hours in excess of the maximum.	Unrepresented Management
VACATION CASH-OUT PER IRS CONSTRUCTIVE RECEIPT	Unrepresented Employees may elect to cash out up to 80 hours of accrued vacation hours each calendar year.	Unrepresented Management & Fire
VACATION CASH-OUT PER IRS CONSTRUCTIVE RECEIPT	Unrepresented Executive Employees may elect to cash out any hours above 260 or up to 80 hours of accrued vacation hours each calendar year, whichever is greater.	Unrepresented Executive Staff
VACATION ACCRUAL	Accrual tier will be based on total years of public service.	All
VACATION USE	No minimum waiting period for use of accrued vacation.	All
MANAGEMENT INCENTIVE PAID (MIP) LEAVE	Eligible employees will accrue 5 hours of Management Incentive Paid Leave (MIP) for each full pay period worked. Maximum carryover is 260 hours. Hours cannot be cashed out during employment, or at separation.	Executive Staff & 2nd in charge
MANAGEMENT LEAVE	Eligible employees will receive 40 hours of Management Leave added to their Floating Holiday Bank on the pay period following December 31. Employees appointed mid-year will receive pro-rated amount based on date of hire/promotion. Hours can be taken in any increment. There is no annual carryover and hours cannot be cashed out during employment, or at separation. An additional 40 hours of Management Leave can be earned with Department Head recommendation and City Manager approval upon annual evaluation for past performance.	Unrepresented Staff Only (Staff that receive MIP are not eligible for Management Leave)
SICK LEAVE ACCRUALS	12 work days per year. 8 hours = 1 work day	All
SICK LEAVE PAY-OFF--Separating Employees (Not Retiring)	Employees hired prior to July 18, 1999, with 5 years of service, separating in "good standing" as determined by the City Manager may elect to cash in sick leave using this formula: 2.5% x Yrs. of Service x highest hourly rate x sick leave hours accrued.	Miscellaneous
	Employees hired after January 1, 1995, with 5 years of service, separating in "good standing" as determined by the City Manager may use this formula:	Fire
	After 4th year: .25%/year x hourly rate x accrued sick leave	
	After 9th year: .50%/year x hourly rate x accrued sick leave	
	After 14th year: .75%/year x hourly rate x accrued sick leave	
	After 19th year: 1.0%/year x hourly rate x accrued sick leave	
	Employees hired after July 18, 1999, with 5 years of service, separating in "good standing"	Police
	After 4th year: .25%/year x hourly rate x accrued sick leave	
	After 9th year: .50%/year x hourly rate x accrued sick leave	
	After 14th year: .75%/year x hourly rate x accrued sick leave	
	After 19th year: 1.0%/year x hourly rate x accrued sick leave	

Resolutions

BENEFITS	DESCRIPTION	ELIGIBLE
SICK LEAVE CASH OUT PER IRS CONSTRUCTIVE RECEIPT	In January, an employee with 5 years of service may elect sick leave cash-out in accordance with the terms in Sick Leave Pay-Off above.	Fire
	For employees hired on or before 7/17/99, each November, an employee with 5 or more years of service may elect to cash out accrued sick leave. Payout shall be in accordance with appropriate pay out formulas. The maximum annual amount shall not exceed 50% of employees sick leave balance. Employees eligible for this benefit shall at all times maintain a sick leave balance of at least 240 hours .	Miscellaneous & Police
HOLIDAYS	The City observes 12 holidays: January 1 (New Years), Third Monday in January (Dr. Martin Luther King's Birthday), Third Monday in February (Washington's Birthday), March 31, Cesar Chavez Day, Last Monday in May (Memorial Day), July 4, First Monday in September (Labor Day), November 11 (Veterans Day), Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day.	All
FLOATING HOLIDAY	Each calendar year 8 hours of floating holiday to be used by December 31 of each year otherwise it will be lost.	All
FITNESS PROGRAM	Offers employees free access to City-sponsored sports and fitness programs.	All
TUITION & TRAINING	City provides reimbursement for education up to \$3,000 per year. Work related training costs including transportation and lodging expenses.	All
MILEAGE REIMBURSEMENT	Use of personal vehicle for City business will be reimbursed at the IRS established rate. Not eligible for Mileage Reimbursement if receiving a car allowance.	All
CAR ALLOWANCE	\$550 per month	Unrepresented Executive Staff
CALPERS RETIREMENT	2.7% at 55 Retirement Plan including the final year compensation amendment for those employed before 10/9/2011. (Employee pays 8% contribution rate).	Miscellaneous
	Tier 2 (Classic): 2% at 60 Retirement Plan including the final three-year compensation average for those Classic employees hired on or after 10/9/2011. (Employee pays 7% contribution rate).	Miscellaneous
	Tier 3 (PEPRA): 2% at 62 Retirement Plan including the final three-year average compensation for employees hired on or after 01/01/2013. (Employee contribution rate as stated in CalPERS actuarial report).	Miscellaneous
	3.0% at 50 Plan, The 1959 Survivors Benefit in full force and effect. (Fire pays 12%; Police pays 9%).	Police & Fire
	Tier 2 (Classic): 3.0% at 55 Plan, Effective 4/8/2012. Including three-year compensation average; The 1959 Survivors Benefit in full force and effect. (Police pays 9%; Fire pays 12%).	Police & Fire
	Tier 3 (PEPRA): 2.7% at 57 Plan, Effective 1/1/2013. Including three-year compensation average; The 1959 Survivors Benefit in full force and effect. (Employee contribution rate as stated in CalPERS actuarial report).	Police & Fire
PERS ENHANCEMENTS	Military Service Buy-back (GC 21024)	All
	PERS Credit for Unused Sick Leave (GC 20965)	All
	Death Benefit (GC 21620)	All
	Prior Service Credit (GC20055)	All
	1959 Survivor's Benefit (GC21573)	All
EYEGLASS REIMBURSEMENT	Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal provided the glasses are not covered by health or vision plan first.	All
SAFETY EQUIPMENT	The City shall furnish appropriate safety equipment, the employee shall maintain in good order, and is the City's property.	Fire
UNIFORM ALLOWANCE	\$1,000 per year for 40 hour employees plus one pair of safety shoes every 2 years.	Fire
	\$1,350 per year for 40 hour employees.	Police
FAMILY LEAVE	Up to 80 hours of sick leave to care for a family member including: mother, father, spouse, registered domestic partner, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives. It also includes concurrent use of sick leave accruals for self or other accruals for eligible family members under FMLA or CRFA.	All
	Fire personnel may use 14 days of accrued sick leave (without medical note) for birth or adoption of a child.	Fire

BENEFITS	DESCRIPTION	ELIGIBLE
FAMILY LEAVE (continued)	Fire Unrep may use available sick leave for family medical purposes including same members as above. The use of family leave shall be limited to 80 hours per calendar year. Family medical purposes shall mean illness, accident, medical appointments or other related occurrences. Fire Unrep may take up to four months unpaid family or medical leave within a 24 month period, unless they qualify for FMLA/CFRA and this benefit is greater, for the following: Birth, adoption, or serious illness of a child; self, parent, spouse, or registered domestic partner of an employee. City will provide benefit coverage for up to 4 months and employee may elect to continue benefits at his/her own expense for up to an additional 18 months. Available leave balances must be exhausted first prior to leave without pay.	Fire
COMPASSIONATE LEAVE	City provides up to 40 hours of paid leave in the event of the death of an eligible family member (same family members as in Family Leave).	All
MILITARY LEAVE	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.	All
JURY LEAVE	City provides paid time upon jury summons if called to duty.	All
LEAVE OF ABSENCE	An unpaid personal leave of absence is available upon approval of the City Manager.	All
FMLA/CFRA	Employees may take up to 12 weeks paid/unpaid family or medical leave under Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA) within a 12 month period for the following: birth or adoption; serious illness of a child, self, parent or spouse; or baby bonding. Employee must exhaust available leave balances to qualify for leave without pay. Benefits will be covered during FMLA/CFRA leave.	All
WORKERS COMPENSATION	First 80 hours of lost work time is covered at 100% pay; next 240 hours at 80% pay. Sworn Police and Fire employees are eligible for up to one year paid workers' compensation leave per labor code 4850.	All Sworn Police and Fire
MEDICARE	Both City and employee contribute, if hired after March 31, 1986.	All
SEVERANCE PAY	If employee is terminated for reasons other than "for cause" employee would be eligible for up to 16 weeks of salary plus benefits, depending on date of hire. For additional details, see Muni Code section VI-3-4.00 - Severance Payments for Specified At-Will Positions.	All
RETIREMENT BENEFITS		
ELIGIBILITY CRITERIA	Eligibility for retiree benefits is predicated upon retirement from CalPERS Retirement System.	All
SICK LEAVE CASH-OUT	Upon retirement, disability retirement, or death, for those employees who were hired on or before 7/17/99, and who had at least 5 years of service, the City shall pay retiree or estate for unused accrued sick leave using this formula: 2.5% x years of service x highest hourly rate x sick leave hours. Upon retirement, disability retirement, or death, for those employees who were hired on or before 1/1/95, and who had at least 5 years of service, the City shall pay retiree or estate for unused accrued sick leave using this formula: 2.5% x years of service x highest hourly rate x sick leave hours. Employees hired after January 1, 1995, with 5 years of service, separating in "good standing" as determined by the City Manager may use this formula: After 4th year: .25%/year x hourly rate x accrued sick leave After 9th year: .50%/year x hourly rate x accrued sick leave After 14th year: .75%/year x hourly rate x accrued sick leave After 19th year: 1.0%/year x hourly rate x accrued sick leave Employees hired after July 18, 1999, with 5 years of service, separating in "good standing" as determined by the City Manager may use this formula: After 4th year: .25%/year x hourly rate x accrued sick leave After 9th year: .50%/year x hourly rate x accrued sick leave After 14th year: .75%/year x hourly rate x accrued sick leave After 19th year: 1.0%/year x hourly rate x accrued sick leave	Miscellaneous and Police Fire Fire Police
SICK LEAVE CREDIT	Upon retiring with PERS, all employees shall be eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 17, 1999 may choose a cash out or Credit for Unused Sick Leave.	All
RETIREMENT MEDICAL COVERAGE	See Unrepresented Employee Benefit Handbook	All

BENEFITS	DESCRIPTION	ELIGIBLE
DISABILITY RETIREMENT	For Medical Coverage: employees on disability retirement who had at least 5 years of full- time or equivalent service with the City and retired after June 30, 2003, the City agrees to contribute up to "the retiree cap amount" or until the retiree is re-employed.	Police
RETIREE DENTAL	Benefits may be continued at the retiree's expense 50% of City's Premium.	Miscellaneous and Fire
	Benefits may be continued at the retiree's expense.	Police
RETIREE VISION	Benefits may be continued at the retiree's expense.	All
RETIREE SPOUSAL/ DEPENDENT MEDICAL PLAN	1% of payroll plus benefits contributed to a specific fund to assist in paying for spousal/dependent medical premiums for each of the following groups: Miscellaneous Unrep, Police Unrep and Fire Unrep. If fund is depleted, reimbursement will end for FY.	All
	See Dependent Benefits Grid	
SAFETY EQUIPMENT	Upon retirement, the city shall give a command officer his/her service weapon and holsters without charge if either (1) the Milpitas Police Chief endorses an identification certificate approving the officer carrying a concealed and loaded firearm or (2) a hearing board determines that, under Penal Code section 12027.1, at the time the officer retired from the Milpitas Police Department, the employee had a right to a certificate permitting the carrying of a concealed and loaded firearm.	Police

RESOLUTION NO. 9256**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING THE CLASSIFICATION PLAN TO ADJUST SALARY RANGES FOR SELECT CLASSIFICATIONS AND AMENDING THE SALARY SCHEDULES FOR VARIOUS CLASSIFICATIONS TO ALIGN WITH THE CURRENT MEMORANDUMS OF UNDERSTANDING (MOUs)**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been amended from time to time, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges;

WHEREAS, the annual budget process necessitates changes in position authorizations that result from modifications made to the Classification Plan.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The Council hereby approves the new salary ranges for the following classifications:

Title	Annual Salary Range:
Cross Connection Specialist	\$92,290.83 - \$113,308.92
Plan Review Manager	\$147,972.58 - \$192,452.19
Public Works Manager – Utilities	\$126,766.05 - \$177,472.24
SCADA and Instrumentation Control Technician	\$94,077.21 - \$115,502.14
Senior SCADA Technician	\$103,484.94 - \$127,052.35

3. Resolution No. 1626, as amended, is hereby further amended effective July 2, 2023, as follows:

The City Council hereby adopts the salary schedule attached hereto as **Exhibit A** ("All Job Classifications/Salary Table Effective July 2, 2023"), which includes updated salary ranges for the following classifications:

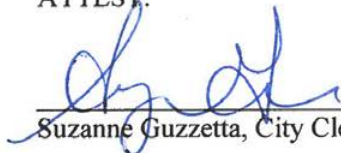
- a. New salary ranges for classifications summarized in the preceding section of this resolution
- b. All classifications represented by Mid-Management and Confidential Unit (MidCon) and Milpitas Police Officers Association (MPOA) in accordance with the following Memorandums of Understanding (MOUs):
 - International Association of Firefighters MOU dated July 1, 2018– June 30, 2022, extended by side letter through June 30, 2024
 - Milpitas Police Officers Association dated January 1, 2017 – December 31, 2021, extended by side letter through December 31, 2023.
 - Mid-Management and Confidential Unit MOU dated July 1, 2019– June 30, 2023, extended by side letter through June 30, 2025

- c. All classifications included in the Unrepresented Miscellaneous group and the Unrepresented Police group, in accordance with the following:
- Unrepresented Miscellaneous Management Employees Salary increase of two percent (2%) to align with Mid-Management and Confidential Unit (MidCon) per this Council resolution
 - Unrepresented Police Employees Salary increase of two and half percent (2.5%) which is tied to MPOA per Council action on March 3, 2020.

PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:

AYES:	(5)	Councilmembers Barbadillo, Lien, Phan, Vice Mayor Chua, and Mayor Montano
NOES:	(0)	None
ABSENT:	(0)	None
ABSTAIN:	(0)	None

ATTEST:


Suzanne Guzzetta, City Clerk

APPROVED:


Carmen Montano, Mayor

APPROVED AS TO FORM:


Michael Mutalipassi, City Attorney

RESOLUTION NO. 9257**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING RESOLUTION NO. 1626, THE CLASSIFICATION PLAN, TO AUTHORIZE ADDITIONAL POSITIONS, AND AMEND BUDGETED ALLOCATED POSITIONS FOR HUMAN RESOURCES MANAGER**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been amended from time to time, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges;

WHEREAS, pursuant to the Personnel Rules and Regulations Section 2.04, the City Manager/Personnel Officer has the authority to add, delete, or revise classifications approved by Council so long as these changes do not involve a change to the overall compensation range, and as such the City Manager authorized defunding one Digital Media Specialist and adding one Information Technology Analyst in FY 2022-23;

WHEREAS, the annual budget process necessitates changes in position authorizations that result from modifications made to the Classification Plan.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:


1. RETITLE THE FOLLOWING BUDGETED ALLOCATED POSITIONS:

Retitle Employee Relations Officer to Human Resources Manager

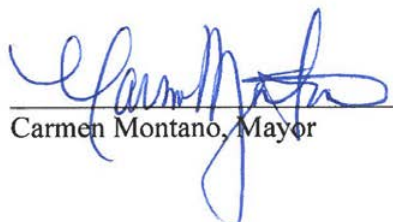
PASSED AND ADOPTED this 6th day of June, 2023, by the following vote:

AYES:	(4)	Councilmembers Barbadillo, Phan, Vice Mayor Chua, and Mayor Montano
NOES:	(0)	None
ABSENT:	(0)	None
ABSTAIN:	(1)	Councilmember Lien

ATTEST:


Suzanne Guzzetta, City Clerk

APPROVED:


Carmen Montano, Mayor

APPROVED AS TO FORM:


Michael Mutalipassi, City Attorney

Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
Accountant	50	2101	500	47.9	3,831.91	99,629.66	50.29	4,023.48	104,610.48
Accounting Technician I	50	6104	513	31.19	2,495.54	64,884.04	32.75	2,620.34	68,128.84
Accounting Technician II	50	6105	514	34.31	2,745.08	71,372.08	36.03	2,882.37	74,941.62
Administrative Analyst I	80	2102	801	42.02	3,361.82	87,407.27	0	0	0
Administrative Analyst II	80	2103	802	46.41	3,712.73	96,530.94	0	0	0
Administrative Assistant	80	6111	828	40.09	3,207.26	83,388.69	42.1	3,367.62	87,558.17
Adult Crossing Guard	70	8401	725	17.2	1,376	35,776	0	0	0
Adult Crossing Guard Superviso	70	8402	720	19.24	1,539.2	40,019.2	0	0	0
Assistant Chief of Police	60	1405	649	104.45	8,356.04	217,256.93	0	0	0
Assistant City Attorney	60	1113	645	78.46	6,276.93	163,200.1	0	0	0
Assistant City Engineer	60	1205	639	73.9	5,912.36	153,721.32	0	0	0
Assistant City Manager	60	1104	666	98.45	7,876.34	204,784.79	0	0	0
Assistant Dir Recr & Community Svcs	60	1121	659	67.18	5,374.71	139,742.37	0	0	0
Assistant Engineer	50	2201	502	51.9	4,151.81	107,947.06	54.49	4,359.39	113,344.14
Assistant Finance Director	60	1109	669	70.85	5,668.21	147,373.5	0	0	0
Assistant Fire Marshal	60	2501	632	81.3	6,503.96	169,102.92	0	0	0
Assistant Planner	50	2801	503	49.76	3,981.04	103,507.04	52.25	4,180.19	108,684.94
Assistant Pool Manager	70	5609	709	22.16	1,772.8	46,092.8	0	0	0
Assistant Water Operator	20	7212	221	42.68	3,201.07	83,227.82	44.82	3,361.13	87,389.38
Assistant Water Operator - 40	20	8611	226	42.93	3,434.48	89,296.48	45.08	3,606.37	93,765.62
Associate Civil Engineer	50	2202	504	59.68	4,774.56	124,138.56	62.67	5,013.32	130,346.32
Associate Planner	50	2802	505	57.22	4,577.47	119,014.22	60.09	4,806.96	124,980.96
Budget Manager	80	1115	839	61.26	4,900.49	127,412.69	0	0	0
Building & Housing Director	60	1802	658	85.63	6,850.13	178,103.28	0	0	0
Building Inspection Manager	80	3809	848	63.81	5,105.17	132,734.46	0	0	0
Building Inspector Apprentice	70	8610	770	28	2,240	58,240	0	0	0
Building Official	60	1804	676	75.32	6,025.48	156,662.39	0	0	0
Building Permit Technician	50	5801	508	38	3,040.05	79,041.3	39.9	3,192.38	83,001.88
Building/NP Inspector	50	3801	507	50.37	4,029.41	104,764.66	52.89	4,230.92	110,003.92
Business Systems Analyst/Dev	80	2119	853	56.02	4,481.54	116,520.13	0	0	0
Buyer	80	2106	803	41.64	3,331.34	86,614.85	0	0	0
Case Manager	50	5612	544	34.05	2,723.9	70,821.4	0	0	0
Chief Fire Enforcement Officer	60	1505	656	68.25	5,459.8	141,954.8	0	0	0
Chief of Police	60	1402	650	109.67	8,773.58	228,113.07	0	0	0
CIP Manager	60	2211	642	65.06	5,205.17	135,334.48	0	0	0
City Attorney	60	1112	644	99.96	7,997	207,922	0	0	0
City Clerk	60	1101	605	65.11	5,208.61	135,423.85	0	0	0
City Manager	60	1102	697	160.75	12,860.28	334,367.28	0	0	0

*Sr. Information Analyst/Dev retitled to Business Systems Analyst/Developer

**City Council retitled to Councilmember

¹ City Manager and City Attorney salaries are based upon employment contract. Councilmember and Mayor stipends are based upon Milpitas Municipal Code.

Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
52.8	4,223.84	109,819.84	55.45	4,436.02	115,336.52	58.21	4,657.02	121,082.52
34.39	2,751.36	71,535.36	36.11	2,888.92	75,111.92	37.92	3,033.37	78,867.62
37.83	3,026.49	78,688.74	39.72	3,177.85	82,624.1	41.71	3,336.66	86,753.16
0	0	0	0	0	0	55.32	4,425.62	115,066.04
0	0	0	0	0	0	61.09	4,886.81	127,057.05
44.2	3,536.02	91,936.62	46.41	3,712.8	96,532.8	48.73	3,898.43	101,359.17
0	0	0	0	0	0	20.52	1,641.6	42,681.6
0	0	0	0	0	0	24.05	1,924	50,024
0	0	0	0	0	0	146.23	11,698.45	304,159.65
0	0	0	0	0	0	106.21	8,496.83	220,917.7
0	0	0	0	0	0	103.47	8,277.3	215,209.8
0	0	0	0	0	0	137.84	11,026.88	286,698.97
0	0	0	0	0	0	94.06	7,524.59	195,639.37
57.22	4,577.35	119,011.1	60.08	4,806.25	124,962.5	63.08	5,046.59	131,211.34
0	0	0	0	0	0	99.2	7,935.69	206,327.99
0	0	0	0	0	0	113.82	9,105.56	236,744.57
54.86	4,388.45	114,099.7	57.6	4,607.82	119,803.32	60.48	4,838.31	125,796.06
0	0	0	0	0	0	27.7	2,216	57,616
47.06	3,529.18	91,758.68	49.41	3,705.62	96,346.12	51.88	3,890.93	101,164.18
47.34	3,786.86	98,458.36	49.71	3,976.96	103,400.96	52.2	4,175.72	108,568.72
65.8	5,263.99	136,863.74	69.09	5,527.19	143,706.94	72.54	5,803.57	150,892.82
63.09	5,047.56	131,236.56	66.24	5,299.28	137,781.28	69.55	5,564.14	144,667.64
0	0	0	0	0	0	80.63	6,450.48	167,712.48
0	0	0	0	0	0	119.88	9,590.18	249,344.75
0	0	0	0	0	0	77.57	6,205.41	161,340.78
0	0	0	0	0	0	35	2,800	72,800
0	0	0	0	0	0	105.45	8,435.67	219,327.3
41.91	3,352.54	87,166.04	43.99	3,519.54	91,508.04	46.19	3,695.33	96,078.58
55.53	4,442.42	115,502.92	58.31	4,664.57	121,278.82	61.22	4,897.77	127,342.02
0	0	0	0	0	0	73.74	5,899.08	153,376.03
0	0	0	0	0	0	54.81	4,385.08	114,012.13
0	0	0	0	0	0	42.49	3,399.37	88,383.62
0	0	0	0	0	0	95.55	7,643.72	198,736.72
0	0	0	0	0	0	153.54	12,283.04	319,358.94
0	0	0	0	0	0	91.1	7,287.82	189,483.28
0	0	0	0	0	0	124.95	9,996.27	259,903.02
0	0	0	0	0	0	91.16	7,292.88	189,614.82
0	0	0	0	0	0	160.75	12,860.28	334,367.28

Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
Code Enforcement Officer	50	5804	515	44.04	3,523.2	91,603.2	46.24	3,699.41	96,184.66
Communications Dispatch Superv	40	6409	456	56.46	4,516.98	117,441.49	59.29	4,742.83	123,313.55
Communications Dispatcher	40	6408	455	48.89	3,910.97	101,685.21	51.33	4,106.5	106,768.96
Community Service Officer	50	5807	551	42.14	3,370.92	87,643.92	44.24	3,539.47	92,026.22
Councilmember	60	1107	699	21.29	425.75	11,069.45	0	0	0
Crime Analyst	80	2105	809	50.3	4,024.4	104,634.39	0	0	0
Cross Connection Specialist	20	8626	239	44.37	3,549.65	92,290.83	46.71	3,736.47	97,148.24
Customer Services Supervisor	80	2127	847	48.78	3,902.36	101,461.28	0	0	0
Deputy City Attorney	60	1114	646	61.3	4,903.84	127,499.94	0	0	0
Deputy City Clerk	80	6102	835	47.9	3,832.11	99,634.84	0	0	0
Deputy City Manager	60	1119	672	96.49	7,718.81	200,689.04	0	0	0
Deputy Director of IT	60	1123	679	77.97	6,237.69	162,179.88	0	0	0
Deputy Fire Chief	60	1504	633	100.44	8,034.88	208,906.88	0	0	0
Deputy Public Works Director	60	1207	654	75.95	6,076.04	157,976.99	0	0	0
Digital Media Specialist	80	2121	840	43.33	3,466.76	90,135.65	0	0	0
Dir of Recr & Community Svcs	60	1208	655	83.85	6,708.27	174,415.14	0	0	0
Economic Development Coord	80	8623	852	52.86	4,228.77	109,947.94	0	0	0
Economic Development Director	60	1206	653	78.76	6,301.09	163,828.36	0	0	0
Economic Development Spec	80	8606	850	50.34	4,027.05	104,703.35	0	0	0
Electrical/Building Inspector	50	3802	511	52.89	4,230.91	110,003.66	55.53	4,442.42	115,502.92
Emergency Services Coordinator	80	2502	836	55.62	4,449.24	115,680.24	0	0	0
Engineering Aide	50	3201	512	41.27	3,301.75	85,845.5	43.34	3,466.85	90,138.1
Engineering Director/City Eng	60	1201	606	85.63	6,850.13	178,103.28	0	0	0
Engineering Permit Technician	50	2210	540	37.15	2,972.15	77,275.9	39.01	3,120.77	81,140.02
Entry Firefighter/EMT - 40	10	4512	115	49.51	3,961.06	102,987.56	51.49	4,119.5	107,107
Entry Firefighter/EMT - 56	10	4510	112	35.37	3,961.06	102,987.56	36.78	4,119.5	107,107
Entry Firefighter/Paramedic-40	10	4513	116	55.45	4,436.38	115,345.88	57.67	4,613.86	119,960.36
Entry Firefighter/Paramedic-56	10	4511	113	39.61	4,436.38	115,345.88	41.2	4,613.86	119,960.36
Entry Level Fire Inspector	10	3508	114	43.17	3,453.45	89,789.7	45.33	3,626.13	94,279.38
Envir & Regulatory Comply Spec	80	8624	851	53.72	4,297.94	111,746.53	0	0	0
Environmental Inspector	50	2213	553	52.89	4,230.91	110,003.66	55.53	4,442.45	115,503.7
Equip Maint Worker I - 40	20	8612	227	39.04	3,123.39	81,208.14	40.97	3,277.99	85,227.74
Equip Maint Worker II - 40	20	8613	228	42.93	3,434.48	89,296.48	45.08	3,606.37	93,765.62
Equip Maint Worker III - 40	20	8614	229	48.37	3,869.43	100,605.18	50.79	4,063.38	105,647.88
Equipment Maint. Worker I	20	7202	200	38.8	2,910.05	75,661.3	40.74	3,055.56	79,444.56
Equipment Maint. Worker II	20	7203	201	42.68	3,201.07	83,227.82	44.82	3,361.13	87,389.38
Equipment Maint. Worker III	20	7204	202	48.09	3,606.74	93,775.24	50.49	3,787.01	98,462.26
Executive Assistant	80	6117	812	44.09	3,527.48	91,714.38	46.3	3,703.88	96,300.75

Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
48.56	3,885.17	101,014.42	50.99	4,079.42	106,064.92	53.54	4,283.25	111,364.5
62.25	4,979.98	129,479.56	65.36	5,228.99	135,953.64	68.63	5,490.44	142,751.52
53.9	4,311.81	112,106.96	56.59	4,527.36	117,711.45	59.42	4,753.75	123,597.37
46.46	3,716.45	96,627.7	48.78	3,902.26	101,458.76	51.22	4,097.4	106,532.4
0	0	0	0	0	0	21.29	425.75	11,069.45
0	0	0	0	0	0	66.22	5,297.35	137,731.09
49.16	3,933.13	102,261.3	51.75	4,140.13	107,643.48	54.48	4,358.04	113,308.92
0	0	0	0	0	0	64.2	5,136.36	133,545.44
0	0	0	0	0	0	84.97	6,797.43	176,733.26
0	0	0	0	0	0	58.22	4,657.94	121,106.5
0	0	0	0	0	0	135.02	10,801.85	280,848.13
0	0	0	0	0	0	99.85	7,988.17	207,692.44
0	0	0	0	0	0	140.61	11,248.83	292,469.58
0	0	0	0	0	0	106.33	8,506.46	221,168.05
0	0	0	0	0	0	57.04	4,563.31	118,645.97
0	0	0	0	0	0	117.62	9,409.89	244,657.08
0	0	0	0	0	0	65.55	5,243.62	136,334.02
0	0	0	0	0	0	110.27	8,821.5	229,359.02
0	0	0	0	0	0	60.76	4,861.05	126,387.42
58.31	4,664.56	121,278.56	61.22	4,897.77	127,342.02	64.28	5,142.67	133,709.42
0	0	0	0	0	0	73.2	5,855.8	152,250.79
45.5	3,640.17	94,644.42	47.78	3,822.16	99,376.16	50.17	4,013.27	104,345.02
0	0	0	0	0	0	119.88	9,590.18	249,344.75
40.96	3,276.79	85,196.54	43.01	3,440.59	89,455.34	45.16	3,612.64	93,928.64
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
47.59	3,807.45	98,993.7	49.97	3,997.82	103,943.32	51.99	4,159.51	108,147.26
0	0	0	0	0	0	70.72	5,657.33	147,090.53
58.31	4,664.58	121,279.08	61.22	4,897.8	127,342.8	64.28	5,142.67	133,709.42
43.03	3,442.18	89,496.68	45.19	3,614.99	93,989.74	47.44	3,795.5	98,683
47.34	3,786.86	98,458.36	49.71	3,976.96	103,400.96	52.2	4,175.72	108,568.72
53.34	4,266.95	110,940.7	56	4,480.11	116,482.86	58.81	4,704.78	122,324.28
42.78	3,208.37	83,417.62	44.92	3,368.78	87,588.28	47.16	3,537.21	91,967.46
47.06	3,529.18	91,758.68	49.41	3,705.62	96,346.12	51.88	3,890.93	101,164.18
53.02	3,976.39	103,386.14	55.67	4,175.21	108,555.46	58.45	4,383.99	113,983.74
48.61	3,889.07	101,115.72	51.04	4,083.51	106,171.23	53.6	4,287.69	111,480

Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
FF/Paramedic Trainee - 40	10	4504	107	53.32	4,265.75	110,909.5	53.32	4265.75	110909.5
FF/Paramedic Trainee - 56	10	4514	155	38.09	4,265.75	110,909.5	38.09	4265.75	110909.5
Finance Director	60	1103	627	86	6,879.87	178,876.6	0	0	0
Finance Manager	60	1116	647	60.69	4,855.51	126,243.16	0	0	0
Financial Analyst I	80	2125	844	39.24	3,139	81,613.97	0	0	0
Financial Analyst II	80	2126	845	43.33	3,466.76	90,135.65	0	0	0
Fire Battalion Chief	10	2508	153	53.49	5,991.05	155,767.3	0	0	0
Fire Battalion Chief - 40	10	2509	154	74.89	5,991.05	155,767.3	0	0	0
Fire Captain	10	2504	100	46.81	5,243.2	136,323.2	49.1	5,498.81	142,969.06
Fire Captain - 40	10	2507	108	65.54	5,243.2	136,323.2	68.74	5,498.81	142,969.06
Fire Chief	60	1502	630	110.73	8,858.55	230,322.3	0	0	0
Fire Engineer/EMT	10	4501	102	41.28	4,623.46	120,209.96	43.29	4,848.08	126,050.08
Fire Engineer/EMT - 40	10	4515	156	57.79	4,623.46	120,209.96	60.6	4,848.08	126,050.08
Fire Engineer/Paramedic	10	4505	151	46.23	5,178.28	134,635.15	48.48	5,429.85	141,176.09
Fire Prevention Inspector	10	3501	106	66.18	5,294.34	137,652.84	69.41	5,552.5	144,365
Fire Protection Engineer	10	3507	110	66.18	5,294.34	137,652.84	69.41	5,552.5	144,365
Firefighter/EMT	10	4502	103	38.58	4,321.12	112,349.12	40.45	4,530.54	117,794.04
Firefighter/EMT - 40	10	4516	157	54.01	4,321.12	112,349.12	56.63	4,530.54	117,794.04
Firefighter/EMT Trainee - 40	10	4509	109	47.61	3,808.72	99,026.72	47.61	3,808.72	99,026.72
Firefighter/Paramedic	10	4503	104	43.21	4,839.65	125,831.01	45.31	5,074.2	131,929.32
Fitness Instructor	70	5620	713	35	2,800	72,800	0	0	0
Fleet Maint Worker I -40	20	8615	230	37.27	2,981.63	77,522.38	39.14	3,131.07	81,407.82
Fleet Maint Worker II - 40	20	8616	231	40.99	3,279.51	85,267.26	43.05	3,443.67	89,535.42
Fleet Maint Worker III -40	20	8617	232	47.15	3,772.01	98,072.26	49.51	3,960.78	102,980.28
Fleet Maintenance Worker I	20	7207	213	37.27	2,795.3	72,677.8	39.13	2,935.03	76,310.78
Fleet Maintenance Worker II	20	7208	214	41	3,074.84	79,945.84	43.05	3,228.54	83,942.04
Fleet Maintenance Worker III	20	7209	215	47.15	3,536.02	91,936.52	49.5	3,712.81	96,533.06
GIS Technician	50	2212	552	51.9	4,151.81	107,947.06	54.49	4,359.39	113,344.14
Hazardous Materials Inspector	10	3502	105	66.18	5,294.34	137,652.84	69.41	5,552.5	144,365
Housing Authority Adminr	60	1120	673	63.36	5,068.84	131,789.81	0	0	0
Human Resources Analyst I	80	2124	843	42.02	3,361.82	87,407.27	0	0	0
Human Resources Analyst II	80	2123	842	46.41	3,712.73	96,530.94	0	0	0
Human Resources Assistant	80	2108	846	29.93	2,394.78	62,264.19	31.43	2,514.43	65,375.25
Human Resources Director	60	1105	613	85.51	6,841.16	177,870.17	0	0	0
Human Resources Manager	60	1209	677	65.26	5,220.9	135,743.42	0	0	0
Human Resources Technician	80	2107	816	36.31	2,904.56	75,518.62	38.13	3,050.42	79,310.98
I T Director	60	2113	624	84.39	6,751.17	175,530.31	0	0	0
I T Manager	80	2116	819	63.26	5,061.05	131,587.2	0	0	0
I T Technician	50	3101	542	41.29	3,303.34	85,886.84	43.36	3,468.49	90,180.74
Information Technology Analyst	80	2118	831	53.22	4,257.44	110,693.42	0	0	0
Junior Engineer	50	2203	519	47.18	3,774.35	98,133.1	49.54	3,963.08	103,040.08
Junior Planner	50	2804	520	42.72	3,417.27	88,849.02	44.85	3,588.15	93,291.9

Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
53.32	4,265.75	110,909.5	53.32	4,265.75	110,909.5	53.32	4,265.75	110,909.5
38.09	4,265.75	110,909.5	38.09	4,265.75	110,909.5	38.09	4,265.75	110,909.5
0	0	0	0	0	0	120.39	9,631.05	250,407.41
0	0	0	0	0	0	84.97	6,797.75	176,741.48
0	0	0	0	0	0	51.65	4,131.85	107,428.01
0	0	0	0	0	0	57.04	4,563.31	118,645.97
0	0	0	0	0	0	74.89	8,387.47	218,074.22
0	0	0	0	0	0	104.84	8,387.47	218,074.22
51.49	5,767.2	149,947.2	54.01	6,048.98	157,273.48	56.65	6,344.88	164,966.88
72.09	5,767.2	149,947.2	75.61	6,048.98	157,273.48	79.31	6,344.88	164,966.88
0	0	0	0	0	0	155.03	12,402	322,452
45.39	5,083.9	132,181.4	47.6	5,331.52	138,619.52	49.92	5,591.52	145,379.52
63.55	5,083.9	132,181.4	66.64	5,331.52	138,619.52	69.89	5,591.52	145,379.52
50.84	5,693.97	148,043.17	53.32	5,971.3	155,253.86	55.92	6,262.5	162,825.06
72.79	5,823.56	151,412.56	76.35	6,108.16	158,812.16	80.09	6,407	166,582
72.79	5,823.56	151,412.56	76.35	6,108.16	158,812.16	80.09	6,407	166,582
42.42	4,750.51	123,513.26	44.48	4,981.49	129,518.74	46.64	5,223.91	135,821.66
59.38	4,750.51	123,513.26	62.27	4,981.49	129,518.74	65.3	5,223.91	135,821.66
47.61	3,808.72	99,026.72	47.61	3,808.72	99,026.72	47.61	3,808.72	99,026.72
47.51	5,320.57	138,334.85	49.81	5,579.27	145,060.99	52.24	5,850.78	152,120.26
0	0	0	0	0	0	75	6,000	156,000
41.09	3,287.37	85,471.62	43.14	3,451.54	89,740.04	45.31	3,624.57	94,238.82
45.2	3,615.7	94,008.2	47.46	3,796.6	98,711.6	49.83	3,986.34	103,644.84
51.98	4,158.37	108,117.62	54.57	4,365.78	113,510.28	57.31	4,585	119,210
41.09	3,081.81	80,127.06	43.14	3,235.84	84,131.84	45.3	3,397.65	88,338.9
45.2	3,390	88,140	47.46	3,559.51	92,547.26	49.83	3,737.41	97,172.66
51.98	3,898.42	101,358.92	54.58	4,093.33	106,426.58	57.31	4,298.07	111,749.82
57.22	4,577.38	119,011.88	60.08	4,806.23	124,961.98	63.08	5,046.61	131,211.86
72.79	5,823.56	151,412.56	76.35	6,108.16	158,812.16	80.09	6,407	166,582
0	0	0	0	0	0	88.7	7,096.33	184,504.68
0	0	0	0	0	0	55.32	4,425.62	115,066.04
0	0	0	0	0	0	61.09	4,886.81	127,057.05
33	2,640.15	68,643.84	34.65	2,772.17	72,076.32	36.38	2,910.76	75,679.86
0	0	0	0	0	0	119.72	9,577.66	249,019.09
0	0	0	0	0	0	91.37	7,309.25	190,040.46
40.03	3,202.26	83,258.74	42.04	3,363	87,438.03	44.13	3,530.71	91,798.45
0	0	0	0	0	0	118.15	9,451.62	245,742.01
0	0	0	0	0	0	83.28	6,662.19	173,216.97
45.52	3,641.87	94,688.62	47.8	3,823.97	99,423.22	50.19	4,015.19	104,394.94
0	0	0	0	0	0	70.05	5,604.04	145,705.12
52.02	4,161.23	108,191.98	54.62	4,369.29	113,601.54	57.35	4,587.76	119,281.76
47.09	3,767.54	97,956.04	49.45	3,955.97	102,855.22	51.92	4,153.72	107,996.72

Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
Legal Assistant	60	1124	689	40.09	3,207.26	83,388.69	42.1	3,367.62	87,558.17
Lifeguard	70	5610	710	17.2	1,376	35,776	0	0	0
Maint Worker III - 40	20	8619	234	40.15	3,211.67	83,503.42	42.16	3,372.5	87,685
Maintenance Assistant	20	8625	238	24.48	1,958.4	50,918.4	25.64	2,051.2	53,331.2
Maintenance Custodian I	20	8101	203	28.6	2,144.74	55,763.24	30.03	2,251.98	58,551.48
Maintenance Custodian I - 40	20	8107	222	28.6	2,287.74	59,481.24	30.03	2,402.1	62,454.6
Maintenance Custodian II	20	8102	204	31.46	2,359.27	61,341.02	33.03	2,477.2	64,407.2
Maintenance Custodian II - 40	20	8108	223	31.46	2,516.55	65,430.3	33.03	2,642.32	68,700.32
Maintenance Custodian III	20	8103	205	36.17	2,713.1	70,540.6	37.98	2,848.74	74,067.24
Maintenance Custodian III - 40	20	8618	233	36.18	2,894.16	75,248.16	37.98	3,038.65	79,004.9
Maintenance Worker I	20	8202	206	31.46	2,359.27	61,341.02	33.03	2,477.2	64,407.2
Maintenance Worker I-40	20	8203	207	31.74	2,539.49	66,026.74	33.32	2,665.64	69,306.64
Maintenance Worker II	20	8204	208	34.6	2,595.16	67,474.16	36.33	2,724.9	70,847.4
Maintenance Worker II-40	20	8205	209	34.91	2,792.76	72,611.76	36.66	2,932.4	76,242.4
Maintenance Worker III	20	8206	210	39.79	2,984.39	77,594.14	41.78	3,133.62	81,474.12
Maintenance Worker/Seasonal	70	8207	760	19.88	1,590.4	41,350.4	0	0	0
Management Analyst	80	2128	854	55.71	4,457.07	115,883.91	0	0	0
Marketing Coordinator	50	5614	548	40.1	3,207.7	83,400.2	42.1	3,368.08	87,570.08
Mayor	60	1118	696	26.62	532.32	13,840.26	0	0	0
Office Assistant I	50	6108	516	27.13	2,170.11	56,422.86	28.48	2,278.6	59,243.6
Office Assistant II	50	6109	517	29.84	2,387.01	62,062.26	31.33	2,506.32	65,164.32
Office Specialist	50	6110	518	34.31	2,745.05	71,371.3	36.03	2,882.34	74,940.84
Patrol Officer	40	4401	404	52.27	4,181.49	108,718.68	54.88	4,390.56	114,154.48
Patrol Officer Trainee	40	4402	458	51.15	4,091.69	106,383.87	53.7	4,296.2	111,701.08
Payroll Specialist	50	5102	546	36.65	2,931.78	76,226.28	38.48	3,078.37	80,037.62
Plan Check Engineer	50	3807	521	61.08	4,886.04	127,037.04	64.12	5,129.83	133,375.58
Plan Checker	50	3803	522	52.08	4,166.4	108,326.4	54.68	4,374.67	113,741.42
Plan Review Manager	60	1210	678	71.14	5,691.25	147,972.58	0	0	0
Planning Commissioners	70	1108	698	1	20	520	0	0	0
Planning Director	60	1803	607	85.63	6,850.13	178,103.28	0	0	0
Planning Manager	60	2803	602	65.26	5,220.9	135,743.42	0	0	0
Planning Technician	50	2813	554	38	3,040.05	79,041.3	39.9	3,192.38	83,001.88
Police Assistant	40	6401	450	49.67	3,973.32	103,306.33	52.15	4,171.94	108,470.56
Police Captain	60	1401	651	99.47	7,957.84	206,903.94	0	0	0
Police Clerk I	40	6402	451	35.6	2,848.03	74,048.89	37.38	2,990.45	77,751.64
Police Clerk II	40	6403	452	39.16	3,132.77	81,451.99	41.12	3,289.49	85,526.78
Police Clerk Supervisor	40	6404	454	45.23	3,618.42	94,079.03	47.49	3,799.38	98,783.82
Police Evidence Technician	40	8607	459	41.53	3,322.38	86,381.98	43.61	3,488.47	90,700.34
Police Lieutenant	40	2402	400	80.17	6,413.79	166,758.64	84.18	6,734.49	175,096.63

Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
44.2	3,536.02	91,936.62	46.41	3,712.8	96,532.8	48.73	3,898.43	101,359.17
0	0	0	0	0	0	22.88	1,830.4	47,590.4
44.26	3,541.02	92,066.52	46.48	3,718.22	96,673.72	48.8	3,904.09	101,506.34
26.84	2,147.2	55,827.2	28.11	2,248.8	58,468.8	29.43	2,354.4	61,214.4
31.53	2,364.6	61,479.6	33.1	2,482.83	64,553.58	34.76	2,606.97	67,781.22
31.53	2,522.22	65,577.72	33.1	2,648.35	68,857.1	34.76	2,780.74	72,299.24
34.68	2,601.08	67,628.08	36.41	2,731.06	71,007.56	38.24	2,867.65	74,558.9
34.68	2,774.47	72,136.22	36.41	2,913.14	75,741.64	38.24	3,058.86	79,530.36
39.88	2,991.18	77,770.68	41.88	3,140.75	81,659.5	43.97	3,297.83	85,743.58
39.89	3,191.03	82,966.78	41.88	3,350.28	87,107.28	43.97	3,517.4	91,452.4
34.68	2,601.08	67,628.08	36.41	2,731.12	71,009.12	38.24	2,867.65	74,558.9
34.99	2,799.51	72,787.26	36.74	2,939.14	76,417.64	38.58	3,086.49	80,248.74
38.15	2,861.12	74,389.12	40.06	3,004.2	78,109.2	42.06	3,154.42	82,014.92
38.5	3,079.75	80,073.5	40.41	3,232.86	84,054.36	42.43	3,394.64	88,260.64
43.87	3,290.31	85,548.06	46.06	3,454.83	89,825.58	48.37	3,627.59	94,317.34
0	0	0	0	0	0	24.85	1,988	51,688
0	0	0	0	0	0	78.02	6,241.27	162,272.96
44.21	3,536.47	91,948.22	46.42	3,713.3	96,545.8	48.74	3,898.97	101,373.22
0	0	0	0	0	0	26.62	532.32	13,840.26
29.91	2,392.55	62,206.3	31.4	2,512.13	65,315.38	32.97	2,637.75	68,581.5
32.9	2,631.71	68,424.46	34.54	2,763.29	71,845.54	36.27	2,901.39	75,436.14
37.83	3,026.49	78,688.74	39.72	3,177.85	82,624.1	41.71	3,336.66	86,753.16
57.63	4,610.06	119,861.57	60.51	4,840.57	125,854.89	63.53	5,082.57	132,146.69
56.39	4,511.06	117,287.45	59.21	4,736.58	123,150.98	62.17	4,973.36	129,307.4
40.4	3,232.28	84,039.28	42.42	3,393.91	88,241.66	44.54	3,563.55	92,652.3
67.33	5,386.67	140,053.42	70.69	5,655.57	147,044.82	74.28	5,942.06	154,493.56
57.42	4,593.78	119,438.28	60.28	4,822.79	125,392.54	63.31	5,064.61	131,679.86
0	0	0	0	0	0	92.53	7,402.01	192,452.19
0	0	0	0	0	0	1	20	520
0	0	0	0	0	0	119.88	9,590.18	249,344.75
0	0	0	0	0	0	91.37	7,309.25	190,040.46
41.91	3,352.54	87,166.04	43.99	3,519.54	91,508.04	46.19	3,695.33	96,078.58
54.76	4,380.53	113,893.84	57.49	4,599.59	119,589.21	60.37	4,829.57	125,568.94
0	0	0	0	0	0	139.26	11,140.93	289,664.18
39.25	3,139.95	81,638.81	41.21	3,296.96	85,721.06	43.27	3,461.74	90,005.31
43.17	3,453.95	89,802.77	45.33	3,626.68	94,293.56	47.6	3,807.93	99,006.08
49.87	3,989.3	103,721.8	52.36	4,188.79	108,908.42	54.98	4,398.21	114,353.55
45.79	3,662.92	95,235.91	48.08	3,846.09	99,998.26	50.48	4,038.38	104,997.8
88.39	7,071.24	183,852.22	92.81	7,424.82	193,045.4	97.45	7,796.04	202,696.97

Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
Police Officer	40	4403	403	57.16	4,572.49	118,884.85	60.01	4,801.19	124,831.00
Police Officer Trainee	40	4404	457	55.93	4,474.29	116,331.51	58.73	4,698.06	122,149.48
Police Sergeant	40	4405	401	69.05	5,523.70	143,616.32	72.5	5,799.90	150,797.43
Police Support Services Mgr	60	1404	657	63.6	5,088.19	132,293.00	0	0.00	0.00
Pool Manager	70	5608	708	23.22	1,857.60	48,297.60	0	0.00	0.00
Principal Civil Engineer	80	2204	822	66.49	5,318.93	138,292.25	0	0.00	0.00
Principal Planner	80	2811	823	68.55	5,483.95	142,582.66	0	0.00	0.00
Program Coordinator	50	5606	523	37.39	2,991.45	77,777.70	0	0.00	0.00
Public Information Officer	60	1122	674	62.81	5,025.13	130,653.43	0	0.00	0.00
Public Services Assistant I	50	6601	524	31.19	2,495.54	64,884.04	32.75	2,620.34	68,128.84
Public Services Assistant II	50	6602	525	34.31	2,745.08	71,372.08	36.03	2,882.37	74,941.62
Public Works Director	60	1204	635	88.05	7,043.70	183,136.25	0	0.00	0.00
Public Works Inspector	50	3202	526	50.37	4,029.41	104,764.66	52.89	4,230.92	110,003.92
Public Works Manager	60	1117	648	58.6	4,688.09	121,890.43	0	0.00	0.00
Public Works Manager - Utilities	60	1128	693	60.95	4,875.62	126,766.05			
Purchasing Agent	80	1106	693	54.89	4,391.06	114,167.54	0	0.00	0.00
Recreation Administrative Asst	70	5619	712	17.2	1,376.00	35,776.00	0	0.00	0.00
Recreation Attendant	70	5618	711	17.2	1,376.00	35,776.00	0	0.00	0.00
Recreation Instructors	70	5607	707	18.82	1,505.60	39,145.60	0	0.00	0.00
Recreation Leader	70	5617	706	17.2	1,376.00	35,776.00	0	0.00	0.00
Recreation Services Supervisor	80	2601	827	52.43	4,194.59	109,059.26	0	0.00	0.00
Recreation Svcs Assistant I	50	8601	527	17.63	1,410.59	36,675.34	18.51	1,481.10	38,508.60
Recreation Svcs Assistant II	50	8602	528	20.94	1,674.82	43,545.32	21.98	1,758.74	45,727.24
Recreation Svcs Assistant III	50	8603	529	24.06	1,925.17	50,054.42	25.27	2,021.38	52,555.88
Recreation Svcs Assistant IV	50	8604	530	28.23	2,258.74	58,727.24	29.65	2,371.66	61,663.16
Retired Annuitant - Extra Help	70	5107	747	50	4,000.00	104,000.00	0	0.00	0.00
Retired Annuitant - Interim	70	5108	748	50	4,000.00	104,000.00	0	0.00	0.00
Risk Analyst	80	2130	857	43.33	3,466.76	90,135.65	0	0.00	0.00
SCADA Technician	20	8627	240	45.23	3,618.35	94,077.21	47.61	3,808.79	99,028.65
Senior Accountant	80	2110	829	48.78	3,902.36	101,461.28	0	0.00	0.00
Senior Accounting Technician	50	6106	539	37.74	3,019.59	78,509.34	39.63	3,170.60	82,435.60
Senior Administrative Analyst	80	2112	834	53.88	4,310.29	112,067.42	0	0.00	0.00
Senior Building Inspector	50	3804	531	58.17	4,653.94	121,002.44	61.08	4,886.70	127,054.20
Senior Buyer	80	2129	856	51.78	4,142.10	107,694.54	0	0.00	0.00
Senior Executive Assistant	80	6123	855	46.41	3,712.73	96,530.94	0	0.00	0.00
Senior HR Analyst	80	2122	841	50.31	4,024.43	104,635.19	0	0.00	0.00
Senior Plan Check Engineer	50	3806	534	67.18	5,374.63	139,740.38	70.54	5,643.52	146,731.52
Senior Planner	80	2805	830	62.84	5,027.35	130,710.98	0	0.00	0.00
Senior Public Works Inspector	50	3203	535	58.17	4,653.97	121,003.22	61.08	4,886.70	127,054.20

Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
63.02	5,041.23	131,071.9	66.17	5,293.24	137,624.33	69.47	5,557.97	144,507.23
61.66	4,933	128,257.92	64.75	5,179.61	134,669.91	67.98	5,438.59	141,403.3
76.12	6,089.88	158,336.98	79.93	6,394.46	166,256.03	83.93	6,714.18	174,568.69
0	0	0	0	0	0	89.05	7,123.79	185,218.57
0	0	0	0	0	0	28.15	2,252	58,552
0	0	0	0	0	0	86.47	6,917.76	179,861.82
0	0	0	0	0	0	83.02	6,641.91	172,689.75
0	0	0	0	0	0	49.22	3,937.64	102,378.64
0	0	0	0	0	0	87.94	7,035.2	182,915.07
34.39	2,751.38	71,535.88	36.11	2,888.94	75,112.44	37.92	3,033.37	78,867.62
37.83	3,026.48	78,688.48	39.72	3,177.86	82,624.36	41.71	3,336.66	86,753.16
0	0	0	0	0	0	123.27	9,861.21	256,391.38
55.53	4,442.42	115,502.92	58.31	4,664.57	121,278.82	61.22	4,897.77	127,342.02
0	0	0	0	0	0	82.04	6,563.32	170,646.39
						85.32	6,825.86	177,472.24
0	0	0	0	0	0	70.79	5,663.24	147,244.34
0	0	0	0	0	0	23.96	1,916.8	49,836.8
0	0	0	0	0	0	23.96	1,916.8	49,836.8
0	0	0	0	0	0	37.64	3,011.2	78,291.2
0	0	0	0	0	0	23.96	1,916.8	49,836.8
0	0	0	0	0	0	69.01	5,520.64	143,536.58
19.44	1,555.2	40,435.2	20.41	1,632.92	42,455.92	21.43	1,714.61	44,579.86
23.08	1,846.63	48,012.38	24.24	1,939.01	50,414.26	25.45	2,035.91	52,933.66
26.53	2,122.46	55,183.96	27.86	2,228.57	57,942.82	29.25	2,340.04	60,841.04
31.13	2,490.24	64,746.24	32.68	2,614.77	67,984.02	34.32	2,745.49	71,382.74
0	0	0	0	0	0	125	10,000	260,000
0	0	0	0	0	0	125	10,000	260,000
0	0	0	0	0	0	57.04	4,563.31	118,645.97
50.12	4,009.26	104,240.68	52.75	4,220.27	109,727.03	55.53	4,442.39	115,502.14
0	0	0	0	0	0	64.2	5,136.36	133,545.44
41.61	3,329.12	86,557.12	43.7	3,495.61	90,885.86	45.88	3,670.35	95,429.1
0	0	0	0	0	0	70.92	5,673.86	147,520.42
64.14	5,131	133,406	67.34	5,387.52	140,075.52	70.71	5,656.91	147,079.66
0	0	0	0	0	0	63.04	5,042.86	131,114.35
0	0	0	0	0	0	61.09	4,886.81	127,057.05
0	0	0	0	0	0	66.22	5,297.35	137,731.09
74.07	5,925.44	154,061.44	77.77	6,221.41	161,756.66	81.66	6,532.41	169,842.66
0	0	0	0	0	0	76.39	6,110.94	158,884.5
64.14	5,131.01	133,406.26	67.34	5,387.52	140,075.52	70.71	5,656.91	147,079.66

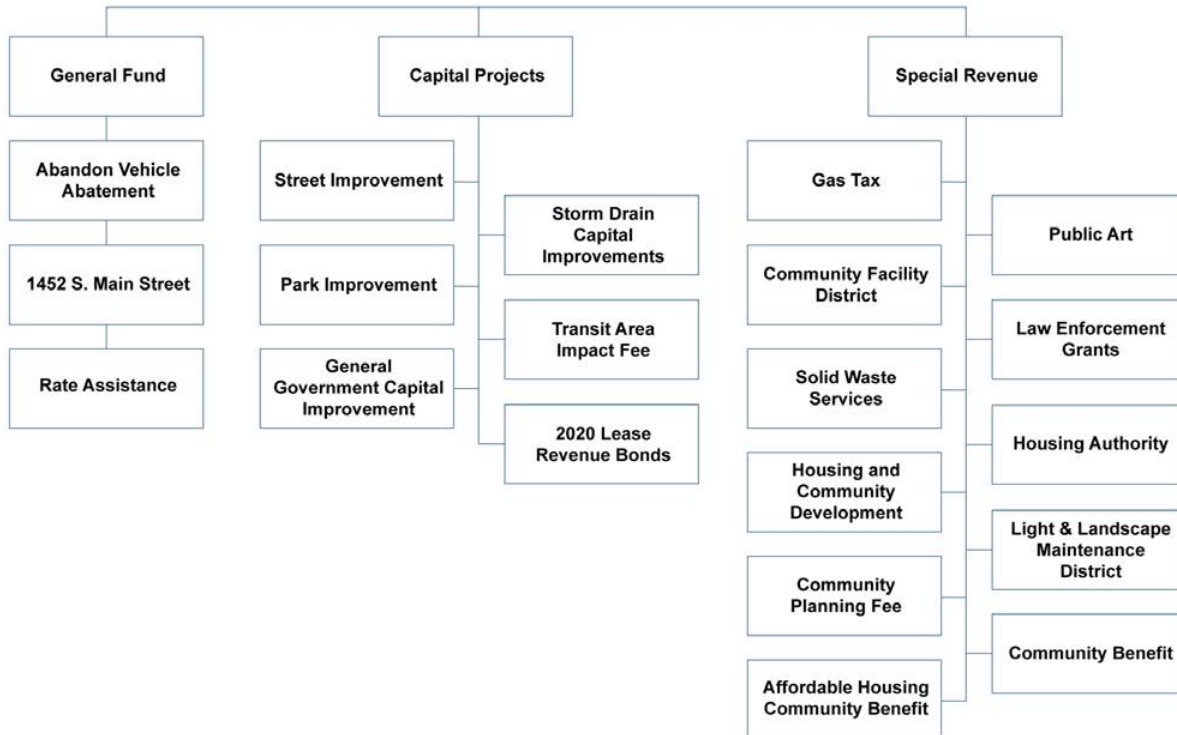
Final Salary Schedule

				Step A			Step B		
Classification	Union Code	Occ Code	Pay Grade	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
Senior Public Works Lead	20	8609	225	53.22	4,257.61	110,697.86	55.88	4,470.49	116,232.74
Senior SCADA Technician	20	8628	241	49.75	3,980.19	103,484.94	52.37	4,189.67	108,931.51
Special Project Associate	70	5105	750	20	1,600.00	41,600.00	0	0.00	0.00
Special Project Associate	70	8605	750	20	1,600.00	41,600.00	0	0.00	0.00
Sr Code Enforcement Officer	50	5806	545	51.68	4,134.64	107,500.64	54.26	4,340.56	112,854.56
Sr. Public Services Assistant	50	5615	549	38.27	3,061.96	79,610.96	40.19	3,215.06	83,591.56
Sr. Special Projects Associate	70	5106	749	50	4,000.00	104,000.00	0	0.00	0.00
Staff Assistant	70	5104	745	17.2	1,376.00	35,776.00	0	0.00	0.00
Student Intern	70	5103	740	17.2	1,376.00	35,776.00	0	0.00	0.00
Transportation & Traffic Mgr	60	1202	675	62.81	5,025.13	130,653.43	0	0.00	0.00
Water Meter Technician I	20	8104	216	31.46	2,359.17	61,338.42	33.03	2,477.20	64,407.20
Water Meter Technician I -40	20	8620	235	31.46	2,516.64	65,432.64	33.03	2,642.48	68,704.48
Water Meter Technician II	20	8105	217	34.6	2,595.16	67,474.16	36.33	2,724.88	70,846.88
Water Meter Technician II -40	20	8621	236	34.6	2,768.30	71,975.80	36.34	2,906.93	75,580.18
Water Systems Operator	20	7211	219	48.09	3,606.73	93,774.98	50.49	3,786.68	98,453.68
Water Systems Operator - 40	20	8622	237	48.37	3,869.43	100,605.18	50.79	4,063.38	105,647.88

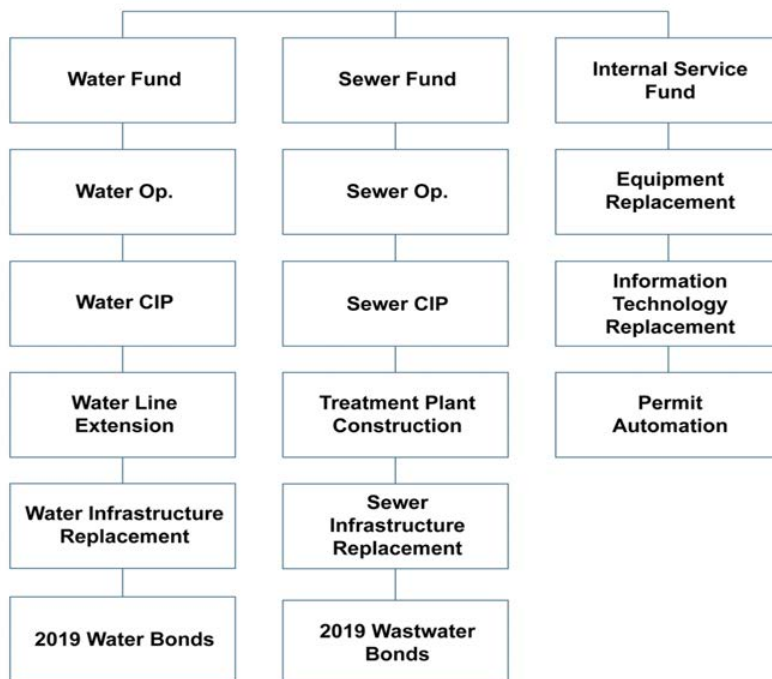
Step C			Step D			Step E		
Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual	Hourly	BiWeekly	Annual
58.68	4,694.02	122,044.52	61.61	4,928.7	128,146.2	64.69	5,175.28	134,557.28
55.13	4,410.18	114,664.75	58.03	4,642.3	120,699.74	61.08	4,886.63	127,052.35
0	0	0	0	0	0	50	4,000	104,000
0	0	0	0	0	0	50	4,000	104,000
56.98	4,558.18	118,512.68	59.83	4,786.42	124,446.92	62.82	5,025.25	130,656.5
42.2	3,375.81	87,771.06	44.31	3,544.6	92,159.6	46.52	3,721.83	96,767.58
0	0	0	0	0	0	125	10,000	260,000
0	0	0	0	0	0	26.62	2,129.6	55,369.6
0	0	0	0	0	0	26.62	2,129.6	55,369.6
0	0	0	0	0	0	87.94	7,035.2	182,915.07
34.68	2,601.07	67,627.82	36.41	2,731.06	71,007.56	38.24	2,867.64	74,558.64
34.68	2,774.21	72,129.46	36.41	2,912.82	75,733.32	38.24	3,059.31	79,542.06
38.15	2,861.11	74,388.86	40.06	3,004.18	78,108.68	42.06	3,154.42	82,014.92
38.14	3,051.44	79,337.44	40.06	3,204.8	83,324.8	42.06	3,365.04	87,491.04
53.02	3,976.38	103,385.88	55.67	4,175.21	108,555.46	58.45	4,383.99	113,983.74
53.34	4,266.95	110,940.7	56	4,480.11	116,482.86	58.81	4,704.78	122,324.28



Fund Structure



Accrual Basis of Budgeting



Basis of Budgeting

City budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase, and capital project expenditures are budgeted on a project length basis rather than a fiscal year. For all governmental funds, revenues and expenditures are budgeted on a modified accrual basis for all proprietary funds, revenues and expenditures are budgeted on an accrual basis.

Accrual Basis is a basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.

Modified Accrual Basis is a basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred.

Budget Summary

Estimated Revenues

	Grand Total	General Fund ⁽¹⁾
Property Taxes	\$46,023,854	\$46,023,854
Sales Taxes	35,868,560	35,868,560
Transient Occupancy Tax	11,811,236	11,811,236
Licenses, Permits & Fines	8,662,020	8,662,020
Charges For Services	73,448,148	8,111,025
Franchise Fees	5,961,868	5,811,868
Use of Money & Property	3,468,469	414,000
Other Taxes	5,438,621	1,088,586
Intergovernmental Revenue	4,518,554	820,572
Other Revenue	15,052,663	389,525
Operating Transfers In	16,233,343	8,131,426
sub-total	226,487,336	127,132,672

Other Financing Sources

(Increase) Decrease in Fund Balance	(3,072,521)	2,399,999
(Increase) Decrease in CIP Reserve	8,454,518	0
Other Financing Sources	0	0
sub-total	5,381,997	2,399,999
TOTAL	\$231,869,336	\$129,532,671

Budgeted Appropriations

Personnel Services	\$112,031,628	\$99,381,529
Non-Personnel Expenditures	64,687,957	25,140,381
Capital Outlay	2,080,906	538,944
Operating Transfers Out	16,233,343	3,243,817
sub-total	195,033,834	128,304,671
Capital Improvements	32,131,100	0
Debt Service	4,704,400	1,228,000
sub-total	36,835,500	1,228,000
TOTAL	\$231,869,337	\$129,532,671

Fund Balance

Fund Balance 7/01/2023	321,001,047	58,152,948
Net Changes in Fund Balance	(5,381,996)	(2,399,999)
TOTAL	\$315,619,051	\$55,752,949

Restricted	\$29,356,189	\$0
Restricted for CIP	113,363,199	0
Committed for CIP	83,998,835	0
Committed, Artificial Turf	1,670,000	1,670,000
Committed, Technology	6,200,000	6,200,000
Committed, Facilities	400,000	400,000
Committed for PERS	13,366,503	5,096,052
Unassigned, Unrestricted	2,975,479	319,035
Committed, Workers' Compensation	2,348,962	2,348,962
Future Deficit Reserve	1,452,576	1,452,576
ERAF Reserve	1,181,451	1,181,451
Capital Reserve, Unassigned	15,003,815	
Contingency Reserve, Unassigned	18,542,436	18,542,436
Budget (Rate) Stabilization, Unassigned	25,759,605	18,542,436
TOTAL	\$315,619,052	\$55,752,948

(1) General Fund, Abandon Vehicle Abatement Fund, 1452 S. Main St Fund and administration funds of the former Redevelopment Agency.

(2) Other Funds include Community Benefit Fund, Community Facility District Funds, Community Planning Fee Fund, Gas Tax Fund, Equipment Replacement Fund, Housing and Community Development Fund, Information Technology Replacement Fund, Law Enforcement Grant Funds, Light & Landscape Maintenance District Funds, Measure B Fund, Permit Automation Fund, Public Art Fund, and Solid Waste Services Fund. The decrease in Fund Balance is mostly attributed to changes in Solid Waste Services and Housing Authority Fund.

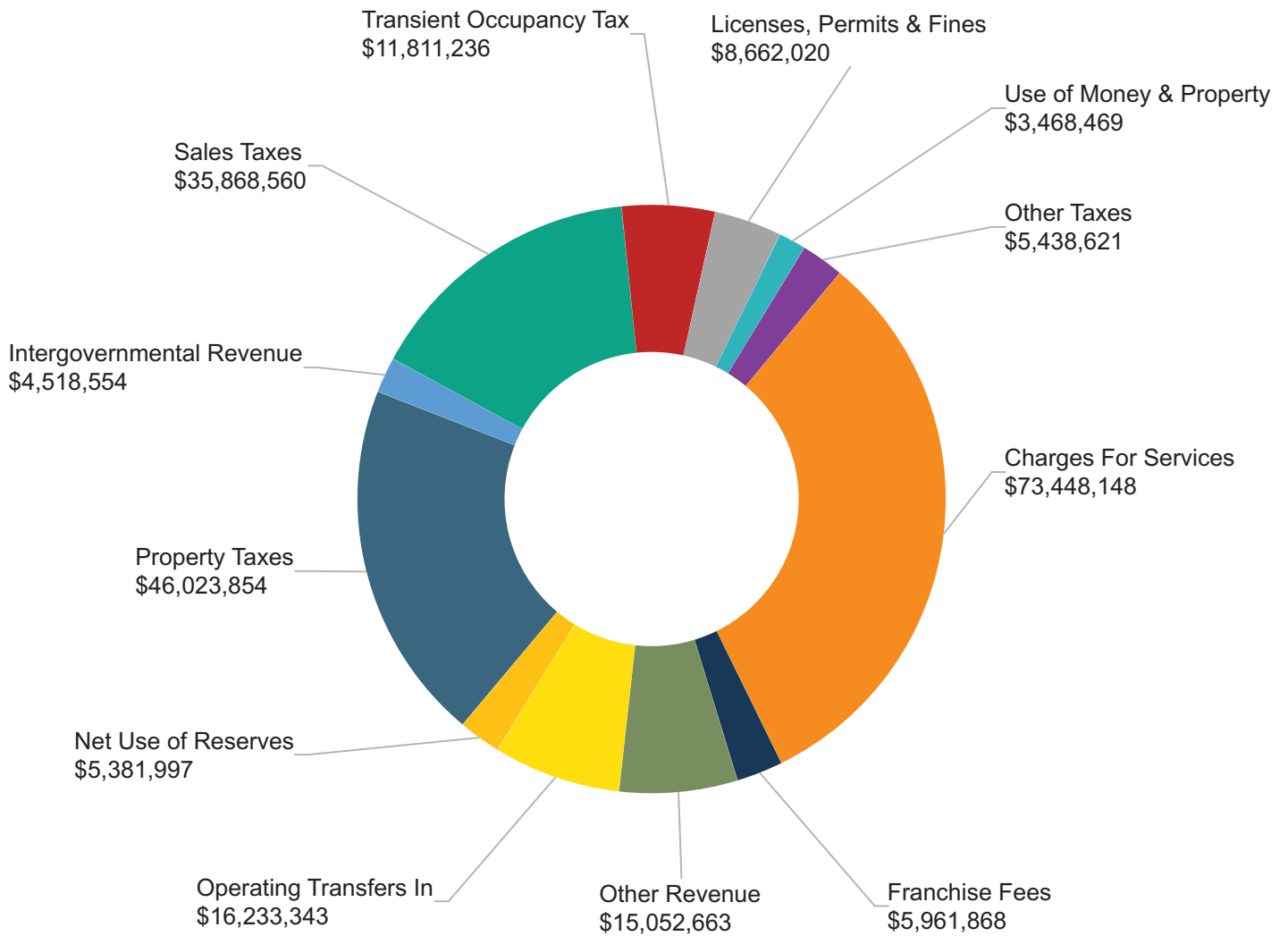
Housing Authority	Other Funds ⁽²⁾	Capital Projects ⁽³⁾	Water Fund ⁽⁴⁾	Sewer Fund ⁽⁵⁾
\$0	\$0	\$0	\$0	\$0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
100,000	4,024,999	0	37,672,876	23,539,248
0	150,000	0	0	0
65,658	873,959	0	933,098	1,181,754
0	4,350,035	0	0	0
0	747,982	2,950,000	0	0
0	4,953,514	7,290,332	1,002,155	1,417,137
0	343,817	7,758,100	0	0
165,658	15,444,306	17,998,432	39,608,129	26,138,139
265,981	1,398,371	0	(360,263)	(6,776,609)
0	(79,640)	1,189,327	(613,245)	7,958,076
0	0	0	0	0
265,981	1,318,731	1,189,327	(973,508)	1,181,467
\$431,639	\$16,763,037	\$19,187,759	\$38,634,621	\$27,319,606
\$0	\$4,994,964	\$25,659	\$4,355,045	\$3,274,431
431,639	3,227,405	20,000	26,281,956	9,586,576
0	978,066	0	310,871	253,025
0	7,562,605	650,000	3,071,298	1,705,623
431,639	16,763,040	695,659	34,019,170	14,819,655
0	0	18,492,100	3,571,000	10,068,000
0	0	0	1,044,450	2,431,950
0	0	18,492,100	4,615,450	12,499,950
\$431,639	\$16,763,040	\$19,187,759	\$38,634,620	\$27,319,605
1,980,366	31,616,978	118,669,384	56,522,365	54,059,006
(265,981)	(1,318,731)	(1,189,327)	973,508	(1,181,467)
\$1,714,385	\$30,298,247	\$117,480,057	\$57,495,873	\$52,877,539
\$1,714,385	\$27,641,804	\$0	\$0	\$0
0	0	70,059,865	22,917,967	20,385,367
0	0	47,420,192	22,399,315	14,179,328
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1,097,481	7,172,970
0	2,656,444	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	8,747,001	6,256,814
0	0	0	0	0
0	0	0	2,334,109	4,883,060
\$1,714,385	\$30,298,248	\$117,480,057	\$57,495,873	\$52,877,539

(3) Capital Projects include Street Improvement Fund, Park Improvement Funds, General Government Capital Improvement Fund, Storm Drain Capital Improvement Fund and Transit Area Impact Fee Fund.

(4) Water Fund includes Water Maintenance & Operations Fund, 2019 Water Bonds Fund, Water CIP Fund, Water Line Extension Fund, and Water Infrastructure Replacement Fund.

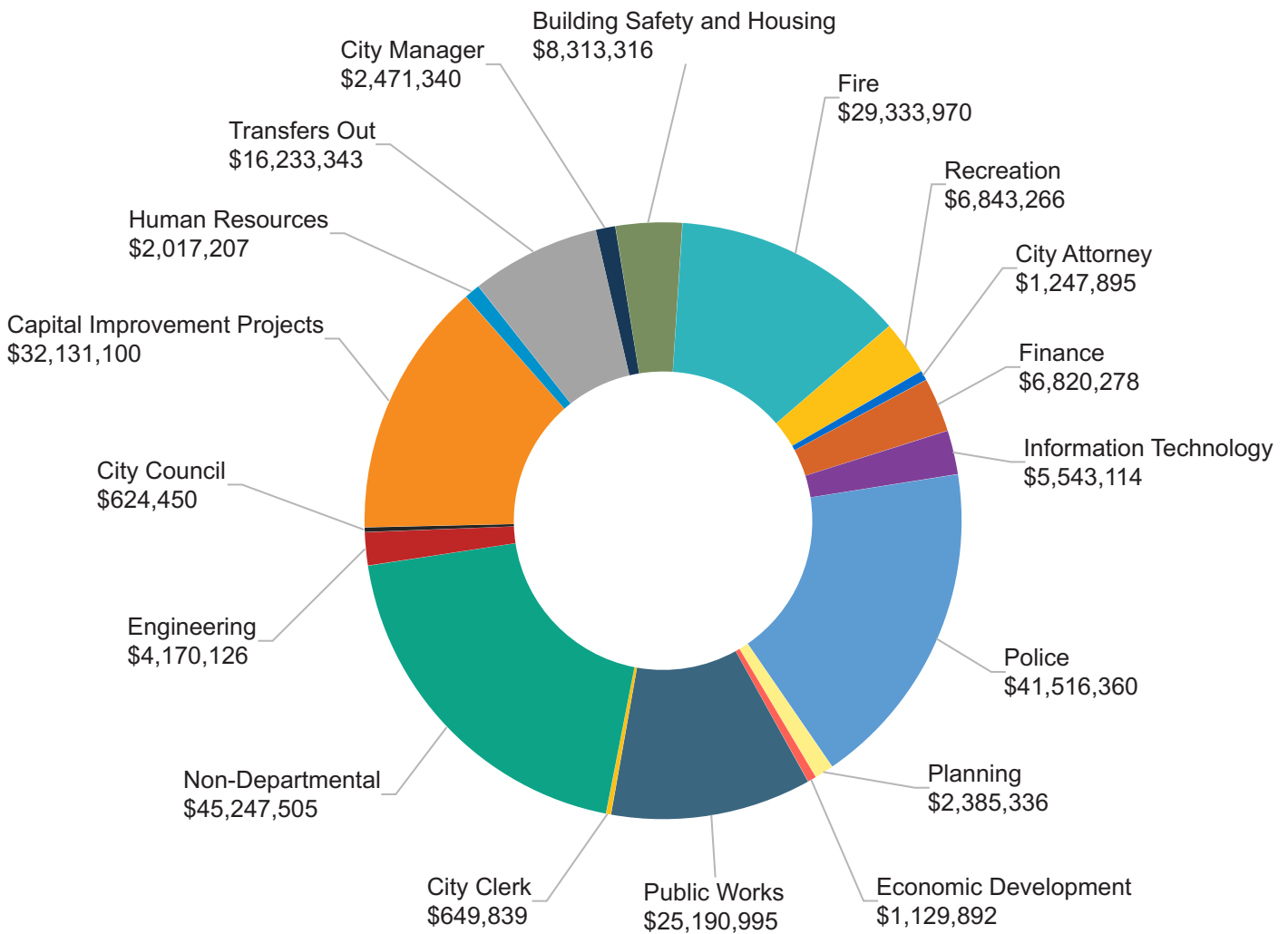
(5) Sewer Fund includes Sewer Maintenance & Operations Fund, 2019 Wastewater Bonds Fund, Sewer Fund CIP, Treatment Plant Construction Fund and Sewer Infrastructure replacement Fund.

FY 2023-24 Revenues (All Funds) \$231.9 Million



*\$231.9 Million revenue excludes changes in fund balance and/or CIP reserve of \$5.4 million and interfund transfers of \$21.9 million.

FY 2023-24 Expenditures (All Funds) \$231.9 Million

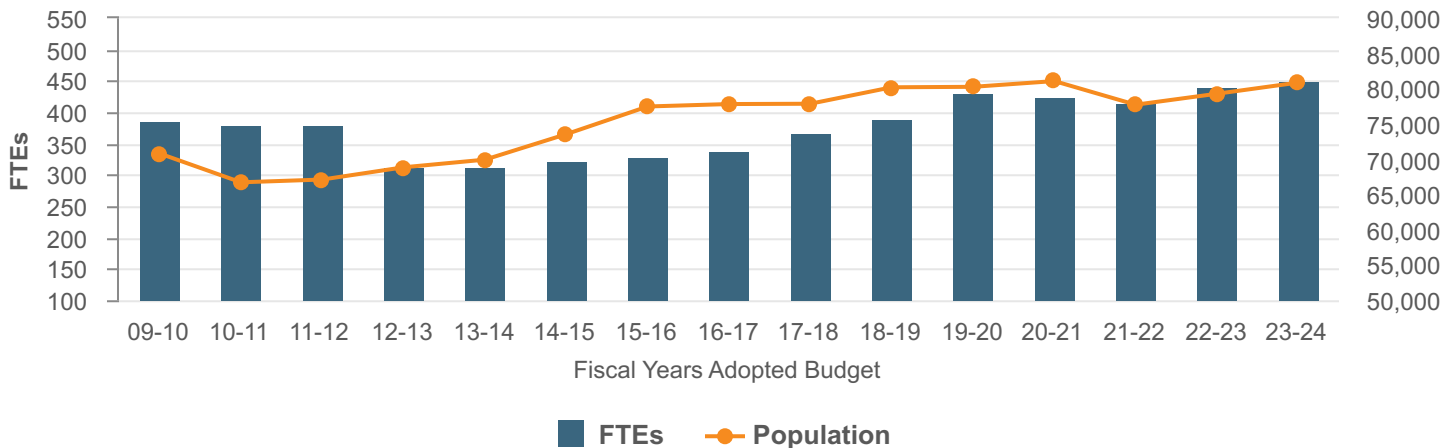


Funded Permanent Positions by Department

	Adopted Budget 20-21	Change from the prior FY	Adopted Budget 21-22	Change from the prior FY	Adopted Budget 22-23	Change from the prior FY	Adopted Budget 23-24	Change from the prior FY
City Council	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00
City Manager	6.00	0.00	5.50	(0.50)	5.50	0.00	6.00	0.50
City Clerk	3.00	0.00	2.50	(0.50)	2.50	0.00	3.00	0.50
Economic Development	3.00	0.00	3.00	0.00	3.00	0.00	4.00	1.00
City Attorney	1.00	0.00	0.00	(1.00)	3.00	3.00	3.00	0.00
Building Safety and Housing	33.00	0.00	31.00	(2.00)	31.00	0.00	30.00	(1.00)
Engineering	24.00	(1.00)	23.00	(1.00)	25.00	2.00	26.00	1.00
Finance	29.50	0.00	28.50	(1.00)	29.50	1.00	29.00	(0.50)
Fire	83.00	6.00	77.00	(6.00)	82.00	5.00	82.00	0.00
Human Resources	7.00	0.00	6.00	(1.00)	7.00	1.00	7.00	0.00
Information Technology	13.00	1.00	12.00	(1.00)	13.00	1.00	14.00	1.00
Planning	10.00	1.00	9.00	(1.00)	9.00	0.00	9.00	0.00
Police	126.00	0.00	124.00	(2.00)	127.00	3.00	128.00	1.00
Public Works	75.00	1.00	74.00	(1.00)	81.00	7.00	88.00	7.00
Recreation and Community Services	20.75	0.00	15.00	(5.75)	17.00	2.00	18.00	1.00
TOTAL	439.25	8.00	415.50	(23.75)	440.50	25.00	452.00	11.50

Funded Permanent Positions

452 FTEs - All Funds



*Population is based upon US Census estimates except in FY2019-20 the Official US Census was published, in FY2021-22 US Census republished an estimate with a decline, and subsequently population is estimated based upon 10-year US Census growth factor.

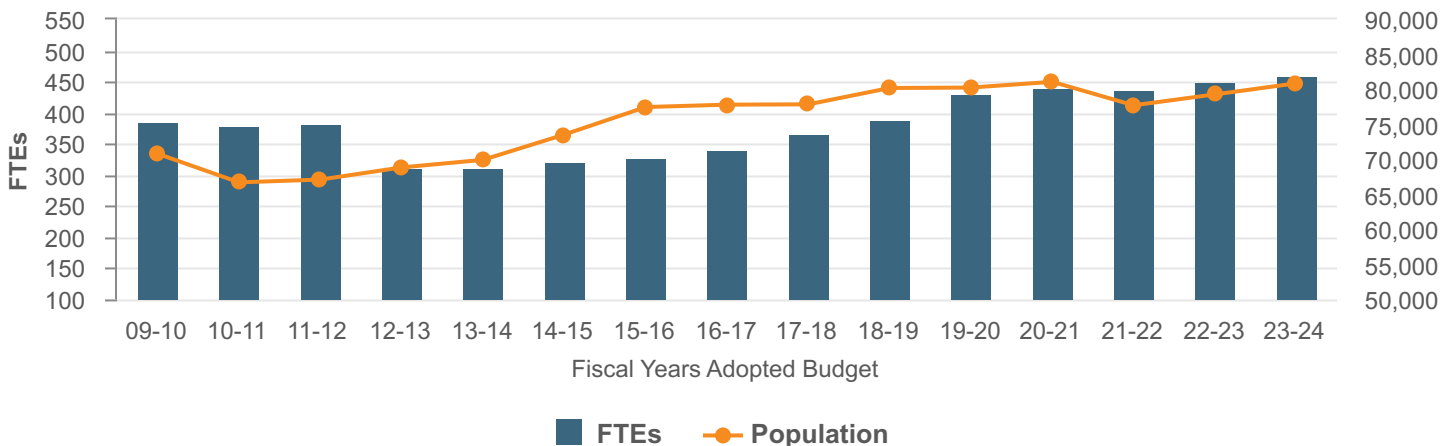
**Great Recession occurred in FY 2009-10 and Redevelopment Agency Dissolution (RDA) occurred in FY 2012-13.

All Permanent Positions by Department*

	Adopted Budget 20-21	Change from the prior FY	Adopted Budget 21-22	Change from the prior FY	Adopted Budget 22-23	Change from the prior FY	Adopted Budget 23-24	Change from the prior FY
City Council	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00
City Manager	6.00	0.00	6.00	0.00	6.00	0.00	6.00	0.00
City Clerk	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00
Economic Development	3.00	0.00	3.00	0.00	3.00	0.00	4.00	1.00
City Attorney	1.00	0.00	0.00	(1.00)	3.00	3.00	3.00	0.00
Building Safety and Housing	33.00	0.00	33.00	0.00	33.00	0.00	32.00	(1.00)
Engineering	24.00	(1.00)	24.00	0.00	26.00	2.00	27.00	1.00
Finance	29.50	0.00	29.50	0.00	29.50	0.00	29.00	(0.50)
Fire	83.00	6.00	82.00	(1.00)	83.00	1.00	83.00	0.00
Human Resources	7.00	0.00	7.00	0.00	7.00	0.00	7.00	0.00
Information Technology	13.00	1.00	13.00	0.00	13.00	0.00	14.00	1.00
Planning	10.00	1.00	9.00	(1.00)	9.00	0.00	9.00	0.00
Police	126.00	0.00	126.00	0.00	127.00	1.00	128.00	1.00
Public Works	75.00	1.00	76.00	1.00	82.00	6.00	88.00	6.00
Recreation and Community Services	20.75	0.00	20.75	0.00	20.75	0.00	20.75	0.00
TOTAL	439.25	8.00	437.25	(2.00)	450.25	13.00	458.75	8.50

*FY 2023-24 includes 6.75 defunded positions from the FY2021-22 budget.

All Permanent Positions 458.75 FTEs - All Funds



**Population is based upon US Census estimates except in FY2019-20 the Official US Census was published, in FY2021-22 US Census republished an estimate with a decline, and subsequently population is estimated based upon 10-year US Census growth factor.

**Great Recession occurred in FY 2009-10 and Redevelopment Agency Dissolution (RDA) occurred in FY 2012-13.

Revenues by Fund

Fund Number/Description		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
100	General Fund.....	\$109,208,085	\$118,854,472	\$117,476,971	\$126,975,672
103	1452-1474 S. Main	88,867	87,916	70,000	77,000
105	Abandon Veh Abatement.....	91,290	131,758	80,000	80,000
106	Short Term Disability	52,617	61,162	0	0
109	Utility Rate Assistance	9,485	93,447	0	0
150	Redevelopment Administration.....	14,252	15,973	0	0
211	Hetch Hetchy Ground Lease	7,294	10,049	39,539	41,727
213	Public Art Fund-Nonrestricted.....	104,848	183,212	30,944	31,027
214	Community Planning Fee Fund	998,949	268,874	270,846	337,700
215	Community Benefit Fund	103,239	3,228	9,414	10,608
216	Affordable Housing Fund.....	2,088,278	1,314,306	629,124	148,231
217	Affordable Housing Unrestricted	64,067	314,701	56,574	69,032
221	Gas Tax Fund	1,717,117	1,801,314	2,235,494	2,400,276
225	SB1 Road Maintenance & Rehab	1,454,502	1,607,552	1,724,712	2,027,406
235	95-1 Lighting/Lscape Dist.....	368,936	417,674	433,600	455,793
236	98-1 Lighting/Lscape Dist.....	45,624	69,029	69,617	91,977
237	05 Community Fclty Dist.....	1,291,849	1,410,555	1,272,958	1,342,549
238	08 Community Fclty Dist.....	2,169,104	2,736,063	2,935,942	3,174,117
250	HCD Fund	1,473,732	1,232,162	660,871	647,982
251	HCD Loan	182,134	261,109	10,952	0
261	Supplemental Law Enforcement	162,391	51,876	106,078	109,266
262	State Asset Seizure	2,582	186	1,237	310
263	Federal Asset Seizure	667	155	1,128	1,824
267	Federal Grants Police Department	141,293	145,721	0	0
268	State Grants Police Department.....	107,520	79,423	13,972	9,627
269	Grants Fire Department	17,799	16,569	0	0
280	Solid Waste Services	313,484	176,302	646,650	176,517
295	Housing Authority.....	516,359	942,506	314,605	165,658
310	Street Fund	22,214	338,921	0	0
311	Street CIP.....	3,979,044	9,038,948	4,384,000	5,810,000
312	Traffic Impact Fee	0	0	0	0
314	Vehicle Registration Fee.....	271,759	971,677	0	0
315	Calaveras Widening Impact Fee	(105,688)	80,877	0	0
316	Montague Widening Impact Fee	0	0	0	0

Fund Number/Description		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
317	Milpitas Business Park Impact Fee.....	0	0	0	0
320	Park Improvement Fund	547,517	1,562,596	5,124,443	0
321	Park Improvement CIP	0	1,016,795	580,000	755,000
322	Midtown Park Fund	46,049	8,365	0	0
330	General Government	8,265,133	1,105,726	0	0
331	General Government CIP	12,273,421	20,936,741	6,851,000	9,961,100
334	2020 Fire Station Bonds	21,230,021	6,665	0	0
340	Storm Drain Development	708,400	1,613,527	306,332	306,332
341	Storm Drain CIP	3,386,590	145,000	200,000	1,958,000
342	Storm Drain General Fund	507,137	4,403	0	500,000
350	Transit Area Impact Fee Fund	14,062,032	6,336,725	18,707,824	6,984,000
351	Transit Area Impact Fee CIP Fund	3,401,250	3,400,000	3,499,000	8,000
400	Water M & O Fund	30,803,073	31,029,403	33,513,944	34,177,434
401	Water CIP	10,293,306	11,263,154	1,515,000	3,571,000
402	Water Line Extension Fund	365,621	456,516	1,088,049	1,105,631
403	2019 Water Bonds	20,177,078	36,619	0	0
405	Water Infrastructure Replacement	6,971,884	7,026,041	4,202,937	4,325,064
450	Sewer M & O Fund	20,254,874	21,715,502	24,688,080	23,826,215
451	Sewer CIP	10,474,415	15,011,440	6,947,000	10,068,000
452	Treatment Plant Construction	480,024	662,710	1,573,859	1,557,988
453	2017 Sewer Refunding Bonds	0	0	0	0
454	2019 Sewer Bonds	35,478,145	17,423	0	0
455	Sewer Infrastructure Replacement	9,490,960	7,156,740	696,868	753,936
500	Equipment Replacement Fund	3,550,101	3,875,914	3,680,052	3,612,663
505	Information Technology Replacement	306,847	897,121	319,197	342,366
506	Permit Automation Fund	704,080	511,081	820,003	413,308
TOTAL		\$ 340,741,651	\$ 278,513,924	\$ 247,788,816	\$ 248,410,336
Less Interfund Operating Transfers*				(18,732,000)	(21,923,000)
(Increase) Decrease of Reserves				(21,276,612)	5,381,996
TOTAL BUDGET SUMMARY REVENUES				\$ 207,780,204	\$ 231,869,336

*Interfund Operating Transfers are transfers within the same fund group on the Budget Summary

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
GENERAL FUND (100)				
PROPERTY TAXES				
3010 Secured & Unsecured	\$21,345,836	\$22,036,593	\$22,449,950	\$24,290,084
3013 VLF	8,498,010	8,841,568	9,195,231	9,926,800
3014 ERAF	3,303,865	3,938,170	2,162,451	2,487,100
3051 RPTTF	7,945,590	7,942,534	8,828,560	9,319,870
sub-total	41,093,301	42,758,865	42,636,192	46,023,854
SALES TAXES				
3110 Sales and Use Tax	22,839,166	26,608,048	26,325,044	27,740,006
3111 Public Safety Sales and Use Tax	944,357	1,154,762	1,093,372	1,137,554
3113 Measure F Sales Tax	1,330,572	6,601,464	6,409,019	6,991,000
sub-total	23,783,523	34,364,274	33,827,435	35,868,560
OTHER TAXES				
3120 Real Estate Transfer Tax	677,039	957,985	695,996	715,484
3140 Business License Tax	312,676	320,623	312,676	312,676
3511 Motor Vehicle In-Lieu	57,179	87,410	58,780	60,426
sub-total	1,046,894	1,366,018	1,067,452	1,088,586
FRANCHISE FEES				
3131 Electric Franchise	1,469,518	1,450,797	1,642,186	1,716,085
3132 Gas Franchise	290,889	321,066	291,395	420,343
3133 Garbage Franchise-Commercial	2,837,837	2,929,983	3,129,455	3,090,440
3138 CATV Franchise	437,232	485,940	385,392	585,000
sub-total	5,035,476	5,187,786	5,448,428	5,811,868
TRANSIENT OCCUPANCY TAX				
3150 Transient Occupancy Tax	4,213,326	8,012,647	8,329,238	11,811,236
sub-total	4,213,326	8,012,647	8,329,238	11,811,236
LICENSES, PERMITS, AND FINES				
3210 Building Permit & Inspection Fees	6,428,337	6,579,802	6,538,000	4,509,000
3217 Building Plan Review Fees	2,100,846	2,014,445	2,415,000	2,000,000
3220 Fire Permit & Inspection Fees	1,358,782	1,478,231	1,440,000	1,064,500
3240 Fire Annual Permit & Inspection Fees	783,525	826,845	789,013	789,013
3260 Other Licenses & Permits	51,627	48,427	52,500	47,500
3300 Fines & Forfeits	270,179	336,052	250,246	252,007
sub-total	10,993,296	11,283,802	11,484,759	8,662,020
USE OF MONEY AND PROPERTY				
3430 Investment Interest	1,142,062	387,759	264,000	414,000
3770 Sale of Property, Plant, & Equipment	2,500	117,522	0	0
sub-total	1,146,633	505,281	264,000	414,000

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
INTERGOVERNMENTAL				
3550 Federal Contributions	4,472,801	2,241,025	561,728	340,728
3560 State Contributions	145,264	413,257	200,000	150,000
3570 County Contributions	165,021	143,835	220,000	229,844
3580 Other Restricted Grants	59,874	38,767	20,000	20,000
sub-total	4,842,960	2,836,884	1,001,728	740,572
CHARGES FOR CURRENT SERVICES				
3600 General Government Service Charges	702,661	564,104	528,574	455,290
3610 Engineering Service Charges	1,375,646	801,051	1,427,052	1,458,500
3630 Fire Service Charges	464,305	278,806	471,500	474,500
3640 Police Service Charges	800,068	1,098,482	775,521	1,053,471
3650 Recreation Service Charges	761,935	2,360,242	2,115,386	3,951,764
3660 Building Service Charges	(33,244)	2,428	31,000	23,500
3680 Planning Service Charges	420,597	502,489	550,420	617,000
sub-total	4,496,538	5,608,794	5,899,453	8,034,025
OTHER REVENUE				
3710 Development	143,901	136,899	149,657	189,425
3740 Reimbursements	15,639	0	0	0
3750 Donations	0	46,700	0	100
3790 Miscellaneous Other Revenue	277,900	184,598	200,000	200,000
sub-total	437,440	368,197	349,657	389,525
OPERATING TRANSFERS IN				
3806 Op Trfs in from Solid Waste Service	109,778	138,558	157,997	136,505
3809 Op Trfs in from Street Improv Fund	0	0	0	0
3812 Op Trfs in from Water Fund	2,748,779	2,571,407	2,687,393	2,869,298
3815 Op Trfs in from Sewer Fund	1,585,433	1,482,966	1,444,196	1,503,623
3819 Op Trfs in from Other	2,175,000	2,560,000	2,879,042	3,172,000
3822 Op Trfs in from General Gov't Fund	0	0	0	450,000
3826 Op Trfs in from Measure I TOT Fund	0	0	0	0
3852 Appn Tfr in from General Gov't Fund	4,000,000	0	0	0
sub-total	10,618,990	6,752,931	7,168,628	8,131,426
TOTAL (100)	107,708,377	119,045,479	117,476,970	126,975,672
1452-1474 S. MAIN (103)				
3430 Investment Interest	11,767	10,239	0	0
3600 General Government Service Charges	77,100	77,677	70,000	77,000
TOTAL (103)	88,867	87,916	70,000	77,000

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
ABANDON VEH ABATEMENT (105)				
3570 County Contributions	91,364	130,099	80,000	80,000
3899 Op Trfs in from Subsidiary CIP Fund	0	1,659	0	0
TOTAL (105)	91,364	131,758	80,000	80,000
SHORT TERM DISABILITY (106)				
3899 Op Trfs in from Subsidiary CIP Fund	52,662	61,162	0	0
TOTAL (106)	52,662	61,162	0	0
UTILITY RATE ASSISTANCE (109)				
3430 Investment Interest	4,416	3,857	0	0
3790 Miscellaneous Other Revenue	5,069	89,590	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	0	0	0
TOTAL (109)	9,485	93,447	0	0
REDEVELOPMENT ADMINISTRATION (150)				
3899 Op Trfs in from Subsidiary CIP Fund	14,252	15,973	0	0
TOTAL (150)	14,252	15,973	0	0
HETCH HETCHY GROUND LEASE (211)				
3430 Investment Interest	22,382	13,395	39,539	41,727
TOTAL (211)	22,382	13,395	39,539	41,727
PUBLIC ART FUND-NONRESTRICTED (213)				
3430 Investment Interest	12,483	9,816	30,944	31,027
3710 Development	103,857	176,164	0	0
TOTAL (213)	116,340	185,980	30,944	31,027
COMMUNITY PLANNING FEE FUND (214)				
3430 Investment Interest	6,902	3,683	16,846	12,700
3680 Planning Service Charges	242,047	265,191	254,000	325,000
TOTAL (214)	248,949	268,874	270,846	337,700
COMMUNITY BENEFIT FUND (215)				
3430 Investment Interest	3,239	3,228	9,414	10,608
3710 Development	100,000	0	0	0
TOTAL (215)	103,239	3,228	9,414	10,608
AFFORDABLE HOUSING FUND (216)				
3430 Investment Interest	39,167	44,833	129,124	148,231
3710 Development	2,049,111	1,083,650	500,000	0
3819 Op Trfs in from Other	0	0	0	0
3831 Appn Transfers in from General Fund	0	0	0	0
TOTAL (216)	2,088,278	1,128,483	629,124	148,231

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
AFFORDABLE HOUSING FUND UNRESTR. (217)				
3434 Investment Interest	26,159	19,475	56,574	69,032
TOTAL (217)	26,159	19,475	56,574	69,032
GAS TAX FUND (221)				
3430 Investment Interest	18,200	11,609	42,674	77,647
3540 Gas Tax	1,698,917	1,789,607	2,192,820	2,322,629
3802 Op Trfs in from Gas Tax Fund	0	0	0	0
3809 Op Trfs in Street Improv Fund	0	98	0	0
TOTAL (221)	1,717,117	1,801,314	2,235,494	2,400,276
SB1 ROAD MAINTENANCE & REHABILITATION (225)				
3549 Road Maintenance & Rehabilitation	1,445,283	1,557,260	1,724,712	2,027,406
TOTAL (225)	1,445,283	1,557,260	1,724,712	2,027,406
95-1 LIGHTING/LSCAPE DIST (235)				
3430 Investment Interest	302	444	1,084	2,507
3720 Special Assessments	368,147	396,992	411,156	430,902
3801 Op Trfs in from General Fund	0	19,984	21,360	22,384
TOTAL (235)	368,449	417,420	433,600	455,793
98-1 LIGHTING/LSCAPE DIST (236)				
3430 Investment Interest	130	350	794	19,932
3720 Special Assessments	45,434	48,042	48,317	50,612
3801 Op Trfs in from General Fund	0	20,606	20,506	21,433
TOTAL (236)	45,564	68,998	69,617	91,977
05 COMMUNITY FCLTY DIST (237)				
3430 Investment Interest	16,330	15,017	42,958	42,549
3720 Special Assessments	1,273,881	1,394,672	1,230,000	1,300,000
TOTAL (237)	1,290,211	1,409,689	1,272,958	1,342,549
08 COMMUNITY FCLTY DIST (238)				
3430 Investment Interest	12,043	1,188	9,371	2,117
3720 Special Assessments	2,154,437	2,733,393	2,926,571	3,172,000
TOTAL (238)	2,166,480	2,734,581	2,935,942	3,174,117
HCD FUND (250)				
3550 Federal Contributions	1,473,732	1,232,162	660,871	647,982
TOTAL (250)	1,473,732	1,232,162	660,871	647,982
HCD LOAN (251)				
3430 Investment Interest	0	0	10,952	0
TOTAL (251)	0	0	10,952	0

Revenues by Fund (Detail)		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
SUPPLEMENTAL LAW ENFORCEMENT (261)					
3430	Investment Interest	1,905	2,308	6,078	9,266
3560	State Contributions	160,486	49,568	100,000	100,000
	TOTAL (261)	162,391	51,876	106,078	109,266
STATE ASSET SEIZURE (262)					
3430	Investment Interest	705	186	1,237	310
3560	State Contributions	1,877	0	0	0
	TOTAL (262)	2,582	186	1,237	310
FEDERAL ASSET SEIZURE (263)					
3430	Investment Interest	667	155	1,128	1,824
	TOTAL (263)	667	155	1,128	1,824
FEDERAL GRANTS POLICE DEPARTMENT (267)					
3550	Federal Contributions	111,516	145,721	0	0
	TOTAL (267)	111,516	145,721	0	0
STATE GRANTS POLICE DEPARTMENT (268)					
3430	Investment Interest	9,663	4,214	13,972	9,627
3560	State Contributions	97,857	75,209	0	0
	TOTAL (268)	107,520	79,423	13,972	9,627
GRANTS FIRE DEPARTMENT (269)					
3550	Federal Contributions	0	16,569	0	0
3570	County Contributions	18,290	0	0	0
	TOTAL (269)	17,799	16,569	0	0
SOLID WASTE SERVICES (280)					
3139	County-wide AB 939 Fee	272,781	149,936	610,000	150,000
3134	Garbage Franchise-NonComm-Resi	0	0	0	0
3430	Investment Interest	16,921	10,825	36,650	26,517
3560	State Contributions	23,850	8,195	0	0
3610	Engineering Service Charges	0	0	0	0
3670	Utility Charges	0	6,925	0	0
3740	Reimbursements	0	0	0	0
3790	Miscellaneous Other Revenue	(68)	0	0	0
3822	Op Trfs in from General Gov't Fund	0	0	0	0
	TOTAL (280)	313,484	175,881	646,650	176,517
HOUSING AUTHORITY (295)					
3430	Investment Interest	82,959	56,109	214,605	65,658
3600	General Government Service Charges	139,679	100,509	100,000	100,000
3770	Sale of Property, Plant, & Equipment	0	0	0	0
	TOTAL (295)	222,638	156,618	314,605	165,658

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
STREET FUND (310)				
3430 Investment Interest	68,471	64,853	0	0
3790 Miscellaneous Other Revenue	0	0	0	0
3831 Appn Transfers in from General Fund	42,298	295,254	0	0
TOTAL (310)	110,769	360,107	0	0
STREET CIP (311)				
3560 State Contributions	1,615,314	155,316	1,761,560	2,700,000
3570 County Contributions	0	1,046,620	0	0
3710 Development	314	0	0	0
3802 Op Trfs in from Gas Tax Fund	1,596,569	1,585,568	378,026	900,000
3810 Op Trfs in from Park Improvement	0	0	0	0
3815 Op Trfs in from Sewer Fund	0	0	0	0
3819 Op Trfs in from Other	0	82,220	1,444,414	1,500,000
3822 Op Trfs in from General Gov't Fund	0	100,000	0	0
3824 Op Trfs in Transit Area Fund	0	0	0	0
3826 Op Trfs in from Measure I TOT Fund	0	0	0	0
3849 Other Appn Transfers In	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	74,335	1,652,736	800,000	710,000
TOTAL (311)	3,286,532	4,622,460	4,384,000	5,810,000
TRAFFIC IMPACT FEE (312)				
3430 Investment Interest	0	0	0	0
3710 Development	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	0	0	0
TOTAL (312)	0	0	0	0
VEHICLE REGISTRATION FEE (314)				
3430 Investment Interest	7,327	8,918	0	0
3570 County Contributions	0	962,759	0	0
3809 Op Trfs in Street Improv Fund	0	0	0	0
3822 Op Trfs in from General Gov't Fund	0	0	0	0
3829 Op Trfs in from Vehicle Registration Fee	0	0	0	0
TOTAL (314)	7,327	971,677	0	0
CALAVERAS WIDENING IMPACT FEE (315)				
3430 Investment Interest	16,436	2,703	0	0
3710 Development	(122,124)	78,174	0	0
TOTAL (315)	(105,688)	80,877	0	0
MONTAGUE WIDENING IMPACT FEE (316)				
3430 Investment Interest	0	0	0	0
TOTAL (316)	0	0	0	0
MILPITAS BUSINESS PARK IMPACT FEE (317)				
3430 Investment Interest	0	0	0	0
TOTAL (317)	0	0	0	0

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
PARK IMPROVEMENT FUND (320)				
3430 Investment Interest	105,295	84,433	0	0
3712 Park Development Fees	0	1,505,434	5,124,443	0
3822 Op Trfs in from General Gov't Fund	0	0	0	0
3824 Op Trfs in Transit Area Fund	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	649,000	0	0	0
TOTAL (320)	754,295	1,589,867	5,124,443	0
PARK IMPROVEMENT CIP (321)				
3815 Op Trfs in from Sewer Fund	0	0	0	0
3822 Op Trfs in from General Gov't Fund	0	0	0	0
3824 Op Trfs in Transit Area Fund	0	0	0	0
3831 Appn Transfers in from General Fund	0	0	0	0
3852 Appn Transfers in from General Gov't	0	75,000	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	135,000	580,000	755,000
TOTAL (321)	0	1,016,795	580,000	755,000
MIDTOWN PARK FUND (322)				
3430 Investment Interest	17,035	8,365	0	0
3710 Development	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	0	0	0
TOTAL (320)	17,035	8,365	0	0
GENERAL GOVERNMENT (330)				
3430 Investment Interest	278,955	186,865	0	0
3801 Op Trfs in from General Fund	0	0	0	0
3809 Op Trfs in Street Improv Fund	200,000	0	0	0
3810 Op Trfs in from Park Improvement	0	9,516	0	0
3822 Op Trfs in General Government	1,500,000	0	0	0
3823 Op Trfs in Storm Drain Fund	1,580,000	0	0	0
3831 Appn Transfers in from General Fund	84,597	590,508	0	0
3899 Op Trfs in from Subsidiary CIP Fund	4,600,387	375,000	0	0
3982 Capital Leases	0	0	0	0
TOTAL (330)	8,243,939	1,161,889	0	0
GENERAL GOVERNMENT CIP (331)				
3560 State Contributions	0	315,000	0	250,000
3580 Other Restricted Grants	0	134,158	0	0
3710 Development	0	200,000	0	0
3801 Op Trfs in from General Fund	0	0	0	2,400,000
3802 Op Trfs in from Gas Tax Fund	395,090	608,947	595,000	1,715,000
3803 Op Trfs in from Gas Tax Fund	0	261,000	130,000	50,000
3809 Op Trfs in Street Improv Fund	1,200,000	0	0	0
3810 Op Trfs in from Park Improvement	750,000	0	650,000	900,000
3815 Op Trfs in from Sewer Fund	129,910	0	0	0

Revenues by Fund (Detail)

		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
3817	Op Trfs in from Equipment Replacement.....	0	161,131	0	0
3819	Op Trfs in from Other	1,350,000	1,362,485	924,000	404,000
3824	Op Trfs in Transit Area Fund	0	78,000	144,000	144,000
3827	Op Trfs in from LLMD Fund.....	97,500	4,000	11,000	89,100
3847	Appn Transfers in from Equipment	0	0	0	0
3849	Other Appn Transfers In.....	0	0	0	0
3899	Op Trfs in from Subsidiary CIP Fund.....	8,067,296	17,646,963	4,397,000	4,009,000
	TOTAL (331)	11,989,796	20,771,684	6,851,000	9,961,100

2020 FIRE STATION BONDS (334)

3970	Bond Proceeds.....	0	0	0	0
	TOTAL (331)	0	0	0	0

STORM DRAIN DEVELOPMENT (340)

3430	Investment Interest	40,132	44,394	0	0
3710	Development	664,673	550,092	306,332	306,332
3831	Appn Transfers in from General Fund	0	885,761	0	0
3899	Op Trfs in from Subsidiary CIP Fund.....	75,000	145,000	0	0
	TOTAL (340)	779,805	1,625,247	306,332	306,332

STORM DRAIN CIP (341)

3815	Op Trfs in from Sewer Fund	0	0	0	0
3822	Op Trfs in from General Gov't Fund.....	0	0	200,000	0
3852	Appn Transfers in General Government	0	145,000	0	0
3899	Op Trfs in from Subsidiary CIP Fund.....	3,386,590	0	0	1,958,000
	TOTAL (341)	3,386,590	145,000	200,000	1,958,000

STORM DRAIN GENERAL FUND (342)

3801	Op Trfs in from Sewer Fund	0	0	0	500,000
	TOTAL (342)	0	0	0	500,000

TRANSIT AREA IMPACT FEE FUND (350)

3430	Investment Interest	683,854	560,994	0	0
3710	Development	13,065,471	5,914,090	18,707,824	6,984,000
3812	Op Trfs in from Water Fund.....	0	0	0	0
3899	Op Trfs in from Subsidiary CIP Fund.....	599,609	0	0	0
	TOTAL (350)	14,348,934	6,475,084	18,707,824	6,984,000

TRANSIT AREA IMPACT FEE CIP FUND (351)

3570	County Contributions.....	0	0	0	0
3710	Development	0	0	0	0
3899	Op Trfs in from Subsidiary CIP Fund.....	3,401,250	3,400,000	3,499,000	8,000
	TOTAL (351)	3,401,250	3,400,000	3,499,000	8,000

WATER M & O FUND (400)

3430	Investment Interest	352,604	300,782	369,729	428,455
3550	Federal Contributions.....	13,761	148,601	0	0
3580	Other Restricted Grants.....	97,807	56,846	0	0

Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
3620 Public Works Service Charges	0	0	0	0
3670 Utility Charges	30,582,368	30,241,457	33,144,215	33,748,979
3790 Miscellaneous Other Revenue	0	379,560	0	0
3981 Contributions-Proprietary Fund	0	0	0	0
3809 Op Trfs in from Street Fund	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	150,000	0	0	0
TOTAL (400)	31,196,540	31,127,246	33,513,944	34,177,434

WATER CIP (401)

3810 Op Trfs in from Park Improvement	0	0	0	0
3824 Op Trfs in Transit Area Fund	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	10,293,306	11,263,154	1,515,000	3,571,000
TOTAL (401)	10,293,306	11,263,154	1,515,000	3,571,000

WATER LINE EXTENSION FUND (402)

3430 Investment Interest	29,582	28,551	78,679	103,476
3710 Development	326,418	418,344	1,002,155	1,002,155
3790 Miscellaneous Other Revenue	9,621	9,621	7,215	0
3812 Op Trfs in from Water Fund	0	0	0	0
3899 Op Trfs in from Subsidiary CIP Fund	0	0	0	0
TOTAL (402)	365,621	456,516	1,088,049	1,105,631

2019 WATER BONDS (403)

3970 Bond Proceeds	0	0	0	0
TOTAL (403)	0	0	0	0

WATER INFRASTRUCTURE REPLACEMENT (405)

3430 Investment Interest	103,066	95,164	276,153	401,167
3670 Utility Charges	3,946,747	3,633,708	3,926,784	3,923,897
3899 Op Trfs in from Subsidiary CIP Fund	2,820,000	3,195,098	0	0
TOTAL (405)	6,869,813	6,923,970	4,202,937	4,325,064

SEWER M & O FUND (450)

3430 Investment Interest	228,486	136,146	205,863	286,967
3435 Gain/Loss on Investments	254,038	254,038	0	0
3670 Utility Charges	19,897,503	21,330,793	24,482,217	23,539,248
3550 Federal Contributions	13,761	100,623	0	0
3580 Other Restricted Grants	0	0	0	0
3790 Miscellaneous Other Revenue	0	0	0	0
3809 Op Trfs in from Street Fund	0	11	0	0
3899 Op Trfs in from Subsidiary CIP Fund	207,646	0	0	0
TOTAL (450)	20,601,434	21,821,611	24,688,080	23,826,215

SEWER CIP (451)

3899 Op Trfs in from Subsidiary CIP Fund	10,474,415	15,011,440	6,947,000	10,068,000
TOTAL (451)	10,474,415	15,011,440	6,947,000	10,068,000

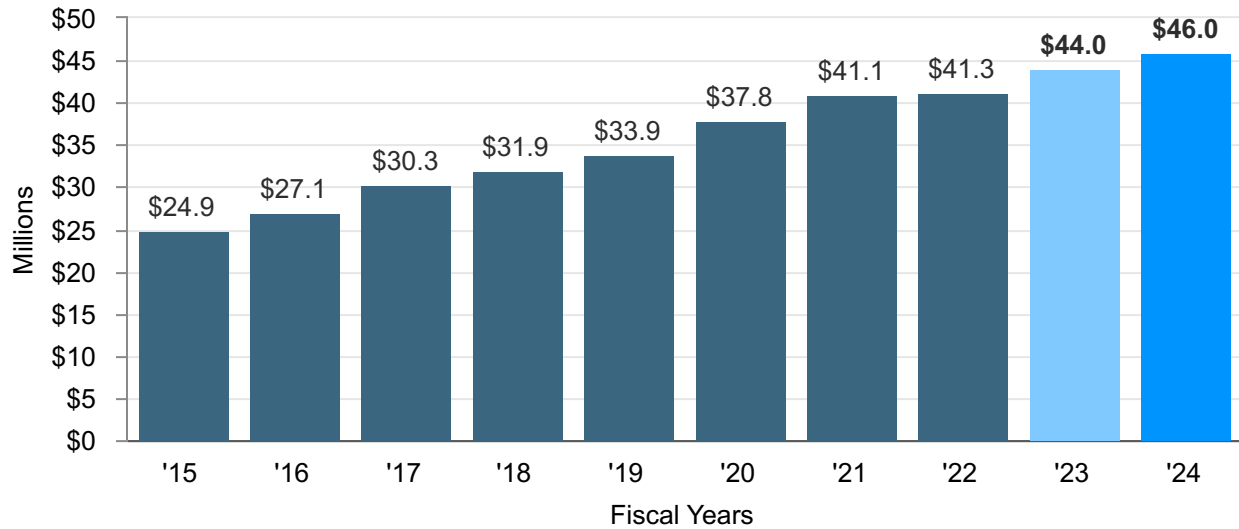
Revenues by Fund (Detail)

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
TREATMENT PLANT CONSTRUCTION (452)				
3430 Investment Interest	57,522	55,337	156,722	140,851
3710 Development	422,502	607,373	1,417,137	1,417,137
TOTAL (452)	480,024	662,710	1,573,859	1,557,988
2017 SEWER REFUNDING BONDS (453)				
3430 Investment Interest	0	0	0	0
TOTAL (453)	0	0	0	0
2019 SEWER BONDS (454)				
3970 Bond Proceeds	0	0	0	0
TOTAL (454)	0	0	0	0
SEWER INFRASTRUCTURE REPLACEMENT (455)				
3430 Investment Interest	251,601	215,762	696,868	753,936
3899 Intrafund Trf In-Parent/Child	9,239,359	6,940,978	0	0
TOTAL (455)	9,490,960	7,156,740	696,868	753,936
EQUIPMENT REPLACEMENT FUND (500)				
3430 Investment Interest	105,981	98,061	280,052	312,663
3610 Engineering Service Charges	1,100	600	0	0
3620 Public Works Service Charges	3,355,930	3,227,255	3,400,000	3,300,000
3670 Utility Charges	0	0	0	0
3770 Sale of Property, Plant and Equipment	25,043	80,616	0	0
3790 Miscellaneous Other Revenue	148,690	1,696	0	0
3981 Contributions-Proprietary Fund	0	0	0	0
3822 Op Trfs in from General Gov't Fund	0	0	0	0
TOTAL (500)	3,636,744	3,408,228	3,680,052	3,612,663
INFORMATION TECHNOLOGY REPLACEMENT (505)				
3430 Investment Interest	6,847	6,613	19,197	42,366
3801 Op Trfs in from General Fund	300,000	300,000	300,000	300,000
TOTAL (505)	306,847	306,613	319,197	342,366
PERMIT AUTOMATION FUND (506)				
3430 Investment Interest	9,988	4,492	20,003	13,309
3601 General Government Service Charges	694,092	506,589	800,000	400,000
TOTAL (506)	704,080	511,081	820,003	413,309
TOTAL REVENUES	\$ 260,577,334	\$ 271,761,909	\$ 247,788,815	\$ 248,410,337
Less Interfund Operating Transfers*			(16,672,304)	(21,923,000)
(Increase) Decrease of Reserves			(10,469,256)	5,381,996
TOTAL BUDGET SUMMARY REVENUES			\$ 220,647,255	\$ 231,869,336

*Interfund Operating Transfers are transfers within the same fund group on the Budget Summary

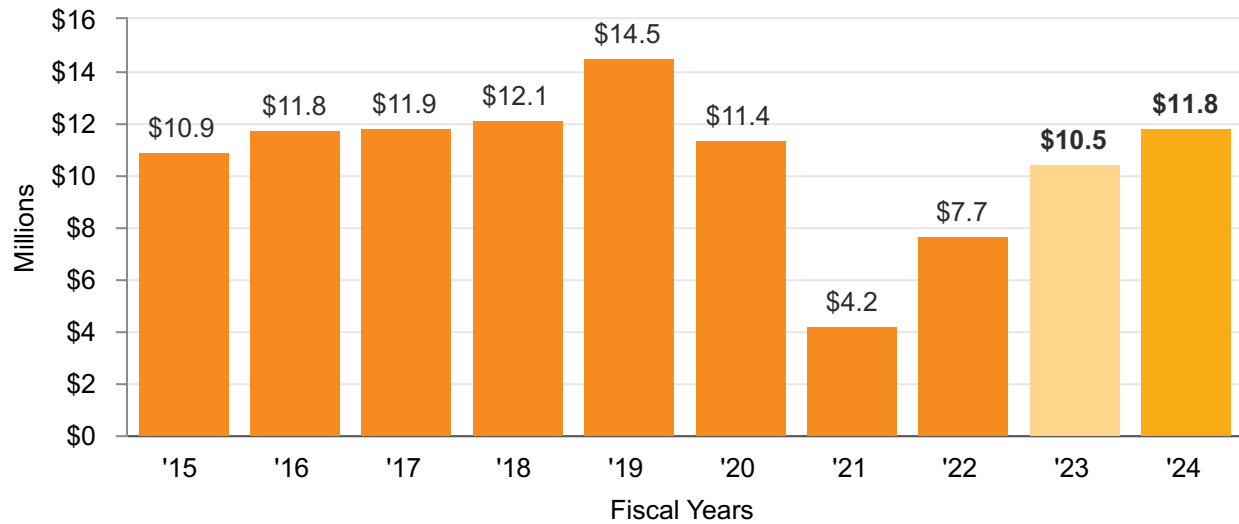
General Fund Revenue History

History of Property Tax Revenue



Amounts include RPTTF distribution Actual Amended Budget (1/20/2023) Adopted Budget

History of Transient Occupancy Tax Revenue



TOT rate increased from 10% to 14% effective January 1, 2019.

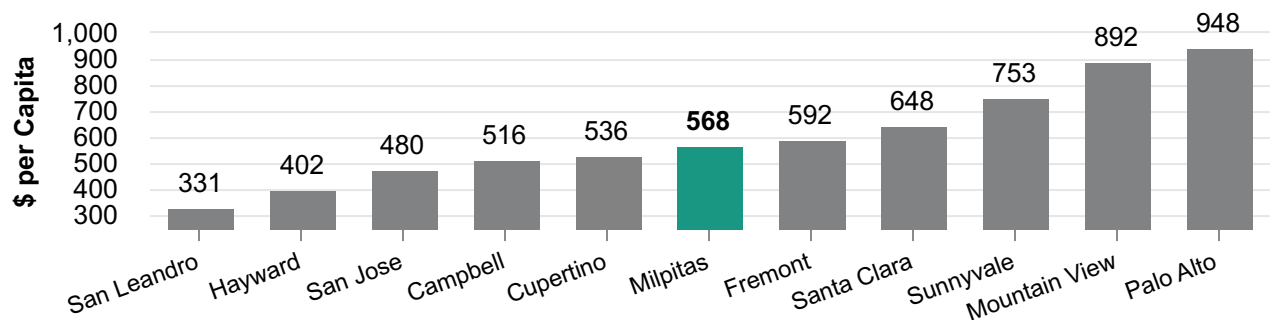
Actual Amended Budget (1/20/2023) Adopted Budget

Property Tax, Comparison with Other Jurisdictions*

FY 2019-20 through FY 2023-24

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
Milpitas	\$37,799,083	\$41,093,301	\$42,758,865	\$42,636,192	\$46,023,853
% of General Fund	36 %	42 %	38 %	36 %	36 %
Per Capita	499	532	530	527	568
Campbell	\$17,208,898	\$17,911,445	\$19,510,782	\$20,654,400	\$22,047,000
% of General Fund	34 %	33 %	34 %	34 %	32 %
Per Capita	410	428	448	479	516
Cupertino	\$26,606,844	\$28,277,839	\$29,700,000	\$30,000,000	\$31,700,000
% of General Fund	33 %	27 %	27 %	32 %	39 %
Per Capita	448	477	493	503	536
Fremont	\$106,563,000	\$112,812,817	\$118,943,000	\$126,041,000	\$135,743,000
% of General Fund	53 %	47 %	43 %	53 %	48 %
Per Capita	458	484	518	550	592
Hayward	\$58,431,803	\$61,196,000	\$61,196,000	\$59,646,000	\$64,270,000
% of General Fund	34 %	35 %	33 %	33 %	32 %
Per Capita	367	384	378	373	402
Mountain View	\$54,839,123	\$59,783,296	\$63,996,035	\$69,232,000	\$74,558,000
% of General Fund	38 %	42 %	39 %	42 %	41 %
Per Capita	677	735	766	826	892
Palo Alto	\$51,089,154	\$56,571,734	\$59,353,000	\$59,770,000	\$63,785,000
% of General Fund	27 %	31 %	27 %	28 %	27 %
Per Capita	748	830	873	883	948
San Jose	\$369,506,527	\$390,896,950	\$414,123,282	\$447,000,000	\$460,400,000
% of General Fund	31 %	29 %	24 %	26 %	33 %
Per Capita	354	375	419	464	480
San Leandro	\$30,096,293	\$26,664,153	\$27,772,678	\$27,876,400	\$28,959,000
% of General Fund	26 %	20 %	21 %	21 %	21 %
Per Capita	341	304	309	317	331
Santa Clara	\$65,498,024	\$68,772,921	\$74,630,557	\$75,261,000	\$85,800,000
% of General Fund	27 %	29 %	32 %	36 %	32 %
Per Capita	520	540	574	658	648
Sunnyvale	\$91,839,180	\$101,296,792	\$113,499,852	\$114,315,019	\$117,633,140
% of General Fund	47 %	47 %	45 %	50 %	49 %
Per Capita	596	657	727	731	753

FY 23-24 Property Tax - \$ Per Capita*



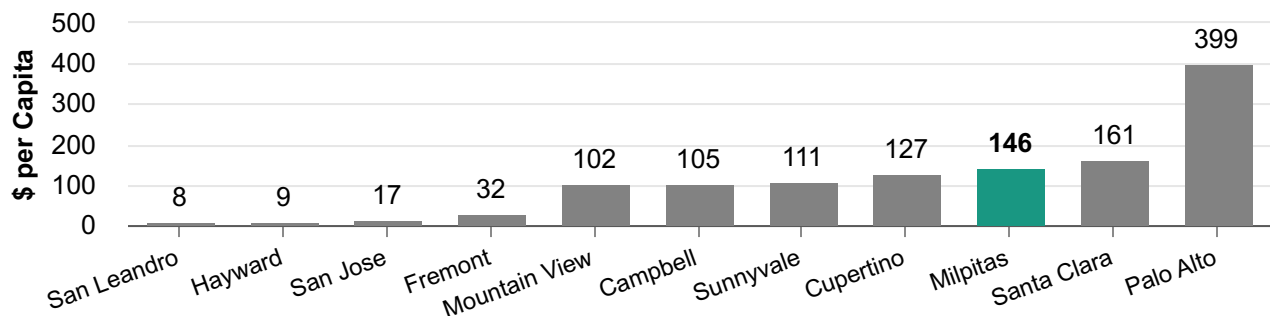
*Department of Finance Population Estimates

Transient Occupancy Tax, Comparison with Other Jurisdictions*

FY 2019-20 through FY 2023-24

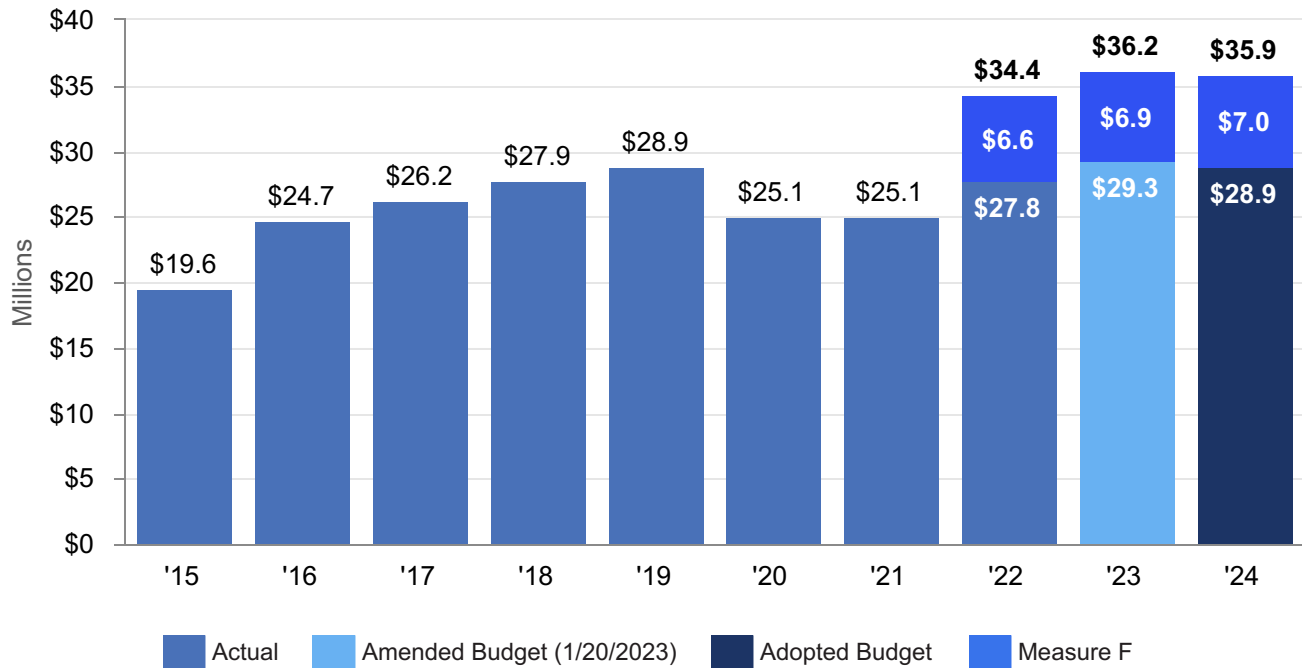
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
Milpitas	\$11,376,522	\$4,213,326	\$8,012,004	\$8,329,238	\$11,811,235
% of General Fund	11 %	4 %	7 %	7 %	9 %
Per Capita	150	55	99	103	146
Campbell	\$3,144,208	\$1,568,908	\$2,657,334	\$3,200,000	\$4,500,000
% of General Fund	6 %	3 %	5 %	5 %	7 %
Per Capita	75	37	61	74	105
Cupertino	\$7,286,083	\$2,141,058	\$4,400,000	\$5,000,000	\$7,500,000
% of General Fund	9 %	2 %	4 %	5 %	9 %
Per Capita	123	36	73	84	127
Fremont	\$5,915,000	\$2,848,472	\$4,722,000	\$5,452,000	\$7,342,000
% of General Fund	3 %	1 %	2 %	2 %	3 %
Per Capita	36	25	12	15	24
Hayward	\$2,186,927	\$1,000,000	\$1,552,000	\$1,500,000	\$1,500,000
% of General Fund	1 %	1 %	1 %	1 %	1 %
Per Capita	14	6	10	9	9
Mountain View	\$5,601,695	\$1,917,637	\$4,437,081	\$4,341,000	\$8,510,000
% of General Fund	4 %	1 %	3 %	3 %	5 %
Per Capita	69	24	53	52	102
Palo Alto	\$18,553,491	\$5,178,992	\$16,946,000	\$18,199,000	\$26,834,000
% of General Fund	10 %	3 %	8 %	8 %	11 %
Per Capita	272	76	249	269	399
San Jose	\$14,103,867	\$5,409,142	\$10,515,117	\$15,000,000	\$16,000,000
% of General Fund	1 %	0 %	1 %	1 %	1 %
Per Capita	14	5	11	16	17
San Leandro	\$906,080	\$395,831	\$685,026	\$515,000	\$690,000
% of General Fund	1 %	0 %	1 %	0 %	1 %
Per Capita	10	5	8	6	8
Santa Clara	\$15,933,791	\$2,949,235	\$10,812,400	\$12,600,000	\$21,275,000
% of General Fund	7 %	1 %	5 %	5 %	8 %
Per Capita	127	23	83	97	161
Sunnyvale	\$15,929,808	\$5,192,090	\$10,584,492	\$14,125,965	\$17,390,205
% of General Fund	8 %	2 %	4 %	6 %	7 %
Per Capita	103	34	68	90	111

FY 23-24 Transient Occupancy Tax - \$ Per Capita*

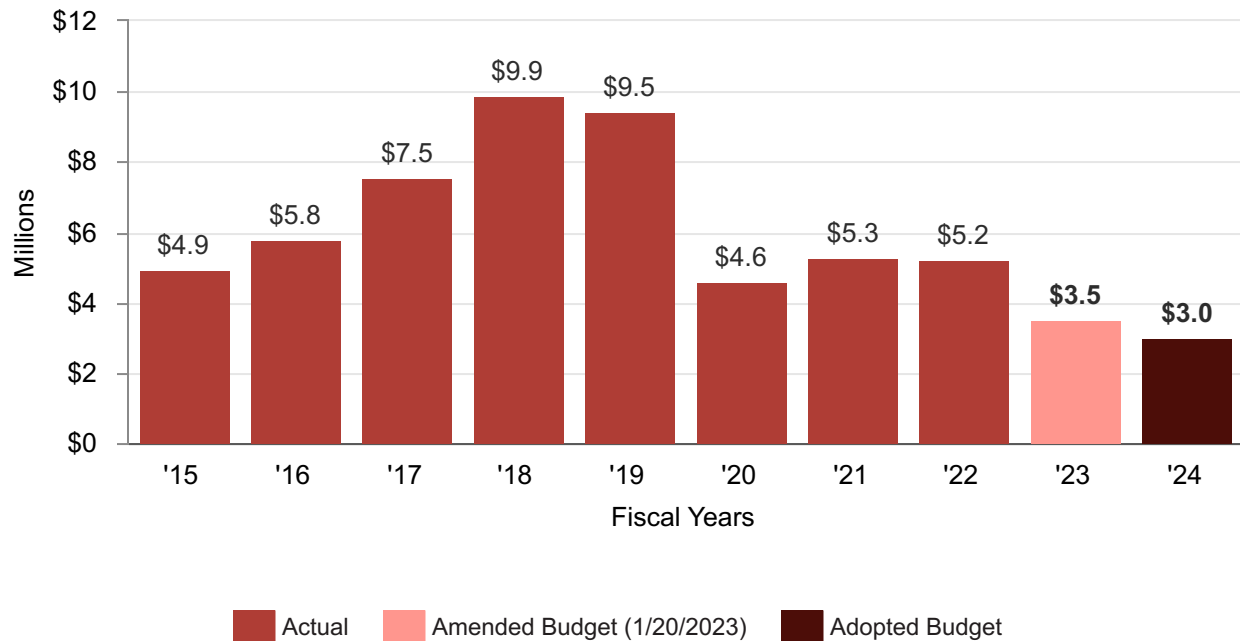


*Department of Finance Estimates

History of Sales Tax Revenue



History of Building Permit Revenue

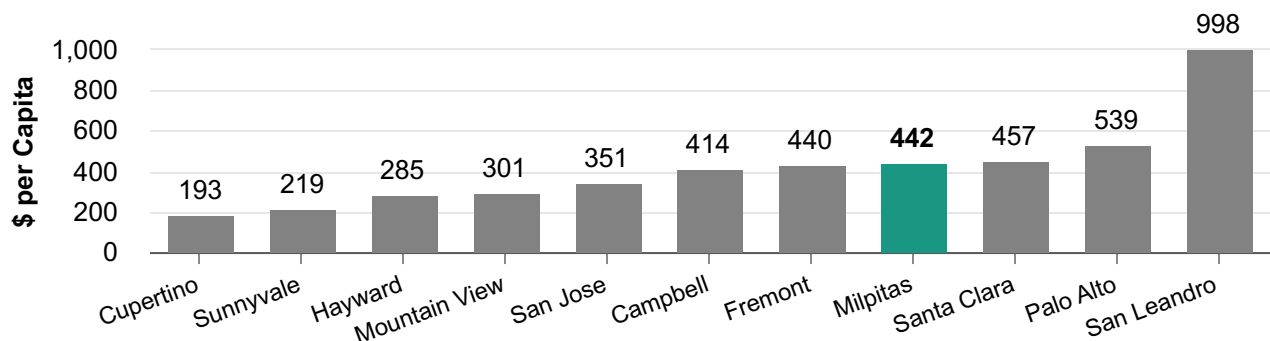


Sales Tax, Comparison with Other Jurisdictions*

FY 2019-20 through FY 2023-24

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
Milpitas	\$25,058,325	\$25,114,095	\$34,364,274	\$33,827,435	\$35,868,560
% of General Fund	24 %	26 %	31 %	29 %	28 %
Per Capita	329	325	426	418	442
Campbell	\$13,493,745	\$14,478,163	\$16,419,362	\$15,903,012	\$17,699,289
% of General Fund	27 %	27 %	29 %	26 %	26 %
Per Capita	321	346	377	369	414
Cupertino	\$35,657,215	\$42,576,587	\$42,200,000	\$31,900,000	\$11,400,000
% of General Fund	45 %	40 %	38 %	34 %	14 %
Per Capita	600	719	701	535	193
Fremont	\$52,067,000	\$60,430,421	\$86,799,000	\$68,768,000	\$100,904,000
% of General Fund	26 %	25 %	32 %	29 %	35 %
Per Capita	224	259	378	300	440
Hayward	\$39,679,957	\$40,075,000	\$40,075,000	\$42,078,000	\$45,534,000
% of General Fund	23 %	23 %	22 %	24 %	23 %
Per Capita	249	252	248	263	285
Mountain View	\$19,452,148	\$18,057,796	\$23,376,289	\$21,960,000	\$25,137,000
% of General Fund	14 %	13 %	14 %	13 %	14 %
Per Capita	240	222	280	262	301
Palo Alto	\$30,563,248	\$29,127,330	\$32,705,000	\$32,580,000	\$36,272,000
% of General Fund	16 %	16 %	15 %	15 %	15 %
Per Capita	448	427	481	481	539
San Jose	\$260,558,394	\$284,020,471	\$323,143,574	\$337,200,000	\$336,400,000
% of General Fund	22 %	21 %	19 %	20 %	24 %
Per Capita	250	273	327	350	351
San Leandro	\$44,654,873	\$49,574,000	\$90,578,121	\$85,633,558	\$87,332,020
% of General Fund	38 %	38 %	67 %	64 %	63 %
Per Capita	506	564	1,007	972	998
Santa Clara	\$55,269,669	\$56,178,097	\$56,901,656	\$60,173,000	\$60,524,000
% of General Fund	23 %	23 %	24 %	25 %	22 %
Per Capita	439	441	438	461	457
Sunnyvale	\$27,118,152	\$26,089,903	\$35,801,316	\$34,915,338	\$34,286,478
% of General Fund	14 %	12 %	14 %	15 %	14 %
Per Capita	176	169	229	223	219

FY 23-24 Sales Tax - \$ Per Capita*



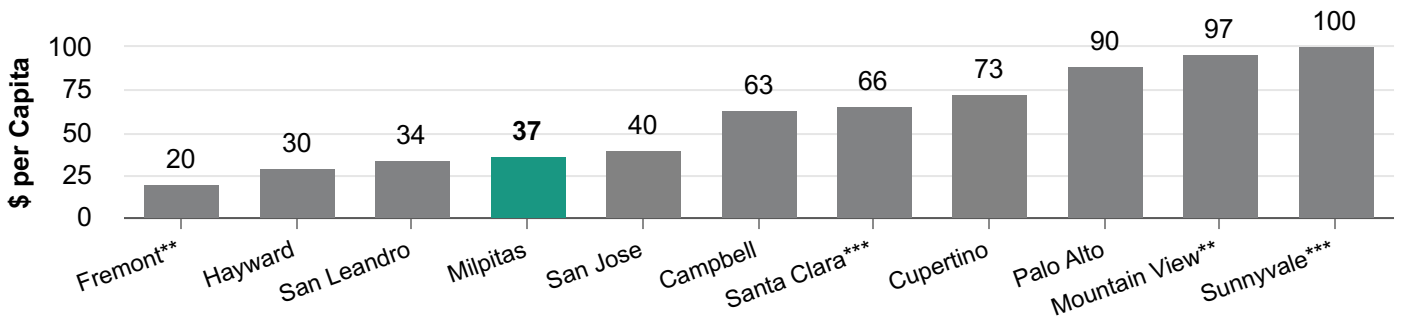
*Department of Finance Estimates

Building Permits, Comparison with Other Jurisdictions*

FY 2019-20 through FY 2023-24

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
Milpitas	\$4,585,232	\$5,268,786	\$5,203,880	\$5,000,000	\$3,000,000
% of General Fund	4 %	5 %	5 %	4 %	2 %
Per Capita	60	68	65	62	37
Campbell	\$1,596,158	\$1,995,966	\$2,360,113	\$2,478,000	\$2,700,000
% of General Fund	3 %	4 %	4 %	4 %	4 %
Per Capita	38	48	54	58	63
Cupertino	\$4,692,845	\$4,068,238	\$4,100,000	\$3,500,000	\$4,300,000
% of General Fund	6 %	4 %	4 %	4 %	5 %
Per Capita	79	69	68	59	73
Fremont**	\$5,738,351	\$4,108,329	\$5,042,964	\$4,648,229	\$4,500,000
% of General Fund	3 %	2 %	2 %	2 %	2 %
Per Capita	25	18	22	20	20
Hayward	\$3,246,560	\$7,099,000	\$4,914,659	\$4,536,000	\$4,811,000
% of General Fund	2 %	4 %	3 %	3 %	2 %
Per Capita	20	45	30	28	30
Mountain View**	\$6,149,575	\$7,150,337	\$6,248,019	\$8,075,100	\$8,125,100
% of General Fund	4 %	5 %	4 %	5 %	4 %
Per Capita	76	88	75	96	97
Palo Alto	\$3,931,913	\$4,024,352	\$4,570,964	\$5,056,159	\$6,052,306
% of General Fund	2 %	2 %	2 %	2 %	3 %
Per Capita	58	59	67	75	90
San Jose	\$36,249,608	\$34,799,861	\$36,305,981	\$33,626,338	\$38,428,697
% of General Fund	3 %	3 %	2 %	2 %	3 %
Per Capita	35	33	37	35	40
San Leandro	\$3,280,028	\$3,290,000	\$2,714,532	\$2,800,000	\$3,000,000
% of General Fund	3 %	2 %	2 %	2 %	2 %
Per Capita	37	37	30	32	34
Santa Clara***	\$4,768,771	\$9,464,865	\$10,818,884	\$8,198,000	\$8,790,000
% of General Fund	2 %	4 %	5 %	3 %	3 %
Per Capita	38	74	83	63	66
Sunnyvale***	\$14,024,473	\$9,831,528	\$18,310,162	\$16,717,898	\$15,700,856
% of General Fund	7 %	5 %	7 %	7 %	7 %
Per Capita	91	64	117	107	100

FY 23-24 Building Permits - \$ Per Capita*

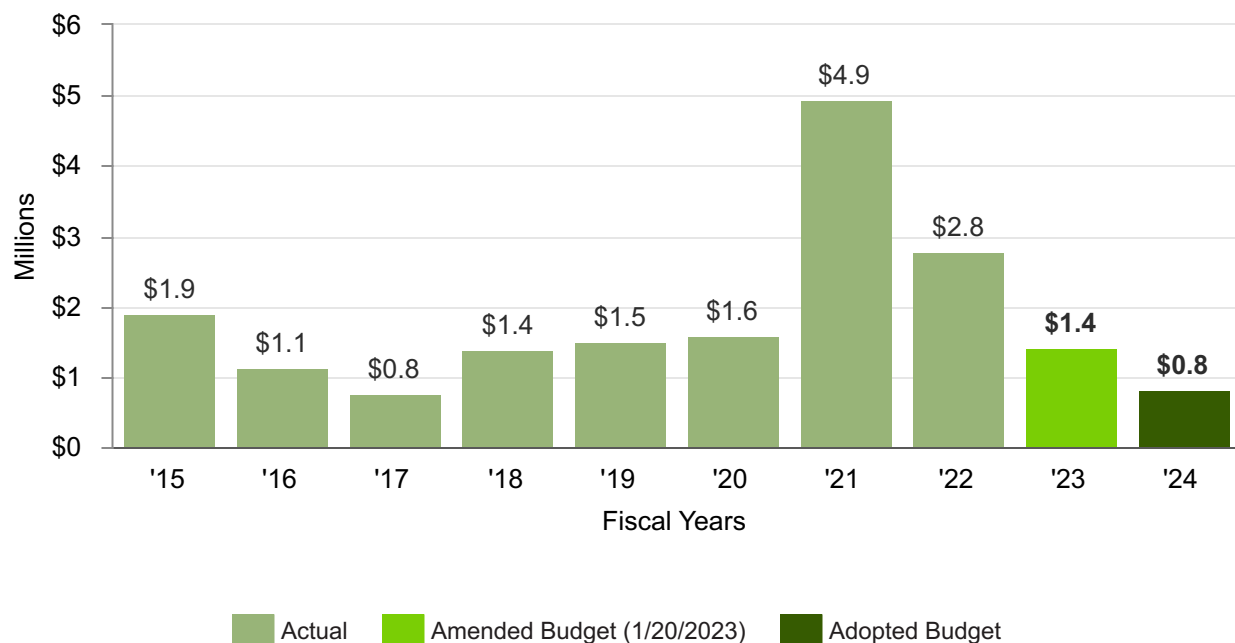


*Department of Finance Estimates

**Building permits are not part of General Fund but are included for comparison purposes

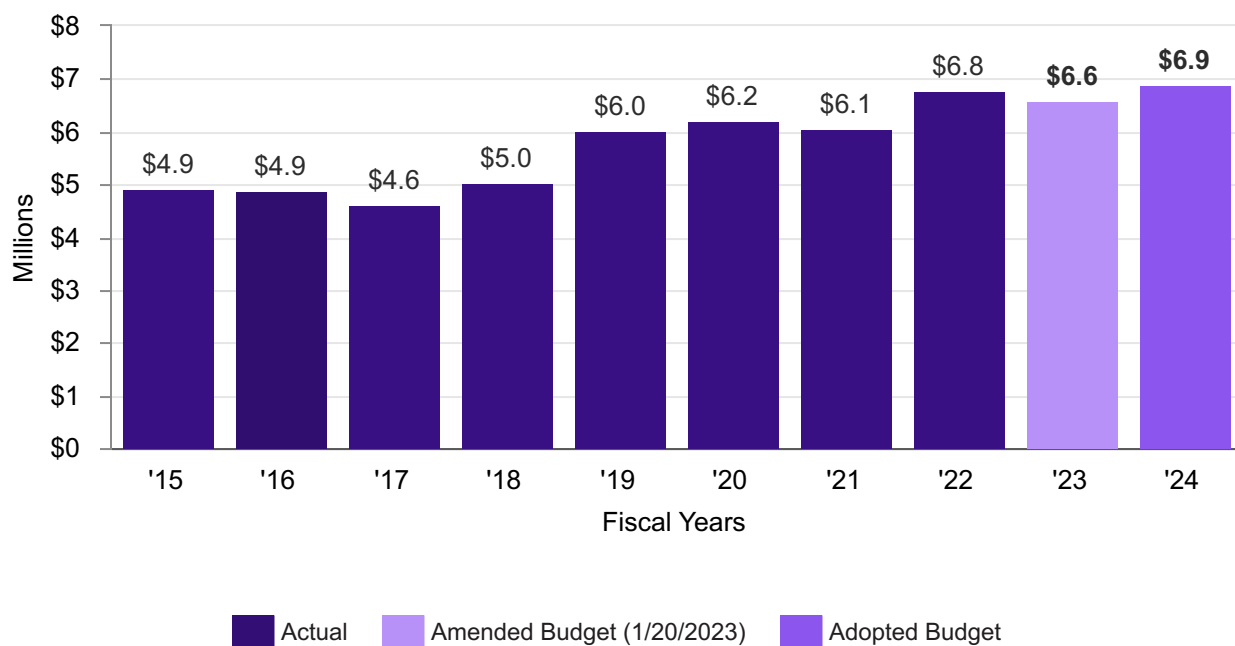
***Building-related revenues are not reflected in the General Fund.

History of Intergovernmental Revenue



*Significant decrease in FY22 and FY23 is due to gradual expiration of SAFER Grant and Coronavirus Grants from Federal Government.

History of "Other" Tax Revenue

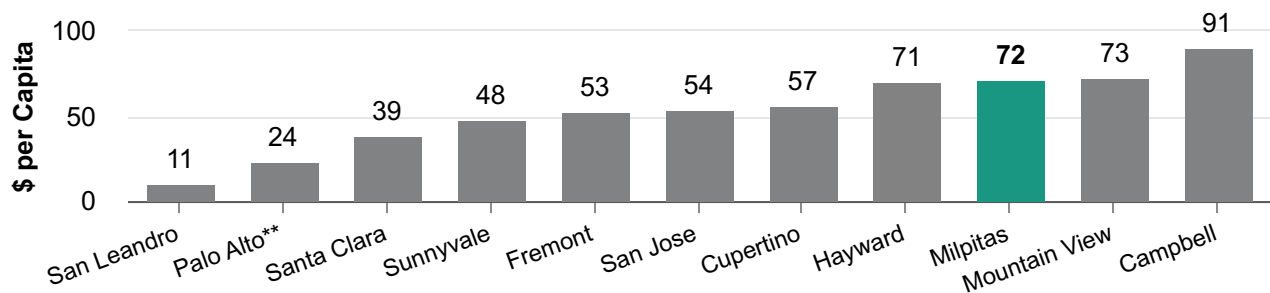


Franchise Fees, Comparison with Other Jurisdictions*

FY 2019-20 through FY 2023-24

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
Milpitas	\$5,173,191	\$5,035,476	\$5,187,786	\$5,448,428	\$5,811,867
% of General Fund	5 %	5 %	5 %	5 %	4 %
Per Capita	68	65	64	67	72
Campbell	\$3,527,926	\$3,458,300	\$3,690,355	\$3,859,300	\$3,877,700
% of General Fund	7 %	6 %	6 %	6 %	6 %
Per Capita	84	83	85	90	91
Cupertino	\$3,418,909	\$3,368,287	\$3,500,000	\$3,200,000	\$3,400,000
% of General Fund	4 %	3 %	3 %	3 %	4 %
Per Capita	58	57	58	54	57
Fremont	\$10,421,000	\$10,727,019	\$11,213,000	\$11,426,000	\$12,108,000
% of General Fund	5 %	5 %	4 %	5 %	4 %
Per Capita	45	46	49	50	53
Hayward	\$10,581,959	\$11,150,000	\$10,624,000	\$10,590,000	\$11,360,000
% of General Fund	6 %	6 %	6 %	6 %	6 %
Per Capita	66	70	66	66	71
Mountain View	\$5,457,701	\$5,245,357	\$5,491,204	\$5,944,400	\$6,079,600
% of General Fund	4 %	4 %	3 %	4 %	3 %
Per Capita	67	65	66	71	73
Palo Alto**	\$1,665,836	\$1,576,173	\$1,584,907	\$1,600,000	\$1,600,000
% of General Fund	1 %	1 %	1 %	1 %	1 %
Per Capita	24	23	23	24	24
San Jose	\$44,435,817	\$45,628,289	\$48,378,348	\$44,968,393	\$51,825,008
% of General Fund	4 %	3 %	3 %	3 %	4 %
Per Capita	43	44	49	47	54
San Leandro	\$5,648,899	\$5,844,000	\$929,636	\$900,000	\$925,000
% of General Fund	5 %	4 %	1 %	1 %	1 %
Per Capita	64	67	10	10	11
Santa Clara	\$4,529,679	\$4,332,635	\$4,632,522	\$4,780,000	\$5,150,000
% of General Fund	2 %	2 %	2 %	2 %	2 %
Per Capita	36	34	36	37	39
Sunnyvale	\$7,179,493	\$6,979,663	\$7,221,935	\$7,331,751	\$7,525,097
% of General Fund	4 %	3 %	3 %	3 %	3 %
Per Capita	47	45	46	47	48

FY 23-24 Franchise Fees - \$ Per Capita*



*Department of Finance Estimates

**Franchise fees are not part of the General Fund but are included for comparison purposes

Expenditures by Fund

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
100 General Fund	\$141,343,144	\$112,275,224	\$117,280,002	\$129,199,524
103 1452-1474 S. Main	34,214	28,578	64,000	54,000
105 Abandon Veh Abatement	94,083	129,884	10,000	10,000
109 Utility Rate Assistance	14,349	15,170	256,700	256,700
150 Redevelopment Administration	15,793	16,302	16,268	12,447
211 H-Hetch Ground Lease	36,209	37,014	39,000	39,000
213 Public Art Fund-Nonrestricted	97,500	326,000	145,466	50,000
214 Community Planning Fee Fund	909,165	839,370	530,533	265,175
215 Community Benefit Fund	0	8,890	0	0
216 Affordable Housing Fund	636,750	947,553	1,194,209	1,153,116
221 Gas Tax Fund	1,991,659	2,194,515	973,026	2,615,000
222 Measure B	0	0	0	0
225 SB1 Road Maintenance & Rehab	0	82,220	1,444,414	1,500,000
235 95-1 Lighting/Lscape Dist	407,232	266,593	407,016	446,457
236 98-1 Lighting/Lscape Dist	36,582	32,523	66,140	72,044
237 05 Community Fclty Dist	1,085,225	1,336,098	1,764,889	1,704,769
238 08 Community Fclty Dist	2,293,813	2,675,489	2,935,942	3,242,630
250 HCD Fund	1,473,732	1,232,162	660,871	647,982
251 HCD Loan	0	8,841	0	0
261 Supplemental Law Enforcement	163,315	51,416	0	0
262 State Asset Seizure	0	60,000	30,000	30,000
263 Federal Asset Seizure	0	0	30,000	30,000
267 Justice Assistance Grant	141,292	145,721	0	0
268 Justice Assistance Grant 2009	97,858	75,208	0	0
269 Grant Fund	18,290	16,569	0	0
280 Solid Waste Services	619,442	694,706	942,391	963,432
295 Housing Authority	407,578	7,074,576	674,612	431,639
310 Street Fund	1,610,661	109	300,000	210,000
311 Street CIP	2,820,601	8,962,287	4,384,000	5,810,000
314 Vehicle Registration Fee	0	219,745	500,000	500,000
317 Milpitas Business Pk Impact Fe	0	0	0	0
320 Park Improvement Fund	954,656	44,516	655,000	1,655,000
321 Park Improvement CIP	5,503,071	6,024,411	580,000	755,000
322 Midtown Park Fund	300,000	450,000	575,000	0
330 General Government	4,030,333	3,860,946	4,597,000	4,459,000

Expenditures by Fund

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted
331 General Government CIP.....	14,991,102	15,810,287	6,851,000	9,961,100
334 2020 Fire Station Bonds.....	346,658	14,106,017	0	0
340 Storm Drain Development.....	0	0	0	1,400,000
341 Storm Drain CIP.....	2,338,379	1,032,517	200,000	1,958,000
342 Storm Drain General Fund.....	0	0	0	558,000
350 Transit Area Impact Fee Fund.....	11,316,251	6,978,000	3,688,659	197,659
351 Transit Area Impact Fee CIP Fund.....	1,085,311	2,518,369	3,499,000	8,000
400 Water M & O Fund.....	21,529,448	29,896,673	31,253,464	33,817,170
401 Water CIP.....	8,282,303	9,084,311	1,515,000	3,571,000
402 Water Line Extension Fund.....	0	0	0	0
403 2019 Water Bonds.....	0	9,173,153	0	0
405 Water Infrastructure Replmnt.....	885,912	3,160,546	2,824,050	4,817,450
450 Sewer M & O Fund.....	15,020,182	20,051,556	16,474,530	17,049,605
451 Sewer CIP.....	2,876,888	13,576,431	6,947,000	10,068,000
452 Treatment Plant Construction.....	0	0	6,300,000	500,000
454 2019 Wastewater Bonds.....	0	6,394,195	0	0
455 Sewer Infrastrture Replmnt.....	129,910	8,833,730	909,000	9,770,000
500 Equipment Mgnt Fund.....	3,227,474	2,706,887	3,723,504	3,276,846
505 Information Tec Replmt.....	315,828	154,905	250,000	250,000
506 Permit Automation Fund.....	1,303,493	897,873	1,020,518	476,588
TOTAL	\$ 250,785,686	\$ 294,508,086	\$ 226,512,204	\$ 253,792,333
Less Interfund Operating Transfers*			(18,732,000)	(21,923,000)
TOTAL BUDGET SUMMARY EXPENDITURES			\$ 207,780,204	\$ 231,869,337

*Interfund Operating Transfers are transfers within the same fund group on the Budget Summary

Expenditures by Fund (Detail)

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
GENERAL FUND (100)							
City Council	\$380,050	\$244,400	\$0	\$0	\$0	\$0	\$624,450
City Manager	1,973,201	406,100	0	0	0	0	2,379,301
City Clerk	609,839	40,000	0	0	0	0	649,839
Economic Development	869,561	179,664	0	0	0	0	1,049,225
City Attorney	806,995	382,900	0	0	0	0	1,189,895
Building Inspection	2,157,912	50,365	36,588	0	0	0	2,244,865
Building Safety Administration	311,998	11,000	0	0	0	0	322,998
Housing and Neighborhood Svcs	996,825	760,834	0	0	0	0	1,757,659
Permit Center	611,647	12,000	0	0	0	0	623,647
Plan Review	1,423,858	12,600	0	0	0	0	1,436,458
Design & Construction	1,313,006	36,779	74,168	0	0	0	1,423,953
Engineering Administration	167,055	23,331	0	0	0	0	190,386
Land Development	1,540,564	171,400	0	0	0	0	1,711,964
Traffic Engineering	541,195	122,415	0	0	0	0	663,610
Finance Administration	2,084,244	410,234	0	0	0	0	2,494,478
Finance Operations	1,974,000	62,435	0	0	0	0	2,036,435
Fiscal Services-Utilities	276,840	108,250	0	0	0	0	385,090
EMS Transport Services	0	89,627	0	0	0	0	89,627
Fire Administration	2,327,988	84,273	0	0	0	0	2,412,261
Fire Prevention	2,710,175	31,358	0	0	0	0	2,741,533
Fire Prevention Administration	1,059,059	59,841	0	0	0	0	1,118,900
Office of Emergency Management	244,097	39,500	0	0	0	0	283,597
Operations Division	19,975,125	2,666,931	5,588	0	0	0	22,647,644
Human Resources	1,469,965	547,242	0	0	0	0	2,017,207
Information Technology	3,106,035	1,805,093	0	0	0	0	4,911,128
Long Range Planning	68,639	0	0	0	0	0	68,639
Planning	1,878,360	77,150	0	0	0	0	1,955,510
Communications	4,124,063	322,149	0	0	0	0	4,446,212
Community Relations	1,083,805	30,859	0	0	0	0	1,114,664
Crossing Guards	0	786,631	0	0	0	0	786,631
Investigations	4,924,844	438,342	11,932	0	0	0	5,375,118
Patrol Services	21,617,857	972,130	210,282	0	0	0	22,800,269
Personnel & Training	398,723	260,375	0	0	0	0	659,098
Police Administration	2,369,520	15,788	0	0	0	0	2,385,308
Records	1,260,788	255,067	0	0	0	0	1,515,855
Traffic	2,032,751	87,292	0	0	0	0	2,120,043
Compliance	119,842	295,854	0	0	0	0	415,696

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
Facilities Maintenance	1,990,320	1,184,358	0	0	0	0	3,174,678
Park Maintenance	123,843	1,336,531	37,680	0	0	0	1,498,054
Public Works Administration	756,111	100,741	0	0	0	0	856,852
Solid Waste Services	8,000	0	0	0	0	0	8,000
Street Maintenance	1,445,310	560,598	102,775	0	0	0	2,108,683
Trees & Landscape Mnt	1,043,410	622,842	52,267	0	0	0	1,718,519
Utility Maintenance	870,162	224,593	0	0	0	0	1,094,755
Aquatics	439,576	14,205	0	0	0	0	453,781
General Classes	113,068	436,274	0	0	0	0	549,342
Marketing	184,002	95,447	0	0	0	0	279,449
Performing Arts	124,171	84,130	0	0	0	0	208,301
Recreation Administration	1,993,276	109,533	0	0	0	0	2,102,809
Senior Services	425,025	238,714	7,664	0	0	0	671,403
Social Services	149,880	40,592	0	0	0	0	190,472
Special Events	198,722	281,453	0	0	0	0	480,175
Sports & Fitness	477,308	38,348	0	0	0	0	515,656
Youth Programs	1,075,115	249,427	0	0	0	0	1,324,542
Equipment to be Depreciated	0	0	0	0	0	0	0
Non-Departmental	(1,078,643)	7,310,686	0	0	0	0	6,232,043
Transfers Out	0	0	0	0	0	3,243,817	3,243,817
sub-total (100)	99,360,082	24,828,681	538,944	1,228,000	0	3,243,817	129,199,524
1452-1474 S. MAIN (103)							
1452 S. Main Street Properties	0	54,000	0	0	0	0	54,000
sub-total (103)	0	54,000	0	0	0	0	54,000
ABANDON VEHICLE ABATEMENT (105)							
Traffic	10,000	0	0	0	0	0	10,000
sub-total (105)	10,000	0	0	0	0	0	10,000
UTILITY RATE ASSISTANCE (109)							
Non-Departmental	0	256,700	0	0	0	0	256,700
sub-total (109)	0	256,700	0	0	0	0	256,700
REDEVELOPMENT ADMINISTRATION (150)							
Finance Administration	868	0	0	0	0	0	868
Finance Operations	9,194	0	0	0	0	0	9,194
Non-Departmental	0	1,000	0	0	0	0	1,000
City Manager	1,007	0	0	0	0	0	1,007
Fiscal Services-Utilities	378	0	0	0	0	0	378
sub-total (150)	11,447	1,000	0	0	0	0	12,447

Financial Information

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
HETCH HETCHY GROUND LEASE (211)							
Non-Departmental	0	39,000	0	0	0	0	39,000
sub-total (211)	0	39,000	0	0	0	0	39,000
PUBLIC ART FUND-NONRESTRICTED (213)							
Recreation Administration ..	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	50,000	50,000
sub-total (213)	0	0	0	0	0	50,000	50,000
COMMUNITY PLANNING FEE FUND (214)							
Long Range Planning	204,372	0	0	0	0	0	204,372
Planning	60,803	0	0	0	0	0	60,803
Non-Departmental	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0	0
sub-total (214)	265,175	0	0	0	0	0	265,175
AFFORDABLE HOUSING FUND (216)							
City Manager	36,032	27,500	0	0	0	0	63,532
Planning	96,012	0	0	0	0	0	96,012
Building Safety Administration	156,316	0	0	0	0	0	156,316
City Attorney	0	21,000	0	0	0	0	21,000
Economic Development	80,667	0	0	0	0	0	80,667
Finance Operations	100,311	0	0	0	0	0	100,311
sub-total (216)	1,104,616	48,500	0	0	0	0	1,153,116
GAS TAX FUND (221)							
Transfers Out	0	0	0	0	0	2,615,000	2,615,000
sub-total (221)	0	0	0	0	0	2,615,000	2,615,000
SB1 ROAD MAINT & REHAB (225)							
Transfers Out	0	0	0	0	0	1,500,000	1,500,000
sub-total (225)	0	0	0	0	0	1,500,000	1,500,000
95-1 LIGHTING/LSCAPE DIST (235)							
Land Development	400	92,756	0	0	0	0	93,156
Public Works Administration	6,625	0	0	0	0	0	6,625
Street Maintenance	35,142	0	0	0	0	0	35,142

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
Trees & Landscape Mnt	118,588	126,446	0	0	0	0	245,034
Transfers Out	0	0	0	0	0	66,500	66,500
sub-total (235)	160,755	219,202	0	0	0	66,500	446,457
98-1 LIGHTING/LSCAPE DIST (236)							
Land Development	400	5,245	0	0	0	0	5,645
Street Maintenance	418	0	0	0	0	0	418
Trees & Landscape Mnt	26,481	16,900	0	0	0	0	43,381
Transfers Out	0	0	0	0	0	22,600	22,600
sub-total (236)	27,299	22,145	0	0	0	22,600	72,044
05 COMMUNITY FCLTY DIST (237)							
Park Maintenance	246,729	98,001	0	0	0	0	344,730
Public Works Administration	158,325	0	0	0	0	0	158,325
Street Maintenance	286,281	0	0	0	0	0	286,281
Trees & Landscape Mnt	724,698	183,835	0	0	0	0	908,533
Non-Departmental	0	6,900	0	0	0	0	6,900
sub-total (237)	1,416,033	288,736	0	0	0	0	1,704,769
08 COMMUNITY FCLTY DIST (238)							
Park Maintenance	0	66,030	0	0	0	0	66,030
Non-Departmental	0	4,600	0	0	0	0	4,600
Transfers Out	0	0	0	0	0	3,172,000	3,172,000
sub-total (238)	0	70,630	0	0	0	3,172,000	3,242,630
HCD FUND (250)							
Housing and Neighborhood Svcs	0	640,982	0	0	0	0	640,982
Non-Departmental	0	7,000	0	0	0	0	7,000
sub-total (250)	0	647,982	0	0	0	0	647,982
STATE-ASSET SEIZURE (262)							
Investigations	0	0	30,000	0	0	0	30,000
sub-total (262)	0	0	30,000	0	0	0	30,000
FEDERAL ASSET SEIZURE (263)							
Investigations	0	0	30,000	0	0	0	30,000
sub-total (263)	0	0	30,000	0	0	0	30,000
SOLID WASTE SERVICES (280)							
Solid Waste	584,466	233,295	0	0	0	0	817,761

Financial Information

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
City Manager	0	9,166	0	0	0	0	9,166
Transfers Out	0	0	0	0	0	136,505	136,505
sub-total (280)	584,466	242,461	0	0	0	136,505	963,432
HOUSING AUTHORITY (295)							
Housing and Neighborhood Svcs	0	383,100	0	0	0	0	383,100
1432 S. Main Street Properties	0	35,000	0	0	0	0	35,000
City Attorney	0	8,000	0	0	0	0	8,000
Non-Departmental	0	5,539	0	0	0	0	5,539
sub-total (295)	0	431,639	0	0	0	0	431,639
STREET IMPROVEMENT (310)							
Transfers Out	0	0	0	0	0	210,000	210,000
sub-total (310)	0	0	0	0	0	210,000	210,000
STREET CIP (311)							
Capital Improvement Projects	0	0	0	0	5,810,000	0	5,810,000
Transfers Out	0	0	0	0	0	0	0
sub-total (311)	0	0	0	0	5,810,000	0	5,810,000
VEHICLE REGISTRATION FEE (314)							
Transfers Out	0	0	0	0	0	500,000	500,000
sub-total (314)	0	0	0	0	0	500,000	500,000
PARK IMPROVEMENT FUND (320)							
Transfers Out	0	0	0	0	0	1,655,000	1,655,000
sub-total (320)	0	0	0	0	0	1,655,000	1,655,000
PARK IMPROVEMENT CIP (321)							
Capital Improvement Projects	0	0	0	0	755,000	0	755,000
Transfers Out	0	0	0	0	0	0	0
sub-total (321)	0	0	0	0	755,000	0	755,000
MIDTOWN PARK FUND (322)							
Transfers Out	0	0	0	0	0	0	0
sub-total (322)	0	0	0	0	0	0	0

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
GENERAL GOVERNMENT (330)							
Transfers Out	0	0	0	0	0	4,459,000	4,459,000
sub-total (330)	0	0	0	0	0	4,459,000	4,459,000
GENERAL GOVERNMENT CIP (331)							
Capital Improvement Projects	0	0	0	0	9,961,100	0	9,961,100
Transfers Out	0	0	0	0	0	0	0
sub-total (331)	0	0	0	0	9,961,100	0	9,961,100
2020 FIRE STATION BONDS (334)							
Transfers Out	0	0	0	0	0	0	0
sub-total (334)	0	0	0	0	0	0	0
STORM DRAIN DEVELOPMENT (340)							
Transfers Out	0	0	0	0	0	1,400,000	1,400,000
sub-total (340)	0	0	0	0	0	1,400,000	1,400,000
STORM DRAIN CIP (341)							
Capital Improvement Projects	0	0	0	0	1,958,000	0	1,958,000
Transfers Out	0	0	0	0	0	0	0
sub-total (341)	0	0	0	0	1,958,000	0	1,958,000
STORM DRAIN GENERAL FUND (342)							
Transfers Out	0	0	0	0	0	558,000	558,000
sub-total (342)	0	0	0	0	0	558,000	558,000
TRANSIT AREA IMPACT FEE FUND (350)							
Debt Service	0	0	0	0	0	0	0
Finance Administration	25,659	0	0	0	0	0	25,659
City Attorney	0	20,000	0	0	0	0	20,000
City Manager	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	152,000	152,000
sub-total (350)	25,659	20,000	0	0	0	152,000	197,659
TRANSIT AREA IMPACT FEE CIP FUND (351)							
Capital Improvement Projects	0	0	0	0	8,000	0	8,000
sub-total (351)	0	0	0	0	8,000	0	8,000
WATER M & O FUND (400)							
Land Development	0	0	0	0	0	0	0
Finance Administration	0	0	0	0	0	0	0

Financial Information

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
Finance Operations	0	0	0	0	0	0	0
Fiscal Services-Utilities	812,707	284,649	0	0	0	0	1,097,356
Compliance	185,437	59,530	0	0	0	0	244,967
City Attorney	0	9,000	0	0	0	0	9,000
Public Works Administration	710,868	228,454	0	0	0	0	939,322
Street Maintenance	77,541	0	0	0	0	0	77,541
Utility Engineering	718,828	174,756	0	0	0	0	893,584
Utility Maintenance	1,772,979	753,941	310,871	0	0	0	2,837,791
Non-Departmental	76,685	24,762,459	0	0	0	0	24,839,144
Transfers Out	0	0	0	0	0	2,869,298	2,869,298
sub-total (400)	4,355,045	26,281,956	310,871	0	0	2,869,298	33,817,170
WATER CIP (401)							
Capital Improvement Projects	0	0	0	0	3,571,000	0	3,571,000
Transfers Out	0	0	0	0	0	0	0
sub-total (401)	0	0	0	0	3,571,000	0	3,571,000
WATER LINE EXTENSION FUND (402)							
Transfers Out	0	0	0	0	0	0	0
sub-total (402)	0	0	0	0	0	0	0
2019 WATER BONDS (403)							
Transfers Out	0	0	0	0	0	0	0
sub-total (403)	0	0	0	0	0	0	0
WATER INFRASTRUCTURE REPLACEMENT (405)							
Debt Service	0	0	0	1,044,450	0	0	1,044,450
Transfers Out	0	0	0	0	0	3,773,000	3,773,000
sub-total (405)	0	0	0	1,044,450	0	3,773,000	4,817,450
SEWER M & O FUND (450)							
Fiscal Services-Utilities	444,474	226,035	0	0	0	0	670,509
Finance Administration	0	0	0	0	0	0	0
Compliance	267,718	23,501	0	0	0	0	291,219
Public Works Administration	607,909	51,935	0	0	0	0	659,844
Street Maintenance	66,463	0	0	0	0	0	66,463
Utility Engineering	548,201	102,150	0	0	0	0	650,351
Utility Maintenance	1,262,981	459,405	253,025	0	0	0	1,975,411
Debt Service	0	0	0	2,431,950	0	0	2,431,950

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
Non-Departmental	76,685	8,714,383	0	0	0	0	8,791,068
Transfers Out	0	0	0	0	0	1,503,623	1,503,623
sub-total (450)	3,274,431	9,586,576	253,025	2,431,950	0	1,503,623	17,049,605
SEWER CIP (451)							
Capital Improvement Projects	0	0	0	0	10,068,000	0	10,068,000
Transfers Out	0	0	0	0	0	0	0
sub-total (451)	0	0	0	0	10,068,000	0	10,068,000
TREATMENT PLANT CONSTRUCTION (452)							
Transfers Out	0	0	0	0	0	500,000	500,000
sub-total (452)	0	0	0	0	0	500,000	500,000
2019 WASTEWATER BONDS (454)							
Transfers Out	0	0	0	0	0	0	0
sub-total (454)	0	0	0	0	0	0	0
SEWER INFRASTRUCTURE REPLACEMENT (455)							
Transfers Out	0	0	0	0	0	9,770,000	9,770,000
sub-total (455)	0	0	0	0	0	9,770,000	9,770,000
EQUIPMENT MGNT FUND (500)							
Compliance	0	10,000	0	0	0	0	10,000
Finance Administration	0	0	0	0	0	0	0
Operations	0	0	24,408	0	0	0	24,408
Investigations	0	0	40,604	0	0	0	40,604
Patrol Services	0	0	202,558	0	0	0	202,558
Building Inspection	0	0	33,412	0	0	0	33,412
Trees & Landscape Maintenance	0	0	39,898	0	0	0	39,898
Design & Construction	0	0	81,412	0	0	0	81,412
Street Maintenance	0	0	41,048	0	0	0	41,048
Utility Maintenance	0	7,500	39,390	0	0	0	46,890
Fleet Maintenance	963,810	1,151,628	98,000	0	0	0	2,213,438
Public Works Administration	204,731	0	0	0	0	0	204,731
Equipment to be Depreciated	0	0	0	0	0	0	0
Non-Departmental	0	271,111	0	0	0	0	271,111
sub-total (500)	1,168,541	1,440,239	668,066	0	0	0	3,276,846

Financial Information

FUND/FUNCTION	Personal Services	Supplies Contractual Services	Capital Outlay	Debt Service	Capital Improvements	Operating Transfers Out	Total
INFORMATION TECH REPLMT (505)							
Information Technology	0	0	250,000	0	0	0	250,000
sub-total (505)	0	0	250,000	0	0	0	250,000
PERMIT AUTOMATION FUND (506)							
Permit Center	0	40,000	0	0	0	0	40,000
Plan Review	38,601	0	0	0	0	0	38,601
Fire Prevention Administration	0	16,000	0	0	0	0	16,000
Information Technology	229,476	152,510	0	0	0	0	381,986
Transfers Out	0	0	0	0	0	0	0
sub-total (506)	268,077	208,510	0	0	0	0	476,587
TOTAL EXPENDITURES	112,031,626	64,687,957	2,080,906	4,704,400	32,131,100	38,156,343	253,792,337
Less Interfund Operating Transfers*	0	0	0	0	0	(21,923,000)	(21,923,000)
TOTAL BUDGET SUMMARY EXPENDITURES	\$112,031,626	\$64,687,957	\$2,080,906	\$4,704,400	\$32,131,100	\$16,233,343	\$231,869,337

*Interfund Operating Transfers are transfers within the same fund group on the Budget Summary



Expenditures by Function

Function	General Fund ⁽¹⁾	Housing Authority	Water Fund ⁽²⁾	Sewer Fund ⁽³⁾	Other Funds ⁽⁴⁾	Total
City Council	\$624,450	\$0	\$0	\$0	\$0	\$624,450
City Manager	2,380,308	0	9,167	9,167	72,698	2,471,340
City Clerk	649,839	0	0	0	0	649,839
Economic Development	1,049,225	0	0	0	80,667	1,129,892
City Attorney	1,189,895	8,000	9,000	0	41,000	1,247,895
Building Inspection	2,244,865	0	0	0	33,412	2,278,277
Building Safety Administration	322,998	0	0	0	156,316	479,314
Housing and Neighborhood Svcs	1,757,659	383,100	0	0	1,276,260	3,417,019
Permit Center	623,647	0	0	0	40,000	663,647
Plan Review	1,436,458	0	0	0	38,601	1,475,059
Design & Construction	1,423,953	0	0	0	81,412	1,505,365
Engineering Administration	190,386	0	0	0	0	190,386
Land Development	1,711,964	0	0	0	98,801	1,810,765
Traffic Engineering	663,610	0	0	0	0	663,610
Finance Administration	2,495,346	0	0	0	25,659	2,521,005
Finance Operations	2,045,629	0	0	0	100,311	2,145,940
Fiscal Services-Utilities	385,468	0	1,097,356	670,509	0	2,153,333
EMS Transport Services	89,627	0	0	0	0	89,627
Fire Administration	2,412,261	0	0	0	0	2,412,261
Fire Prevention	2,741,533	0	0	0	0	2,741,533
Fire Prevention Administration	1,118,900	0	0	0	16,000	1,134,900
Office of Emergency Management	283,597	0	0	0	0	283,597
Operations Division	22,647,644	0	0	0	24,408	22,672,052
Human Resources	2,017,207	0	0	0	0	2,017,207
Information Technology	4,911,128	0	0	0	631,986	5,543,114
Long Range Planning	68,639	0	0	0	204,372	273,011
Planning	1,955,510	0	0	0	156,815	2,112,325
Communications	4,446,212	0	0	0	0	4,446,212
Community Relations	1,114,664	0	0	0	0	1,114,664
Crossing Guards	786,631	0	0	0	0	786,631
Investigations	5,375,118	0	0	0	100,604	5,475,722
Patrol Services	22,800,269	0	0	0	202,558	23,002,827
Personnel & Training	659,098	0	0	0	0	659,098
Police Administration	2,385,308	0	0	0	0	2,385,308
Records	1,515,855	0	0	0	0	1,515,855
Traffic	2,130,043	0	0	0	0	2,130,043
Compliance	415,696	0	244,967	291,219	10,000	961,884

Function	General Fund ⁽¹⁾	Housing Authority	Water Fund ⁽²⁾	Sewer Fund ⁽³⁾	Other Funds ⁽⁴⁾	Total
Facilities Maintenance	3,174,678	0	0	0	0	3,174,678
Fleet Maintenance	211,000	0	0	0	2,213,438	2,424,438
Park Maintenance	1,498,054	0	0	0	410,760	1,908,814
Public Works Administration	856,852	0	939,322	659,844	369,681	2,825,699
Solid Waste Services	8,000	0	0	0	817,761	825,761
Street Maintenance	2,108,683	0	77,541	66,463	362,889	2,615,576
Trees & Landscape Mnt	1,718,519	0	0	0	1,236,846	2,955,365
Utility Engineering	0	0	893,584	650,351	0	1,543,935
Utility Maintenance	1,094,755	0	2,837,791	1,975,411	46,890	5,954,847
Aquatics	453,781	0	0	0	0	453,781
General Classes	549,342	0	0	0	0	549,342
Marketing	279,449	0	0	0	0	279,449
Performing Arts	208,301	0	0	0	0	208,301
Recreation Administration ..	2,102,809	0	0	0	0	2,102,809
Senior Services	671,403	0	0	0	67,336	738,739
Social Services	190,472	0	0	0	0	190,472
Special Events	480,175	0	0	0	0	480,175
Sports & Fitness	515,656	0	0	0	0	515,656
Youth Programs	1,324,542	0	0	0	0	1,324,542
1432 S. Main Street Properties	0	35,000	0	0	0	35,000
1452 S. Main Street Properties	54,000	0	0	0	0	54,000
Debt Service	1,228,000	0	1,044,450	2,431,950	0	4,704,400
Equipment to be Depreciated	0	0	0	0	0	0
Non-Departmental	6,489,743	5,539	24,839,144	8,791,068	328,611	40,454,105
Capital Improvement Projects	0	0	3,571,000	10,068,000	18,492,100	32,131,100
Transfers Out*	3,243,817	0	3,071,298	1,705,623	8,212,605	16,233,343
TOTAL	\$ 129,532,671	\$ 431,639	\$ 38,634,620	\$ 27,319,605	\$ 35,950,797	\$ 231,869,337

* Interfund Transfers Out are excluded from this schedule

(1) General Fund, Abandon Vehicle Abatement Fund, 1452 S. Main St Fund and administration funds of the former Redevelopment Agency.

(2) Water Fund includes Water Maintenance & Operations Fund, 2019 Water Bonds Fund, Water CIP Fund, Water Line Extension Fund, and Water Infrastructure Replacement Fund.

(3) Sewer Fund includes Sewer Maintenance & Operations Fund, 2019 Wastewater Bonds Fund, Sewer Fund CIP, Treatment Plant Construction Fund and Sewer Infrastructure replacement Fund.

(4) Other Funds include Community Benefit Fund, Community Facility District Funds, Community Planning Fee Fund, Gas Tax Fund, Equipment Replacement Fund, Housing and Community Development Fund, Information Technology Replacement Fund, Law Enforcement Grant Funds, Light & Landscape Maintenance District Funds, Measure B Fund, Permit Automation Fund, Public Art Fund, Solid Waste Services Fund, Street Improvement Fund, Park Improvement Funds, General Government Capital Improvement Fund, Storm Drain Capital Improvement Fund, and Transit Area Impact Fee Fund.

Internal Cost Allocation

	DIRECT COST			
INDIRECT COSTS	Police	Fire	Building Safety & Housing	Planning
Legislation & Policy	\$38,176	\$39,994	\$11,816	\$99,985
General Administration			0	0
City Manager	582,857	536,845	334,343	179,133
City Clerk	74,430	58,155	13,835	41,977
City Attorney	381,271	236,282	67,411	124,161
Human Resources	693,265	447,620	149,843	43,943
Finance	1,271,642	893,844	210,286	65,844
Information Technology	1,687,834	1,089,782	364,811	106,985
General Liability, Uncollectable and Audit Fees	361,249	258,175	55,967	17,843
Unanticipated Expenditures Reserve	442,644	316,345	68,577	21,863
Facilities Maintenance	686,744	485,739	45,487	55,620
Utilities	656,530	464,368	43,485	53,173
Building Occupancy	413,796	292,681	27,408	33,514
TOTAL INDIRECT COSTS	7,012,905	4,940,636	1,333,283	826,449
TOTAL DIRECT COSTS	41,203,195	29,293,561	6,385,624	2,024,148
TOTAL COSTS	\$48,216,100	\$34,234,198	\$7,718,908	\$2,850,598
INDIRECT COST RATE	17.0%	16.9%	20.9%	40.8%

PROGRAMS						
Public Works	Engineering	Recreation	Water	Sewer	Solid Waste	TOTAL
\$14,543	\$269,959	\$93,622	\$40,903	\$12,725	\$2,727	\$624,450
0	0	0	0	0	0	
112,937	279,350	255,306	698,620	308,792	24,939	3,313,122
6,923	111,087	56,351	60,470	23,649	2,266	449,143
21,573	44,996	132,205	53,915	41,186	6,332	1,109,333
17,332	136,469	199,218	116,528	82,045	16,376	1,902,640
27,475	143,473	413,138	825,000	356,687	26,406	4,233,796
42,196	332,251	485,020	283,702	199,749	39,870	4,632,200
7,553	34,517	120,151	122,036	65,890	7,289	1,050,671
9,255	42,295	147,223	76,052	57,166	8,932	1,190,353
269,857	84,501	1,119,109	262,936	159,710	4,975	3,174,678
257,984	80,784	1,069,872	251,367	152,683	4,756	3,035,002
162,601	50,916	674,316	158,431	96,233	2,998	1,912,892
943,291	1,555,966	4,685,779	2,903,310	1,523,670	141,310	25,866,602
7,911,558	3,989,913	6,775,932	38,634,621	17,049,606	963,433	154,231,591
\$8,854,849	\$5,545,880	\$11,461,710	\$41,537,932	\$18,573,275	\$1,104,742	\$180,098,192
12.8%	36.4%	74.6%	7.8%	8.8%	11.9%	16.8%

*This Internal Cost Allocation Plan was based upon preliminary FY23-24 budget and is for illustration purpose.

Operating Transfers Statement

Origin and Purpose of Transfer		Transfer Distribution
From the General Fund	To the Information Technology Replacement Fund for: IT Equipment Replacement	300,000
	sub-total	300,000
From the General Fund	To the LLMD 95-1 Fund for: General Benefit Contribution	22,384
	sub-total	22,384
From the General Fund	To the LLMD 98-1 Fund for: General Benefit Contribution	21,433
	sub-total	21,433
From the General Fund	To the Storm General Fund for: Contribution to Storm Drain	500,000
	sub-total	500,000
From the General Fund	To the General Government CIP for: Financial System Enterprise Resource Planning (3466) Council Chamber Audio Video Equipment Replacement (3498)	1,600,000 800,000
	sub-total	2,400,000
From the Public Art Fund	To the General Government CIP for: Public Art Project (3489)	50,000
	sub-total	50,000
From the Gas Tax Fund	To the General Government CIP for: Annual Sidewalk, Curb & Gutter Repair (3426) Annual Street Light, Signal, and Signage (3440)	890,000 825,000
	sub-total	1,715,000
From the Gas Tax Fund	To the Street CIP for: Street Pavement Restriping (4295) ADA Curb Ramp Transition Program (4283) Street Resurfacing Project 2023-24 (4305)	200,000 400,000 300,000
	sub-total	900,000
From the SB1 RMRA	To the Street CIP for: Street Resurfacing Project 2022-23 (4304)	1,500,000
	sub-total	1,500,000

Origin and Purpose of Transfer

Transfer
Distribution

From the 95-1 Light & Landscape Maint D	To the General Government CIP for: Sinclair LLMD Improvements 98-1 (3411)	66,500
	sub-total	66,500
From the 98-1 Light & Landscape Maint D	To the General Government CIP for: Sinclair LLMD Improvements 98-1 (3411)	22,600
	sub-total	22,600
From the 2008 Community Facility Dist	To the General Fund for: Operating Cost Reimbursement	3,172,000
	sub-total	3,172,000
From the Solid Waste Services Fund	To the General Fund for: Operating Cost Reimbursement	136,505
	sub-total	136,505
From Street Improvement Fund	To the Street CIP Fund for: Soundwall and Barrier Repair and Renovation Program (4267)	210,000
	sub-total	210,000
From the Vehicle Registration Fee Fund*	To the Street CIP Fund for: Street Resurfacing Project 2022-23 (4304)	500,000
	sub-total	500,000
From the Park Improvement Fund*	To the General Government CIP for: Sports Center Field Visitor Bleacher (3505) Citywide Park Rehabilitation (3424) On-Call Parks and Landscaping Services (3463)	200,000 600,000 100,000
	sub-total	900,000
From the Park Improvement Fund*	To the Subsidiary CIP Fund for: Alviso Adobe Renovation (5055) Sports Fields Turf Rehab. Program (5108) Minor Sports Courts Rehabilitation (5113)	200,000 300,000 155,000
	sub-total	655,000
From the Storm Drain Fund*	To the Storm Drain CIP Flap Gate Replacement (3714) Storm Drain System Rehab 17-19 (3715)	400,000 1,000,000
	sub-total	1,400,000

Origin and Purpose of Transfer

Transfer Distribution

From the Storm Drain General Fund*	To the Storm Drain CIP	
	Storm Drain System Rehab 17-19 (3715)	558,000
	sub-total	558,000
From the General Government*	To the General Government CIP for:	
	On-Call Parks and Landscaping Services (3463)	100,000
	Fire Station Improvements (3403)	500,000
	City Building Improvements (3406)	730,000
	City Buildings Roofing Repairs (3422)	350,000
	Technology Projects (3427)	115,000
	Financial System Enterprise Resource Planning (3466)	250,000
	Street Landscape Irrigation Repair (3449)	320,000
	On-Call Facilities Maintenance & Repair Services (3462)	400,000
	Fire Training/OES Facility Portable (3465)	200,000
	Sports Center ADA & Drainage Improvements (3468)	300,000
	Public Safety Mobile Computer Terminals (3497)	250,000
	GIS Development and Data Collection (3496)	62,000
	Watershed Analysis (3506)	180,000
	City Attorney Office (3507)	450,000
	Capital Improvement Program Administration (3490)	252,000
	sub-total	4,459,000
From the Transit Area Impact Fee Fund*	To the Subsidiary CIP Fund for:	
	Land/Right-of-Way Value Determination (2010)	8,000
	sub-total	8,000
From the Transit Area Impact Fee Fund*	To the General Government CIP for:	
	Capital Improvement Program Administration (3490)	144,000
	sub-total	144,000
From the Water M&O Fund	To the General Fund for:	
	Operating Cost Reimbursement	2,869,298
	sub-total	2,869,298
From the Water M&O Fund	To the General Government CIP for:	
	Human Resources Information System (3467)	50,000
	sub-total	50,000
From the Water Infrastructure Replacement	To the General Government CIP for:	
	Capital Improvement Program Administration (3490)	162,000
	GIS Development and Data Collection (3496)	40,000
	sub-total	202,000

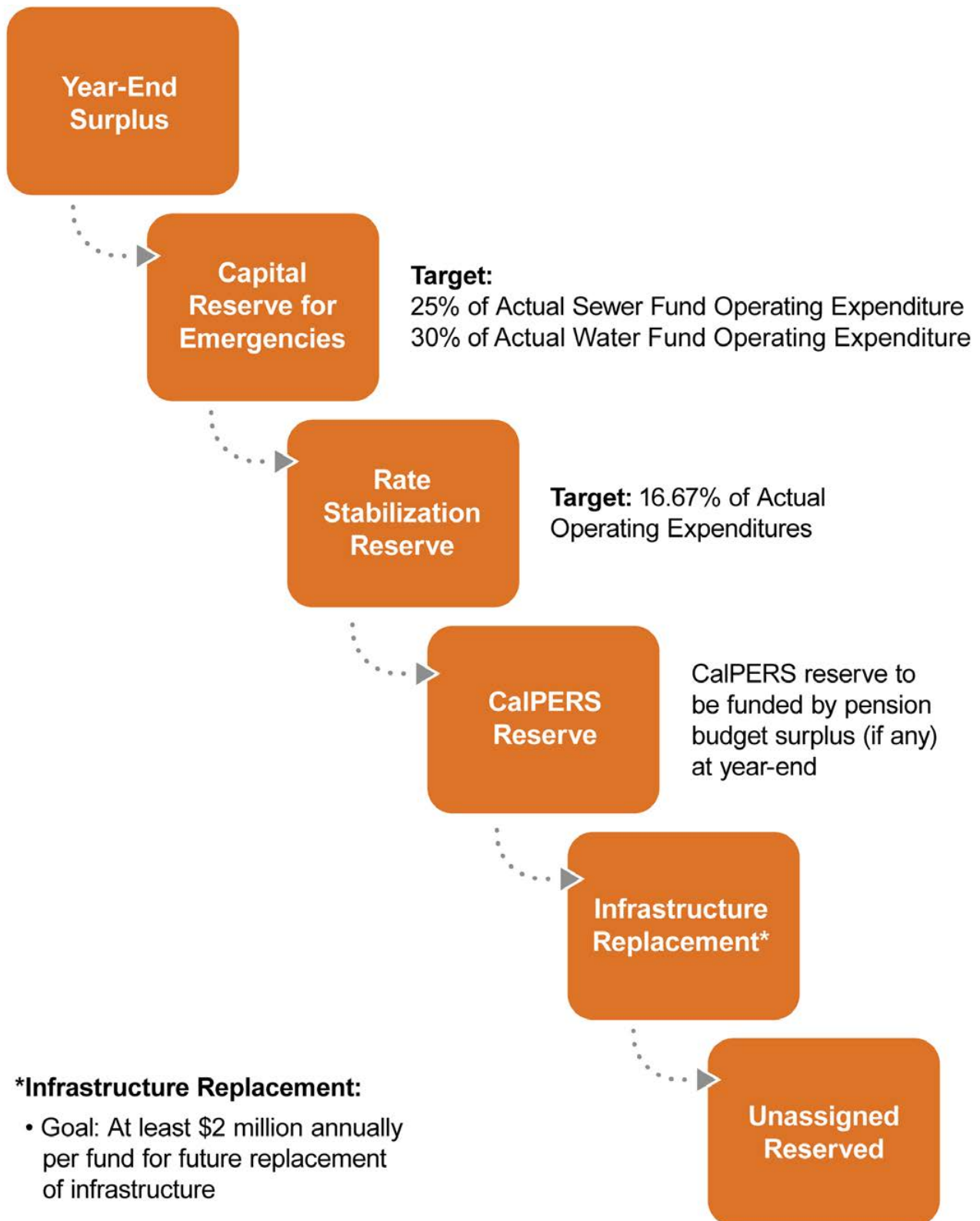
Origin and Purpose of Transfer

Transfer
Distribution

From the Water Infrastructure Replacement*	To the Subsidiary CIP Fund for:	
	On-Call Water Maintenance & Repair Services (7137)	350,000
	Hydrant Replacement Program (7110)	90,000
	Reservoir Cleaning (7112)	50,000
	Water Conservation Program (7126)	225,000
	Minor Water Projects (7133)	2,106,000
	Cross Connection Control Program (7140)	750,000
	sub-total	3,571,000
From the Sewer M & O Fund	To the General Fund for:	
	Operating Cost Reimbursement	1,503,623
	sub-total	1,503,623
From the Sewer M & O Fund	To the General Government CIP for:	
	Human Resources Information System (3467)	50,000
	sub-total	50,000
From the Sewer Treatment Fund*	To the Subsidiary CIP Fund for:	
	SJ/SC Regional Waste Water Facility (6118)	500,000
	sub-total	500,000
From the Sewer Infrastructure Replacement*	To the General Government CIP for:	
	GIS Development and Data Collection (3496)	40,000
	Capital Improvement Program Administration (3490)	162,000
	sub-total	202,000
From the Sewer Infrastructure Replacement*	To the Subsidiary CIP Fund for:	
	On-Call Sewer Maintenance & Repair Services (6134)	100,000
	SJ/SC Regional Waste Water Facility (6118)	6,310,000
	Sewer Pump Station Rehab. Program (6124)	575,000
	Minor Sewer Projects (6126)	50,000
	Sanitary Sewer CCTV Inspections & Improvements (6135)	533,000
	Force A Main Project (6137)	2,000,000
	sub-total	9,568,000
TOTAL TRANSFERS		\$38,156,343

Note: *Interfund Transfers, within the same fund group, are not included in the Budget Summary.

Utility Funds Reserve Allocation



General Fund Reserves Summary

Per Annual Comprehensive Financial Statement

Fiscal Year 2017-18 to 2021-22

(\$ in Million)	FY2018	FY2019	FY2020	FY2021	FY2022
Nonspendable:					
Loan receivable	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Prepays, materials, supplies and deposits	\$0.7	\$0.7	\$0.6	\$0.6	\$0.7
Property held for resale	\$4.2	\$4.2	\$4.2	\$4.2	\$4.2
Advance to Other Funds	\$5.2	\$5.3	\$5.4	\$0.0	\$0.0
Subtotal Nonspendable	\$10.1	\$10.2	\$10.2	\$4.8	\$4.9
Committed to:					
PERS stabilization*	\$29.9	\$33.9	\$33.9	\$2.8*	\$5.1*
Artificial turf replacement	\$0.8	\$1.0	\$1.2	\$1.4	\$1.7
Technology replacement	\$1.0	\$2.0	\$2.0	\$2.0	\$2.0
Facilities replacement	\$2.0	\$7.0	\$7.0	\$7.0	\$7.0
Subtotal Committed	\$33.7	\$43.9	\$44.1	\$13.2*	\$15.8*
Assigned to:					
Change in investment market values	\$0.0	\$0.0	\$1.1	\$0.0	\$0.0
Uninsured claims payable	\$2.8	\$2.8	\$2.0	\$2.3	\$2.3
Contracts	\$1.2	\$3.1	\$3.0	\$2.4	\$2.5
Other assigned	\$0.0	\$0.0	\$0.0	\$1.8	\$1.2
General government capital projects	\$4.6	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Assigned	\$8.6	\$5.9	\$6.1	\$6.5	\$6.1
Unassigned:					
General Fund Contingency Reserve	\$0.0	\$0.0	\$17.3	\$18.3	\$18.5
Budget stabilization	\$4.0	\$9.5	\$17.1	\$18.3	\$18.5
Future deficit	\$0.0	\$0.0	\$0.0	\$1.5	\$1.5
ERAF Litigation Contingency					\$1.2
Unassigned	\$36.5	\$31.2	\$0.0	\$0.2	\$0.3
Subtotal Unassigned	\$40.5	\$40.7	\$34.4	\$38.3	\$40.0
Total fund balances	\$92.9	\$100.7	\$94.8	\$62.8	\$66.8

*\$33.9 million of PERS stabilization are put into a Section 115 Pension Trust on June 30, 2021 at Council's direction.

ARPA Informational Schedule

On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA), a \$1.9 trillion stimulus package, to counteract the economic impacts of the pandemic. The City's ARPA allocation of \$16,736,815 is available in two tranches; the first half was received on June 1, 2021, and the second half was received in June 9, 2022.

The U.S. Treasury issued the Interim Final Rule (IFR) on May 10, 2021 and the Final Rule on January 6, 2022, which went into effect on April 1, 2022. Funds need to be either expended or encumbered by December 31, 2024, with all funds to be expended by December 31, 2026.

Council began ARPA discussions in March 2021 and adopted guidelines, investments plans and project appropriations by August 2021. Specifically, in June 2021, Council approved the ARPA Investment Framework including the Fiscal Guidelines and Five Investment Areas. Fiscal Guidelines include the following:

1. Identify and promote other ARPA or State funding sources to the extent possible before dedicating local ARPA funds.
2. Use one-time ARPA funds for one-time expenditures such as investment in infrastructure or technology with minimum ongoing operating costs.
3. Avoid ongoing General Fund commitments with additional programs and positions.
4. Avoid creating a structural budget deficit if restoring any reduced services.
5. Leverage regional agencies, non-profit partners, and existing programs to maximize efficiency in delivering programs and services.

On August 9, 2021 Council approved funding for 25 programs (and later expanded) in the ARPA Investment Plan and delegated authority to the City Manager to proceed with appropriation actions and contract approvals, up to the approved amount for each program approved by Council, once compliance with ARPA procurement, contracting, and reporting requirements are confirmed. This allows the funding to go to residents and businesses significantly impacted by the pandemic, in an efficient and expeditious manner.

Funding for the Five Investment areas of **Community Services, Economic Vitality, Infrastructure, Public Safety, and Technology**, and **unallocated of \$126,056** is as follows:

Milpitas ARPA Funding Investments (\$16.7 million)

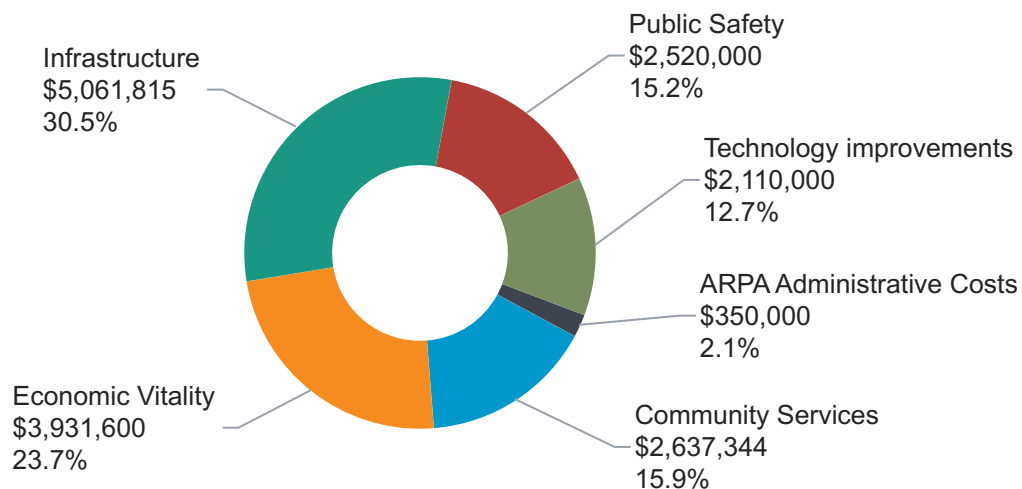


Table 1: Summary of ARPA Investment Plan – as of April 28, 2023

No.	Program/Activity	Approved Appropriation
Community Services		
1	Rent and mortgage relief	\$1,100,000
2	Social services – mental health services, services for domestic violence and abuse victims and LGBTQ plus community	\$500,000
3	Financial assistance to low and moderate income residents for utility payments and childcare costs	\$575,000
4a	Beautify Milpitas program	\$100,000
4b	Weed Abatement	\$90,000
5	Homeless outreach and assessment	\$100,000
6	Public Works Maintenance Staffing	\$172,344
Subtotal		\$2,637,344
Economic Vitality		
7	Small Business Assistance Grant Program	\$1,565,100
8	Hotel Assistance Grant Program	\$130,000
9	Accessory Dwelling Unit program	\$990,000
10	Storefront Improvement Grant Program	\$365,000
11	Community events	\$125,000
12	Workforce Development Program	\$300,000
13	Limited term Economic Development Specialist position	\$330,000
14	Business Improvement District	\$126,500
Subtotal		\$3,931,600
Infrastructure		
15	Parks Rehabilitation	\$4,386,815
16	Public Safety Facilities' Rehabilitation	\$250,000
17	Mobile Emergency Operations Center (MEOC)	\$425,000
Subtotal		\$5,061,815

Financial Information

No.	Program/Activity	Approved Appropriation
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Public Safety

18	Public Safety staffing (2 Police and 4 Fire positions for one year)	\$1,200,000
19	Fire Pumper Truck	\$920,000
20	Emergency Management Program Assessment Study	\$200,000
21	Catalytic Converter Public Safety Initiative	\$200,000
Subtotal		\$2,520,000

Technology

22	Human Resources Information System	\$1,100,000
23	Cybersecurity programs and training	\$300,000
24	Technology infrastructure	\$710,000
Subtotal		\$2,110,000

Administration

25	ARPA Funds Administration	\$350,000
Subtotal		\$350,000

Recommendation for Unassigned Allocation

26	ARPA Funds - Unallocated	\$126,056
Subtotal		\$126,056
Grand Total		\$16,736,815

TABLE 2: ARPA-funded Positions – as of April 28, 2023

Investment Area	Position/Title	FTE	Duration
Public Safety	Police - Police Officers	2	1 year
Public Safety	Fire - Firefighter/Paramedics	4	1 year
Public Works	Public Works - Maintenance Staffing	2	1 year
Economic Vitality	Economic Development – Special Project Associate	1	Limited Term
Economic Vitality	Recreation Services – Events Coordinator	1	1 year
Economic Vitality	Recreation Services – Youth Recreation Program Temporary Staffing	0	Limited Term
Economic Vitality	Economic Development – Workforce Development - Recreation Youth Program Temporary Staffing	0	Limited Term
Community Services	Public Works - Maintenance Worker	2	Seasonal/Part-time
Technology Improvements	Information Technology Staff	1	2 years
Administration	Finance - Senior Buyer (Reclassification)	1	Limited Term

ARPA Programs

1. Rent and mortgage relief

This Milpitas ARPA allocation will expand eligibility for the Milpitas Rent Relief Program and create a Milpitas Mortgage Relief program. The original Pilot Rent Relief Program created in 2019 provided aid to over 100 Milpitas families and over 300 individuals. The ARPA expanded program is estimated to benefit 130 households with rental assistance and 14 households with mortgage assistance. The Rent Relief Program launched on December 20, 2022, and the Mortgage Relief Program launched on March 6, 2023.

2. Social services – mental health, domestic violence, LGBTQ plus

This Milpitas ARPA allocation will provide a variety of social services such as mental health services and services to the LGBTQ plus community and at-risk youth as well as victims of domestic violence and abuse. The City would partner with non-profits that are already serving in these areas. Grants have been awarded and programming has begun.

3. Low income assistance – utility bills, childcare

Financial assistance to low and moderate income residents for utility payments and childcare costs are being distributed on a monthly basis to Milpitas residents.

4. Beautify Milpitas and Weed Abatement

The City provides staffing support and materials for one clean-up day every month and a National Clean-Up Day once a year.

5. Homeless Outreach and Assessment

This Milpitas ARPA allocation will continue services with Santa Clara County Office of Supportive Housing and the County's Homeless Engagement and Access Team (HEAT) to provide direct outreach, assessment, and case management services to the City's unhoused residents. From March 2021 through December 2022, the HEAT team has made 263 outreach contacts, assessed 229 individuals and enrolled 212 clients.

6. Public Works - Maintenance Staffing

This City Council direction would use \$172,344 ARPA funds to supplement that General Fund Public Works service level via additional positions in Fiscal Year 2023-24.

7. Small Business Assistance Grant Program

ARPA small business grant program (\$70,000 ARPA re-allocation) – Council re-allocated the undistributed \$70,000 balance from the hotel assistance program to small business assistance program. This retained the funding within the economic vitality investment area and assisted businesses impacted by COVID, and allowed for the remaining qualified small businesses to receive a proportional share of the remaining balances of approximately \$122,000 (\$70,000 re-allocation and \$50,000 from first grant lottery). This program is completed and assisted approximately 340 small businesses in Milpitas.

8. Hotel Assistance Grant Program

Milpitas is home to twenty hotels which serve the Silicon Valley region. The local lodging industry plays a significant multiplier role in the local economy. During the pandemic, hotels have suffered tremendous loss in revenues and jobs. The Department of Treasury has determined that aid to impacted industries such as tourism, travel, and hospitality take place to restore these industries to pre-pandemic levels. The City of Milpitas is providing \$10,000 grants to each local hotel to assist with COVID-19 business impacts. Grants have been disbursed and the program is completed. Thirteen hotels received grants from the program.

9. Accessory Dwelling Unit (ADU) program

The Milpitas ARPA allocation will provide payment of permit fees to incentivize the building of new ADUs and encourage the legalization of unpermitted ADUs through the ADU Incentive Program and the Safe ADU Legalization Program. These ADU programs can provide housing options, foster economic growth through increased construction activity, and increase property value. Since the inception of these programs one year ago, the City has issued building permits for 41 new ADUs, and final inspections have been completed for 28 ADUs.

10. Storefront Improvement Grant Program

The Storefront Improvement Grant Program is meant to spur Main Street revitalization and economic vitality. The grant program will include five Level 1 Grants of up to \$15,000 each, six Level 2 Grants of up to \$25,000 each and design services estimated at \$75,000 for a total grant program amount of \$300,000. In addition, \$65,000 is allocated to assist applicants with design services. A contract with Aetypic has been executed for design services.

11. Community events

Community events in 2023 funded by ARPA include ArtWalk, Earth Day, Milpitas Family Camp Out, Lantern Festival, Holi Festival and Dia De Los Muertos.

12. Workforce Development Program

The Workforce Development Program included a first round of funding for Milpitas Youth Force (\$40,000) to support low-income youth and develop a local workforce pipeline, Evergreen Valley College (EVC) for an Amazon Web Services Cloud Practitioner Program (\$50,000), First 5 Santa Clara County for a Pilot Early Childhood Education Teacher Apprenticeship program (\$40,000), Rising Sun Center for Opportunity Climate Careers will develop a program addressing climate change by employing local youth to provide energy efficiency services (\$10,000), and Build It Green to implement a Certified Green Building Professional training program (\$10,000). Given staffing changes at EVC, the \$50,000 for EVC did not move forward. A second round of funding for the Milpitas Youth Force of \$70,000 for summer 2023 was approved. Council also approved \$30,000 for the Adult Education Program. Staff will recommend uses for the remaining \$100,000 in funding to the Mayor and City Council at a later date.

13. Limited term Economic Development Specialist position

In order to assist with the ARPA Economic Vitality Investment Framework, the City Council approved funding for a two-year limited term Economic Development Specialist position for the Office of Economic Development (\$330,000).

14. Business Improvement District

ARPA funding is being used for a Business Improvement District (BID) feasibility analysis and technical support for property owners and business owners on North and South Main Street to assist with the formation of a BID and an Engineer's Report. Through a Request for Proposals process, consultant Civitas Advisors and sub-consultant Community Strong Strategies have been selected to proceed with a BID feasibility analysis study and technical support. A BID is a geographic area in which businesses or property owners opt to pay a self-assessed levy to fund projects and services within the district's boundaries. BIDs are employed as an economic development tool to fund services such as cleaning streets, providing security, making capital improvements, construction of pedestrian and streetscape enhancements, various public infrastructure improvements, restoring and re-establishing historic districts, and marketing the area. The establishment of BID is aligned with the City Council's goal of Main Street Revitalization and the City's Economic Development Strategy. Staff and consultants are working on the Phase I BID Feasibility Analysis via stakeholder outreach, focus groups, and site orientation, and will proceed with Phase II Management Plan and Petition Process Implementation, if a majority of property owners vote to establish a BID.

15. Parks Rehabilitation – Engineering & Public Works

This provides ARPA funding for needed repairs and improvements to 20 of the City's 36 parks. The implementation of these repairs and improvements will address health and safety repairs and improve the condition of parks noted as in critical and poor condition. The funding is divided into two projects. The first project has been awarded and is under construction at multiple park locations and the second project is in the design phase.

16. Public Safety Facilities' Rehabilitation

The project supplements the replacement of the modular building at fire station 1 that has reached its service life. The building is being used as the City's office of emergency services and for fire training.

17. Mobile Emergency Operation Center (MEOC)

This project provides partial funding for the purchase of a Mobile Emergency Operations Center (MEOC) to be used by the Police and Fire Department during extended incidents and field deployments. This vehicle provides a safe operational environment for staff to plan and coordinate resources during a major incident. The MEOC will also serve as a backup Public Safety Answering Point (PSAP) allowing the City to provide continuous and uninterrupted service to the community in the event the primary system fails. The vehicle build is in process and delivery is expected in late 2023.

18. Public Safety Staffing (Police and Fire)

This project funded two positions in the Police department, in order to restore pre-pandemic funded staffing levels. This project also funded four Firefighter-Paramedic positions which enabled the Fire Department to deploy an ambulance in FY 2022-23.

19. Fire Equipment (1 fire pumper)

The addition of this new fire pumper will substantially improve the reliability of the reserve fleet as well as allowing the reduction of the reserve fleet from three to two reserve fire pumpers. By adding a new pumper to the fleet in front line status, the most utilized current pumper will be placed in the reserve fleet thereby extending the useful life of the existing front-line apparatus. This purchase is in progress and staff is awaiting a final build date from the vendor.

20. Implementation of Emergency Management Program Plan (EMP)

This funding will partially fund the high priority Emergency Management Program (EMP) Assessment Study. Twelve of the twenty annexes (sections) of the plan have been completed to date.

21. Catalytic Converter

This provides funding for various catalytic converter program(s) to provide economic support to businesses and address this public safety challenge. As of April 2023, 125 Milpitas residents' vehicles have received catalytic converter theft prevention services.

22. HR Information System

This funding enables the City to implement a new HR Information System (HRIS). Currently, the City relies upon a 24-year old Financial Management System, that has a HRIS component. This new system will address many of the current system deficiencies. A request for information (RFI) process has been completed.

23. Cybersecurity and training

This ARPA funding will assist the City in cyber threats by funding possibly 1) hardware and software protection systems 2) end-user security training and 3) information technology support (i.e. from previously \$100,000 funding for financial management system assessment). The user training service contract has been completed and staff are exploring additional user training, systems and services.

24. Technology improvements

This project supports general technology improvements. This includes, but not limited to 1) addressing outdated and vulnerable systems, 2) improving security, 3) implementing additional infrastructure necessary to better support the City's remote workforce, 4) supporting hybrid public meeting requirements. Staff has expended approximately \$275,000 to procure technology equipment.

25. Procurement, monitoring, compliance

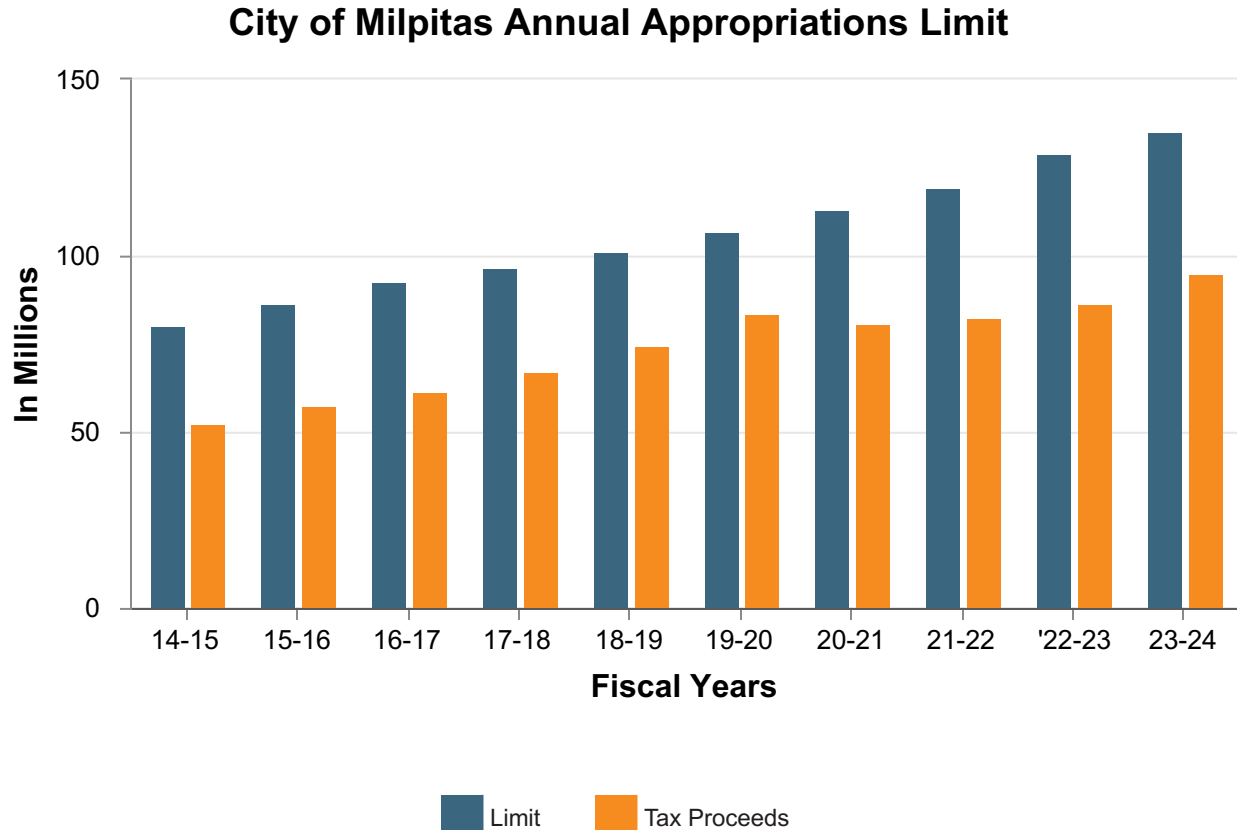
The U.S. ARPA program is a Federal program wherein the U.S. Treasury imposes comprehensive, complex procurement, monitoring and compliance requirements. These mandates endeavor to ensure best practices in procurement, fiscal oversight and achieving the primary desired program outcome of helping the United States rebuild from the COVID-19 pandemic. The City set aside 2.1% of the total Milpitas ARPA funding to assist with procurement, monitoring and compliance.

Gann Appropriations Limit Analysis

Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Appropriations Limit, was approved by California voters in November 1979 and placed limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend each year. If an agency receives more revenue than the Appropriations Limit, the excess revenue must be returned to the taxpayers through a tax reduction or refund within the next two years. Alternatively, the agency can increase its Appropriations Limit through voters' approval.

Each year's limit is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. The City Council must adopt, by resolution, an Appropriations Limit for the following year. Using the population and per capita personal income change factors provided by the State of California, the City's Appropriations Limit for FY2023-24 has been computed to be \$135,124,537. Appropriations subject to the limitation in FY2023-24 budget total \$95,123,436 that is \$40,001,101 less than the computed limit.

The following chart shows the annual Appropriations Limit and the tax proceeds received since Fiscal Year 2014-15. The amounts for Tax Proceeds have been restated to exclude Franchise Fees, which were inadvertently included in the past, which is inconsistent with the law. The City has not exceeded its annual Appropriations Limit in any single fiscal year. The City has been under 80% of the limitation and should not be impacted by the Appropriations Limit.



*In prior years, Franchise Fees were inadvertently included in the calculation of the tax proceeds, which is inconsistent with the law. This chart has been corrected to show only tax proceeds subject to the limit.

Legal Bonded Debt Margin

City of Milpitas (as of June 30, 2023)

ASSESSED VALUATION		
Total property assessed value, net of exempt real property	\$24,124,508,667	
BONDED DEBT LIMIT (3.75% OF ASSESSED VALUE) (a)		\$904,669,075
AMOUNT OF DEBT SUBJECT TO LIMIT:		
Total Bonded Debt	\$65,340,000	
Less Bonds not subject to debt limit:		
2017 Wastewater Revenue Refunding Bonds	(\$2,300,000)	
2019 Wastewater Revenue Bonds	(\$28,405,000)	
2019 Water Revenue Bonds	(\$16,465,000)	
2020 Lease Revenue Bonds	(\$18,170,000)	
Total Bonds not subject to debt limit	(\$65,340,000)	
Amount of debt subject to limit		\$0
LEGAL BONDED DEBT MARGIN		\$904,669,075

- (a) California Government Code, Section 43605 sets the debt limit at 15%. The Code section was enacted prior to the change in basing assessed value to full market value when it was previously 25% of market value. Thus, the limit shown as 3.75% is one-fourth the limit to account for the adjustment of showing assessed valuation at full cash value.

Debt Summary (as of June 30, 2023)

Fiscal Year	Principal Payment				Interest Payment			
	2017 Wastewater Revenue Refunding Bonds	2019 Wastewater Revenue Bonds	2019 Water Revenue Bonds	2020 Lease Revenue Bonds	2017 Wastewater Revenue Refunding Bonds	2019 Wastewater Revenue Bonds	2019 Water Revenue Bonds	2020 Lease Revenue Bonds
2024	\$535,000	\$535,000	\$325,000	\$520,000	\$101,625	\$1,260,325	\$719,450	\$708,000
2025	560,000	560,000	340,000	570,000	74,250	1,232,950	706,450	687,200
2026	590,000	585,000	355,000	625,000	45,500	1,204,325	689,450	664,400
2027	615,000	615,000	375,000	735,000	15,375	1,174,325	671,700	639,400
2028		645,000	395,000	830,000		1,142,825	652,950	610,000
2029-2033		3,755,000	2,290,000	4,700,000		5,182,125	2,948,250	2,522,800
2034-2038		4,790,000	2,915,000	5,715,000		4,119,750	2,315,750	1,505,400
2039-2043		6,075,000	3,675,000	4,005,000		2,821,025	1,555,750	324,400
2044-2048		7,440,000	4,475,000			1,448,000	752,000	
2049-2050		3,405,000	1,005,000			137,500	40,200	
Total	\$2,300,000	\$28,405,000	\$16,150,00	\$17,700,000	\$236,750	\$19,723,150	\$11,051,95	\$7,661,60
Unamortized bond premium	283,423	4,762,734	2,653,848	3,126,165				

Credit/Bond Ratings by S&P – City AAA; Water Utility AA+; Wastewater Utility AA+

2017 Wastewater Revenue Refunding Bonds – \$2,300,000 issued for prefund Installment Sales Agreement between the City and Milpitas Public Financing Authority.

2019 Wastewater Revenue Bonds – \$29,804,000 issued for certain improvements to City's wastewater system.

2019 Water Revenue Bonds – \$17,210,000 issued for certain improvements to the City's water system.

2020 General Fund Lease Revenue Bonds – \$18,445,000 issued for Fire Station No. 2 and energy improvement projects.

City Council

Mayor: Carmen Montano

Mission Statement

The City Council serves as the informed, legislative governing body of the City on all issues, provides guidance in assessing the needs of the community and policy direction for the development of programs and provision of services to the Milpitas community.

Description

The City has a Council/Manager form of government. The Council sets policy and approves the budget, contracts, and programs.



Services

- Serves as governing body of the City.
- Provides legislative direction to the City.
- Promulgates policies for provision of services and direction for the City.
- Enacts ordinances and resolutions necessary for governing the affairs of the City.
- Adopts the Annual Operating Budget and Five-Year Capital Improvement Program.
- Serves as City Representatives at public events and functions.



Council Priority Areas



Community Wellness and Open Space



Economic Development and Job Growth



Environment



Governance and Administration



Neighborhoods and Housing










Public Safety



Transportation and Transit

Accomplishments

		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Approved priority setting policy for key new initiatives	✓	✓		✓	✓		
2.	Leveraged ARPA funding to Assist Milpitas Residents and Businesses	✓	✓		✓		✓	
3.	Metro Specific Plan Adoption	✓	✓	✓	✓	✓	✓	✓
4.	FY2023-24 Budget Adoption	✓	✓	✓	✓	✓	✓	✓

Initiatives

								
1.	Assist Small Business	✓	✓		✓			
2.	Continue to invest American Rescue Plan Act funds strategically	✓	✓	✓	✓	✓	✓	✓
3.	Adopt long-term infrastructure and utility strategies	✓	✓	✓	✓	✓	✓	✓
4.	Advocate for Federal and State legislation and funding to benefit the residents of Milpitas	✓	✓	✓		✓	✓	✓
5.	Continue to support policies and programs that promote equity, inclusion and diversity	✓	✓	✓	✓	✓	✓	✓
6.	Spur economic development and job growth through City policies and programs	✓	✓	✓	✓	✓	✓	✓
7.	Adopt Gateway-Main Street Specific Plan and spur Revitalization of Main Street	✓	✓	✓	✓	✓	✓	✓

Budget Summary

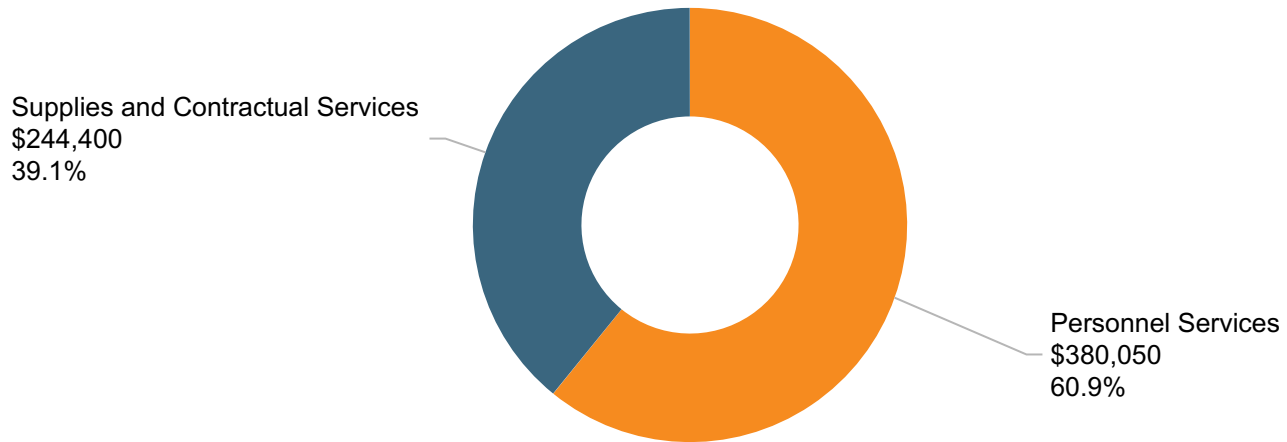
DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$57,784	\$57,387	\$58,688	\$58,688	\$0	0.0%
4112	Temporary Salaries	6,655	3,295	144,728	144,728	0	0.0%
4121	Allowances	37,581	37,560	38,700	38,700	0	0.0%
4131	PERS	14,314	16,500	15,095	15,133	38	0.3%
4132	Group Insurance	83,292	83,477	83,220	114,444	31,224	37.5%
4133	Medicare	1,413	1,422	2,136	3,511	1,375	64.4%
4135	Worker's Compensation	2,395	2,438	2,392	1,017	(1,375)	(57.5)%
4139	PARS	106	47	2,171	2,171	0	0.0%
4146	Short Term Disability	0	0	1,200	1,200	0	0.0%
4161	Retiree Medical Reserve	265	268	399	458	59	14.8%
sub-total		203,805	202,394	348,729	380,050	31,321	9.0%
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	8,071	12,626	39,500	37,500	(2,000)	(5.1)%
4220	Supplies	222	1,003	11,000	11,000	0	0.0%
4230	Services	1,286	10,158	35,000	35,000	0	0.0%
4500	Training, Travel, & Memberships	66,002	81,655	111,500	148,900	37,400	33.5%
4520	Commissions & Boards	750	132	12,000	12,000	0	0.0%
sub-total		76,331	105,574	209,000	244,400	35,400	16.9%
TOTAL		\$280,136	\$307,968	\$557,729	\$624,456	\$66,721	12.0%

Staffing*

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
City Council	4.00	4.00	4.00	4.00	0.00
Mayor	1.00	1.00	1.00	1.00	0.00
Total Positions	5.00	5.00	5.00	5.00	0.00

*Funding for 5 interns (2.5 Temporary FTEs) included in the City Council budget.




Expenditures by Category



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	5.00	\$557,729	\$0	\$557,729
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		31,321		31,321
Non-Personnel Expenditure Alignment to Historical Trend		10,400		10,400
Adjustments to Costs of Ongoing Activities	0.00	41,721	0	41,721
Total FY 2023-24 Base Budget	5.00	599,450	0.00	599,450
Service Level Changes				
Increase travel allowance for each Council member by \$5,000	0	25,000	0	25,000
Total Service Level Changes	0.00	25,000	0	25,000
Total FY 2023-24 Budget	5.00	\$624,450	\$0	\$624,450

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1. Council Travel Enhancement	0.00	\$25,000	\$0	\$25,000
<div></div> <div>This City Council direction would increase the allocation for City Council travel & training from \$5,000 to \$10,000 per elected official.</div>				
Performance Results:		<div></div>		
N/A - This is City Council budget direction.				
Impact if funding is not approved				
The funding will allow the Mayor and Councilmembers more professional development and training opportunity relevant to their elected official roles.				
Total Service Level Changes	0.00	\$25,000	\$0	\$25,000

City Manager

Acting City Manager: Ned Thomas

Mission Statement

The City Manager's Office is responsible for implementing and supporting City Council direction, managing day-to-day operations of the City, and providing leadership and professional management to the organization.

Description

This function provides the administration of City government in an efficient and effective manner according to the general policy guidelines of the City Council and recommends strategies and solutions to issues for Council consideration.

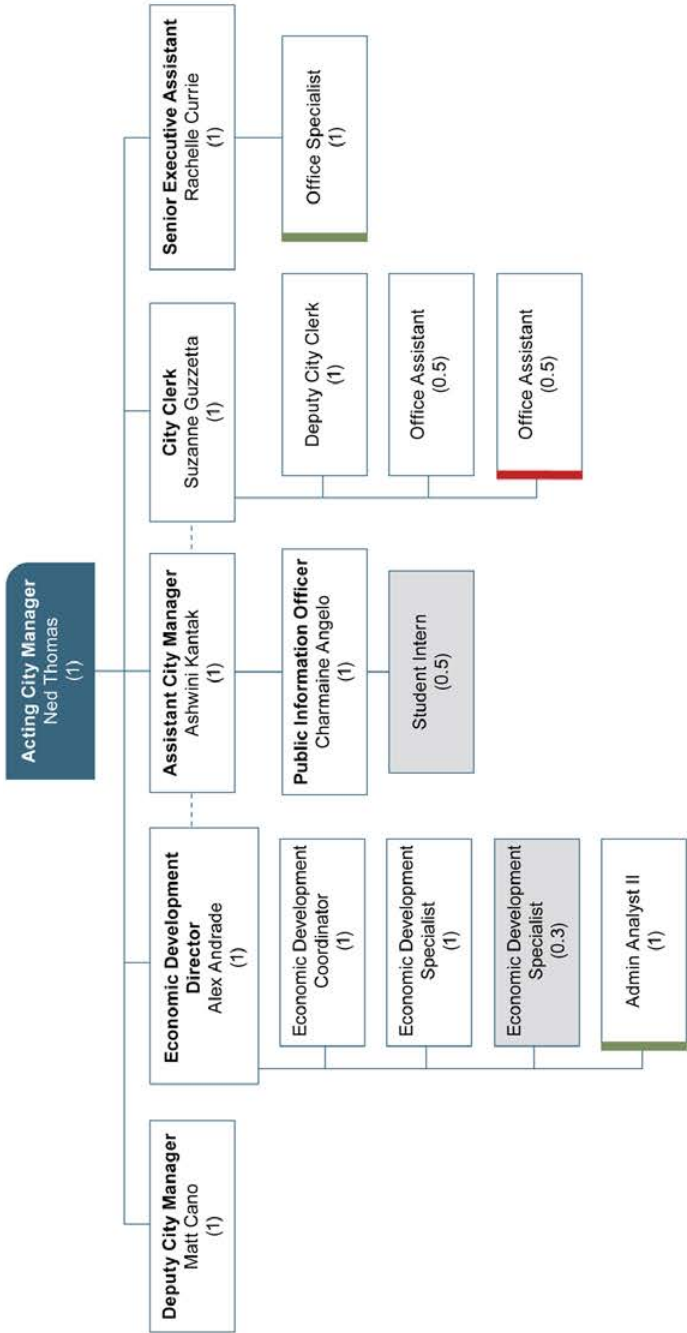


Services

- Provides professional expertise and support to the City Council in formulation, interpretation and application of public policy to achieve community goals and objectives.
- Implements the City Council approved policies.
- Ensures the delivery of services to the Milpitas community in an effective and efficient manner.
- Administers the operations of City government.
- Advances organizational vision, determines organizational accountability, goals, and organizational capacity.
- Provides strong leadership and ensures timely dissemination of critical information to the community during times of emergency.
- Submits for adoption a balanced budget that identifies all the anticipated revenues and expenditures.
- Communicates with the City's diverse community about services, programs, and policies.
- Responds to inquiries from Milpitas residents and businesses, external agencies, customers, and other interested parties.
- Follows legislative activities of federal, state, regional and local political bodies and keeps Council apprised of the potential impact to the City.









City Manager








Permanent FTE (13)
Temporary FTE (0.8)






New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

	Accomplishments	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Proposed a Balanced FY 2023-2024 Budget	✓	✓	✓	✓	✓	✓	✓
2.	Completed Successful Appointments of Four Executive Positions				✓			
3.	Led Prioritization and Implementation of several individual Council requests	✓	✓	✓	✓	✓	✓	✓
4.	Supported the Adoption of New 5-Year Utility Rates			✓	✓			
5.	Completed Construction and Opened New Fire Station 2.						✓	
6.	Completed Renovation and Opened Alviso Adobe	✓	✓					
7.	Secured \$5.5 million of Federal and State Earmark Funds for Community Electrification, Homeless/Housing Support and Bike Lanes.			✓		✓		✓
8.	Launched Milpitas SMART on-demand transportation service							✓
9.	Supported the Adoption of the Milpitas Metro Specific Plan	✓	✓	✓	✓	✓	✓	✓
10.	Supported the Adoption of the Trail, Pedestrian and Bicycle Master Plan	✓						✓
11.	Deployed Ambulance with fully trained staff						✓	
12.	Completed implementation of a new Police Records Management system						✓	
13.	Facilitated over 140 business engagements & permit assistance leading to business attraction, expansion and retention		✓					

Initiatives		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Continue Implementation of ARPA Investment Plan	✓	✓	✓	✓	✓	✓	✓
2.	Support adoption of Main Street-Gateway Specific Plan		✓					
3.	Bring forward for Council consideration Scenarios for Sustainable Storm system Funding			✓				
4.	Secure Additional State and/or Federal Earmark Funding	✓	✓	✓	✓	✓	✓	✓
5.	Continue Implementation of Emergency Management Program				✓		✓	
6.	Implement proposed department consolidations as approved in the FY 23-24 Budget				✓			
7.	Complete Modernization of City's Website				✓			
8.	Finalize and begin implementation plans for sewer and water utility CIP program			✓				
9.	Develop and Implement Strategic Communications Plan				✓			
10.	Continue comprehensive strategy to revitalize Main Street	✓	✓	✓	✓	✓	✓	✓

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goal	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Residents that are satisfied or very satisfied with the quality of City services		76%	79%	80%	80%	83%
Residents contacting the City who say they are satisfied or very satisfied with the timeliness, courtesy and competency of City employees		76%	77%	78%	83%	78%
Employees who feel their work is valued by the City*		67%	67%	58%	N/A	70%
Employees who feel safe at work		75%	85%	81%	N/A	90%
Employees receiving timely annual performance appraisals		N/A	N/A	70%	85%	85%

ACTIVITY AND WORKLOAD DATA	Strategic Goal	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
City Council agenda items		494	503	469	383	450
Information Memos published ¹		38	64	30	20	35
City Manager Bi-Weekly Reports (Milpitas Matters) ²		43	15	19	18	19
Press Releases ³		33	22	20	15	15
Communications to all employees ⁴ (emails, newsletters, town hall meetings)		87	74	103	88	95

*Employee survey is only conducted every two years

¹ 26 out of 64 info memos are related to COVID-19 in FY21, 5 of these 45 memos are related to COVID-19 in FY22

² No weekly reports were published during the peak of the COVID-19 pandemic in FY21

³ 3 items are COVID-19 related

⁴ 30 items are related to COVID-19 in FY21, 5 of the 57 communications are related to COVID-19 in FY22

Budget Summary

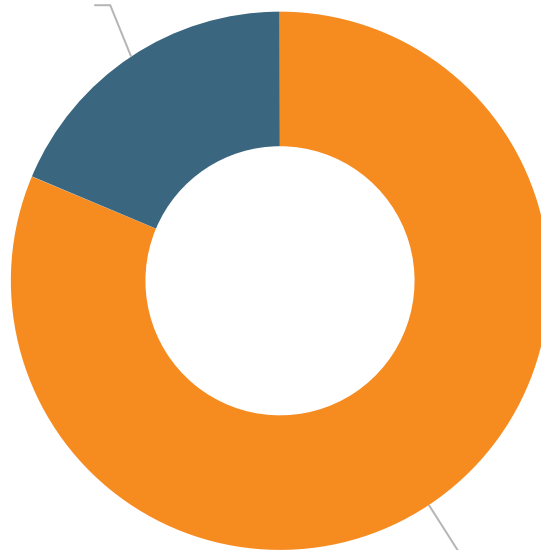
DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$1,113,859	\$1,211,055	\$1,251,444	\$1,314,527	\$63,083	5.0%
4112	Temporary Salaries	184,318	22,609	41,977	39,956	(2,021)	(4.8)%
4113	Overtime	22,269	263	0	0	0	0.0%
4121	Allowances	7,222	22,592	26,384	26,400	16	0.1%
4124	Leave Cashout	96,381	149,672	0	0	0	0.0%
4131	PERS	421,897	396,751	378,299	416,163	37,864	10.0%
4132	Group Insurance	135,496	89,018	94,510	133,500	38,990	41.3%
4133	Medicare	20,831	20,659	19,050	20,292	1,242	6.5%
4135	Worker's Compensation	372	(907)	6,422	6,849	427	6.6%
4138	Deferred Comp-Employer	38,565	37,092	39,388	39,389	1	0.0%
4139	PARS	283	337	539	878	339	62.9%
4146	Short Term Disability	0	0	1,649	1,649	0	0.0%
4161	Retiree Medical Reserve	8,720	8,008	8,672	10,637	1,965	22.7%
sub-total		2,050,213	1,957,149	1,869,183	2,010,240	141,057	7.5%
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	0	14,493	26,550	50,000	23,450	88.3%
4210	Department Allocations	0	0	0	0	0	0.0%
4220	Supplies	8,172	11,224	8,800	15,000	6,200	70.5%
4230	Services	144,177	146,251	250,000	360,000	110,000	44.0%
4500	Training, Travel, & Memberships	10,433	18,817	30,000	36,100	6,100	20.3%
sub-total		162,782	190,785	315,350	461,100	145,750	46.2%
TOTAL		\$2,212,995	\$2,147,934	\$2,184,533	\$2,471,342	\$286,807	13.1%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Assistant City Manager	1.00	1.00	1.00	1.00	0.00
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	1.00	1.00	1.00	1.00	0.00
Office Assistant II	0.00	0.50	0.50	0.00	(0.50)
Office Specialist	1.00	0.00	0.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00	0.00
Senior Executive Assistant	1.00	1.00	1.00	1.00	0.00
Total Positions	6.00	5.50	5.50	6.00	0.50

Expenditures by Category

Supplies and Contractual Services
\$461,100
18.7%










Personnel Services
\$2,010,240
81.3%





Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	5.50	\$2,149,367	\$35,165	\$2,184,532
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		79,177	868	80,045
Non-Personnel Expenditure Alignment to Historical Trend		33,660		33,660
Adjustments to Costs of Ongoing Activities	0.00	112,837	868	113,705
Total FY 2023-24 Base Budget	5.50	\$2,262,204	\$36,033	\$2,298,237
Service Level Changes				
Delete 0.5 Office Assistant	(0.50)	(78,663)		(78,663)
Legislative Consultant Services		55,000	55,000	110,000
Restore FTE Office Specialist	1.00	141,769		141,769
Total Service Level Changes	0.50	118,106	55,000	173,106
Total FY 2023-24 Budget	6.00	\$2,380,310	\$91,033	\$2,471,343

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Enhance administrative support services for the City Clerk, and citywide records management	(0.50)	(\$78,663)	\$0	(\$78,663)
	<p>This action would result in the restoration of 0.5 FTE Office Assistant in the City Clerk’s Office. To address the budget deficit related to the COVID-19 pandemic, the Office Specialist in the City Manager’s Office was defunded and the Office Assistant II was split 50/50 between the City Manager’s Office and the City Clerk’s Office. This action is proposed in conjunction with the restoration of a 1 FTE Office Specialist in the City Manager’s Office.</p> <p>Due to reduced staffing, the City Clerk’s Office has been unable to advance the records retention policy, centralized contracts management, and a citywide document management system. Addition of this resource will allow these important citywide initiatives to move forward.</p>				
	Performance Results:	 			
	Increased staffing to support records retention, citywide document management, and centralized contracts management.				
	Impact if funding is not approved				
	The City Clerk’s Office will not be able to advance important citywide initiatives related to records management.				

2.	Legislative Consultant Services	0.00	\$55,000	\$55,000	\$110,000
	<p>This action would continue to fund legislative consultant services which were initially funded in December 2022. The consultant team is comprised of Kiley and Associates and Joe A. Gonsalves & Son for federal and state legislative advocacy services respectively. The consultant team will track federal and state legislation, make recommendations for the City to support or oppose legislation in accordance with the City’s adopted Legislative Guiding Principles, provide alerts and ongoing reports, inform the City of any potential impacts of approved legislation, and assist in advocacy for federal and state funding for City projects and programs. This action supports the City Council’s Legislative Advocacy Policy and ensures that the City is proactive in tracking and acting on legislative issues and funding opportunities at the federal and state levels.</p>				
	Performance Results:	  			
	Continue with legislative advocacy services at the state and federal levels to ensure the City is proactive on legislative issues and funding advocacy opportunities.				
	Impact if funding is not approved				
	If not funded, the City will be unable to track legislation and funding advocacy opportunities in a timely manner, thus impacting the City’s interests on many fronts. Not funding these services will also not be in alignment with the City Council’s Legislative Advocacy Policy.				

3.	Restore FTE Office Specialist	1.00	\$141,769	\$0	\$141,769
	<p>This action will restore a 1.0 FTE for Office Specialist in the City Manager's Office. To address the budget deficit related to the COVID-19 pandemic, the Office Specialist was defunded and the Office Assistant II was split 50/50 between the City Manager's Office and City Clerk. The City Manager's Office provides administrative support to the City Council and the City Manager's Office executive team, and also assists in responding to constituent inquiries, coordinating with external partners and staff from all the departments, and supporting several citywide initiatives and programs. The current level of staffing of 1.5 FTE of administrative support staff is unable to meet the significant service needs.</p>				
Performance Impact		  			
<p>Provide adequate staffing to support the City Council and City Manager's Office. Continue to provide excellent customer service to the Milpitas community and external partners, and assist on several citywide initiatives and programs.</p>					
Impact if funding is not approved					
<p>If not funded, the workload for the 1 FTE Senior Executive Assistant position will continue to be heavy and unsustainable. It will also negatively impact administrative support provided to the City Council and the City Manager's Office, decrease level of customer service to the Milpitas community and external partners, and diminish support for citywide initiatives and programs.</p>					
Total Service Level Changes		0.50	\$118,106	\$55,000	\$173,106



City Clerk

City Clerk: Suzanne Guzzetta

Mission Statement

The City Clerk works to ensure public trust in government by maximizing public access to government through administering democratic processes, facilitating legislative processes, and overseeing compliance activities in accordance with legal requirements.

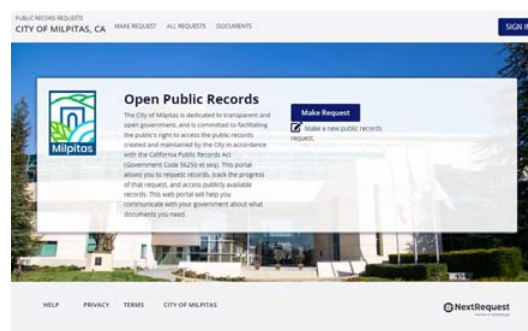
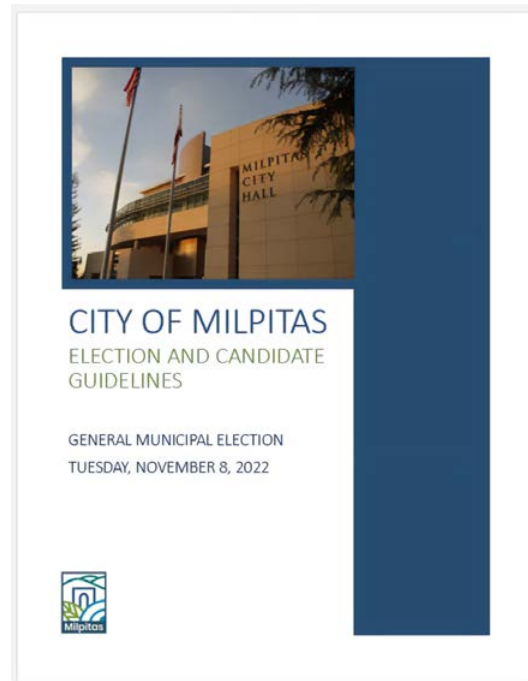
Description

The City Clerk serves as the legislative administrator, elections official, and records manager for the City, while also serving as the Clerk of the City Council and Secretary to the Milpitas Public Financing Authority, Municipal Financing Authority and Housing Authority. As the Office of Record, the City Clerk is responsible for maintaining the official record of council actions and execution of all minutes, ordinances, and resolutions. The City Clerk also ensures compliance with relevant laws aimed at safeguarding democracy and public transparency including the Ralph M. Brown Act, California Elections Code, the Political Reform Act and Public Records Act.



Services





- Prepares, edits, and publishes City Council agenda and meeting minutes for all regular and special City Council meetings.
- Ensures municipal records are readily available and accessible to all and serve as main point of contact for residents, City officials and staff, and other governments.
- Complies with the Ralph M. Brown Act, the Public Records Act, and the City's Open Government Ordinance.
- Provides centralized records management, including production and retention of all meeting agendas and minutes of all City Council (and related entity) meetings.
- Coordinates outreach and tracking of terms of service and Mayor's appointments to 12 City Commissions, and 1 Oversight Committee
- Maintains codification of ordinances, i.e., ensuring publication of Milpitas Municipal Code by vendor Municipal Code Corporation.
- Administers municipal elections, including candidate filing in November of even years, and receives required campaign finance reports on semi-annual basis.
- Receives and files annual Fair Political Practices Commission Forms 700 / Statements of Economic Interest for all designated employees, Commissioners, and elected officials.
- Conducts Administrative Hearings, upon request, for Parking Citations and other municipal code violations.











Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Prepared all City Council, Housing Authority, and Public Financing Authority regular & special meeting including Study Session agendas, via use of MuniCode Meetings software, and wrote all meeting minutes	✓	✓	✓	✓	✓	✓	✓
2.	Tracked Council agenda items on: Tentative Agenda Items, Major Discussion Items, Preliminary and Final City Council Agenda and List of Requested Agenda Items				✓			
3.	Responded to Calif. Public Records Act and Milpitas Open Government Ordinance requests for records	✓	✓	✓	✓	✓	✓	✓
4.	Collected mandated Fair Political Practices Commission documents from filers, including all Statement of Economic Interests (From 700) and campaign committee reports				✓			
5.	Managed the Commission recruitment and appointment process for twelve Commissions, two Task Forces, and one Oversight Committee				✓			
6.	Tracked all Commissioner terms, maintained directory, provided Commissioner Handbook and training to City of Milpitas appointed Commissioners				✓			
7.	Provided Notary Public service for City staff, as needed				✓			
8.	Implemented an electronic Public Records Act request portal				✓			

Initiatives		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Prepare all City Council, Housing Authority, and Public Financing Authority regular and special meeting agendas and minutes	✓	✓	✓	✓	✓	✓	✓
2.	Track Council agenda items on: Tentative Agenda Item Lists, Major Discussion Items, Preview List, Council referral items, Preliminary and Final City Council Agenda and List of Requested Agenda items				✓			
3.	Respond to Public Records Act and Open Govt. Ord. requests for public records.				✓			
4.	Collect mandated Fair Political Practices Commission documents from filers, including all annual Statements of Economic Interests (700) and campaign committee reports				✓			
5.	Track all Commissioner terms, maintain directory, provide Commissioner Handbook and training to City of Milpitas appointed Commissioners				✓			
6.	Continue to Provide Notary Public service for City staff, as needed				✓			
7.	Review and revise the City's Records Retention Schedule				✓			
8.	Conduct City Commission Liaison/ Chair and Vice Chair Training				✓			
9.	Implement new Electronic Agenda Management System				✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
City Council preliminary agenda posted on time, in accordance with Open Government Ordinance, 6 days prior to meeting		100%	100%	100%	100%	100%
City Council Agendas packets prepared, posted and delivered 5 days prior to meeting		97%	100%	100%	100%	100%
Compliance with timely filings of Fair Political Practices Commission Form 700 Statements of Economic Interest		92%	85%	92%	100%	100%
Comply with timely filings of fair Political Practices Commission Forms 460/Campaign Committee reports		81%	94%	98%	100%	100%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
City Council Agenda Reports (Regular and Special)		340	465	356	355	335
City Council Meeting Minutes prepared (# pages)		41 (207)	43 (205)	37 (228)	32 (224)	35 (255)
US passport applications accepted		0	529	N/A	N/A	N/A
Candidates Assisted in Municipal Election		0	11	0	13	0
Tort Claims received by City Clerk		34	34	49	40	45
Fair Political Practices Commission Forms 700 (SEI) Received		161	152	180	200	190
Fair Political Practices Commission Campaign Committee Reports filed		37	37	34	45	35
Notary Public acknowledgments (or jurats)		22	22	99	56	45

*Passport Services discontinued in FY 21-22

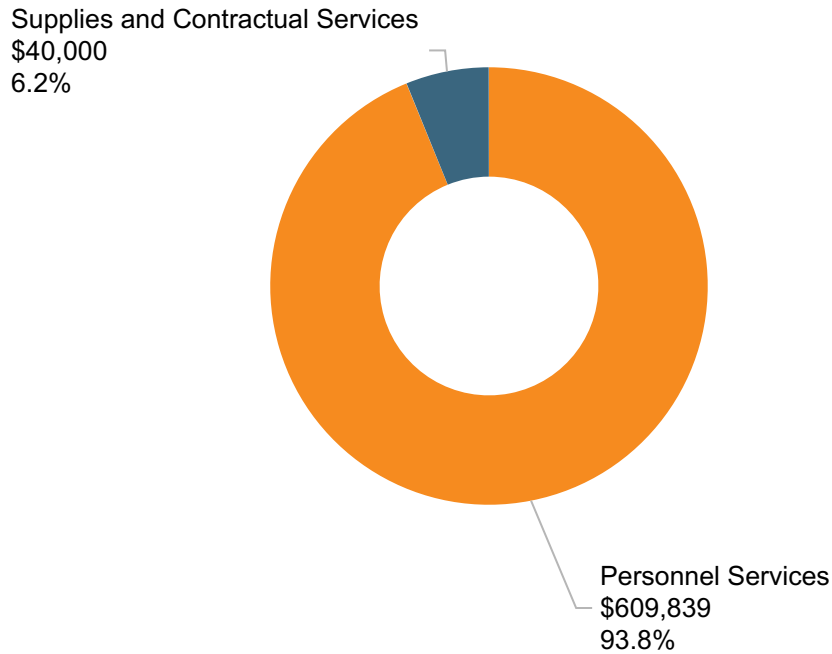
Budget Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$358,923	\$287,740	\$340,143	\$363,808	\$23,665	7.0%
4112	Temporary Salaries	0	138	0	0	0	0.0%
4113	Overtime	0	(18)	0	0	0	0.0%
4121	Allowances	3,554	6,346	6,600	13,200	6,600	100.0%
4124	Leave Cashout	33,560	12,551	0	0	0	0.0%
4131	PERS	120,851	101,797	103,031	115,225	12,194	11.8%
4132	Group Insurance	62,316	55,643	65,664	103,215	37,551	57.2%
4133	Medicare	5,704	4,337	5,028	5,480	452	9.0%
4135	Worker's Compensation	1,828	1,658	1,701	1,819	118	6.9%
4138	Deferred Comp-Employer	2,326	1,500	2,250	3,150	900	40.0%
4139	PARS	0	2	0	0	0	0.0%
4146	Short Term Disability	0	0	750	834	84	11.2%
4161	Retiree Medical Reserve	2,760	2,360	2,493	3,108	615	24.7%
sub-total		591,822	474,054	527,660	609,839	82,179	15.6%
SUPPLIES AND CONTRACTUAL SERVICES							
4220	Supplies	355	337	3,000	3,000	0	0.0%
4230	Services	14,319	30,832	30,000	30,000	0	0.0%
4280	Elections	1,811	0	0	0	0	0.0%
4500	Training, Travel, & Memberships	245	1,060	7,000	7,000	0	0.0%
sub-total		16,730	32,229	40,000	40,000	0	0.0%
TOTAL		\$608,552	\$506,283	\$567,660	\$649,839	\$82,179	14.5%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
City Clerk	1.00	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00	1.00	0.00
Office Assistant II	1.00	0.50	0.50	1.00	0.50
Total Positions	3.00	2.50	2.50	3.00	0.50





Expenditures by Category



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	2.50	\$567,660	\$0	\$567,660
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		3,516		3,516
Adjustments to Costs of Ongoing Activities		3,516		3,516
Total FY 2023-24 Base Budget	2.50	\$571,176	\$0	\$571,176
Service Level Changes				
Move 0.5 FTE Office Assistant to City Clerk	0.50	78,663		78,663
Total Service Level Changes	0.50	78,663		78,663
Total FY 2023-24 Budget	3.00	\$649,839	\$0	\$649,839

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1. Enhance administrative support services for the City Council, City Manager, and citywide programs and projects	0.50	\$78,663	\$0	\$78,663
<div></div> <div>This action will restore a 1.0 FTE for Office Specialist in the City Manager's Office and delete a 0.5 FTE Office Assistant II. To address the budget deficit related to the COVID-19 pandemic, the Office Specialist was defunded and the Office Assistant II was split 50/50 between the City Manager's Office and City Clerk. The City Manager's Office provides administrative support to the City Council and the City Manager's Office executive team, and also assists in responding to constituent inquiries, coordinating with external partners, and staff from all the departments, and supporting several citywide initiatives and programs. The current level of staffing of 1.5 FTE of administrative support staff is unable to meet the significant service needs.</div>				
Performance Results	<div><div></div><div></div></div>			
1 Office Assistant II in the City Clerk's Office would increase outputs, customer service, and organizational efficiency.				
Impact if funding is not approved				
If not funded, it would negatively impact ability to support critical functions such as Public Records Act requests, centralized contracts management, and initiation of a records retention policy update and evaluation of a document management system.				
Total Service Level Changes	0.50	\$78,663	\$0	\$78,663

Economic Development

Economic Development Director: Alex Andrade

Mission Statement

To provide services and resources to the business and development communities with the purpose of attracting, retaining and expanding business and employment opportunities for area residents, stimulating the local economy and expanding local retail sales, transient occupancy and commercial property tax bases while maintaining a positive balance between growth, social equity and the economic vitality of Milpitas.

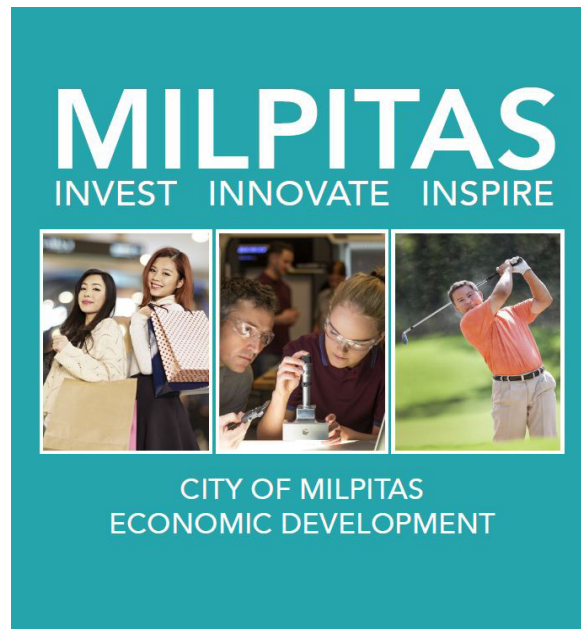
Description








The Office of Economic Development strategizes, manages and directs programs and activities such as business retention, expansion, and attraction, workforce development, marketing and branding, and real estate transactions/asset management and development.










Services




- The Office of Economic Development continues to support Milpitas' diverse business community as it responds to the impacts of the COVID-19 pandemic. Continuing in FY 2023-24, the Office of Economic Development will continue to prioritize its resources to focus on business recovery and sustainability.
- Business Recruitment, Retention, and Expansion: Enhance the City's connection to the global economy by engaging with existing and prospective companies in order to attract and retain job-creating businesses.
- Small Businesses Assistance: Develop seminars, educational programs, and collateral materials to assist small businesses in various aspects of business management, permits, and marketing.
- Development Facilitation: Facilitate development projects that generate property tax, transient occupancy tax, and sales tax revenues. Ombudsman for permitting process to largest economic development projects from the inception of the project to the completion. Projects include hotels, mixed-use development, industrial, restaurants, retail, etc.
- Economic Development Studies: Conduct studies that enhance and sustain the city's economic vitality and utilize data to enhance the economic base of the city.
- Retail Development: Recruit key businesses that fill retail gaps and provide sales tax revenues and needed services to the community.
- Branding and Marketing: Develop and implement branding and marketing strategies to promote the city at regional, national, and international levels.
- Economic Development Analysis: Evaluate economic development data such as, but not limited to jobs, gross domestic product, populations growth locally, regionally, statewide, and nationally; and track sales and transient occupancy taxes to follow trends and gaps.
- Workforce Development: Support workforce development by collaborating with regional workforce development organizations, educational institutions, business corporations, and nonprofit organizations.
- Real Estate Transactions/Asset Management: Manage the City's real estate portfolio through property acquisition, disposition, leases, valuation, and analysis through CoStar research.







Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	6th Cycle Housing Element certified	✓	✓	✓	✓	✓	✓	✓
2.	Managed unhoused programs: mobile shower and laundry services; homeless outreach and assessment					✓	✓	
3.	Managed Supportive Services: Rent and Mortgage Relief Program; CDBG program	✓	✓		✓	✓		
4.	Market and sell City-owned Parcel #1		✓		✓	✓		
5.	Launched and completed ARPA programs and projects: Business Engagement for Milpitas Youth Force and Catalytic Converter; expanded rent and mortgage relief and continued homeless outreach and assessment		✓			✓	✓	
6.	Initiated Business Improvement District Feasibility Study		✓		✓			
7.	Launched Innovation District Branding and Real Estate Transactions and Asset Management Initiatives		✓		✓			
8.	Hosted Sixth Annual Manufacturing Day Event		✓					

Initiatives	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
							
1. Continue unhoused programs including mobile shower and laundry and homeless outreach and assessment					✓	✓	
2. Continue supportive services including Rent and Mortgage Relief Program, CDBG, and launch Workforce Housing Rental Assistance Program	✓	✓		✓	✓		
3. Complete sale process of City-owned Parcel #1		✓		✓	✓		
4. Administer programs to increase affordable housing production and preservation opportunities	✓	✓		✓	✓		
5. Complete Business Improvement District Feasibility Study		✓		✓			
6. Secure branding and identity consultant services for Main Street Gateway Specific Plan		✓		✓			
7. Innovation District implementation actions including incentivizing new development, investment, and partnerships	✓			✓	✓	✓	
8. Continue Storefront Improvement Grant Program		✓					
9. Host seventh annual Manufacturing Day event in October		✓					
10. Continue business attraction, retention, and expansion efforts to diversify the economy, increase revenues, and job creation.		✓		✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Corporate Visitation Program		100%	0%	43%	0%	100%
Business Engagement		1,000%	473%	420%	886%	100%
Customer Service		N/A	80%	70%	Survey in progress	70%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Corporate Visitation Program - Number of corporate visits		7	0*	3	0*	5
Business Engagement - Number of meetings with the corporate, brokerage and development communities		546	260	420	310	35
Permit Assistance - Number of firms who received permit and other assistance from Economic Development staff		35	36	32	38	20
Branding - Number of promotions and marketing of the local business community through social media and other digital media platforms		54	117	305	91	25

*Program has been on pause due to the pandemic
No response from businesses or businesses not back in office to participate

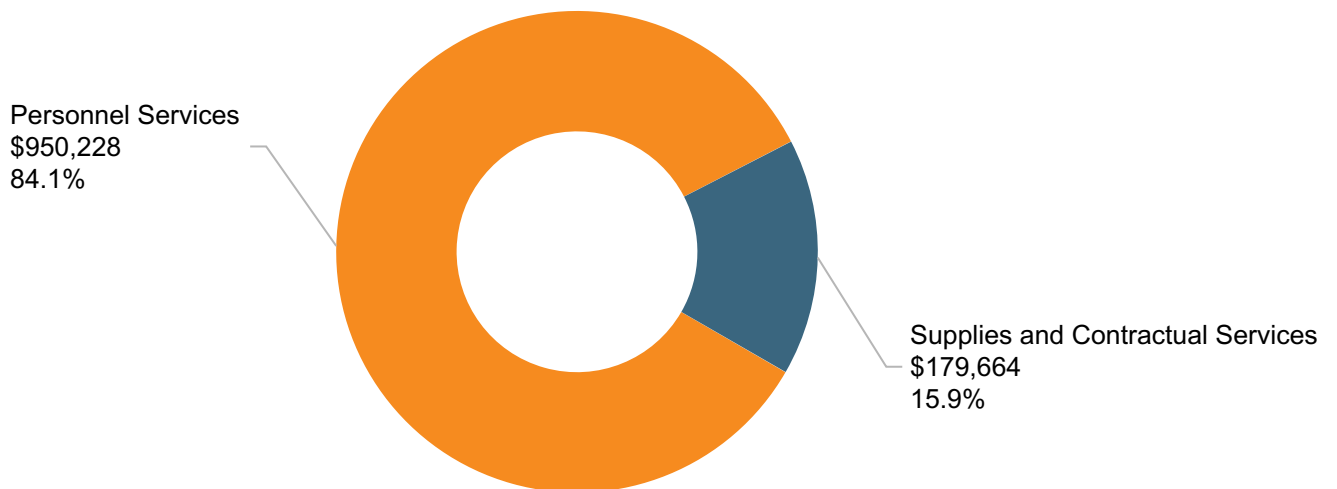
Budget Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$440,749	\$502,294	\$478,436	\$635,856	\$157,420	32.9%
4112	Temporary Salaries	21,780	0	38,097	14,636	(23,461)	(61.6)%
4113	Overtime	0	0	0	0	0	0.0%
4121	Allowances	3,554	6,346	6,600	6,600	0	0.0%
4122	Standby Pay MEA	0	0	0	0	0	0.0%
4124	Leave Cashout	2,957	24,654	0	0	0	0.0%
4125	Accrued Leave	0	0	0	0	0	0.0%
4126	Stipend MEA	0	0	0	0	0	0.0%
4131	PERS	145,251	177,689	151,114	201,475	50,361	33.3%
4132	Group Insurance	64,555	77,250	72,168	100,423	28,255	39.2%
4133	Medicare	6,697	7,583	7,839	9,941	2,102	26.8%
4135	Worker's Compensation	2,401	2,464	2,670	3,382	712	26.7%
4136	Unemployment	0	0	0	0	0	0.0%
4137	MOU Contractual Agreements	0	0	0	0	0	0.0%
4138	Deferred Comp-Employer	3,825	2,475	2,700	3,600	900	33.3%
4139	PARS	339	0	834	599	(235)	(28.2)%
4146	Short Term Disability	0	0	900	984	84	9.3%
4161	Retiree Medical Reserve	3,241	3,040	3,379	5,232	1,853	54.8%
sub-total		695,349	803,795	764,737	950,228	185,491	24.3%
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	0	188,890	6,240	6,240	0	0.0%
4220	Supplies	82	257	1,593	1,650	57	3.6%
4230	Services	56,253	1,492,327	155,000	130,147	(24,853)	(16.0)%
4500	Training, Travel, & Memberships	29,592	29,401	38,277	41,627	3,350	8.8%
sub-total		85,927	1,710,875	201,110	179,664	(21,446)	(10.7)%
TOTAL		\$781,276	\$2,514,670	\$965,847	\$1,129,892	\$164,045	17.0%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Analyst I/II	0.00	0.00	0.00	1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	0.00
Economic Development Director	1.00	1.00	1.00	1.00	0.00
Total Positions	3.00	3.00	3.00	4.00	1.00










Expenditures by Category



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	3.00	\$965,847	\$0	\$965,847
One-Time Prior Year Budget Adjustments				
Property Asset Management Fees (One-Time)		(50,000)		(50,000)
One-Time Prior Year Budget Adjustments	0.00	(50,000)	0	(50,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		29,490		29,490
Non-Personnel Expenditure Alignment to Historical Trend		4,555		4,555
Adjustments to Costs of Ongoing Activities	0.00	34,045	0	34,045
Total FY 2023-24 Base Budget	3.00	\$949,892	\$0	\$949,892
Service Level Changes				
Economic Development Director		(80,667)	80,667	0
Add Administrative Analyst II (Permit Navigator)	1.00	180,000		180,000
Total Service Level Changes	1.00	99,333	80,667	180,000
Total FY 2023-24 Budget	4.00	\$1,049,225	\$80,667	\$1,129,892

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Add Administrative Analyst II (Permit Navigator)	1.00	\$180,000	\$0	\$180,000
	This action will fund an Administrative Analyst II in the Office of Economic Development. This position will act as a Permit Navigator and work with the departments of Planning, Public Works, and Fire to coordinate and streamline the permitting process for development projects. This will result in an enhanced level of service to those who may wish to relocate to, expand in, or renovate their homes and businesses in Milpitas, thus creating opportunities for increased direct and indirect revenues associated with development activity.				
	Performance Results	 			
	Facilitate coordination between departments and streamline the permit review process in order to enhance customer service and increase direct and indirect revenues associated with development activity.				
	Impact if funding is not approved				
	If not funded, the permit review process will continue to be handled by several departments without a single point of contact. The City will not be able to offer a streamlined permit review process and provide an enhanced level of customer service to those who may wish to relocate to or expand in Milpitas, thus potentially risking the loss of future revenues.				
2.	Economic Development Director Cost Allocation	0.00	(\$80,667)	\$80,667	\$0
	This action allocates the cost of the Economic Development Director for housing related duties to be funded by housing resources.				
	Performance Results:	    			
	This proposal will result in better cost allocation for housing services.				
	Impact if funding is not approved				
	If this proposal is not funded, the City General Fund would absorb costs that should be funded by affordable housing resources.				
Total Service Level Changes		1.00	\$99,333	\$80,667	\$180,000



City Attorney

City Attorney: Michael Mutalipassi

Mission Statement

The Office of the City Attorney provides cost effective legal representation, analysis and guidance to the City Council and City staff at the highest level of professionalism.

Description

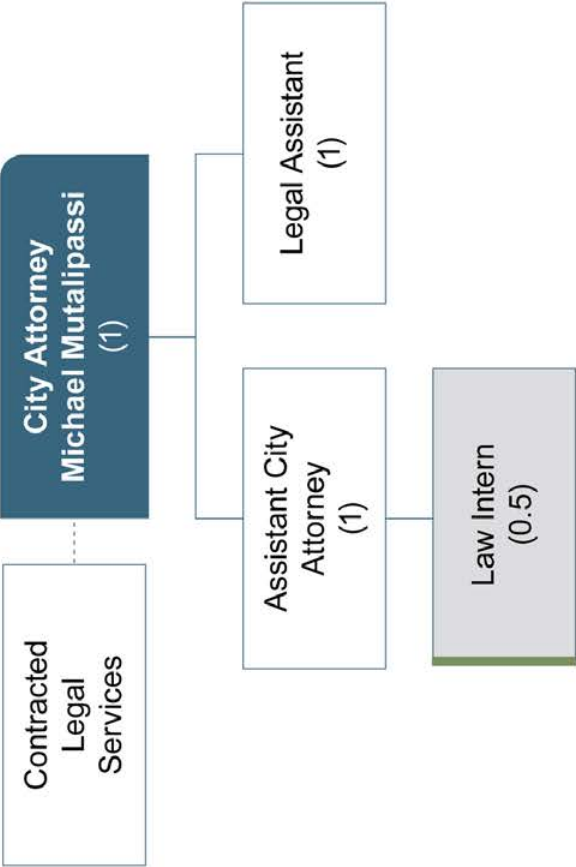
This department provides general legal advice and services to the City Council, RDA Successor Agency, Housing Authority, Finance Authority, City Commissions, City Manager, City departments and other entities as approved by City Council. The City Attorney's Office prepares or approves as to form all proposed ordinances, resolutions, agreements and amendments thereto. This department negotiates and drafts complex agreements, including at times development agreements with developers. This department represents the City in litigation and supervises litigation of PLAN JPA appointed counsel. This department also provides guidance in personnel matters.



Services




- General legal advice
- Personnel advice
- Litigation
- Employee legal training
- Compliance advice related to current and forthcoming federal and State regulations
- Housing Authority and RDA Successor Agency legal services
- Land use advice and document preparation
- Conflict of Interest and Open Government guidance














Permanent FTE (3)
Temporary FTE (0.5)





New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
	Accomplishments							
1.	Provided superior, affordable, timely legal advice and service	✓	✓	✓	✓	✓	✓	✓
2.	Continued to serve the Police Department on gun confiscation petitions and other related matters	✓					✓	
3.	Provided ongoing legal training to staff, commissions, etc., including training on resolutions, ordinances and public hearings	✓	✓	✓	✓	✓	✓	✓
4.	Provided ongoing advice re: Metro Plan (Formerly TASP) and development in the Metro Plan, and Milpitas Gateway Plan		✓	✓	✓		✓	✓
5.	Updated various Municipal Code sections, as authorized	✓	✓	✓	✓	✓	✓	✓
6.	Assisted staff with various issues regarding affordable housing				✓	✓		
7.	Prepared all legal documents for the Term Limits ballot measure, reviewed educational information to the community, and prepared ordinance.				✓			
8.	Assisted with complex litigation matters	✓		✓	✓		✓	✓
9.	Aided the City Council in various conflict, gift, and ethics questions				✓			
10.	Continued to advise on Public Records Act requests and provided training for City staff on the Public Records Act		✓		✓		✓	

	Initiatives							
1.	Continue to provide superior, affordable, timely legal advice and service	✓	✓	✓	✓	✓	✓	✓
2.	Continue to advise the Council on various legal issues including conflicts of interest, gift rules, and ethics compliance				✓			
3.	Continue to offer various legal trainings to staff and coordinate on ethics training, sexual harassment avoidance training, and other timely topics	✓	✓	✓	✓	✓	✓	✓
4.	Continue to update the Municipal Code based on changes in the law	✓	✓	✓	✓	✓	✓	✓
5.	Work in tandem with City staff to ensure legal compliance	✓	✓	✓	✓	✓	✓	✓
6.	Continue to monitor all pending litigation and provide timely updates to the Council	✓		✓	✓		✓	✓

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Contract complaints / Council agenda contracts		0 / 81	0 / 92	0 / 92	0 / 100	0 / 100
Documents timely produced for Council and Planning Commission Agendas		100%	100%	100%	100%	100%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Ordinances		16	15	64	30	30
Resolutions		117	115	102	73	100
Court/Administrative cases handled and/or supervised		39	40	25	15	15
Contracts reviewed and approved		484	485	367	624	500

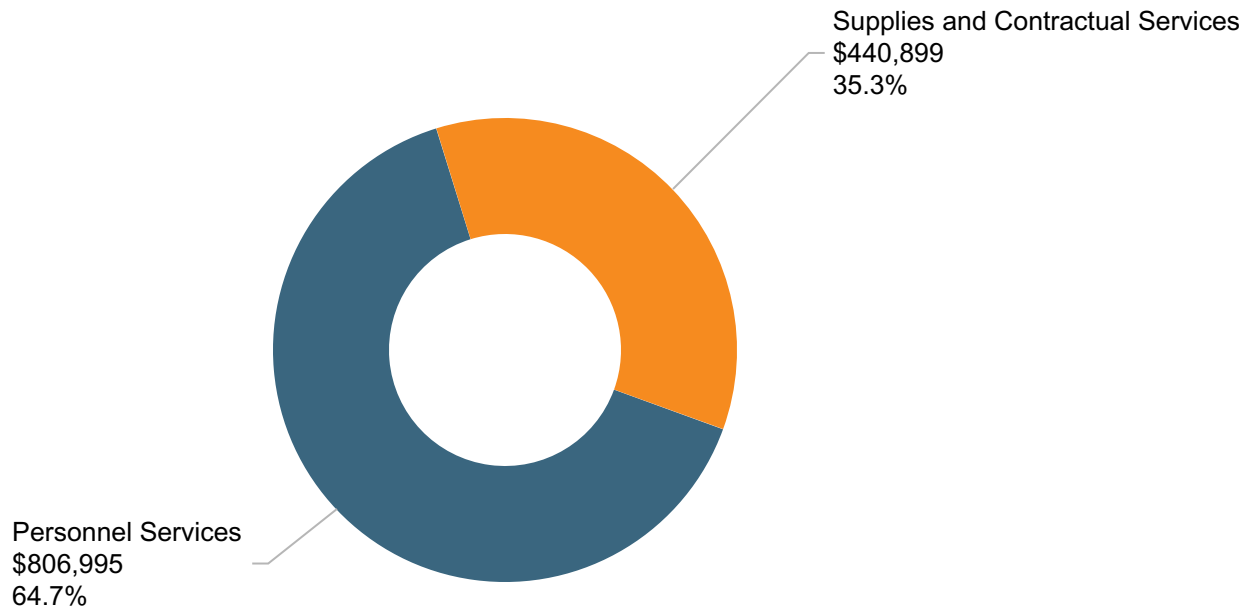
Budget Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$116,792	\$39,692	\$547,000	\$516,714	(\$30,286)	(5.5)%
4124	Leave Cashout	4,204	0	0	0	0	0.0%
4131	PERS	36,891	14,140	0	163,612	163,612	0.0%
4132	Group Insurance	12,452	3,359	0	93,960	93,960	0.0%
4133	Medicare	1,774	605	0	7,739	7,739	0.0%
4135	Worker's Compensation	536	0	0	85	85	0.0%
4138	Deferred Comp-Employer	900	112	0	2,700	2,700	0.0%
4141	Adjustments-Payroll	0	0	280,846	0	(280,846)	(100.0)%
4146	Short Term Disability	0	0	0	900	900	0.0%
4161	Retiree Medical Reserve	773	0	0	4,030	4,030	0.0%
sub-total		175,527	58,965	827,846	806,995	(20,851)	(2.5)%
SUPPLIES AND CONTRACTUAL SERVICES							
4220	Supplies	0	0	0	4,000	4,000	0.0%
4230	Services	1,310,493	973,821	429,099	429,099	0	0.0%
sub-total		1,310,493	973,821	429,099	440,899	11,800	2.7%
TOTAL		\$1,486,020	\$1,032,786	\$1,256,945	\$1,247,894	(\$9,051)	(0.7)%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Assistant City Attorney	0.00	0.00	1.00	1.00	0.00
City Attorney	0.00	0.00	1.00	1.00	0.00
Executive Assistant	1.00	0.00	0.00	0.00	0.00
Legal Assistant	0.00	0.00	1.00	1.00	0.00
Total Positions	1.00	0.00	3.00	3.00	0.00




Expenditures by Category



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	3.00	\$1,198,946	\$58,000	\$1,256,946
Adjustments to Costs of Ongoing Activities				
Non- Personnel Expenditure Alignment to Historical Trend		11,800	0	11,800
Departmental In-House Restructure Costs		(38,437)	0	(38,437)
Adjustments to Costs of Ongoing Activities		(26,637)	0	(26,637)
Total FY 2023-24 Base Budget	3.00	\$1,172,309	\$58,000	\$1,230,309
Service Level Changes				
City Attorney Internship Program		17,587		17,587
Total Service Level Changes	0.00	17,587	0	17,587
Total FY 2023-24 Budget	3.00	\$1,189,896	\$58,000	\$1,247,896

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1. City Attorney Internship Program	0.00	\$17,587	\$0	\$17,587
	This action would fund a summer law clerk position. The law clerk would conduct research and make recommendations on document templates and Municipal Code updates. This will allow timely completion of discrete long-term projects and help build the Milpitas brand within the municipal law bar.			
	Performance Results	 		
	Timely completion of discrete long-term projects such as creating document templates and developing process to update the Municipal Code.			
	Impact if funding is not approved			
	Failure to fund the position would result in delays to long-term projects as well as miss an opportunity to build the Milpitas brand within the municipal law bar.			
Total Service Level Changes	0.00	\$17,587	\$0	\$17,587

Building Safety and Housing

Building Safety and Housing Director: Vacant

Mission Statement

The Building Safety and Housing Department is dedicated to enhancing the community's safety, welfare, economic vitality, and quality of life by ensuring that buildings are reviewed, permitted, and inspected to be safe, sustainable, and resilient. Preserving the quality and beauty of neighborhoods through enforcement of City regulations and creating, increasing, and preserving affordable housing and supportive programs for the community are also at the forefront of efforts by the Department to promote the health and welfare of this vibrant and diverse City.

Description

The Building Safety and Housing Department provides plan review, permitting, and inspection services to implement building safety codes and standards to safeguard public health and safety for the built environment. The Department provides code enforcement services to enhance neighborhood quality and general welfare. The Department also administers the Housing Authority and Community Development Block Grant programs, and develops and implements policies and programs to create affordable housing, assist vulnerable residents, and enhance supportive services for the community.

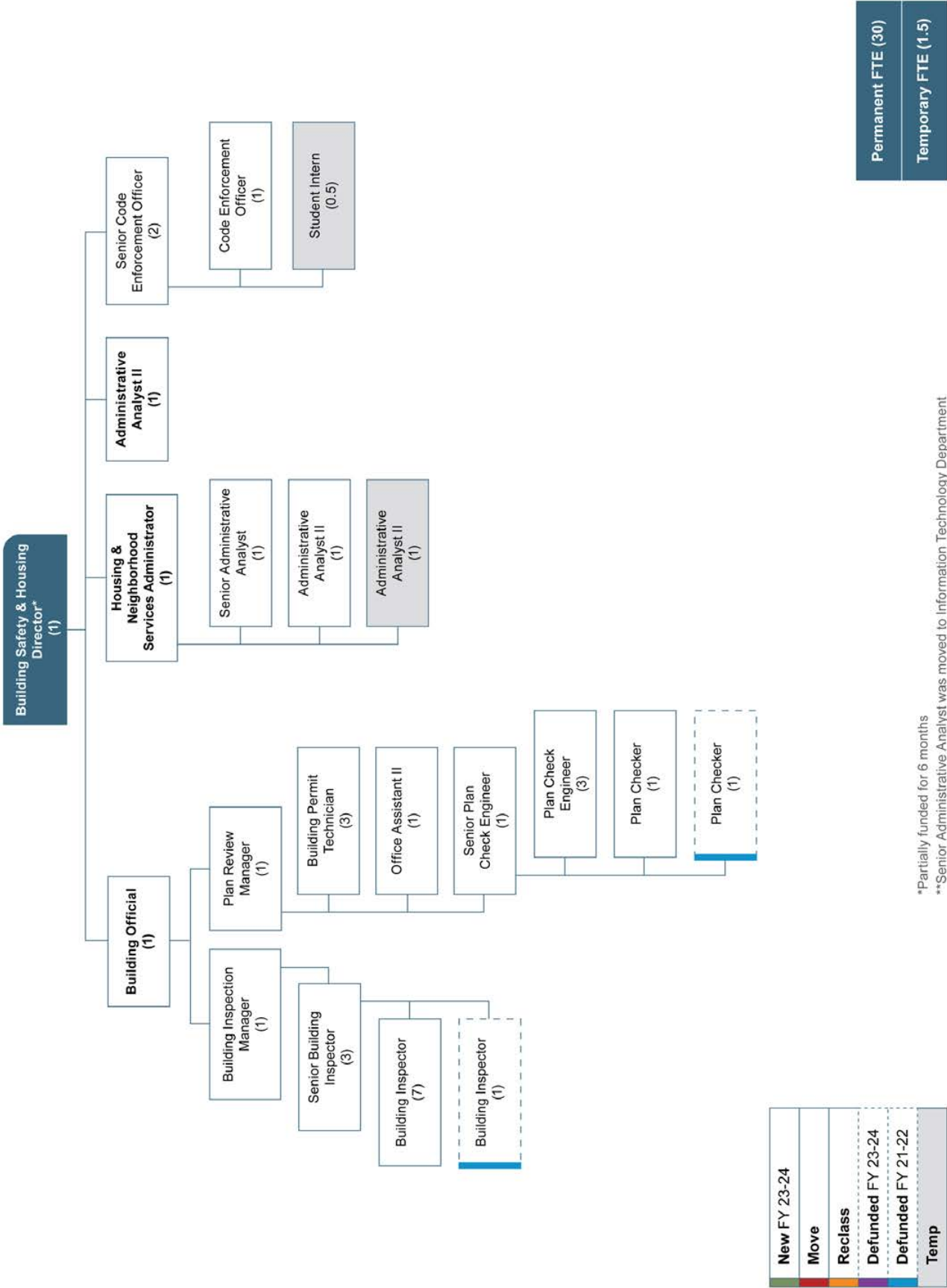


Services








- Perform review of construction plans and documents, and conduct inspections, including occupancy inspections, to ensure safety through compliance with technical codes, State and local regulations, and acceptable engineering practices.
- Assist customers in obtaining building permits and monitoring plan submittal process from initial submittal to permit issuance using 'One Point of Contact' approach.
- Process permit applications, collect permit fees, perform records research, and maintain building plans and records.
- Implement technology systems and improvements to enhance service delivery to the community.
- Develop and update an easy-to-follow website allowing customers to receive up-to-date information on housing resources, housing policies, programs, and code requirements; submit permit applications; obtain submittal requirements; and ask questions regarding other Building Safety and Housing information.
- Meet with developers, design professionals, homeowners, and contractors to assist them in the timely issuance of permits and completion projects including after business hours services as requested.
- Provide assistance to the Fire Department in fire investigations and building owners for other emergencies.
- Provide assistance and inspections to mobile home parks.
- Provide code enforcement services to correct Health and Safety Code and Municipal Code violations to enhance neighborhood quality and general welfare.
- Administer programs for abandoned vehicles, shopping carts, animal control, and neighborhood beautification.
- Prepare the City's Housing Element, Assessment of Fair Housing, and administer the City's Affordable Housing Ordinance to advance toward the City's Regional Housing Needs Allocation (RHNA) goals.
- Administer the City's Rent Relief Program to aid Milpitas residents who are at risk of eviction.
- Conduct outreach events and workshops in partnership with regional nonprofits to communicate with and serve Milpitas' vulnerable population.
- Manage and maintain the City's Below Market Rate homeownership program and selection process.
- Identify or coordinate funding sources for affordable housing development and preservation.
- Administer the City's Housing Authority and related properties.
- Manage the Community Development Block Grant (CDBG) program to serve low and moderate income residents through public services, capital projects, and fair housing services.
- Serve as the staff liaison to the City Council Housing Subcommittee, Community Advisory Commission, and housing-related bodies.
- Administer programs to assist unhoused residents including the mobile shower and laundry program and the homeless outreach, assessment and street-based case management services in partnership with the Santa Clara County Office of Supportive Housing.














Building Safety and Housing











		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
Accomplishments								
1.	Conducted extensive analysis and outreach, developed recommendations, and received Council direction for Housing Authority- and City-owned South Main St. properties.	✓	✓	✓	✓	✓	✓	✓
2.	Created Accessory Dwelling Unit (ADU) Incentive Program using ARPA funds to encourage ADU production and create more housing. Created Safe ADU Legalization Program to encourage residents to legalize and improve the safety of ADUs.		✓		✓	✓		
3.	Served as staff liaison to Homelessness Task Force and facilitated Task Force Report presentation to City Council.	✓	✓	✓	✓	✓	✓	
4.	Implemented services for unhoused residents; created monthly reports for outreach and assessment, and mobile shower and laundry services.	✓	✓	✓	✓	✓	✓	
5.	Managed the Community Development Block Grant program and partnered with non-profits to serve low and moderate income residents. Developed 3-year Consolidated Plan.	✓	✓	✓	✓	✓	✓	
6.	Developed amendments to Affordable Housing Ordinance to clarify and strengthen affordable housing policies and encourage on-site affordable housing production. Implemented Council-adopted selection criteria through developing a new process.	✓	✓		✓	✓		
7.	Initiated work on Assessment of Fair Housing and 2023-2031 Housing Element to plan for housing needs across community; initiated community engagement and sites inventory.	✓	✓		✓	✓		
8.	Continued providing housing resources and assistance programs (e.g., Rent Relief Program). Conducted outreach and workshops on fair housing and tenant support resources in partnership with nonprofits for vulnerable residents.	✓	✓		✓	✓		
9.	Overhauled building permit inspection list to streamline inspection process. Developed a new set of code enforcement notification letters to increase compliance.	✓	✓	✓	✓	✓	✓	
10.	Continued development review, permitting, and inspection functions through the pandemic; implemented safety protocols for internal staff and external builders.	✓	✓	✓	✓	✓	✓	

Initiatives		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Complete Assessment of Fair Housing and 2023-2031 Housing Element to plan for housing needs and establish policies and strategies to accommodate housing growth to meet the City's Regional Housing Needs Allocation (RHNA) goals and promote fair housing.	✓	✓		✓	✓		
2.	Develop and enhance reach codes to reduce greenhouse gas emissions; conduct community outreach to implement and promote green development.	✓	✓	✓	✓	✓		
3.	Expand Rent Relief Program and create mortgage relief program utilizing ARPA funding. Continue to conduct outreach on housing resources and assistance programs for vulnerable residents.	✓	✓		✓	✓		
4.	Implement FY2022-2025 Consolidated Plan and continue to manage the Community Development Block Grant program and partner with nonprofits to assist low and moderate income residents.	✓	✓	✓	✓	✓	✓	
5.	Continue homeless response and prevention efforts in collaboration with the County and other nonprofit partners.	✓	✓	✓	✓	✓	✓	
6.	Continue to collaborate with Departments on South Main St. properties' disposition or development.	✓	✓	✓	✓	✓	✓	✓
7.	Continue to facilitate affordable housing production and preservation. Identify, implement, and administer programs to create more affordable housing opportunities.	✓	✓		✓	✓	✓	
8.	Continue to conduct recruitment for vacant positions to enhance service delivery. Provide resources, training, and professional development opportunities for team members.		✓		✓	✓		
9.	Continue outreach with development community to improve service delivery. Continue to streamline and enhance plan review, permitting, and inspection processes for increased efficiency and effectiveness.	✓	✓	✓	✓	✓	✓	
10.	Continue to implement technology improvements, website updates, along with improvement of permit system and electronic plan review and integration with other systems, to increase efficiency and enhance service delivery to the community.	✓	✓	✓	✓	✓		

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Estimate	FY 22-23 Estimate	FY 23-24 Target
Percent of customers rating service at Permit Center "Very Good" or "Excellent"		N/A	76%	85%	90%	90%
Percent of Over-the-Counter Building Permit Plan Reviews (including express tenant improvements)		28%	41%	40%	40%	40%
Building permits for new development projects:						
1) New development first submittal average plan review turnaround time (business days)		N/A	N/A	30	36	35
2) New development subsequent submittal average plan review turnaround time (business days)		N/A	N/A	25	28	25
Building permits for tenant improvements:						
1) Tenant Improvement first submittal average plan review turnaround time (business days)		N/A	N/A	25	29	25
2) Tenant Improvement subsequent submittal average plan review turnaround time (business days)		N/A	N/A	20	22	20
Building permits for residential remodel/addition:						
1) Residential remodel/addition first submittal average plan review turnaround time (business days)		N/A	N/A	20	30	25
2) Residential remodel/addition subsequent submittal average plan review turnaround time (business days)		N/A	N/A	15	27	20
Percent of building inspections completed within one day		97%	99%	95%	98%	98%
Percent of customers rating inspection services "Very Good" or "Excellent"		N/A	75%	85%	90%	90%
Percent of code enforcement cases in compliance within 30 days		77%	77%	75%	61%	75%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Estimate	FY 22-23 Estimate	FY 23-24 Target
Total customers served by Permit Center		5,477	8,069	5,400	12,000	13,000
Total Over-the-Counter Permit Reviews		1,339	2,326	1,400	2,200	2,300
Total issued building permit construction valuation		\$603,090,345	\$187,485,526	\$300,000,000	\$200,000,000	\$250,000,000
Total building permits issued		2,980	3,560	3,000	3,600	3,800
Total plan reviews completed		4,826	5,677	4,900	5,000	5,200
Total building inspections completed		17,711	16,935	18,000	16,000	17,000
Total code enforcement customer service requests		559	569	600	570	600
Total residents served through CDBG program service organizations		855	2,826	2,000	1,800	1,800

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Building Inspection	\$2,291,862	\$1,769,140	\$2,335,235	\$2,278,277	(\$56,958)	(2.4)%
Building Safety and Housing Administration	853,099	844,567	878,312	479,314	(398,998)	(45.4)%
Housing and Neighborhood Svcs	3,259,898	3,446,587	3,199,696	3,417,019	217,323	6.8%
Permit Center	892,992	756,632	904,652	663,647	(241,005)	(26.6)%
Plan Review	1,109,904	1,174,158	1,553,200	1,475,059	(78,141)	(5.0)%
TOTAL	\$8,407,755	\$7,991,084	\$8,871,095	\$8,313,312	(\$557,783)	(6.3)%

DOLLARS BY CATEGORY	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$3,409,987	\$3,144,714	\$4,344,746	\$4,018,467	(\$326,279)	(7.5)%
4112 Temporary Salaries	79,513	95,086	17,850	17,850	0	0.0%
4113 Overtime	126,238	127,337	70,000	70,000	0	0.0%
4121 Allowances	3,554	6,346	13,200	13,200	0	0.0%
4124 Leave Cashout	154,522	103,733	0	0	0	0.0%
4131 PERS	1,168,314	1,119,279	1,341,176	1,245,390	(95,786)	(7.1)%
4132 Group Insurance	530,673	471,727	721,933	669,856	(52,077)	(7.2)%
4133 Medicare	54,437	50,479	63,462	58,712	(4,750)	(7.5)%
4135 Worker's Compensation	27,648	27,715	25,891	165,309	139,418	538.5%
4138 Deferred Comp-Employer	21,774	18,602	28,800	22,050	(6,750)	(23.4)%
4139 PARS	0	0	268	268	0	0.0%
4146 Short Term Disability	0	0	9,382	8,956	(426)	(4.5)%
4161 Retiree Medical Reserve	38,587	33,891	38,712	42,378	3,666	9.5%
sub-total	5,658,536	5,198,909	6,657,420	6,332,436	(324,984)	(4.9)%

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	1,365,260	1,109,426	803,871	790,982	(12,889)	(1.6)%
4210	Department Allocations	31,574	26,907	22,704	29,499	6,795	29.9%
4220	Supplies	11,655	31,945	34,000	31,000	(3,000)	(8.8)%
4230	Services	1,316,428	1,594,631	1,288,200	1,011,500	(276,700)	(21.5)%
4500	Training, Travel, & Memberships	24,302	22,305	64,900	47,900	(17,000)	(26.2)%
sub-total		2,749,219	2,785,214	2,213,675	1,910,881	(302,794)	(13.7)%
TOTAL		\$8,407,755	\$7,991,084	\$8,871,095	\$8,313,312	(\$557,778)	(6.3)%

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Building Safety and Housing Administration	3.00	3.00	3.00	3.00	0.00
Building Inspection*	13.00	12.00	11.00	11.00	0.00
Housing and Neighborhood Svcs	6.00	6.00	6.00	6.00	0.00
Permit Center	5.00	5.00	5.00	4.00	(1.00)
Plan Review*	6.00	7.00	6.00	6.00	0.00
TOTAL	33.00	33.00	31.00	30.00	(1.00)

*1.0 Building Inspector and 1.0 Plan Checker are defunded.

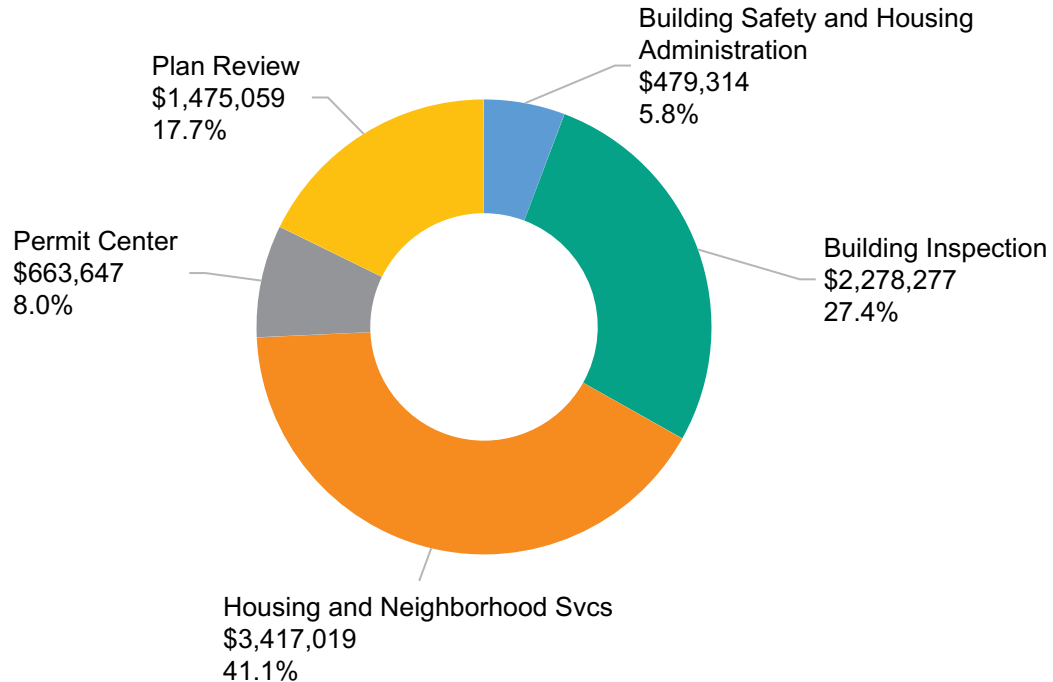
POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Analyst II	1.00	1.00	2.00	2.00	0.00
Assistant Planner	1.00	1.00	0.00	0.00	0.00
Building Safety and Housing Director	1.00	1.00	1.00	1.00	0.00
Building Inspection Manager	1.00	1.00	1.00	1.00	0.00
Building Official	1.00	1.00	1.00	1.00	0.00
Building Permit Technician	3.00	3.00	3.00	3.00	0.00
Building/NP Inspector*	8.00	8.00	7.00	7.00	0.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Housing and Neighborhood Services Manager	1.00	1.00	0.00	0.00	0.00
Housing Authority Administrator	1.00	1.00	0.00	0.00	0.00

Budget Narrative and Summary

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Housing and Neighborh'd Services Administrator	0.00	0.00	1.00	1.00	0.00
Office Assistant II	1.00	1.00	1.00	1.00	0.00
Office Specialist	0.00	0.00	0.00	0.00	0.00
Plan Check Engineer	3.00	3.00	3.00	3.00	0.00
Plan Checker*	2.00	2.00	1.00	1.00	0.00
Plan Review Manager	1.00	1.00	1.00	1.00	0.00
Senior Administrative Analyst	1.00	1.00	2.00	1.00	(1.00)
Senior Building Inspector	3.00	3.00	3.00	3.00	0.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00	0.00
Sr. Code Enforcement Officer	2.00	2.00	2.00	2.00	0.00
Total Positions	33.00	33.00	31.00	30.00	(1.00)

*1.0 Building Inspector and 1.0 Plan Checker are defunded.




Expenditures by Function















Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	31.00	\$6,175,459	\$2,695,636	\$8,871,095
One-Time Prior Year Budget Adjustments				
Professional Service Enhancement		(200,000)		(200,000)
Tiny Home Village Feasibility Study			(130,000)	(130,000)
One-Time Prior Year Budget Adjustments	0.00	(200,000)	(130,000)	(330,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		632,712	(546,369)	86,343
Contractual Service Increase (Shopping cart retrieval, animal services and mobile showers)		165,400		165,400
Capital Outlay (Rav4 Hybrid LE)		36,588	33,412	70,000
Non-Personnel Expenditure - reduce accessibility training		(20,000)		(20,000)
Contractual Service Decrease (HOA fees, projects residing with HUD, and BMI imaging)			(312,100)	(312,100)
Equipment Replacement Amortization		6,795		6,795
Decrease in CDBG Grant Funding			(12,889)	(12,889)
Adjustments to Costs of Ongoing Activities	0.00	821,495	(837,946)	(16,451)
Total FY 2023-24 Base Budget	31.00	6,796,954	1,727,690	8,524,644
Service Level Changes				
Defunding Building Safety and Housing Director 6 Months		(181,409)		(181,409)
Move Senior Administrative Analyst to the Information Technology Department	(1.00)	(229,921)		(229,921)
Housekeys Below Market Rate Program Outsourcing/Administration			200,000	200,000
Total Service Level Changes	(1.00)	(411,330)	200,000	(211,330)
Total FY 2023-24 Budget	30.00	\$6,385,624	\$1,927,690	\$8,313,314

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1	Defunding Building Safety and Housing Director 6 Months	0.00	(\$181,409)	\$0	(\$181,409)
	This City Council direction will fund the vacant Building Safety and Housing Director position for six months, which generates one-time savings and allows the new City Manager to evaluate the position, organization and future candidate(s) accordingly.				
	Performance Results	 			
	Funding for six months allows for one-time savings, flexibility and leadership over the Building Safety and Housing function.				
	Impact if funding is not approved				
	N/A - This is City Council budget direction.				

2	Housekeys Below Market Rate Program Administration	0.00	\$0	\$200,000	\$200,000
	This action will fund contract services to administer the City's Below Market Rate (BMR) program for a term of five years. The BMR program is designed to assist very-low, low- and moderate-income households in becoming homeowners. The program administrator (Housekeys) will help manage the existing 200 + BMR ownership units as well as all future BMR ownership units, of which 50 units are expected in the next three years, and will help the City create program guidelines, complete an inventory assessment, review the eligibility of all applicants, host lotteries for all BMR units being sold, create educational resources, and conduct compliance. The program administrator will ensure all documentation is up to date and in electronic files.				
	Performance Results:	    			
	The funding of this proposal will result in operational efficiencies in federal and state compliance, providing unhoused and supportive services, and creating standard operating procedures for the BMR program.				
	Impact if funding is not approved				
	If not funded, the City will be unable to administer an effective BMR program, in compliance with Department of Housing and Urban Development and California Housing and Community Development regulations. Additionally, with current staffing levels, customer service may be negatively impacted as well as the ability to research and pursue grant funding opportunities for housing. Based on the work associated with each BMR transaction as well as the work associated with other housing programs and initiatives underway, three additional FTE would need to be added.				

3	Move Senior Administrative Analyst to the Information Technology Department	(1.00)	(\$229,921)	\$0	(\$229,921)
	This action will move the Senior Administrative Analyst position to the Information Technology Department. This position is funded by the Permit Automation Fund and is intended to support technology systems related to the development review and permit process. Since the position provides support to several departments, works closely with the GIS functions located in the Information Technology Department, and needs to work within the technology security framework maintained by the Information Technology Department, the position is proposed to be moved to this department.				
Performance Results:		    			
Having a position dedicated to supporting all departments involved in the development plan review and permit process will result in better operational efficiency. Having the position located in the Information Technology Department will also ensure close coordination with GIS and compliance with all required technology security measures.					
Impact if funding is not approved					
If the proposal does not move forward, the position will continue to be housed in the Community Development Department. This will not allow effective coordination between all departments on technology systems nor maximize collaboration with GIS. Additionally, having the position located in a department other than Information Technology will limit security access to certain critical citywide systems, thus limiting the effectiveness of the position.					
Total Service Level Changes		(1.00)	(\$411,330)	\$200,000	(\$211,330)



Engineering

Engineering Director: Vacant

Mission Statement

The Engineering Department provides resources to enhance and improve City infrastructure through the design, management, and construction of public improvements, including the administration of various public works programs in a safe, coordinated, timely, and cost-effective manner with responsive service to the entire community.

Description

The Department provides professional engineering services for the completion of the City's annual Capital Improvement Program (CIP), performs construction inspection services for both capital projects and private development construction impacting streets and the public right-of-way. Department staff provide review and plan check services for private development project drawings and maps to ensure compliance with adopted city standards, and they administer encroachment permits for construction work within the public right-of-way. Department staff participate in regional programs and coordinate with local agencies in the areas of flood control, urban runoff, and transportation. The Engineering Department has three functions: Design & Construction, Land Development, and Transportation & Traffic.

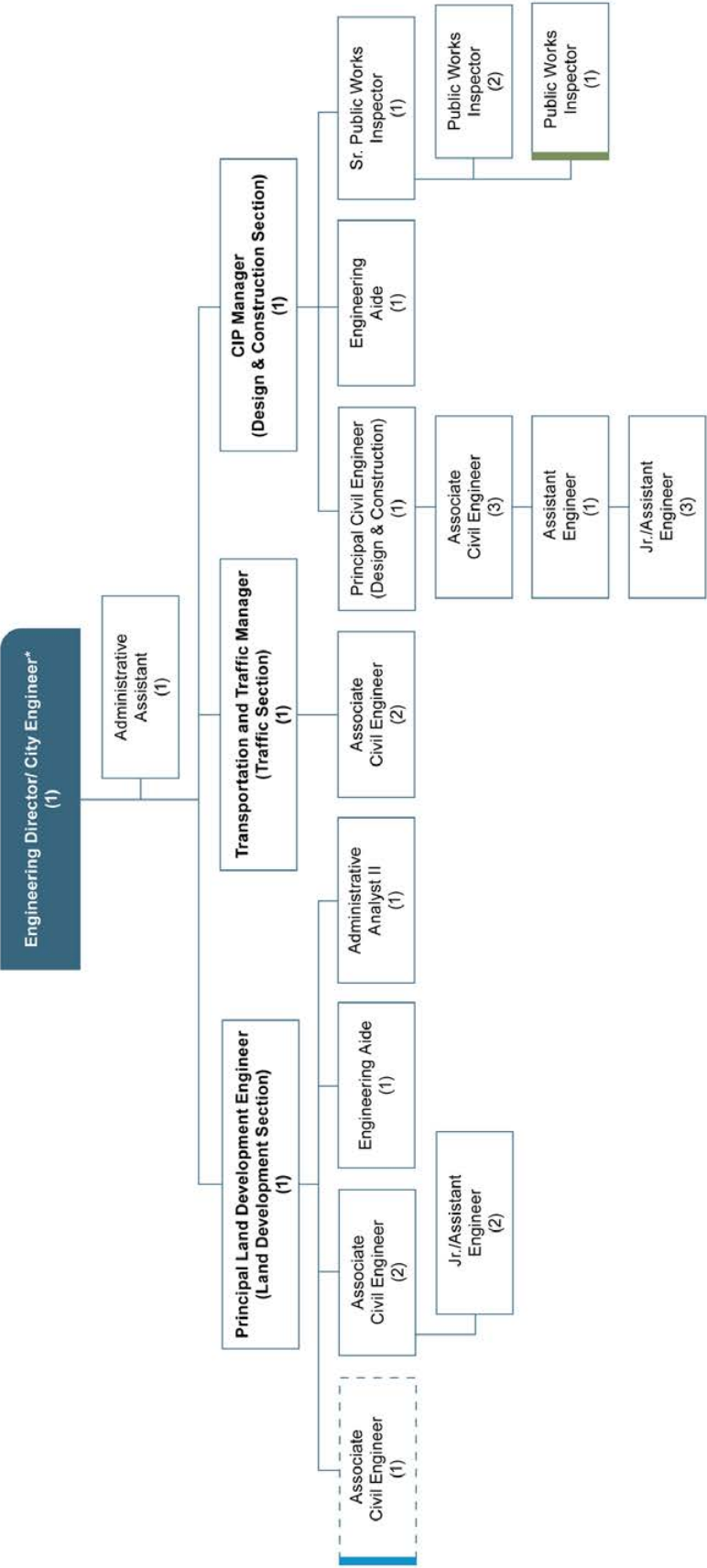


Services

- The Engineering Director/City Engineer leads the Department, including the allocation of resources, determination of staff assignments, and oversees the workload to ensure that infrastructure and work constructed within the City's right-of-way is completed in accordance with industry standards, City codes, state, and federal regulations to protect public health and safety.
- Design & Construction staff oversee the preparation of construction documents, administer and manage construction contracts for the completion of the City's Capital Improvement Program (CIP). Design & Construction Section staff, in conjunction with the Finance Department, create the annual 5-year Capital Improvement Program (CIP) document which funds and prioritizes the completion of capital projects for streets, water, sewer, storm drain utilities, parks, and community infrastructure. Design & Construction Inspection staff review city capital and private development construction projects for compliance with the City standards.
- Land Development staff manage right-of-way encroachments and review private development plans and maps for conformance with City Standards, local, state and federal requirements. Staff ensure private development projects provide required public infrastructure in accordance with development Conditions of Approval. Land Development staff manage encroachment permits for construction within City streets and the public right-of-way, regulate development within the designated floodplain, maintain the City's Community Rating System (CRS) flood insurance rating, and manage the Engineering record drawing library of city infrastructure.
- Transportation & Traffic engineering staff provide technical review and evaluation of traffic and transportation studies related to development within the City. Staff oversees the operation and timing of traffic signals to ensure safe and efficient operation, reviews construction documents for streets and transportation projects, manages the City's pavement condition index, and completion of annual pavement resurfacing projects. Implement transportation projects in the city and coordinate in the development of regional significant transportation infrastructures with partnering agencies.



Engineering










New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp








*Partially funded for 6 months

Permanent FTE (26)
Temporary FTE (0)






Accomplishments







		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Calaveras Bridge Widening CEQA			✓			✓	✓
2.	Fire Station 2 Replacement				✓		✓	
3.	Parks & Recreation Master Plan Update	✓		✓	✓	✓		
4.	McCandless Park Phase 1 Construction	✓		✓		✓		
5.	Montague Pedestrian Bridge						✓	✓
6.	City Building ADA Compliance Review				✓		✓	
7.	Annual City Street Resurfacing						✓	✓

Initiatives

								
1.	Costa Street Plan Line Study		✓			✓		✓
2.	Light Rail Pedestrian Bridge Study						✓	✓
3.	Citywide Traffic Modeling						✓	✓
4.	Traffic Safety Assessment						✓	✓
5.	LLMD Landscape Renovation	✓			✓			
6.	ARPA Park Improvements				✓	✓	✓	

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Mandated FEMA / CRS goals achieved		100%	100%	100%	100%	100%
State mandated storm water permit goals achieved		100%	100%	100%	100%	100%
CIP projects completed on schedule / budget (no additional time/budget requested)		100%	100%	100%	100%	100%
Number of Encroachment Permits for subdivisions and major projects/% first review completed within 45 calendar days		10/90%	0/100%	8/100%	7/100%	6/100%
Number of Minor Encroachment Permits/ % first review completed within 30 calendar days		242/90%	142/100%	400/100%	310/100%	420/100%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Value of CIP construction contracts awarded		\$9M	\$20.3M	\$5.35M	\$5.65M	\$6.35M
Construction contracts awarded		12	12	2	5	5
CIP & Private Development Projects Completed		10	18	6	16	9
Professional services contracts awarded		20	36	21	11	15
Encroachment permits reviewed and approved		221	207	237	220	260
Number of Encroachment Permit Inspections Completed		2,434	2,261	2,210	2,300	2,500

Budget Summary

DOLLARS BY FUNCTION*	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Design & Construction*	\$868,528	\$829,969	\$1,572,420	\$1,505,365	(\$67,055)	(4.3)%
Engineering Administration*	468,931	521,542	339,854	190,386	(149,468)	(44.0)%
Land Development	1,912,621	1,507,604	1,495,256	1,810,765	315,509	21.1%
Traffic Engineering*	548,925	659,154	664,131	663,610	(521)	(0.1)%
TOTAL	\$3,799,005	\$3,518,269	\$4,071,661	\$4,170,126	\$98,465	2.4%

DOLLARS BY CATEGORY*	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$1,979,046	\$1,975,075	\$1,635,578	\$1,652,345	\$16,767	1.0%
4112 Temporary Salaries	33,000	14,247	117,749	104,770	(12,979)	(11.0)%
4113 Overtime	7,366	10,573	8,500	8,500	0	0.0%
4121 Allowances	3,554	6,346	6,600	6,600	0	0.0%
4124 Leave Cashout	111,878	85,502	0	0	0	0.0%
4131 PERS	674,652	698,781	1,061,497	1,171,751	110,254	10.4%
4132 Group Insurance	321,768	335,419	591,001	629,994	38,993	6.6%
4133 Medicare	31,018	31,126	49,178	53,760	4,582	9.3%
4135 Worker's Compensation	10,157	7,669	16,887	20,707	3,820	22.6%
4138 Deferred Comp-Employer	18,520	17,733	20,700	22,950	2,250	10.9%
4139 PARS	0	103	0	0	0	0.0%
4141 Adjustments-Payroll	0	0	112,908	0	(112,908)	(100.0)%
4146 Short Term Disability	0	0	6,900	7,540	640	9.3%
4161 Retiree Medical Reserve	28,320	32,172	29,545	37,856	8,311	28.1%
sub-total	3,219,279	3,214,746	3,657,043	3,562,620	(94,423)	(2.6)%

SUPPLIES AND CONTRACTUAL SERVICES						
4200 Community Promotion, Grant/ Loan	0	0	0	0	0	0.0%
4210 Department Allocations	13,181	11,723	11,213	41,125	29,912	266.8%
4220 Supplies	3,233	7,283	9,900	9,000	(900)	(9.1)%
4230 Services	1,962,014	3,200,572	386,106	392,701	6,595	1.7 %

*For FY 2023-24, costs for staff for three functions in the Engineering Department totaling \$1,944,191, which directly support the Capital Improvement Program, are charged to the capital projects as follows: Engineering Administration (\$197,672); Design & Construction (\$1,621,942); and Traffic Engineering (\$124,577). These costs are not included in this presentation.

DOLLARS BY CATEGORY*		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
4240	Repair & Maintenance	0	0	0	0	0	0.0 %
4500	Training, Travel, & Memberships	5,121	2,714	7,400	9,100	1,700	23.0 %
sub-total		1,983,549	3,222,292	414,619	451,926	37,307	9.0 %
TOTAL		\$5,209,692	\$6,437,038	\$4,071,662	\$4,170,126	\$98,464	2.4 %

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Design & Construction	11.00	11.00	13.00	14.00	1.00
Engineering Administration	2.00	2.00	2.00	2.00	0.00
Land Development*	9.00	8.00	7.00	7.00	0.00
Traffic Engineering	3.00	3.00	3.00	3.00	0.00
TOTAL	25.00	24.00	25.00	26.00	1.00

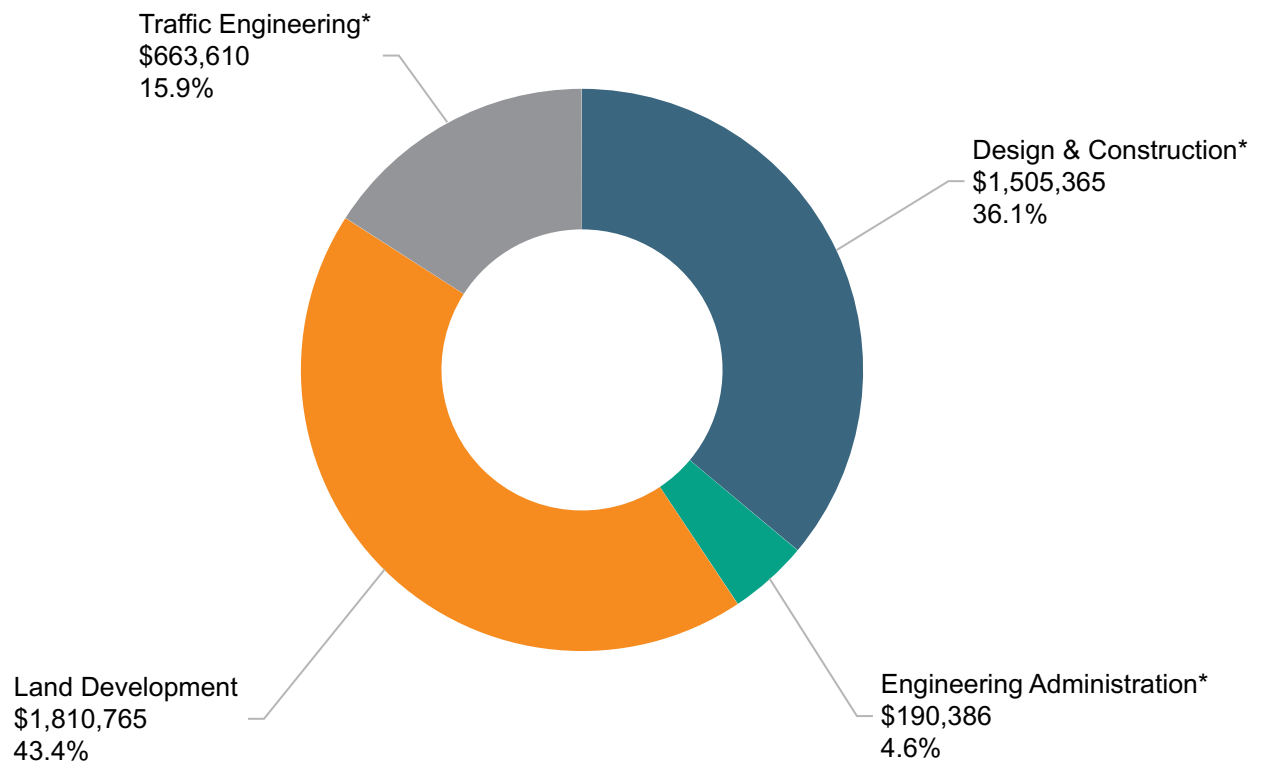
*1.0 Associate Civil Engineering in Land Development is defunded.

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Analyst II	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	1.00	1.00	0.00
Assistant Civil Engineer	5.00	4.00	4.00	4.00	0.00
Associate Civil Engineer*	8.00	8.00	7.00	7.00	0.00
CIP Manager	1.00	1.00	1.00	1.00	0.00
Engineering Aide	2.00	2.00	2.00	2.00	0.00
Engineering Director/City Eng	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	0.00	0.00	0.00
GIS Technician	0.00	0.00	0.00	0.00	0.00
Junior Civil Engineer	1.00	1.00	2.00	2.00	0.00
Principal Civil Engineer	1.00	1.00	2.00	2.00	0.00
Public Information Specialist	0.00	0.00	0.00	0.00	0.00
Public Works Inspector	2.00	2.00	2.00	3.00	1.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Senior Public Works Inspector	1.00	1.00	1.00	1.00	0.00
Traffic Engineer	0.00	0.00	0.00	0.00	0.00
Transportation and Traffic Mgr	1.00	1.00	1.00	1.00	0.00
Total Positions	25.00	24.00	25.00	26.00	1.00

*1.0 Associate Civil Engineering in Land Development is defunded.

Expenditures by Function












*For FY 2023-24, costs for staff for three functions in the Engineering Department totaling \$1,944,191, which directly support the Capital Improvement Program, are charged to the capital projects as follows: Engineering Administration (\$197,672); Design & Construction (\$1,621,942); and Traffic Engineering (\$124,577). These costs are not included in this presentation.

Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	25.00	\$3,971,355	\$100,306	\$4,071,661
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		33,237	4,501	37,738
Personnel CIP Deduct Changes		105,706		105,706
Vehicle Replacement Ford Ranger XL			81,412	81,412
LLMD Contractual Adjustments			(6,006)	(6,006)
Equipment Replacement Amortization		29,912		29,912
Adjustments to Costs of Ongoing Activities	0.00	168,855	79,907	248,762
Total FY 2023-24 Base Budget	25.00	4,140,210	180,213	4,320,423
Service Level Changes				
Public Works Inspector	1.00	34,091		34,091
Defund Engineering Director for 6 Months		(184,388)		(184,388)
Total Service Level Changes	1.00	(150,297)	0	(150,297)
Total FY 2023-24 Budget	26.00	\$3,989,913	\$180,213	\$4,170,126

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Defund Engineering Director for 6 Months	0.00	(\$184,388)	\$0	(\$184,388)
	This City Council direction will fund the vacant Engineering Director position for six months, which generates one-time savings and allows the new City Manager to evaluate the position, organization and future candidate(s) accordingly.				
	Performance Results:	 			
	Funding for six months allows for one-time savings, flexibility and leadership over the Engineering function.				
	Impact if funding is not approved				
	N/A - This is City Council budget direction.				

2.	Public Works Inspector	1.00	\$34,091	\$0	\$34,091
	This action defunds a temporary Public Works Inspector and adds a 1.0 permanent position for a Public Works Inspector. The Public Works Inspector serves the City and the Milpitas community by providing project inspection services within City streets and right of way to ensure construction work is completed in accordance with City standards, the approved plans, and with expected quality. Work inspected includes private development construction, City Encroachment Permit construction, and Capital Projects for installation of streets, sidewalks, and utilities. Currently, Engineering Department Inspection staff include 1.0 Senior Inspector (Supervisor), 2.0 Public Works Inspectors, and 1.0 Temporary Public Works Inspector. The Temporary inspector position is currently a funded and benefited position and is funded through a combination of private development project fees (80%) and Capital Projects (20%). The position was created over 10-years ago and it has been continuously filled due to the need for the position. The temporary position will be defunded in FY23-24 and the cost savings will apply to the new permanent position.				
	Performance Results:	    			
	Approval of this funding would create a permanent position which will increase overall efficiency by reducing the staffing turnover that is typical for temporary positions.				
	Impact if funding is not approved				
	If this position is not funded, staff would continue to utilize a temporary position that would likely lead to regular staff turnover and retention issues, causing inefficient work.				

Total Service Level Changes		1.00	(\$150,297)	\$0	(\$150,297)
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Finance

Finance Director: Lauren Lai, CPA, MPA

Mission Statement

The Milpitas Finance Department is committed to the City's fiscal sustainability and stewardship by working with the City Council, staff, and our community and providing excellent customer services.

Description

The Finance Department provides fiscal strategy and support in accordance with policies and regulations. The department plans, manages, and directs programs and services including policies, budgets, audits, grants, transparency reporting, asset and debt management, procurement, risk management, utility fiscal services and taxation. The Department supports the City Council, Measure F Oversight Committee and Finance Sub-Committee by promoting transparency, internal controls and fiscally sustainability.

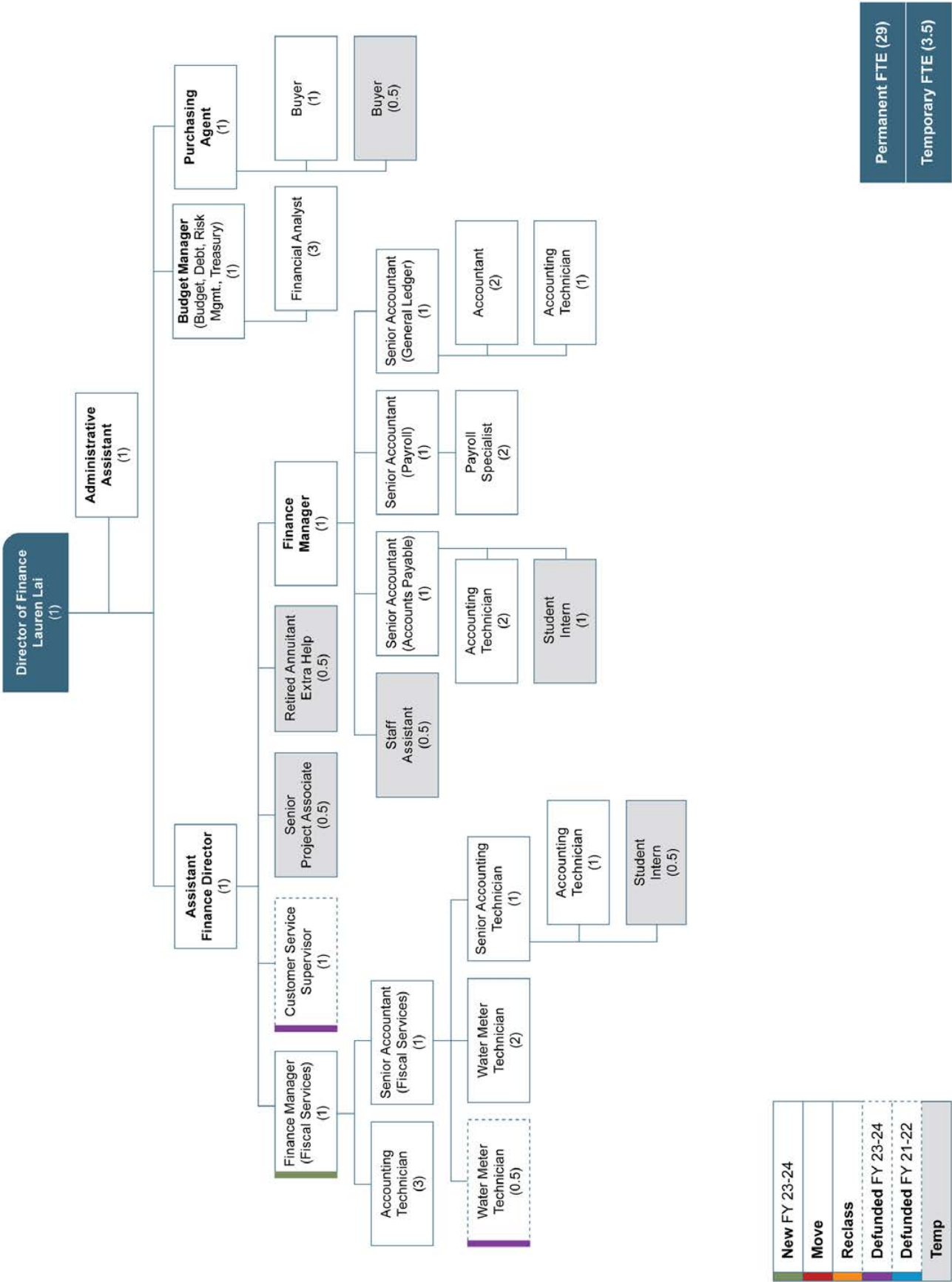


Services



- Acts as an adviser to the City Manager, City Council and Departments in the areas of financial planning and fiscal analysis. Provides leadership in the development and implementation of sound financial policies for the City.
- Develops the Ten-Year General Fund Financial Forecast.
- Develops the annual Operating Budget on behalf of the City Manager including projection of revenues and expenditures; coordinates the preparation and publication of the Operating Budget document; and makes the annual budget available through its transparency tool.
- Prepares the Annual Financial Report in accordance with Generally Accepted Accounting Principles and pronouncements of the Governmental Accounting Standards Board (GASB).
- Prepares and maintains accurate financial records including grants, capital projects, enterprise funds, governmental funds, and fixed assets and files required grant reports with local, state, and federal agencies.
- Provides Citywide departments with timely and clear financial performance reports to support their operations and services.
- Monitors all the capital projects that have external funding sources to ensure collection of funds.
- Collects and records all City revenues including property tax, sales tax, various service fees, utility payments, business licenses, franchise fees, transient occupancy taxes, levies and other revenues.
- Provides customer service to the City's utility customers, including billing, new account setups, inquiries and meter readings.
- Procures goods and services at competitive prices and in compliance with Federal and State laws and City ordinances on behalf of citywide departments.
- Invests the City's idle cash in accordance with the Council approved Investment Policy to ensure that there is sufficient cash available to meet operating needs while maintaining safety, liquidity and competitive returns on the investment portfolio.
- Manages the City's and Successor Agency's outstanding bonds by ensuring timely payments, performance of arbitrage calculations and filing of required continual disclosure reports.
- Manages all the tort claims against the City and represents the City in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) Board.
- Processes all the payments for goods and services timely and accurately.
- Issues payroll checks and benefits payments bi-weekly and files all the required Federal and State payroll tax withholding reports.
- Processes outgoing mail and distributes incoming mail citywide.







Finance Department









Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Rebalanced the budget due to COVID-19 economic impacts				✓			
2.	Received GFOA and CSMFO award for Adopted Budget and GFOA award for Annual Comprehensive Financial Report.				✓			
3.	Continued implementation of Federal ARPA programs	✓	✓	✓	✓	✓	✓	✓
4.	Continued updates of finance standard operating procedures				✓			
5.	Established Section 115 Pension Trust oversight and reporting				✓			
6.	Built ETL (extract, load and transform) workflows to replace manual reporting and enhance reporting				✓			
7.	Continued partnering with Public Works to implement the Automated Meter Infrastructure Project			✓	✓	✓		
8.	Supported Measure F Oversight Committee		✓		✓			
9.	Completed Assessment of Key Financial Processes				✓			
10.	Partnered with Public Works to update water and wastewater infrastructure plans and rates.				✓			

Initiatives		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Continue to maximize the funding from the American Rescue Plan Act (ARPA)				✓			
2.	Continue to Review and maximize FEMA reimbursements for COVID-19 Expenditures				✓			
3.	Continue to update Finance standard operating protocol (SOP) for succession planning				✓			
4.	Continue partnering with Public Works to complete Automated Meter Infrastructure Project			✓	✓	✓		
5.	Partner with Human Resources on upcoming labor contract negotiations				✓			
6.	Partner with Public Works on stormwater utility analysis				✓	✓		
7.	Partner with City Manager's Office on TASP Impact Fee Update		✓		✓	✓		
8.	Partner with Fire on new paramedic medical reimbursement billing program				✓		✓	
9.	Implement proposed City department consolidations as approved in FY23-24 Budget				✓			
10.	Launch Financial System ERP - Phase 1				✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Consecutive years receiving award for Distinguished Budget Presentation		19	20	21	22	23
Consecutive years receiving award for Excellence in Financial Reporting		26	27	28	29	30
Tort Claims Resolved within 180 Days		70%	75%	88%	80%	80%
Average number of days from approved invoice received to check issuance		4.71	4	4	4	4

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Number of Contracts Processed		224	236	277	260	260
Number of Vendor Invoices Paid		22,998	17,820	17,401	19,500	19,500
Number of Utility Bills Issued		92,310	87,221	92,223	92,250	92,500
Number of Regulatory Reports Submitted to Appropriate Agencies		75	104	118	100	100
Number of Financial Informational Reports Submitted to City Council		New Measure	New Measure	122	100	100
Number of Payroll Checks Paid		14,263	12,476	13,606	12,500	12,500

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Finance Administration	\$2,280,073	\$2,431,208	\$2,258,335	\$2,521,005	\$262,670	11.6%
Finance Operations	1,925,866	1,658,647	1,909,067	2,145,940	236,873	12.4%
Fiscal Services-Utilities	1,298,345	1,634,301	2,173,976	2,153,333	(20,643)	(0.9)%
TOTAL	\$5,504,284	\$5,724,156	\$6,341,378	\$6,820,280	\$478,902	7.6%

DOLLARS BY CATEGORY	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$2,735,468	\$2,640,766	\$3,347,676	\$3,495,973	\$148,297	4.4%
4112 Temporary Salaries	330,855	370,951	293,051	310,625	17,574	6.0%
4113 Overtime	11,489	13,484	15,000	15,000	0	0.0%
4121 Allowances	11,054	15,517	13,824	14,412	588	4.3%
4124 Leave Cashout	140,492	203,920	0	0	0	0.0%
4125 Accrued Leave	(3,578)	0	0	0	0	0.0%
4131 PERS	972,688	1,033,018	1,057,711	1,160,455	102,744	9.7%
4132 Group Insurance	417,624	406,784	579,979	708,015	128,036	22.1%
4133 Medicare	47,389	47,301	53,005	57,221	4,216	8.0%
4135 Worker's Compensation	9,389	6,801	18,297	19,788	1,491	8.1%
4138 Deferred Comp-Employer	21,560	20,870	24,300	25,223	923	3.8%
4139 PARS	1,762	1,485	2,075	2,133	58	2.8%
4141 Adjustments-Payroll	0	0	0	(24,562)	(24,562)	0
4143 Charged to CIPs	0	0	(100,000)	(100,000)	0	0.0%
4146 Short Term Disability	0	0	8,633	8,850	217	2.5%
4161 Retiree Medical Reserve	26,556	24,789	28,879	35,542	6,663	23.1%
sub-total	4,722,748	4,785,686	5,342,430	5,728,675	386,245	7.2%

SUPPLIES AND CONTRACTUAL SERVICES						
4210 Department Allocations	18,450	18,075	10,599	6,024	(4,575)	(43.2)%
4220 Supplies	36,832	64,692	130,300	141,400	11,100	8.5%
4230 Services	715,412	844,768	785,414	866,594	81,180	10.3%
4240 Repair & Maintenance	2,414	2,449	37,750	37,750	0	0.0%
4500 Training, Travel, & Memberships	8,428	7,507	34,885	39,835	4,950	14.2%
sub-total	781,536	937,491	998,948	1,091,603	92,655	9.3%

Budget Narrative and Summary

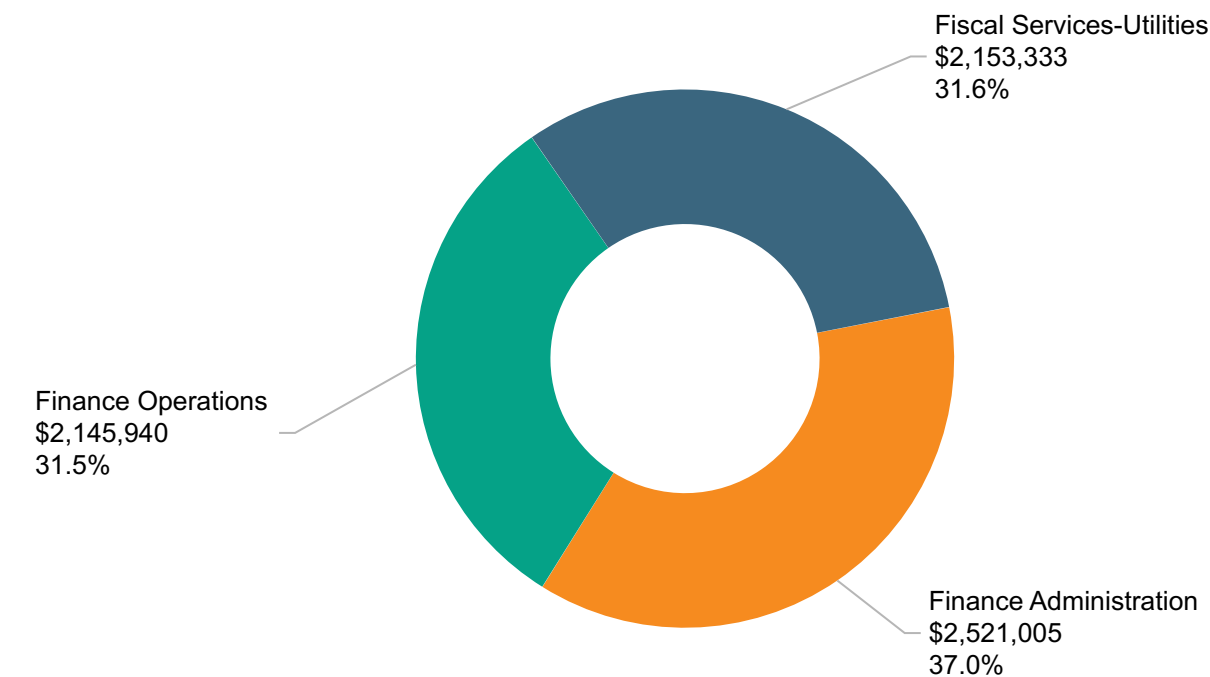
DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
CAPITAL OUTLAY							
4870	Machinery and Equipment	0	0	0	0	0	0.0%
sub-total		0	979	0	0	0	0.0%
TOTAL		\$5,504,284	\$5,724,156	\$6,341,378	\$6,820,280	\$478,898	7.6%

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Finance Administration	9.00	8.00	9.00	9.00	0.00
Finance Operations	11.00	12.00	12.00	12.00	0.00
Fiscal Services-Utilities	9.50	8.50	8.50	8.00	(0.50)
TOTAL	29.50	28.50	29.50	29.00	(0.50)

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Accountant	2.00	2.00	2.00	2.00	0.00
Accounting Technician I/II	6.00	6.00	7.00	7.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Assistant Finance Director	1.00	1.00	1.00	1.00	0.00
Budget Manager	1.00	1.00	1.00	1.00	0.00
Buyer	1.00	1.00	1.00	1.00	0.00
Customer Services Supervisor	1.00	1.00	1.00	0.00	(1.00)
Director of Finance	1.00	1.00	1.00	1.00	0.00
Finance Manager	1.00	1.00	1.00	2.00	1.00
Financial Analyst	3.00	2.00	3.00	3.00	0.00
Junior Accountant	1.00	1.00	0.00	0.00	0.00
Payroll Specialist	2.00	2.00	2.00	2.00	0.00
Purchasing Agent	1.00	1.00	1.00	1.00	0.00
Senior Accountant	4.00	4.00	4.00	4.00	0.00
Senior Accounting Technician	1.00	1.00	1.00	1.00	0.00
Water Meter Technician I/II	2.50	2.50	2.50	2.00	(0.50)
Total Positions	29.50	28.50	29.50	29.00	(0.50)




Expenditures by Function



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	29.50	\$4,384,364	\$1,957,014	\$6,341,378
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		418,282	(80,607)	337,675
Non-Personnel Expenditure Alignment to Historical Trend		105,157	2,331	107,488
Equipment Amortization			(2,833)	(2,833)
Contractual Services (Badger AMI Meters, Gateway Cellular Backhaul Service, Invoice Cloud, Cayenta, etc.)			30,470	30,470
Temporary Staff Cost				
Adjustments to Costs of Ongoing Activities	0.00	523,439	(50,639)	472,800
Total FY2023-24 Base Budget	29.50	4,907,803	1,906,375	6,814,178
Service Level Changes				
Fiscal Services Reorganization	(0.50)	18,640	(12,540)	6,100
Total Service Level Changes	(0.50)	18,640	(12,540)	6,100
Total FY 2023-24 Budget	29.00	\$4,926,443	\$1,893,835	\$6,820,278

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1. Fiscal Services Reorganization	(0.50)	\$18,640	(\$12,540)	\$6,100
	This action funds 1.0 FTE Finance Manager, deletes 1.0 FTE Customer Services Supervisor and defunds 0.5 FTE Water Meter Technician (Temporary) in the Fiscal Services section of Finance Department. The Finance Manager position will be tasked primarily with managing the fiscal services operations/staff, overseeing all revenue collection, deposits and cash courier, utility billing, business license and miscellaneous billings and accounting thereof.			
Performance Results	 			
The Department will see measurable improvements in workflow, automation, enhanced/new policies, streamline procedures and more robust internal controls.				
Impact if funding is not approved				
If not funded, fiscal services operation will continue to be inefficient, paper-intensive and incohesive. The Department would not be able to make critical improvements in systems, policies, procedures, and internal controls. Additionally, if not funded, this would have a negative impact on a division that processes about \$200 million of revenue annually.				
Total Service Level Changes	(0.50)	\$18,640	(\$12,540)	\$6,100



Fire

Fire Chief: Jason Schoonover

Mission Statement

The Milpitas Fire Department is driven by the vision to provide outstanding service to the community through the core values of our mission statement. "The preservation of life, property, and the environment within the community is the reason for our existence".

The core elements of the Fire Department's budget support growth within the organization to ensure mission, succession planning for organizational stability, and the ability to be flexible with emergency response in the community.

Description

The Milpitas Fire Department is committed to providing comprehensive emergency response, fire protection, emergency medical services, disaster preparedness, community education, risk reduction, and other related services in an efficient, effective, and caring manner to the Milpitas community. The Fire Department is organized into six functions as follows: Fire Administration; Operations Division, EMS and Training, Office of Emergency Management, Fire Prevention, and Fire Prevention Administration.



Services

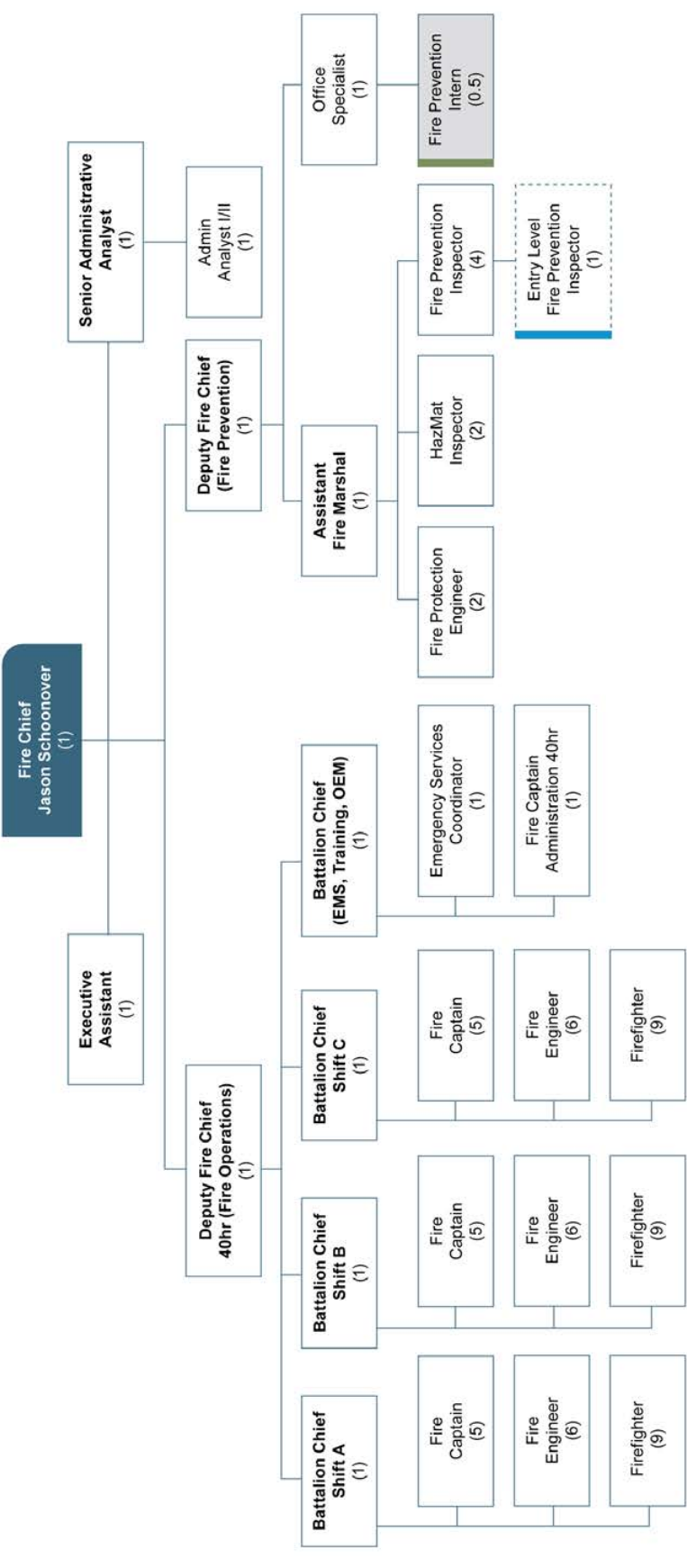
- Fire Department Administration: Directs the department in field operations, budget and fiscal policy, administrative systems and procedures, employee training and development, and labor and management issues. Fire Administration is tasked with strategic planning for the implementation of fire service best practices and ensuring response readiness for the community.
- Fire Department Operations Division: Responds to emergency incidents involving fires, medical emergencies, vehicle accidents, specialized rescues, hazardous material releases, and other risks affecting the health and welfare of the community. Personnel staff six apparatus at four stations strategically located for quick response throughout the City. Specialized actions within the division include urban search and rescue, hazardous materials response, high density housing response, and specialized response to the transit area. The Operations Division is focused on emergency response.
- The Office of Emergency Management (OEM) implements disaster preparedness and response programs, outreach and education, and regional collaboration planning. Ensures citywide disaster readiness by performing Emergency Operations Center training and maintenance, community volunteer training, and care-and-shelter cache maintenance. Provides risk reduction efforts for the community by coordinating with allied agencies and non-governmental organizations.
- Fire Prevention Division: The Fire Prevention Division plans, organizes and implements all Fire Department prevention and inspection programs, including fire and arson investigations, vegetation management, hazard abatement, code enforcement, public fire safety education, plan checking, and evaluation and development of codes and ordinances. Provides fire cause and origin investigations. Conducts inspections related to fire code compliance for new construction and high-risk occupancies.



- Fire Department Training, Emergency Medical Services, and Safety Division: Directs firefighter training and succession planning. Operates drill grounds and training curricula to ensure readiness for all-risk response. Oversees compliance with paramedic and emergency medical technician licenses and certifications, State and local reporting and quality assurance requirements, and cooperative contracts with the ambulance service provider. Ensures the readiness of the patient transport rescue ambulance. Provides safety programs to reduce the firefighter injury rate and risks.










Fire Department






New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp








Permanent FTE (82)
Temporary FTE (0.5)

Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Successful deployment of the Ambulance	✓	✓			✓	✓	✓
2.	Successful opening and operation of new Fire Station Two Emergency Operations Plan completed and adopted		✓		✓	✓	✓	✓
3.	Improved employee safety, mental and physical health/wellness programs	✓	✓		✓	✓	✓	✓
4.	Development of EOP Annexes		✓		✓		✓	
5.	Initiated training / succession plan for fire employees	✓	✓		✓	✓	✓	✓
6.	Hired and trained authorized personnel in order to ensure service level is maintained	✓	✓	✓	✓	✓	✓	✓
7.	Implemented Lexipol Fire Department policy system	✓	✓	✓			✓	✓
8.	Supported EOC and Covid-19 testing and vaccination initiatives		✓		✓		✓	
9.	Enhanced Fire Department analytical/GIS capabilities through software implementation	✓	✓			✓	✓	✓
10.	Developed methods to streamline plan review and inspection processes in order to address heavy workload demands during Covid-19	✓	✓			✓	✓	✓

	Initiatives	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Enhance mental and physical health/wellness programs	✓	✓				✓	
2.	Post ambulance deployment to enhance operational program	✓	✓			✓	✓	✓
3.	Complete training / succession plan for each employee		✓		✓		✓	
4.	Complete improvements and upgrades to Fire Department Training facilities			✓			✓	
5.	Enhance Community engagement policies through increased social media awareness and public education events			✓				✓
6.	Finalize remaining Lexipol policies		✓		✓	✓	✓	✓
7.	Support the adoption of the County-wide Zonehaven evacuation plan and notifications system	✓	✓	✓		✓	✓	✓
8.	OEM development and implementation of evacuation plan for city facilities	✓	✓			✓	✓	✓
9.	Support the build of two new Type 5 apparatus and the build of one new Type 1 apparatus			✓			✓	
10.	Support Emergency Management Initiatives including MYTEP and remaining EOP Annexes	✓	✓			✓	✓	✓

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Total response time (call to arrival) to emergency calls (minutes)*		7:24	8:20	8:29	8:20	7:30
State mandated fire occupancy inspections completed annually		1,138	1,228	1,515	1,411	1,489
Effective Response Force (First Alarm) for assembling a complete response on all structure fires (minutes)		11:15	11:16	11:20	11:20	11:30

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Fire service calls		5,253	5,390	6,170	6,400	6,800
Training Hours / Certifications to serve in higher rank		13,556 / 23	8,755 / 20*	9,644 / 24	14,400 / 14***	15,000 / 18
Total Engine Company Inspections		2,084	0*	2,082	2,500	2,500
Total Plan Review / Inspections		1,644 / 7,592	1,124 / 1,708	1401 / 1652	1,245 / 1,313	1,347 / 1,490
Public Education Events (attendees)		2,385	0*	2,082	4,500	4,700
Apparatus Response Summary (incidents)		7,822	7,736	8,805	9,000	10,000
Ambulance Transports		0	0	0	100	150

*Number due to COVID-19 conditions/school closures

**Due to COVID-19 Engine Company Inspections not conducted

***Due to time in grade needed

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
EMS Transport Services	\$27,309	\$44,336	\$106,355	\$89,627	(\$16,728)	(15.7)%
Fire Administration	2,165,576	2,484,547	1,891,481	2,412,261	520,780	27.5%
Fire Prevention	2,027,931	2,476,271	2,651,915	2,741,533	89,618	3.4%
Fire Prevention Administration	1,319,488	1,298,297	1,054,973	1,134,900	79,927	7.6%
Office of Emergency Management	246,993	256,963	252,174	283,596	31,422	12.5%
Operations Division	22,431,263	22,949,562	22,404,850	22,672,052	267,202	1.2%
TOTAL	\$28,218,560	\$29,509,976	\$28,361,748	\$29,333,969	\$972,221	3.4%

DOLLARS BY CATEGORY	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$12,574,849	\$12,323,851	\$13,548,108	\$13,675,722	\$127,614	0.9%
4112 Temporary Salaries	265,038	326,266	25,000	40,082	15,082	60.3%
4113 Overtime	2,029,606	2,902,271	1,615,257	1,615,257	0	0.0%
4114 Reimbursable Overtime	1,241,700	837,277	0	0	0	0.0%
4121 Allowances	72,175	70,303	77,964	78,312	348	0.4%
4124 Leave Cashout	423,522	1,052,215	0	0	0	0.0%
4131 PERS	6,312,594	6,681,951	6,973,640	7,588,793	615,153	8.8%
4132 Group Insurance	1,799,022	1,867,691	2,116,273	2,243,892	127,619	6.0%
4133 Medicare	231,591	241,774	198,267	200,115	1,848	0.9%
4135 Worker's Compensation	610,866	478,065	624,883	637,275	12,392	2.0%
4138 Deferred Comp-Employer	48,367	46,296	51,900	51,300	(600)	(1.2)%
4139 PARS	0	0	699	705	6	0.9%
4146 Short Term Disability	0	0	2,482	2,700	218	8.8%
4161 Retiree Medical Reserve	135,380	133,386	148,591	182,291	33,700	22.7%
sub-total	25,744,710	26,961,346	25,047,064	26,316,444	1,269,380	5.1%

Budget Narrative and Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
SUPPLIES AND CONTRACTUAL SERVICES							
4210	Department Allocations	1,542,518	1,524,064	1,485,915	1,608,529	122,614	8.3%
4220	Supplies	338,808	461,107	623,460	633,560	10,100	1.6%
4230	Services	263,205	330,195	522,866	510,866	(12,000)	(2.3)%
4240	Repair & Maintenance	24,319	4,630	0	0	0	0.0%
4500	Training, Travel, & Memberships	106,009	164,853	236,075	234,575	(1,500)	(0.6)%
sub-total		2,274,859	2,487,122	2,868,316	2,987,530	119,214	4.2%
CAPITAL OUTLAY							
4850	Vehicles	0	38,281	220,000	0	(220,000)	(100.0)%
4870	Machinery and Equipment	198,991	0	226,368	29,995	(196,373)	(86.7)%
4920	Machinery, Tools & Equipment	0	23,227	0	0	0	0.0%
sub-total		198,991	61,508	446,368	29,995	(416,373)	(93.3)%
TOTAL		\$28,218,560	\$29,509,976	\$28,361,748	\$29,333,969	\$972,221	3.4%

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Fire Administration	6.00	6.00	7.00	7.00	0.00
Fire Prevention*	9.00	7.00	7.00	7.00	0.00
Fire Prevention Administration	4.00	4.00	4.00	4.00	0.00
Office of Emergency Management	1.00	1.00	1.00	1.00	0.00
Operations Division	63.00	59.00	63.00	63.00	0.00
TOTAL	83.00	77.00	82.00	82.00	0.00

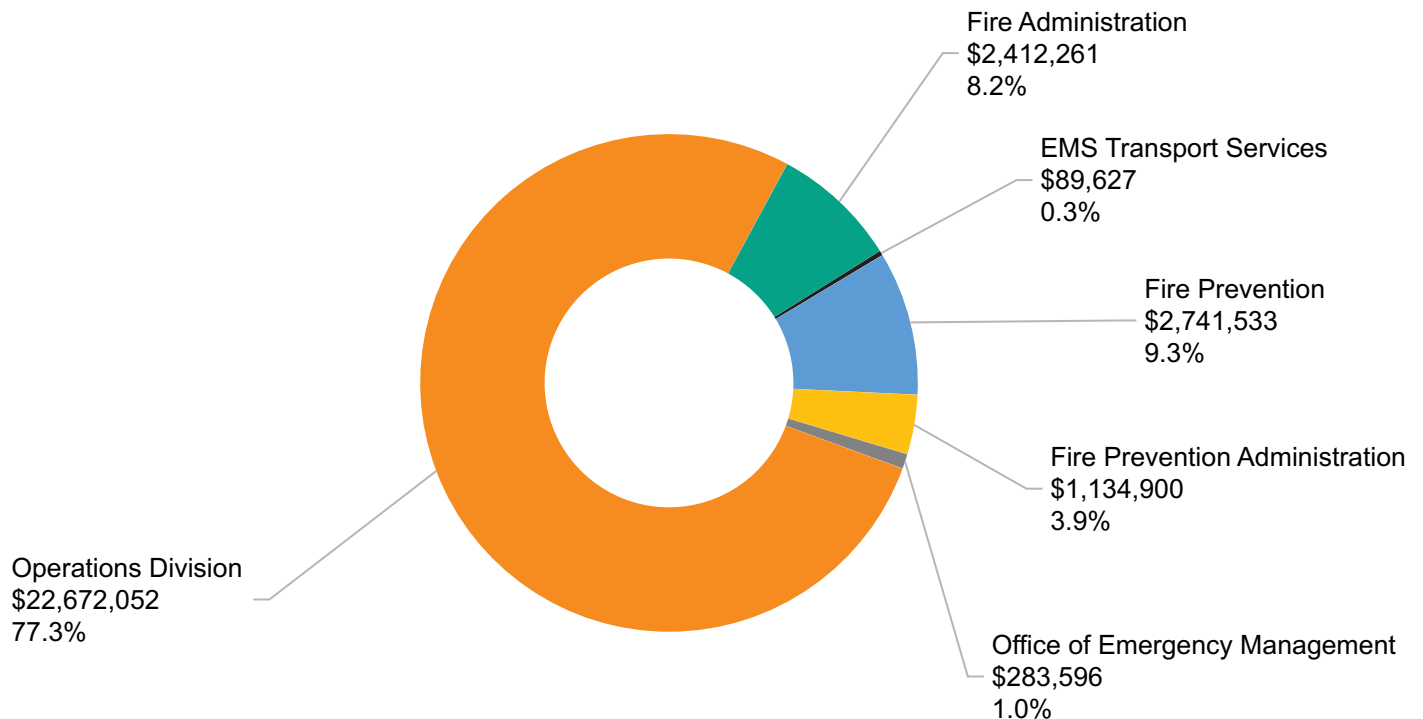
*1.0 Entry Level Fire Prevention Inspector defunded.

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Analyst II	1.00	1.00	1.00	1.00	0.00
Assistant Fire Marshal	1.00	1.00	1.00	1.00	0.00
Chief Fire Enforcement Officer	1.00	0.00	0.00	0.00	0.00
Deputy Fire Chief	2.00	2.00	2.00	2.00	0.00
Emergency Svcs Coordinator	1.00	1.00	1.00	1.00	0.00
Entry Level Fire Inspector	1.00	0.00	0.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Fire Battalion Chief	3.00	3.00	3.00	3.00	0.00
Fire Battalion Chief-40 hr	1.00	1.00	1.00	1.00	0.00
Fire Captain	15.00	15.00	15.00	15.00	0.00
Fire Captain - 40	1.00	1.00	1.00	1.00	0.00
Fire Chief	1.00	1.00	1.00	1.00	0.00
Fire Engineer	6.00	6.00	8.00	8.00	0.00
Fire Engineer-Paramedic	12.00	12.00	10.00	10.00	0.00
Fire Prevention Inspector	4.00	4.00	4.00	4.00	0.00
Fire Protection Engineer	2.00	2.00	2.00	2.00	0.00
Firefighter	15.00	15.00	16.00	16.00	0.00
Firefighter/Paramedic	12.00	8.00	11.00	11.00	0.00
Hazardous Materials Inspector	2.00	2.00	2.00	2.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	0.00
Senior Administrative Analyst	0.00	0.00	1.00	1.00	0.00
Total Positions	83.00	77.00	82.00	82.00	0.00

*1.0 Entry Level Fire Prevention Inspector defunded.



Expenditures by Function



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	82.00	\$28,188,870	\$172,877	\$28,361,747
One-Time Prior Year Budget Adjustments				
Delete One-Time ARPA Funding for 4.0 Firefighter/Paramedics		350,000		350,000
Command Vehicle Funding		(220,000)		(220,000)
Lifepak Funding		(37,728)		(37,728)
Interra Operations Module Enhancement		(33,000)		(33,000)
One-Time Prior Year Budget Adjustments	0.00	59,272		59,272
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		904,285		904,285
Capital Outlay Adjustment			(132,469)	(132,469)
Equipment Replacement Amortization		122,614		122,614
Non-Personnel Expenditure Alignment to Historical Trend		(4,216)		(4,216)
Adjustments to Costs of Ongoing Activities	0.00	1,022,683	(132,469)	890,214
Total FY 2023-24 Base Budget	82.00	29,270,825	40,408	29,311,233
Service Level Changes				
Fire Prevention Intern		22,736		22,736
Total Service Level Changes	0.00	22,736	0	22,736
Total FY 2023-24 Budget	82.00	\$29,293,561	\$40,408	\$29,333,969

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1. Fire Prevention Intern	0.00	\$22,736	\$0	\$22,736
	This action will fund a temporary student intern for the Fire Prevention division to support a variety of clerical and administrative duties including filing, scanning, scheduling, producing informational/ educational documents, answering phones and emails. Not to exceed 20 hours per week. This will ease workload of current administrative staff, allowing time to work on refinements and improvements to current workflows and processes for better efficiency. This position was defunded in FY23 and is being requested once again.			
Performance Impact				
If not funded, there will be inadequate administrative support for Fire Prevention and no back up support if the Office Specialist is out of the office. Interns can support in succession planning and backfill of administrative duties.				
Impact If Not Funded				
Will allow the Fire Prevention Division to obtain cost effective administrative support and create a learning opportunity for an intern.				
Total Service Level Changes	0.00	\$22,736	\$0	\$22,736



Human Resources

HR Director: Nick Raisch

Mission Statement

The HR Department supports the achievement of the City's goals by: 1) recruiting and retaining highly qualified individuals and ensuring they have the resources to operate effectively, 2) providing an environment that is diverse, safe, and conscious of community goals, and 3) establishing policies/practices that treat employees with respect, while maintaining compliance with labor laws and labor agreements.

Description

The Human Resources (HR) Department is a centralized full-service department that provides citywide services related to recruitment, benefits administration, safety (including a self-funded workers' compensation program and DOT Drug and Alcohol Testing), employee relations including compliance with State and Federal employment laws, performance management, training, and maintenance of personnel systems and files, and labor relations, including negotiations and administration of labor agreements with the various employee groups.

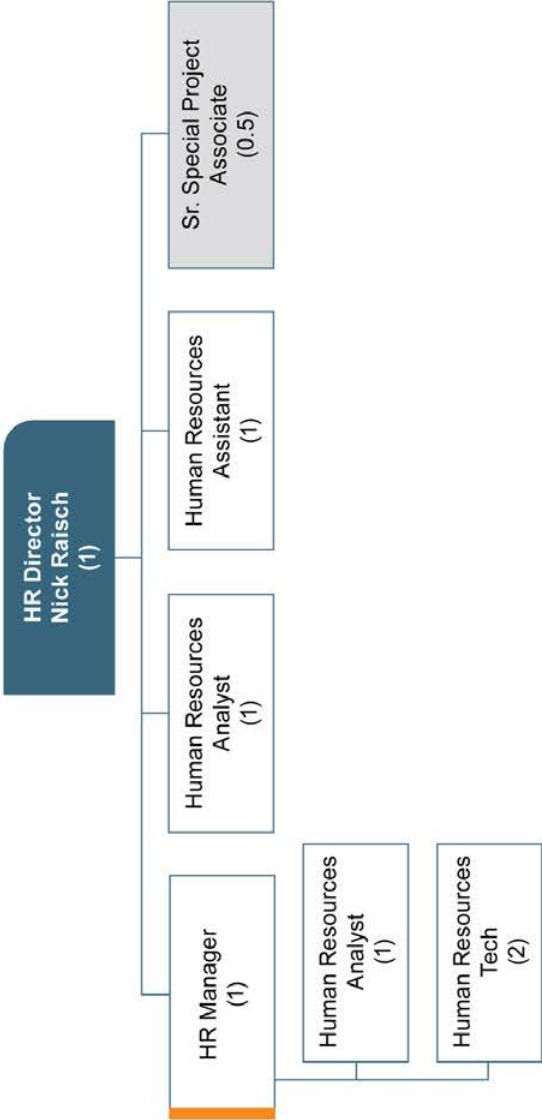


Services

- **Recruitment** - The HR Department partners with all areas of City service to find energetic, engaged, and highly capable public employees. This is done through the use of cloud-based applicant tracking and management systems, targeted advertising, and executive recruiting firms as needed to compete for and secure the very best talent.
- **Health and Wellness** - The HR Department oversees comprehensive benefits packages for approximately 440 (FTE) positions, focusing on overall health and wellness for employees and their families. We do this by taking a holistic approach on quality of life and providing excellent benefits including medical coverage through CalPERS Health, Dental, Vision, Life Insurance, Long Term Disability, Short Term Disability, Employee Assistance Program (EAP), Deferred Compensation (457 or 401A plan depending on bargaining unit), and other financial wellness resources.
- **Workers' Compensation** - The City is self-insured for workers' compensation contracted through a Third Party Administrator (TPA). The staff works closely with our TPA to ensure that all injured employees receive proper care for their work-related injuries and/or illnesses.
- **Labor Relations** - The HR Department builds productive and collaborative relationships with our five separate bargaining units to achieve the City's goals and provide exemplary service to our community. Human Resources team members are critical components of administering, implementing, and interpreting labor contracts and assisting in the resolution of potential issues.
- **Employee Relations and Customer Service** - The HR Department treats all applicants, employees, retirees, and residents with dignity and respect. We strive to ensure equal employment opportunities and a workplace free of discrimination and harassment. We assist managers and supervisors with performance management matters. We encourage positive employer-employee relations and maintain a high level of service to those we serve.
- **Training** - The HR Department manages and maintains training and professional growth opportunities to promote employees' learning and development in alignment with the organization's needs and goals.










Human Resources Department






New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

Permanent FTE (7)
Temporary FTE (0.5)





Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Successfully recruited, onboarded, and orientated three HR staff members (two HR Technicians and the HR Director).				✓			
2.	Navigated the constantly changing requirements related to COVID response, keeping employees safe and informed. Updated the COVID policy as we transitioned from pandemic to endemic.				✓			
3.	Maintained over 85% compliance with mandated harassment prevention training program.				✓			
4.	Planned and executed a rebranded and reimagined city-wide Health & Wellness Fair, with a holistic approach on overall employee wellness.				✓			
5.	Conducted new hire orientations for over 130 employees and processed over 600 personnel transactions.				✓			
6.	Processed approximately 2,500 applications.				✓			
7.	Continued to invest in Learning & Development initiatives by implementing LinkedIn Learning which gives employees access to thousands of on-demand courses.				✓			
8.	Formed the Performance Evaluation Enhancement Committee and led discussions over 11 meetings to finalize the competency definitions in order to proceed with next steps in the implementation process for Neogov's Perform module.				✓			
9.	Revitalized the Mentorship Program, which provides the benefit of a formalized/ structured program to share knowledge/ experiences from professional staff in order to foster engagement and succession planning.				✓			

	Initiatives	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Continue implementation of NEOGOV Performance Management Software.				✓			
2.	Continue to invest in employees' growth and development by offering a wide range of training opportunities.				✓			
3.	Review and Revise Personnel Rules and City Policies.				✓			
4.	Assess advantages and identify challenges to moving to a paperless personnel file system and recommend implementation plan, if feasible.				✓			
5.	Partner with departments and consultants on potential HRIS/ERP request for proposal and selection of future vendor for critical services.				✓			
6.	Refine and expand the Employee Mentorship Program.				✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Average time to fill a vacancy (in days)		70	95	98.53	73.41	80
Percentage of recruitments completed within established timelines		40%	70%	67%	47%	70%
Percentage of employees attended Harassment Prevention Training*		N/A	90%	77%	85%	85%

*Actual numbers through 02/28/23

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Number of full-time positions filled		70	67	98	29	60
Number of workers compensation claims processed		55	58	105	67	80
Number of transactions processed		3,820	3,000	986	579	869
Number of new hires onboarded (includes temporary staff)		144	100	163	122	130

FY 22-23 Actual numbers through 02/28/23

Budget Summary

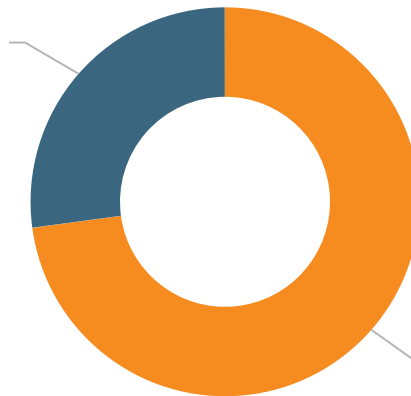
DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$704,304	\$698,807	\$878,386	\$894,320	\$15,934	1.8%
4112	Temporary Salaries	63,291	81,398	59,000	59,055	55	0.1%
4113	Overtime	3,231	1,427	1,500	1,500	0	0.0%
4121	Allowances	2,945	6,346	13,200	13,200	0	0.0%
4124	Leave Cashout	74,673	21,035	0	0	0	0.0%
4131	PERS	253,339	275,478	292,862	300,276	7,414	2.5%
4132	Group Insurance	98,229	93,819	140,772	166,248	25,476	18.1%
4133	Medicare	12,401	11,808	13,778	14,015	237	1.7%
4135	Worker's Compensation	2,494	1,224	4,723	4,767	44	0.9%
4138	Deferred Comp-Employer	4,890	4,666	6,300	6,300	0	0.0%
4139	PARS	0	0	60	886	826	1,376.7%
4146	Short Term Disability	0	0	2,100	2,100	0	0.0%
4161	Retiree Medical Reserve	6,264	5,439	6,181	7,298	1,117	18.1%
sub-total		1,226,061	1,201,447	1,418,862	1,469,965	51,103	3.6%
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	0	0	8,500	8,755	255	3.0%
4220	Supplies	679	7,593	7,000	7,210	210	3.0%
4230	Services	551,456	329,890	433,958	426,038	(7,920)	(1.8)%
4500	Training, Travel, & Memberships	28,783	28,197	69,264	105,239	35,975	51.9%
sub-total		580,918	365,680	518,722	547,242	28,520	5.5%
TOTAL		\$1,806,979	\$1,567,127	\$1,937,584	\$2,017,207	\$79,623	4.1%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Employee Relations Officer	1.00	1.00	1.00	0.00	(1.00)
Human Resource Analyst II	1.00	1.00	1.00	1.00	0.00
Human Resources Analyst I	1.00	1.00	1.00	1.00	0.00
Human Resources Assistant	1.00	1.00	1.00	1.00	0.00
Human Resources Director	1.00	1.00	1.00	1.00	0.00
Human Resources Manager	0.00	0.00	0.00	1.00	1.00
Human Resources Technician	2.00	1.00	2.00	2.00	0.00
Total Positions	7.00	6.00	7.00	7.00	0.00

Expenditures by Category

Supplies and Contractual Services
\$547,242
27.1%



Personnel Services
\$1,469,965
72.9%

Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	7.00	\$1,937,584	\$0	\$1,937,584
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		49,775		49,775
Non-Personnel Expenditure Alignment to Historical Trend		29,849		29,849
Adjustments to Costs of Ongoing Activities	0.00	79,624	0	79,624
Total FY 2023-24 Budget	7.00	\$2,017,208	\$0	\$2,017,208



Information Technology

IT Director: Daniel Nam

Mission Statement

The Information Technology Department supports the mission of the City by providing innovative, reliable, secure, and cost-effective technology services in the areas of telecommunications, data processing, desktop support, Geographic Information System (GIS) and technology systems management.

Description

This department provides automation planning, coordination of system procurement and implementation, administration of the City's cyber security program, management of technology projects to fulfill customer-defined functional requirements, development and maintenance of the City's technical architecture and infrastructure, partnering with key product and service providers, ensuring customer satisfaction, providing automation support and training development, support of the City's web site, implementation and support of security access systems and all automated data systems.

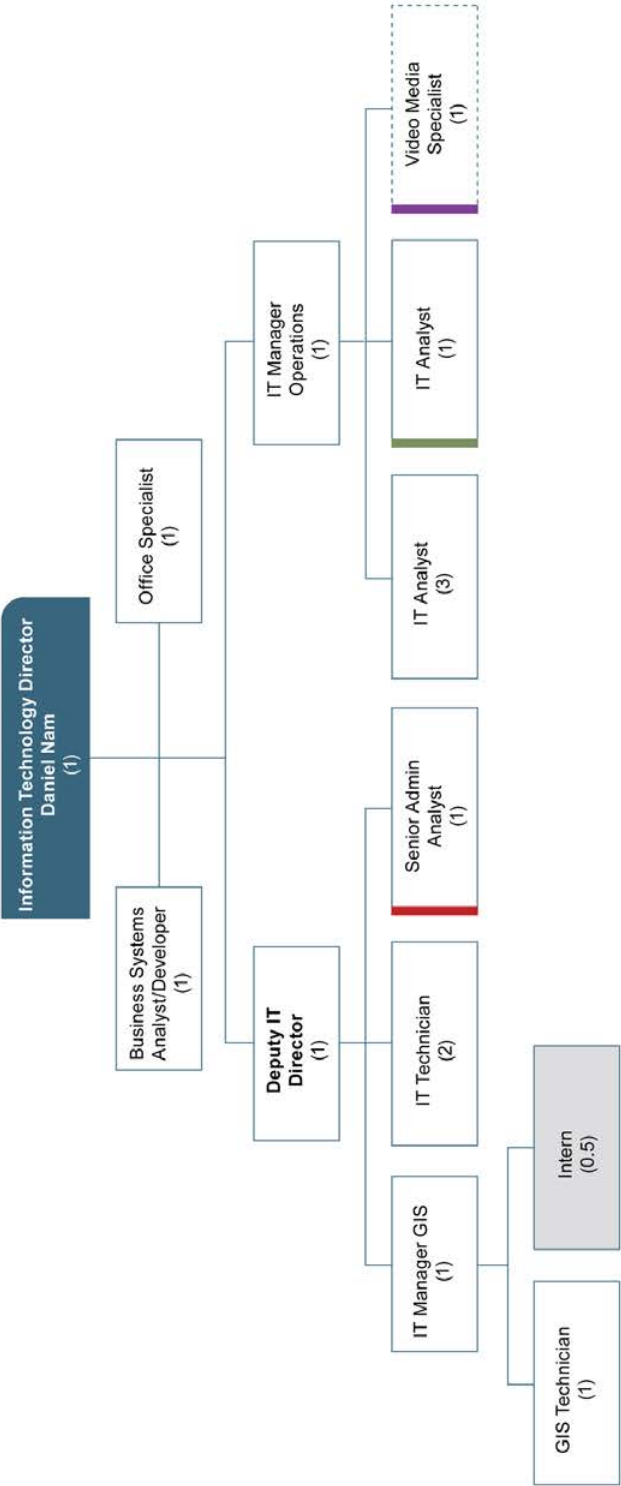


Services

- IT Strategic Planning – Administer and continuously monitor multi-year technology initiatives to ensure the smart and effective use of technology across the City's departments and aligned with the City's overall mission.
- IT Project Management – Provide effective project management services for technology projects of varying scope from short-term department projects to multi-year implementations that bring new solutions to users across the organization.
- Technology Contract Management – Provide management and coordination of technology system contracts.
- Development Services – Support the development of highly effective, secure, and reliable customized software and technology solutions to enhance service delivery.
- Servers and Application Support – Provide management and support of the City's data center. This includes the management of City's computer and storage resources, public-safety systems, primary computer directory services, e- mail, teleconference, system automation, administration of cloud technologies, system implementation and integrations, security and disaster recovery.
- Infrastructure Support – Develop and support the technology systems architecture and infrastructure, including implementation and support of City's Internet connectivity, IP telephone systems, mobile phones and data services, metro-area fiber optic network and wireless enterprise network.
- Public Information – Develop and support the City's website and provide support for virtual and hybrid public meetings.
- Security Access and Control – Enhance safety and protect the City's assets by supporting the city facility security access and control system.
- GIS – Provide various GIS services and enable coordination between various departments across the organization. This service includes software development, data acquisition, aerial imagery, and map services. The data collected serves various enterprise systems including the Computer Aided Dispatch System, Computerized Maintenance Management System, Land Records & Permitting Application, and systems used by the Community Development Services CSA.
- Helpdesk – Provide centralized support channel for City staff. Helpdesk service provides technical resources, including software and hardware troubleshooting assistance, as well as managing the City's technology assets. IT department procures, implements and maintains all technology resources used for the City's operation, including 700 computers, 400 mobile devices and 100 printers.

















Information Technology Department








Permanent FTE (14)
Temporary FTE (0.5)






New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
	Accomplishments							
1.	Police Records Management System Replacement				✓		✓	
2.	Police Electronic Citation System				✓		✓	
3.	Cybersecurity Training Program	✓	✓	✓	✓	✓	✓	✓
4.	City Website Redesign – Vendor selection and contract	✓	✓	✓	✓	✓	✓	✓
5.	PRA Management System Implementation				✓			
6.	Development Services Software Implementation	✓	✓		✓	✓		✓
7.	Cybersecurity Systems Improvements – Vendor selection and products	✓	✓	✓	✓	✓	✓	✓

	Initiatives							
1.	Police Mobile Computer Replacement						✓	
2.	Internet Connectivity Improvements	✓	✓	✓	✓	✓	✓	✓
3.	City Website Redesign - Implementation	✓	✓	✓	✓	✓	✓	✓
4.	Cybersecurity Systems Improvements – Multi-Factor Authentication, Web Filtering, Consolidation, advanced detection	✓	✓	✓	✓	✓	✓	✓
5.	Fire Mobile Computer Replacement						✓	
6.	New Agenda Management System Implementation				✓			
7.	Council Chamber AV Systems Replacement	✓	✓	✓	✓	✓	✓	✓
8.	Development Services System Replacement - Research	✓	✓	✓	✓	✓	✓	✓
9.	NeoGov Implementation				✓			
10.	HR Information System / Financial Management System - Research				✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
City Council meetings supported		100%	100%	100%	100%	100%
Network Availability*		99.99%	99.93%	99.95%	99.84%	99.99%
Critical Server Availability*		99.99%	99.99%	99.98%	99.99%	99.99%
Website Availability*		99.99%	99.99%	99.55%	99.68%	99.99%
Customer surveys received with a score of 4 or better (out of 5)		96%	96%	100%	97%	97%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Help Desk tickets closed		3,330	4,153	5,760	5,980	6,000
Website visitors		1,900,000	216,000**	450,000	356,000	400,000
GIS Asset updates		44,097	48,401	49,167	52,000	45,000
Number of City Council and Planning Committee meetings supported		N/A	N/A	50	51	52
Physical servers converted to virtual servers		90%	90%	97%	98%	98%

*Scheduled down time for maintenance is excluded

**Previously included bots and other countries. FY21 and forward counts actual visitors.

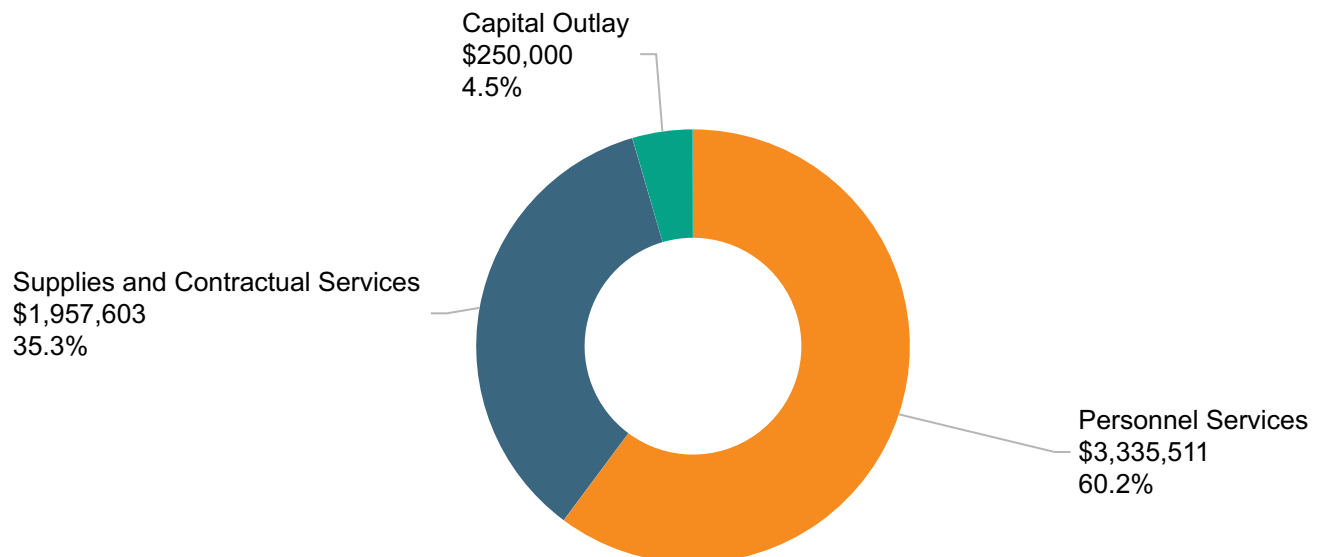
Budget Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$1,547,673	\$1,206,667	\$1,803,078	\$2,172,395	\$369,317	20.5%
4112	Temporary Salaries	0	41,727	35,000	35,000	0	0.0%
4113	Overtime	2,032	2,030	0	0	0	0.0%
4121	Allowances	3,554	4,696	6,600	6,600	0	0.0%
4124	Leave Cashout	91,886	155,413	0	0	0	0.0%
4125	Accrued Leave	749	0	0	0	0	0.0%
4131	PERS	517,260	420,293	551,930	683,268	131,338	23.8%
4132	Group Insurance	216,307	166,197	293,184	357,544	64,360	22.0%
4133	Medicare	23,896	20,545	26,749	32,116	5,367	20.1%
4135	Worker's Compensation	4,623	2,227	9,120	10,949	1,829	20.1%
4138	Deferred Comp-Employer	10,209	8,016	11,700	13,500	1,800	15.4%
4139	PARS	(11)	640	526	526	0	0.0%
4146	Short Term Disability	0	0	3,900	4,284	384	9.8%
4161	Retiree Medical Reserve	13,184	11,491	14,030	19,329	5,299	37.8%
sub-total		2,431,362	2,039,942	2,755,817	3,335,511	579,694	21.0%
SUPPLIES AND CONTRACTUAL SERVICES							
4210	Department Allocations	1,966	1,782	1,704	1,984	280	16.4%
4220	Supplies	16,287	8,455	11,000	11,000	0	0.0%
4230	Services	117,608	49,805	15,000	15,000	0	0.0%
4240	Repair & Maintenance	1,031,959	1,275,449	1,268,937	1,554,119	285,182	22.5%
4410	Communications	293,006	275,053	302,000	302,000	0	0.0%
4500	Training, Travel, & Memberships	9,610	9,454	73,500	73,500	0	0.0%
sub-total		1,470,436	1,619,998	1,672,141	1,957,603	285,462	17.1%
CAPITAL OUTLAY							
4860	Capitalized Leases	0	0	0	0	0	0
4870	Machinery and Equipment	71,395	9,986	0	0	0	0.0%
4920	Machinery, Tools & Equipment	209,452	296,081	250,000	250,000	0	0.0%
sub-total		280,847	306,067	250,000	250,000	0	0.0%
TOTAL		\$4,182,645	\$3,966,007	\$4,677,958	\$5,543,115	\$865,157	18.5%

Staffing

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Business Systems Analyst/ Developer	0.00	0.00	1.00	1.00	0.00
Deputy IT Director	0.00	0.00	1.00	1.00	0.00
GIS Technician	1.00	1.00	1.00	1.00	0.00
Information System Analyst	3.00	2.00	3.00	4.00	1.00
Information Technology Director	1.00	1.00	1.00	1.00	0.00
Information Technology Manager	3.00	3.00	2.00	2.00	0.00
Information Technology Technician	2.00	2.00	2.00	2.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	0.00
Senior Administrative Analyst	0.00	0.00	0.00	1.00	1.00
Sr. Information Analyst/Dev	1.00	1.00	0.00	0.00	0.00
Video Media Specialist	1.00	1.00	1.00	0.00	(1.00)
Total Positions	13.00	12.00	13.00	14.00	1.00




Expenditures by Category



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	13.00	\$4,091,945	\$586,012	\$4,677,957
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		323,011	(174,607)	148,404
CivicPlus		91,000		91,000
Vectra Cybersecurity Cost		10,000		10,000
Equipment Amortization		280		280
Cisco/ Smartnet Cisco HW SW Support		45,000		45,000
Non-Personnel Expenditure Alignment to Historical Trend		119,972	220,581	340,553
Adjustments to Costs of Ongoing Activities	0.00	589,263	45,974	635,237
Total FY 2023-24 Base Budget	13.00	4,681,208	631,986	5,313,194
Service Level Changes				
Move Senior Administrative Analyst to the Information Technology Department	1.00	229,921		229,921
Total Service Level Changes	1.00	229,921	0	229,921
Total FY 2023-24 Budget	14.00	\$4,911,129	\$631,986	\$5,543,115

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Move Senior Administrative Analyst to the Information Technology Department	1.00	\$229,921	\$0	\$229,921
	This action will move the Senior Administrative Analyst position to the Information Technology Department. This position is funded by the Permit Automation Fund and is intended to support technology systems related to the development review and permit process. Since the position provides support to several departments, works closely with the GIS functions located in the Information Technology Department, and needs to work within the technology security framework maintained by the Information Technology Department, the position is proposed to be moved to this department.				
	Performance Results	 			
	Having a position dedicated to supporting all departments involved in the development plan review and permit process will result in better operational efficiency. Having the position located in the Information Technology Department will also ensure close coordination with GIS and compliance with all required technology security measures.				
	Impact if funding is not approved				
	If the proposal does not move forward, the position will continue to be housed in the Community Development Department. This will not allow effective coordination between all departments on technology systems nor maximize collaboration with GIS. Additionally, having the position located in a department other than Information Technology will limit security access to certain critical citywide systems, thus limiting the effectiveness of the position.				
Total Service Level Changes		1.00	\$229,921	\$0	\$229,921



Planning

Planning Director: Ned Thomas, AICP

Mission Statement

The Planning Department develops and implements policies to guide the physical and economic development of the City. We seek to create and maintain a high quality of life for Milpitas residents through enforcement of land use, architectural design, and environmental regulations. We also strive to provide excellent customer service in support of an efficient development review process and fair and inclusive community engagement activities.

Description

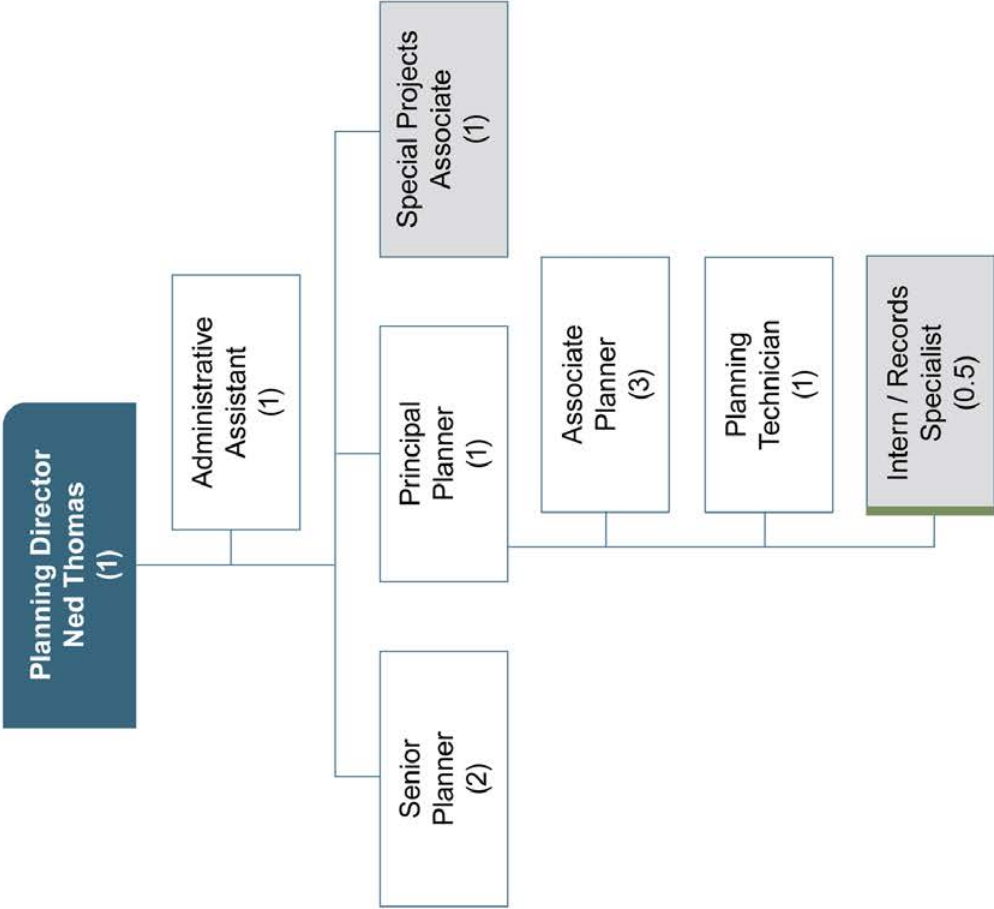
The Planning Department prepares, maintains, and implements the City's General Plan, associated Specific Plans, and other planning and policy documents to positively influence the physical development of the community. Department staff assist residents, businesses, designers, developers, and architects to understand and follow the City's policies and regulations for development, including the General Plan, two Specific Plans, and the Zoning Ordinance. The Department collaborates with other City departments to administer various policies and regulations related to the physical development of the City, including the California Environmental Quality Act (CEQA). The Department provides professional and administrative support to the Planning Commission and promotes informed decision-making by conducting analysis, making findings and recommendations, and facilitating community and neighborhood meetings.



Services

- Prepares, maintains, and implements the City's General Plan and associated Specific Plans.
- Conducts research, prepares long-range planning documents, and assists other departments in preparing special-purpose long-range plans.
- Administers the City's Zoning Ordinance and collaborates with other departments to administer other development policies and regulations, including the California Environmental Quality Act (CEQA).
- Performs and coordinates review of land development applications and provides information to the public regarding land development regulations and processes.
- Assists developers in obtaining planning entitlements and coordinates the development review process from conceptual design and preapplication consultation to application submittal and formal review.
- Implements the Milpitas Metro Specific Plan and Main Street/Gateway Specific Plan and coordinates with other departments to ensure timely review of development proposals.
- Provides and updates planning permit fees, submittal requirements, checklists, design guidelines, and publications to support a streamlined permit application and development review process.
- Reviews building plans for conformance with zoning regulations and conditions of approval.
- Administers the City's short-term rental program.
- Provides staff support to the Planning Commission and other planning-related advisory groups.
- Coordinates with the City Manager's office in working with outside agencies, regional organizations, and local businesses.
- Coordinates with outside agencies on regional planning, transportation, and environmental issues.
- Maintains City demographics and geographic based information.
- Promotes the City of Milpitas as a vibrant community to live, work, shop, learn, and play.






















Permanent FTE (9)
Temporary FTE (1.5)











New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

	Accomplishments	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Facilitated community outreach and prepared Council presentations to support reach code amendments for all-electric requirements in new construction.	✓		✓				
2.	Received a \$60K grant from CalAPP grant to cover the costs of implementing the SolarAPP+ platform.	✓		✓	✓			
3.	Completed recruitments for eight vacant positions.		✓		✓			
4.	Completed training for over 20 certifications to enhance staff capacity in plan check, permitting, and inspections services.		✓		✓	✓		
5.	Updated handouts, procedure manuals, and policy documents to align with the 2023 code cycle.				✓			
6.	Implemented enhanced code enforcement strategies to meet service demands and reduce turnaround times.				✓	✓		
7.	Completed the Milpitas Metro Specific Plan (TASP Update)	✓	✓	✓	✓	✓	✓	✓
8.	Initiated work on the Gateway/Main St. Specific Plan	✓	✓	✓		✓		✓
9.	Initiated work on the Comprehensive Zoning Ordinance Update	✓	✓	✓	✓	✓	✓	✓
10.	Presented eight ad hoc zoning ordinance amendments to the Council for adoption		✓		✓	✓		
11.	Completed work on Objective Designs Standards for Multi-family and Mixed-use Development				✓	✓		✓
12.	Initiated Milpitas SMART, a local on-demand transit program		✓	✓	✓			✓
13.	Provided support to the Housing Division in developing the 6th Cycle Housing Element				✓	✓		

	Initiatives	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Promote green building practices and support implementation of the City's climate Action Plan through adoption of new reach codes.	✓	✓	✓	✓	✓		
2.	Seek a \$60K grant through CalAPP to cover the costs of integrating the SolarAPP+ platform for plan review / permit issuance into the existing online permit platform.		✓	✓	✓			
3.	Continue collaboration with other departments to implement upgrades to the City's online permit tracking system and other tools to increase efficiency and enhance service delivery to the community.		✓		✓			
4.	Complete an update of the Metro Area Development Impact Fee	✓	✓		✓	✓		✓
5.	Complete an initial draft of the Gateway / Main St. Specific Plan and EIR	✓	✓	✓	✓	✓		✓
6.	Continue work on a comprehensive update of the City's Zoning Ordinance		✓	✓	✓	✓		✓
7.	Continue to support and evaluate Milpitas SMART as a local transit program	✓	✓	✓	✓			✓
8.	Continue to work with Santa Clara County to implement a local Tobacco Retail Program	✓			✓			

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
New development first submittal average plan review turnaround time (business days)			N/A	36	38	30
New development subsequent submittal average plan review turnaround time (business days)		N/A	N/A	28	29	25
Tenant Improvement first submittal average plan review turnaround time (business days)		N/A	N/A	29	28	25
Tenant Improvement subsequent submittal average plan review turnaround time (business days)		N/A	N/A	22	20	20
Residential remodel/addition first submittal average plan review turnaround time (business days)		N/A	N/A	30	26	20
Residential remodel/addition subsequent submittal average plan review turnaround time (business days)		N/A	N/A	27	22	15
Percent of building inspections completed within one day		N/A	0.97	98%	98%	95%
Percent of code enforcement cases in compliance within 30 days		N/A	0.77	75%	51%	75%
Average Number of days for 1st review of Administrative Projects (calendar day)			N/A	N/A	12	14
Average Number of days for 1st review of Discretionary Projects (calendar day)		N/A	N/A	N/A	43	30

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Total customers served by Permit Center (Building, Fire, Planning, Eng.)		N/A	8,069	12,000	13,858	12,000
Total over-the-counter permit reviews		N/A	2,326	2,200	1,400	1,400
Total building permits issued		N/A	3,560	3,600	4,000	3,000
Total building inspections completed		N/A	16,935	16,000	12,000	15,000
Total code enforcement customer service requests		N/A	569	570	750	700
Total planning applications received		N/A	435	452	408	400
Total planning-approved projects		N/A	332	350	300	300
Total items presented to Zoning Administrator		N/A	10	10	10	10
Total items presented to Planning Commission (agendized items)		N/A	33	21	20	18
Average number of Long-range Planning projects In Progress		N/A	9	9	7	7

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Long Range Planning	\$229,187	\$251,346	\$265,713	\$273,011	\$7,298	2.7%
Planning	2,064,077	2,021,060	2,085,774	2,112,325	26,551	1.3%
TOTAL	\$2,293,264	\$2,272,406	\$2,351,487	\$2,385,336	\$33,849	1.4%

DOLLARS BY CATEGORY	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$1,356,667	\$1,176,698	\$1,385,487	\$1,380,360	(\$5,127)	(0.4)%
4112 Temporary Salaries	2,268	42,400	188,800	218,065	29,265	15.5%
4113 Overtime	(230)	2,667	12,000	10,000	(2,000)	(16.7)%
4119 Adjustments-Payroll	0	0	0	0	0	0.0%
4121 Allowances	3,553	6,346	6,600	6,600	0	0.0%
4122 Standby Pay MEA	0	0	0	0	0	0.0%
4124 Leave Cashout	40,454	62,789	0	0	0	0.0%
4125 Accrued Leave	0	0	0	0	0	0.0%
4131 PERS	423,608	402,675	419,331	445,420	26,089	6.2%
4132 Group Insurance	184,316	191,065	273,109	237,756	(35,353)	(12.9)%
4133 Medicare	20,812	18,473	22,935	23,231	296	1.3%
4135 Worker's Compensation	7,355	6,350	68,467	69,971	1,504	2.2%
4138 Deferred Comp-Employer	7,405	8,276	9,000	8,100	(900)	(10.0)%
4139 PARS	35	0	1,584	1,980	396	25.0%
4141 Adjustments-Payroll	0	0	0	0	0	0.0%
4143 Charged to CIPs	0	0	(109,243)	(109,243)	0	0.0%
4146 Short Term Disability	0	0	2,782	2,700	(82)	(2.9)%
4161 Retiree Medical Reserve	11,137	9,625	11,435	13,246	1,811	15.8%
sub-total	2,057,380	1,927,364	2,292,287	2,308,186	15,899	0.7%

SUPPLIES AND CONTRACTUAL SERVICES						
4200 Community Promotion,Grant/ Loan	0	0	0	0	0	0.0%
4210 Department Allocations	0	0	0	0	0	0.0%
4220 Supplies	1,720	6,160	12,000	12,000	0	0.0%
4230 Services	219,202	194,367	25,000	42,000	17,000	68.0%

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
4500	Training, Travel, & Memberships	14,962	14,515	22,200	23,150	950	4.3%
sub-total		235,884	215,042	59,200	77,150	17,950	30.3%

CAPITAL OUTLAY							
4850	Vehicles	0	0	0	0	0	0.0%
4870	Machinery and Equipment	0	130,000	0	0	0	0.0%
4910	Office Furniture & Fixtures	0	0	0	0	0	0.0%
sub-total		0	130,000	0	0	0	0.0%
TOTAL		\$2,293,264	\$2,272,406	\$2,351,487	\$2,385,336	\$33,849	1.4%

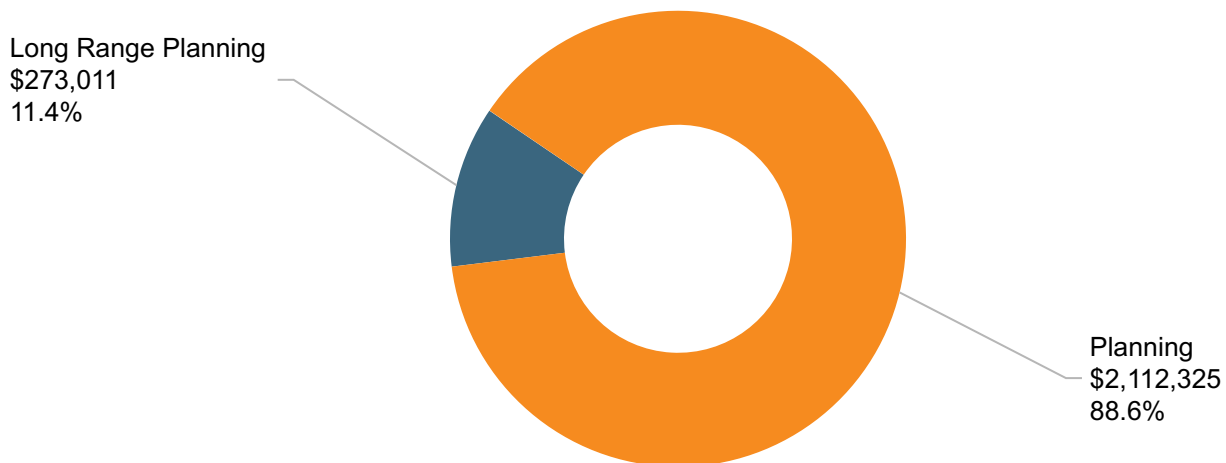
Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Planning	9.00	8.00	8.00	8.00	0.00
Long Range Planning	1.00	1.00	1.00	1.00	0.00
TOTAL	10.00	9.00	9.00	9.00	0.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Assistant Planner	2.00	0.00	0.00	0.00	0.00
Associate Planner	2.00	3.00	3.00	3.00	0.00
Junior Planner	0.00	1.00	0.00	0.00	0.00
Planning Director	1.00	1.00	1.00	1.00	0.00
Planning Manager	1.00	0.00	0.00	0.00	0.00
Planning Technician	0.00	0.00	1.00	1.00	0.00
Principal Planner	1.00	1.00	1.00	1.00	0.00
Senior Planner	2.00	2.00	2.00	2.00	0.00
Total Positions	10.00	9.00	9.00	9.00	0.00

*2.0 FTEs defunded from FY21-22 (Building Inspector, Plan Checker)



Expenditures by Function



Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	9.00	\$1,927,812	\$423,675	\$2,351,487
One-Time Prior Year Budget Adjustments				
Part Time Staff Assistant(One-Time)		(72,147)		(72,147)
One-Time Prior Year Budget Adjustments	0.00	(72,147)	0	(72,147)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		125,227	(65,357)	59,870
Non-Personnel Expenditure Alignment to Historical Trend		15,950		15,950
Special Projects Associate for Zoning Ordinance Update			2,870	2,870
Adjustments to Costs of Ongoing Activities	0.00	141,177	(62,487)	78,690
Total FY2023-24 Base Budget	9.00	1,996,842	361,188	2,358,030
Service Level Changes				
Records Specialist Intern		27,306		27,306
Total Service Level Changes	0.00	27,306	0	27,306
Total FY 2023-24 Budget	9.00	\$2,024,148	\$361,188	\$2,385,336

Service Level Changes

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures	
1. Record Specialist Intern	0.00	\$27,306	\$0	\$27,306	
	This action will fund 1 part-time intern position. The Planning Department maintains current and historic records related to land development, census and demographics, zoning determinations, long-range planning, etc. The records are often complex and include paper files, digital files, and exhibits. The Department also maintains a library of reference materials related to planning, zoning, and land development. With a frequent staff turnover going back a decade or more, the Department files have not been well maintained, and the problem grows with each passing month and year. Future staff and, more importantly, members of the public, will find it very difficult to research files and find information quickly due to poor housekeeping and records management. In addition, best practices now expect that current and historic records will be available to the public online. This position will be dedicated specifically to purging, organizing, and setting up a logical system for records management, retention, and access.				
Performance Impact					
The proposed position will allow the Planning Department to establish consistent and up-to-date records management protocols and a system for consistent hard-copy and digital files as required by law. This position will support three primary tasks: 1) organizing paper files and establishing protocols for managing paper records; 2) organizing paper files and establishin protocols for managing digital records; and 3) coordinating the digitization of archive files, including microfiche records, by an outside vendor and setting up a system for online access by the public.					
Impact if not funded					
If this action is not funded, the organization and management of current and historic records within the Planning Department will continue to deteriorate. Future staff and the public will have a very difficult time accessing important documents related to land development projects in the City.					
Total Service Level Changes		0.00	\$27,306	\$0	\$27,306

Police

Police Chief: Jared Hernandez

Mission Statement

The Milpitas Police Department is committed to the protection of lives and property by working with our community and providing professional and responsive police services.

Description

This department provides 24 hours-a-day, 365 days-a-year policing services to the City, keeps the peace, and prevents & controls crime. The Department's nine functions include: Administration, Patrol Services, Traffic Safety Unit, Police Community Relations Unit, Investigations Unit, Communications Unit, Records Unit, and Personnel & Training.



Services

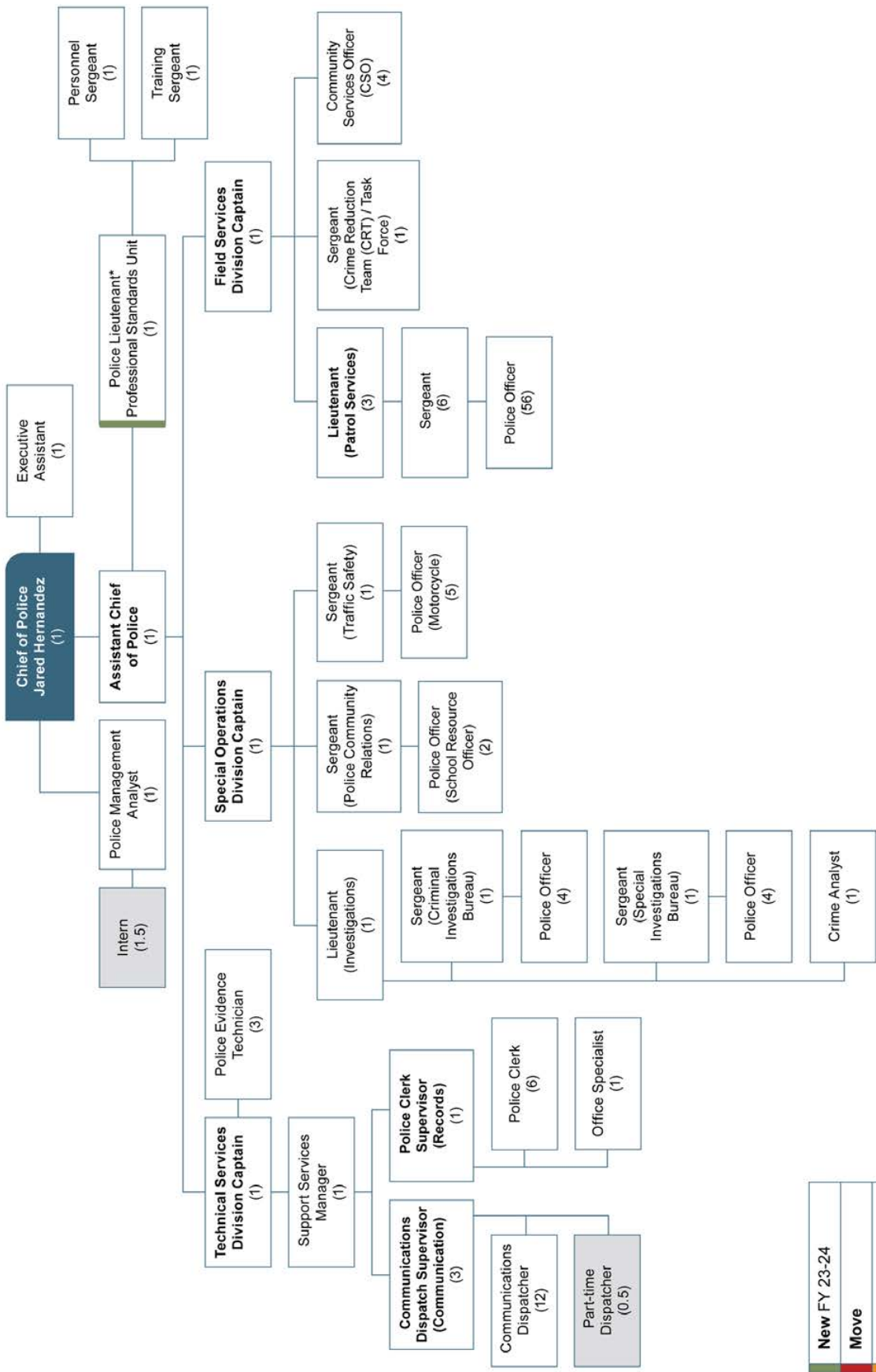
- Provides 24 hours-a-day, 365 days-a-year response to calls for police services. Safeguards the community from crime through deterrence, prevention, and arrest of offenders. Preserves the public peace, protects life & property, and appropriately enforces laws & ordinances.



- Investigates automobile thefts, hit-and-run collisions, and traffic accidents; conducts accident reconstruction for major injury & fatal collisions; provides traffic control at major events and enforces traffic laws.
- Facilitates PAL activities & programs and conducts Neighborhood Watch, Police Explorer, Citizen Volunteer, and other crime prevention & education programs.
- Works closely with the school district and county agencies to divert first time offenders from the juvenile justice system through parent counseling and other innovative programs. The School Resource Officers in the Police Community Relations Unit serve Milpitas High School and Calaveras Hills High School.
- Provides follow-up investigation of crimes against persons, fraud, high technology crimes, missing persons, and property crimes.
- Conducts gang prevention, intervention, and investigation programs; tracks sex registrants; and conducts proactive narcotic investigations.
- Provides 24 hours-a-day, 365 days-a-year 9-1-1 emergency telephone answering and emergency dispatching for the police department, fire department, and other City Departments.
- Provides public counter service, filing of criminal complaints, and evidence management. Processes, maintains, and distributes police reports and fire reports, prepares statistical data required by law, and responds to report requests and telephone inquiries from citizens and other authorized entities.
- Maintains a Community Service Officer (CSO) Program to expand services. The CSOs have absorbed many non-hazardous tasks previously assigned to police officers and police officers will remain dedicated to higher priority items. The CSOs provide the community with responsive services at a cost far less than that of a police officer.










Police Department










New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp






Permanent FTE (128)
Temporary FTE (2)







*Police Lieutenant Professional Standards Unit is a limited term position

Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Maintained an average response time to emergency calls of 2:54 (calendar year 2022).	✓	✓			✓	✓	
2.	Answered 95.91% of 911 calls within ten (10) seconds (calendar year 2022).		✓				✓	
3.	Participated in over 60 community outreach events (calendar year 2022).	✓				✓	✓	
4.	Transitioned to the National Incident Based Reporting System (NIBRS).						✓	
5.	Implemented electronic citations and a new traffic collision reporting system.	✓					✓	
6.	Increased Women Police Officer hiring (18.6% female) to exceed the State average of 13%.						✓	
7.	Implemented a new Records Management System.						✓	

Initiatives		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Ensure average response times to emergency calls remains under three (3) minutes.	✓	✓			✓	✓	
2.	Reduce crime through prevention, deterrence, and enforcement efforts.						✓	
3.	Ensure 95% of 911 calls are answered by a dispatcher within ten (10) seconds/ The state standard is 90% within fifteen (15) seconds.		✓				✓	
4.	Host Community Engagement events (in-person, virtual) such as coffee with a cop, HOA community presentations, citizen academies, virtual book readings, and faith-based community meetings.	✓				✓	✓	
5.	Ensure 100% registration verification of known sex offenders.					✓	✓	
6.	Conduct 15 directed enforcement events to improve traffic safety.	✓				✓	✓	✓
7.	Identify and implement a strategy to promote gender diversity in professional development and career advancement of staff.	✓			✓		✓	

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Average response time to emergency calls (minutes)		2:37	2:43	2:49	2:57	<3:00
Part 1 Uniform Crime Reporting Index crimes (2% annual reduction target)		2,286	2,146	2,915	2,921	N/A*
Department Hosted Community Events: Coffee with a cop, HOA presentations, Citizen academies, faith-based community meeting		14	11	7	12	12
9-1-1 calls answered by a dispatcher within ten (10) seconds**		96%	96%	95%	95%	95%
Verification of known sex offenders		100%	100%	100%	100%	100%

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Computer Aided Dispatch (CAD) system generated events		72,650	73,813	82,753	75,648	77,160
Arrests reported to FBI (all crimes)		1,807	1,893	2,028	1,980	2,019
Citations issued		4,660	3,370	4,095	4,272	4,357
Community presentations		64	81	61	72	60
Number of unhoused/homeless persons contacted		999	1,676	2,708	2,460	2,509
Total hours spent on calls related to unhoused/homeless persons		569	1,255	2,131	1,848	1,884

*Crime reporting for FY23-24 will be under the National Incident Based Reporting System (NIBRS).

**State standard is 90% within 15 seconds.

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Communications	\$3,921,419	\$3,647,150	\$4,827,648	\$4,446,212	(\$381,436)	(7.9)%
Community Relations	719,892	1,023,072	1,055,902	1,114,664	58,762	5.6%
Crossing Guards	65,082	361,539	512,946	786,631	273,685	53.4%
Investigations	4,143,464	4,466,694	5,165,725	5,475,722	309,997	6.0%
Patrol Services	20,526,802	20,704,675	21,543,922	23,002,827	1,458,905	6.8%
Personnel & Training	650,221	951,890	602,805	659,098	56,293	9.3%
Police Administration	1,548,846	748,134	1,238,154	2,385,308	1,147,154	92.7%
Records	1,346,700	1,212,214	1,501,086	1,515,855	14,769	1.0%
Traffic	1,862,656	1,891,173	1,780,020	2,130,043	350,023	19.7%
TOTAL	\$34,785,082	\$35,006,541	\$38,228,208	\$41,516,359	\$3,288,151	8.6%

DOLLARS BY CATEGORY	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES						
4111 Permanent Salaries	\$17,451,886	\$17,586,173	\$19,910,663	\$20,931,601	\$1,020,938	5.1%
4112 Temporary Salaries	170,244	478,324	585,873	100,190	(485,683)	(82.9)%
4113 Overtime	587,898	686,232	778,732	778,732	0	0.0%
4121 Allowances	141,478	139,880	143,532	145,806	2,274	1.6%
4124 Leave Cashout	1,351,629	561,181	0	0	0	0.0%
4131 PERS	8,656,246	9,493,745	10,092,630	11,043,675	951,045	9.4%
4132 Group Insurance	2,392,107	2,492,032	2,926,554	3,044,267	117,713	4.0%
4133 Medicare	285,723	275,259	299,276	307,071	7,795	2.6%
4135 Worker's Compensation	727,947	684,254	1,020,193	1,054,613	34,420	3.4%
4138 Deferred Comp-Employer	12,556	11,542	12,600	12,600	0	0.0%
4139 PARS	1,114	5,076	7,666	804	(6,862)	(89.5)%
4141 Adjustments-Payroll	0	0	(160,000)	0	160,000	(100.0)%
4146 Short Term Disability	0	0	4,282	4,284	2	0.0%
4161 Retiree Medical Reserve	276,532	314,523	327,371	398,708	71,337	21.8%
sub-total	32,055,360	32,728,221	35,709,372	37,822,351	2,112,979	5.9%

SUPPLIES AND CONTRACTUAL SERVICES						
4200 Community Promotion, Grant/ Loan	150	0	500	500	0	0.0%
4210 Department Allocations	660,966	614,780	681,999	809,089	127,090	18.6%
4220 Supplies	615,576	347,881	193,579	198,579	5,000	2.6%

Budget Narrative and Summary

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
4230	Services	940,764	833,164	1,066,549	1,939,524	872,975	81.9%
4240	Repair & Maintenance	20,406	13,489	34,950	38,850	3,900	11.2%
4410	Communications	17,753	16,936	18,000	18,000	0	0.0%
4500	Training, Travel, & Memberships	121,021	143,455	156,091	164,091	8,000	5.1%
sub-total		2,376,636	1,969,705	2,151,668	3,168,633	1,016,965	47.3%

CAPITAL OUTLAY							
4850	Vehicles	235,877	254,707	307,168	465,376	158,208	51.5%
4870	Machinery and Equipment	0	53,908	0	0	0	0.0%
4910	Office Furniture & Fixtures	111,611	0	0	0	0	0.0%
4920	Machinery, Tools & Equipment	5,598	0	60,000	60,000	0	0.0%
sub-total		353,086	308,615	367,168	525,376	158,208	43.1%
TOTAL		\$34,785,082	\$35,006,541	\$38,228,208	\$41,516,360	\$3,288,152	8.6%

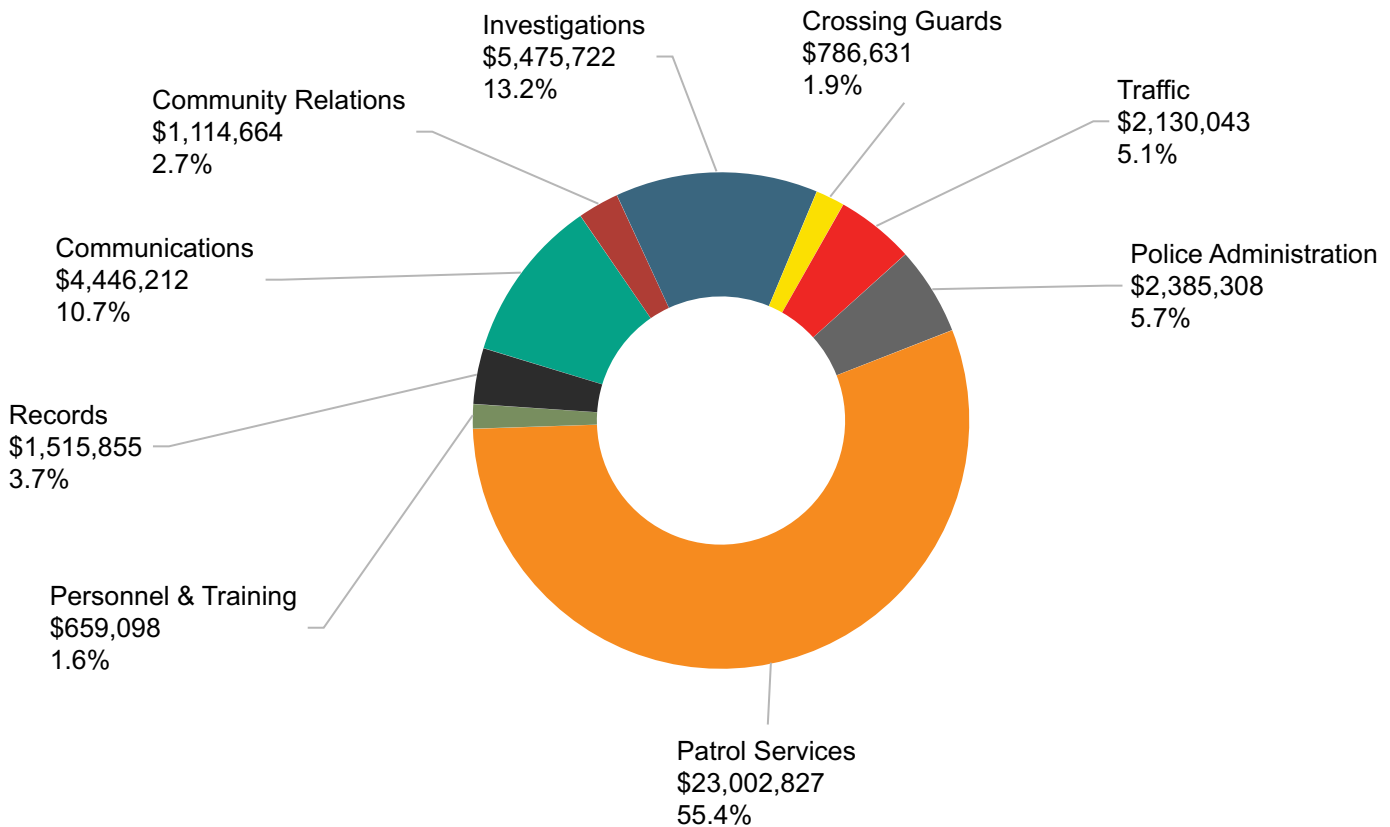
Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Communications	17.00	17.00	17.00	17.00	0.00
Community Relations	3.00	3.00	3.00	3.00	0.00
Crossing Guards	0.00	0.00	0.00	0.00	0.00
Investigations	15.00	15.00	16.00	16.00	0.00
Patrol Services	71.00	69.00	71.00	71.00	0.00
Personnel & Training	1.00	1.00	1.00	2.00	1.00
Police Administration	5.00	5.00	5.00	5.00	0.00
Records	8.00	8.00	8.00	8.00	0.00
Traffic	6.00	6.00	6.00	6.00	0.00
TOTAL	126.00	124.00	127.00	128.00	1.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Assistant Chief of Police	1.00	1.00	1.00	1.00	0.00
Chief of Police	1.00	1.00	1.00	1.00	0.00
Communications Dispatch Supervisor	3.00	3.00	3.00	3.00	0.00
Communications Dispatcher	12.00	12.00	12.00	12.00	0.00
Community Service Officer	4.00	4.00	4.00	4.00	0.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Crime Analyst	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Executive Secretary	0.00	0.00	0.00	0.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	0.00
Police Captain	3.00	3.00	3.00	3.00	0.00
Police Clerk II	6.00	6.00	6.00	6.00	0.00
Police Clerk Supervisor	1.00	1.00	1.00	1.00	0.00
Police Evidence Technician	2.00	2.00	3.00	3.00	0.00
Police Lieutenant	4.00	4.00	4.00	5.00	1.00
Police Management Analyst	1.00	1.00	1.00	1.00	0.00
Police Officer	71.00	69.00	71.00	71.00	0.00
Police Sergeant	13.00	13.00	13.00	13.00	0.00
Police Support Services Mgr	1.00	1.00	1.00	1.00	0.00
Total Positions	126.00	124.00	127.00	128.00	1.00



Expenditures by Function








Budget Reconciliation


	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	127.00	\$37,935,204	\$293,003	\$38,228,207
One-Time Prior Year Budget Adjustments				
Delete One-Time ARPA Funding for 2.0 Police Officers		400,000		400,000
One-Time Prior Year Budget Adjustments	0.00	400,000	0	400,000
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		1,797,110		1,797,110
Equipment Replacement Amortization		127,090		127,090
SCCSO Cal ID - Automated Fingerprint Checks		15,982		15,982
Non-Personnel Expenditure Alignment to Historical Trend		45,454		45,454
Police Vehicle Replacement		148,049	10,159	158,208
Adjustments to Costs of Ongoing Activities	0.00	2,133,685	10,159	2,143,844
Total FY 2023-24 Base Budget	127.00	40,468,889	303,162	40,772,051
Service Level Changes				
Enhanced Police Succession Planning	1.00	426,813		426,813
Comprehensive Drone Management Software Platform		8,100		8,100
Wellness Testing Services		38,000		38,000
Transition Crossing Guard Program Management to Contract Service		271,393		271,393
Total Service Level Changes	1.00	744,306	0	744,306
Total FY 2023-24 Budget	128.00	\$41,213,195	\$303,162	\$41,516,357






Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Comprehensive Drone Management Software Platform	0.00	\$8,100	\$0	\$8,100
	<p>This action will fund an Unmanned Aircraft Systems (UAS) technology solution to enable an integrated, comprehensive and secure platform to manage the program. The Police Department’s UAS Team was formed in 2020. The UAS program enhances public safety and increases service capabilities. UAS have been used for a variety of missions such as incidents posing a safety risk to our officer's and the community, missing person’s cases, aiding the Milpitas Fire Department during structure fires, and assessing the risk of floods. Since then, the team has logged thousands of flights and has expanded the fleet to include additional UAS equipment. However, the department currently lacks a dedicated, ongoing budget for the operation of the UAS equipment. As the fleet has been expanded and is used within the course of regular Police Department operations frequently, the department is in need of an integrated, comprehensive and secure software platform to house data obtained during UAS flights, both for live streaming and storage purposes, to maintain officer and public safety. Additionally, Council direction upon approving the UAS program was to ensure an accountability mechanism was in place. The Police Department has utilized the DroneSense platform since 2020. The platform provides flight standardization, expedient FAA flight reporting, tracking tools, and live video feeds for enhanced situational awareness. DroneSense provides department administration a tool to monitor the program and remotely view flights as they occur to ensure accountability and transparency as required by Council.</p>				
	Performance Impact				
	<p>The deployment of this comprehensive drone management software platform will ensure the UAS team continues to operate transparency, efficiently, effectively, safely and in accordance with Council direction.</p>				
	Mitigation				
	<p>If this proposal is not funded, the Police Department would not be able to continue utilizing the needed service. This would impact the administrative oversight of the program, reduce transparency, be in conflict with Council direction, and reduce officer and public safety.</p>				

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
2.	Enhanced Police Succession Planning	1.00	\$426,813	\$0	\$426,813
	<p>The Milpitas Police Department’s management team is currently made up of one (1) Chief, one (1) Assistant Chief, and three (3) Captains. There are four (4) Lieutenants that are middle managers, and (13) Sergeants who are line-level supervisors. The police department anticipates the retirement of the Chief, Assistant Chief, two (2) Captains and two (2) Lieutenants in the next four (4) to six (6) years. Additionally, four (4) of the thirteen (13) Sergeants are expected to retire in the same time period. Given these projected retirements and the potential of other unanticipated attrition, it is imperative to develop existing supervisory staff as soon as possible. The addition of a limited term Lieutenant for a period of 2 years will allow the police department to develop an additional Lieutenant and Sergeant to fill future vacancies thus limiting the impact on department operations. Additionally, this limited term position will allow the police department to evaluate its current organizational structure. The Police Department’s current organizational structure from the rank of Captain and below has been in existence for decades. This proposal improves the current structure by maximizing efficiency, supporting employee development at the supervisory and management levels, and helping to sustain the longevity of department management through improved succession planning. The addition of this Lieutenant will allow for a better workload distribution and streamlined reporting within our Special Operations and Technical Services Divisions, dedicate a full-time Police Lieutenant to the new Professional Standards Unit for a two-year term, and redistribute the workload of the existing Administrative Sergeant and Personnel and Training Sergeant. The creation of a Professional Standards Unit is consistent with contemporary policing and will allow the Police department to ensure existing legal mandates are met, compliance with new laws (such as Assembly Bill 481 and California Senate Bill and, 2) meet the community’s growing expectation of transparency in police agencies. In addition to maximizing efficiency this proposal supports the department’s 5-year succession plan by creating an additional development opportunity at the rank of Lieutenant. The effectiveness of this structure will be reevaluated to determine if there is an ongoing need to maintain the proposed organizational structure.</p>				
Performance Impact		 			
<p>This request will allow the Police department to establish a Professional Standards Unit and redistribute workload to maximize efficiency. This will streamline operations; ensure compliance with laws/requirements; and provide better oversight of personnel and training responsibilities. A dedicated Professional Standards Unit helps improve and maintaining public trust by ensuring department standards and community expectations are met. The creation of this unit aligns with Council priorities and the department’s commitment to provide a high level of service and transparency to the community. In addition, proposed Lieutenant position supports the department’s succession plan.</p>					
Impact if not funded					
<p>The proposed position will handle oversight of new, complex laws and related requirements--such as compliance with Assembly Bill 481 and California Senate Bill 2--that continue to be introduced into legislation ongoing; oversee department recruitment which continues to be challenging; and oversee staff training and development. If the requested Police Lieutenant position is not funded, the department will continue to operate without a dedicated Professional Standards Unit thus less dedicated personnel to monitor the aforementioned functions. In addition, there would be less opportunity to develop employees for future administrative roles and hinder succession planning.</p>					

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
3.	Transition Crossing Guard Program Management to Contract Service	0.00	\$271,393	\$0	\$271,393
	<p>The City of Milpitas adopted the current crossing guard program deployment criteria in 2006 and posts guards primarily at intersections with high volumes of school-age pedestrians and vehicles during any one-hour period in a day and other factors consistent with the State of California Manual of Traffic Control Devices (CAMUTCD). Other factors include vehicle sight distance obstructions, traffic accident history, complex roadway geometry design, safety, City Council support, and/or Chief of Police support. Since then, the Crossing Guard Program has been managed by the Milpitas Police Department and is funded by the General Fund. However, over the past three years, several guards resigned from the program. Due to vacancies, the current staffing is insufficient to staff the thirty-four (34) identified locations in the 2014 survey on which the current deployment model is based and other police department employees including Community Service Officers and Police Officers are regularly reassigned to backfill intersections to provide crossing guard services. This staffing model is not cost effective nor is it sustainable as a long-term solution to Crossing Guard vacancies. Multiple alternative models were reviewed and presented to City Council for consideration. Per Council direction, the model will change in FY23-24; the management of the crossing guard program will transition to a third-party contract service.</p>				
Performance Results:					
<p>Per Council direction, the model will change in FY23-24; the management of the crossing guard program will transition to a third-party contract service. The proposed model will ensure guards at all approved crossing guard locations through the vendor and will not require the use of police officer and community service officer resources, thus resulting in a higher overall level of public safety.</p>					
Impact if funding is not approved					
<p>If the proposal is not funded, the current staffing/recruitment challenges and the added strain on current Police Department resources will persist.</p>					

4.	Wellness Testing Services	0.00	\$38,000	\$0	\$38,000
	<p>This action will fund continued wellness testing of staff in the Police Department. Law enforcement personnel, both sworn and non-sworn, experience a range of daily stressors within the course of their work, highlighting the need for direct and continuous support for their mental and physical well-being. The number one killer of active and retired law enforcement officers is heart disease and the risk of heart attack in this population is much higher than their civilian counterparts. Studies have shown law enforcement officers are 25 times more likely to die from a heart attack or stroke than a death in the line of duty. In fact, law enforcement officers have a life expectancy to age 57 (current retirement age) while the civilian population is age 79. Additionally, 45% of law enforcement officers have a heart attack before the age of 45 compared to only 7% in the civilian population. Using this statistical data, we could expect officers to suffer a cardiac event during the last 5 years of their career if we do not take proper mitigation efforts. Sigma's research and other data suggests that this line of work—due to chronic stress, irregular work hours, lack of sleep, and other contributing factors—impacts physiological health and increases risk of cardiac illness exponentially. Even seemingly healthy officers and other employees can be at risk. In 2022, the Police Department contracted with Sigma Tactical Wellness on a pilot program basis to provide preventative cardiovascular screening specifically designed for law enforcement. Over 80% of staff participated. Participation was voluntary and we received overwhelmingly positive feedback from participants.</p>				

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures	
Performance Results:					
If the proposal is not funded, the department will not have dedicated funding to offer Sigma's follow-up testing, as the program suggests doing one year after the initial testing. As a result, the Police Department may not be able to adequately support the health and wellness of their employees and will not be able to use this as an attraction and retention tool.					
Impact if funding is not approved					
The department and City have a vested interest in prioritizing the health and well-being of their employees. Offering Sigma's preventative cardio-metabolic testing to police department personnel on an on-going basis will contribute to the long-term health of the department and directly impact public safety. Investing in the health and well-being of employees will not only help produce healthy, well-minded employees who represent the City and the department, it will also help retain and attract future employees looking to work for a public agency that supports the longevity of their career, while also reducing worker's compensation liability to the City.					
Total Service Level Changes	1.00	\$744,306	\$0	\$744,306	

Public Works

Director: Christian Di Renzo

Mission Statement

The Public Works Department is committed to enhancing the quality of life and ensuring public health and safety in the community. We are defined by our responsiveness to the public and our commitment to provide excellent customer service, which includes quality and responsive service and resources to operate and maintain the City's infrastructure in a safe, timely, and efficient manner.

Description

The Public Works Department operates and maintains the City's infrastructure and facilities, including public streets, utilities, parks, street landscaping, City vehicles, and City buildings. The Department also oversees and implements key environmental services and sustainability programs, including the Climate Action Plan, solid waste program and regulatory compliance. The ten functional areas of the Department are Administration, Streets Maintenance, Utility Engineering, Utility Operations and Maintenance, Park Maintenance, Trees and Landscape Maintenance, Fleet Maintenance, Facilities Maintenance, Environmental Compliance and Sustainability, and Solid Waste.

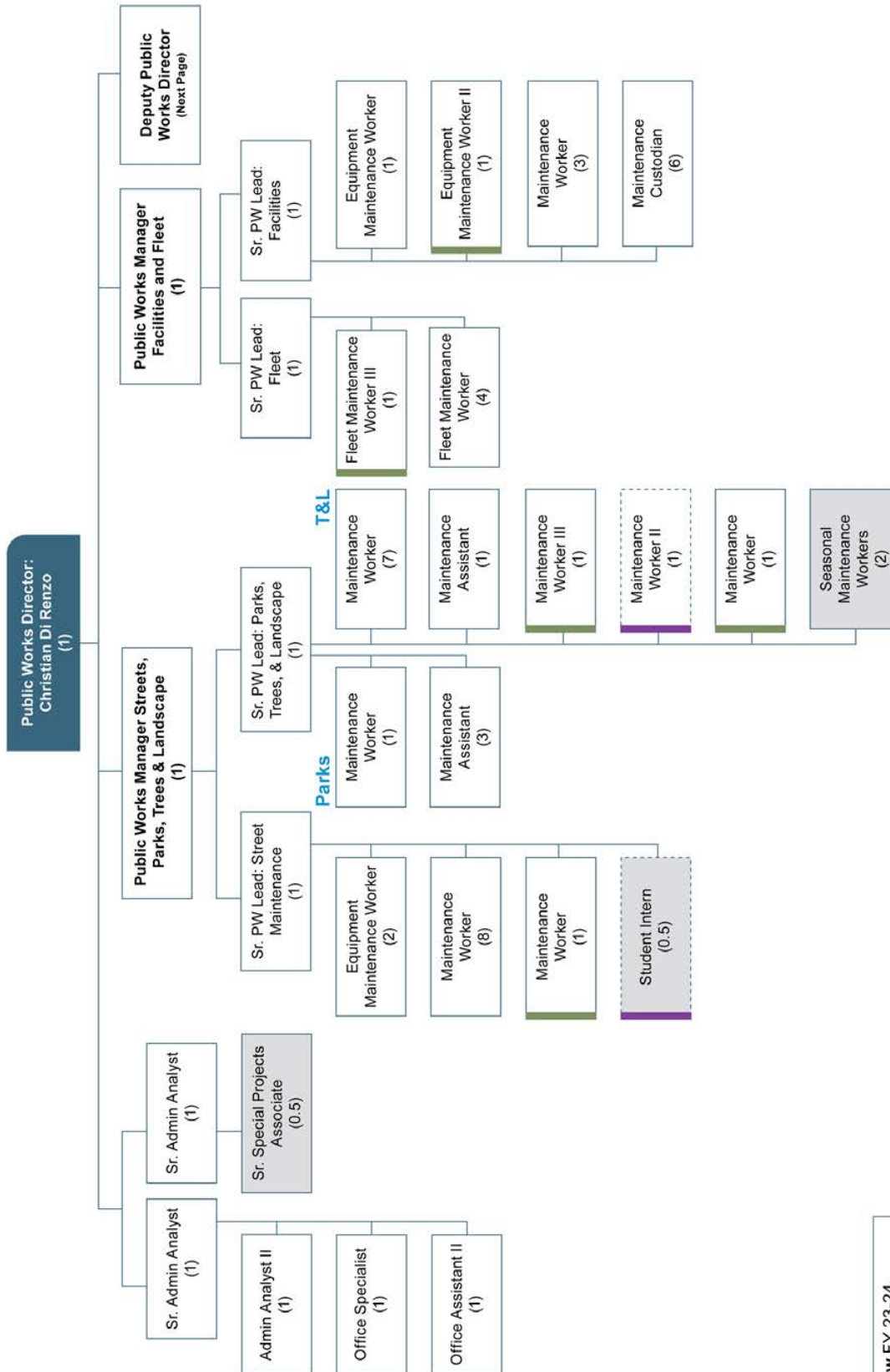


Services

- Provides management, direction and coordination for the operation, maintenance, and repair of City infrastructure and equipment assets.
- Controls and manages department budgets, including large/complex projects and contracts; implements improvements to operations of department functions and formulates policies and procedures; and administers department training and safety programs.
- Maintains the City's traffic signal system, street signs, street lights, paved roadways, and pavement markings in accordance with the Clean & Safe Streets program and State Code requirements.
- Provides sidewalk repair, right-of-way weed abatement, and debris and graffiti removal.
- Operates and maintains the water distribution system, including 206 miles of water lines, 4 pumping stations, 5 storage reservoirs, and numerous pressure valves regulating 7 pressure zones, to deliver 11 million gallons per day of potable water to approximately 15,688 accounts.
- Provides asset management and engineering support to ensure compliance with regulatory permits for the City's water, sewer, and stormwater systems and administers the backflow and cross connection control program.
- Operates and maintains the sewer collection system, including 175 miles of sewer lines and 2 pumping stations with the ability to discharge up to 14.25 million gallons per day to the San Jose/Santa Clara Regional Wastewater Facility.
- Operates and maintains the stormwater collection system, including 105 miles of storm pipe and 13 pump stations to convey storm water to local creeks.
- Manages the City's sustainability and environmental programs including climate action, solid waste, stormwater management, and compliance with state, federal and local environmental regulations.
- Provides park maintenance for more than 190 acres of parkland, including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, park trees, lagoons, and parking lots.
- Maintains more than 17,500 trees and 130 acres of median landscaping, including City tree planting and pruning, trails, and litter control.
- Maintains and repairs City vehicles and motorized equipment, including police vehicles, fire apparatus, construction equipment, mowers, and communication radios.
- Maintains 368,150 square feet of City buildings and grounds, including building systems (plumbing, electrical, heating, air conditioning, ventilation, and backup power); sets up rooms for rental groups and meetings; and provides custodial services.



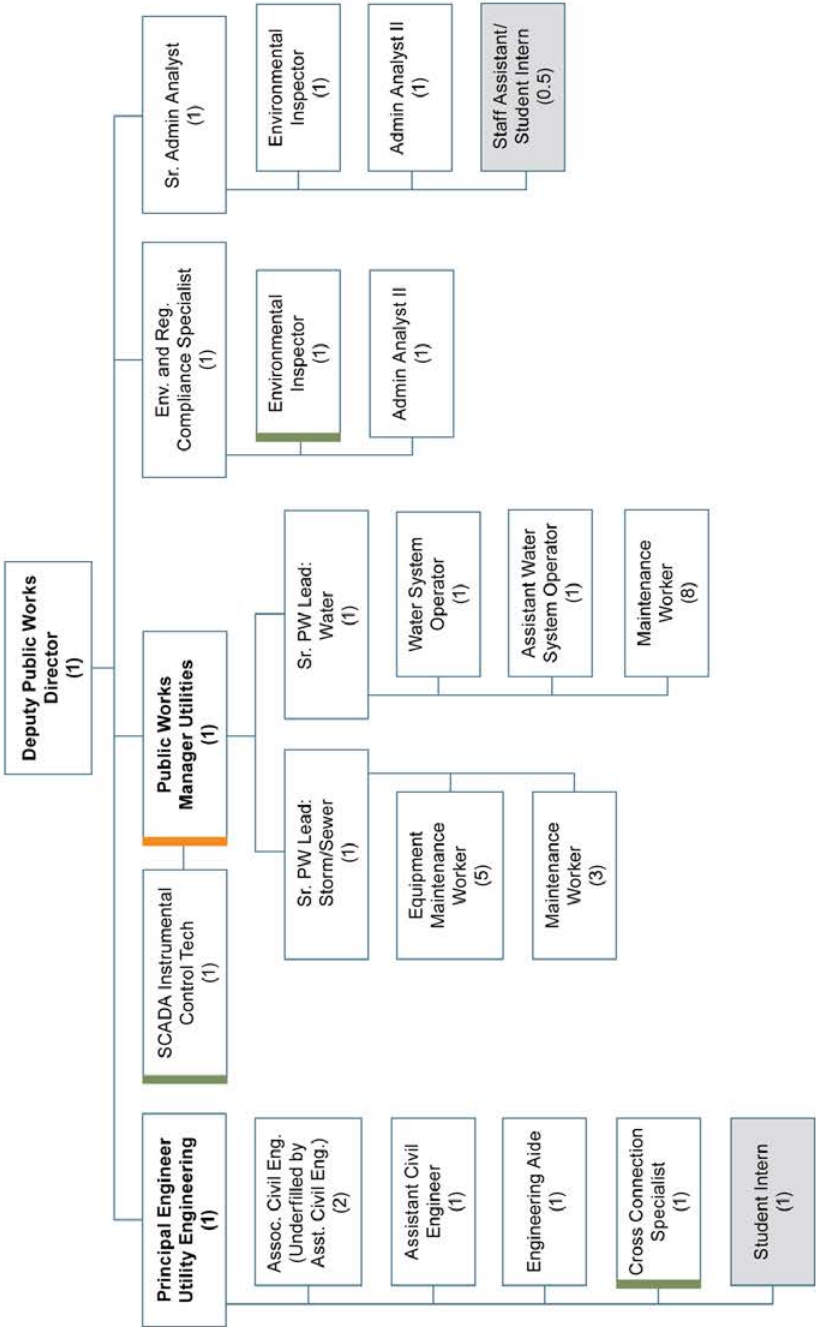
Public Works Department



New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

	Permanent FTE (88)	Temporary FTE (4)
1. Administrative Support	10	0
2. Business Development	10	0
3. Customer Support	10	0
4. Finance	10	0
5. Human Resources	10	0
6. Information Technology	10	0
7. Legal	10	0
8. Marketing	10	0
9. Operations	10	0
10. Product Development	10	0
11. Project Management	10	0
12. Quality Assurance	10	0
13. Research and Development	10	0
14. Sales	10	0
15. Systems Administration	10	0
16. Training	10	0
17. Writing and Editing	10	0
18. Other	10	0
Total	188	4


Public Works Department



New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

Permanent FTE (88)
Temporary FTE (4)










Accomplishments		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Implemented Council approved Energy and Water Savings program measures for water meter, water fixtures, lighting, and solar resiliency at Senior Center and Community Center.	✓		✓	✓		✓	
2.	Implemented Council approved water conservation measures and programs to meet conservation targets per State and City Ordinance.	✓		✓	✓			
3.	Completed leak detection of 25 miles of underground waterlines in the City and performed non-destructive condition assessment of 2 miles of high-risk water pipelines.	✓		✓	✓			
4.	Converted courts for pickleball and started construction for ARPA Parks Rehabilitation Project.	✓						
5.	Financial Utility Master Plan and Master Plans for Water, Sewer, and Storm were approved by Council.	✓		✓			✓	
6.	Update to the Climate Action Plan was approved by Council.	✓		✓				
7.	Adopted 5-year rate increase for water and sewer.				✓		✓	
8.	Completion of Citywide Traffic Modeling.						✓	✓
9.	Completion of the Annual Street Resurfacing Project and ADA Transition Program FY 22-23.						✓	✓
10.	Completion of Fire Station No 2 Replacement project.				✓		✓	
11.	Completion of Delano Manongs Park	✓						
12.	Completion of Alviso Adobe Media and Exhibit project.	✓						

	Initiatives	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
1.	Provide cost effective maintenance and repair services that meet or exceed industry standards or best practices.	✓		✓	✓	✓	✓	✓
2.	Refine asset management programs to ensure the City's assets and infrastructure are updated and well maintained.	✓	✓	✓	✓	✓	✓	✓
3.	Develop, support, and retain an exceptionally qualified, well-trained, and diverse work force.	✓		✓	✓		✓	
4.	Sequence and schedule maintenance activities to achieve 70% completion rate of preventive maintenance versus reactive maintenance.				✓		✓	
5.	Conduct route inspection and outreach to businesses and multi-family properties to add organics collection services in compliance with SB 1383.	✓		✓	✓			
6.	Execute design services contract to convert city medians to low water and low maintenance landscapes.	✓		✓				
7.	Complete construction of the emissions odor control project at Main Lift Sewer Pump Station.	✓		✓				
8.	Implement capital projects and programs based on recommendations of the Utility Master Plans.	✓		✓	✓		✓	
9.	Right sizing of City fleet to ensure efficient use and implementation of green fleet in support of the climate action plan.			✓	✓			
10.	Launch cross connection program.			✓	✓		✓	
11.	Finalize design for Dempsey Road waterline project.						✓	
12.	Annual Street Resurfacing Project and ADA Transition Program FY 23-24						✓	✓
13.	Implement Bicycle Improvement Project.						✓	✓

Initiatives

		Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
								
14.	Begin design and CEQA Phase for the Cardoza Park Softball Fields.	✓						
15.	Begin the design phase for the Sport Center Football Bleacher Replacement.	✓					✓	














Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Total Facility Maintenance service requests closed in the Fiscal Year**		N/A	N/A	N/A	N/A	80%
Up-time for city vehicles and equipment*		N/A	98%	98%	95%	95%
Graffiti incidents removed in 10 days		19%	52%	77%	90%	90%
Water samples meeting or surpassing State and Federal water quality standards		100%	100%	100%	100%	100%
Utility capital projects completed on schedule and within budget in accordance with work plan milestone*		N/A	N/A	N/A	80%	80%
Reduction in community-wide greenhouse gas (GHG) emissions below baseline		19%	15%	19%***	22%	22%
Users rating parks in good or better condition*		N/A	N/A	80%	80%	80%
Regulatory compliance items completed on time*		N/A	N/A	98%	100%	100%
Total work requests closed within the service level agreement in MyMilpitas.*		N/A	N/A	53%	80%	80%

*New performance measures added for FY21-22

**New performance measures added for FY22-23

***New performance measures added for FY23-24

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Signs repaired		279	812	878	800	800
Sidewalk improvements (linear feet)***		N/A	N/A	N/A	2,100	3,000
Acreage of Weed Abatement**		N/A	N/A	N/A	60	60
Number of fleet work orders received for service*		1,486	N/A	1,792	1,800	1,800
Total spent on Facilities Maintenance CIP***		N/A	N/A	N/A	\$800,000	\$1,230,000
Number of Facility Maintenance projects completed***		N/A	N/A	N/A	26	13
Water distribution cleaned (linear feet)*		N/A	N/A	172,364	150,000	165,000
Sanitary sewer pipelines cleaned (linear feet)		528,015	549,693	263,656	260,000	260,000
Number of Sanitary Sewer Overflows (SSOs) reported.***		N/A	N/A	N/A	1	0
Number of work requests received for service**		N/A	N/A	N/A	600	600
Number of large item pick-ups completed*		N/A	N/A	2,236	2,292	2,349
Number of solid waste customer service calls*		N/A	N/A	13,127	13,455	13,791
Number of participants who submitted rebates and attended water conservation workshops*		N/A	N/A	170	500	500

*New performance measures added for FY21-22.

**New performance measures added for FY22-23.

***New performance measures added for FY23-24.

Budget Summary

DOLLARS BY FUNCTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
Compliance	\$734,121	\$725,465	\$811,750	\$961,882	\$150,132	18.5%
Design & Construction	0	0	0	0	0	0.0%
Engineering Administration	0	0	0	0	0	0.0%
Facilities Maintenance	2,692,318	2,498,896	2,789,837	3,174,678	384,841	13.8%
Fleet Maintenance	1,867,295	1,987,571	2,071,181	2,424,438	353,257	17.1%
Land Development	0	0	0	0	0	0.0%
Park Maintenance	1,447,147	1,536,892	1,742,849	1,908,814	165,965	9.5%
Public Works Administration	2,361,014	3,122,957	3,697,060	2,825,699	(871,361)	(23.6)%
Solid Waste	503,090	570,389	848,394	825,761	(22,633)	(2.7)%
Street Maintenance	2,040,701	2,095,951	2,334,161	2,615,576	281,415	12.1%
Traffic Engineering	0	0	0	0	0	0.0%
Trees & Landscape Maintenance	2,011,098	2,074,569	2,656,952	2,955,365	298,413	11.2%
Utility Engineering	1,123,341	968,326	1,326,929	1,543,935	217,006	16.4%
Utility Maintenance	5,387,131	4,467,341	4,990,585	5,954,847	964,262	19.3%
TOTAL	\$20,167,256	\$20,048,357	\$23,269,698	\$25,190,990	\$1,921,292	8.3%

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$7,138,713	\$7,065,245	\$8,780,883	\$9,889,805	\$1,108,922	12.6%
4112	Temporary Salaries	138,322	213,764	277,554	277,954	400	0.1%
4113	Overtime	297,404	404,238	307,300	307,300	0	0.0%
4119	Adjustments-Payroll	0	0	0	0	0	0.0%
4121	Allowances	128,389	130,012	29,424	45,923	16,499	56.1%
4122	Standby Pay MEA	0	0	123,682	123,682	0	0.0%
4124	Leave Cashout	198,304	389,159	0	0	0	0.0%
4125	Accrued Leave	211,699	0	0	0	0	0.0%
4126	Stipend MEA	350	0	0	0	0	0.0%
4131	PERS	2,378,507	2,501,052	2,677,328	3,133,378	456,050	17.0%
4132	Group Insurance	1,357,738	1,317,820	1,731,989	2,017,044	285,055	16.5%
4133	Medicare	115,417	118,014	128,739	143,946	15,207	11.8%
4135	Worker's Compensation	58,366	61,128	182,620	95,418	(87,202)	(47.8)%
4138	Deferred Comp-Employer	15,480	14,316	18,000	19,801	1,801	10.0%

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
4139	PARS	2,072	2,557	4,674	4,674	0	0.0%
4141	Adjustments-Payroll	0	0	31,301	(65,954)	(97,255)	(310.7)%
4143	Charged to CIPs	0	0	0	0	0	0.0%
4146	Short Term Disability	0	0	22,131	24,724	2,593	11.7%
4161	Retiree Medical Reserve	87,273	91,582	98,938	125,522	26,584	26.9%
sub-total		12,128,034	12,308,887	14,414,563	16,143,217	1,728,654	12.0%

SUPPLIES AND CONTRACTUAL SERVICES

4200	Community Promotion, Grant/ Loan	24,268	68,773	155,840	131,840	(24,000)	(15.4)%
4210	Department Allocations	990,101	962,543	875,091	1,132,225	257,134	29.4%
4220	Supplies	1,625,084	1,293,620	1,521,255	1,556,431	35,176	2.3%
4230	Services	4,094,884	4,722,479	5,211,276	4,405,430	(805,846)	(15.5)%
4240	Repair & Maintenance	250,160	110,754	276,196	284,676	8,480	3.1%
4410	Communications	9,963	3,875	21,120	21,120	0	0.0%
4420	Utilities	232,988	225,057	247,945	273,487	25,542	10.3%
4500	Training, Travel, & Memberships	43,218	90,984	226,865	267,615	40,750	18.0%
sub-total		7,270,666	7,478,085	8,535,588	8,072,824	(462,764)	(5.4)%

CAPITAL OUTLAY

4800	Capital Improvements	0	0	0	0	0	0.0%
4850	Vehicles	62,543	11,568	259,532	745,785	486,253	187.4%
4870	Machinery and Equipment	680,645	192,878	20,017	189,169	169,152	845.0%
4910	Office Furniture & Fixtures	0	1,834	0	0	0	0.0%
4920	Machinery, Tools & Equipment	10,047	4,716	0	0	0	0.0%
4930	Hydrants and Meters	15,321	50,389	40,000	40,000	0	0.0%
sub-total		768,556	261,385	319,549	974,954	655,405	205.1%
TOTAL		\$20,167,256	\$20,048,357	\$23,269,700	\$25,190,990	\$1,921,296	8.3%

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Compliance	2.00	2.00	2.00	3.00	1.00
Facilities Maintenance	12.00	11.00	11.00	12.00	1.00
Fleet Maintenance	5.00	5.00	5.00	6.00	1.00
Park Maintenance**	0.00	0.00	0.00	4.00	4.00
Public Works Administration	10.00	10.00	10.00	10.00	0.00
Solid Waste	3.00	3.00	3.00	3.00	0.00
Street Maintenance**	10.00	11.00	14.00	12.00	(2.00)
Trees & Landscape Maintenance**	8.00	8.00	11.00	11.00	0.00
Utility Engineering	5.00	5.00	5.00	6.00	1.00
Utility Maintenance	20.00	19.00	20.00	21.00	1.00
TOTAL	75.00	74.00	81.00	88.00	7.00

*1.0 Associate Civil Engineering in Land Development is defunded.

**4.0 FTE from Street Maintenance and Trees & Landscape Maintenance are presented in Parks Maintenance for FY2023-24.

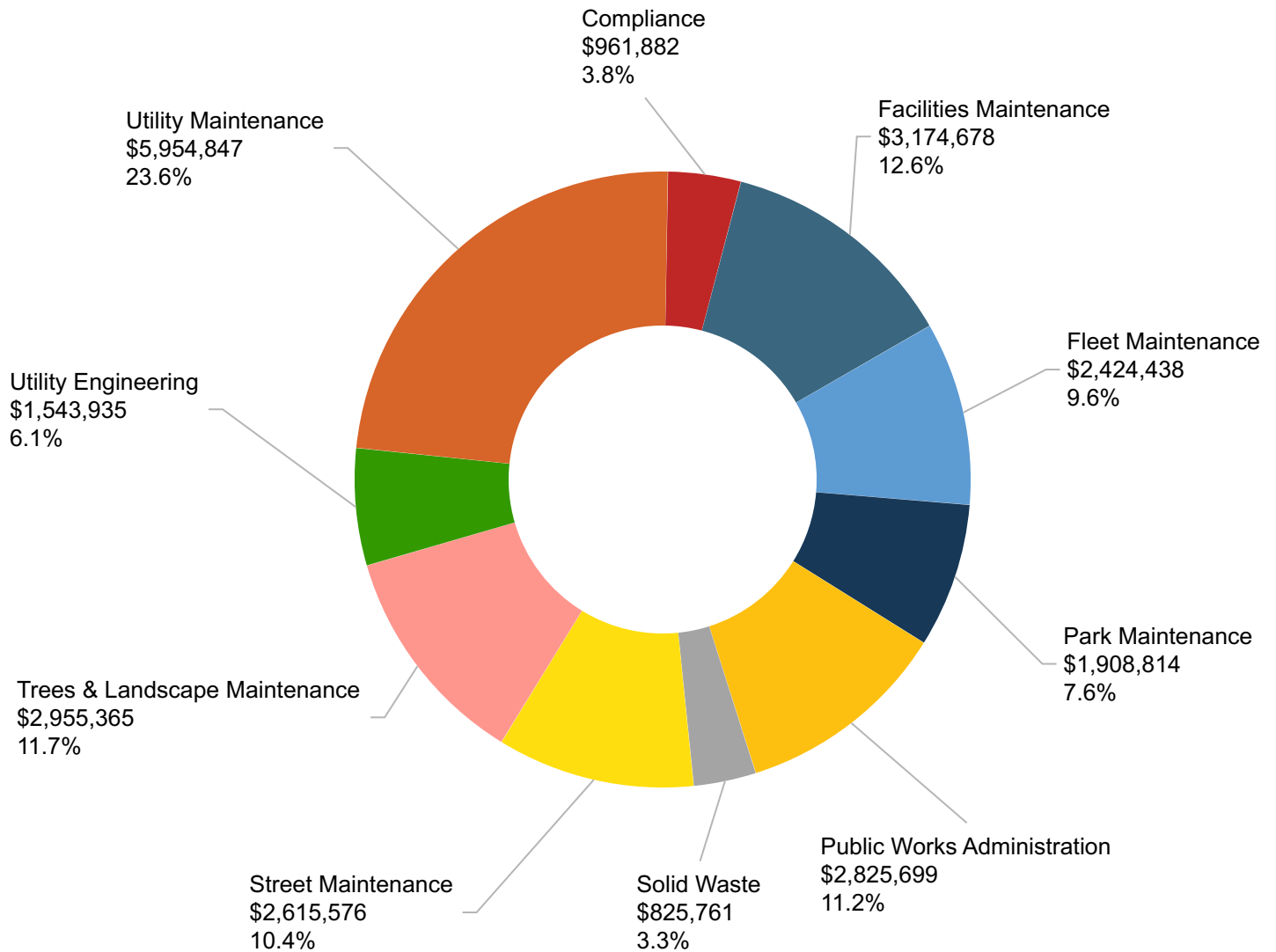
POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Administrative Analyst I	1.00	1.00	1.00	1.00	0.00
Administrative Analyst II	2.00	2.00	2.00	2.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.00
Assistant Civil Engineer	1.00	1.00	1.00	1.00	0.00
Assistant Water Operator	1.00	1.00	1.00	1.00	0.00
Associate Civil Engineer*	2.00	2.00	2.00	2.00	0.00
Cross Connection Specialist	0.00	0.00	0.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	0.00
Engineering Aide	1.00	1.00	1.00	1.00	0.00
Envir & Regulatory Compliance Spec	1.00	1.00	1.00	1.00	0.00
Environmental Inspector	1.00	1.00	1.00	2.00	1.00
Equipment Maint Worker II**	4.00	3.00	3.00	4.00	1.00
Equipment Maint Worker III	5.00	4.00	5.00	5.00	0.00
Fleet Maintenance Worker II	3.00	3.00	3.00	3.00	0.00
Fleet Maintenance Worker III	1.00	1.00	1.00	2.00	1.00
Instrument Control Technician	0.00	0.00	0.00	1.00	1.00
Maintenance Assistant	0.00	0.00	4.00	4.00	0.00
Maintenance Custodian II	4.00	4.00	4.00	4.00	0.00

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Maintenance Custodian III	2.00	2.00	2.00	2.00	0.00
Maintenance Worker I	3.00	3.00	5.00	7.00	2.00
Maintenance Worker II	16.00	16.00	16.00	15.00	(1.00)
Maintenance Worker III	9.00	10.00	10.00	11.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	0.00
Principal Civil Engineer	1.00	1.00	1.00	1.00	0.00
Public Works Director	1.00	1.00	1.00	1.00	0.00
Public Works Manager	3.00	3.00	3.00	3.00	0.00
Senior Administrative Analyst	3.00	3.00	3.00	3.00	0.00
Senior Public Works Lead	6.00	6.00	6.00	6.00	0.00
Traffic Engineer	0.00	0.00	0.00	0.00	0.00
Water System Operator	1.00	1.00	1.00	1.00	0.00
Total Positions	75.00	74.00	81.00	88.00	7.00

*1.0 Associate Civil Engineering in Land Development is defunded from FY21-22.

**1.0 Equipment Maintenance Worker II is restored.

Expenditures by Function



Budget Reconciliation




	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	81.00	\$9,692,160	\$13,577,540	\$23,269,700
One-Time Prior Year Budget Adjustments				
Common Interest Group Legal Services			(1,000,000)	(1,000,000)
Utility Maintenance Fleet Addition			(37,356)	(37,356)
Solar Panel Feasibility Study		(25,000)		(25,000)
One-Time Prior Year Budget Adjustments	0.00	(25,000)	(1,037,356)	(1,062,356)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		235,584	460,093	695,677
Environmental Systems- Merv filters , Battery Maintenance, Waste Connections			60,460	60,460
Brightview Contract Adjustment			(158,259)	(158,259)
Other Contractual Service Increase (Pest Abatement, etc.)		246,812	8,499	255,311
Equipment Amortization		73,472	183,662	257,134
Machinery and Equipment Replacement		81,290	(30,195)	51,095
Fuel Cost			98,004	98,004
Adjustments to Costs of Ongoing Activities	0.00	637,158	622,264	1,259,422
Total FY 2023-24 Base Budget	81.00	10,304,318	13,162,448	23,466,766
Service Level Changes				
Add Environmental Inspector	1.00	50,530	101,593	152,123
Administrative Support for Cross Connection Control Program	1.00		176,897	176,897
Commercial Driver Training		12,000	13,000	25,000
Enhancement of Landscape Supervision and Irrigation System Management		4,146	3,531	7,677
Enhancement of Tree Management Program		50,000		50,000





Budget Narrative and Summary





Public Works Concrete Trailer Fleet Enhancement		13,823	27,646	41,469
Public Works Departmental Organizational Development		10,000	10,000	20,000
Public Works Trees and Landscape Fleet Enhancement		75,361	0	75,361
Public Works Vactor Fleet Enhancement			300,000	300,000
Reclass Public Works Manager to Public Works Manager - Utilities		1,820	7,279	9,099
Replacement of Aging Public Works Fleet			108,970	108,970
Restore Equipment Maintenance Worker II (Facilities)	1.00	168,130		168,130
SB 1383 Edible Food Recovery Countywide Implementation			19,050	19,050
SB 1383 Procurement Strategy Development			40,000	40,000
Supervisory Control and Data Acquisition (SCADA) Staffing	1.00	57,453	116,646	174,099
Valve Exercising Program			17,700	17,700
Fleet Staff Enhancement	1.00	211,000		211,000
Maintenance Staff Enhancement (MWI/II for Trees and Landscape, MWI/II for Streets)	2.00	300,000		300,000
ARPA Funding for Maintenance Staff		(172,344)		(172,344)
Total Service Level Changes	7.00	781,919	942,312	1,724,231
Total FY 2023-24 Budget	88.00	\$11,086,237	\$14,104,760	\$25,190,996




*Total level changes in the amount of \$32,549 is pending allocation, based upon further review.


Service Level Changes



		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Add Environmental Inspector	1.00	\$50,530	\$101,593	\$152,123
	<p>This action would fund an Environmental Inspector to oversee Illicit Discharge Detection and Elimination (IDDE) inspections and administer the City's required Fats, Oil, and Grease (FOG) Inspection Program. The City, as the operator of a storm water collection system, is subject to the San Francisco Bay Municipal Regional Stormwater Permit which includes many provisions and required program/action to minimize pollutants entering the storm drain system and local waterways. One such program is the IDDE stormwater inspection enforcement which requires active surveillance and centralized complaint collection and follow-up to control the discharge of spills, dumping, or disposal of materials other than stormwater to the storm sewer system, investigation into reports received and appropriate enforcement action. In the past the responsibility for this program was shared by Public Works and Fire, however, due to lack of sufficient staffing in Fire and Public Works and the cost considerations of having Fire Prevention Inspectors managing the work, funding a partial position in Public Works is being proposed.</p> <p>The City's required Fats, Oil, and Grease (FOG) Inspection Program is currently conducted in part by a contractor. In 2017, the City of San Jose transferred responsibility for the FOG inspection program to all the Regional Wastewater Facility tributary cities including Milpitas. The City currently spends \$50,000 per year in contractual services FOG inspection services which provides for at least 80 food service facility inspections per year. The City has approximately 470 food service facilities which, based on priority, are inspected every one to three years. The actual workload for annual FOG inspections is approximately 190 inspections. Approval of this position will shift the existing \$50,000 budgeted in contractual services for the FOG inspection program to partially fund the Environmental Inspector position.</p>				
Performance Results:		 			
		<p>Approval of the Environmental Inspector position will enable the City to meet our required IDDE and FOG inspection obligations in an efficient manner by placing them both with one inspector position, while reducing consultant costs.</p>			
Impact if funding is not approved					
		<p>If not funded, the City will continue to spend \$50,000 per year in contractual services to continue FOG inspection services and will not be able to complete the full inspection workload. In addition, the City would risk non-compliance with Municipal Regional Stormwater NPDES Permit requirements and risk action from the San Francisco Bay Regional Water Quality Control Board.</p>			






		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
2.	Administrative Support for Cross Connection Control Program	1.00	\$0	\$176,897	\$176,897
	<p>This action would create a new classification of Cross Connection Control (CCC) Specialist and fund one full time equivalent position in this new classification for the City's drinking water system. The CCC Specialist will administer the cross-connection control programs, perform cross-connection control inspections and periodically evaluate level of hazard at each commercial, institutional and industrial facility to determine if installation and/or retrofitting of backflow prevention assemblies are warranted, in order to meet the compliance deadlines issued by the State. Per the latest State Water Board audit of the City's drinking water system, the City was found to be out of compliance with State regulations requiring annual testing and inspection of water system cross connection and backflow assemblies. Per California Code of Regulations, backflow prevention assemblies must be inventoried and tracked by the City with potential hazard level identified, and each device must be tested annually in order to prevent endangerment to public health. The City has been directed to update our Cross Connection Control Program to ensure it meets state requirements including having appropriately certified staff administer the program.</p>				
	Performance Results:	  			
	<p>The approval of a Cross Connection Specialist will help the City achieve State Water Board compliance requirements to ensure the more than 2,000 existing devices are tested within the prescribed timeline and to enforce compliance with State Drinking Water Regulations.</p>				
	Impact if funding is not approved				
	<p>Not funding this new classification/position puts the public water system at risk of contamination and puts the City at risk of being out of compliance with State regulations.</p>				



3.	ARPA Funding for Maintenance Staff	0.00	(\$172,344)	\$0	(\$172,344)
	This City Council direction would use ARPA funds to supplement that General Fund Public Works service level via additional positions in Fiscal Year 2023-24.				
	Performance Impact	  			
	Using ARPA funds to supplement the General Fund would provide one-time funding to enhance Public Works services.				
	Mitigation				
	N/A - This is City Council budget direction.				







		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
4.	Commercial Driver Training	0.00	\$12,000	\$13,000	\$25,000
	<p>This action would add ongoing training funding needed to provide Class B training to approximately 5 maintenance workers per year as opposed to relying on in-house training by City staff. Providing the necessary training to staff to obtain their Class B license is needed for them to perform their daily job duties which are required for certain staff based upon the union agreement and/or job duties (operating large equipment). Additionally, as of February 2022, the California Department of Motor Vehicles implemented federal Entry Level Driver Training (ELDT) requirements for commercial driver's license applicants. ELDT must be conducted by a registered training provider listed on the federal Training Provider Registry. Approval of funds will enable staff to obtain necessary Class B training to safely operate equipment in the field.</p>				
Performance Results:		 			
<p>The approval of this funding will increase efficiency by ensuring more staff are trained on a regular basis by certified outside trainers.</p>					
Impact if funding is not approved					
<p>Utilizing professional training services will result in more consistent, comprehensive training that doesn't result in a loss of productivity.</p>					







5.	Enhancement of Landscape Supervision and Irrigation System Management	0.00	\$4,146	\$3,531	\$7,677
	<p>This action would delete an existing Maintenance Worker II position and add a Maintenance Worker III position to oversee a landscaping crew. The Trees & Landscape Division is currently staffed with 10 employees, including a Public Works Lead overseeing Parks, Trees, and Landscape, 8 Maintenance Workers, 1 Maintenance Assistant, and 4 seasonals. In FY22-23, one Maintenance Worker III was shifted from the Trees & Landscape Division over to the Parks Division to oversee the 3 newly added Maintenance Assistants. This left a gap in supervision for the landscape crew. In the previous organizational structure, 1 Maintenance Worker III supervised the tree crew and 2 Maintenance Worker III's supervised the two landscape crews. Having an additional MWIII would allow staff to split up into two landscape crews and respond more quickly to landscape service requests and work in multiple areas.</p> <p>This position is also needed for irrigation system management (inspection, repair, and maintenance). The City maintains more than 200 individual controllers for street landscaping alone (more than 350 if including parks). Irrigation controllers in older areas of the City are reaching the end of their useful lifespan and need to be upgraded consistent with the findings of the ESCO project. Irrigation timing needs to be adjusted throughout the year in order to minimize water use consistent with "water conservation is a way of life" State mandate. Systems should ideally be tested on a biweekly or monthly basis depending on their complexity. Repair and maintenance are an ongoing issue as systems age, are damaged by unintentional incidents (vehicle accidents), or environmental circumstances (including sun damage/corrosion, landscape type, soil types, tree root incursion, etc.) demand.</p>				







	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
Performance Impact	 			
Approval of funds will enable the division to once again deploy two in-house landscape crews to maximize operational efficiency and increase efficiency with irrigation system management.				
Impact if funding not approved				
If funding is not received, crews may be deployed without proper supervision. The MWIII's are often get pulled to respond to more technical work, leaving crews unsupervised. This will result in slower response times and limited preventative maintenance work. Additionally, if not funded, irrigation systems will receive less than optimal maintenance, which may result in failure of existing systems and decreased efficiency of new systems.				




6.	Enhancement of Tree Management Program	0.00	\$50,000	\$0	\$50,000
	<p>This action would add \$50,000 in ongoing funding to prioritize the removal of trees that pose a high risk of failure. The City maintains a portfolio of 17,537 trees valued at over \$50 million. This valuation does not include the environmental economic benefits. The current maintenance strategy leverages the contracting of tree grid pruning maintenance of these assets while supplementing the balance of tree maintenance with internal staff resources. The current tree maintenance contract with West Coast Arborist is primarily intended for a variety of pruning types for all City-owned trees. There is currently no dedicated funding for tree removals.</p> <p>As the contractor is moving through the grids for pruning and inspection, they are flagging trees that are recommended for removal and alerting staff on trees that need immediate removal due to safety concerns. This funding request will allow the division to prioritize the removal of approximately 120 trees per year. The City has a CIP established for the replanting of removed trees and planting of new trees per the City's Urban Forestry Management Plan and sites with removed trees will be added to the replanting list.</p>				
Performance Results:		   			
<p>Approval of funding will enable the City to start addressing any recommended removals of hazardous trees that pose a potential hazard to public health and safety or property and minimize claims against the City.</p>					
Impact if funding is not approved					
<p>If not funded, staff will not have the resources available for the removal of all trees identified for removal in the arborist reports that pose a potential hazard to public health and safety or property and minimize claims against the City. The division currently relies on contract services for the removal of trees that are beyond staff capability due to size and trees that are near power lines.</p>					







		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
7.	Fleet Staff Enhancement	1.00	\$211,000	\$0	\$211,000
	This City Council direction would increase the Public Works service level by adding a Fleet Maintenance Worker III				
	Performance Results:				
	This additional Fleet Maintenance Worker III will increase staffing resources to perform duties within the Public Works fleet division.				
	Impact if funding is not approved				
	N/A - This is City Council budget direction.				




8.	Maintenance Staff Enhancement	2.00	\$300,000	\$0	\$300,000
	This City Council direction would increase the Public Works service level by adding two Maintenance Workers I/II in street maintenance and parks, trees & landscape.				
	Performance Results:	    			
	The two additional Maintenance Maintenance Worker I/II will increase staffing resources to perform duties within the Public Works streets division and parks, trees & landscape division.				
	Impact if funding is not approved				
	N/A - This is City Council budget direction.				







		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
9.	Public Works Concrete Trailer Fleet Enhancement	0.00	\$13,823	\$27,646	\$41,469
	This action would fund the purchase of 1 concrete trailer for use between the Utilities and Streets Divisions. The Water Division currently rents a concrete trailer to mix concrete for utility-related repairs when installing valve boxes, fire hydrant pads, blow off valves, and gate valves, etc. The Streets Division currently rents a concrete trailer for sidewalk-related repairs. The rental of the equipment occurs on a bi-weekly basis.				
	Performance Results:	    			
	Approval of the concrete trailer will enable the division to maximize operational efficiency, reducing staff time picking up and returning trailers, and reducing the division's reliance on contracting out sidewalk repairs for areas that can be performed in-house by staff.				
	Impact if funding is not approved				
	If the concrete trailer is not funded, staff will continue to rent a trailer, depending on the availability of the trailer, for utility and sidewalk related repairs. Renting a trailer each time it is needed in the field is not a good use of staff time and takes staff away from being able to respond to service requests.				




10.	Public Works Departmental Organizational Development	0.00	\$10,000	\$10,000	\$20,000
	<p>This action would provide funding to support career and professional development, succession planning, team building, and implementation of a cross-training program. The Public Works Department was severely impacted by staffing reductions in 2012 and has been working to restore service and staffing levels in a variety of ways. This has been a multi-year process that continues today. The department has recently experienced significant attrition due to retirements and staff turn-over at all levels of the organization. Coupled with this attrition is a loss of institutional knowledge and operations experience. In addition to providing staff opportunities to provide skills training with organization, it is also important to enhance career development, which is the ongoing refinement of skills and knowledge, including job mastery and professional development, coupled with career planning activities. Supporting career development and cross training will provide learning opportunities that benefit the employee and the Department and will enhance opportunities to retain employees and institutional knowledge.</p>				
Performance Results:		    			
<p>Approval of funding for the department's organizational development will improve employee morale and support employee development efforts to retain valued employees and increase employee mortification and productivity.</p>					
Impact if funding is not approved					
<p>If not funded, the Department would not have the resources to provide employees with career development opportunities to support continued learning and prepare employees for promotions and/or lateral moves that can contribute to an employee's career satisfaction. Additionally, the Department would not have the resources to prepare for succession planning and implement a cross-training program. Several employees have recently retired and/or plan to retire in the coming years. It is important to be able to retain/preserve institutional knowledge.</p>					







		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
11.	Public Works Trees and Landscape Fleet Enhancement	0.00	\$75,360	\$0	\$75,360
	This action would fund the purchase of 2 Ford Mavericks for the Parks and Trees & Landscape Divisions to align with staffing needs. On June 7, 2022, Council approved funding to add 3 Maintenance Assistants positions in the Parks Division and funding for equipment and supplies, including 2 vehicles. Additionally, Council approved the addition of 2 Maintenance Workers in the Trees and Landscape Division without additional funding for an additional vehicle. Currently, Maintenance Workers are driving aging motor pool vehicles (old PD Crown Victorias) due to insufficient number of vehicles for staff. The motor pool vehicles are too small and make it difficult for staff to carry their tools.				
	Performance Results	 			
	Approval of this funding will enable the division to maximize operational efficiency, ensure that staff are equipped with safe vehicles to use in the field, and reduce ongoing repair costs due to age of vehicles. The addition of the Ford Mavericks will also align with the City's Climate Action Plan.				
	Impact if funding is not approved				
	If this action is not funded, staff will continue to drive the aging motor pool vehicles and will not have the appropriate vehicles needed for their daily work. Staff will continue to have difficulty fitting the tools and equipment needed to respond to service requests and work orders.				




12.	Public Works Vector Fleet Enhancement	0.00	\$0	\$300,000	\$300,000
	This action would fund the replacement of the existing 2006 Sterling L8500 Sewer Hydro/Vector Truck currently being used in the Utility Maintenance Division. This piece of equipment has reached the end of useful life and needs to be replaced for operational and emergency response. The Vector has been prioritized for replacement because it has over 133,399 hours, requires substantial maintenance, and experiences significant downtime. The Vector is used by staff for utility system repairs, dig-ups, and line cleaning.				
Performance Results:		    			
The replacement of the existing vector truck will improve utility operational efficiencies. The vector truck is heavily used for cleaning of sewer lines and hydro excavation of repair sites.					
Impact if funding is not approved					
Failure to fund this replacement will result in additional workload for Fleet Maintenance, increase response time for staff responding to utility maintenance repairs and service requests, and impact employee safety.					







		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
13.	Reclass Public Works Manager to Public Works Manager - Utilities	0.00	\$1,820	\$7,279	\$9,099
	<p>This action would reclassify 1.0 FTE position of Public Works Manager to a new classification titled "Public Works Manager - Utilities". The City has a single classification for Public Works Manager. Staff is recommending the creation of a specialized Public Works Manager over utilities maintenance operations. This is a critical position that oversees the City’s drinking water system and the sanitary sewer and storm drain collection systems. Effective administration and oversight of these utility systems requires both specialized technical expertise, the ability to manage and lead field crews, and solid understanding of State and Federal regulations governing these utilities. These requirements are unique to this utility manager role.</p>				
Performance Results		 			
<p>The revised classification will allow the City to align this position with the external market for water and collection system operations, increasing our ability to be more competitive in attracting qualified candidates. This position is critical to the ongoing efficient and safe operation of the City’s water, sewer, and storm sewer systems.</p>					
Impact if funding is not approved					
<p>If this recommendation is not approved the City will struggle to fill this vacancy and achieve the operational objectives of the utility program.</p>					




14.	Replacement of Aging Public Works Fleet	0.00	\$0	\$108,970	\$108,970
	<p>This action would fund 2 Ford F-250 XL trucks to replace two 1998 vehicles currently being used in the Utility Maintenance Division. The current vehicles have a combined total of over 226,000 miles and have reached the end of useful life. 22% of the City's aging fleet (51 out of 241) was purchased in 2000 or earlier and needs to be replaced. Based on industry standards of replacing vehicles every 10 years, almost 60% of the City's aging fleet would be recommended for replacement. Public Works is finalizing its Fleet Replacement Policy and will be making major modifications to the existing fleet in the coming years, ensuring vehicles are getting replaced for safety and operational efficiency purposes. Due to necessity, the City has retained and continued to operate legacy vehicles that no longer have replacement funds. Replacement of these vehicles is now critically needed to sustain operations.</p>				
Performance Results:		    			
<p>Approval of this action would ensure that staff are equipped with safe vehicles to use in the field and reduce ongoing repair costs due to age of vehicles.</p>					
Impact if funding is not approved					
<p>Failure to fund these replacements will result in additional workload for Fleet Maintenance, increase response time for staff responding to utility maintenance repairs and service requests, and impact employee safety.</p>					

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
15.	Restore Equipment Maintenance Worker II In Facilities	1.00	\$168,130	\$0	\$168,130
	<p>This action would fund an Equipment Maintenance Worker II for the Facilities Division of Public Works. As part of the FY21-22 Budget, Council approved defunding 1.0 vacant Equipment Maintenance Worker II position as part of the budget balancing strategy needed in response to the economic downturn caused by the COVID pandemic. This position was approved in FY20 to support mechanical, electrical, and plumbing maintenance and repair at City facilities. The position recruitment was initially postponed in part in order to accelerate other Citywide recruitments and subsequently frozen due to COVID-19 and related forced shutdowns at City facilities. However, now that the City has returned to normal operations and City facilities are operating and occupied on a regular basis, this position is needed to maintain facility systems for facility users and City staff.</p>				
Performance Results:		 			
<p>Funding of this position would provide for a more aggressive preventative maintenance program for facilities and move the City closer to industry standards for staffing levels. Industry standards for facility maintenance staffing is 1 facility technician for every 50,000 square feet. Currently, the division is severely understaffed and has a total of 4 staff (3 MW's and 1 EMWIII) for the maintenance of 454,000 square feet.</p>					
Impact if funding is not approved					
<p>If this position is not funded, the City will need to spend more funding on contractual services and will not be able to perform the preventative maintenance actions that are essential to ensuring our facilities are meeting the needs of public and staff.</p>					

16.	Senate Bill 1383 Edible Food Recovery Countywide Implementation	1.00	\$0	\$19,050	\$19,050
	<p>This action would provide funding for the City of Milpitas' contribution to the Countywide program for edible food recovery as required by Senate Bill 1383. The Senate Bill regulations went into effect January 1, 2022 and require that jurisdictions ensure that certain food businesses recover edible food and provide them to organizations such as food banks and other food recovery organizations, rather than disposing the food into the landfill. All jurisdictions in Santa Clara County (including Milpitas) are working together regionally, with Joint Venture Silicon Valley implementing the food recovery program on behalf of the jurisdictions. The request for funding is new but the City has been participating in the county-wide program for the past year. The cost of this proposal is cost neutral and is offset by a Base Budget reduction in the PW Solid Waste Program budget.</p>				
Performance Results:		    			
<p>Funding of this proposal allows the City to gain efficiencies by working together, in partnership with Joint Venture Silicon Valley for program implementation. Milpitas can capitalize on economies of scale for edible food recovery services as well as Joint Venture's specialized knowledge of the field. Additionally, participating in a regional approach provides consistency and standardization for Santa Clara County.</p>					
Impact if funding is not approved					
<p>If this action is not funded, staff will need to perform all education, outreach, inspections, monitoring, and recordkeeping/reporting internally, in order to remain compliant to SB 1383. This will require more effort as edible food recovery is a new field for staff and staff does not have the expertise or knowledge in this area.</p>					

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
17.	Senate Bill 1383 Procurement Strategy Development	0.00	\$0	\$40,000	\$40,000
	This proposal will fund a technical consultant to develop a strategy for how the City could comply with the procurement requirements for Senate Bill 1383 in the most cost-effective approach and minimize impact on the solid waste rate payers and City operating budget. Senate Bill 1383 regulations went into effect on January 1, 2022 and require all jurisdictions in California to purchase specific products that are compliant with the legislation such as compost, mulch, and/or renewable gas or electricity. CalRecycle (the state's environmental agency) assigns a procurement target to each jurisdiction, based on population. This target is purposely very high and difficult to meet, in order to create a market for SB 1383 compliant recycled products. The cost of this proposal is cost neutral and is offset by a Base Budget reduction in the Solid Waste Program budget.				
	Performance Results	 			
	Although this is not a new service that the City is providing, this funding will provide for consultant assistance to develop a procurement strategy to comply with the new SB 1383 legislation. A consultant will bring a broader state perspective, and may be aware of resources, strategies, and markets that staff is currently unaware of.				
	Impact if funding is not approved				
	If this action is not funded, the City will not be able to ensure we are following the most cost effective approach for implementation of Senate Bill 1383. This is an emerging and nascent market, and jurisdictions are struggling to determine viable options to meet its procurement targets. Staff does not have specialized knowledge in this field to identify the most beneficial potential markets and feasible SB 1383 procurement solutions.				

18.	Supervisory Control and Data Acquisition (SCADA) Staffing	1.00	\$57,453	\$116,646	\$174,099
	This action would establish a new classification and fund 1.0 FTE in that classification for an Instrument Control Technician. In October 2020, Council approved a contract with ENGIE to implement energy and water savings measures for the City. One of the Council approved measures is the implementation of SCADA, a remote utility infrastructure monitoring and operating system. SCADA will require ongoing monitoring of network, equipment and systems troubleshooting and maintenance, programming, user upkeep, security maintenance, and integration with existing CMMS (Computerized Maintenance Management System) and GIS (Geographic Information System) systems.				
	Performance Results:	    			
	This position would maintain, operate, and monitor the newly implemented SCADA instruments.				
	Impact if funding is not approved				
	If this action is not funded, the Public Works Department will not be able to efficiently maintain and operate the new SCADA instrumentation.				

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
19. Valve Exercising Program	0.00	\$0	\$17,700	\$17,700
 This action would fund the purchase of 1 Valve Exerciser. Per the latest State Water Board audit of the City's Drinking Water System, the City was found to be out of compliance with State regulations requiring a formal valve exercising program.				
Performance Results	 			
The approval of purchasing a valve exerciser will help the City achieve State Water Board compliance requirements.				
Impact if funding is not approved				
Not funding this equipment puts the public water system at risk of contamination and puts the City at risk of being out of compliance with State regulations.				
Total Service Level Changes	7.00	\$781,918	\$942,312	\$1,724,230



Recreation and Community Services

Recreation and Community Services Director: Renee Lorentzen

Mission Statement

The City of Milpitas Recreation and Community Services Department's mission is to enrich our community through exceptional programs and services. Our vision is a Milpitas where all residents have access to excellent, affordable, innovative and well-run recreation activities, programs, facilities and community services. Our work encourages cultural unity and hometown pride, creates a sense of place, supports economic development, promotes health and wellness, fosters human development, addresses important social service needs and adds fun to the lives of those who live and work in Milpitas.

Description

The department provides recreational opportunities and experiences, community and social services, and park and facility rentals for all residents and visitors of Milpitas. The department is committed to providing the highest standard of excellence in public service through our programs, events, and interactions with the community. The department strives to create a sense of community, support economic development, promote health and wellness, increase cultural awareness and facilitate solutions to community needs. The department monitors daily operation at three full-service Recreation Centers and three satellite centers. It also oversees and offers financial assistance program providing discounts on fee-based City Services for low income residents.



Services

- Oversees Community Center daily operations and provides recreation programming, including indoor/outdoor recreation facility rentals, in-person and virtual contract classes, registration services, sponsorship and donor relationships, marketing/promotions, publishes three (3) Recreation Activity Guides, and staffs six City Commissions, two City Council subcommittees and two City Task Forces. Provides a volunteer program for individuals to help serve their community, runs the City's Beautify Milpitas Program and a City Adopt a Spot Program.
- Oversees Senior Center operations and provides senior programs, including a daily congregate lunch program in partnership with Santa Clara County, drop-in programs, recreation classes, community resource and services presentations including tax preparation, senior digital literacy and laptop loaner program, onsite well-being services such as HICAP and legal services assistance, and special events.
- Oversees Sports Center operations and wellness programs, including Fitness Center and outdoor Pools, fitness and yoga classes, drop-in gym for basketball, volleyball, and pickleball, lap swimming and water aerobics, adult and youth sports programs, swim lessons, indoor and outdoor sports facility and field usage and coordination with local sports organizations.



- Oversees Community Services operations, including social service needs assessments and referrals for seniors, low-income, disabled, mentally ill and other residents in need of any supportive services. Administers the Milpitas Assistance Program (MAP), which provides fee discounts for recreation programs, utility services and certain

residential building permit fees. Administers two American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund (CLFRF) programs, providing a childcare subsidy to median and low-income families, and mental health programs for underserved populations. Manages community service partnerships with other agencies, including pandemic-related efforts and care and shelter during local emergencies. Manages partnerships with the County of Santa Clara.

- Provides youth programs and care, including daily after school programming at local elementary schools and both Milpitas middle schools; a Teen Center with in-person and virtual programs, services, activities and trips; a daily pre-K enrichment program; summer and school break camps; and a summer teen youth workforce program. Manages partnerships with Milpitas Unified School District.
- Offers Special Events, including outdoor concerts and movies; patriotic, cultural events, and seasonal family events; ground breakings, park openings and revitalization events and new ARPA-funded cultural events.

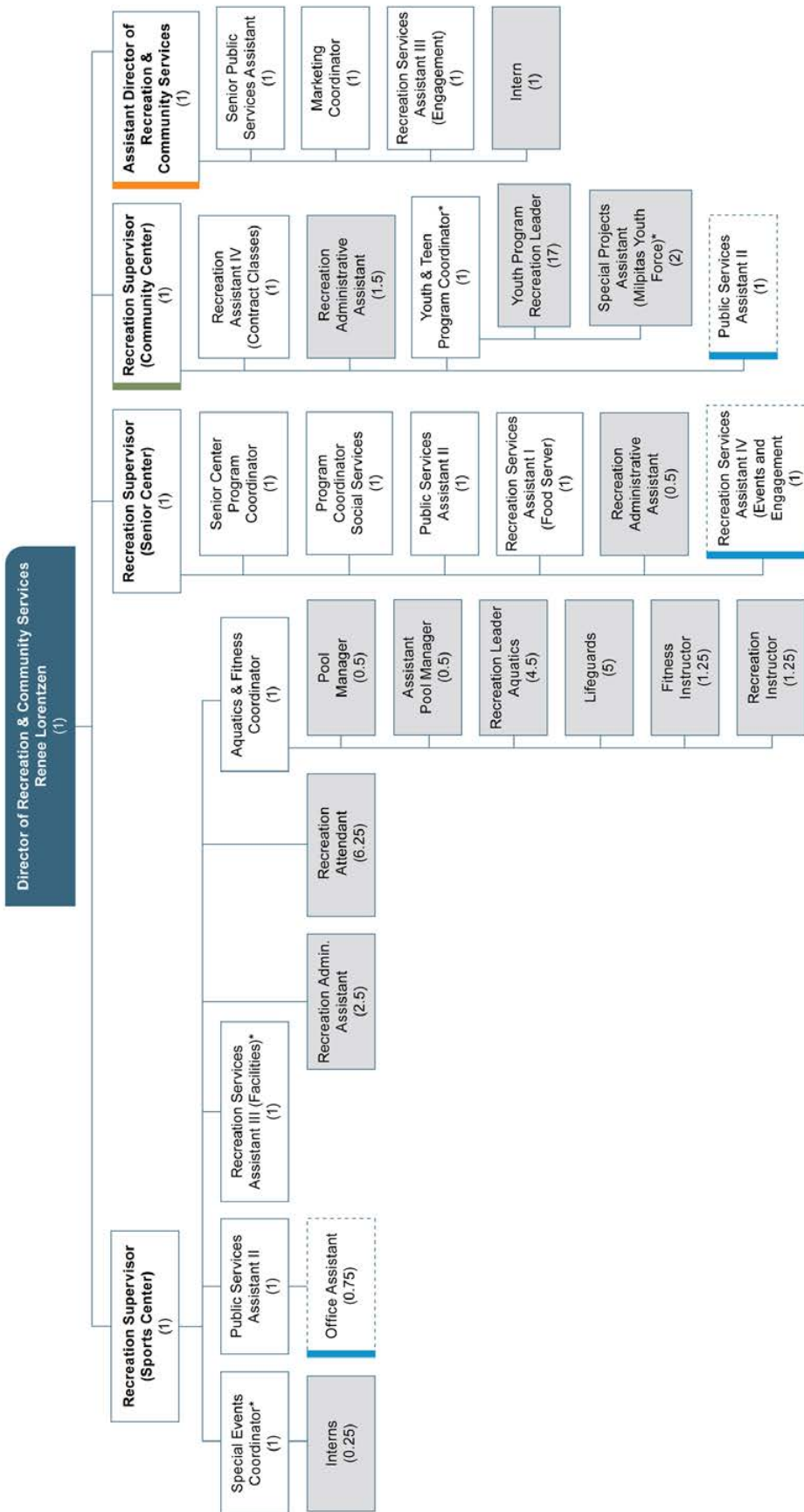


- Offers Cultural Arts programs, including Milpitas Community Theatre, Milpitas Community Concert Band, Phantom Art Gallery, Milpitas Art and Cultural Grant Program and Alviso Adobe historic exhibit.



- Manages Public Art collection maintenance and developer compliance with the Public Art ordinance.

Recreation and Community Services Department






Permanent FTE (18)
*Represents working title






*Temporary FTE (44)
*Represents working title

New FY 23-24
Move
Reclass
Defunded FY 23-24
Defunded FY 21-22
Temp

	Community Wellness and Open Space	Economic Development and Job Growth	Environment	Governance & Administration	Neighborhoods and Housing	Public Safety	Transportation and Transit
Accomplishments							
1. Completed and reported on first full year of ARPA grant programs (childcare subsidy and nonprofit grants, and 6 new community events).	✓	✓		✓			
2. Opened Alviso Adobe historical exhibit and launched public access schedule, docent and field trip program.	✓						
3. Assessed current cost recovery by program/ service and developed/implemented strategic plan to reach cost recovery targets within five years.	✓			✓			
4. Launched Senior Center Saturday Pilot Program.	✓						
5. Conducted Pickleball Pilot Program.	✓						
6. Launched Extended Learning Opportunities Program (ELOP).	✓	✓					
Initiatives							
1. Evaluate options for potential enhancements to teen center programming.	✓						
2. Complete update to the City's Historic and Cultural Resources Plan and develop new marker program.	✓	✓		✓			
3. Develop and launch new programming to activate park spaces, in line with Parks & Recreation Master Plan recommendation.	✓				✓		
4. Complete Public Art Master Plan, and collection maintenance plan.	✓			✓			
5. Launch Retro Milpitas roller rink skate weekend event.	✓	✓					
6. Rebrand Senior Center programming.	✓						
7. Open McCandless Park and community gardens.	✓				✓		

Performance and Workload Measures

PERFORMANCE MEASURES	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Customer Service satisfaction surveys rating Good or Excellent		93%	98%	95%	95%	95%
Resident Transactions‡		4,688	4,898	4,384	5,000	5,000
Number of Park Acres per 1,000 Residents**		1.95	1.95	1.95	2.08	2.08

ACTIVITY AND WORKLOAD DATA	Strategic Goals	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Estimate	FY 23-24 Target
Recreation Program and Class Fees Revenue		\$1,093,964	\$735,397	\$2,347,573	\$3,102,034	\$3,761,864
Number of Social Media Engagements***		9,863	33,790	39,876	30,000	30,000
Facility and Park Rental Revenue		\$72,811	\$18,560	\$132,163	\$190,000	\$190,000
Number of Community Events Offered****		37	10	9	29	32
Number of Social Services Calls		N/A	767	1,591	1,300	1,300

‡Proposed new measure to replace percentage increase of residents served. Actual count of resident transactions is more accurate, and provides a better, easier-to-calculate performance measure. An increase in transactions reflects both the relevance of services being offered and customer satisfaction as this may include repeat customers. This combines resident Senior Center and Sports center memberships, resident rentals, and resident enrollments in classes and ticketed events. All data can easily be exported from the Recreation registration system.

**3 acres per 1,000 residents - Quimby Act Standards (above acreage does not include Ed Levin Park County Park)

***Social media analytic tools for Recreation channels, plus manual counts for Recreation posts on Citywide channels. Beginning with FY 2018-19 Actual, Recreation and Community Services is counting only its own department post engagements. Prior to hire of Public Information Officer, Recreation handled all social media for City, so counts were based on social media posts by Recreation on behalf of all City Departments.

****Due to Public Health Orders, events from March 2020-present have been cancelled, or shifted to virtual or drive-thru format. Due to expected continuing capacity limits through 2021 and budget reductions, number of community events is sharply reduced from pre-pandemic numbers.

Budget Summary

DOLLARS BY FUNCTION		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
	Aquatics	\$145,321	\$246,476	\$408,340	\$453,781	\$45,441	11.1%
	General Classes	155,435	406,928	378,712	549,342	170,630	45.1%
	Marketing	191,224	209,829	258,310	279,449	21,139	8.2%
	Performing Arts	19,234	52,495	79,900	208,301	128,401	160.7%
	Recreation Administration	1,559,741	1,576,555	1,826,566	2,102,809	276,243	15.1%
	Senior Services	713,818	717,966	690,909	738,739	47,830	6.9%
	Social Services	86,019	145,868	192,288	190,472	(1,816)	(0.9)%
	Special Events	85,820	439,366	529,395	480,175	(49,220)	(9.3)%
	Sports & Fitness	386,573	511,749	576,099	515,656	(60,443)	(10.5)%
	Youth Program	318,269	733,759	1,044,927	1,324,542	279,615	26.8%
	TOTAL	\$3,661,454	\$5,040,991	\$5,985,446	\$6,843,265	\$857,819	14.3%
DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
PERSONNEL SERVICES							
4111	Permanent Salaries	\$1,603,199	\$1,554,025	\$1,804,306	\$1,952,700	\$148,394	8.2%
4112	Temporary Salaries	494,509	1,014,117	1,661,649	1,981,109	319,460	19.2%
4113	Overtime	1,019	55,778	40,000	36,152	(3,848)	(9.6)%
4121	Allowances	3,554	6,346	13,200	13,200	0	0.0%
4124	Leave Cashout	95,295	103,286	0	0	0	0.0%
4131	PERS	539,214	564,300	560,072	618,427	58,355	10.4%
4132	Group Insurance	304,177	309,182	358,275	407,943	49,668	13.9%
4133	Medicare	31,858	39,226	51,435	54,162	2,727	5.3%
4135	Worker's Compensation	16,685	10,912	26,317	26,651	334	1.3%
4138	Deferred Comp-Employer	12,058	11,223	15,150	15,150	0	0.0%
4139	PARS	7,396	14,609	25,795	25,677	(118)	(0.5)%
4141	Adjustments-Payroll	0	0	0	0	0	0.0%
4143	Charged to CIPs	0	0	(3,000)	(3,000)	0	0.0%
4146	Short Term Disability	0	0	4,869	32,223	27,354	561.8%
4161	Retiree Medical Reserve	16,386	12,293	15,853	19,749	3,896	24.6%
	sub-total	3,125,350	3,695,297	4,573,921	5,180,143	606,222	13.3%

DOLLARS BY CATEGORY		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2023-24 Adopted	FY 2024 Change \$	FY 2024 Change %
SUPPLIES AND CONTRACTUAL SERVICES							
4200	Community Promotion, Grant/ Loan	7,833	59,189	71,200	51,592	(19,608)	(27.5)%
4210	Department Allocations	97,174	67,381	56,129	78,546	22,417	39.9%
4220	Supplies	227,805	533,791	590,176	559,283	(30,893)	(5.2)%
4230	Services	196,229	667,222	673,516	871,997	198,481	29.5%
4240	Repair & Maintenance	0	62	1,600	6,600	5,000	312.5%
4500	Training, Travel, & Memberships	6,823	17,449	16,925	20,105	3,180	18.8%
4600	Insurance, Settlements & Contingency	240	600	1,980	0	(1,980)	(100.0)%
sub-total		536,104	1,345,694	1,411,526	1,588,123	176,597	12.5%
TOTAL		\$3,661,454	\$5,040,991	\$5,985,447	\$6,843,265	\$857,819	14.3%

Staffing

POSITIONS BY FUNCTION	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Adult Sports	0.00	0.00	0.00	0.00	0.00
Aquatics	0.00	0.00	0.00	0.00	0.00
General Classes	1.00	1.00	1.00	1.00	0.00
Marketing	1.00	1.00	1.00	1.00	0.00
Performing Arts	0.00	0.00	0.00	0.00	0.00
Pre-K Enrichment	0.00	0.00	0.00	0.00	0.00
Recreation Administration	8.00	7.00	7.00	8.00	1.00
Senior Services	4.00	3.00	3.00	3.00	0.00
Social Services	1.00	1.00	1.00	1.00	0.00
Special Events	2.00	0.00	2.00	2.00	0.00
Sports & Fitness	2.75	1.00	1.00	1.00	0.00
Volunteer Services	0.00	0.00	0.00	0.00	0.00
Youth Program	1.00	1.00	1.00	1.00	0.00
TOTAL	20.75	15.00	17.00	18.00	1.00

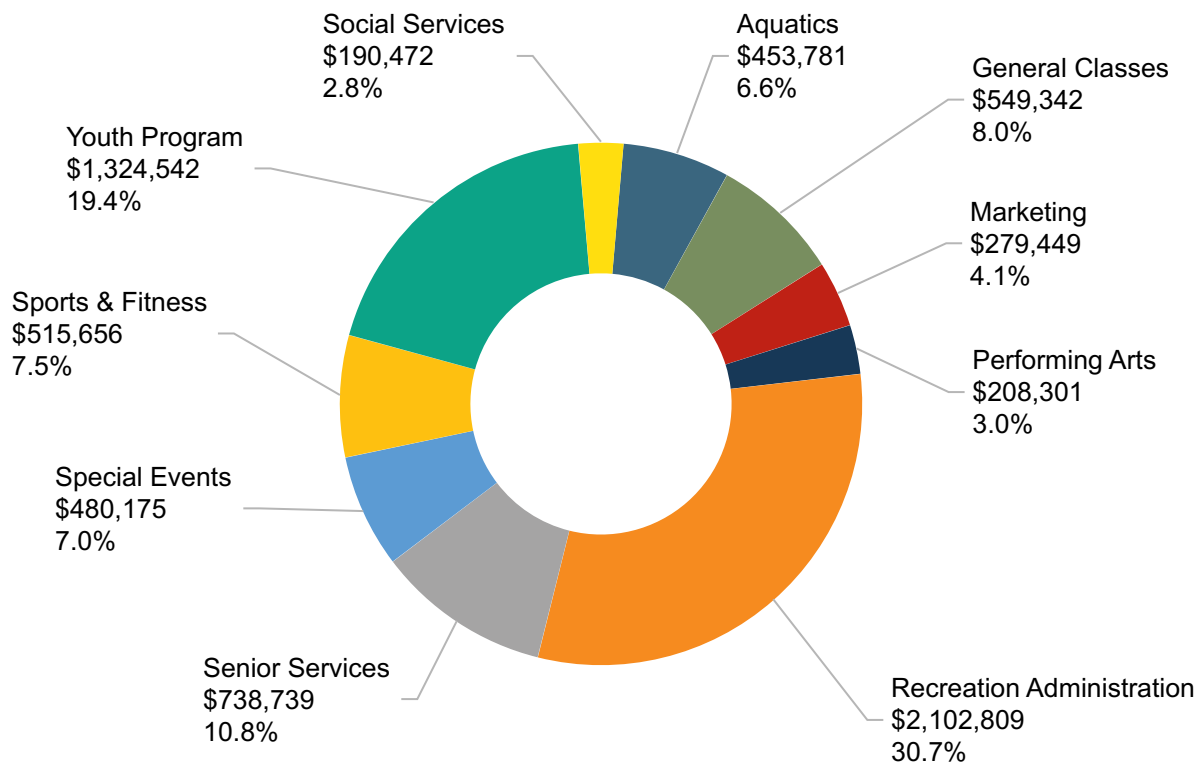
*2.75 FTEs defunded from FY21-22 (Public Service Assistant I/II, Recreation Services Asst IV, Office Assistant II)

Budget Narrative and Summary

POSITIONS	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted	2023-24 Adopted	FY 2024 Change
Assistant Director of Recreation & Community Services	0.00	0.00	0.00	1.00	1.00
Community Svc. Eng & Inc Admin	1.00	1.00	1.00	0.00	(1.00)
Director of Rec & Comm Svcs	1.00	1.00	1.00	1.00	0.00
Marketing Coordinator	1.00	1.00	1.00	1.00	0.00
Office Assistant II*	0.75	0.00	0.00	0.00	0.00
Program Coordinator	5.00	4.00	5.00	5.00	0.00
Public Services Assistant I/II*	3.00	2.00	2.00	2.00	0.00
Recreation Services Asst I/II	1.00	1.00	1.00	1.00	0.00
Recreation Services Asst III	2.00	1.00	2.00	2.00	0.00
Recreation Services Asst IV*	2.00	1.00	1.00	1.00	0.00
Recreation Services Supervisor*	3.00	2.00	2.00	3.00	1.00
Sr Public Services Assistant	1.00	1.00	1.00	1.00	0.00
Total Positions	20.75	15.00	17.00	18.00	1.00

*2.75 FTEs defunded from FY21-22 (Public Service Assistant I/II, Recreation Services Asst IV, Office Assistant II)






Expenditures by Function







Budget Reconciliation

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
PRIOR YEAR BUDGET	17.00	\$5,969,981	\$15,466	\$5,985,447
One-Time Prior Year Budget Adjustments				
Roller- Skating Event		(100,000)		(100,000)
Restore Overtime and Non-Personnel Expenditure Reduction Related to COVID-19		(50,000)		(50,000)
Youth Sports Grant		(20,000)		(20,000)
One-Time Prior Year Budget Adjustments	0.00	(170,000)	0	(170,000)
Adjustments to Costs of Ongoing Activities				
Salary and Benefits		431,049	(15,466)	415,583
Non-Personnel Expenditure Alignment to Historical Trend		154,026		154,026
Senior Nutrition Meals Decrease		(35,307)		(35,307)
Vehicle Replacement			67,336	67,336
Emergency Motel Housing		11,592		11,592
Various Classes		158,275		158,275
Equipment Replacement Amortization		22,417		22,417
Adjustments to Costs of Ongoing Activities	0.00	742,052	51,870	793,922
Total FY 2023-24 Base Budget	17.00	\$6,542,033	\$67,336	\$6,609,369
Service Level Changes				
Enhancement of Senior Center Saturday Hours		25,799		25,799
Alviso Adobe Program		6,050		6,050
Restore Community Center Supervisor	1.00	197,050		197,050
Fund Black April Event		5,000		5,000
Total Service Level Changes	1.00	233,899	0	233,899
Total FY 2023-24 Budget	18.00	\$6,775,932	\$67,336	\$6,843,268

Service Level Changes

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
1.	Alviso Adobe Program	0.00	\$6,050	\$0	\$6,050
	This action would provide part time staff to support the programming of the newly opened interpretive exhibit at the Alviso Adobe. In October 2022, City Council cut the ribbon on the Alviso Adobe historic display, the final phase of an extensive renovation project of one of the oldest buildings in Milpitas. The expectation has been, since the time the home was acquired by the City in 1997, that it would someday be open to the public and especially to school groups to visit and learn about Milpitas history. The proposal would allow the City to partner with non-profit group(s) and realize this vision with modest staffing costs.				
	Performance Results	 			
	Funding the Alviso Adobe Programming allows the City to finally fully realize the benefits of all the previous investments the City has made in the Alviso Adobe property, from purchase of the home and land, site improvements to create the park, exterior renovation and seismic upgrades to protect the home, and this last phase of interior renovation and creation of a state-of-the-art historic display. The planned programming will provide a high-quality educational experience for an estimated 6,300 people over the next five years.				
	Impact if funding is not approved				
	Not funding Alviso Adobe Programming would leave the Recreation and Community Services Department without adequate resources to staff, promote and coordinate tours and field trip visits and public open hours days. This would mean that either the anticipated programming would not occur, or it would have to occur at the expense of some other area of programming in the department.				
2.	Black April Event	0.00	\$5,000	\$0	\$5,000
	This City Council direction would fund a City Black April Event, which is a day to reflect upon the fall of Saigon and of South Vietnam, which took place April 30, 1975.				
	Performance Results				
	Funding the City Black April Event will enable the City and general public to reflect on this relevant, historical event.				
	Impact if funding is not approved				
	N/A - This is City Council budget direction.				

		Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
3.	Restore Recreation Services Supervisor	1.00	\$197,050	\$0	\$197,050
	<p>This action would restore a Recreation Services Supervisor position. This position would oversee Community Center Operations and Administration, Department Facility and Park Rentals, Youth and Teen Programs, Contract Classes, and Contract Management.</p> <p>This position was eliminated during 2020-2021 as part of the budget balancing during the height of the Pandemic. Many of the areas this position oversaw -- including Community Center operations, rentals, contract classes and special events -- were suspended or greatly reduced during COVID closures. Those few duties that remained were shifted to the Community Engagement & Inclusion Administrator's workplan.</p>				
	Performance Results				
	<p>Funding of this position will allow the department to more evenly allocate work assignments, preserving programs and services and employee quality of life. In addition, high level projects that have been on hold could be resumed.</p>				
	Impact if funding is not approved				
	<p>If not funded, the duties would remain with the employees currently assigned them. However, the workloads for both individuals are not sustainable and the Department would likely continue with some high-level projects remaining on hold indefinitely. In addition, the department may be forced to either eliminate some programs and services to reduce the two employees' workloads to manageable sizes, lower expectations on work quality and timeliness, or risk losing good employees to job burn-out in a competitive employment market.</p>				

4.	Enhancement of Senior Center Saturday Hours	0.00	\$25,799	\$0	\$25,799
	<p>This action would provide funding for classes, events and workshops to be offered on Saturdays at the Senior Center. In Fall 2022, in response to an approved City Council priority request, the Barbara Lee Senior Center conducted a pilot program to offer services on Saturday mornings. The 11-week pilot ran September 10 through November 19, 9 a.m.-noon, during which time staff surveyed participants and tracked participation in various activities. Attendance was strong, with 55-60 participants every Saturday morning. Highlights include the Age Well, Drive Safe presentation by CHP, game room (table tennis/ billiards), cooking classes, and fitness classes. At the conclusion of the pilot program, staff recommended to continue offering Saturday hours without disruption. Regular Saturday hours resumed after one week off for the Thanksgiving Holiday.</p>				
	Performance Impact				

	Positions	General Fund Expenditures	Other Fund Expenditures	All Fund Expenditures
<p>The approval of this funding would addresses strong customer demand for weekend services. Saturday programming has proved popular because it allows seniors who are unable to participate on weekdays an opportunity to take advantage of services and amenities the center offers. It also allows weekday participants another day to enjoy the socialization, exercise and mental stimulation that helps them stay active and independent. It also is a good business strategy for the Senior Center. While Senior Center membership has long been open to adults age 50 and over, it historically has trouble attracting "young" seniors who may still be in the workforce and do not identify as seniors. Yet attracting a new customer base is a perpetual problem for senior centers everywhere, as the customer base eventually "ages out" and must be replaced by new customers. Saturday Hours, with new and interesting programming, should attract more and diverse potential Senior Center members. As people join at a younger age, they can remain active, involved community members for a much longer time -- contributing to more vibrant and sustainable senior programming.</p>				
Impact if funding is not approved				
<p>Not funding Senior Center Saturday Hours would severely limit the Department's resources to offer weekend programming. Weekend programming has been requested for years and was eagerly anticipated once announced and has been well-attended, both during the pilot program and since. Not funding Saturday Hours would also hamper the Senior Center's ability to grow its membership and expand to serve "young" older adults. The program's mission is to serve seniors ages 50+. However, many of those under 65 are still working and are not available to visit during weekdays. Weekend hours and the wider variety of programming that is being offered on Saturdays encourages new potential customers to visit and perhaps become regular members.</p>				
Total Service Level Changes	1.00	\$233,899	\$0	\$233,899

Non-Departmental

Description

This category funds a variety of activities that are not specific to any one department. Personnel Services include expenditures not budgeted in the individual departments such as vacation and leave cashouts, benefit administration fees, and self-funded unemployment insurance. Supplies and Contractual Services include centralized copier costs for City Hall, utility payments and citywide tuition reimbursement. Sewer treatment plant maintenance and operation are funded in this category, as are all water purchases for the water fund. This category also funds debt service as well as equipment and vehicle expenditures.

Expenditure Analysis

Personnel Services

\$0.7 million will fund vacation and leave cashouts, MOU contractual obligations, retiree medical benefits and unemployment benefits, and also incorporate a 3.1% vacancy factor in the General Fund. \$1.3 million unanticipated expenditure reserve is included.

Services and Supplies

\$7,568,416 is for Treatment Plant fees; \$4,213,790 is for gas, electric, and water utilities; \$21,327,969 is for water purchases; \$2,267,974 is for recycled water purchase. A total of \$30,000 is reflected in this function for citywide tuition reimbursement. \$3,247,529 is budget based on preliminary estimate of the City's insurance premium with PLAN JPA for the 2023-24 fiscal year which includes \$2,187,611 in general liability insurance, \$671,782 in property insurance and \$388,136 in worker's comp insurance. \$220,000 is also included for costs related to a green vehicle lease program for 43 vehicles in FY 2023-24 that do not currently have replacement funding. All of these vehicles are 10 years and older and are proposed to be replaced with hybrid and electric vehicles. \$446,700 is also included for the Citywide Rate Assistance Program for Building and Planning fees and Water and Sewer Utility bills.

Debt Service

\$1,228,000 scheduled to pay the Lease Revenue Bond \$636,625 scheduled to pay the principal and interest due on the 2017 Wastewater Revenue Refunding Bond for the sewer system and interfund loan. \$1,044,450 is the payment for the principal and interest due on the 2019 Water Bond, and \$1,795,325 is for the 2019 Wastewater Bond.



Budget Narrative and Summary

	Grand Total	General Fund ⁽¹⁾
Personnel Services		
4119 Adjustments-Payroll	\$0	\$0
4124 Leave Cashout	700,000	650,000
4131 PERS	33,500	30,000
4132 Group Insurance	23,000	20,000
4136 Unemployment	103,000	100,000
4137 MOU Contractual Agreements	1,155,000	1,061,130
4141 Adjustments-Payroll	(2,939,773)	(2,939,773)
4161 Retiree Medical Reserve	—	—
sub-total	(925,273)	(1,078,643)
Supplies & Contractual Services		
4209 Rate Assistance Program	446,700	446,700
4212 Vehicle Lease Charges	220,000	220,000
4237 Contractual Services	134,000	77,100
4239 Audit Fees	98,000	66,000
4241 Repair & Maintenance	5,500	—
4242 Rents & Leases	39,000	—
4253 Plan JPA Attorney's Fees	220,000	80,000
4254 Plan JPA Settlements	171,500	76,500
4280 Elections	—	120,000
4421 Utilities-Gas	226,300	206,000
4422 Utilities-Electric	2,431,973	1,451,002
4423 Utilities-Water	1,555,517	1,382,000
4424 SFWD, Wholesale Water Purchase	15,246,004	—
4425 SCVWD, Wholesale Water Purchase	6,081,965	—
4426 Utilities - Solid Waste	6,000	—
4427 Recycled Water Purchase	2,267,974	—
4429 Treatment Plant, M&O	7,568,416	—
4509 Tuition Reimbursement	30,000	24,000
4602 Cybersecurity, Liability, Property Insurance	3,247,529	2,235,584
4610 Uncollectible Accounts	150,000	50,000
4611 Collection Fees	22,000	7,500
4640 Unanticipated Expenditures Reserve	1,300,000	1,300,000
sub-total	41,468,378	7,622,386
Debt Service		
4701 Retirement of Principal	1,915,000	520,000
4711 Interest Expense	2,789,400	708,000
sub-total	4,704,400	1,228,000
Capital Outlay		
4851 Vehicles	—	—
4873 Machinery & Equipment	—	—
sub-total	—	—
TOTAL	\$45,247,505	\$7,771,743

(1) General Fund, Abandoned Vehicle Abatement Fund, 1452 S. Main St Fund and administration funds of the former Redevelopment Agency.

(2) Other Funds include Community Benefit Fund, Community Facility District Funds, Community Planning Fee Fund, Gas Tax Fund, Equipment Replacement Fund, Housing and Community Development Fund, Information Technology Replacement Fund, Law Enforcement Grant Funds, Light & Landscape Maintenance District Funds, Measure B Fund, Permit Automation Fund, Public Art Fund, and Solid Waste Services Fund.

Housing Authority	Other Funds ⁽²⁾	Capital Projects ⁽³⁾	Water Fund ⁽⁴⁾	Sewer Fund ⁽⁵⁾
\$0	\$0	\$0	\$0	\$0
—	—	—	25,000	25,000
—	—	—	1,750	1,750
—	—	—	1,500	1,500
—	—	—	1,500	1,500
—	—	—	46,935	46,935
—	—	—	—	—
—	—	—	—	—
—	—	—	76,685	76,685
—	—	—	—	—
—	—	—	—	—
20,650	11,500	—	8,850	15,900
—	7,000	—	12,500	12,500
5,500	—	—	—	—
—	39,000	—	—	—
—	—	—	40,000	100,000
—	—	—	25,000	70,000
—	—	—	—	—
—	—	—	10,300	10,000
—	—	—	686,352	294,619
6,000	—	—	136,517	31,000
—	—	—	15,246,004	—
—	—	—	6,081,965	—
6,000	—	—	—	—
—	—	—	2,267,974	—
—	—	—	—	7,568,416
—	—	—	3,000	3,000
2,389	271,111	—	185,497	552,948
—	—	—	50,000	50,000
—	—	—	8,500	6,000
—	—	—	—	—
40,539	328,611	—	24,762,459	8,714,383
—	—	—	325,000	1,070,000
—	—	—	719,450	1,361,950
—	—	—	1,044,450	2,431,950
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
40,539	328,611	\$0	\$25,883,594	\$11,223,018

(3) Capital Projects include Street Improvement Fund, Park Improvement Funds, General Government Capital Improvement Fund, Storm Drain Capital Improvement Fund and Transit Area Impact Fee Fund.

(4) Water Fund includes Water Maintenance & Operations Fund, 2019 Water Bond Fund, Water CIP Fund, Water Line Extension Fund, and Water Infrastructure Replacement Fund.

(5) Sewer Fund includes Sewer Operations Fund, 2019 Sewer Bonds Fund, Sewer Fund CIP, Treatment Plant Construction Fund, 2017 Sewer Refunding Bonds, and Sewer Infrastructure Replacement Fund.



Capital Improvement Program Overview

On February 28, 2023, FY 2024-2028 Capital Improvement Program (CIP) went before Council during the study session. On April 18, 2023, the City Council adopted the FY 2024-2028 Capital Improvement Program (CIP) for the total amount of \$32,131,100 as summarized below, for Council adoption.

The FY 2023-24 Capital Improvement Program funding in the amount of \$32.1 million is \$8.1 million more than the FY 2022-23 Adopted CIP of \$24 million. Due to limited General Government funding, staff evaluated projects that had General Government funding and strategically funded projects in the current plan. The estimated 2022-23 Ending Fund Balance / 2023-24 Beginning Fund Balance for the General Government Fund is \$6.2 million, of which \$4.5 million is being used in the current plan. These funds will continue to be analyzed each year to maximize the public benefit for use of these funds.

The Capital Improvement Budget funding for FY 2023-24 by Project Category is as follows:

Project Category	FY 2023-24 Budget	Percentage of Total
Community Improvement	\$6,845,000	21.3%
Park Improvement	\$1,755,000	5.5%
Street Improvement	\$7,934,100	24.7%
Water Improvement	\$3,571,000	11.1%
Sewer Improvement	\$10,068,000	31.3%
Storm Drain Improvement	\$1,958,000	6.1%
TOTAL	\$32,131,100	100%

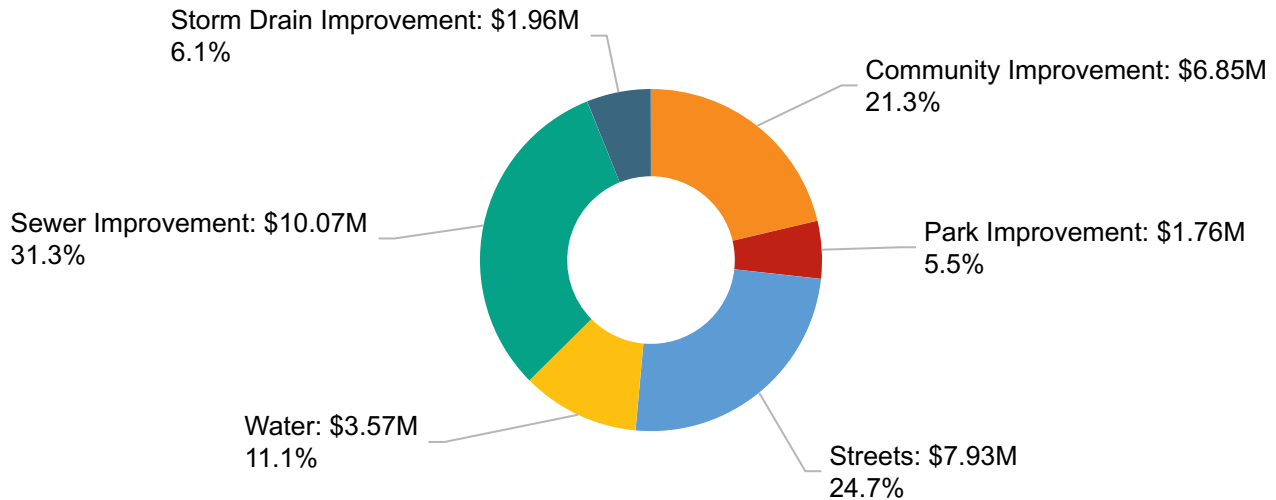
Noteworthy projects recommended for funding in FY 2023-24 includes Bicycle Improvements Project, Council Chambers AV System Replacement, Financial System Enterprise Resource Planning, Sports Center Complex Football Bleacher Replacement design, and Street Resurfacing Project 2023-24.

On March 6, 2023, staff presented the Park Improvement section of the proposed 2024-28 Capital Improvement Program to the Parks Recreation and Cultural Resources Commission (PRCRC) for review and consideration. The PRCRC recommended approval to the City Council. On March 22, 2023 the proposed CIP document was presented to the Planning Commission who found the document to be in conformance with the City's General Plan in accordance with the California Government Code Section 65401.

The City is pleased to report the significant progress and completion of some major improvements this past year, including Alviso Adobe Media and Exhibits, ARPA Park rehabilitation projects, Citywide LED Lighting Retrofit project; Facilities Water Fixtures Retrofit project; Fire Station 2 Replacement, McCandless Park Phase 1 and 2, Milpitas Metro Specific Plan, Pedestrian Overcrossing Bridge Mural at Piper Dr., Utility Master Plans updates, and also keeping pace with the Annual Street Resurfacing and Minor Park and Utility improvement projects.

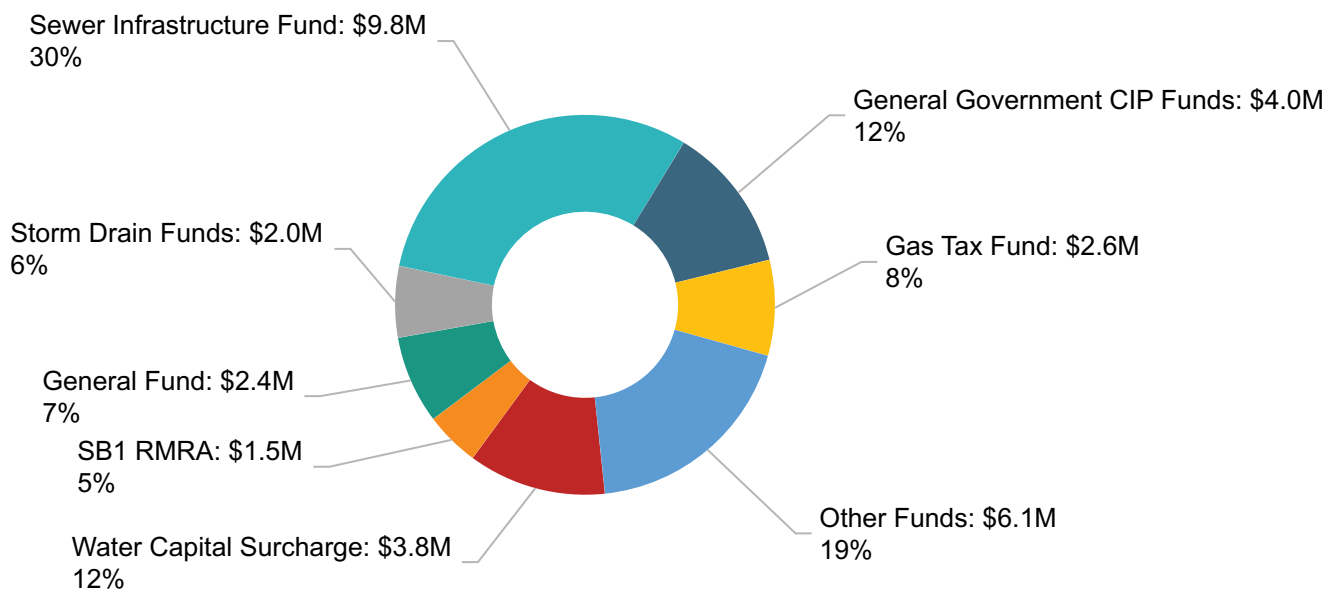
The chart below provides an overview of the City's anticipated capital improvement projects by category in FY 2023-24:

CIP Expenditures by Category (In Millions, \$32.1M)



The funding for FY 2023-24 capital improvement projects, as shown by the chart below, is primarily from Sewer Infrastructure Fund, General Fund, General Government CIP, Gas Tax Fund, SB1 RMRA, Storm Drain Funds, and Water Capital Surcharge Fund:

Funding Sources for 2023-24 CIP Projects (In Millions, \$32.1M)



Since the City's budget is an annual budget, the Budget only incorporates funding for FY 2023-24 capital improvement projects. It should also be noted that while staff prioritizes and anticipates the longer-term funding needs for the next four years in the five-year CIP, years 2024 through 2028 are shown only for planning purposes and are not funded at this time.

The Capital Budget section of this document provides a summary of each project description grouped by project category and a 2024-2028 Capital Improvement Program Grand Summary of project expenses and funding sources. For further details on the capital improvement projects, a separate Five-Year FY 2024-2028 Capital Improvement Program prepared by the Engineering Department may be obtained at the Milpitas City Hall or the City's website.

CIP Budget Adoption

On April 18, 2023, Council conducted the public hearing, received comments, and adopted Resolution No. 9231 approving the 2024-2028 Capital Improvement Program with the following changes:

- Remove proposed funding recommendation of \$450,000 for City Attorney's Office.
- Remove proposed funding recommendation for \$100,000 for the Human Resources Information System from the Sewer and Water Fund.
- Select Option 3 from the Budget Options for the Pickleball Courts Project allotting \$100,000 reserve funding, pending final site selection at a future City Council Meeting.

The FY 2023-24 Adopted CIP funding in the amount of \$32.1 million is \$8.1 million more than the FY 2022-23 Adopted CIP of \$24.0 million, which includes projects across six areas: community improvements, parks, streets, water, sewer and storm.

Capital Improvement Program Grand Summary

Project Expenses	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
Community Improvement	6,845,000	6,093,000	3,228,000	3,218,000	2,528,000	21,912,000
Park Improvement	1,755,000	9,055,000	3,155,000	6,205,000	955,000	21,125,000
Street Improvement	7,934,100	14,404,100	32,294,100	7,244,100	8,844,100	70,720,500
Water Improvement	3,571,000	2,230,000	11,985,000	23,257,000	20,370,000	61,413,000
Sewer Improvement	10,068,000	13,393,000	31,524,000	4,880,000	5,905,000	65,770,000
Storm Drain Improvement	1,958,000	0	0	1,430,000	0	3,388,000
Total	\$32,131,100	\$45,175,100	\$82,186,100	\$46,234,100	\$38,602,100	\$244,328,500
Funding Sources	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
Gas Tax Fund	2,615,000	1,800,000	1,800,000	1,800,000	1,800,000	9,815,000
General Fund	2,400,000	0	0	0	0	2,400,000
General Government CIP Fund	4,009,000	2,400,000	50,000	0	0	6,459,000
Information Technology Replacement	0	300,000	0	0	0	300,000
LLMD	89,100	89,100	89,100	89,100	89,100	445,500
Measure B	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	8,500,000
Park Fund	1,655,000	0	0	0	0	1,655,000
Public Art Fund	50,000	50,000	50,000	50,000	50,000	250,000
SB1 RMRA	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Sewer Fund	0	25,000	250,000	0	0	275,000
Sewer Infrastructure Fund	9,770,000	13,393,000	11,524,000	4,880,000	5,905,000	45,472,000
Sewer Treatment Fund	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Storm Drain General Fund	\$558,000	\$0	\$0	\$0	\$0	\$558,000
Storm Drain Fund	\$1,400,000	\$0	\$0	\$0	\$0	\$1,400,000
Street Improvement Fund	210,000	0	0	0	0	210,000
TASP Impact Fees	152,000	6,308,000	7,108,000	20,248,000	10,238,000	44,054,000
Vehicle Registration Fee	500,000	500,000	500,000	500,000	500,000	2,500,000
Water Capital Surcharge	3,773,000	2,140,000	8,095,000	4,767,000	7,050,000	25,825,000
Water Fund	0	25,000	250,000	0	0	275,000
Water Line Extension Fund	0	90,000	3,890,000	2,490,000	90,000	6,560,000
Sub Total	\$30,881,100	\$30,320,100	\$36,806,100	\$38,024,100	\$28,922,100	\$164,953,500
External Financing	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
Grants/Reimb./Developer Fees	1,250,000	0	0	0	0	1,250,000
Wastewater Revenue Bonds	0	0	20,000,000	0	0	20,000,000
Water Bonds	0	0	0	0	0	0
Revenue Bond	0	0	0	0	0	0
Sub Total	\$1,250,000	\$0	\$20,000,000	\$0	\$0	\$21,250,000
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
No Funding Source	0	14,855,000	25,380,000	8,210,000	9,680,000	58,125,000
Total	\$32,131,100	\$45,175,100	\$82,186,100	\$46,234,100	\$38,602,100	\$244,328,500

Community Improvement Projects

The Community Improvement category funds a total of sixteen projects, including five new projects:

2010 - Land/Right-of-Way Value Determination

<i>Project Description</i>	This project provides for the annual evaluation and determination of land and right-of-way fair market values within the City for the purpose of updating development fee calculations such as the park-in-lieu fee.
<i>Operating Budget Impact</i>	There are no operating or maintenance expenses associated with this project.

3403 - Fire Station Improvements

<i>Project Description</i>	This project provides for the assessment, design, and construction of minor improvements at all Fire Stations including Training Tower at FS1. Work may include renovation, repairs, or replacement of apparatus bays, electrical, mechanical, and plumbing systems, equipment, emergency power generator systems, flooring, furnishings, kitchen, interior and exterior painting, living quarters, parking lot, restroom and shower facilities, roofing, signage, security systems, sprinkler system, watch room, and other building and site related improvements. All work will be performed on a priority and funding availability basis.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3406 - City Building Improvements

<i>Project Description</i>	This project provides for the assessment, design, and construction of improvements at City facilities, including Public Works/Police/IT, Senior Center, Community Center, City Hall, Library and its parking garage, and Sports Center. Work may include renovation, repairs, or replacement of electrical, mechanical, and plumbing systems, pool equipment and systems, equipment, emergency power generator systems, flooring, furnishings, fountain, kitchen, interior and exterior painting, living quarters, parking lot, restroom and shower facilities, roofing, signage, security systems, sprinkler system, workspaces, and other building and site related improvements. Work will be completed on a priority and funding availability basis.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3462 - On-Call Facilities Maintenance & Repair Services

<i>Project Description</i>	This project provides for on-call repair and maintenance services at all City facilities. Work may include, but is not limited to, repair and replacement of electrical and mechanical systems, plumbing, parking lots, UPS battery backup system replacement, pool equipment, motors/pumps, fountain repairs, leak repairs, emergency power, HVAC systems, painting, carpeting, code upgrades, replacement of floor coverings, restroom and shower facilities, kitchen improvements, locksmith services, windows, doors and gates, replacement of furniture and fixtures, removal and disposal of hazardous materials such as ballasts, lamps/bulbs, batteries, paint, aerosol, cleaning products, pesticides, appliances etc., and other related improvements. All work will be performed on a priority and funding availability basis.
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*Operating
Budget Impact*

There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3489 - Public Art Program

*Project
Description*

This project provides for the design and installation of new art and murals; creation of a Public Art Master Plan to establish goals, roles, procedures, and use of the Public Art Fund; implementation of the Mural Program policy to promote mural activity reflective of the heritage, diversity and aspirations of our community through engagement with muralists, property owners, community stakeholders and residents; and assessment and maintenance of City's public art collection.

*Operating
Budget Impact*

This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

3490 - Capital Improvement Program Administration

*Project
Description*

This project provides for the annual preparation of the Capital Improvement Program. Work includes program administration, printing, and software programming assistance.

*Operating
Budget Impact*

There are no operating or maintenance expenses associated with this project.

3496 - GIS Development and Data Collection

*Project
Description*

This project provides for the maintenance and enhancements of the City's Geographic Information System (GIS). The GIS provides field-verified spatial information data that is extensively used by numerous applications in all City departments and the public.

*Operating
Budget Impact*

There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3497 - Public Safety Mobile Computer Terminals

*Project
Description*

This project provides for the replacement of Fire and Police department vehicles mobile computers terminals (MCT) that are approaching the end of their service life. The MCT is a computerized device to communicate with central dispatch office in the field and essential tool for public safety daily operations as it provides real time information. The devices are recommended to be replaced every 5-7 years to meet the current hardware and software technologies.

*Operating
Budget Impact*

There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3465 - Fire Station No. 1 Modular Building

<i>Project Description</i>	This project provides for the design and replacement of the modular building at Main Fire Station No. 1 that has exceeded its service life. The building was installed in late 1990s to house the operation staff during the construction of the fire station. Since the completion of the fire station, the building is being used as City's Office of Emergency Services (OES) and for training meetings and conferences.
<i>Operating Budget Impact</i>	This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

3466 - Financial System Enterprise Resource Planning

<i>Project Description</i>	This project provides for the design and installation of a new Financial System Enterprise Resource Planning (ERP) system that will optimize the operations of the financial and budget management; enable operational efficiencies within the Finance department; and provide city-wide functions and customer service delivery to external parties. The existing Cayenta financial system is 25 years old and is limited in accessibility, streamlining processes, and impacts fiscal management.
<i>Operating Budget Impact</i>	The annual software licensing and maintenance costs of \$250,000 is anticipated to begin in FY26-27. The cost of the software maintenance will be incurred by the Finance department operating budget.

3468 - Median Conversion Project

<i>Project Description</i>	This project provides for the phased conversion of streetscape and irrigation systems with drought tolerant plants that supports the State's drought emergency mandate and City's climate action goals in curb planter areas and street medians. Work includes replacing a wide variety of vegetation species with standardized drought tolerant planting that is optimally suited for the environment and minimize the City's maintenance and converting non-functional turf irrigated by potable water to comply with the State's ongoing drought emergency mandate.
<i>Operating Budget Impact</i>	This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

3498 - Council Chamber AV System Replacement

<i>Project Description</i>	This project provides for the replacement of the audio and video (AV) system in the Council Chamber that has exceeded its service life. The 10+ year old AV system is unpredictable, reaching technical obsolescence, and no longer meets the evolving needs of the City, such as hybrid public meetings. Due to the highly complex nature of the system, the implementation can only be occurred during the City Council summer recess.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3506 - Watershed Analysis

<i>Project Description</i>	This project provides for a watershed analysis to support and maintain the City's Federal Emergency Management Agency (FEMA) Community Rating System (CRS) Class 7 Rating. The project will allow the City to work towards a Class 6 Rating. The CRS is a national program developed by FEMA to assess the City's flood risk level and determine flood insurance premiums for the City of Milpitas residents. Currently, the Class 7 Rating allows residents to purchase flood insurance at a 15% discount on their premiums. In addition, the analysis will help identify potential problem areas in the City's stormwater infrastructure that may occur during a flood event.
<i>Operating Budget Impact</i>	There are no operating or maintenance expenses associated with this project.

3508 - Gateway Signage

<i>Project Description</i>	This project provides for the design and construction of gateway signage with the City's new logo at key entry points into the City. Potential priority locations will be along aerial routes of I-880, I-680, State Route 237, and Montague Expressway, and local collector streets along the City limits near the City of San Jose and Fremont. Work may include purchase of right-of-way and electrical and site improvements. The project will be phased pending available funding.
<i>Operating Budget Impact</i>	This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

3422 - City Buildings Roofing Repairs

<i>Project Description</i>	This project provides for renovation, replacement, and repairs of the roofs at City buildings including Public Works, Police, Senior Center, Community Center, City Hall, Library, Sports Center, and restrooms at parks. The service life of a typical building roof is approximately 20 years.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3427 - Technology Projects

<i>Project Description</i>	This project provides for ongoing technology improvements and modernization of various specialty software applications and hardware. The improvements will support the technology needs for City's cybersecurity improvement initiatives, mobile workforce support, network infrastructure including City's website, record management systems, and public safety system maintenance and upgrades.
<i>Operating Budget Impact</i>	The agreement for website improvements includes a subsequent 3-year annual maintenance cost of approximately \$33,000 per year and will be absorbed within IT's annual maintenance operating budget. There is no additional operating impacts anticipated for the other work items as part of this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

FUND# / CIP#	PROJECT TITLE	ADOPTED
351- 2010	Land/Right-of-Way Value Determination	\$8,000
331- 3403	Fire Station Improvements	500,000
331- 3406	City Building Improvements	730,000
331- 3462	On-Call Facilities Maintenance & Repair Services	400,000
331- 3489	Public Art Program	50,000
331- 3490	Capital Improvement Program Administration	720,000
331- 3496	GIS Development and Data Collection	142,000
331- 3497	Public Safety Mobile Computer Terminals	250,000
331- 3465	Fire Station No. 1 Modular Building	200,000
331- 3466 *	Financial System Enterprise Resource Planning	1,850,000
331- 3468 *	Median Conversion Project	300,000
331- 3498 *	Council Chamber AV System Replacement	800,000
331- 3506 *	Watershed Analysis	180,000
331- 3508 *	Gateway Signage	250,000
331- 3422	City Buildings Roofing Repairs	350,000
331- 3427	Technology Projects	115,000
Total Cost		6,845,000
AVAILABLE FINANCING SOURCE		
	General Government CIP Fund	3,589,000
	Grants/Reimb./Developer Fees	250,000
	Public Art Fund	50,000
	Sewer Infrastructure Fund	202,000
	TASP Impact Fees	152,000
	Water Capital Surcharge	202,000
	General Fund	2,400,000
Total Available		\$6,845,000

*New Project

Park Improvement Projects

The Park Improvement category funds a total of seven projects, including two new projects:

3463 - On-Call Parks and Landscaping Services

<i>Project Description</i>	This project provides for on-call maintenance and repair services at all City parks and street landscape areas. Work may include, but is not limited to, repair and replacement of irrigation valves and main lines, irrigation controllers, landscaping, drainage, pathways, playground equipment and surfacing, sport courts and fields, picnic areas, lighting, parks buildings and restrooms, and other amenities as needed.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

5108 - Sports Fields Turf Rehabilitation Program

<i>Project Description</i>	This project provides for rehabilitation and restoration of the City's turf fields. The program addresses deferred maintenance, trip hazards, and over compaction which impacts the health and growth of the turf. Work may include re-sodding, re-seeding, repairs to the irrigation system, and minor hardscape improvements.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

5113 - Minor Sports Courts Rehabilitation Program

<i>Project Description</i>	This project provides for minor improvements and rehabilitation of the City's tennis, basketball, and sport courts. Work may include assessment of courts, resurfacing and restriping, replacement or repairs of amenities such as basketball poles, backboard, and hoops; tennis court fabric netting and fence enclosures; electric score boards, etc.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3505 - Sport Center Football Bleacher Replacement

<i>Project Description</i>	The project provides for design and construction of the westerly football bleachers at the Sport Center Complex. The bleachers were installed in the 1970s and is not in compliance with current building code and ADA regulations. Work includes removal of existing bleachers, installation of new bleachers that are compliant with the current building code and ADA regulations, providing ADA accessible routes and pathways, and storm drain improvements to comply with State regulations.
<i>Operating Budget Impact</i>	This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

3424 - Citywide Park Rehabilitation

<i>Project Description</i>	This project provides for rehabilitation of citywide parks needing minor improvements. Work may include assessment of amenities; repairs and replacement of site furnishings and playground equipment and surfacing; signage installation; and minor improvements such as fencing, landscape and irrigation system, park lighting, pathways, restrooms, trails, etc. Park rehabilitation will be prioritized according to the adopted Park & Recreation Master Plan Update, dated December 14, 2021.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

5055 - Alviso Adobe Renovation

<i>Project Description</i>	In 1997, the City purchased the historic Alviso Adobe property, located at 2087 Alviso Adobe Court, for construction of a new City park including renovation of the existing 1850s buildings. Park construction would be completed in five phases over several years. Phases 1 thru 4 completed installation of park amenities, ADA access improvements, and seismic upgrades and exterior renovation of the historic adobe house and outbuilding. Phase 5 provides for the interior restoration of the first floor of the Alviso Adobe House and installation of period furnishing, decorations and exhibits.
<i>Operating Budget Impact</i>	This project is anticipated to impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

5116 - Pickleball Improvements

<i>Project Description</i>	This project provides for improvements of permanent Pickleball courts at a City park(s). Work may include resurfacing and restriping, permanent and/or temporary netting, striping overlay of existing tennis court, etc.
<i>Operating Budget Impact</i>	This project is anticipated to impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

Capital Budget

FUND# / CIP#	PROJECT TITLE	ADOPTED
331- 3463	On-Call Parks and Landscaping Services	\$200,000
321- 5108	Sports Fields Turf Rehabilitation Program	300,000
321- 5113	Minor Sports Courts Rehabilitation Program	155,000
331- 3505 *	Sport Center Football Bleacher Replacement	200,000
331- 3424	Citywide Park Rehabilitation	600,000
321- 5055	Alviso Adobe Renovation	200,000
321- 5116 *	Pickleball Improvements	100,000
Total Cost		\$1,755,000
AVAILABLE FINANCING SOURCE:		
General Government CIP Fund		100,000
Park Fund		1,655,000
Total Available		\$1,755,000
*New Project		

Street Improvement Projects

The Street Improvement category funds a total of ten projects, including one new project:

3411 - Sinclair LLMD Improvements 98-1

<i>Project Description</i>	This project provides for the design and construction of landscape and irrigation renovation along portions of Los Coches Street and Sinclair Frontage Road. Work is part of the Lighting, Landscape, Maintenance, Assessment District (LLMD) 98-1.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3426 - Annual Sidewalk, Curb & Gutter Repair

<i>Project Description</i>	This project provides for repairs and replacement of citywide sidewalk, curb, and gutter to address safety/trip hazards that may be caused by settlement, tree roots, and drainage issues. Prioritization of repairs are based on service requests from the public. Repairs and replacement will minimize the City's risk and liability.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3440 - Annual Street Light, Signal, and Signage

<i>Project Description</i>	This project provides for repairs, replacement, and minor improvements of streetlights, street signage, and signal traffic control equipment. Work may include street light and traffic signal fixtures, poles and wiring, traffic signage, traffic/pedestrian safety devices, signal battery backup systems, and related appurtenances.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3449 - Street Landscape Irrigation Repair

<i>Project Description</i>	This project provides for repairs and improvements of citywide irrigation systems within streetscape and medians that have exceeded its service life. These systems are inefficient, leaking, not well-documented, and do not provide suitable irrigation to support healthy landscape or comply with the current City landscape ordinance. Work may include restoration of landscaping and repair and replacement of irrigation controllers, equipment, piping, and valves.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

4267 - Soundwall and Barrier Repair and Renovation Program

<i>Project Description</i>	This project provides for the renovation and repair of City-owned sound walls, fences, and barriers within parks and along streets. Portions of the walls have deteriorated and will need to be structurally repaired or completely replaced.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

4305 - McCarthy Blvd. LLMD Improvement 95-1

<i>Project Description</i>	This project provides for roadway pavement repair, rehabilitation, and/or reconstruction. Streets are selected for improvement based on a Pavement Management System to optimize the pavement condition rating and use of funding. Locations and streets may vary dependent on the City's needs and funding. There are currently 129 center lane miles of streets that are owned by the City. The project will include replacement and upgrade of curb, gutter, driveway, sidewalk, installation of ADA ramps, implementation of Class II bike lanes, and Class III bike route facilities as described in the City's latest Bikeway Master Plan Update.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

4299 - Bicycle Improvement Project

<i>Project Description</i>	This project provides for the design and construction of bicycle facilities improvements at high-traffic signalized intersections and City streets to improve safety near schools and employment centers. Work includes improvements to bike lanes and pavement markings and installation of bike signals and signage.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3402 - ADA Curb Ramp Transition Program

<i>Project Description</i>	This project provides for the design and construction of landscape and irrigation renovations on McCarthy Blvd. between State Route 237 and Dixon Landing Road and a portion of Ranch Drive. Work is part of the Lighting, Landscape, Maintenance, Assessment District (LLMD) 95-1.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

4283 - Street Pavement Restriping Program

<i>Project Description</i>	This mandatory program is to replacement existing curb ramps to comply with Americans with Disabilities Act (ADA) current standards. The project allows the City to be eligible for future Federal transportation aid funds. The sidewalk and curb ramp improvements are coordinated and implemented with the annual Street Resurfacing project. The target completion date for citywide ADA public street curb ramp compliance is 2040.
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*Operating
Budget Impact*

There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

4295 - Street Resurfacing Project 2023-24*Project
Description*

This project provides for maintenance of Citywide street striping infrastructure per California Manual on Uniform Traffic Control Devices (MUTCD). Work includes restriping of existing pavement legends, lane lines, and crosswalks, and placement of markers.

*Operating
Budget Impact*

There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

NUMBER	PROJECT TITLE	ADOPTED
331- 3411	Sinclair LLMD Improvements 98-1	\$22,600
331- 3426	Annual Sidewalk, Curb & Gutter Repair	890,000
331- 3440	Annual Street Light, Signal, and Signage	825,000
331- 3449	Street Landscape Irrigation Repair	320,000
311- 4267	Soundwall and Barrier Repair and Renovation Program	210,000
311- 4299 *	Bicycle Improvement Project	1,000,000
331- 3402	McCarthy Blvd. LLMD Improvement 95-1	66,500
311- 4283	ADA Curb Ramp Transition Program	400,000
311- 4295	Street Pavement Restriping Program	200,000
311- 4305	Street Resurfacing Project 2023-24	4,000,000
Total Cost		\$7,934,100

AVAILABLE FINANCING SOURCE:

Gas Tax Fund	\$2,615,000
General Government CIP Fund	320,000
LLMD	89,100
Measure B	1,700,000
SB1 RMRA	1,500,000
Street Improvement Fund	210,000
Vehicle Registration Fee	500,000
Grants/Reimb./Developer Fees	1,000,000
Total Available	\$7,934,100

*New Project

Water Improvement Projects

The Water Improvement category funds a total of six projects.

7110 - Hydrant Replacement Program

<i>Project Description</i>	This project provides for replacement of citywide hydrants and related infrastructure as recommended in the Water Supply Augmentation Feasibility Report, March 2015. The City maintains approximately 2,900 fire hydrants which typically have a service life of 30 years.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

7112 - Reservoir Cleaning Program

<i>Project Description</i>	This project provides for the interior cleaning, inspections, and repairs of City's potable water reservoirs and storage tanks. Regular inspection and cleaning helps to maintain recommended chlorine residual levels and high-water quality for the City's potable water system. Cleaning and inspection are programmed between three to five years.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

7126 - Water Conservation Program

<i>Project Description</i>	This project provides for the development, implementation, and management of the Water Conservation Program. The program includes staff response to water waste complaints, implementation of new State mandates, community outreach and education, and managing of Citywide water rationing and conservation plan. It also assists with converting privately-owned potable irrigation facilities to recycled water, if feasible, and funds the cost share agreement with Valley Water for the landscape rebate programs and lawn conversion pilot.
<i>Operating Budget Impact</i>	This project may impact operating expenses in future years. As the scope of this project is better defined through the design process, operating impacts will be reviewed and adjustments may be brought forward in future budgets.

7133 - Minor Water Projects

<i>Project Description</i>	This project provides for the design and construction of minor improvements to the City's water system. Work may include improvements, repairs, or replacement to equipment, generators, PRVs, pumps, security at facilities, vaults, valves, and water lines.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

7137 - On-Call Water Maintenance & Repair Services

<i>Project Description</i>	This project provides for on-call maintenance and repair services of the City's water infrastructure. Work may include, but is not limited to, the repair and replacement of electrical and mechanical systems (VFD & generators), motors and pumps, pipelines, meters, aboveground/underground storage tanks, and other related improvements. All work will be performed on a priority and funding availability basis.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

7140 - Cross Connection Control Program

<i>Project Description</i>	This project provides for the implementation of a cross-connection control program to protect the City water supply from contamination. The program is required by section 7584, chapter 5, title 17 of the California Code of Regulations. Work includes conducting surveys to identify water user premises where cross-connections are likely to occur and identify provisions of backflow protection by the water user at the connection.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

FUND# / CIP#	PROJECT TITLE	ADOPTED
401- 7110	Hydrant Replacement Program	90,000
401- 7112	Reservoir Cleaning Program	50,000
401- 7126	Water Conservation Program	225,000
401- 7133	Minor Water Projects	2,106,000
401- 7137	On-Call Water Maintenance & Repair Services	350,000
401- 7140	Cross Connection Control Program	750,000
Total Cost		\$3,571,000
AVAILABLE FINANCING SOURCE:		
Water Capital Surcharge		\$3,571,000
Total Available		\$3,571,000

Sewer Improvement Projects

The Sewer Improvement category funds a total of six projects, including two new projects:

6118 - SJ/SC Regional Waste Water Facility

<i>Project Description</i>	The City pumps sewage to the San Jose/Santa Clara Regional Waste Water Facility for waste water treatment before it can be discharged into the San Francisco Bay. The facility was originally constructed in 1956 and is reaching the end of its useful life. The City of San Jose, who operates the facility, is undergoing an estimated \$2 billion rehabilitation project to completely overhaul the facility over the next 30 years. Since the City of Milpitas uses approximately 7%, it will be responsible for 7% of the cost of improvements which is approximately \$140 million over the next 30 years. This project funds Milpitas' share of the rehabilitation costs.
<i>Operating Budget Impact</i>	There are no operating or maintenance expenses associated with this project.

6124 - Sewer Pump Station Rehabilitation Program

<i>Project Description</i>	This project provides for rehabilitation, repairs, or replacement of wastewater pumps at Main and Venus Wastewater Lift Stations to improve the resiliency of the system and ensure that sewage will continue to be pumped out of the City. Work may include rotational assessment of the City's six wastewater pumps and peripheral equipment rehabilitation and replacement of electrical control, flow equipment, variable frequency drives, and grinders.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

6126 - Minor Sewer Projects

<i>Project Description</i>	This project provides for the ongoing assessment, design, and construction of various minor modifications and improvements to existing City's sanitary sewer infrastructure.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

6134 - Minor Sewer Projects

<i>Project Description</i>	This project provides for on-call maintenance and repair services of the City's sewer infrastructure. Work may include, but is not limited to, repair and replacement of electrical and mechanical systems (VFD & generators), motors and pumps, pipelines, and other related improvements. All work will be performed on a priority and funding availability basis.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

6135 - Sanitary Sewer CCTV Inspections & Improvements

<i>Project Description</i>	This project provides for Closed-Circuit Television (CCTV) inspection of medium to extreme risk 24-inch diameter or greater sewer pipelines and to repair defects discovered during the inspection as recommended per the adopted Sewer Master Plan, dated August 2021. The Master Plan includes an inspection map (figure 9-3) of the highest priority areas which totals 55,000 feet.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

6137 - Forcemain "A" Project

<i>Project Description</i>	This project provides for the assessment, design, and construction to rehabilitate or replace the existing sanitary sewer Forcemain "A" as recommended per the adopted Sewer Master Plan, dated August 2021. The steel Force Main was built in 1974 to pump wastewater from Milpitas Main Lift Station to the San Jose/Santa Clara Regional Wastewater Facility. It was built in a corrosive environment and the condition of the pipeline is unknown due to the inability to dewater and inspect the pipeline. It is assumed that the condition of the pipeline no longer meets industrial standards and will require either rehabilitation and/or replacement.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

Capital Budget

FUND# / CIP#	PROJECT TITLE	ADOPTED
451- 6118	SJ/SC Regional Waste Water Facility	\$6,810,000
451- 6124	Sewer Pump Station Rehabilitation Program	575,000
451- 6126	Minor Sewer Projects	50,000
451- 6134	On-Call Sewer Maintenance & Repair Services	100,000
451- 6135 *	Sanitary Sewer CCTV Inspections & Improvements	533,000
451- 6137 *	Forcemain "A" Project	2,000,000
Total Cost		\$10,068,000
AVAILABLE FINANCING SOURCE:		
Sewer Treatment Fund		\$500,000
Sewer Infrastructure Fund		9,568,000
Total Available		\$10,068,000

*New Project

Storm Drain Improvement Projects

The Storm Drain Improvement category funds a total of two projects.

3714 - Flap Gate Replacement

<i>Project Description</i>	This project provides for the assessment, design, and installation of City flap gates, check valves, and outfalls located in all creeks within the City.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

3715 - Storm Drain System Rehabilitation

<i>Project Description</i>	This project provides for the design and improvements of the City's storm drain systems due to insufficient capacity and aging infrastructure. Work will include improvements to pumps, electrical and mechanical systems at pump stations, and improvements of City-owned creeks and drainage ditches. Work will be programmed based on the new Storm Drain Master Plan and Urban Runoff Program requirements.
<i>Operating Budget Impact</i>	There are no additional operating impacts anticipated from this project. Any additional maintenance costs that occur will be absorbed within the annual maintenance operating budget.

NUMBER	PROJECT TITLE	ADOPTED
341- 3714	Flap Gate Replacement	\$400,000
341- 3715	Storm Drain System Rehabilitation	1,558,000
Total Cost		\$1,958,000
AVAILABLE FINANCING SOURCE:		
	Storm Drain General Fund	\$558,000
	Storm Drain Fund	1,400,000
Total Available		\$1,958,000



Fund Descriptions

The basic accounting and reporting entity for a City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created". Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used in governments to account for activities often found in the private sector (utilities, stadiums, and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

Governmental Funds

Government Funds include activities usually associated with the governmental entities' operations (police, fire and general government functions).

General Fund – The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The major revenue sources for this Fund are sales taxes, property taxes, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures are made for general government activities, public safety, most street work and the other services described above.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

- **Public Art Fund** – was established to account for construction or acquisition of public art to expand opportunities for the City of Milpitas' citizens to experience public art and enhance the quality of life in the community. The city dedicates 1.5% of eligible projects within the annual Capital Improvement Project expenditures to the acquisition and installation of public art. The expenditures will include, but not limited to, the cost of public art, its installation, maintenance and repair of artwork funded by this fund.
- **Gas Tax Fund** – was established to account for the construction and maintenance of the street system in Milpitas. Financing is provided by the City's share of state gasoline taxes.
- **Lighting and Landscape Maintenance District Fund** – was established to account for assessments within a district. Revenue is used for servicing and maintaining the public landscaping and additional lighting for the district.
- **Community Facility District Fund** – was established to account for special taxes collected within the district to provide park maintenance and street landscape maintenance services, public safety.
- **Housing and Community Development Fund** – was established to account for community development block grants and expenditures.
- **Law Enforcement Services Fund** – was established to account for the proceeds from the sale of assets which were seized in connection with drug related arrests made by the Allied Agency Narcotic Enforcement Team (AANET) of Santa Clara County and federal asset forfeiture funds received through the Equitable Sharing program. Shared funds must be used only for specified law enforcement purposes; funds are to be

used to augment law enforcement budgets, not supplant them. This fund also accounts for the Supplemental Law Enforcement Services grant and expenditures.

- **Solid Waste Services Fund** – was established to account for landfill tipping fees allocated by Santa Clara County. The County allocates a fee of \$1 per ton to each City to be used in relation to the State of California Waste Reduction Act. Revenue is used for the implementation of future waste reduction programs to meet the future State required landfill deposits percentage reduction. The fund also accounts for special charges built into garbage rates specifically for community promotions and household hazardous waste activities. These activities support the City's ongoing efforts to meet State mandates to reduce waste.
- **Hetch-Hetchy Ground Lease Fund** – Established to account for the lease payment to the City and County of San Francisco for the permitted use of the Hetch-Hetchy land.
- **Housing Authority Fund** – was established to allow the City to aggressively plan and address aging of the Milpitas housing stock, limited amount of land, high costs of housing, continuous overcrowding and potential increase in unsanitary conditions. The establishment of a Housing Authority allows the City to improve the quality of life and standard of living for a substantial number of its residents.

Debt Service Funds – Debt Service Funds are used to account for financial resources to be used for the payment of principal and interest on governmental fund long-term debt. The City has the following outstanding bonds: 2015 Tax Allocation Bond and 2017 Wastewater Revenue Refunding Bonds.

Capital Projects Funds – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust Funds).

- **Redevelopment Project** – was established to account for the financing and construction activities in the redevelopment project areas. This fund is inactive as of 1/31/2012 due to Assembly Bill 1X26.
- **Street Improvement Fund** – was established to account for the construction and maintenance of the street system in Milpitas. Financing is provided through State and federal grants.
- **General Government Fund** – was established to account for the construction and maintenance of community improvements. Capital projects previously accounted for in the General Fund has been incorporated in this fund.
- **Park Improvement Fund** – was established to account for the construction and maintenance of City parks. Financing is provided by a special parks improvement fee imposed on developments.
- **Transit Area Impact Fee Fund** – was established to account for the financing and construction activities of infrastructure in the Transit Area Specific Plan.
- **Storm Drain Improvement Fund** – was established to account for the construction and maintenance of City storm drains. Financing is partially provided by fees imposed on developments

Proprietary Funds

Enterprise Funds – Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the City has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City operates the Water Utility and Sewer Utility enterprise funds.

- **Water Utility Fund** – was established to provide water services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, capital improvements, maintenance, and billing and collection.
- **Sewer Utility Fund** – was established to provide sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.

Internal Service Funds – Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost reimbursement basis.

- **Equipment Management Fund** – was established to finance and account for the replacement of equipment used by City departments on a cost reimbursement basis.
- **Information Technology Replacement Fund** – was established to finance and account for the replacement of information technology equipment used by City departments.
- **Permit Automation Fund** – was established to finance and maintain the online permit development system.
- **Section 115 Pension Trust Fund** – was established to use the trust funds to fund either the annual actuarially determined pension contribution amounts, pay down unfunded pension liabilities with CalPERS, and/or reduce the length of pension cost amortization schedules with CalPERS.

Fiduciary Funds

Agency Funds – Agency Funds are used to account for assets held by the City as an agent for individuals, private organizations, and other governments.

- **Employee Deferred Compensation Plan** – was established to account for accumulated employee funds withheld and invested as provided by the Plan.
- **Employee Benefit Fund** – was established to account for self-insured employee dental plan, short term disability plan and MOU contractual agreements.
- **Senior Advisory Commission Fund** – was established to account for the fund raising activities of the Commission.

Revenue Descriptions

The City of Milpitas provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Milpitas receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The Summary of Current Revenues by Fund will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

Property Taxes

Property Taxes – Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The tax comprises one percent of the assessed value of the property. The assessed value of real property appraised by the County Assessor in the 1975-76 assessment role value adjusted after 1975 by a two percent inflation factor per year. When property changes hands or new construction occurs, it is reassessed at its current market value. Included in Property tax revenue is Excess Educational Revenue Augmentation Fund (ERAF), which is the mechanism that moves state funds through the County system. The California Legislature created ERAF in 1991 to reduce state general fund spending on schools, in which a portion of property tax revenue goes to ERAF to support local school districts. When the amount contributed to ERAF is more than the minimum cost of funding local schools, excess funds are returned to the County, Cities, and Special Districts. Redevelopment Property Tax Trust Fund (RPTTF) is property tax revenue which had previously been paid to each Redevelopment Agencies (RDA), but is now required to be transferred to a new trust fund, RPTTF, as all RDAs were dissolved.

Sales Taxes

Sales and Use Tax – Sales and use tax is imposed on retailers for the privilege of selling, at retail, within the City limits. This tax is based on the sales price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted uses. Operative April 2021, Measure F, a Transaction and Use tax, will enact a ¼ cent local sales tax for eight years, with locally-controlled funding that cannot be taken by the state.

Transient Occupancy Tax

Transient Occupancy Tax – The Transient Occupancy Tax in Milpitas is a fourteen percent (14%) tax on the cost of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home or other lodging facility within the City's limits.

Franchise Fees

Franchise Fees – A Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City. In Milpitas, franchise fees are charged for Electric, Gas, Garbage, Nitrogen Gas and Cable Television franchises.

Other Taxes

Business License Tax – A Business License Tax is imposed on businesses for the privilege of conducting business within the City. Fees are based on bracketed structures according to the type of business. The fee

structures are as follows: average number of employees, number of units or rooms, number of vehicles or a flat fee.

Motor Vehicle In-Lieu Tax – The Motor Vehicle In-Lieu Tax is collected by the State Department of Motor Vehicles through its vehicle registration program in-lieu of a City personal property tax on motor vehicles.

Gas Tax – The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, on a share basis, to cities. The Gas Tax revenues are broken down into Sections 2106, 2107 and 2107.5. Sections 2106 and 2107 funds are restricted to the construction, improvements and maintenance of public streets. Section 2107.5 funds are restricted to engineering costs and administrative expenses with respect to City streets.

Licenses, Permits & Fines

Building Permits – The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing. The City charges a fee for issuing these permits in order to recover the costs incurred.

Fire Permits – The Milpitas Municipal code requires permits be obtained and inspections conducted to ensure activities regulated by the fire code meet specific standards for the protection of life, property and the environment. Activities include: high piled combustible storage, hazardous materials, assembly, and life safety inspections of licensed facilities, apartments, and hotels and motels.

Vehicle Code and Other Court Fines – The City receives a portion of all fines assessed, in Milpitas, for infractions of the State of California Vehicle Code and may receive other court fines as directed by the County, State or Federal Courts.

False Alarm Fees – Currently the Milpitas Municipal Code provides that a property may have two false alarms in a one-year period. Subsequent false alarms, within that period, are assessed a service charge that can increase from \$300 to \$900 depending on the number of alarms.

Booking Fees – Counties within California are authorized to charge a "criminal justice administrative fee" intended to cover the "reimbursement of County expenses incurred" for booking and processing of arrested persons who are brought to the County jail for booking or detention. In return, Judges may pass along the City's costs to the offender as part of their court-ordered restitution.

Use of Money and Property

Interest on Pooled Investments – Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - safety, liquidity and yield - in that particular order.

Intergovernmental

Federal, State and County Contributions – Senior Nutrition fees are one example of a County contribution that is reimbursed to the City from the County of Santa Clara for lunches provided to senior citizens.

Miscellaneous Grants –

- **Community Development Block Grant** – The Housing and Community Development Block Grant (CDBG or HCD) program was designed by the Department of Housing and Urban Development (HUD) to revitalize low and moderate income areas within a city. The use of CDBG funds is restricted by specific provisions and is managed by the Housing function.
- **Public Safety Grants** - The City is currently receiving multiple public safety grants including: Supplemental Law Enforcement Services Grant, Local Law Enforcement Block Grant, and Justice Assistance Grant. Future grant spending will be designated for vehicles, equipment and technology improvements.

- SB90 - The law in the State of California provides for the reimbursement of costs incurred by local agencies for costs mandated by the State. Costs mandated by the State means any increased costs which a local agency is required to incur after July 1, 1990, as a result of any new statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service in an existing program.

Charges for Services

Charges for Current Services – All City's basic service charges are recorded at the department or division levels that are associated with specific governmental and enterprise activities. These service levels are: General Government, Planning, Fire, Police, Recreation, Building and Public Works. This is a GASB 34 requirement.

Planning Fees and Sale of Maps and Documents – Included in these fees are a range of service charges for staff responses to inquiries from the public to review and interpretation of complicated planning and zoning ordinances. Also included are reproduction costs associated with maps and documents from all functions within the organization.

Recreation Fees – Recreation fees include user program fees for preschool, after-school, teen and summer camp programs; swimming lessons; special events and youth and adult recreational classes.

Rents and Concessions – Rental fees are charged for the private use of City facilities. Rental facilities include the Community Center, Sports Center, Senior Center, the Jose Higuera Adobe and parks throughout the City.

Utility Charges – Utility service charges for water and sewer, based on volume and flat meter charges.

Other Revenues

Development –

- Park Development Fees - The Park Development Fee is paid by a developer or subdivider for park or recreation purposes, in-lieu of the dedication of the land.
- Treatment Plant Fees - Treatment Plant fees are payment for the purchase of waste water treatment capacity rights. The fee is measured in gallons per day, and the higher the usage, the higher the fee. All fees collected are used for Capital Improvement Projects or for Capital Operating Costs at the San Jose/Santa Clara Water Pollution Control Plant or within the City.
- Traffic Impact Fees - A Traffic Impact Fee is an exaction from a developer to mitigate traffic impacts associated with the development of the subject property. These fees can be dictated by ordinance or by documentation in a Traffic Impact Analysis (TIA) and are then conditions of approval for the development.
- Transit Area Specific Plan (TASP) Impact Fees - TASP impact fee is an exaction from a developer to mitigate impacts associated with the development of the TASP area. There are four different rate structures based on the development type: residential, office, hotel and retail. The fee is calculated using a blended rate, which on average consists of 16% street improvement, 12% sewer, 13% water, 40% community and park improvement, 12% traffic mitigation and 7% for other miscellaneous categories.

Reimbursements -

- AVASA - Beginning in 1996, the State of California, through the Abandoned Vehicle Abatement Service Authority, began reimbursing cities for vehicle abatement activities based on a per vehicle cost. The State reimbursement varies from year to year based on the number of vehicles claimed by all participating cities.

Miscellaneous -

- Solid Waste - Currently the Solid Waste function has two very different revenue streams. The first AB939 is collected by the County as a Tipping Fee at the Landfill and reimbursed to the City on a quarterly basis. The purpose of this fee is to encourage achievement of the State's landfill reduction goal. The second fee is paid by the solid waste customers, incorporated in user rates, and is specifically earmarked for community education and the Household Hazardous Waste programs.

Expenditure Descriptions

Personnel Services

Salaries and Wages

Permanent – Salaries for full time and part time permanent employees.

Temporary – Salaries full time and part time employees who are hired in temporary or substitute basis.

Overtime – Amounts paid to employees for work performed in addition to the normal work period. Hours work in excess of 40 hours per week.

Charged to CIPs – Budget amount to account for payroll costs that will be charged to the Capital Improvement Projects.

Allowances / Leaves

Allowances – Amounts paid to employees who are entitled to allowances such as car, telephone, uniform, special licenses, canine, motorcycle, SWAT, pager and bilingual pay.

Leave CashOut – Amounts paid to employees for hours cashed out from sick or vacation time banks.

Accrued Leave – To record year-end adjustments of accrued vacation according to the Generally Accepted Accounting Principles (GAAP).

Benefits

PERS – Amounts contributed to the Public Employees' Retirement System (PERS) plan for its employees.

Group Insurance – City of Milpitas' share of any insurance coverage for its employees such as Medical, Dental, Vision, Life Insurance, Long Term Disability and Short Term Disability.

Medicare-Employer's Contribution – City of Milpitas' share of the Federal Medicare contributions for its employees.

Worker's Compensation – Amount allocated to pay for worker's compensation claims made by employees.

MOU Contractual Agreements – Amounts paid according to negotiated MOU agreements.

Deferred Compensation – Employer Contribution - Contributions made to the employees' deferred compensation plan.

PARS – Amounts contributed to the Public Agency Retirement System-Alternate Retirement System (PARS-ARS) plan for temporary employees not in the PERS system. This is an alternative to the Social Security System.

Adjustments - Payroll

Adjustments – Payroll - To record year-end payroll adjustments in accordance to the Generally Accepted Accounting Principles (GAAP), i.e., Accrued Payroll which reflects salaries and wages earned by employees as of June 30 but not paid until July.

Vacancy Factor – Budget amount to account for vacant positions.

Overhead – Private Jobs (PJs) contractual Labor and Payroll - A charge made to a developer account to defray the direct and indirect overhead costs associated with an employee performing duties or providing services to the fund or account charged.

Salary Reduction – Budget amount to account for reduced funding.

Retiree Benefits

Retiree Medical Reserve – Amount allocated to fund a portion of the outstanding retiree medical benefits liability.

Retiree Medical Payment – Payment of the outstanding retiree medical benefits liability.

Retiree Medical Reimbursement – Reimbursement from California Employer Benefit Trust fund for retiree medical payment.

Supplies and Contractual Services

Community Promotions, Grants and Loans

Community Promotions – Public relations activities that are aimed to contribute to the progress or growth of the community.

Community Promotions CC Allocated – Public relations activities for progress or growth of the community allocated by the CITY COUNCIL.

Community Promotions CC Unallocated – Public relations activities for progress or growth of the community not yet allocated by the CITY COUNCIL.

Cultural Arts Grants – Financial assistance provided for Cultural Arts programs or activities.

Miscellaneous Grants – Financial assistance provided for miscellaneous grant programs.

Sports Grants – Financial assistance provided for Sports programs or activities.

Housing Rehab Loans – Amount loaned to homeowners for housing rehabilitation purposes under the Community Development Block Grant (CDBG) program.

CDBG Grants – Payment to subrecipients of CDBG Grants.

Miscellaneous Loans – Loans other than for housing rehabilitation purposes under the CDBG program.

Department Allocations

Equipment Replacement Amortization – Department's share of the fund being set aside for the purpose of replacing equipment in the Equipment Replacement Program.

Supplies

Generally, these are items that are consumed.

Office Supplies – Purchased for office use. Examples are pen, folders, drinking water, and coffee.

Departmental Supplies – Items that are used for the programs of the department. Examples are food for the Senior Center, sports supplies for the Recreation Department, target supplies for the Police Department, and tools for Public Works.

Maintenance Supplies – Used for repairs and maintenance of equipment or building. Examples are bolts, screws, nails, janitorial supplies, etc.

Health & Safety Supplies – Used for health and safety purposes. Examples are goggles, safety shoes, hard hats, gloves, first-aid kits, VDT glasses, etc.

Services

Generally, amount paid for services rendered by organization or personnel not on the payroll of the City of Milpitas. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

Advertising – Costs of media services and associated costs. Media advertising includes magazines, newspapers, radio and television programs, direct mail, exhibits, and the like. Examples are advertising for such purposes as personnel recruitment, legal ads, new and used equipment and sale of property, and City Clerk notices of meetings.

Blueprinting – Usually are services provided to blueprint the engineering plans.

Contractual Services – Services rendered by organizations or personnel not on the payroll of the City of Milpitas under a contract or an agreement. Payment of fees to contractors to acquire license or permits for the City of Milpitas should be recorded in this account. NOTE: Copier charges should be paid from this account.

Contractual Services-PJ's Labor – Rendered by organizations or personnel not on the payroll of the City of Milpitas under a contract or an agreement for its Private Jobs (PJ). Examples are carpentry, painting, and other labor for the City's Private Jobs.

Audit Fees – Professional services provided by Certified Public Accountants (CPA) firms for the purpose of auditing the City's financial statements. Example is the Comprehensive Annual Financial Report.

Street Sweeping – Includes sweeping and washing streets, flushing gutters and underpasses and collecting and disposing of debris from streets and public roadways.

Repair & Maintenance

Repair & Maintenance – Repair and maintenance services provided by personnel not on the payroll of the City of Milpitas. This includes repair and maintenance of the City's buildings and equipment. Examples are vehicular, equipment, and/or facilities repair and maintenance. Cost of warranty obtained after the original equipment warranty expired or any warranties obtained after the purchase of the equipment should be recorded to this account. Annual maintenance agreement or contract on equipment should be recorded here.

Rents and Leases – Costs for renting or leasing land, buildings, equipment and vehicles for either temporary or long range use by the City of Milpitas. Agreement should not have an option to buy or to acquire ownership at the end of the lease term. (Please see Capitalized Leases, also).

Contributions to Non-City owned Capital Assets – Costs incurred in capital improvement projects that the City does not have the ownership of the property. These costs generally incurred by the City for the benefits of the residents in Milpitas but the property is owned by another government agency. For example, the City spent money to improve the I880/237 intersection to improve the quality of life for local residents, but the City does not own the intersection. Caltrain owns the intersection. GASB 34

Legal Services

Retainers and Fees – Fees paid to engage the services of a professional adviser such as an attorney.

Pooled Liability Assurance Network Joint Powers Authority (Plan JPA) Attorney's Fees – Fees paid to Plan JPA attorney.

Pooled Liability Assurance Network Joint Powers Authority (Plan JPA) Settlements – Costs paid to Plan JPA for settling insurance claims.

Litigation – Costs incurred to settling litigation or lawsuits. This should include costs incurred during legal proceedings.

Elections

Elections – Includes expenditures for holding general primary and special elections.

Communications

Communications – Except the categories below, any services provided by persons or businesses to assist in transmitting and receiving messages or information.

Phone-Local – Basic monthly telephone charges. Computer Data Lines - Charges for computer data lines services such as Internet user's fees and charges, T1 line monthly charges, and web site charges, if any.

Phone-Long Distance – Long distance telephone charges.

FAX – Fax line fees and charges.

Pagers – Pagers monthly fees.

Cellular Phones – Fees and charges associated with cellular telephones.

Fire Alarms – Fees and charges for usage and maintenance of fire alarm lines.

Police Alarms – Fees and charges for usage and maintenance of police alarm lines.

Utilities

Utilities – Expenditures for energy except gas, electric and water. Examples are bulk oil normally used for heating, and bulk gasoline or diesel purchase for non-transportation use. Gasoline or diesel purchased for transportation purposes should be charged to account 4223 departmental supplies.

Utilities-Gas – Gas purchased from a public or private utility company for the City of Milpitas facilities consumption.

Utilities-Electric – Electricity purchased from a public or private utility company for the City of Milpitas facilities consumption.

Utilities-Water – Water purchased for the City of Milpitas facilities consumption. Drinking water bottles purchased should be charged to account 4221 Office Supplies.

Utilities - Water Purchase

SFWD, Wholesale Water Purchase – Water purchased from San Francisco Water Department (SFWD) for resale to the residence and businesses being served by the City of Milpitas.

SCVWD, Wholesale Water Purchase – Water purchased from Santa Clara Valley Water District (SCVWD) for resale to the residence and businesses being served by the City of Milpitas.

Recycled Water Purchase – Purchased for resale to the businesses being served by the City of Milpitas. For irrigation use only.

Treatment Plant

Treatment Plant, M & O – City of Milpitas waste water treatment fees paid to City of San Jose -Maintenance and Operation.

Training, Travel & Memberships

Membership and Dues – Amount paid for an employee or group of employees of the City of Milpitas to be a member of an organization.

Professional Licensing – Fees paid for an employee of the City of Milpitas to acquire or renew a license or permit in order for him/her to exercise his/her profession. Examples are CPA and Civil Engineer licenses.

Training/Registration – Fees paid for a City of Milpitas employee to enroll or attend a seminar, workshop, and/or training class.

Lodging/Travel – This is the actual amount paid for a place to stay while a City of Milpitas employee is conducting out-of-the-office business (e.g. hotel accommodation). Airfare and other transportation expenses, except use of own vehicle, such as shuttle to airport and hotel, and car rental are recorded in this account. This is associated with approved travel request.

Meals for Meetings – Expenses incurred to provide food in conducting department and/or business meetings. Restaurant meals eaten off site must be approved in advance according to the SOP 8-1.

Per Diem – Specified daily meals, incidental expenses, and/or lodging allowance in lieu of actual meal(s), and/or lodging expenses incurred while conducting out-of-the-office business. This is associated with approved travel request. Per Diem rates vary according to your business destination. City of Milpitas' per diem rates are according to the Maximum Federal Per Diem Rates for Travel in Continental United States (CONUS). Please call the Finance Department or refer to the current IRS Publication 1542 for the appropriate per diem rates of your business destination.

Mileage Reimbursement and Parking – Payment to an employee for the use of his/her vehicle to conduct out-of-the-office business including parking costs. According to the City of Milpitas SOP 6-1, Section 2d, "Mileage reimbursement shall be at the rate as set by the Internal Revenue Code and shall be reimbursed for the distance between home and destination or work and destination, whichever is less." Please call the Finance Department or refer to the current IRS Publication 535 for the mileage rate.

Tuition Reimbursement – Amount reimbursed by the City of Milpitas to any employee qualifying for tuition reimbursement, based upon the City's policy. Please refer to the Memorandum of Understanding of each bargaining unit.

Commissions & Boards

Conference Expenses – For COMMISSIONS and BOARDS USE ONLY. This is for conference related expenses.

Non-Conference Expenses – For COMMISSIONS and BOARDS USE ONLY. This is for nonconference related expenses.

Insurance, Settlements & Miscellaneous

Liability – Payments of insurance premiums for general liability coverage, public official bond, administrative and property coverage.

Uncollectible Accounts – Portion of a receivable not expected to be collected.

Collection Fees – Fees paid to a collection agent (bureau) for collecting monies owed the City from unpaid receivables. The fees are usually based on a percentage of the collected total amount.

Unanticipated Expenditures Reserve – Items that may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, unsettled disputed claims. Includes reserve 1% of the General Fund Budget per the budget resolution, adjusted annually.

Loss on Sale – Records the loss incurred on sale of property or equipment.

Depreciation and Amortization

Depreciation & Amortization – Depreciation is the portion of the cost of a fixed asset charged as an expense during a particular period. Amortization is the portion of the cost of a limited-life or intangible asset charged as an expense during a particular period.

Adjustment - Service and Supplies

Reduced Funding – Budget amount to account for reduced funding.

Debt Service

Principal

Expenditures for periodic principal maturities of general obligation bonds or payments of principal on general long-term debt other than bonds.

Retirement of Principal – Payments of Bond Principal.

Principal – COP – Payments of Bond Principal - Certificate of Participation.

Principal – Advance – Payments of other debt principal - Advanced fund.

Interest

Periodic interest on general obligation bonds or interest payments on general long-term debt other than bonds.

Interest Expense – Bond interest payments.

Interest – COP – Bond interest payments - Certificate of Participation

Interest – Advance – Other debt interest payments-Advanced fund.

Contractual Obligation

Fiscal Agent's fees are payments made to financial institutions for services rendered in paying interest and redeeming debt at maturity.

Cost of Issuance – Payments to bond underwriters, legal fees and other costs associated with bond issuance.

Premium-Bond Prepayment

Premium-Bond Prepayment – Fees (redemption premium) paid for early bond call (bond or any portion of its principal redeemed and paid in advance of maturity).

Capital Improvements

Capital Improvements

Capital Improvements – Expenditures for the acquisition or construction of major capital facilities that do not fall under any of the Capital Outlay > \$5,000 categories. This is usually the accumulation of the Capital Improvement Project's (CIP) expenditures by phase. Though CIPs expenditures are coded in detail, the result rolls up to this account by phase.

Capital Outlay > \$5,000

Capital Outlay > \$5,000

Items to be recorded to the object and detail codes under this category should have acquisition cost of \$5,000 or more per unit and have a useful life of two or more years. Acquisition cost means the net invoice unit price of an item including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, protective in-transit insurance, freight, and installation; and, extended warranties when purchased at the time of the equipment can be included in the acquisition cost. Please see FIXED ASSETS INVENTORY CONTROL and CAPITALIZATION POLICY, also.

Land

Land – Purchase price plus legal and title fees, professional fees, surveying fees, site preparation cost, and/or any cost incurred to place land in condition for its intended use.

Land Improvements

Land Improvements – Permanent improvements, other than buildings, that add value or useful life to land. Examples are parking lot, fence and gates, retaining walls, fountains, swimming pools, tennis courts, trails and paths.

Buildings and Improvements

Buildings and Improvements – Permanent structures purchased or otherwise acquired by the City. Includes the principal amount of capital lease payments resulting in the acquisition of the building. Payments to building authorities or similar agencies are not to be included in the acquisition cost. The category includes improvements to buildings owned by the City of Milpitas. Examples are additional installation of heating and ventilating systems, and installation of fire protection system.

Infrastructure

Infrastructure – Public domain capital assets includes roads, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, landscape systems, storm systems and traffic systems.

Vehicles

Vehicles – Equipment used to transport persons or objects. Cost includes transportation charges, sales tax, installation costs and extended maintenance or warranty contracts, if purchased at the same time of the equipment. Examples are police cars, fire trucks, and maintenance trucks. Accessories and installation costs can be included if done during the purchase or within 30 days after the purchase of the vehicle.

Capitalized Leases

Capitalized Leases – Principal lease payments for land, building, and/or equipment that will be acquired or subject for ownership within the term of the lease or at the end of the lease. Once acquired, it will be reclassified as land, building, or equipment. Lease contract usually has a clause indicating the option to buy.

Machinery and Equipment

Machinery and Equipment – Any single machinery or equipment except vehicles and computer hardware and software, with an acquisition cost of \$5,000 or more per unit and have a useful life of two or more years. Examples of machinery and equipment are printing press, lathe machines, drill presses and movable generators.

Computer Hardware – Example is a server.

Computer Software – Examples are the Accounting Software being utilized by the City of Milpitas Finance Department and the Best Fixed Assets system.

Furniture and Fixtures

Furniture and Fixtures – Office furniture and building fixtures.

Adjustments - Capital Improvement Program (CIP)

Adjustments - CIP – Account being used to record year-end CIP adjustments in accordance to the Generally Accepted Accounting Principles (GAAP) to reclassify CIP capital expenditures to the Fixed Assets.

Capital Outlay < \$5,000

Capital Outlay < \$5,000

In addition to the fixed asset categories above, the City of Milpitas performs a risk assessment on City assets to identify those at risk or vulnerable to loss. Items that have a unit acquisition cost of less than \$5,000 but are vulnerable to loss is to be recorded to the following detail codes. Items that are not falling under the categories below should be charged to supplies categories.

Office Furniture and Fixtures

Office Furniture and Fixtures – Examples are chair, table, dividers and workstations.

Machinery and Equipment

Machinery and Equipment – Examples are fax machines, firearms, weapons, and defibrillators.

Computer Hardware – Examples are desktop computers, laptops, printers, and scanners.

Computer Software – Examples are application and utility programs such as Microsoft Windows programs.

Electronic Equipment – Examples are cell phones, radios, PDAs, digital cameras, and televisions.

Hydrants and Meters

Hydrants and Meters – Cost of fire hydrants and water meters.

List of Funds

100 General Fund

- 100 General Fund
- 103 1452 S. Main
- 104 Cable Rebate
- 105 Abandon Vehicle Abatement
- 106 Short Term Disability
- 107 Workers Compensation Fund
- 109 Utility Rate Assistance
- 130 Private Jobs Developer Deposit
- 150 Redevelopment Administration
- 180 American Rescue Plan Act
- 199 Allocation Fund

200 Special Revenue Funds

- 211 Hetch Hetchy Ground Lease
- 213 Public Art Fund-Nonrestricted
- 214 Community Planning Fund
- 215 Community Benefit Fund
- 216 Affordable Hsng Community Benefit
- 217 Affordable Hsng Unrestricted Fund
- 221 Gas Tax Fund
- 222 Measure B
- 225 SB1 Road Maintenance & Rehabilitation
- 235 95-1 Light & Landscape Maint Dist.
- 236 98-1 Light & Landscape Maint Dist.
- 237 2005 Community Facility Dist
- 238 2008 Community Facility Dist
- 250 HCD Fund
- 251 HCD Loan
- 261 Supplemental Law Enforcement S
- 262 State Asset Seizure
- 263 Federal Asset Seizure
- 267 Federal Grant Police
- 268 State Grant Police
- 269 Fire Grant
- 280 Solid Waste Services
- 295 Housing Authority Fund

300 Capital Projects Funds

- 310 Street Improvement Fund
- 311 Street CIP
- 312 Traffic Impact Fees
- 313 Traffic Congestion Relief

300 Capital Projects Funds (cont)

- 314 Vehicle Registration Fee
- 315 Calaveras Widening Impact Fee
- 316 Montague Widening Impact Fee
- 317 Milpitas Business Pk Impact Fe
- 320 Park Improvement Fund
- 321 Park Improvement CIP
- 322 Midtown Park Fund
- 330 General Government
- 331 General Government CIP
- 334 2020 Fire Station Bonds
- 340 Storm Drain Development CIP
- 341 Storm Drain Project Fund
- 342 Storm Drain General Fund
- 350 Transit Area Impact Fee Fund
- 351 Transit Area CIP
- 352 Piper Montague Infrastructure

400 Enterprise Funds

- 400 Water M & O Fund
- 401 Water CIP
- 402 Water Line Extension Fund
- 403 2019 Water Bonds
- 405 Water Infrastructure Replacement
- 406 Recycled Water Fund
- 450 Sewer M & O Fund
- 451 Sewer CIP
- 452 Treatment Plant Construction Fund
- 453 2017 Sewer Refunding Bonds
- 454 2019 Sewer Bonds
- 455 Sewer Infrastructure Replacement

500 Internal Service Funds

- 500 Equipment Replacement Fund
- 505 Information Technology Replacement
- 506 Permit Automation Fund
- 590 Pension Section 115 Trust

930 Successor Agency

- 930 Successor Agency

List of Departments / Divisions / Functions

1 City Manager

- 10 City Council
 - 100 City Council
- 11 City Manager
 - 111 City Manager
 - 114 City Clerk
 - 116 Economic Development

2 City Attorney

- 12 City Attorney
 - 120 City Attorney

3 Finance

- 30 Finance Administration
 - 300 Finance Administration
- 31 Finance Operations
 - 310 Finance Operations
 - 323 Fiscal Services

4 Public Works

- 42 Public Works
 - 400 Public Works Administration
 - 421 Street Maintenance
 - 422 Utility Engineering
 - 423 Utility Maintenance
 - 424 Park Maintenance
 - 425 Trees & Landscape Maintenance
 - 426 Fleet Maintenance
 - 427 Facilities Maintenance
 - 428 Compliance
 - 430 Solid Waste

5 Planning

- 51 Planning
 - 512 Planning
 - 513 Long Range Planning

6 Recreation and Community Services

- 45 Recreation and Community Services
 - 161 Recreation Administration
 - 162 Senior Services
 - 164 Youth Program
 - 167 Special Events
 - 168 Marketing
 - 169 Performing Arts
 - 170 General Classes
 - 171 Aquatics
 - 172 Sports & Fitness
 - 175 Social Services

7 Police

- 70 Police Administration
 - 700 Police Administration
- 71 Technical Services
 - 711 Records
 - 712 Personnel & Training
 - 713 Communications
- 72 Field Services
 - 721 Patrol Services
 - 722 Traffic
 - 723 Crossing Guards
- 73 Special Operations
 - 714 Community Relations
 - 724 Investigations

8 Fire

- 80 Fire Administration
 - 801 Fire Administration
- 81 Operations Division
 - 812 Operations
- 82 Prevention Division
 - 821 Fire Prevention Administration
 - 822 Fire Prevention
- 83 Training, Emergency Medical Services, & Safety
 - 801 Fire Administration
 - 814 EMS Transport Services
- 84 Office of Emergency Services
 - 840 Office of Emergency Management

List of Departments / Divisions / Functions

11 Information Technology

- 14 Information Technology
- 112 Information Technology

12 Human Resources

- 15 Human Resources
- 115 Human Resources

13 Building Safety and Housing

- 53 Building Safety and Housing
 - 531 Building Inspection
 - 532 Plan Review
 - 533 Building Safety and Housing Administration
 - 534 Permit Center
 - 536 Housing and Neighborhood Svcs
 - 551 Housing

14 Engineering

- 41 Engineering
 - 411 Engineering Administration
 - 412 Design & Construction
 - 413 Land Development
 - 415 Traffic Engineering

9 Non-Departmental

- 91 Non-Departmental
 - 910 Non-Departmental
- 92 Debt Service
 - 920 Debt Service
- 93 Equipment to be Depreciated
 - 930 Equipment to be Depreciated
- 94 Properties Management
 - 941 1432 S. Main
 - 942 1452 S. Main
- 95 Other Functions
 - 951 Capital Improvement Projects
- 99 Transfers
 - 991 Transfers
 - 992 Transfers (Intrafund)

List of Revenues

300 Property Taxes

- 3010 Secured & Unsecured
 - 3011 Current- Secured Property Taxes
 - 3012 Current-Unsecured Property Tax
 - 3020 Property Taxes-Prior
 - 3021 Prior-Secured Property Taxes
 - 3022 Prior-Unsecured Property Taxes
 - 3521 Homeowners Property Tax Relief
 - 3531 Property Tax, Supplemental
- 3013 Property Tax-VLF
 - 3013 Property Tax-VLF
- 3014 Property Tax-ERAF
 - 3014 Property Tax-ERAF
- 3051 RPTTF Distribution
 - 3051 RPTTF Distribution

305 Sales Taxes

- 3110 Sales and Use Tax
 - 3110 Sales and Use Tax
 - 3111 Public Safety Sales and Use Tax
 - 3113 Sales Tax - Measure F

310 Transient Occupancy Tax

- 3150 Transient Occupancy Tax
 - 3151 Holiday Inn & Suite
 - 3152 Embassy Suites
 - 3153 Crowne Plaza
 - 3154 Sheraton
 - 3155 Best Western Brookside
 - 3156 Larkspur Landing
 - 3157 Park Inn
 - 3158 Audited T O T
 - 3160 Executive Inn
 - 3161 Days Inn
 - 3162 Extended Stay of America
 - 3163 Hampton Inn - Milpitas
 - 3164 Hilton Garden Inn
 - 3165 Homestead Village
 - 3166 Marriott Courtyard
 - 3167 Milpitas Travelodge

- 3150 Transient Occupancy Tax (cont)
 - 3168 Sonesta Silicon Valley
 - 3169 Residence Inn by Marriott
 - 3170 Best Value Inn
 - 3171 Towneplace
 - 3172 Stay Bridge Suites
 - 3173 Synergy Corporate Housing
 - 3174 Holiday Inn
 - 3175 Short Term Rentals (STRs)
 - 3176 Spring Hill Milpitas
 - 3177 Element Milpitas

313 Franchise Fees

- 3131 Electric Franchise
 - 3131 Electric
- 3132 Gas Franchise
 - 3132 Gas
 - 3137 Nitrogen Gas
- 3133 Garbage Franchise
 - 3133 Garbage - Commercial
 - 3134 Garbage - NonComm - Resi
 - 3135 Garbage - Multi Family
 - 3136 Garbage - Debris Box
 - 3139 County-wide AB 939 Fee
- 3138 Cable TV Franchise
 - 3138 Cable TV

315 Other Taxes

- 3120 Other Taxes
 - 3120 Real Estate Transfer Tax
 - 3140 Business License Tax
 - 3511 Motor Vehicle in-Lieu
 - 3549 Sec 2032 - RM&R
- 3540 Gas Tax
 - 3543 Sec 2103-Gas Tax
 - 3545 Sec 2105-Gas Tax
 - 3547 Sec 2107-Gas Tax
 - 3548 Sec 2107.5-Gas Tax

List of Revenues

320 Licenses, Permits & Fines

- 3210 Building Permit & Inspection Fees
 - 3210 Building Permits
 - 3213 After Hours Inspection
 - 3214 Re-Inspection
 - 3215 Dedicated Building Services
 - 3216 Mobile Home Inspections
 - 3218 Building Investigation
 - 3219 Building Misc Fees & Permits
- 3217 Building Plan Review Fees
 - 3211 Plan Review Revisions
 - 3212 After Hours Plan Review
 - 3217 Plan Review
- 3220 Fire Permit & Inspection Fees
 - 3220 Haz. Materials Const Permit/In
 - 3221 Life Safety Const. Permit/Insp
 - 3250 Fire Inspections
 - 3251 Building Standards/Life Safety
 - 3252 Fire Expedited PC/Inspections
- 3240 Fire Annual Permit & Inspection Fees
 - 3222 Haz. Materials Annual Permit/I
 - 3223 Fire Penalties
 - 3240 Life Safety Annual Permits/Ins
- 3260 Other Licenses & Permits
 - 3261 Animal Licenses
- 3300 Fines & Forfeits
 - 3301 Vehicle Code Fines
 - 3302 Other Court Fines
 - 3304 Hazardous Materials Fines
 - 3305 Booking Fees
 - 3306 NBO Violation Fees
 - 3307 Impound Fees
 - 3308 Animal Violations
 - 3309 False Alarm Fee
 - 3310 Fire Administrative Citation
 - 3311 Building Admin Citation
 - 3312 Planning Admin Citation
 - 3313 PW Municipal Code Fines
 - 3321 Urban Runoff Fines

340 Use of Money & Property

- 3430 Investment Interest
 - 3431 Pooled Interest (nonallocation)
 - 3432 Cash with Fiscal Agents
 - 3433 Other Interest Income
 - 3434 Pooled Interest (allocation)
- 3435 Gain/Loss on Investments
 - 3435 Gain/Loss on Sale of Investments
 - 3437 Gain on Bond Refunding
- 3436 Year End Market Value Adj
 - 3436 Market Value Gain/Loss on Inv
- 3770 Sale of Property, Plant and Equipment
 - 3770 Sale of Property, Plant and Equip.
 - 3771 Fire Safe Program
 - 3772 Police Abandon Properties

350 Intergovernmental Revenue

- 3550 Federal Contributions
 - 3551 Federal Contri-General Gov
 - 3553 Federal Contri-Building
 - 3554 Federal Contri-Public Works
 - 3555 Federal Contri-Engineering
 - 3556 Federal Contri-Recreation
 - 3557 Federal Contributions-Police
 - 3558 Federal Contributions-Fire
 - 3559 Federal Contri - Planning
- 3560 State Contributions
 - 3561 State Contr-General Government
 - 3562 POST Grant
 - 3563 State Contributions-Building
 - 3564 State Contri-Public Works
 - 3565 State Contri-Engineering
 - 3566 State Contribution-Recreation
 - 3567 State Contribution-Police
 - 3568 State Contribution-Fire
 - 3569 State Contributions - Planning
- 3570 County Contributions
 - 3571 County Con-General Government
 - 3572 South Bay Water Recycling Prog

List of Revenues

- 3570 County Contributions (cont)
 - 3573 County Contribution-Building
 - 3574 County Contribution-PW
 - 3575 County Cont-Engineering
 - 3576 County Contribution-Recreation
 - 3577 County Contribution-Police
 - 3578 County Contribution-Fire
 - 3579 County Contributions-Planning
- 3580 Other Restricted Grants
 - 3581 Other Res Grants-General Govt.
 - 3582 SB90 Grant
 - 3583 Other Res Grants-Building
 - 3584 Other Res Grant -PW
 - 3585 Other Res Grant-Engineering
 - 3586 Other Restri Grants-Recreation
 - 3587 Other Restri Grants-Police
 - 3588 Other Restri Grants-Fire
 - 3589 Other Restri Grants-Planning
- 3590 Misc. Unrestricted Intergovernmental
 - 3591 Mis Unrestricted Intergovernmental

360 Charges For Services

- 3600 General Government
 - 3601 General Govern Service Charges
 - 3602 Sale of Maps and Documents-GG
 - 3603 Rent, Lease & Concession-GG
 - 3604 Business License Procng Fee
 - 3608 PJ Legal Overhead Charges
 - 3609 PJ Legal Reimbursement
- 3610 Engineering Services
 - 3611 PJ Overhead Charges-Eng
 - 3612 PJ Labor Reimbursement-Eng
 - 3613 PJ Vendor Reimbursement-Eng
 - 3615 Engineering Fees
 - 3616 Engr Plan Check Fees
 - 3618 Sales of Maps and Doc-Engr
 - 3619 Rent,Lease & Concession-Engr
- 3620 Public Works Services
 - 3621 Public Works Service Charges
 - 3622 Public Works Cost Recovery

- 3630 Fire Services
 - 3631 PJ Overhead Charges - Fire
 - 3632 PJ Labor Reimb - Fire
 - 3633 Fire Cost Recovery
 - 3634 Fire Unwanted Alarms
 - 3635 Fire Enforcement Penalties
 - 3636 Fire Enforcement-Training
 - 3637 Fire Service Charges
 - 3638 Fire Sales of Maps & Document
 - 3639 Fire Electronic Archive Chg
 - 3691 Fire GIS Mapping
 - 3692 Fire Automation Fee
 - 3693 Fire-Rent, Lease & Concess
 - 3694 Ambulance Services
- 3640 Police Services
 - 3641 Police Service Charges
 - 3643 Fingerprints
 - 3644 Sales of Maps and Document-Pol
 - 3645 Police Cost Recovery
 - 3646 Rent, Lease and Concession-Pol
 - 3647 DUI-Police Cost Recovery
 - 3648 PJ Overhead Charges - Police
 - 3649 PJ Labor Reimb - Police
- 3650 Recreation Services
 - 3651 Rent,Lease and Concession-Recr
 - 3652 Recreation Fees
 - 3653 Senior Nutrition Fees
 - 3654 Contract Classes
 - 3655 Sales of Merchandise Rec
 - 3656 Recreation Transaction Fee
 - 3657 Special Event Fees
 - 3658 Sale of Food
- 3660 Building Services
 - 3661 Sales of Documents-Building
 - 3662 Records Retention Fee-Building
 - 3663 Building Service Charges
 - 3664 Overhead Charges Reimbursement
 - 3665 PJ Overhead Charges - Building
 - 3666 PJ Labor Reimb - Building
 - 3667 Building State Mndatd Stds Fee

List of Revenues

- 3670 Utility Charges
 - 3671 Water Meter Charge
 - 3672 Water Consumption
 - 3673 Irrigation Meter Charge
 - 3674 Irrigation Consumption
 - 3675 Fire Line Meter Charge
 - 3676 Fire Line Consumption
 - 3677 Recycle Meter Charge
 - 3678 Recycle Consumption
- 3680 Planning Services
 - 3617 Planning Fees
 - 3681 PJ Overhead Charges - Planning
 - 3682 PJ Labor Reimb - Planning
 - 3683 PJ Vendor Reimb - Planning
 - 3684 Sales of Maps and Doc-Planning
 - 3685 Housing & Neighborhood Svcs
 - 3686 Planning Plan Check Fee
 - 3687 Animal Control Services Fee

370 Miscellaneous Revenue

- 3710 Development
 - 3710 Development
 - 3711 Storm Drain Connection Fees
 - 3712 Park Development Fees
 - 3713 Sewer Permit Fees
 - 3714 Treatment Plant Fees
 - 3715 Connection Fees
 - 3716 Fire Hydrant Fees
 - 3717 Encroachment Permit Fees
 - 3718 Impact Fees
- 3760 Developer Contribution
- 3761 Contribution-Equipment

- 3720 Special Assessments
 - 3720 Special Assessments
 - 3721 Special Assessments Pre-Pmt
- 3730 Recycling
 - 3730 Recycling
- 3740 Reimbursements
 - 3741 Repayment
 - 3742 Principal
 - 3743 Interest Income
 - 3744 Advance-Principal Repayment
 - 3745 Advance-Interest Earnings
 - 3746 HAZMAT Incidents
- 3750 Donations
 - 3750 Donations
- 3790 Miscellaneous Other Revenue
 - 3791 Cash Over/(Short)
 - 3792 Clearing, Various
 - 3799 Miscellaneous Other Revenue

390 Other Financing Sources

- 3970 Bond Proceeds
 - 3970 Bond Proceeds
- 3980 Other Financing Sources
 - 3980 Other Financing Sources
 - 3981 Contributions-Proprietary Fund
 - 3982 Capital Leases
 - 3983 Pmnt to Refunded Bond Escrow A
 - 3985 Extraordinary Item
- 3982 Capital Leases
 - 3982 Capital Leases
- 3983 Pmnt to Refunded Bond Escrow A
 - 3983 Pmnt to Refunded Bond Escrow A
- 3985 Extraordinary Item
 - 3985 Extraordinary Item

List of Expenditures

410 Personnel Services

- 4110 Wages
 - 4111 Permanent
 - 4112 Temporary
 - 4113 Overtime
 - 4114 Reimbursable Overtime
 - 4119 Adjustments-Payroll
 - 4143 Charged to CIPs
- 4120 Allowances/Leaves
 - 4121 Allowances
 - 4122 Standby Pay MEA
 - 4124 Leave Cashout
 - 4125 Accrued Leave
 - 4126 Meal Stipend MEA
- 4130 Benefits
 - 4131 PERS
 - 4132 Group Insurance
 - 4133 Medicare-Employer's Contributi
 - 4135 Worker's Compensation
 - 4136 Unemployment
 - 4137 MOU Contractual Agreements
 - 4138 Deferred Comp-Employer Contrib
 - 4139 PARS
- 4140 Adjustments - Payroll
 - 4141 Adjustments-Payroll
 - 4142 Vacancy Factor
 - 4143 Charged to CIPs
 - 4146 Short Term Disability
 - 4151 Compensation Reduction
 - 4152 Employee Pay PERS Contribution
 - 4198 Overhead-PJ's Contractual Labo
 - 4199 Overhead-Payroll
- 4160 Retiree Benefits
 - 4161 Retiree Medical Reserve
 - 4162 Retiree Medical Payment
 - 4163 Retiree Medical Reimbursement
- 4170 Pension Expense
 - 4171 Pension/OPEB Expense
 - 4172 OPEB Expense

420 Services and Supplies

- 4200 Community Promotion, Grant/Loan
 - 4201 Community Promotions
 - 4202 Com Promotions-CC Allocated
 - 4203 Com Prom-CC Unallocated
 - 4204 Cultural Arts Grants
 - 4205 Miscellaneous Grants
 - 4206 Sports Grants
 - 4207 Housing Loans
 - 4208 CDBG Grants
 - 4209 Miscellaneous Loans
- 4210 Department Allocations
 - 4211 Equipment Replacement Amortization
 - 4212 Vehicle Lease Charges
- 4220 Supplies
 - 4221 Office Supplies
 - 4223 Departmental Supplies
 - 4224 Maintenance Supplies
 - 4225 Health & Safety Supplies
 - 4226 Senior Nutrition Food Supplies
- 4230 Services
 - 4231 Advertising
 - 4232 Blueprinting
 - 4237 Contractual Services
 - 4238 Contractual Servs-PJ's Labor
 - 4239 Audit Fees
 - 4242 Rents & Leases
 - 4244 Senior Nutrition Non-Food
- 4240 Repair & Maintenance
 - 4241 Repair & Maintenance
 - 4242 Rents & Leases
- 4250 Legal Services
 - 4252 Retainers & Fees
 - 4253 Plan JPA Attorney's Fees
 - 4254 Plan JPA Settlements
 - 4255 Litigation
 - 4256 Liability IBNR Adjustment
- 4280 Elections
 - 4280 Elections

List of Expenditures

4410	Communications	4600	Insurance, Settlements & Miscellaneous (cont)
4411	Phone-Local	4650	Loss on Sale
4412	Computer Data Lines	4660	Other Miscellaneous and Correc
4415	Pagers	4630	Depreciation & Amortization
4416	Cellular Phones	4630	Depreciation & Amortization
4417	Fire Alarms		
4418	Police Alarms		
4420	Utilities	470 Debt Service	
4421	Utilities-Gas	4700	Principal
4422	Utilities-Electric	4701	Retirement of Principal
4423	Utilities - Water	4702	Principal - COP
4426	Utilities - Solid Waste	4703	Principal - Advance
4430	Utilities - Water Purchase	4710	Interest
4424	SFWD, Wholesale Water Purch.	4711	Interest Expense
4425	SCVWD, Wholesale Water Purch.	4712	Interest - COP
4427	Recycled Water Purchase	4713	Interest - Advance
4440	Treatment Plant	4720	Contractual Obligation
4428	Treatment Plant, Capital	4720	Contractual Obligation
4429	Treatment Plant, M & O	4721	Cost of Issuance
4500	Training, Travel, & Memberships	4730	Premium-Bond Prepayment
4501	Memberships & Dues	4730	Premium-Bond Prepayment
4502	Professional Licensing		
4503	Training and Registration	480 Capital Improvements	
4505	Lodging/Travel	4800	Capital Improvements
4506	Meals for Meetings	4800	Capital Improvements
4507	Per Diem		
4508	Mileage Reimbursement/Parking	485 Capital Outlay > \$5,000	
4509	Tuition Reimbursement	4810	Land
4520	Commissions & Boards	4811	Land
4521	Conference Expenses	4820	Land Improvements
4522	Non-Conference Expenses	4821	Land Improvements
4600	Insurance, Settlements & Miscellaneous	4830	Buildings and Improvements
4602	Liability Insurance	4831	Buildings and Improvements
4603	Settlements	4840	Infrastructure
4610	Uncollectible Accounts	4841	Infrastructure
4611	Collection Fees	4850	Vehicles
4640	Unanticipated Expenditure Reserve	4851	Vehicles

List of Expenditures

4860 Capitalized Leases
 4864 Capitalized Leases
 4865 Capital Lease Interest
 4870 Machinery & Equipment
 4873 Machinery & Equipment
 4874 Computer Hardware
 4875 Computer Software
 4880 Furniture and Fixtures
 4881 Furniture and Fixtures
 4890 Adjustments CIP
 4891 Adjustments-CIP-Addition
 4892 Adjustments-CIP-Deletion
 4893 Adjustments-CIP-Transfer
 4894 Adjustments-CIP-LTD

490 Capital Outlay < \$5,000

4910 Office Furniture & Fixtures
 4911 Office Furniture & Fixtures
 4920 Machinery, Tools & Equipment
 4921 Machinery, Tools & Equipment
 4922 Computer Hardware
 4923 Computer Software
 4924 Electronic Equipment
 4930 Hydrants & Meters
 4931 Hydrants
 4932 Meters
 4980 Adjustments-Capital Outlay
 4981 95% Funding-Capital Outlay

Abbreviations and Acronyms

AB	Assembly Bill
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
ALS	Advanced Life Support
AMR	American Medical Response
AP	Accounts Payable
AR	Accounts Receivable
ARPA	American Rescue Plan Act
AuthFTE	Authorized Full-Time Equivalent positions
AVASA	Abandoned Vehicle Abatement Service Authority
A / V	Audio/Visual Equipment
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit
CAD	Computer Aided Dispatch
CSA	City Service Area
Caltrans	California Department of Transportation
CAPER	Consolidated Annual Plan & Performance Eval Rpt
CATV	Cable Television
CCPI	California Consumer Price Index
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CERBT	California Employers' Retiree Benefit Trust
CIP	Capital Improvement Program
CIT	Counselor in Training Program
CMAS	California Multiple Awards Schedule
CMO	City Manager's Office
CO	Certificate of Occupancy
COBRA	Consolidated Omnibus Budget Reconciliation Act
COMPST	Computerized Statistics
COPs	Certificates of Participation
COPS	Community Oriented Policing Services
CPI	Consumer Price Index

CPR	Cardio-Pulmonary Resuscitation
CRS	Community Rating System
CSA	City Service Area
EMD	Emergency Medical Dispatch
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPC	Emergency Preparedness Commission
ERAF	Educational Revenue Augmentation Fund
FBI	Federal Bureau of Investigation
FEHA	Fair Employment and Housing Act
FEMA	Federal Emergency Management Admin
FICA	Federal Insurance Contributions Act
FMLA	Family Medical Leave Act
FPPC	Fair Political Practices Commission
FTA	Federal Transit Authority
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GPS	Global Positioning System
Haz Mat	Hazardous Materials
HCD	Housing and Community Development
HMO	Health Maintenance Organization
HR	Human Resources
HUD	U.S. Housing and Urban Development
HVAC	Heating8 Ventilating and Air Conditioning
I	Interstate
ICMA	Intern'l City/County Mgmt Association
IT	Information Technology
IVR	Integrated Voice Recognition
JPA	Joint Power Authority

LAFCO	Local Agency Formation Commission
LED	Light-Emitting Diode
LIUNA	Laborers' International Union of N. America
LID	Local Improvement District
LLEBG	Local Law Enforcement Block Grant
LLMD	Light & Landscape Maintenance District
M & O	Maintenance and Operation
MEA	Milpitas Employees Association
MLS	Major League Soccer
MOU	Memorandum of Understanding
MUSD	Milpitas Unified School District
MVP	Milpitas Volunteer Program
NAIOP	Nat Assoc of Industrial & Office Properties
MLS	Major League Soccer
MOU	Memorandum of Understanding
MUSD	Milpitas Unified School District
MVP	Milpitas Volunteer Program
NAIOP	Nat Assoc of Industrial & Office Properties
NBO	Neighborhood Beautification Ordinance
NOVA	North Valley Private Industry Council
O&M	Operating and Maintenance
OES	Office of Environmental Services
OPA	Owner Participation Agreement
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Admin
PAL	Police Athletic League
PAR	Performance Appraisal Report
PC	Planning Commission
PCR	Police Community Relations
PERS	Public Employees Retirement System
PLAN	Pooled Liability Assurance Network
POST	Peace Officers Standards and Training
PPO	Preferred Provider Organization
PRV	Pressure Reducing Valves
PUC	Public Utility Commission
RAP	Recreation Assistance Program

R & D	Research and Development
RDA	Redevelopment Agency
RFP	Request for Proposal
RPTT	Redevelopment Property Tax Trust Fund
RMS	Records Management System
RWQCB	Regional Water Quality Control Board
SB	Senate Bill
SBDC	Small Business Development Center
SBWRP	South Bay Water Recycling Program
SAFE	Strategic Actions For Emergencies
SCVWD	Santa Clara Valley Water District
SEMS	Standardized Emergency Management
SERAF	Supplmntl Educ. Rev. Augmentation Fund
SFPUC	San Francisco Public Utilities Commission
SLETS	Sheriff's Law Enforcement Telecom System
SOP	Standard Operating Procedure
SV-ITS	Silicon Valley Intelligent Transportation
SVU	Silicon Valley Unwired
SWAT	Special Weapons and Tactics
TABs	Tax Allocation Bonds
TAG	Technology Application Group
TIA	Traffic Impact Analysis
TDM	Transportation Demand Management
TOT	Transient Occupancy Tax
UBC	Uniform Building Code
UCR	Uniform Crime Reports
UFC	Uniform Fire Code
VLF	Vehicle License Fee
VTa	Santa Clara Valley Transportation Authority
WMD	Weapons of Mass Destruction
WPCP	Water Pollution Control Plant
YBA	Youth Basketball Association
YSB	Youth Services Bureau
YTD	Year to Date

Glossary of Terms

Accomplishment – Programs and activities successfully completed in the prior fiscal year.

Agency Funds – One of four types of fiduciary funds. Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities).

Appropriation – An authorization made by the City Council that permits officials to incur obligations against and to make expenditures of resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriations Limit – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.

Assessed Valuation – The value of real property and improvements, as determined by the County Assessor, against which the property tax levy is assessed.

Asset – Resources owned or held by a government that have a monetary value.

Audit – A comprehensive examination of the City's accounts by an independent auditing firm to determine whether the City's financial statements are fairly presented.

Balanced Budget – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Bond – A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar – The schedule of key dates which government follows in preparation and adoption of the budget.

Budgetary Integration – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of the available appropriations and resources. A system of controls to ensure and demonstrate budgetary compliance with uncommitted balance of appropriations (avoid overspending or over committing budget) and unrealized revenues (monitor on an ongoing basis to determine whether spending reductions are needed to keep the budget in balance).

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A tax imposed upon businesses in the community. The fee is a flat rate plus a minimal charge per employee.

California Employers' Retiree Benefit Trust (CERBT) – A Section 115 trust fund dedicated to prefunding Other Post-Employment Benefits (OPEB) for all eligible California public agencies.

Capital Assets – Assets of significant value and having a useful life of several years (the term fixed assets is also used).

Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a capital improvement program (CIP) and is typically the first year of a multi-year CIP.

Capital Improvement – Projects which purchase or construct capital assets. Typically capital improvements include new street improvements, park development, the acquisition of land, major construction of public facilities, and major maintenance/repair projects such as street resurfacing or modifications to public facilities.

Capital Improvement Program – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the current capital budget.

Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Capital Outlay – Expenditure for the acquisition of equipment for direct services with a useful life of two or more years and an acquisition cost of \$5,000 or more per unit (i.e. police vehicles, riding mowers, etc.). Capital Outlay is budgeted in the operating budget.

Comprehensive Annual Financial Report – The official annual financial report for the City. A Comprehensive Annual Financial Report is compiled by a state, municipal or other governmental accounting staff and audited by an external American Institute of Certified Public Accountants (AICPA) certified accounting firm utilizing Governmental Accounting Standards Board (GASB) requirements. It is composed of three sections: Introductory, Financial and Statistical. It combines the financial information of fund accounting and Enterprise Authorities accounting.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements and professional consulting services.

Credit/Bond Ratings by S&P – City AAA; Water Utility AA+; Wastewater Utility AA+

Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.

Defeasance – The legal release of a debtor from being the primary obligor under the debt, either by the courts or by the creditor.

Department – An organizational unit of government which is functionally unique in its delivery of services.

Deficit – An excess of expenditures over revenues (resources).

Discount – The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Effectiveness – The degree to which an entity, program or procedure is successful at achieving its goals and objectives.

Efficiency – The degree to which an entity, program or procedure is successful at achieving its goals and objectives with the least use of scarce resources. Efficiency necessarily presupposes effectiveness.

Encumbrances – Commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for specific services, i.e. water and sewer, which are funded directly by fees and charges to external users.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense – Charges incurred for operations, maintenance, interest or other charges.

Fiduciary Fund – The term is used when a governmental unit acts in a fiduciary capacity such as a trustee or agent. The government unit is responsible for handling the assets placed under its control.

Final Budget – The budget document adopted by resolution following the budget hearings in June of each year. The document formally incorporates any Council changes to the preliminary budget, resulting from the budget hearings.

Fiscal Year – The financial year for the City of Milpitas is July 1 through June 30 of the subsequent year.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment.

Franchise Fee – A regulatory fee charged to utility companies for the privilege of doing business in the City of Milpitas, i.e. garbage franchise fee, gas and electric franchise fee, and nitrogen gas franchise fee.

Full-Time Equivalent (FTE) – Staffing levels are measured in FTE to give a consistent comparison from year to year and refers to the equivalent of one person working full-time for one year or may consist of several part-time positions.

Function – A discrete entity such as an organizational unit or groupings of interrelated programs within a department or division whose appropriations for salaries, services and supplies, and capital outlay can easily be subjected to analysis in the budget process.

Fund – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance – Also known as financial position, fund balance is the excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other uses.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

Generally Accepted Accounting Principles (GAAP) – The standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as Accounting Standards. GAAP includes the standards, conventions, and rules accountants follow in recording and summarizing, and in the preparation of financial statement.

General Fund – The main operating fund of the City.

Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Hotel/Motel Tax – A transient occupancy (less than 30 days at a hotel or motel) tax imposed for general purposes. The tax is currently 14% of receipts.

Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).

Interest – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.

Internal Service Funds – Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units or to other governments on a cost-reimbursement basis.

Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.

Level of Service – A description of the services provided, or activities performed, and the cost and personnel requirements.

Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.

Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).

Modified Accrual Basis – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.

Motor Vehicle In Lieu – A share of the revenue derived from registration fees charged by the State.

Objective – Program or activity intended to be implemented in the ensuing fiscal year.

Operating Budget – A financial plan for the provision of direct services and support functions.

Overhead Charges – A charge made to a developer account or the Redevelopment Agency to defray the direct and indirect overhead costs associated with an employee performing duties or providing services to the fund or account.

Park Development Fee – The fee paid by a developer or sub-developer for park or recreation purposes in lieu of the dedication of land.

Performance Indicators – Quantitative measures of accomplishments and objectives, sometimes known as workload/performance measures.

Permanent Employee – A continuing position to be filled 12 months a year with a normal work schedule.

Permanent Fund – Permanent funds are required to be used to report resources that are legally restricted to the extent that only earnings (and not principal, thus making the fund a nonexpendable trust) may be used for purposes that support the reporting government's programs.

Personnel Services – Expenditures for salaries, wages and fringe benefits of a government's employees.

Personnel Allotment – List of full-time and part-time employees required to support a division or function, listed by their classification or title.

Personnel Analysis - Changes to personnel allotment from the previous fiscal year. Reorganizations, reclassifications and reallocation of resources are highlighted in this section.

Prior-Year Encumbrances – Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be an encumbrance when the obligations are paid or otherwise terminated.

Property Tax – A tax imposed on real property (land and permanently attached improvements) based upon the assessed value of the property. The tax rate may not exceed 1% of assessed value.

Proposed Budget – The budget document recommended by the City Manager that is approved as may be amended by the City Council during budget hearings. The hearings are held in May or June, and the approval of the Preliminary Budget gives spending authority effective each July 1st for the subsequent fiscal year.

Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Recreation Fees – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.

Redevelopment – The planning, development, replanning, redesign, clearance, reconstruction, or rehabilitation of real property, and the provision of such residential, commercial, industrial, public, or other structures appropriate to the general welfare of the City.

Redevelopment Property Tax Trust Fund – residual distributions of property tax revenue from dissolved Redevelopment Agency. The Redevelopment Agency is dissolved on 1/31/2012 due to ABX126.

Rents and Concessions – Charges for group rentals of City facilities.

Reserves – A savings account maintained for restricted use, i.e. self-insurance programs, capital improvement projects, or for unrestricted use to protect the City from emergencies or unanticipated expenditures.

Revenue Analysis – Departmental revenue sources are described. Revenue increases, decreases and strategies are highlighted in this section.

Sales Tax – The City receives one percent of the County's nine percent sales tax, and a ¼ cent Transaction & Use Tax (Measure F). Sales tax is one of the City's major general fund revenue sources.

Section 115 Trust – A grantor trust established by a governmental unit to set aside funds for paying future employee benefits such as pensions and Other Post-Employment Benefits (OPEB).

Supplies and Contractual Services – The category of line items that describe non-salary and non-capital outlay expenditures.

Special Revenue Fund – Used to account for revenue that is set aside for restricted use, e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.

Taxes – Compulsory charges levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unanticipated Expenditures Reserve – A specific line item appropriation from which to distribute additional funds to decision units for salary increases resulting from employee contract negotiations and to pay for emergencies or unanticipated expenditures that from time to time arise during the course of a fiscal year.

Unassigned Unrestricted Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans.

Working Capital – Working Capital is a financial metric which represents operating liquidity available to a business, organization, or other entity, including governmental entity. Along with fixed assets such as plant and equipment, working capital is considered a part of operating capital.

Workload/Performance Measures – Quantitative measures of services provided, or activities performed, by an organizational unit.

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