



City of Santa Clara

Joint Meeting Agenda of the Council and Authorities Concurrent & Santa Clara Stadium Authority

Tuesday, June 6, 2023

4:00 PM

Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

Councilmember Hardy will be attending remotely from the following location:
2494 West 1500 South
Syracuse, UT 84075

The City of Santa Clara is conducting City Council meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

• Via Zoom:

o <https://santaclaraca.zoom.us/j/99706759306>

Meeting ID: 997-0675-9306

o Phone 1(669) 900-6833

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1. Use the eComment tab located on the City Council Agenda page <https://santaclaraca.legistar.com/Calendar.aspx>. eComments are directly sent to the iLegislate application used by City Council and staff, and become part of the public record. eComment closes 15 minutes before the start of a meeting.
2. By email to clerk@santaclaraca.gov by 12 p.m. the day of the meeting. Those emails will be forwarded to the Council and will be uploaded to the City Council Agenda as supplemental meeting material. Emails received after the 12 p.m. cutoff time up through the end of the meeting will form part of the meeting record. Please identify the Agenda Item Number in the subject line of your email.

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Study Session - 4:00 PM | Regular Meeting - 7:00 PM

4:00 PM STUDY SESSION

Call to Order in the Council Chambers

Roll Call

- 1.A 23-143** [Study Session to Review Proposed FY 2023/24 and FY 2024/25 Biennial Operating Budget and FY 2023/24 Capital Improvement Program Budget Changes](#)

Recommendation: 1. Review and Provide Input on the Proposed FY 2023/24 and FY 2024/25 Biennial Operating Budget and FY 2023/24 Capital Improvement Program Amendments.

- 1.B 23-748** [Presentation on Timelines and Administrative Requirements For Placement of Ballot Measures on the March and/or November 2024 Ballot Including Consideration of Amendments to the City Charter to Change the Police Chief and/or City Clerk from Elected to Appointed Positions and Consideration of an Action to Approve a Work Plan for Same, Including Possible Formation of a Charter Review Committee](#)

Recommendation: If the Council chooses to proceed with a measure(s) to amend the City Charter, direct staff to proceed with a proposed public input process, including the establishment of a CRC, to consider an amendment to the City Charter on the March 5, 2024 ballot that would change the positions of Police Chief and/or City Clerk from elected to appointed positions with the scope, size and method of appointment for the CRC to be defined by the City Council.

7:00 PM COUNCIL REGULAR MEETING

**Open Session will begin at 7:00 PM or shortly thereafter.*

Call to Order

Call to Order in the Council Chambers (Open to the Public)

Pledge of Allegiance and Statement of Values

CONTINUANCES/EXCEPTIONS/RECONSIDERATIONS

SPECIAL ORDER OF BUSINESS

- 2.A 23-684 [Recognition of Santa Clara University Student Graduate Kairan Quazi](#)
- 2.B 23-502 [Proclaim June 19, 2023 as Juneteenth](#)
- 2.C 23-501 [Proclaim June 2023 as LGBTQIA+ Pride Month](#)

CONSENT CALENDAR

[Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Council, staff, or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.]

- 3.A 23-14 [Board, Commissions and Committee Minutes](#)
- Recommendation:** Note and file the Minutes of:
Historical and Landmarks Commission - February 2, 2023
Youth Commission - February 14, 2023
Senior Advisory Commission - April 24, 2023
- 3.B 23-655 [Action on Bills and Claims Report \(CC, SCSA, HA\) for the period April 8, 2023 - May 5, 2023](#)
- Recommendation:** Approve the list of Bills and Claims for April 8, 2023 - May 5, 2023.
- 3.C 23-106 [Action on Rejection of All Bids for the Benicia Ranch Demolition Project Contract No. 18119](#)
- Recommendation:** 1. Reject all bids received for the Benicia Ranch Demolition Project Contract No. 18119.

- 3.D 23-593** [Action on the Award of Purchase Orders Greater than \\$250,000, with an Aggregate Amount of \\$4,275,000, for Vehicles and Equipment for the Fire, Silicon Valley Power, Public Works and Water and Sewer Utilities Departments to be Funded by Amounts Previously Approved in the Vehicle Replacement Fund in the City's Operating Budget for Fiscal Year 2022/23.](#)

Recommendation: Approve and authorize the City Manager to execute purchase orders in amounts greater than \$250,000, at an aggregate amount of \$4,275,000, with various vendors for the purchase of vehicles and equipment presented for the Fire, Silicon Valley Power, Public Works and Water and Sewer Utilities Departments, to be funded by amounts previously approved in the Vehicle Replacement Fund in the City's Operating Budget for Fiscal Year 2022/23.

3.E 23-526 [Actions on Award of Contract for the 2023 Annual Street Pavement Maintenance and Rehabilitation Project \(CE 23-24-01\) to O'Grady Paving, Inc., Approve a Class 1 CEQA Categorical Exemption, and Related Budget Amendment](#)

- Recommendation:**
1. Approve use of a Class 1 Categorical Exemption under CEQA Guidelines Section 15301 for the project;
 2. Award the Public Works Contract for the 2023 Annual Street Pavement Maintenance and Rehabilitation Project (CE 23-24-01), to the lowest responsive and responsible bidder, O'Grady Paving, Inc., in the amount of \$2,526,640 and authorize the City Manager to execute any and all documents associated with, and necessary for the award, completion, and acceptance of this Project, in a final form approved by the City Attorney;
 3. Authorize the City Manager to execute change orders up to approximately 10 percent of the original contract price, or \$252,664, for a total project budget not to exceed amount of \$2,779,304; and
 4. Approve the following FY 2022/23 budget amendments:
 - A. In the Streets and Highways Capital Fund, recognize transfers of \$50,700 from the Water Utility Fund and \$50,700 from the Sewer Utility Fund, and increase the Annual Street Maintenance and Rehabilitation Program project by \$101,400 (**five affirmative Council votes required to appropriate additional revenue**);
 - B. In the Water Utility Fund, increase the transfer to the Streets and Highways Capital Fund and reduce the unrestricted ending fund balance by \$50,700 (**five affirmative Council votes required for the use of unused balances**); and
 - C. In the Sewer Utility Fund, increase the transfer to the Streets and Highways Capital Fund and reduce the unrestricted ending fund balance by \$50,700. (**five affirmative Council votes required for the use of unused balances**).

3.F 23-652 [Action on the Fourth Amendment to the Contract Between the County of Santa Clara and City of Santa Clara - Congregate Meals for FY 2022/23, including the Home and Community Based Services Infrastructure Grant, and Related Budget Amendments](#)

- Recommendation:**
1. Authorize the City Manager to execute the Fourth Amendment to the Contract Between the County of Santa Clara and City of Santa Clara - Congregate Meals at the Santa Clara Senior Center for additional funding in the amount of \$10,862.40, for a new not-to-exceed amount of \$135,780 for FY 2022/23 and a total contract not-to-exceed amount of \$497,509.89, in a final form approved by the City Attorney;
 2. Accept and appropriate the Home and Community Based Services Senior Nutrition Infrastructure grant funding in an amount not-to-exceed \$27,022 in a final form approved by the City Attorney; and
 3. Approve the related FY 2022/23 budget amendment in the Parks and Recreation Operating Grant Trust Fund to increase the Other Agencies Revenue estimate and the Senior Nutrition Program by \$37,884 (**five affirmative Council votes required to appropriate additional revenue**).

3.G 23-107 [Action on an Agreement for Services with Advanced Chemical Transport, Inc. to Provide Hazardous Waste Management Services for Silicon Valley Power](#)

- Recommendation:**
1. Determine that the proposed actions are categorically exempt from CEQA pursuant to Section 15330 of Title 14 of the California Code of Regulations;
 2. Authorize the City Manager to execute an Agreement for Services with Advanced Chemical Transport, Inc. (Agreement) for an initial five-year term starting on or around July 1, 2023 and ending on or around June 30, 2028, with a maximum compensation not to exceed \$2,500,000, subject to the appropriation of funds; and
 3. Authorize the City Manager to take any actions as necessary to implement and administer the Agreement and to negotiate and execute amendments to the Agreement to (a) add or delete services consistent with the Agreement's scope of services; (b) adjust future rates in accordance with the Agreement; (c) extend the term of the Agreement one additional year through June 30, 2029; and (d) increase the maximum compensation by \$1,500,000 for a revised maximum compensation of up to \$4,000,000 for the six-year term, subject to the appropriation of funds.

3.H 23-123 [Action on an Agreement for Services with Davey Tree Surgery Company with a Maximum Compensation of \\$25,000,000 for the Initial Five-year Term and an Option to Extend for an Additional Five Years for a Total Maximum Compensation of \\$60,000,000 Over the Ten-year Term](#)

- Recommendation:**
1. Determine the proposed actions are exempt from CEQA pursuant to Section 15301 of Title 14 of the California Code of Regulations;
 2. Authorize the City Manager to execute an Agreement for Services with Davey Tree Surgery Company for power line clearance and related tree trimming services for an initial five-year term starting on or around July 1, 2023, and ending on or around June 30, 2028, with a maximum compensation of \$25,000,000, subject to the appropriation of funds; and
 3. Authorize the City Manager to take any actions as necessary to implement and administer the Agreement; and negotiate and execute amendments to the Agreement to (a) add or delete services consistent with the Agreement's scope of services; (b) adjust future rates; (c) exercise the option to extend the term for up to five additional years through June 30, 2033; and (d) increase the maximum compensation after the initial five-year term by \$35,000,000 for a maximum compensation of \$60,000,000 for the 10-year term, subject to Agreement extension, approval by the City Attorney as to form, and the appropriation of funds.

3.I 23-409 [Action to Authorize the City Manager to Negotiate, Execute, and Administer an Agreement with the City of Cupertino for the Cupertino-Santa Clara Joint On-Demand Shuttle Service Project and Approval of a Related Budget Amendment](#)

- Recommendation:**
1. Authorize the City Manager to Negotiate, Execute, and Administer an Agreement with the City of Cupertino for the Cupertino-Santa Clara Joint On-Demand Shuttle Service Project up to a total not-to-exceed amount of \$4,007,230, subject to the appropriation of funds and in a final form approved by the City Attorney;
 2. Authorize the City Manager to execute any and all documents necessary for or associated with the agreement, including payments to the City of Cupertino, in a final form approved by the City Attorney; and
 3. Approve the following FY 2022/23 budget amendments:
 - A. In the Electric Operating Grant Trust Fund, decrease the Electric Department budget by \$689,547 and establish a transfer to the Streets and Highways Capital Fund in the same amount (**majority affirmative Council votes required**);
 - B. In the Streets and Highways Capital Fund, recognize a transfer in from the Electric Operating Grant Trust Fund of \$689,547 and establish the Cupertino-Santa Clara On-Demand Shuttle Project in the amount of \$689,547 (**five affirmative Council votes required to appropriate additional revenue**).

3.J 23-251 [Action on Silicon Valley Power's Public Benefit Programs for Fiscal Years 2023-2024 through 2027-2028](#)

Recommendation: 1. Approve the City of Santa Clara, Silicon Valley Power's, Public Benefit Programs Proposal for Fiscal Years 2023-2024 through 2027-2028; and
2. Delegate authority to the City Manager, or designees, to make changes to the approved proposal, including adding or modifying programs, as necessary to meet PUC requirements and/or ensure program effectiveness during the above-fiscal year periods.

3.K 23-654 [Informational Report and Status Update on the Morse Mansion](#)

Recommendation: Note and File Informational Report on Morse Mansion

3.L 23-738 [Action on a Special Permit to Allow Two Occurrences of Car Shows at 958 Homestead Road \(CEQA: Exempt 15304\(e\) Class 4 - Minor Alterations to Land\)](#)

Recommendation: 1. Approve the use of a Class 4 Categorical Exemption, and
2. Approve the Special Permit to allow two occurrences of Car Shows at 958 Homestead Road, subject to conditions, based upon the Director of Community Development's findings set forth in the Permit.

3.M 23-530 [Informational Report Regarding Bi-Annual Project Status Report of the GIS Services Program](#)

Recommendation: Note and file the Informational Report regarding the Bi-annual Project Status Report of the GIS Services Program.

SANTA CLARA STADIUM AUTHORITY CONSENT CALENDAR

4. 23-601 [Action on Stadium Authority Bills and Claims for the Month of April 2023](#)

Recommendation: Approve the list of Stadium Authority Bills and Claims for April 2023.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the Council or authorities on any matter not on the agenda that is within the subject matter jurisdiction of the City or Authorities. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting. Although not required, please submit to the City Clerk your name and subject matter on the speaker card available in the Council Chambers.]

CONSENT ITEMS PULLED FOR DISCUSSION

PUBLIC HEARING/GENERAL BUSINESS

5. **23-206** [Public Hearing: Adoption of a Resolution Approving the Levy of Benefit Assessment upon the City of Santa Clara Parking Maintenance District No. 122 - Franklin Square](#)

Recommendation: Alternative 1: Adopt a Resolution approving the levy of benefit assessment upon the City of Santa Clara Parking Maintenance District No. 122 and approving, confirming, and adopting the Director's Report for FY 2023/24.

6. **23-209** [Public Hearing: Adoption of a Resolution Approving the Levy of Benefit Assessment Upon the Santa Clara Convention Center Complex - Maintenance District No. 183](#)

Recommendation: Alternative 1:
Adopt a resolution approving the levy of benefit assessment upon the Santa Clara Convention Center Complex - Maintenance District No. 183, and approving, confirming, and adopting the Director's Report for FY 2023/24.

7. **23-447** [Public Hearing: Action on Resolutions Approving Water, Sewer and Recycled Water Amended Rates to be Effective July 1, 2023](#)

Recommendation: Alternative 1: Adopt the Proposed Resolutions Establishing Water Rate Schedule 2023-01, Recycled Water Rate Schedule 2023-02 and Sewer Rate Schedule S-23

8. **23-740** [Public Hearing: Waive Second Reading and Adopt Ordinance No. 2060 to Repeal Chapter 15.45 \(Prevention of Flood Damage Code\) and Adopt the New Floodplain Management Ordinance Establishing a New Chapter 15.45 \(Floodplain Management Regulations\) of the Santa Clara City Code. \(CEQA: Exempt Pursuant to CEQA Guidelines Section 15061\(b\)\(3\), Projects Which Do Not Have the Potential for Causing a Significant Effect on the Environment\)](#)

Recommendation:

1. Approve the Use of CEQA Exemption Pursuant to CEQA Guidelines Section 15061(b)(3), Projects Which Do Not Have the Potential for Causing a Significant Effect on the Environment
2. Waive Second Reading and Adopt Ordinance No. 2060 to Repeal Chapter 15.45 (Prevention of Flood Damage Code) and Adopt the New Floodplain Management Ordinance Establishing a New Chapter 15.45 (Floodplain Management Regulations) of the Santa Clara City Code.

9. **23-575** [Action on Approval of the West Portal Early Works Construction Transportation Management Plan for the Valley Transportation Authority's BART Phase II Extension Project](#)

Recommendation: Alternative 1: Approve the West Portal Early Works Construction Transportation Management Plan for the VTA's BART Phase II Extension Project

10. 23-682 [Note and File the Resolutions of the Salary Setting Commission Establishing as Unchanged the Salary for the positions of Mayor and Council and City Clerk, and increasing the Salary for the Position of Police Chief to \\$313,692/annually; and Action to Adopt a Resolution Approving and Adopting the Updated Unclassified/Elected Salary Plan for the position of Police Chief for the Period of July 1, 2023 through June 30, 2025](#)

Recommendation:

1. Note and file the Resolutions of the Salary Setting Commission establishing the salary for the positions of Mayor and Council, Police Chief, and City Clerk; and
2. Adopt a Resolution to approve the revised Unclassified/Elected Salary Plan for the position of Police Chief, which reflects the salary increase granted by the Salary Setting Commission, to satisfy the requirements of California Code of Regulations Section 570.5, effective July 1, 2023.

WRITTEN PETITION (COUNCIL POLICY 030) SUBMITTED BY THE PUBLIC/COUNCIL

11. 23-689 [Action on a Written Petition \(Council Policy 030\), Submitted by Howard Myers Requesting to Place an Agenda Item on a Future Council Meeting to Request that Councilmember Becker Resign from the Council](#)

Recommendation: Staff makes no recommendation.

REPORTS OF MEMBERS AND SPECIAL COMMITTEES

CITY MANAGER/EXECUTIVE DIRECTOR REPORT

- 23-606 [Tentative Meeting Agenda Calendar \(TMAC\)](#)

ADJOURNMENT

The next regular scheduled meeting is on Tuesday, June 27, 2023 in the City Hall Council Chambers.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

STREAMING SERVICES: As always, the public may view the meetings on SantaClaraCA.gov, Santa Clara City Television (Comcast cable channel 15 or AT&T U-verse channel 99), or the livestream on the City's YouTube channel or Facebook page.

Note: The public cannot participate in the meeting through these livestreaming methods; livestreaming capabilities may be disrupted at times, viewers may always view and participate in meetings in-person and via Zoom as noted on the agenda.

AB23 ANNOUNCEMENT: Members of the Santa Clara Stadium Authority, Sports and Open Space Authority and Housing Authority are entitled to receive \$30 for each attended meeting.

Note: The City Council and its associated Authorities meet as separate agencies but in a concurrent manner. Actions taken should be considered actions of only the identified policy body.

LEGEND: City Council (CC); Stadium Authority (SA); Sports and Open Space Authority (SOSA); Housing Authority (HA); Successor Agency to the City of Santa Clara Redevelopment Agency (SARDA); Bayshore North Project Enhancement Authority (BNPEA); Public Facilities Financing Corporation (PFFC)

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



Agenda Report

23-143

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Study Session to Review Proposed FY 2023/24 and FY 2024/25 Biennial Operating Budget and FY 2023/24 Capital Improvement Program Budget Changes

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

City Charter Section 1302 (Budget - Submission to City Council) requires that at least 35 days prior to the beginning of each fiscal year, or at such prior date thereto determined by the City Council, the City Manager shall submit to the City Council the proposed budget. The Proposed Budget is attached to this Report to Council (Attachment 1) and can be found online at:

[<https://www.santaclaraca.gov/home/showpublisheddocument/80482/638182746058823294>](https://www.santaclaraca.gov/home/showpublisheddocument/80482/638182746058823294).

On May 9, 2023, the first Study Session was held to allow the City Council and public to review and provide input on the Proposed Budget. Responses to questions from that Study Session are included as Attachment 2 to this report. The Public Hearing and the planned budget adoption are scheduled for June 27, 2023.

The City Council has adopted the following Council Strategic Pillars:

1. Promote and Enhance Economic, Housing and Transportation Development
2. Deliver and Enhance High Quality Efficient Services and Infrastructure
3. Enhance Community Sports and Recreational and Arts Assets
4. Enhance Community Engagement and Transparency
5. Ensure Compliance with Measure J and Manage Levi's Stadium
6. Manage Strategically Our Workforce Capacity and Resources
7. Promote Sustainability and Environmental Protection

The City Council adopts a set of Budget Principles each year. These Budget Principles provide a general framework and approach for developing the City's budget, ensuring fiscal stability by considering both the short and long-term impacts of any funding decisions. These principles are generally consistent with those approved last year with the Budget Stabilization Reserve (BSR) continuing to be set at a minimum of 15% of expenditures; this is an exception to the Budget and Fiscal Policies that set the BSR target at 25% of expenditures. These principles are incorporated as part of the actions considered in this Proposed Budget. The FY 2023/24 Budget Principles can be found in the Budget and Fiscal Policies section of the Proposed Budget.

DISCUSSION

The annual budget serves as a financial plan and operational guide that reflects the policies, goals, and priorities of the City Council and community while also maintaining fiscal stability.

The City's financial position has significantly improved since the adoption of the FY 2022/23 budget. The latest Ten-Year General Fund Forecast shows smaller deficits of \$8.0 million - \$9 million in FY 2023/24 and FY 2024/25. This is well below the \$27 million deficit projected in June 2022 and reflects stronger revenue growth in several areas as described in further detail in the Ten-Year Financial Forecast section of the Proposed Budget document. While the financial picture is much better, it is important to note that significant economic uncertainty and the risk of a recession persists.

The Proposed Budget continues the multi-pronged approach to solve the General Fund deficit with new revenues, one-time and ongoing expenditure savings, and use of reserves. Based on the improved financial position, this budget preserves services with fewer reductions necessary. The expenditure reductions limit direct service impacts, with the goal of stabilizing the services residents access on a regular basis as the organization continues to recover from the COVID-19 service disruptions. As part of this recovery, the City continues to fill vacant positions, which will result in an overall improvement to the services the City provides with the funding included in this budget.

Proposed FY 2023/24 and FY 2024/25 Biennial Budget

The expenditures in the FY 2023/24 Proposed Budget total \$1.5 billion and reflect an increase of 12% from the FY 2022/23 Adopted Budget. In FY 2024/25, the budget decreases to \$1.2 billion as a result of one-time Electric Utility and Sewer Utility debt issuances anticipated in FY 2023/24 for capital projects. The issuance of debt financing is also the primary reason the FY 2023/24 Proposed Budget is above the FY 2022/23 Adopted Budget of \$1.33 billion. The Proposed Budget funds 1,149.25 positions in FY 2023/24 and 1,153.25 positions in FY 2024/25. The table below summarizes the proposed budgets by fund group.

| FY 2023/24 and FY 2024/25 Proposed Budget | | | |
|--|------------------------------|----------------------------------|----------------------------------|
| Fund Type | FY 2022/23 Adopted Budget | FY 2023/24 Proposed Budget | FY 2024/25 Proposed Budget |
| General Fund | \$272,355,355 | \$280,773,558 | \$287,458,968 |
| Special Revenue Funds | 28,469,289 | 38,411,889 | 37,111,226 |
| Enterprise Funds | 815,864,620 | 872,344,414 | 968,035,945 |
| Internal Service Funds | 42,429,153 | 38,850,861 | 41,629,602 |
| Debt/Other | 19,846,647 | 374,983,049 | 40,658,134 |
| Less (Transfers, Contributions, and Reserves)* | (203,142,483) | (509,709,569) | (247,780,561) |
| Subtotal Operating Budget | \$975,822,582 | \$1,095,654,202 | \$1,127,113,314 |
| Capital Funds | \$357,380,666 | \$396,879,114 | \$108,385,754 |
| Less (Transfers, Contributions, and Reserves)* | (1,454,000) | (1,588,205) | (1,454,000) |
| Total Capital Budget | \$355,926,666 | \$395,290,909 | \$106,931,754 |
| Total Budget | \$1,331,749,248 | \$1,490,945,111 | \$1,234,045,068 |
| * Adjusts for transfers, contributions and reserves to avoid double counting of the same funds (e.g., internal service funds are excluded) | | | |

The FY 2023/24 and FY 2024/25 Proposed Budget incorporates actions to bring the budget into balance, particularly the General Fund that represents approximately one-fifth of the total budget. Staff has carefully analyzed all department budget proposals, considering the fiscal year projected resources, anticipated service impacts to Santa Clara residents and businesses, and City Council goals, principles and priorities. The Proposed Budget also factors in recommended changes to FY 2023/24 capital projects.

With the projected General Fund shortfall of \$8.0 million in FY 2023/24, the budget balancing strategy for the FY 2023/24 and FY 2024/25 Biennial Operating Budget incorporates a combination of increased revenues, one-time and ongoing expenditure reductions, and use of reserves as shown in the table below. This strategy is intended to preserve services while also maintaining the City's fiscal stability.

| FY 2023/24 and FY 2024/25 Biennial Operating Budget General Fund Balancing (\$ in millions) | | | |
|---|------------|------------|------------|
| | FY 2023/24 | FY 2024/25 | Ongoing |
| Forecast Shortfall | (\$8.0 M) | (\$8.9 M) | (\$11.4 M) |
| Increased Revenues | | | |
| • Increased TOT Rate (phased 2%) | 0.9 | 1.7 | 3.4 |
| • Fee Adjustments | 0.5 | 0.8 | 0.8 |
| • One-Time Revenues | 0.2 | 0.0 | 0.0 |
| Total Revenue Solutions | 1.6 | 2.5 | 4.2 |
| Expenditure Reductions | | | |
| • Fire SAFER Grant | 1.0 | 3.1 | 0.0 |
| • Police Vacancy Savings | 1.6 | 1.7 | 0.0 |
| • Other Departmental Proposals | 2.7 | 2.7 | 2.0 |
| Total Expenditure Solutions | 5.3 | 7.5 | 2.0 |
| Use of Reserves | | | |
| • Budget Balancing Reserve | 1.1 | (1.1) | 0.0 |
| Total Use of Reserves | 1.1 | (1.1) | 0.0 |
| Future Unidentified Solutions | | | 5.2 |
| General Fund Balancing Total | \$8.0 M | \$8.9 M | \$11.4 M |

Following is a summary of the budget balancing components that are also discussed in more detail in the individual department sections of the budget document:

- **Revenue Solutions:** Part of the balancing strategy is to factor in increases to specific revenue sources. In November 2020, Santa Clara voters approved to increase the Transient Occupancy Tax rate by up to 4%, and the first two percentage point increase went into effect on January 1, 2022. The Proposed Budget assumes that the City Council will phase in the remaining increase in FY 2023/24 (1 percent in January 2024) and in FY 2024/25 (1 percent in January 2025), which would increase the rate from 11.5% to 13.5%. The rate increases would generate additional revenue of approximately \$0.9 million in FY 2023/24 and increasing to \$3.4 million ongoing. Fee adjustments have also been factored into this proposed budget. The fee increases incorporated into the FY 2023/24 were brought forward and approved by the City Council on April 18, 2023. This includes additional revenue assumed for the Parks & Recreation Sports Field Reservations Program, Public Works engineering fees, and Community Development fees. The anticipated increase to the Storm Drain Environmental Compliance fee is also reflected in the FY 2024/25 fee adjustments above. The funding sources also include a one-time transfer of \$149,000 from the Vehicle Replacement Fund for the sale of vehicles that will be retired as a budget proposal.
- **Expenditure Reductions:** one-time expenditure savings in both the Fire and Police Departments are expected to be realized in this biennial budget with no service delivery

impacts. In FY 2022/23, the Fire Department was awarded a three-year SAFER grant, which will generate annual net overtime savings (\$1.0 million to \$3.1 million) during the grant period. In the Police Department, an increase to the Department's vacancy factor is recommended to align with historical performance. This results in no position reduction and provides the General Fund with approximately \$1.6 million and \$1.7 million in savings in FY 2023/24 and FY 2024/25, respectively. The vacancy factor adjustment has no impact in terms of recruitment or hiring efforts on the Department's side. Other departmental reductions limit direct service impacts, and the 4.0 position reductions are in strategic supports areas (City Attorney's Office, City Manager's Office, City Auditor's Office, Human Resources Department).

- **Use of Reserves/Future Unidentified Solutions:** In FY 2022/23, the City Council approved the establishment of a Budget Balancing Reserve as part of the FY 2021/22 Budgetary Year-End Close process. This Proposed Budget uses \$1.1 million of this reserve in FY 2023/24 and replenishes the amount in FY 2024/25. After the biennial budget period, additional balancing solutions are expected to be necessary and a revised forecast will inform the needed actions at that time.

The proposed budget balancing strategy addresses approximately half of the budget deficit with ongoing solutions. This continues the use of one-time and ongoing actions to bring the budget into balance, allowing time for the City's finances to recover. This strategy, however, does not provide capacity to restore services or to address the significant backlog of unmet and deferred capital needs.

Future Revenue Opportunities

While not incorporated into the budget figures presented in the Proposed Budget, the City Administration will continue to evaluate future revenue opportunities that can help address a portion of the remaining ongoing General Fund shortfall, better position the City moving forward, address capital infrastructure needs, and align the City's revenues with other jurisdictions.

Other potential measures include, but are not limited to: 1) implement a General Obligation Bond to fund capital infrastructure needs; 2) establish a library or community services Parcel Tax; 3) increase to the Property Documentary Transfer Tax; 4) establish a district sales tax; and 5) establish a utility users tax. These measures would require voter approval. Staff will seek direction from the City Council on those measures to potentially pursue.

Proposed FY 2023/24 Capital Improvement Program Amendments

The City Council approved the FY 2022/23 and 2023/24 Biennial Capital Budget and five-year capital improvement plan in June 2022. While the focus of this year's budget is operations, several budget amendments to the FY 2023/24 Adopted Capital Budget are also recommended, including a street trees replacement project funded by the General Fund Capital Projects Reserve as well as those funded by other funds. Further detail can be found in the *Appendices* section of the Proposed Budget.

May 9, 2023 Budget Study Session

The City Council and public provided feedback and had questions regarding the Proposed Operating Budget. There were questions regarding various aspects of the General Fund Forecast and balancing strategy. Concerns around staffing and recruitment were discussed, with emphasis on

potentially increasing library and Senior Center hours. There was also discussion around public safety and the need to continue funding both the Fire and Police Departments, along with the programs and services they offer (e.g., Northside substation and D.A.R.E.). The Councilmembers also expressed interest in exploring new sources of revenue for the City to address the significant unmet infrastructure needs.

Responses to questions from the Study Session are included in Attachment 2 of this report.

Feedback was also given to provide a summarized version of the budget online. This report also includes a Budget-in-Brief as Attachment 3, a concise summary of the FY 2023/24 and FY 2024/25 proposed budget document. This document was posted online on May 23, 2024.

Subsequent Changes to the Proposed Budget

Subsequent to the posting of the FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget, the City Council approved the Community Development Department's FY 2023/24 Annual Action Plan (AAP) on May 9, 2023. Actions in the Housing and Urban Development Fund will be recommended as part of the budget adoption on June 27, 2023 to align with the approved AAP.

On May 2, 2023, the City Council approved Community Development Department staff, in partnership with the County of Santa Clara, to move forward with the Homekey Interim Housing Development Project. This project would enable the development of interim housing at the corner of Lawrence Expressway and Benton Street. As part of this approval, City Council provided direction for staff to return with a budget amendment, appropriating up to \$5.5 million from various Housing funds for the operations at the Benton/Lawrence interim housing site. As part of the budget adoption on June 27, 2023, actions will be brought forward for Council consideration to budget the necessary funding. A portion of this amount is recommended to be allocated from Santana West Settlement Agreement funding, while the remaining funding is anticipated to be appropriated from unallocated Housing fund balances. Although budgeted, no monies will be expended on this project until City Council approves a final agreement with the County on terms for the release of funds and City requirements for project operations.

While not included as part of this Study Session, additional adjustments including the carryover of capital improvement program funds will be brought forward for Council consideration as part of the budget adoption on June 27, 2023.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environment Quality Act ("CEQA") pursuant to section 15378(a)(4) of Title 14 of the California Code of Regulations in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

The FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget totals \$1.10 billion and \$1.13 billion, respectively. The Capital Budget totals \$395.3 million in FY 2023/24.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Review and Provide Input on the Proposed FY 2023/24 and FY 2024/25 Biennial Operating Budget and FY 2023/24 Capital Improvement Program Amendments.

Reviewed by: Kenn Lee, Director of Finance

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget and FY 2023/24 Capital Improvement Program Amendments
2. Responses to May 9, 2023 Study Session City Council and Public Comments
3. FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget Budget-in-Brief



FY 2023/24 and FY 2024/25

Proposed Operating Budget



**City of
Santa Clara**
The Center of What's Possible

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April 28, 2023

Honorable Mayor, City Council and Residents of Santa Clara,

The Proposed Biennial Operating Budget for fiscal years (FY) 2023/24 and 2024/25 is presented for consideration and continues the biennial budget process that alternates between an operating and capital budget. This year's budget focuses on our day-to-day operations that support vital City services. Amendments to the FY 2023/24 capital budget are also included.

As part of the budget deliberation process, two City Council study sessions are scheduled for May 9, 2023 and June 6, 2023 before the public hearing and planned budget adoption on June 27, 2023.

For FY 2023/24, the Proposed Operating Budget totals \$1.1 billion. The enterprise funds that are used to manage the City's utilities (Silicon Valley Power, water, sewer, and solid waste) represent the largest share of the budget at 54.3%. The General Fund budget totals \$280.8 million, or 17.5% of the budget, and is used to fund many direct services, such as police and fire public safety services, libraries, parks, community centers, and streets maintenance.

Over the past few years, there have been significant financial challenges stemming from COVID-19. This necessitated General Fund budget balancing actions starting in FY 2020/21 and continued over the past three years. A combination of strategies has been used to address the budget deficits, including the use of one-time reserves and federal stimulus funds, new revenues, and expenditure reductions. This multi-pronged approach has balanced the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community. It has also allowed time for General Fund revenues to recover.

This strategy has positioned the City well for the FY 2023/24 and FY 2024/25 Proposed Biennial Budget that solves a smaller projected General Fund deficit.



Budget Milestones:

April 28: Release of Proposed Budget

May 9: City Council Study Session on Proposed Budget

June 6: City Council Study Session on Proposed Budget

June 27: Public Hearing and Adoption of FY 2023/24 and FY 2024/25 Biennial Operating Budget and Amendments to the FY 2023/24 Capital Budget

July 1: Start of Fiscal Year 2023/24

The City's financial position has significantly improved since the adoption of the FY 2022/23 budget. The latest Ten-Year General Fund Forecast shows smaller deficits of \$8.0 million and \$8.9 million in FY 2023/24 and FY 2024/25. This is well below the \$27 million deficit projected in June 2022 and reflects stronger revenue growth in several areas as summarized in the *Ten-Year Financial Forecast and Economic Outlook* discussion below and described in further detail in the *Ten-Year Financial Forecast* section of this document. While the financial picture is much better, it is important to note that significant economic uncertainty and the risk of a recession persists.

General Fund Budget Balancing Strategy



The Proposed Budget continues the multi-pronged approach to solve the deficit with new revenues, one-time and ongoing expenditure savings, and use of reserves. Based on the improved financial position, this budget preserves services with fewer reductions necessary. The expenditure reductions limit direct service impacts, with the goal of stabilizing the services residents access on a regular basis as the organization continues to recover from the COVID-19 service disruptions. As part of this recovery, the City continues to fill vacant positions, which will result in an overall improvement to the services the City provides with the funding included in this budget.

Total Budget Overview

The expenditures in the FY 2023/24 Proposed Budget total \$1.5 billion and reflect an increase of 12% from the FY 2022/23 Adopted Budget. In FY 2024/25, the budget decreases to \$1.2 billion as a result of one-time Electric Utility and Sewer Utility debt issuances anticipated in FY 2023/24 for capital projects. The issuance of debt financing is also the primary reason the FY 2023/24 Proposed Budget is above the FY 2022/23 Adopted Budget of \$1.33 billion. Table 1 summarizes the total proposed budgets by fund group.

Table 1: FY 2023/24 and FY 2024/25 Proposed Budget

| Table 1: FY 2023/24 and FY 2024/25 Proposed Budget | | | |
|--|------------------------------|-------------------------------|-------------------------------|
| Fund Type | FY 2022/23 Adopted Budget | FY 2023/24 Proposed Budget | FY 2024/25 Proposed Budget |
| General Fund | \$272,355,355 | \$280,773,558 | \$287,458,968 |
| Special Revenue Funds | 28,469,289 | 38,411,889 | 37,111,226 |
| Enterprise Funds | 815,864,620 | 872,344,414 | 968,035,945 |
| Internal Service Funds | 42,429,153 | 38,850,861 | 41,629,602 |
| Debt/Other | 19,846,647 | 374,983,049 | 40,658,134 |
| Less (Transfers, Contributions, and Reserves)* | (203,142,482) | (509,709,569) | (247,780,561) |
| Subtotal Operating Budget | \$975,822,582 | \$1,095,654,202 | \$1,127,113,314 |
| Capital Funds | \$357,380,666 | \$396,879,114 | \$108,385,754 |
| Less (Transfers, Contributions, and Reserves)* | (1,454,000) | (1,588,205) | (1,454,000) |
| Subtotal Capital Budget | \$355,926,666 | \$395,290,909 | \$106,931,754 |
| Total Budget | \$1,331,749,248 | \$1,490,945,111 | \$1,234,045,068 |

* Adjusts for transfers, contributions and reserves to avoid double counting of the same funds (e.g., internal service funds are excluded)

The FY 2023/24 and FY 2024/25 Proposed Budget incorporates actions to bring the budget into balance, particularly in the General Fund that represents approximately one-fifth of the total budget. Staff has carefully analyzed all department budget proposals, considering the fiscal year projected resources, anticipated service impacts to Santa Clara residents and businesses, and City Council goals, principles and priorities. The Proposed Budget also factors in recommended changes to FY 2023/24 capital projects, including a street trees replacement project funded by the General Fund Capital Projects Reserve as well as those funded by other funds.

Guiding Framework

The City Council has adopted the following Council Strategic Pillars:

1. Promote and Enhance Economic, Housing and Transportation Development
2. Deliver and Enhance High Quality Efficient Services and Infrastructure
3. Enhance Community Sports and Recreational and Arts Assets
4. Enhance Community Engagement and Transparency
5. Ensure Compliance with Measure J and Manage Levi's Stadium
6. Manage Strategically Our Workforce Capacity and Resources
7. Promote Sustainability and Environmental Protection

The City Council adopts a set of Budget Principles each year. These Budget Principles provide a general framework and approach for developing the City's budget, ensuring fiscal stability by considering both the short and long-term impacts of any funding decisions. These principles are generally consistent with those approved last year with the Budget Stabilization Reserve (BSR) continuing to be set at a minimum of 15% of expenditures; this is an exception to the Council policy that would set the BSR at 25% of expenditures. These principles are incorporated as part of the actions considered in this Proposed Budget. The FY 2023/24 Budget Principles can be found in the ***Budget and Fiscal Policies*** section of this document.

Summary of Budgeted Positions

The FY 2023/24 Proposed Budget reflects a net addition of 22.25 positions from the FY 2022/23 Adopted Budget level as shown in Table 2 below. Almost all of the changes are Base Budget adjustments, which reflect position changes previously approved by the City Council at a separate City Council meeting. The FY 2023/24 Base Budget adjustments include the following: the addition of 18.0 Firefighter positions funded by the SAFER grant during FY 2022/23; the addition of 10.0 positions funded by SVP, including 8.0 in the Electric Utility Department, 1.0 in the Human Resources Department, and 1.0 in the Finance Department; the addition of 5.0 development funded positions, including 3.0 in the Community Development Department and 2.0 in the Fire Department; the change of an Office Specialist position in the Library from 0.5 to 0.75 FTE and the change of two part-time (0.5 FTE) Librarian positions to one full-time (1.0 FTE) Librarian position; and the freezing of 7.0 positions funded by the Related development based on discussions with Related.

The FY 2023/24 Proposed Budget includes the reduction of 4.0 positions (3.0 frozen positions and 1.0 elimination). In FY 2024/25, the addition of 4.0 positions in the Community Development Department is proposed to support development activity.

The changes by department are described in further detail in Table 2 below and in each department section of this document.



Table 2: Summary of Position Changes (All Funds)

| Summary of Position Changes (All Funds) | |
|--|-----------------|
| FY 2022/23 Budget | 1,127.00 |
| Base Budget Changes (Fire SAFER Grant firefighter positions) | 18.00 |
| Base Budget Changes (SVP Funded) | 10.00 |
| Base Budget Changes (Development Fee Funded) | 5.00 |
| Base Budget (Other Changes) | 0.25 |
| Base Budget Changes (freeze Related-funded positions) | (7.00) |
| Proposed Budget Changes - General Fund Reductions | (4.00) |
| FY 2023/24 Budgeted Positions | 1,149.25 |
| FY 2024/25 Proposed Additional Positions (Building Fee Funded) | 4.00 |
| FY 2024/25 Budgeted Positions | 1,153.25 |

The following table below summarizes the budgeted position changes by department. A detailed summary of Base Budget position changes can be found in the Department sections of this document.

Table 3: Summary of Funded Positions by Department

| Department | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | Change | FY 2024/25 Proposed |
|-------------------------------------|-----------------------|-----------------------|------------------------|--------------|------------------------|
| Mayor and City Council | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| City Attorney | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| City Auditor | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| City Clerk | 6.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| City Manager | 12.50 | 12.50 | 11.30 | (1.20) | 11.30 |
| Community Development | 72.00 | 73.00 | 75.00 | 2.00 | 79.00 |
| Electric Utility | 198.00 | 214.00 | 222.00 | 8.00 | 222.00 |
| Finance | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |
| Fire | 154.50 | 155.50 | 173.50 | 18.00 | 173.50 |
| Human Resources | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Information Technology ¹ | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Library | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |
| Non-Departmental ² | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Parks and Recreation | 77.75 | 77.75 | 77.75 | 0.00 | 77.75 |
| Police | 221.0 | 231.0 | 231.0 | 0.00 | 231.0 |
| Public Works | 122.5 | 123.5 | 119.5 | (4.00) | 119.5 |
| Water and Sewer Utilities | 73.00 | 73.00 | 73.00 | 0.00 | 73.00 |
| Total | 1,095.00 | 1,127.00 | 1,149.25 | 22.25 | 1,153.25 |

¹The IT Department partners with a service provider to meet citywide technology needs.

²The City Manager's Office also oversees the Non-Departmental functions (e.g., citywide administration, Stadium Authority support, communications, community/special programs and initiatives, economic/real estate development, State and federal legislative coordination, etc.).

Ten-Year Financial Forecast and Economic Outlook

The Ten-Year General Financial Forecast (Forecast) provides policy makers and the public an updated assessment of the City's fiscal health and serves as a strategic planning tool to assist the City Council, staff, and the public with decision-making as they work to adopt the budget and consider long-term financial strategies for the City. The Forecast also identifies known risk factors and vulnerabilities, and it provides a foundation for evaluating priorities and understanding trade-offs moving forward.

The Forecast compares anticipated ongoing General Fund revenues with base expenditures, which include the projected costs of providing the current level of service. Individual projections of revenues and expenditures are developed based on trend analyses, input from available economic reports, consultant recommendations, departments, updated salary and benefit information, and non-personnel costs. The most current information available is incorporated into the Forecast.

As shown in Table 3 below, this Forecast shows a General Fund shortfall of \$8.0 million in FY 2023/24 and \$8.9 million in FY 2024/25, with the projected deficit reaching a high of \$15.0 million in FY 2028/29 and a low of \$7.5 million in FY 2033/34. The projected shortfall of \$8.0 million in FY 2023/24 is equivalent to 2.8% of forecasted expenditures.

Table 4: Summary of Funded Positions by Department

| FY 2024-2034 General Fund Ten-Year Financial Forecast (\$ in millions) | | | | | | | | | | | |
|---|---------|---------|----------|----------|----------|----------|----------|----------|---------|---------|---------|
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Projected Revenues | \$272.6 | \$284.9 | \$297.3 | \$309.0 | \$321.2 | \$333.3 | \$346.5 | \$359.7 | \$373.5 | \$387.8 | \$402.7 |
| Projected Expenditures | \$280.6 | \$293.8 | \$308.2 | \$320.8 | \$332.7 | \$348.3 | \$360.5 | \$373.9 | \$383.3 | \$396.4 | \$410.2 |
| Cumulative (Shortfall)/ Surplus | (\$8.0) | (\$8.9) | (\$10.9) | (\$11.8) | (\$11.5) | (\$15.0) | (\$14.0) | (\$14.2) | (\$9.8) | (\$8.6) | (\$7.5) |
| % of Expenses | 2.8% | 3.0% | 3.5% | 3.7% | 3.5% | 4.3% | 3.9% | 3.8% | 2.5% | 2.2% | 1.8% |

Note: The Forecast does not include the cost to address unmet/deferred infrastructure needs, the cost to fully fund public safety equipment replacement, additional contributions to reserves (Budget Stabilization Reserve, Capital Projects Reserve, Pension Reserve), one-time funding sources, and one-time expenditure needs.

This Forecast reflects a significant improvement from the \$27 million General Fund deficit projected in June 2022. This improvement is due to stronger revenue growth in areas such as Property Tax (\$6 million), the SVP Transfer (\$6 million), the voter approved Business Tax update (\$5 million), and the Transient Occupancy Tax accelerated recovery (\$2 million). While a structural deficit remains, long-term revenue and expenditure growth are in closer alignment as a result of this stronger revenue performance.

The Forecast, however, does not address significant one-time capital infrastructure needs. Historically, the City

has funded many of capital infrastructure and equipment needs with one-time funds on a pay-as-you-go basis. The use of one-time funds as the funding mechanism for capital improvements and various equipment that rely on the General Fund creates challenges. The lack of sufficient one-time funding has resulted in a backlog of unmet/deferred infrastructure needs. Staff will continue to evaluate potential options to create capacity to address those funding needs.

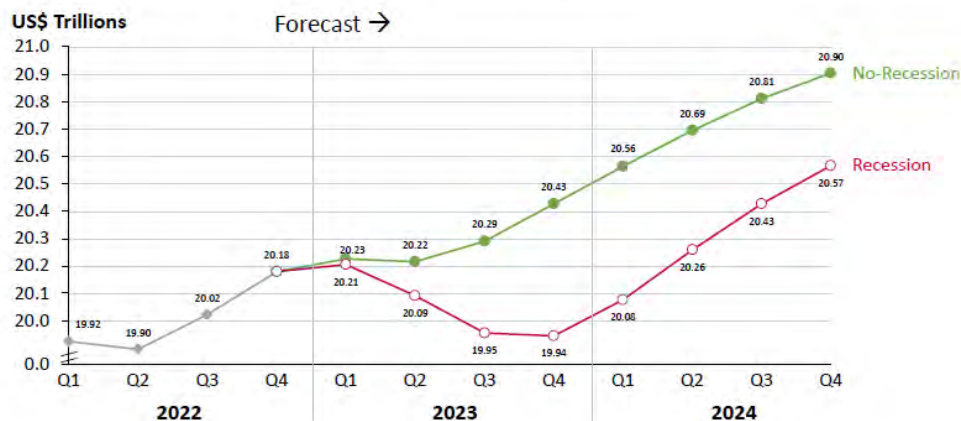
While the Forecast has improved, there are various factors that could have potential positive or negative impacts on the Forecast. These include:

- Economic slowdown/recession;
- Re-assessment of properties for property tax purposes;
- State/federal legislative changes and legal challenges;
- Labor costs outside the budget assumptions;
- CalPERS actuarial changes or reform actions;
- Unanticipated critical capital/infrastructure needs; and
- Maintenance impacts and timing of development projects.

Economic Outlook

The budget is presented in a time where significant economic instability is forecasted for the second half of 2023. The assumptions incorporated into the City's budget factor in the analysis provided by the UCLA Anderson Forecasts. These Forecasts are issued quarterly and provide national and State economic outlooks. Economic indicators are mixed, and there is a tremendous amount of uncertainty forecasted for later this calendar year. Given this level of uncertainty, both the December 2022 and March 2023 UCLA Anderson Forecasts presented a two-scenario approach: recession scenario and no recession scenario. The recession scenario predicts a recession occurring at the end of 2023, where "inflation would have continued to run hot if not for aggressive Federal Reserve action. In this scenario, the Federal Reserve forces a mild recession and accepts an economic contraction and higher unemployment to combat inflation." In the no recession scenario, "economic growth slows but remains positive, inflation ebbs, labor markets remain robust, and the Federal Reserve takes a less aggressive approach to monetary policy tightening".¹

Real GDP Levels, US\$ Trillions, Chained 2012 Prices, Seasonally Adjusted Annual Rates



Source: UCLA Anderson Forecast and U.S. Bureau of Economic Analysis

¹ UCLA Anderson Forecast, March 2023, Recession or No Recession? That is the Question

This uncertainty is also reflected in the February 2023 National Association for Business Economics (NABE) Outlook Survey, which found significant divergence regarding the outlook for the U.S. economy. “Estimates of inflation-adjusted gross domestic product or real GDP, inflation, labor market indicators, and interest rates are all widely diffused, likely reflecting a variety of options on the fate of the economy – ranging from recession to soft landing to robust growth.”²

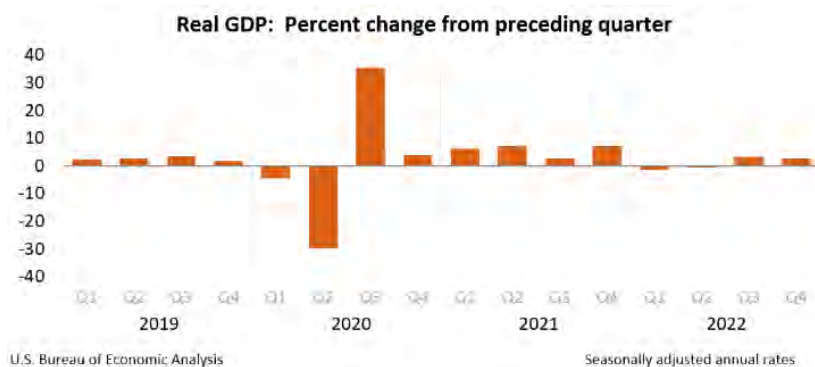
Given this uncertainty, there is greater risk for variances in the economically sensitive revenues, such as Sales Tax, Transient Occupancy Tax and Property Tax. This Forecast assumes moderate economic growth in these areas, with Transient Occupancy Tax continuing to improve from the severe COVID-19 impacts. Adjustments may be necessary in future Forecasts depending on actual economic performance.

Employment data has remained positive with low unemployment rates. On a national level, the unemployment rate was 3.6% in February 2023. This rate was well below the record setting high of 14.7% in April 2020, and slightly above the pre-pandemic unemployment rate of 3.5%.

U.S. Civilian Unemployment Rate, seasonally adjusted



Note: shaded area represents recession, as determined by the National Bureau of Economic Research
Source: U.S. Bureau of Labor Statistics



In the fourth quarter 2022 second estimate, the Gross Domestic Product (GDP) increased at an annual rate of 2.7%, following a GDP increase of 3.2% in the third quarter. The GDP decelerated in the fourth quarter compared to the third due to downturns in exports, State and local government spending as well as a slowing in consumer spending.³

² February 2023 Outlook Survey Summary (nabe.com)

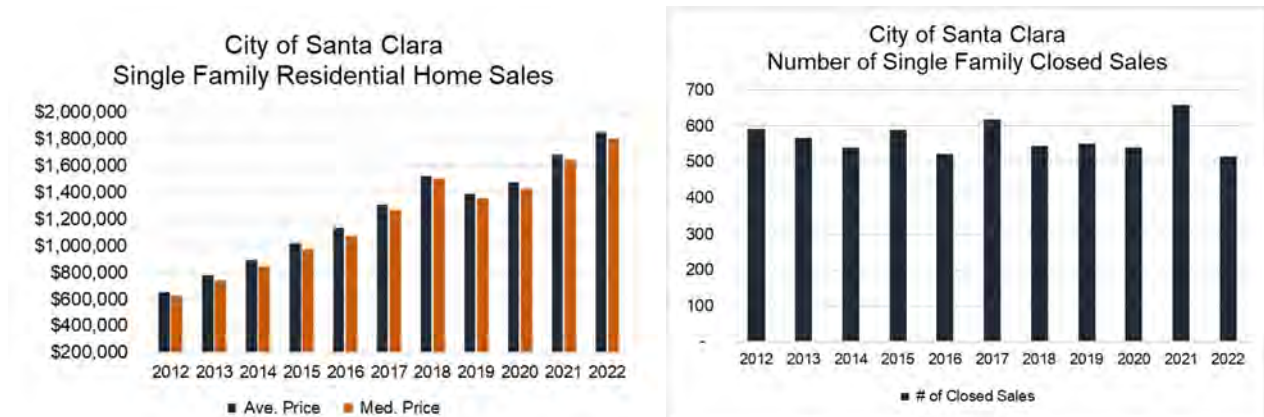
³ https://www.bea.gov/sites/default/files/2023-02/tech4q22_2nd.pdf

While recent local news continues to report layoffs at many of the technology companies in the region, employment indices continue to remain strong. The unemployment rates at the state and local level also remain low, with this region outperforming both the nation and California as shown in Table 5 below.

Table 5: Summary of Unemployment Rates

| Unemployment Rate (Not Seasonally Adjusted) | | | | |
|---|---------------------|---------------------|---------------------|---------------------|
| | Dec 2019 | Dec 2020 | Dec 2021 | Dec 2022 |
| Nation | 3.4% | 6.5% | 3.7% | 3.3% |
| California | 3.9% | 8.9% | 5.0% | 3.9% |
| San José-Sunnyvale-Santa Clara Metropolitan Statistical Area | 2.4% | 6.2% | 2.9% | 2.4% |
| Source: California Employment Development Department, U.S. Bureau of Labor Statistics | | | | |

Property values in Santa Clara remain high. In 2022, the median price of a single-family home was \$1.8 million, which was up from the 2021 level of \$1.64 million as shown in the Single-Family Residential Home Sales chart. The number of single-family closed sales, however, was down from 659 in 2021 to 515 in 2022. With the rise in interest rates from the historic lows experienced over the last several years, there is risk to this sector. In the first quarter 2023, the median single-family home price was \$1.6 million and there were 68 closed sales.



Data Source: Santa Clara County Association of Realtors

There are significant development projects underway in Santa Clara that will bring new revenues as well as new costs. While the full financial impacts of these developments have not been factored into the Forecast given the uncertainty regarding the timing, the Forecast assumes the continuation of additional development activity in the City. Roughly \$700 million to \$1 billion in new valuation is assumed annually in the Forecast. To the extent growth is experienced beyond this assumption, this will have a positive impact to the City's future budget forecast.



General Fund Budget Balancing Strategy

With the projected General Fund shortfall of \$8.0 million in FY 2023/24, the budget balancing strategy for the FY 2023/24 and FY 2024/25 Biennial Operating Budget incorporates a combination of increased revenues, one-time and ongoing expenditure reductions, and use of reserves as shown in Table 6 below. This table also includes an ongoing shortfall figure that reflects the average of the projected shortfalls in years three through five of the Ten-Year General Fund Forecast along with the ongoing balancing actions.

Table 6: FY 2023/24 and FY 2024/25 General Fund Balancing

| FY 2023/24 and FY 2024/25 Biennial Operating Budget General Fund Balancing (\$ in millions) | | | |
|---|------------------|------------------|-------------------|
| | FY 2023/24 | FY 2024/25 | Ongoing |
| Forecast Shortfall | (\$8.0 M) | (\$8.9 M) | (\$11.4 M) |
| Increased Revenues | | | |
| • Increased TOT Rate (phased 2%) | 0.9 | 1.7 | 3.4 |
| • Fee Adjustments | 0.5 | 0.8 | 0.8 |
| • One-Time Revenues | 0.2 | 0.0 | 0.0 |
| Total Revenue Solutions | 1.6 | 2.5 | 4.2 |
| Expenditure Reductions | | | |
| • Fire SAFER Grant | 1.0 | 3.1 | 0.0 |
| • Police Vacancy Savings | 1.6 | 1.7 | 0.0 |
| • Other Departmental Proposals | 2.7 | 2.7 | 2.0 |
| Total Expenditure Solutions | 5.3 | 7.5 | 2.0 |
| Use of Reserves/(Contribution to Reserves) | | | |
| Budget Balancing Reserve/Other Reserves | 1.1 | (1.1) | 5.2 |
| Total Use of Reserves/(Contribution to Reserves) | 1.1 | (1.1) | 5.2 |
| General Fund Balancing Total | \$8.0 M | \$8.9 M | \$11.4 M |

The budget balancing strategy is intended to preserve services while also maintaining the City's fiscal stability. Following is a summary of the budget balancing components that are also discussed in more detail in the individual department sections of the budget document:

- **Revenue Solutions:** Part of the balancing strategy is to factor in increases to specific revenue sources. In November 2020, Santa Clara voters approved to increase the Transient Occupancy Tax rate by up to 4%, and the first two percentage point increase went into effect on January 1, 2022. The Proposed Budget assumes that the City Council will phase in the remaining increase in FY 2023/24 (1 percent in January 2024) and in FY 2024/25 (1 percent in January 2025), which would increase the rate from 11.5% to 13.5%. The rate increases would generate additional revenue of approximately \$0.9 million in FY 2023/24 and increasing to \$3.4 million ongoing. These increases will bring the City's rates slightly above mid-point when compared to other cities in the County. Outreach regarding this proposal occurred with

several large City hotels earlier in March 2023. Fee adjustments have also been factored into this proposed budget. The fee increases were brought forward and approved by the City Council on April 18, 2023 as part of the adoption of the FY 2023/24 Municipal Fee Schedule. An anticipated increase to the Storm Drain Environmental Compliance fee is also reflected in the FY 2024/25 fee adjustments above.

- **Expenditure Reductions:** one-time expenditure savings in both the Fire and Police Departments are expected to be realized in this biennial budget with no service delivery impacts. In FY 2022/23, the Fire Department was awarded a three-year SAFER grant, which will generate annual net overtime savings (\$1.0 million to \$3.1 million) during the grant period. In the Police Department, an increase to the Department's vacancy factor is recommended to align with the historical staffing rates over the past decade. This results in no position reduction and provides the General Fund with approximately \$1.6 million and \$1.7 million in savings in FY 2023/24 and FY 2024/25, respectively. The vacancy factor adjustment will allow the continuation of recruitment or hiring efforts as currently experienced in the Fire and Police Departments. Other departmental reductions limit direct service impacts, and the 4.0 position reductions are in strategic support areas (City Attorney's Office, City Manager's Office, City Auditor's Office, and the Human Resources Department).
- **Use of Reserves:** In FY 2022/23, the City Council approved the establishment of a Budget Balancing Reserve as part of the FY 2021/22 Budgetary Year-End Close process. This Proposed Budget uses \$1.1 million of this reserve in FY 2023/24 and replenishes the amount in FY 2024/25. After the biennial budget period, the use of additional reserves may be necessary depending on the fiscal situation at that time and the budget balancing solutions brought forward.

The proposed budget balancing strategy addresses approximately half of the budget deficit with ongoing solutions. This continues the use of one-time and ongoing actions to bring the budget into balance, allowing time for the City's finances to recover. This strategy, however, does not provide capacity to restore services or to address the significant backlog of unmet and deferred capital needs.

Proposed Budget Highlights

Budget proposals are recommended to address a portion of the General Fund shortfall, to meet development services needs through fee-funded additions, and to support special and enterprise fund activities.

Highlights of these proposals are provided below and are aligned to the City's strategic pillars:

Promote and Enhance Economic, Housing and Transportation Development

- **CDBG and Housing Funds** – The City remains committed to maintaining its housing programs to provide aid to its most vulnerable residents. As recommended in the City's Annual Action Plan, the FY 2023/24 budget includes over \$2.0 million of CDBG funds for various public service activities (e.g., including family therapy and advocacy, educational services, senior adult legal assistance, and providing meals to seniors and adults with disabilities) along with funding also set aside for capital projects for affordable housing and public facility improvements. One-time funding from the HOME American Rescue Plan is also programmed in FY 2023/24 to provide additional funding for Tenant-Based Rental Assistance and homelessness outreach.



- **Convention Center** – The Convention Center continues to increase its activity levels compared to the two prior fiscal years given the continued recovery from the pandemic. In FY 2023/24, the Convention Center is projected to have 220 events, with approximately 246,196 in attendance, which reflects over 100% growth in attendance when compared to FY 2022/23 projected attendance. In FY 2024/25, the Convention Center is projected to have 255 events, with approximately 260,846 in attendance.



Deliver and Enhance High Quality Efficient Services and Infrastructure

- **City-Wide Services** – As hiring continues and vacancies are filled, the City will be able to enhance the services to the public using the funding provided in this Proposed Budget. Improvements are expected in areas such as library services with the expansion of service hours, public safety, maintenance activities, development services, and support for the City's utilities. The pandemic seriously disrupted the City's service delivery and the City is still recovering from those impacts.



- **Community Development** – Fee-supported budget proposals are recommended to improve service and efficiency and support the high volume of development activity. These additions include one-time funding for various software and hardware upgrades focused on bringing efficiencies for staff and flexibility to customers. Also recommended are the addition of 1.0 Permit Technician, 1.0 Office Specialist II, 1.0 Office Specialist III, and 1.0 Office Specialist IV to help manage the workload in both the Building Division's administrative team and Permit Center.
- **Electric Utility** – Proposals are recommended to increase substation maintenance and outage response and repair to ensure the reliability of substations as the number of substations increases and related technology implementations advance, augment underground maintenance and tree trimming services directed at reducing power distribution system outages, enhance generation maintenance so that in-town generation assets are in peak operating condition, and provide a managed training portal software for staff to ensure that all compliance requirements related to system operations tasks are met.
- **Water and Sewer** – In the Water and Sewer Funds, resources are aligned with the expected activity, including adjustments to water purchases, expected contributions to the Regional Wastewater Facility operating and maintenance costs, including the issuance of additional debt in FY 2023/24. The revenue estimates in the water and sewer enterprise funds are also aligned with the expected activity levels and reflect anticipated rate increases.
- **Capital Improvement Program** – Work will continue on improving the City's infrastructure through the implementation of capital projects approved as part of the FY 2022/23 and FY 2023/24 Biennial Capital Budget. Amendments to the FY 2023/24 capital budget are also included with this document as described in more detail below.

Enhance Community Sports and Recreational and Arts Assets

- Parks and Recreation Capital Improvements** – Based on age, condition and Council established priorities, the City is rehabilitating and expanding its park facilities, amenities and playgrounds for all ages and abilities at Warburton Park, Henry Schmidt Park, Westwood Oaks Park playground, Montague Park and Central Park Magical Bridge Playground. The Department is acquiring, developing and opening new community buildings at Lawrence Station Area (Nuevo Community Buildings) and a community arts center at Patrick Henry Drive Specific Plan Area. The Parks and Recreation Department will begin outreach on a City-wide Parks & Recreation Master Plan and community input on the Community Park North in the Related City Place project. Mitigation Fee Act and Quimby Act funds are also being allocated for potential parkland acquisition and will be identified in the City-wide Master Plan.



Enhance Community Engagement and Transparency



- Using funding from FY 2022/23, the Library will initiate strategic planning efforts to identify community-based goals for service and to align with City Council priorities.
- The Community Development Department will continue to engage with the Santa Clara community to inform and involve community members in both long-range and current land use planning activities.

Ensure Compliance with Measure J and Manage Levi's Stadium

- The Stadium Authority's stand-alone Fiscal Year 2023/24 Operating, Debt and Capital Budget was adopted by the Stadium Authority Board on March 7, 2023. The \$81.3 million budget provides the necessary funding to administer the duties of the Stadium Authority, including support for operating the Stadium for Non-NFL events through a management company, advancement of the FY 2023/24 work plan, payment of debt service obligations, and maintenance of a five-year capital plan. The Adopted Budget included funding for the Neighborhood Stadium Relations Committee and funding of \$27.8 million for debt service expenses. The capital budget totals \$20.5 million and includes funding for general building, security, furnishings and equipment, and public safety investments.

Manage Strategically Our Workforce Capacity and Resources

- Community Development** – Two funding shifts are proposed in this budget, including the shift of 0.25 Associate Planner from the General Fund to the Building Development Services Fund and the use of the Advanced Planning Fee Reserve to fund 1.0 Senior Planner that is currently General Fund-funded. The Associate Planner shift will provide more capacity for the Building Division to perform conformance reviews. The Senior Planner position will result in increased ability for the Planning Division to perform long-range planning.



- **Police** – While there are no position reductions that are being proposed within the Police Department, an increase to the vacancy factor from 3% to 7% is included in this budget. The new proposed vacancy factor aligns with the historical average vacancy factor the Department has experienced over the past decade. The Department is currently operating at an approximate 12% vacancy factor; therefore, no service level impacts result from this proposal, and the budget allows for the pace of department hiring to continue as experienced before the pandemic.
- **Fire** – The Proposed Budget reflects changes associated with the Staffing for Adequate Fire and Emergency Response (SAFER) grant, a three-year \$11.3 million grant. The grant will partially fund 18 firefighter positions, which included unfreezing 12 positions and adding 6 new positions as approved by the City Council on February 7, 2023 (RTC 23-170). The positions will provide additional relief to help maintain daily minimum staffing of emergency response apparatus and reduce overtime due to absences caused by vacation, sick and disability leaves, resulting in one-time General Fund savings.



- **Parks and Recreation** – A one-time proposal is recommended to reduce the General Fund subsidy to the Cemetery Fund in FY 2023/24 and FY 2024/25 due to increased Cemetery revenues received.
- **Library** – Proposals are recommended to reduce funding for the purchase of library books and materials as well as funding for overtime, utilities, supplies and miscellaneous services, and advertising and community promotion. Library hours are not reduced as a result of these reduction proposals.
- **Public Works** – Ongoing position allocation shifts for Environmental Program staff and the Compliance Manager will align workloads and shift funding out of the General Fund. Proposed removal of underutilized Streets vehicles and equipment provides ongoing reductions in General Fund vehicle amortization and maintenance and operations. The sale of those underutilized vehicles will provide one-time revenues to the General Fund. To continue to support the development planning and building application review, an increase to the Storm Drain contractual services budget is included and offset by additional revenues.
- **City Manager and Non-Departmental** – A proposal to freeze 1.0 Assistant City Manager is recommended in this budget in addition to the ongoing reduction of the Santa Clara Golf Course maintenance budget, which is no longer needed with the continued Related development on that property.
- **Strategic Support** – The ongoing elimination of 1.0 position and the freezing of funding for the Santa Clara Leadership Program are recommended in the Human Resources Department. The one-time freezing of the City Auditor position and 1.0 Assistant City Attorney position are also recommended. Budget proposals in the Information Technology Department include a reduction to the cost-of-living

adjustment for the IT services contract and a reduction in utilities expense. Non-personnel reductions are also recommended in the Finance Department, the Clerk's Office, and the City Auditor's Office.

Promote Sustainability and Environmental Protection

- **Electric Utility** – Additional funding is proposed to support the Large Customer Renewable Energy Program (LCRE) which was approved by City Council on November 16, 2021. Proposals are recommended to expand the electric transportation acceleration initiatives to ensure Santa Clara is an EV Ready Community by 2030. And lastly, several initiatives funded by the Greenhouse Gas Program are brought forward in an effort to expedite Greenhouse Gas (GHG) emission reduction. These programs could include new solar installations, solar installations combined with battery storage, and solar projects combined with electric vehicle (EV) infrastructure for City facilities and neighborhood school locations.



General Fund Revenues and Fees

As discussed in the Budget Balancing section above, the Proposed Budget assumes the continued phase-in of the TOT rate increase. In November 2020, Santa Clara voters approved to increase the Transient Occupancy Tax rate by up to 4% from the rate of 9.5%. In FY 2021/22, 2 percent of the 4 percent potential rate increase was implemented effective January 1, 2022. The Proposed Budget assumes that the City Council will implement the remaining 2 percent of the 4 percent potential rate increase in FY 2023/24 (1 percent in January 2024) and in FY 2024/25 (1 percent in January 2025). A separate resolution to bring this forward is expected to be brought forward to the City Council later this calendar year. Outreach of this proposal was conducted in March 2023 with the large hotels in the City.

Fee adjustments have also been factored into this proposed budget. The fee increases incorporated into the FY 2023/24 were brought forward and approved by the City Council on April 18, 2023. This includes additional revenue assumed for the Parks & Recreation Sports Field Reservations Program, Public Works engineering fees, and Community Development fees. The anticipated increase to the Storm Drain Environmental Compliance fee is also reflected in the FY 2024/25 fee adjustments above.

The funding sources also include a one-time transfer of \$149,000 from the Vehicle Replacement Fund for the sale of vehicles that will be retired as a budget proposal.

Utility Rate Changes

For the City's Utility funds, the Proposed Budget is built on the assumption of various rate changes, with some of the key rates highlighted below.

Table 7: Select Rate Changes for Utility Services

| Utility Service | FY 2022/23 | FY 2023/24 | % Change |
|---|------------|------------|------------------|
| Water - Residential per HCF | \$7.33 | \$8.01 | 9.2% |
| Recycled Water - Irrigation per HCF | \$4.12 | \$4.54 | 10.2% |
| Sewer - Residential Single Family per month | \$46.82 | \$48.34 | 3.2% |
| Solid Waste - 32 Gallon Cart (Includes recycling and yard waste charges, and Annual Clean-up Campaign) | \$52.46 | \$55.40 | 5.6% |
| Solid Waste - 3-Cubic Yard Bin (Serviced one time per week) | \$398.92 | \$431.81 | 8.2% |
| Electric - Residential per KWH (Effective January 1, 2024) Based on average usage of 420 kwh/month under D1 rate | \$0.14298 | \$0.1553 | 7% (Jan 2024) |

The water and sewer rate increases represent Water and Sewer Utility staff estimates. Rates are approved by the City Council annually with the 2023 Rate Hearing scheduled for June 6, 2023. Proposed Solid Waste rate increases and a Public Hearing are scheduled to be brought forward to Council on May 23, 2023. The Electric rate displays the average rate for the fiscal year. For FY 2023/24, the rate assumes an increase of 5% effective July 1, 2023, which will be brought forward to Council in May 2023, and a 7% increase starting January 1, 2024 that is expected to be brought forward for City Council consideration by December 2023.

Future Revenue Opportunities



While not incorporated into the budget figures presented in the Proposed Budget, the Administration will continue to evaluate future revenue opportunities that can help address a portion of the remaining ongoing General Fund shortfall, better position the City moving forward, address capital infrastructure needs, and align the City's revenues when compared with other jurisdictions.

Other potential measures include but are not limited to: 1) addition of a General Obligation Bond to fund capital infrastructure needs; 2) establish a library or community services Parcel Tax; 3) increase to the Property Documentary Transfer Tax; and 4) establish a Utility Tax. Staff will seek direction from the City Council on those measures to potentially pursue.

Amendments to the FY 2023/24 Adopted Capital Budget

The City Council approved the FY 2022/23 and 2023/24 Biennial CIP Budget in June 2022. This action approved a two-year capital budget and presented a five-year capital improvement plan. While the focus of this year's budget is operations, several budget amendments to the FY 2023/24 Adopted Capital Budget are also recommended. Further detail can be found in the **Appendices** section of this document. Some of the key budget amendments are summarized below:



- Silicon Valley Power Electric Utility projects (\$167.5 million) – funding adjustments to several projects are recommended to reflect current project timelines and necessary project augmentations. Funding will support improvements to transmission systems, transformers, transmission lines, receiving stations, as well as other infrastructure needs. Funding is also removed for projects that are not expected to move forward in FY 2023/24 based on the current project timelines. A majority of the increase in funding is due to debt financing for the SRS Rebuild and Replacement, KRS Rebuild and Replacement, NRS-KRS 115kV Line, and the NRS Transformer and Breaker Upgrades projects
- 
- A photograph of a high-voltage electrical substation. It features several large, cylindrical metal structures (transformers) and a complex network of metal scaffolding and power lines. The sky is clear and blue.
- Stationary Standby Generators (-\$80,000) – decreases funding to reflect the advancement of some funding from FY 2023/24 to FY 2022/23 as described in RTC 23-1463 approved by Council on February 21, 2023.
 - Related Permit Work (-\$2.0 million) – eliminates this project appropriation as it is directly related to the staffing costs for the 8.0 City positions created to support work on the Related Santa Clara project. Of the 8.0 positions, 1.0 has been shifted to the Building Development Services Fund and the remaining 7.0 have been frozen.
 - Streets and Highways (\$2.0 million) – adds revenue from other agencies and appropriates project funding of \$1.5 million to align with the North San Jose Settlement agreement for the Tasman Complete Streets Plan 2021 Improvements Phase 1 project and allocates General Fund Capital Project Reserve funding to fund emergency street tree services, tree removals, and tree plantings in FY 2023/24.
- 
- An aerial photograph of a large wastewater treatment facility. The facility consists of numerous rectangular and circular tanks, some with blue roofs, and a large central building. The surrounding area is green with grass and some trees.
- Sewer projects (-\$4.6 million) – reduces the contributions for the San José/Santa Clara Regional Wastewater Facility based on the latest budget allocation figures provided by the City of San José and an elimination of funding for the Sanitary Sewer System Improvements project to reflect an advancement of that funding to FY 2022/23.

The carryover of unexpended capital project funds from FY 2022/23 to FY 2023/24 is necessary in order to continue or complete projects beyond the current fiscal year. As appropriations lapse annually on June 30th, recommendations to carryover funding will be brought forward under separate cover for City Council consideration as part of the budget adoption in June 2023.

Status of Reserves

The Proposed Budget incorporates reserves in various funds as reflected in the Source and Use Statements.

General Fund Reserves

- **Budget Stabilization Reserve (BSR)** – This reserve is used as an allocation for weathering economic downturns, emergency financial crises or disaster situations. Per Council policy, the Budget Stabilization Reserve (BSR) target is equal to the cost of the City’s General Fund operations for three months, or 25% of the expenditure budget. Given the significant impacts of COVID-19 on the City’s budget, the City Council adopted the FY 2022/23 budget principles that allowed this reserve to drop to 15% of budgeted expenditures. The FY 2023/24 proposed budget principles would also allow the BSR to remain at a minimum of 15% given the City’s continuing fiscal challenges. In the Proposed Budget, the BSR is set at \$45.8 million in FY 2023/24 (16.3% of expenditures) and FY 2024/25 (15.9% of expenditures).
- **Land Sale Reserve** – The City Council established the Land Sale Reserve with net proceeds from the sale of City-owned land, with interest earned on these funds being available to be appropriated for General Fund operating expenditures. The Land Sale Reserve has a projected ending balance of \$18.5 million for FY 2023/24 and FY 2024/25 and is available for appropriation by City Council action. This reserve balance reflects the full repayment of the loan for the Reed Street-Grant Street Sports Park Project (\$5.6 million) in FY 2022/23.
- **Capital Projects Reserve** – The Capital Projects Reserve (CPR) earmarks funds for the Capital Improvement Program (CIP). The minimum target for this reserve is \$5.0 million. This reserve has a projected ending balance of \$6.1 million in FY 2023/24 and FY 2024/25. The use of \$463,050 from the Capital Projects Reserve is recommended for the Street Tree Services project to fund the third and final year of the Modesto Ash tree removals plan.

Utility Fund/Other Reserves

The Utility Funds incorporate various reserves to cover shortfalls in operating revenues, maintain strong bond ratings, cover day-to-day operating costs, and ease the burden on ratepayers associated with large rate increases. These typically include an Operations and Maintenance Reserve (generally set at three months of operations), a construction reserve and a rate stabilization reserve. The Utility Funds also include a Pension Trust Reserve. Select other reserves are set aside in various funds as necessary, such as debt reserves and workers’ compensation and general liability reserve for claims.

Stadium Authority

The Stadium Authority exists as a public body, separate and distinct from the City, and is established to provide for development and operation of Levi’s Stadium. It is structured so that the City will not be liable for debts or obligations of the Stadium Authority. The Stadium Authority’s stand-alone Fiscal Year 2023/24 Operating, Debt and Capital Budget was adopted by the Stadium Authority Board on March 7, 2023 and can be found at <https://www.santaclaraca.gov/our-city/santa-clara-stadium-authority/financial-reports#Stadium-Budget>. This budget reflects the revenues and expenditures related to the support of the Stadium; expenditures related to the Stadium Authority can also be found in the **General Fund Non-Departmental** section of this document.

Next Steps

As part of the budget deliberation process, two City Council study sessions are scheduled for May 9, 2023 and June 6, 2023 before the public hearing and planned budget adoption on June 27, 2023.

An overview of the Proposed FY 2023/24 and 2024/25 Biennial Operating will be presented at the May 9th Study Session.

Summary

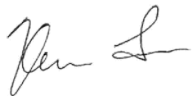
The Proposed Fiscal Year 2023/24 and 2024/25 Biennial Operating Budget uses a combination of strategies to balance the budget, including new revenues, one-time and ongoing expenditure reductions, and the use of reserves. This document is intended to provide the City Council and the community with a transparent plan that facilitates discussion of City services and the alignment of proposals with City Council and community priorities.

With the use of one-time and ongoing solutions to address the General Fund shortfall, this budget balances the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community. This continues the gradual budget balancing approach that has allowed time for the City's fiscal condition to improve. This budget also presents balanced budget for the City's many other operating and capital funds. This includes the City's utility funds that represent the majority of the City's budget and are primarily supported by user fees.

City departments worked together as a team to prepare this fiscally responsible, balanced budget. The hard work and dedication of City's Department Heads and employees are greatly appreciated as we continue to recover from the COVID-19 induced impacts. As part of this recovery, the City is working to fill vacant positions, which will result in an overall improvement to the services the City provides with the Proposed Budget funding.

In closing, I want to thank the City Council for our continued strong partnership in supporting vital City services while also ensuring the fiscal health of the City. It is through this strong partnership that we have already overcome significant budget deficits and continued to provide a wide range of public services that our community enjoys.

Respectfully submitted,



Kenn Lee
Director of Finance



Nadine Nader
Office of the City Manager

SANTA CLARA AT A GLANCE

The City of Santa Clara (City) has always reflected the progressive, bellwether nature of California. It is one of the oldest cities in the state, an agricultural powerhouse in the 1800s, and the birthplace of many of the technology innovations that created Silicon Valley in the 1900s. Today, it maintains its leading-edge status as a community that is nationally recognized for its livability and a city that has a sustainable, bright future powered by the private investment of billions of dollars in new development and growth opportunities.

History

Santa Clara was incorporated in 1852 as a Charter City with a Council/Manager form of government although it existed as a community for hundreds of years prior to that as a village for the Ohlone and their ancestors. European explorers came to the area in the mid-1700s and settled it as a military and religious outpost. It is called the “Mission City” in reference to the Mission Santa Clara de Asis, which opened in 1777 as one of 21 Spanish missions established by Franciscan padres along El Camino Real in California.



Size

Santa Clara encompasses 18.28 square miles in the heart of Northern California’s Santa Clara County, also known as Silicon Valley, in recognition of the region’s leadership in technology innovations that changed the way the world lives, works, learns and plays. It is part of the burgeoning South Bay metropolitan area that includes the City of San José, the 10th largest city in the U.S., and the wider nine-county San Francisco Bay Area that is the fastest growing region in the state.

Population¹



The 2022 population of the City of Santa Clara is estimated at 130,127 and is one of the most diverse in the nation with about 44% of residents born outside the U.S. The City’s residents are highly skilled and educated, with approximately 63% of adults holding a bachelor’s degree or higher. The median age is 34 years and the median household income is reported at \$150,244.

Business¹

Businesses in City of Santa Clara range from entrepreneurial start-ups, to longstanding family owned firms, to the international headquarters of Fortune 500 corporations. Millions of square feet of new office and retail projects are under development or in planning stages, greatly expanding the City's capacity to accommodate businesses that want to start, relocate or expand in a high energy, dynamic environment. Some of the largest employers within the City include Advanced Micro Devices Inc., Applied Materials Inc., California's Great America, Intel Corporation, and Nvidia Corp. In both 2021 and 2022, Silicon Valley (San Jose-Sunnyvale-Santa Clara metropolitan statistical area) was ranked the most dynamic metro area in the United States by Heartland Forward.

City Services

Santa Clara is a full-service city with its own police and fire departments and electric, water and sewer utilities. Other core services include libraries, parks, award winning services and recreational programs for seniors and youth, neighborhood beautification, free citywide outdoor Wi-Fi, special events and support of history and art museums. The City also provides development and planning services, housing programs, and maintenance of the City's transportation infrastructure. In January 2023, the San Francisco Chronicle used 11 metrics to rank the 25 largest cities in the Bay Area with the best quality of life and Santa Clara was ranked 11th.



Housing¹



There are approximately 46,000 households in the City and housing stock continues to expand through new transit-oriented developments that offer lifestyle alternatives to the City's traditional single-family neighborhoods and carefully preserved historic homes. The City is in a metropolitan area that is one of the highest priced housing markets in America. As of January 2023, the median price of a single-family home was \$1,487,500. As of March 2023, the average rent for a one-bedroom apartment is \$2,713. Santa Clara has invested millions of dollars in affordable housing projects that provide 1,849 units for low income seniors, families, homeless and disabled residents.

Transportation

In addition to approximately 610 lane miles of City-owned roadways, Santa Clara is crisscrossed by State Highway 101 and El Camino Real (Highway 82) and two regional County of Santa Clara expressways. Public transit services in the City include Santa Clara Valley Transportation Authority buses and light rail, Caltrain, Altamont Corridor Express (ACE), Capitol Corridor, and Amtrak. A future extension of BART into the South Bay is underway and will terminate in Santa Clara, and the Norman Y. Mineta San José International Airport borders the City. Santa Clara has also placed a priority on enhancing multi-modal transportations for residents and

businesses by providing additional bicycle facilities throughout the City, adopting a Pedestrian Masterplan, creating a Shared Mobility Program (bicycle and scooter share), and is in the process of completing a Creek Trail Network Expansion Masterplan for future expansion of trail facilities to complement the existing San Tomas Aquino/Saratoga Creek Trail.

Education¹



Public schools serving residents of Santa Clara are under the authority of independent school districts. The City works closely with the school districts to provide quality educational opportunities for grades K-12 and students attending Mission College for a two-year degree or professional development. Santa Clara University, the oldest institution of higher learning in California, is in the historic Downtown Quad area of the City and enrolls 5,895 undergraduate students and 3,023 graduate students.

Infrastructure¹

Each year, the City makes significant investments in maintaining, expanding, and improving civic infrastructure for the benefit of residents and businesses. The City has the lowest combined water, sewer, and electric rates in the nine Bay Area counties. The City-owned electric utility, Silicon Valley Power (SVP), is recognized as a Smart Energy Provider from the American Public Power Association for demonstrating a commitment to and proficiency in energy efficiency, distributed generation and environmental initiatives that support the goal of providing safe, reliable, low-cost and sustainable electric service. It is also recognized by the Environmental Protection Agency (EPA) for its Green Power program, which is included on the nation-wide Green Power Communities List. Over the past few years,



the City's water storage and delivery system has been upgraded and it is one of the most successful purveyors of recycled water with 33 miles of recycled water pipelines within Santa Clara's city limits and about one billion gallons each year. The City is a partner in the San José-Santa Clara Regional Wastewater Facility and is investing approximately \$121 million over the next 10 years to update the aging facility and expand capacity. The Water & Sewer Utilities is a past recipient of the California Municipal Utilities Association (CMUA) Resource Efficiency Award for its recycled water program – retrofits for developments. In 2021, the Water & Sewer Utilities system received the Santa Clara Valley Section of the Clean Water Environment Association's Sewer Collection System of the Year-Medium Size.

Economic Development

The City of Santa Clara welcomes business, and that strategic attitude is paying off with billions of dollars in private investment currently under construction or in the pipeline. As projects come online, the City's economic base is broadened and diversified, ensuring greater fiscal stability in the future as well as increased revenues to the City's budget.



Development projects approved over the past fiscal year include several housing and mixed use projects: 1601 Civic Center Drive, which included a General Plan Amendment and Rezoning for a 100% affordable multi-family, 106 unit project; and the Greystar mixed use project in the Freedom Circle Focus Area including 1,100 multi-family residential units, up to 2,000 square feet of amenity space and a 2.0-acre public park at 3905 Freedom Circle. A new data center at 2590 Walsh Ave. is underway, including demolition of a 115,000 square-foot office and warehouse building, and construction of a 468,170 square-foot four-story data center consisting of eight data center

halls and a substation More information on new development projects can be found on the City's website <https://www.santaclaraca.gov/business-development> under the "Development Projects" link.

¹ California Department of Finance Demographic Research Unit; January 2022 and January 2021 City Population Table
 US Census QuickFacts, March 2023
 Santa Clara County Association of Realtors Market Housing Statistics January 2023
 Santa Clara University 2022-2023 Undergraduate Bulletin
 Zumper Rent Prices –March 2023
 Environmental Protection Agency – Green Power Communities
 Employment Development Department, Major Employers in California





Community Profile¹

Geography

Persons per Square Mile

Santa Clara: 6,984

County: 1,499



Land in Square Miles

Santa Clara: 18.28

County: 1,291

Population

Santa Clara

County



130,127

1,894,783

Age

Santa Clara

County

Median Age
34 years



Median Age
37.2 years

Age 18-64:
70%

Age 18-64:
64%

Foreign Born



Santa Clara: 44%

County: 40%

Median Family Income

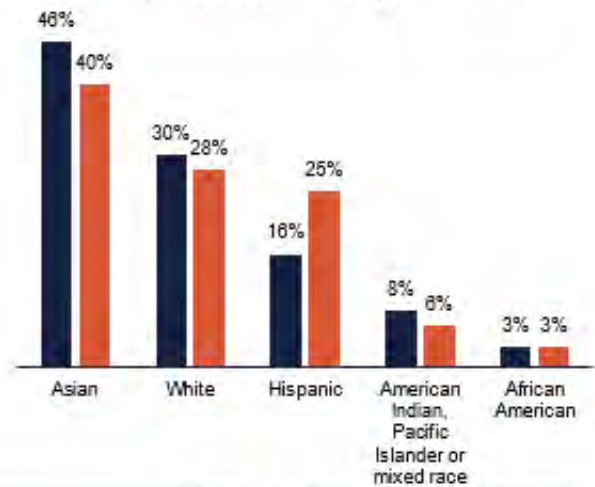
Santa Clara
\$150,244

County
\$140,258



Diversity

■ City of Santa Clara ■ County of Santa Clara



Education

High School Graduate or Higher

Santa Clara
94%

County
89%

Bachelor's Degree or Higher

Santa Clara
63%

County
54%



Labor Market

Labor Force

Santa Clara: 74,000
County: 1,055,200

Unemployment Rate

Santa Clara: 2.1%
County: 2.4%

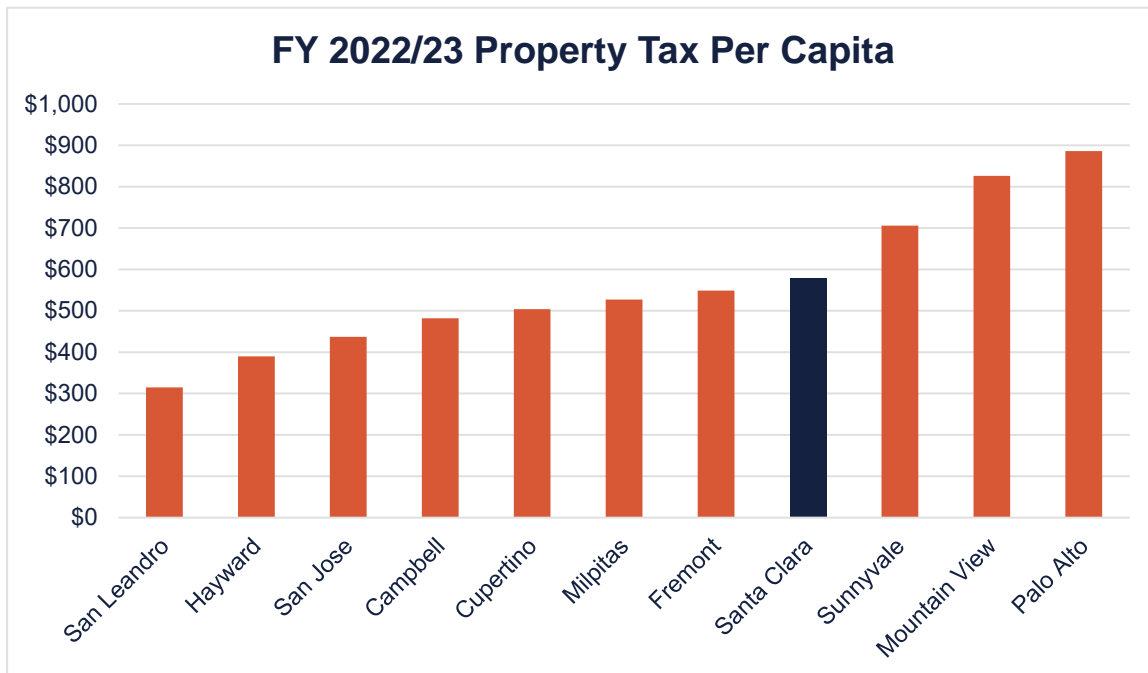


¹US Census QuickFacts March 2023; CA EDD – Labor Market Info as of December 2022; CA Dept. of Finance Demographic Research Unit; Data USA Santa Clara

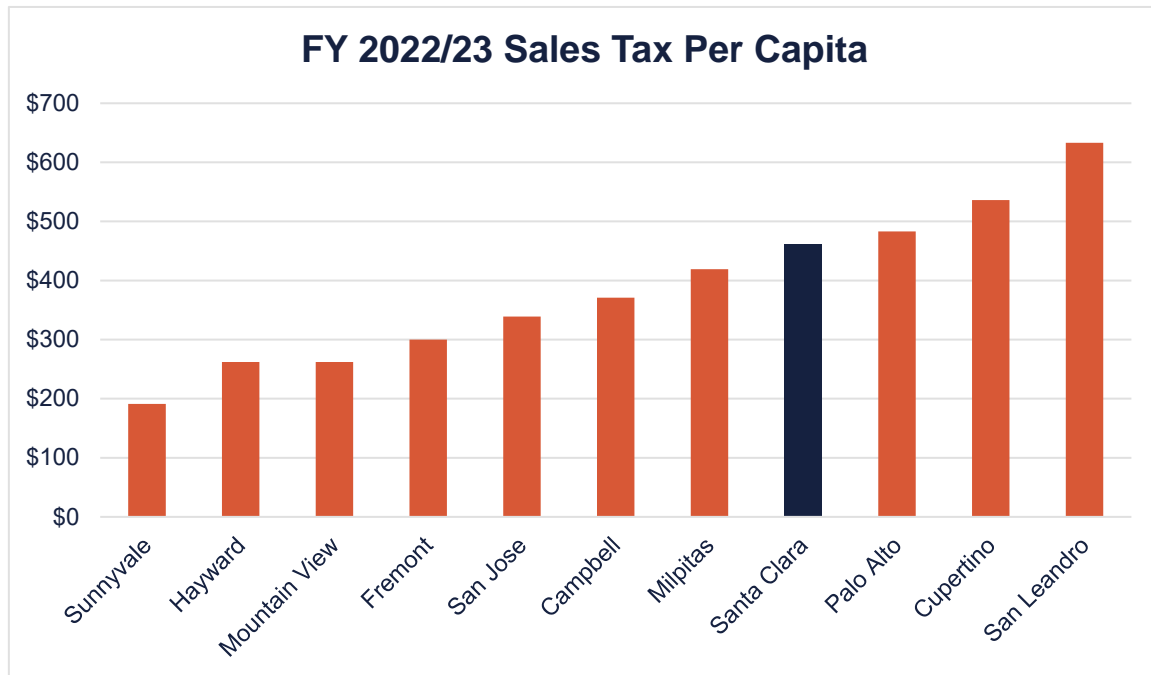
SANTA CLARA COMPARISON TO OTHER LOCAL CITIES IN THE LOCAL REGION

The following graphs compare FY 2022/23 per capita revenues from key sources and total budgeted expenditures for FY 2022/23 in the City of Santa Clara to other cities in the local region. Sales tax, property tax, and transient occupancy tax categories are included as they are the largest economically sensitive General Fund revenue sources for the City.

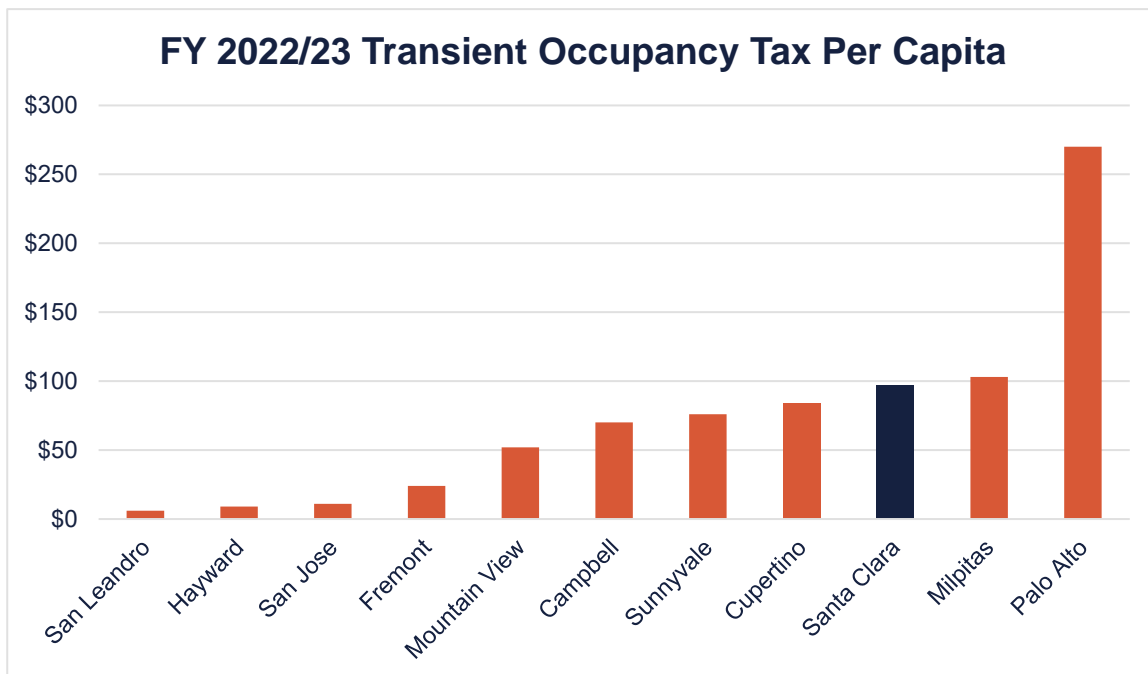
Expenditure data for selected city budgets in relation to their respective population is included for all funds and the General Fund for FY 2022/23. The assets per capita for FY 2021/22 are also shown. It is important to note Santa Clara and Palo Alto include City-owned utilities that result in relatively higher budgets and assets per capita.



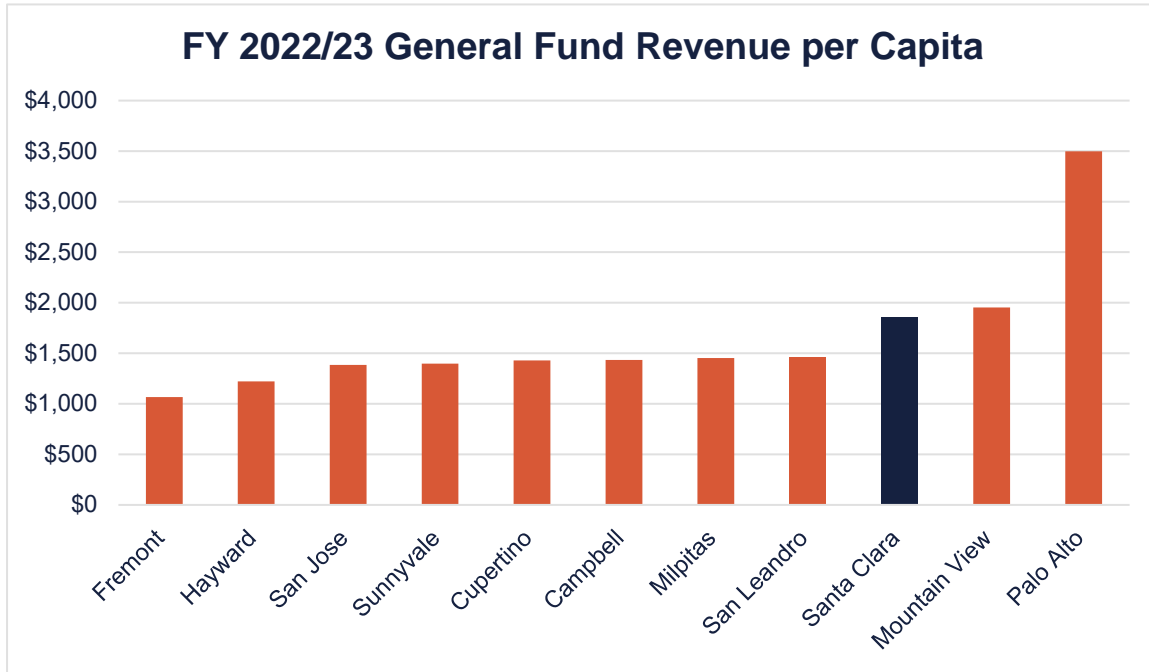
Source: City of Milpitas FY 2022/23 Adopted Budget



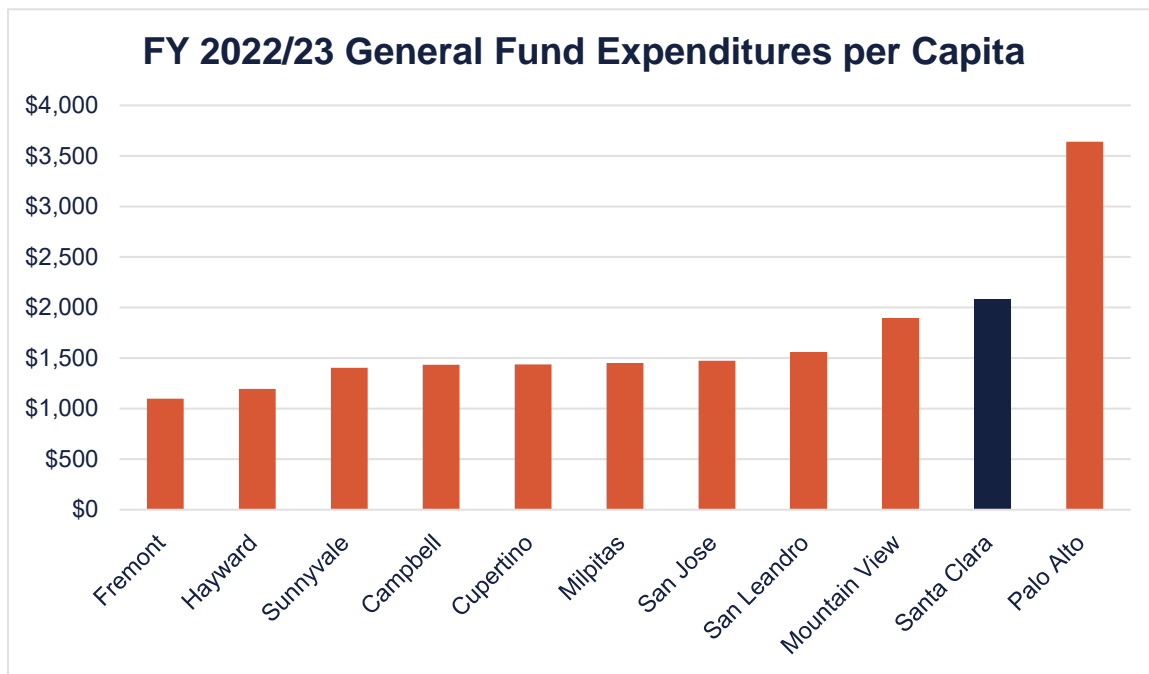
Source: City of Milpitas FY 2022/23 Adopted Budget



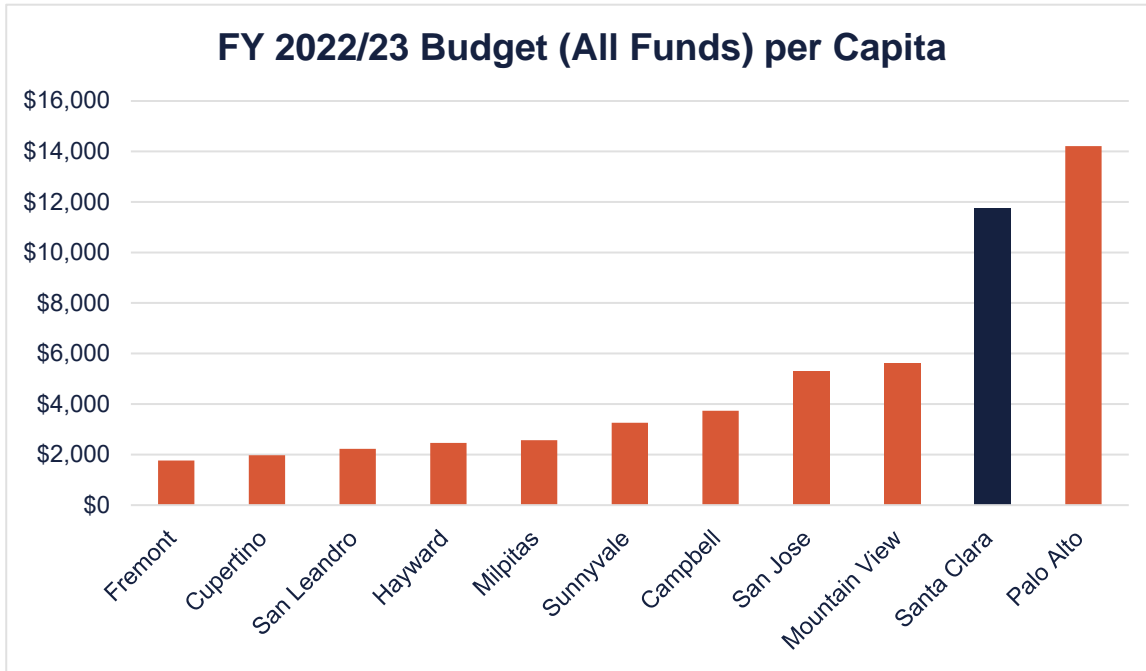
Source: City of Milpitas FY 2022/23 Adopted Budget



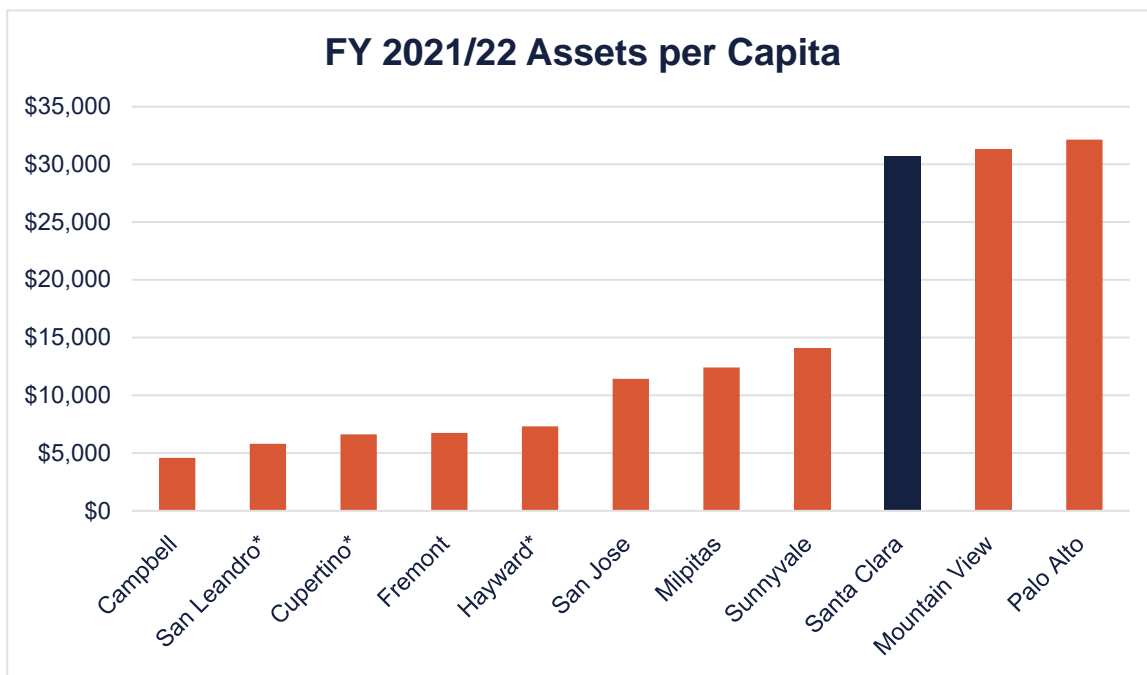
Source: Each city FY 2022/23 Adopted Budget



Source: Each city FY 2022/23 Adopted Budget



Source: Each city FY 2022/23 Adopted Budget



Source: Each city FY 2021/22 Annual Comprehensive Financial Report

* Each city FY 2020/21 Annual Comprehensive Financial Report

Note: For Budget (All Funds) and Assets tables, the budgets for Santa Clara and Palo Alto include City-owned utilities that account for a significant portion of the budget.



Roster of City Council and Commission Members*

City Council

| | |
|---------------------------------|------------------------------|
| Mayor | Lisa M. Gillmor |
| Councilmember District 1 | Kathy Watanabe |
| Councilmember District 2 | Raj Chahal |
| Councilmember District 3 | Karen Hardy |
| Councilmember District 4 | Kevin Park |
| Councilmember District 5 | Sudhanshu “Suds” Jain |
| Councilmember District 6 | Anthony J. Becker |

Board of Library Trustees

| | |
|-------------------|-----------------|
| Jonathon Evans | Debbie Tryfonos |
| Jan Hintermeister | Stephen Ricossa |
| Leonne Broughman | |

Cultural Commission

| | |
|-----------------|-------------------|
| Candida Diaz | Jonathan Marinaro |
| Louis Samara | Paul McNamara |
| Debra von Huene | Siddarh Sundaram |

Housing Rehabilitation and Loan Committee

| | |
|----------------|--------------|
| Carmen Pascual | Darius Brown |
|----------------|--------------|

Planning Commission

| | |
|-------------------|--------------|
| Priya Cherukuru | Lance Saleme |
| Yashraj Bhatnagar | Qian Huang |
| Nancy A. Biagini | Mario Bouza |

Senior Advisory Commission

| |
|-------------------|
| Nancy Toledo |
| Grant L. McCauley |
| Rick Andrews |
| Edmund Drozek |
| Tom Freitas |
| Judy Hubbard |
| Veena Sterling |

Civil Service Commission

| | |
|-----------------------|----------------------|
| Franklin J. Felizardo | Willie D. Brown, Jr. |
| Tahir Naim | John Casey |
| Carolyn McAllister | |

Historical and Landmarks Commission

| | |
|--------------------|-----------------|
| Patricia Leung | Kathleen Romano |
| Ana Vargas-Smith | Amy Kirby |
| Michael Celso | Ed Stocks |
| Megan Swartzwelder | |

Parks and Recreation Commission

| | |
|--------------------|-------------------|
| Kelly Cox | Eversley Forte |
| Dana Caldwell | Sajid Hai |
| Maureen Reilly Chu | Brittany Ricketts |
| Burt Field | |

Salary Setting Commission

| | |
|----------------|-------------|
| Eric Chu | John Sontag |
| Marjorie Banko | Ram Misra |
| MV Kumar | |

Youth Commission

| | |
|---------------------|----------------------|
| Simren Garg | Malia Martin |
| Aarav Gupta | Samaira Mehta |
| Fatimah Ismail | Hiranya Parekh |
| Jasmine Kelly-Tanti | Sudeepthi Ravipati |
| Khadeejah Khan | Rajvi Khanjan Shroff |
| Ryan Kim | Samarth Suresh |
| Kira Liang | Sarah Zuo |
| Keith Maben | |

*As of March 2023



Executive Management Team*

City Manager

Jovan D. Grogan

City Attorney

Glen Googins

City Auditor

Vacant

City Clerk

Hosam Haggag

Chief Operating Officer

Nadine Nader

Assistant City Manager

Cynthia Bojorquez

Chief of Police

Pat Nikolai

Fire Chief

Ruben Torres

Director of Human Resources

Aracely Azevedo

Director of Finance

Kenn Lee

Director of Parks and Recreation

James Teixeira

Director of Information Technology

Gaurav Garg

City Librarian

Patty Wong

Chief Electric Utility Officer

Manuel Pineda

Director of Water and Sewer Utilities

Gary Welling

Director of Public Works

Craig Mobeck

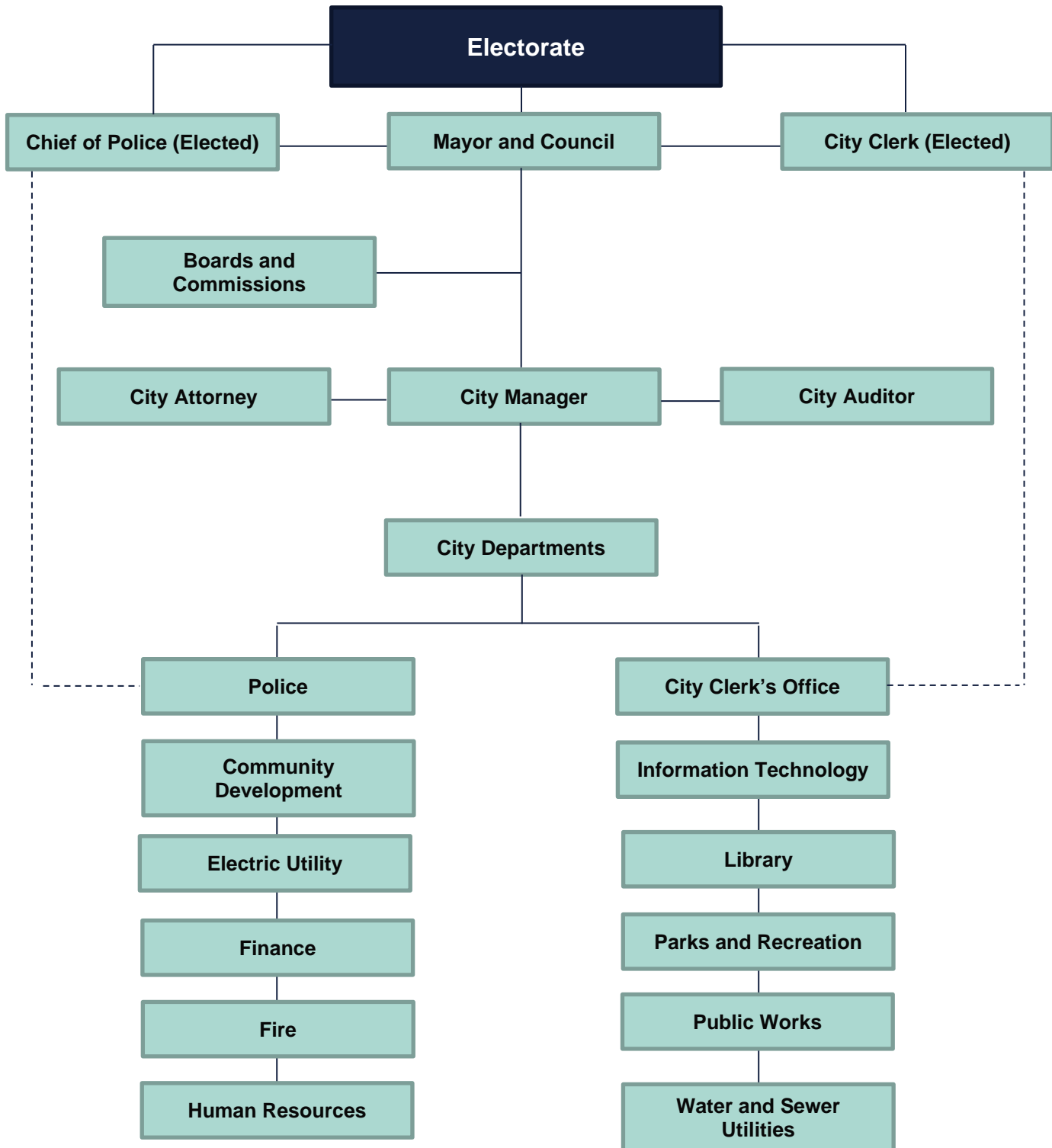
Director of Community Development

Andrew Crabtree

**As of March 2023*



CITY ORGANIZATION CHART





City Organization by Department/Division/Program

Mayor and City Council Offices

Mayor and City Council

1611 – City Council Program

City Attorney's Office

City Attorney

2411 – Program Administration

2412 – Program Litigation

City Clerk's Office

Elected City Clerk

2314 – Elections

Assistant City Clerk

2311 – Council/Administration Support

2312 – Public Information/Legislation

Records Management

2313 – Political Reform Act

City Auditor's Office

City Auditor

3352 – City Auditor Administration

3353 – City Auditor Services

City Manager's Office

City Council Support

1021 – Policy Support for Decision Making

1022 – Intergovernmental Relations and
Advocacy

Leadership and Management Services

1031 – Day-to-Day Operations

1032 – Strategic Planning

1033 – Community Outreach and
Engagement

Community Development Department

Building

5532 – Plan Review and Permit Services

5533 – Field Inspection

5534 – Housing Inspection

Housing and Community Services

5542 – Federal State Grant

5543 – Neighborhood Conservation and
Improvement Program

5544 – Community Development

5545 – Affordable Housing

5546 – Housing Authority

5547 – City Affordable Housing

5548 – Community Development Housing
Successor

Planning

5522 – Development Review

5523 – Advanced Planning

5524 – Historical Preservation

5525 – Code Enforcement



Electric Utility Department *

Administrative and Business Services

- 1311 – Financial Services
- 1316 – Administrative Services

Customer Development and Project Management

- 1361 – SVP Engineering

Resource Planning and Engagement

- 1312 – Public Benefits
- 1313 – Key Accounts
- 1315 – LCRE Program
- 1317 – Fiber Program
- 1319 – SVP Electric Vehicle Program
- 1325 – Greenhouse Gas Program
- 1356 – Resource Management
- 1358 – Risk Management and Settlements

Revenue and Resources

- 1321 – Revenues and Resources Costs
- 1326 – Resource and Production

Utility Operations

- 1324 – Electric Compliance
- 1351 – SVP System Support
- 1362 – Power System Controls
- 1371 – Communications & Meter Technical Support
- 1372 – Substation Maintenance
- 1376 – Transmission & Distribution
- 1377 – Generation Maintenance

* This reflects various program and division changes effective FY 2023/24. For more information, refer to the Electric Utility Department Section – Budget Summaries.

Finance Department

Accounting

- 3322 – General Accounting

Administrative Services

- 3362 – Citywide Fiscal Planning

Budget

- 3315 – Budget and Financial Analysis

Municipal Services

- 3332 – Utility Billing Services
- 3333 – Revenue Receipting/Cashiering
- 3334 – Business Certificate
- 3335 – Field Services
- 3336 – Administration
- 3337 – Contact Center/Communication

Purchasing

- 3341 – Warehouse
- 3343 – Purchasing
- 3344 – Mail Services

Fire Department

Administration

- 7811 – Administration

Community Risk Reduction

- 7831 – Administration / Investigation / Education
- 7832 – Prevention and Hazardous Materials
- 7833 – Certified United Program Agency (CUPA)
- 7834 – Development Services
- 7835 – Non-Development Services
- 7836 – Development CUPA
- 7837 – Non-Development CUPA

Emergency Medical Services

- 7861 – Emergency Medical Services

Field Operations

- 7822 – Emergency Response

Office of Emergency Services

- 7871 – Office of Emergency Services (OES)

Training

- 7841 – Training – Fire



Human Resources Department

Employee Benefits and Records

- 2514 – Records – Compensation
- 2515 – HR Workers' Compensation & Safety

Recruitment, Classification and Staff Development

- 2521 – Selection – Classification
- 2525 – Recruitment, Staff Development and Labor Relations

Information Technology Department

Contract Services

- 1931 – Contract Services

Enterprise Services

- 1911 – Application Services
- 1912 – IT Web Services
- 1913 – GIS Services

Infrastructure and Support

- 1921 – Infrastructure and Support

Telecommunication Services

- 1941 – IT Telecommunication Services

Library Department

Administration

- 1221 – Administration
- 1263 – Literacy Grants

Adult Services

- 1234 – Read Santa Clara
- 1241 – Reference and Adult Collections
- 1244 – Local History

Branch Services

- 1233 – Mission Library
- 1235 – Northside Branch
- 1236 – Bookmobile and Mobile Library Services

Customer Services

- 1245 – Customer Services

Facilities

- 1271 – Facilities

Technical and Technology Services

- 1251 – Technical Services
- 1272 – Technology

Youth Services

- 1231 – Youth Services
- 1232 – Library – Young Adult

Parks and Recreation Department

Administration

- 1121 – Administration
- 1122 – Park Development
- 1123 – Park Projects
- 1151 – Teen Activities
- 1157 – Special Recreation
- 1171 – Citywide Special Events

Cemetery

- 0125 – Perpetual Care
- 0131 – Endowment Care
- 1162 – Maintenance of Grounds
- 1163 – Maintenance of Buildings
- 1164 – Operations

Parks

- 1132 – Parks
- 1133 – Pools
- 1134 – Buildings
- 1135 – Operations

Recreation

- 1141 – Health and Wellness
- 1142 – Recreation – Administration
- 1143 – Youth Activity Center and Programs
- 1144 – Senior Center & Therapeutic Recreation Programs
- 1145 – Community Recreation Center and Programs
- 1146 – Recreation Facilities
- 1147 – Aquatics
- 1148 – Sports and Athletics
- 1149 – Teen Center Activities and Programs

Senior Nutrition Program

- 1112 – Senior Nutrition Program



Police Department

Administrative Services

- 7742 – Administration
- 7744 – Professional Stand
- 7745 – Department Support
- 7746 – Community Services Police
- 7747 – 911 Dispatch/Communications
- 7752 – Police Grants

Communication Acquisitions

- 7781 – Communication Equipment
Amortization

Field Operations

- 7722 – General Patrol
- 7723 – Traffic
- 7724 – Emergency Response/Temporary
Holding Facility

Investigations

- 7732 – General Investigation
- 7733 – Special Enforcement Team
- 7734 – Records

Special Operations

- 7761 – Special Operations General
- 7764 – Special Operations – Specialized
Teams
- 7765 – Special Operations – Reserves

Department of Public Works

Engineering – Administration

- 4411 – Administration – General Services
- 4412 – Administration – Developer Projects
- 4413 – Administration – Capital
Improvement Projects

Engineering – Design

- 4441 – Design – General Services
- 4442 – Design – Developer Projects
- 4443 – Design – Capital Improvement
Projects

Engineering – Field Services

- 4461 – Field Services – General Services
- 4462 – Field Services – Developer Projects
- 4463 – Field Services – Capital
Improvement Projects

Engineering – Land and Property

Development

- 4451 – Land and Property Development –
General Services

Department of Public Works

- 4452 – Land and Property Development –
Development Support

Engineering – Traffic

- 4431 – Traffic – General Services
- 4432 – Traffic – Developer Projects
- 4433 – Traffic – Capital Improvement
Projects
- 4434 – Traffic Signal Management
- 4435 – Traffic Striping and Signing

Facility Services

- 2222 – Maintenance Repair
- 2223 – Janitorial
- 2961 – Convention Center Maintenance
District

Fleet Management

- 2111 – Fleet Acquisitions
- 2123 – Fleet Operations

Streets

- 2911 – Street Maintenance
- 2921 – Storm System Maintenance
- 2924 – Non-Point Source
- 2931 – Garbage Collection
- 2932 – Clean Green Collection
- 2933 – Clean Up Campaign
- 2934 – Residential Recycling
- 2935 – Street Sweeping
- 2936 – Household Hazardous Waste
- 2941 – Parking District Maintenance
- 2951 – Landscape Maintenance
- 2952 – Street Tree Program
- 2971 – Traffic Maintenance



Water and Sewer Utilities Department

Recycled Water Program

- 1522 – System Maintenance
- 1525 – South Bay Water Recycling
Maintenance

Sewer

- 1511 – System Administration
- 1512 – System Maintenance
- 1514 – Operations
- 1515 – San José-Santa Clara Water
Pollution Control Plant
- 1516 – Storm Pump Maintenance
- 1519 – Debt Service

Solar Utility

- 1532 – Solar – System Maintenance

Water Construction, Maintenance, Operations

- 1422 – Water System Maintenance
- 1423 – Water Construction
- 1424 – Water System Operations

Water Engineering, Compliance, Conservation

- 1411 – Administrative Design
- 1412 – Water Quality
- 1413 – Water Resources

Non-Departmental

Citywide Programs

- 3611 – Citywide Programs

Citywide Strategic Programs & Initiatives

- 3631 – Citywide Strategic Programs &
Initiatives

Stadium Operations

- 3621 – Stadium – General Administration
- 3622 – Stadium – Police
- 3623 – Stadium – Fire
- 3624 – Stadium – Public Works
- 3625 – Stadium – Information Technology

BUDGET AND FISCAL POLICIES

We present the relevant policies and practices that define specifically the way the City manages its budget, reserves, interfund loans, investments, and debt with the goal of long-term fiscal sustainability. The City Council reviews and approves budgetary policies as part of the annual budget process. Investment and debt policy statements are referenced in this section; however, reviewed and approved by the City Council under separate cover.

Appropriation Control

The City Council is responsible for approving the appropriation of fiscal resources to cover estimated expenditures for each fiscal year. Expenditures are appropriated in each fund to departments, offices, and agencies for various goods, services, and capital projects described in the budget. The legal appropriation control is established at the department level in each fund. For select funds where expenditures are not allocated to a specific department, the appropriation control is established at the fund level. For capital funds, the appropriation control is at the project level. Transfers of funding between budgetary funds require City Council appropriation and approval. City Council approval is required for a budget amendment during the fiscal year which may include the use of reserves or fund balances, and approval of appropriations of grant monies. Per Article XIII, Section 1305 of the City Charter, appropriations lapse at the end of each fiscal year; therefore, unencumbered funds allocated for specific projects, donations, and grants require City Council appropriation for use in the following fiscal year.

Budgetary transfers between accounts or expenditure category may be done through Finance Department or City Manager's Office approval as long as they are conducted within the legal appropriation control limit set by the City Council.

Balanced Budget

The City Council considers General Fund budget decisions with long-term implications based on information from the Ten-Year Financial Forecast. One-time sources are used to cover one-time uses. The budget is structurally balanced when forecasted ongoing sources cover ongoing uses. Budgets shall be structurally balanced to the extent possible. Reserves should be considered to balance a budget only in the context of a plan to return to a structural balanced budget.

Budget Monitoring and Reporting

Financial reports on actual performance in relation to budget are prepared by the Finance Department through monthly financial statements. These reports are prepared and presented to the City Council, per City Charter requirements (Section 802) the City Manager shall be required to keep the City Council advised of the financial condition and future needs of the City. City Departments are responsible for reviewing these monthly financial reports and identifying potential budget problems and recommending corrections through budget amendments.

Long Term Financial Forecast

The Finance Department prepares a Ten-Year General Fund Financial Forecast which is incorporated into the budget planning process and presented to the City Council annually. This forecast is updated annually and considers current and future economic conditions, revenue projections, and spending scenarios based on the

latest available assumptions. Capital improvement plans are created and published on a five-year basis to provide a long-term plan of the City's capital funding plan.

Municipal Fees and Charges

User fees are reviewed and adjusted for on an annual basis with the goal of maximizing cost recovery. The City Council may consider and approve any fee that is below 100% cost recovery, requiring a General Fund subsidy if it is in the public's best interest. User fees are adopted by the City Council annually through the Municipal Fee Schedule. Utility fees and certain other fees and assessments can also be approved separate from the Municipal Fee Schedule. Parks and Recreation fees are established by the Parks and Recreation Director and published in the Activity Guide.

Capital Planning

The City Council reviews and adopts a two-year Capital Improvement Program Budget which includes a five-year capital improvement program. Projects included in the capital improvement program are to be consistent with the City's General Plan. Per State Government Code Section 65401, the Planning Commission reviews the capital improvement program for conformance to the City's General Plan and proposes recommended considerations for the City Council. Funding sources are identified for all projects included in the capital improvement plan.

The Capital Improvement Program (CIP) is submitted by City departments and reviewed by the City Manager's Office, the Finance Department, and the Public Works Department. The review process considers City priorities and identifies the most urgent projects for capital funding by program area, master plans, or needs assessments which identify the most critical projects for repair and replacement.

Department of Public Works staff reviews project estimates and evaluates the current bidding environment. Project contingency reserves are established based on the type of project and the project estimate type (engineering or preliminary estimates). Operating and maintenance costs are identified for planning purposes when projects are completed and come online.

General Fund Reserves

The City Council allocates available resources to General Fund contingency reserves through various reserves designated for emergency use or restricted future uses. Restrictions are established by policy, or through legally segregated development-related fee reserves collected from users.

- Budget Stabilization Reserve – is used as an allocation for weathering economic downturns, emergency financial crises, or disaster situations. The reserve target is equal to the cost of the City's General Fund operations for three months (90-day working capital reserve).
- Capital Projects Reserve – is used to support the City's CIP. The minimum target is \$5.0 million with a goal of having sufficient funds to fund capital projects included in the City's biennial capital budget and five-year CIP.
- Land Sale Reserve – this reserve allocates proceeds from the sale of City-owned land
- Advanced Planning Fee Reserve – this reserve allocates a portion of user fees for the update and amendment of the City's General Plan. Individual user fees are included and approved under separate cover as part of the Municipal Fee Schedule.

Utility Funds Reserves

The City is responsible for operating and maintaining several utilities, including electric, potable water, recycled water, and sewer. Regular cost of service studies are performed to evaluate rates and charges for each utility with forecasted revenue requirements and projected expenditures. One component of this analysis is the determination of adequate reserve levels to cover shortfalls in operating revenues, address unforeseen operating and capital expenditures, cover day-to-day operating costs during emergency situations, maintain strong bond ratings, and ease the burden on ratepayers associated with large rate increases. The following reserves address these needs:

- Operations and Maintenance Reserve – this reserve is used to cover day-to-day expenses, address unforeseen cost increases or revenue shortfalls, and protect against emergency financial crises or disaster situations. The reserve target is equal to the cost of the individual utility's operations for three months (90-day working capital reserve). Due to large fluctuations and variability in the energy market, the Electric Utility Operations and Maintenance Reserve has a target ranging from 90 to 180 days of operations. For the Electric Utility, the Operations and Maintenance Reserve, together with the Rate Stabilization Reserve (as described below), comprise the Electric Utility Rate Stabilization Fund established and maintained by the Electric Utility for purposes of its bond indenture.
- Infrastructure Reserve – this reserve is used to support each utility's CIP or fund unforeseen and unbudgeted capital costs. The reserve target is equal to an average annual CIP budget, as calculated over a 48-month period of budgeted CIP expenses as presented in the Biennial Capital Improvement Program Budget. At minimum, the target is to reserve 20% of the average annual CIP budget amount. For the Electric Utility, this reserve is based on an analysis of critical infrastructure, the likelihood for replacement, and the estimated replacement costs, evaluated regularly by SVP.
- Rate Stabilization Reserve – this reserve is used to absorb short-term revenue shortfalls and is designed to stabilize utility rates and avoid wide swings in rates charged to utility customers over time. The minimum reserve target is a balance equal to 10% of each utility's projected current year rate payer revenue. For the Electric Utility, the Rate Stabilization Reserve, together with the Operations and Maintenance Reserve (as described above), comprise the Electric Utility Rate Stabilization Fund established and maintained by the Electric Utility for purposes of its bond indenture.
- Special Projects Reserve – this reserve sets aside funds for large or longer-term CIP projects or other special purposes to lessen fluctuations in rates and support long-term planning efforts. While no general target is established for this reserve, the amounts will be established by each utility based on need.

In addition to the reserves cited above, reserves may be established to address specific needs or requirements of an individual utility. This may include required reserves in restricted funds, such as the reserves in the Electric Operating Grant Trust Fund for public benefits, low carbon fuel, and greenhouse gas.

Other Reserves

The City may include additional reserves set aside for specific purposes based on legal, policy, or budgetary purposes. Some of these include reserves for historical preservation, pension costs, vehicle or fleet replacement, workers' compensation costs, or to fund potential future general liability claims against the City.

- Pension Stabilization Reserve – this reserve sets aside funds to address the City's pension unfunded accrued liability. The targeted annual funding contribution is 1% of the City's unfunded pension liability.

Interfund Loans and Advances

Interfund loans are loans from one City fund to another City fund for a specific purpose, with a requirement for repayment. Interfund loans should be short-term in nature and shall not be used to solve ongoing structural budget deficits. The department managing the borrowing fund should complete the interfund loan agreement. The agreement should include the amount requested, loan period, description of the loan, and repayment terms. Interest shall accrue at the City's pooled investment rate at the time of the loan approval. A summary of any outstanding loans is included in the City's Annual Comprehensive Financial Report and Biennial Budget. In addition, advances from the General Fund that have been approved by the City Council may be paid back by other revenue sources.

Investment Policy

The City undertakes investment related activities that are made with prudence. On an annual basis, the City formalizes these activities in the Investment Policy Statement which is adopted by a resolution of the City Council (<https://www.santaclaraca.gov/home/showdocument?id=66753>). The policy is to invest public funds, including bond proceeds, reserves and other special City funds, in a manner which will provide maximum security while meeting the daily cash flow demands of the City and providing the highest investment return and conforming to all state and local statutes governing the investment of public funds.

The City of Santa Clara Charter gives the Director of Finance the authority and responsibility to deposit and invest all City funds. It authorizes the Director of Finance to invest the City's idle cash in allowable investment vehicles with a maximum remaining maturity of five years by settlement date. The City Council may grant express authority either specifically or as part of an approved investment program to invest in vehicles with remaining maturity that exceeds the five-year restriction. Authority must be given to the Director of Finance at least three months prior to the investment. California Government Code also allows the City to invest in the same investment vehicles as authorized by the City Council. The Director of Finance establishes written depository and investment policy procedures for the operation of the investment program consistent with the City Investment Policy, establishes a process of independent review by an external auditor, and provides monthly investment reports to the City Council.

Debt Policy

The City believes that debt is an equitable means of financing projects and represents an important source of meeting fiscal responsibilities. The City obtains and maintains long-term debt for large capital improvement projects. The Finance Department manages the City's debt with prudence, diligence, and attention to prevailing economic conditions and applicable laws. It manages issuance of debt, administers debt proceeds, prepares ongoing disclosure, handles debt and tax compliance, and makes debt service payments. City departments with debt-financed capital programs coordinate with the Finance Department in implementing and handling debt related transactions. Semiannual updates are prepared by the Finance Department on outstanding debt for the City of Santa Clara, its Agencies, and Corporations. This report is presented as a standard management practice that provides a valuable overview of the current status of the City's long-term debt obligations. The current City Council approved debt policy can be found online at: (<http://santaclaraca.gov/home/showdocument?id=63748>).

Donation Policy

Donations may be offered in the form of cash, real or personal property. "Designated" donations are donations where the donor specifies intended use by a particular City department, location, or purpose. "Undesignated" donations are given to the City as a whole, for an unspecified use. Donations of any kind which might be perceived or interpreted as an attempt to influence actions of the City Council or City Administration will not be accepted. All donations are presented to the City Manager for compliance with the policy. As part of the annual budget process, for anticipated monetary donations, staff will bring forward for Council consideration a balanced appropriation for revenue and expenditures to facilitate the acceptance of donations throughout the fiscal year. Donations valued at \$100,000 or greater require City Council acceptance and appropriation of funds. Donations valued less than \$100,000 may be accepted with the monetary donations available to departments for expenditure as part of the adoption of the annual budget. A report of all donations received by the City is presented to City Council as part of the Monthly Financial Report. The appropriation of anticipated donations can be found in each respective City department and corresponding Source and Use of Funds Statement in this document.

Community Grants Policy

The budget includes an allocation of \$100,000 for Community Grants to offset the cost of City fees in support of the Council approved Community Grants Policy. Annually, and subject to availability of funds, the City Council shall establish grant appropriations as part of the approval of the budget. Community grants, subject to availability of funds, shall not exceed \$10,000 per applicant, per year. To receive grant funds, grant applications must be submitted at least 90 days before the planned event/activity being funded, regardless of the form of the grant, and will be evaluated by the City Manager's Office on a case-by-case and "first come-first served" basis, throughout the fiscal year. Applicants are encouraged to submit their applications at the beginning of the fiscal year, for events or activities occurring at any time during that fiscal year, to maximize opportunity for availability of funds. The City Manager's Office shall approve or deny an applicant's request based upon eligibility criteria, and subject to funding availability as approved by the City Council through the adoption of the annual budget. Grants for community events shall not be provided for waiver of or reimbursement for already discounted permit fees. Grants for attendance at youth state, national, or international competitions or performances shall be limited to costs of registration, hotel, transportation, and food for participants and coaches/chaperones only. Due to short notice, to advance to state, national, or international competitions, applicants shall submit an application within one week of advancing to such competitions. In all cases, the City reserves the right to reject any and all applications in the event the City Manager's Office identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.

Stadium Authority Policy

The Stadium Authority exists as a public body, separate and distinct from the City, and is established to provide for development and operation of Levi's Stadium. It is structured so that the City will not be liable for debts or obligations of the Authority. The governing board duties and the fiscal policies that govern the Stadium Authority are included in the stand-alone Operating, Debt, and Capital Budget that is adopted by the Stadium Authority Board. This can be found at <https://www.santaclaraca.gov/our-city/santa-clara-stadium-authority>. This budget reflects the revenues and expenditures related to the support of the Stadium and can also be found in the General Fund Non-Departmental section of this document titled Stadium Operations.

Policy Development

Staff has established this Budget and Fiscal Policies section in an effort to improve governance, transparency, and establish policies to govern the budget. These policies will be reviewed annually and enhanced as capacity allows.



OUTSTANDING LOANS AND ADVANCES

Interfund loans are loans from one City fund to another City fund for a specific purpose, with a requirement for repayment. A detailed listing of outstanding loans and advances is included in the following table:

| Receiving Fund | Originating Fund | Loan/Advance Details (Payback Source, Term, Interest Rate) | Outstanding Amount (as of June 30, 2022) * |
|---|---|--|---|
| Parks and Recreation Capital Fund | General Fund (May 22, 2018, RTC 18-124) Loan for the Reed Street – Grant Street Sports Park Project from the Land Sale Reserve | This loan bears interest based on the City's weighted average portfolio rate. This loan will be repaid in annual installments from Mitigation Fee Act revenue (25% of the revenue is allocated for loan repayment) until the loan is paid in full. | \$ 5,539,540 |
| Total Interfund Loans and Advances | | | \$ 5,539,540 |

* The loan was fully repaid on March 21, 2023 (Report to Council 23-316) from Mitigation Fee Act revenue received in FY 2022/23.

Budget Guide

The following information is presented to help the reader understand the way the City allocates budgets and accounts for the operations of the City. Explanations are presented in two categories: Budget Book Details and Fund Accounting.

UNDERSTANDING THE OPERATING BUDGET

Budget Definition

The budget of the City is a detailed operating plan that identifies estimated costs and program benefits in relation to estimated revenues. The budget is prepared in accordance with Generally Accepted Accounting Principles (GAAP), except encumbrances which are recognized as expenditures when legal contracts or commitments are entered into. The budget for governmental funds has been prepared on a modified accrual basis, recognizing revenue when they are measurable and available to be used to finance expenditures in the fiscal year. Expenditures are recognized when they occur, regardless of when cash is received or disbursed. The budgets for proprietary funds are prepared on a full accrual basis, recognizing revenue and expenditure activity for the fiscal year for which the activity occurred. The budgetary accounting basis and the consolidated annual financial reports include the reconciliation between GAAP modified and/or full accrual accounting for the financial reports and the budgetary basis budget. All of the year-end financial reports are kept on the basis of modified or full accrual accounting. The budget includes the adopted services to be provided during the fiscal year and the associated appropriations to cover the costs of the adopted programs, projects, services, and activities. These are funded by the estimated revenue and/or fund balance available to finance the adopted service levels.

Budget Process

The budget process is the mechanism through which policy decisions are made, implemented, and controlled. The City Charter requires that the City establish a budgetary system for general operations and prohibits expending funds for which there is no legal appropriation. The City is required to adopt an annual operating budget on or before June 30 for the ensuing fiscal year that begins July 1.

The procedures to establish the budget are as follows:

1. In October and November, departments review their annual budget to determine what their base budget needs to be for the following year, in order to keep the City Council-approved level of service currently provided. Once these adjustments are identified, base budget requests are submitted to the Finance Department for review.
2. After receiving all base budget requests and corresponding back-up documentation to support the requests, the Finance Department meets with the City Manager's Office to review all department requests. Once these meetings take place, the base budget is established for each department.
3. The City Manager's Office, along with the Finance Department, coordinate a citywide presentation to kick off the budget process to provide a brief overview to departments of what is expected in their submissions as well as a timeline of due dates for service level change requests.

Budget Process

4. In February/March, there is typically a City Council operating and strategic priority setting retreat. Any recommendations that come forward during this retreat are incorporated into service level change requests. During this retreat, the Ten-Year General Fund Financial Forecast is also presented to City Council.
5. Departments submit to the Finance Department all service level change requests for the operating budget, as well as any critical needs for adjustments in their Capital Improvement Program budget. The Finance Department reviews all submissions, working with departments to resolve any questions or outstanding issues.
6. Budget meetings are held between the City Manager's Office and the Finance Department to review all service level change requests in both the operating and capital improvement program budgets. After these meetings have taken place, decisions are finalized based on the items presented, balancing each fund's budget and incorporating City Council priorities.
7. The City Manager submits to the City Council a proposed operating budget for the two following fiscal years, as well as any capital adjustments for the following fiscal year, commencing July 1. Submission to City Council is at least thirty-five (35) days prior to the beginning of each fiscal year.
8. Public hearings are conducted to obtain City Councilmembers' and residents' comments. Copies of the proposed budget shall be available for inspection by the public in the office of the City Clerk at least ten days prior to these hearings.
9. The budget is legally enacted through passage of a minute order.

From the effective date of the budget, the amounts stated therein as expenditures/expenses, become appropriations to the applicable funds. In order to amend the budget during the year, departments must submit a Report to Council, explaining the need for the change and budget implications. Upon review and approval of the City Council, the budget may be amended. For the Operating Budget, the legal level of budgetary control is at the fund and department level. For funds that do not have an associated department, the legal level of budgetary control is at the fund level.

In addition to the biennial appropriated operating budget, every other year a Capital Improvement Program (CIP) Budget is adopted and a five-year capital needs plan is updated and accepted by the City Council for the City's anticipated capital projects to be funded over the next five years. For the CIP Budget, the legal level of budgetary control is at the project level.

Budget Book Details

The Operating Budget includes a ***City Manager’s Transmittal Letter*** that provides an overview of the organization, the short- and long-term issues facing the City, City Council priorities and the changes to the budget as they align to strategic initiatives.

The ***City Profile and Organization Chart*** section provides basic facts about the City, a detailed roster of elected officials including Boards and Commissions, the City’s executive team, comparison of key revenue and expenditure data to other local cities and the City organization chart.

The ***Budget and Fiscal Policies*** section provides detailed policy framework driving the development of the budget, including a glossary and acronym index.

The ***Budget Summary*** details the total City budget across all funds, with adjusting entries reconciling to a total net City budget.

The ***Summary of Budgeted Positions by Department*** details the City’s budgeted positions and reconciles changes throughout the year.

The ***Statement of Sources and Uses of Funds*** section details revenues, expenditures and fund balance position including prior year actual activity, current year budget and estimated revenue and expenditures, and two-adopted budget years. This section is organized by accounting fund type detailed later in this section.

The ***Debt Service*** section details the City’s debt policies, current long-term debt obligations, legal debt margin, and the ten-year debt service schedule for all outstanding debt issuances.

The ***Ten-Year Financial Forecast*** section includes overviews of the General Fund and selected other funds forecasts. These overviews include revenue and expenditure assumptions.

Department sections detail each department mission and objectives broken into divisions and programs. A summary of accomplishments from the past year, objectives for the next two years and budget highlights are included. A table summarizing Dollars by Division and Program, Dollars by Fund, and Dollars by Category provide multiple views of the budgeted dollars. Position budgets are developed initially in the fall of the preceding year with an interface of salary and benefits data with the Human Resources/Payroll system. These positions are reviewed and amended based on Council-approved service levels with allocations reflected by fund, division, and program. A summary of positions by division and program, by fund, and by job classification are included in each department. Budget reconciliations are included in each department section. This section summarizes changes from the prior Adopted Budget, including one-time and ongoing changes to the Base Budget and Service Level Changes. After the budget reconciliation are the service level change items. This portion of the department section includes a description of the action, the dollar amount in each adopted year and any associated position change. Each service level change discusses the performance impact and notes the alignment to the City Council priorities represented in a strategic pillar.

Categories of Expenditures

Salaries – Includes regular salaries, overtime pay, vacation pay, holiday, separation payouts, and premium pays such as out-of-class pay, night differential pay, hazard pay, evidence tech pay, and paramedic pay. These costs are primarily driven by the number of positions budgeted within the program.



Benefits – Includes Medicare, social security, health allocation, other post-employment benefits (OPEB), and CalPERS retirement costs. Other benefits such as Voluntary Employee Beneficiary Association (VEBA), dental, life insurance, uniform allowance, meal allowance, employee assistance program, auto allowance, mobile phone allowance, and professional development are included, if applicable.

Materials/Services/Supplies – Includes all expenditure items that the department has direct control over such as contract costs, supplies, equipment purchases, and utility charges. For the second year of the Biennial Operating Budget, a 2% increase to costs has been applied to most line items.

Resource and Production – Consists mainly of costs related to the purchasing or generating of electricity, water, or recycled water as well as disposing of solid waste matter and sewage effluent for the respective City utilities.

Services from Other Funds – Cost Allocation Plan – Includes central services costs (e.g., Human Resources, Finance, City Manager's Office, City Attorney's Office) that are allocated to funds as calculated in the Cost Allocation Plan. The Cost Allocation Plan costs, which are typically termed "citywide overhead", are allocated to departments and funds receiving the support based on an allocation factor, such as employee count or budgeted expenditures. The Cost Allocation Plan is typically updated by a third-party consultant every two or three years and include modest increases between updates.

Interfund Services – Includes allocated charges for services provided by various departments or central costs as budgeted in the City's internal service funds. Citywide liability claims costs, vehicle maintenance and replacement, unemployment insurance, workers' compensation costs, communications equipment, and information technology costs are reflected in internal service funds and the costs are apportioned to departments or funds in the City based on an appropriate allocation factor for each internal service fund.

Capital Outlay – Includes small capital expense purchases not budgeted within the Capital Improvement Projects budget. Most individual capital purchases with a cost of less than \$5,000 are expensed in this category.

Transfers to Other Funds – Includes all money moving to other funds. Transfers can be between the operating and capital improvement program budget to provide funding for capital projects or between different operating funds. Transfers to other funds are included in the department budget sections.

Debt Service – Funding provided to pay for the City's Debt Service obligations. These costs have been excluded from department budgets and detailed in a separate Debt Service section in the document.

Strategic Pillars

The following are the strategic pillars established by the City Council to provide a framework for this budget document. In each department section, service level changes and performance and workload measures aligned to one of the Council-approved pillars below:



Enhance Community Engagement and Transparency



Deliver and Enhance High Quality Efficient Services and Infrastructure



Manage Strategically Our Workforce Capacity and Resources



Promote and Enhance Economic, Housing and Transportation Development



Promote Sustainability and Environmental Protection



Enhance Community Sports and Recreational and Arts Assets



Ensure Compliance with Measure J and Manage Levi's Stadium

Performance and Workload Measures

In program budgeting, Performance and Workload Measures are used to measure the performance of the department. These measures align budget dollars allocated to provide services with City Council priorities through Strategic Pillars in an effort to drive budgetary decision making. These measures provide insight into how efficiently or effectively the City is providing services in each major program. They are the measures through which the value of services can be assessed by Council and the public. Workload measures provide insight into the volume of effort that is required to provide each service. Performance and Workload Measures tend to remain the same year after year to provide longitudinal data which allows trends to be evaluated. There are, however, some programs which do not have performance measures. These are in areas where quantifiable results are either not appropriate or where it would be too costly to gather the information. Additionally, there are programs where there are no results/budget for particular years, as noted by "N/A". This typically indicates that the measure was: (1) new for the budget year, (2) the program is closed/closing for the budget year, or (3) the measure moved to another program due to a department reorganization of structure. All measures are tied to a strategic pillar, displayed by the icons in the Performance and Workload Measures tables. Performance and Workload Measures proposed for addition or deletion are noted on each measure.

Fund Accounting

The accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity. Government resources are allocated to and accounted for in individual funds based upon the purposes for which the resources are to be spent. A general description of each follows:

Governmental Fund Types

Governmental funds are those through which most governmental functions of the City are financed. The following are the City's Governmental Fund Types:

General Fund - Used to account for the general operations of the City.

Special Revenue Funds - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. Examples of Special Revenue Funds include the Downtown Parking Maintenance District Fund and the Housing Authority Fund.

Debt Service Funds - Used to account for the accumulation of financial resources to be used for the payment of principal and interest on General Government Operating and Capital long-term obligations, which are not accounted for in proprietary funds.

Capital Improvement Program Funds - Used to account for financial resources to be used for the acquisition or construction of General Government major capital facilities. Capital projects funds are organized by the following fund groups: Enterprise, Streets and Highways, General Government, and Authority funds. Further information on these fund groups and the capital improvements they support can be found in the adopted Capital Improvement Program Budget book.

Proprietary Fund Types

Proprietary funds are used to account for the City's ongoing organizations and activities which are similar to those often found in the private sector. Proprietary Fund Types include Enterprise Funds and Internal Service Funds and are described as follows:

Enterprise Funds - Used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body 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 governing body 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. Examples of Enterprise Funds include the Electric Utility Fund and the Water Utility Fund.

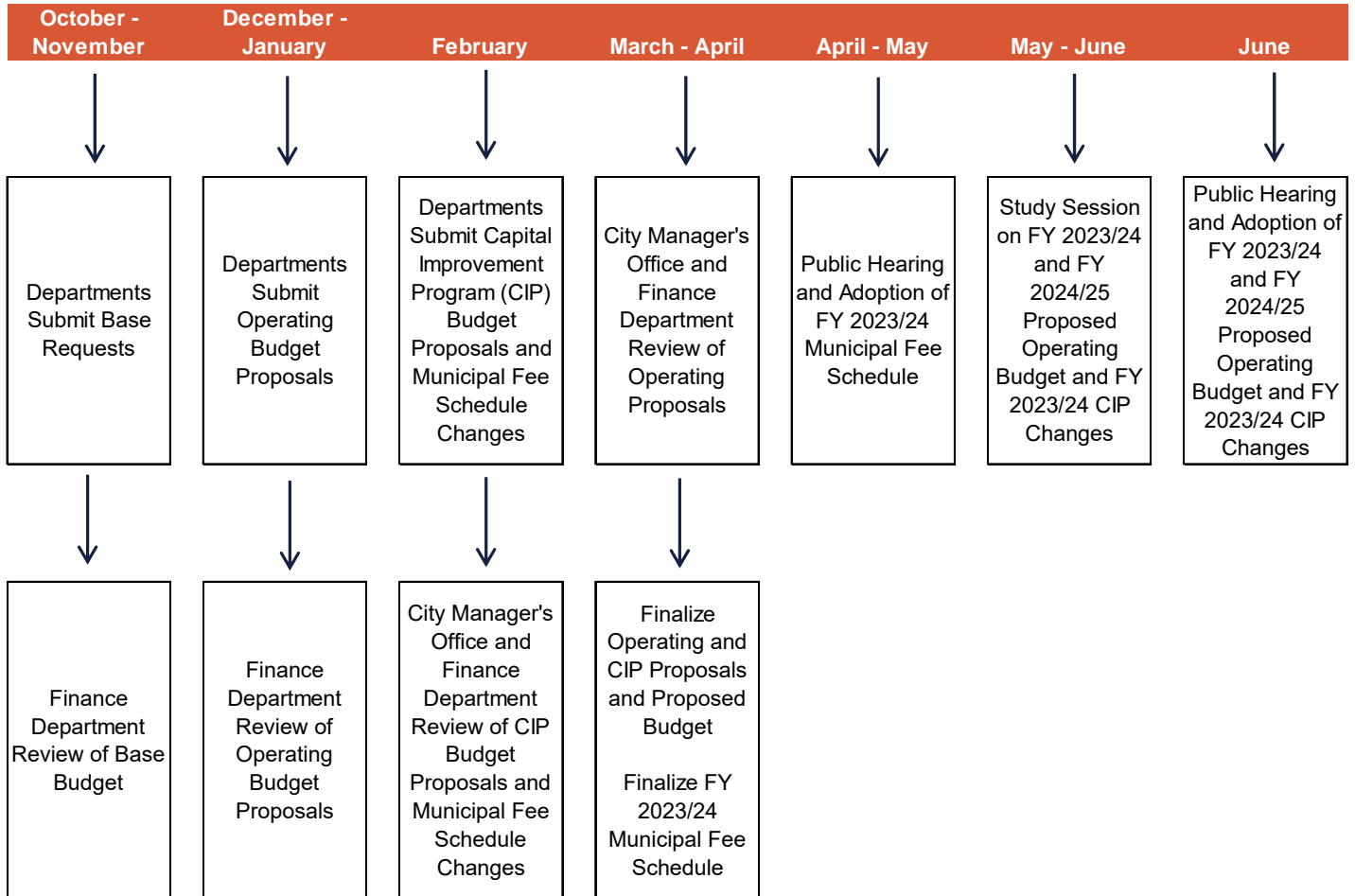
Internal Service Funds - Used to account for the financing of goods, services or facilities provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis. Services provided include vehicle replacement, vehicle maintenance and operations, information technology, communications equipment, public works capital projects management, special liability insurance claims, workers' compensation insurance and claims, and unemployment insurance. Examples of Internal Service Funds include the Special Liability Fund and Workers' Compensation Fund.

Fiduciary Fund Types

The City has three types of Fiduciary Funds: Agency Funds (e.g., Employee Benefit and Liability Clearing, Deposits), the Other Post Employment Benefit (OPEB) Plan Trust Fund; and the Private Purpose Trust Funds (e.g., Successor Agency). These funds are excluded from the budget because the City cannot use these resources to finance its own operations.

While each department section provides for a budget breakdown by fund, this budget document also includes statements of sources and uses for all of the City's funds, categorized by the type of fund as described above. Each of these financial statements includes the 2021/22 Actuals, 2022/23 Amended Budget, 2022/23 Estimate, and the 2023/24 and 2024/25 Proposed Budget. The 2022/23 Amended Budget is the adopted budget in addition to any budget amendments that were approved by City Council throughout the fiscal year, while the Estimate column shows what the expected revenue and expenditures will be for 2022/23. The Proposed Budget columns take into account the base budget plus all service level changes included in this document.

BUDGET CALENDAR



DRAFT BUDGET PRINCIPLES FOR FY 2023/24

1. Make decisions within the context of the City's Code of Ethics and Values, especially being Fiscally Responsible, Communicative, and Service-Oriented.
2. Consider budget decisions with long-term implications taking into account data from the Ten-Year Financial Forecast.
3. To the extent possible, align ongoing expenditures with ongoing revenues to avoid negative impacts on future budgets and maintain the City's high financial management standards.
4. When addressing General Fund shortfalls, use a combination of ongoing and one-time solutions to balance the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community.
5. Continue cost control measures until the ongoing General Fund revenues and expenditures are in alignment.
6. Approve an exception to the Council Policy that dictates setting the General Fund Budget Stabilization Reserve at or above 25% of adopted budget expenditures; set the Reserve level at a minimum of 15% of expenditures.
7. Focus on projects and services that benefit the community as a whole.
8. Pursue economic development objectives and strategies to foster new public and private investment within Santa Clara, and to create employment opportunities.
9. Balance between compensation adjustments to retain and attract employees and funding for positions.
10. Use one-time unrestricted revenues (e.g., annual General Fund surplus) for one-time uses such as increasing reserves, funding capital or Information Technology projects, paying off debt, and/or paying off unfunded pension or other post-employment benefits liabilities.
11. Inform and communicate clearly and broadly to residents, businesses and employees regarding the City's fiscal position and budget; schedule hearings to promote active participation in the City Council's budget deliberations.
12. With limited exceptions, establish fees based on full cost recovery where individuals/businesses rather than the community at-large are benefitting from City services. This preserves limited unrestricted resources for providing services that benefit the community as a whole.
13. Focus on business process redesign in order to improve employee productivity and the quality, flexibility, and cost-effectiveness of service delivery (e.g., streamlining, simplifying, reorganizing functions, and reallocating resources).
14. Explore expanding existing revenue sources and/or adding new revenue sources.
15. Engage employees to contribute new and innovative ideas during the department budget development process.
16. Use the General Plan as a primary long-term fiscal planning tool and link ability to provide City services to development policy decisions.



GLOSSARY

The following explanations of glossary and terms are presented to aid in understanding the information included in this document:

Abatement - A complete or partial cancellation of a levy imposed by a government and usually applied to tax levies, special assessments and service charges.

Accounting System - The total structure of records and procedures which discover, record, classify, summarize and report information on the results of operations and the financial position of a government or any of its funds, fund types, balanced account groups, or organizational components.

Accrual Basis of Accounting - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Adopted Budget - The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds. This formal action by the City Council sets the spending path for the year.

Agency Fund – To account for assets held by the City as an agent for individuals, private organizations, other governments, and/or other funds.

Allocation - To divide or share out financial resources or expenditures for a specific purpose to particular funds or departments.

American Recovery and Reinvestment Act (ARRA) - An act established by the federal government in February 2009 whose intent is to create and save jobs, spur economic activity and focus on long term growth through the funding of various projects and initiatives.

Annual Comprehensive Financial Report (ACFR) - The official annual report of the City's financial condition at the conclusion of the fiscal year, June 30. The report is prepared to conform to Generally Accepted Accounting Principles (GAAP) for governmental units and provides a quantitative look at the operating success, financial health, and compliance of the City's reporting units.

Appropriation - A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program (CIP) budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, appropriations lapse at the end of the fiscal year to the extent they have not been expended or encumbered.

Appropriations Limit - The California State Constitution limits a city's appropriations growth rate to two factors: changes in population, and either the change in California per capita income or the change in the local assessment roll due to non-residential new construction.

Assessed Valuation - A valuation set upon real estate or other property by a government as a basis for levying taxes. In California, the assessed valuation subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).



Assets - A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events. This includes financial resources such as cash, receivables, inventory and plant and equipment, net of depreciation.

Audit - A formal examination of the City's accounts by an independent audit firm to determine whether the City's financial statements fairly present the City's financial position and results of operations in conformity with Generally Accepted Accounting Principles.

Authorized Positions - Regular positions authorized in the budget to be employed during the fiscal year.

Balanced Budget - The budget for a fund is balanced when total budgeted resources, including revenues, transfers in from other funds, and available fund balance from the previous year, meets or exceeds total budgeted uses of resources, including expenses and transfers out to other funds.

Base Budget - The ongoing expense level necessary to maintain service levels previously approved by the City Council.

Basis of Accounting - The timing of recognition, that is, when the effects of transactions or events are recognized for financial reporting or budgeting purposes. The three bases of accounting for governmental agencies are: (1) cash basis (when cash is received or paid), (2) accrual basis (when the underlying transaction or event takes place), and (3) modified accrual basis (revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability occurred).

Beginning Fund Balance - The amount of prior year's unappropriated funds used to finance appropriated expenses in the current budget year.

Biennial Budget - A consolidated budget document presented on a biennial basis that includes the City's Operating Budget and CIP Budget. The Operating and Capital Budgets are presented in alternating years to the City Council for approval.

Bond - A city may raise capital by issuing a written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specific rate.

Bond Rating - An evaluation of a bond issuer's credit quality and perceived ability to pay the principal and interest on time and in full. Three agencies regularly review city bonds and generate bond ratings: Moody's Investors Service, Standard and Poor's and Fitch Ratings.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the estimated financial resources available to finance them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Public Hearing - A public meeting at which any member of the community may appear and be heard regarding any item in the proposed budget as presented by the City Manager to the City Council.



Budget Transmittal Letter - A general discussion of the budget as presented in writing by the City Manager to the City Council. The message contains an explanation of principal budget items and summaries found in the budget.

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenses within the limitations of authorized appropriations.

Capital Asset - Land, buildings, equipment, improvements to buildings, and infrastructure (i.e., roads, bridges and other immovable assets). The City's policy is to capitalize equipment with a cost exceeding \$5,000 and building, improvements and infrastructure with costs exceeding \$20,000. A capital asset is defined as an asset with a useful life extending beyond a single accounting period.

Capital Improvement - A permanent addition to the City's assets, including the design, construction or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program (CIP) Budget - A plan of annual appropriation for capital improvements and various kinds of major facility maintenance. These projects are often multi-year in length, which requires funding beyond the two-year period in the biennial budget.

Capital Outlay - A budget category which includes all equipment having a unit cost of \$1,000 or more, and an estimated useful life of over one year or capital improvements costing less than a certain dollar amount. Capital Outlay is budgeted in the operating budget in the Other Operating Expenditure Category.

Certificates of Participation (COPs) - This financing technique provides long-term financing through a lease, installment sale agreement or loan agreement. Certificates of Participation (COPs) allow the public to purchase participation in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land or facilities. The lending agreement is secured by a lease on the acquired asset or other assets of the City.

Charges for Services - Fees and charges levied by City departments for services rendered (example: utility charges to customers, recreation program fees, engineering fees, etc.).

Community Development Block Grant (CDBG) - Provides eligible metropolitan cities and urban counties with annual direct grants to revitalize neighborhoods; expand affordable housing and economic opportunities; and/or improve community facilities and services, principally to benefit low- and moderate-income persons.

Community Facilities District (CFD) - A special district that can issue debt for the planning, design, acquisition, construction, and/or operation of public facilities, as well as provide public services. Special tax assessments levied by the district are used to repay the debt. A CFD can be formed only if approved by the majority of affected property owners.

Consumer Price Index (CPI) - A statistical measure of a weighted average of prices of a specified set of goods and services purchased by wage earners in urban areas.

Contingency - A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls, and/or unknown expenditures.

Debt - Obligations of the City to repay, with or without interest, in installments and/or at a later date, some amount of money utilized resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, notes and COPs.

Debt Financing - Issuance of bonds and other debt instruments to finance municipal improvements and services.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance of bonds, COPs or other debt instruments.

Deficit - An excess of expenditures or expenses over revenue (resources).

Department - An organizational unit comprised of divisions and/or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities. Department directors generally report directly to the City Manager's Office, for instance, Fire and Finance.

Depreciation - An allocation of the cost of fixed assets (buildings, plant or equipment) over the estimated useful life of the asset.

Designation - A portion of fund equity set aside by Council Action for a specific purpose.

Dissolution Act - Also known as Redevelopment Dissolution Act; on December 29, 2011 the California Supreme Court found the Dissolution Act (ABx1 26) constitutional in the California Redevelopment Association vs. Matosantos case. The Act continued the suspension and prohibition of most redevelopment activities in effect since late June 2011; dissolved RDAs as of February 1, 2012; created successor agencies and oversight boards; and established roles for the County-Auditor Controller, the Department of Finance and State Controller's Office in the dissolution process and satisfaction of enforceable obligations of former RDAs.

Division - An organizational unit within a City department. For instance, Fire Field Operations, Fire Community Risk Reduction, and Fire Training.

Encumbrance - Obligations 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 encumbrances when paid.

Enterprise Fund - Used to account for operations: a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs and expenses, including depreciation or capital replacement, 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 governing body 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.

Environmental Impact Report (EIR) - An assessment of the likely influence a project might have on the environment.

Equity - The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure - Actual cash disbursements for the cost of goods delivered or services rendered to the City in a Governmental Fund.

Expenditure Object Category (Expenditure Category) - Expenditure categories are a group of similar expenditure objects.

Expense - The cost incurred from providing goods or services related to the City's operations in Proprietary Funds.

Fee - The payment for direct receipt of a public service by the party who benefits from the service.

Fiscal Year - The time period designated by the City signifying the beginning and ending period for recording financial transactions. Consistent with all cities and counties in the State of California, the City of Santa Clara has specified July 1 to June 30 as its fiscal year.

Franchise - A special privilege granted by a government, permitting the continued use of public property, such as city streets and usually involving the elements of a monopoly or regulation, for example cable TV, gas, refuse, and others.

Full-Time Equivalent - Refers to one full-time equivalent position, which equals 40 hours per week, 52 weeks per year.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund equity, revenues and expenditures or expenses and other changes in residual fund equity or balances, segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, limitations or public policy.

Fund Balance - The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities.

Fund Type - A category into which funds with similar characteristics are grouped. The fund types used in the City budget are General, Special Revenue, Capital Projects, Enterprise, Internal Service and Debt Service funds.

Gas Tax – State tax received from gasoline sales utilized solely for street related purposes, such as new construction, rehabilitation or maintenance.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not accounted for in another fund. Examples of departmental operations accounted for in the General Fund include the City Council, Police and Fire Departments, Library, Parks and Recreation, and others.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting that govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to State and local governments is the GASB (Governmental Accounting Standards Board).

Governmental Accounting - The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governments.

Governmental Accounting Standards Board (GASB) - The authoritative accounting and financial reporting standard-setting body for government entities.

Governmental Fund - A fund type to account for tax-supported activities. There are four different types of governmental funds: the General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds.

Grant - Contributions of cash or other assets from another government entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant given by the federal government.

HOME Program – Federal housing assistance program that provides funds to low- and very low- income families for both rental units and privately-owned dwellings.

Housing and Urban Development (HUD) - The Federal agency whose mission is to increase home ownership, support community development and increase access to affordable housing free from discrimination.

Housing Authority - The City of Santa Clara Housing Authority was established by Resolution 11-7827 on February 22, 2011 to ensure the provision of safe and sanitary housing for persons of low income.

Indirect Cost Allocation Plan - The City uses an indirect cost allocation plan to ensure that enterprises and certain special revenue supported operations pay for themselves and are not subsidized by City taxpayers. General Fund supported central services costs such as payroll, accounting, data processing, personnel, city management and facilities maintenance are allocated to those funds benefiting from these services based on statistical data reflecting use of these support services.

Infrastructure - Facilities on which the continuance and growth of a community depend on such as roads, water lines, sewers, public buildings, parks and airports.

Interest and Rent - Interest income on investments and rental income received on property owned by the City.

Interfund Services - Services provided by one fund within the City for the benefit of another fund for which the benefitting fund is charged a fee (e.g., payroll services for the Electric Utility Department).

Interfund Transfers - With Council approval, resources may be transferred from one City fund to another. The purpose of the majority of transfers is to reimburse a fund that has made expenditures on behalf of another fund. Less often, a transfer may be made to open or close a fund.

Intergovernmental - Revenue received from other government entities (e.g., grants).

Internal Service Funds - These funds account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis.

Legal Debt Limit - Per section 6.07 of the City Charter, bonded indebtedness of the City may not exceed 10% of the total assessed valuation of property within the City, exclusive of any indebtedness incurred for the purpose of water supply, sewers or storm drains.

Levi's Stadium - The stadium is located at 4900 Marie P. DeBartolo Way, Santa Clara and is the home of the San Francisco 49ers professional football team. It has a permanent seating capacity of approximately 68,500 seats with expansion to approximately 75,000 seats for larger events, such as an NFL Super Bowl. The stadium was built based on the City of Santa Clara approved Measure J, the Santa Clara Stadium Taxpayer Protection and Economic Progress Act, on June 8, 2010.

Levy - An amount of taxes, special assessments or service charges imposed by a government for the support of government activities.

Liability - Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. That is, a financial obligation or claim of financial resources of a specific fund to be liquidated at a future date.

Long-term Debt - Debt with a maturity of more than one year after the date of issue.

Mission - The overriding purpose of the department, division, or program.

Modified Accrual Basis of Accounting - Revenues are recognized in the accounting period in which they become available and measurable; expenditures are recognized in the accounting period in which the fund liability is incurred (if measurable), except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Municipal Code - A compilation of City Council approved ordinances currently in effect. The Code defines City policy in various categories, for example, Civil Service rules, traffic regulations, sanitation and health standards, building regulations and planning and zoning regulations.

Object Category - See Expenditure Object Category.

Operating Budget - The portion of the budget that pertains to the City's daily operations and activities engaged in to provide services to the community. The operating budget contains appropriations for such expenditures as personnel (salaries, wages and benefits), supplies and materials, utilities, travel and fuel.

Ordinance - A formal legislative enactment by City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law (State or federal). An ordinance has a higher legal standing than a resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges are some examples of actions that would require the enactment of an ordinance.

Other Financing Sources - Changes in residual fund equity or balances not arising from revenues or expenditures/expenses. Includes governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets and operating transfers in.

Performance Measures - This is a non-financial measurement of activity such as number of meters read, number of bills sent, number of customer service calls handled and response time to emergency calls. Performance-based budgeting incorporates performance measures into the budget process.

Program - A program is a specific service or activity that falls under departmental divisions. Programs provide for a lower level of detail regarding a Department's function. For instance, the Traffic Program under the Police Field Operations Division.

Property Tax - An ad valorem (based on value) tax on real property and tangible personal property levied by the local government on the property located within the City's jurisdiction. Property tax is determined by two factors: the assessed value of the property and the tax rate for the area in which the property is located.

Public Facilities Financing Corporation (PFFC) - The City of Santa Clara Public Facilities Financing Corporation (PFFC) was formed in 1997 for the purpose of issuing Certificates of Participation (COPs) to provide financing for the construction of major City facilities. Members of the City Council are also members of the PFFC Board. Debt service on the COPs is secured by lease payments made by the City's General Fund to the PFFC for the use of the constructed facilities for public purposes. In accordance with lease agreements, the PFFC assigns lease payments received from the City to the trustee for payment to the certificate holders.

Redevelopment Dissolution Act - See Dissolution Act.

Reimbursement - Repayments of amounts remitted on behalf of another party, or interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it but properly applied to another fund.

Reserve - An account used to earmark a portion of fund balance to indicate that it is not available for expenditure or legally segregated for a specific future use.

Resolution - A special or temporary legislative order of the City Council/Agency/Authority. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City. A resolution requires less legal formality and has a lower legal status than an ordinance.

Revenue - Resources received by the government available for use in supporting services including such items as taxes, fees, permits, licenses, grants and interest.

Risk Management - An organized attempt to protect a government's assets against accidental loss in the most economical method. The City is exposed to various risks of losses related to torts, errors and omissions, general liability, injuries to employees and unemployment claims. Claims, expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated using actuarial methods or other estimating techniques. These losses include an estimate of claims that have been incurred but not reported.

Sales Tax - A tax imposed by the government on retailers at the point of sale for the privilege of selling tangible personal property. It is usually calculated as a percentage of the selling price and collected by the retailer from the consumer. The rate in the City of Santa Clara is 9.125%.

Silicon Valley Power (SVP) - The City's Electric Utility Department provides electricity to City residents and businesses under the name Silicon Valley Power.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund in which revenue collected is restricted by the City, State or federal government as to how the city might spend its resources.

Sports and Open Space Authority (SOSA) – The City of Santa Clara Sports and Open Space Authority (SOSA) was created by the City Council in 1974 for the acquisition and development of open space within the City. The members of the City Council are also members of SOSA's Board of Directors and, as such, are authorized to transact business and exercise power to purchase, lease or otherwise obtain and dispose of real and personal property, to acquire, construct, maintain, repair, manage and operate real and personal property, including leasing to private operators for commercial purposes, surplus space which is not economical to use for open space planning.

Stadium Authority – The Stadium Authority was established by the City Council in 2011 to provide for the development and operation of Levi's Stadium. The Stadium Authority's governing board is the seven members of the City Council. The Stadium Authority will own, develop, construct, operate and maintain the Stadium, and have all powers granted to it by the City. The Stadium Authority is a separate and distinct legal entity, and the City is not liable for the debts or obligations of the Stadium Authority.

Strategic Pillar – The City Council adopted seven focus areas for City operations: 1. Promote and Enhance Economic, Housing and Transportation Development; 2. Deliver and Enhance High Quality Efficient Services and Infrastructure; 3. Enhance Community Sports, Recreational and Arts Assets; 4. Enhance Community Engagement and Transparency; 5. Ensure Compliance with Measure J and Manage Levi's Stadium; 6. Manage Strategically our Workforce Capacity and Resources; and 7. Promote Sustainability and Environmental Protection.

Subsidy – A grant by a government entity to another government entity to pay all or a portion of an activity of the government deemed advantageous to the public.

Successor Agency to the Former Redevelopment Agency of the City of Santa Clara – Pursuant to State legislation ABx1 26, the "Dissolution Act," the Redevelopment Agency (RDA) of the City of Santa Clara was dissolved effective February 1, 2012. The City has elected to become the Successor Agency for the RDA non-housing functions, responsible for paying off the former Redevelopment Agency's existing debts, disposing of the former Redevelopment Agency's properties and assets to help pay off debts, returning revenues to the local government entities that receive property taxes, and winding down the affairs of the former Redevelopment Agency. The City has also elected to retain the former Redevelopment Agency's housing functions, including retaining all of the housing assets, rights, power, duties, obligations and functions previously performed by the Redevelopment Agency in administering its Low and Moderate Income Housing Fund.

Surplus – An excess of revenue (resources) over expenditures or expenses.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water service charges.

Ten-Year Financial Plan – A strategic planning document showing the estimated results of operations and capital improvement project requirements over the next ten years. This plan is reviewed and accepted by Council and no appropriations result from that acceptance.

Theme – The capital budget is aligned to twelve categories (Administrative Facilities, Community Facilities, Convention Center, Electric Utility, Other Community Projects, Parks and Trails, Sewer Utility, Solid Waste, Storm Drain, Technology and Equipment, Transportation, and Water and Recycled Water Utilities).

Tourism Improvement District (TID) – The Santa Clara Tourism Improvement District was established in 2004 as a marketing revenue supplement to assist the Santa Clara Convention and Visitors Bureau (CVB) with marketing the City of Santa Clara to hotel and convention center groups and visitors. The activities to be provided to the district will be funded by the levy of assessments.

Transient Occupancy Tax (TOT) – A locally controlled tax imposed on travelers who stay in temporary lodging facilities for stays thirty days or less. The rate in the City of Santa Clara is currently 11.5%.

Trust Fund – Used to account for assets held by the City in a trustee capacity.

User Charges – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



ACRONYMS

| | |
|----------------|--|
| AB | Assembly Bill |
| ACFR | Annual Comprehensive Financial Report |
| ADA | American with Disabilities Act |
| AIPG | All Inclusive Playground Grant |
| AMH | Automatic Handling System |
| ARPA | American Rescue Plan Act |
| ARRA | American Recovery and Reinvestment Act |
| ASAI | Average System Availability Index |
| BAREC | Bay Area Research Extension Center |
| BLS | Basic Life Support |
| BMP | Below Market Price |
| BNPEA | Bayshore North Project Enhancement Authority |
| BSR | Budget Stabilization Reserve |
| CAHF | City Affordable Housing Fund |
| CalOES | State of California Office of Emergency Services |
| CalPERS | California Public Employees' Retirement System |
| CCTV | Closed-Circuit Television |
| CDBG | Community Development Block Grant |
| CEQA | California Environmental Quality Act |
| CFD | Community Facilities District |
| CIP | Capital Improvement Program |
| CLT | Contribution In-Lieu of Tax |
| CMMS | Computerized Maintenance Management System |
| CNG | Compressed Natural Gas |
| COLA | Cost of Living Adjustment |
| COP | Certificates of Participation |
| COPS | Citizens' Option for Public Safety |
| CPI | Consumer Price Index |
| CPR/AED | Cardiopulmonary Resuscitation/Automated External Defibrillator |
| CPRS | California Parks and Recreation Society |
| CRC | Community Recreation Center |



| | |
|-----------------|--|
| CSMFO | California Society of Municipal Finance Officers |
| CVB | Convention-Visitors Bureau |
| DA | Development Agreement |
| DDA | Disposition and Development Agreement |
| DTSC | Department of Toxic Substances Control |
| DVR | Donald Von Raesfeld Power Plant |
| EEO | Equal Employment Opportunity |
| EIR | Environmental Impact Report |
| EMS | Emergency Medical Services |
| EMT | Emergency Medical Technician |
| EOC | Emergency Operations Center |
| EOL | End of Life |
| EOPS | Enforceable Obligation Payment Schedule |
| ERAF | Educational Revenue Augmentation Fund |
| FEMA | Federal Emergency Management Agency |
| FERC | Federal Energy Regulatory Commission |
| FF&E | Furniture, Fixtures and Equipment |
| FHRMS | Finance Human Resources Management System |
| FMIS | Finance Management Information System |
| FOG | Fats, Oils, and Grease |
| FPPC | Fair Political Practices Commission |
| FTE | Full Time Equivalent (Employee) |
| FTHB | First Time Homebuyer |
| FY | Fiscal year |
| GAAP | Generally Accepted Accounting Practices |
| GASB | Governmental Accounting Standards Board |
| GDP | Gross Domestic Product |
| GFGC | General Fund General Contingency |
| GFOA | Government Finance Officers Association |
| GIS | Geographical Information Systems |
| GPS | Global Positioning System |
| GSI | Green Stormwater Infrastructure |
| GWh | Giga Watt Hour |



| | |
|----------------|---|
| HA | Housing Authority |
| HIPPA | Health Insurance Portability and Accountability Act |
| HMG | Hazard Mitigation Grant |
| HMI | Human Mechanical Interface |
| HOME | Home Investment Partnerships Act |
| HR | Human Resources |
| HUD | Housing and Urban Development |
| HVAC | Heating, Ventilation, and Air Conditioning |
| IBEW | International Brotherhood of Electric Workers |
| ISC/CRC | International Swim Center/Community Recreation Center |
| IT | Information Technology |
| JPA | Joint Power Agreement |
| kWh | Kilo Watt Hour |
| LED | Light Emitting Diodes |
| LEED | Leadership in Energy and Environmental Design |
| LF | Linear Feet |
| LLEBG | Local Law Enforcement Block Grants Program |
| LPD | Land, Property and Development |
| m:s | minutes: seconds |
| MCC | Motor Control Center |
| MOU | Memorandum of Understanding |
| MRP | Municipal Regional Stormwater National Pollutant Discharge Elimination Permit |
| Muni | Municipal |
| N/A | Not Applicable |
| NCIP | Neighborhood Conservation and Improvement Program |
| NCPA | Northern California Power Agency |
| NEPA | National Environmental Policy Act |
| O&M | Operations and Maintenance |
| OBAG | One Bay Area Grant |
| OSHA | Occupational Safety and Health Administration |
| OTS | California Office Traffic Safety |
| PBC | Public Benefits Charge |
| PCA | Property Condition Assessment |



| | |
|-----------------|--|
| PEMHCA | Public Employees' Medical and Hospital Care Act (California) |
| PEPRA | Public Employees' Pension Reform Act of 2013 |
| PERS | Public Employees' Retirement System |
| PG&E | Pacific Gas and Electric |
| PLC | Programmable Logic Control |
| POP | Problem Oriented Policing |
| RDA | Redevelopment Agency |
| RMRA | Roadway Repair and Accountability Act |
| RMRP | Retiree Medical Reimbursement Program |
| ROPS | Recognized Obligation Payment Schedule |
| RWF | Regional Wastewater Facility |
| SA | Successor Agency |
| SAIDI | System Average Interruption Duration Index |
| SB | Senate Bill |
| SCADA | Supervisory Council and Data Acquisition |
| SCAT | Specialized Crime Action Team |
| SCPD NSU | Santa Clara Police Department - Nuisance Suppression Unit |
| SCSA | Santa Clara Stadium Authority |
| SDPS | Storm Drain Pump Station |
| SFM | State Fire Marshal |
| SFPUC | San Francisco Public Utilities Commission |
| SOSA | Sports and Open Space Authority |
| SRT | Special Response Team |
| STACT | San Tomas Aquino Creek Trail |
| STEM | Science, Technology, Engineering and Math |
| SVACA | Silicon Valley Animal Control Authority |
| SVP | Silicon Valley Power (City owned Electric Utility) |
| SWRCB | State Water Resources Control Board |
| TBRA | Tenant-Based Rental Assistance |
| TDA | Transportation Development Act |
| TDM | Traffic Demand Management |
| TMP | Transportation Management Program |
| TOT | Transient Occupancy Tax |



| | |
|-------------|--|
| TPAC | Treatment Plant Advisory Committee |
| UMIS | Utility Management Information System |
| Uncl | Unclassified Employee |
| VLF | Vehicle License Fee |
| VoIP | Voice Over Internet Protocol |
| WiFi | Wireless Fidelity Communication Technology |
| WPCP | Water Pollution Control Plant |

BUDGET SUMMARY | SOURCES

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|--------------|------------------------|
| Revenue Sources¹: | | | | | |
| Property Tax | 71,639,000 | 75,341,000 | 85,880,000 | 14.0% | 89,625,000 |
| Sales Tax | 58,183,000 | 60,173,000 | 60,524,000 | 0.6% | 62,352,000 |
| Transient Occupancy Tax | 9,000,000 | 12,600,000 | 21,275,000 | 68.8% | 23,650,000 |
| Franchise Tax | 4,630,000 | 4,780,000 | 5,150,000 | 7.7% | 5,300,000 |
| Gas Tax | 5,200,000 | 5,900,000 | 5,900,000 | 0.0% | 5,900,000 |
| Other Taxes | 1,826,327 | 1,867,617 | 1,983,077 | 6.2% | 2,082,298 |
| Planning Fees | 6,400,000 | 6,775,000 | 7,969,600 | 17.6% | 8,223,932 |
| Other Fees | 33,127,922 | 73,303,513 | 47,928,665 | (34.6%) | 87,664,867 |
| Licenses and Permits | 11,637,995 | 11,832,995 | 17,421,995 | 47.2% | 17,941,995 |
| Fines and Penalties | 1,496,135 | 1,465,000 | 1,225,000 | (16.4%) | 1,230,000 |
| Rents and Leases | 6,385,633 | 7,689,666 | 8,877,385 | 15.4% | 9,887,604 |
| Electric Utility | 519,666,171 | 591,932,383 | 654,793,213 | 10.6% | 735,601,973 |
| Electric Special Revenues | 31,839,508 | 33,382,905 | 37,793,434 | 13.2% | 40,110,067 |
| Water Utility | 47,500,000 | 46,312,500 | 58,234,600 | 25.7% | 63,772,000 |
| Sewer Utility | 42,976,233 | 40,518,345 | 42,500,700 | 4.9% | 46,439,300 |
| Water Recycling Utility | 5,200,000 | 5,200,000 | 7,203,200 | 38.5% | 8,126,000 |
| Solid Waste Services | 33,135,000 | 36,935,092 | 39,037,957 | 5.7% | 40,500,355 |
| Storm Drain Fees | 2,908,000 | 2,908,000 | 2,908,000 | 0.0% | 3,107,000 |
| Miscellaneous Charges for Services | 5,449,367 | 6,498,387 | 6,688,788 | 2.9% | 6,883,485 |
| Grant Revenue | 15,069,719 | 10,356,164 | 6,376,945 | (38.4%) | 5,142,048 |
| Housing Related | 2,025,391 | 1,623,337 | 2,405,250 | 48.2% | 2,415,726 |
| Other Agencies | 42,128,685 | 13,202,147 | 6,826,150 | (48.3%) | 7,335,930 |
| Other Revenues | 12,781,813 | 17,920,287 | 19,893,185 | 11.0% | 22,709,715 |
| State Revenues | 162,000 | 160,000 | 162,000 | 1.3% | 162,000 |
| Traffic Mitigation | 1,531,500 | 1,000,000 | 1,000,000 | 0.0% | 1,000,000 |
| Interest Income | 10,010,228 | 9,810,660 | 14,093,836 | 43.7% | 15,578,159 |
| Reimbursements | 5,614,872 | 6,294,102 | 7,365,310 | 17.0% | 7,666,842 |
| Developer Contributions | 38,861,733 | 35,428,787 | 18,977,810 | (46.4%) | 5,993,422 |
| Sale of Land or Property | 100,000 | 80,000 | 249,600 | 212.0% | 100,000 |
| Bond Proceeds | 18,588,216 | 0 | 335,250,000 | N/A | 0 |
| Interdepartmental Revenue | 84,471,722 | 88,977,303 | 96,045,382 | 7.9% | 99,916,306 |
| Transfers From | 106,559,744 | 50,091,179 | 393,330,000 | 685.2% | 65,959,970 |
| Gross Revenue | 1,236,105,914 | 1,260,359,369 | 2,015,270,082 | 59.9% | 1,492,377,994 |
| Less Transfers In and Interfund Revenues ² | (191,031,466) | (139,068,482) | (489,375,382) | 251.9% | (165,876,276) |
| Net Revenue | 1,045,074,448 | 1,121,290,887 | 1,525,894,700 | 36.1% | 1,326,501,718 |
| Capital Improvement Program Carryover | 143,343,514 | 169,248,792 | 0 | (100.0%) | 0 |
| (Contribution to) / Use of Reserves | 28,907,185 | 41,209,568 | (34,949,589) | (184.8%) | (92,456,650) |
| Total Net Sources³ | 1,217,325,147 | 1,331,749,247 | 1,490,945,111 | 12.0% | 1,234,045,068 |

BUDGET SUMMARY | USES

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|--------------|------------------------|
| Expenditures¹: | | | | | |
| Operating Budget: | | | | | |
| City Council | 829,205 | 861,105 | 1,124,281 | 30.6% | 1,176,723 |
| City Attorney's Office | 3,097,380 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 |
| City Clerk's Office | 1,470,231 | 2,076,112 | 1,947,261 | (6.2%) | 2,067,068 |
| City Auditor | 1,075,970 | 1,224,141 | 948,445 | (22.5%) | 985,489 |
| City Manager's Office | 5,442,069 | 6,085,321 | 4,980,204 | (18.2%) | 5,175,582 |
| Community Development | 23,938,049 | 24,696,861 | 25,674,923 | 4.0% | 25,309,296 |
| Electric Utility | 529,959,140 | 675,885,991 | 719,003,859 | 6.4% | 786,454,509 |
| Finance | 16,363,472 | 17,820,990 | 18,192,257 | 2.1% | 19,012,771 |
| Fire | 60,581,403 | 62,334,871 | 69,732,009 | 11.9% | 71,103,199 |
| Human Resources | 4,133,810 | 4,508,710 | 4,208,090 | (6.7%) | 4,439,328 |
| Information Technology | 12,284,229 | 12,958,301 | 13,294,932 | 2.6% | 13,156,944 |
| Library | 10,764,727 | 11,889,451 | 10,835,937 | (8.9%) | 11,317,625 |
| Parks & Recreation | 22,940,877 | 23,743,141 | 23,892,478 | 0.6% | 24,831,781 |
| Police | 80,454,471 | 85,444,381 | 86,688,554 | 1.5% | 91,296,351 |
| Public Works | 79,441,436 | 83,467,913 | 87,303,204 | 4.6% | 90,925,536 |
| Water and Sewer Utility | 95,628,494 | 86,940,128 | 96,385,559 | 10.9% | 120,920,630 |
| Non-Departmental ⁴ | 61,939,938 | 40,185,265 | 50,695,213 | 26.2% | 49,923,207 |
| Other Agency | 5,420 | 5,420 | 10,000 | 84.5% | 10,200 |
| Internal Services | 15,358,000 | 15,793,000 | 12,397,000 | (21.5%) | 12,934,000 |
| Debt Service | 39,286,574 | 19,841,227 | 374,973,049 | 1789.9% | 40,647,934 |
| Gross Operating Budget | 1,064,994,895 | 1,178,965,064 | 1,605,363,771 | 36.2% | 1,374,893,875 |
| Less Transfers Out and Interfund Expenses ² | (178,378,596) | (203,142,482) | (509,709,569) | 150.9% | (247,780,561) |
| Net Operating Budget | 886,616,299 | 975,822,582 | 1,095,654,202 | 12.3% | 1,127,113,314 |
| Capital Improvement Program Budget: | | | | | |
| Total Capital Improvement Program | 333,428,673 | 353,438,983 | 392,767,458 | 11.1% | 104,022,838 |
| Public Works Management Services | 3,962,714 | 3,941,683 | 4,111,656 | 4.3% | 4,362,916 |
| Less Transfers Out | (6,682,539) | (1,454,000) | (1,588,205) | 9.2% | (1,454,000) |
| Total Capital Improvement Program Budget³ | 330,708,848 | 355,926,666 | 395,290,909 | 11.1% | 106,931,754 |
| Total Net Uses | 1,217,325,147 | 1,331,749,248 | 1,490,945,111 | 12.0% | 1,234,045,068 |

¹ Excludes Stadium Authority operating budget

² Excludes internal services fund operating budget, non-City Convention Center activities, and all transfers

³ Includes Capital Improvement Program Carryover in FY 2022/23 Adopted Budget and FY 2021/22 Adopted Budget

⁴ Includes Convention Center operating budget

BUDGET SUMMARY | REVENUE SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|--------------|------------------------|---------------|
| General Fund | | | | | | |
| 001 General Fund | 242,183,546 | 242,058,385 | 274,263,600 | 13.3% | 287,341,981 | 4.8% |
| Total General Fund | 242,183,546 | 242,058,385 | 274,263,600 | 13.3% | 287,341,981 | 4.8% |
| Special Revenue Funds | | | | | | |
| 102 American Rescue Plan Act Fund | 26,231,326 | 0 | 0 | N/A | 0 | N/A |
| 463 Bridge Maintenance District #2 Fund | 95,052 | 80,000 | 80,000 | 0.0% | 80,000 | 0.0% |
| 155 Building Development Services Fund | 40,351,364 | 14,112,000 | 15,611,000 | 10.6% | 16,164,000 | 3.5% |
| 220 Building Special Programs and Training Fund | 71,002 | 63,395 | 44,995 | (29.0%) | 44,995 | 0.0% |
| 165 City Affordable Housing Fund | 3,729,379 | 682,000 | 1,166,720 | 71.1% | 1,168,177 | 0.1% |
| 027 Community Facilities District No. 2019-1 (Lawrence Station) Fund | 328,257 | 387,617 | 383,077 | (1.2%) | 450,298 | 17.5% |
| 026 Convention Center Maintenance District Fund | 1,707,688 | 1,878,119 | 1,774,119 | (5.5%) | 1,774,119 | 0.0% |
| 124 Developer Traffic Payments Fund | 735,720 | 0 | 0 | N/A | 0 | N/A |
| 025 Downtown Parking Maintenance District Fund | 12,637 | 14,200 | 151,230 | 965.0% | 158,850 | 5.0% |
| 077 Endowment Care Fund | 284,415 | 118,000 | 130,000 | 10.2% | 130,000 | 0.0% |
| 144 Engineering Operating Grant Trust Fund | 55,753 | 0 | 0 | N/A | 0 | N/A |
| 079 Expendable Trust Fund | 105,077 | 0 | 0 | N/A | 0 | N/A |
| 158 Fire Development Service Fund | 0 | 0 | 3,435,000 | N/A | 3,081,750 | (10.3%) |
| 178 Fire Operating Grant Trust Fund | 298,861 | 32,745 | 4,006,904 | 12136.7% | 4,513,514 | 12.6% |
| 121 Gas Tax Fund | 3,322,440 | 3,500,000 | 3,500,000 | 0.0% | 3,500,000 | 0.0% |
| 562 Housing and Urban Development Fund | 3,407,857 | 1,810,000 | 3,106,041 | 71.6% | 1,518,534 | (51.1%) |
| 164 Housing Authority Fund | 530,272 | 280,000 | 252,495 | (9.8%) | 252,496 | 0.0% |
| 169 Housing Successor Agency Fund | 6,522,898 | 350,000 | 1,306,326 | 273.2% | 1,306,326 | 0.0% |
| 072 Library Donations Trust Fund | 23 | 0 | 0 | N/A | 0 | N/A |
| 112 Library Operating Grant Trust Fund | 112,548 | 0 | 0 | N/A | 0 | N/A |
| 101 Other City Departments Operating Grant Trust Fund | 535,224 | 0 | 0 | N/A | 0 | N/A |
| 111 Parks and Recreation Operating Grant Trust Fund | 204,119 | 124,769 | 152,363 | 22.1% | 152,363 | 0.0% |
| 076 Perpetual Care Fund | 558 | 500 | 500 | 0.0% | 500 | 0.0% |
| 177 Police Operating Grant Trust Fund | 624,029 | 0 | 0 | N/A | 0 | N/A |
| 157 Prefunded Plan Review Fund | 332,500 | 0 | 0 | N/A | 0 | N/A |
| 067 Public Donations Fund | 185,099 | 0 | 0 | N/A | 0 | N/A |
| 221 Public, Educational, and Governmental Fee Fund | 232,867 | 200,000 | 200,000 | 0.0% | 200,000 | 0.0% |
| 122 Road Maintenance and Rehabilitation (SB1) Fund | 2,665,509 | 2,500,000 | 2,550,000 | 2.0% | 2,550,000 | 0.0% |
| 123 Traffic Mitigation Fund | 1,414,767 | 1,150,000 | 1,150,000 | 0.0% | 1,150,000 | 0.0% |
| Total Special Revenue Funds | 94,097,241 | 27,283,345 | 39,000,770 | 42.9% | 38,195,922 | (2.1%) |
| Enterprise Funds | | | | | | |
| 093 Cemetery Fund | 1,649,154 | 1,498,500 | 1,576,500 | 5.2% | 1,603,500 | 1.7% |

BUDGET SUMMARY | REVENUE SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|--------------|------------------------|--------------|
| Enterprise Funds | | | | | | |
| 860 Convention Center Enterprise Fund | 10,337,495 | 13,603,635 | 15,663,770 | 15.1% | 18,193,014 | 16.1% |
| 191 Electric Operating Grant Trust Fund | 34,274,623 | 33,429,379 | 37,842,234 | 13.2% | 40,164,067 | 6.1% |
| 091 Electric Utility Fund | 549,086,102 | 589,799,417 | 684,767,499 | 16.1% | 757,243,956 | 10.6% |
| 094 Sewer Utility Fund | 54,162,954 | 40,459,345 | 43,500,825 | 7.5% | 47,453,903 | 9.1% |
| 096 Solid Waste Fund | 34,486,563 | 37,280,456 | 39,613,321 | 6.3% | 41,081,879 | 3.7% |
| 097 Water Recycling Fund | 6,491,607 | 5,708,446 | 7,668,868 | 34.3% | 8,594,538 | 12.1% |
| 092 Water Utility Fund | 51,869,747 | 48,358,520 | 60,726,490 | 25.6% | 66,333,834 | 9.2% |
| Total Enterprise Funds | 742,358,245 | 770,137,698 | 891,359,507 | 15.7% | 980,668,691 | 10.0% |
| Internal Service Funds | | | | | | |
| 048 Communication Acquisitions Fund | 584,334 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| 053 Fleet Operations Fund | 5,122,634 | 5,503,082 | 5,460,601 | (0.8%) | 5,649,029 | 3.5% |
| 045 Information Technology Services Fund | 12,064,738 | 12,259,626 | 13,094,932 | 6.8% | 12,956,944 | (1.1%) |
| 044 Public Works Capital Projects Management Fund | 3,962,714 | 3,941,683 | 4,111,656 | 4.3% | 4,362,916 | 6.1% |
| 082 Special Liability Insurance Fund | 12,873,684 | 9,554,000 | 6,195,000 | (35.2%) | 6,497,000 | 4.9% |
| 087 Unemployment Insurance Fund | 382,211 | 0 | 0 | N/A | 0 | N/A |
| 050 Vehicle Replacement Fund | 4,589,679 | 4,152,585 | 6,244,263 | 50.4% | 6,251,978 | 0.1% |
| 081 Workers' Compensation Fund | 6,763,278 | 5,835,000 | 6,097,000 | 4.5% | 6,327,000 | 3.8% |
| Total Internal Service Funds | 46,343,272 | 42,075,334 | 42,198,684 | 0.3% | 43,058,435 | 2.0% |
| Capital Improvement Program Funds | | | | | | |
| 593 Cemetery Capital Fund | 8,409 | 9,225 | 0 | (100.0%) | 0 | N/A |
| 565 City Affordable Housing Capital Fund | 5,630,375 | 0 | 0 | N/A | 0 | N/A |
| 865 Convention Center Capital Fund | 2,327,544 | 0 | 0 | N/A | 550,000 | N/A |
| 591 Electric Utility Capital Fund | 58,984,364 | 108,668,826 | 358,335,039 | 229.7% | 56,252,674 | (84.3%) |
| 536 Fire Department Capital Fund | 837,110 | 588,153 | 427,374 | (27.3%) | 234,374 | (45.2%) |
| 539 General Government Capital Fund | 1,768,921 | 1,950,000 | 925,000 | (52.6%) | 875,000 | (5.4%) |
| 537 Library Department Capital Fund | 7,872 | 281,831 | 0 | (100.0%) | 0 | N/A |
| 532 Parks and Recreation Capital Fund | 21,367,511 | 4,056,622 | 258,941 | (93.6%) | 4,776,181 | 1744.5% |
| 542 Patrick Henry Drive Infrastructure Improvement Fund | 0 | 69,205 | 140,486 | 103.0% | 73,419 | (47.7%) |
| 538 Public Buildings Capital Fund | 397,953 | 1,289,532 | 1,590,019 | 23.3% | 180,272 | (88.7%) |
| 597 Recycled Water Capital Fund | 50,000 | 0 | 0 | N/A | 0 | N/A |
| 540 Related Santa Clara Developer Fund | 1,063,068 | 2,902,465 | 968,330 | (66.6%) | 391,422 | (59.6%) |
| 594 Sewer Utility Capital Fund | 7,710,382 | 4,364,913 | 13,867,222 | 217.7% | 18,047,101 | 30.1% |
| 596 Solid Waste Capital Fund | 260,464 | 743,000 | 765,000 | 3.0% | 788,000 | 3.0% |
| 535 Storm Drain Capital Fund | 2,085,628 | 2,417,432 | 2,326,414 | (3.8%) | 1,553,633 | (33.2%) |



BUDGET SUMMARY | REVENUE SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|----------------|------------------------|----------------|
| Capital Improvement Program Funds | | | | | | |
| 534 Street Lighting Capital Fund | 48,629 | 71,455 | 125,000 | 74.9% | 4,175,000 | 3240.0% |
| 533 Streets and Highways Capital Fund | 30,181,531 | 31,550,471 | 17,776,700 | (43.7%) | 15,568,079 | (12.4%) |
| 541 Tasman East Infrastructure Improvement Fund | 3,465,453 | 0 | 0 | N/A | 0 | N/A |
| 592 Water Utility Capital Fund | 6,285,000 | 0 | 0 | N/A | 885,000 | N/A |
| Total Capital Improvement Program Funds | 142,480,214 | 158,963,130 | 397,505,525 | 150.1% | 104,350,155 | (73.7%) |
| Other Agency Fund | | | | | | |
| 801 Sports and Open Space Authority Fund | 139 | 250 | 10,000 | 3900.0% | 10,200 | 2.0% |
| Total Other Agency Fund | 139 | 250 | 10,000 | 3900.0% | 10,200 | 2.0% |
| Debt Service Funds | | | | | | |
| 491 Electric Utility Debt Service Fund | 16,643,559 | 16,548,917 | 339,529,056 | 1951.7% | 36,296,170 | (89.3%) |
| 431 Public Facilities Financing Corporation Fund | 2,502,062 | 1,403,275 | 1,402,940 | (0.02%) | 1,406,440 | 0.2% |
| 494 Sewer Utility Debt Service Fund | 1,889,035 | 1,889,035 | 30,000,000 | 1488.1% | 1,050,000 | (96.5%) |
| Total Debt Service Funds | 21,034,656 | 19,841,227 | 370,931,996 | 1769.5% | 38,752,610 | (89.6%) |
| Grand Total Revenues | 1,288,497,313 | 1,260,359,369 | 2,015,270,082 | 59.9% | 1,492,377,994 | (25.9%) |

BUDGET SUMMARY | EXPENDITURES SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|--------------|------------------------|---------------|
| General Fund | | | | | | |
| 001 General Fund | 258,194,456 | 272,355,355 | 280,773,558 | 3.1% | 287,458,968 | 2.4% |
| Total General Fund | 258,194,456 | 272,355,355 | 280,773,558 | 3.1% | 287,458,968 | 2.4% |
| Special Revenue Funds | | | | | | |
| 102 American Rescue Plan Act Fund | 26,231,326 | 0 | 0 | N/A | 0 | N/A |
| 463 Bridge Maintenance District #2 Fund | 80,000 | 80,000 | 80,000 | 0.0% | 80,000 | 0.0% |
| 155 Building Development Services Fund | 11,383,394 | 13,548,582 | 13,874,054 | 2.4% | 14,846,926 | 7.0% |
| 220 Building Special Programs and Training Fund | 29,120 | 61,765 | 44,995 | (27.2%) | 44,995 | 0.0% |
| 165 City Affordable Housing Fund | 5,085,499 | 1,685,731 | 1,559,557 | (7.5%) | 1,595,486 | 2.3% |
| 027 Community Facilities District No. 2019-1 (Lawrence Station) Fund | 13,924 | 350,507 | 373,273 | 6.5% | 384,471 | 3.0% |
| 026 Convention Center Maintenance District Fund | 1,877,763 | 1,878,119 | 1,919,119 | 2.2% | 1,774,119 | (7.6%) |
| 124 Developer Traffic Payments Fund | 0 | 1,108,500 | 0 | (100.0%) | 0 | N/A |
| 025 Downtown Parking Maintenance District Fund | 125,975 | 137,521 | 136,990 | (0.4%) | 144,609 | 5.6% |
| 077 Endowment Care Fund | 29,663 | 28,000 | 30,000 | 7.1% | 30,000 | 0.0% |
| 144 Engineering Operating Grant Trust Fund | 41,359 | 0 | 0 | N/A | 0 | N/A |
| 079 Expendable Trust Fund | 344,094 | 0 | 0 | N/A | 0 | N/A |
| 158 Fire Development Service Fund | 0 | 0 | 3,109,073 | N/A | 3,264,818 | 5.0% |
| 178 Fire Operating Grant Trust Fund | 267,425 | 36,019 | 4,006,904 | 11024.4% | 4,513,514 | 12.6% |
| 121 Gas Tax Fund | 3,946,580 | 2,985,000 | 4,650,000 | 55.8% | 2,550,000 | (45.2%) |
| 562 Housing and Urban Development Fund | 3,255,558 | 2,379,814 | 3,744,641 | 57.4% | 2,115,381 | (43.5%) |
| 164 Housing Authority Fund | 170,739 | 380,363 | 457,193 | 20.2% | 414,581 | (9.3%) |
| 169 Housing Successor Agency Fund | 12,434,115 | 1,242,599 | 873,227 | (29.7%) | 899,463 | 3.0% |
| 072 Library Donations Trust Fund | 0 | 0 | 0 | N/A | 0 | N/A |
| 112 Library Operating Grant Trust Fund | 101,801 | 0 | 0 | N/A | 0 | N/A |
| 101 Other City Departments Operating Grant Trust Fund | 668,157 | 0 | 0 | N/A | 0 | N/A |
| 111 Parks and Recreation Operating Grant Trust Fund | 212,586 | 124,769 | 152,363 | 22.1% | 152,363 | 0.0% |
| 076 Perpetual Care Fund | 558 | 500 | 500 | 0.0% | 500 | 0.0% |
| 177 Police Operating Grant Trust Fund | 445,350 | 0 | 0 | N/A | 0 | N/A |
| 157 Prefunded Plan Review Fund | 556,750 | 0 | 0 | N/A | 0 | N/A |
| 067 Public Donations Fund | 36,215 | 0 | 0 | N/A | 0 | N/A |
| 221 Public, Educational, and Governmental Fee Fund | 86,590 | 200,000 | 200,000 | 0.0% | 200,000 | 0.0% |
| 122 Road Maintenance and Rehabilitation (SB1) Fund | 2,100,000 | 2,500,000 | 2,500,000 | 0.0% | 2,500,000 | 0.0% |
| 123 Traffic Mitigation Fund | 2,593,378 | 850,000 | 700,000 | (17.6%) | 1,600,000 | 128.6% |
| Total Special Revenue Funds | 72,117,919 | 29,577,789 | 38,411,889 | 29.9% | 37,111,226 | (3.4%) |
| Enterprise Funds | | | | | | |
| 093 Cemetery Fund | 1,437,087 | 1,540,618 | 1,535,171 | (0.4%) | 1,591,088 | 3.6% |

BUDGET SUMMARY | EXPENDITURES SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|---------------|------------------------|--------------|
| Enterprise Funds | | | | | | |
| 860 Convention Center Enterprise Fund | 9,613,569 | 14,373,644 | 16,103,582 | 12.0% | 18,284,444 | 13.5% |
| 191 Electric Operating Grant Trust Fund | 19,762,860 | 33,549,786 | 42,917,231 | 27.9% | 34,309,180 | (20.1%) |
| 091 Electric Utility Fund | 552,668,320 | 642,336,205 | 676,086,628 | 5.3% | 752,145,329 | 11.2% |
| 094 Sewer Utility Fund | 35,815,458 | 34,174,214 | 33,856,908 | (0.9%) | 50,232,161 | 48.4% |
| 096 Solid Waste Fund | 32,300,731 | 37,124,239 | 39,316,243 | 5.9% | 40,785,274 | 3.7% |
| 097 Water Recycling Fund | 5,617,355 | 5,729,413 | 8,234,584 | 43.7% | 9,502,867 | 15.4% |
| 092 Water Utility Fund | 51,154,645 | 47,036,501 | 54,294,067 | 15.4% | 61,185,602 | 12.7% |
| Total Enterprise Funds | 708,370,025 | 815,864,620 | 872,344,414 | 6.9% | 968,035,945 | 11.0% |
| Internal Service Funds | | | | | | |
| 048 Communication Acquisitions Fund | 373,997 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| 053 Fleet Operations Fund | 4,853,639 | 5,661,850 | 5,462,441 | (3.5%) | 5,651,174 | 3.5% |
| 045 Information Technology Services Fund | 10,294,656 | 12,758,301 | 13,094,932 | 2.6% | 12,956,944 | (1.1%) |
| 044 Public Works Capital Projects Management Fund | 3,754,799 | 3,941,683 | 4,111,656 | 4.3% | 4,362,916 | 6.1% |
| 082 Special Liability Insurance Fund | 7,366,850 | 9,554,000 | 6,195,000 | (35.2%) | 6,497,000 | 4.9% |
| 087 Unemployment Insurance Fund | 102,803 | 150,000 | 105,000 | (30.0%) | 110,000 | 4.8% |
| 050 Vehicle Replacement Fund | 3,038,474 | 3,444,961 | 2,789,600 | (19.0%) | 4,711,000 | 68.9% |
| 081 Workers' Compensation Fund | 5,056,631 | 6,089,000 | 6,097,000 | 0.1% | 6,327,000 | 3.8% |
| Total Internal Service Funds | 34,841,849 | 42,429,153 | 38,850,861 | (8.4%) | 41,629,602 | 7.2% |
| Capital Improvement Program Funds | | | | | | |
| 593 Cemetery Capital Fund | 30,011 | 243,205 | 0 | (100.0%) | 0 | N/A |
| 565 City Affordable Housing Capital Fund | 0 | 0 | 0 | N/A | 0 | N/A |
| 865 Convention Center Capital Fund | 2,781,902 | 2,622,854 | 0 | (100.0%) | 550,000 | 100.0% |
| 591 Electric Utility Capital Fund | 57,339,865 | 183,989,038 | 351,572,203 | 91.1% | 56,252,674 | (84.0%) |
| 536 Fire Department Capital Fund | 413,250 | 1,438,505 | 427,374 | (70.3%) | 234,374 | (45.2%) |
| 539 General Government Capital Fund | 3,887,224 | 8,143,806 | 925,000 | (88.6%) | 875,000 | (5.4%) |
| 537 Library Department Capital Fund | 47,454 | 448,142 | 0 | (100.0%) | 0 | N/A |
| 532 Parks and Recreation Capital Fund | 7,258,180 | 25,218,603 | 1,298,457 | (94.9%) | 5,588,401 | 330.4% |
| 542 Patrick Henry Drive Infrastructure Improvement Fund | 0 | 69,205 | 140,486 | 103.0% | 73,419 | (47.7%) |
| 538 Public Buildings Capital Fund | 3,896,179 | 3,580,448 | 1,590,019 | (55.6%) | 180,272 | (88.7%) |
| 597 Recycled Water Capital Fund | 3,540 | 50,000 | 50,000 | 0.0% | 50,000 | 0.0% |
| 540 Related Santa Clara Developer Fund | 1,003,733 | 2,902,465 | 968,330 | (66.6%) | 391,422 | (59.6%) |
| 594 Sewer Utility Capital Fund | 40,895,438 | 43,132,893 | 13,721,801 | (68.2%) | 18,192,330 | 32.6% |
| 596 Solid Waste Capital Fund | 815,194 | 743,000 | 765,000 | 3.0% | 788,000 | 3.0% |
| 535 Storm Drain Capital Fund | 5,035,397 | 4,858,321 | 2,326,414 | (52.1%) | 1,553,633 | (33.2%) |
| 534 Street Lighting Capital Fund | 117,469 | 4,723,844 | 125,000 | (97.4%) | 4,175,000 | 3240.0% |



BUDGET SUMMARY | EXPENDITURES SUMMARY

| Fund Type | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | Change % | FY 2024/25 Proposed | Change % |
|--|----------------------|-----------------------|------------------------|----------------|------------------------|----------------|
| Capital Improvement Program Funds | | | | | | |
| 533 Streets and Highways Capital Fund | 16,309,459 | 65,675,118 | 17,776,700 | (72.9%) | 15,568,079 | (12.4%) |
| 541 Tasman East Infrastructure Improvement Fund | 216,182 | 2,876,218 | 27,330 | (99.0%) | 28,150 | 3.0% |
| 592 Water Utility Capital Fund | 5,833,403 | 6,665,000 | 5,165,000 | (22.5%) | 3,885,000 | (24.8%) |
| Total Capital Improvement Program Funds | 145,883,880 | 357,380,665 | 396,879,114 | 11.1% | 108,385,754 | (72.7%) |
| Other Agency Fund | | | | | | |
| 801 Sports and Open Space Authority Fund | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total Other Agency Fund | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Debt Service Funds | | | | | | |
| 491 Electric Utility Debt Service Fund | 16,301,979 | 16,548,917 | 339,529,056 | 1951.7% | 36,296,170 | (89.3%) |
| 431 Public Facilities Financing Corporation Fund | 2,502,604 | 1,403,275 | 1,402,440 | (0.1%) | 1,405,940 | 0.2% |
| 494 Sewer Utility Debt Service Fund | 1,140,948 | 1,889,035 | 34,041,553 | 1702.1% | 2,945,824 | (91.3%) |
| Total Debt Service Funds | 19,945,531 | 19,841,227 | 374,973,049 | 1789.9% | 40,647,934 | (89.2%) |
| Grand Total Expenditures | 1,239,362,823 | 1,537,454,229 | 2,002,242,885 | 30.2% | 1,483,279,629 | (25.9%) |

BUDGET SUMMARY | TRANSFER SCHEDULE

| Fund | Proposed FY 2023/24 Transfer | | Proposed FY 2024/25 Transfer | |
|--|---------------------------------|--------------------|---------------------------------|------------------|
| | From | To | From | To |
| From General Fund (001) | | 11,645,161 | | 7,720,872 |
| To Cemetery Fund (093) | 796,000 | | 823,000 | |
| To Convention Center Maintenance District Fund (026) | 805,383 | | 805,383 | |
| To Downtown Parking Maintenance District Fund (025) | 137,030 | | 144,650 | |
| To Fire Department Capital Fund (536) | 427,374 | | 234,374 | |
| To Fire Development Services Fund (158) | 500,000 | | 0 | |
| To Fire Operating Grant Trust Fund (178) | 626,000 | | 770,000 | |
| To General Government Capital Fund (539) | 90,283 | | 40,283 | |
| To Parks and Recreation Capital Fund (532) | 258,941 | | 276,181 | |
| To Parks and Recreation Operating Grant Trust Fund (111) | 27,445 | | 27,445 | |
| To Public Buildings Capital Fund (538) | 1,590,019 | | 180,272 | |
| To Public Facilities Financing Corporation Fund (431) | 1,402,440 | | 1,405,940 | |
| To Solid Waste Fund (096) | 35,364 | | 35,364 | |
| To Sports and Open Space Authority Fund (801) | 10,000 | | 10,200 | |
| To Storm Drain Capital Fund (535) | 872,414 | | 99,633 | |
| To Streets and Highways Capital Fund (533) | 4,066,468 | | 2,868,147 | |
| Subtotal Transfer from General Fund | 11,645,161 | 11,645,161 | 7,720,872 | 7,720,872 |
| From Vehicle Replacement Fund (050) | | 149,600 | | 0 |
| To General Fund (001) | 149,600 | | 0 | |
| Subtotal Transfer from Vehicle Replacement Fund | 149,600 | 149,600 | 0 | 0 |
| From Perpetual Care Fund (076) | | 500 | | 500 |
| To Cemetery Fund (093) | 500 | | 500 | |
| Subtotal Transfer from Perpetual Care Fund | 500 | 500 | 500 | 500 |
| From Endowment Care Fund (077) | | 30,000 | | 30,000 |
| To Cemetery Fund (093) | 30,000 | | 30,000 | |
| Subtotal Transfer from Endowment Care Fund | 30,000 | 30,000 | 30,000 | 30,000 |
| From Electric Utility Debt Service Fund (491) | | 305,250,000 | | 0 |
| To Electric Utility Capital Fund (591) | 305,250,000 | | 0 | |
| Subtotal Transfer from Electric Utility Debt Service Fund | 305,250,000 | 305,250,000 | 0 | 0 |
| From Sewer Utility Debt Service Fund (494) | | 10,000,000 | | 0 |
| To Sewer Utility Capital Fund (594) | 10,000,000 | | 0 | |
| Subtotal Transfer from Sewer Utility Debt Service Fund | 10,000,000 | 10,000,000 | 0 | 0 |



BUDGET SUMMARY | TRANSFER SCHEDULE

| Fund | Proposed FY 2023/24 Transfer | | Proposed FY 2024/25 Transfer | |
|--|---------------------------------|-------------------|---------------------------------|-------------------|
| | From | To | From | To |
| From Electric Utility Fund (091) | | 49,269,687 | | 92,473,903 |
| To General Fund (001) | 349,749 | | 373,736 | |
| To Electric Utility Debt Service Fund (491) | 34,279,056 | | 36,296,170 | |
| To Street Lighting Capital Fund (534) | 125,000 | | 4,175,000 | |
| To General Government Capital Fund (539) | 596,323 | | 596,323 | |
| To Electric Utility Capital Fund (591) | 13,919,559 | | 51,032,674 | |
| Subtotal Transfer from Electric Utility Fund | 49,269,687 | 49,269,687 | 92,473,903 | 92,473,903 |
| From Water Utility Fund (092) | | 278,936 | | 1,163,936 |
| To Electric Utility Capital Fund (591) | 120,000 | | 120,000 | |
| To General Government Capital Fund (539) | 158,936 | | 158,936 | |
| To Water Utility Capital Fund (592) | 0 | | 885,000 | |
| Subtotal Transfer from Water Utility Fund | 278,936 | 278,936 | 1,163,936 | 1,163,936 |
| From Cemetery Fund (093) | | 822 | | 822 |
| To General Government Capital Fund (539) | 822 | | 822 | |
| Subtotal Transfer from Cemetery Fund | 822 | 822 | 822 | 822 |
| From Sewer Utility Fund (094) | | 3,917,500 | | 19,147,379 |
| To General Government Capital Fund (539) | 50,278 | | 50,278 | |
| To Sewer Utility Debt Service Fund (494) | 0 | | 1,050,000 | |
| To Sewer Utility Capital Fund (594) | 3,867,222 | | 18,047,101 | |
| Subtotal Transfer from Sewer Utility Fund | 3,917,500 | 3,917,500 | 19,147,379 | 19,147,379 |
| From Solid Waste Fund (096) | | 533,621 | | 549,621 |
| To General Government Capital Fund (539) | 26,621 | | 26,621 | |
| To Solid Waste Capital Fund (596) | 507,000 | | 523,000 | |
| Subtotal Transfer from Solid Waste Fund | 533,621 | 533,621 | 549,621 | 549,621 |
| From Gas Tax Fund (121) | | 4,650,000 | | 2,550,000 |
| To Streets and Highways Capital Fund (533) | 4,650,000 | | 2,550,000 | |
| Subtotal Transfer from Gas Tax Fund | 4,650,000 | 4,650,000 | 2,550,000 | 2,550,000 |
| From Road Maintenance and Rehabilitation (SB1) Fund | | 2,500,000 | | 2,500,000 |
| To Streets and Highways Capital Fund (533) | 2,500,000 | | 2,500,000 | |
| Subtotal Transfer from Road Maintenance and Rehabilitation (SB1) Fund | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| From Traffic Mitigation Fund (123) | | 700,000 | | 1,600,000 |
| To Streets and Highways Capital Fund (533) | 700,000 | | 1,600,000 | |
| Subtotal Transfer from Traffic Mitigation Fund | 700,000 | 700,000 | 1,600,000 | 1,600,000 |



BUDGET SUMMARY | TRANSFER SCHEDULE

| Fund | Proposed FY 2023/24 Transfer | | Proposed FY 2024/25 Transfer | |
|---|------------------------------|--------------------|------------------------------|--------------------|
| | From | To | From | To |
| From Building Development Services Fund (155) | | 184,462 | | 194,530 |
| To General Fund (001) | 175,725 | | 185,793 | |
| To General Government Capital Fund (539) | 1,737 | | 1,737 | |
| To Building Special Programs & Training Fund (220) | 7,000 | | 7,000 | |
| Subtotal Transfer from Building Development Services Fund | 184,462 | 184,462 | 194,530 | 194,530 |
| From Electric Operating Grant Trust Fund (191) | | 22,422,522 | | 12,609,417 |
| To Vehicle Replacement Fund (050) | 1,500,000 | | 1,500,000 | |
| To Electric Utility Fund (091) | 19,637,522 | | 9,594,417 | |
| To Electric Utility Capital Fund (591) | 1,000,000 | | 1,000,000 | |
| To Streets and Highways Capital Fund (533) | 285,000 | | 515,000 | |
| Subtotal Transfer from Electric Operating Grant Trust Fund | 22,422,522 | 22,422,522 | 12,609,417 | 12,609,417 |
| From Building Special Programs and Training Fund (220) | | 1,765 | | 1,765 |
| To General Fund (001) | 1,765 | | 1,765 | |
| Subtotal Transfer from Building Special Programs and Training Fund | 1,765 | 1,765 | 1,765 | 1,765 |
| From Bridge Maintenance District #2 Fund (463) | | 80,000 | | 80,000 |
| To Streets and Highways Capital Fund (533) | 80,000 | | 80,000 | |
| Subtotal Transfer from Bridge Maintenance District #2 Fund | 80,000 | 80,000 | 80,000 | 80,000 |
| From Patrick Henry Drive Infrastructure Improvement Fund (542) | | 69,205 | | 0 |
| To General Fund (001) | 69,205 | | 0 | |
| Subtotal Transfer from Patrick Henry Drive Infrastructure Improvement Fund | 69,205 | 69,205 | 0 | 0 |
| From Storm Drain Capital Fund (535) | | 1,519,000 | | 1,454,000 |
| To General Fund (001) | 1,454,000 | | 1,454,000 | |
| To Electric Utility Capital Fund (591) | 65,000 | | 0 | |
| Subtotal Transfer from Storm Drain Capital Fund | 1,519,000 | 1,519,000 | 1,454,000 | 1,454,000 |
| Total Transfers | 413,202,781 | 413,202,781 | 142,076,745 | 142,076,745 |



BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2023/24 | | | | | | | |
|--|------------------------|-----------------------|-------------------------|----------------------------|---------------------|----------------------|---|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available | * |
| General Fund | 110,850,377 | 274,263,600 | 385,113,977 | 280,773,558 | 104,340,419 | 385,113,977 | |
| Special Revenue and Other Funds | | | | | | | |
| Bridge Maintenance District #2 Fund | 148,017 | 80,000 | 228,017 | 80,000 | 148,017 | 228,017 | |
| Building Development Services Fund | 26,815,660 | 15,611,000 | 42,426,660 | 13,874,054 | 28,552,606 | 42,426,660 | |
| Building Special Programs and Training Fund | 221,804 | 44,995 | 266,799 | 44,995 | 221,804 | 266,799 | |
| City Affordable Housing Fund | 11,597,158 | 1,166,720 | 12,763,878 | 1,559,557 | 11,204,321 | 12,763,878 | |
| Community Facilities District No. 2019-1 (Lawrence Station) Fund | 616,667 | 383,077 | 999,744 | 373,273 | 626,471 | 999,744 | |
| Convention Center Maintenance District Fund | 145,000 | 1,774,119 | 1,919,119 | 1,919,119 | 0 | 1,919,119 | 2 |
| Developer Traffic Payments Fund | 8,677,690 | 0 | 8,677,690 | 0 | 8,677,690 | 8,677,690 | |
| Downtown Parking Maintenance Fund | 497,308 | 151,230 | 648,538 | 136,990 | 511,548 | 648,538 | |
| Endowment Care Fund | 2,281,392 | 130,000 | 2,411,392 | 30,000 | 2,381,392 | 2,411,392 | |
| Expendable Trust Fund | 25,352 | 0 | 25,352 | 0 | 25,352 | 25,352 | |
| Fire Development Services Fund | 0 | 3,435,000 | 3,435,000 | 3,109,073 | 325,927 | 3,435,000 | |
| Fire Operating Grant Trust Fund | 0 | 4,006,904 | 4,006,904 | 4,006,904 | 0 | 4,006,904 | |
| Gas Tax Fund | 2,339,767 | 3,500,000 | 5,839,767 | 4,650,000 | 1,189,767 | 5,839,767 | 9 |
| Housing and Urban Development Fund | 2,582,602 | 3,106,041 | 5,688,643 | 3,744,641 | 1,944,002 | 5,688,643 | 3 |
| Housing Authority Fund | 4,039,115 | 252,495 | 4,291,610 | 457,193 | 3,834,417 | 4,291,610 | |
| Housing Successor Agency Fund | 3,717,518 | 1,306,326 | 5,023,844 | 873,227 | 4,150,617 | 5,023,844 | 5 |
| Other City Departments Operating Grant Trust Fund | 29,876 | 0 | 29,876 | 0 | 29,876 | 29,876 | |
| Parks and Recreation Operating Grant Trust Fund | 123,091 | 152,363 | 275,454 | 152,363 | 123,091 | 275,454 | |
| Perpetual Care Fund | 38,244 | 500 | 38,744 | 500 | 38,244 | 38,744 | |
| Police Operating Grant Trust Fund | 51,110 | 0 | 51,110 | 0 | 51,110 | 51,110 | |
| Prefunded Plan Review Fund | 32,614 | 0 | 32,614 | 0 | 32,614 | 32,614 | |
| Public, Educational, and Governmental Fee Fund | 2,722,984 | 200,000 | 2,922,984 | 200,000 | 2,722,984 | 2,922,984 | |
| Road Maintenance and Rehabilitation (SB1) Fund | 971,779 | 2,550,000 | 3,521,779 | 2,500,000 | 1,021,779 | 3,521,779 | |
| Traffic Mitigation Fund | 2,512,561 | 1,150,000 | 3,662,561 | 700,000 | 2,962,561 | 3,662,561 | 9 |
| Total Special Revenue and Other Funds | 70,187,309 | 39,000,770 | 109,188,079 | 38,411,889 | 70,776,190 | 109,188,079 | |

BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2023/24 | | | | | | | |
|---|------------------------|-----------------------|-------------------------|----------------------------|---------------------|----------------------|-----|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available | * |
| Enterprise Funds | | | | | | | |
| Cemetery Fund | 350,118 | 1,576,500 | 1,926,618 | 1,535,171 | 391,447 | 1,926,618 | 7 |
| Convention Center Enterprise Fund | 2,128,475 | 15,663,770 | 17,792,245 | 16,103,582 | 1,688,663 | 17,792,245 | 8 |
| Electric Operating Grant Trust Fund | 72,752,529 | 37,842,234 | 110,594,763 | 42,917,231 | 67,677,532 | 110,594,763 | |
| Electric Utility Fund | 287,904,874 | 684,767,499 | 972,672,373 | 676,086,628 | 296,585,745 | 972,672,373 | |
| Sewer Utility Fund | 19,552,699 | 43,500,825 | 63,053,524 | 33,856,908 | 29,196,616 | 63,053,524 | 5 |
| Solid Waste Fund | 10,727,320 | 39,613,321 | 50,340,641 | 39,316,243 | 11,024,398 | 50,340,641 | |
| Water Recycling Fund | 6,632,668 | 7,668,868 | 14,301,536 | 8,234,584 | 6,066,952 | 14,301,536 | |
| Water Utility Fund | 13,530,353 | 60,726,490 | 74,256,843 | 54,294,067 | 19,962,776 | 74,256,843 | 5 |
| Total Enterprise Funds | 413,579,036 | 891,359,507 | 1,304,938,543 | 872,344,414 | 432,594,129 | 1,304,938,543 | |
| Internal Service Funds | | | | | | | |
| Communication Acquisitions Fund | 1,778,773 | 995,232 | 2,774,005 | 995,232 | 1,778,773 | 2,774,005 | |
| Fleet Operations Fund | 1,011,479 | 5,460,601 | 6,472,080 | 5,462,441 | 1,009,639 | 6,472,080 | |
| Information Technology Services Fund | 3,371,091 | 13,094,932 | 16,466,023 | 13,094,932 | 3,371,091 | 16,466,023 | |
| Public Works Capital Projects Management Fund | 689,300 | 4,111,656 | 4,800,956 | 4,111,656 | 689,300 | 4,800,956 | |
| Special Liability Insurance Fund | 10,215,485 | 6,195,000 | 16,410,485 | 6,195,000 | 10,215,485 | 16,410,485 | |
| Unemployment Insurance Fund | 315,585 | 0 | 315,585 | 105,000 | 210,585 | 315,585 | 7 |
| Vehicle Replacement Fund | 12,473,659 | 6,244,263 | 18,717,922 | 2,789,600 | 15,928,322 | 18,717,922 | 5 |
| Workers' Compensation Fund | 9,141,173 | 6,097,000 | 15,238,173 | 6,097,000 | 9,141,173 | 15,238,173 | |
| Total Internal Service Funds | 38,996,545 | 42,198,684 | 81,195,229 | 38,850,861 | 42,344,368 | 81,195,229 | |
| Capital Improvement Program Funds | | | | | | | |
| Cemetery Capital Fund | 44,418 | 0 | 44,418 | 0 | 44,418 | 44,418 | |
| City Affordable Housing Capital Fund | 5,760,576 | 0 | 5,760,576 | 0 | 5,760,576 | 5,760,576 | |
| Convention Center Capital Fund | 0 | 0 | 0 | 0 | 0 | 0 | |
| Electric Utility Capital Fund | 45,052,229 | 358,335,039 | 403,387,268 | 351,572,203 | 51,815,065 | 403,387,268 | 1,9 |
| Fire Department Capital Fund | 918,327 | 427,374 | 1,345,701 | 427,374 | 918,327 | 1,345,701 | |
| General Government Capital Fund | 1,259,721 | 925,000 | 2,184,721 | 925,000 | 1,259,721 | 2,184,721 | |



BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2023/24 | | | | | | |
|---|------------------------|-----------------------|-------------------------|----------------------------|---------------------|------------------------|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available * |
| Capital Improvement Program Funds | | | | | | |
| Library Department Capital Fund | 131,279 | 0 | 131,279 | 0 | 131,279 | 131,279 |
| Parks and Recreation Capital Fund | 19,324,977 | 258,941 | 19,583,918 | 1,298,457 | 18,285,461 | 19,583,918 |
| Patrick Henry Drive Infrastructure Improvement Fund | 0 | 140,486 | 140,486 | 140,486 | 0 | 140,486 |
| Public Buildings Capital Fund | 1,670,153 | 1,590,019 | 3,260,172 | 1,590,019 | 1,670,153 | 3,260,172 |
| Recycled Water Capital Fund | 622,874 | 0 | 622,874 | 50,000 | 572,874 | 622,874 |
| Related Santa Clara Developer Fund | 598,382 | 968,330 | 1,566,712 | 968,330 | 598,382 | 1,566,712 |
| Sewer Utility Capital Fund | 24,486,496 | 13,867,222 | 38,353,718 | 13,721,801 | 24,631,917 | 38,353,718 |
| Solid Waste Capital Fund | 1,076,436 | 765,000 | 1,841,436 | 765,000 | 1,076,436 | 1,841,436 |
| Storm Drain Capital Fund | 4,361,253 | 2,326,414 | 6,687,667 | 2,326,414 | 4,361,253 | 6,687,667 |
| Street Lighting Capital Fund | 469,476 | 125,000 | 594,476 | 125,000 | 469,476 | 594,476 |
| Streets and Highways Capital Fund | 13,010,357 | 17,776,700 | 30,787,057 | 17,776,700 | 13,010,357 | 30,787,057 |
| Tasman East Infrastructure Improvement Fund | 4,456,402 | 0 | 4,456,402 | 27,330 | 4,429,072 | 4,456,402 |
| Water Utility Capital Fund | 15,273,782 | 0 | 15,273,782 | 5,165,000 | 10,108,782 | 15,273,782 |
| Total Capital Improvement Program Funds | 138,517,138 | 397,505,525 | 536,022,663 | 396,879,114 | 139,143,549 | 536,022,663 |
| Other Agency Funds | | | | | | |
| Sports and Open Space Authority Fund | 1,392 | 10,000 | 11,392 | 10,000 | 1,392 | 11,392 |
| Total Other Agency Funds | 1,392 | 10,000 | 11,392 | 10,000 | 1,392 | 11,392 |
| Debt Service Funds | | | | | | |
| Electric Utility Debt Service Fund | 13,770,773 | 339,529,056 | 353,299,829 | 339,529,056 | 13,770,773 | 353,299,829 |
| Public Facilities Financing Corporation Fund | 722,541 | 1,402,940 | 2,125,481 | 1,402,440 | 723,041 | 2,125,481 |
| Sewer Utility Debt Service Fund | 6,005,257 | 30,000,000 | 36,005,257 | 34,041,553 | 1,963,704 | 36,005,257 |
| Total Debt Service Funds | 20,498,571 | 370,931,996 | 391,430,567 | 374,973,049 | 16,457,518 | 391,430,567 |
| Total City Funds | 792,630,368 | 2,015,270,082 | 2,807,900,450 | 2,002,242,885 | 805,657,565 | 2,807,900,450 |



BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2024/25 | | | | | | | |
|--|------------------------|-----------------------|-------------------------|----------------------------|---------------------|----------------------|---|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available | * |
| General Fund | 104,340,419 | 287,341,981 | 391,682,400 | 287,458,968 | 104,223,432 | 391,682,400 | |
| Special Revenue and Other Funds | | | | | | | |
| Bridge Maintenance District #2 Fund | 148,017 | 80,000 | 228,017 | 80,000 | 148,017 | 228,017 | |
| Building Development Services Fund | 28,552,606 | 16,164,000 | 44,716,606 | 14,846,926 | 29,869,680 | 44,716,606 | |
| Building Special Programs and Training Fund | 221,804 | 44,995 | 266,799 | 44,995 | 221,804 | 266,799 | |
| City Affordable Housing Fund | 11,204,321 | 1,168,177 | 12,372,498 | 1,595,486 | 10,777,012 | 12,372,498 | |
| Community Facilities District No. 2019-1 (Lawrence Station) Fund | 626,471 | 450,298 | 1,076,769 | 384,471 | 692,298 | 1,076,769 | 5 |
| Convention Center Maintenance District Fund | 0 | 1,774,119 | 1,774,119 | 1,774,119 | 0 | 1,774,119 | |
| Developer Traffic Payments Fund | 8,677,690 | 0 | 8,677,690 | 0 | 8,677,690 | 8,677,690 | |
| Downtown Parking Maintenance Fund | 511,548 | 158,850 | 670,398 | 144,609 | 525,789 | 670,398 | |
| Endowment Care Fund | 2,381,392 | 130,000 | 2,511,392 | 30,000 | 2,481,392 | 2,511,392 | |
| Expendable Trust Fund | 25,352 | 0 | 25,352 | 0 | 25,352 | 25,352 | |
| Fire Development Services Fund | 325,927 | 3,081,750 | 3,407,677 | 3,264,818 | 142,859 | 3,407,677 | 7 |
| Fire Operating Grant Trust Fund | 0 | 4,513,514 | 4,513,514 | 4,513,514 | 0 | 4,513,514 | |
| Gas Tax Fund | 1,189,767 | 3,500,000 | 4,689,767 | 2,550,000 | 2,139,767 | 4,689,767 | 9 |
| Housing and Urban Development Fund | 1,944,002 | 1,518,534 | 3,462,536 | 2,115,381 | 1,347,155 | 3,462,536 | 7 |
| Housing Authority Fund | 3,834,417 | 252,496 | 4,086,913 | 414,581 | 3,672,332 | 4,086,913 | |
| Housing Successor Agency Fund | 4,150,617 | 1,306,326 | 5,456,943 | 899,463 | 4,557,480 | 5,456,943 | |
| Other City Departments Operating Grant Trust Fund | 29,876 | 0 | 29,876 | 0 | 29,876 | 29,876 | |
| Parks and Recreation Operating Grant Trust Fund | 123,091 | 152,363 | 275,454 | 152,363 | 123,091 | 275,454 | |
| Perpetual Care Fund | 38,244 | 500 | 38,744 | 500 | 38,244 | 38,744 | |
| Police Operating Grant Trust Fund | 51,110 | 0 | 51,110 | 0 | 51,110 | 51,110 | |
| Prefunded Plan Review Fund | 32,614 | 0 | 32,614 | 0 | 32,614 | 32,614 | |
| Public, Educational, and Governmental Fee Fund | 2,722,984 | 200,000 | 2,922,984 | 200,000 | 2,722,984 | 2,922,984 | |
| Road Maintenance and Rehabilitation (SB1) Fund | 1,021,779 | 2,550,000 | 3,571,779 | 2,500,000 | 1,071,779 | 3,571,779 | |
| Traffic Mitigation Fund | 2,962,561 | 1,150,000 | 4,112,561 | 1,600,000 | 2,512,561 | 4,112,561 | 9 |
| Total Special Revenue and Other Funds | 70,776,190 | 38,195,922 | 108,972,112 | 37,111,226 | 71,860,886 | 108,972,112 | |

BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2024/25 | | | | | | |
|---|------------------------|-----------------------|-------------------------|----------------------------|---------------------|------------------------|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available * |
| Enterprise Funds | | | | | | |
| Cemetery Fund | 391,447 | 1,603,500 | 1,994,947 | 1,591,088 | 403,859 | 1,994,947 |
| Convention Center Enterprise Fund | 1,688,663 | 18,193,014 | 19,881,677 | 18,284,444 | 1,597,233 | 19,881,677 |
| Electric Operating Grant Trust Fund | 67,677,532 | 40,164,067 | 107,841,599 | 34,309,180 | 73,532,419 | 107,841,599 |
| Electric Utility Fund | 296,585,745 | 757,243,956 | 1,053,829,701 | 752,145,329 | 301,684,372 | 1,053,829,701 |
| Sewer Utility Fund | 29,196,616 | 47,453,903 | 76,650,519 | 50,232,161 | 26,418,358 | 76,650,519 |
| Solid Waste Fund | 11,024,398 | 41,081,879 | 52,106,277 | 40,785,274 | 11,321,003 | 52,106,277 |
| Water Recycling Fund | 6,066,952 | 8,594,538 | 14,661,490 | 9,502,867 | 5,158,623 | 14,661,490 4,7 |
| Water Utility Fund | 19,962,776 | 66,333,834 | 86,296,610 | 61,185,602 | 25,111,008 | 86,296,610 4 |
| Total Enterprise Funds | 432,594,129 | 980,668,691 | 1,413,262,820 | 968,035,945 | 445,226,875 | 1,413,262,820 |
| Internal Service Funds | | | | | | |
| Communication Acquisitions Fund | 1,778,773 | 1,013,568 | 2,792,341 | 1,013,568 | 1,778,773 | 2,792,341 |
| Fleet Operations Fund | 1,009,639 | 5,649,029 | 6,658,668 | 5,651,174 | 1,007,494 | 6,658,668 |
| Information Technology Services Fund | 3,371,091 | 12,956,944 | 16,328,035 | 12,956,944 | 3,371,091 | 16,328,035 |
| Public Works Capital Projects Management Fund | 689,300 | 4,362,916 | 5,052,216 | 4,362,916 | 689,300 | 5,052,216 |
| Special Liability Insurance Fund | 10,215,485 | 6,497,000 | 16,712,485 | 6,497,000 | 10,215,485 | 16,712,485 |
| Unemployment Insurance Fund | 210,585 | 0 | 210,585 | 110,000 | 100,585 | 210,585 7 |
| Vehicle Replacement Fund | 15,928,322 | 6,251,978 | 22,180,300 | 4,711,000 | 17,469,300 | 22,180,300 |
| Workers' Compensation Fund | 9,141,173 | 6,327,000 | 15,468,173 | 6,327,000 | 9,141,173 | 15,468,173 |
| Total Internal Service Funds | 42,344,368 | 43,058,435 | 85,402,803 | 41,629,602 | 43,773,201 | 85,402,803 |
| Capital Improvement Program Funds | | | | | | |
| Cemetery Capital Fund | 44,418 | 0 | 44,418 | 0 | 44,418 | 44,418 |
| City Affordable Housing Capital Fund | 5,760,576 | 0 | 5,760,576 | 0 | 5,760,576 | 5,760,576 |
| Convention Center Capital Fund | 0 | 550,000 | 550,000 | 550,000 | 0 | 550,000 |
| Electric Utility Capital Fund | 51,815,065 | 56,252,674 | 108,067,739 | 56,252,674 | 51,815,065 | 108,067,739 |
| Fire Department Capital Fund | 918,327 | 234,374 | 1,152,701 | 234,374 | 918,327 | 1,152,701 |
| General Government Capital Fund | 1,259,721 | 875,000 | 2,134,721 | 875,000 | 1,259,721 | 2,134,721 |

BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

| FY 2024/25 | | | | | | |
|---|------------------------|-----------------------|-------------------------|----------------------------|---------------------|------------------------|
| Fund | Beginning Fund Balance | Revenue and Transfers | Total Sources Available | Expenditures and Transfers | Ending Fund Balance | Total Uses Available * |
| Capital Improvement Program Funds | | | | | | |
| Library Department Capital Fund | 131,279 | 0 | 131,279 | 0 | 131,279 | 131,279 |
| Parks and Recreation Capital Fund | 18,285,461 | 4,776,181 | 23,061,642 | 5,588,401 | 17,473,241 | 23,061,642 |
| Patrick Henry Drive Infrastructure Improvement Fund | 0 | 73,419 | 73,419 | 73,419 | 0 | 73,419 |
| Public Buildings Capital Fund | 1,670,153 | 180,272 | 1,850,425 | 180,272 | 1,670,153 | 1,850,425 |
| Recycled Water Capital Fund | 572,874 | 0 | 572,874 | 50,000 | 522,874 | 572,874 |
| Related Santa Clara Developer Fund | 598,382 | 391,422 | 989,804 | 391,422 | 598,382 | 989,804 |
| Sewer Utility Capital Fund | 24,631,917 | 18,047,101 | 42,679,018 | 18,192,330 | 24,486,688 | 42,679,018 |
| Solid Waste Capital Fund | 1,076,436 | 788,000 | 1,864,436 | 788,000 | 1,076,436 | 1,864,436 |
| Storm Drain Capital Fund | 4,361,253 | 1,553,633 | 5,914,886 | 1,553,633 | 4,361,253 | 5,914,886 |
| Street Lighting Capital Fund | 469,476 | 4,175,000 | 4,644,476 | 4,175,000 | 469,476 | 4,644,476 |
| Streets and Highways Capital Fund | 13,010,357 | 15,568,079 | 28,578,436 | 15,568,079 | 13,010,357 | 28,578,436 |
| Tasman East Infrastructure Improvement Fund | 4,429,072 | 0 | 4,429,072 | 28,150 | 4,400,922 | 4,429,072 |
| Water Utility Capital Fund | 10,108,782 | 885,000 | 10,993,782 | 3,885,000 | 7,108,782 | 10,993,782 |
| Total Capital Improvement Program Funds | 139,143,549 | 104,350,155 | 243,493,704 | 108,385,754 | 135,107,950 | 243,493,704 |
| Other Agency Funds | | | | | | |
| Sports and Open Space Authority Fund | 1,392 | 10,200 | 11,592 | 10,200 | 1,392 | 11,592 |
| Total Other Agency Funds | 1,392 | 10,200 | 11,592 | 10,200 | 1,392 | 11,592 |
| Debt Service Funds | | | | | | |
| Electric Utility Debt Service Fund | 13,770,773 | 36,296,170 | 50,066,943 | 36,296,170 | 13,770,773 | 50,066,943 |
| Public Facilities Financing Corporation Fund | 723,041 | 1,406,440 | 2,129,481 | 1,405,940 | 723,541 | 2,129,481 |
| Sewer Utility Debt Service Fund | 1,963,704 | 1,050,000 | 3,013,704 | 2,945,824 | 67,880 | 3,013,704 |
| Total Debt Service Funds | 16,457,518 | 38,752,610 | 55,210,128 | 40,647,934 | 14,562,194 | 55,210,128 |
| Total City Funds | 805,657,565 | 1,492,377,994 | 2,298,035,559 | 1,483,279,629 | 814,755,930 | 2,298,035,559 |

BUDGET SUMMARY | SUMMARY OF FUND ACTIVITY

***Explanations for FY 2023/24 Beginning Fund Balance and Ending Fund Balance Changes Greater Than 10%**

1. The accumulation of surplus revenues and/or expenditure savings is being used for budget balancing purposes.
2. The beginning fund balance includes carryover of the prior year's budget. If these carryovers are removed, the change in fund balance is less than 10% (except in the Electric Capital Fund where the change in fund balance is above 10%)
3. The accumulation of savings is being used for various one-time uses.
4. This fund's expenditure budget is determined using rates, fees and charges estimates for cost recovery; reflects the ramp up of activity
5. The accumulation of savings is being used to support future years' uses and/or to establish recommended reserve levels.
6. The establishment or elimination of the fund.
7. The planned draw down of accumulated fund balance and/or reserves
8. The revenue and expenditure activity are provided and managed by an outside agency; reflects planned use of fund balance to support expenditures.
9. Changes in expenditure levels related to timing changes in capital expenditures.

***Explanations for FY 2024/25 Beginning Fund Balance and Ending Fund Balance Changes Greater Than 10%**

1. The accumulation of surplus revenues and/or expenditure savings is being used for budget balancing purposes.
2. The beginning fund balance includes carryover of the prior year's budget. If these carryovers are removed, the change in fund balance is less than 10%.
3. The accumulation of savings is being used for various one-time uses.
4. This fund's expenditure budget is determined using rates, fees and charges estimates for cost recovery; reflects the ramp up of activity
5. The accumulation of savings is being used to support future years' uses and/or to establish recommended reserve levels.
6. The establishment or elimination of the fund.
7. The planned draw down of accumulated fund balance and/or reserves
8. The revenue and expenditure activity are provided and managed by an outside agency; reflects planned use of fund balance to support expenditures.
9. Changes in expenditure levels related to timing changes in capital expenditures.

BUDGET SUMMARY | OPERATING EXPENDITURES BY CATEGORY

| | FY 2022/23 Adopted | FY 2023/24 Proposed | % Change | FY 2024/25 Proposed | % Change |
|---|-----------------------|------------------------|-------------|------------------------|-------------|
| Salary and Benefits | | | | | |
| Salary | 168,750,461 | 179,767,609 | 6.5% | 190,089,678 | 5.7% |
| As-Needed | 8,003,445 | 8,821,262 | 10.2% | 9,176,068 | 4.0% |
| Overtime | 14,431,196 | 16,086,099 | 11.5% | 15,212,181 | (5.4%) |
| Retirement | 76,841,754 | 78,294,083 | 1.9% | 83,479,729 | 6.6% |
| Health Allocations | 15,328,753 | 19,229,579 | 25.4% | 20,292,053 | 5.5% |
| Medicare | 2,783,107 | 3,073,912 | 10.4% | 3,249,454 | 5.7% |
| Social Security | 6,171,635 | 7,078,370 | 14.7% | 7,358,503 | 4.0% |
| Other Benefits | 8,913,804 | 10,322,997 | 15.8% | 10,812,055 | 4.7% |
| Total Salary and Benefits | 301,224,155 | 322,673,911 | 7.1% | 339,669,721 | 5.3% |
| Non-Personnel | | | | | |
| Materials/Services/Supplies | 170,360,467 | 218,224,123 | 28.1% | 217,485,387 | (0.3%) |
| Resource/Production | 467,782,207 | 482,928,683 | 3.2% | 520,393,604 | 7.8% |
| Interfund Services | 53,193,665 | 55,992,674 | 5.3% | 57,221,526 | 2.2% |
| Contribution In Lieu/Franchise | 29,365,508 | 34,813,302 | 18.6% | 38,453,696 | 10.5% |
| Capital Outlay | 5,430,257 | 4,012,232 | (26.1%) | 6,148,568 | 53.2% |
| Other Expenditures | 1,872,322 | 2,974,221 | 58.9% | 1,306,494 | (56.1%) |
| Transfers to Other Funds | 114,102,256 | 96,364,576 | (15.5%) | 140,622,745 | 45.9% |
| Total Non-Personnel | 842,106,682 | 895,309,811 | 6.3% | 981,632,020 | 9.6% |
| Total Operating Expenditures by Category¹ | 1,143,330,837 | 1,217,983,722 | 6.5% | 1,321,301,741 | 8.5% |

¹All years exclude other agency funds and debt service funds and internal service fund expenses not assigned to a department.

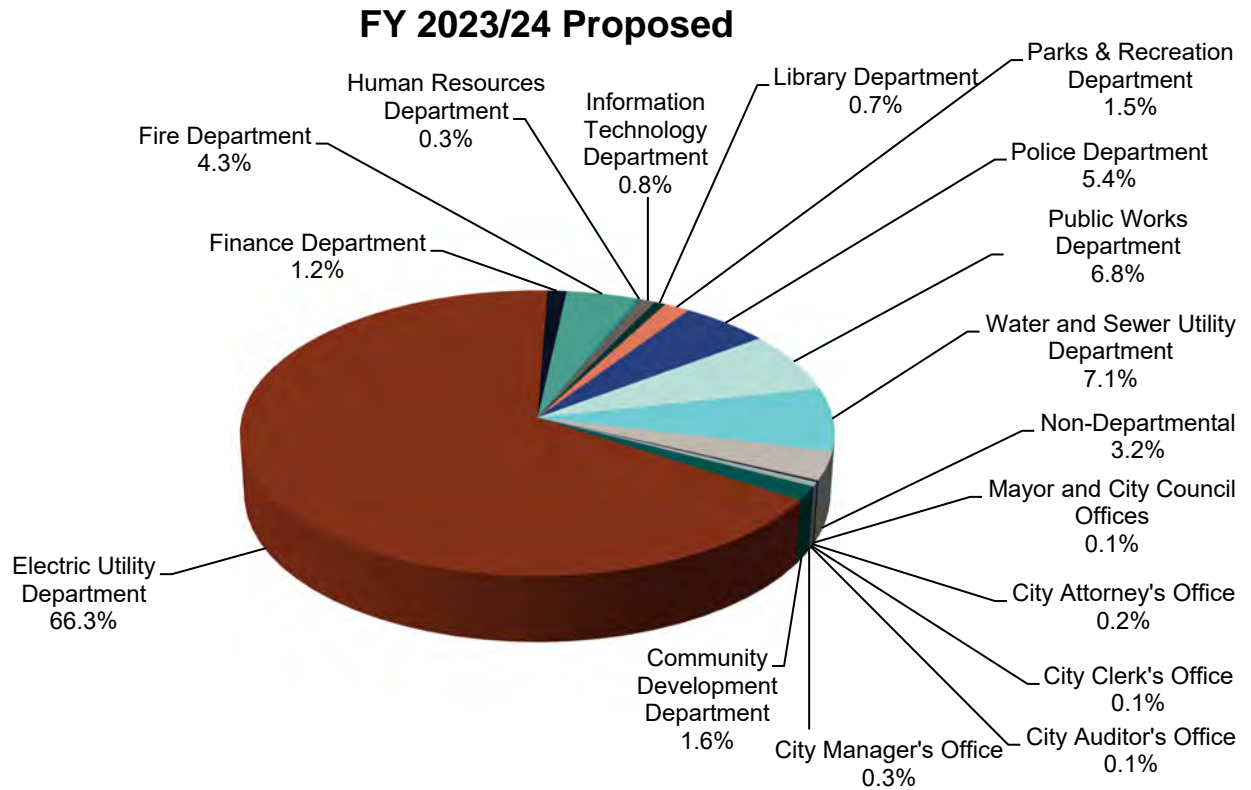
BUDGET SUMMARY | EXPENDITURES BY DEPARTMENT AND FUND TYPE

| FISCAL YEAR 2023/24 | | | | | | |
|---------------------------------------|--------------------|-----------------------|-----------------------|--------------------|-----------------------------------|----------------------|
| | General Fund | Internal Service Fund | Special Revenue Funds | Enterprise Funds | Capital Improvement Program Funds | Grand Total |
| Departments/Offices | | | | | | |
| Mayor and City Council Offices | 1,124,281 | | | | | 1,124,281 |
| City Attorney's Office | 3,076,516 | | | | | 3,076,516 |
| City Clerk's Office | 1,947,261 | | | | | 1,947,261 |
| City Auditor's Office | 948,445 | | | | | 948,445 |
| City Manager's Office | 4,980,204 | | | | | 4,980,204 |
| Community Development Department | 5,121,256 | | 20,553,667 | | | 25,674,923 |
| Electric Utility Department | | | | 719,003,859 | 351,697,203 | 1,070,701,062 |
| Finance Department | 18,192,257 | | | | 575,000 | 18,767,257 |
| Fire Department | 62,616,032 | | 7,115,977 | | 427,374 | 70,159,383 |
| Human Resources Department | 4,208,090 | | | | | 4,208,090 |
| Information Technology Department | | 13,094,932 | 200,000 | | 300,000 | 13,594,932 |
| Library Department | 10,835,937 | | | | | 10,835,937 |
| Parks & Recreation Department | 21,933,152 | | 424,155 | 1,535,171 | 1,298,457 | 25,190,935 |
| Police Department | 85,598,562 | 995,232 | 94,760 | | | 86,688,554 |
| Public Works Department | 25,599,934 | 12,363,697 | 10,023,330 | 39,316,243 | 23,013,984 | 110,317,188 |
| Water and Sewer Utility Department | | | | 96,385,559 | 18,598,766 | 114,984,325 |
| Non-Departmental | 34,591,631 | | | 16,103,582 | 968,330 | 51,663,543 |
| Total Expenditures¹ | 280,773,558 | 26,453,861 | 38,411,889 | 872,344,414 | 396,879,114 | 1,614,862,836 |

¹All years exclude other agency funds and debt service funds and internal service fund expenses not assigned to a department.



BUDGET SUMMARY | EXPENDITURES BY DEPARTMENT



BUDGET SUMMARY | EXPENDITURES BY DEPARTMENT AND FUND TYPE

| FISCAL YEAR 2024/25 | | | | | | |
|---------------------------------------|--------------------|-----------------------|-----------------------|--------------------|--|----------------------|
| | General Fund | Internal Service Fund | Special Revenue Funds | Enterprise Funds | Capital Improvement Program Funds ² | Grand Total |
| Departments/Offices | | | | | | |
| Mayor and City Council Offices | 1,176,723 | | | | | 1,176,723 |
| City Attorney's Office | 3,205,702 | | | | | 3,205,702 |
| City Clerk's Office | 2,067,068 | | | | | 2,067,068 |
| City Auditor's Office | 985,489 | | | | | 985,489 |
| City Manager's Office | 5,175,582 | | | | | 5,175,582 |
| Community Development Department | 5,392,464 | | 19,916,832 | | | 25,309,296 |
| Electric Utility Department | | | | 786,454,509 | 60,427,674 | 846,882,183 |
| Finance Department | 19,012,771 | | | | 575,000 | 19,587,771 |
| Fire Department | 63,324,867 | | 7,778,332 | | 234,374 | 71,337,573 |
| Human Resources Department | 4,439,328 | | | | | 4,439,328 |
| Information Technology Department | | 12,956,944 | 200,000 | | 300,000 | 13,456,944 |
| Library Department | 11,317,625 | | | | | 11,317,625 |
| Parks & Recreation Department | 22,809,299 | | 431,394 | 1,591,088 | 5,588,401 | 30,420,182 |
| Police Department | 90,185,180 | 1,013,568 | 97,603 | | | 91,296,351 |
| Public Works Department | 26,728,107 | 14,725,090 | 8,687,065 | 40,785,274 | 18,529,588 | 109,455,124 |
| Water and Sewer Utility Department | | | | 120,920,630 | 21,789,295 | 142,709,925 |
| Non-Departmental | 31,638,763 | | | 18,284,444 | 941,422 | 50,864,629 |
| Total Expenditures¹ | 287,458,968 | 28,695,602 | 37,111,226 | 968,035,945 | 108,385,754 | 1,429,687,495 |

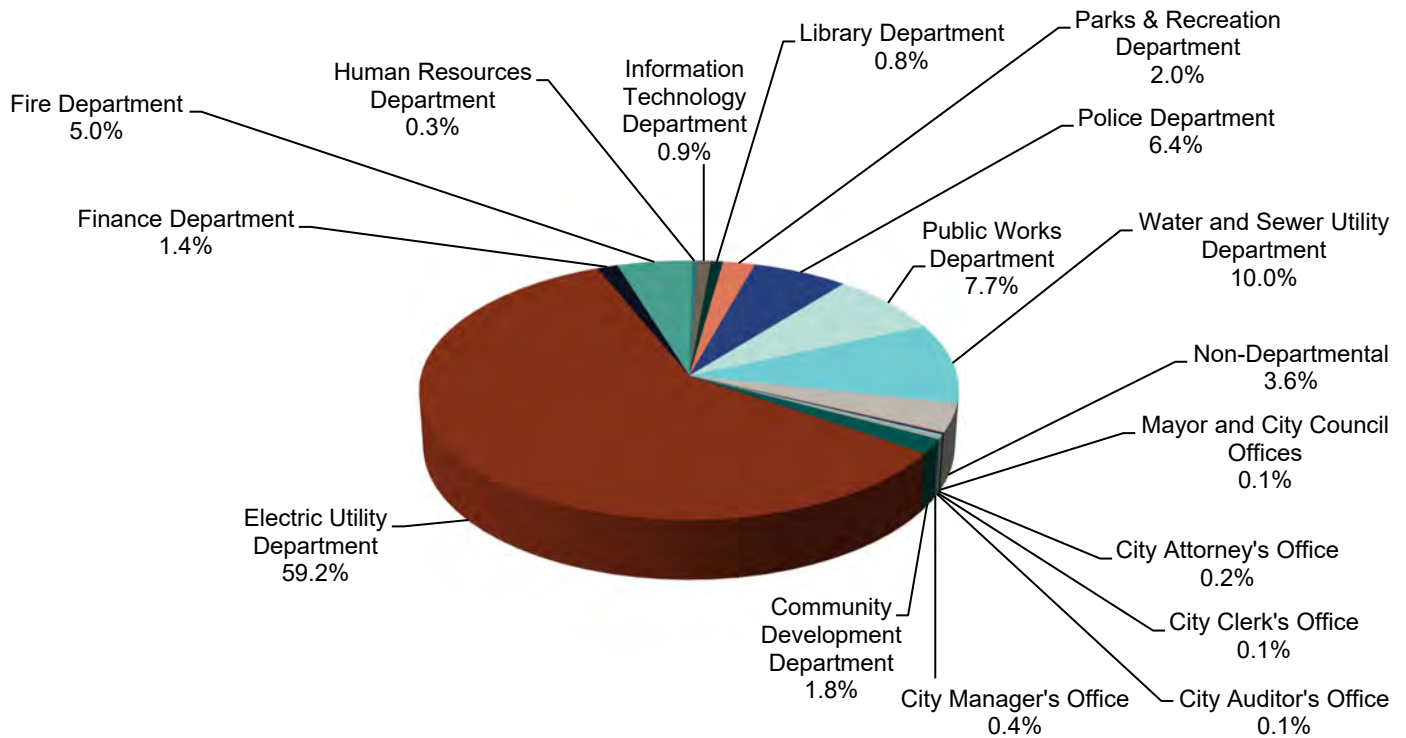
¹All years exclude other agency funds and debt service funds and internal service fund expenses not assigned to a department.

²The FY 2024/25 Capital Improvement Program information reflects the third year of the five-year CIP plan from the FY 2022/23 and 2023/24 Adopted Capital Improvement Program Budget. The proposed budget for FY 2024/25 and FY 2025/26 will be determined in next year's capital budget cycle.



BUDGET SUMMARY | EXPENDITURES BY DEPARTMENT

FY 2024/25 Proposed



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Summary of Budgeted Positions by Department/Office

| | FY 2021/22 Adopted | FY 2022/23 Adopted ¹ | FY 2023/24 Proposed ¹ | FY 2023/24 Change | FY 2024/25 Proposed ¹ |
|--|-----------------------|------------------------------------|-------------------------------------|----------------------|-------------------------------------|
| Positions by Department/Office | | | | | |
| Mayor and City Council Offices | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| City Attorney's Office | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| City Auditor's Office | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| City Clerk's Office | 6.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| City Manager's Office | 12.50 | 12.50 | 11.30 | (1.20) | 11.30 |
| Community Development Department ^{2, 4} | 72.00 | 73.00 | 75.00 | 2.00 | 79.00 |
| Electric Utility Department ³ | 198.00 | 214.00 | 222.00 | 8.00 | 222.00 |
| Finance Department | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |
| Fire Department ^{4, 5} | 154.50 | 155.50 | 173.50 | 18.00 | 173.50 |
| Human Resources Department | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Information Technology Department | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Library Department ⁶ | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |
| Parks and Recreation Department | 77.75 | 77.75 | 77.75 | 0.00 | 77.75 |
| Police Department ⁷ | 221.00 | 231.00 | 231.00 | 0.00 | 231.00 |
| Department of Public Works ⁴ | 122.50 | 123.50 | 119.50 | (4.00) | 119.50 |
| Water and Sewer Utilities Department | 73.00 | 73.00 | 73.00 | 0.00 | 73.00 |
| Non-Departmental | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Total Budgeted FTE by Department/Office | 1,095.00 | 1,127.00 | 1,149.25 | 22.25 | 1,153.25 |

¹The positions above represent all funded positions. This excludes 30.5 positions that are frozen including: the remaining 22.50 positions frozen on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402), the 5.0 positions frozen on June 22, 2021 (Agenda Item 5.0 – Report to Council 21-526), and the 3.0 positions recommended to be frozen in this Proposed Budget.

²The positions include 3.0 positions added during FY 2022/23 to support development related activity (Report to Council 22-1222) and 4.0 development-related positions recommended in FY 2024/25 as part of this Proposed Budget.

³This reflects 8.0 positions added during FY 2022/23 (3.0 positions added through Report to Council 22-1145 and 5.0 positions added through Report to Council 22-1772).

⁴The position counts exclude 7.0 positions that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related including 1.0 Senior Inspector in the Community Development Department, 1.0 Deputy Fire Marshal II and 1.0 Fire Protection Engineer in the Fire Department, and 1.0 Associate Engineer, 1.0 Principal Engineer, 1.0 Senior Civil Engineer, and 1.0 Public Works Inspector in the Department of Public Works.

⁵The positions include 18.0 Firefighters added from the SAFER grant (Report to Council 23-170, February 7, 2023), including 12.0 that were originally frozen on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402) and an additional 6.0 positions. This also includes 2.0 development-related positions added during FY 2022/23 (Report to Council 22-1145).

⁶This reflects the increase of an Office Specialist from 0.50 FTE to 0.75 FTE.

⁷The FY 2022/23 Adopted position count includes positions that were restored with the \$1.7 million added to the Police Department budget on June 21, 2021. This funding restored 10.0 FTE to the Police Department, approved by the City Council on January 11, 2022 (Report to Council 22-1595).



Summary of Budgeted Positions by Fund

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund (001)¹ | 718.46 | 732.51 | 723.52 | (8.99) | 723.52 |
| Special Revenue Funds | | | | | |
| Building Development Services (155) | 43.00 | 43.46 | 47.71 | 4.25 | 51.71 |
| City Affordable Housing (165) | 1.20 | 1.20 | 1.95 | 0.75 | 1.95 |
| Convention Center Maintenance District (026) | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| Downtown Parking Maintenance District (025) | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| Fire Development Services (158) | 0.00 | 0.00 | 9.04 | 9.04 | 9.04 |
| Fire Operating Grant Trust (178) | 0.00 | 0.00 | 18.00 | 18.00 | 18.00 |
| Housing and Urban Development (562) | 3.30 | 3.30 | 2.95 | (0.35) | 2.95 |
| Housing Authority (164) | 0.65 | 0.65 | 0.65 | 0.00 | 0.65 |
| Housing Successor (169) | 1.55 | 1.55 | 1.25 | (0.30) | 1.25 |
| Subtotal Special Revenue Funds | 50.30 | 50.76 | 82.15 | 31.39 | 86.15 |
| Enterprise Funds | | | | | |
| Cemetery (093) | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Convention Center Enterprise (860) | 1.50 | 1.20 | 0.70 | (0.50) | 0.70 |
| Electric (091, 191) | 198.50 | 214.00 | 222.00 | 8.00 | 222.00 |
| Recycled Water (097) | 3.30 | 3.30 | 4.10 | 0.80 | 4.10 |
| Sewer Utility (094) | 22.45 | 22.45 | 22.85 | 0.40 | 22.85 |
| Solid Waste (096) | 6.65 | 6.65 | 7.10 | 0.45 | 7.10 |
| Water Utility (092) | 47.25 | 47.25 | 46.05 | (1.20) | 46.05 |
| Subtotal Enterprise Funds | 284.65 | 299.85 | 307.80 | 7.95 | 307.80 |
| Internal Service Funds | | | | | |
| Fleet Management (053) | 14.75 | 14.75 | 14.65 | (0.10) | 14.65 |
| Information Technology Services (045) | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Public Works Capital Projects Management (044) | 14.34 | 14.13 | 14.13 | 0.00 | 14.13 |
| Subtotal Internal Service Funds | 35.09 | 34.88 | 34.78 | (0.10) | 34.78 |
| Capital Improvement Program Funds | | | | | |
| Electric Utility Capital (591) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Related Santa Clara Developer (540) | 6.50 | 9.00 | 1.00 | (8.00) | 1.00 |
| Subtotal Capital Improvement Program Funds | 6.50 | 9.00 | 1.00 | (8.00) | 1.00 |
| Total Budgeted FTE by Fund | 1,095.00 | 1,127.00 | 1,149.25 | 22.25 | 1,153.25 |

¹The positions above represent all funded positions. This excludes 37.5 positions that are frozen including: the remaining 22.50 positions frozen on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402), the 5.0 positions frozen on June 22, 2021 (Agenda Item 5.0 – Report to Council 21-526), and the 3.0 positions recommended to be frozen in this Proposed Budget. This also excludes 7.0 positions that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related including 1.0 Senior Inspector in the Community Development Department, 1.0 Deputy Fire Marshal II and 1.0 Fire Protection Engineer in the Fire Department, and 1.0 Associate Engineer, 1.0 Principal Engineer, 1.0 Senior Civil Engineer, and 1.0 Public Works Inspector in the Department of Public Works.

Summary of Frozen Positions by Department

The list below reflects the frozen positions, as approved by City Council on March 9, 2021 as part of the COVID-19 Phase 1 Budget Rebalancing and the 5.0 positions frozen on June 22, 2021 (Agenda Item 5.0 – Report to Council 21-526). The below count excludes the 12.0 Firefighter positions that were frozen as part of the March 9, 2021 actions but were subsequently restored by the City Council on February 7, 2023 (Report to Council 23-170) as part of the Fire SAFER grant. This list includes 7.0 positions that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related including 1.0 Senior Inspector in the Community Development Department, 1.0 Deputy Fire Marshal II and 1.0 Fire Protection Engineer in the Fire Department, and 1.0 Associate Engineer, 1.0 Principal Engineer, 1.0 Senior Civil Engineer, and 1.0 Public Works Inspector in the Department of Public Works. This list also includes the 3.0 positions recommended to be frozen in this Proposed Budget (1.0 Assistant City Attorney, 1.0 City Auditor, and 1.0 Assistant City Manager).

| Department | Classification | FTE |
|-------------------------------|----------------------------------|--------------|
| City Attorney's Office | Legal Office Specialist III | 1.00 |
| City Attorney's Office | Assistant City Attorney | 1.00 |
| City Auditor's Office | City Auditor | 1.00 |
| City Manager's Office | Assistant City Manager | 2.00 |
| City Manager's Office | Senior Management Analyst | 1.00 |
| Community Development | Associate Planner | 1.00 |
| Community Development | Office Specialist II | 0.75 |
| Community Development | Senior Inspector | 1.00 |
| Finance | Office Specialist II | 1.00 |
| Fire | Deputy Fire Marshal II | 1.00 |
| Fire | Fire Protection Engineer | 1.00 |
| Fire | Quality Improvement Nurse | 0.75 |
| Human Resources | Human Resources Division Manager | 1.00 |
| Parks and Recreation | Grounds Maintenance Worker I | 1.00 |
| Parks and Recreation | Grounds Maintenance Worker II | 2.00 |
| Parks and Recreation | Office Specialist II | 1.00 |
| Police | Police Officer | 4.00 |
| Police | Police Sergeant | 2.00 |
| Public Works | Automotive Technician III | 1.00 |
| Public Works | Assistant Engineer (Civil) | 1.00 |
| Public Works | Associate Engineer (Civil) | 2.00 |
| Public Works | Principal Engineer | 1.00 |
| Public Works | Public Works Inspector | 1.00 |
| Public Works | Senior Engineer (Civil) | 1.00 |
| Public Works | Street Maintenance Worker I | 1.00 |
| Public Works | Street Maintenance Worker III | 3.00 |
| Public Works | Street Maintenance Worker IV | 1.00 |
| Non-Departmental | Deputy City Manager | 1.00 |
| Non-Departmental | Office Specialist III | 1.00 |
| Total Positions Frozen | | 37.50 |

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DEBT SERVICE

Overview

Under the authority of the City Manager, the City executes debt instruments, oversees the accounting and reporting of debt, administers debt proceeds, manages continuing disclosure and debt compliance requirements, and makes debt service payments, while acting with prudence, diligence, and attention to prevailing economic conditions.

The City of Santa Clara uses debt financing as a tool to maintain its long-term financial stability by paying for certain expenditures over time. Debt financing is also a tool for managing cash flow when large, one-time outlays are required as in the case of constructing a new building or large-scale upgrades to infrastructure. This section provides a summary of the City's debt service for the ten-year forecast period. Included is the Computation of Legal Debt Margin, which calculates the City's debt limit as defined by the City Charter. Also included is a debt service schedule representing the currently outstanding debt of the City. The City does not currently have any outstanding general obligation debt.

Debt Policies

The Santa Clara City Charter, Section 1309, limits the allowable bonded indebtedness of the City at 15% of the total assessed valuation of property within the City, exclusive of revenue bonds or any indebtedness that has been or may be incurred for the purposes of acquiring, constructing, extending, or maintaining municipally owned utilities, for which purposes a further indebtedness may be incurred by the issuance of bonds, subject only to the provisions of the State constitution and the City Charter.

Section 1321 of the City Charter further provides for the issuance of revenue bonds when authorized at an election as provided therein. The City Charter also gives City Council the power to issue revenue bonds to finance the generation, production, transmission and distribution of electric energy, including the acquisition and/or construction of lands and facilities therefor, without authorization at an election.

The City's Debt Management Policy provides guidance for the issuance of bonds and other forms of indebtedness to finance land acquisition, construction, equipment, and other capital requirements of the City. While the issuance of debt is an appropriate method of financing capital projects and major equipment acquisitions, such issuance shall be carefully monitored.

The issuance of debt shall be closely aligned with the cash flow requirements of the projects being financed. Within the limitations of the City Charter, determining the amount of indebtedness the City can afford begins by assessing the sufficiency of future revenues. The amount of debt issued is based on the requirements of the approved Capital Improvement Program, subject to the condition that sufficient revenues are projected to be available to pay debt service. Factors such as debt service coverage requirements outlined in the bond indentures, the impact on the citizens (tax rates), and any impact on the bond ratings will be carefully considered. Different factors are considered for each type of credit. For example, electric, water or sewer bonds will take into consideration the impact on customer utility rates. Other factors such as providing debt capacity for future programs and existing and forecasted fund balances, including reserves, will also be taken into consideration.

The City believes that debt is an equitable means of financing projects and represents an important source of meeting fiscal responsibilities. The City obtains and maintains long-term debt for large capital improvement projects. The Finance Department manages the City's debt with prudence, diligence, and with attention to prevailing economic conditions and applicable laws. It manages issuance of debt, administers debt proceeds, prepares ongoing disclosure, handles debt and tax compliance, and makes debt service payments. City departments with debt-financed capital programs coordinate with the Finance Department in implementing and handling debt related transactions. Semiannual updates are prepared by the Finance Department on outstanding debt for the City of Santa Clara, its Agencies and Corporations. This report is presented as a standard management practice that provides a valuable overview of the current status of the City's long-term debt

obligations. The current City Council approved debt policy can be found online at: <http://santaclaraca.gov/home/showdocument?id=63748>.

Long-Term Debt Planning

The City employs a comprehensive multi-year, long-term capital improvement planning program that is updated every two years. Debt management is a major component of the financial planning model which incorporates projected financing needs for infrastructure development that is consistent with the City's growth, while at the same time measuring and assessing the cost and timing of any debt issuance.

Credit Rating

The City seeks to obtain and maintain the highest possible credit ratings for all categories of short- and long-term debt. The City's bonds are rated favorably by major bond rating agencies, Fitch and Standard and Poor's (S&P Global Ratings). S&P Global Ratings assigned City of Santa Clara its 'AA+' issuer credit rating (ICR) in June 2022 and affirmed City's Certificates of Participation 'AA' long-term rating in May 2022. The City's Electric Revenue Bonds are rated 'AA-' by Fitch and its 'A+' rating was affirmed by S&P in November 2022. Maintaining high bond ratings has resulted in a broader market for the City's bonds and lower interest costs to the City.

Public Facilities Financing Corporation

The City of Santa Clara Public Facilities Financing Corporation (PFFC) was formed in 1997 for the purpose of issuing Certificates of Participation (COPs) to provide financing for the construction of major City facilities. Members of the City Council are also members of the PFFC Board. Debt service on COPs is secured by lease payments made by the City's General Fund to the PFFC for use of the constructed facilities for public purposes. In accordance with lease agreements, the PFFC assigns lease payments received from the City to the trustee for payment to the certificate holders.

Long-Term Debt Obligations

Certificates of Participation (COPs) are a debt instrument evidencing a pro-rata share in a specific pledged revenue source, usually lease payments. These lease payments are typically secured by an installment sale or leaseback agreement. Revenues are pledged to pay lease payments, and such lease payments are used to pay debt service on the COPs. The lessor typically assigns the lease and the payment to a trustee, which distributes the payments to certificate holders. These obligations do not constitute indebtedness under the State constitutional debt limitation and are not subject to voter approval.

Lease Revenue Bonds are a lease obligation secured by a leaseback arrangement with a public entity, where general operating revenues are pledged to pay the lease payments, and in turn are used to pay debt service on the debt. These obligations do not constitute indebtedness under the State constitutional debt limitation and are not subject to voter approval.

In connection with COPs and Lease Revenue Bonds, payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The governmental lessee is obligated to place in its annual budget the rentals that are due and payable during each fiscal year the lessee has use of the leased property.

Installment Sale Agreements are debt obligations secured by the assignment of installment payments required to be paid by the City from certain pledged revenues, such as revenues from an enterprise, in an amount sufficient to pay the installment payments, including interest. The City's outstanding Installment Sale Agreements are payable solely from the City's Sewer Utility and is not secured by any pledge of ad valorem taxes or General Fund revenues of the City. These obligations do not constitute indebtedness under the State constitutional debt limitation and are not subject to voter approval.

Revenue Bonds are obligations payable from revenues generated by an enterprise, such as electric, water, or wastewater utilities. The City's outstanding utility Revenue Bonds are payable solely from the City's Electric Utility and Sewer Utility Enterprise Funds and are not secured by any pledge of ad valorem taxes or General Fund revenues of the City.

Summary of FY 2023/24 and 2024/25 Debt Service

The Biennial Operating Budget Operating Budget includes \$59,723,048 in debt service for FY 2023/24 and \$40,647,934 in debt service for FY 2024/25. A ten-year debt service schedule is shown herein.

2010 City of Santa Clara Lease Agreement (Police Administration Building Project)

On July 13, 2010, the City entered into an agreement with the PFFC in order to provide funds to refund outstanding 1997 Certificates of Participation, which were originally issued to provide financing to build a new Police Administration building. The PFFC entered into a separate agreement with the assignee, Bank of America, N.A. Debt service on the Lease Agreement is secured by lease payments made by the City to the assignee for use of the Police Administration site. On March 22, 2012, Bank of America sold and transferred the Lease Agreement to Capital One Public Financing, LLC with no change to the terms, covenants, or conditions of the contract or the payment schedule. Lease payments were due semiannually beginning February 1, 2011 through February 1, 2022 with a coupon rate of 3.65%. This debt was paid in full at the end of FY 2021/22.

2013 Refunding Certificates of Participation (Central Park Library Project)

On March 28, 2013, the PFFC issued \$18.54 million of Refunding Certificates of Participation (2013 COPs) to provide funds to refund outstanding 2002A Certificates of Participation, which were originally issued to provide financing to build a new Central Park Library. The 2013 COPs mature annually beginning February 1, 2014 through February 1, 2032 and bear coupon rates ranging from 2.00% to 3.75%. Debt Service is secured by lease payments to be made by the City to the PFFC for use of the library site. The PFFC assigns the lease payments to the certificate owners.

Installment Sale Agreement, Series 2016 (Trimble Road Sewer Project)

On March 8, 2016, the City entered into a \$12.0 million Installment Sale Agreement with the PFFC in order to provide funds for the Trimble Road Trunk Sanitary Sewer Improvement Project. The PFFC entered into a separate Assignment Agreement with DNT Asset Trust, a wholly owned subsidiary of JPMorgan Chase National Association (the "Agreement"), to assign its rights under the Installment Sale Agreement to DNT Asset Trust. The Agreement has an interest rate of 2.14% and semiannual payments beginning August 1, 2016 through February 1, 2031. Installment payments on the Agreement are secured by a pledge of net revenues of the Wastewater System.

Installment Sale Agreement, Series 2020 (Regional Wastewater Facility)

The City co-owns the Regional Wastewater Facility with the City of San José. The facility is being rebuilt, with the City's portion of the costs budgeted as a separate project in the current Capital Improvement Program budget. The Water and Sewer Utilities Department oversees it. On June 11, 2020, the City entered into an Installment Sale Agreement (the "ISA") with the PFFC to provide funds for the San Jose/Santa Clara Regional Wastewater Facility Project (the "Project"). The PFFC entered into a separate Assignment Agreement with JPMorgan Chase Bank, N.A. (the "Assignment Agreement"), to assign its rights under the ISA to JPMorgan Chase Bank, N.A. The ISA in the amount of \$50.0 million carries a variable rate of interest equal to 80% of Term SOFR (Secured Overnight Financing Rate) plus SOFR adjustment of 0.10%, and plus 0.95% per annum.

The City may draw on the Installment Sale Agreement as necessary with an initial \$20.0 million drawn on the date of closing. Interest is due each January 1 and July 1, commencing January 1, 2021. Principal on outstanding advances is due on or before July 1, 2024. In addition, the PFFC shall pay an undrawn fee on any amount not yet drawn at a rate of 0.325% per annum on each interest payment date. Installment payments on the Agreement are secured by a pledge of net revenues

of the Wastewater System on a subordinate basis to the Trimble Road Installment Payments. No additional draw-downs were made nor planned.

Electric Revenue Refunding Bonds, Series 2013A

On April 24, 2013, Silicon Valley Power (SVP), City's Electric Department, issued \$64.38 million of Electric Revenue Refunding Bonds, Series 2013A (Electric 2013A Bonds), to provide funds, together with other available moneys, to refinance outstanding Electric 2003A Bonds. The Electric 2013A Bonds mature annually beginning on July 1, 2014 through July 1, 2028 and bear coupon rates ranging from 3.00% to 5.00%. Debt service on the Electric 2013A Bonds is secured by a pledge of net revenues of the Electric Utility Enterprise Fund.

The Electric 2013A Bonds maturing July 1, 2023 through July 1, 2028 were refunded on April 10, 2020 by the Subordinate Electric Revenue Refunding Bonds, Series 2020-2 described below. The refunding of a portion of the Electric 2013A Bonds resulted in overall savings of \$1,706,384.

Electric Revenue Refunding Bonds, Series 2018A

On December 18, 2018, SVP issued \$48.80 million of Electric Revenue Refunding Bonds, Series 2018A (Electric 2018A Bonds) to refinance \$54.58 million outstanding principal amount of Variable Rate Demand Electric Revenue Bonds, Series 2008B and terminate a related interest rate swap transaction. The Electric 2018A Bonds mature annually beginning on July 1, 2019 through July 1, 2027 and bear coupon rates of 5.00%. Debt service on the Electric 2018A Bonds is secured by a pledge of net revenues of the Electric Utility Enterprise Fund.

Subordinate Electric Revenue Refunding Bonds, Series 2020-1, 2020-2, and 2020-3

Series 2020-1 Bonds

On April 10, 2020, SVP issued \$52.985 million of Subordinate Electric Revenue Refunding Bonds, Series 2020-1 (Electric 2020-1 Bonds) to refinance \$54.83 million outstanding principal amount of Electric Revenue Refunding Bonds, Series 2011 A. The Electric 2020-1 Bonds bear 1.74% coupon rates, mature annually beginning on July 1, 2028 through July 1, 2032, and were sold at an All-In True Interest Cost of 1.43%.

On April 2, 2021, the Electric 2020-1 Bonds were converted to tax-exempt basis, which now bear 1.36% coupon rates. Debt service on the Electric 2020-1 Bonds is secured by a pledge of Available Electric Revenues of SVP on a basis subordinate to outstanding Senior Electric Revenue Bonds, if any.

Series 2020-2 Bonds

On April 10, 2020, SVP issued \$34.315 million of Subordinate Electric Revenue Refunding Bonds, Series 2020-2 (Electric 2020-2 Bonds) to refinance \$30.725 million of outstanding Electric Revenue Refunding Bonds, Series 2013 A. The Electric 2020-2 Bonds bear 1.31% coupon rates, mature annually beginning on July 1, 2023 through July 1, 2028, and were sold at an All-In True Interest cost of 1.21%.

On December 28, 2022, the Electric 2020-2 Bonds were converted to tax-exempt basis, which now bear 1.02% coupon rates. Debt service on the Electric 2020-2 Bonds is secured by a pledge of Available Electric Revenues of SVP on a basis subordinate to outstanding Senior Electric Revenue Bonds, if any.

Series 2020-3 Bonds

On April 10, 2020, SVP issued \$16.72 million of Subordinate Electric Revenue Refunding Bonds, Series 2020-3 (Electric 2020-3 Bonds) to refinance \$19.413 million outstanding principal amount of Subordinated Electric Revenue Bonds, Series 2014. The Electric 2020-3 Bonds bear 0.58% coupon rates, mature annually beginning on July 1, 2020 through July 1, 2024, and were sold at an All-In True Interest Cost of 0.70%. Debt service on the Electric 2020-3 Bonds is secured by a pledge of Available Electric Revenues of SVP on a basis subordinate to outstanding Senior Electric Revenue Bonds, if any.

Regional Wastewater Facility Debt Planned

It is the Water and Sewer Utilities Department's intention to issue debt in FY 2023/24, in the amount of \$30.0 million, to refinance Series 2020 (Regional Wastewater Facility) Installment Sale Agreement of \$20.0 million principal outstanding, as described above, and borrow an additional \$10.0 million of new debt for the final phase of this capital project. This new issuance and preliminary debt service amounts are reflected in the City's Debt Service Schedule.

Electric Debt Planned

Silicon Valley Power (SVP), City's Electric Department, intends to issue new debt in FY 2023/24, in the amount of \$305.3 million to finance several of its capital projects in the System Expansion Plan. These projects include Kifer Receiving Station (KRS) rebuild, Scott Receiving Station (SRS) rebuild, Northern Receiving Station (NRS) transformer and breaker upgrades, and NRS/KRS 115kV transmission line construction. KRS was constructed in 1975 and the project will expand capacity to 900MVA from 372 MVA plus other associated work. SRS was constructed in 1968 and the project will also expand capacity to 900MVA from 372 MVA plus other associated work. NRS was constructed in 2004 and the project includes installing additional transformers and reconfiguring/expanding associated air insulated switchgear to increase station reliability and capacity. The NRS/KRS new transmission line construction will help balance and redistribute energy between the receiving stations. This new issuance and preliminary debt service amounts are reflected in the City's Debt Service Schedule.



**CITY OF SANTA CLARA
ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
Last Ten Fiscal Years
(In Thousands)**

| Fiscal Year Ending June 30 | Net Local Secured Roll ⁽¹⁾ | State Assessed Valuation | Net Unsecured Roll | Net Assessed Valuation | Total Assessed Valuation | % of Growth of Assessed Valuation | Total Direct Tax Rate |
|---|--|---|-----------------------------------|---------------------------------------|---|--|--------------------------------------|
| 2012 / 13 | 20,475,348 | 4,641 | 4,702,675 | 25,182,664 | 25,295,792 | 99.55% | 1.16% |
| 2013 / 14 | 22,216,962 | 4,641 | 4,680,536 | 26,902,139 | 27,012,697 | 99.59% | 1.14% |
| 2014 / 15 | 24,294,056 | 4,183 | 4,352,204 | 28,650,443 | 28,758,679 | 99.62% | 1.13% |
| 2015 / 16 | 27,659,960 | 4,183 | 5,157,346 | 32,821,489 | 32,927,777 | 99.68% | 1.16% |
| 2016 / 17 | 30,672,596 | 4,183 | 5,856,885 | 36,533,664 | 36,638,297 | 99.71% | 1.15% |
| 2017 / 18 | 33,449,607 | 3,896 | 6,553,560 | 40,007,063 | 40,109,539 | 99.74% | 1.16% |
| 2018 / 19 | 36,596,483 | 354 | 7,266,592 | 43,863,429 | 43,964,914 | 99.77% | 1.13% |
| 2019 / 20 | 38,502,828 | 870 | 7,629,244 | 46,132,942 | 46,232,453 | 99.78% | 1.20% |
| 2020 / 21 | 42,047,766 | 870 | 7,972,493 | 50,021,129 | 50,118,954 | 99.80% | 1.18% |
| 2021 / 22 | 44,162,052 | 870 | 8,007,077 | 52,169,999 | 52,264,729 | 99.82% | 1.19% |

Note:

(1) Net of Home Owner Property Tax Relief.

Source: County of Santa Clara, Department of Finance



| City of Santa Clara Legal Debt Margin Information Last Ten Fiscal Years (In Thousands) | | | | |
|---|---------------------------------------|---|-------------------------------------|------------------------------|
| Fiscal Year Ending June 30 | Net Assessed Valuation | Debt Limit- 15% of Assessed Valuation ⁽¹⁾ | Debt Applicable to Limit | Legal Debt Margin |
| 2012 / 13 | 25,182,664 | 3,777,400 | - | 3,777,400 |
| 2013 / 14 | 26,902,139 | 4,035,321 | - | 4,035,321 |
| 2014 / 15 | 28,650,443 | 4,297,567 | - | 4,297,567 |
| 2015 / 16 | 32,821,489 | 4,923,223 | - | 4,923,223 |
| 2016 / 17 | 36,533,664 | 5,480,050 | - | 5,480,050 |
| 2017 / 18 | 40,007,063 | 6,001,059 | - | 6,001,059 |
| 2018 / 19 | 43,863,429 | 6,579,514 | - | 6,579,514 |
| 2019 / 20 | 46,132,942 | 6,934,868 | - | 6,934,868 |
| 2020 / 21 | 50,021,129 | 7,503,169 | - | 7,503,169 |
| 2021 / 22 | 52,169,999 | 7,825,500 | - | 7,825,500 |

Note:

(1) Section 1309 of the City Charter of the City states: "Bonded Debt Limit. The bonded indebtedness of the City may not in the aggregate exceed the sum of fifteen percent (15%) of the total assessed valuation of property within the City, exclusive of revenue bonds or any indebtedness that has been or may hereafter be incurred for the purposes of acquiring, constructing, extending, or maintaining municipally owned utilities for which purposes a further indebtedness may be incurred by the issuance of bonds, subject only to the provisions of the State Constitution and this Charter."

Sources: County of Santa Clara, Department of Finance and City of Santa Clara

DEBT SERVICE SCHEDULE

| Bond Issue | Actual 2021/22 | Current 2022/23 | Proposed 2023/24 | Proposed 2024/25 | Plan 2025/26 | Plan 2026/27 | Plan 2027/28 | Plan 2028/29 | Plan 2029/30 | Plan 2030/31 | Plan 2031/32 | Plan 2032/33 |
|---|-------------------|--------------------|---------------------|---------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|
| Current Debt Issued | | | | | | | | | | | | |
| Lease Financing: | | | | | | | | | | | | |
| 2010 Lease Financing | | | | | | | | | | | | |
| (Police Administration Building Project) | | | | | | | | | | | | |
| Principal | 1,065,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest | 29,164 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | <u>1,094,164</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Lease Financing | 1,094,164 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Certificates of Participation: | | | | | | | | | | | | |
| 2013 Refunding COPs | | | | | | | | | | | | |
| (Central Park Library Project) | | | | | | | | | | | | |
| Principal | 940,000 | 980,000 | 1,030,000 | 1,085,000 | 1,120,000 | 1,150,000 | 1,195,000 | 1,235,000 | 1,280,000 | 1,325,000 | 665,000 | 0 |
| Interest | 467,275 | 420,275 | 371,275 | 319,775 | 285,869 | 249,469 | 209,219 | 167,394 | 122,625 | 74,625 | 24,937 | 0 |
| Trustee | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 1,165 | 0 |
| Arbitrage Computation | 0 | 1,900 | 0 | 0 | 0 | 0 | 1,900 | 0 | 0 | 0 | 0 | 0 |
| | <u>1,408,440</u> | <u>1,403,340</u> | <u>1,402,440</u> | <u>1,405,940</u> | <u>1,407,034</u> | <u>1,400,634</u> | <u>1,407,284</u> | <u>1,403,559</u> | <u>1,403,790</u> | <u>1,400,790</u> | <u>691,102</u> | <u>0</u> |
| Total Certificates of Participation | 1,408,440 | 1,403,340 | 1,402,440 | 1,405,940 | 1,407,034 | 1,400,634 | 1,407,284 | 1,403,559 | 1,403,790 | 1,400,790 | 691,102 | 0 |
| Installment Sale Agreement: | | | | | | | | | | | | |
| 2016 Sanitary Sewer Improvements (Trimble Road Sewer Project) | | | | | | | | | | | | |
| Principal | 761,763 | 778,152 | 794,893 | 811,995 | 829,465 | 847,310 | 865,540 | 884,161 | 903,183 | 922,615 | 0 | 0 |
| Interest | 175,687 | 159,298 | 142,556 | 125,454 | 107,985 | 90,139 | 71,910 | 53,288 | 34,266 | 14,834 | 0 | 0 |
| Arbitrage Computation | 0 | 0 | 0 | 0 | 2,150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | <u>937,450</u> | <u>937,450</u> | <u>937,449</u> | <u>937,449</u> | <u>939,600</u> | <u>937,449</u> | <u>937,450</u> | <u>937,449</u> | <u>937,449</u> | <u>937,449</u> | <u>0</u> | <u>0</u> |



DEBT SERVICE SCHEDULE

| Bond Issue | Actual 2021/22 | Current 2022/23 | Proposed 2023/24 | Proposed 2024/25 | Plan 2025/26 | Plan 2026/27 | Plan 2027/28 | Plan 2028/29 | Plan 2029/30 | Plan 2030/31 | Plan 2031/32 | Plan 2032/33 |
|---|-------------------|--------------------|---------------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Current Debt Issued | | | | | | | | | | | | |
| 2020 Sanitary Sewer Improvements | | | | | | | | | | | | |
| Principal | 0 | 0 | 20,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest | 104,644 | 460,250 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arbitrage Computation | 98,854 | 98,854 | 98,854 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 203,499 | 559,104 | 21,098,854 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Installment Sale Agreement | | | | | | | | | | | | |
| | 1,140,948 | 1,496,554 | 22,036,303 | 937,449 | 939,600 | 937,449 | 937,450 | 937,449 | 937,449 | 937,449 | 0 | 0 |
| Revenue Bonds: | | | | | | | | | | | | |
| Electric Revenue Refunding Bonds, Series 2013A | | | | | | | | | | | | |
| Principal | 4,320,000 | 4,545,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest | 335,250 | 113,625 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trustee | 0 | 1,955 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arbitrage Computation | 0 | 1,900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 4,655,250 | 4,662,480 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Electric Revenue Refunding Bonds, Series 2018A | | | | | | | | | | | | |
| Principal | 4,785,000 | 5,110,000 | 5,440,000 | 5,795,000 | 6,005,000 | 6,320,000 | 6,655,000 | 0 | 0 | 0 | 0 | 0 |
| Interest | 1,885,875 | 1,638,500 | 1,374,750 | 1,093,875 | 798,875 | 490,750 | 166,375 | 0 | 0 | 0 | 0 | 0 |
| Trustee | 2,250 | 2,350 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arbitrage Computation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 6,673,125 | 6,750,850 | 6,814,750 | 6,888,875 | 6,803,875 | 6,810,750 | 6,821,375 | 0 | 0 | 0 | 0 | 0 |
| Electric Revenue Refunding Bonds, Series 2020-1 | | | | | | | | | | | | |
| Principal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,555,000 | 12,745,000 | 12,910,000 | 13,165,000 | 7,610,000 |
| Interest | 538,445 | 720,596 | 720,596 | 720,596 | 720,596 | 720,596 | 720,596 | 676,022 | 544,782 | 370,328 | 193,018 | 51,748 |
| Trustee | 1,250 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Arbitrage Computation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 539,695 | 723,096 | 723,096 | 723,096 | 723,096 | 723,096 | 723,096 | 7,233,522 | 13,292,282 | 13,282,828 | 13,360,518 | 7,664,248 |

DEBT SERVICE SCHEDULE

| Bond Issue | Actual 2021/22 | Current 2022/23 | Proposed 2023/24 | Proposed 2024/25 | Plan 2025/26 | Plan 2026/27 | Plan 2027/28 | Plan 2028/29 | Plan 2029/30 | Plan 2030/31 | Plan 2031/32 | Plan 2032/33 |
|---|-------------------|--------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Current Debt Issued | | | | | | | | | | | | |
| Revenue Bonds: | | | | | | | | | | | | |
| Electric Revenue Refunding Bonds, Series 2020-2 | | | | | | | | | | | | |
| Principal | 0 | 0 | 5,755,000 | 5,695,000 | 5,910,000 | 5,975,000 | 6,050,000 | 4,930,000 | 0 | 0 | 0 | 0 |
| Interest | 449,527 | 445,780 | 323,579 | 262,268 | 203,082 | 142,469 | 81,141 | 25,143 | 0 | 0 | 0 | 0 |
| Trustee | 1,250 | 2,500 | 2,500 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 0 | 0 | 0 | 0 |
| Arbitrage Computation | 0 | 1,350 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 450,777 | 449,630 | 6,081,079 | 5,959,268 | 6,115,082 | 6,119,469 | 6,133,141 | 4,957,143 | 0 | 0 | 0 | 0 |
| Electric Revenue Refunding Bonds, Series 2020-3 | | | | | | | | | | | | |
| Principal | 3,900,000 | 3,925,000 | 3,945,000 | 3,970,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest | 79,982 | 57,290 | 34,467 | 11,513 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trustee | 1,250 | 2,500 | 1,250 | 1,250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 3,981,232 | 3,984,790 | 3,980,717 | 3,982,763 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Electric Revenue Bonds | 16,300,079 | 16,570,846 | 17,599,642 | 17,554,002 | 13,642,053 | 13,653,315 | 13,677,612 | 12,190,665 | 13,292,282 | 13,282,828 | 13,360,518 | 7,664,248 |
| Total Current Debt Issued | 19,943,631 | 19,470,740 | 41,038,385 | 19,897,391 | 15,988,687 | 15,991,398 | 16,022,346 | 14,531,673 | 15,633,521 | 15,621,067 | 14,051,620 | 7,664,248 |
| Debt to be Issued | | | | | | | | | | | | |
| 2023 Regional Wastewater Facility | | | | | | | | | | | | |
| Principal | 0 | 0 | 1,100,000 | 700,000 | 730,000 | 760,000 | 795,000 | 830,000 | 870,000 | 910,000 | 950,000 | 990,000 |
| Interest | 0 | 0 | 905,250 | 1,308,375 | 1,276,875 | 1,244,025 | 1,209,825 | 1,174,050 | 1,136,700 | 1,097,550 | 1,056,600 | 1,013,850 |
| | 0 | 0 | 2,005,250 | 2,008,375 | 2,006,875 | 2,004,025 | 2,004,825 | 2,004,050 | 2,006,700 | 2,007,550 | 2,006,600 | 2,003,850 |
| Electric Bonds | | | | | | | | | | | | |
| Principal | 0 | 0 | 4,452,763 | 5,116,097 | 5,346,322 | 5,586,907 | 5,838,317 | 6,101,042 | 6,375,588 | 6,662,490 | 6,962,302 | 7,275,606 |
| Interest | 0 | 0 | 12,224,250 | 13,623,671 | 13,393,446 | 13,152,862 | 12,901,451 | 12,638,727 | 12,364,180 | 12,077,279 | 11,777,466 | 11,464,163 |
| Trustee | 0 | 0 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | | | | | |
| | 0 | 0 | 16,679,413 | 18,742,168 | 18,742,168 | 18,742,169 | 18,742,168 | 18,739,769 | 18,739,768 | 18,739,769 | 18,739,768 | 18,739,769 |
| Total Debt to be Issued | 0 | 0 | 18,684,663 | 20,750,543 | 20,749,043 | 20,746,194 | 20,746,993 | 20,743,819 | 20,746,468 | 20,747,319 | 20,746,368 | 20,743,619 |
| Total Current Debt Service and Debt to be Issued | 19,943,631 | 19,470,740 | 59,723,048 | 40,647,934 | 36,737,730 | 36,737,592 | 36,769,339 | 35,275,492 | 36,379,989 | 36,368,386 | 34,797,988 | 28,407,867 |

DEBT SERVICE FUNDS

Under the authority of the City Manager, the City executes debt instruments, oversees the accounting and reporting of debt, administers debt proceeds, manages continuing disclosure and debt compliance requirements, and makes debt service payments, while acting with prudence, diligence, and attention to prevailing economic conditions.

The City of Santa Clara uses debt financing as a tool to maintain its long-term financial stability by paying for certain expenditures over time. Debt financing is also a tool for managing cash flow when large, one-time outlays are required as in the case of constructing a new building or large-scale upgrades to infrastructure.

Public Facilities Financing Corporation (431)

The City of Santa Clara Public Facilities Financing Corporation (PFFC) was formed in 1997 for the purpose of issuing Certificates of Participation (COPs) to provide financing for the construction of major City facilities. Members of the City Council are also members of the PFFC Board. Debt service on COPs is secured by lease payments made by the City's General Fund to the PFFC for use of the constructed facilities for public purposes. In accordance with lease agreements, the PFFC assigns lease payments received from the City to the trustee for payment to the certificate holders.

Electric Utility Debt Service Fund (491)

The Electric Utility Debt Service Fund is used to pay principal, interest, and related service charges on obligations resulting from the issuance of debt by the Electric Utility. Bond proceeds are used to pay for capital costs associated with the Electric Utilities' generation, transmission and distribution facilities. Debt service is payable from Adjusted Net Revenues of the Electric Utility.

Sewer Utility Debt Service Fund (494)

The Sewer Utility Debt Service Fund is used to pay principal, interest, and related service charges on obligations resulting from the issuance of debt by the Sewer Utility. Bond proceeds are used to pay for capital improvements associated with the Sewer System, including the Trimble Road Trunk Sanitary Sewer Improvement Project and the San José-Santa Clara Regional Wastewater Facility Project. Debt service is payable from Net Revenues of the Sewer Utility.

The following section details the City of Santa Clara's Debt Service Funds' Statements of Sources and Uses and the Proposed Budget for Fiscal Year 2023/24 and Fiscal Year 2024/25.

DEBT SERVICE FUNDS | ELECTRIC UTILITY DEBT SERVICE FUND (491)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Bond Reserve | 3,632,533 | 3,632,533 | 3,632,533 | 3,632,533 | 3,632,533 |
| Reserve for Debt Service | 9,817,239 | 10,158,819 | 10,158,819 | 10,138,240 | 10,138,240 |
| Total Beginning Fund Balance | 13,449,772 | 13,791,352 | 13,791,352 | 13,770,773 | 13,770,773 |
| Revenue | | | | | |
| Bond Proceeds | 0 | 0 | 0 | 305,250,000 | 0 |
| Interest | 337,675 | 0 | 0 | 0 | 0 |
| Total Revenue | 337,675 | 0 | 0 | 305,250,000 | 0 |
| Transfers From | | | | | |
| Electric Utility Fund | 16,305,884 | 16,548,917 | 16,548,917 | 34,279,056 | 36,296,170 |
| Total Transfers From | 16,305,884 | 16,548,917 | 16,548,917 | 34,279,056 | 36,296,170 |
| Total Source of Funds | 30,093,331 | 30,340,269 | 30,340,269 | 353,299,829 | 50,066,943 |
| Expenditures | | | | | |
| Debt Service | 16,294,079 | 16,535,212 | 16,555,791 | 34,270,406 | 36,288,020 |
| Administrative Costs | 7,900 | 13,705 | 13,705 | 8,650 | 8,150 |
| Total Expenditures | 16,301,979 | 16,548,917 | 16,569,496 | 34,279,056 | 36,296,170 |
| Transfers To | | | | | |
| Electric Utility Capital Fund | 0 | 0 | 0 | 305,250,000 | 0 |
| Total Transfers To | 0 | 0 | 0 | 305,250,000 | 0 |
| Ending Fund Balance | | | | | |
| Bond Reserve | 3,632,533 | 3,632,533 | 3,632,533 | 3,632,533 | 3,632,533 |
| Reserve for Debt Service | 10,158,819 | 10,158,819 | 10,138,240 | 10,138,240 | 10,138,240 |
| Total Ending Fund Balance | 13,791,352 | 13,791,352 | 13,770,773 | 13,770,773 | 13,770,773 |
| Total Use of Funds | 30,093,331 | 30,340,269 | 30,340,269 | 353,299,829 | 50,066,943 |



DEBT SERVICE FUNDS | PUBLIC FACILITIES FINANCING CORPORATION FUND (431)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Debt Reserve | 707,202 | 707,202 | 707,202 | 707,202 | 707,202 |
| Unrestricted | 15,881 | 15,339 | 15,339 | 15,339 | 15,839 |
| Total Beginning Fund Balance | 723,083 | 722,541 | 722,541 | 722,541 | 723,041 |
| Revenue | | | | | |
| Interest | 623 | 1,000 | 1,000 | 500 | 500 |
| Total Revenue | 623 | 1,000 | 1,000 | 500 | 500 |
| Transfers From | | | | | |
| General Fund | 2,501,439 | 1,402,275 | 1,402,275 | 1,402,440 | 1,405,940 |
| Total Transfers From | 2,501,439 | 1,402,275 | 1,402,275 | 1,402,440 | 1,405,940 |
| Total Source of Funds | 3,225,145 | 2,125,816 | 2,125,816 | 2,125,481 | 2,129,481 |
| Expenditures | | | | | |
| Debt Service | 2,501,439 | 1,400,275 | 1,400,275 | 1,401,275 | 1,404,775 |
| Administrative Costs | 1,165 | 1,100 | 1,100 | 1,165 | 1,165 |
| Arbitrage Computation | 0 | 1,900 | 1,900 | 0 | 0 |
| Total Expenditures | 2,502,604 | 1,403,275 | 1,403,275 | 1,402,440 | 1,405,940 |
| Ending Fund Balance | | | | | |
| Debt Reserve | 707,202 | 707,202 | 707,202 | 707,202 | 707,202 |
| Unrestricted | 15,339 | 15,339 | 15,339 | 15,839 | 16,339 |
| Total Ending Fund Balance | 722,541 | 722,541 | 722,541 | 723,041 | 723,541 |
| Total Use of Funds | 3,225,145 | 2,125,816 | 2,125,816 | 2,125,481 | 2,129,481 |



DEBT SERVICE FUNDS | SEWER UTILITY DEBT SERVICE FUND (494)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Debt Reserve | 4,916,274 | 5,664,361 | 5,664,361 | 6,005,257 | 1,963,704 |
| Total Beginning Fund Balance | 4,916,274 | 5,664,361 | 5,664,361 | 6,005,257 | 1,963,704 |
| Revenue | | | | | |
| Debt Proceeds | 0 | 0 | 0 | 30,000,000 | 0 |
| Total Revenue | 0 | 0 | 0 | 30,000,000 | 0 |
| Transfers From | | | | | |
| Sewer Utility Fund | 1,889,035 | 1,837,450 | 1,837,450 | 0 | 1,050,000 |
| Total Transfers From | 1,889,035 | 1,837,450 | 1,837,450 | 0 | 1,050,000 |
| Total Source of Funds | 6,805,309 | 7,501,811 | 7,501,811 | 36,005,257 | 3,013,704 |
| Expenditures | | | | | |
| Debt Service | 1,042,094 | 1,837,450 | 1,496,554 | 23,942,699 | 2,945,824 |
| Administrative Costs | 98,854 | 0 | 0 | 98,854 | 0 |
| Total Expenditures | 1,140,948 | 1,837,450 | 1,496,554 | 24,041,553 | 2,945,824 |
| Transfers To | | | | | |
| Sewer Utility Capital Fund | 0 | 0 | 0 | 10,000,000 | 0 |
| Total Transfers To | 0 | 0 | 0 | 10,000,000 | 0 |
| Ending Fund Balance | | | | | |
| Debt Reserve | 5,664,361 | 5,664,361 | 6,005,257 | 1,963,704 | 67,880 |
| Total Ending Fund Balance | 5,664,361 | 5,664,361 | 6,005,257 | 1,963,704 | 67,880 |
| Total Use of Funds | 6,805,309 | 7,501,811 | 7,501,811 | 36,005,257 | 3,013,704 |



Ten-Year General Fund Financial Forecast 2024 - 2034

March 2023

PURPOSE

The Ten-Year General Financial Forecast (Forecast) provides policy makers and the public an updated assessment of the City's fiscal health. The Forecast includes projections of ongoing General Fund revenues and expenditures for a ten-year period beyond the adopted biennial budget.

The Forecast serves as a strategic planning tool to assist the City Council, staff, and the public with decision-making as they work to adopt the budget and consider long-term financial strategies for the City. The Forecast also identifies known risk factors and vulnerabilities, and it provides a foundation for evaluating priorities and understanding trade-offs moving forward.

GENERAL FUND OVERVIEW

The Forecast compares anticipated General Fund revenues with base expenditures, which include the projected costs of providing the current level of service. Individual projections of revenues and expenditures are developed based on trend analyses, input from available economic reports, consultant recommendations, departments, updated salary and benefit information, and non-personnel costs. The most current information available is incorporated into the Forecast and refined on a moving forward basis.

This Forecast shows a General Fund shortfall of \$8.0 million in FY 2023/24 and \$8.9 million in FY 2024/25, with the projected deficit reaching a high of \$15.0 million in FY 2028/29 and a low of \$7.5 million in FY 2033/34. The projected shortfall of \$8.0 million in FY 2023/24 is equivalent to 2.8% of forecasted expenditures.

FY 2024-2034 General Fund Ten-Year Financial Forecast (\$ in millions)

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
|--|---------|---------|----------|----------|----------|----------|----------|----------|---------|---------|---------|
| Projected Revenues | \$272.6 | \$284.9 | \$297.3 | \$309.0 | \$321.2 | \$333.3 | \$346.5 | \$359.7 | \$373.5 | \$387.8 | \$402.7 |
| Projected Expenditures | \$280.6 | \$293.8 | \$308.2 | \$320.8 | \$332.7 | \$348.3 | \$360.5 | \$373.9 | \$383.3 | \$396.4 | \$410.2 |
| Cumulative (Shortfall)/ Surplus | (\$8.0) | (\$8.9) | (\$10.9) | (\$11.8) | (\$11.5) | (\$15.0) | (\$14.0) | (\$14.2) | (\$9.8) | (\$8.6) | (\$7.5) |
| % of Expenses | 2.8% | 3.0% | 3.5% | 3.7% | 3.5% | 4.3% | 3.9% | 3.8% | 2.5% | 2.2% | 1.8% |

Note: The Forecast does not include the cost to address unmet/deferred infrastructure needs, the cost to fully fund public safety equipment replacement, additional contributions to reserves, one-time funding sources, and one-time expenditure needs.

The Forecast compares ongoing revenues and expenditures. It does not factor in one-time funding sources or items funded on a pay-as-you-go method with one-time sources. To the extent the biennial budget is balanced using one-time funding, such as reserves, that portion of the ongoing deficit would remain to be addressed in a future budget.

The City also has a significant backlog of unmet and deferred capital infrastructure needs that are not factored into this forecast. Historically, the City has funded many capital infrastructure and equipment needs with one-time funds on a pay-as-you-go basis. The use of one-time funds as the funding mechanism for capital improvements and various equipment that rely on the General Fund creates challenges. Staff will continue to evaluate potential options to create capacity to address those funding needs.

The forecast also does not include additional contributions to Reserves (Budget Stabilization Reserve, Capital Projects Reserve, Pension Reserve). Allocations to those reserves typically occur at the close of the fiscal year from excess revenues and expenditure savings. The forecast also does not factor in the additional revenue and associated expenses from future development projects given the uncertainty of those project schedules.

In addition to the elements described above that are not factored into the Forecast, the City has identified various risk factors that could have a potential impact on the Forecast. These include:

- Economic slowdown/recession (continued high inflation, federal reserve actions, and banking disruptions)
- State/federal legislative changes and legal challenges;
- Labor costs outside the budget assumptions;
- CalPERS actuarial changes or reform actions; and
- Unanticipated critical capital/infrastructure needs.

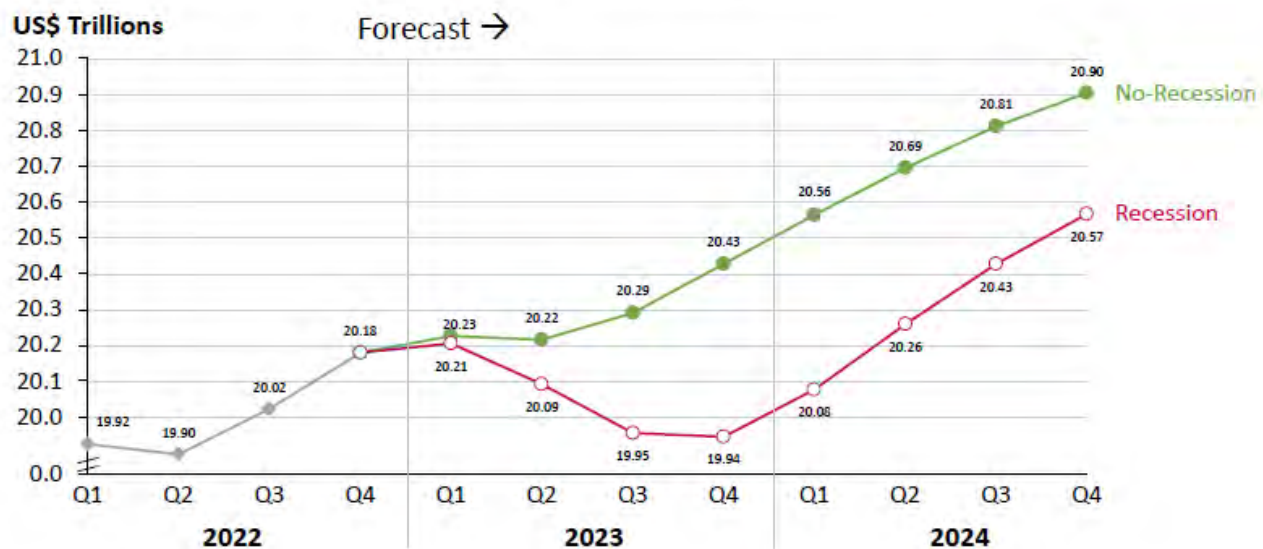
As the City has experienced in the past and with the latest COVID-19 pandemic, General Fund revenues may exceed or fall below expectations based on changes in economic or non-economic conditions. This type of volatility has been seen in the City's largest General Fund revenues, Property Tax, Sales Tax, and Transient Occupancy Tax (TOT). TOT receipts were the most severely impacted by the COVID-19 pandemic. Various cost elements can also vary from year to year, such as retirement costs that are impacted by the earnings assumptions and performance of the California Public Employees Retirement System (CalPERS).



ECONOMIC OUTLOOK

Economic indicators are mixed, and there is a tremendous amount of uncertainty. Given this level of uncertainty, both the December 2022 and March 2023 UCLA Anderson Forecasts presented a two-scenario approach: recession scenario and no recession scenario. The recession scenario predicts a recession occurring at the end of 2023, where “inflation would have continued to run hot if not for aggressive Federal Reserve action. In this scenario, the Federal Reserve forces a mild recession and accepts an economic contraction and higher unemployment to combat inflation.” In the no recession scenario, “economic growth slows but remains positive, inflation ebbs, labor markets remain robust, and the Federal Reserve takes a less aggressive approach to monetary policy tightening”.¹

Real GDP Levels, US\$ Trillions, Chained 2012 Prices, Seasonally Adjusted Annual Rates



Source: UCLA Anderson Forecast and U.S. Bureau of Economic Analysis

This uncertainty is also reflected in the February 2023 National Association for Business Economics (NABE) Outlook Survey, which found significant divergence regarding the outlook for the U.S. economy. “Estimates of inflation-adjusted gross domestic product or real GDP, inflation, labor market indicators, and interest rates are all widely diffused, likely reflecting a variety of options on the fate of the economy – ranging from recession to soft landing to robust growth.”²

Given this uncertainty, there is greater risk for variances in the economically sensitive revenues, such as Sales Tax, Transient Occupancy Tax and Property Tax. This Forecast assumes moderate economic growth in these areas, with Transient Occupancy Tax continuing to improve from the severe COVID-19 impacts. Adjustments may be necessary in future Forecasts depending on actual economic performance.

¹ UCLA Anderson Forecast, March 2023, Recession or No Recession? That is the Question

² [February 2023 Outlook Survey Summary \(nabe.com\)](https://www.nabe.com/February-2023-Outlook-Survey-Summary)

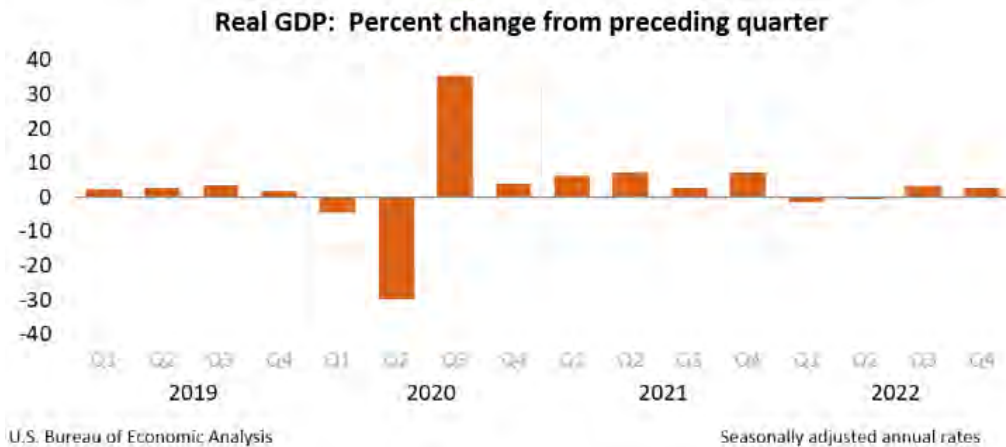
Employment data has remained positive with low unemployment rates. On a national level, the unemployment rate was 3.6% in February 2023. This rate was well below the record setting high of 14.7% in April 2020, and slightly above the pre-pandemic unemployment rate of 3.5%.

U.S. Civilian Unemployment Rate, seasonally adjusted



Note: shaded area represents recession, as determined by the National Bureau of Economic Research
Source: U.S. Bureau of Labor Statistics

In the fourth quarter 2022 second estimate, the Gross Domestic Product (GDP) increased at an annual rate of 2.7%, following a GDP increase of 3.2% in the third quarter. The GDP decelerated in the fourth quarter compared to the third due to downturns in exports, State and local government spending as well as a slowing in consumer spending.³



³ https://www.bea.gov/sites/default/files/2023-02/tech4q22_2nd.pdf

The unemployment rates at the state and local level also remain low, with this region outperforming both the State and the nation.

| Unemployment Rate (Not Seasonally Adjusted) | | | | |
|--|-------------|-------------|-------------|-------------|
| | Dec 2019 | Dec 2020 | Dec 2021 | Dec 2022 |
| Nation | 3.4% | 6.5% | 3.7% | 3.3% |
| California | 3.9% | 8.9% | 5.0% | 3.9% |
| San José-Sunnyvale-Santa Clara Metropolitan Statistical Area | 2.4% | 6.2% | 2.9% | 2.4% |
| Source: California Employment Development Department, U.S. Bureau of Labor Statistics | | | | |

Property values in Santa Clara remain high. In 2022, the median price of a single-family home was \$1.8 million, which was up from the 2021 level of \$1.64 million as shown in the Single-Family Residential Home Sales chart. The number of single-family closed sales, however, was down from 659 in 2021 to 515 in 2022. With the rise in interest rates from the historic lows experienced over the last several years, there is risk to this sector. In the first quarter 2023, the median single-family home price was \$1.6 million and there were 68 closed sales.



Data Source: Santa Clara County Association of Realtors



There are significant development projects underway in Santa Clara that will bring new revenues as well as new costs. The financial impacts of these developments have not been factored into this Forecast given the uncertainty regarding the timing. However, it is anticipated that this additional development activity will have a positive impact on the Forecast.

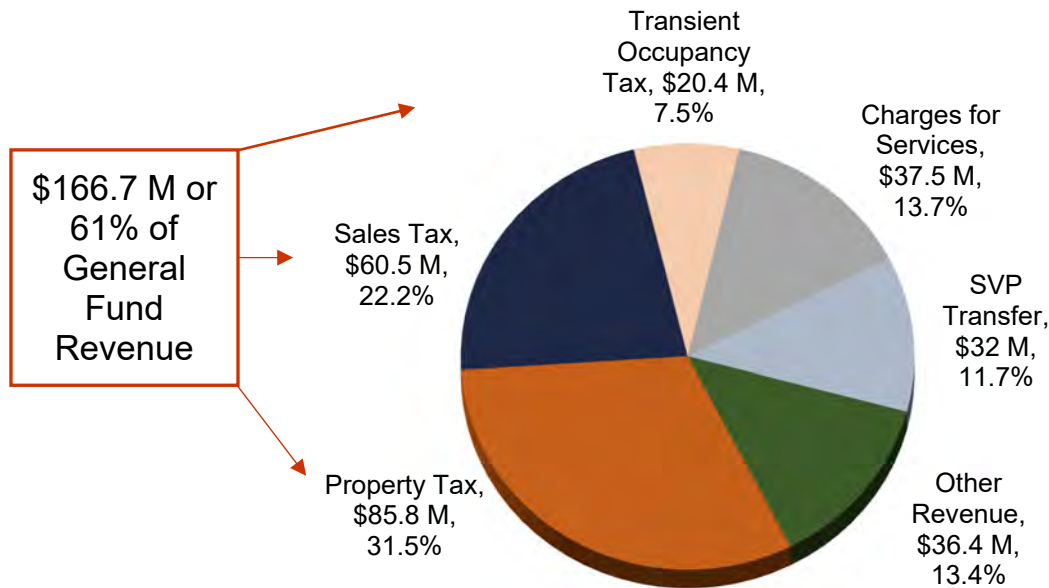
GENERAL FUND REVENUES

There are several General Fund revenue sources supporting the City's activities as shown in the table below.

| FY 2024-2034 General Fund Revenue Sources (\$ in millions) | | | | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m |
| Property Tax | \$85.8 | \$89.6 | \$93.9 | \$98.4 | \$103.6 | \$109.1 | \$114.9 | \$121.1 | \$127.5 | \$134.4 | \$141.5 |
| Sales Tax | \$60.5 | \$62.4 | \$64.2 | \$66.1 | \$68.1 | \$70.2 | \$72.3 | \$74.4 | \$76.7 | \$79.0 | \$81.3 |
| Transient Occupancy Tax | \$20.4 | \$22.0 | \$23.1 | \$24.0 | \$25.0 | \$25.9 | \$27.0 | \$28.1 | \$29.2 | \$30.4 | \$31.6 |
| Franchise Tax | \$5.2 | \$5.3 | \$5.5 | \$5.6 | \$5.8 | \$6.0 | \$6.1 | \$6.3 | \$6.5 | \$6.7 | \$6.9 |
| Documentary Transfer Tax | \$1.6 | \$1.6 | \$1.7 | \$1.7 | \$1.7 | \$1.8 | \$1.8 | \$1.8 | \$1.9 | \$1.9 | \$2.0 |
| Licenses and Permits | \$8.6 | \$8.8 | \$9.0 | \$9.2 | \$9.5 | \$9.7 | \$9.9 | \$10.2 | \$10.4 | \$10.7 | \$11.0 |
| Fines and Penalties | \$1.2 | \$1.2 | \$1.2 | \$1.2 | \$1.2 | \$1.2 | \$1.3 | \$1.3 | \$1.3 | \$1.3 | \$1.3 |
| Interest Income | \$3.5 | \$3.7 | \$4.2 | \$4.4 | \$4.5 | \$4.6 | \$4.8 | \$4.9 | \$5.1 | \$5.2 | \$5.4 |
| Rents | \$13.4 | \$14.9 | \$16.8 | \$18.2 | \$19.2 | \$19.6 | \$20.6 | \$21.1 | \$21.6 | \$22.0 | \$22.5 |
| Other Services Fees | \$37.7 | \$38.7 | \$40.0 | \$41.0 | \$42.0 | \$43.0 | \$44.0 | \$45.1 | \$46.2 | \$47.3 | \$48.4 |
| Transfers from Other Funds | \$2.0 | \$2.0 | \$1.6 | \$1.7 | \$1.7 | \$1.7 | \$1.7 | \$1.7 | \$1.7 | \$1.7 | \$1.7 |
| SVP Transfer | \$32.0 | \$34.0 | \$35.4 | \$36.8 | \$38.2 | \$39.8 | \$41.4 | \$43.0 | \$44.7 | \$46.5 | \$48.4 |
| All Other Revenues | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 | \$0.7 |
| Total Sources | \$272.6 | \$284.9 | \$297.3 | \$309.0 | \$321.2 | \$333.3 | \$346.5 | \$359.7 | \$373.5 | \$387.8 | \$402.7 |
| % Change from Prior Yr | | 4.5% | 4.4% | 3.9% | 3.9% | 3.8% | 4.0% | 3.8% | 3.8% | 3.8% | 3.8% |

Sales tax and property tax comprise the largest individual sources of General Fund revenues, representing a combined \$146.3 million in FY 2023/24, or over 50% of the total. These categories along with Transient Occupancy Tax are economically sensitive and account for approximately 60% of the General Fund revenues.

FY 2023/24 General Fund Revenues (\$272.6 million)



Following is a discussion of the major General Fund revenue categories:

Property Tax

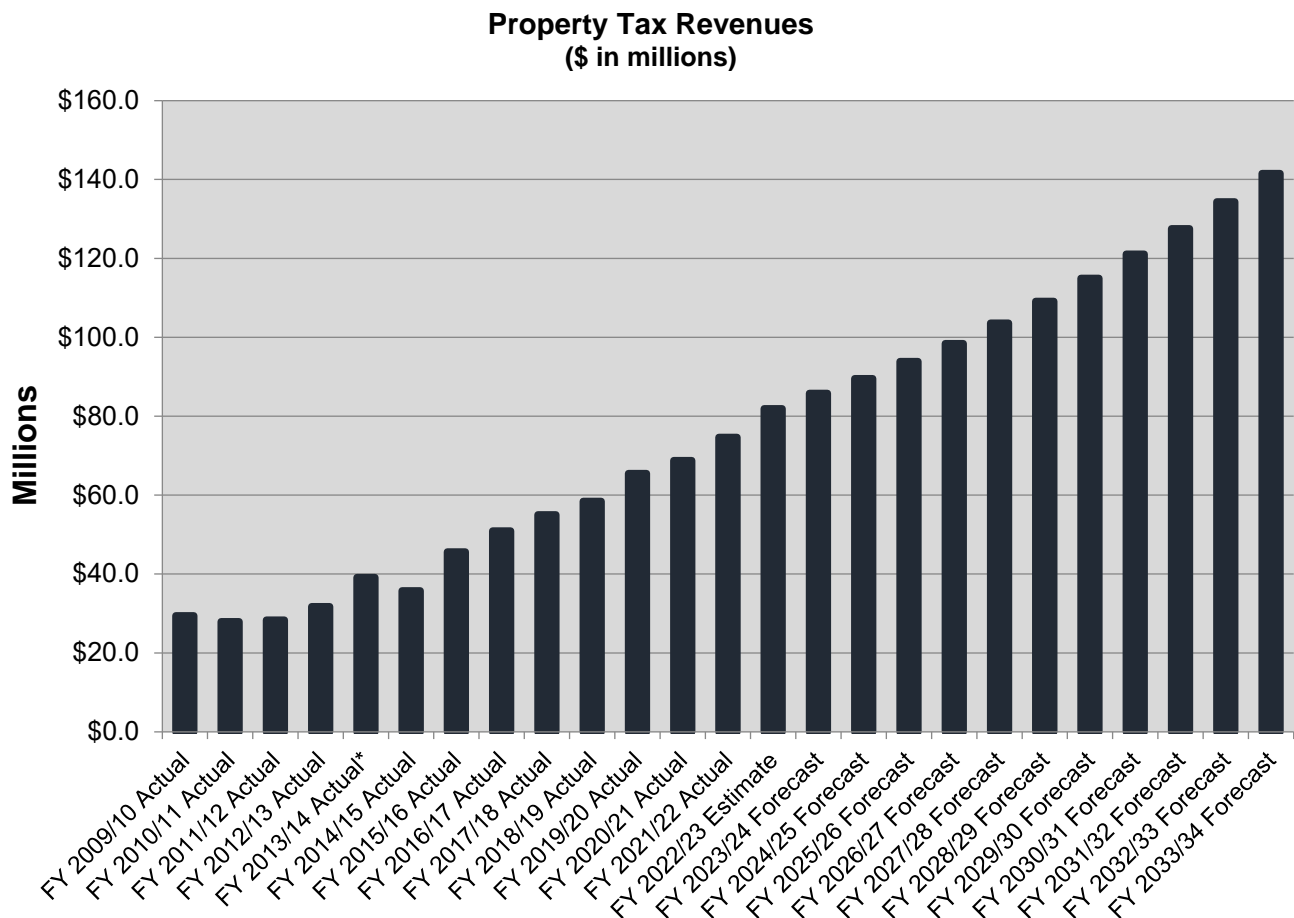
The Property Tax category includes Secured and Unsecured Property Taxes. The County of Santa Clara Office of the Assessor and the Controller-Treasurer Department meets quarterly with cities to review property tax revenue allocated to Santa Clara County cities. The Controller-Treasurer Department provides projections on the current year property tax receipts, including updates on the assessed valuation and estimates on anticipated adjustments made from property tax appeals. The current year estimates are used as the starting point in the Forecast. The County Assessor's Office also provides information to cities on a monthly basis on the status of the assessment roll for the upcoming year. In FY 2022/23, property tax receipts are estimated at \$81.9 million.

In FY 2023/24, property tax revenue is projected at \$85.8 million and includes secured property tax of \$82.9 million and unsecured property tax of \$2.9 million. Assessed valuation growth on secured property is projected at 6.0% and reflects the annual inflation factor based on Consumer Price Index (2% increase in FY 2023/24), growth due to property sales, and a general allowance for new construction projects being added to the tax rolls. In the remaining years of the forecast, annual assessed valuation growth of 4.5% - 5.5% is projected. In order to meet these growth projections, developments with assessed

valuation between \$700 million to \$1 billion would need to continue annually. By the end of the forecast period, Property Tax receipts are projected to reach \$141.5 million.

Secured Property Tax receipts include general secured property tax along with supplemental property tax (retroactive collections back to the point of sale for reassessments of value due to property resale), residual Redevelopment Agency (RDA) receipts (starting in FY 2022/23, the residual receipts ceased and the funds are allocated directly to the taxing entities' secured property tax roll), and excess Educational Revenue Augmentation Fund (ERAF) funds. Under Proposition 98, a portion of property tax receipts are allocated to the ERAF beginning in 1992 and once there are sufficient funds in ERAF to fulfill the obligation to the school districts, excess funds are returned to the taxing entities that contributed the funding. The Forecast assumes \$3.8 million from ERAF in FY 2023/24, which is lower than prior years as the County of Santa Clara has indicated that approximately 30% of the ERAF receipts are considered high risk due to disputes regarding the allocation of these funds.

Secured Property Tax receipts are expected to increase 4.9% in FY 2023/24, and 4.5% in FY 2024/25. Annual growth ranging from 4.9% to 5.5% is projected for the remaining years of the Forecast. Unsecured Property Tax receipts are projected to increase 1% annually over the forecast period. Overall, property tax receipts are expected to grow at an average annual rate of 5.1% over the forecast period.

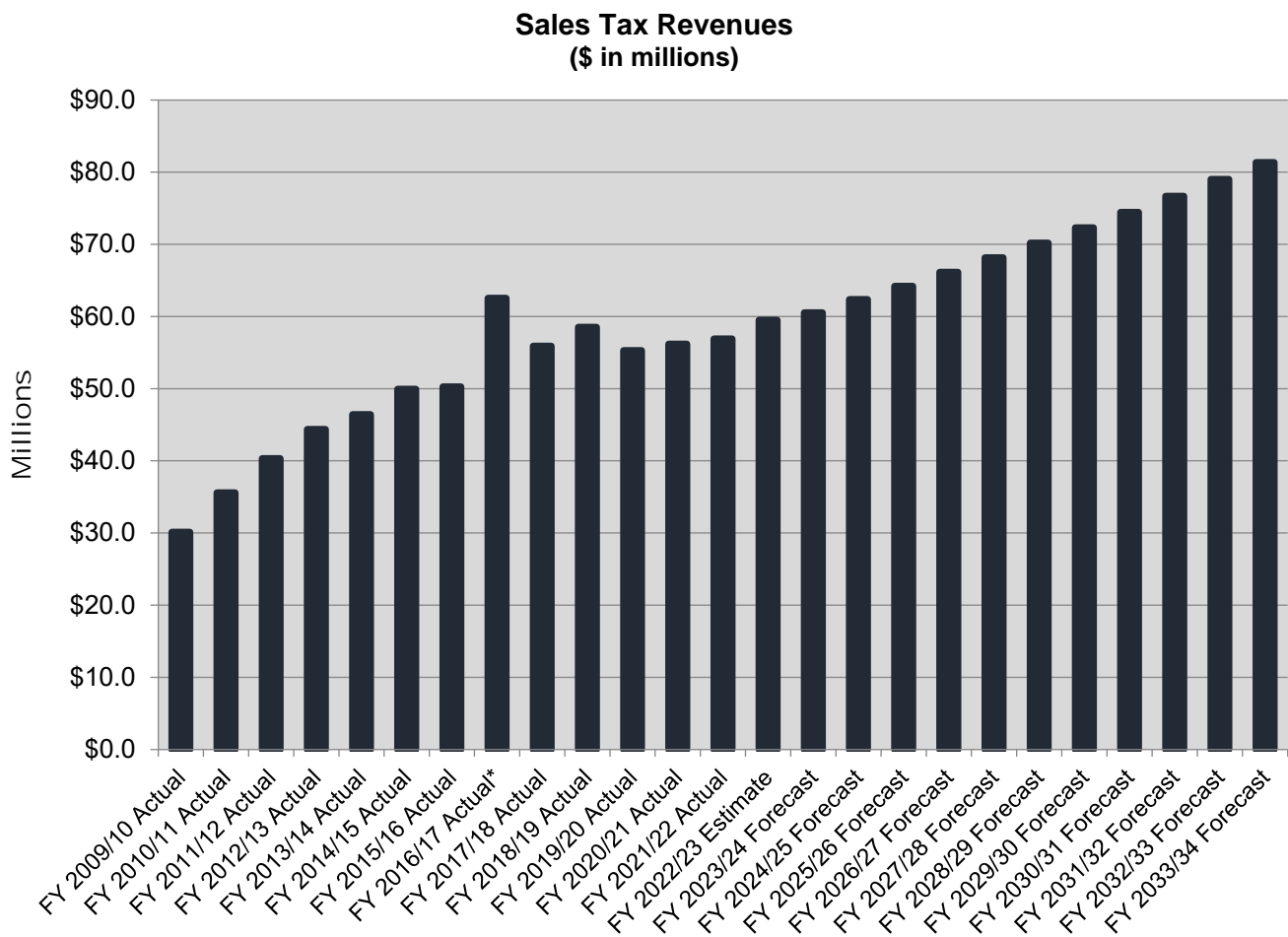


Note: FY 2013/14 includes one-time \$6.1 million due to Redevelopment Agency dissolution

Sales Tax

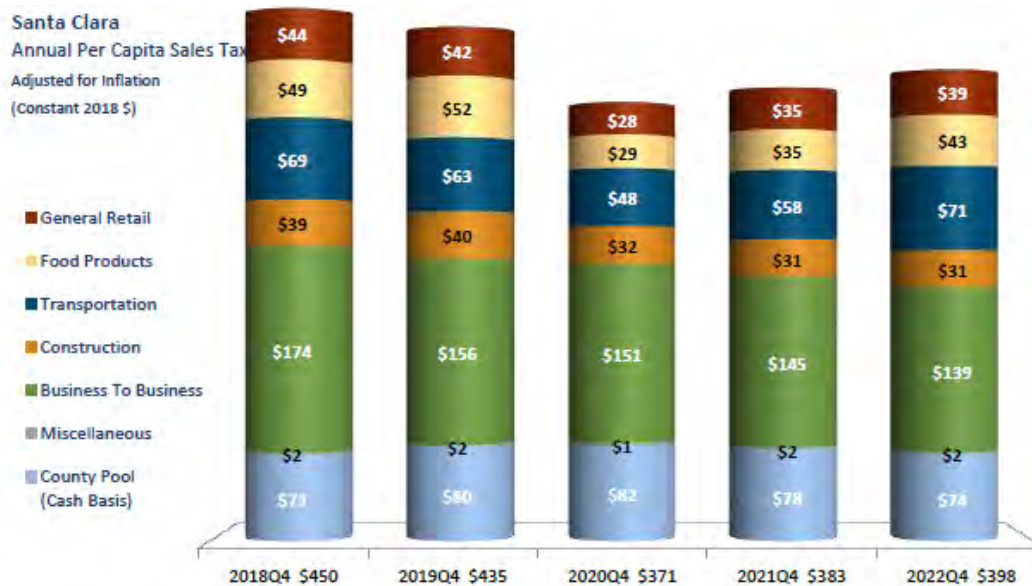
Santa Clara's sales tax collections are directly influenced by local, regional, national and international economic and business cycles. Because of this, sales tax collections are one of the most economically sensitive General Fund revenue sources. These collections, which were impacted by COVID-19, are expected to experience modest growth in FY 2023/24 and continue to grow throughout the forecast period.

As shown in the chart below, sales tax collections are expected to total \$60.5 million in FY 2023/24 and increase approximately 3% annually. Based on these projections, annual collections will reach \$81.3 million by FY 2033/34. These projections are based on a review of sales tax receipts and information provided by the City's sales tax consultant, Avenu Insights & Analytics. Their estimates incorporate individual category/segment projections with adjustments for known individual business anomalies such as missed payments or misallocations.



Note: FY 2016/17 includes a one-time true-up payment due to the unwinding of the State's Triple Flip.

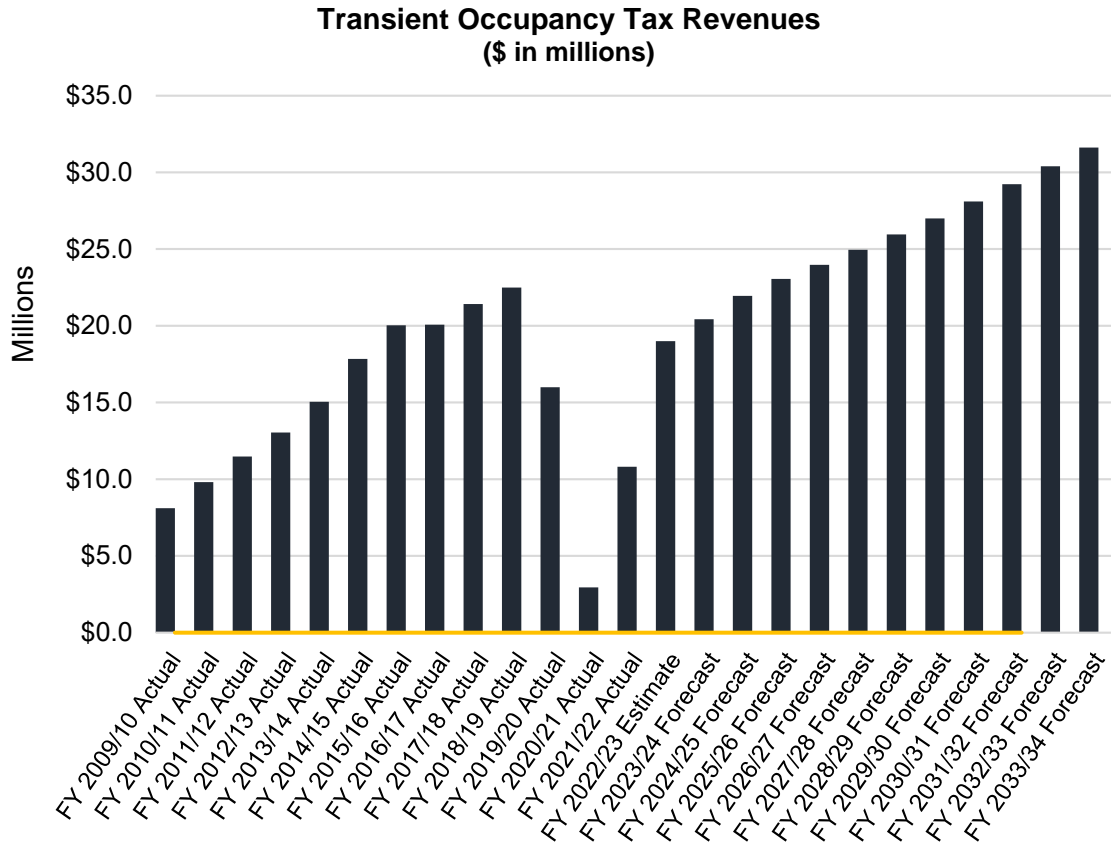
To provide context on how the City generates its sales tax revenues and the performance in recent years, the chart below from Avenu Insights & Analytics, the City's Sales Tax consultant, breaks out the sales tax per capita for the fourth quarter of each calendar year for the past five years, adjusted for inflation. The COVID-19 related impacts are reflected starting in the fourth quarter 2020 data with declines in General Retail, Food Products (includes restaurants), Transportation, and Business-to-Business. As shown in the chart, the City's largest sector is Business-to-Business, which continues to provide the foundation for the City's tax base.



Transient Occupancy Tax

Transient Occupancy Tax (TOT) is calculated as a percentage of City hotel/motel room charges. The City's current TOT rate is 11.5%. This rate increased from 9.5% to 11.5% effective January 1, 2022 as approved by the City Council on October 19, 2021. This implemented one-half of the up to four percentage point increase approved by the voters in November 2020. As with sales tax, TOT is sensitive to business cycles and can vary greatly from year to year based on occupancy levels and room rates. Prior to COVID-19, this category had experienced tremendous growth as shown in the TOT chart on the following page. With the COVID-19 safety restrictions, TOT receipts plummeted at the end of FY 2019/20 and through FY 2020/21. Collections began improving in FY 2021/22 and continue to experience strong growth in FY 2022/23 but remain below pre-COVID levels.

TOT receipts are projected to continue to improve over the forecast period with an increase to \$20.4 million in FY 2023/24 as this sector continues to recover from the COVID-19 impacts, followed by growth ranging from 4% to 7.5% annually over the forecast period. By the end of the Forecast period, TOT receipts are projected to reach \$31.6 million.



Other Taxes

Other Taxes include the Franchise Tax and Documentary Transfer Tax. The Franchise Tax revenues are projected at \$5.2 million in FY 2023/24 with annual 3% increases in the out years of the Forecast. The Documentary Transfer Tax, which is imposed on the transfer of the title of real property, is projected at \$1.6 million in FY 2023/24 with 2% annual increases in the out years of the Forecast.

Licenses and Permits

Licenses and Permits are projected to total \$8.6 million in FY 2023/24, including business licenses taxes at \$6.0 million, fire permits at \$2.0 million, parking permit at \$525,000, and encroachment and miscellaneous permits at \$69,000. This reflects the voter-approved change to the Business License Tax effective July 1, 2023 that updated the structure of the business tax and increased the amount of revenue expected to be generated. The Business License Tax can be increased annually by the Consumer Price Index with a maximum of 5% annually. For the Licenses and Permits category, average annual growth of 2.5% is projected in the out years of the Forecast, with revenues reaching \$11.0 million in FY 2033/34.

Fines and Penalties

Fines and Penalties are projected to total 1.2 million in FY 2023/24 and increase to \$1.3 million by FY 2033/34. This Forecast assumes late charge collections will resume in F 2022/23.

Interest Income

The City invests all funds not needed for current cash requirements in accordance with the City Council-approved Investment Policy. The factors that directly influence General Fund interest income include prevailing interest rates, the size of the portfolio and the relative percentage of the portfolio allocated to the General Fund. Based on the projected interest rates and cash balances, the General Fund is expected to receive \$3.5 million in interest in FY 2023/24. In the remaining years of the Forecast, interest earnings are projected to range from \$3.7 million to \$5.4 million.

Rents

The Rents category includes property rents and leases as well as right-of-way rental fees charged to the water sewer and utilities. In FY 2023/24, rent revenue is estimated to total \$13.4 million, including \$8.0 million from property rents and leases and \$5.4 million from right-of-way rental fees. This category factors in projected lease revenue from the Related project (increasing from \$761,000 to \$5.2 million) as well the Commerce and Peddlers Plaza (revenue of \$500,000 through FY 2027/28). Growth projections for the out years of the Forecast are based on individual lease agreements. Rent revenue is projected to reach \$22.5 million by FY 2033/34.

Other Services Fees

The Other Services Fees category includes fees charged for various City services provided by the departments of Community Development, Police, Fire, Park and Recreation, and Public Works as well as cost allocation plan reimbursements and stadium-related reimbursements. The Fire development-related fees have been moved to a new Fire Development Fund. This category is estimated to generate \$37.7 million in FY 2023/24 and increase to \$48.4 million by FY 2033/34.

Transfers from Other Funds

The Transfers from Other Funds totals \$2.0 million in FY 2023/24 and includes the following: a transfer of \$1.5 million from the Storm Drain Capital Fund to support storm drain operations; a transfer of \$0.3 million from the Electric Utility Fund to support 1.0 position in the Finance Department and 1.0 position in the Human Resources Department added during FY 2022/23 (these positions will be factored into the cost allocation plan starting in FY 2025/26); a transfer of \$0.2 million from the Building Development Services Fund to cover a portion of the Code Enforcement costs that support development activity. In the out years of the Forecast, the transfers total \$1.7 million and include the transfers from the Storm Drain Capital Fund and the Building Development Services Fund.

Silicon Valley Power Transfer

In accordance with the City's charter, Silicon Valley Power pays 5.0% of gross revenues to the General Fund. Contributions are projected to total \$32.0 million in FY 2023/24 and \$34.0 million in FY 2024/25. It is anticipated that revenues will reach \$48.4 million by FY 2033/34, increasing at an annual rate of approximately 4%. Growth in this category is primarily driven by market projections for electric consumption, resources costs, and any rate increases assumed for the Electric Utility.

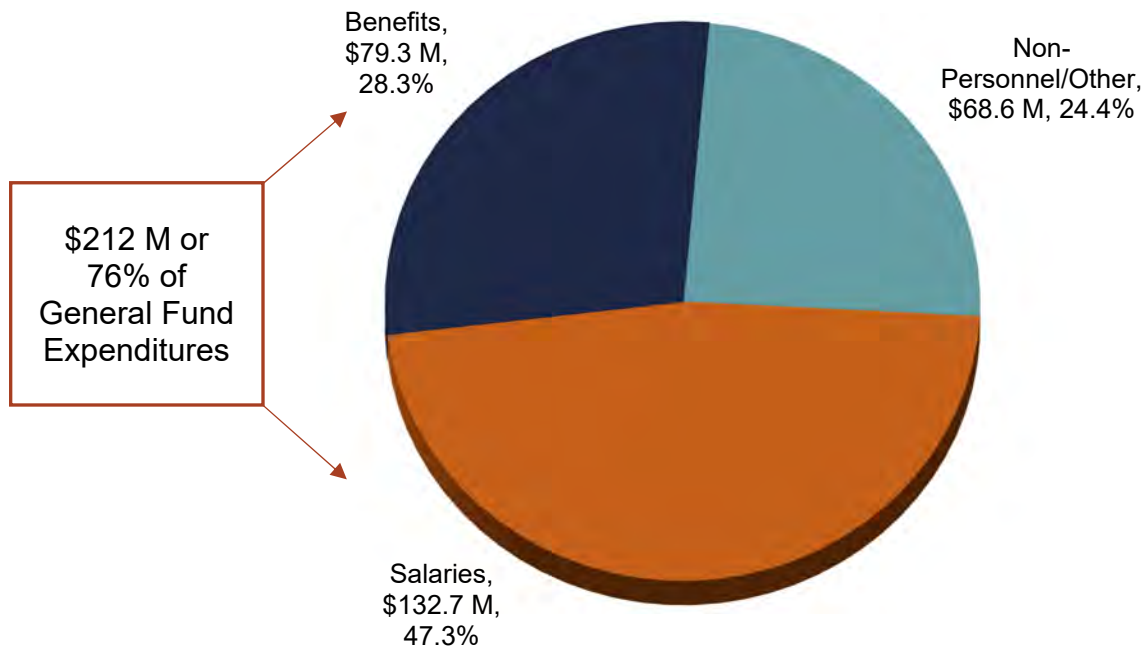
GENERAL FUND EXPENDITURES

General Fund expenditures are projected to grow from \$280.6 million in FY 2023/24 to \$410.2 million by the end of the forecast period. The FY 2023/24 expenditures are 3% above the FY 2022/23 Adopted Budget of \$272.4 million.

| FY 2024-2034 General Fund Expenditures (\$ in millions) | | | | | | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m | \$ m |
| Salaries | 132.7 | 139.1 | 144.8 | 150.4 | 155.6 | 160.9 | 166.3 | 171.8 | 177.4 | 183.3 | 189.7 |
| Retirement | 55.2 | 58.6 | 61.3 | 63.8 | 66.9 | 72.5 | 75.5 | 78.0 | 78.4 | 80.5 | 83.0 |
| Other Benefits | 24.1 | 25.3 | 26.1 | 27.1 | 28.1 | 28.8 | 29.9 | 31.0 | 32.2 | 33.3 | 34.3 |
| Sub-Total Labor Costs | \$ 212.0 | \$ 223.0 | \$ 232.2 | \$ 241.3 | \$ 250.6 | \$ 262.2 | \$ 271.7 | \$ 280.8 | \$ 288.0 | \$ 297.1 | \$ 307.0 |
| Materials, Services, Supplies | 34.7 | 36.0 | 38.0 | 40.4 | 41.6 | 44.2 | 45.4 | 48.1 | 49.4 | 52.2 | 54.1 |
| Interfund Services | 28.1 | 28.7 | 30.8 | 31.6 | 32.5 | 33.5 | 34.5 | 35.5 | 36.5 | 37.6 | 38.8 |
| Loans and Transfers | 5.8 | 6.1 | 7.2 | 7.5 | 8.0 | 8.4 | 8.9 | 9.5 | 9.4 | 9.5 | 10.3 |
| Sub-total Other Costs | \$ 68.6 | \$ 70.8 | \$ 76.0 | \$ 79.5 | \$ 82.1 | \$ 86.1 | \$ 88.8 | \$ 93.1 | \$ 95.3 | \$ 99.3 | \$ 103.2 |
| Total Uses | \$ 280.6 | \$ 293.8 | \$ 308.2 | \$ 320.8 | \$ 332.7 | \$ 348.3 | \$ 360.5 | \$ 373.9 | \$ 383.3 | \$ 396.4 | \$ 410.2 |
| % Change from Prior Yr | | 4.7% | 4.9% | 4.1% | 3.7% | 4.7% | 3.5% | 3.7% | 2.5% | 3.4% | 3.5% |



FY 2023/24 General Fund Expenditures by Type (\$280.6 million)



Labor Costs

Labor costs, which include salary, retirement and other benefit costs, are projected at \$212.0 million in FY 2023/24. These costs are derived from a position-level analysis of City staffing, including actual salary and benefit information, negotiated salary and benefit adjustments for bargaining groups that have current Memorandums of Understanding with the City, projected adjustments for the out years of the forecast, and retirement information from the California Public Employees Retirement System (CalPERS) and the City's actuary.

Over the Forecast period, these costs are projected to increase an average of 3.8% annually and reach \$307.0 million by FY 2033/34.

Retirement Costs

Retirement costs represent one of the largest components of labor costs. The City contributes to CalPERS, which provides a defined benefit plan for participating public entities within the State of California. CalPERS offers a menu of benefit provisions that are established by State statutes within the Public Employee Retirement Law. The City selected its benefit provisions from the benefit menu by contract with CalPERS and adopted those benefits through local ordinance, following negotiations with employee bargaining groups.

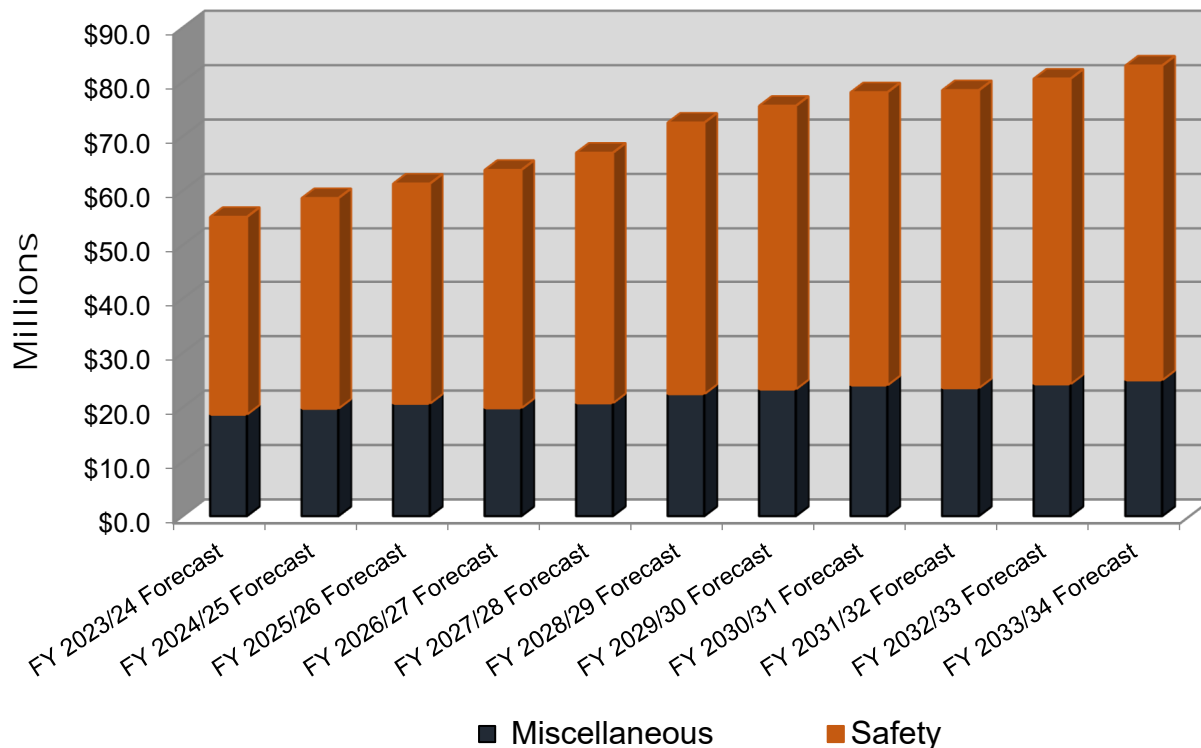
CalPERS retirement costs rose sharply over the past decade as a result of the market losses in the early 2000s followed by benefit enhancements in the mid-2000s. In FY 2011/12, General Fund pension costs

were \$18.9 million; by FY 2023/24, pension costs are projected to be \$55.2 million. Retirement costs are expected to continue to rise with increases in salaries, downward revisions to investment return assumptions, adjustments to account for investment losses, and other demographic assumption changes. By the end of the Forecast period, PERS expenditures are projected to reach \$83.0 million and will account for an estimated 20% of General Fund expenditures.

On December 21, 2016, the CalPERS Board approved lowering the investment earnings assumption (discount rate) downward from 7.5% to 7.0% over a three-year period. This change increased rates beginning in Fiscal Year 2018/19, with the full impact to be realized in FY 2025/26. In February 2018, the CalPERS Board approved shortening the period over which actuarial gains and losses are amortized from 30 years to 20 years for new pension liabilities. This policy became effective as of the June 30, 2019 CalPERS actuarial valuations. On November 21, 2021, the board adopted new actuarial assumptions that impact the required contributions for FY 2023/24. This included lowering the discount rate to 6.8%. Additional actions will likely be implemented in the future as part of a risk mitigation strategy to move to more conservative estimates over time to reduce volatility, including additional downward revisions to the discount rate.

Year-by-year pension rate projections are shown below. These projections incorporate rates provided by CalPERS for FY 2023/24. In the remaining years of the Forecast, the retirement costs are based on rates provided by the City's actuary.

General Fund PERS Costs



Materials, Services and Supplies

The materials, services and supplies estimate for FY 2023/24 is \$34.7 million, which is above the FY 2022/23 Adopted Budget level of \$31.0 million and reflects anticipated increases in costs as well as those that occur every other year, such as election costs. Expenditures are projected to reach \$54.1 million by FY 2033/34.

Interfund Services

Interfund services include the General Fund contribution to several internal service funds, including Communications Acquisitions, Fleet Operations, Information Technology Services, Special Liability Insurance, Unemployment Insurance, Vehicle Replacement, and Workers' Compensation. In FY 2023/24, these costs are estimated at \$28.1 million and increase to \$38.8 million by FY 2033/34. These estimates are based on an evaluation of the activity levels in each internal service fund.

Loans and Transfers

This category includes debt service payments; transfers to the Cemetery Fund, Solid Waste Fund, Parks and Recreation Operating Grant Trust Fund (Senior Nutrition) and Sports and Open Space Authority Fund to ensure sufficient funding is available to provide services or meet obligations; transfers to capital funds for Public Works Capital Project Management; and the City's required contributions to Downtown Parking Maintenance District and Convention Center Maintenance District. These costs are estimated at \$5.8 million in FY 2023/24 and total \$10.3 million in FY 2033/34.

RESERVES

Reserves have generally been established with one-time funds and, with the exception of funding set aside in the Technology Reserves to maintain 100% cost recovery, are not reflected in the Forecast figures. Reserves, however, are an important component of the budget. Following is a discussion of the major General Fund Reserves.

Budget Stabilization Reserve: During FY 1985/86, the City Council established a policy regarding use of the City's General Contingency Reserve funds. Under that policy, two separate reserves were established, a Budget Stabilization Reserve (BSR) and a Capital Projects Reserve. The BSR is set aside to protect vital General Fund services through economic downturns, emergency financial crisis, or disaster situations. The reserve target is equal to the expenditures of the City's General Fund operations for three months (90-days or 25% of budgeted appropriations). When the FY 2022/23 and FY 2023/24 Operating Budget was adopted, the City Council approved an exception to the 25% BSR target level to address the impacts associated with COVID-19, allowing the reserve to drop to 15% of expenditures. The draft Budget Principles for FY 2023/24 would also allow the Reserve level to continue to be set at a minimum of 15% of expenditures while the City continues to financially recover. The BSR reserve level currently totals \$40.8 million. To meet the 15% reserve target, the reserve will need to be increased to an estimated \$44 million by FY 2024/25. It is anticipated that excess revenues and expenditure savings from FY 2022/23 will be available to increase the BSR to meet the 15% target level.

Capital Projects Reserve: This reserve is set aside to fund the portion of the City's Capital Improvement Program (CIP) that has no other funding sources to support it. The projects funded from this critical reserve provide basic City infrastructure and quality facilities. The Council adopted a policy in FY 1996/97 to maintain a minimum of \$5.0 million in the Capital Projects Reserve. The Capital Projects Reserve currently totals \$6.6 million.

Land Sale Reserve: This reserve sets aside proceeds from land sales to be used for land-related purposes or other General Fund needs as determined by the City Council. This reserve currently totals \$18.5 million.

Pension Stabilization Reserves: These reserves in the General Fund and other City funds have targeted contributions that would fund 1% of the City's unfunded pension liability annually to address the City's pension unfunded accrued liability. For the General Fund, this reserve currently totals \$21.4 million.

FY 2023/24 BUDGET PRINCIPLES

Below are FY 2023/24 Budget Principles that provide a framework for the budget process.

Draft Budget Principles for 2023/24

1. Make decisions within the context of the City's Code of Ethics and Values, especially being Fiscally Responsible, Communicative, and Service-Oriented.
2. Consider budget decisions with long-term implications taking into account data from the Ten-Year Financial Forecast.
3. To the extent possible, align ongoing expenditures with ongoing revenues to avoid negative impacts on future budgets and maintain the City's high financial management standards.
4. When addressing General Fund shortfalls, use a combination of ongoing and one-time solutions to balance the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community.
5. Continue cost control measures until the ongoing General Fund revenues and expenditures are in alignment.
6. Approve an exception to the Council Policy that dictates setting the General Fund Budget Stabilization Reserve at or above 25% of adopted budget expenditures; set the Reserve level at a minimum of 15% of expenditures.
7. Focus on projects and services that benefit the community as a whole.
8. Pursue economic development objectives and strategies to foster new public and private investment within Santa Clara, and to create employment opportunities.
9. Balance between compensation adjustments to retain and attract employees and funding for positions.
10. Use one-time unrestricted revenues (e.g., annual General Fund surplus) for one-time uses such as increasing reserves, funding capital or Information Technology projects, paying off debt, and/or paying off unfunded pension or other post-employment benefits liabilities.
11. Inform and communicate clearly and broadly to residents, businesses and employees regarding the City's fiscal position and budget; schedule hearings to promote active participation in the City Council's budget deliberations.
12. With limited exceptions, establish fees based on full cost recovery where individuals/businesses rather than the community at-large are benefitting from City services. This preserves limited unrestricted resources for providing services that benefit the community as a whole.
13. Focus on business process redesign in order to improve employee productivity and the quality, flexibility, and cost-effectiveness of service delivery (e.g., streamlining, simplifying, reorganizing functions, and reallocating resources).
14. Explore expanding existing revenue sources and/or adding new revenue sources.
15. Engage employees to contribute new and innovative ideas during the department budget development process.
16. Use the General Plan as a primary long-term fiscal planning tool and link ability to provide City services to development policy decisions.

CONCLUSION

The Forecast provides policy makers, the public, and City staff an updated assessment of the City's financial condition that considers the latest projections of economic conditions. It serves as a starting point in the budget development process by providing the necessary context for making budget decisions. The Forecast also identifies known risk factors and vulnerabilities, and it provides a foundation for evaluating priorities and understanding trade-offs moving forward.

The City's financial condition has improved since the release of the last forecast, but a General Fund deficit remains. A shortfall of \$8.0 million - \$8.9 million is projected for FY 2023/24 and FY 2024/25. By the end of the Forecast period, revenues are projected at \$402.7 million while expenditures are estimated at \$410.2 million, resulting in a deficit of \$7.5 million. When put into context of the size of the General Fund budget, the shortfall in FY 2023/24 is 2.8% of General Fund expenditures. In the out years of the Forecast, the annual margins are relatively narrow, ranging from 1.8% to 4.3% of the projected annual expenditure budget. The Adopted FY 2021/22 and FY 2022/23 Biennial Operating Budget included a budget balancing strategy that relied on a combination of expenditure reductions, revenue solutions, and use of reserves. The use of ongoing and one-time solutions balanced the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community. This also allowed for time to evaluate the post COVID-19 recovery and for conditions to improve. A combination of budget balancing actions is again expected to be brought forward in the FY 2023/24 and FY 2024/25 Biennial Operating Budget that will be adopted in June 2023.

In addition to the projected General Fund shortfall identified in this Forecast, there are elements of the City's budget that are not included in the Forecast as they have been funded pay-as-you-go with one-time sources. These include the costs to fund capital improvements that rely on General Fund funding, address unmet/deferred infrastructure needs, fully fund public safety equipment replacement, and make additional contributions to reserves. The Forecast also does not incorporate the financial impacts of new developments that may have a positive impact given the uncertainty regarding the timing. This Forecast serves as a strategic planning tool to meet the City's long-term goal to plan for additional fiscal capacity and bring forward sustainable funding strategies to address these unmet cost elements. This may include new and/or revised revenue options in the future.

Statements of Sources and Uses of Funds

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General Fund

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GENERAL FUND

The General Fund is the primary fund of the City that is used to account for all revenues and expenses that are not restricted by law or policy to be accounted for in another fund. The General Fund supports many of the most visible and essential City services including libraries, parks, police, and fire protection. The General Fund also includes many departments that provide central services including the City Manager, City Attorney, City Clerk, Mayor and City Council, Finance, and Human Resources offices and departments.

General Fund Sources

General Fund sources total \$385.1 million in the Proposed FY 2023/24 budget and consist of \$110.8 million in fund balance estimated to be carried over from FY 2022/23, \$272.1 million in revenue, and \$2.2 million in transfers from other funds. The total sources are down \$3.1 million from the FY 2022/23 amended budget. This change reflects a decline in the beginning fund balance (\$28.4 million) and an increase in revenues and transfers (\$25.3 million). The drop in the beginning fund balance is primarily due to the use of unrestricted fund balance resulting from the close out of FY 2021/22 and use of the Budget Stabilization Reserve and the Land Sale Reserve as part of the FY 2022/23 budget balancing. The growth in revenues primarily reflect increases in Property Tax, Transient Occupancy Tax and the SVP Transfer. As part of the budget process, estimates are developed for each line item, taking into consideration activity projections, historical trends, and the economic environment.

The table below summarizes the projected sources of General Fund revenues and transfers in this budget.

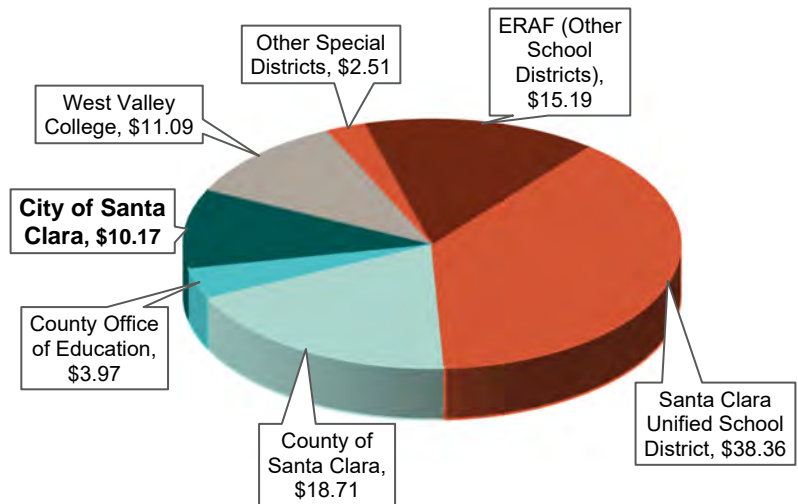
| Funding Source | FY 2021/22 Actual | FY 2022/23 Amended | FY 2022/23 Estimate | FY 2023/24 Proposed | FY 2024/25 Change | FY 2024/25 Proposed |
|--------------------------------------|----------------------|-----------------------|------------------------|------------------------|----------------------|------------------------|
| Property Tax | 74,630,557 | 75,261,000 | 81,635,000 | 85,800,000 | 3,745,000 | 89,545,000 |
| Sales Tax | 56,901,656 | 60,173,000 | 60,173,000 | 60,524,000 | 1,828,000 | 62,352,000 |
| Transient Occupancy Tax | 10,812,400 | 12,600,000 | 12,600,000 | 21,275,000 | 2,375,000 | 23,650,000 |
| Franchise Tax | 4,632,522 | 4,780,000 | 4,780,000 | 5,150,000 | 150,000 | 5,300,000 |
| Documentary Transfer Tax | 2,356,076 | 1,480,000 | 1,480,000 | 1,600,000 | 32,000 | 1,632,000 |
| Licenses and Permits | 4,738,855 | 3,855,000 | 3,500,000 | 8,594,000 | 212,000 | 8,806,000 |
| Rents and Leases | 9,763,118 | 11,336,766 | 11,336,766 | 13,627,660 | 1,522,609 | 15,150,269 |
| Other Services Fees | 36,375,116 | 38,603,245 | 38,603,245 | 38,067,896 | 1,185,522 | 39,253,418 |
| State/Other Agencies | 2,996,605 | 310,000 | 310,000 | 520,000 | 0 | 520,000 |
| Fines and Penalties | 431,099 | 1,615,000 | 600,000 | 1,225,000 | 5,000 | 1,230,000 |
| Interest | 827,866 | 2,532,000 | 2,532,000 | 3,500,000 | 208,000 | 3,708,000 |
| SVP Transfer | 27,259,168 | 26,170,000 | 26,170,000 | 32,000,000 | 2,000,000 | 34,000,000 |
| Other Revenue | 815,529 | 189,099 | 189,099 | 180,000 | 0 | 180,000 |
| Revenue Subtotal | 232,540,567 | 238,905,110 | 243,909,110 | 272,063,556 | 13,263,131 | 285,326,687 |
| Transfers From | 9,642,979 | 10,015,948 | 10,015,948 | 2,200,044 | (184,750) | 2,015,294 |
| Total Revenues/ Transfers | 242,183,546 | 248,921,058 | 253,925,058 | 274,263,600 | 13,078,381 | 287,341,981 |

The largest economically sensitive revenue categories (property tax, sales tax, and transient occupancy tax) account for approximately 60% of General Fund revenues. Following is a discussion of these categories as well as other major General Fund revenue categories.

Property Tax

Property tax is the largest revenue source for the City, representing approximately 30% of revenues. Under Proposition 13, the assessed valuation of properties held by the same owner from year to year is adjusted each year by the lesser of 2.0% or the percent change in the annual California Consumer Price Index (CCPI). For FY 2023/24, the adjustment factor based on CCPI is 2.0%. Beyond the inflation adjustment, growth in property tax receipts is driven by reassessments upon the sale of properties and new construction projects being added to the tax rolls. Overall, property tax revenue is expected to continue its solid growth with projected receipts \$85.8 million in FY 2023/24, and \$89.5 million in FY 2024/25.

Property Tax Distribution per \$100 Collected



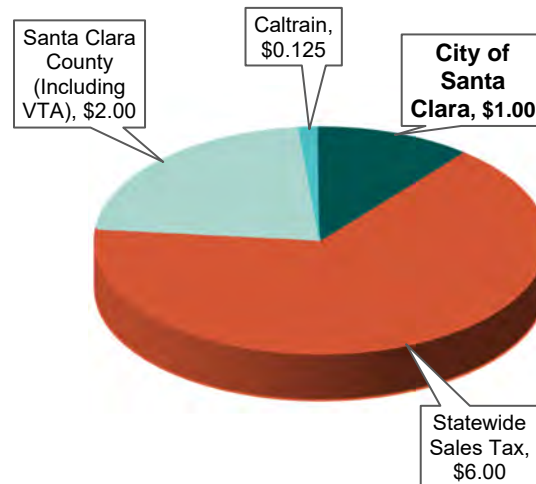
Secured property tax receipts are projected to total \$82.9 million, an increase of 4.9% from the FY 2022/23 year-end estimate of \$79 million. The category includes general secured property tax (tax on real property that includes the land and the improvements attached to it, such as a home or building) along with supplemental property tax (retroactive collections back to the point of sale for reassessments of value due to property resale), residual Redevelopment Agency receipts, and excess Educational Revenue Augmentation Fund (ERAF) funds (under Proposition 98, a portion of property tax receipts are allocated to the ERAF and once there are sufficient funds in ERAF to fulfill the obligation to the school districts, excess funds are returned to the taxing entities). General secured property tax for FY 2023/24 is based on the assessed value as of January 1, 2023. Assessed valuation growth on secured property is projected at 6.0% in FY 2023/24 and reflects 2.0% annual inflation, growth due to property sales, and an allowance for new construction projects. In FY 2024/25, secured property tax receipts are estimated at \$86.6 million.

Unsecured property tax is assessed on personal property that is tangible or moveable and is not attached to real estate (e.g., office equipment, planes, boats). Unsecured property tax receipts are projected to total \$2.9 million in FY 2023/24 and FY 2024/25.

Sales Tax

Sales tax is the General Fund's second largest revenue. The City's current sales tax rate is 9.125%, of which the City of Santa Clara receives 1%. Santa Clara's sales tax collections are directly influenced by local, regional, national, and international economic and business cycles and are therefore one of the most volatile General Fund revenues. These collections, which were impacted by COVID-19, are expected to experience modest growth in FY 2023/24 and FY 2024/25. Sales tax receipts are estimated at \$60.5 million in FY 2023/24 and grow 3% in FY 2024/25 to \$62.4 million.

Sales Tax Distribution per \$100 Collected



Transient Occupancy Tax

Transient Occupancy Tax (TOT) is calculated as a percentage of City hotel/motel room charges. The City's current TOT rate is 11.5%. This rate increased from 9.5% to 11.5% effective January 1, 2022 as approved by the City Council on October 19, 2021. This implemented one-half of the up to four percentage point increase approved by the voters in November 2020. As with sales tax, TOT is sensitive to business cycles and can vary greatly from year to year based on occupancy levels and room rates. Prior to COVID-19, this category had experienced tremendous growth. With the COVID-19 safety restrictions, TOT receipts plummeted at the end of FY 2019/20 and through FY 2020/21. Collections began improving in FY 2021/22 and continue to experience strong growth in FY 2022/23 but remain below pre-COVID levels.

The FY 2023/24 and FY 2024/25 Proposed Budget assumes a phase-in of the remaining rate increase approved by the voters in 2021 as well as continued recovery in this category. In FY 2023/24, TOT receipts are estimated at \$21.3 million, and includes an additional \$850,000 from a one percentage point increase in the TOT rate assumed in January 2024. In 2024/25, the revenue estimate increases to \$23.7 million and includes \$1.7 million from the full year of the one percentage point increase. The remaining one percentage point increase is expected to be implemented in January 2026.

Franchise Tax and Documentary Transfer Tax

The Franchise Tax revenues are projected at \$5.15 million in FY 2023/24 and increase 3% to \$5.3 million in FY 2024/25. The Documentary Transfer Tax, which is imposed on the transfer of the title of real property, is projected at \$1.6 million in FY 2023/24 and increase 2% to \$1.63 million in FY 2024/25.

Licenses and Permits

Licenses and Permits are projected to total \$8.6 million in FY 2023/24, including business licenses taxes at \$6.0 million, fire permits at \$2.0 million, parking permit at \$525,000, and encroachment and miscellaneous permits at \$69,000. This reflects the voter-approved change to the Business License Tax effective July 1, 2023 that updated the structure of the business tax and increased the amount of revenue expected to be generated. The Business License Tax can be increased annually by the Consumer Price Index with a maximum of 5% annually. In FY 2024/25, revenues in this category are projected to increase to \$8.8 million.

Rents and Leases

The Rents category includes property rents and leases as well as right-of-way rental fees charged to the water sewer and utilities. In FY 2023/24, rent revenue is estimated to total \$13.6 million, including \$8.2 million from property rents and leases and \$5.4 million from right-of-way rental fees. This category factors in projected lease revenue from the Related project (increasing from \$761,000 to \$5.2 million) as well the Commerce and Peddlers Plaza (revenue of \$500,000 through FY 2027/28). This category also factors in additional rental income of \$200,000 from sports fields reservations. In FY 2024/25, Rents revenue is projected to reach \$15.2 million.

Other Services Fees

The Other Services Fees category includes fees charged for various City services provided by the departments of Community Development, Police, Fire, Park and Recreation, and Public Works as well as cost allocation plan reimbursements and stadium-related reimbursements. The Fire development-related fees have been moved to a new Fire Development Fund. This category is estimated to generate \$38.1 million in FY 2023/24. This includes an additional \$348,000 from fee adjustments brought forward in the FY 2023/24 Municipal Fee Schedule. In FY 2024/25, revenues in this category are projected to reach \$39.3 million.

Silicon Valley Power Transfer

In accordance with the City's charter, Silicon Valley Power pays 5.0% of gross revenues to the General Fund. Contributions are projected to total \$32.0 million in FY 2023/24 and \$34.0 million in FY 2024/25. Growth in this category is primarily driven by market projections for electric consumption, resources costs, and any rate increases assumed for the Electric Utility.

Transfers From

The Transfers from Other Funds totals \$2.2 million in FY 2023/24 and includes the following: a transfer of \$1.454 million from the Storm Drain Capital Fund to support storm drain operations; a transfer of \$349,749 from the Electric Utility Fund to support 1.0 position in the Finance Department and 1.0 position in the Human Resources Department added during FY 2022/23 (these positions will be factored into the cost allocation plan starting in FY 2025/26); a transfer of \$175,725 from the Building Development Services Fund to cover a portion of the Code Enforcement costs that support development activity; a one-time transfer of \$149,600 from the Vehicle Replacement Fund to reflect the sale of vehicles that are being removed from the fleet (FY 2023/24 budget proposal), and a transfer of \$69,205 from the Patrick Henry Drive Infrastructure Improvement Fund to repay the Capital Projects Reserve for funding expected to be advanced in FY 2022/23 to cover administrative costs. In FY 2024/25, the transfers total \$2.0 million and include the transfers from the Storm Drain Capital Fund, the Electric Utility Fund, and the Building Development Services Fund.

General Fund Uses

Overall, General Fund uses total \$385.1 million in FY 2023/24. Of this amount, \$269.1 million accounts for operational expenditures, \$11.6 million are transfers to other funds, and \$104.3 million represent fund balance and reserves. The total General Fund uses increase to \$391.7 million in FY 2024/25, due to an increase in operational expenditures. The following table summarizes the General Fund expenditures and transfers.

The following table summarizes the General Fund expenditures and transfers.

| Expenditures | FY 2021/22 Actual | FY 2022/23 Amended | FY 2022/23 Estimate | FY 2023/24 Proposed | FY 2024/25 Change | FY 2024/25 Proposed |
|--|----------------------|-----------------------|------------------------|------------------------|----------------------|------------------------|
| Salaries | 94,846,522 | 132,378,106 | 132,378,106 | 128,502,867 | 4,380,764 | 132,883,631 |
| Retirement – Safety | 32,084,531 | 36,514,227 | 36,514,227 | 36,479,753 | 2,355,085 | 38,834,838 |
| Retirement – Misc. | 17,489,354 | 19,616,011 | 19,616,011 | 18,576,594 | 1,094,753 | 19,671,347 |
| Other Benefits | 17,033,746 | 20,572,469 | 20,572,469 | 24,039,179 | 1,065,153 | 25,104,332 |
| Materials/Services/ Supplies | 24,850,597 | 33,361,857 | 33,361,857 | 34,094,413 | 1,055,392 | 35,149,805 |
| Interfund Services | 22,857,269 | 24,877,371 | 24,877,371 | 27,435,591 | 621,552 | 28,057,143 |
| Capital Outlay | 63,339 | 321,900 | 321,900 | 0 | 37,000 | 37,000 |
| Total Expenditures | 209,225,358 | 267,641,941 | 267,641,941 | 269,128,397 | 10,609,699 | 279,738,096 |
| Transfers To* | 48,969,098 | 14,658,172 | 14,727,377 | 11,645,161 | (3,924,289) | 7,720,872 |
| Total Expenditures and Transfers To | 258,194,456 | 282,300,113 | 282,369,318 | 280,773,558 | 6,685,410 | 287,458,968 |

* In FY 2021/22, the Transfers Out category includes a one-time transfer of the Building Inspection Reserve to the newly established Building Development Services Fund.

As a public service organization focused on delivering high-quality services to our community, labor costs reflect the highest level of investment at 74% of the expenditure budget. Following is a discussion of the General Fund expenditure categories.

Salaries and Benefits

The expenditures in this category account for full-time and part-time salaries, retirement, health, social security, other employer benefits, and overtime costs. The FY 2023/24 Proposed Budget factors in the latest negotiated salary adjustments known at the time the budget was developed and updated retirement and benefit costs. Salaries and benefits total \$207.6 million in the FY 2023/24 Proposed Budget and increase 4.3% in FY 2024/25 to \$216.5 million. Note that \$26.2 million in public safety costs were shifted to the American Rescue Plan Act Fund in FY 2021/22 to account for the one-time federal stimulus funds received to help offset the COVID-19 impacts on the City 's budget.

The City of Santa Clara participates in the California Public Employees' Retirement System (CalPERS) under the Miscellaneous Retirement Plan and the Safety Retirement Plan. In FY 2023/24, retirement costs in the General Fund are budgeted at \$36.5 million for Safety employees and \$18.6 million for Miscellaneous employees. In FY 2024/25, these costs increase to \$38.8 million and \$19.7 million, respectively.

Materials, Services, and Supplies

The FY 2023/24 Proposed Budget totals \$34.1 million for materials, services, and supplies. This budget reflects Base Budget adjustments to account for the updated cost of providing existing services in FY 2023/24, the removal of one-time funding approved for FY 2022/23, and the FY 2023/24 budget actions proposed in the FY 2023/24 and FY 2024/25 Biennial Operating Budget. The Proposed Budget does not yet reflect any carryovers from FY 2022/23 to FY 2023/24. In FY 2024/25, these costs are projected to increase 3.1% to \$35.1 million.

Interfund Services

Interfund services are citywide in nature and funded through internal service funds (Information Technology Department services, special liability fund, workers' compensation, Public Works capital project management, vehicle equipment and maintenance, fleet purchases, and communications equipment) that are apportioned to City Departments and funds. This category totals \$27.4 million in the FY 2023/24 and \$28.1 million in FY 2024/25.

Capital Outlay

This category includes small capital expense purchases not budgeted within the capital budget. This category has no budget in FY 2023/24 and \$37,000 in FY 2024/25.

Transfers to Other Funds

This category includes transfers to other funds to support capital projects, the City's share of assessment district costs, other services, and debt payments. The FY 2023/24 Proposed Budget for this category totals \$11.6 million, including \$7.3 million for capital projects, \$1.4 million for debt payments, \$0.9 million for assessment district payments, \$0.8 million for the Cemetery Fund (this reflects a decrease from the previously assumed transfer level as a proposed budget balancing strategy), \$0.6 million to the Fire Operating Grant Trust Fund to pay for a portion of the positions funded by the Fire SAFER grant (the SAFER grant generates net General Fund savings due to Fire overtime savings), \$0.5 million to the new Fire Development Services Fund (this is offset by the Development Fee Reserve), and \$0.1 million for other services.

The Transfers figure drops to \$7.7 million in FY 2024/25 and includes \$3.7 million for capital projects, \$1.4 million for debt payments, \$0.9 million for assessments district payments, \$0.8 million for the Cemetery Fund, \$0.8 million to the Fire Operating Grant Trust Fund, and \$0.1 million for other services.

General Fund Reserves

The General Fund includes several reserves established by City Council policy or to segregate restricted revenues. Additional detail regarding reserve policies can be found in the Budget and Fiscal Policies section of this document.

Budget Stabilization Reserve

This reserve is used as an allocation for weathering economic downturns, emergency financial crises or disaster situations. Per Council policy, the Budget Stabilization Reserve (BSR) target is equal to the cost of the City's General Fund operations for three months, or 25% of the expenditure budget. Given the significant impacts of COVID-19 on the City's budget, the City Council adopted the FY 2022/23 budget principles that allowed this

reserve to drop to 15% of budgeted expenditures. The FY 2023/24 proposed budget principles would also allow the BSR to remain at a minimum of 15% given the City's continuing fiscal challenges. In the Proposed Budget, the BSR is set at \$45.8 million in FY 2023/24 (16.3% of expenditures) and FY 2024/25 (15.9% of expenditures).

Capital Projects Reserve

The Capital Projects Reserve (CPR) earmarks funds for the Capital Improvement Program (CIP). The minimum target for this reserve is \$5.0 million. This reserve has a projected ending balance of \$6.1 million in FY 2023/24 and FY 2024/25. The use of \$463,050 from the Capital Projects Reserve is recommended for the Street Tree Services project to fund the third and final year of the Modesto Ash tree removals plan.

Land Sale Reserve

The City Council established the Land Sale Reserve with net proceeds from the sale of City-owned land, with interest earned on these funds being available to be appropriated for General Fund operating expenditures. The Land Sale Reserve has a projected ending balance of \$18.5 million for FY 2023/24 and FY 2024/25 and is available for appropriation by City Council action. This reserve balance reflects the full repayment of the loan for the Reed Street- Grant Street Sports Park Project (\$5.6 million) in FY 2022/23.

Advanced Planning Fee Reserve

The advanced planning fee is collected as a portion of planning and building fees. These funds are set aside for future long-range planning activities. The Advanced Planning Reserve has a projected ending balance of \$2.6 million in FY 2023/24 and \$2.4 million in FY 2024/25. This reflects the funding of 1.0 Senior Planner from this reserve beginning in FY 2023/24.

Technology Fee Reserve

The Technology Fee Reserve sets aside the technology fee revenue collected with the development fees and other applicable fees. This reserve is used to fund Accela licensing costs and other technology improvements for the fee programs that assess this fee. The Technology Fee Reserve has a projected ending balance of \$1.9 million for FY 2023/24 and FY 2024/25.

Other Reserves

By Council Policy, other reserves are set aside in the General Fund including the Pension Stabilization and Historical Preservation Reserves. For FY 2023/24 and FY 2024/25, the Pension Stabilization Reserve is projected to total \$21.4 million and the Historical Preservation Reserve is projected to total \$92,754. Contributions to the Pension Stabilization Reserve are typically recommended as part of the Year-End Report to allocate interest earnings and other funding, if available. No additional contributions are assumed as part of this Biennial Budget. The Proposed Budget also includes a Development Fee Reserve (\$1.5 million in FY 2023/24 and FY 2024/25) that was established in FY 2022/23 to transition new development funds. In FY 2023/24, \$500,000 of this reserve is used to support the new Fire Development Services Fund. A Budget Balancing Reserve was also established at the \$2.0 million level in FY 2022/23; this reserve totals \$0.9 million in FY 2023/24 (\$1.1 million was used to balance the budget in FY 2023/24) and \$2.0 million in FY 2024/25.

GENERAL FUND | GENERAL FUND (001)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|--------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 4,817,658 | 4,445,953 | 4,445,953 | 4,445,953 | 4,445,953 |
| Budget Stabilization Reserve | 56,805,262 | 52,878,278 | 52,878,278 | 45,847,152 | 45,847,152 |
| Capital Projects Reserve | 5,335,223 | 6,719,508 | 6,719,508 | 6,526,137 | 6,132,292 |
| Reserve for Programmed Capital Projects | 11,038,674 | 3,151,081 | 3,151,081 | 5,284,314 | 986,657 |
| Development Fee Program Reserve | 0 | 0 | 0 | 2,000,000 | 1,500,000 |
| Building Inspection Reserve | 17,939,250 | 0 | 0 | 0 | 0 |
| Advanced Planning Fee | 741,694 | 2,939,765 | 2,939,765 | 2,879,765 | 2,649,365 |
| Technology Fee Reserve | 1,367,900 | 2,353,804 | 2,353,804 | 1,925,791 | 1,925,791 |
| Land Sale Reserve | 24,120,766 | 23,892,284 | 23,892,284 | 18,481,037 | 18,481,037 |
| Pension Stabilization Reserve | 23,978,098 | 21,367,474 | 21,367,474 | 21,367,474 | 21,367,474 |
| Historical Preservation Reserve | 91,402 | 92,754 | 92,754 | 92,754 | 92,754 |
| FY 2023/24 Budget Balancing Reserve | 0 | 0 | 0 | 2,000,000 | 911,944 |
| Unrestricted | 9,069,620 | 21,453,736 | 21,453,736 | 0 | 0 |
| Total Beginning Fund Balance | 155,305,547 | 139,294,637 | 139,294,637 | 110,850,377 | 104,340,419 |
| Revenue | | | | | |
| Property Taxes - Secured | 71,962,716 | 72,381,000 | 78,800,000 | 82,900,000 | 86,616,000 |
| Property Taxes - Unsecured | 2,667,841 | 2,880,000 | 2,835,000 | 2,900,000 | 2,929,000 |
| Sales Tax | 56,030,405 | 59,400,000 | 59,400,000 | 59,600,000 | 61,400,000 |
| Public Safety Sales Tax | 871,251 | 773,000 | 773,000 | 924,000 | 952,000 |
| Documentary Transfer Tax | 2,356,076 | 1,480,000 | 1,480,000 | 1,600,000 | 1,632,000 |
| Transient Occupancy Tax | 10,812,400 | 12,600,000 | 12,600,000 | 21,275,000 | 23,650,000 |
| Franchise Taxes | 4,632,522 | 4,780,000 | 4,780,000 | 5,150,000 | 5,300,000 |
| Rents | 9,763,118 | 11,336,766 | 11,336,766 | 13,627,660 | 15,150,269 |
| State Revenues | 311,585 | 250,000 | 250,000 | 262,000 | 262,000 |
| Other Agencies Revenues | 2,685,020 | 60,000 | 60,000 | 258,000 | 258,000 |
| Licenses and Permits | 4,738,855 | 3,855,000 | 3,500,000 | 8,594,000 | 8,806,000 |
| Fines and Penalties | 431,099 | 1,615,000 | 600,000 | 1,225,000 | 1,230,000 |
| Other Fees for Services | 36,375,116 | 38,603,245 | 38,603,245 | 38,067,896 | 39,253,418 |
| Interest | 827,866 | 2,532,000 | 2,532,000 | 3,500,000 | 3,708,000 |
| Silicon Valley Power Transfer | 27,259,168 | 26,170,000 | 26,170,000 | 32,000,000 | 34,000,000 |
| Other Revenue | 815,529 | 189,099 | 189,099 | 180,000 | 180,000 |
| Total Revenue | 232,540,567 | 238,905,110 | 243,909,110 | 272,063,556 | 285,326,687 |
| Transfers From | | | | | |
| Building Development Services Fund | 163,362 | 179,036 | 179,036 | 175,725 | 185,793 |
| Building Special Programs and Training Fund | 1,750 | 1,765 | 1,765 | 1,765 | 1,765 |

GENERAL FUND | GENERAL FUND (001)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|--------------------|--------------------|---------------------|---------------------|---------------------|
| Transfers From | | | | | |
| Convention Center Capital Fund | 40,000 | 0 | 0 | 0 | 0 |
| Convention Center Maintenance District Fund | 383,097 | 193,552 | 193,552 | 0 | 0 |
| Electric Utility Fund | 1,059,733 | 1,229,573 | 1,229,573 | 349,749 | 373,736 |
| Fire Department Capital Fund | 236 | 61,054 | 61,054 | 0 | 0 |
| General Government Capital Fund | 460 | 6,915 | 6,915 | 0 | 0 |
| Other City Departments Operating Grant Trust Fund | 10,000 | 101,196 | 101,196 | 0 | 0 |
| Parks and Recreation Capital Fund | 3,308,341 | 5,598,215 | 5,598,215 | 0 | 0 |
| Patrick Henry Drive Infrastructure Improvement Fund | 0 | 0 | 0 | 69,205 | 0 |
| Prefunded Plan Review Fund | 13,101 | 0 | 0 | 0 | 0 |
| Public Buildings Capital Fund | 1,002,673 | 0 | 0 | 0 | 0 |
| Public Works Capital Projects Management Fund | 364,739 | 60,420 | 60,420 | 0 | 0 |
| Storm Drain Capital Fund | 2,115,134 | 1,493,301 | 1,493,301 | 1,454,000 | 1,454,000 |
| Streets and Highways Capital Fund | 44,596 | 130,921 | 130,921 | 0 | 0 |
| Tasman East Infrastructure Improvement Fund | 175,757 | 0 | 0 | 0 | 0 |
| Vehicle Replacement Fund | 960,000 | 960,000 | 960,000 | 149,600 | 0 |
| Total Transfers From | 9,642,979 | 10,015,948 | 10,015,948 | 2,200,044 | 2,015,294 |
| Total Source of Funds | 397,489,093 | 388,215,695 | 393,219,695 | 385,113,977 | 391,682,400 |
| Expenditures | | | | | |
| Salaries | 94,846,522 | 132,378,106 | 132,378,106 | 128,502,867 | 132,883,631 |
| Retirement - Safety | 32,084,531 | 36,514,227 | 36,514,227 | 36,479,753 | 38,834,838 |
| Retirement - Miscellaneous | 17,489,354 | 19,616,011 | 19,616,011 | 18,576,594 | 19,671,347 |
| Other Benefits | 17,033,746 | 20,572,469 | 20,572,469 | 24,039,179 | 25,104,332 |
| Materials/Services/Supplies | 24,850,597 | 33,361,857 | 33,361,857 | 34,094,413 | 35,149,805 |
| Interfund Services | 22,857,269 | 24,877,371 | 24,877,371 | 27,435,591 | 28,057,143 |
| Capital Outlay | 63,339 | 321,900 | 321,900 | 0 | 37,000 |
| Total Expenditures | 209,225,358 | 267,641,941 | 267,641,941 | 269,128,397 | 279,738,096 |

GENERAL FUND | GENERAL FUND (001)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Transfers To | | | | | |
| Building Development Services Fund | 22,347,656 | 0 | 0 | 0 | 0 |
| Cemetery Fund | 850,000 | 870,000 | 870,000 | 796,000 | 823,000 |
| Cemetery Capital Fund | 8,409 | 9,225 | 9,225 | 0 | 0 |
| Convention Center Maintenance District Fund | 771,349 | 842,700 | 842,700 | 805,383 | 805,383 |
| Downtown Parking Maintenance District Fund | 0 | 0 | 0 | 137,030 | 144,650 |
| Electric Utility Capital Fund | 330,000 | 0 | 0 | 0 | 0 |
| Engineering Operating Grant Trust Fund | 55,753 | 227,611 | 227,611 | 0 | 0 |
| Fire Department Capital Fund | 837,110 | 661,766 | 661,766 | 427,374 | 234,374 |
| Fire Development Services Fund | 0 | 0 | 0 | 500,000 | 0 |
| Fire Operating Grant Trust Fund | 63 | 0 | 0 | 626,000 | 770,000 |
| General Government Capital Fund | 720,283 | 1,769,551 | 1,769,551 | 90,283 | 40,283 |
| Library Department Capital Fund | 7,872 | 281,831 | 281,831 | 0 | 0 |
| Library Operating Grant Trust Fund | 156 | 0 | 0 | 0 | 0 |
| Other City Departments Operating Grant Trust Fund | 534,275 | 0 | 0 | 0 | 0 |
| Parks and Recreation Capital Fund | 2,343,117 | 227,529 | 227,529 | 258,941 | 276,181 |
| Parks and Recreation Operating Grant Trust Fund | 3,445 | 3,445 | 3,445 | 27,445 | 27,445 |
| Patrick Henry Drive Infrastructure Improvement Fund | 0 | 0 | 69,205 | 0 | 0 |
| Police Operating Grant Trust Fund | 22,768 | 38,424 | 38,424 | 0 | 0 |
| Prefunded Plan Review Fund | 0 | 60,000 | 60,000 | 0 | 0 |
| Public Buildings Capital Fund | 397,953 | 1,445,532 | 1,445,532 | 1,590,019 | 180,272 |
| Public Facilities Financing Corporation Fund | 2,501,439 | 1,402,275 | 1,402,275 | 1,402,440 | 1,405,940 |
| Solid Waste Utility Fund | 33,600 | 35,364 | 35,364 | 35,364 | 35,364 |
| Special Liability Insurance Fund | 5,200,000 | 0 | 0 | 0 | 0 |
| Sports and Open Space Authority Fund | 0 | 6,000 | 6,000 | 10,000 | 10,200 |
| Storm Drain Capital Fund | 600,411 | 973,623 | 973,623 | 872,414 | 99,633 |
| Streets and Highways Capital Fund | 10,589,129 | 3,791,464 | 3,791,464 | 4,066,468 | 2,868,147 |
| Tasman East Infrastructure Improvement Fund | 0 | 11,832 | 11,832 | 0 | 0 |
| Vehicle Replacement Fund | 814,310 | 2,000,000 | 2,000,000 | 0 | 0 |
| Total Transfers To | 48,969,098 | 14,658,172 | 14,727,377 | 11,645,161 | 7,720,872 |

GENERAL FUND | GENERAL FUND (001)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|--------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 4,445,953 | 4,445,953 | 4,445,953 | 4,445,953 | 4,445,953 |
| Budget Stabilization Reserve | 52,878,278 | 40,843,152 | 45,847,152 | 45,847,152 | 45,847,152 |
| Capital Projects Reserve | 6,719,508 | 6,595,342 | 6,526,137 | 6,132,292 | 6,132,292 |
| Reserve for Programmed Capital Projects | 3,151,081 | 5,284,314 | 5,284,314 | 986,657 | 2,000 |
| Development Fee Program Reserve | | 2,000,000 | 2,000,000 | 1,500,000 | 1,500,000 |
| Advanced Planning Fee | 2,939,765 | 2,879,765 | 2,879,765 | 2,649,365 | 2,401,049 |
| Technology Fee Reserve | 2,353,804 | 1,925,791 | 1,925,791 | 1,925,791 | 1,925,791 |
| Land Sale Reserve | 23,892,284 | 18,481,037 | 18,481,037 | 18,481,037 | 18,481,037 |
| Pension Stabilization Reserve | 21,367,474 | 21,367,474 | 21,367,474 | 21,367,474 | 21,367,474 |
| Historical Preservation Reserve | 92,754 | 92,754 | 92,754 | 92,754 | 92,754 |
| FY 2023/24 Budget Balancing Reserve | 0 | 2,000,000 | 2,000,000 | 911,944 | 2,027,930 |
| Unrestricted | 21,453,736 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 139,294,637 | 105,915,582 | 110,850,377 | 104,340,419 | 104,223,432 |
| Total Use of Funds | 397,489,093 | 388,215,695 | 393,219,695 | 385,113,977 | 391,682,400 |

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Special Revenue Funds and Other Funds

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SPECIAL REVENUE FUNDS AND OTHER FUNDS

Special Revenue Funds are established to account for specific revenue sources that are legally restricted or committed to particular purposes. The City of Santa Clara has various revenue sources that require separate Special Revenue Funds to be set up. The Other Funds relate to special assessments funds.

American Rescue Plan Act (ARPA) Fund (102)

The American Rescue Plan Act (ARPA) Fund was established in FY 2021/22 to account for Fire Department and Police Department expenditures that are eligible to be funded via federal ARPA funds. As this was one-time funding, there is no further activity recorded in this fund.

Bridge Maintenance District #2 Fund (463)

The Bridge District #2 Fund sets aside revenue received through the apportionment of secured property tax as well as the RDA revenue distribution. This funding is then transferred to the Streets and Highways Capital Fund to cover costs associated with the Bridge Maintenance Program project.

Building Development Services Fund (155)

The Building Development Services Fund was established in FY 2021/22 to account for building development-related fee revenue and associated building development services costs. The Building-related revenues and expenditures were previously reflected in the General Fund.

Building Special Programs and Training Fund (220)

This fund was formerly the Certified Access Specialist (CASp) Certification and Training Fund but was retitled to incorporate additional changes to the fund starting in FY 2021/22. The fund now incorporates Building Seismic/Strong Motion Fees and Building Standard Fees, in addition to CASp fees. All three revenue streams are related to state-mandated building permit fee surcharges (Building Standard and Seismic) or from the City's business license tax (CASp) and are for specific uses such as updating building code manuals or training related to updates in accessibility designs.

City Affordable Housing Fund (165)

The City Affordable Housing Fund accounts for the City's Below-Market Price Purchase Program, which helps low- and moderate-income families achieve the goal of homeownership. This fund promotes and facilitates the construction and retention of affordable housing, fulfilling State mandates to produce housing for all income levels. Revenues in the City Affordable Housing Fund are received from developer in-lieu fees, principal, and interest repayments on housing loans, as well as interest income on pooled investments.

Community Facilities District No. 2019-1 (Lawrence Station) Fund (027)

A resolution was adopted by Council in March 2019 to form a new Community Facilities District Fund (CFD) to finance maintenance of roadways, parks, parking spaces and enforcement, landscaped parkways and medians, trails, a highway overpass and a community clubhouse and garden to be located within the development at Lawrence Station. In accordance with the resolution, a special tax is levied on the properties located within the CFD. These special taxes will be used to fund the authorized public services. Pursuant to Report to Council 19-249, the Fund will also maintain additional funding necessary to replace facilities near end-of-service life (straight line depreciation of 15 years) in a capital reserve of 20%. The property assessments increase annually by Consumer Price Index (CPI).

Convention Center Maintenance District Fund (026)

This fund provides maintenance and landscaping to the common grounds within the Santa Clara Convention Center Complex. Funds are received by means of a Special Benefits Assessment levied against the property owners in the respective districts. This fund's expenditure budget is determined using fee estimates for cost recovery.

Developer Traffic Payments Fund (124)

Previously named the "Traffic Fair Share Fund," this fund was established in FY 2020/21 and is managed by the Department of Public Works. The Developer Traffic Payments Fund is funded by developer contributions collected for specific jurisdictions and locations. Funding is allotted to non-City agencies for eligible projects or transfers to a capital project.

Downtown Parking Maintenance District Fund (025)

The purpose of the Downtown Parking Maintenance District is to maintain the grounds of the Franklin Square complex. The Franklin Square complex is bounded by Monroe Street to the west, Jackson Street to the east, Benton Street to the north, and Homestead Road to the south. Maintenance of the landscape infrastructure is paid for by the General Fund. Extraordinary repairs to the asphalt parking lot and concrete walkways are funded by property owner assessments that are capped at \$14,200 per year.

Endowment Care Fund (077)

This fund holds the non-expendable account of the fees collected from cemetery patrons. Interest earned from the cash maintained is contributed for the current maintenance of the cemetery.

Engineering Operating Grant Trust Fund (144)

This fund accounts for revenues received from other governmental agencies that are designated for specific uses in the Community Development Department. Grants are appropriated as they are received by the Department and approved by the City Council.

Expendable Trust Fund (079)

The Expendable Trust Fund accounts for assets held in a trustee capacity where the principal and income may be expended in the course of the fund's restricted/designated operations. Funds are appropriated as they are received by departments and approved by the City Council.

Fire Development Services Fund (158)

The Fire Development Services Fund is proposed for FY 2023/24 to account for fire development-related fee revenue and associated fire development services costs. The Fire-related revenues and expenditures were previously reflected in the General Fund.

Fire Operating Grant Trust Fund (178)

This fund tracks revenues from other governmental agencies received by the Fire Department for fire safety and medical services activities. The grants are provided by federal, state and County agencies. Grants are appropriated as they are received by the Fire Department and approved by the City Council.

Gas Tax Fund (121)

The Gas Tax Fund accounts for revenues and expenditures received from the State of California under Street and Highway Code Sections 2105, 2106, and 2107. Gas tax is imposed by the State as a per-gallon excise tax on gasoline and diesel fuel. Cities and counties receive an allocation from the State based on population and the proportion of registered vehicles. This funding is restricted for street maintenance, construction, and a limited amount for engineering.

Housing and Urban Development Fund (562)

The City of Santa Clara receives annual funds from the U.S. Department of Housing and Urban Development (HUD) to administer the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. The CDBG program funds various nonprofit agencies and other City departments to implement services that benefit low- and moderate-income persons. The HOME program funds a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. Grantees are generally selected through a competitive process and provide such services as senior services, homeless outreach, housing rehabilitation, accessibility improvement and code enforcement. The City currently dedicates HOME funds for the Tenant-Based Rental Assistance (TBRA) program.

Housing Authority Fund (164)

The Santa Clara Housing Authority (SCHA) was established by the City Council to assume responsibility for managing and monitoring housing assets from the dissolution of the Redevelopment Agency (RDA). SCHA also assumes the responsibility for housing loans, which provide affordable housing and were made under various programs, for qualifying individuals and groups. The SCHA receives its main source of revenues from program income, which is used to support loan monitoring, administration, and other programs and projects of the Housing and Community Services Division of the Community Development Department.

Housing Successor Agency Fund (169)

All California Redevelopment Agencies (RDA) were dissolved on February 1, 2012. Following the dissolution, the City of Santa Clara was designated as the Housing Successor to the former RDA, responsible for paying off the former RDA's existing debts, disposing of the former RDA's properties and assets to help pay off debts, returning revenues to the local government entities that receive property taxes and winding down the affairs of the former Redevelopment Agency. The City has also elected to retain the former RDA's housing functions, including retaining all of the housing assets, rights, power, duties, obligations and functions previously performed by the RDA in administering its Low and Moderate Income Housing Fund.

Library Donations Trust Fund (072)

This fund accounts for donations that are received and accepted by the City of Santa Clara's Library Department. These donations are for designated uses. Donations are appropriated as they are received by the Library Department and approved by the City Council.

Library Operating Grant Trust Fund (112)

This fund accounts for revenues received from other governmental agencies that are designated for specific uses in the Library Department. Grants are appropriated as they are received by the Library Department and approved by the City Council.

Other City Departments Operating Grant Trust Fund (101)

The Other City Departments Operating Grant Trust Fund accounts for any financial award given by the federal, State, or other local government to the City for Citywide eligible operating programs. Grants that are designated for department-specific functions are deposited into the respective departments' operating grant trust fund. Grants are appropriated as they are received by departments and approved by the City Council.

Parks and Recreation Operating Grant Trust Fund (111)

The Senior Nutrition Program provides a congregate meal setting where seniors can improve their health through balanced meals and socialization and is funded through a grant from the Santa Clara County Social Services Agency's Senior Nutrition Program and Community Development Block Grant funds. Seniors are encouraged to access the many services available at the Senior Center while on site and are given the opportunity to engage in Health & Wellness programs at the Senior Center. Grants are appropriated as they are received by the Parks and Recreation Department and approved by the City Council.

Perpetual Care Fund (076)

This fund accounts for current fees collected from cemetery patrons for maintenance in perpetuity of the Mission City Memorial Park when the facility reaches full capacity. Interest earned from the cash maintained is contributed for the current maintenance of the cemetery.

Police Operating Grant Trust Fund (177)

This fund tracks revenues from other governmental agencies received by the Police Department for law enforcement activities. The grants are predominantly provided by the State with a smaller portion received from the federal government. Grants are appropriated as they are received by the Police Department and approved by the City Council.

Prefunded Plan Review Fund (157)

Before any major real estate development project moves forward to construction, extensive studies are conducted (environmental, economic, and traffic) to ensure that the project's impact on the community is well understood. The cost of these studies is generally paid for by developers with the funding provided to cities to ensure proper oversight of this process. This fund, established in FY 2020/21, accounts for this activity.

Public Donations Fund (067)

The Public Donations Fund accounts for various donations the City receives from the public that are designated for specific uses. Per the City's Donation Policy, the City Manager is authorized to make funding available to departments for donations valued under \$100,000. Donations of \$100,000 or greater are appropriated as they are received by departments and approved by the City Council.

Public, Educational, and Governmental Fee Fund (221)

This fund accounts for the Public, Educational, and Governmental (PEG) fees the City receives from telecommunication companies in accordance with the Cable Communications Act of 1984 and the Digital Infrastructure and Video Competition Act of 2006. PEG channels broadcast public meetings, news conferences and educational programming about City departments and programs as well as government-sponsored community events. PEG fees can be used for capital-related expenses including video production and streaming equipment as well as television monitoring technology and technical support. These funds can also be used for the renovation and construction of facilities such as Council chambers, public meeting rooms and recording spaces.

Road Maintenance and Rehabilitation (SB1) Fund (122)

The Road Repair and Accountability Act of 2017 (Senate Bill 1) is a significant investment in California's transportation system which was signed into law on April 28, 2017. The funding from this investment must be used to fix roads, freeways, and bridges in communities across California, putting more dollars towards transit and safety. The majority of this revenue is from the Road Maintenance and Rehabilitation Account (RMRA), where cities have to prioritize repairing their existing infrastructure before addressing other transportation needs.

Traffic Mitigation Fund (123)

The Traffic Mitigation Fee is levied to fund improvements or programs to mitigate the City's traffic problems that result from development projects.

The following section details the City of Santa Clara's Special Revenue Funds and Other Funds' Statements of Sources and Uses and the Proposed Budget for Fiscal Year 2023/24 and Fiscal Year 2024/25.



SPECIAL REVENUE FUNDS | AMERICAN RESCUE PLAN ACT (ARPA) FUND (102)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 0 | 0 |
| Total Beginning Fund Balance | 0 | 0 | 0 | 0 | 0 |
| Revenue | | | | | |
| Other Revenue | 26,231,326 | 0 | 0 | 0 | 0 |
| Total Revenue | 26,231,326 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 26,231,326 | 0 | 0 | 0 | 0 |
| Expenditures | | | | | |
| <i>Fire</i> | | | | | |
| Salaries | 11,314,440 | 0 | 0 | 0 | 0 |
| <i>Police</i> | | | | | |
| Salaries | 14,916,886 | 0 | 0 | 0 | 0 |
| Total Expenditures | 26,231,326 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 0 | 0 | 0 | 0 | 0 |
| Total Use of Funds | 26,231,326 | 0 | 0 | 0 | 0 |



SPECIAL REVENUE FUNDS | BRIDGE MAINTENANCE DISTRICT #2 FUND (463)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 132,965 | 148,017 | 148,017 | 148,017 | 148,017 |
| Total Beginning Fund Balance | 132,965 | 148,017 | 148,017 | 148,017 | 148,017 |
| Revenue | | | | | |
| Taxes - Ad Valorem | 94,729 | 80,000 | 80,000 | 80,000 | 80,000 |
| Other Agencies Revenue | 323 | 0 | 0 | 0 | 0 |
| Total Revenue | 95,052 | 80,000 | 80,000 | 80,000 | 80,000 |
| Total Source of Funds | 228,017 | 228,017 | 228,017 | 228,017 | 228,017 |
| Transfers To | | | | | |
| Streets and Highways Capital Fund | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Total Transfers To | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 148,017 | 148,017 | 148,017 | 148,017 | 148,017 |
| Total Ending Fund Balance | 148,017 | 148,017 | 148,017 | 148,017 | 148,017 |
| Total Use of Funds | 228,017 | 228,017 | 228,017 | 228,017 | 228,017 |

SPECIAL REVENUE FUNDS | BUILDING DEVELOPMENT SERVICES FUND (155)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 1,608,625 | 1,608,625 | 1,608,625 | 1,608,625 |
| Unrestricted | (2,156) | 27,357,189 | 27,357,189 | 25,207,035 | 26,943,981 |
| Total Beginning Fund Balance | (2,156) | 28,965,814 | 28,965,814 | 26,815,660 | 28,552,606 |
| Revenue | | | | | |
| License Permit | 10,818,884 | 8,198,000 | 8,250,000 | 8,790,000 | 9,098,000 |
| Other Fees for Services | 7,181,833 | 5,175,000 | 5,175,000 | 6,321,000 | 6,542,000 |
| Other Revenue | 2,991 | 445,000 | 1,000 | 200,000 | 200,000 |
| Interest | 0 | 646,458 | 646,458 | 300,000 | 324,000 |
| Total Revenue | 18,003,708 | 14,464,458 | 14,072,458 | 15,611,000 | 16,164,000 |
| Transfers From | | | | | |
| General Fund | 22,347,656 | 0 | 0 | 0 | 0 |
| Total Transfers From | 22,347,656 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 40,349,208 | 43,430,272 | 43,038,272 | 42,426,660 | 44,716,606 |
| Expenditures | | | | | |
| Salaries | 4,616,090 | 6,438,904 | 6,438,904 | 6,500,511 | 7,257,209 |
| Retirement and Benefits | 2,494,789 | 3,259,834 | 3,259,834 | 3,619,616 | 4,095,866 |
| Materials/Services/Supplies | 2,160,221 | 4,317,929 | 4,317,929 | 1,878,886 | 1,590,060 |
| Services From Other Funds - Cost Allocation Plan | 1,117,637 | 1,139,990 | 1,139,990 | 1,031,044 | 1,051,665 |
| Interfund Services | 822,558 | 878,182 | 878,182 | 659,535 | 657,596 |
| Total Expenditures | 11,211,295 | 16,034,839 | 16,034,839 | 13,689,592 | 14,652,396 |
| Transfers To | | | | | |
| Building Special Programs and Training Fund | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| General Fund | 163,362 | 179,036 | 179,036 | 175,725 | 185,793 |
| General Government Capital Fund | 1,737 | 1,737 | 1,737 | 1,737 | 1,737 |
| Total Transfers To | 172,099 | 187,773 | 187,773 | 184,462 | 194,530 |



SPECIAL REVENUE FUNDS | BUILDING DEVELOPMENT SERVICES FUND (155)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|----------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,608,625 | 1,608,625 | 1,608,625 | 1,608,625 | 1,608,625 |
| Unrestricted | 27,357,189 | 25,599,035 | 25,207,035 | 26,943,981 | 28,261,055 |
| Total Ending Fund Balance | 28,965,814 | 27,207,660 | 26,815,660 | 28,552,606 | 29,869,680 |
| Total Use of Funds | 40,349,208 | 43,430,272 | 43,038,272 | 42,426,660 | 44,716,606 |



SPECIAL REVENUE FUNDS | BUILDING SPECIAL PROGRAMS AND TRAINING FUND (220)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| CASp Reserve - Restricted | 35,585 | 56,842 | 56,842 | 56,842 | 56,842 |
| Seismic Admin Reserve - Restricted | 52,036 | 109,581 | 109,581 | 109,581 | 109,581 |
| Building Standard Reserve - Restricted | 90,671 | 53,751 | 53,751 | 55,381 | 55,381 |
| Total Beginning Fund Balance | 178,292 | 220,174 | 220,174 | 221,804 | 221,804 |
| Revenue | | | | | |
| License Permit | 64,002 | 37,995 | 37,995 | 37,995 | 37,995 |
| Seismic Admin Fee | 0 | 14,000 | 14,000 | 0 | 0 |
| Building Standard Fee | 0 | 4,400 | 4,400 | 0 | 0 |
| Total Revenue | 64,002 | 56,395 | 56,395 | 37,995 | 37,995 |
| Transfers From | | | | | |
| Building Development Services Fund | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| Total Transfers From | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| Total Source of Funds | 249,294 | 283,569 | 283,569 | 266,799 | 266,799 |
| Expenditures | | | | | |
| Salaries | 17,385 | 30,000 | 30,000 | 22,020 | 22,020 |
| Materials/Services/Supplies | 9,985 | 30,000 | 30,000 | 21,210 | 21,210 |
| Total Expenditures | 27,370 | 60,000 | 60,000 | 43,230 | 43,230 |
| Transfers To | | | | | |
| General Fund | 1,750 | 1,765 | 1,765 | 1,765 | 1,765 |
| Total Transfers To | 1,750 | 1,765 | 1,765 | 1,765 | 1,765 |
| Ending Fund Balance | | | | | |
| CASp Reserve - Restricted | 56,842 | 56,842 | 56,842 | 56,842 | 56,842 |
| Seismic Admin Reserve - Restricted | 109,581 | 109,581 | 109,581 | 109,581 | 109,581 |
| Building Standard Reserve - Restricted | 53,751 | 55,381 | 55,381 | 55,381 | 55,381 |
| Total Ending Fund Balance | 220,174 | 221,804 | 221,804 | 221,804 | 221,804 |
| Total Use of Funds | 249,294 | 283,569 | 283,569 | 266,799 | 266,799 |

SPECIAL REVENUE FUNDS | CITY AFFORDABLE HOUSING FUND (165)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 1,421,539 | 1,108,582 | 1,108,582 | 1,108,582 | 1,108,582 |
| Unrestricted | 8,759,602 | 7,716,439 | 7,716,439 | 10,488,576 | 10,095,739 |
| Total Beginning Fund Balance | 10,181,141 | 8,825,021 | 8,825,021 | 11,597,158 | 11,204,321 |
| Revenue | | | | | |
| Other Fees for Services | 30,688 | 32,000 | 32,000 | 57,462 | 58,919 |
| Other Agencies Revenue | 16,611 | 0 | 0 | 0 | 0 |
| Interest | 174,583 | 174,583 | 174,583 | 174,583 | 174,583 |
| Other Revenue | 3,507,497 | 6,956,117 | 6,956,117 | 934,675 | 934,675 |
| Total Revenue | 3,729,379 | 7,162,700 | 7,162,700 | 1,166,720 | 1,168,177 |
| Total Source of Funds | 13,910,520 | 15,987,721 | 15,987,721 | 12,763,878 | 12,372,498 |
| Expenditures | | | | | |
| Salaries | 239,525 | 229,371 | 229,371 | 354,289 | 372,598 |
| Retirement and Benefits | 108,188 | 100,726 | 100,726 | 155,955 | 164,098 |
| Materials/Services/Supplies | 606,063 | 735,918 | 735,918 | 704,618 | 713,253 |
| Services From Other Funds - Cost Allocation Plan | 24,067 | 24,548 | 24,548 | 43,005 | 43,865 |
| Interfund Services | 376 | 0 | 0 | 1,690 | 1,672 |
| Capital Outlay | 4,107,280 | 3,300,000 | 3,300,000 | 300,000 | 300,000 |
| Total Expenditures | 5,085,499 | 4,390,563 | 4,390,563 | 1,559,557 | 1,595,486 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,108,582 | 1,108,582 | 1,108,582 | 1,108,582 | 1,108,582 |
| Unrestricted | 7,716,439 | 10,488,576 | 10,488,576 | 10,095,739 | 9,668,430 |
| Total Ending Fund Balance | 8,825,021 | 11,597,158 | 11,597,158 | 11,204,321 | 10,777,012 |
| Total Use of Funds | 13,910,520 | 15,987,721 | 15,987,721 | 12,763,878 | 12,372,498 |

SPECIAL REVENUE FUNDS | COMMUNITY FACILITIES

DISTRICT NO. 2019-1 (LAWRENCE STATION) FUND (027)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 57,842 | 180,782 | 180,782 | 180,782 | 180,782 |
| Capital Reserve | 62,566 | 65,651 | 128,217 | 200,767 | 277,382 |
| Unrestricted | 181,579 | 369,887 | 307,321 | 235,118 | 168,307 |
| Total Beginning Fund Balance | 301,987 | 616,320 | 616,320 | 616,667 | 626,471 |
| Revenue | | | | | |
| Special Tax Revenues | 328,257 | 362,748 | 362,748 | 383,077 | 450,298 |
| Total Revenue | 328,257 | 362,748 | 362,748 | 383,077 | 450,298 |
| Total Source of Funds | 630,244 | 979,068 | 979,068 | 999,744 | 1,076,769 |
| Expenditures | | | | | |
| Administration | 0 | 3,845 | 3,845 | 3,960 | 4,079 |
| Facilities | 0 | 117,420 | 117,420 | 120,942 | 124,570 |
| Landscaped Parkways | 0 | 29,367 | 29,367 | 30,248 | 31,155 |
| Parking Enforcement | 0 | 92,000 | 92,000 | 94,760 | 97,603 |
| Parking Space Maintenance | 0 | 3,504 | 3,504 | 3,610 | 3,718 |
| Parks | 13,924 | 113,000 | 113,000 | 116,390 | 119,882 |
| Roadways | 0 | 3,265 | 3,265 | 3,363 | 3,464 |
| Total Expenditures | 13,924 | 362,401 | 362,401 | 373,273 | 384,471 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 180,782 | 180,782 | 180,782 | 180,782 | 180,782 |
| Capital Reserve | 128,217 | 65,651 | 200,767 | 277,382 | 367,442 |
| Unrestricted | 307,321 | 370,234 | 235,118 | 168,307 | 144,074 |
| Total Ending Fund Balance | 616,320 | 616,667 | 616,667 | 626,471 | 692,298 |
| Total Use of Funds | 630,244 | 979,068 | 979,068 | 999,744 | 1,076,769 |

SPECIAL REVENUE FUNDS | CONVENTION CENTER MAINTENANCE DISTRICT FUND (026)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 569,103 | 399,028 | 399,028 | 145,000 | 0 |
| Total Beginning Fund Balance | 569,103 | 399,028 | 399,028 | 145,000 | 0 |
| Revenue | | | | | |
| Other Fees for Services | 926,770 | 1,035,419 | 1,035,419 | 968,736 | 968,736 |
| Interest | 9,569 | 0 | 0 | 0 | 0 |
| Total Revenue | 936,339 | 1,035,419 | 1,035,419 | 968,736 | 968,736 |
| Transfers From | | | | | |
| General Fund | 771,349 | 842,700 | 842,700 | 805,383 | 805,383 |
| Total Transfers From | 771,349 | 842,700 | 842,700 | 805,383 | 805,383 |
| Total Source of Funds | 2,276,791 | 2,277,147 | 2,277,147 | 1,919,119 | 1,774,119 |
| Expenditures | | | | | |
| Salaries | 18,182 | 18,802 | 18,802 | 19,412 | 20,019 |
| Retirement and Benefits | 9,279 | 10,642 | 10,642 | 9,887 | 10,158 |
| Materials/Services/Supplies | 1,313,996 | 1,720,869 | 1,575,869 | 1,690,227 | 1,538,584 |
| Services From Other Funds - Cost Allocation Plan | 55,632 | 56,745 | 56,745 | 140,429 | 143,238 |
| Interfund Services | 97,577 | 121,061 | 121,061 | 59,164 | 62,120 |
| Refund to Hyatt | 0 | 62,587 | 62,587 | 0 | 0 |
| Refund to Techmart | 0 | 92,889 | 92,889 | 0 | 0 |
| Total Expenditures | 1,494,666 | 2,083,595 | 1,938,595 | 1,919,119 | 1,774,119 |
| Transfers To | | | | | |
| General Fund | 383,097 | 193,552 | 193,552 | 0 | 0 |
| Total Transfers To | 383,097 | 193,552 | 193,552 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 399,028 | 0 | 145,000 | 0 | 0 |
| Total Ending Fund Balance | 399,028 | 0 | 145,000 | 0 | 0 |
| Total Use of Funds | 2,276,791 | 2,277,147 | 2,277,147 | 1,919,119 | 1,774,119 |



SPECIAL REVENUE FUNDS | DEVELOPER TRAFFIC PAYMENTS FUND (124)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Restricted Fund Balance | 7,941,970 | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 |
| Total Beginning Fund Balance | 7,941,970 | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 |
| Revenue | | | | | |
| Other Revenue | 13,000 | 1,108,500 | 0 | 0 | 0 |
| Total Revenue | 13,000 | 1,108,500 | 0 | 0 | 0 |
| Transfers From | | | | | |
| Streets and Highways Capital Fund | 722,720 | 0 | 0 | 0 | 0 |
| Total Transfers From | 722,720 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 8,677,690 | 9,786,190 | 8,677,690 | 8,677,690 | 8,677,690 |
| Transfers To | | | | | |
| Streets and Highways Capital Fund | 0 | 1,108,500 | 0 | 0 | 0 |
| Total Transfers To | 0 | 1,108,500 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Restricted Fund Balance | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 |
| Total Ending Fund Balance | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 | 8,677,690 |
| Total Use of Funds | 8,677,690 | 9,786,190 | 8,677,690 | 8,677,690 | 8,677,690 |



SPECIAL REVENUE FUNDS | DOWNTOWN PARKING MAINTENANCE DISTRICT FUND (025)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 7,948 | 0 | 0 | 0 | 0 |
| Reserve for Maintenance | 144,324 | 156,961 | 156,961 | 171,161 | 185,361 |
| Unrestricted | 581,695 | 463,668 | 463,668 | 326,147 | 326,187 |
| Total Beginning Fund Balance | 733,967 | 620,629 | 620,629 | 497,308 | 511,548 |
| Revenue | | | | | |
| Interest | 2,182 | 1,938 | 1,938 | 2,181 | 2,200 |
| Other Fees for Services | 10,455 | 12,262 | 12,262 | 12,019 | 12,000 |
| Total Revenue | 12,637 | 14,200 | 14,200 | 14,200 | 14,200 |
| Transfers From | | | | | |
| General Fund | 0 | 0 | 0 | 137,030 | 144,650 |
| Total Transfers From | 0 | 0 | 0 | 137,030 | 144,650 |
| Total Source of Funds | 746,604 | 634,829 | 634,829 | 648,538 | 670,398 |
| Expenditures | | | | | |
| Salaries | 27,967 | 47,440 | 47,440 | 42,972 | 46,714 |
| Retirement and Benefits | 28,253 | 28,631 | 28,631 | 31,870 | 34,298 |
| Materials/Services/Supplies | 45,979 | 39,877 | 39,877 | 41,063 | 42,272 |
| Services From Other Funds - Cost Allocation Plan | 15,275 | 15,581 | 15,581 | 14,539 | 14,830 |
| Interfund Services | 8,501 | 5,992 | 5,992 | 6,546 | 6,495 |
| Total Expenditures | 125,975 | 137,521 | 137,521 | 136,990 | 144,609 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 0 | 0 | 0 | 0 |
| Reserve for Maintenance | 156,961 | 171,161 | 171,161 | 185,361 | 199,561 |
| Unrestricted | 463,668 | 326,147 | 326,147 | 326,187 | 326,228 |
| Total Ending Fund Balance | 620,629 | 497,308 | 497,308 | 511,548 | 525,789 |
| Total Use of Funds | 746,604 | 634,829 | 634,829 | 648,538 | 670,398 |



SPECIAL REVENUE FUNDS | ENDOWMENT CARE FUND (077)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 1,894,640 | 2,149,392 | 2,149,392 | 2,281,392 | 2,381,392 |
| Total Beginning Fund Balance | 1,894,640 | 2,149,392 | 2,149,392 | 2,281,392 | 2,381,392 |
| Revenue | | | | | |
| Other Fees for Services | 254,752 | 90,000 | 132,000 | 100,000 | 100,000 |
| Interest | 29,663 | 28,000 | 28,000 | 30,000 | 30,000 |
| Total Revenue | 284,415 | 118,000 | 160,000 | 130,000 | 130,000 |
| Total Source of Funds | 2,179,055 | 2,267,392 | 2,309,392 | 2,411,392 | 2,511,392 |
| Transfers To | | | | | |
| Cemetery Fund | 29,663 | 28,000 | 28,000 | 30,000 | 30,000 |
| Total Transfers To | 29,663 | 28,000 | 28,000 | 30,000 | 30,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 2,149,392 | 2,239,392 | 2,281,392 | 2,381,392 | 2,481,392 |
| Total Ending Fund Balance | 2,149,392 | 2,239,392 | 2,281,392 | 2,381,392 | 2,481,392 |
| Total Use of Funds | 2,179,055 | 2,267,392 | 2,309,392 | 2,411,392 | 2,511,392 |



SPECIAL REVENUE FUNDS | ENGINEERING OPERATING GRANT TRUST FUND (144)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 174,221 | 140,611 | 140,611 | 0 | 0 |
| Unrestricted | (423,974) | (375,969) | (375,969) | 0 | 0 |
| Total Beginning Fund Balance | (249,753) | (235,358) | (235,358) | 0 | 0 |
| Revenue | | | | | |
| Other Agencies Revenue | 0 | 911,834 | 911,834 | 0 | 0 |
| Total Revenue | 0 | 911,834 | 911,834 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 55,753 | 227,611 | 227,611 | 0 | 0 |
| Total Transfers From | 55,753 | 227,611 | 227,611 | 0 | 0 |
| Total Source of Funds | (194,000) | 904,087 | 904,087 | 0 | 0 |
| Expenditures | | | | | |
| Local Early Action Planning | 7,748 | 491,403 | 491,403 | 0 | 0 |
| One Bay Area Grant 15-16 City Match | 5,820 | 0 | 0 | 0 | 0 |
| One Bay Area Grant 15-16 | 27,791 | 0 | 0 | 0 | 0 |
| Regional Early Action Planning | 0 | 102,684 | 102,684 | 0 | 0 |
| Tasman East Specific Plan | 0 | 310,000 | 310,000 | 0 | 0 |
| VRF Countywide ITS 15-16 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 41,359 | 904,087 | 904,087 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 140,611 | 0 | 0 | 0 | 0 |
| Unrestricted | (375,970) | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | (235,359) | 0 | 0 | 0 | 0 |
| Total Use of Funds | (194,000) | 904,087 | 904,087 | 0 | 0 |

SPECIAL REVENUE FUNDS | EXPENDABLE TRUST FUND (079)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 22,983 | 25,352 | 25,352 | 25,352 | 25,352 |
| Unrestricted | 1,236,029 | 994,646 | 994,646 | 0 | 0 |
| Total Beginning Fund Balance | 1,259,012 | 1,019,998 | 1,019,998 | 25,352 | 25,352 |
| Revenue | | | | | |
| <i>Grants</i> | | | | | |
| Community Development Department | 0 | 49,500 | 49,500 | 0 | 0 |
| Fire Department | 9,537 | 0 | 0 | 0 | 0 |
| Information Technology | 19,346 | 0 | 0 | 0 | 0 |
| Police Department | 38,875 | 0 | 0 | 0 | 0 |
| Public Works | 37,319 | 2,728 | 2,728 | 0 | 0 |
| Total Revenue | 105,077 | 52,228 | 52,228 | 0 | 0 |
| Total Source of Funds | 1,364,089 | 1,072,226 | 1,072,226 | 25,352 | 25,352 |
| Expenditures | | | | | |
| <i>City Attorney's Office</i> | | | | | |
| Environment Enforcement Fines - City | 0 | 32,189 | 32,189 | 0 | 0 |
| <i>City Manager's Office</i> | | | | | |
| ENA - SC Caltrain Station | 0 | 12,974 | 12,974 | 0 | 0 |
| <i>Community Development</i> | | | | | |
| Tasman East Contribution | 0 | 49,500 | 49,500 | 0 | 0 |
| <i>Fire</i> | | | | | |
| CUPA Administrative Enforcement Order | 0 | 459,274 | 459,274 | 0 | 0 |
| Environment Enforcement Fines - Fire | 15,913 | 59 | 59 | 0 | 0 |
| Fire Prevention | 0 | 1,708 | 1,708 | 0 | 0 |
| Fire - Haz Mat | 0 | 1,598 | 1,598 | 0 | 0 |
| Fire - Cert Grant | 0 | 5,223 | 5,223 | 0 | 0 |
| Fire - EMS Grant | 0 | 2,681 | 2,681 | 0 | 0 |
| OES HM Emergency Prep | 0 | 75,000 | 75,000 | 0 | 0 |
| Training HM Emergency Prep | 0 | 4,133 | 4,133 | 0 | 0 |
| Training Classes | 0 | 2,861 | 2,861 | 0 | 0 |
| <i>Human Resources</i> | | | | | |
| Deferred Comp. Revenue Sharing | 17,598 | 0 | 0 | 0 | 0 |
| <i>Information Technology</i> | | | | | |
| SVACA Billings - City Depts | 19,346 | 0 | 0 | 0 | 0 |



SPECIAL REVENUE FUNDS | EXPENDABLE TRUST FUND (079)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| <i>Library</i> | | | | | |
| CLSA - Transaction Based Reimbursement | 0 | 1,770 | 1,770 | 0 | 0 |
| Public Library Foundation | 0 | 17,718 | 17,718 | 0 | 0 |
| <i>Police</i> | | | | | |
| Bingo Enforcement Fees | 1,959 | 316,791 | 316,791 | 0 | 0 |
| Seized Asset Funds - Local | 0 | 41 | 41 | 0 | 0 |
| Seized Asset Funds - State | 72,255 | 0 | 0 | 0 | 0 |
| Seized Asset Funds - US Justice | 0 | 5,542 | 5,542 | 0 | 0 |
| Shooting Range Recycled Casings | 0 | 2,320 | 2,320 | 0 | 0 |
| <i>Public Works</i> | | | | | |
| Environment Enforcement Fines - Street | 0 | 12,875 | 12,875 | 0 | 0 |
| Seized Asset Funds - Local | 0 | 1,617 | 1,617 | 0 | 0 |
| SVACA Billings - City Depts | 34,520 | 0 | 0 | 0 | 0 |
| Total Expenditures | 161,591 | 1,005,874 | 1,005,874 | 0 | 0 |
| Transfers To | | | | | |
| Police Operating Grant Trust Fund | 182,500 | 41,000 | 41,000 | 0 | 0 |
| Total Transfers To | 182,500 | 41,000 | 41,000 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 25,352 | 25,352 | 25,352 | 25,352 | 25,352 |
| Unrestricted | 994,646 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 1,019,998 | 25,352 | 25,352 | 25,352 | 25,352 |
| Total Use of Funds | 1,364,089 | 1,072,226 | 1,072,226 | 25,352 | 25,352 |



SPECIAL REVENUE FUNDS | FIRE DEVELOPMENT SERVICES FUND (158)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 0 | 325,927 |
| Total Beginning Fund Balance | 0 | 0 | 0 | 0 | 325,927 |
| Revenue | | | | | |
| Other Fees for Services | 0 | 0 | 0 | 2,935,000 | 3,081,750 |
| Total Revenue | 0 | 0 | 0 | 2,935,000 | 3,081,750 |
| Transfers From | | | | | |
| General Fund - Development Fee Reserve | 0 | 0 | 0 | 500,000 | 0 |
| Total Transfers From | 0 | 0 | 0 | 500,000 | 0 |
| Total Source of Funds | 0 | 0 | 0 | 3,435,000 | 3,407,677 |
| Expenditures | | | | | |
| Salaries | 0 | 0 | 0 | 1,577,676 | 1,663,215 |
| Retirement and Benefits | 0 | 0 | 0 | 1,016,392 | 1,076,808 |
| Materials/Services/Supplies | 0 | 0 | 0 | 47,568 | 48,473 |
| Services from Other Funds - Cost | 0 | 0 | 0 | 230,941 | 235,560 |
| Interfund Services | 0 | 0 | 0 | 236,496 | 240,762 |
| Total Expenditures | 0 | 0 | 0 | 3,109,073 | 3,264,818 |
| Ending Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 325,927 | 142,859 |
| Total Ending Fund Balance | 0 | 0 | 0 | 325,927 | 142,859 |
| Total Use of Funds | 0 | 0 | 0 | 3,435,000 | 3,407,677 |

SPECIAL REVENUE FUNDS | FIRE OPERATING GRANT TRUST FUND (178)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 185,000 | 0 | 0 | 0 | 0 |
| Unrestricted | (281,018) | (64,582) | (64,582) | 0 | 0 |
| Total Beginning Fund Balance | (96,018) | (64,582) | (64,582) | 0 | 0 |
| Revenue | | | | | |
| Other Agencies Revenue | 298,798 | 1,105,972 | 542,488 | 3,380,904 | 3,743,514 |
| Total Revenue | 298,798 | 1,105,972 | 542,488 | 3,380,904 | 3,743,514 |
| Transfers From | | | | | |
| General Fund | 63 | 0 | 0 | 626,000 | 770,000 |
| Total Transfers From | 63 | 0 | 0 | 626,000 | 770,000 |
| Total Source of Funds | 202,843 | 1,041,390 | 477,906 | 4,006,904 | 4,513,514 |
| Expenditures | | | | | |
| Assistance to Firefighter FY18/19 City Match | 6,829 | 7,947 | 7,947 | 0 | 0 |
| Assistance to Firefighter FY 18/19 | (6,829) | 79,472 | 79,472 | 0 | 0 |
| Assistance to Firefighter FY19/20 City Match | 0 | 4,017 | 4,017 | 0 | 0 |
| Assistance to Firefighter FY 19/20 | 0 | 40,168 | 40,168 | 0 | 0 |
| Assistance to Firefighter Supplemental City Match | 3,072 | 202 | 202 | 0 | 0 |
| Assistance to Firefighter Supplemental | 32,745 | 0 | 0 | 0 | 0 |
| Bay Area Urban Security Initiative 2019 | 185,000 | 0 | 0 | 0 | 0 |
| California Environmental Protection Agency | 0 | 26,096 | 26,096 | 0 | 0 |
| Emergency Management Performance Grant 2020 | 22,415 | 0 | 0 | 0 | 0 |
| Emergency Medical Services County Patient Care System | 151 | 0 | 0 | 0 | 0 |
| Emergency Management Performance Grant 2022 | 0 | 38,811 | 38,811 | 0 | 0 |
| Emergency Preparedness Grant | 0 | 33,000 | 33,000 | 0 | 0 |

SPECIAL REVENUE FUNDS | FIRE OPERATING GRANT TRUST FUND (178)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| Staffing for Adequate Fire and Emergency Response | 0 | 563,484 | 0 | 4,006,904 | 4,513,514 |
| State Homeland Security Grant Program FY18/19 | 6,223 | 0 | 0 | 0 | 0 |
| State Homeland Security Grant Program FY20/21 | 1,807 | 248,193 | 248,193 | | |
| Urban Search and Rescue Team Training | 16,012 | 0 | 0 | 0 | 0 |
| Total Expenditures | 267,425 | 1,041,390 | 477,906 | 4,006,904 | 4,513,514 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 0 | 0 | 0 | 0 |
| Unrestricted | (64,582) | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | (64,582) | 0 | 0 | 0 | 0 |
| Total Use of Funds | 202,843 | 1,041,390 | 477,906 | 4,006,904 | 4,513,514 |



SPECIAL REVENUE FUNDS | GAS TAX FUND (121)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 1,821,342 | 1,197,202 | 1,197,202 | 2,339,767 | 1,189,767 |
| Total Beginning Fund Balance | 1,821,342 | 1,197,202 | 1,197,202 | 2,339,767 | 1,189,767 |
| Revenue | | | | | |
| State Revenues | 2,740,247 | 3,400,000 | 3,400,000 | 3,400,000 | 3,400,000 |
| Interest | 200,030 | 100,000 | 200,000 | 100,000 | 100,000 |
| Total Revenue | 2,940,277 | 3,500,000 | 3,600,000 | 3,500,000 | 3,500,000 |
| Transfers From | | | | | |
| Streets and Highways Capital Fund | 382,163 | 527,565 | 527,565 | 0 | 0 |
| Total Transfers From | 382,163 | 527,565 | 527,565 | 0 | 0 |
| Total Source of Funds | 5,143,782 | 5,224,767 | 5,324,767 | 5,839,767 | 4,689,767 |
| Transfers To | | | | | |
| Streets and Highways Capital Fund | 3,946,580 | 2,985,000 | 2,985,000 | 4,650,000 | 2,550,000 |
| Total Transfers To | 3,946,580 | 2,985,000 | 2,985,000 | 4,650,000 | 2,550,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 1,197,202 | 2,239,767 | 2,339,767 | 1,189,767 | 2,139,767 |
| Total Ending Fund Balance | 1,197,202 | 2,239,767 | 2,339,767 | 1,189,767 | 2,139,767 |
| Total Use of Funds | 5,143,782 | 5,224,767 | 5,324,767 | 5,839,767 | 4,689,767 |

SPECIAL REVENUE FUNDS | HOUSING AND URBAN DEVELOPMENT FUND (562)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 1,745,633 | 748,708 | 748,708 | 748,708 | 748,708 |
| Restricted Program Income | 0 | 519,419 | 519,419 | 0 | 0 |
| Unrestricted | (749,253) | (119,448) | (119,448) | 1,833,894 | 1,195,294 |
| Total Beginning Fund Balance | 996,380 | 1,148,679 | 1,148,679 | 2,582,602 | 1,944,002 |
| Revenue | | | | | |
| Other Agencies Revenue | 2,869,763 | 3,664,461 | 3,664,461 | 2,996,041 | 1,398,534 |
| Interest | 437 | 0 | 0 | 0 | 0 |
| Other Revenue | 537,657 | 260,000 | 260,000 | 110,000 | 120,000 |
| Total Revenue | 3,407,857 | 3,924,461 | 3,924,461 | 3,106,041 | 1,518,534 |
| Total Source of Funds | 4,404,237 | 5,073,140 | 5,073,140 | 5,688,643 | 3,462,536 |
| Expenditures | | | | | |
| CDBG - Public Services | 483,971 | 424,856 | 424,856 | 408,910 | 382,489 |
| COVID Emergency Rental Assistance | 919,966 | 0 | 200 | 0 | 0 |
| NCIP - CDBG | 319,169 | 563,710 | 292,377 | 725,362 | 610,336 |
| Rebuilding Together Silicon Valley | 58,024 | 150,000 | 100,927 | 100,000 | 100,000 |
| Rehab - Affordable Rental Housing | 0 | 916,394 | 261,153 | 721,778 | 0 |
| Rehab - Public Facilities | 0 | 0 | 0 | 163,950 | 0 |
| Removal of Barriers | 0 | 0 | 0 | 0 | 0 |
| HOME Admin Contracts | 106,224 | 56,576 | 141,000 | 53,758 | 42,570 |
| CHDO Project | 0 | 69,865 | 0 | 0 | 0 |
| Homeless Tenant Based Rental Assistance | 1,368,204 | 788,379 | 523,820 | 643,830 | 383,139 |
| HOME American Rescue Plan Program | 0 | 80,205 | 80,205 | 927,053 | 596,847 |
| Multi-Family Rental Rehabilitation | 0 | 642,000 | 642,000 | 0 | 0 |
| Total Expenditures | 3,255,558 | 3,691,985 | 2,466,538 | 3,744,641 | 2,115,381 |
| Transfers To | | | | | |
| Parks and Recreation Operating Grant Trust Fund | 0 | 24,000 | 24,000 | 0 | 0 |
| Total Transfers To | 0 | 24,000 | 24,000 | 0 | 0 |



SPECIAL REVENUE FUNDS | HOUSING AND URBAN DEVELOPMENT FUND (562)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|----------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 748,708 | 748,708 | 748,708 | 748,708 | 748,708 |
| Restricted Program Income | 519,419 | 0 | 0 | 0 | 0 |
| Unrestricted | (119,448) | 608,447 | 1,833,894 | 1,195,294 | 598,447 |
| Total Ending Fund Balance | 1,148,679 | 1,357,155 | 2,582,602 | 1,944,002 | 1,347,155 |
| Total Use of Funds | 4,404,237 | 5,073,140 | 5,073,140 | 5,688,643 | 3,462,536 |

SPECIAL REVENUE FUNDS | HOUSING AUTHORITY FUND (164)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 120,000 | 97,963 | 97,963 | 97,963 | 97,963 |
| Unrestricted | 3,768,627 | 4,150,197 | 4,150,197 | 3,941,152 | 3,736,454 |
| Total Beginning Fund Balance | 3,888,627 | 4,248,160 | 4,248,160 | 4,039,115 | 3,834,417 |
| Revenue | | | | | |
| Interest | 59,767 | 59,767 | 59,767 | 11,475 | 11,000 |
| Other Revenue | 470,505 | 192,728 | 192,728 | 241,020 | 241,496 |
| Total Revenue | 530,272 | 252,495 | 252,495 | 252,495 | 252,496 |
| Total Source of Funds | 4,418,899 | 4,500,655 | 4,500,655 | 4,291,610 | 4,086,913 |
| Expenditures | | | | | |
| Salaries | 61,295 | 95,048 | 95,048 | 91,802 | 96,878 |
| Retirement and Benefits | 29,615 | 54,715 | 54,715 | 52,699 | 55,198 |
| Materials/Services/Supplies | 35,675 | 59,100 | 59,100 | 59,100 | 59,100 |
| Interfund Services | 173 | 0 | 0 | 915 | 905 |
| Capital Outlay | 43,981 | 252,677 | 252,677 | 252,677 | 202,500 |
| Total Expenditures | 170,739 | 461,540 | 461,540 | 457,193 | 414,581 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 97,963 | 97,963 | 97,963 | 97,963 | 97,963 |
| Unrestricted | 4,150,197 | 3,941,152 | 3,941,152 | 3,736,454 | 3,574,369 |
| Total Ending Fund Balance | 4,248,160 | 4,039,115 | 4,039,115 | 3,834,417 | 3,672,332 |
| Total Use of Funds | 4,418,899 | 4,500,655 | 4,500,655 | 4,291,610 | 4,086,913 |

SPECIAL REVENUE FUNDS | HOUSING SUCCESSOR AGENCY FUND (169)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 344,361 | 131,579 | 131,579 | 131,579 | 131,579 |
| Unrestricted | 13,895,617 | 8,197,182 | 8,197,182 | 3,585,939 | 4,019,038 |
| Total Beginning Fund Balance | 14,239,978 | 8,328,761 | 8,328,761 | 3,717,518 | 4,150,617 |
| Revenue | | | | | |
| Other Fees for Services | 1,845 | 0 | 0 | 0 | 0 |
| Interest | 186,771 | 154,771 | 154,771 | 186,771 | 186,771 |
| Rents | 0 | 32,000 | 32,000 | 0 | 0 |
| Other Revenue | 6,334,282 | 1,119,555 | 1,119,555 | 1,119,555 | 1,119,555 |
| Total Revenue | 6,522,898 | 1,306,326 | 1,306,326 | 1,306,326 | 1,306,326 |
| Total Source of Funds | 20,762,876 | 9,635,087 | 9,635,087 | 5,023,844 | 5,456,943 |
| Expenditures | | | | | |
| Salaries | 160,452 | 239,815 | 239,815 | 199,770 | 209,813 |
| Retirement and Benefits | 80,632 | 124,850 | 124,850 | 101,583 | 106,209 |
| Materials/Services/Supplies | 470,370 | 530,200 | 530,200 | 530,200 | 541,000 |
| Services From Other Funds - Cost Allocation Plan | 22,259 | 22,704 | 22,704 | 39,491 | 40,281 |
| Interfund Services | 402 | 0 | 0 | 2,183 | 2,160 |
| Capital Outlay | 11,700,000 | 5,000,000 | 5,000,000 | 0 | 0 |
| Total Expenditures | 12,434,115 | 5,917,569 | 5,917,569 | 873,227 | 899,463 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 131,579 | 131,579 | 131,579 | 131,579 | 131,579 |
| Unrestricted | 8,197,182 | 3,585,939 | 3,585,939 | 4,019,038 | 4,425,901 |
| Total Ending Fund Balance | 8,328,761 | 3,717,518 | 3,717,518 | 4,150,617 | 4,557,480 |
| Total Use of Funds | 20,762,876 | 9,635,087 | 9,635,087 | 5,023,844 | 5,456,943 |

SPECIAL REVENUE FUNDS | LIBRARY DONATIONS TRUST FUND (072)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 179,733 | 179,756 | 179,756 | 0 | 0 |
| Total Beginning Fund Balance | 179,733 | 179,756 | 179,756 | 0 | 0 |
| Revenue | | | | | |
| Other Revenue | 23 | 0 | 0 | 0 | 0 |
| Total Revenue | 23 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 179,756 | 179,756 | 179,756 | 0 | 0 |
| Expenditures | | | | | |
| City Library Foundation Trust | 0 | 139,444 | 139,444 | 0 | 0 |
| In Memory J.Jaffer | 0 | 1,440 | 1,440 | 0 | 0 |
| In Memory Of M.Dry | 0 | 4,000 | 4,000 | 0 | 0 |
| Library Books | 0 | 1,300 | 1,300 | 0 | 0 |
| Library Tote Bags | 0 | 1,023 | 1,023 | 0 | 0 |
| Literacy Program | 0 | 9,050 | 9,050 | 0 | 0 |
| SCSQ Irvine Contribution | 0 | 22,755 | 22,755 | 0 | 0 |
| Summer Reading | 0 | 744 | 744 | 0 | 0 |
| Total Expenditures | 0 | 179,756 | 179,756 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 179,756 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 179,756 | 0 | 0 | 0 | 0 |
| Total Use of Funds | 179,756 | 179,756 | 179,756 | 0 | 0 |

SPECIAL REVENUE FUNDS | LIBRARY OPERATING GRANT TRUST FUND (112)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 28,529 | 39,276 | 39,276 | 0 | 0 |
| Total Beginning Fund Balance | 28,529 | 39,276 | 39,276 | 0 | 0 |
| Revenue | | | | | |
| Other Agencies Revenue | 112,392 | 147,266 | 147,266 | 0 | 0 |
| Total Revenue | 112,392 | 147,266 | 147,266 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 156 | 0 | 0 | 0 | 0 |
| Total Transfers From | 156 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 141,077 | 186,542 | 186,542 | 0 | 0 |
| Expenditures | | | | | |
| Adult Literacy Program 19-20 | 148 | 0 | 0 | 0 | 0 |
| Adult Literacy Program 20-21 | 28,156 | 0 | 0 | 0 | 0 |
| Adult Literacy Program 21-22 | 51,757 | 39,268 | 39,268 | 0 | 0 |
| Adult Literacy Program 22-23 | 0 | 147,266 | 147,266 | 0 | 0 |
| Dia De Los Ninos | 382 | 0 | 0 | 0 | 0 |
| PLP Innovation and Technology 20-21 | 12,135 | 0 | 0 | 0 | 0 |
| PLP Innovation and Technology 21-22 | 9,223 | 8 | 8 | 0 | 0 |
| Total Expenditures | 101,801 | 186,542 | 186,542 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 39,276 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 39,276 | 0 | 0 | 0 | 0 |
| Total Use of Funds | 141,077 | 186,542 | 186,542 | 0 | 0 |

SPECIAL REVENUE FUNDS | OTHER CITY DEPARTMENTS OPERATING GRANT TRUST FUND (101)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 153,386 | 29,876 | 29,876 | 29,876 | 29,876 |
| Unrestricted | 138,343 | 128,920 | 128,920 | 0 | 0 |
| Total Beginning Fund Balance | 291,729 | 158,796 | 158,796 | 29,876 | 29,876 |
| Revenue | | | | | |
| City Manager's Office | 949 | 0 | 0 | 0 | 0 |
| Total Revenue | 949 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 534,275 | 0 | 0 | 0 | 0 |
| Total Transfers From | 534,275 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 826,953 | 158,796 | 158,796 | 29,876 | 29,876 |
| Expenditures | | | | | |
| <i>City Attorney's Office</i> | | | | | |
| COVID-19 | 6,783 | 0 | 0 | 0 | 0 |
| Healthy Cities Program - Tobacco Free Communities | 202 | 0 | 0 | 0 | 0 |
| <i>City Clerk's Office</i> | | | | | |
| COVID-19 | 40 | 0 | 0 | 0 | 0 |
| <i>City Manager's Office</i> | | | | | |
| COVID-19 | 39,246 | 0 | 0 | 0 | 0 |
| Healthy Cities Program - Tobacco Free Communities | 226 | 2,724 | 2,724 | 0 | 0 |
| <i>Community Development Department</i> | | | | | |
| COVID-19 | 793 | 0 | 0 | 0 | 0 |
| <i>Electric Utility</i> | | | | | |
| COVID-19 | 6,978 | 0 | 0 | 0 | 0 |
| <i>Finance Department</i> | | | | | |
| COVID-19 | 26,907 | 0 | 0 | 0 | 0 |
| <i>Fire Department</i> | | | | | |
| COVID-19 | 322,092 | 0 | 0 | 0 | 0 |

SPECIAL REVENUE FUNDS | OTHER CITY DEPARTMENTS OPERATING GRANT TRUST FUND (101)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|---|-------------------|--------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| <i>Human Resources Department</i> | | | | | |
| COVID-19 | 8,054 | 0 | 0 | 0 | 0 |
| <i>Information Technology Department</i> | | | | | |
| COVID-19 | 511 | 0 | 0 | 0 | 0 |
| <i>Library Department</i> | | | | | |
| COVID-19 | 2,682 | 0 | 0 | 0 | 0 |
| <i>Non-Departmental</i> | | | | | |
| COVID-19 | 142,108 | 25,000 | 25,000 | 0 | 0 |
| <i>Parks & Recreation Department</i> | | | | | |
| COVID-19 | 10,265 | 0 | 0 | 0 | 0 |
| <i>Police Department</i> | | | | | |
| COVID-19 | 79,441 | 0 | 0 | 0 | 0 |
| <i>Public Works Department</i> | | | | | |
| COVID-19 | 86 | 0 | 0 | 0 | 0 |
| <i>Water and Sewer Utilities Department</i> | | | | | |
| COVID-19 | 11,743 | 0 | 0 | 0 | 0 |
| Total Expenditures | 658,157 | 27,724 | 27,724 | 0 | 0 |
| Transfers To | | | | | |
| General Fund | 10,000 | 101,196 | 101,196 | 0 | 0 |
| Total Transfers To | 10,000 | 101,196 | 101,196 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 29,876 | 29,876 | 29,876 | 29,876 | 29,876 |
| Unrestricted | 128,920 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 158,796 | 29,876 | 29,876 | 29,876 | 29,876 |
| Total Use of Funds | 826,953 | 158,796 | 158,796 | 29,876 | 29,876 |

SPECIAL REVENUE FUNDS | PARKS AND RECREATION OPERATING GRANT TRUST FUND (111)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 33,560 | 0 | 0 | 0 | 0 |
| Unrestricted | 97,998 | 123,091 | 123,091 | 123,091 | 123,091 |
| Total Beginning Fund Balance | 131,558 | 123,091 | 123,091 | 123,091 | 123,091 |
| Revenue | | | | | |
| Other Agencies Revenue | 176,674 | 124,918 | 124,918 | 124,918 | 124,918 |
| Total Revenue | 176,674 | 124,918 | 124,918 | 124,918 | 124,918 |
| Transfers From | | | | | |
| General Fund | 3,445 | 3,445 | 3,445 | 27,445 | 27,445 |
| Housing and Urban Development Fund | 24,000 | 24,000 | 24,000 | 0 | 0 |
| Total Transfers From | 27,445 | 27,445 | 27,445 | 27,445 | 27,445 |
| Total Source of Funds | 335,677 | 275,454 | 275,454 | 275,454 | 275,454 |
| Expenditures | | | | | |
| Salaries | 40,320 | 43,237 | 43,237 | 43,237 | 43,237 |
| Materials/Services/Supplies | 172,266 | 109,126 | 109,126 | 109,126 | 109,126 |
| Total Expenditures | 212,586 | 152,363 | 152,363 | 152,363 | 152,363 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 0 | 0 | 0 | 0 |
| Unrestricted | 123,091 | 123,091 | 123,091 | 123,091 | 123,091 |
| Total Ending Fund Balance | 123,091 | 123,091 | 123,091 | 123,091 | 123,091 |
| Total Use of Funds | 335,677 | 275,454 | 275,454 | 275,454 | 275,454 |



SPECIAL REVENUE FUNDS | PERPETUAL CARE FUND (076)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 38,244 | 38,244 | 38,244 | 38,244 | 38,244 |
| Total Beginning Fund Balance | 38,244 | 38,244 | 38,244 | 38,244 | 38,244 |
| Revenue | | | | | |
| Interest | 558 | 500 | 500 | 500 | 500 |
| Total Revenue | 558 | 500 | 500 | 500 | 500 |
| Total Source of Funds | 38,802 | 38,744 | 38,744 | 38,744 | 38,744 |
| Transfers To | | | | | |
| Cemetery Fund | 558 | 500 | 500 | 500 | 500 |
| Total Transfers To | 558 | 500 | 500 | 500 | 500 |
| Ending Fund Balance | | | | | |
| Unrestricted | 38,244 | 38,244 | 38,244 | 38,244 | 38,244 |
| Total Ending Fund Balance | 38,244 | 38,244 | 38,244 | 38,244 | 38,244 |
| Total Use of Funds | 38,802 | 38,744 | 38,744 | 38,744 | 38,744 |

SPECIAL REVENUE FUNDS | POLICE OPERATING GRANT TRUST FUND (177)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 36,532 | 51,110 | 51,110 | 51,110 | 51,110 |
| Unrestricted | 1,433,908 | 1,598,009 | 1,598,009 | 0 | 0 |
| Total Beginning Fund Balance | 1,470,440 | 1,649,119 | 1,649,119 | 51,110 | 51,110 |
| Revenue | | | | | |
| Other Agencies Revenue | 352,764 | 505,987 | 505,987 | 0 | 0 |
| Other Fees for Services | 65,997 | 0 | 0 | 0 | 0 |
| Total Revenue | 418,761 | 505,987 | 505,987 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 22,768 | 38,424 | 38,424 | 0 | 0 |
| Expendable Trust Fund | 182,500 | 41,000 | 41,000 | 0 | 0 |
| Total Transfers From | 205,268 | 79,424 | 79,424 | 0 | 0 |
| Total Source of Funds | 2,094,469 | 2,234,530 | 2,234,530 | 51,110 | 51,110 |
| Expenditures | | | | | |
| Abandoned Vehicle Abatement Program | 0 | 174,169 | 174,169 | 0 | 0 |
| Board of State and Community Correction | 0 | 38,544 | 38,544 | 0 | 0 |
| Board of State and Community Correction 2020 | 64,561 | 276,676 | 276,676 | 0 | 0 |
| Board of State and Community Correction 2023 | 0 | 98,292 | 98,292 | 0 | 0 |
| Cannabis Tax Fund Grant FY 2022 | 47,702 | 0 | 0 | 0 | 0 |
| Citizens' Option for Public Safety 17-18 | 306 | 0 | 0 | 0 | 0 |
| Citizens' Option for Public Safety 18-19 | 34,340 | 168,518 | 168,518 | 0 | 0 |
| Citizens' Option for Public Safety 19-20 | 25,000 | 215,080 | 215,080 | 0 | 0 |
| Citizens' Option for Public Safety 20-21 | 106,457 | 212,710 | 212,710 | 0 | 0 |
| Citizens' Option for Public Safety 21-22 | 23,561 | 276,799 | 276,799 | 0 | 0 |
| Citizens' Option for Public Safety 22-23 | 0 | 200,980 | 200,980 | | |
| Department of Justice COVID | 9,967 | 0 | 0 | 0 | 0 |
| Edward Byrne Memorial JAG FY17 | 289 | 0 | 0 | 0 | 0 |
| Edward Byrne Memorial JAG FY19 | 12,390 | 0 | 0 | 0 | 0 |
| Edward Byrne Memorial JAG FY20 | 12,469 | 0 | 0 | 0 | 0 |
| Edward Byrne Memorial JAG FY21 | 15,931 | 0 | 0 | 0 | 0 |



SPECIAL REVENUE FUNDS | POLICE OPERATING GRANT TRUST FUND (177)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| National Incident-Based Reporting System | (6,911) | 3,923 | 3,923 | 0 | 0 |
| Office of Traffic Safety 2022 | 37,561 | 37,439 | 37,439 | 0 | 0 |
| Seized Asset Funds | 61,727 | 262,890 | 262,890 | 0 | 0 |
| West Valley College Training Program | 0 | 217,400 | 217,400 | 0 | 0 |
| Total Expenditures | 445,350 | 2,183,420 | 2,183,420 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 51,110 | 51,110 | 51,110 | 51,110 | 51,110 |
| Unrestricted | 1,598,009 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 1,649,119 | 51,110 | 51,110 | 51,110 | 51,110 |
| Total Use of Funds | 2,094,469 | 2,234,530 | 2,234,530 | 51,110 | 51,110 |



SPECIAL REVENUE FUNDS | PREFUNDED PLAN REVIEW FUND (157)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 32,614 | 32,614 | 32,614 | 32,614 |
| Unrestricted | 694,338 | 437,474 | 437,474 | 0 | 0 |
| Total Beginning Fund Balance | 694,338 | 470,088 | 470,088 | 32,614 | 32,614 |
| Revenue | | | | | |
| Other Revenue | 332,500 | 0 | 0 | 0 | 0 |
| Total Revenue | 332,500 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| General Fund - Advanced Planning Reserve | 0 | 60,000 | 60,000 | 0 | 0 |
| Total Transfers From | 0 | 60,000 | 60,000 | 0 | 0 |
| Total Source of Funds | 1,026,838 | 530,088 | 530,088 | 32,614 | 32,614 |
| Expenditures | | | | | |
| Materials/Services/Supplies | 543,649 | 497,474 | 497,474 | 0 | 0 |
| Total Expenditures | 543,649 | 497,474 | 497,474 | 0 | 0 |
| Transfers To | | | | | |
| General Fund | 13,101 | 0 | 0 | 0 | 0 |
| Total Transfers To | 13,101 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 32,614 | 32,614 | 32,614 | 32,614 | 32,614 |
| Unrestricted | 437,474 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 470,088 | 32,614 | 32,614 | 32,614 | 32,614 |
| Total Use of Funds | 1,026,838 | 530,088 | 530,088 | 32,614 | 32,614 |

SPECIAL REVENUE FUNDS | PUBLIC DONATIONS FUND (067)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 462,028 | 610,912 | 610,912 | 0 | 0 |
| Total Beginning Fund Balance | 462,028 | 610,912 | 610,912 | 0 | 0 |
| Revenue | | | | | |
| <i>Donations</i> | | | | | |
| City Manager's Office | 341 | 0 | 0 | 0 | 0 |
| Parks and Recreation | 32,258 | 5,000 | 5,000 | 0 | 0 |
| Police | 152,500 | 0 | 0 | 0 | 0 |
| Total Revenue | 185,099 | 5,000 | 5,000 | 0 | 0 |
| Total Source of Funds | 647,127 | 615,912 | 615,912 | 0 | 0 |
| Expenditures | | | | | |
| <i>City Manager's Office</i> | | | | | |
| Bank of Santa Clara Car Seat Program | 0 | 500 | 500 | 0 | 0 |
| Donations - Art in Public Places | 0 | 226 | 226 | 0 | 0 |
| Donations - Championship Teams | 0 | 1,344 | 1,344 | 0 | 0 |
| Donations - Help Your Neighbor | 33,339 | 29,067 | 29,067 | 0 | 0 |
| Donations - Mission City Community | 0 | 67 | 67 | 0 | 0 |
| Donations - Undesignated | 0 | 275 | 275 | 0 | 0 |
| S.C. Art in Public Places | 0 | 37,720 | 37,720 | 0 | 0 |
| <i>Community Development</i> | | | | | |
| Donations - Berryessa Adobe | 0 | 1,150 | 1,150 | 0 | 0 |
| Donations - Historical Preservation | 0 | 4,491 | 4,491 | 0 | 0 |
| <i>Fire</i> | | | | | |
| Donations - Fire Safety | 0 | 1,961 | 1,961 | 0 | 0 |
| Donations - Public Education | 0 | 1,384 | 1,384 | 0 | 0 |
| <i>Parks and Recreation</i> | | | | | |
| Arts, Crafts and Wine Festival | 0 | 179,852 | 179,852 | 0 | 0 |
| Case Management Grant | 0 | 59,726 | 59,726 | 0 | 0 |
| Roberta Jones JR Theatre | 0 | 1,745 | 1,745 | 0 | 0 |
| Teens - Youth Commission | 0 | 3,819 | 3,819 | 0 | 0 |
| Wade Brummal Scholarship Fund | 2,420 | 130,624 | 130,624 | 0 | 0 |
| <i>Police</i> | | | | | |
| Donation - COVID | 456 | 4,544 | 4,544 | 0 | 0 |
| Police - Bicycle Safety Program | 0 | 1,377 | 1,377 | 0 | 0 |



SPECIAL REVENUE FUNDS | PUBLIC DONATIONS FUND (067)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Expenditures | | | | | |
| <i>Police</i> | | | | | |
| Police - Team 200 | 0 | 150,000 | 150,000 | 0 | 0 |
| Police - Training Simunition Program | 0 | 2,500 | 2,500 | 0 | 0 |
| Police - Voucher Program | 0 | 3,540 | 3,540 | 0 | 0 |
| Total Expenditures | 36,215 | 615,912 | 615,912 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 0 | 0 | 0 | 0 | 0 |
| Unrestricted | 610,912 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 610,912 | 0 | 0 | 0 | 0 |
| Total Use of Funds | 647,127 | 615,912 | 615,912 | 0 | 0 |



SPECIAL REVENUE FUNDS | PUBLIC, EDUCATIONAL, AND GOVERNMENTAL FEE FUND (221)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 15,534 | 42,309 | 42,309 | 42,309 | 42,309 |
| Unrestricted | 2,411,173 | 2,530,675 | 2,530,675 | 2,680,675 | 2,680,675 |
| Total Beginning Fund Balance | 2,426,707 | 2,572,984 | 2,572,984 | 2,722,984 | 2,722,984 |
| Revenue | | | | | |
| Other Revenue | 232,867 | 200,000 | 200,000 | 200,000 | 200,000 |
| Total Revenue | 232,867 | 200,000 | 200,000 | 200,000 | 200,000 |
| Total Source of Funds | 2,659,574 | 2,772,984 | 2,772,984 | 2,922,984 | 2,922,984 |
| Expenditures | | | | | |
| Capital Outlay | 86,590 | 974,239 | 50,000 | 200,000 | 200,000 |
| Total Expenditures | 86,590 | 974,239 | 50,000 | 200,000 | 200,000 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 42,309 | 42,309 | 42,309 | 42,309 | 42,309 |
| Unrestricted | 2,530,675 | 1,756,436 | 2,680,675 | 2,680,675 | 2,680,675 |
| Total Ending Fund Balance | 2,572,984 | 1,798,745 | 2,722,984 | 2,722,984 | 2,722,984 |
| Total Use of Funds | 2,659,574 | 2,772,984 | 2,772,984 | 2,922,984 | 2,922,984 |



SPECIAL REVENUE FUNDS | ROAD MAINTENANCE AND REHABILITATION (SB1) FUND (122)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 356,270 | 921,779 | 921,779 | 971,779 | 1,021,779 |
| Total Beginning Fund Balance | 356,270 | 921,779 | 921,779 | 971,779 | 1,021,779 |
| Revenue | | | | | |
| State Revenues | 2,612,032 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Interest | 53,477 | 0 | 50,000 | 50,000 | 50,000 |
| Total Revenue | 2,665,509 | 2,500,000 | 2,550,000 | 2,550,000 | 2,550,000 |
| Total Source of Funds | 3,021,779 | 3,421,779 | 3,471,779 | 3,521,779 | 3,571,779 |
| Transfers To | | | | | |
| Streets and Highways Capital Fund | 2,100,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Total Transfers To | 2,100,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 921,779 | 921,779 | 971,779 | 1,021,779 | 1,071,779 |
| Total Ending Fund Balance | 921,779 | 921,779 | 971,779 | 1,021,779 | 1,071,779 |
| Total Use of Funds | 3,021,779 | 3,421,779 | 3,471,779 | 3,521,779 | 3,571,779 |

SPECIAL REVENUE FUNDS | TRAFFIC MITIGATION FUND (123)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 4,527,702 | 3,349,091 | 3,349,091 | 2,512,561 | 2,962,561 |
| Total Beginning Fund Balance | 4,527,702 | 3,349,091 | 3,349,091 | 2,512,561 | 2,962,561 |
| Revenue | | | | | |
| Other Fees for Services | 978,860 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Interest | 169,127 | 150,000 | 150,000 | 150,000 | 150,000 |
| Total Revenue | 1,147,987 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 |
| Transfers From | | | | | |
| Streets and Highways Capital Fund | 266,780 | 0 | 0 | 0 | 0 |
| Total Transfers From | 266,780 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 5,942,469 | 4,499,091 | 4,499,091 | 3,662,561 | 4,112,561 |
| Transfers To | | | | | |
| Streets and Highways Capital Fund | 2,593,378 | 1,986,530 | 1,986,530 | 700,000 | 1,600,000 |
| Total Transfers To | 2,593,378 | 1,986,530 | 1,986,530 | 700,000 | 1,600,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 3,349,091 | 2,512,561 | 2,512,561 | 2,962,561 | 2,512,561 |
| Total Ending Fund Balance | 3,349,091 | 2,512,561 | 2,512,561 | 2,962,561 | 2,512,561 |
| Total Use of Funds | 5,942,469 | 4,499,091 | 4,499,091 | 3,662,561 | 4,112,561 |

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Enterprise Funds

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ENTERPRISE FUNDS

Enterprise funds are used to finance and account for operations and activities performed by designated departments in the City or through third party agreements. The operating revenues and expenses result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. Principal operating revenues of the City's enterprise funds are charges to customers for services. Operating expenses for the City's enterprise funds include the costs of sales and services, administrative expenses and maintenance of capital assets.

Cemetery Fund (093)

This fund is managed by the Parks and Recreation Department and provides planning, development, operation, and maintenance of the City's two cemetery properties with one located on North Winchester Boulevard and one on Hope Drive. This fund is supported by charges for these services and transfers from the General Fund.

Convention Center Enterprise Fund (860)

This fund was established in 1984 to account for the operations of the City's Convention Center through third-party agreements. In February 2019, the City entered into an agreement with Global Spectrum, LP, dba Spectra Venue Management (Spectra). Spectra was subsequently acquired by Oak View Group (OVG360) and now manages the Convention Center. As part of the agreement, OVG360 provided the City with an operating budget for FY 2023/24 and FY 2024/25. These submittals have been incorporated into the source and use documents.

Electric Operating Grant Trust Fund (191)

The City's Electric Utility Department, known as Silicon Valley Power (SVP), initially established the Electric Operating Grant Trust Fund for the Public Benefits Program. For the Public Benefits Program, SVP is required to collect and spend 2.85% of its electric sales revenues (customer service charges from Electric Utility Fund) in accordance with assembly bill AB 1890 on cost-effective energy efficiency, new renewable power generation, low-income energy programs, and new electric technologies research and development.

In FY 2019/20, two programs were added to this fund - the Low Carbon Fuel and Greenhouse Gas (GHG) programs. These programs also use restricted revenue and have annual reporting requirements. The Low Carbon Fuel program is aimed at participating and complying with the California Air Resources Board (CARB) Low Carbon Fuel Standard (LCFS) Program to develop, educate and foster the adoption of electrification as transportation fuel. Program expenses are allocated and required to be spent within three primary groups: Clean Fuel Rewards Program, Equity Projects, and Customer Programs. The Greenhouse Gas Program's purpose is to comply with Cap-and-Trade Regulation requirements to spend proceeds from allocated allowances consistent with the goals of AB 32 and to provide benefit to retail ratepayers in the form of GHG reduction.

Electric Utility Fund (091)

The Electric Utility Fund is managed by SVP and is the primary operating fund for electric utility service provided to City customers. SVP provides these services on a user charge basis to residences, businesses, and industrial customers, including large data centers.

The primary revenue source in the Electric Utility Fund is electric rates which are approved by the City Council. SVP typically submits a recommendation for rate increases annually. The rate increase recommendation is based on SVP's ten-year forecast which includes SVP's revenue and expenditure projections to cover operating costs, reserve requirements, debt service, capital improvement projects, and other legal obligations. Electric rate increases have been relatively stable historically, so customers, both large and small, have been able to budget their electric usage to support their long-term operations. At the same time, for low-income customers who have difficulty absorbing the rate increases, SVP continues to offer financial assistance and also offers energy conservation programs and rebates to help all customers reduce their electricity usage. For purposes of the FY 2023/24 budget, SVP assumed a rate increase of 5% on July 1, 2023 and an additional rate increase of 7% on January 2024. For FY 2024/25, a 7% rate increase on January 2025 is estimated and will be reevaluated during FY 2023/24. Any proposed rate increase will be brought to City Council and, based on information available at that time, will include consideration of the expense drivers further described below.

SVP has over 59,000 customer accounts in the City: 85% residential, 11% commercial, 3% industrial, and <1% other. The proportion of revenue contribution is reversed: 92% of revenues are generated by industrial customers, 6% from residential customers, 2% from commercial customers, and < 1% from others. Industrial customers include many publicly listed technology companies headquartered in the City and data centers hosting servers for these companies. Load growth and forecasted energy sales are based on a combination of historical data and forward-looking opportunities, especially from large key industrial customers. Additional revenues are generated through wholesale energy sales, capacity sales, Congestion Revenue Rights (CRR), Renewable Energy Credits (RECs), and ancillary services. Given the high concentration of revenue generated from industrial customers, SVP's revenue growth prospect is highly correlated to Silicon Valley's economic growth.

SVP's primary expense drivers are electric supply and distribution costs. For FY 2023/24, 25% of power supply, after netting SVP's generation resources against SVP's load, is expected to be purchased from the California Independent System Operator (CAISO) market. Market purchase prices have a very high positive correlation with natural gas prices and are subject to the same volatility. If natural gas prices spike, higher than forecasted prices to procure power from the market would be expected. The transmission access rates that applies to electric energy that SVP receives via the PG&E transmission system are expected to increase year over year. PG&E needs to collect the transmission fees to fund the growing cost of maintenance and infrastructure improvements to the transmission grid. In addition, a significant part of SVP's electric distribution cost is the capital improvement needed for the aged system. These capital costs are also expected to increase due to higher commodities costs caused by supply chain issues across the world.

Per the budget policy, this fund includes reserves for Rate Stabilization, Operations and Maintenance, Infrastructure, Special Projects (as needed), and Pension Stabilization.

Sewer Utility Fund (094)

This fund is managed by the Water and Sewer Utilities Department and accounts for the maintenance of the City's sewer lines and related facilities. The Department provides these services on a user charge basis to residences and businesses.

Each operating budget cycle, the Department develops a ten-year forecast based on their revenue and expenditure projections. Revenue in the Sewer Utility Fund are dictated by the utility rates approved by the City Council and the actual water usage by residences and businesses. An annual rate study is conducted by a third-party consultant selected by the Water and Sewer Utilities Department; this information is then used to determine both revenue and expenditure projections in the forecast. Revenue projections are based on a trend analysis and take into consideration historical data and anticipated activity and reflect proposed rate increases. The Department will be bringing forward the proposed rates for City Council approval on June 6, 2023. If approved, the rates will be effective beginning July 1, 2023. Anticipated expenditures also play a role in the development of the revenue projections. Expenditure projections are based on historical data and the capital project needs approved in the City's Capital Improvement Program budget. Additionally, the City co-owns the Regional Wastewater Facility with the City of San José. Estimates are provided by the City of San José for Santa Clara's share of the facility rebuild, and these estimates are also used in determining the expenditure projections in the Sewer Utility Fund.

Per the budget policy, this fund includes reserves for Rate Stabilization, Operations and Maintenance, Infrastructure, and Pension Stabilization. It also includes a Replacement and Improvement Reserve.

Solid Waste Fund (096)

This fund is managed by the Public Works Department and accounts for the administration of the City's garbage and rubbish collection service, including street sweeping, household hazardous waste, and Clean-Up Campaign services. The revenue projections are based on anticipated increases in garbage rates due to increases in agreements for exclusive franchise garbage and yard waste collection and solid waste processing services. The department brings rate increases forward to Council and, once approved, rates will be effective beginning July 1, 2023.

Per the budget policy, this fund includes reserves for Rate Stabilization, Operations and Maintenance, and Pension Stabilization.

Water Recycling Fund (097)

This fund is managed by the Water and Sewer Utilities Department and accounts for the ongoing maintenance and operations of the City of Santa Clara's wastewater reclamation system. The Department provides these services on a user charge basis from the sale of non-potable water for irrigation and landscaping.

Each operating budget cycle, the Department develops a ten-year forecast with their revenue and expenditure projections. Revenue in the Water Recycling Program Fund are dictated by the utility rates approved by the City Council and the actual water usage by residences and businesses. An annual rate study is conducted by a third-party consultant selected by the Water and Sewer Utilities Department; this information is then used to determine both revenue and expenditure projections in the forecast. Revenue projections are based on a trend analysis and take into consideration historical data and anticipated activity and reflect proposed rate increases. The Department will be bringing forward the proposed rates for City Council approval on June 6, 2023. If approved, the rates will be effective beginning July 1, 2023. Anticipated expenditures also play a role in the development of the revenue projections. Expenditure projections are based on historical data and capital projects needs approved in the City's Capital Improvement Program budget.

Per the budget policy, this fund includes reserves for Rate Stabilization, Operations and Maintenance, Infrastructure, and Pension Stabilization.

Water Utility Fund (092)

This fund is managed by the Water and Sewer Utilities Department and accounts for the operation of the City's water utility services. The Department provides these services on a user charge basis to residences and businesses.

Each operating budget cycle, the Department develops a ten-year forecast with their revenue and expenditure projections. Revenue in the Water Utility Fund are dictated by the utility rates approved by the City Council and the actual water usage by residences and businesses. An annual rate study is conducted by a third-party consultant selected by the Water and Sewer Utilities Department; this information is then used to determine both revenue and expenditure projections in the forecast. Revenue projections are based on a trend analysis and take into consideration historical data and anticipated activity and reflect proposed rate increases. The Department will be bringing forward the proposed rates for City Council approval on June 6, 2023. If approved, the rates will be effective beginning July 1, 2023. Anticipated expenditures also play a role in the development of the revenue projections. Expenditure projections are based on historical data and capital projects needs approved in the City's Capital Improvement Program Budget.

Per the adopted budget policy, this fund includes reserves for Rate Stabilization, Operations and Maintenance, Infrastructure, and Pension Stabilization. It also includes a Replacement and Improvement Reserve and a Water Conservation Reserve.

The following section details the City of Santa Clara's Enterprise Funds' Statements of Sources and Uses and the Proposed Budget for Fiscal Year 2023/24 and Fiscal Year 2024/25.

ENTERPRISE FUNDS | CEMETERY FUND (093)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 186,317 | 398,384 | 398,384 | 350,118 | 391,447 |
| Total Beginning Fund Balance | 186,317 | 398,384 | 398,384 | 350,118 | 391,447 |
| Revenue | | | | | |
| Other Agencies Revenue | 1,983 | 0 | 0 | 0 | 0 |
| Other Fees for Services | 759,085 | 600,000 | 600,000 | 750,000 | 750,000 |
| Other Revenue | 7,865 | 0 | 0 | 0 | 0 |
| Total Revenue | 768,933 | 600,000 | 600,000 | 750,000 | 750,000 |
| Transfers From | | | | | |
| General Fund | 850,000 | 870,000 | 870,000 | 796,000 | 823,000 |
| Endowment Care Fund | 29,663 | 28,000 | 28,000 | 30,000 | 30,000 |
| Perpetual Care Fund | 558 | 500 | 500 | 500 | 500 |
| Total Transfers From | 880,221 | 898,500 | 898,500 | 826,500 | 853,500 |
| Total Source of Funds | 1,835,471 | 1,896,884 | 1,896,884 | 1,926,618 | 1,994,947 |
| Expenditures | | | | | |
| Salaries | 513,797 | 508,062 | 508,062 | 510,578 | 533,503 |
| Retirement and Benefits | 324,604 | 312,127 | 312,127 | 334,483 | 350,088 |
| Materials/Services/Supplies | 275,967 | 383,433 | 383,433 | 395,945 | 408,899 |
| Services From Other Funds - Cost Allocation Plan | 129,713 | 132,307 | 132,307 | 132,888 | 135,546 |
| Interfund Services | 191,865 | 210,015 | 210,015 | 160,455 | 162,230 |
| Capital Outlay | 319 | 0 | 0 | 0 | 0 |
| Total Expenditures | 1,436,265 | 1,545,944 | 1,545,944 | 1,534,349 | 1,590,266 |
| Transfers To | | | | | |
| General Government Capital Fund | 822 | 822 | 822 | 822 | 822 |
| Total Transfers To | 822 | 822 | 822 | 822 | 822 |
| Ending Fund Balance | | | | | |
| Unrestricted | 398,384 | 350,118 | 350,118 | 391,447 | 403,859 |
| Total Ending Fund Balance | 398,384 | 350,118 | 350,118 | 391,447 | 403,859 |
| Total Use of Funds | 1,835,471 | 1,896,884 | 1,896,884 | 1,926,618 | 1,994,947 |



ENTERPRISE FUNDS | CONVENTION CENTER ENTERPRISE FUND (860)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 143,247 | 127,347 | 127,347 | 127,347 | 127,347 |
| Operating Surplus | 0 | 0 | 0 | 0 | 104,169 |
| Restricted - Levy | 0 | 192,952 | 192,952 | 192,952 | 192,952 |
| Unrestricted | 2,034,341 | 2,581,215 | 2,581,215 | 1,808,176 | 1,264,195 |
| Total Beginning Fund Balance | 2,177,588 | 2,901,514 | 2,901,514 | 2,128,475 | 1,688,663 |
| Revenue | | | | | |
| Levy Investment | 1,764,000 | 0 | 0 | 0 | 0 |
| Charges for Services | 6,447,482 | 0 | 0 | 0 | 0 |
| Rents | 2,068,329 | 0 | 0 | 0 | 0 |
| Interest | 2,754 | 0 | 0 | 0 | 0 |
| Event Revenue | 0 | 13,530,685 | 13,530,685 | 15,500,000 | 18,000,000 |
| Other Revenue | 54,930 | 72,950 | 72,950 | 163,770 | 193,014 |
| Total Revenue | 10,337,495 | 13,603,635 | 13,603,635 | 15,663,770 | 18,193,014 |
| Total Source of Funds | 12,515,083 | 16,505,149 | 16,505,149 | 17,792,245 | 19,881,677 |
| Expenditures | | | | | |
| Salaries | 184,923 | 186,593 | 186,593 | 145,069 | 154,092 |
| Retirement and Benefits | 125,581 | 99,130 | 99,130 | 73,329 | 76,945 |
| Materials/Services/Supplies | 105,950 | 45,000 | 45,000 | 45,000 | 0 |
| Interfund Services | 2,277 | 224,601 | 224,601 | 280,583 | 286,195 |
| Event Expense | 2,950,346 | 8,318,461 | 8,318,461 | 9,278,497 | 10,718,782 |
| Indirect Expense | 4,480,492 | 5,502,889 | 5,502,889 | 6,281,104 | 7,048,430 |
| Total Expenditures | 7,849,569 | 14,376,674 | 14,376,674 | 16,103,582 | 18,284,444 |
| Transfers To | | | | | |
| Public Buildings Capital Fund | 1,764,000 | 0 | 0 | 0 | 0 |
| Total Transfers To | 1,764,000 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 127,347 | 127,347 | 127,347 | 127,347 | 127,347 |
| Operating Surplus | 0 | 0 | 0 | 104,169 | 425,802 |
| Restricted - Levy | 192,952 | 192,952 | 192,952 | 192,952 | 192,952 |
| Unrestricted | 2,581,215 | 1,808,176 | 1,808,176 | 1,264,195 | 851,132 |
| Total Ending Fund Balance | 2,901,514 | 2,128,475 | 2,128,475 | 1,688,663 | 1,597,233 |
| Total Use of Funds | 12,515,083 | 16,505,149 | 16,505,149 | 17,792,245 | 19,881,677 |

ENTERPRISE FUNDS | ELECTRIC OPERATING GRANT TRUST FUND (191)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Public Benefits | 45,163,299 | 50,327,692 | 50,327,692 | 50,108,343 | 50,009,732 |
| Low Carbon Fuel | 5,591,086 | 3,660,449 | 3,660,449 | 2,807,181 | 2,830,795 |
| Greenhouse Gas | 5,031,510 | 16,309,517 | 16,309,517 | 19,837,005 | 14,837,005 |
| Total Beginning Fund Balance | 55,785,895 | 70,297,658 | 70,297,658 | 72,752,529 | 67,677,532 |
| Revenue | | | | | |
| Charges for Services | 14,223,249 | 15,685,184 | 15,901,640 | 18,205,028 | 20,400,486 |
| Low Carbon Fuel | 0 | 3,120,024 | 0 | 3,137,602 | 3,055,800 |
| Greenhouse Gas | 19,826,637 | 14,954,745 | 21,600,488 | 16,450,804 | 16,653,781 |
| Other Revenue | 24,655 | 46,474 | 46,474 | 48,800 | 54,000 |
| Total Revenue | 34,074,541 | 33,806,427 | 37,548,602 | 37,842,234 | 40,164,067 |
| Transfers From | | | | | |
| Electric Utility Capital Fund | 200,082 | 126,839 | 126,839 | 0 | 0 |
| Total Transfers From | 200,082 | 126,839 | 126,839 | 0 | 0 |
| Total Source of Funds | 90,060,518 | 104,230,924 | 107,973,099 | 110,594,763 | 107,841,599 |
| Expenditures | | | | | |
| Salaries | 394,538 | 920,049 | 582,000 | 971,645 | 1,032,128 |
| Retirement and Benefits | 263,930 | 476,265 | 431,000 | 490,326 | 518,676 |
| Materials/Services/Supplies | 1,871,920 | 3,724,520 | 1,500,000 | 3,442,600 | 3,528,800 |
| Mandated Program Costs | 4,113,973 | 13,199,575 | 1,700,000 | 14,466,200 | 15,382,400 |
| Services From Other Funds - Cost Allocation Plan | 189,013 | 192,793 | 192,793 | 205,323 | 209,429 |
| Contribution In Lieu | 712,395 | 784,259 | 795,082 | 910,251 | 1,020,024 |
| Interfund Services | 85,753 | 103,813 | 103,813 | 8,364 | 8,306 |
| Total Expenditures | 7,631,522 | 19,401,274 | 5,304,688 | 20,494,709 | 21,699,763 |
| Transfers To | | | | | |
| Electric Utility Fund | 6,760,648 | 23,513,213 | 23,513,213 | 19,637,522 | 9,594,417 |
| Electric Utility Capital Fund | 4,851,839 | 4,702,669 | 4,702,669 | 1,000,000 | 1,000,000 |
| Streets and Highway Capital Fund | 400,000 | 400,000 | 400,000 | 285,000 | 515,000 |
| Parks and Recreation Capital Fund | 0 | 300,000 | 300,000 | 0 | 0 |
| Vehicle Replacement Fund | 118,851 | 1,726,988 | 1,000,000 | 1,500,000 | 1,500,000 |
| Total Transfers To | 12,131,338 | 30,642,870 | 29,915,882 | 22,422,522 | 12,609,417 |



ENTERPRISE FUNDS | ELECTRIC OPERATING GRANT TRUST FUND (191)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|----------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Public Benefits | 50,327,692 | 44,528,439 | 50,108,343 | 50,009,732 | 55,839,365 |
| Low Carbon Fuel | 3,660,449 | 3,657,181 | 2,807,181 | 2,830,795 | 2,856,049 |
| Greenhouse Gas | 16,309,517 | 6,001,160 | 19,837,005 | 14,837,005 | 14,837,005 |
| Total Ending Fund Balance | 70,297,658 | 54,186,780 | 72,752,529 | 67,677,532 | 73,532,419 |
| Total Use of Funds | 90,060,518 | 104,230,924 | 107,973,099 | 110,594,763 | 107,841,599 |

ENTERPRISE FUNDS | ELECTRIC UTILITY FUND (091)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|--------------------|--------------------|---------------------|---------------------|----------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 1,870,818 | 2,460,670 | 2,460,670 | 2,460,670 | 2,460,670 |
| Infrastructure Reserve | 55,354,340 | 0 | 0 | 0 | 0 |
| Operations and Maintenance Reserve | 107,900,786 | 118,765,556 | 118,765,556 | 138,891,417 | 141,135,713 |
| Pension Trust Reserve | 6,808,996 | 6,146,358 | 6,146,358 | 7,066,429 | 7,066,429 |
| Rate Stabilization Reserve | 44,356,590 | 48,776,613 | 48,776,613 | 53,705,758 | 63,877,292 |
| Trading Restricted Reserve | 5,522,664 | 19,518,954 | 19,518,954 | 9,518,954 | 9,518,954 |
| Unrestricted | 104,577,395 | 127,141,220 | 127,141,220 | 76,261,646 | 72,526,687 |
| Total Beginning Fund Balance | 326,391,589 | 322,809,371 | 322,809,371 | 287,904,874 | 296,585,745 |
| Revenue | | | | | |
| Charges for Services | 499,790,175 | 550,287,325 | 557,856,599 | 638,272,920 | 715,606,515 |
| Other Fees for Services | 2,038,085 | 3,034,130 | 2,019,877 | 1,225,000 | 1,250,000 |
| Other Agencies Revenue | 1,419,797 | 0 | 0 | 0 | 0 |
| Interest | 5,659,664 | 5,569,490 | 6,671,038 | 8,549,701 | 9,778,265 |
| Rents | 3,596,115 | 3,616,685 | 3,550,100 | 3,569,200 | 3,668,000 |
| Wholesale Revenue | 27,099,185 | 30,249,529 | 20,802,635 | 10,883,206 | 14,456,109 |
| Restricted Revenues | 2,024,100 | 1,572,313 | 2,258,566 | 545,550 | 545,550 |
| Other Revenue | 698,333 | 1,289,337 | 21,040,387 | 2,084,400 | 2,345,100 |
| Total Revenue | 542,325,454 | 595,618,809 | 614,199,202 | 665,129,977 | 747,649,539 |
| Transfers From | | | | | |
| Electric Operating Grant Trust Fund | 6,760,648 | 23,513,213 | 23,513,213 | 19,637,522 | 9,594,417 |
| Electric Utility Capital Fund | 0 | 10,761,450 | 10,761,450 | 0 | 0 |
| Street Lighting Capital Fund | 0 | 2,075,000 | 2,075,000 | 0 | 0 |
| Total Transfers From | 6,760,648 | 36,349,663 | 36,349,663 | 19,637,522 | 9,594,417 |
| Total Source of Funds | 875,477,691 | 954,777,843 | 973,358,236 | 972,672,373 | 1,053,829,701 |
| Expenditures | | | | | |
| Salaries | 30,173,103 | 40,845,681 | 37,499,428 | 47,313,083 | 50,520,892 |
| Retirement and Benefits | 15,337,397 | 19,929,183 | 15,750,220 | 21,842,575 | 23,186,814 |
| Materials/Services/Supplies | 27,324,133 | 34,677,779 | 33,494,962 | 43,836,984 | 43,627,374 |
| Resource/Production | 407,115,829 | 428,265,146 | 475,345,599 | 468,625,508 | 493,411,107 |
| Services From Other Funds - Cost Allocation Plan | 7,912,091 | 8,070,333 | 8,070,333 | 8,770,238 | 8,945,643 |
| Interfund Services | 5,906,226 | 6,770,228 | 6,770,228 | 3,240,390 | 3,284,487 |
| Contribution In Lieu | 26,546,773 | 28,539,968 | 29,767,117 | 33,061,163 | 36,558,109 |
| Capital Outlay | 299,963 | 1,717,619 | 1,472,167 | 127,000 | 137,000 |
| Total Expenditures | 520,615,515 | 568,815,937 | 608,170,054 | 626,816,941 | 659,671,426 |

ENTERPRISE FUNDS | ELECTRIC UTILITY FUND (091)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|------------------------------------|--------------------|--------------------|---------------------|---------------------|----------------------|
| Transfers To | | | | | |
| General Fund | 1,059,733 | 1,229,573 | 1,229,573 | 349,749 | 373,736 |
| General Government Capital Fund | 596,323 | 204,323 | 204,323 | 596,323 | 596,323 |
| Streets and Highways Capital Fund | 90,000 | 0 | 0 | 0 | 0 |
| Street Lighting Capital Fund | 0 | 71,455 | 71,455 | 125,000 | 4,175,000 |
| Electric Utility Capital Fund | 14,000,865 | 59,229,040 | 59,229,040 | 13,919,559 | 51,032,674 |
| Electric Debt Service Fund | 16,305,884 | 16,548,917 | 16,548,917 | 34,279,056 | 36,296,170 |
| Total Transfers To | 32,052,805 | 77,283,308 | 77,283,308 | 49,269,687 | 92,473,903 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 2,460,670 | 2,460,670 | 2,460,670 | 2,460,670 | 2,460,670 |
| Operations and Maintenance Reserve | 118,765,556 | 138,891,417 | 138,891,417 | 141,135,713 | 137,521,061 |
| Pension Trust Reserve | 6,146,358 | 7,066,429 | 7,066,429 | 7,066,429 | 7,353,348 |
| Rate Stabilization Reserve | 48,776,613 | 53,705,758 | 53,705,758 | 63,877,292 | 71,580,652 |
| Trading Restricted Reserve | 19,518,954 | 19,518,954 | 9,518,954 | 9,518,954 | 9,518,954 |
| Unrestricted | 127,141,220 | 87,035,370 | 76,261,646 | 72,526,687 | 73,249,687 |
| Total Ending Fund Balance | 322,809,371 | 308,678,598 | 287,904,874 | 296,585,745 | 301,684,372 |
| Total Use of Funds | 875,477,691 | 954,777,843 | 973,358,236 | 972,672,373 | 1,053,829,701 |

ENTERPRISE FUNDS | SEWER UTILITY FUND (094)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 141,935 | 221,648 | 221,648 | 221,648 | 221,648 |
| Replacement and Improvement Reserve | 1,507,553 | 1,507,553 | 1,507,553 | 1,507,553 | 1,507,553 |
| Rate Stabilization Reserve | 2,395,030 | 2,395,030 | 2,395,030 | 2,395,030 | 4,248,070 |
| Operations and Maintenance Reserve | 1,835,079 | 1,835,079 | 1,835,079 | 1,835,079 | 8,348,279 |
| Infrastructure Reserve | 1,596,928 | 1,596,928 | 1,596,928 | 1,596,928 | 4,793,175 |
| Pension Stabilization Reserve | 557,998 | 595,654 | 595,654 | 683,361 | 683,361 |
| Reserve for Settlements | 0 | 0 | 0 | 3,000,000 | 3,000,000 |
| Unrestricted | 21,494,953 | 39,725,080 | 39,725,080 | 8,313,100 | 6,394,530 |
| Total Beginning Fund Balance | 29,529,476 | 47,876,972 | 47,876,972 | 19,552,699 | 29,196,616 |
| Revenue | | | | | |
| Other Agencies Revenue | 12,896,608 | 350,000 | 4,660,000 | 375,000 | 375,000 |
| Charges for Services | 40,517,221 | 39,400,000 | 39,400,000 | 42,480,700 | 46,419,300 |
| Other Fees for Services | 48,616 | 98,345 | 98,345 | 20,000 | 20,000 |
| Interest | 270,762 | 565,000 | 565,000 | 579,125 | 593,603 |
| Rents | 56,614 | 46,000 | 46,000 | 46,000 | 46,000 |
| Other Revenue | 187,025 | 0 | 0 | 0 | 0 |
| Total Revenue | 53,976,846 | 40,459,345 | 44,769,345 | 43,500,825 | 47,453,903 |
| Transfers From | | | | | |
| Electric Utility Capital Fund | 186,108 | 0 | 0 | 0 | 0 |
| Total Transfers From | 186,108 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 83,692,430 | 88,336,317 | 92,646,317 | 63,053,524 | 76,650,519 |
| Expenditures | | | | | |
| Salaries | 2,280,991 | 3,021,846 | 3,021,846 | 2,953,194 | 3,129,812 |
| Retirement and Benefits | 1,281,064 | 1,666,204 | 1,666,204 | 1,686,176 | 1,790,270 |
| Right of Way Rental Expense | 1,719,147 | 1,805,104 | 1,805,104 | 2,124,035 | 2,320,965 |
| Materials/Services/Supplies | 723,815 | 1,582,535 | 1,582,535 | 602,118 | 603,789 |
| Resource/Production | 19,122,480 | 19,332,885 | 19,332,885 | 19,885,543 | 20,504,364 |
| Services From Other Funds | 25,168 | 25,168 | 25,168 | 0 | 0 |
| Services From Other Funds - Cost Allocation Plan | 1,372,823 | 1,400,279 | 1,400,279 | 1,500,450 | 1,530,459 |
| Interfund Services | 1,176,069 | 1,127,347 | 1,127,347 | 1,187,892 | 1,205,123 |
| Capital Outlay | 0 | 1,200,000 | 1,200,000 | 0 | 0 |
| Total Expenditures | 27,701,557 | 31,161,368 | 31,161,368 | 29,939,408 | 31,084,782 |
| Transfers To | | | | | |
| General Government Capital Fund | 50,278 | 4,278 | 4,278 | 50,278 | 50,278 |
| Sewer Utility Capital Fund | 5,611,748 | 35,844,913 | 40,090,522 | 3,867,222 | 18,047,101 |



ENTERPRISE FUNDS | SEWER UTILITY FUND (094)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Transfers To | | | | | |
| Water Utility Capital Fund | 500,000 | 0 | 0 | 0 | 0 |
| Sewer Utility Debt Service Fund | 1,889,035 | 1,837,450 | 1,837,450 | 0 | 1,050,000 |
| Streets and Highways Capital Fund | 62,840 | 0 | 0 | 0 | 0 |
| Total Transfers To | 8,113,901 | 37,686,641 | 41,932,250 | 3,917,500 | 19,147,379 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 221,648 | 221,648 | 221,648 | 221,648 | 221,648 |
| Replacement and Improvement Reserve | 1,507,553 | 1,507,553 | 1,507,553 | 1,507,553 | 1,507,553 |
| Rate Stabilization Reserve | 2,395,030 | 2,395,030 | 2,395,030 | 4,248,070 | 4,641,930 |
| Operations and Maintenance Reserve | 1,835,079 | 1,835,079 | 1,835,079 | 8,348,279 | 8,348,279 |
| Infrastructure Reserve | 1,596,928 | 1,596,928 | 1,596,928 | 4,793,175 | 4,793,175 |
| Pension Stabilization Reserve | 595,654 | 683,361 | 683,361 | 683,361 | 700,969 |
| Reserve for Settlements | 0 | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 |
| Unrestricted | 39,725,080 | 8,248,709 | 8,313,100 | 6,394,530 | 3,204,804 |
| Total Ending Fund Balance | 47,876,972 | 19,488,308 | 19,552,699 | 29,196,616 | 26,418,358 |
| Total Use of Funds | 83,692,430 | 88,336,317 | 92,646,317 | 63,053,524 | 76,650,519 |

ENTERPRISE FUNDS | SOLID WASTE FUND (096)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 3,657,533 | 3,533,566 | 3,533,566 | 3,533,566 | 3,533,566 |
| Operations and Maintenance Reserve | 2,675,520 | 2,675,520 | 2,675,520 | 2,675,520 | 2,140,037 |
| Pension Trust Reserve | 305,929 | 288,662 | 288,662 | 288,662 | 309,291 |
| Rate Stabilization Reserve | 1,756,597 | 1,597,768 | 1,597,768 | 1,765,150 | 1,765,150 |
| Unrestricted | 0 | 2,485,895 | 2,485,895 | 2,464,422 | 3,276,354 |
| Total Beginning Fund Balance | 8,395,579 | 10,581,411 | 10,581,411 | 10,727,320 | 11,024,398 |
| Revenue | | | | | |
| Other Agencies Revenue | 400,504 | 297,000 | 297,000 | 219,000 | 219,000 |
| Interest | (32,225) | 0 | 0 | 0 | 0 |
| Charges for Services | 2,479,848 | 2,896,000 | 2,896,000 | 2,786,000 | 2,792,160 |
| Other Fees for Services | 31,494,034 | 34,052,092 | 34,052,092 | 36,572,957 | 38,035,355 |
| Other Revenue | 110,802 | | 0 | 0 | 0 |
| Total Revenue | 34,452,963 | 37,245,092 | 37,245,092 | 39,577,957 | 41,046,515 |
| Transfers From | | | | | |
| General Fund | 33,600 | 35,364 | 35,364 | 35,364 | 35,364 |
| Total Transfers From | 33,600 | 35,364 | 35,364 | 35,364 | 35,364 |
| Total Source of Funds | 42,882,142 | 47,861,867 | 47,861,867 | 50,340,641 | 52,106,277 |
| Expenditures | | | | | |
| Salaries | 900,073 | 919,457 | 919,457 | 991,086 | 1,039,824 |
| Retirement and Benefits | 485,952 | 479,020 | 479,020 | 530,377 | 556,306 |
| Materials/Services/Supplies | 1,276,315 | 2,430,196 | 2,430,196 | 2,489,695 | 2,534,290 |
| Contribution in Lieu | 683,376 | 721,621 | 721,621 | 841,888 | 875,563 |
| Resource/Production | 26,388,818 | 29,764,785 | 29,764,785 | 31,502,632 | 32,762,738 |
| Services From Other Funds - Cost Allocation Plan | 1,363,802 | 1,391,078 | 1,391,078 | 1,428,611 | 1,457,183 |
| Interfund Services | 925,774 | 930,269 | 930,269 | 998,333 | 1,009,749 |
| Total Expenditures | 32,024,110 | 36,636,426 | 36,636,426 | 38,782,622 | 40,235,653 |
| Transfers To | | | | | |
| General Government Capital Fund | 26,621 | 5,121 | 5,121 | 26,621 | 26,621 |
| Solid Waste Capital Fund | 250,000 | 493,000 | 493,000 | 507,000 | 523,000 |
| Total Transfers To | 276,621 | 498,121 | 498,121 | 533,621 | 549,621 |



ENTERPRISE FUNDS | SOLID WASTE FUND (096)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 3,533,566 | 3,533,566 | 3,533,566 | 3,533,566 | 3,533,566 |
| Operations and Maintenance Reserve | 2,675,520 | 2,675,520 | 2,675,520 | 2,140,037 | 2,279,857 |
| Pension Trust Reserve | 288,662 | 288,662 | 288,662 | 309,291 | 343,657 |
| Rate Stabilization Reserve | 1,597,768 | 1,765,150 | 1,765,150 | 1,765,150 | 1,765,150 |
| Unrestricted | 2,485,895 | 2,464,422 | 2,464,422 | 3,276,354 | 3,398,773 |
| Total Ending Fund Balance | 10,581,411 | 10,727,320 | 10,727,320 | 11,024,398 | 11,321,003 |
| Total Use of Funds | 42,882,142 | 47,861,867 | 47,861,867 | 50,340,641 | 52,106,277 |

ENTERPRISE FUNDS | WATER RECYCLING FUND (097)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Rate Stabilization Reserve | 2,327,420 | 1,037,596 | 1,037,596 | 2,327,420 | 2,327,420 |
| Operations and Maintenance Reserve | 1,467,571 | 2,062,738 | 2,062,738 | 2,262,095 | 2,262,095 |
| Infrastructure Reserve | 943,180 | 50,000 | 50,000 | 51,500 | 51,500 |
| Pension Stabilization Reserve | 70,450 | 108,715 | 108,715 | 124,092 | 124,092 |
| Unrestricted | 780,484 | 3,204,308 | 3,204,308 | 1,867,561 | 1,301,845 |
| Total Beginning Fund Balance | 5,589,105 | 6,463,357 | 6,463,357 | 6,632,668 | 6,066,952 |
| Revenue | | | | | |
| Other Agencies Revenue | 680,530 | 350,000 | 350,000 | 350,000 | 350,000 |
| Charges for Services | 5,699,560 | 5,200,000 | 5,850,000 | 7,203,200 | 8,126,000 |
| Other Fees for Services | 6,133 | 0 | 0 | 0 | 0 |
| Interest | 99,991 | 92,882 | 92,882 | 95,668 | 98,538 |
| Other Revenue | 5,393 | 65,564 | 65,564 | 20,000 | 20,000 |
| Total Revenue | 6,491,607 | 5,708,446 | 6,358,446 | 7,668,868 | 8,594,538 |
| Transfers From | | | | | |
| Recycled Water Capital Fund | 0 | 0 | 1,300,000 | 0 | 0 |
| Total Transfers From | 0 | 0 | 1,300,000 | 0 | 0 |
| Total Source of Funds | 12,080,712 | 12,171,803 | 14,121,803 | 14,301,536 | 14,661,490 |
| Expenditures | | | | | |
| Salaries | 259,198 | 392,754 | 392,754 | 576,190 | 613,949 |
| Retirement and Benefits | 201,458 | 224,723 | 224,723 | 330,642 | 353,173 |
| Right of Way Rental Expense | 289,498 | 255,256 | 255,256 | 360,160 | 406,300 |
| Materials/Services/Supplies | 36,933 | 38,424 | 38,424 | 38,373 | 39,067 |
| Resource/Production | 4,657,988 | 4,700,000 | 6,450,000 | 6,815,600 | 7,974,400 |
| Services From Other Funds - Cost Allocation Plan | 89,984 | 91,784 | 91,784 | 86,874 | 88,611 |
| Interfund Services | 32,296 | 36,194 | 36,194 | 26,745 | 27,367 |
| Total Expenditures | 5,567,355 | 5,739,135 | 7,489,135 | 8,234,584 | 9,502,867 |
| Transfers To | | | | | |
| Recycled Water Capital Fund | 50,000 | 0 | 0 | 0 | 0 |
| Total Transfers To | 50,000 | 0 | 0 | 0 | 0 |



ENTERPRISE FUNDS | WATER RECYCLING FUND (097)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Ending Fund Balance | | | | | |
| Rate Stabilization Reserve | 1,037,596 | 2,327,420 | 2,327,420 | 2,327,420 | 2,327,420 |
| Operations and Maintenance Reserve | 2,062,738 | 2,262,095 | 2,262,095 | 2,262,095 | 2,262,095 |
| Infrastructure Reserve | 50,000 | 51,500 | 51,500 | 51,500 | 51,500 |
| Pension Stabilization Reserve | 108,715 | 124,092 | 124,092 | 124,092 | 124,092 |
| Unrestricted | 3,204,308 | 1,667,561 | 1,867,561 | 1,301,845 | 393,516 |
| Total Ending Fund Balance | 6,463,357 | 6,432,668 | 6,632,668 | 6,066,952 | 5,158,623 |
| Total Use of Funds | 12,080,712 | 12,171,803 | 14,121,803 | 14,301,536 | 14,661,490 |

ENTERPRISE FUNDS | WATER UTILITY FUND (092)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 382,643 | 1,615,796 | 1,615,796 | 1,615,796 | 1,615,796 |
| Replacement and Improvement Reserve | 303,090 | 303,090 | 303,090 | 303,090 | 303,090 |
| Water Conservation Reserve | 33,125 | 33,125 | 33,125 | 33,125 | 33,125 |
| Rate Stabilization Reserve | 2,519,347 | 1,099,800 | 1,099,800 | 750,000 | 5,823,460 |
| Operations and Maintenance Reserve | 4,135,580 | 3,135,580 | 3,135,580 | 2,435,580 | 7,435,580 |
| Infrastructure Reserve | 2,144,317 | 2,144,317 | 2,144,317 | 1,144,317 | 1,144,317 |
| Pension Stabilization Reserve | 1,422,251 | 1,267,460 | 1,267,460 | 1,402,813 | 1,402,813 |
| Unrestricted | 908,456 | 2,964,743 | 2,964,743 | 5,845,632 | 2,204,595 |
| Total Beginning Fund Balance | 11,848,809 | 12,563,911 | 12,563,911 | 13,530,353 | 19,962,776 |
| Revenue | | | | | |
| Charges for Services | 48,273,867 | 46,312,500 | 46,312,500 | 58,234,600 | 63,772,000 |
| Other Agencies Revenue | 476,665 | 0 | 0 | 0 | 0 |
| Other Fees for Services | 1,977,617 | 1,281,056 | 1,281,056 | 1,456,343 | 1,498,034 |
| Interest | 256,442 | 336,600 | 336,600 | 343,332 | 350,199 |
| Rents | 56,614 | 0 | 0 | 46,000 | 46,000 |
| Other Revenue | 642,434 | 428,364 | 428,364 | 646,215 | 667,601 |
| Total Revenue | 51,683,639 | 48,358,520 | 48,358,520 | 60,726,490 | 66,333,834 |
| Transfers From | | | | | |
| Electric Utility Capital Fund | 186,108 | 0 | 0 | 0 | 0 |
| Total Transfers From | 186,108 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 63,718,556 | 60,922,431 | 60,922,431 | 74,256,843 | 86,296,610 |
| Expenditures | | | | | |
| Salaries | 4,242,625 | 5,955,685 | 5,955,685 | 5,778,639 | 6,119,324 |
| Retirement and Benefits | 2,836,218 | 3,355,979 | 3,355,979 | 3,323,705 | 3,519,720 |
| Right of Way Rental Expense | 2,092,986 | 2,197,635 | 2,197,635 | 2,907,480 | 3,184,200 |
| Materials/Services/Supplies | 2,815,155 | 2,987,943 | 2,987,943 | 3,448,394 | 3,519,687 |
| Resource/Production | 28,611,198 | 27,500,000 | 27,500,000 | 33,397,819 | 38,404,571 |
| Services From Other Funds | 25,168 | 25,168 | 25,168 | 0 | 0 |
| Services From Other Funds - Cost Allocation Plan | 2,796,434 | 2,852,363 | 2,852,363 | 2,963,626 | 3,022,899 |
| Interfund Services | 1,682,795 | 1,829,847 | 1,829,847 | 2,195,468 | 2,251,265 |
| Capital Outlay | 0 | 448,022 | 448,022 | 0 | 0 |
| Total Expenditures | 45,102,579 | 47,152,642 | 47,152,642 | 54,015,131 | 60,021,666 |
| Transfers To | | | | | |
| General Government Capital Fund | 158,936 | 119,436 | 119,436 | 158,936 | 158,936 |



ENTERPRISE FUNDS | WATER UTILITY FUND (092)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Transfers To | | | | | |
| Electric Utility Capital Fund | 0 | 120,000 | 120,000 | 120,000 | 120,000 |
| Streets and Highways Capital Fund | 108,130 | 0 | 0 | 0 | 0 |
| Water Utility Capital Fund | 5,785,000 | 0 | 0 | 0 | 885,000 |
| Total Transfers To | 6,052,066 | 239,436 | 239,436 | 278,936 | 1,163,936 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,615,796 | 1,615,796 | 1,615,796 | 1,615,796 | 1,615,796 |
| Replacement and Improvement Reserve | 303,090 | 303,090 | 303,090 | 303,090 | 303,090 |
| Water Conservation Reserve | 33,125 | 33,125 | 33,125 | 33,125 | 33,125 |
| Rate Stabilization Reserve | 1,099,800 | 750,000 | 750,000 | 5,823,460 | 6,377,200 |
| Operations and Maintenance Reserve | 3,135,580 | 2,435,580 | 2,435,580 | 7,435,580 | 12,435,580 |
| Infrastructure Reserve | 2,144,317 | 1,144,317 | 1,144,317 | 1,144,317 | 1,144,317 |
| Pension Stabilization Reserve | 1,267,460 | 1,402,813 | 1,402,813 | 1,402,813 | 1,406,490 |
| Unrestricted | 2,964,743 | 5,845,632 | 5,845,632 | 2,204,595 | 1,795,410 |
| Total Ending Fund Balance | 12,563,911 | 13,530,353 | 13,530,353 | 19,962,776 | 25,111,008 |
| Total Use of Funds | 63,718,556 | 60,922,431 | 60,922,431 | 74,256,843 | 86,296,610 |

Internal Service Funds

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INTERNAL SERVICE FUNDS

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis.

Communication Acquisitions Fund (048)

This fund is managed by the Police Department and accounts for the maintenance and replacement of communication equipment used by various City departments. The source of revenue for this fund is fees charged to the departments that require this type of maintenance and replacement. The City's current inventory of radios will no longer be serviceable by the end of December 2023. In order to address the critical replacement needs, the City is evaluating funding solutions and a potential phase-in approach, which will prioritize the replacement of all public safety radios initially, and other citywide radios as funding becomes available.

Fleet Operations Fund (053)

This fund is managed by the Department of Public Works and accounts for the maintenance of City-owned vehicles and equipment used by all departments. The source of revenue for this fund is fees charged to the departments requiring vehicle maintenance.

Information Technology Services Fund (045)

This fund was established in FY 2019/20 and managed by the Information Technology Department (ITD). This fund accounts for citywide costs associated with computer and telephone equipment replacement as well as other services including new or upgraded software, additional licenses for new users, and general information technology services provided to all City departments. The source of revenue for this fund is fees charged to the departments that require information technology services. There are several CIP projects managed by ITD that have been shifted from the General Government Capital Fund to this internal service fund, which include funding for cybersecurity and the replacement of network equipment and computers.

Public Works Capital Projects Management Fund (044)

This fund was established in FY 2019/20 and is managed by the Department of Public Works. This fund accounts for the Public Works staff time and non-personnel costs utilized to manage and work on specific capital improvement programs of the City. The source of revenue for this fund is fees charged to the departments requiring Public Works capital project services.

Special Liability Insurance Fund (082)

This fund accounts for liability exposures to the City, including general liability, errors and omissions, and employment practices. The Special Liability Fund covers claims costs and excess liability insurance costs. The source of revenue for this fund is charges to the departments citywide as well as transfers from the General Fund and Enterprise Funds.

Unemployment Insurance Fund (087)

This fund is managed by the Human Resources Department and accounts for the cost of unemployment insurance claims. The source of revenue for this fund is fees charged to the departments citywide.

Vehicle Replacement Fund (050)

This fund is managed by the Department of Public Works and accounts for the lifecycle, replacement, procurement, up-fit, and disposal of all vehicles used by City departments. The source of revenue for this fund is fees charged to the departments requiring these services.

Workers' Compensation Fund (081)

This fund is managed by the Human Resources Department and accounts for the costs of premiums, claims administration, and claims expenses related to injuries or illnesses sustained by members of the City's workforce. The source of revenue for this fund is fees charged to departments citywide. Department allocations are determined using actual workers' compensation claims history.

The following section details the City of Santa Clara's Internal Service Funds' Statements of Sources and Uses and the Proposed Budget for Fiscal Year 2023/24 and Fiscal Year 2024/25.



INTERNAL SERVICE FUNDS | COMMUNICATION ACQUISITIONS FUND (048)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Equipment Replacement Reserve | 802,205 | 904,117 | 904,117 | 904,117 | 904,117 |
| Unrestricted | 766,231 | 874,656 | 874,656 | 874,656 | 874,656 |
| Total Beginning Fund Balance | 1,568,436 | 1,778,773 | 1,778,773 | 1,778,773 | 1,778,773 |
| Revenue | | | | | |
| Other Fees for Services | 584,334 | 829,358 | 829,358 | 995,232 | 1,013,568 |
| Total Revenue | 584,334 | 829,358 | 829,358 | 995,232 | 1,013,568 |
| Total Source of Funds | 2,152,770 | 2,608,131 | 2,608,131 | 2,774,005 | 2,792,341 |
| Expenditures | | | | | |
| Capital Outlay | 373,997 | 829,358 | 829,358 | 995,232 | 1,013,568 |
| Total Expenditures | 373,997 | 829,358 | 829,358 | 995,232 | 1,013,568 |
| Ending Fund Balance | | | | | |
| Equipment Replacement Reserve | 904,117 | 904,117 | 904,117 | 904,117 | 904,117 |
| Unrestricted | 874,656 | 874,656 | 874,656 | 874,656 | 874,656 |
| Total Ending Fund Balance | 1,778,773 | 1,778,773 | 1,778,773 | 1,778,773 | 1,778,773 |
| Total Use of Funds | 2,152,770 | 2,608,131 | 2,608,131 | 2,774,005 | 2,792,341 |



INTERNAL SERVICE FUNDS | FLEET OPERATIONS FUND (053)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 129,178 | 243,545 | 243,545 | 243,545 | 243,545 |
| Unrestricted | 801,933 | 956,561 | 956,561 | 767,934 | 766,094 |
| Total Beginning Fund Balance | 931,111 | 1,200,106 | 1,200,106 | 1,011,479 | 1,009,639 |
| Revenue | | | | | |
| Other Agencies Revenue | 10,211 | 2,531 | 2,531 | 4,000 | 4,080 |
| Other Fees for Services | 5,112,423 | 5,498,638 | 5,498,638 | 5,456,601 | 5,644,949 |
| Other Revenue | 0 | 1,913 | 1,913 | 0 | 0 |
| Total Revenue | 5,122,634 | 5,503,082 | 5,503,082 | 5,460,601 | 5,649,029 |
| Total Source of Funds | 6,053,745 | 6,703,188 | 6,703,188 | 6,472,080 | 6,658,668 |
| Expenditures | | | | | |
| Salaries | 1,419,364 | 1,682,032 | 1,682,032 | 1,666,175 | 1,740,606 |
| Retirement and Benefits | 905,760 | 1,065,165 | 1,065,165 | 1,081,416 | 1,134,633 |
| Materials/Services/Supplies | 2,204,025 | 2,667,672 | 2,667,672 | 2,573,010 | 2,630,570 |
| Interfund Services | 238,985 | 276,840 | 276,840 | 111,127 | 114,038 |
| Services From Other Funds - Cost | 0 | 0 | 0 | 30,713 | 31,327 |
| Allocation Plan | | | | | |
| Capital Outlay | 85,505 | 0 | 0 | 0 | 0 |
| Total Expenditures | 4,853,639 | 5,691,709 | 5,691,709 | 5,462,441 | 5,651,174 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 243,545 | 243,545 | 243,545 | 243,545 | 243,545 |
| Unrestricted | 956,561 | 767,934 | 767,934 | 766,094 | 763,949 |
| Total Ending Fund Balance | 1,200,106 | 1,011,479 | 1,011,479 | 1,009,639 | 1,007,494 |
| Total Use of Funds | 6,053,745 | 6,703,188 | 6,703,188 | 6,472,080 | 6,658,668 |



INTERNAL SERVICE FUNDS | INFORMATION TECHNOLOGY SERVICES FUND (045)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 1,049,099 | 2,917,529 | 2,917,529 | 2,917,529 | 2,917,529 |
| Unrestricted | 1,056,791 | 958,443 | 958,443 | 453,562 | 453,562 |
| Total Beginning Fund Balance | 2,105,890 | 3,875,972 | 3,875,972 | 3,371,091 | 3,371,091 |
| Revenue | | | | | |
| Other Revenue | 38 | 0 | 0 | 0 | 0 |
| Other Agencies Revenue | 2,842 | 0 | 0 | 0 | 0 |
| Other Fees for Services | 12,061,858 | 12,259,626 | 12,259,626 | 13,094,932 | 12,956,944 |
| Total Revenue | 12,064,738 | 12,259,626 | 12,259,626 | 13,094,932 | 12,956,944 |
| Total Source of Funds | 14,170,628 | 16,135,598 | 16,135,598 | 16,466,023 | 16,328,035 |
| Expenditures | | | | | |
| Salaries | 1,336,175 | 1,210,335 | 1,210,335 | 1,444,229 | 1,515,887 |
| Retirement and Benefits | 546,038 | 641,247 | 641,247 | 632,518 | 662,865 |
| Materials/Services/Supplies | 8,355,244 | 10,793,452 | 10,793,452 | 10,966,725 | 10,726,677 |
| Interfund Services | 57,199 | 69,473 | 69,473 | 1,460 | 1,515 |
| Capital Outlay | 0 | 50,000 | 50,000 | 50,000 | 50,000 |
| Total Expenditures | 10,294,656 | 12,764,507 | 12,764,507 | 13,094,932 | 12,956,944 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 2,917,529 | 2,917,529 | 2,917,529 | 2,917,529 | 2,917,529 |
| Unrestricted | 958,443 | 453,562 | 453,562 | 453,562 | 453,562 |
| Total Ending Fund Balance | 3,875,972 | 3,371,091 | 3,371,091 | 3,371,091 | 3,371,091 |
| Total Use of Funds | 14,170,628 | 16,135,598 | 16,135,598 | 16,466,023 | 16,328,035 |



INTERNAL SERVICE FUNDS | PUBLIC WORKS CAPITAL PROJECTS MANAGEMENT FUND (044)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 380,122 | 689,300 | 689,300 | 689,300 | 689,300 |
| Unrestricted | 184,495 | 83,232 | 83,232 | 0 | 0 |
| Total Beginning Fund Balance | 564,617 | 772,532 | 772,532 | 689,300 | 689,300 |
| Revenue | | | | | |
| Other Fees for Services | 3,962,714 | 3,962,226 | 3,962,226 | 4,111,656 | 4,362,916 |
| Total Revenue | 3,962,714 | 3,962,226 | 3,962,226 | 4,111,656 | 4,362,916 |
| Total Source of Funds | 4,527,331 | 4,734,758 | 4,734,758 | 4,800,956 | 5,052,216 |
| Expenditures | | | | | |
| Salaries | 2,010,908 | 2,077,440 | 2,077,440 | 2,181,758 | 2,327,172 |
| Retirement and Benefits | 962,417 | 1,162,993 | 1,162,993 | 1,239,127 | 1,331,707 |
| Materials/Services/Supplies | 127,439 | 450,002 | 450,002 | 459,000 | 468,001 |
| Services From Other Funds - Cost Allocation Plan | 105,307 | 107,413 | 107,413 | 201,868 | 205,905 |
| Interfund Services | 140,481 | 164,378 | 164,378 | 29,903 | 30,131 |
| Total Expenditures | 3,346,552 | 3,962,226 | 3,962,226 | 4,111,656 | 4,362,916 |
| Transfers To | | | | | |
| General Fund | 364,739 | 60,420 | 60,420 | 0 | 0 |
| Sewer Utility Capital Fund | 43,508 | 22,812 | 22,812 | 0 | 0 |
| Total Transfers To | 408,247 | 83,232 | 83,232 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 689,300 | 689,300 | 689,300 | 689,300 | 689,300 |
| Unrestricted | 83,232 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 772,532 | 689,300 | 689,300 | 689,300 | 689,300 |
| Total Use of Funds | 4,527,331 | 4,734,758 | 4,734,758 | 4,800,956 | 5,052,216 |



INTERNAL SERVICE FUNDS | SPECIAL LIABILITY INSURANCE FUND (082)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 711,865 | 588,364 | 588,364 | 588,364 | 588,364 |
| Reserve for Future Claims | 3,288,135 | 6,488,135 | 6,488,135 | 8,622,192 | 9,000,000 |
| Unrestricted | 51,526 | 2,481,861 | 2,481,861 | 1,004,929 | 627,121 |
| Total Beginning Fund Balance | 4,051,526 | 9,558,360 | 9,558,360 | 10,215,485 | 10,215,485 |
| Revenue | | | | | |
| Other Fees for Services | 7,070,567 | 9,554,000 | 9,554,000 | 6,195,000 | 6,497,000 |
| Other Agencies Revenue | 264,615 | 0 | 0 | 0 | 0 |
| Interest | 37 | 0 | 0 | 0 | 0 |
| Other Revenue | 338,465 | 0 | 17,125 | 0 | 0 |
| Total Revenue | 7,673,684 | 9,554,000 | 9,571,125 | 6,195,000 | 6,497,000 |
| Transfers From | | | | | |
| General Fund | 5,200,000 | 0 | 0 | 0 | 0 |
| Total Transfers From | 5,200,000 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 16,925,210 | 19,112,360 | 19,129,485 | 16,410,485 | 16,712,485 |
| Expenditures | | | | | |
| Claims Payments | 2,167,791 | 1,500,000 | 2,000,000 | 2,250,000 | 2,250,000 |
| Consultant and Administration Costs | 643,225 | 1,957,000 | 1,457,000 | 1,155,000 | 1,178,000 |
| Insurance Premiums | 4,555,834 | 6,097,000 | 5,457,000 | 2,790,000 | 3,069,000 |
| Total Expenditures | 7,366,850 | 9,554,000 | 8,914,000 | 6,195,000 | 6,497,000 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 588,364 | 588,364 | 588,364 | 588,364 | 588,364 |
| Reserve for Future Claims | 6,488,135 | 8,622,192 | 8,622,192 | 9,000,000 | 9,000,000 |
| Unrestricted | 2,481,861 | 347,804 | 1,004,929 | 627,121 | 627,121 |
| Total Ending Fund Balance | 9,558,360 | 9,558,360 | 10,215,485 | 10,215,485 | 10,215,485 |
| Total Use of Funds | 16,925,210 | 19,112,360 | 19,129,485 | 16,410,485 | 16,712,485 |



INTERNAL SERVICE FUNDS | UNEMPLOYMENT INSURANCE FUND (087)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 135,564 | 414,972 | 414,972 | 315,585 | 210,585 |
| Total Beginning Fund Balance | 135,564 | 414,972 | 414,972 | 315,585 | 210,585 |
| Revenue | | | | | |
| Other Fees for Services | 326,227 | 0 | 0 | 0 | 0 |
| Other Agencies Revenue | 55,984 | 0 | 613 | 0 | 0 |
| Total Revenue | 382,211 | 0 | 613 | 0 | 0 |
| Total Source of Funds | 517,775 | 414,972 | 415,585 | 315,585 | 210,585 |
| Expenditures | | | | | |
| Materials/Services/Supplies | 102,803 | 150,000 | 100,000 | 105,000 | 110,000 |
| Total Expenditures | 102,803 | 150,000 | 100,000 | 105,000 | 110,000 |
| Ending Fund Balance | | | | | |
| Unrestricted | 414,972 | 264,972 | 315,585 | 210,585 | 100,585 |
| Total Ending Fund Balance | 414,972 | 264,972 | 315,585 | 210,585 | 100,585 |
| Total Use of Funds | 517,775 | 414,972 | 415,585 | 315,585 | 210,585 |



INTERNAL SERVICE FUNDS | VEHICLE REPLACEMENT FUND (050)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 2,633,927 | 3,852,140 | 3,852,140 | 3,852,140 | 3,852,140 |
| Equipment Replacement Reserve | 3,358,032 | 3,611,023 | 3,611,023 | 3,611,023 | 3,611,023 |
| Unrestricted | 3,272,336 | 3,352,337 | 3,352,337 | 5,010,496 | 8,465,159 |
| Total Beginning Fund Balance | 9,264,295 | 10,815,500 | 10,815,500 | 12,473,659 | 15,928,322 |
| Revenue | | | | | |
| Other Fees for Services | 3,452,911 | 3,737,758 | 3,737,758 | 4,494,663 | 4,651,978 |
| Other Revenue | 203,607 | 80,000 | 80,000 | 249,600 | 100,000 |
| Total Revenue | 3,656,518 | 3,817,758 | 3,817,758 | 4,744,263 | 4,751,978 |
| Transfers From | | | | | |
| Electric Operating Grant Fund | 118,851 | 1,726,988 | 1,726,988 | 1,500,000 | 1,500,000 |
| General Fund | 814,310 | 2,000,000 | 2,000,000 | 0 | 0 |
| Water Utility Fund | 0 | 300,000 | 300,000 | 0 | 0 |
| Total Transfers From | 933,161 | 4,026,988 | 4,026,988 | 1,500,000 | 1,500,000 |
| Total Source of Funds | 13,853,974 | 18,660,246 | 18,660,246 | 18,717,922 | 22,180,300 |
| Expenditures | | | | | |
| Capital Outlay | 1,959,623 | 4,534,587 | 4,826,587 | 2,235,000 | 4,711,000 |
| Electric Vehicle Replacements | 118,851 | 400,000 | 400,000 | 405,000 | 0 |
| Total Expenditures | 2,078,474 | 4,934,587 | 5,226,587 | 2,640,000 | 4,711,000 |
| Transfers To | | | | | |
| General Fund | 960,000 | 960,000 | 960,000 | 149,600 | 0 |
| Total Transfers To | 960,000 | 960,000 | 960,000 | 149,600 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 3,852,140 | 3,852,140 | 3,852,140 | 3,852,140 | 3,852,140 |
| Equipment Replacement Reserve | 3,611,023 | 3,611,023 | 3,611,023 | 3,611,023 | 3,611,023 |
| Unrestricted | 3,352,337 | 5,302,496 | 5,010,496 | 8,465,159 | 10,006,137 |
| Total Ending Fund Balance | 10,815,500 | 12,765,659 | 12,473,659 | 15,928,322 | 17,469,300 |
| Total Use of Funds | 13,853,974 | 18,660,246 | 18,660,246 | 18,717,922 | 22,180,300 |



INTERNAL SERVICE FUNDS | WORKERS' COMPENSATION FUND (081)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Reserve for Future Claims | 2,591,044 | 2,591,044 | 2,591,044 | 3,816,791 | 8,500,000 |
| Unrestricted | 4,158,482 | 5,865,129 | 5,865,129 | 5,324,382 | 641,173 |
| Total Beginning Fund Balance | 6,749,526 | 8,456,173 | 8,456,173 | 9,141,173 | 9,141,173 |
| Revenue | | | | | |
| Other Fees for Services | 5,642,210 | 5,835,000 | 5,835,000 | 6,097,000 | 6,327,000 |
| Other Revenue | 1,121,068 | 0 | 250,000 | 0 | 0 |
| Total Revenue | 6,763,278 | 5,835,000 | 6,085,000 | 6,097,000 | 6,327,000 |
| Total Source of Funds | 13,512,804 | 14,291,173 | 14,541,173 | 15,238,173 | 15,468,173 |
| Expenditures | | | | | |
| Materials/Services/Supplies | 4,006,010 | 4,858,000 | 4,300,000 | 4,750,000 | 4,845,000 |
| Interfund Services | 1,050,621 | 1,231,000 | 1,100,000 | 1,347,000 | 1,482,000 |
| Total Expenditures | 5,056,631 | 6,089,000 | 5,400,000 | 6,097,000 | 6,327,000 |
| Ending Fund Balance | | | | | |
| Reserve for Future Claims | 2,591,044 | 3,816,791 | 3,816,791 | 8,500,000 | 8,500,000 |
| Unrestricted | 5,865,129 | 4,385,382 | 5,324,382 | 641,173 | 641,173 |
| Total Ending Fund Balance | 8,456,173 | 8,202,173 | 9,141,173 | 9,141,173 | 9,141,173 |
| Total Use of Funds | 13,512,804 | 14,291,173 | 14,541,173 | 15,238,173 | 15,468,173 |

Capital Improvement Program Funds

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CAPITAL IMPROVEMENT PROGRAM FUNDS

Capital Improvement Program Funds are established to account for specific revenues and expenditures that are earmarked for major improvements to the City's infrastructure, replacements and upgrades to City assets, and improvements and upgrades to the City's utilities. The City of Santa Clara has various capital funds set up for different types of capital projects.

Cemetery Capital Fund (593)

The capital projects included in this fund are related to construction, engineering, repairs, and design of the two City-owned cemeteries.

City Affordable Housing Capital Fund (565)

As part of the Report to Council 20-804 approved by the City Council on September 1, 2020, \$1.6 million was set aside for a low-income housing development at 1601 Civic Center Drive. This fund tracks all activity related to that development.

Convention Center Capital Fund (865)

This fund was established in FY 2020/21 through Report to Council 21-1176 approved by the City Council on January 12, 2021. This fund accounts for the capital improvements to the Convention Center. Improvements to the Convention Center are funded by the initial City capital contribution from the General Fund in addition to developer contributions from the Convention Center operations management team, OVG360, and the food and beverage operator, Levy.

Electric Utility Capital Fund (591)

This fund accounts for projects pertaining to system improvements, substation construction, and technology projects. Customer service charges, developer contributions, debt financing, and transfers from other enterprise funds are the primary sources of revenue for these projects.

Fire Department Capital Fund (536)

This fund tracks projects that include the replacement of firefighting equipment, defibrillators, personal protective equipment, firehouse safety systems, and fire station improvements. The General Fund provides the funding for these projects.

General Government Capital Fund (539)

This fund accounts for projects primarily related to the implementation, maintenance, and upgrades for the various applications in Citywide departments. The funding sources are mainly from grants and transfers from the City's enterprise funds and the General Fund.

Library Department Capital Fund (537)

This fund tracks projects associated with the capital maintenance, construction, safety, and appearance of library facilities, funded by the General Fund.

Parks and Recreation Capital Fund (532)

This fund accounts for the projects associated with the acquisition, development, and capital improvement of neighborhood and community parks, recreation facilities, and open space to meet the needs of the City residents. Funding sources for these projects include developer contributions, grants and donations, parks Mitigation Act fees (MFA), and Quimby Act fees.

Patrick Henry Drive Infrastructure Improvement Fund (542)

This fund was established in FY 2021/22 through the Report to Council 22-90 approved by the City Council on March 22, 2022, and is managed by the Department of Public Works. This fund accounts for impact fee revenues and project expenditures related to the Patrick Henry Drive Specific Plan.

Public Buildings Capital Fund (538)

The projects in this fund are associated with repairs and capital maintenance for public buildings, including mechanical and electrical systems, primarily funded by the General Fund.

Recycled Water Capital Fund (597)

This fund tracks projects related to the installation of recycled water mains, including extensions to existing service and for new developments, supported by recycled water customer service charges.

Related Santa Clara Developer Fund (540)

This fund tracks the financial resources from the Developer to fund City staff in pre-development and permit processing efforts and third-party consultant work for the Related Santa Clara project.

Sewer Utility Capital Fund (594)

This fund tracks projects related to the construction and upkeep of the City's sewer system including sewer mains and the City of Santa Clara/San José wastewater treatment facility. These projects are funded through customer service charges, connection charges, debt financing, and the sewer conveyance fee.

Solid Waste Capital Fund (596)

The capital projects included in this fund are related to the construction of wells, well abandonments, erosion and settlement repair and prevention, maintenance of landfill gas, and miscellaneous landfill monitoring requirements. Funding sources for these projects include lease revenues, customer service charges, and developer contributions.

Storm Drain Capital Fund (535)

The projects in the Storm Drain Capital Fund contribute to the expansion, construction, and rehabilitation of the City's storm drain system. Primary funding sources include the General Fund and developer-funded storm drain charges.

Street Lighting Capital Fund (534)

This fund accounts for projects related to the replacement and installation of citywide street lighting to provide adequate lighting for streets, new developments, and parking lots. These projects are funded via customer service charges, developer contributions, and electric public benefits charges.

Streets and Highways Capital Fund (533)

This fund tracks the City's projects that are related to the maintenance of local transportation facilities, traffic infrastructure, street rehabilitation, sidewalk, curb, and gutter improvements. Primary funding sources for these types of projects include traffic mitigation fees, gas tax, and Road Maintenance and Rehabilitation Account proceeds.

Tasman East Infrastructure Improvement Fund (541)

This fund was established in FY 2020/21 through the Report to Council 20-787 approved by the City Council on November 17, 2020 and is managed by the Department of Public Works. This fund accounts for impact fee revenues and project expenditures related to the Tasman East Specific Plan.

Water Utility Capital Fund (592)

The projects in this fund pertain to the construction and upkeep of the water system including water mains, hydrants, wells and pumps, storage tanks, and the asset management system. Customer service charges and developer contributions are the primary funding sources for these projects.

The following section details the City of Santa Clara's Capital Improvement Program Funds' Statements of Sources and Uses and their Amended Biennial Capital Improvement Program Budget for Fiscal Year 2023/24.

CAPITAL IMPROVEMENT PROGRAM FUNDS | CEMETERY CAPITAL FUND (593)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------------------------|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 51,635 | 44,418 | 44,418 | 51,635 | 44,418 |
| Unrestricted | 248,365 | 233,980 | 233,980 | 0 | 0 |
| Total Beginning Fund Balance | 300,000 | 278,398 | 278,398 | 51,635 | 44,418 |
| Transfers From | | | | | |
| General Fund | 8,409 | 9,225 | 9,225 | 9,597 | 0 |
| Total Transfers From | 8,409 | 9,225 | 9,225 | 9,597 | 0 |
| Total Source of Funds | 308,409 | 287,623 | 287,623 | 61,232 | 44,418 |
| Expenditures | | | | | |
| 3628 - Sarah E. Fox Mausoleum Repairs | 21,602 | 233,980 | 233,980 | 0 | 0 |
| 3699 - PW Capital Projects Management | 8,409 | 9,225 | 9,225 | 9,597 | 0 |
| Total Expenditures | 30,011 | 243,205 | 243,205 | 9,597 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 44,418 | 44,418 | 44,418 | 51,635 | 44,418 |
| Unrestricted | 233,980 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 278,398 | 44,418 | 44,418 | 51,635 | 44,418 |
| Total Use of Funds | 308,409 | 287,623 | 287,623 | 61,232 | 44,418 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | CITY AFFORDABLE HOUSING CAPITAL FUND (565)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 1,730,201 | 7,360,576 | 7,360,576 | 0 | 5,760,576 |
| Total Beginning Fund Balance | 1,730,201 | 7,360,576 | 7,360,576 | 0 | 5,760,576 |
| Revenue | | | | | |
| Other Revenue | 5,613,415 | 0 | 0 | 0 | 0 |
| Interest | 16,960 | 0 | 0 | 0 | 0 |
| Total Revenue | 5,630,375 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 7,360,576 | 7,360,576 | 7,360,576 | 0 | 5,760,576 |
| Expenditures | | | | | |
| 5211 - Civic Center Drive - Low Income Housing | 0 | 1,600,000 | 1,600,000 | 0 | 0 |
| Total Expenditures | 0 | 1,600,000 | 1,600,000 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 7,360,576 | 5,760,576 | 5,760,576 | 0 | 5,760,576 |
| Total Ending Fund Balance | 7,360,576 | 5,760,576 | 5,760,576 | 0 | 5,760,576 |
| Total Use of Funds | 7,360,576 | 7,360,576 | 7,360,576 | 0 | 5,760,576 |



CAPITAL IMPROVEMENT PROGRAM FUNDS

CONVENTION CENTER CAPITAL FUND (865)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 3,146,241 | 2,691,883 | 2,691,883 | 69,029 | 0 |
| Total Beginning Fund Balance | 3,146,241 | 2,691,883 | 2,691,883 | 69,029 | 0 |
| Revenue | | | | | |
| Other Revenue | 480,432 | 0 | 0 | 0 | 0 |
| Total Revenue | 480,432 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| Convention Center Enterprise Fund | 1,764,000 | 0 | 0 | 0 | 0 |
| Public Buildings Capital Fund | 83,112 | 0 | 0 | 0 | 0 |
| Total Transfers From | 1,847,112 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 5,473,785 | 2,691,883 | 2,691,883 | 69,029 | 0 |
| Expenditures | | | | | |
| 8101 - Santa Clara Convention Center Condition Assessment Repair | 2,741,902 | 2,691,883 | 2,691,883 | 0 | 0 |
| Total Expenditures | 2,741,902 | 2,691,883 | 2,691,883 | 0 | 0 |
| Transfers To | | | | | |
| General Fund | 40,000 | 0 | 0 | 0 | 0 |
| Total Transfers To | 40,000 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 2,691,883 | 0 | 0 | 69,029 | 0 |
| Total Ending Fund Balance | 2,691,883 | 0 | 0 | 69,029 | 0 |
| Total Use of Funds | 5,433,785 | 2,691,883 | 2,691,883 | 69,029 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | ELECTRIC UTILITY CAPITAL FUND (591)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|--------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 13,173,288 | 28,437,189 | 28,437,189 | 13,173,288 | 28,437,189 |
| Unrestricted | 104,798,723 | 91,179,321 | 91,179,321 | 5,992,948 | 16,615,040 |
| Total Beginning Fund Balance | 117,972,011 | 119,616,510 | 119,616,510 | 19,166,236 | 45,052,229 |
| Revenue | | | | | |
| Other Revenue | 39,801,660 | 52,405,338 | 52,405,338 | 16,123,480 | 37,980,480 |
| Total Revenue | 39,801,660 | 52,405,338 | 52,405,338 | 16,123,480 | 37,980,480 |
| Transfers From | | | | | |
| Electric Debt Service Fund | 0 | 0 | 0 | 120,950,000 | 305,250,000 |
| Electric Operating Grant Trust Fund | 4,851,839 | 4,702,669 | 4,702,669 | 1,000,000 | 1,000,000 |
| Electric Utility Fund | 14,000,865 | 59,229,040 | 59,229,040 | 41,843,798 | 13,919,559 |
| General Fund - Capital Projects Reserve | 330,000 | 0 | 0 | 0 | 0 |
| Storm Drain Capital Fund | 0 | 0 | 0 | 65,000 | 65,000 |
| Water Utility Fund | 0 | 120,000 | 120,000 | 120,000 | 120,000 |
| Total Transfers From | 19,182,704 | 64,051,709 | 64,051,709 | 163,978,798 | 320,354,559 |
| Total Source of Funds | 176,956,375 | 236,073,557 | 236,073,557 | 199,268,514 | 403,387,268 |
| Expenditures | | | | | |
| 2452 - 60KV Breaker Upgrades | 3,922 | 5,994,901 | 5,994,901 | 9,608,000 | 0 |
| 2461 - Battery Energy Storage System | 0 | 1,972,479 | 1,972,479 | 258,246 | 200,000 |
| 2457 - Bowers Avenue Junction | 101,322 | 2,970,000 | 2,970,000 | 0 | 0 |
| 2407 - Bucks Creek Relicensing | 302,433 | 131,685 | 131,685 | 0 | 0 |
| 2398 - Clean Energy and Carbon Reduction | 1,336 | 4,325,015 | 4,325,015 | 0 | 0 |
| 2435 - DOT Gas Pipeline Upgrades and Repairs | 450,434 | 1,164,421 | 1,164,421 | 0 | 0 |
| NEW - Duane-Scott 115kV Reconductor | 0 | 0 | 0 | 0 | 1,620,000 |
| 2441 - Electric Vehicle (EV) Charging | 651,452 | 2,193,386 | 2,193,386 | 1,000,000 | 1,000,000 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | ELECTRIC UTILITY CAPITAL FUND (591)

| | | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | | |
| 2010 | - Electric Yard Buildings and Grounds | 142,439 | 2,214,698 | 2,214,698 | 566,000 | 566,000 |
| 2418 | - Esperanca Substation | 33,260 | 16,010,919 | 16,010,919 | 12,484,526 | 12,484,526 |
| 2004 | - Fiber Development, Design, and Expansion | 663,107 | 2,128,332 | 2,128,332 | 2,262,737 | 2,262,737 |
| 2451 | - Freedom Circle Junction Substation | 465,541 | 3,308,213 | 3,308,213 | 1,363,250 | 1,363,250 |
| 2119 | - Generation Capital Maintenance and Betterments | 131,079 | 2,020,493 | 2,020,493 | 2,100,000 | 2,100,000 |
| 2460 | - Grizzly Tap Line Repairs | 0 | 12,500,000 | 12,500,000 | 12,500,000 | 12,500,000 |
| 2431 | - Homestead Substation Rebuild | 31,441 | 1,501,937 | 1,501,937 | 0 | 0 |
| 2111 | - Implementation of Advanced Metering Infrastructure (AMI) | 672,704 | 471,121 | 471,121 | 0 | 0 |
| 2403 | - Install Fairview Substation - Third Transformer Bank | 334,431 | 0 | 0 | 0 | 0 |
| 2462 | - Juliette Substation Transformer Rerate and Installation | 0 | 2,000,000 | 2,000,000 | 0 | 0 |
| 2453 | - KRS Rebuild and Replacement | 6,286 | 8,777,017 | 8,777,017 | 47,760,203 | 78,460,203 |
| 2443 | - Laurelwood Substation | 2,084 | 5,497,916 | 5,497,916 | 0 | 0 |
| 2127 | - Major Engine Overhaul and Repair | 16,956,765 | 14,489,741 | 14,489,741 | 205,000 | 205,000 |
| 2450 | - Martin Avenue Junction Substation | 317,734 | 1,174,510 | 1,174,510 | 5,838,000 | 5,838,000 |
| 2449 | - Memorex Junction Substation | 221,483 | 6,645,939 | 6,645,939 | 1,009,000 | 3,776,000 |
| 2390 | - Network and Cyber Security Infrastructure | 205,956 | 87,927 | 87,927 | 0 | 0 |
| 2005 | - New Business Estimate Work | 4,717,734 | 5,977,227 | 5,977,227 | 4,786,250 | 4,786,250 |
| 2444 | - Northwest Loop Capacity Upgrade | 0 | 1,050,000 | 1,050,000 | 1,100,000 | 3,700,000 |
| 2430 | - NRS 230kv Spare Transformer | 2,434 | 1,997,566 | 1,997,566 | 15,000,000 | 0 |
| 2445 | - NRS Breaker 392 Addition | 496 | 4,073,504 | 4,073,504 | 176,000 | 0 |
| 2454 | - NRS Transformer and Breaker Upgrades | 3,394 | 8,229,945 | 8,229,945 | 5,605,000 | 81,888,394 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | ELECTRIC UTILITY CAPITAL FUND (591)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 2455 - NRS-KRS 115kV Line | 3,472 | 3,537,843 | 3,537,843 | 0 | 29,258,000 |
| 2440 - Oaks Junction | 180,289 | 2,416,061 | 2,416,061 | 0 | 0 |
| 2395 - Operations and Planning Technology | 91,770 | 1,393,541 | 1,393,541 | 225,000 | 225,000 |
| 2433 - Parker Substation | 109,845 | 0 | 0 | 0 | 0 |
| 2446 - Renewable Energy Microgrid | 123,720 | 4,063,436 | 4,063,436 | 0 | 0 |
| 2434 - Replace Balance of Plant Control System (DCS) | 178,040 | 2,590,177 | 2,590,177 | 2,025,000 | 0 |
| 2442 - San Tomas Junction | 1,559,110 | 3,726,707 | 3,726,707 | 0 | 0 |
| 2104 - Serra Substation Re-Build | 6,907,622 | 571,658 | 571,658 | 0 | 0 |
| NEW - South Loop Reconductor | 0 | 0 | 0 | 0 | 18,610,000 |
| 2456 - SRS Rebuild and Replacement | 5,358 | 11,753,644 | 11,753,644 | 50,500,203 | 79,500,203 |
| 2448 - Stender Way Junction Substation | 283,244 | 7,817,347 | 7,817,347 | 194,000 | 194,000 |
| 2429 - Storm Water Compliance | 73,904 | 730,970 | 730,970 | 0 | 0 |
| 2008 - Substation Capital Maintenance and Betterments | 0 | | 0 | 0 | 1,034,000 |
| 2447 - Substation Control and Communication System Replacement | 161,590 | 117,769 | 117,769 | 95,396 | 95,396 |
| 2424 - Substation Physical Security Improvements | 0 | 226,503 | 226,503 | 33,223 | 0 |
| 2410 - System Capacity Expansion | 370,894 | 3,138,445 | 3,138,445 | 947,536 | 947,536 |
| 2006 - Transmission and Distribution Capital Maintenance and Betterments | 1,695,309 | 9,632,179 | 9,632,179 | 1,977,708 | 3,077,708 |
| 2459 - Transmission Loop 1 | 0 | 1,830,000 | 1,830,000 | 0 | 3,500,000 |
| 2463 - Transmission Loop 2 | 0 | 2,000,000 | 2,000,000 | 0 | 0 |
| 2124 - Transmission System Reinforcements | 18,587,400 | 1,347,862 | 1,347,862 | 0 | 0 |
| 2423 - Utility Billing CIS Replacement | 0 | 2,000,000 | 2,000,000 | 0 | 0 |
| 2437 - Valve Replacement and Repair | 0 | 1,048,828 | 1,048,828 | 0 | 0 |
| 2458 - Walsh-Uranium 60kV Reconductor | 0 | 377,000 | 377,000 | 2,380,000 | 2,380,000 |
| 2432 - Yard Pavement Project | 16,733 | 855,591 | 855,591 | 0 | 0 |
| Total Expenditures | 56,767,567 | 180,084,453 | 180,084,453 | 182,000,278 | 351,572,203 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | ELECTRIC UTILITY CAPITAL FUND (591)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|-------------------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|
| Transfers To | | | | | |
| Electric Operating Grant Trust Fund | 200,082 | 0 | 0 | 0 | 0 |
| Electric Utility Fund | 0 | 10,888,289 | 10,888,289 | 0 | 0 |
| General Government Capital Fund | 0 | 48,586 | 48,586 | 0 | 0 |
| Sewer Utility Fund | 186,108 | 0 | 0 | 0 | 0 |
| Water Utility Fund | 186,108 | 0 | 0 | 0 | 0 |
| Total Transfers To | 572,298 | 10,936,875 | 10,936,875 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 28,437,189 | 28,437,189 | 28,437,189 | 13,173,288 | 28,437,189 |
| Unrestricted | 91,179,321 | 16,615,040 | 16,615,040 | 4,094,948 | 23,377,876 |
| Total Ending Fund Balance | 119,616,510 | 45,052,229 | 45,052,229 | 17,268,236 | 51,815,065 |
| Total Use of Funds | 176,956,375 | 236,073,557 | 236,073,557 | 199,268,514 | 403,387,268 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | FIRE

DEPARTMENT CAPITAL FUND (536)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 126,861 | 918,327 | 918,327 | 126,861 | 918,327 |
| Unrestricted | 823,737 | 456,131 | 456,131 | 0 | 0 |
| Total Beginning Fund Balance | 950,598 | 1,374,458 | 1,374,458 | 126,861 | 918,327 |
| Transfers From | | | | | |
| General Fund - Capital Projects Reserve | 774,110 | 586,536 | 586,536 | 427,374 | 427,374 |
| General Fund - Land Sale Reserve | 0 | 73,613 | 73,613 | 0 | 0 |
| General Fund | 63,000 | 1,617 | 1,617 | 1,683 | 0 |
| Total Transfers From | 837,110 | 661,766 | 661,766 | 429,057 | 427,374 |
| Total Source of Funds | 1,787,708 | 2,036,224 | 2,036,224 | 555,918 | 1,345,701 |
| Expenditures | | | | | |
| 4064 - City-Wide AED Replacements | 0 | 914 | 914 | 0 | 0 |
| 4094 - Computer Aided Dispatch (CAD) Alerting System Upgrade | 223,047 | 86,563 | 86,563 | 0 | 0 |
| 4089 - Defibrillator/Monitor Replacement | 44,001 | 69,440 | 69,440 | 70,000 | 70,000 |
| 4097 - Diesel Exhaust Removal Systems | 0 | 200,000 | 200,000 | 0 | 0 |
| 4086 - Emergency Operations Center Capital Refurbishment | 4,263 | 3,221 | 3,221 | 0 | 0 |
| 4085 - Emergency Operations Center Communications System Upgrade | 0 | 40,599 | 40,599 | 0 | 0 |
| 4088 - EMS System First Responder Projects | 0 | 11,335 | 11,335 | 0 | 0 |
| 4067 - Fire Department Accela Implementation | 0 | 63,000 | 63,000 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | FIRE DEPARTMENT CAPITAL FUND (536)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 4098 - Fire Station 8 Fixture Furniture & Equipment | 0 | 60,001 | 60,001 | 0 | 0 |
| 4084 - Protective Equipment Replacement | 141,703 | 420,153 | 420,153 | 357,374 | 357,374 |
| 4099 - PW Capital Projects Management | 0 | 1,617 | 1,617 | 1,683 | 0 |
| 4063 - Replacement SCBA Filling Stations | 0 | 100,000 | 100,000 | 0 | 0 |
| 4070 - Station 2 Training Tower Renovation | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 413,014 | 1,056,843 | 1,056,843 | 429,057 | 427,374 |
| Transfers To | | | | | |
| General Fund - Capital Projects Reserve | 236 | 61,054 | 61,054 | 0 | 0 |
| Total Transfers To | 236 | 61,054 | 61,054 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 918,327 | 918,327 | 918,327 | 126,861 | 918,327 |
| Unrestricted | 456,131 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 1,374,458 | 918,327 | 918,327 | 126,861 | 918,327 |
| Total Use of Funds | 1,787,708 | 2,036,224 | 2,036,224 | 555,918 | 1,345,701 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | GENERAL GOVERNMENT CAPITAL FUND (539)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 742,479 | 1,259,721 | 1,259,721 | 742,479 | 1,259,721 |
| Unrestricted | 8,800,921 | 6,165,376 | 6,165,376 | 0 | 0 |
| Total Beginning Fund Balance | 9,543,400 | 7,425,097 | 7,425,097 | 742,479 | 1,259,721 |
| Revenue | | | | | |
| Other Agencies Revenue | 204,401 | 0 | 0 | 0 | 0 |
| Other Revenue | 9,520 | 0 | 0 | 0 | 0 |
| Total Revenue | 213,921 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| Building Development Services Fund | 1,737 | 1,737 | 1,737 | 1,737 | 1,737 |
| Cemetery Fund | 822 | 822 | 822 | 822 | 822 |
| Electric Utility Capital Fund | 0 | 20,226 | 20,226 | 0 | 0 |
| Electric Utility Fund | 596,323 | 232,683 | 232,683 | 596,323 | 596,323 |
| Recycled Water Capital Fund | 0 | 20,226 | 20,226 | 0 | 0 |
| Sewer Utility Capital Fund | 0 | 233,284 | 233,284 | 0 | 0 |
| Sewer Utility Fund | 50,278 | 4,278 | 4,278 | 50,278 | 50,278 |
| Solid Waste Fund | 26,621 | 5,121 | 5,121 | 26,621 | 26,621 |
| Storm Drain Capital Fund | 1,000 | 0 | 0 | 0 | 0 |
| Water Utility Capital Fund | 0 | 20,226 | 20,226 | 0 | 0 |
| Water Utility Fund | 158,936 | 119,436 | 119,436 | 158,936 | 158,936 |
| General Fund | 0 | 325,000 | 325,000 | 0 | 0 |
| General Fund - Advanced Planning Fee Reserve | 0 | 22,610 | 22,610 | 0 | 0 |
| General Fund - Capital Projects Reserve | 689,283 | 221,941 | 221,941 | 90,283 | 90,283 |
| General Fund - Land Sale Reserve | 30,000 | 1,200,000 | 1,200,000 | 0 | 0 |
| Total Transfers From | 1,555,000 | 2,427,590 | 2,427,590 | 925,000 | 925,000 |
| Total Source of Funds | 11,312,321 | 9,852,687 | 9,852,687 | 1,667,479 | 2,184,721 |
| Expenditures | | | | | |
| 6549 - Agenda and Document Management Systems | 84,600 | 442,926 | 442,926 | 0 | 0 |
| 6003 - Broadband Community System General Government Network | 4,622 | 166,594 | 166,594 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | GENERAL GOVERNMENT CAPITAL FUND (539)

| | | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | | |
| 6118 | - CAD/RMS System Replacement | 530,421 | 240,208 | 240,208 | 0 | 0 |
| 6513 | - Computer Replacement Program | 37,480 | 265,764 | 265,764 | 0 | 0 |
| 6514 | - Consolidate and Upgrade Servers | 5,428 | 579,501 | 579,501 | 0 | 0 |
| 6018 | - Convention Center Repairs and Upgrades | 0 | 0 | 0 | 0 | 0 |
| 6550 | - Cyber Security Risk Mitigation | 23,521 | 35,613 | 35,613 | 0 | 0 |
| 6559 | - Downtown Master Plan | 136,868 | 22,610 | 22,610 | 0 | 0 |
| 6560 | - Downtown Master Plan Implementation | 1,811,288 | 0 | 0 | 0 | 0 |
| 6563 | - El Camino Specific Plan | 0 | 1,000,000 | 1,000,000 | 0 | 0 |
| 6551 | - End User/Desktop Transformation | 0 | 95,851 | 95,851 | 0 | 0 |
| 6501 | - FHRMS Update Project | 9,112 | 1,180,669 | 1,180,669 | 75,000 | 75,000 |
| 6557 | - Fire Station Video Conferencing | 0 | 198,961 | 198,961 | 0 | 0 |
| 6534 | - GIS Enterprise System (Geospatial Information System) | 233,035 | 527,493 | 527,493 | 300,000 | 300,000 |
| 6532 | - Intranet Collaboration Suite Implementation | 0 | 175,375 | 175,375 | 0 | 0 |
| 6558 | - Morse Mansion Rehabilitation | 34,646 | 92,575 | 92,575 | 50,000 | 50,000 |
| 6555 | - Office Reconfiguration | 932 | 305,218 | 305,218 | 0 | 0 |
| 6075 | - Permit Information System | 257,183 | 520,385 | 520,385 | 0 | 0 |
| 6564 | - Precise Plan for Downtown | 0 | 353,360 | 353,360 | 0 | 0 |
| 6505 | - Replace Network Equipment | 480,261 | 129,349 | 129,349 | 0 | 0 |
| 6562 | - Transportation Demand Management | 0 | 200,000 | 200,000 | 0 | 0 |
| 6179 | - UPRR Agnew Siding - City Utility Protection/Relocation | 0 | 426,620 | 426,620 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | GENERAL GOVERNMENT CAPITAL FUND (539)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 6103 - Utility Management Information System (UMIS) Enhancements | 143,494 | 1,626,979 | 1,626,979 | 500,000 | 500,000 |
| 6520 - Zoning Code Update | 29,273 | 0 | 0 | 0 | 0 |
| Total Expenditures | 3,822,164 | 8,586,051 | 8,586,051 | 925,000 | 925,000 |
| Transfers To | | | | | |
| Convention Center Capital Fund | 64,600 | 0 | 0 | 0 | 0 |
| General Fund | 460 | 6,915 | 6,915 | 0 | 0 |
| Total Transfers To | 65,060 | 6,915 | 6,915 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,259,721 | 1,259,721 | 1,259,721 | 742,479 | 1,259,721 |
| Unrestricted | 6,165,376 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 7,425,097 | 1,259,721 | 1,259,721 | 742,479 | 1,259,721 |
| Total Use of Funds | 11,312,321 | 9,852,687 | 9,852,687 | 1,667,479 | 2,184,721 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | LIBRARY DEPARTMENT CAPITAL FUND (537)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 16,500 | 131,279 | 131,279 | 9,170 | 131,279 |
| Unrestricted | 190,108 | 35,747 | 35,747 | 0 | 0 |
| Total Beginning Fund Balance | 206,608 | 167,026 | 167,026 | 9,170 | 131,279 |
| Transfers From | | | | | |
| General Fund - Capital Projects Reserve | 0 | 273,000 | 273,000 | 0 | 0 |
| General Fund | 7,872 | 8,831 | 8,831 | 9,187 | 0 |
| Total Transfers From | 7,872 | 281,831 | 281,831 | 9,187 | 0 |
| Total Source of Funds | 214,480 | 448,857 | 448,857 | 18,357 | 131,279 |
| Expenditures | | | | | |
| 5054 - Central Library Fire Panel Upgrade | 28,284 | 0 | 0 | 0 | 0 |
| 5055 - Central Park Library Concrete Sidewalk Replacement | 0 | 273,000 | 273,000 | 0 | 0 |
| 5053 - Northside Library Photovoltaic System | 9,170 | 0 | 0 | 0 | 0 |
| 5049 - Public Spaces | 0 | 28,626 | 28,626 | 0 | 0 |
| 5099 - PW Capital Projects Management | 7,872 | 8,831 | 8,831 | 9,187 | 0 |
| 5044 - Remodel of Mission Branch Library | 2,128 | 7,121 | 7,121 | 0 | 0 |
| Total Expenditures | 47,454 | 317,578 | 317,578 | 9,187 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 131,279 | 131,279 | 131,279 | 9,170 | 131,279 |
| Unrestricted | 35,747 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 167,026 | 131,279 | 131,279 | 9,170 | 131,279 |
| Total Use of Funds | 214,480 | 448,857 | 448,857 | 18,357 | 131,279 |

CAPITAL IMPROVEMENT PROGRAM FUNDS | PARKS AND RECREATION CAPITAL FUND (532)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 2,607,975 | 1,845,995 | 1,845,995 | 2,607,975 | 1,845,995 |
| Unrestricted | 17,329,850 | 32,201,161 | 32,201,161 | 418,688 | 17,478,982 |
| Total Beginning Fund Balance | 19,937,825 | 34,047,156 | 34,047,156 | 3,026,663 | 19,324,977 |
| Revenue | | | | | |
| Other Agencies Revenue | 59,245 | 2,821,642 | 2,821,642 | 0 | 0 |
| Mitigation Fee Act Revenue | 14,634,898 | 25,216,358 | 25,216,358 | 0 | 0 |
| Quimby Act Fees | 3,778,469 | 0 | 0 | 0 | 0 |
| Other Revenue | 275,362 | 1,019,998 | 1,019,998 | 0 | 0 |
| Developer Contributions | 0 | 500,000 | 500,000 | 0 | 0 |
| Interest | 276,420 | 0 | 0 | 0 | 0 |
| Total Revenue | 19,024,394 | 29,557,998 | 29,557,998 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 200,000 | 202,529 | 202,529 | 0 | 258,941 |
| General Fund - Land Sale Reserve | 2,143,117 | 25,000 | 25,000 | 0 | 0 |
| Electric Operating Grant Trust Fund | 0 | 300,000 | 300,000 | 0 | 0 |
| Total Transfers From | 2,343,117 | 527,529 | 527,529 | 0 | 258,941 |
| Total Source of Funds | 41,305,336 | 64,132,683 | 64,132,683 | 3,026,663 | 19,583,918 |
| Expenditures | | | | | |
| 3187 - Bowers Park Roof Replacement | 23,200 | 173,745 | 173,745 | 0 | 0 |
| 3183 - Central Park Magical Bridge | 256,660 | 8,884,000 | 8,884,000 | 0 | 0 |
| 3196 - Central Park Maser Plan - Aquatic Center Planning & Design | 0 | 358,000 | 358,000 | 0 | 0 |
| 3133 - Central Park Master Plan - New Entrance, Access, and Parking | 34,121 | 2,370,144 | 2,370,144 | 0 | 0 |
| 3132 - Community Park North - Phase I | 0 | 500,000 | 500,000 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | PARKS AND RECREATION CAPITAL FUND (532)

| | | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | | |
| 3129 | - Eddie Souza Park Building Repair | 0 | 300,000 | 300,000 | 0 | 0 |
| 3134 | - Electronic Access for Meeting Rooms | 391 | 575,809 | 575,809 | 0 | 0 |
| 3102 | - Facility Condition Assessment | 0 | 400,000 | 400,000 | 0 | 0 |
| 3194 | - FF&E Developer Delivered Parkland | 7,995 | 111,005 | 111,005 | 0 | 0 |
| 3195 | - Henry Schmidt Park Playground Rehabilitation | 0 | 235,000 | 235,000 | 0 | 0 |
| 3189 | - Homeridge Park Playground Rehabilitation | 7,946 | 0 | 0 | 0 | 0 |
| 3130 | - Maywood Park Playground Rehabilitation | 0 | 2,256,622 | 2,256,622 | 0 | 0 |
| 3128 | - MFA Developer Reimbursement | 0 | 210,572 | 210,572 | 0 | 0 |
| 3146 | - Mission Library Gazebo | 19,322 | 210,000 | 210,000 | 0 | 0 |
| 3184 | - Montague Park Enhancement | 23,597 | 7,237,379 | 7,237,379 | 0 | 0 |
| 3101 | - Parks and Recreation Master Plan | 0 | 300,000 | 300,000 | 0 | 0 |
| 3181 | - Park Impact Fees (Quimby, MFA, Developer) Monitoring Project | 27,899 | 1,264,551 | 1,264,551 | 278,000 | 278,000 |
| 3001 | - Park Improvements | 312,053 | 155,926 | 155,926 | 0 | 0 |
| 3127 | - Parkland Acquisition | 0 | 6,000,000 | 6,000,000 | 0 | 0 |
| 3197 | - Parks Service Center Roof | 0 | 800,000 | 800,000 | 0 | 0 |
| 3199 | - PW Capital Projects Management | 493,379 | 442,406 | 442,406 | 0 | 1,020,457 |
| 3198 | - Quimby Developer Reimbursement | 0 | 2,398,385 | 2,398,385 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | PARKS AND RECREATION CAPITAL FUND (532)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 3186 - Restroom at Fairway Glen Park | 99,519 | 815,582 | 815,582 | 0 | 0 |
| 3188 - Senior Center Gym Equipment Replacement | 164,652 | 4,237 | 4,237 | 0 | 0 |
| 3137 - Warburton Park Playground Rehabilitation | 0 | 1,331,800 | 1,331,800 | 0 | 0 |
| 3136 - Westwood Oaks Park Playground Rehabilitation | 78,933 | 1,874,328 | 1,874,328 | 0 | 0 |
| 3177 - Youth Soccer Fields & Athletic Facilities- Reed & Grant Street | 375,172 | 0 | 0 | 0 | 0 |
| Total Expenditures | 1,924,839 | 39,209,491 | 39,209,491 | 278,000 | 1,298,457 |
| Transfers To | | | | | |
| General Fund | 9,494 | 0 | 0 | 0 | 0 |
| General Fund - Capital Projects Reserve | 3,274 | 0 | 0 | 0 | 0 |
| General Fund - Land Sale Reserve (Loan Repayment for Reed and Grant Sports Park) | 3,295,573 | 5,598,215 | 5,598,215 | 0 | 0 |
| Streets and Highways Capital Fund | 2,025,000 | 0 | 0 | 0 | 0 |
| Total Transfers To | 5,333,341 | 5,598,215 | 5,598,215 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,845,995 | 1,845,995 | 1,845,995 | 2,607,975 | 1,845,995 |
| Unrestricted | 32,201,161 | 17,478,982 | 17,478,982 | 140,688 | 16,439,466 |
| Total Ending Fund Balance | 34,047,156 | 19,324,977 | 19,324,977 | 2,748,663 | 18,285,461 |
| Total Use of Funds | 41,305,336 | 64,132,683 | 64,132,683 | 3,026,663 | 19,583,918 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | PATRICK HENRY DRIVE INFRASTRUCTURE IMPROVEMENT FUND (542)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 0 | 0 |
| Total Beginning Fund Balance | 0 | 0 | 0 | 0 | 0 |
| Revenue | | | | | |
| Patrick Henry Infrastructure Impact Fee | 0 | 69,205 | 0 | 71,281 | 140,486 |
| Total Revenue | 0 | 69,205 | 0 | 71,281 | 140,486 |
| Transfers From | | | | | |
| General Fund - Capital Projects Reserve | 0 | 0 | 69,205 | 0 | 0 |
| Total Transfers From | 0 | 0 | 69,205 | 0 | 0 |
| Total Source of Funds | 0 | 69,205 | 69,205 | 71,281 | 140,486 |
| Expenditures | | | | | |
| 4710 - Patrick Henry Drive Administration | 0 | 69,205 | 69,205 | 71,281 | 71,281 |
| Total Expenditures | 0 | 69,205 | 69,205 | 71,281 | 71,281 |
| Transfers To | | | | | |
| General Fund - Capital Projects Reserve | 0 | 0 | 0 | 0 | 69,205 |
| Total Transfers To | 0 | 0 | 0 | 0 | 69,205 |
| Ending Fund Balance | | | | | |
| Unrestricted | 0 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 0 | 0 | 0 | 0 | 0 |
| Total Use of Funds | 0 | 69,205 | 69,205 | 71,281 | 140,486 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | PUBLIC BUILDINGS CAPITAL FUND (538)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 3,970,517 | 1,670,153 | 1,670,153 | 3,970,517 | 1,670,153 |
| Unrestricted | 3,537,354 | 2,339,492 | 2,339,492 | 0 | 0 |
| Total Beginning Fund Balance | 7,507,871 | 4,009,645 | 4,009,645 | 3,970,517 | 1,670,153 |
| Revenue | | | | | |
| Other Revenue | 0 | 100,000 | 100,000 | 0 | 0 |
| Total Revenue | 0 | 100,000 | 100,000 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 12,953 | 195,532 | 195,532 | 20,320 | 169,019 |
| General Fund - Capital Projects Reserve | 385,000 | 1,250,000 | 1,250,000 | 1,501,000 | 1,421,000 |
| Water Utility Fund | 0 | 1,263,050 | 1,263,050 | 0 | 0 |
| Total Transfers From | 397,953 | 2,708,582 | 2,708,582 | 1,521,320 | 1,590,019 |
| Total Source of Funds | 7,905,824 | 6,818,227 | 6,818,227 | 5,491,837 | 3,260,172 |
| Expenditures | | | | | |
| 6153 - ADA Self Evaluation and Transition Plan Update | 4,439 | 10,529 | 10,529 | 0 | 0 |
| 6177 - Berman Building Gate and Electrical Panel Upgrades Project | 0 | 150,000 | 150,000 | 0 | 0 |
| 6150 - City Hall Security & Key System Upgrade | 6,671 | 176 | 176 | 0 | 0 |
| 6144 - Civic Center Campus Renovation (Multi-Department) | 0 | 139,127 | 139,127 | 0 | 0 |
| 6163 - COVID-19 Safety Renovations | 690 | 49,310 | 49,310 | 0 | 0 |
| 6137 - Hazardous Material Management for Soil and Groundwater on City Properties | 2,689 | 173,453 | 173,453 | 0 | 0 |
| 6149 - HVAC Chiller Unit | 59,379 | 39,124 | 39,124 | 0 | 0 |

CAPITAL IMPROVEMENT PROGRAM FUNDS | PUBLIC BUILDINGS CAPITAL FUND (538)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 6123 - Public Building Parking Lot Improvements | 26,943 | 391,631 | 391,631 | 0 | 0 |
| 6199 - PW Capital Projects Management Costs | 12,953 | 19,532 | 19,532 | 20,320 | 169,019 |
| 6139 - Repair to Historic | 324,235 | 131,170 | 131,170 | 100,000 | 100,000 |
| 6138 - Repairs-Modifications to City Buildings | 60,040 | 536,751 | 536,751 | 175,000 | 175,000 |
| 6158 - Stationary Standby Generators | 2,367,771 | 3,430,961 | 3,430,961 | 1,191,000 | 1,111,000 |
| 6140 - Triton Museum Repair and Modifications | 9,184 | 76,310 | 76,310 | 35,000 | 35,000 |
| Total Expenditures | 2,874,994 | 5,148,074 | 5,148,074 | 1,521,320 | 1,590,019 |
| Transfers To | | | | | |
| Convention Center Capital Fund | 18,512 | 0 | 0 | 0 | 0 |
| General Fund | 1,184 | 0 | 0 | 0 | 0 |
| General Fund - Capital Projects Reserve | 1,001,489 | 0 | 0 | 0 | 0 |
| Total Transfers To | 1,021,185 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,670,153 | 1,670,153 | 1,670,153 | 3,970,517 | 1,670,153 |
| Unrestricted | 2,339,492 | 0 | 0 | 0 | 0 |
| Total Ending Fund Balance | 4,009,645 | 1,670,153 | 1,670,153 | 3,970,517 | 1,670,153 |
| Total Use of Funds | 7,905,824 | 6,818,227 | 6,818,227 | 5,491,837 | 3,260,172 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | RECYCLED WATER CAPITAL FUND (597)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 1,926,414 | 1,972,874 | 1,972,874 | 1,876,414 | 622,874 |
| Total Beginning Fund Balance | 1,926,414 | 1,972,874 | 1,972,874 | 1,876,414 | 622,874 |
| Transfers From | | | | | |
| Water Recycling Fund | 50,000 | 0 | 0 | 0 | 0 |
| Total Transfers From | 50,000 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 1,976,414 | 1,972,874 | 1,972,874 | 1,876,414 | 622,874 |
| Expenditures | | | | | |
| 7505 - Recycled Water System Mains and Services | 3,540 | 29,774 | 29,774 | 50,000 | 50,000 |
| Total Expenditures | 3,540 | 29,774 | 29,774 | 50,000 | 50,000 |
| Transfers To | | | | | |
| General Government Capital Fund | 0 | 20,226 | 20,226 | 0 | 0 |
| Water Recycling Fund | 0 | 0 | 1,300,000 | 0 | 0 |
| Total Transfers To | 0 | 20,226 | 1,320,226 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 1,972,874 | 1,922,874 | 622,874 | 1,826,414 | 572,874 |
| Total Ending Fund Balance | 1,972,874 | 1,922,874 | 622,874 | 1,826,414 | 572,874 |
| Total Use of Funds | 1,976,414 | 1,972,874 | 1,972,874 | 1,876,414 | 622,874 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | RELATED SANTA CLARA DEVELOPER FUND (540)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 641,455 | 598,382 | 598,382 | 641,455 | 598,382 |
| Unrestricted | (1,220,432) | (1,118,024) | (1,118,024) | 3,000 | 0 |
| Total Beginning Fund Balance | (578,977) | (519,642) | (519,642) | 644,455 | 598,382 |
| Revenue | | | | | |
| Other Revenue | 1,060,197 | 4,086,341 | 4,086,341 | 3,041,508 | 968,330 |
| Interest | 2,871 | 0 | 0 | 0 | 0 |
| Total Revenue | 1,063,068 | 4,086,341 | 4,086,341 | 3,041,508 | 968,330 |
| Total Source of Funds | 484,091 | 3,566,699 | 3,566,699 | 3,685,963 | 1,566,712 |
| Expenditures | | | | | |
| 4511 - Related General Admin Project | 15,517 | 349,103 | 349,103 | 370,183 | 318,330 |
| 4512 - Related Permit Work Project | 231,226 | 1,909,214 | 1,909,214 | 2,021,325 | 0 |
| 4513 - Other Development Project Services | 756,990 | 710,000 | 710,000 | 650,000 | 650,000 |
| Total Expenditures | 1,003,733 | 2,968,317 | 2,968,317 | 3,041,508 | 968,330 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 598,382 | 598,382 | 598,382 | 641,455 | 598,382 |
| Unrestricted | (1,118,024) | 0 | 0 | 3,000 | 0 |
| Total Ending Fund Balance | (519,642) | 598,382 | 598,382 | 644,455 | 598,382 |
| Total Use of Funds | 484,091 | 3,566,699 | 3,566,699 | 3,685,963 | 1,566,712 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | SEWER UTILITY CAPITAL FUND (594)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 3,639,338 | 2,297,972 | 2,297,972 | 3,639,338 | 2,297,972 |
| Restricted - Sewer Conveyance Fee | 39,419,207 | 44,777,734 | 44,777,734 | 0 | 22,128,559 |
| Unrestricted | 22,059,092 | (15,143,125) | (15,143,125) | 9,404,214 | 59,965 |
| Total Beginning Fund Balance | 65,117,637 | 31,932,581 | 31,932,581 | 13,043,552 | 24,486,496 |
| Revenue | | | | | |
| Other Agencies Revenue | (5,736,770) | 0 | 0 | 0 | 0 |
| Other Fees for Services | 5,682,381 | 0 | 0 | 0 | 0 |
| Other Revenue | 1,389,253 | 0 | 0 | 0 | 0 |
| Interest | 720,262 | 0 | 0 | 0 | 0 |
| Total Revenue | 2,055,126 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| PW CIP Management Fund | 43,508 | 22,812 | 22,812 | 0 | 0 |
| Sewer Utility Fund | 5,611,748 | 35,844,914 | 40,090,523 | 11,518,935 | 3,867,222 |
| Sewer Utility Debt Service Fund | 0 | 0 | 0 | 0 | 10,000,000 |
| Total Transfers From | 5,655,256 | 35,867,726 | 40,113,335 | 11,518,935 | 13,867,222 |
| Total Source of Funds | 72,828,019 | 67,800,307 | 72,045,916 | 24,562,487 | 38,353,718 |
| Expenditures | | | | | |
| 1979 - PW Capital Projects Management - Sewer Utility | 1,083,803 | 775,066 | 775,066 | 815,017 | 467,313 |
| 1909 - Sanitary Sewer Capacity Improvements | 249,588 | 22,748,620 | 22,410,585 | 209,489 | 214,915 |
| 1919 - Sanitary Sewer Hydraulic Modeling As Needed Support | 326,485 | 1,082,614 | 1,082,614 | 120,000 | 123,120 |
| 1920 - Sanitary Sewer Master Plan Update | 0 | 980,038 | 980,038 | 0 | 0 |
| 1911 - Sanitary Sewer System Condition Assessment | 602,207 | 1,500,000 | 1,500,000 | 500,000 | 500,000 |
| 1912 - Sanitary Sewer System Improvements | 987,672 | 1,766,707 | 6,012,316 | 2,000,000 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | SEWER UTILITY CAPITAL FUND (594)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 1908 - S.J.-S.C. Regional Wastewater Facility | 37,645,683 | 13,815,517 | 13,815,517 | 14,968,166 | 12,416,453 |
| 1916 - Walsh Avenue @ San Tomas Aquino Creek Sanitary Sewer Siphon | 0 | 750,000 | 750,000 | 0 | 0 |
| Total Expenditures | 40,895,438 | 43,418,562 | 47,326,136 | 18,612,672 | 13,721,801 |
| Transfers To | | | | | |
| General Government Capital Fund | 0 | 233,284 | 233,284 | 0 | 0 |
| Total Transfers To | 0 | 233,284 | 233,284 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 2,297,972 | 2,297,972 | 2,297,972 | 3,639,338 | 2,297,972 |
| Restricted - Sewer Conveyance Fee | 44,777,734 | 21,790,524 | 22,128,559 | 0 | 21,913,644 |
| Unrestricted | (15,143,125) | 59,965 | 59,965 | 2,310,477 | 420,301 |
| Total Ending Fund Balance | 31,932,581 | 24,148,461 | 24,486,496 | 5,949,815 | 24,631,917 |
| Total Use of Funds | 72,828,019 | 67,800,307 | 72,045,916 | 24,562,487 | 38,353,718 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | SOLID WASTE CAPITAL FUND (596)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 46,677 | 148,520 | 148,520 | 46,677 | 148,520 |
| Landfill Post Closure Reserve | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Landfill Corrective Action Costs | 201,099 | 209,344 | 209,344 | 201,099 | 223,998 |
| Unrestricted | 722,878 | 58,060 | 58,060 | 364,052 | 103,918 |
| Total Beginning Fund Balance | 1,570,654 | 1,015,924 | 1,015,924 | 1,211,828 | 1,076,436 |
| Revenue | | | | | |
| Rents | 10,464 | 15,000 | 15,000 | 14,000 | 14,000 |
| Developer Contributions | 0 | 300,000 | 300,000 | 244,000 | 244,000 |
| Total Revenue | 10,464 | 315,000 | 315,000 | 258,000 | 258,000 |
| Transfers From | | | | | |
| Solid Waste Fund | 250,000 | 493,000 | 493,000 | 507,000 | 507,000 |
| Total Transfers From | 250,000 | 493,000 | 493,000 | 507,000 | 507,000 |
| Total Source of Funds | 1,831,118 | 1,823,924 | 1,823,924 | 1,976,828 | 1,841,436 |
| Expenditures | | | | | |
| 6109 - Sanitary Landfill Development - Post Closure | 815,194 | 747,488 | 747,488 | 765,000 | 765,000 |
| Total Expenditures | 815,194 | 747,488 | 747,488 | 765,000 | 765,000 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 148,520 | 148,520 | 148,520 | 46,677 | 148,520 |
| Landfill Post Closure Reserve | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Landfill Corrective Action Costs | 209,344 | 209,344 | 223,998 | 201,099 | 230,718 |
| Unrestricted | 58,060 | 118,572 | 103,918 | 364,052 | 97,198 |
| Total Ending Fund Balance | 1,015,924 | 1,076,436 | 1,076,436 | 1,211,828 | 1,076,436 |
| Total Use of Funds | 1,831,118 | 1,823,924 | 1,823,924 | 1,976,828 | 1,841,436 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | **STORM DRAIN CAPITAL FUND (535)**

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 6,840,969 | 4,216,612 | 4,216,612 | 6,840,969 | 4,216,612 |
| Unrestricted | 3,245,858 | 2,920,446 | 2,920,446 | 104,397 | 144,641 |
| Total Beginning Fund Balance | 10,086,827 | 7,137,058 | 7,137,058 | 6,945,366 | 4,361,253 |
| Revenue | | | | | |
| Interest | 6,794 | 0 | 0 | 0 | 0 |
| Charges for Services | 1,444,973 | 1,454,000 | 1,454,000 | 1,454,000 | 1,454,000 |
| Other Fees for Services | 33,450 | 0 | 0 | 0 | 0 |
| Total Revenue | 1,485,217 | 1,454,000 | 1,454,000 | 1,454,000 | 1,454,000 |
| Transfers From | | | | | |
| General Fund | 261,411 | 212,623 | 212,623 | 210,599 | 93,414 |
| General Fund - Capital Projects Reserve | 339,000 | 761,000 | 761,000 | 779,000 | 779,000 |
| Total Transfers From | 600,411 | 973,623 | 973,623 | 989,599 | 872,414 |
| Total Source of Funds | 12,172,455 | 9,564,681 | 9,564,681 | 9,388,965 | 6,687,667 |
| Expenditures | | | | | |
| 1840 - Kiely Blvd.-Saratoga Creek Storm Drain Outfall Relocation | 0 | 125,500 | 125,500 | 0 | 0 |
| 1843 - Lafayette St. Underpass at Subway Pump Station | 42,938 | 10,476 | 10,476 | 0 | 0 |
| 1841 - Laurelwood Pump Station Rehabilitation | 2,428,428 | 862,534 | 862,534 | 0 | 0 |
| 1899 - PW Capital Projects Management | 253,169 | 203,596 | 203,596 | 210,599 | 93,414 |
| 1838 - SDPS Motor and Control Maintenance, Repair, and Replacement | 44,257 | 710,175 | 710,175 | 343,000 | 343,000 |
| 1811 - Storm Drain Pump Station Facility Maintenance & Repair | 56,414 | 166,751 | 166,751 | 71,000 | 71,000 |
| 1835 - Storm Drain Pump Station Outfall Reconstruction Program | 0 | 493,143 | 493,143 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STORM DRAIN CAPITAL FUND (535)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 1831 - Storm Drain Repairs and Maintenance | 0 | 100,000 | 100,000 | 0 | 0 |
| 1844 - Storm Drain Slide Gate Rehabilitation | 93,162 | 511,183 | 511,183 | 0 | 0 |
| 1834 - Storm Drain System Improvements | 0 | 33,268 | 33,268 | 0 | 0 |
| 1837 - Storm Water Retention Basin Remediation | 0 | 10,877 | 10,877 | 0 | 0 |
| 1839 - Urban Runoff Pollution Prevention Program | 1,895 | 482,624 | 482,624 | 300,000 | 300,000 |
| Total Expenditures | 2,920,263 | 3,710,127 | 3,710,127 | 924,599 | 807,414 |
| Transfers To | | | | | |
| General Fund | 1,456,713 | 1,454,000 | 1,454,000 | 1,454,000 | 1,454,000 |
| General Fund - Capital Projects Reserve | 658,421 | 39,301 | 39,301 | 0 | 0 |
| Electric Utility Capital Fund | 0 | 0 | 0 | 65,000 | 65,000 |
| Total Transfers To | 2,115,134 | 1,493,301 | 1,493,301 | 1,519,000 | 1,519,000 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 4,216,612 | 4,216,612 | 4,216,612 | 6,840,969 | 4,216,612 |
| Unrestricted | 2,920,446 | 144,641 | 144,641 | 104,397 | 144,641 |
| Total Ending Fund Balance | 7,137,058 | 4,361,253 | 4,361,253 | 6,945,366 | 4,361,253 |
| Total Use of Funds | 12,172,455 | 9,564,681 | 9,564,681 | 9,388,965 | 6,687,667 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREET LIGHTING CAPITAL FUND (534)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 4,055 | 167,884 | 167,884 | 4,055 | 167,884 |
| Unrestricted | 6,171,573 | 5,938,904 | 5,938,904 | 252,963 | 301,592 |
| Total Beginning Fund Balance | 6,175,628 | 6,106,788 | 6,106,788 | 257,018 | 469,476 |
| Revenue | | | | | |
| Other Revenue | 48,629 | 0 | 0 | 0 | 0 |
| Total Revenue | 48,629 | 0 | 0 | 0 | 0 |
| Transfers From | | | | | |
| Electric Utility Fund | 0 | 71,455 | 71,455 | 2,175,000 | 125,000 |
| Total Transfers From | 0 | 71,455 | 71,455 | 2,175,000 | 125,000 |
| Total Source of Funds | 6,224,257 | 6,178,243 | 6,178,243 | 2,432,018 | 594,476 |
| Expenditures | | | | | |
| 2875 - Great America Street Light Replacement | 64,009 | 1,903,174 | 1,903,174 | 2,050,000 | 0 |
| 2874 - LED Street Lighting Retrofit | 22,424 | 1,688,646 | 1,688,646 | 0 | 0 |
| 2871 - Miscellaneous Street Lighting | 31,036 | 41,947 | 41,947 | 125,000 | 125,000 |
| Total Expenditures | 117,469 | 3,633,767 | 3,633,767 | 2,175,000 | 125,000 |
| Transfers To | | | | | |
| Electric Utility Fund | 0 | 2,075,000 | 2,075,000 | 0 | 0 |
| Total Transfers To | 0 | 2,075,000 | 2,075,000 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 167,884 | 167,884 | 167,884 | 4,055 | 167,884 |
| Unrestricted | 5,938,904 | 301,592 | 301,592 | 252,963 | 301,592 |
| Total Ending Fund Balance | 6,106,788 | 469,476 | 469,476 | 257,018 | 469,476 |
| Total Use of Funds | 6,224,257 | 6,178,243 | 6,178,243 | 2,432,018 | 594,476 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREETS AND HIGHWAYS CAPITAL FUND (533)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 14,255,963 | 9,324,838 | 9,324,838 | 14,149,573 | 9,324,838 |
| Unrestricted | 21,318,629 | 40,121,826 | 40,121,826 | 3,315,447 | 3,685,519 |
| Total Beginning Fund Balance | 35,574,592 | 49,446,664 | 49,446,664 | 17,465,020 | 13,010,357 |
| Revenue | | | | | |
| Other Agencies Revenue | 7,015,415 | 21,093,856 | 21,093,856 | 2,973,832 | 4,473,832 |
| Other Fees for Services | 31,535 | 0 | 0 | 0 | 0 |
| Other Revenue | 291,879 | 750,000 | 750,000 | 0 | 0 |
| State Revenue | 799,227 | 712,000 | 712,000 | 1,021,400 | 1,021,400 |
| Interest | 48,418 | 0 | 0 | 0 | 0 |
| Total Revenue | 8,186,474 | 22,555,856 | 22,555,856 | 3,995,232 | 5,495,232 |
| Transfers From | | | | | |
| Bridge Maintenance District #2 Fund | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Developer Traffic Payments Fund | 0 | 1,108,500 | 1,108,500 | 0 | 0 |
| Electric Utility Fund | 90,000 | 0 | 0 | 0 | 0 |
| Electric Operating Grant Trust Fund | 400,000 | 400,000 | 400,000 | 285,000 | 285,000 |
| Gas Tax Fund | 3,946,580 | 2,985,000 | 2,985,000 | 4,650,000 | 4,650,000 |
| General Fund | 2,103,129 | 2,172,464 | 2,172,464 | 2,247,188 | 2,023,418 |
| General Fund - Capital Projects | 8,486,000 | 1,619,000 | 1,619,000 | 1,580,000 | 2,043,050 |
| Reserve | | | | | |
| Parks and Recreation Capital Fund | 2,025,000 | 0 | 0 | 0 | 0 |
| Road Maintenance and | 2,100,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Rehabilitation (SB1) Fund | | | | | |
| Sewer Utility Fund | 108,130 | 0 | 0 | 0 | 0 |
| Traffic Mitigation Fund | 2,593,378 | 1,986,530 | 1,986,530 | 700,000 | 700,000 |
| Water Utility Fund | 62,840 | 0 | 0 | 0 | 0 |
| Total Transfers From | 21,995,057 | 12,851,494 | 12,851,494 | 12,042,188 | 12,281,468 |
| Total Source of Funds | 65,756,123 | 84,854,014 | 84,854,014 | 33,502,440 | 30,787,057 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREETS AND HIGHWAYS CAPITAL FUND (533)

| | | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | | |
| 1231 | - 2020 Pavement Preservation Project (OBAG II) | 54,168 | 0 | 0 | 0 | 0 |
| 1239 | - Adaptive Signal System | 0 | 1,850,000 | 1,850,000 | 0 | 0 |
| 1255 | - Adaptive Signal System (Santana West Settlement Agreement) | 0 | 950,000 | 950,000 | 0 | 0 |
| 1202 | - Agnew Road At-Grade Crossing | 0 | 565,777 | 565,777 | 0 | 0 |
| 1203 | - Annual Creek Trail Rehabilitation Program | 0 | 1,240,000 | 1,240,000 | 200,000 | 200,000 |
| 1250 | - Annual Curb Ramp Installation | 4,504 | 698,848 | 698,848 | 150,000 | 150,000 |
| 1235 | - Annual Street Maintenance and Rehabilitation Program | 7,557,342 | 18,511,138 | 18,511,138 | 7,648,832 | 7,648,832 |
| 1246 | - Bassett and Laurelwood Bicycle Lanes | 647 | 1,023,714 | 1,023,714 | 0 | 0 |
| 1245 | - Benton Bicycle Lanes | 0 | 1,519,190 | 1,519,190 | 0 | 0 |
| 1325 | - Bridge Maintenance Program | 0 | 1,369,894 | 1,369,894 | 820,000 | 820,000 |
| 1227 | - Changeable Message Signs | 50,808 | 3,406,728 | 3,406,728 | 0 | 0 |
| 1201 | - Creek Trail Network Expansion Master Plan | 7,355 | 0 | 0 | 0 | 0 |
| 1275 | - De La Cruz Boulevard Class IV Bikeway Study | 0 | 559,161 | 559,161 | 0 | 0 |
| 1266 | - El Camino Real Bike Lane Project | 0 | 0 | 0 | 200,000 | 200,000 |
| 1251 | - HAWK Beacon on Scott and Harrison | 50,328 | 648,088 | 648,088 | 0 | 0 |
| 1274 | - Lafayette Class IV Bike Lanes | 297 | 199,703 | 199,703 | 0 | 0 |
| 1212 | - LED Traffic Signal & Safety Light Replacements | 42,672 | 1,202,810 | 1,202,810 | 300,000 | 300,000 |
| 1267 | - Lick Mill Pedestrian Beacons Upgrade | 0 | 500,000 | 500,000 | 0 | 0 |
| 1247 | - Lick Mill-East River Parkway Crosswalk Improvements | 421,264 | 0 | 0 | 0 | 0 |
| 1280 | - MCB Class IV Bike Lanes | 0 | 65,000 | 65,000 | 0 | 0 |
| 1237 | - MCB/GAP Intersection Improvement Project | 138,432 | 2,657,754 | 2,657,754 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREETS AND HIGHWAYS CAPITAL FUND (533)

| | | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---------------------|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | | |
| 1259 | - Monroe - Los Padres Traffic Signal Modification | 0 | 680,000 | 680,000 | 0 | 0 |
| 1276 | - Monroe Street Class II Buffered Bicycle Lane Study | 0 | 263,700 | 263,700 | 0 | 0 |
| 1279 | - Multi-Jurisdictional Transportation Technology | 0 | 135,000 | 135,000 | 0 | 0 |
| 1249 | - Multimodal Improvement Plan Phase 1 Projects | 0 | 740,000 | 740,000 | 0 | 0 |
| 1258 | - Multimodal Improvement Plan Phase 2 Projects | 0 | 1,340,000 | 1,340,000 | 0 | 0 |
| 1211 | - Neighborhood Traffic Calming | 116,536 | 552,578 | 552,578 | 0 | 0 |
| 1220 | - Pedestrian and Bicycle Enhancement Facilities | 3,472 | 1,336,633 | 1,336,633 | 185,000 | 185,000 |
| 1205 | - Pepper Tree Neighborhood Traffic Calming Study | 0 | 91,055 | 91,055 | 0 | 0 |
| 1206 | - Pruneridge Ave.-Lawrence Expwy. Bicycle Lanes Improvement | 374,511 | 0 | 0 | 0 | 0 |
| 1248 | - Pruneridge Avenue Complete | 216,201 | 0 | 0 | 0 | 0 |
| 1285 | - Pruneridge Avenue Signal Timing | 0 | 1,000,000 | 1,000,000 | 0 | 0 |
| 1254 | - Public Right-of-Way ADA Improvements (Settlement Agreement) | 1,975,905 | 4,846,918 | 4,846,918 | 0 | 0 |
| 1199 | - PW Capital Projects Management - Streets and Highways | 2,103,129 | 2,172,464 | 2,172,464 | 2,247,188 | 2,023,418 |
| 1376 | - Safe Routes to School | 0 | 601,084 | 601,084 | 165,000 | 165,000 |
| 1386 | - Santa Clara Citywide ITS Project 2 | 0 | 375,177 | 375,177 | 0 | 0 |
| 1261 | - Santa Clara School Access Improvements | 104,798 | 2,264,125 | 2,264,125 | 0 | 0 |
| 1284 | - Santa Clara Pedestrian and Bicycle School Safety | 0 | 25,000 | 25,000 | 0 | 0 |
| 1225 | - Santa Clara VTA - Congestion Management Program | 245,000 | 262,000 | 262,000 | 271,400 | 271,400 |
| 1204 | - Saratoga Creek Trail (Homeridge Park to Central Park) | 27,233 | 6,242,550 | 6,242,550 | 0 | 0 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREETS AND HIGHWAYS CAPITAL FUND (533)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Expenditures | | | | | |
| 1244 - Scott Blvd Traffic Signal Interconnect & Coordination | 202,135 | 120,726 | 120,726 | 0 | 0 |
| 1252 - Scott Boulevard Signal Timing Phase II | 81,436 | 0 | 0 | 0 | 0 |
| 1382 - Sidewalk, Curb and Gutter Repair | 509,258 | 700,847 | 700,847 | 700,000 | 700,000 |
| 1283 - Stevens Creek Boulevard Vision Study | 0 | 100,296 | 100,296 | 0 | 0 |
| 1273 - Street Tree Services | 369,606 | 462,394 | 462,394 | 0 | 463,050 |
| 1286 - Tasman Complete Streets Plan 2021 Improvements Phase 1 – | 0 | 1,500,000 | 1,500,000 | 0 | 1,500,000 |
| 1272 - TDA 21 Bicycle Facilities Upgrade | 0 | 94,054 | 94,054 | 0 | 0 |
| 1260 - Traffic Calming (Santana West Settlement Agreement) | 0 | 250,000 | 250,000 | 0 | 0 |
| 1256 - Traffic Engineering Consultant Support | 75,454 | 100,100 | 100,100 | 100,000 | 100,000 |
| 1282 - Traffic Impact Fee Nexus Study | 0 | 0 | 0 | 300,000 | 300,000 |
| 1218 - Traffic Pre-Emptors | 0 | 879,266 | 879,266 | 0 | 0 |
| 1219 - Traffic Signal Enhancements | 0 | 1,257,725 | 1,257,725 | 150,000 | 150,000 |
| 1232 - Traffic Signal Interconnect Upgrade | 0 | 877,509 | 877,509 | 100,000 | 100,000 |
| 1217 - Traffic Signal Management Software Upgrade/Replacement | 67,094 | 1,520,685 | 1,520,685 | 0 | 0 |
| 1216 - Traffic Studies and Signal Needs Assessment/Upgrade | 27,737 | 0 | 0 | 0 | 0 |
| 1234 - Transportation Modeling Update | 19,200 | 51,049 | 51,049 | 50,000 | 50,000 |
| 1271 - Tree Replacement | 0 | 17,747 | 17,747 | 0 | 0 |
| 1226 - Uncontrolled Crosswalks Improvements | 46,547 | 3,054,976 | 3,054,976 | 2,450,000 | 2,450,000 |
| 1277 - Walsh Avenue Class IV Bikeway Study | 0 | 301,708 | 301,708 | 0 | 0 |
| Total Expenditures | 14,893,069 | 71,185,171 | 71,185,171 | 16,037,420 | 17,776,700 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | STREETS AND HIGHWAYS CAPITAL FUND (533)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Transfers To | | | | | |
| Developer Traffic Payments Fund | 722,720 | 0 | 0 | 0 | 0 |
| Gas Tax Fund | 382,164 | 527,565 | 527,565 | 0 | 0 |
| General Fund | 18,582 | 0 | 0 | 0 | 0 |
| General Fund - Capital Projects Reserve | 26,144 | 130,921 | 130,921 | 0 | 0 |
| Traffic Mitigation Fund | 266,780 | 0 | 0 | 0 | 0 |
| Total Transfers To | 1,416,390 | 658,486 | 658,486 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 9,324,838 | 9,324,838 | 9,324,838 | 14,149,573 | 9,324,838 |
| Unrestricted | 40,121,826 | 3,685,519 | 3,685,519 | 3,315,447 | 3,685,519 |
| Total Ending Fund Balance | 49,446,664 | 13,010,357 | 13,010,357 | 17,465,020 | 13,010,357 |
| Total Use of Funds | 65,756,123 | 84,854,014 | 84,854,014 | 33,502,440 | 30,787,057 |

CAPITAL IMPROVEMENT PROGRAM FUNDS | TASMAN EAST INFRASTRUCTURE IMPROVEMENT FUND (541)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 4,836 | 3,254,107 | 3,254,107 | 863,838 | 4,456,402 |
| Total Beginning Fund Balance | 4,836 | 3,254,107 | 3,254,107 | 863,838 | 4,456,402 |
| Revenue | | | | | |
| Tasman East Infrastructure Impact Fee | 3,465,453 | 2,413,605 | 4,411,858 | 0 | 0 |
| Total Revenue | 3,465,453 | 2,413,605 | 4,411,858 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 0 | 11,832 | 11,832 | 0 | 0 |
| Total Transfers From | 0 | 11,832 | 11,832 | 0 | 0 |
| Total Source of Funds | 3,470,289 | 5,679,544 | 7,677,797 | 863,838 | 4,456,402 |
| Expenditures | | | | | |
| 4611 - Tasman East Developer Reimbursement | 0 | 3,194,861 | 3,194,861 | 0 | 0 |
| 4610 - Tasman East Administration | 40,425 | 26,534 | 26,534 | 27,330 | 27,330 |
| Total Expenditures | 40,425 | 3,221,395 | 3,221,395 | 27,330 | 27,330 |
| Transfers To | | | | | |
| General Fund - Capital Projects Reserve | 175,757 | 0 | 0 | 0 | 0 |
| Total Transfers To | 175,757 | 0 | 0 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Unrestricted | 3,254,107 | 2,458,149 | 4,456,402 | 836,508 | 4,429,072 |
| Total Ending Fund Balance | 3,254,107 | 2,458,149 | 4,456,402 | 836,508 | 4,429,072 |
| Total Use of Funds | 3,470,289 | 5,679,544 | 7,677,797 | 863,838 | 4,456,402 |



CAPITAL IMPROVEMENT PROGRAM FUNDS | WATER UTILITY CAPITAL FUND (592)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Adopted | 2023/24 Amended |
|---|-------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Fund Balance | | | | | |
| Encumbrance Carryover | 4,615,672 | 1,368,212 | 1,368,212 | 4,615,672 | 1,368,212 |
| Unrestricted | 18,134,563 | 21,833,620 | 21,833,620 | 8,769,563 | 13,905,570 |
| Total Beginning Fund Balance | 22,750,235 | 23,201,832 | 23,201,832 | 13,385,235 | 15,273,782 |
| Transfers From | | | | | |
| Sewer Utility Fund | 500,000 | 0 | 0 | 0 | 0 |
| Water Utility Fund | 5,785,000 | 0 | 0 | 0 | 0 |
| Total Transfers From | 6,285,000 | 0 | 0 | 0 | 0 |
| Total Source of Funds | 29,035,235 | 23,201,832 | 23,201,832 | 13,385,235 | 15,273,782 |
| Expenditures | | | | | |
| 7057 - Asset Management Program | 52,668 | 200,000 | 200,000 | 150,000 | 150,000 |
| 7005 - Buildings and Grounds | 68,947 | 865,000 | 865,000 | 1,515,000 | 1,515,000 |
| 7054 - Distribution System Replacement/Restoration | 2,482,790 | 1,979,774 | 1,979,774 | 2,000,000 | 2,000,000 |
| 7059 - New and Replacement Wells | 2,776 | 3,100,000 | 3,100,000 | 1,000,000 | 1,000,000 |
| 7058 - SCADA Improvements | 69,902 | 500,000 | 500,000 | 500,000 | 500,000 |
| 7060 - Tank Rehabilitation | 3,156,320 | 0 | 0 | 0 | 0 |
| Total Expenditures | 5,833,403 | 6,644,774 | 6,644,774 | 5,165,000 | 5,165,000 |
| Transfers To | | | | | |
| General Government Capital Fund | 0 | 20,226 | 20,226 | 0 | 0 |
| Public Buildings Capital Fund | 0 | 1,263,050 | 1,263,050 | 0 | 0 |
| Total Transfers To | 0 | 1,283,276 | 1,283,276 | 0 | 0 |
| Ending Fund Balance | | | | | |
| Encumbrance Carryover | 1,368,212 | 1,368,212 | 1,368,212 | 4,615,672 | 1,368,212 |
| Unrestricted | 21,833,620 | 13,905,570 | 13,905,570 | 3,604,563 | 8,740,570 |
| Total Ending Fund Balance | 23,201,832 | 15,273,782 | 15,273,782 | 8,220,235 | 10,108,782 |
| Total Use of Funds | 29,035,235 | 23,201,832 | 23,201,832 | 13,385,235 | 15,273,782 |

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Other Agency Fund

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OTHER AGENCY FUND

The Sports and Open Space Authority (SOSA) of the City of Santa Clara was created by the City Council in 1974 to establish a separate entity to acquire and develop open space within the City of Santa Clara. The members of the City Council are also members of SOSA's Board of Directors and, as such, are authorized to transact business and exercise power to purchase, lease or otherwise obtain and dispose of real and personal property. This includes the ability to acquire, construct, maintain, repair, manage and operate real and personal property, including leasing to private operators for commercial purposes and surplus space which is not economical to use for open space planning.

Sports and Open Space Authority Fund (801)

This fund accounts for the acquisition and preservation of open space within the City and the development of local sports activities.

The following section details the Other Agency Fund's Statement of Sources and Uses and the Proposed Budget for Fiscal Year 2023/24 and Fiscal Year 2024/25.



OTHER AGENCY FUND | SPORTS AND OPEN SPACE AUTHORITY FUND (801)

| | 2021/22 Actual | 2022/23 Amended | 2022/23 Estimate | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance | | | | | |
| Unrestricted | 13,686 | 4,662 | 4,662 | 1,392 | 1,392 |
| Total Beginning Fund Balance | 13,686 | 4,662 | 4,662 | 1,392 | 1,392 |
| Revenue | | | | | |
| Interest | 139 | 250 | 250 | 0 | 0 |
| Total Revenue | 139 | 250 | 250 | 0 | 0 |
| Transfers From | | | | | |
| General Fund | 0 | 6,000 | 6,000 | 10,000 | 10,200 |
| Total Transfers From | 0 | 6,000 | 6,000 | 10,000 | 10,200 |
| Total Source of Funds | 13,825 | 10,912 | 10,912 | 11,392 | 11,592 |
| Expenditures | | | | | |
| Board Member Stipend | 4,590 | 4,920 | 4,920 | 5,000 | 5,100 |
| Materials/Services/Supplies | 4,573 | 4,600 | 4,600 | 5,000 | 5,100 |
| Total Expenditures | 9,163 | 9,520 | 9,520 | 10,000 | 10,200 |
| Ending Fund Balance | | | | | |
| Unrestricted | 4,662 | 1,392 | 1,392 | 1,392 | 1,392 |
| Total Ending Fund Balance | 4,662 | 1,392 | 1,392 | 1,392 | 1,392 |
| Total Use of Funds | 13,825 | 10,912 | 10,912 | 11,392 | 11,592 |

City Departments

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Mayor and City Council Offices

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Mayor and City Council Offices Description

The City Council consists of a Mayor who is elected at-large and six Councilmembers that are elected by district and serve staggered four-year terms. The Council, as the legislative body, represents the residents of Santa Clara and is empowered by the City Charter to formulate Citywide policy, enact local legislation, adopt budgets, and appoint the City Manager, City Attorney and City Auditor. The Council conducts City Council meetings and study sessions as required.

The Mayor and Councilmembers serve on county, regional, and State organizations representing the City's interests. The Mayor and Councilmembers also serve as Agency and Authority Board Members, Commissioners or Directors of the Bayshore North Project Enhancement Authority, Housing Authority, Industrial Development Agency, Joint Financing Authority, Public Facilities Financing Corporation, Sports and Open Space Authority, Stadium Authority, and Oversight Board for Successor Agency to the City of Santa Clara Redevelopment Agency.

Divisions and Services

The Mayor and Councilmembers are supported by the Mayor and City Council Offices staff. The Mayor and City Council Offices are organized under the Mayor and City Council Division.

| | |
|--|---|
| Mayor and City Council Division Mission | Assist the Mayor and Councilmembers with implementation of established policies, goals, and objectives. |
| | Assist Mayor and Councilmembers in scheduling appointments, making travel arrangements, and corresponding with legislators, constituents, and members of the community. |
| | Assist with the coordination of meetings for several City committees and several area wide/outside agency committees. |
| Division Objectives | Coordinate concerns from members of the community in an effort to increase transparency and responsiveness. |
| | Provide support to Mayor and City Council on all administrative needs and research needs, including support for Council Committee and intergovernmental assignments. |
| | Provide general administrative support to the Mayor and Councilmembers. |

Significant Accomplishments

- Supported the City Council with its policy priorities.
- Maintained compliance with applicable requirements, e.g., calendar disclosures, public records requests, and other government transparency requirements.
- Provided direct support to the Mayor and City Council on all administrative needs and research needs, including administrative support for Council Committee and intergovernmental assignments.
- Supported the reinstatement of the Governance and Ethics Committee and overseeing the priorities and meetings as part of Council Committee support.
- Managed, reviewed, and analyzed a high volume of Public Record Act (PRA) requests assigned to the Mayor and Council Offices.
- Coordinated with appropriate departments for review and coordination of legislative requests and legislative advocacy positions.
- Provided administrative support to the Governance and Ethics Committee, Economic Development, Communications, and Marketing Committee.
- Responded to constituent concerns and inquiries in a timely manner and within three business days.
- Approved and processed proclamations, commendations, and recognition requests in time for events.
- Responded to requests for Mayor and/or Council's appearance within three business days.
- Provided logistical support for various City and public events including the Pride flag raising ceremony.

Budget Highlights

- Reduces the operating supplies budget to help address the General Fund deficit.
- Reallocates 1.0 Assistant to the City Manager from the City Manager's Office to reflect actual workload.

Mayor and City Council Travel

In accordance with the City's administrative policy on official travel by elected officials, Council Policy 043, official travel is approved in advance annually with the Mayor and City Council Offices' Operating Budget. The following are the conferences, meetings and events that are anticipated for Mayor and Councilmembers' attendance:

| Conference | FY 2023/24 Budget | FY 2024/25 Budget |
|---|----------------------|----------------------|
| National League of Cities Annual Conference | 4,687 | 4,781 |
| League of California Cities Annual Conference | 13,194 | 13,590 |
| League of California Cities New Members Academy | 0 | 7,300 |
| League of California Cities Workshops | 3,183 | 3,247 |
| Official Local Policy Related Events/Meetings/Trainings | 7,177 | 7,421 |
| Sister Cities Annual Conference | 4,114 | 4,196 |
| Sister Cities International Travel to Sister Cities of Coimbra, Izumo, or Limerick and related travel | 20,000 | 20,000 |
| United States Conference of Mayors Winter Meeting | 2,868 | 2,925 |
| United States Conference of Mayors Annual Conference | 3,219 | 3,283 |
| Total Conference Budget | 58,442 | 66,743 |



**Mayor and City Council
Offices**

10.00 FTEs

Mayor and City Council

1.00 Mayor*
6.00 Councilmember*
1.00 Assistant to the City Manager
1.00 Executive Assistant to Mayor and City Council
1.00 Management Analyst

10.00 Total Mayor and City Council FTE

*Mayor and Councilmember positions shown as 7.0
FTE positions



Budget Summary

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Mayor and City Council Division | | | | | | |
| 1611 City Council Program | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |
| Total Mayor and City Council Division | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |
| Total by Division / Program | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|------------------------|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |
| Total by Fund | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |

| | | | | | | |
|----------------------------------|----------------|----------------|------------------|----------------|------------------|-------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 365,335 | 403,079 | 587,609 | 45.8% | 613,873 | 4.5% |
| As-Needed | 81,762 | 17,479 | 18,721 | 7.1% | 20,006 | 6.9% |
| Overtime | 0 | 554 | 573 | 3.4% | 593 | 3.5% |
| Retirement | 128,752 | 134,967 | 192,127 | 42.4% | 201,576 | 4.9% |
| Health Allocation | 16,005 | 24,842 | 56,610 | 127.9% | 59,320 | 4.8% |
| Medicare | 6,468 | 5,975 | 8,927 | 49.4% | 9,312 | 4.3% |
| Social Security | 16,837 | 15,173 | 24,924 | 64.3% | 25,828 | 3.6% |
| Other Benefits | 12,050 | 13,473 | 24,391 | 81.0% | 25,151 | 3.1% |
| Total Salary and Benefits | 627,209 | 615,542 | 913,882 | 48.5% | 955,659 | 4.6% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 26,851 | 112,459 | 102,391 | (9.0%) | 113,921 | 11.3% |
| Interfund Services | 126,817 | 133,104 | 108,008 | (18.9%) | 107,143 | (0.8%) |
| Total Non-Personnel | 153,668 | 245,563 | 210,399 | (14.3%) | 221,064 | 5.1% |
| Total by Category | 780,877 | 861,105 | 1,124,281 | 30.6% | 1,176,723 | 4.7% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Mayor and City Council Division | | | | | |
| 1611 City Council Program | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| Total Mayor and City Council Division | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| Total by Division / Program | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| Positions by Fund | | | | | |
| General Fund | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| Total by Fund | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |
| Position Classification | | | | | |
| Mayor | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| City Councilmember | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Assistant to the City Manager | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to Mayor and City Council | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Analyst I | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Positions | 9.00 | 9.00 | 10.00 | 1.00 | 10.00 |




Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|--------------|-----------------------------|
| Prior Year Budget | 9.00 | 861,105 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 10,277 |
| Reallocation of 1.0 Assistant to the City Manager from the City Manager's Office | 1.00 | 288,063 |
| Net decrease in various interfund services allocations | | (25,096) |
| Non-personnel adjustments | | (8,068) |
| Total FY 2023/24 Base Budget Adjustments | 1.00 | 265,176 |
| Total FY 2023/24 Base Budget | 10.00 | 1,126,281 |
| Service Level Changes | | |
| Reduction in Operating Supplies | | (2,000) |
| Total Service Level Changes | 0.00 | (2,000) |
| Total FY 2023/24 Proposed Budget | 10.00 | 1,124,281 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 41,777 |
| Non-personnel adjustments | | 11,570 |
| Net decrease in various interfund services allocations | | (865) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 52,482 |
| Total FY 2024/25 Base Budget | 10.00 | 1,176,763 |
| Service Level Changes | | |
| Reduction in Operating Supplies | | (40) |
| Total Service Level Changes | 0.00 | (40) |
| Total FY 2024/25 Proposed Budget | 10.00 | 1,176,723 |







Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---|---|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Operating Supplies Reduction | 0.00 | 0 | (2,000) | 0 | (2,040) |
| Program: 1611 – City Council Program | | | | | |
| This proposal reduces the Mayor and City Council Offices operating supplies budget from \$31,887 to \$29,887. The remaining supplies budget is anticipated to be sufficient for the Department. | | | | | |
| Performance Impact | | | | | |
| This reduction is anticipated to have minimal impact to service delivery. | | | | | |
| Strategic Pillar: |  Manage Strategically Our Workforce Capacity and Resources | | | | |



Performance and Workload Measures

| Mayor and City Council Division | | | | | | | |
|---|--|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of forwarded constituent concerns and inquiries to City Manager and appropriate City Department Directors within three business days – <i>Modified for FY 2023/24</i> |  | 98% | 100% | 100% | 98% | 100% | 100% |
| Percent of approved proclamations, commendations, and recognitions processed in time for events – <i>Modified for FY 2023/24</i> |  | 98% | 100% | 100% | 100% | 100% | 100% |
| Percent of complete travel requests and reimbursements processed within two weeks of receiving needed documentation and receipts |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Percent of response to requests for Mayor and/or Council's personal appearance at events within one week of requests – <i>Modified for FY 2023/24</i> |  | 96% | 100% | 100% | 100% | 100% | 100% |

City Attorney's Office

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City Attorney's Office Description

Section 908 of the City of Santa Clara Charter provides:

The responsibilities of the City Attorney's Office consist of the following: represent and advise the City Council and all City officers in all matters of law pertaining to their offices; represent and appear on behalf of the City and any City officer or employee in all legal actions or proceedings which the City or any such officer or employee, in or by reason of his/her official capacity is a party; provide the City Council with information and advice regarding ongoing litigation and legislation affecting the City; attend all meetings of the City Council and give advice or an opinion in writing whenever requested to do so by the City Council or officers of the City; staff board and commission meetings as necessary; approve the form of all bonds given to and all contracts made by the City, endorsing approval thereon in writing; review and approve all ordinances and resolutions and amendments thereof; prosecute cases for violation of the Charter and City ordinances; and assist and provide training on current issues in the law and City policy as needed.

The City Attorney's Office will continue to provide legal advice and support on matters initiated by the City Council, City Manager's Office, and City departments, including managing all of the claims and litigation of the City, conducting legal research and providing advice to decision-makers, and drafting, reviewing, and negotiating contracts, leases, licenses, policies, resolutions, ordinances, Public Records Act requests responses, Council reports, and a variety of other documents.

Divisions and Services

The City Attorney's Division is organized under the City Attorney's Office. There are several areas which the Division is split amongst including Court and Trial, Contract and Transaction, Research and Opinion, and Library and Clerical.

| | |
|-----------------------------------|---|
| City Attorney Division Mission | Provide professional municipal legal services to the City Council, policy makers, boards, commissions, and staff in their official capacities. |
| | <p>The Court and Trial Division shall provide hearing and trial counsel services, handle discovery and other necessary proceedings incident to hearings and trials.</p> <p>The Contract and Transaction Division shall assist various City departments in negotiating and preparing complex agreements, legal documents, etc.; prepare correspondence and answer complex inquiries from City departments, other agencies, and third parties; with special assistance, participate in preparing civil cases and administrative cases in utility matters.</p> |
| Division Objectives | <p>The Research and Opinion Division shall interpret the law, prepare legal opinions, and prepare and review resolutions, ordinances, bonds, invitations for bids and proposals, contracts, deeds, and related instruments; prosecute actions involving City ordinances; prepare correspondence and answer routine inquiries from City departments and other agencies.</p> <p>The Library and Clerical Division shall maintain the law library and perform all secretarial and clerical duties required in support of the City Attorney and divisions of the City Attorney's Office as are assigned or directed, and other related work as is assigned.</p> |

Significant Accomplishments

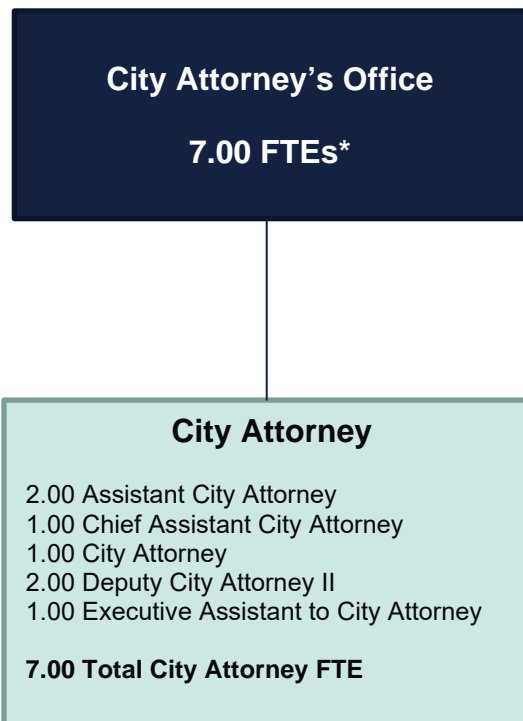
- A sample of significant accomplishments during FY 2022/23 includes the implementation of:
 - New police transparency laws
 - Updating of Stadium procurement regulations
 - Resolution of numerous significant litigation matters
 - Two revenue generating ballot measures
 - City Place Project ground lease for Phase 1
 - Close of four affordable housing projects (Mainline, Monroe, Kifer and Calabazas conversion)
 - Drafting and environmental review of two specific plans (Patrick Henry Drive and Freedom Circle)
 - Completed review draft of zoning ordinance update
 - City-wide purchasing code update ordinance
 - MOU with County for Psychiatric Emergency Response Team program in Santa Clara
 - Management and oversight of 194 claims and litigation matters
- Implemented new case management system, Advologix, to accurately manage and track transactional and litigation matters for City departments and Stadium Authority to provide more efficient legal services and better reporting to City Council and City Staff.
- Completed approximately 1,677 legal service requests, which included legal advice, review and negotiations of contracts, leases, licenses, policies and many other documents related to the day-to-day operations of the City of Santa Clara, including all major projects and policy initiatives, while maintaining full City Attorney operations during the COVID-19 pandemic under reduced staffing and budget.

Significant Objectives

- Assist with Stadium issues including major event planning
- Assist with comprehensive Zoning Ordinance Update
- Assist with governance and election issues
- Assist with City Administration improvements in various policies and programs
- Continue with internal CAO process improvements
- Enhance training programs, including an expanded in-house AB 1234 training program

Budget Highlights

- Freeze 1.0 Assistant City Attorney to help address the General Fund shortfall.
- Add funding for outside legal services to alleviate service delivery impacts of proposed freeze of the 1.0 Assistant City Attorney.



* 1.0 Assistant City Attorney position is proposed to be frozen for FY 2023/24 and FY 2024/25



Budget Summary

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--------------------------------------|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| City Attorney Division | | | | | | |
| 2411 Program Administration | 1,255,373 | 1,487,054 | 1,385,779 | (6.8%) | 1,436,135 | 3.6% |
| 2412 Program Litigation | 1,284,988 | 1,715,681 | 1,690,737 | (1.5%) | 1,769,567 | 4.7% |
| Total City Attorney Division | 2,540,361 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 | 4.2% |
| Total by Division / Program | 2,540,361 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 | 4.2% |

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 2,530,461 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 | 4.2% |
| Other City Departments Operating Grant | 6,985 | 0 | 0 | N/A | 0 | N/A |
| Trust Fund | | | | | | |
| Prefunded Plan Review Fund | 2,915 | 0 | 0 | N/A | 0 | N/A |
| Total by Fund | 2,540,361 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 | 4.2% |

| | | | | | | |
|----------------------------------|------------------|------------------|------------------|---------------|------------------|-------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 1,340,683 | 1,699,701 | 1,573,416 | (7.4%) | 1,640,044 | 4.2% |
| As-Needed | 25,081 | 50,915 | 52,664 | 3.4% | 54,475 | 3.4% |
| Retirement | 378,233 | 635,728 | 603,793 | (5.0%) | 635,677 | 5.3% |
| Health Allocation | 74,342 | 88,714 | 114,403 | 29.0% | 120,574 | 5.4% |
| Medicare | 20,421 | 27,138 | 25,090 | (7.5%) | 26,129 | 4.1% |
| Social Security | 53,776 | 66,911 | 66,626 | (0.4%) | 67,370 | 1.1% |
| Other Benefits | 53,549 | 64,705 | 57,181 | (11.6%) | 58,907 | 3.0% |
| Total Salary and Benefits | 1,946,085 | 2,633,812 | 2,493,173 | (5.3%) | 2,603,176 | 4.4% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 449,396 | 407,544 | 515,748 | 26.6% | 535,643 | 3.9% |
| Interfund Services | 144,880 | 161,379 | 67,595 | (58.1%) | 66,883 | (1.1%) |
| Total Non-Personnel | 594,276 | 568,923 | 583,343 | 2.5% | 602,526 | 3.3% |
| Total by Category | 2,540,361 | 3,202,735 | 3,076,516 | (3.9%) | 3,205,702 | 4.2% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| City Attorney Division | | | | | |
| 2411 Program Administration | 5.60 | 5.60 | 3.40 | (2.20) | 3.40 |
| 2412 Program Litigation | 2.40 | 2.40 | 3.60 | 1.20 | 3.60 |
| Total City Attorney Division | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| Total by Division / Program | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| | | | | | |
| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
| Positions by Fund | | | | | |
| General Fund | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| Total by Fund | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| | | | | | |
| Position Classification | | | | | |
| Assistant City Attorney | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| Chief Assistant City Attorney | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| City Attorney | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Deputy City Attorney II | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Executive Assistant to City Attorney | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|---------------|-----------------------------|
| Prior Year Budget | 8.00 | 3,202,735 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 138,192 |
| Non-personnel adjustments | | 7,877 |
| Reallocation of publication items to the City Clerk's Office | | (14,504) |
| Net decrease in various internal service fund allocations | | (93,784) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 37,781 |
| Total FY 2023/24 Base Budget | 8.00 | 3,240,516 |
| Service Level Changes | | |
| Freeze 1.0 Assistant City Attorney and Adjustment to Outside Legal Counsel | (1.00) | (164,000) |
| Total Service Level Changes | (1.00) | (164,000) |
| Total FY 2023/24 Proposed Budget | 7.00 | 3,076,516 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 125,432 |
| Non-personnel adjustments | | 7,746 |
| Net decrease in various internal service fund allocations | | (712) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 132,466 |
| Total FY 2024/25 Base Budget | 7.00 | 3,208,982 |
| Service Level Changes | | |
| Freeze 1.0 Assistant City Attorney and Adjustment to Outside Legal Counsel | | (3,280) |
| Total Service Level Changes | 0.00 | (3,280) |
| Total FY 2024/25 Proposed Budget | 7.00 | 3,205,702 |



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Freeze 1.0 Assistant City Attorney Position and Adjustment to Outside Legal Counsel | (1.00) | (164,000) | 0 | (167,280) | 0 |

Program: 2411 – Program Administration
2412 – Program Litigation

This proposal freezes 1.0 vacant Assistant City Attorney position that supports the Public Works and Water and Sewer Utilities Departments. It is anticipated that response and review times for departments citywide will be impacted as the City Attorney's Office works to absorb some of this position's duties. This proposal also increases the outside legal counsel budget in the amount of \$114,831, from \$260,100 to \$374,931, in order to mitigate some of these anticipated work delays, particularly for the Public Work and Water and Sewer Utilities Departments.

Performance Impact

While the City Attorney's Office staff works to take on some duties performed by this position, delays in response and review time are still anticipated. The Department will work to alleviate delays through the use of outside legal counsel.







Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| City Attorney Division | | | | | | | |
|--|--|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of legal service requests reviewed within ten working days after receipt from the Department |  | 1,793 | 2,489 | 1,800 | 1,800 | 1,800 | 1,800 |
| Number of training sessions presented for City officials and staff |  | 5 | 5 | 5 | 9 | 5 | 5 |
| Number of ordinances and resolutions drafted or reviewed by CAO |  | 85 | 144 | 40 | 100 | 100 | 100 |
| Issue quarterly litigation status reports |  | 4 | 4 | 4 | 4 | 4 | 4 |
| Review, on a quarterly basis, the status of all workers' compensation claims and provide direction regarding litigation and claim review as needed to City staff and outside counsel |  | 4 | 4 | 4 | 200 | 200 | 200 |
| Prosecute cases for violations of City Code |  | 75 | 40 | 40 | 20 | 20 | 20 |

City Clerk's Office

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Elected City Clerk's Office

The Elected City Clerk duties are to (a) be the custodian of the seal of the City and (b) have charge of all City Elections. The Elected City Clerk would maintain sole responsibility for administering all aspects of City elections (e.g., Mayor, City Council, and Chief of Police).

Divisions and Services

The Elected City Clerk's Office is a division organized under the City Clerk's Office.

| | |
|--|---|
| Elected City Clerk Division Mission | Ethically serve the needs of the citizens of the community by facilitating all aspects of City elections in accordance with the City Charter, Municipal Code, California Elections Code and Political Reform Act. |
| Division Objectives | To develop and execute strategies to broaden outreach throughout the community to increase transparency and education. |
| | To design and implement new City initiatives related to Measure N, which changed the method of elections from at-large to by-district voting for City Councilmembers, excluding the Mayor. |
| | To increase voter registration in the City through effective community engagement programs such as citizens outreach. |

Significant Accomplishments

- Successfully completed the November 2022 General Municipal Election, which encompassed two council district seats, the Mayor, and two ballot measures.

Significant Objectives

- Continue to focus on redistricting efforts in FY 2023/24.

Budget Highlights

- Reduces the elections and initiative outreach budget on an ongoing basis to help address the General Fund deficit.



Elected City Clerk's Office

1.00 FTEs

Elected City Clerk

1.00 City Clerk*

1.00 Total Elected City Clerk FTE

*City Clerk position shown as 1.0 FTE position



Budget Summary

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Elected City Clerk Division | | | | | | |
| 2314 City Clerk-Elections | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |
| Total Elected City Clerk Division | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |
| Total by Division / Program | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|------------------------|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |
| Total by Fund | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |

| | | | | | | |
|----------------------------------|---------------|----------------|----------------|----------------|----------------|--------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 18,054 | 24,000 | 24,000 | 0.0% | 24,000 | 0.0% |
| Retirement | 6,258 | 8,419 | 8,160 | (3.1%) | 8,198 | 0.5% |
| Medicare | 261 | 348 | 348 | 0.0% | 348 | 0.0% |
| Total Salary and Benefits | 24,573 | 32,767 | 32,508 | (0.8%) | 32,546 | 0.1% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 65,750 | 454,040 | 400,000 | (11.9%) | 460,800 | 15.2% |
| Interfund Services | 1,401 | 1,647 | 0 | (100.0%) | 0 | 0.0% |
| Total Non-Personnel | 67,151 | 455,687 | 400,000 | (12.2%) | 460,800 | 15.2% |
| Total by Category | 91,724 | 488,454 | 432,508 | (11.5%) | 493,346 | 14.1% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Elected City Clerk Division | | | | | |
| 2314 Elections | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Elected City Clerk Division | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total by Division / Program | | | | | |
| | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total by Fund | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |

| | | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| Position Classification | | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|-------------|-----------------------------|
| Prior Year Budget | 1.00 | 488,454 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Increase in Election Costs (for Special Election) | | 10,000 |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | (259) |
| Non-personnel adjustments | | 2,080 |
| Net decrease in internal service fund allocations | | (1,647) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 10,174 |
| Total FY 2023/24 Base Budget | 1.00 | 498,628 |
| FY 2023/24 Service Level Changes | | |
| Elections and Initiative Outreach Reduction | | (66,120) |
| Total Service Level Changes | 0.00 | (66,120) |
| Total FY 2023/24 Proposed Budget | 1.00 | 432,508 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Increase in Election Costs (bi-annually) | | 60,000 |
| Salary and benefits adjustments | | 38 |
| Non-personnel adjustments | | 2,122 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 62,160 |
| Total FY 2024/25 Base Budget | 1.00 | 494,668 |
| FY 2024/25 Service Level Changes | | |
| Elections and Initiative Outreach Reduction | | (1,322) |
| Total Service Level Changes | 0.00 | (1,322) |
| Total FY 2024/25 Proposed Budget | 1.00 | 493,346 |



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Elections and Initiative Outreach Reduction | 0.00 | 0 | (66,120) | 0 | (67,442) |

Program: 2314 – Elections

This proposal reduces the Elected City Clerk's initiatives and elections outreach budget by \$66,120, from \$106,120 to \$40,000. This budget provides funding for the development and implementation of strategies to increase voter outreach and participation as well as promote community engagement. Based on historical spending, it is anticipated that the remaining funding will be sufficient to cover any expenses related to these items.

Performance Impact

The City Clerk's Office is anticipating no service delivery impact with this reduction.




Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Elected City Clerk Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of Campaign Disclosure Statements distributed |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Workload Measures | | | | | | | |
| Number of Campaign Disclosure Statements processed |  | 87 | 35 | 50 | 82 | 50 | 50 |
| Number of elections held |  | 1 | 1 | 1 | 1 | 1 | 1 |

Assistant City Clerk's Office Description

The Assistant City Clerk oversees the day-to-day operations of the City Clerk's Office. The Office of the Assistant City Clerk processes the agendas for and attends all meetings of the Council and Authorities Concurrent and Stadium Authority meetings, maintains accurate and up-to-date records of the proceedings of those meetings and makes those records open for public inspection. The Office of the Assistant City Clerk processes and maintains copies of City contracts, ordinances, resolutions and other official documents. The Office of the Assistant City Clerk manages and compiles City records in accordance with the Records Retention Schedule and in response to Public Records Act requests. The Office of the Assistant City Clerk administers campaign and disclosure laws, the Campaign Finance Ordinance, Regulation of Lobbying Activities program and the Calendars of Certain City Officials program. The Office of the Assistant City Clerk also administers oaths of affirmation pertaining to the affairs and business of the City and certifies copies of official records.

Divisions and Services

The Assistant City Clerk's Office is organized under the City Clerk's Office.

| | |
|--|---|
| Assistant City Clerk Division Mission | Maintain and ensure that all official records and documents are accessible to the public; ensure timely publication, posting and/or mailing of ordinances, resolutions, calendars of certain City Officials, lobbyist registration forms and semi-annual reports, and other notices; attend and keep an accurate record of Council meetings; and respond to all requests for information efficiently and courteously. |
| Division Objectives | To continue to work with all City departments to ensure accuracy of the Records Retention Schedules with emphasis on electronic records and historical and vital records. |
| | To continue to work with the Information Technology Department and the City Attorney's Office to ensure integrity and compliance with the Records Retention Program, including updating the Records Retention Schedules. |
| | To continue the records management software training for City staff and work with departments to inventory and classify records. |
| | To continue to track agreements for all City departments to ensure that active agreements are readily available and inactive agreements are retained according to retention schedules. |

Significant Accomplishments

- Transitioned and supported all public meetings (Council, Stadium Authority, Boards, Commissions, and Committees) to hybrid meetings via Zoom and in-person meetings.
- Increased Lobbyist Fees for full cost recovery of the program.
- Assistant City Clerk worked closely with the City Clerk to implement and conduct the November 2022 General Municipal Election.
- Collaborated with departments citywide to enter and retain City records through Electronic Document Management system – Laserfiche.
- Collaborated with IT and Human Resources on digitalizing employee records and open enrollment forms through the city's electronic document management Laserfiche.

Significant Objectives

- Implement and support enhanced functionality for the enterprise document management system as a citywide resource for records management, the use of forms, compatibility with mobile devices and other functionality as appropriate.
- Identify and focus on key elements of the enterprise document management systems that will enhance productivity and increase transparency through the public meeting process and access to information. Continue to provide prompt and thorough responses to requests for public records and to assure that all official records and document are accessible to the public.

Budget Highlights

- Eliminates funding for the City's old records management software that is no longer needed as the City has upgraded to a different software.



Assistant City Clerk's Office

6.00 FTEs

Assistant City Clerk

1.00 Assistant City Clerk
1.00 Deputy City Clerk
1.00 Office Records Specialist
1.00 Senior Management Analyst
2.00 Staff Aide I

6.00 Total Assistant City Clerk FTE



Budget Summary

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Assistant City Clerk Division | | | | | | |
| 2311 City Clerk- Council Admin Support | 361,566 | 474,791 | 390,812 | (17.7%) | 401,256 | 2.7% |
| 2312 City Clerk-Public Info | 664,757 | 821,650 | 831,265 | 1.2% | 865,544 | 4.1% |
| 2313 City Clerk-Political Reforms | 337,236 | 291,217 | 292,676 | 0.5% | 306,922 | 4.9% |
| Total Assistant City Clerk Division | 1,363,559 | 1,587,658 | 1,514,753 | (4.6%) | 1,573,722 | 3.9% |
| Total by Division / Program | 1,363,559 | 1,587,658 | 1,514,753 | (4.6%) | 1,573,722 | 3.9% |

| | FY 2021/22 Actual | FY 202/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 1,363,519 | 1,587,658 | 1,514,753 | (4.6%) | 1,573,722 | 3.9% |
| Other City Departments Operating Grant Trust Fund | 40 | 0 | 0 | N/A | 0 | N/A |
| Total by Fund | 1,363,559 | 1,587,658 | 1,514,753 | (4.6%) | 1,573,722 | 3.9% |

| | | | | | | |
|----------------------------------|------------------|------------------|------------------|---------------|------------------|-------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 478,752 | 708,033 | 666,284 | (5.9%) | 697,141 | 4.6% |
| As-Needed | 119,306 | 48,543 | 51,020 | 5.1% | 53,583 | 5.0% |
| Overtime | 0 | 1,035 | 1,071 | 3.5% | 1,108 | 3.5% |
| Retirement | 261,205 | 285,099 | 256,761 | (9.9%) | 269,726 | 5.0% |
| Health Allocations | 47,343 | 80,946 | 102,676 | 26.8% | 108,145 | 5.3% |
| Medicare | 9,663 | 10,935 | 11,278 | 3.1% | 11,777 | 4.4% |
| Social Security | 37,894 | 43,712 | 46,321 | 6.0% | 48,067 | 3.8% |
| Other Benefits | 30,391 | 41,623 | 42,395 | 1.9% | 43,898 | 3.5% |
| Total Salary and Benefits | 984,554 | 1,219,926 | 1,177,806 | (3.5%) | 1,233,445 | 4.7% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 212,436 | 216,627 | 225,461 | 4.1% | 229,966 | 2.0% |
| Interfund Services | 143,488 | 151,105 | 111,486 | (26.2%) | 110,311 | (1.1%) |
| Capital Outlay | 23,081 | 0 | 0 | N/A | 0 | N/A |
| Total Non-Personnel | 379,005 | 367,732 | 336,947 | (8.4%) | 340,277 | 1.0% |
| Total by Category | 1,363,559 | 1,587,658 | 1,514,753 | (4.6%) | 1,573,722 | 3.9% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted* | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-----------------------|------------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Assistant City Clerk Division | | | | | |
| 2311 Council/Administration Support | 1.50 | 1.50 | 1.50 | 0.00 | 1.50 |
| 2312 Public Information/Legislative Records Management | 2.10 | 3.10 | 3.10 | 0.00 | 3.10 |
| 2313 Political Reform Act | 1.40 | 1.40 | 1.40 | 0.00 | 1.40 |
| Total Assistant City Clerk Division | 5.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Total by Division / Program | 5.00 | 6.00 | 6.00 | 0.00 | 6.00 |

| | FY 2021/22 Adopted | FY 2022/23 Adopted* | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|-----------------------|------------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 5.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Total by Fund | 5.00 | 6.00 | 6.00 | 0.00 | 6.00 |

| | | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| Position Classification | | | | | |
| Assistant City Clerk | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Records Specialist | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Sr. Management Analyst | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Aide I | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Positions | 5.00 | 6.00 | 6.00 | 0.00 | 6.00 |

*The position count includes the unfreezing and reclassification of 1.0 Deputy City Clerk position to 1.0 Senior Management Analyst position, as approved as part of the FY 2022/23 and FY 2023/24 Adopted Capital Improvement Program Budget.



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|-------------|-----------------------------|
| Prior Year Budget | 6.00 | 1,587,658 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | (42,120) |
| Reallocation of publication items from the City Attorney's Office | | 14,504 |
| Non-personnel adjustments | | 4,330 |
| Net decrease in internal service fund allocations | | (39,619) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | (62,905) |
| Total FY 2023/24 Base Budget | 6.00 | 1,524,753 |
| Service Level Changes | | |
| Sire Records Management System Reduction | | (10,000) |
| Total Service Level Changes | 0.00 | (10,000) |
| Total FY 2023/24 Proposed Budget | 6.00 | 1,514,753 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 55,639 |
| Non-personnel adjustments | | 4,705 |
| Net decrease in internal service fund allocations | | (1,175) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 59,169 |
| Total FY 2024/25 Base Budget | 6.00 | 1,573,922 |
| Service Level Changes | | |
| Sire Records Management System Reduction | | (200) |
| Total Service Level Changes | 0.00 | (200) |
| Total FY 2024/25 Proposed Budget | 6.00 | 1,573,722 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Sire Records Management Software Reduction | 0.00 | 0 | (10,000) | 0 | (10,200) |

Program: 2312 – Public Information/Legislation Records Management

This proposal reduces the Assistant City Clerk's contractual services budget by \$10,000. This amount reflects funding for the City's previous records management software. As the City has upgraded to a different software, this funding is no longer necessary and no service level impact is expected.

Performance Impact

The City Clerk's Office is anticipating no service delivery impact with this reduction.




Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Assistant City Clerk Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of records authorized and provided by the department for destruction are destroyed within 30 days |  | 100% | 100% | 100% | 0% | 100% | 100% |
| Percent of City Council reports available online four days prior to the meeting |  | 100% | N/A | 100% | 100% | 100% | 100% |
| Workload Measures | | | | | | | |
| Number of Conflict of Interest forms processed |  | 410 | 301 | 300 | 314 | 250 | 250 |

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City Auditor's Office

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City Auditor Division Description

The City Auditor’s Office is an independent office that reports to the Audit Committee and City Council. The Office conducts performance audits and reviews of City departments, programs and services, and makes recommendations to strengthen accountability and improve efficiencies and effectiveness of City programs and business processes. The audits may assess internal controls over financial reporting and evaluate the adequacy of system of internal controls, and compliance with applicable laws, rules, regulations, and City policies and procedures.

The Office prepares an annual audit work plan for the City Council’s approval and issues semi-annual audit status reports and annual follow-up reports on outstanding audit recommendations to the City Council for review.

The Office provides oversight of external auditors regarding the City’s annual financial audit, single audit, annual compliance review with the City’s Investment Policy, performance audits and related financial audits. The City Auditor’s Office is also responsible for the Stadium Authority’s annual financial audit.

Additionally, the Office administers the City’s Fraud Hotline program and performs investigations for all material complaints received related to fraud, waste, and abuse.

Divisions and Services

The City Auditor Division is organized independently from operations.

| | |
|----------------------------------|--|
| City Auditor Division Mission | The City Auditor’s Office mission is to promote honest, efficient, effective and fully accountable city government through accurate, independent and objective audits. |
| Division Objectives | Establish performance audits within the organization to better understand how our programs are performing in comparison with neighboring jurisdictions. |
| | Conduct in-depth financial and performance audits. |
| | Oversee the City’s performance management system, auditing and approving all bills, invoices, payrolls, demands or charges against the City before payment. |

Significant Accomplishments

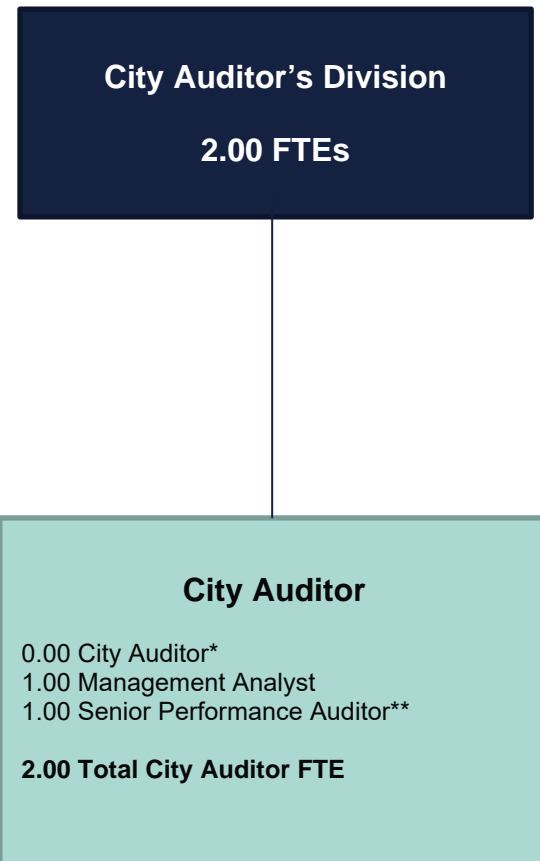
- Completed the annual cash disbursement review for the City of Santa Clara.
- Completed procurement and continuous oversight of the annual financial audit contracts for the City and Santa Clara Stadium Authority.
- Completed a comprehensive fraud, waste, and abuse policy to establish controls that will aid in the detection of fraud, waste, and abuse against the City.
- Completed the first City-wide risk assessment and developed a two-year audit plan based on those results.
- Established a whistleblower hotline for internal reporting of fraud, waste, and abuse or other ethical issues.
- Completed a review of City employee travel and reimbursement policies and procedures.
- Completed semi-annual audit status reports to provide status of projects contained in the annual workplan.

Significant Objectives

- Continue to advance audit work based on results of the City-wide risk assessment for the City in an effort to promote greater accountability.
- Increase the economy, efficiency, effectiveness, and accountability of City government through audits and their recommendations.
- Maintain an effective follow-up process to monitor and evaluate the adequacy, effectiveness and timeliness of actions taken by management to address audit recommendations and report to the City Council on the actions taken.
- Administer the whistleblower hotline and perform investigations for all material complaints.
- Provide oversight of external auditors regarding the City and Santa Clara Stadium Authority's financial and performance audits.
- Update the city's annual risk assessment report to effectively evaluate city functions and respond to any changes in risk identified in the City.
- Prepare the City's Annual Audit Work Plan for FY 2023/24 and FY 2024/25.

Budget Highlights

- Freeze the City Auditor position for two years; the office will continue to be managed with two professional staff and the use of consultants.
- Reduce the training and travel budget.



* The City Auditor position is proposed to be frozen for FY 2023/24 and FY 2024/25

** Currently overfilled as an Audit Manager



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--------------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| City Auditor Division | | | | | | |
| 3352 City Auditor Administration | 18,190 | 367,818 | 72,702 | (80.2%) | 77,906 | 7.2% |
| 3353 City Auditor Services | 627,079 | 856,323 | 875,743 | 2.3% | 907,583 | 3.6% |
| Total City Auditor Division | 645,269 | 1,224,141 | 948,445 | (22.5%) | 985,489 | 3.9% |
| Total by Division / Program | 645,269 | 1,224,141 | 948,445 | (22.5%) | 985,489 | 3.9% |

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 645,269 | 1,224,141 | 948,445 | (22.5%) | 985,489 | 3.9% |
| Total by Fund | 645,269 | 1,224,141 | 948,445 | (22.5%) | 985,489 | 3.9% |

| | | | | | | |
|----------------------------------|----------------|------------------|----------------|----------------|----------------|-------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 304,884 | 563,253 | 364,423 | (35.3%) | 382,345 | 4.9% |
| Retirement | 114,158 | 197,618 | 174,188 | (11.9%) | 185,440 | 6.5% |
| Health Allocation | 22,949 | 37,617 | 22,772 | (39.5%) | 22,772 | 0.0% |
| Medicare | 5,110 | 8,478 | 5,710 | (32.6%) | 5,970 | 4.6% |
| Social Security | 17,700 | 25,449 | 19,897 | (21.8%) | 19,898 | 0.0% |
| Other Benefits | 19,838 | 25,139 | 17,019 | (32.3%) | 17,518 | 2.9% |
| Total Salary and Benefits | 484,639 | 857,554 | 604,009 | (29.6%) | 633,943 | 5.0% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 137,058 | 338,345 | 342,234 | 1.1% | 349,261 | 2.1% |
| Interfund Services | 23,572 | 28,242 | 2,202 | (92.2%) | 2,285 | 3.8% |
| Total Non-Personnel | 160,630 | 366,587 | 344,436 | (6.0%) | 351,546 | 2.1% |
| Total by Category | 645,269 | 1,224,141 | 948,445 | (22.5%) | 985,489 | 3.9% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| City Auditor Division | | | | | |
| 3352 City Auditor Administration | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| 3353 City Auditor Services | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total City Auditor Division | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| Total by Division / Program | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|----------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| General Fund | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| Total by Fund | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |

| | | | | | |
|--------------------------------|-------------|-------------|-------------|---------------|-------------|
| Position Classification | | | | | |
| City Auditor | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Sr. Performance Auditor | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| Prior Year Budget | 3.00 | 1,224,141 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefit adjustments | | 44,336 |
| Non-personnel adjustments | | 6,889 |
| Change in interfund services | | (26,040) |
| Total FY 2023/24 Base Budget Adjustments | | 25,185 |
| Total FY 2023/24 Base Budget | 3.00 | 1,249,326 |
| Service Level Changes | | |
| Freeze City Auditor Position | (1.00) | (297,881) |
| Training and Travel Reduction | | (3,000) |
| Total Service Level Changes | (1.00) | (300,881) |
| Total FY 2023/24 Proposed Budget | 2.00 | 948,445 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 46,471 |
| Non-personnel adjustments | | 7,027 |
| Change in interfund services | | 83 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 53,581 |
| Total FY 2024/25 Base Budget | 2.00 | 1,002,026 |
| Service Level Changes | | |
| Freeze City Auditor Position | | (16,537) |
| Total Service Level Changes | 0.00 | (16,537) |
| Total FY 2024/25 Proposed Budget | 2.00 | 985,489 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|-------------------------------------|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Freeze City Auditor Position | (1.00) | | (297,881) | | (314,418) |

Program: 3352 – City Auditor Administration

This action freezes the City Auditor position for the FY 2023/24 and FY 2024/25 operating budget period. Long-term, the goal would be to consolidate the City Auditor and Senior Performance Auditor positions, resulting in an ongoing reduction of one position. Both the City Auditor and Senior Performance Auditor positions would need to be vacant to bring forward this ongoing change. The proposed reduction would not impact the current service delivery as the City Auditor position has been vacant. The existing staff (1.0 Senior Performance Auditor and 1.0 Management Analyst) and consultant services would continue to deliver audit services for the City.

Performance Impact

The number of audits that can be performed by the City Auditor's Office would continue to be impacted by the loss of capacity. City audits provide valuable information to improve City operations and address issues independently identified as part of the audit process.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure

| | | FY 2023/24 | | FY 2024/25 | |
|--------------------------------------|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Training and Travel Reduction | | | (3,000) | | (3,000) |

Program: 3352 – City Auditor Administration

This proposal reduces the training and travel budget by \$3,000 (from \$6,742 to 3,742). Staff would need to rely more heavily on online training opportunities versus in-person training. This reduction is expected to have minimal impacts given the shift to online training post COVID-19 and the proposed reduction in the staffing level.

Performance Impact

The reduction to the training and travel budget is not expected to impact service delivery.





Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure



Performance and Workload Measures

| City Auditor Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of audit recommendations management agrees to implement |  | N/A | N/A | 100% | 100% | 100% | 100% |
| Percentage of approved workplans completed or substantially completed during the fiscal year |  | 19% | 43% | 75% | 75% | 75% | 75% |
| Percentage of hotline investigation recommendations resolved |  | N/A | N/A | 90% | 100% | 90% | 90% |
| Workload Measures | | | | | | | |
| Number of major work products issued |  | 2 | 2 | 4 | 5 | 5 | 5 |

City Manager's Office

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City Manager's Office Description

The City Manager's Office is responsible for providing strategic direction and support to all City departments for day-to-day operations and planning, as well as support to the City Council with its policy making. In this capacity, the City Manager's Office resolves complex administrative matters, performs City-wide policy analysis, directs city-wide emergency preparedness efforts; drives strategic planning and organizational development; oversees employee relations; directs the preparation of the budget in conformance with the Council's approved priorities and Budget Principles; and advises the Council of the City's financial outlook. In addition, the City Manager's Office has direct responsibility for economic development, community outreach and engagement, property and contract management, special projects, and legislative research and advocacy.

The City Manager's Office also provides general administration for the Sports and Open Space Authority, Housing Authority, and Successor Agency of the former Redevelopment Agency.

Divisions and Services

The City Manager's Office is organized into two Divisions: City Council Support; and Leadership and Management Services.

| | |
|--|---|
| City Council Support Division Mission | Support the City Council with its policy decisions and assist with establishing and implementing goals, objectives, and planning strategies to maintain a thriving community with efficiently delivered City services. |
| Division Objectives | <p>Provide policy support for decision making by assisting Council in establishing policies and priorities, advancing the City's position on regional, State, and federal legislative issues, and executing its legislative responsibilities.</p> <p>Build intergovernmental relations and promote a strong, effective advocacy voice for legislation that will benefit the City.</p> |
| Leadership and Management Services Division Mission | Support the Santa Clara community through strategic planning, day-to-day oversight of operations, policy development, and fiscal planning. This Division also leads economic development, organizational development, community outreach and engagement, and the implementation of key policies and programs. |
| Division Objectives | <p>Implement Council direction while overseeing City operations and department resources, economic development, management of City-owned properties, and the development and implementation of key policies.</p> <p>Plan and execute highly complex, citywide projects while strategically developing a more effective and efficient organization.</p> <p>Enhance the City's community outreach and engagement efforts by updating the City's communications plan and informing residents and businesses about issues through press releases, Community Letters, the City Hall News online, Inside Santa Clara (the City newspaper for residents and businesses), the City's website and social media channels.</p> |

Significant Accomplishments

City Council Support

- Coordinated the preparation and timely distribution of meeting agendas, Council briefings and the day-to-day operations of the Mayor and Council office.
- Facilitated and staffed the transition to hybrid/in-person City Council and Planning Commission meetings.
- Guided the transition back to in-person/hybrid boards and commission meetings in alignment with new noticing and legislative body requirements.
- Provided communications support for City Council and staff for State of the City, community events, groundbreaking and ribbon cutting events and speaking engagements.
- Hosted first in-person State of the City event after two years of virtual events due to the pandemic, where community awards from all districts were highlighted via prerecorded video and integrated into the multimedia presentation; the event was recorded and subsequently shared via social media and City News.

Leadership and Management

- Successfully led organization through leadership transitions while challenging the organization to maintain high-quality, cost effective services responsive to the needs of Santa Clara residents in alignment with Council priorities.
- Worked with City departments to implement a three-prong budget balancing approach of cost containment, new revenues and the use of reserves to address a significant structural budget deficit while minimizing impacts to front-line public services.
- Coordinated efforts across City departments to process over 32,000 Public Records Act requests during FY 2021/22 and approximately 22,000 requests in FY 2022/23.

Community Outreach and Engagement

- Migrated the City's bi-annual newspaper, "Inside Santa Clara" to a digital format, with printed copies available at City facilities, resulting in annual budgetary savings of approximately \$90,000 and aligning with environmental sustainability goals and mandates by saving over one million sheets of paper per year.
- Launched a new redesign for "City Hall News" in February 2022, including Mayor and Council District messages (when available) to provide Citywide and district-specific news and updates to the community.
- Maintained a robust presence on social media through Instagram, Twitter, Facebook, Nextdoor, and LinkedIn.
- Developed, designed, and facilitated mailers and utility bill insert content to keep the community apprised of special events, initiatives, and community meetings.
- Developed a series of video messages from the City Council on cultural and holiday events including Eid al-Fitr, Kwanzaa, 4th of July, Black History Month, Diwali and more.
- Collaborated with Water & Sewer Utilities on a "Save Our Water" campaign to educate the public on ways to conserve water during periods of prolonged drought and how to develop a "Water Conservation Mindset" to face future challenges.
- Conducted a robust community outreach effort with business and community leaders to discuss possible revenue measures for the November 2022 election. Efforts included a community survey, focus groups, dedicated webpage, direct mail and community presentations. Voters approved Measure G by over 84% (5% Utility transfer) and Measure H (Business License Tax Update) by 60% on the November 2022 ballot.
- Facilitated Council and community discussion regarding high-profile projects such as the acquisition of 1601 Civic Center Drive for parkland and the operations of the BMX park.



- Developed and produced high-quality videos for City departments, including officer profiles for SCPD's recruiting website, a featurette on Mission City Memorial Park, a Sneak Peek at Raymond G. Gamma Dog Park, Mayor@Noon and highlight videos of special events (Annual Tree Lighting, LGBTQ+ Flag Raising).
- Responded to over 200 media inquiries annually.

Special Projects

- Led efforts to prepare the City's FY 2021/22 Community Project Funding request application that resulted in the award of \$2.725 million in funding for the De La Cruz Blvd, Lick Mill Blvd, and Scott Blvd Bicycle Projects with Representative Ro Khanna's recommendation. The projects will enhance safety, improve mobility, reduce vehicle emissions, and connect local residential communities, schools, libraries, and major employers within Silicon Valley.
- Led efforts to prepare the City's FY 2022/23 Community Project Funding request application that resulted in the award of \$3 million in funding for the Anna Drive Neighborhood Flood Protection Project based on Representative Ro Khanna's submittal and \$500,000 in funding for the Fire Station Microgrid Project based on Senators Dianne Feinstein and Alex Padilla's submittals. The Anna Drive Neighborhood Flood Protection will benefit and provide flood protection to hundreds of residents and businesses. The Fire Station Microgrid Project will accelerate microgrid technologies that provide community benefits through decarbonization and climate resiliency.
- Coordinated the City's FY 2023/23 State Budget funding request which resulted in the award of \$800,000 for the Magical Bridge All-Inclusive Playground based on Assembly Member Alex Lee's submittal.
- Renegotiated Memorandum of Understanding with the Santa Clara Unified School District for the continued use and operation of the Youth Activity Center, Teen Center and Skate Park on the Cabrillo Middle School Campus.

COVID-19 Response and Relief Efforts

- Distributed regular COVID-19 updates to the community with the latest information on the COVID-19 pandemic as well as the City's response efforts.
- Maintained the drive-through window at City Hall for safe, in person utility bill payment, and other financial transactions.
- Incrementally increased City services to provide "in-person" beginning in July 2021 up to five days a week.
- Terminated the City Proclamation of Emergency for COVID-19 on February 7, 2023.

Significant Objectives

City Council Support

- The City Manager's Office will provide strategic leadership, policy analysis, and communications in support of Council priorities.
- The City Manager's Office will facilitate and support a mix of in-person and virtual meetings including the coordination of policy priority setting initiatives.
- The City Manager's Office will plan, coordinate and oversee the operations of the Mayor and Council office staff including the coordination of timely responses to Council and constituent inquiries.
- The City Manager's Office will provide staff and communications support for the State of the City, community events, groundbreaking/ribbon cutting events and speaking engagements.



Leadership and Management

- The City Manager's office will maintain excellence in the City's service delivery by helping to resolve complex administrative matters in support of Council priorities and the day-to-day operations of City Departments.
- The City Manager's office will strive to maintain effective working relationships with stakeholders and community partners to advance the best interests of the City.
- The City Manager's office will develop and oversee strategies to enhance civic engagement using a range of social media and other platforms to promote inclusion and diversity of thought in the development of public policy initiatives.
- The City Manager's Office will continue efforts to mitigate deficits projected in the City's Ten-Year General Fund Financial Forecast through development of revenue strategies, implementation of alternative service delivery models and expenditure reductions.
- As required by the California Public Records Act, the City Manager's office will continue to develop and implement strategies to address the increasing volume of public records requests in a manner that is both timely and responsive with the goal of enhancing public transparency while balancing City resources.

Legislative Advocacy

- The City Manager's Office will assist departments in identifying and pursuing federal and State funding opportunities for key City projects in coordination with the City's legislative consultant.
- The City Manager's Office will continue to build intergovernmental relations and promote a strong, effective advocacy voice for State and federal legislation that will benefit the City.

Community Outreach and Engagement

- The City Manager's Office will develop, execute and lead the City's external and internal communications and outreach strategy using a broad range of communications channels and Citywide communications initiatives.
- The City Manager's Office will continue to manage City's Customer Relationship Management System, MySantaClara, to provide a more effective and user-friendly experience to Santa Clara residents, businesses, and visitors.
- The City Manager's office will act as a City liaison to, and coordinate with, various community groups, non-profit organizations and intergovernmental partners to address the needs of Santa Clara residents.

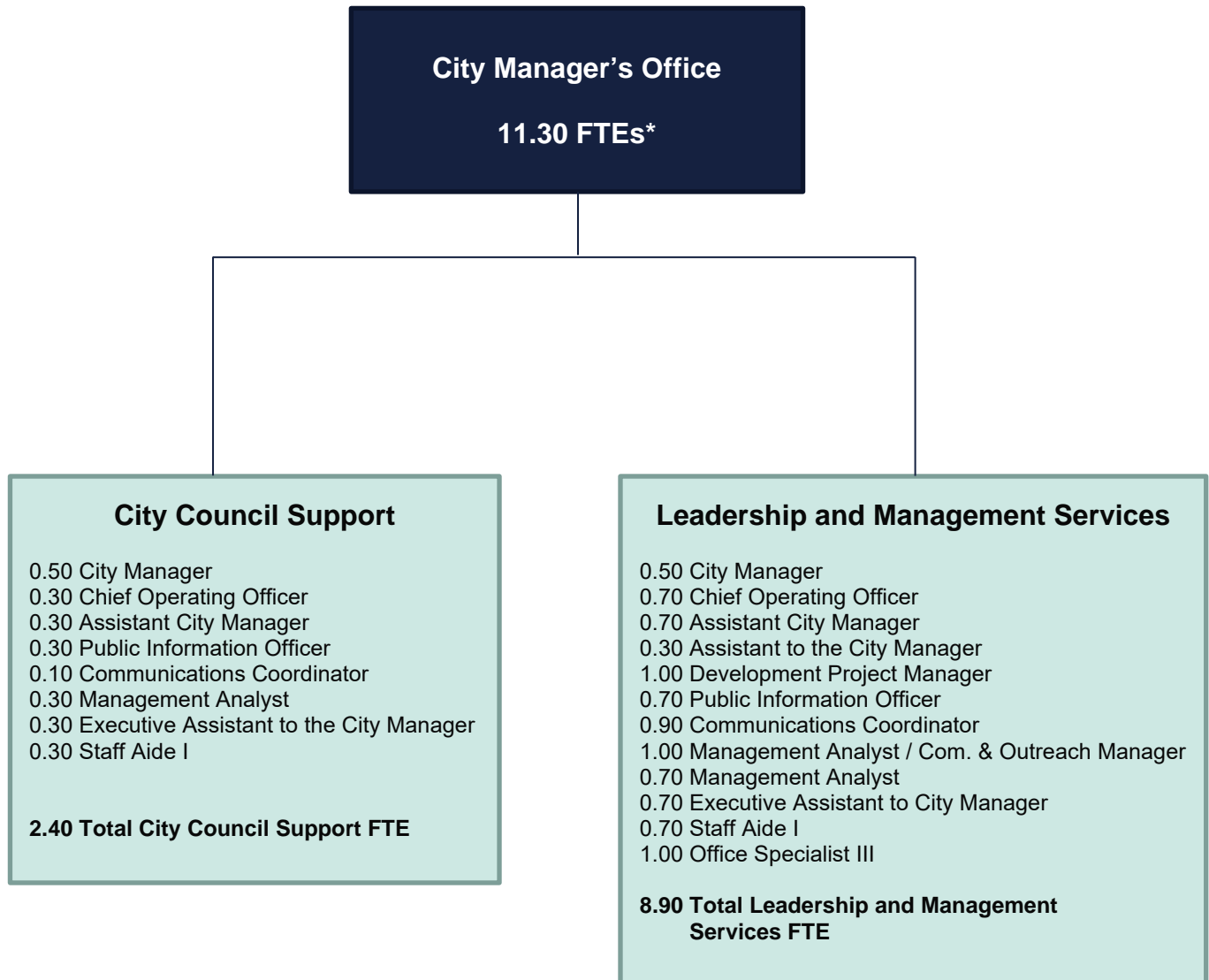
Special Projects

- The City Manager's Office will continue to work with various stakeholders to advance the land use planning and development of Santa Clara's downtown.
- The City Manager's Office will continue to work with regional partners to develop and implement goals and measures that reduce aircraft noise.
- The City Manager's Office will continue to work with stakeholders to advance economic development efforts to promote Santa Clara tourism and businesses.
- The City Manager's office will continue to work with local schools and community partners to leverage community assets and enhance the educational, recreational and social outcomes of students and the most vulnerable of Santa Clara residents.
- Allocate financial resources to acquire software that will improve staff's document review process for Public Records Act requests.



Budget Highlights

- Recommends a carefully balanced FY 2023/24 and 2024/25 Biennial Operating Budget that reflects the City Council priorities and continues to build on the foundation of financial sustainability.
- With a combination of strategies to address the General Fund shortfall, the budget balances the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community, including freezing 1.0 FTE Assistant City Manager position; this is in addition to the 1.0 Assistant City Manager and 1.0 Senior Management Analyst positions that were frozen as part of the last operating budget cycle.



**The positions above represent all funded positions. This excludes the 1.0 Assistant City Manager position that was frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402), and 1.0 Senior Management Analyst position that the City Council approved to freeze on September 28, 2021 (Report to Council 21-1299). The position count also excludes 1.0 Assistant City Manager position that is proposed to be frozen for FY 2023/24 and FY 2024/25.*



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| City Council Support Division | | | | | | | |
| 1021 | Policy Support for Decision Making | 1,054,243 | 952,049 | 866,996 | (8.9%) | 913,421 | 5.4% |
| 1022 | Intergovernmental Relations and Advocacy | 206,886 | 255,665 | 238,983 | (6.5%) | 243,265 | 1.8% |
| Total City Council Support Division | | 1,261,129 | 1,207,714 | 1,105,979 | (8.4%) | 1,156,686 | 4.6% |
| Leadership and Management Services Division | | | | | | | |
| 1031 | Day-to-Day Operations | 4,374,142 | 2,967,300 | 2,383,061 | (19.7%) | 2,458,638 | 3.2% |
| 1032 | Strategic Planning | 1,111,250 | 1,060,936 | 748,370 | (29.5%) | 790,323 | 5.6% |
| 1033 | Community Outreach and Engagement | 1,039,023 | 1,176,375 | 1,061,125 | (9.8%) | 1,107,405 | 4.4% |
| Total Leadership and Management Services Division | | 6,524,415 | 5,204,611 | 4,192,556 | (19.4%) | 4,356,366 | 3.9% |
| Total by Division / Program | | 7,785,544 | 6,412,325 | 5,298,535 | (17.4%) | 5,513,052 | 4.0% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 5,184,716 | 6,085,321 | 4,980,204 | (18.2%) | 5,175,582 | 3.9% |
| Convention Center Enterprise Fund | 15,776 | 0 | 0 | N/A | 0 | N/A |
| Fringe Benefits Fund | 107,543 | 0 | 0 | N/A | 0 | N/A |
| OPEB Plan Trust Fund | 2,334,266 | 0 | 0 | N/A | 0 | N/A |
| Other City Departments Operating Grant Trust Fund | 39,472 | 0 | 0 | N/A | 0 | N/A |
| Public, Education and Governmental (PEG) Fee Fund | 70,432 | 0 | 0 | N/A | 0 | N/A |
| Public Donations Fund | 33,339 | 0 | 0 | N/A | 0 | N/A |
| Related Santa Clara Developer Fund | 0 | 327,004 | 318,331 | (2.7%) | 337,470 | 6.0% |
| Total by Fund | 7,785,544 | 6,412,325 | 5,298,535 | (17.4%) | 5,513,052 | 4.0% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 2,408,163 | 2,383,873 | 1,841,684 | (22.7%) | 1,957,296 | 6.3% |
| As-Needed | 271,246 | 131,975 | 211,353 | 60.1% | 217,629 | 3.0% |
| Retirement | 905,181 | 970,968 | 829,318 | (14.6%) | 883,525 | 6.5% |
| Health Allocation | 109,083 | 166,715 | 196,018 | 17.6% | 204,148 | 4.1% |
| Medicare | 41,373 | 43,293 | 35,582 | (17.8%) | 37,565 | 5.6% |
| Social Security | 89,794 | 104,639 | 98,814 | (5.6%) | 101,630 | 2.8% |
| Other Benefits | 2,413,891 | 190,340 | 95,406 | (49.9%) | 97,960 | 2.7% |
| Total Salary and Benefits | 6,238,731 | 3,991,803 | 3,308,175 | (17.1%) | 3,499,753 | 5.8% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 701,632 | 1,598,581 | 1,296,643 | (18.9%) | 1,325,263 | 2.2% |
| Interfund Services | 774,749 | 821,941 | 693,717 | (15.6%) | 688,036 | (0.8%) |
| Capital Outlay | 70,432 | 0 | 0 | N/A | 0 | N/A |
| Total Non-Personnel | 1,546,813 | 2,420,522 | 1,990,360 | (17.8%) | 2,013,299 | 1.2% |
| Total by Category | 7,785,544 | 6,412,325 | 5,298,535 | (17.4%) | 5,513,052 | 4.0% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|--|-----------------------|------------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | |
| City Council Support Division | | | | | |
| 1021 Policy Support for Decision Making | 2.55 | 2.55 | 2.10 | (0.45) | 2.10 |
| 1022 Intergovernmental Relations and Advocacy | 0.45 | 0.45 | 0.30 | (0.15) | 0.30 |
| Total City Council Support Division | 3.00 | 3.00 | 2.40 | (0.60) | 2.40 |
| Leadership and Management Services Division | | | | | |
| 1031 Day-to-Day Operations | 3.80 | 3.80 | 4.50 | 0.70 | 4.50 |
| 1032 Strategic Planning | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| 1033 Community Outreach and Engagement | 2.70 | 2.70 | 2.40 | (0.30) | 2.40 |
| Total Leadership and Management Services | 9.50 | 9.50 | 8.90 | (0.60) | 8.90 |
| Total by Division / Program | 12.50 | 12.50 | 11.30 | (1.20) | 11.30 |
| | | | | | |
| | FY 2021/22 Adopted | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
| Positions by Fund | | | | | |
| General Fund | 12.50 | 11.50 | 10.30 | (1.20) | 10.30 |
| Related Santa Clara Developer Fund | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total by Fund | 12.50 | 12.50 | 11.30 | (1.20) | 11.30 |
| | | | | | |
| Position Classification | | | | | |
| Assistant City Manager | 2.00 | 2.00 | 1.00 | (1.00) | 1.00 |
| Assistant to the City Manager | 2.00 | 2.00 | 0.30 | (1.70) | 0.30 |
| Chief Operating Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| City Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Communications Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Deputy City Manager | 0.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Development Project Manager | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to City Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst / Com. & Outreach Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist III | 0.50 | 0.50 | 1.00 | 0.50 | 1.00 |
| Public Information Officer | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Senior Management Analyst | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Staff Aide I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 12.50 | 12.50 | 11.30 | (1.20) | 11.30 |

*The positions above represent all funded positions. This excludes the 1.0 Assistant City Manager position that was frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402), and 1.0 Senior Management Analyst position that the City Council approved to freeze on September 28, 2021 (Report to Council 21-1299). The position count also excludes 1.0 Assistant City Manager position that is proposed to be frozen for FY 2023/24 and FY 2024/25.



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| Prior Year Budget | 12.50 | 6,412,325 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Chamber of Commerce Rebudget | | (330,000) |
| Ongoing Cost Adjustments | | |
| Salary and Benefits adjustments | | (199,723) |
| Reallocation of 0.5 Office Specialist III from Non-Departmental | 0.50 | 73,773 |
| Reallocation of 0.3 Assistant to the City Manager from Non-Departmental | 0.30 | 93,599 |
| Reallocation of 1.0 Assistant to the City Manager to the Mayor & City Council Offices | (1.00) | (288,063) |
| Reclassification of 1.0 Assistant to the City Manager to 1.0 Public Information Officer | | |
| Non-personnel adjustments | | 28,062 |
| Net decrease of internal service fund allocations | | (128,224) |
| Total FY 2023/24 Base Budget Adjustments | (0.20) | (750,576) |
| Total FY 2023/24 Base Budget | 12.30 | 5,661,749 |
| Service Level Changes | | |
| Freeze 1.0 Assistant City Manager Position | (1.00) | (363,214) |
| Total Service Level Changes | (1.00) | (363,214) |
| Total FY 2023/24 Proposed Budget | 11.30 | 5,298,535 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 211,919 |
| Non-personnel adjustments | | 28,620 |
| Net decrease of internal service fund allocations | | (5,681) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 234,858 |
| Total FY 2024/25 Base Budget | 11.30 | 5,533,393 |
| Service Level Changes | | |
| Freeze 1.0 Assistant City Manager Position | | (20,341) |
| Total Service Level Changes | 0.00 | (20,341) |
| Total FY 2024/25 Proposed Budget | 11.30 | 5,513,052 |

Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---|--|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Freeze 1.0 Assistant City Manager Position | (1.00) | (363,214) | 0 | (383,555) | 0 |
| Program: | 1021 – Policy Support for Decision Making 1031 – Day to Day Operations 1032 – Strategic Planning 1033 – Community Outreach & Engagement | | | | |

This proposal freezes 1.0 vacant Assistant City Manager position. This position was intended to provide overall responsibility for City real estate and transactional matters (including Stadium, Related Santa Clara and Successor Agency properties) and Convention Center and Destination Marketing Organization organizational and operational matters. It was also anticipated that this position would support the development and implementation of economic development program and policy work such as local minimum wage, worker retention, worker recall, smoking/tobacco policies, regulations, worker cooperative, small business grants, cannabis regulations and food delivery fees. As a staff lead, efforts on broad policy and special initiatives were reported out to the Council's Economic Development, Communications, and Marketing Committee.

Performance Impact

The previous incumbent retired from the City in October 2021 and has since come back in an as-needed capacity to assist on a limited scope of overall responsibilities of the vacated Assistant City Manager position. While some gaps have been bridged in terms of services and duties, as-needed work hours are limited resulting in some duties being absorbed by other staff in other City departments and other duties are yet to be fully reassigned.









Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures










| City Council Support Division | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of State and federal legislative bills reviewed/tracked |  | 228 | 86 | 100 | 100 | 100 | 100 |
| Number of support/opposition correspondence produced for regional, State, and federal legislation |  | N/A | 13 | 15 | 22 | 15 | 15 |
| Number of meetings/reports/presentations to City Departments and/or City Council to share legislative information ¹ – <i>Modified for FY 2023/24</i> |  | N/A | 18 | 12 | 17 | 14 | 14 |
| Number of City Council meeting referrals open ² – <i>Modified for FY 2023/24</i> |  | 39 | 31 | 44 | 31 | 30 | 30 |
| Number of City Council meeting referrals closed |  | N/A | 26 | 31 | 30 | 30 | 30 |
| Number of City Council agenda reports approved |  | 870 | 801 | 750 | 750 | 750 | 750 |
| Number of City Council and Council Committee meetings – |  | 103 | 70 | 75 | 60 | 70 | 70 |
| Total Number of City Council meeting hours including Regular, Special and Closed Sessions ³ – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 240 | 240 |

¹ This now includes reports. The quarterly legislative updates and annual adoption of legislative advocacy positions are usually on the Consent Calendar. The reports are the most public way the City communicates legislative updates and should be counted towards this workload measure.

² This does not include committee referrals or referrals from priority setting sessions.

³ The number of City staff that attend the meetings are not considered for this target.










Performance and Workload Measures

| Leadership and Management Services Support Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of MySantaClara app users who are satisfied or very satisfied with the City's response to their request |  | 63% | 59% | 70% | 60% | 70% | 70% |
| Percent of forwarded constituent concerns and inquiries to City Manager and appropriate City Department Director within three business days – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 100% | 100% |
| Percentage of employees that feel satisfied with the City as an employer ⁴ |  | N/A | N/A | N/A | N/A | N/A | N/A |
| Percentage of residents that believe the City is doing an excellent or good job ⁵ |  | N/A | N/A | N/A | N/A | N/A | N/A |
| Percentage of residents that believe the City is keeping the residents informed ⁴ |  | N/A | N/A | N/A | N/A | N/A | N/A |
| Citywide Social Media Posts | | | | | | | |
| Percentage increase in Twitter followers |  | 16% | 6% | 5% | 3% | 3% | 3% |
| Percentage increase in Facebook followers |  | 9% | 3% | 5% | 3% | 3% | 3% |
| Percentage increase in LinkedIn followers |  | 13% | 20% | 5% | 5% | 5% | 5% |
| Percentage increase in Instagram followers |  | N/A | 17% | 5% | 5% | 5% | 5% |

⁴ The last employee engagement survey was completed in 2019. These surveys are not completed annually and are typically conducted biennially. An employee engagement survey was not completed in FY 2021/22. Further staff evaluation will be conducted for future employee engagement surveys.

⁵ Resident surveys were not completed in FY 2021/22. Further staff evaluation will be conducted for future resident surveys.

Performance and Workload Measures

| Leadership and Management Services Support Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of community grants approved within 30 business days ⁶ – <i>Modified for FY 2023/24</i> |  | 100% | 50% | 90% | 50% | 75% | 75% |
| Number of community grants awarded to support events, activities, and competitions ⁷ – <i>Modified for FY 2023/24</i> |  | 2 | 8 | 10 | 8 | 8 | 8 |
| Number of Public Records Act requests received, including sub-requests – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 22,000 | 22,000 |
| Number of economic development visits with Santa Clara businesses ⁸ |  | 14 | 15 | 15 | 0 | 5 | 5 |
| Number of community engagement activities | | | | | | | |
| Community surveys |  | 15 | 8 | 10 | 8 | 8 | 8 |
| Media inquiries |  | 172 | 224 | 75 | 100 | 100 | 100 |
| News Items on City Website – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 75 | 75 |
| News releases/media advisories |  | 21 | 9 | 50 | 10 | 10 | 10 |
| Videos, produced or edited ⁹ (e.g. Santa Clara Source) – <i>Modified for FY 2023/24</i> |  | 276 | 76 | 120 | 15 | 15 | 15 |

⁶ Staff time is required to facilitate the grant award, as such this measure definition was edited to specify the 30 days as 30 business days.










⁷ This was revised to include Parade of Champions and Showtime in addition to Community Grant Program awards.

⁸ For FY 2022/23, the number was zero due to a shortage in staff resources. This activity will resume during the next budget cycle; however, at a lower rate.

⁹ Santa Clara Source was discontinued in 2021. The need for videos increased during COVID, but now that we are back in person, the need has shifted.



Performance and Workload Measures

| Leadership and Management Services Support Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Citywide Social Media Posts | | | | | | | |
| Number of Facebook posts |  | 1,022 | 1,203 | 725 | 1,000 | 1,000 | 1,000 |
| Number of Nextdoor posts |  | 323 | 352 | 200 | 300 | 300 | 300 |
| Number of Twitter posts |  | 1,014 | 930 | 725 | 800 | 800 | 800 |
| Number of Instagram posts |  | N/A | 734 | 600 | 600 | 600 | 600 |
| Number of LinkedIn posts |  | 50 | 210 | 80 | 100 | 100 | 100 |
| Citywide Publications | | | | | | | |
| Inside Santa Clara Newsletter |  | N/A | 2 | 3 | 2 | 2 | 2 |
| Bill Insert ¹⁰ – Modified for FY 2023/24 |  | N/A | 6 | 12 | 4 | 4 | 4 |
| City Hall Monthly News ¹¹ – Modified for FY 2023/24 |  | N/A | 17 | 24 | 11 | 11 | 11 |
| Annual Calendar |  | N/A | 1 | 1 | 1 | 1 | 1 |

¹⁰ Mission City News was discontinued. However, information is still being sent out to the community via bill inserts. The number reported for FY 2021/22 reflects the full total of bill inserts that went out that FY.

¹¹ The City Manager's Biweekly was converted to City Hall News monthly and City Council district news in response to Council directive.

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Community Development Department

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Community Development Department Description

The Department consists of three divisions: Planning, Building, and Housing and Community Services. The Director, Assistant Director and a Management Analyst support the activities of the Department as a whole. The Department's primary purpose is to guide the ongoing physical development of the community, which includes long range land use planning, review of new development proposals and construction to ensure that it conforms to the standards of the City and State and the provision of affordable housing within the City of Santa Clara. The Department acts as an advisor to the City's decision-makers in these areas and carries out the policies of the City Council. Santa Clara's policies and standards are contained in the General Plan, Zoning Ordinance, California Building Codes and adopted City Council policies. Plans for all new structures are reviewed and construction inspections are made to verify the safety and basic quality of work. Maintenance of the City's General Plan, proactive land use planning to meet the future needs of the community, and the delivery of high-quality professional services, including the enhancement and streamlining of the development permit process, and forging partnerships to provide housing services to lower income members of the community are primary objectives of the Department.

Divisions and Services

The Community Development Department is organized into three Divisions: Planning, Building, and Housing and Community Services.

| | |
|---|--|
| <p>Housing and Community Services Division Mission</p> | <p>The Housing and Community Services Division administers the City's federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Act Program (HOME) entitlement grant programs. The federal entitlement grants are used to promote affordable housing, rehabilitate substandard housing, provide neighborhood improvements and remove barriers to persons with disabilities, and fund public services for low- and moderate-income residents. Additionally, the Housing and Community Services Division administers the City's inclusionary housing program, which requires that a percentage of new development units be dedicated to low and moderate-income residents. Also, the Housing Division continues to manage its Redevelopment Agency legacy assets which include land and cash available for development, loans to first-time homebuyers, and other new affordable development projects.</p> |
| <p>Division Objectives</p> | <p>Complete an Annual Action Plan and administer grants using federal funding received by the City. The plan identifies community development and affordable housing needs and determines activities to be implemented that will assist low- and moderate-income people and prevent homelessness.</p> <p>Administer our two core federally funded programs: Tenant Based Rental Assistance (TBRA) and Neighborhood Conservation and Improvement Program (NCIP) and partner with the County on State Permanent Local Housing Allocation (PLHA) funding implementation.</p> <p>Complete in a timely fashion those budgeted capital improvement projects receiving funds from the federal CDBG Program and HOME Investment Partnership Act Program.</p> <p>Achieve the community service goals required of City-funded public service agencies.</p> |



| | |
|--------------------------------------|---|
| | <p>Encourage and finance the construction and maintenance of housing affordable to lower- and moderate-income households utilizing the revenues from the following three housing funds: Housing Successor, City Affordable Housing and Housing Authority. Provide opportunities for affordable home ownership to moderate-income households. Implement the City's inclusionary housing policy, which requires 15% of all new residential developments be set-aside for a mix of very low, low, and moderate-income households.</p> |
| Building Division Mission | <p>To provide high quality and efficient services for the design, construction, use, occupancy, and maintenance of all buildings and structures in order to safeguard the public health, safety and general welfare in the built environment.</p> |
| Division Objectives | <p>Provide excellent customer service and efficient plan review and permitting services at the Permit Center via walk in over the counter or through the online permit system.</p> <p>Provide effective, reliable field inspection services for the community by ensuring Building Code safety regulations are met during construction and code enforcement concerns.</p> <p>Continue streamlining the building permit process through new technologies and the internet. Continue improving and enhancing the permit information system to expand utilization to its fullest potential.</p> <p>Continue to improve customer satisfaction by providing more staff and new innovative software to better assist Permit Center visitors.</p> <p>Apply and implement new building codes and new State legislation.</p> <p>Continue to coordinate plan checks and inspections statuses of the four development functions: Building, Fire Prevention, Planning and Public Works/Engineering.</p> |
| Planning Division Mission | <p>To enhance the community's safety, welfare, quality of life, and economic opportunities by providing advanced planning and development review services.</p> |
| Division Objectives | <p>Review proposed development projects for consistency with City policies, ensure compliance with the California Environmental Quality Act (CEQA), and confirm construction complies with development approvals.</p> <p>Continue streamlining the development process and facilitate public access to information through new technologies and the internet.</p> <p>Prepare and implement long range plans; in coordination with consultants, update the Zoning Ordinance, prepare the Downtown Precise Plan and Form Based Zoning Code and the El Camino Real and Santa Clara Station Area Specific Plans.</p> <p>Support the City's historic preservation efforts, provide code enforcement to respond to community concerns, implement the Climate Action Plan, and work with the Valley Transportation Authority (VTA) on planning for transit services.</p> <p>Provide support for CEQA/National Environmental Policy Act (NEPA) review of City capital, affordable housing, and other public projects.</p> |

Significant Accomplishments

- City approved Santa Clara's Draft 2023-2031 Housing Element that was also previously submitted in a timely manner to the California Department of Housing and Community Development (HCD) for review.
- Adopted the Patrick Henry Drive Specific Plan to implement the City's General Plan goals and policies for the area by providing detailed guidance for future land uses and urban design elements to accommodate new residential dwelling units, office space and other new neighborhood-serving retail and public facilities.
- Adopted the Climate Action Plan Update (CAP) that sets new targets for reaching aggressive emissions reductions. Subsequently, staff has created a CAP checklist for the applicants to track and implement CAP Targets.
- Adopted the Freedom Circle Focus Area as a part of the City's General Plan for future growth and which establishes the future capacity and an overall vision for a new, high-density mixed-use community.
- Posted the Downtown Precise Plan and Form Based Zoning Code Review Drafts for public review.
- Planning Division Code Enforcement staff proactively performed code enforcement efforts in the Mission Town neighborhood to improve the quality of life for the residents through effective community outreach and abatement of graffiti, trash, and inoperable vehicles. Staff also worked diligently to address issues with vacant properties along El Camino Real. Properties were cleared of trash and junk cars, buildings were secured, and numerous illicit and unpermitted advertising signs that plagued the boulevard were addressed.
- Kifer I (Calabazas Apartments) and St. Anton Apartments were completed & Kifer II Senior, Agrihood, and Monroe Apartments are under construction. These projects will create 646 new affordable housing opportunities.
- Invested approximately \$1.5 million in the City's Neighborhood Conservation and Improvement Program (NCIP) and minor repair programs.
- Invested approximately \$2.0 million in the City's Tenant Based Rental Assistance Programs and convened a Homelessness Taskforce.
- Assisted four families in purchasing Below Market Purchase homes, approximately 2,450 residents through public service programs, and 35 homeless or at-risk Santa Clara residents through the County's Supportive Housing Case Management Program.
- Emergency Rental Assistance: 261 households (approximately 780 people) received assistance through the City's Emergency Rental Assistance Program (ERAP) using \$600K of CDBG funds and over \$580K CDBG-CV funds.
- Implemented innovative customer software program to enable virtual, over the counter, phone call appointments and services which alleviate uncertainty with wait times and provide customers with important informational updates.
- Implemented mass communication tools (Gov Delivery) to provide general information to the community and its customers such as the 2022 CA Building Code Adoption and Reach Codes.
- Fiscal Year 2021/22 data shows accomplishments in various Building Division areas including the Permit Center, Plan Review, Inspections and Administrative team:
 - Number of permits under review: 1,008 records
 - Number of issued permits: 1,634 records
 - Number of inspections performed: 45,354
 - Number of finalized permits: 3,029 records
 - Number of housing units under review or construction: 3,276 units (23 Single Family + 136 Accessory Dwelling Units (ADU) + 3117 Multifamily)
 - Total square footage of nonresidential development under review or construction: 5,507,529 sf
 - Number of PRAs processed: 307

- Received and responded to 18,593 emails and 16,548 phone calls to Admin and Permit Tech teams
- Created virtual over-the-counter plan review process to help expedite plan review time for projects with smaller scopes.
- Created handouts and process to help guide the public and internal staff in understanding Reach Code All-Electric related regulations.
- Created Electronic Plan submittal guide to help with plan submittal quality and consistency.
- Staff put forth tremendous effort to do a comprehensive update for all customer handouts and guides on the Building Division website, ensuring the community has access to only the most current code regulations.

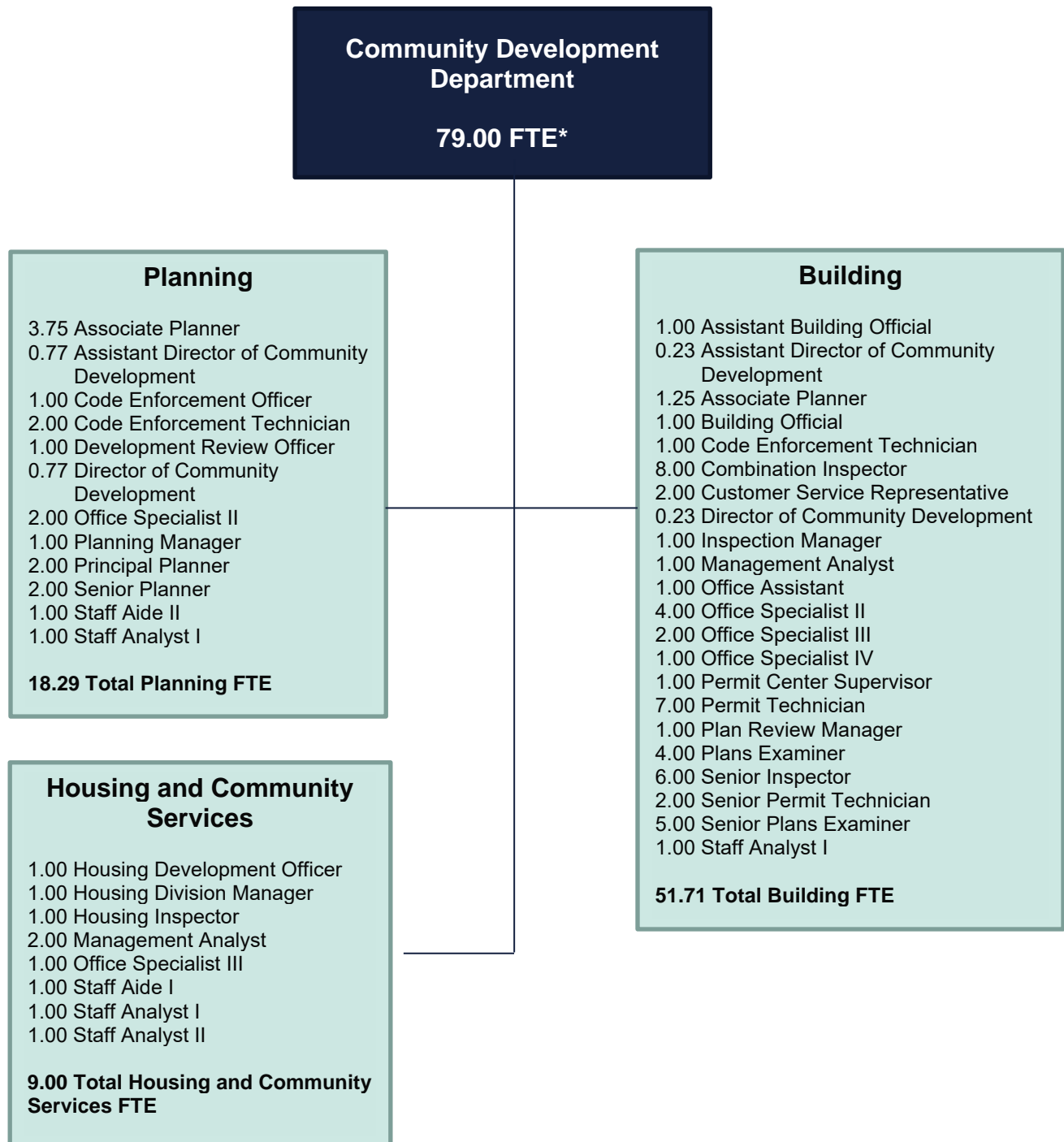
Significant Objectives

- Continue to engage with the Santa Clara community to inform and involve community members in both long-range and current land use planning activities.
- Enhance economic development by meeting service demands; providing more timely development review and permit processing timeframes and inspections; keeping critical services in-house; providing consistency and continuity; and staying current with technology.
- Complete significant advanced planning efforts, including the Zoning Ordinance update, Housing Element Update, Tasman East Area Plan Amendments, Downtown Precise Plan and Form-Based Zoning Code, El Camino Real Specific Plan revisions, and Santa Clara Station Area Specific Plan.
- Continue to implement the permit system replacement to streamline permit processes with online, electronic access, and integration with a geographic information system.
- Work to expand the affordable housing pipeline, execute Disposition and Development Agreements and loan closings for the current pipeline.
- Continue to administer the Below Market Rental Program (BMR) and Below Market Purchase Program (BMP).
- Develop and implement policies and programs to reduce displacement and homelessness .
- Continue to work towards full cost recovery model by increasing staff size to meet work volume.
- Develop and expand organizational structure by creating more attainable entry level positions in plan review and inspection programs which will also result in more balanced distribution of workload.
- Increase customer satisfaction levels by providing responses for Permit Center within one to two days.
- Increase customer satisfaction levels by providing appointments for inspections within one to two days.
- Complete release of 'Simple Permit' online services so customers can achieve permit issuance for routine construction activity in a more streamlined, expeditious manner.
- Provide more user-friendly online portal services by implementing OpenCities, a new website service which enables customers to navigate permit and fee processes much more easily and efficiently.
- Implement new customer relationship management software, QMatic, to provide customers with more visibility about Permit Center wait times, options for booking appointments as well as providing staff with accurate, reliable performance measure data about customer activity.
- Continue to improve upon data accuracy and reporting measures for state and county agencies by furthering knowledge and use of Accela Permit Information system's reporting capabilities while also continuing to provide assistance to other departments' requests for data.
- Create regular checks and balances to manage the budget, ensuring that staff size is proportionately aligned with available funds.
- Align the Division's consultant agreements by creating new agreements with updated terms and funding so effective

dates and end of term dates are in sync, which will result in easier, clearer tracking in contract management.

Budget Highlights

- The Proposed Budget includes the following budget actions to more appropriately align position funding to the work performed and to help address the General Fund shortfall:
 - Shift the funding source for 1.0 Senior Planner from the General Fund to the Advanced Planning Fee Reserve
 - Shift the funding source for 0.25 Associate Planner from the General Fund to the Building Development Services Fund
- Significant resources are recommended to support the Building Division to help address current pace of development activity in the City:
 - One-time funding of \$0.3 million for various software and hardware upgrades to enhance customer service and gain efficiencies for inspection staff
 - Addition of the following positions in FY 2024/25:
 - 1.0 Office Specialist II
 - 1.0 Office Specialist III
 - 1.0 Office Specialist IV
 - 1.0 Permit Technician



**The positions above represent all funded positions. This excludes the 1.0 Associate Planner and 0.75 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). The positions also exclude 1.0 Senior Inspector that was originally funded by Related but is frozen beginning FY 2023/24 until funding is confirmed. The positions above also include the 4.0 positions recommended in FY 2024/25 as part of this Proposed Budget.*



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Planning Division | | | | | | |
| 5522 Development Review | 2,575,801 | 2,040,855 | 1,858,586 | (8.9%) | 1,953,493 | 5.1% |
| 5523 Advanced Planning | 1,220,721 | 1,271,713 | 1,239,728 | (2.5%) | 1,311,755 | 5.8% |
| 5524 Historical Preservation | 343,153 | 571,940 | 532,626 | (6.9%) | 564,332 | 6.0% |
| 5525 Code Enforcement | 723,801 | 895,180 | 878,335 | (1.9%) | 928,668 | 5.7% |
| Total Planning Division | 4,863,476 | 4,779,688 | 4,509,275 | (5.7%) | 4,758,248 | 5.5% |
| Building Division | | | | | | |
| 5532 Plan Review and Permit Services | 7,743,107 | 9,017,393 | 9,332,299 | 3.5% | 10,120,132 | 8.4% |
| 5533 Field Inspection | 5,265,249 | 4,947,826 | 4,503,503 | (9.0%) | 4,685,727 | 4.0% |
| 5534 Housing Inspection | 84,559 | 89,806 | 83,247 | (7.3%) | 86,062 | 3.4% |
| Total Building Division | 13,092,915 | 14,055,025 | 13,919,049 | (1.0%) | 14,891,921 | 7.0% |
| Housing and Community Services Division | | | | | | |
| 5542 Federal State Grant | 444,235 | 566,958 | 583,346 | 2.9% | 609,324 | 4.5% |
| 5543 Neighborhood Conservation and Improvement Program | 328,329 | 150,485 | 192,331 | 27.8% | 204,764 | 6.5% |
| 5544 Community Development | 2,649,958 | 1,667,250 | 2,992,456 | 79.5% | 1,326,173 | (55.7%) |
| 5545 Affordable Housing | 470,374 | 834,741 | 588,489 | (29.5%) | 609,336 | 3.5% |
| 5546 Housing Authority | 170,739 | 380,363 | 457,193 | 20.2% | 414,581 | (9.3%) |
| 5547 City Affordable Housing | 5,085,499 | 1,464,431 | 1,559,557 | 6.5% | 1,595,486 | 2.3% |
| 5548 Community Development Housing Successor | 12,434,115 | 1,242,599 | 873,227 | (29.7%) | 899,463 | 3.0% |
| Total Housing and Community Services Division | 21,583,249 | 6,306,827 | 7,246,599 | 14.9% | 5,659,127 | (21.9%) |
| Total by Division / Program | 39,539,640 | 25,141,540 | 25,674,923 | 2.1% | 25,309,296 | (1.4%) |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 6,445,655 | 5,398,007 | 5,121,256 | (5.1%) | 5,392,464 | 5.3% |
| Building Development Services Fund | 11,383,394 | 13,548,582 | 13,874,054 | 2.4% | 14,846,926 | 7.0% |
| Building Special Programs and Training Fund | 29,120 | 61,765 | 44,995 | (27.2%) | 44,995 | 0.0% |
| City Affordable Housing Fund | 5,085,499 | 1,685,731 | 1,559,557 | (7.5%) | 1,595,486 | 2.3% |
| Engineering Operating Grant Trust Fund | 44,691 | 0 | 0 | N/A | 0 | N/A |
| Housing and Urban Development Fund | 3,255,557 | 2,379,815 | 3,744,641 | 57.4% | 2,115,381 | (43.5%) |
| Housing Authority Fund | 170,739 | 380,363 | 457,193 | 20.2% | 414,581 | (9.3%) |
| Housing Successor Agency Fund | 12,434,115 | 1,242,599 | 873,227 | (29.7%) | 899,463 | 3.0% |
| Other City Departments Operating Grant Trust Fund | 793 | 0 | 0 | N/A | 0 | N/A |
| Prefunded Plan Review Fund | 553,835 | 0 | 0 | N/A | 0 | N/A |
| Related Santa Clara Developer Fund | 136,242 | 444,678 | 0 | (100.0%) | 0 | N/A |
| Total by Fund | 39,539,640 | 25,141,540 | 25,674,923 | 2.1% | 25,309,296 | (1.4%) |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 7,179,757 | 9,600,991 | 10,032,482 | 4.5% | 11,011,760 | 9.8% |
| As-Needed | 680,610 | 529,577 | 406,771 | (23.2%) | 417,514 | 2.6% |
| Overtime | 318,666 | 69,630 | 72,067 | 3.5% | 74,588 | 3.5% |
| Retirement | 2,764,036 | 3,433,149 | 3,438,719 | 0.2% | 3,790,574 | 10.2% |
| Health Allocation | 628,160 | 1,058,995 | 1,121,921 | 5.9% | 1,262,449 | 12.5% |
| Medicare | 119,680 | 145,333 | 152,993 | 5.3% | 167,285 | 9.3% |
| Social Security | 439,660 | 555,506 | 614,610 | 10.6% | 663,295 | 7.9% |
| Other Benefits | 353,394 | 426,741 | 444,119 | 4.1% | 484,455 | 9.1% |
| Total Salary and Benefits | 12,483,963 | 15,819,922 | 16,283,682 | 2.9% | 17,871,920 | 9.8% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 20,116,974 | 4,922,217 | 4,126,884 | (16.2%) | 3,812,212 | (7.6%) |
| Interfund Services | 2,456,112 | 2,549,613 | 2,110,909 | (17.2%) | 2,129,375 | 0.9% |
| Other Expenditures | 2,756,885 | 1,667,250 | 2,974,221 | 78.4% | 1,306,494 | (56.1%) |
| Transfers to Other Funds | 1,725,706 | 182,538 | 179,227 | (1.8%) | 189,295 | 5.6% |
| Total Non-Personnel | 27,055,677 | 9,321,618 | 9,391,241 | 0.7% | 7,437,376 | (20.8%) |
| Total by Category | 39,539,640 | 25,141,540 | 25,674,923 | 2.1% | 25,309,296 | (1.4%) |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|--|-----------------------|-----------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | |
| Planning Division | | | | | |
| 5522 Development Review | 6.30 | 6.75 | 6.50 | (0.25) | 6.50 |
| 5523 Advanced Planning | 5.10 | 5.26 | 5.17 | (0.09) | 5.17 |
| 5524 Historical Preservation | 2.35 | 2.43 | 2.36 | (0.07) | 2.36 |
| 5525 Code Enforcement | 4.25 | 4.33 | 4.26 | (0.07) | 4.26 |
| Total Planning Division | 18.00 | 18.77 | 18.29 | (0.48) | 18.29 |
| Building Division | | | | | |
| 5532 Plan Review and Permit Services | 26.75 | 26.98 | 30.21 | 3.23 | 34.21 |
| 5533 Field Inspection | 18.15 | 18.15 | 17.40 | (0.75) | 17.40 |
| 5534 Housing Inspection | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| Total Building Division | 45.00 | 45.23 | 47.71 | 2.48 | 51.71 |
| Housing and Community Services Division | | | | | |
| 5542 Federal State Grant | 2.10 | 2.10 | 2.00 | (0.10) | 2.00 |
| 5543 Neighborhood Conservation and Improvement Program | 1.20 | 1.20 | 0.95 | (0.25) | 0.95 |
| 5544 Community Development | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 |
| 5545 Affordable Housing | 2.30 | 2.30 | 2.10 | (0.20) | 2.10 |
| 5546 Housing Authority | 0.65 | 0.65 | 0.65 | 0.00 | 0.65 |
| 5547 City Affordable Housing | 1.20 | 1.20 | 1.95 | 0.75 | 1.95 |
| 5548 Community Development Housing Successor | 1.55 | 1.55 | 1.25 | (0.30) | 1.25 |
| Total Housing and Community Services Division | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| Total by Division / Program | 72.00 | 73.00 | 75.00 | 2.00 | 79.00 |

*The positions above represent all funded positions. This excludes the 1.0 Associate Planner and 0.75 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). The positions also exclude 1.0 Senior Inspector that was originally funded by Related but is frozen beginning FY 2023/24 until funding is confirmed. The positions above also include the 4.0 positions being recommended to be added in FY 2024/25.



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|-----------------------|-----------------------|-------------------------|----------------------|-------------------------|
| Positions by Fund | | | | | |
| General Fund | 20.30 | 21.07 | 23.44 | 2.37 | 23.44 |
| Building Development Services Fund | 43.00 | 43.23 | 47.71 | 4.48 | 51.71 |
| City Affordable Housing Fund | 1.20 | 1.20 | 1.95 | 0.75 | 1.95 |
| Housing and Urban Development Fund | 3.30 | 3.30 | 0.00 | (3.30) | 0.00 |
| Housing Authority Fund | 0.65 | 0.65 | 0.65 | 0.00 | 0.65 |
| Housing Successor Agency Fund | 1.55 | 1.55 | 1.25 | (0.30) | 1.25 |
| Related Santa Clara Developer Fund | 2.00 | 2.00 | 0.00 | (2.00) | 0.00 |
| Total by Fund | 72.00 | 73.00 | 75.00 | 2.00 | 79.00 |
| Position Classification | | | | | |
| Assistant Building Official | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Director of Community Development | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Associate Planner | 6.00 | 6.00 | 5.00 | (1.00) | 5.00 |
| Building Official | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Code Enforcement Technician | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Combination Inspector | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| Customer Service Representative | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Development Review Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Director of Community Development | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Housing Development Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Housing Division Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Housing Inspector | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Inspection Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Office Assistant | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist II | 5.00 | 5.00 | 5.00 | 0.00 | 6.00 |
| Office Specialist III | 2.00 | 2.00 | 2.00 | 0.00 | 3.00 |
| Office Specialist IV | 1.00 | 1.00 | 0.00 | (1.00) | 1.00 |
| Permit Center Supervisor | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Permit Technician | 5.00 | 5.00 | 6.00 | 1.00 | 7.00 |
| Plan Review Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Planning Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Plans Examiner | 5.00 | 5.00 | 4.00 | (1.00) | 4.00 |
| Principal Planner | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Inspector | 7.00 | 7.00 | 6.00 | (1.00) | 6.00 |
| Senior Permit Technician | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Senior Planner | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Senior Plans Examiner | 4.00 | 4.00 | 5.00 | 1.00 | 5.00 |
| Staff Aide I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Aide II | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Staff Analyst I | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Staff Analyst II | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 72.00 | 73.00 | 75.00 | 2.00 | 79.00 |

*The positions above represent all funded positions. This excludes the 1.0 Associate Planner and 0.75 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). The positions also exclude 1.0 Senior Inspector that was originally funded by Related but is frozen beginning FY 2023/24 until funding is confirmed. The positions above also include the 4.0 positions being recommended to be added in FY 2024/25.



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|--------------|-----------------------------|
| Prior Year Budget | 73.00 | 25,141,540 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| CDBG and HOME grant allocation | | 1,306,971 |
| Contractual services rebudget | | (550,000) |
| Santa Clara Intensive Case Management and Homeless Prevention Program | | (516,000) |
| Adjustment to the transfer from Building Development Services Fund to General Fund for Code Enforcement program | | (3,311) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 155,509 |
| Addition of 3.0 Building Division positions, as approved by City Council on December 6, 2022, Report to Council 22-1222: | | |
| 1.0 Senior Permit Technician | 1.00 | 186,296 |
| 1.0 Permit Technician | 1.00 | 174,939 |
| 1.0 Customer Service Representative | 1.00 | 158,305 |
| Reclassification of 1.0 Plans Examiner to 1.0 Senior Plans Examiner | | |
| Reclassification of 1.0 Associate Planner to 1.0 Senior Planner | | |
| Reclassification of 1.0 Office Specialist IV to 1.0 Staff Aide II | | |
| Adjustments for the Related Santa Clara project: | | |
| Freeze of 1.0 Senior Inspector position | (1.00) | (211,289) |
| Funding Shift of 1.0 Senior Plans Examiner from the Related Santa Clara Developer Fund to the Building Development Services Fund | 0.00 | 0 |
| Net decrease of various internal service allocations | | (438,704) |
| Non-personnel adjustments | | (29,333) |
| Total FY 2023/24 Base Budget Adjustments | 2.00 | 233,383 |
| Total FY 2023/24 Base Budget | 75.00 | 25,374,923 |
| Service Level Changes | | |
| Funding Shift 1.0 FTE Senior Planner (Advanced Planning Fee Reserve) | 0.00 | 0 |
| Funding Shift 0.25 FTE Associate Planner | 0.00 | 0 |
| Building Division Software and Hardware Enhancements | | 300,000 |
| Total Service Level Changes | 0.00 | 300,000 |
| Total FY 2023/24 Proposed Budget | 75.00 | 25,674,923 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|--------------|-----------------------------|
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| CDBG and HOME grant allocation | | (1,667,727) |
| Building Division Software and Hardware Enhancements | | (300,000) |
| Adjustment to the transfer from Building Development Services Fund to General Fund for Code Enforcement | | 10,068 |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 894,002 |
| Net increase of various internal service allocations | | 18,466 |
| Non-personnel adjustments | | (14,672) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | (1,059,863) |
| Total FY 2024/25 Base Budget | 75.00 | 24,615,060 |
| Service Level Changes | | |
| Building Division Administrative Staffing | 3.00 | 516,417 |
| Building Division Permit Center Staffing | 1.00 | 177,819 |
| Total Service Level Changes | 4.00 | 694,236 |
| Total FY 2024/25 Proposed Budget | 79.00 | 25,309,296 |

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Building Division Software and Hardware Enhancements | 0.00 | 300,000 | 0 | 0 | 0 |

Program: 5532 – Plan Review and Permit Services
5533 – Field Inspection

This proposal adds \$0.3 million in one-time funding for various software and hardware improvements and additions. The Building Division is planning to use this funding for improvements to the City's current online permitting portal. The Division submitted a survey to customers rating their experience using the online portal, resulting in an average customer rating of 5/10. This funding would allow for the Division to purchase a content management system or receive professional services to implement custom scripts to enhance the ease of use of the permitting online portal.

Additionally, the Division is seeking a queue management system. The Division continues to see increasing levels of demand, resulting in longer wait times when customers come into City Hall. A queue management system would allow for customers to join the queue virtually and come into City Hall when their time has arrived, providing much more flexibility for customers. The system would also integrate with the Division's current appointment booking portal and would enable a seamless, self-help web portal to schedule appointments, check-in for walk up services, and reschedule their place in the queue.

Funding is also planned to be used for new software and hardware for the Inspections team. Inspections are a critical service for residents and customers and providing the staff with modern technology and tools will create efficiencies and improve functionality.

The Building Division is also planning for a cloud-based Contact Center as a Service (CCaaS). The Building Division handles thousands of phone calls with only a handful of staff at any given time to provide the high-level customer service our community expects. With an influx of calls, it becomes difficult to answer the volume, provide consistent answers, and dive deep into trends and data that could enable better customer service. A CCaaS would allow for automation of call routing and provide customers with flexibility on how they prefer to be contacted.

Performance Impact

The Building Division has experienced an incredibly high level of activity in recent years and these various system enhancements would allow for an overall better customer experience, including more scheduling flexibility and better response times. This would also provide current staff with tools to be more efficient with inspection reporting.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Building Division Administrative Staffing | 3.00 | 0 | 0 | 0 | 516,417 |

Program: 5532 – Plan Review and Permit Services

This proposal adds 1.0 Office Specialist II, 1.0 Office Specialist III and 1.0 Office Specialist IV to the administrative team within the Building Division in FY 2024/25. The administrative team is staffed with seven full time employees and eight as-needed employees. The Office Specialist IV is intended to act as a supervisor across the administrative team, with the Office Specialist III serving in a senior lead capacity to the team, with emphasis on training. The Office Specialist II will provide support across all administrative tasks including business correspondence, scheduling inspections, customer service, and payroll duties.

Performance Impact

The Department anticipates that adding these 3.0 positions will increase efficiencies across the administrative team and streamline processes.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Building Division Permit Center Staffing | 1.00 | 0 | 0 | 0 | 177,819 |

Program: 5532 – Plan Review and Permit Services

This proposal adds 1.0 Permit Technician to the Permit Center within the Building Division in FY 2024/25. The Permit Center handles all permit application submittals and collection of fee revenue. Over the years, the Permit Center's activity level and workload have consistently increased and are continuing to increase. The Permit Center is currently staffed with nine full time positions. This staffing level has proven to be insufficient, given the higher activity levels and the changing expectations of the customers served. The Division's targeted response time is one to three business days for all services; however, the current turnaround time to process new applications and issue permits is one to two weeks. Currently, the Division is augmenting this workgroup to maintain reasonable processing and response times for the average of 700 emails and 500 phone calls received, in addition to the hundreds of permit applications and resubmittals are processed on a weekly basis.

Performance Impact

This position will provide the additional capacity needed for the Permit Center to maintain our processing and response time goals without pulling administrative staff from their important responsibilities.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure

Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Funding Shift of Associate Planner | 0.00 | 0 | 0 | 0 | 0 |

Program: 5532 – Plan Review and Permit Services

This proposal shifts the funding of 0.25 FTE of an Associate Planner position from the General Fund to the Building Development Services Fund. Currently, the Building Division has 1.0 Associate Planner completing conformance review. As the workload continues to increase in the Building Division, the Department has determined that there is the need for additional capacity to complete these types of reviews. This funding shift is anticipated to result in General Fund savings of approximately \$56,004.

Performance Impact

This funding shift will increase support in the Building Division, which has faced high volumes of activity in the past several years.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources

| | | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Funding Shift of Senior Planner | 0.00 | 0 | 0 | 0 | 0 |

Program: 5522 – Development Review
5523 – Advanced Planning

The Planning Division has 1.0 Senior Planner position that is funded by the General Fund. This proposal changes the funding source of this position to be fully funded by the Advanced Planning Fee Reserve. The change in funding source will result in approximately \$230,400 in General Fund savings. The change in funding for this position will result in less capacity in the general Planning program and more capacity in long-range planning.

Performance Impact

The Department expects this shift to result in increased processing and review times of Planning permit applications as well as longer response times to general inquiries. However, with this funding shift, the Department anticipates higher staff capacity to review and work on long-range planning projects, including various City Council requests.














Strategic Pillar:









Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Planning Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Complete Project Clearance Committee (PCC) Review within 30 days of application submittal and fees fully paid – <i>Modified for FY 2023/24</i> |  | N/A | N/A | 90% | 90% | 90% | 90% |
| Workload Measures | | | | | | | |
| Number of items forwarded to the Planning Commission |  | 22 | 53 | 45 | 57 | 50 | 50 |
| Number of items forwarded to the Architectural Committee – <i>Delete for FY 2023/24</i> |  | 55 | 106 | 70 | 121 | N/A | N/A |
| Number of items forwarded to a Development Review Hearing |  | 55 | 52 | 40 | 42 | 40 | 40 |
| Provide an annual report to the Planning Commission and City Council on the General Plan implementation – <i>Delete for FY 2023/24</i> |  | 1 | 1 | 1 | 1 | N/A | N/A |
| Number of advanced-planning items sent to City Council – <i>Modified for FY 2023/24</i> |  | 14 | 19 | 15 | 17 | 15 | 15 |
| Number of policy updates approved – <i>Delete for FY 2023/24</i> |  | 2 | 4 | 2 | 2 | N/A | N/A |
| Number of non-advanced planning items sent to City Council – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 30 | 30 |
| Number of items forwarded to the Historical and Landmarks Commission |  | 17 | 17 | 16 | 16 | 15 | 15 |
| Provide an annual report to the Historical and Landmarks Commission on the Certified Local Government Program – <i>Delete for FY 2023/24</i> |  | 1 | 1 | 1 | 1 | N/A | N/A |
| Number of Planning Permit inquiries |  | 5,042 | 9,684 | 8,000 | 9,448 | 9,000 | 9,000 |
| Number of Code Enforcement cases opened |  | 643 | 764 | 664 | 987 | 1,125 | 1,225 |
| Number of Code Enforcement cases closed |  | 624 | 691 | 531 | 889 | 1,068 | 1,164 |

Performance and Workload Measures

| Building Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of short cycle plan checks performed within ten business days |  | N/A | N/A | 50% | 98% | 90% | 90% |
| Percent of regular cycle plan checks performed within thirty calendar days – <i>Delete for FY 2023/24</i> |  | 78% | 93% | 75% | 75% | N/A | N/A |
| Percent of regular cycle plan checks performed within target dates at 4, 6, 8, and 10 weeks ¹ – <i>New for FY 2023/24</i> |  | 72% | 93% | N/A | 86% | 85% | 85% |
| Percent of code complaints responded to within two working days |  | 90% | 95% | 50% | 90% | 80% | 80% |
| Percent of inspections performed the next working day – <i>Delete for FY 2023/24</i> |  | 21% | 24% | 50% | 60% | N/A | N/A |
| Workload Measures | | | | | | | |
| Number of inspections performed the next working day – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | 31,692 | 30,000 | 30,000 |

¹Regular cycle plan review times and target dates vary between four – ten weeks depending on project scope and valuation



Performance and Workload Measures

| Housing and Community Services Division | | | | | | | |
|---|------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of new loan applications processed | | 5 | 5 | 10 | 5 | 8 | 8 |
| Number of new for-sale affordable homes sold | | 6 | 12 | 4 | 5 | 7 | 7 |
| Total funds invested in Community Revitalization (Not including Multi-Family Development Loans) | | \$3.8 M | \$3.6 M | \$3.8 M | \$3.8 M | \$3.8 M | \$3.8 M |
| Number of clients receiving Fair Housing services including education, counseling, and enforcement of regulations | | 20 | 12 | 40 | 30 | 40 | 40 |
| Number of affordable housing units in development pipeline | | 950 | 1,722 | 500 | 1,500 | 1,000 | 1,000 |
| Total number of homeless (or formally homeless) individuals being housed | | 75 | 164 | 65 | 110 | 150 | 150 |
| Number of Housing Units for Extremely Low-Income Households (0-30% of AMI) | | 15 | 55 | 40 | 20 | 50 | 50 |
| Number of Housing Units for Very Low Average Median Income Households (30%-50% AMI) | | 57 | 32 | 72 | 60 | 50 | 50 |
| Number of Housing Units for Low Income Households (50%-80% of AMI) | | 125 | 114 | 30 | 275 | 100 | 100 |
| Number of Moderate Household Income (80% to 120% of AMI) | | 80 | 14 | 22 | 60 | 110 | 110 |

Electric Utility Department

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Electric Utility Department – Silicon Valley Power (SVP) Description

Since 1896, Silicon Valley Power (SVP) has provided electricity for residents and businesses in Santa Clara. The Electric Department has a budgeted staff of 222 employees who provide diverse services such as operating, maintaining and dispatching electric service including power plants, substations, transmission and distribution lines; engineering; system planning; administrative and financial management; marketing; customer services; power trading; outdoor Wi-Fi services; and dark fiber leasing services. All of these critical services work together to make SVP successful for the City and its businesses and residents.

Divisions and Services

Functionally, SVP is organized into four Divisions: Administrative & Business Services; Customer Development and Project Management; Resource Planning and Engagement; and Utility Operations. For budget tracking purposes, SVP has one additional division, Revenue and Resources. Beginning in FY 2023/24, the Administrative Services and the Business Services Divisions were combined into one division to better reflect the organizational structure.

| | |
|---|---|
| Administrative & Business Services Division Mission | Plan, develop, coordinate and support the administrative activities of the Department and fiduciary responsibility for the benefit and safety of the community and the employees. |
| Division Objectives | Develop plans using the Strategic Plan to achieve goals and objectives of the City of Santa Clara. |
| | Develop staff training plans to meet the growth opportunities within the City. |
| | Manage budget, contracts, payments, debt and maintain fiduciary controls to maintain financial health. |
| Customer Development and Project Management Division Mission | Be an agile and trusted partner in connecting our customers and leveraging SVP fiber optic and technology assets. Focus on execution to complete new capital investments for increased infrastructure, substations and system capacity expansion. |
| Division Objectives | Enhance SVP's collaboration and connection with our customers and stakeholders leveraging transmission and distribution planning to facilitate electrification and decarbonization goals. |
| | Enhance data driven decision making to innovate, design and develop plans to optimize and expand the utility's physical assets. Maintain and update engineering design standards with GIS based maps and readily available digitized as-builts. |
| | Focus on our core work and electric utility capital improvement projects with program management to streamline processes, remove barriers and lower our costs. |



| | | |
|--|--|--|
| Resource Planning and Engagement Division Mission | | Retain and attract customers to the Santa Clara electric system by supporting environmental improvement programs, customer services, and implementing a sound marketing and communication strategy to accomplish the goals of the City. Manage the adequacy and cost of fuel and electric resources in a competitive market. |
| Division Objectives | | Ensure adequate generation resources for reliable, economically competitive services to all SVP customers and meet all State and federal reliability and environmental compliance requirements. |
| | | Optimize value of assets through power trading and scheduling and procure cost-competitive fuel resources for power production. |
| | | Actively seek understanding of customers' valuation of energy service needs and amend the marketing plan as necessary to meet the needs of a dynamic marketplace, including technologies responsive to customer needs. |
| | | Work with other public power agency partners to explore new generation and transmission resources to service growing sales and reduce SVP's risks and average costs. |
| Revenue and Resources Division Mission | | Provide centralized location to receive revenue and monitor expenses for resource and production to procure energy. |
| Division Objectives | | Manage all Joint Powers Authorities (JPA) costs. |
| | | Record and receive revenue. |
| Utility Operations Division Mission | | Provide safe and reliable electrical energy to the City of Santa Clara by maintaining and enhancing infrastructure to meet energy demands for our customers. |
| Division Objectives | | Maintain continuous efforts to improve system reliability by targeting system improvements, through scheduled maintenance of equipment according to its useful life cycle, and ongoing inspections. |
| | | Strengthen the system through improved design, research of new technologies and systems, and implementation of new system and equipment. |
| | | Maintain safety at the highest priority and a culture of compliance with all regulatory requirements. |

Significant Accomplishments

- Launched an energy education program for fourth graders in FY 2021/22, which served 8 schools and 15 classes (a total of 462 students enrolled in the first year).
- Launched a hands-on induction cooking demonstration and education program in partnership with Santa Clara Unified School District Adult Education Program. Offered one class per month with 80-100% enrollment in each class.
- Launched the online SVP Marketplace for energy efficient products and electric yard care equipment with instant rebates including higher incentives for income-qualified customers.
- Received the CMUA 2021 Resource Efficiency and Community Service Award for SVP's Energy Efficiency Grants for Small Businesses impacted by COVID-19.
- Enrolled five customers in the Demand Side Grid Stability program. These customers assist in stabilizing the grid by shedding load during high peak demand periods.
- Launched a new Large Customer Renewable Energy (LCRE) Program with two options. Option A - SVP procures renewables in excess of the Renewable Portfolio Standard requirements for the customer, and option B - Bringing the customers' owned renewables into SVP to feed the customer facilities. Completed the retirement of the residential Green Power program and initiated retirement of the commercial Green Power program.
- Developed a CIP Dashboard for new development projects to better manage and monitor capital project status.
- Completed 83.14 miles of new dark fiber connections to six electric sites, eight water and sewer sites, seven stormwater sites, one Santa Clara Unified School District site, and one smart park supporting the communications needs of key City services, and added 31.36 miles for external customers.
- Rolled out SVP Fiber standards and a fiber task template for new and rebuilt substations.
- Expanded the SVP Fiber network by adding a new data center connection point. This provided a new opportunity for SVP Fiber to better support dark fiber lease customers' business needs and attract new business.
- Expanded City-owned Electric Vehicle Supply Equipment (EVSE) infrastructure - installed Level 2 Electric Vehicle (EV) chargers for public and City fleet use.
- As part of fleet electrification program, replaced old combustion vehicles with all-electric vehicles for Police, Fire, Public Works, and other City departments. In FY 2021/22, 46 all-electric vehicles and electric forklifts were purchased.
- Continued the California Electric Vehicle Incentive Program (CALeVIP Program) with \$8 million dollars earmarked over 4 years: EV charger rebates for commercial & multifamily properties and technical assistance resulting in three (3) applications with 16 connectors installed and \$498,515 rebate funds issued, of which \$40,000 has gone to the disadvantaged community (DAC) identified areas in Santa Clara; two (2) projects have received a milestone payment and are still under construction with \$414,515 funds issued; twelve (12) applications have funds reserved (\$3,924,000).
- Launched new EV Charging Technical Assistance Program for multifamily and businesses customers and hosted three (3) educational webinars focused on EV charging for multifamily properties and EV charging for businesses.
- Transferred mandated funds for the California Clean Fuel Rewards (CCFR) resulting in 1,929 rebates totaling over \$1.8 million to customers between July 2021 through April 2023.
- Successfully completed 2021 and 2022 National Electric Reliability Company (NERC) annual paper audits (Self-Certifications).
- Managed utilities' response to COVID-19 by implementing recommended protocols, providing training and helped organized first round of vaccines for critical staff.
- Worked with SVP Safety Committee to create an online anonymous safety suggestion portal and created magnet QR codes to Hazardous Materials Safety Data Sheets for easier access by employees.
- Reduced downtime between system failures for replacement of gatekeeper, a device used to pull meter data from the field back into the Advanced Metering Infrastructure (AMI) system for billing purpose, from several days to less than a

day on average.

- Prevented an average of over 10,000 penetration attempts per hour throughout the year. Made early discovery of City information being made available on Darknet and notified appropriate authorities prior to major risk.
- Executed and commenced South Feather Water and Power Agency Power Purchase Agreement (PPA), Aquamarine Solar PPA; and Camp Far West PPA with a capacity 78.0MW, 75.0MW, and 6.8MW respectively to meet clean energy goals.
- Obtained a 50-year hydro license issued by Federal Energy Regulatory Commission (FERC) for the Bucks Creek project which includes the Grizzly Powerhouse.
- Created a curtailment-tracking tool for SVP's renewable resources, aiming to improve SVP's trading floor's management of contractual limits so that staff can make changes to bidding strategy if needed.
- Completed the SVP System Expansion Plan for CAISO Transmission Planning Process for FY 2023/24 to project SVP's load growth over the next decade for inclusion in the CAISO modeling.
- Established SVP Project Management Office to implement an integrated strategy for the planning, design, construction, and commissioning of the Kifer Receiving Station (KRS) and Scott Receiving Station (SRS), nine (9) substations, and related 60KV transmission line improvements in the next five years.
- Completed field audit of internal documentation of Bulk Electric System (BES) and 60KV assets in support of NERC FAC-008 program to better manage assets conditions and further increase system reliability.
- Completed communication upgrade between Orland Junction and Black Butte, resolving a long-standing leased line reliability issue and Phase 1 of substation control and communication system replacement.
- Completed digital scanning of 1,500 drawings for system expansion projects at Northern Receiving Station (NRS), SRS and KRS to facilitate engineers' review and increase efficiency.
- Completed PG&E projects including: CalTrain at KRS 115kV for the PG&E KRS-FMC line and Los Esteros Shunt Reactor 230kV Bus Differential Protection Upgrade.
- Completed Statement of Qualifications (SOQ's) for critical substation services including electric equipment repair, maintenance, and testing and electric utility engineering services to allow contracts with consultants to support communication, protection, and power quality engineering.
- Improved efficiency and effectiveness of the Job Hazard Analysis Program.
- Performed more than 35 switchgear major maintenance activities for customers.
- Implemented Lucy system for work order and centralized and digitized asset record management, facilitating availability of equipment operation/maintenance records for all stakeholders at any location and improving workflow efficiency, and equipment performance assessments.
- Implemented substation preventative programs including: on-line monitoring of Transformer Dissolved Gas Analysis (DGA) units, including real-time remote monitoring capability; quarterly Heating, Ventilation, and Air Conditioning (HVAC) maintenance program; monthly weed abatement program; and increased frequency of equipment health monitoring program.
- Integrated substation inventory into the City's inventory system, reducing the amount of time substation personnel spend on procuring proprietary substation inventory, and avoiding delays in repairs due to lead-time to procure product.
- Completed underground projects with multiple pad mount switches and transformers for Santa Clara Square and Lawrence Station ahead of customer schedule.
- Completed 124 estimates for new business; completed 18 estimates for the upgrade or installation of new conductors, transformers, and switches; completed 512 maintenance work orders for pole, crossarm, transformer, and switch repair or replacement to improve reliability.
- Phase 2 deployment of EV infrastructure has been constructed (35 connections) at primary City fleet locations including Parks Service Center, Utilities Operation Center, Public Works Corporation Yard and the Police Building.

Significant Objectives

- Complete SVP System Expansion Plan Report Transmission Planning Process FY2024/25 with discrete short- and long-term plans to meet 1,100 MW peak system demand to accommodate 20% increase in electric system load growth in the next ten years.
- Continue monthly engagement on the CAISO planning process so that direction is provided to Pacific Gas & Electric to develop and construct projects to increase bulk electric system transmission capacity to serve Santa Clara's electric load growth.
- Initiate SVP's 50 MW Kifer Battery Energy Storage System Project (BESS) located on City-owned property next to the DVR power plant. The project will provide multiple benefits in serving peak loads, increase the use of renewable energy and improve system resiliency. The project has a goal of commercial operation in mid-2025 and will include an Energy Storage and Lease Agreement.
- Proactively maintain SVP's fleet of turbines and generators according to Original Equipment Manufacturer (OEM) recommendations.
- Provide leadership to support the department's resources by implementing staff development and succession planning to develop skills and enhance knowledge.
- Provide construction and commissioning support of multiple substation construction projects.
- Develop communications design standards for use in Substations.
- Provide enhanced vegetation management and maintenance of transmission lines in the City of Santa Clara and remote locations, including Glenn and Tehama Counties.
- Test and perform preventative maintenance on 1,000 protection relays.
- Identify and execute replacement strategy for the JungleMUX SONET Multiplexer optical network.
- Continue to ensure wholesale trading activities comply with Council-approved policy and regulations, minimize SVP's credit exposure, monitor counterparty credit risk, and ensure compliance with CAISO tariff and regulations.
- Continue to provide energy efficiency education and programs to customers to help them reduce their energy use and lower their electric bills, promote renewable energy options, investigate emerging technologies, and provide assistance to qualified low-income customers to reduce the burden of their electric bills.
- Participate and comply with the California Air Resources Board (CARB) Low Carbon Fuel Standard (LCFS) Program to develop, educate, and foster the adoption of electrification as the transportation fuel.
- Meet state regulatory requirements for renewable resources and carbon reduction targets while keeping SVP cost competitive.

Budget Highlights

- Enhance substation maintenance to support the transition from time-based and reactive maintenance to preventative and predictive maintenance necessary to ensure the reliability of substations as the number of substations increase and related technology implementations advance.
- Augment funding for maintenance of underground systems and tree trimming directed at reducing power distribution system outages. In 2022, this activity resulted in a reduction in outages from 298 outages in 2021, to 135 outages in 2022. This funding will also provide for the purchase of additional inventory and the rental of additional equipment for distribution maintenance programs that will continue to support the reduction of equipment outages.
- Increase funding to support an enhanced preventative maintenance approach at the City's power plants. SVP will continue implementing best in class predictive and preventative maintenance practices throughout the generation fleet including identifying additional equipment for scheduled preventative overhaul. As a result of this enhanced maintenance approach, Generation has achieved a 50% reduction in backlogged work and improved the on-time completion of preventative maintenance activities from less than 20% in FY 2019/20 to over 90% consistently in FY

2020/21 and FY 2021/22. Maintaining in-town generation assets in peak operating condition both reduces costs to the utility and improves reliability during periods of peak demand.

- Add funding for an online training portal software application for Electric Utility Operations staff as a whole, and specifically to provide initial, onboarding, and continuing education requirements for system operators. In addition to delivering self-paced training to employees, this platform will be used to track and support Electric Utility Operations employee's task qualification, training cadence, and skill sets, ensuring that all compliance requirements related to system operations tasks are met by each employee resulting in a consistently trained and highly skilled workforce.
- Support a new customer program to procure Renewable Energy Certificates (RECs) primarily for large customers. This is voluntary program called Large Customer Renewable Energy Program (LCRE) which was approved by City Council on November 16, 2021. This action includes funding for Silicon Valley Power to procure renewable energy in excess of the current Renewable Portfolio Standard (RPS) requirements for customers that subscribe to the LCRE. SVP recovers the cost of the program on the customer's monthly utility bill.
- Expand the electric transportation acceleration initiatives to ensure Santa Clara is an EV Ready Community by 2030. This includes ongoing funding for the Fleet Advisory/Technical Assistance program and educational webinars that target multifamily housing, non-profits and small commercial customers.
- Implement Greenhouse Gas (GHG) programs that could include new solar installations, solar installations combined with battery storage, and solar projects combined with electric vehicle (EV) infrastructure for City facilities and neighborhood school locations. This includes continued program support for DC fast charging infrastructure in combination with potential of an award of \$500,000 through California Energy Commission's EnergIIZE grant funding for fleet infrastructure.



Electric Utility Department

222.00 FTEs

Administrative and Business Services¹

| | |
|------|--------------------------------|
| 2.00 | Account Clerk II |
| 1.00 | Account Clerk III |
| 4.00 | Assistant Director of Electric |
| 1.00 | Chief Electric Utility Officer |
| 1.00 | Chief Operating Officer |
| 1.00 | Electric Division Manager |
| 1.00 | Electric Program Manager |
| 3.00 | Management Analyst |
| 1.00 | Office Specialist II |
| 1.00 | Office Specialist III |
| 1.00 | Power Contract Specialist |
| 1.00 | Senior Business Analyst |
| 1.00 | Senior Management Analyst |
| 2.00 | Time and Material Clerk |

21.00 Total Administrative and Business Services FTE

Customer Development and Project Management

| | |
|------|--|
| 1.00 | Assistant Electric Utility Engineer |
| 1.00 | Electric Division Manager - Engineering |
| 3.00 | Electric Program Manager |
| 6.00 | Electric Utility Engineer |
| 3.00 | Engineering Aide - Electric |
| 1.00 | Office Specialist II |
| 1.00 | Principal Electric Estimator |
| 5.00 | Principal Electric Utility Engineer |
| 1.00 | Principal Engineer Aide |
| 7.00 | Senior Electric Utility Engineer |
| 2.00 | Senior Electric Utility Engineer - Distribution Planning |
| 1.00 | Senior Electric Utility Engineer - Operation Planning |
| 1.00 | Senior Electric Utility Engineer - Project Relay |
| 5.00 | Senior Electrical Estimator |
| 3.00 | Senior Engineering Aide |

41.00 Total Customer Development and Project Management FTE

¹ In FY 2023/24, Administrative Services and Business Services Divisions were combined into one Division



Resource Planning and Engagement

| | |
|------|--|
| 1.00 | Business Analyst - Fiber |
| 1.00 | Business Analyst - Public Benefits |
| 1.00 | Communications Coordinator |
| 3.00 | Electric Division Manager |
| 5.00 | Electric Program Manager |
| 1.00 | Electric Utility Engineer |
| 1.00 | Energy Conservation Coordinator |
| 1.00 | Energy Conservation Specialist |
| 1.00 | Engineering Aide - Fiber |
| 2.00 | Fiber Splicing Technician |
| 2.00 | Key Customer Representative |
| 1.00 | Office Specialist II |
| 1.00 | Office Specialist III |
| 1.00 | Power Account Clerk I |
| 1.00 | Power Account Clerk III |
| 6.00 | Power System Scheduler/Trader |
| 1.00 | Power Trader |
| 1.00 | Principal Power Analyst |
| 1.00 | Resource Analyst II |
| 1.00 | Risk Control Analyst |
| 2.00 | Senior Electric Division Manager |
| 1.00 | Senior Electric Division Manager - Marketing |
| 1.00 | Senior Electric Utility Engineer - Fiber |
| 1.00 | Senior Key Customer Representative |
| 1.00 | Senior Power System Scheduler / Trader |
| 2.00 | Senior Resource Analyst |
| 2.00 | Service Coordinator - Inspector Fiber |
| 1.00 | Utility Locator |

44.00 Total Resource Planning and Engagement FTE

Utility Operations

| | |
|-------|---|
| 1.00 | Compliance Manager |
| 1.00 | Database Administrator |
| 7.00 | Electric and Water System Operator |
| 4.00 | Electric Crew Foreperson |
| 6.00 | Electric Division Manager |
| 2.00 | Electric Maintenance Worker |
| 3.00 | Electric Meter Technician |
| 7.00 | Electric Program Manager |
| 2.00 | Electric Utility Equipment Operator |
| 9.00 | Electric Utility Generator Technician |
| 4.00 | Electric Utility Helper/Driver |
| 3.00 | Electric Utility Network Administrator |
| 5.00 | Electric Utility Program Analyst |
| 7.00 | Electrician |
| 12.00 | Journey Lineworker |
| 3.00 | Journey Lineworker Apprentice |
| 1.00 | Management Analyst |
| 2.00 | Meter Data Analyst |
| 1.00 | Office Specialist II |
| 1.00 | Power Trader |
| 1.00 | Principal Utility Information System Manager |
| 2.00 | Senior Electric and Water System Operator |
| 1.00 | Senior Electric Division Manager |
| 1.00 | Senior Electric Meter Technician |
| 1.00 | Senior Electric Utility Engineer - Generation |
| 5.00 | Senior Electric Utility Generation Tech |
| 2.00 | Senior Electrician Technician |
| 3.00 | Senior Energy Systems Analyst |
| 2.00 | Senior Instrument and Control Technician |
| 1.00 | Senior Materials Handler |
| 4.00 | Service Coordinator - Inspector |
| 3.00 | Staff Aide II |
| 2.00 | Troubleshooter |
| 1.00 | Underground Crew Leader |
| 6.00 | Utility Electrician Technician |

116.00 Total Utility Operations FTE



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Administrative and Business Services Division ¹ | | | | | | |
| 1311 Financial Services ² | 1,266,097 | 1,772,853 | 1,261,946 | (28.8%) | 1,303,417 | 3.3% |
| 1316 Administrative Services | 43,950,100 | 44,573,620 | 55,408,558 | 24.3% | 59,270,370 | 7.0% |
| Total Administrative and Business Services Division | 45,216,197 | 46,346,473 | 56,670,504 | 22.3% | 60,573,787 | 6.9% |
| Customer Development and Project Management Division | | | | | | |
| 1361 SVP Engineering | 14,566,982 | 13,871,283 | 14,314,504 | 3.2% | 14,885,399 | 4.0% |
| Total Customer Development and Project Management Division | 14,566,982 | 13,871,283 | 14,314,504 | 3.2% | 14,885,399 | 4.0% |
| Utility Operations Division | | | | | | |
| 1324 Electric Compliance ³ | 1,393,917 | 3,231,288 | 3,390,788 | 4.9% | 3,493,295 | 3.0% |
| 1351 Systems Support | 4,635,676 | 6,147,040 | 6,808,135 | 10.8% | 6,923,899 | 1.7% |
| 1362 Power Systems Control | 4,086,868 | 5,231,313 | 6,496,509 | 24.2% | 6,887,896 | 6.0% |
| 1371 Communications & Meter Technical Support | 1,974,567 | 2,463,578 | 1,902,921 | (22.8%) | 2,031,549 | 6.8% |
| 1372 Substation Maintenance | 4,869,546 | 7,169,689 | 12,324,587 | 71.9% | 11,838,832 | (3.9%) |
| 1376 Transmission & Distribution | 11,761,879 | 18,767,203 | 18,112,614 | (3.5%) | 19,115,834 | 5.5% |
| 1377 Generation Maintenance | 15,990,397 | 18,002,922 | 16,499,419 | (8.4%) | 17,441,118 | 5.7% |
| Total Utility Operations Division | 44,712,850 | 61,013,033 | 65,534,973 | 7.4% | 67,732,423 | 3.4% |
| Resource Planning and Engagement Division | | | | | | |
| 1312 Public Benefits | 9,258,938 | 15,317,067 | 18,303,639 | 19.5% | 14,570,853 | (20.4%) |
| 1313 Key Accounts ⁴ | 1,648,084 | 2,654,579 | 2,316,720 | (12.7%) | 2,427,768 | 4.8% |
| 1315 LCRE Program ⁸ | 333,913 | 1,000,000 | 1,765,700 | 76.6% | 2,015,700 | 14.2% |
| 1317 Fiber Program ⁵ | 1,225,934 | 2,755,751 | 4,327,949 | 57.1% | 4,302,631 | (0.6%) |
| 1319 SVP Electric Vehicle Program | 1,955,292 | 3,169,766 | 3,162,788 | (0.2%) | 3,084,546 | (2.5%) |
| 1325 Greenhouse Gas Program | 8,548,630 | 15,062,953 | 21,450,804 | 42.4% | 16,653,781 | (22.4%) |
| 1356 Resource Management | 10,357,135 | 11,781,961 | 12,417,468 | 5.4% | 12,954,046 | 4.3% |
| 1358 Risk Management and Settlements ⁶ | 3,610,139 | 3,897,838 | 3,925,893 | 0.7% | 4,076,318 | 3.8% |
| Total Resource Planning and Engagement Division | 36,938,065 | 55,639,915 | 67,670,961 | 21.6% | 60,085,643 | (11.2%) |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Revenue and Resources Division | | | | | | |
| 1321 Revenues and Resources Costs | 429,383,023 | 499,015,287 | 46,187,409 | (90.7%) | 89,766,150 | 94.4% |
| 1326 Resource and Production ⁷ | N/A | N/A | 468,625,508 | N/A | 493,411,107 | 5.3% |
| Total Revenue and Resources Division | 429,383,023 | 499,015,287 | 514,812,917 | 3.2% | 583,177,257 | 13.3% |
| Total by Division / Program | 570,817,117 | 675,885,991 | 719,003,859 | 6.4% | 786,454,509 | 9.4% |
| Dollars by Fund | | | | | | |
| Electric Utility Fund | 551,054,257 | 642,336,205 | 676,086,628 | 5.3% | 752,145,329 | 11.2% |
| Electric Operating Grant Trust Fund | 19,762,860 | 33,549,786 | 42,917,231 | 27.9% | 34,309,180 | (20.1%) |
| Total by Fund | 570,817,117 | 675,885,991 | 719,003,859 | 6.4% | 786,454,509 | 9.4% |

¹ In FY 2023/24, Administrative Services and Business Services Divisions were combined into one Division

² In FY 2023/24, Program 1311 Rates and Budget was renamed to Financial Services

³ In FY 2023/24, Program 1324 Electric Compliance was moved from the Business Services Division to the Utility Operations Division

⁴ In FY 2023/24, Program 1313 Key Accounts was moved from the Customer Development and Project Management to the Resource Planning & Engagement Division

⁵ In FY 2023/24, Program 1317 Fiber Program was moved from the Customer Development and Project Management to the Resource Planning & Engagement Division

⁶ In FY 2023/24, Program 1358 Risk Management was moved from the Business Services Division to the Resource Planning & Engagement Division and was renamed to "Risk Management and Settlements"

⁷ New Program in FY 2023/24

⁸ The Green Power Program was replaced with the Large Customer Renewable Energy (LCRE) Program beginning in January 2023 as described in RTC 21-1487



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 25,568,586 | 34,571,918 | 39,291,128 | 13.7% | 41,770,720 | 6.3% |
| As-Needed | 405,983 | 800,600 | 1,555,000 | 94.2% | 1,642,000 | 5.6% |
| Overtime | 4,593,073 | 5,019,700 | 7,438,600 | 48.2% | 8,140,300 | 9.4% |
| Retirement | 10,116,668 | 12,993,973 | 13,501,266 | 3.9% | 14,449,301 | 7.0% |
| Health Allocation | 2,324,923 | 3,453,355 | 3,980,380 | 15.3% | 4,205,375 | 5.7% |
| Medicare | 526,210 | 625,870 | 789,653 | 26.2% | 844,337 | 6.9% |
| Social Security | 1,436,105 | 1,772,240 | 2,400,831 | 35.5% | 2,466,904 | 2.8% |
| Other Benefits | 1,197,420 | 1,560,010 | 1,660,771 | 6.5% | 1,739,573 | 4.7% |
| Total Salary and Benefits | 46,168,968 | 60,797,666 | 70,617,629 | 16.2% | 75,258,510 | 6.6% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 31,695,963 | 52,744,759 | 61,745,784 | 17.1% | 62,538,574 | 1.3% |
| Resource/Production | 407,115,829 | 428,265,146 | 468,625,508 | 9.4% | 493,411,107 | 5.3% |
| Interfund Services | 14,093,083 | 15,137,167 | 12,224,315 | (19.2%) | 12,447,865 | 1.8% |
| Transfers to Other Funds | 44,184,143 | 88,753,328 | 71,692,209 | (19.2%) | 105,083,320 | 46.6% |
| CLT and Franchise | 27,259,168 | 28,643,887 | 33,971,414 | 18.6% | 37,578,133 | 10.6% |
| Capital Outlay | 299,963 | 1,544,038 | 127,000 | (91.8%) | 137,000 | 7.9% |
| Total Non-Personnel | 524,648,149 | 615,088,325 | 648,386,230 | 5.4% | 711,195,999 | 9.7% |
| Total by Category | 570,817,117 | 675,885,991 | 719,003,859 | 6.4% | 786,454,509 | 9.4% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Administrative and Business Services Division ¹ | | | | | |
| 1311 Financial Services ² | 4.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| 1316 Administrative Services | 10.00 | 11.00 | 16.00 | 5.00 | 16.00 |
| Total Administrative and Business Services Division | 14.00 | 16.00 | 21.00 | 5.00 | 21.00 |
| Customer Development and Project Management Division | | | | | |
| 1361 SVP Engineering | 36.00 | 39.00 | 41.00 | 2.00 | 41.00 |
| Total Customer Development and Project Management Division | 36.00 | 39.00 | 41.00 | 2.00 | 41.00 |
| Utility Operations Division | | | | | |
| 1324 Electric Compliance ³ | 6.00 | 7.00 | 8.00 | 1.00 | 8.00 |
| 1351 Systems Support | 13.00 | 13.00 | 14.00 | 1.00 | 14.00 |
| 1362 Power Systems Control | 11.00 | 13.00 | 14.00 | 1.00 | 14.00 |
| 1371 Communications & Meter Technical Support | 8.00 | 8.00 | 6.00 | (2.00) | 6.00 |
| 1372 Substation Maintenance | 16.00 | 18.00 | 21.00 | 3.00 | 21.00 |
| 1376 Transmission & Distribution | 33.00 | 36.00 | 31.00 | (5.00) | 31.00 |
| 1377 Generation Maintenance | 19.00 | 22.00 | 22.00 | 0.00 | 22.00 |
| Total Utility Operations Division | 106.00 | 117.00 | 116.00 | (1.00) | 116.00 |
| Resource Planning and Engagement Division | | | | | |
| 1312 Public Benefits | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| 1313 Key Accounts ⁴ | 8.00 | 8.00 | 7.00 | (1.00) | 7.00 |
| 1317 Fiber Program ⁵ | 5.00 | 5.00 | 10.00 | 5.00 | 10.00 |
| 1319 SVP Electric Vehicle Program | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| 1325 Greenhouse Gas Program | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| 1356 Resource Management | 15.00 | 14.00 | 15.00 | 1.00 | 15.00 |
| 1358 Risk Management and Settlements ⁶ | 8.00 | 9.00 | 6.00 | (3.00) | 6.00 |
| Total Resource Planning and Engagement Division | 42.00 | 42.00 | 44.00 | 2.00 | 44.00 |
| Total by Division / Program | 198.00 | 214.00 | 222.00 | 8.00 | 222.00 |

¹ In FY 2023/24, Administrative Services and Business Services Divisions were combined into one Division

² In FY 2023/24, Program 1311 Rates and Budget was renamed to Financial Services

³ In FY 2023/24, Program 1324 Electric Compliance was moved from the Business Services Division to the Utility Operations Division

⁴ In FY 2023/24, Program 1313 Key Accounts was moved from the Customer Development and Project Management to the Resource Planning & Engagement Division

⁵ In FY 2023/24, Program 1317 Fiber Program was moved from the Customer Development and Project Management to the Resource Planning & Engagement Division

⁶ In FY 2023/24, Program 1358 Risk Management was moved from the Business Services Division to the Resource Planning & Engagement Division and was renamed to "Risk Management and Settlements"



Position Summary

| | FY 2022/23 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|-------------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| Electric Utility Fund | 192.00 | 208.00 | 216.00 | 8.00 | 216.00 |
| Electric Operating Grant Trust Fund | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Total by Fund | 198.00 | 214.00 | 222.00 | 8.00 | 222.00 |

| | | | | | |
|---|-------|-------|-------|------|-------|
| Position Classification | | | | | |
| Account Clerk II | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Account Clerk III | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Director Electric - Business Services | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Director Electric - Customer Develop and Project Mgmt | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Director Electric - Energy Distribution | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Director Electric - Planning and Strategic Services | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Electric Utility Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Business Analyst - Fiber | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Business Analyst - Public Benefits | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Chief Operating Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Chief Electric Utility Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Communications Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Compliance Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Database Administrator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Electric and Water System Operator | 6.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Electric Crew Foreperson | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Electric Division Manager | 10.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Electric Division Manager - Engineering | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Electric Maintenance Worker | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Electric Meter Technician | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Electric Program Manager | 10.00 | 15.00 | 16.00 | 1.00 | 16.00 |
| Electric Utility Engineer | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Electric Utility Equipment Operator | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Electric Utility Generator Technician | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| Electric Utility Helper/Driver | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Electric Utility Network Administrator | 2.00 | 2.00 | 3.00 | 1.00 | 3.00 |
| Electric Utility Program Analyst | 4.00 | 4.00 | 5.00 | 1.00 | 5.00 |
| Electrician | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Energy Conservation Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Energy Conservation Specialist | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Position Classification | | | | | |
| Engineering Aide | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Engineering Aide - Electric | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Engineering Aide - Fiber | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fiber Splicing Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Journey Lineworker | 12.00 | 12.00 | 12.00 | 0.00 | 12.00 |
| Journey Lineworker Apprentice | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Key Customer Representative | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Management Analyst | 0.00 | 0.00 | 4.00 | 4.00 | 4.00 |
| Meter Data Analyst | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Office Specialist II | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Office Specialist III | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Power Account Clerk I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Power Account Clerk III | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Power Contract Specialist | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Power System Scheduler/Trader | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Power Trader | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Principal Electric Estimator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Electric Utility Engineer | 4.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Principal Engineer Aide | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Power Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Utility Information System Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Project Manager | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Resource Analyst II | 2.00 | 2.00 | 1.00 | (1.00) | 1.00 |
| Risk Control Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Business Analyst | 1.00 | 2.00 | 1.00 | (1.00) | 1.00 |
| Senior Electric and Water System Operator | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Senior Electric Division Manager | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Electric Division Manager - Marketing | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Electric Meter Technician | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Electric Utility Engineer | 1.00 | 5.00 | 7.00 | 2.00 | 7.00 |
| Senior Electric Utility Engineer - Control | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Senior Electric Utility Engineer - Distribution Planning | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Electric Utility Engineer - Fiber | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Electric Utility Engineer - Generation | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Electric Utility Generation Tech | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Senior Electric Utility Engineer - Operation Planning | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Position Classification | | | | | |
| Senior Electric Utility Engineer - Project Relay | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Electrical Estimator | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Senior Electrician Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Energy Systems Analyst | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Engineering Aide | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Instrument and Control Technician | 1.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Key Customer Representative | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Management Analyst | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Senior Materials Handler | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Power System Scheduler / Trader | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Resource Analyst | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Service Coordinator - Inspector | 1.00 | 3.00 | 4.00 | 1.00 | 4.00 |
| Service Coordinator - Inspector Fiber | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Staff Aide II | 4.00 | 4.00 | 3.00 | (1.00) | 3.00 |
| Time and Material Clerk | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Troubleshooter | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Underground Crew Leader | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Utility Electrician Technician | 4.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Utility Locator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 198.00 | 214.00 | 222.00 | 8.00 | 222.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| Prior Year Budget | 214.00 | 675,885,991 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Capital Outlay - Miscellaneous Tools, Digger Derrick, and Bucket Truck | | (1,527,038) |
| One time Transfers to the General Fund for Position Adds | | (986,573) |
| One time Transfers to the Parks Capital Fund for Parks Service Roof Project | | (300,000) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 7,732,976 |
| Addition of 3.0 FTE from RTC 22-1145 (Approved by City Council September 27, 2022) | 3.00 | 612,486 |
| - Add 1.0 Senior Management Analyst | | |
| - Add 2.0 Management Analyst | | |
| Addition of 5.0 FTE from RTC 22-1172 (Approved by City Council November 15, 2022) | 5.00 | 1,474,501 |
| - Add 1.0 Electric Program Manager | | |
| - Add 1.0 Senior Electric Utility Engineer | | |
| - Add 1.0 Senior Electric and Water System Operator | | |
| - Add 1.0 Electric Utility Network Administrator | | |
| - Add 1.0 Service Coordinator-Inspector | | |
| Resources purchased and generation and pumping expenses | | 40,360,362 |
| Debt service transfer due to reflect financing schedule | | 17,730,139 |
| Increase to various transfers for EV replacements and renewable power purchases | | 13,327,171 |
| SVP Transfer to the General Fund | | 5,327,527 |
| Increase to Contractual Services | | 3,639,103 |
| Net increase in Materials Services and Supplies | | 737,682 |
| Changes in services from other funds - cost allocation plan | | 712,435 |
| Transfer to the General Fund for services | | 349,749 |
| Capital Outlay | | 110,000 |
| Reduced transfer to various capital improvement programs due to project schedule changes | | (47,181,605) |
| Decrease in Mandated Program costs | | (6,223,760) |
| Net decrease in various interfund services allocations | | (3,625,287) |
| Total Base Budget Adjustments | 8.00 | 32,269,868 |
| Total FY 2023/24 Base Budget | 222.00 | 708,155,859 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|---------------|-----------------------------|
| Service Level Changes | | |
| Substation Maintenance and Outage Response & Repair | | 2,632,000 |
| Augment Underground Maintenance and Tree Trimming Services | | 1,966,000 |
| Generation Maintenance | | 732,000 |
| Managed Training Portal (Software Application) | | 290,000 |
| Bundled Renewable Energy Certificates (RECs) | | 750,000 |
| Electric Vehicle Programs and Rebates | | 1,828,000 |
| Greenhouse Gas Program Updates | | 2,650,000 |
| Total Service Level Changes | 0.00 | 10,848,000 |
| Total FY 2023/24 Proposed Budget | 222.00 | 719,003,859 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 4,640,881 |
| Increased transfer to various capital improvement programs due to project schedule changes | | 41,393,115 |
| Resources purchased and generation and pumping expenses | | 24,785,599 |
| SVP Transfer to the General Fund | | 3,606,719 |
| Debt service transfer due to reflect financing schedule | | 2,017,114 |
| Increase in Mandated Program costs | | 959,900 |
| Changes in services from other funds - cost allocation plan | | 179,511 |
| Net increase in various interfund services allocations | | 44,039 |
| Increased transfer to the General Fund for services | | 23,987 |
| Capital Outlay | | 10,000 |
| Decrease to transfers for renewable power purchases | | (10,043,105) |
| Net decrease in Materials Services and Supplies | | (167,110) |
| Total FY 2024/25 Base Adjustments | 0.00 | 67,450,650 |
| Total FY 2024/25 Base Budget | 222.00 | 786,454,509 |
| Total FY 2024/25 Proposed Budget | 222.00 | 786,454,509 |

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Substation Maintenance and Outage Response & Repair | 0.00 | 0 | 2,632,000 | 0 | 1,705,000 |

Program: 1372 – Substation Maintenance

This proposal includes ongoing funding to support the transition from time-based and reactive maintenance to preventative and predictive maintenance necessary to ensure the reliability of substations as the number of substations increase and related technology implementations advance.

This item includes resource augmentation for the routine testing and maintenance of protective relays that is necessary until an appropriate number of in-house relay technicians are hired. The additional resources will provide maintenance and original equipment manufacturer (OEM) support for a variety of real-time maintenance monitoring equipment and software installed for power transformers, circuit breakers, and switchgear; and unplanned critical substation equipment repair.

Performance Impact

Adding outside resources and contracts to support the transition of the substation maintenance program during the rapid substation expansion and technical evolution occurring currently will mitigate reliability and compliance risk by providing additional resources and expertise.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure.



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Augment Underground Maintenance and Tree Trimming Services | 0.00 | 0 | 1,966,000 | 0 | 1,910,000 |

Program: 1376 – Transmission & Distribution

This proposal augments funding for maintenance of underground systems and tree trimming directed at reducing power distribution system outages. In 2022, this activity resulted in a reduction in outages from 298 outages in 2021, to 135 outages in 2022. This funding will provide for the purchase of additional inventory and the rental of additional equipment for distribution maintenance programs that will continue to support the reduction of equipment outages.

Tree-related outages decreased by nearly 50% from 2021 to 2022 (42 outages in 2021 compared to 20 in 2022). This was achieved through analysis and prioritization of systematic trimming and the application of additional resources for the removal of conflicts between tree and overhead distribution lines. This action is anticipated to continue with the following activities: patrolling all distribution circuits maintaining tree/circuit clearances over a 3-year cycle while including adequate resources applied to address emergent tree complaints.

Performance Impact

Adding additional outside resources, additional inventory, and additional equipment will support the downward trend in distribution system outages.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure.



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|-------------------------------|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Generation Maintenance | 0.00 | 0 | 732,000 | 0 | 796,000 |

Program: 1377 – Generation

This proposal increases funding to support an enhanced preventative maintenance approach at the City's power plants. SVP will continue implementing best in class predictive and preventative maintenance practices throughout the generation fleet including identifying additional equipment for scheduled preventative overhaul. As a result of this enhanced maintenance approach, Generation has achieved a 50% reduction in backlogged work and improved the on-time completion of preventative maintenance activities from less than 20% in FY 2019/20 to over 90% consistently in FY 2020/21 and FY 2021/22. Maintaining in-town generation assets in peak operating condition both reduces costs to the utility and improves reliability during periods of peak demand.

Costs of procuring power outside of the City and demand for power inside of the Santa Clara have increased significantly. These activities will increase the availability of SVP's generation fleet, reducing the amount of net market power purchases needed to support SVP's load.

Performance Impact

Increased proactive maintenance activities will ensure the reliability of equipment during critical peak months when SVP relies on City-owned generating assets the most. Increased use of predictive and preventative maintenance strategies will provide for additional long-term reliability improvements, as equipment is monitored and maintained based on data-driven decisions.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure.

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Managed Training Portal (Software Application) | 0.00 | 0 | 290,000 | 0 | 290,000 |

Program: 1362 – Power System Control

This proposal includes funding for an online training portal for Electric Utility Operations staff as a whole, and specifically to provide initial, onboarding, and continuing education requirements for system operators. In addition to delivering self-paced training to employees, this platform will be used to track and support Electric Utility Operations employee's task qualification, training cadence, and skill sets. The platform will also be utilized to ensure that all compliance requirements related to system operations tasks are met per employee. Overall, this portal will facilitate the production of a consistently trained and highly skilled workforce.

Performance Impact

The utilization of this platform will ensure that SVP Utility Operations employees receive a well-managed, consistent, high level of training, conducive to the development of highly qualified and skilled employees.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure.

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Bundled Renewable Energy Certificates (RECs) | 0.00 | 0 | 750,000 | 0 | 1,000,000 |

Program: 1315 – Large Customer Renewable Energy (LCRE) Program

This proposal includes funding for the voluntary bundled Large Customer Renewable Energy Program (LCRE) program which was approved by City Council on November 16, 2021. The current Green Power program will shift from an unbundled renewable energy credit (REC) program to a voluntary bundled Large Customer Renewable Energy Program (LCRE). This action includes funding for Silicon Valley Power to procure renewable energy in excess of the current Renewable Portfolio Standard (RPS) requirements for customers that subscribe to the LCRE. SVP recovers the cost of the program on the customer's monthly utility bill.

Performance Impact

This program provides a way for the customer to meet their sustainability goals when the Customer's goals are higher than the SVP's current RPS.

Strategic Pillar:



Promote Sustainability and Environmental Protection

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Electric Vehicle Programs and Rebates | 0.00 | 0 | 1,828,000 | 0 | 1,728,200 |

Program: 1319 – SVP Electric Vehicle Program

This proposal includes funding to continue and expand the electric transportation acceleration initiatives to ensure Santa Clara is an EV Ready Community by 2030. This includes ongoing funding for the Fleet Advisory/Technical Assistance program and educational webinars that target multifamily housing, non-profits and small commercial customers. **Residential Program Expansion:** Understanding that not all community members want or have the ability to drive electric, SVP proposes to expand its programs beyond vehicle rebates and proposes to fund programs that support all modes of transportation via a Community Transit Program and an Electric Ride Share Program in partnership with VIA and the City of Cupertino. To support an innovative electric grid, SVP proposes a managed electric vehicle (EV) charging program and an EV Submeter Program. **Business Program Expansion:** SVP plans to continue to provide EV charging infrastructure technical assistance and proposes to expand this assistance by offering Fleet Advisory / Technical Assistance to commercial and industrial customers operating fleets in Santa Clara. SVP also plans to improve its existing multifamily, nonprofit and commercial EV charging rebate program by increasing rebate incentives for level 2 EV chargers and expanding eligible equipment to include level 1 and low-level 2 outlets. **Public Agency Program Expansion:** SVP plans to expand its support of public agencies and the school district by offering an EV School Bus Program and offering subsidized public charging for low-to-moderate income (LMI) customers via a new direct-install program.

Performance Impact

In conjunction with maintaining and expanding existing EV programs such as vehicle rebates, EV charging rebates, and EV charging technical assistance, this funding will expand potential third-party programs. Procuring third-party program administrators and consultants to support staff in this effort will help to address the operational constraints while allowing staff to direct focus on supporting a number of growing initiatives that enhance overall city operations and support the City's Climate Action Plan.

Strategic Pillar:



Promote Sustainability and Environmental Protection



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---------------------------------------|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Greenhouse Gas Program Updates | 0.00 | 0 | 2,650,000 | 0 | 3,950,000 |

Program: 1325 – Greenhouse Gas Program

This proposal includes funding to implement new programs that could include new solar installations, solar installations combined with battery storage, and solar projects combined with electric vehicle (EV) infrastructure for City facilities and neighborhood school locations. This funding includes continued program support for DC fast charging infrastructure in combination with potential of an award of \$500,000 through California Energy Commission's EnergIIZE grant funding for fleet infrastructure. This funding also allows for the continued purchase of Zero Emission Vehicles to replace fossil fuel vehicles.

Performance Impact

The deployment of renewables and expanded deployment of EVs and EV charging result in quantifiable greenhouse gas (GHG) reductions.









Strategic Pillar:



Promote Sustainability and Environmental Protection
















Performance and Workload Measures

| Administrative & Business Services Division¹ | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Maintain bond rating (Fitch Ratings) |  | "AA-" Rating | "AA-" Rating | "AA-" Rating | "AA-" Rating | "AA-" Rating | "AA-" Rating |
| Maintain debt service coverage ratio on senior and subordinate debt |  | N/A | 3.79 | 2.00 | 2.00 | 2.00 | 2.00 |
| Submit annual bond disclosures as required by due dates |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Timely, accurate submittal of various State, local and federal agency reports |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Meet American Public Power Association Public Power Provider (RP3) and NWPPA standards of performance |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Workload Measures | | | | | | | |
| Generate and submit bond disclosures as required by the continuing disclosure agreement for all SVP and JPA revenue bonds |  | 11 | 12 | 11 | 13 | 13 | 13 |
| Actively participate in all JPA governing boards |  | 3 | 3 | 3 | 3 | 3 | 3 |
| Actively participate in community events |  | 100% | 100% | 100% | 100% | 100% | 100% |

¹ In FY 2023/24, Administrative Services and Business Services Divisions were combined into one Division














Performance and Workload Measures

| Customer Development and Project Management Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Annual fiber lease gross revenues |  | \$3.07M | \$3.04M | \$3.00M | \$3.05M | \$3.08M | \$3.11M |
| Percent of fiber system availability |  | 99.45% | 99.80% | 100% | 100% | 100% | 100% |
| Deliver fiber service order estimates within two weeks of initial request |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Complete first encroachment review within 15 days |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Workload Measures | | | | | | | |
| Substation drawing updates |  | 300 | 300 | 300 | 300 | 300 | 300 |
| Design and construction standard document release |  | 1 | 13 | 5 | 20 | 50 | 150 |
| Customer/Developer estimates released for requested work |  | 114 | 143 | 125 | 125 | 125 | 125 |
| Encroachment permit reviews completed (incl. resubmittals) * |  | 539 | 557 | 600 | 600 | 600 | 600 |
| Substructure estimates mapped; city work estimates mapped |  | 125 | 189 | 125 | 125 | 125 | 125 |
| Approval of pole contacts (communication and small cell attachments) |  | 177 | 539 | 450 | 450 | 475 | 475 |
| Number of fiber service or job requests completed |  | 27 | 16 | 25 | 25 | 25 | 25 |
| Number of fiber quotes processed |  | 52 | 46 | 50 | 50 | 50 | 50 |
| Number of leased fiber miles per year |  | 1,602 | 1,562 | 1,667 | 1,580 | 1,588 | 1,596 |

* This measure was reworded from the prior year.

Performance and Workload Measures

| Resource Planning and Engagement Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| First year net energy savings achieved (in MWh) |  | 6,210 | 11,536 | 14,565 | 11,013 | 11,013 | 10,604 |
| State agency reports by due dates |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Maintain residential customer satisfaction rating ^{a1} |  | N/A | N/A | 85% | 85% | 85% | 85% |
| Maintain high customer satisfaction rating for business accounts using 1–10 rating matrix ^{b1} |  | N/A | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| Percent of customers enrolled in the Green Power Program – <i>Delete for FY 2023/24 ^c</i> |  | 8.00% | 8.00% | 10.00% | N/A | N/A | N/A |
| Cumulative total GWh enrolled in Green Power Program – <i>Delete for FY 2023/24 ^c</i> |  | 426 GWh | 350 GWh | 350 GWh | N/A | N/A | N/A |
| Cumulative total Gigawatt hour (GWh) enrolled in the Large Customer Renewable Energy (LCRE) program – <i>New for FY 2023/24 ^c</i> |  | N/A | N/A | N/A | 11 GWh | 50 GWh | 50 GWh |
| Comply with the California Energy Commission (CEC) Renewables Portfolio Standard (RPS) reporting procedures – <i>New for FY 2023/24 ^c</i> |  | N/A | N/A | N/A | 100 | 100% | 100% |
| Comply with Low Carbon Fuel Standard program (spending) requirements per CARB |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Host a minimum of two outreach events annually |  | 50% | 100% | 100% | 100% | 100% | 100% |
| Participate in quarterly carbon auctions to sell allowances |  | 4 | 4 | 4 | 4 | 4 | 4 |

a. Study performed by California Municipal Utility Association biennially, alternating between residential and commercial customers each occurrence, based on industry standard criteria on a sample of customers.





b. Study performed by E-Source, based on industry standard criteria on SVP provided list of largest 50-75 customers.

c. The Green Power Program was replaced with the Large Customer Renewable Energy (LCRE) Program beginning in January 2023 as described in RTC 21-1487 on November 16, 2021.

¹ In FY 2023/24 moved from Customer Development and Project Management Division to Resource Planning and Engagement Division.



Performance and Workload Measures

| Resource Planning and Engagement Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Successful submission of SVP's yearly Resource Adequacy plan to CAISO |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Successful submission of SVP's load forecast to the CEC (1 report) and PG&E (3 reports) |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Meet or exceed California's RPS (Renewables Portfolio Standard) requirement / RECs (Renewable Energy Credits) that are, or will be retired, to meet the RPS program obligations based on calendar year |  | 33%/35% | 35%/37% | 37%/38% | 37%/38% | 37%/38% | 37%/38% |
| Analyze and evaluate counterparty credit worthiness ¹ |  | 100% | 100% | 100% | 100% | 100% | 100% |

¹ In FY 2023/24 moved from Business Services Division to Resource Planning and Engagement Division.



Performance and Workload Measures

| Resource Planning and Engagement Division | | | | | | | |
|---|------------------|------------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of program brochures and postcards generated and distributed energy efficiency programs * | | 17 | 9 | 4 | 6 | 5 | 5 |
| Number of educational videos produced to promote energy efficiency | | 0 | 2 | 3 | 3 | 3 | 4 |
| Number of rebate applications processed through energy efficiency programs | | 613 ^a | 216 | 200 | 200 | 200 | 200 |
| Prepare and submit Bi-annual Distributed Energy Resource (DER report) for California Energy Commission (CEC) ¹ | | 2 | 2 | 2 | 2 | 2 | 2 |
| Hold large industrial/commercial customer engagement meeting ¹ | | 1 | 1 | 1 | 1 | 1 | 1 |
| Prepare and submit quarterly customer update report for SVP internal stakeholders ¹ | | 4 | 4 | 4 | 4 | 4 | 4 |
| Outreach materials reviewed and refreshed | | 25 | 20 | 20 | 4 | 4 | 4 |
| Generate solar energy usage reports - Delete for FY 2023/24 ^c | | 12 | N/A | 12 | N/A | N/A | N/A |
| Submit annual compliance reports to the CEC – New for FY 2023/24 | | Yes | Yes | N/A | Yes | Yes | Yes |
| Submit annual compliance reports to the customer – New for FY 2023/24 | | Yes | Yes | N/A | Yes | Yes | Yes |
| Number of commercial customers enrolled and contracted with Option B (“Bring-Your-Own” renewable energy) of the LCRE program – New for FY 2023/24 | | N/A | N/A | N/A | 2 | 5 | 1 |
| Provide customer compliance progress update – New for FY 2023/24 | | Yes | Yes | N/A | Yes | Yes | Yes |

* This measure was reworded from the prior year.












a. Higher number of rebates was resulted from the grant-funded refrigerator recycling program and the increasing room air cleaners rebates due to the lighting strikes and fires.

c. The Green Power Program was replaced with the Large Customer Renewable Energy (LCRE) Program beginning in January 2023 as described in RTC 21-1487 on November 16, 2021.

¹ In FY 2023/24 moved from Customer Development and Project Management Division to Resource Planning and Engagement Division.
















Performance and Workload Measures

| Resource Planning and Engagement Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Attend CARB workshops and meetings for program compliance |  | 4 | 4 | 4 | 4 | 4 | 4 |
| Prepare and submit Low Carbon Fuel Standards report |  | 5 | 5 | 5 | 5 | 5 | 5 |
| Host annual public meetings, events, or workshops |  | 1 | 2 | 4 | 2 | 2 | 2 |
| Process Electric Vehicle charger rebates (annually) |  | 58 | 117 | 60 | 60 | 60 | 60 |
| Install electric public access EV charging stations |  | 44 | 48 | 40 | 40 | 50 | 50 |
| Prepare Cap-and-Trade allowance reports and forms for CARB |  | 2 | 2 | 2 | 2 | 2 | 2 |
| Develop ten-year load forecasts for CEC, PG&E and CAISO) |  | 3 | 3 | 3 | 3 | 3 | 3 |
| Submit day ahead bids and schedules to CAISO |  | >100,000 | 82,000 | 82,000 | 82,000 | 82,000 | 82,000 |
| Number of counterparty reviews completed ¹ |  | 55 | 55 | 55 | 55 | 55 | 55 |
| Review CAISO reports on a weekly basis to ensure SVP credit limit has not been exceeded ¹ |  | 52 | 52 | 52 | 52 | 52 | 52 |
| Generate Power and Gas Gross Margin Statements and Gas Pre-Pay Reports every month ¹ |  | 24 | 24 | 24 | 24 | 24 | 24 |

¹ In FY 2023/24 moved from Business Services Division to Resource Planning and Engagement Division.











Performance and Workload Measures

| Utility Operations Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of employees attended safety and compliance training ¹ |  | 85% | 93% | 95% | 95% | 95% | 95% |
| Percent of Environmental Health and Safety (EH&S) recommendations implemented pursuant to audits – <i>New for FY 2023/24</i> |  | 100% | 100% | N/A | 100% | 100% | 100% |
| Annual self-certification of compliance with 20 NERC requirements selected by the regional entity, WECC ¹ |  | 100% | 100% | 100% | 95% | 95% | 95% |
| Maintain compliance with 70 NERC standards/600 requirements ¹ |  | 100% | 98% | 100% | 98% | 95% | 95% |
| Perform on-going environmental health and safety and NERC compliance activities in accordance with Internal Compliance Program Schedule ¹ |  | 100% | 98% | 100% | 100% | 100% | 100% |
| Average Service Availability Index (percentage) |  | 99.97% | 99.98% | 99.99% | 99.99% | 99.99% | 99.99% |
| Customer Average Interruption Duration Index (CAIDI) (minutes) |  | 183 | 114 | 125 | 125 | 125 | 125 |
| System Average Interruption Duration Index (SAIDI) (minutes) |  | 169 | 81 | 85 | 85 | 85 | 85 |
| System Average Interruption Frequency Index (SAIFI) (long) |  | 0.9 | 0.7 | 0.7 | 0.7 | 0.7 | 0.7 |
| System Average Interruption Frequency Index (SAIFI) (momentary) |  | 0.24 | 0.07 | 0.25 | 0.25 | 0.25 | 0.25 |
| Total number of outages |  | 189 | 185 | 160 | 190 | 190 | 190 |
| Hot washing of electrical substation equipment |  | 98% | 98% | 100% | 100% | 100% | 100% |
| Substation Infrared (IR) inspections |  | 100% | 100% | 100% | 100% | 100% | 100% |

¹ In FY 2023/24 moved from Business Services Division to Utility Operations Division.



Performance and Workload Measures











| Utility Operations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Complete one detailed grid inspections for underground and overhead infrastructure per year |  | 50% | 16% | 100% | 100% | 100% | 100% |
| Complete four grid patrols in accordance with GO165 (Walking, Drive By) |  | 100% | 31% | 100% | 100% | 100% | 100% |
| Generation Availability * |  | 74% | 87% | 90% | 90% | 90% | 90% |
| Safety and Compliance training completion rate * |  | 95% | 90% | 90% | 90% | 90% | 90% |
| NERC CIP compliance reports submitted on time |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Completion of system support work orders within 3 business days |  | >70% | >70% | >70% | >70% | >70% | >70% |
| On-time completion of preventative maintenance work orders * |  | 89% | 94% | 90% | 90% | 90% | 90% |
| Corrective work order backlog ¹ |  | 54% | 25% | 35% | 35% | 35% | 35% |

* This measure was reworded from the prior year.

¹ This measure was reworded from the prior year. In the FY 2021/22 Adopted Operating Budget book, this measure was incorrectly titled, "Completion of corrective non-routine maintenance work orders". It is being corrected to "Corrective work order backlog". The data reported remains the same.



Performance and Workload Measures







| Utility Operations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Develop and maintain NERC Reliability Standard Audit Worksheets for current and upcoming NERC standards ¹ |  | 0 | 10 | 10 | 10 | 10 | 10 |
| Refresh and update NERC Compliance internal controls including automated reminders and documents (e.g., guide sheets, policies and procedures, and workflows) ^{*1} |  | 40 | 39 | 25 | 35 | 35 | 40 |
| Number of Internal Audit of NERC Compliances (e.g., Check-ins, quarterly review, and spot checks) – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 20 | 20 |
| Number of employees lost time due to injuries |  | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of employees attending safety and compliance training ¹ |  | 162 | 232 | 186 | 186 | 186 | 186 |
| Complete Annual Reviews of Internal Compliance Standards for NERC, OSHA, and other State and federal regulations ¹ |  | 31 | 42 | 10 | 10 | 10 | 10 |
| Number of work orders processed by the meter shop |  | >600 | >600 | >600 | >600 | >600 | >600 |
| Number of detailed substation inspections |  | 336 | 360 | 396 | 396 | 348 | 360 |
| Transformer dissolved gas analysis performed per year |  | 54 | 57 | 57 | 57 | 216 | 216 |
| Load tap changer dissolved gas analysis performed per year |  | 36 | 40 | 43 | 43 | 216 | 216 |

^{*} This measure was reworded from the prior year.

¹ In FY 2023/24 moved from Business Services Division to Utility Operations Division.



Performance and Workload Measures

| Utility Operations Division | | | | | | | |
|---|--|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of preventative and corrective work orders completed – Delete for FY 2023/24 |  | 1,646 | 1,777 | 1,400 | N/A | N/A | N/A |
| Number of preventative maintenance work orders completed – New for FY 2023/24 splitting out measure above |  | 1,646 | 1,777 | 1,400 | 1,400 | 1,600 | 1,600 |
| Number of corrective maintenance work orders completed - New for FY 2023/24 splitting out measure above |  | N/A | N/A | N/A | 200 | 200 | 200 |
| Number of quarterly inspections performed for remote generation facilities – Delete for FY 2023/24 |  | 10 | 14 | 16 | N/A | N/A | N/A |
| Environmental health and safety program review – Delete for FY 2023/24 consolidated to measure below |  | 12 | 5 | 10 | N/A | N/A | N/A |
| Policy, program, and procedures update and review * |  | 10 | 10 | 10 | 12 | 12 | 12 |

* This measure was reworded from the prior year.

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Finance Department

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Finance Department Description

The Finance Department administers the financial affairs of the City, including City-owned public utilities. These functions include: budget administration and control; maintaining a general accounting system and the preparation of annual comprehensive financial reports; collection of taxes, fees, special assessments and utility charges; investment of City funds; procurement of supplies, materials, equipment, and services; operating the City Warehouse; issuance of bonds and debt management; and financial management of contracts, including leases.

Divisions and Services

The Finance Department is organized into five Divisions: Accounting; Administrative Services; Budget; Municipal Services; and Purchasing.

| | |
|---|---|
| Accounting Division Mission | Provide relevant, accurate, and timely transaction processing and financial reporting services in compliance with laws, regulations, City policies and professional standards. |
| Division Objectives | Continue to enhance and utilize the Finance/Human Resources Management System (FHRMS) in support of relevant, accurate and timely accounting processes. |
| | Continue training of Accounting staff and citywide end-users in FHRMS financial modules and process workflow. |
| | Identify areas for improvements and streamlining of accounting processes in support of work product efficiencies. Continue to utilize new technology enhancements to empower end users to access financial information. |
| Administrative Services Division Mission | Be a proactive participant in Citywide strategic planning and decision-making, adding value as a provider of financial advice, analysis, and investment and debt management. |
| Division Objectives | Manage the outstanding debt of the City and its agencies in compliance with established policies and bond covenants. |
| | Manage cash flow and invest cash in accordance with established policies and procedures. Prepare monthly reports for the City and its agencies. |
| | Monitor the financing needs of the City and its agencies. Manage negotiated and public-bid bond issuance. |
| | Manage special projects as assigned. |
| | Manage production of the City's annual financial reports, general-purpose financial statements and annual comprehensive financial report (ACFR). |



| | |
|--|--|
| Budget Division Mission | Be the primary source of financial analysis in the City's continuing effort to maintain and strengthen its fiscally responsible core value. |
| Division Objectives | Manage and produce the biennial operating and capital budgets. |
| | Manage and produce the Ten-Year Financial Forecast for the City and prepare periodic and annual revenue forecasts. |
| | Analyze budget performance during the year and prepare Monthly Financial Reports. |
| | Monitor and report the City's appropriations limit and general contingency reserves. |
| | Monitor the State budget and related legislative activities with economic implications. |
| | Develop strategies to balance the budget. |
| | Assist and provide support for negotiations with employee bargaining groups. |
| Municipal Services Division Mission | Work collaboratively with departments on any necessary budget amendments during the year. |
| | Provide customer service to our utility and business certificate customers, manage the activities of the Municipal Services division in accordance with the City's rules and regulations, code, and policies consistent with professional and ethical standards, and be proactive in developing and delivering currently available automated features and conveniences to our customers. |
| | Provide customers with courteous, accurate and timely solutions to their inquiries and requests. |
| | Promote and enhance customer self-service options and electronic payment offerings for customers |
| | Continue upgrading the functionality and underlying business processes of the Utility Management Information System (UMIS). |
| | Promote and enhance on-line Business License enrollment and renewal. |
| | Provide customers with safe, reliable self-service options for improved customer satisfaction. |
| Division Objectives | Process and oversee custody of all cash and checks received over the counter or in the mail. |



| | |
|--|---|
| Purchasing Division Mission | Support and facilitate the timely and efficient procurement of supplies, materials, equipment, and services required by City Departments while ensuring compliance to City Policies, applicable government regulations, and best practices in public sector procurement to obtain the lowest cost while maintaining appropriate internal controls. Oversee Central Warehouse operations to ensure that the City's electric and water utilities are stocked with parts to support their operations and process outgoing mail for the City. Facilitate the disposition of surplus property to ensure a fair and transparent process is followed and maximum value is recovered. |
| Division Objectives | Provide internal customers and vendors with courteous, accurate and timely solutions to their inquiries and requests. |
| | Negotiate and recommend execution of contracts or blanket purchase agreements for the purchase of supplies, materials and equipment. |
| | Act to procure for the City the needed quality and quantity of supplies, materials and equipment at the least expense to the City. |
| | Prepare and recommend to the City Manager rules governing the purchase of supplies, materials, equipment, and services for the City. |
| | Keep informed of current developments in the field of purchasing, prices, market conditions and new products. |
| | Competitively procure inventory items for the Central Warehouse to ensure inventory is maintained at levels sufficient to support field operation requirements. |

Significant Accomplishments

- Provided staff support and analysis for the Business Tax ballot measure that was approved by the voters in November 2022.
- Updated Chapter 2.105 of the Santa Clara City Code to increase bid thresholds to \$250,000 for materials and general services and increase the City Manager's signature authority to \$250,000 to reflect current practices as benchmarked against both federal and local agencies purchasing practices.
- Updated the City's Procurement Card Policy to improve the reconciliation process and audit procedures of the program to reduce risks associated with inappropriate or fraudulent use of P-Cards.
- Upgraded the Business Tax and License system enabling new E-Check payment option for Business Tax Customers.
- Upgraded Utility Customer Service Call Center software enabling Call Center staff to answer incoming calls remotely.
- Implemented new Utility Meter Reading Software/Hardware with enhanced security features utilizing a hosted platform.
- Enrolled City of Santa Clara in the State of California Low Income Household Water Assistance Program (LIHWAP)
- Supported the Emergency Operations Center including procurement and cost accounting functions. Reviewed FEMA requirements and accounted for citywide COVID-19 expenditures in order to maximize federal funding.
- Updated the City's Investment Policy to reflect the most recent allowable investment types mandated by the State.
- Transitioned banking and merchant services to a new service provider, JP Morgan Chase, to generate cost savings while enhancing customer experience and technology efficiencies.
- Introduced a Procurement Guide to provide clarity around processes to create faster procurement cycles to obtain goods and services.
- Expanded access to employee self-service capabilities to empower more users to manage aspects of their own employee profile online.
- Received the Government Finance Officers Association (GFOA) award for excellence in financial reporting for fiscal year 2021/22. This is the thirty-first consecutive year receiving the award.
- Implemented an online budget tool that connects stakeholders to the City's annual budget to promote transparency and accountability.
- Provided departmental trainings on the various phases of budget development.
- Received the Capital Budget Excellence Award for FY 2022/23 and FY 2023/24 and the Operating Budget Excellence Award for FY 2021/22 and FY 2022/23 from the California Society of Municipal Finance Officers (CSMFO) and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 2021/22 and FY 2022/23 Biennial Operating Budget.

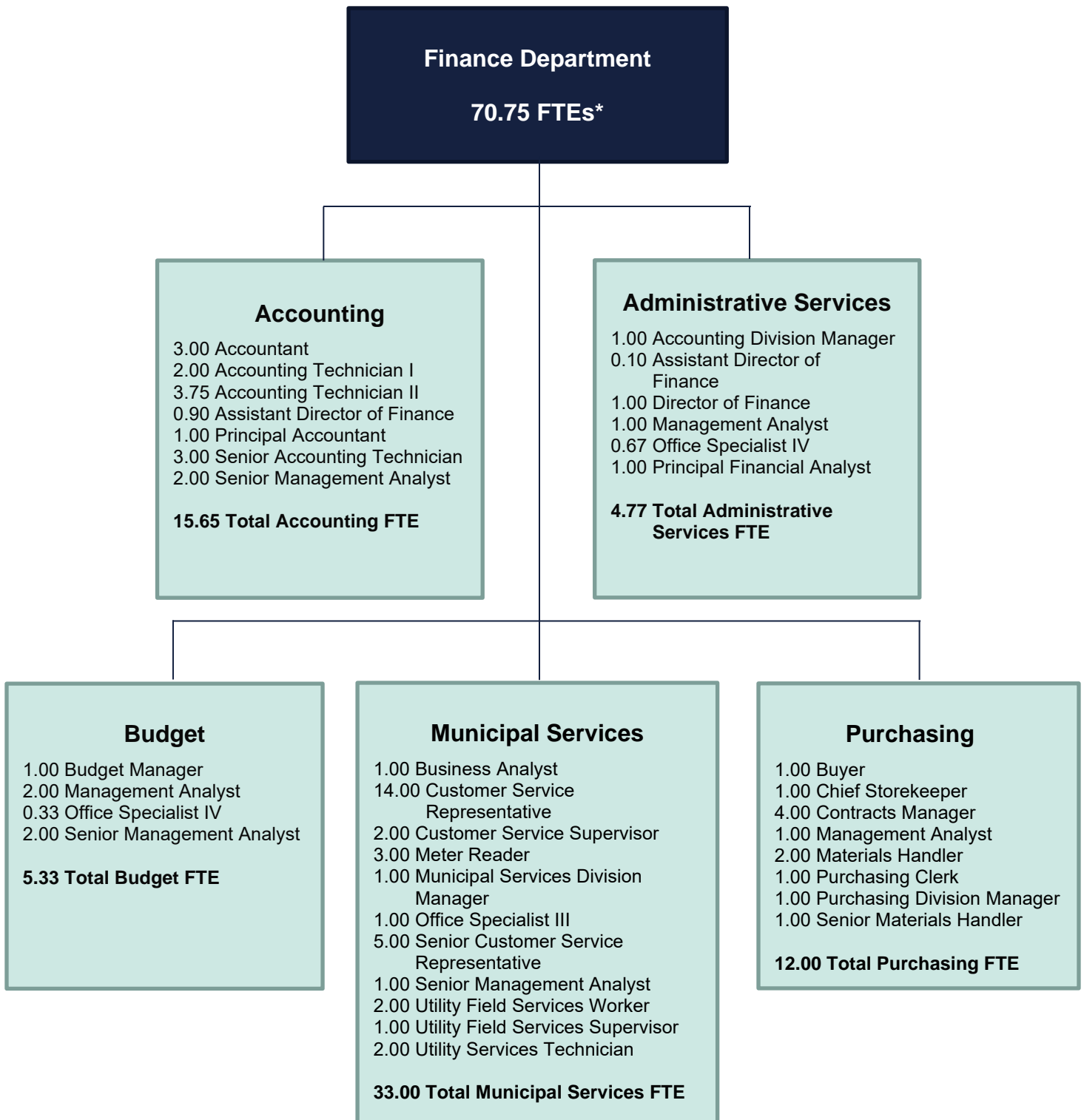
Significant Objectives

- Continue to upgrade the Finance and Human Resources Management System (FHRMS) products gain City-wide efficiencies, deliver updated reporting capabilities and features in the Accounting Division.
- Implement automation for payroll and timekeeping functions across the City and coordinate with the Human Resources Department on the automation of benefits administration.
- Update the accounts receivable and accounts payable modules in the FHRMS to provide decentralized entry and electronic approval workflows.
- Implement capital assets module in FHRMS to provide greater asset accountability.
- Conduct audits of external facilities; provide cashier training to staff in outside facilities.

- Replace end of life CORE Onestep Cashiering System.
- Implement a new online utility billing platform to enhance customers' reporting and payment capabilities.
- Implement new Business Tax Ordinance approved by voters in November 2022 and upgrade the software and customer self-service portal to support the new Business Tax Methodology.
- Develop and implement processes, administrative policies, and procedures with the goal of streamlining and improving the procurement and contracting process.
- Conduct citywide trainings on updated cash handling processes resulting from new technology.
- Continue to enhance the City's budget development practices that connect to the City Council's priorities and policy direction.
- Establish a series of on-demand purchasing training materials addressing a wide variety of topics related to procurement and contracting.
- Implement a new contracts management system to automate the process of tracking agreements.

Budget Highlights

- Reduces non-personnel funding for training and travel, printing of budget books, and supplies.



**The positions above represent all funded positions. This excludes the 1.0 Office Specialist III position that was frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402).*



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Accounting Division | | | | | | |
| 3322 General Accounting | 3,172,125 | 3,833,619 | 3,753,694 | (2.1%) | 3,921,591 | 4.5% |
| Total Accounting Division | 3,172,125 | 3,833,619 | 3,753,694 | (2.1%) | 3,921,591 | 4.5% |
| Administrative Services Division | | | | | | |
| 3362 Citywide Fiscal Planning | 2,281,677 | 1,430,700 | 1,354,182 | (5.3%) | 1,507,245 | 11.3% |
| Total Administrative Services Division | 2,281,677 | 1,430,700 | 1,354,182 | (5.3%) | 1,507,245 | 11.3% |
| Budget Division | | | | | | |
| 3315 Budget and Financial Analysis | 2,305,537 | 2,288,129 | 2,186,196 | (4.5%) | 2,263,071 | 3.5% |
| Total Budget Division | 2,305,537 | 2,288,129 | 2,186,196 | (4.5%) | 2,263,071 | 3.5% |
| Municipal Services Division | | | | | | |
| 3332 Utility Billing Services | 2,893,059 | 4,011,526 | 4,111,703 | 2.5% | 4,252,968 | 3.4% |
| 3333 Revenue Receipting/Cashiering | 538,829 | 658,576 | 670,919 | 1.9% | 709,873 | 5.8% |
| 3334 Business Certificate | 329,079 | 370,100 | 387,103 | 4.6% | 402,792 | 4.1% |
| 3335 Field Services | 1,111,036 | 1,041,637 | 1,061,463 | 1.9% | 1,114,681 | 5.0% |
| 3336 Administration | 364,078 | 325,376 | 326,858 | 0.5% | 338,715 | 3.6% |
| 3337 Contact Center/Communication | 804,334 | 690,397 | 738,440 | 7.0% | 778,620 | 5.4% |
| Total Municipal Services Division | 6,040,415 | 7,097,612 | 7,296,486 | 2.8% | 7,597,649 | 4.1% |
| Purchasing Division | | | | | | |
| 3341 Warehouse | 995,404 | 1,706,670 | 1,808,321 | 6.0% | 1,843,646 | 2.0% |
| 3343 Purchasing | 1,086,305 | 1,456,137 | 1,782,520 | 22.4% | 1,868,505 | 4.8% |
| 3344 Mail Services | 6,049 | 8,123 | 10,858 | 33.7% | 11,064 | 1.9% |
| Total Purchasing Division | 2,087,758 | 3,170,930 | 3,601,699 | 13.6% | 3,723,215 | 3.4% |
| Total by Division / Program | 15,887,512 | 17,820,990 | 18,192,257 | 2.1% | 19,012,771 | 4.5% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 15,887,512 | 17,820,990 | 18,192,257 | 2.1% | 19,012,771 | 4.5% |
| Total by Fund | 15,887,512 | 17,820,990 | 18,192,257 | 2.1% | 19,012,771 | 4.5% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 6,688,703 | 7,536,252 | 7,778,369 | 3.2% | 8,185,673 | 5.2% |
| As-Needed | 305,807 | 181,531 | 186,714 | 2.9% | 192,055 | 2.9% |
| Overtime | 13,040 | 16,950 | 17,545 | 3.5% | 18,157 | 3.5% |
| Retirement | 2,727,249 | 2,884,137 | 2,906,668 | 0.8% | 3,071,179 | 5.7% |
| Health Allocation | 748,475 | 936,903 | 1,083,893 | 15.7% | 1,131,398 | 4.4% |
| Medicare | 112,629 | 124,571 | 130,086 | 4.4% | 136,507 | 4.9% |
| Social Security | 416,311 | 477,261 | 516,065 | 8.1% | 535,147 | 3.7% |
| Other Benefits | 390,334 | 428,345 | 446,352 | 4.2% | 464,511 | 4.1% |
| Total Salary and Benefits | 11,402,548 | 12,585,950 | 13,065,692 | 3.8% | 13,734,627 | 5.1% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 2,478,956 | 3,113,018 | 3,177,512 | 2.1% | 3,342,971 | 5.2% |
| Interfund Services | 2,006,008 | 2,122,022 | 1,949,053 | (8.2%) | 1,935,173 | (0.7%) |
| Total Non-Personnel | 4,484,964 | 5,235,040 | 5,126,565 | (2.1%) | 5,278,144 | 3.0% |
| Total by Category | 15,887,512 | 17,820,990 | 18,192,257 | 2.1% | 19,012,771 | 4.5% |



Position Summary

| | | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | | |
| Accounting Division | | | | | | |
| 3322 | General Accounting | 15.65 | 15.65 | 15.65 | 0.00 | 15.65 |
| Total Accounting Division | | 15.65 | 15.65 | 15.65 | 0.00 | 15.65 |
| Administrative Services Division | | | | | | |
| 3362 | Citywide Fiscal Planning | 4.77 | 4.77 | 4.77 | 0.00 | 4.77 |
| Total Administrative Services Division | | 4.77 | 4.77 | 4.77 | 0.00 | 4.77 |
| Budget Division | | | | | | |
| 3315 | Budget and Financial Analysis | 5.33 | 5.33 | 5.33 | 0.00 | 5.33 |
| Total Budget Division | | 5.33 | 5.33 | 5.33 | 0.00 | 5.33 |
| Municipal Services Division | | | | | | |
| 3332 | Utility Billing Services | 14.80 | 14.80 | 14.80 | 0.00 | 14.80 |
| 3333 | Revenue Receipting/Cashiering | 4.10 | 4.10 | 4.10 | 0.00 | 4.10 |
| 3334 | Business Certificate | 1.60 | 1.60 | 1.60 | 0.00 | 1.60 |
| 3335 | Field Services | 6.15 | 6.15 | 6.15 | 0.00 | 6.15 |
| 3336 | Administration | 1.50 | 1.50 | 1.50 | 0.00 | 1.50 |
| 3337 | Contact Center/Communication | 4.85 | 4.85 | 4.85 | 0.00 | 4.85 |
| Total Municipal Services Division | | 33.00 | 33.00 | 33.00 | 0.00 | 33.00 |
| Purchasing Division | | | | | | |
| 3341 | Warehouse | 5.45 | 5.45 | 5.45 | 0.00 | 5.45 |
| 3343 | Purchasing | 4.55 | 5.55 | 6.55 | 1.00 | 6.55 |
| Total Purchasing Division | | 10.00 | 11.00 | 12.00 | 1.00 | 12.00 |
| Total by Division / Program | | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |
| Total by Fund | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |

| | | | | | |
|--|--------------|--------------|--------------|-------------|--------------|
| Position Classification | | | | | |
| Accountant | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Accounting Division Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Accounting Technician I | 2.00 | 2.00 | 1.00 | (1.00) | 1.00 |
| Accounting Technician II | 3.75 | 3.75 | 4.75 | 1.00 | 4.75 |
| Assistant Director of Finance | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Budget Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Business Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Buyer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Chief Storekeeper | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Contracts Manager | 3.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Customer Service Representative | 14.00 | 14.00 | 14.00 | 0.00 | 14.00 |
| Customer Service Supervisor | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Director of Finance | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Materials Handler | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Meter Reader | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Municipal Services Division Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist III | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist IV | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Accountant | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Financial Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Purchasing Clerk | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Purchasing Division Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Accounting Technician | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Customer Service Representative | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Senior Management Analyst | 4.00 | 4.00 | 5.00 | 1.00 | 5.00 |
| Senior Materials Handler | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Utility Field Services Supervisor | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Utility Field Services Worker | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Utility Services Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Positions | 68.75 | 69.75 | 70.75 | 1.00 | 70.75 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|--------------|-----------------------------|
| Prior Year Budget | 69.75 | 17,820,990 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| GASB/Actuarial Services (amounts vary every two years) | | (25,000) |
| Cost Allocation Plan (every two years) | | (50,000) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 281,164 |
| - Reclassification of 1.0 Accounting Technician I to Accounting Technician II | | |
| Addition of 1.0 Senior Management Analyst (RTC 22-1145, funded by SVP) | 1.00 | 198,578 |
| Net change in interfund services | | (172,969) |
| Net Non-Personnel Adjustments | | 158,494 |
| Total Base Budget Adjustments | 1.00 | 390,267 |
| Total FY 2023/24 Base Budget | 70.75 | 18,211,257 |
| Service Level Changes | | |
| Non-Personnel Reductions | | (19,000) |
| Total Service Level Changes | 0.00 | (19,000) |
| Total FY 2023/24 Proposed Budget | 70.75 | 18,192,257 |
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| GASB/Actuarial Services (amounts vary every two years) | | 25,000 |
| Cost Allocation Plan (every two years) | | 50,000 |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 668,935 |
| Net change in interfund services | | (13,880) |
| Net Non-Personnel Adjustments | | 90,459 |
| Total Base Budget Adjustments | 0.00 | 820,514 |
| Total FY 2024/25 Base Budget | 70.75 | 19,012,771 |
| Total FY 2024/25 Proposed Budget | 70.75 | 19,012,771 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---------------------------------|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Non-Personnel Reductions | 0.00 | | (19,000) | | (19,100) |

Program: 3315 – Budget & Financial Analysis
3322 – General Accounting
3343 – Purchasing

This proposal reduces the training and travel budgets for the Budget (\$10,000 – from \$11,096 to \$1,096) and the Accounting (\$3,000 – from \$4,813 to \$1,813) divisions. Staff would need to rely more heavily on online training opportunities versus in-person training. This reduction is expected to have minimal impacts given the shift to online training post COVID-19. This action also reduces the budget for printing budget books by \$2,000 (from \$6,208 to \$4,208). Departments have reduced the requests for printed books and are relying more heavily on the online versions. Budget will work with departments on scaling back the printed budget books. General supplies will also be reduced by \$4,000 in the Budget (\$1,000 – from \$3,247 to \$2,247), Accounting (\$1,000 – from \$17,891 to \$16,891), Purchasing (\$1,000 from \$10,912 to \$9,912), and the Municipal Services (\$43,905 to \$42,905) divisions.

Performance Impact

This proposal will have minimal impacts on service delivery.

Strategic Pillar:




Deliver and Enhance High Quality Efficient Services and Infrastructure.



Performance and Workload Measures





Administrative Services Division

Performance Measures



| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
|---|---|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Annual percentage yield on investments while following primary objectives of safety, liquidity, and yield |  | 1.7% | 1.3% | 0.9% | 2.2% | 2.3% | 2.4% |

Accounting Division

Performance Measures




| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
|---|---|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Complete the external audit process and preparation of City's Annual Comprehensive Financial Report with an unmodified audit opinion by December 31 |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Complete the preparation and submission of various State, local, and federal agency reports by due dates |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Complete the month-end accounting close process and distribution of department budget status reports by the 15th working day of the following month |  | 75% | 42% | 100% | 50% | 100% | 100% |
| Process bi-weekly payroll and issuance of employee checks by the due date and on time |  | 100% | 100% | 100% | 100% | 100% | 100% |










Workload Measures

| | | | | | | | |
|--|---|--------|--------|--------|--------|--------|--------|
| Number of invoices processed |  | 21,686 | 20,832 | 25,000 | 21,300 | 23,000 | 25,000 |
| Number of checks and ACH payments issued |  | 11,473 | 10,298 | 13,500 | 10,930 | 12,000 | 12,000 |

















Performance and Workload Measures

| Budget Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of variance between budget and actual revenues in the General Fund |  | 0.2% | 2.2% | 2.0% | 2.0% | 2.0% | 2.0% |
| Percentage of variance between budget and actual expenditures in the General Fund |  | 4.0% | 5.5% | 2.0% | 4.0% | 2.0% | 2.0% |
| Workload Measures | | | | | | | |
| Average number of comprehensive budget status reviews conducted with City departments to evaluate financial performance and budget deviations |  | 3 | 3 | 4 | 3 | 4 | 4 |

| Municipal Services Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of closed delinquent accounts collected in-house |  | 93% | 89% | 95% | 90% | 95% | 95% |
| Percent of delinquent Business License tax certificates at fiscal year-end |  | 3.1% | 2.9% | 2.0% | 4.2% | 2.0% | 2.0% |
| Percent of customer calls answered within 90 seconds |  | 44% | 51% | 50% | 48% | 50% | 50% |
| Average hold time of sequenced calls (m:s) |  | 1:34 | 1:17 | 2:00 | 1:31 | 2:00 | 2:00 |
| Percentage of calls with a call quality score of at least 4.75 out of 5.0 |  | 100% | 94% | 90% | 90% | 90% | 90% |
| Workload Measures | | | | | | | |
| Average monthly number of utility accounts paying by automated methods |  | 44,321 | 41,402 | 46,000 | 53,300 | 46,000 | 46,000 |
| Average monthly utility payments processed |  | 54,129 | 55,006 | 59,000 | 66,200 | 59,000 | 59,000 |
| Number of business tax certificates processed annually |  | 11,982 | 11,701 | 13,000 | 11,400 | 13,000 | 13,000 |
| Number of service requests processed yearly |  | 52,830 | 44,855 | 55,000 | 45,000 | 55,000 | 55,000 |



Performance and Workload Measures

| Municipal Services Division | | | | | | | |
|--|---|-----------------------|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Average number of utility accounts invoiced |  | N/A | 66,178 | 69,000 | 67,500 | 69,000 | 70,000 |
| Average monthly number of Business License renewals processed via the online portal |  | N/A | 4,851 | 5,000 | 5,200 | 5,000 | 5,000 |
| Average number of meters read monthly |  | 85,082 | 86,126 | 88,000 | 87,500 | 88,000 | 88,000 |
| Purchasing Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Writing off slow-moving inventory |  | N/A | 10% of total value | 10% of total value | 10% of total value | 10% of total value | 10% of total value |
| Internal Customer Satisfaction of central warehouse |  | N/A | N/A | 90% rated good or better | 90% rated good or better | 90% rated good or better | 90% rated good or better |
| Cost savings/avoidance for all solicitations facilitated by the Purchasing Division contracts team |  | N/A | N/A | 10% | 10% | 10% | 10% |
| Cycle time to process purchase orders |  | N/A | N/A | 5 days | 5 days | 5 days | 5 days |
| Internal customer satisfaction of Purchasing Division |  | N/A | N/A | 75% rated good or better | 75% rated good or better | 75% rated good or better | 75% rated good or better |
| Workload Measures | | | | | | | |
| Number of RFx (RFP, RFQ, RFB) facilitated by the Purchasing Division – <i>New for FY 2023/24</i> |  | N/A | 78 | N/A | 80 | 80 | 80 |
| Number of purchase orders |  | 1,265 | 1,290 | 1,280 | 1,290 | 1,290 | 1,290 |
| Number of procurement card transactions |  | 8,059 | 9,555 | 7,900 | 9,000 | 9,000 | 9,000 |
| Number of inventory items cycle counted |  | 2,718 | 2,195 | 2,750 | 2,500 | 2,500 | 2,500 |
| Number of material requisitions |  | 3,598 | 3,338 | 3,600 | 3,600 | 3,600 | 3,500 |
| Number of mail pieces processed |  | 64,631 | 58,352 | 66,750 | 60,000 | 60,000 | 60,000 |

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Fire Department

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Fire Department Description

The Fire Department responds with highly trained and well-equipped personnel to all types of emergency incidents, maintaining a citywide response time of less than six minutes to at least 90% of all Code 3¹ emergency calls. Response time is measured from the time of dispatch to the time of arrival and includes two minutes turnout time and four minutes travel time

Divisions and Services

The Fire Department's mission is to protect and enhance the quality of life of the community. The Fire Department is organized into six divisions: Field Operations, Emergency Medical Services (EMS), Community Risk Reduction, Training, Administration, and Office of Emergency Services.

The Field Operations Division is comprised of first responders to provide emergency response to residents, visitors, and businesses within the community. The Division is made up of eight fire engines, two fire trucks, one Hazardous Materials response unit, one Rescue response unit, one Battalion Chief, and one Shift Training/Safety Officer, per shift.

The Emergency Medical Services (EMS) Division provides first responder medical services (including Advanced Life Support) to all residents and visitors within the guidelines determined by the Santa Clara County EMS Authority. Using existing fire station staffing, the division also supports limited ambulance transport while authorized under special circumstances approved by Santa Clara County Emergency Medical Services agency when the County's contractor is unable to arrive on scene and provide transport services within the contracted time. The division maintains paramedic and emergency medical technician (EMT) licensure and certifications, maintains emergency medical equipment caches, works closely with the County EMS Authority to ensure County protocols, ensures training and programs are deployed to personnel, and acts as the agency's Designated Infection Control Officer (DICO).

The Community Risk Reduction Division (CRRD) protects our community through coordinated efforts in community education and outreach, fire engineering plan review and inspection services to maintain code compliance for new construction, emergency planning, hazardous materials enforcement, code enforcement, fire and hazardous materials investigations, and vegetation management. The CRRD oversees the Certified Unified Program Agency (CUPA) program on behalf of the City of Santa Clara. The City has been certified by the Secretary of the California Environmental Protection Agency to enforce the six environmental-based code enforcement programs. The CRRD coordinates the Santa Clara County Fire Chief's Association, Youth Firesetter Prevention and Intervention Program (YFPIP). The program is a County of Santa Clara, Juvenile Court Division-recognized diversionary program that gives youth offenders throughout the County an opportunity for a second chance.

The Training Division conducts and evaluates a wide variety of activities from simulated emergency incidents to assessments and classes, to ensure Fire Department personnel are performing at the highest levels of the profession. The Division maintains documentation to support State and Federal certification programs and develops and implements local and regional response/mitigation exercises focused on large-scale community events. The Training Division also assists the Human Resources Department in developing and administering Fire Department promotional examinations.

The Administrative Division provides management, organization, and support for the various divisions of the Fire Department. The primary duties that fall under this division include budget development and management, recruitment, grant management, accounts payable and payroll processing, fire station maintenance, workers' compensation coordination, strategic management and planning, data management, emergency / non-emergency photography and data analysis. The division manages the department web page, social media outlets, federal and state grants, annual department open house, creation and management of department maps including pre-incident planning, as well as the development, management and implementation of department policies and procedures.

¹ Code 3: Immediate response using red lights and siren; Code 2: No red lights or siren—expedited response adhering to all regular traffic laws.



The City's Office of Emergency Services provides emergency services training and coordination for the City in large-scale incidents requiring Emergency Operations Center activation and is also responsible for the City's emergency preparedness activities, hazard mitigation and disaster management plans. The division coordinates with the County and the State for large scale emergency preparedness.

| | | |
|---------------------|---|---|
| Division Objectives | Field Operations Division Mission | To enhance the quality of life for the community by providing caring, community-oriented service to protect life, property, and the environment. |
| | | Maintain a citywide emergency response standard to all Code 3 incidents of six minutes from time of fire crew notification to first unit's arrival on scene at least 90% of the time. |
| | | Provide an effective response force (ERF) of 17 personnel on scene of a structure fire in less than ten minutes from dispatch of alarm, at least 90% of the time. |
| | | Provide hazardous materials response to protect the community from hazards associated with uncontrolled release of hazardous and toxic materials and respond to technical rescue emergencies efficiently and effectively. |
| Division Objectives | | Provide special event (Fire and EMS) services to Levi's Stadium and all other significant special events held in the City of Santa Clara. |
| | Emergency Medical Services Division Mission | Deliver quality emergency medical services to citizens and visitors of Santa Clara. All Santa Clara Firefighters are certified EMTs, and all fire engines and fire trucks are staffed with at least one paramedic. |
| | | Provide first responder paramedic services to at least 90% of Code 3 medical emergencies citywide within 7:59 minutes/seconds from fire crew notification (per County EMS Authority standard). |
| | | Process medical certifications and licenses for all Fire Department personnel and monitor for compliance with State and local government regulations. |
| | | Provide quality assurance/quality improvement processes for treatment-based EMS delivery. |
| | | Monitor and maintain custody and security of protected health information. |
| Division Objectives | | Provide high quality EMS/EMT training and equipment to all Fire Department personnel and local stakeholders, as needed. |
| | | Manage fire department ambulance transportation of patients to hospitals on a limited basis while authorized under special circumstances approved by Santa Clara County Emergency Medical Services agency. |



| | | |
|---|--|--|
| Community Risk Reduction Division Mission | To protect life, property, and the environment through education, engineering, enforcement, economic incentives, empowerment, and emergency response. | |
| | Utilize community-specific data to reduce risks and injuries through focused community education and outreach programs. | |
| | Perform a wide array of plan reviews and construction inspections from planning and building permits, to fire-life safety systems, hazardous materials, and special events structures. | |
| | Investigate intentionally set fires and unauthorized hazardous materials releases. Work collaboratively with the Santa Clara Police Department and the County District Attorney's Office on both criminal and civil prosecutions. | |
| | Ensure ongoing compliance through focused training in fire safety, emergency drills, state hazardous materials reporting, and many more areas. | |
| Division Objectives | Enforce the six environmental-based code enforcement programs as designed by California Environmental Protection Agency (CalEPA). | |
| | Manage the operational permits and conduct inspections of existing community businesses and facilities to ensure compliance with applicable fire, life safety, and environmental protection regulations. | |
| | | |
| Training Division Mission | Deliver high quality education and training in public safety to the members of the Santa Clara Fire Department and to the employees and citizens of the City of Santa Clara. | |
| | Provide annual, semi-annual, and quarterly drills in the disciplines of firefighting, hazardous materials response, and rescue operations to members of the Fire Department to promote skill development and continuous improvement. | |
| | Maintain records to support State and federal training certifications required for specific disciplines. | |
| | Perform Respiratory Protection Program self-contained breathing apparatus (SCBA) and respirator fit testing to maintain compliance with State and federal regulations. | |
| | Coordinate and schedule public education programs, school site visits, station tours, and other public outreach activities. | |
| Division Objectives | | |
| | | |
| | | |



| | |
|--|--|
| Administrative Division Mission | Provide management, organization and support for the various Fire Department divisions that are actively engaged in the protection of life and property. |
| Division Objectives | Provide the community with information on Fire Department programs and services. |
| | Establish the vision and mission of the Department and communicate to all Fire Department personnel. |
| | Provide administrative and managerial support to all Fire Department divisions. |
| | Coordinate with other departments in the City as needed to support City projects and programs. |
| Office of Emergency Services Division Mission | Create a biennial budget that meets department needs and supports Council goals and objectives. |
| | To prevent, prepare for, mitigate, respond to and recover from all hazards. |
| | Provide emergency services coordination in the City of Santa Clara Emergency Operations Center (EOC) in the event of a large-scale incident requiring activation. |
| | Maintain the EOC in “response-ready” condition to serve as the City’s hub for emergency management activities in support of large-scale emergencies or planned events. |
| Division Objectives | Engage in hazard mitigation activities with the goal of reducing or eliminating long-term risk to people and property from future disasters and identifying long-term solutions that reduce the impact of disasters in the future. |

Significant Accomplishments

- Completed update to the Santa Clara Fire Department Strategic Plan, including internal and external stakeholder participation.
- Established department photography team to capture images of Fire Department emergency response and daily events and activities.
- Successfully completed firefighter recruitment campaign and firefighter recruitment process.
- Awarded the 2021 Assistance to Firefighters Grant for annual wellness exams for sworn personnel and new LUCAS automatic chest compression devices.
- Awarded the 2021 Staffing for Adequate Fire and Emergency Response (SAFER) grant that will allow for the hiring of 18 firefighters.
- Purchased Type 1 engine, utilizing Mutual Aid reimbursement funding, with expected delivery date of August 2023. The engine will replace a front-line apparatus that will be moved to the reserve apparatus fleet.
- Successful launch of the Accela platform for fire construction permitting and inspection, taking the Community Risk Reduction division (CRRD) into a fully digital permitting process.
- CRRD took over the management of the Santa Clara County Fire Chief's Association Youth Firesetter Prevention & Intervention Program.
- Record attendance and participation at the 2022 Firehouse Family Fair in honor of the National Fire Protection Association Fire Prevention Week each October.
- Awarded CUPA Forum Trust Grant for a mercury meter for the Hazardous Materials Response Team.
- Successfully promoted 17 Firefighters to Driver Engineer.
- Hosted a multi-agency State Fire Training Firefighter 1 and 2 Fire Academy, including seven recruits from Santa Clara.
- Deployed 11 new LUCAS automatic compression devices on the front-line engines, trucks and ambulance to assist responders to perform CPR more efficiently and effectively.
- Provided infrastructure and procedures to staff the fire department ambulance in order to maintain patient care while transporting the City's medical patients to local hospitals authorized under special circumstances approved by Santa Clara County Emergency Medical Services agency when the County's contractor is unable to arrive on scene and provide transport services within the contracted time.
- Partially activated Emergency Operations Center, supporting the City's response to the January 2023 Atmospheric River event and remained poised in monitor mode throughout the winter storm season.
- Provided the 6th Annual Prepare Santa Clara EOC functional exercise to EOC staff.
- Resumed EOC training activities after a pause during the COVID-19 pandemic.

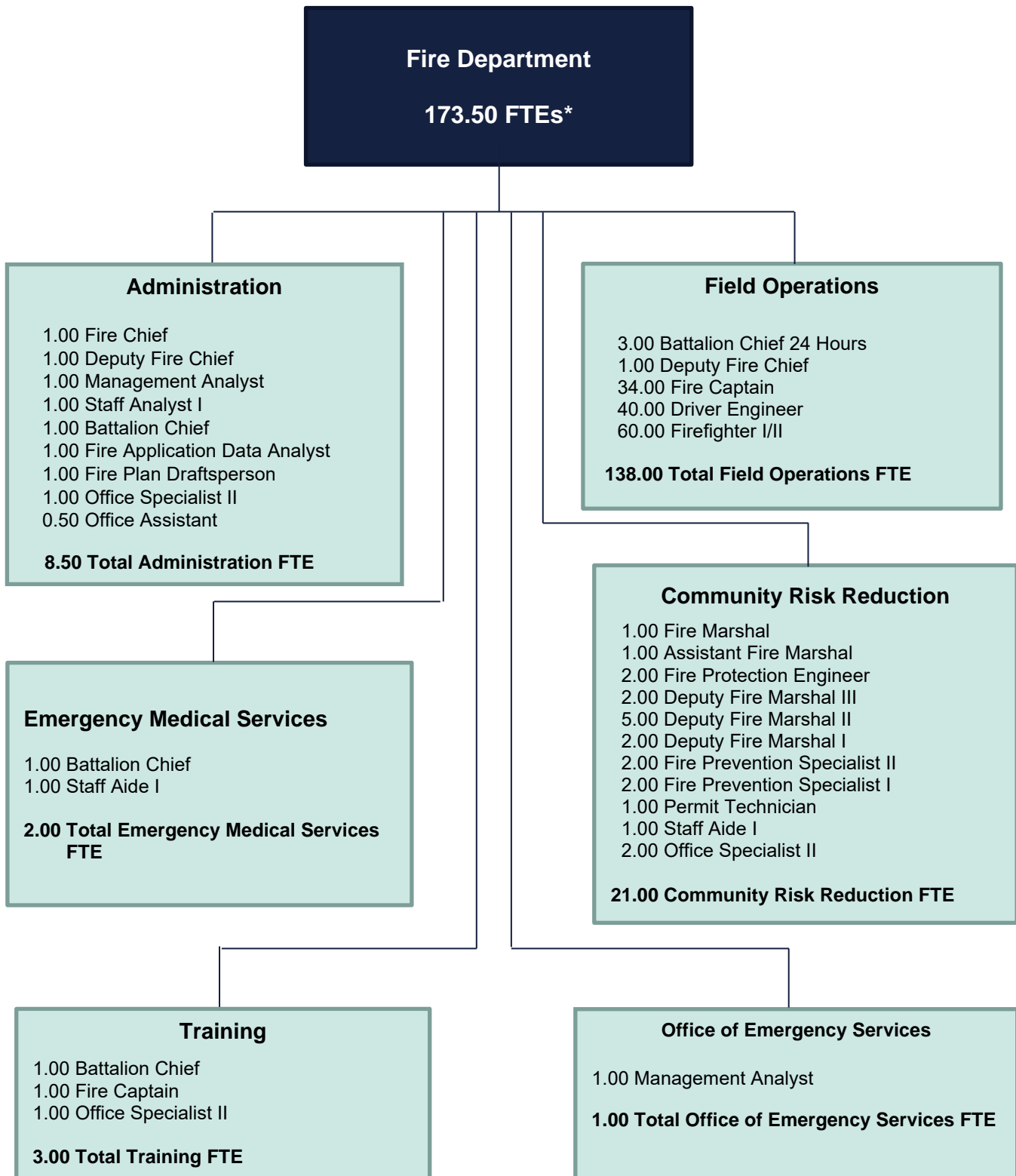
Significant Objectives

- Improve workflow and efficiencies with administrative staffing.
- Ensure policy and procedures are current and up to date.
- Continue to advance Fire Department initiatives in Inclusion, Diversity and Equity through community outreach, firefighter recruitment and public relations.
- Manage hiring and reimbursement process for the SAFER grant award.
- Maintain CalOES Type 2 certification for Hazardous Materials and Urban Search and Rescue.
- Obtain and integrate a live, find, search canine into operations capabilities in partnership with California Task Force 3; fully funded by FEMA and the National Disaster Search Dog Foundation.
- Complete the HdL transition to Accela for operational permit inspections in order to have a single database for Fire development and annual operational permits, which will provide real-time data for inspectors and emergency responders.
- Explore the implementation of the National Fire Protection Association CRAIG 1300 system. The program is used to collect community incident data effectively, and better enable the Department to identify, assess and share local demographic, geographic, and economic needs in developing community risk reduction programs.
- Expand the Firefighters in Safety Education (FISE) program to provide more classes to public and private schools in the community.
- Integrate data system with State CERS Next Gen Project in 2025.
- Host a State Fire Training Firefighter 1 and 2 Fire Academy for Santa Clara Recruit Firefighters hired under the SAFER grant award.
- Improve Fire and Life Safety Inspection documentation for Field Operations personnel.
- Develop training to ensure personnel are prepared for evolving building trends in City, including high-rise emergency drills for all Field Operations personnel.
- Staff Fire Department ambulance with existing fire station personnel while Santa Clara County is operating under Standard Dispatch Order 3, giving fire agencies the authority to provide transportation within the County.
- Lead a citywide Multi-Jurisdictional Hazard Mitigation Plan update project, in collaboration with the County and jurisdictional partners and stakeholders, to enable the City to apply for hazard mitigation grants, complete mitigation projects, and maintain the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS) points.
- Continue implementing a training program for City EOC staff with regular trainings such as the Annual Prepare Santa Clara full-scale or functional exercise.
- Adopt a suicide prevention policy compatible with the Santa Clara County Suicide Prevention Strategic Plan.
- Reinvigorate the Community Emergency Response Team (CERT) program after a pause during the COVID-19 emergency response.



Budget Highlights

- The Proposed Budget incorporates budget actions related to the three-year SAFER grant award that generates General Fund savings:
 - Reduce the overtime budget to account for minimum staffing overtime savings generated through the SAFER grant award.
 - Establish General Fund transfers to the Fire Operating Grant Trust Fund where the SAFER positions are budgeted to subsidize the remainder of the staffing costs that were not covered by the SAFER Grant.
 - Increase the materials/services/supplies budget to fund the costs of the Fire Academy and other onboarding costs related to the SAFER grant-funded positions.



*The positions above represent all funded positions. This excludes the 2.0 FTEs that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related: 1.0 Deputy Fire Marshal II and 1.0 Fire Protection Engineer.



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Administration Division | | | | | | |
| 7811 Administration | 3,803,308 | 3,532,692 | 4,437,768 | 25.6% | 4,700,854 | 5.9% |
| Total Administration Division | 3,803,308 | 3,532,692 | 4,437,768 | 25.6% | 4,700,854 | 5.9% |
| Field Operations Division | | | | | | |
| 7822 Field Operations | 50,402,316 | 49,684,259 | 56,036,413 | 12.8% | 56,651,007 | 1.1% |
| Total Field Operations Division | 50,402,316 | 49,684,259 | 56,036,413 | 12.8% | 56,651,007 | 1.1% |
| Community Risk Reduction Division | | | | | | |
| 7831 Administration, Investigation and Education ¹ | 0 | 0 | 968,843 | 0.0% | 1,012,990 | 4.6% |
| 7832 Prevention and Hazardous Materials ² | 2,984,427 | 4,677,623 | 0 | (100.0%) | 0 | N/A |
| 7833 Certified United Program Agency (CUPA) ³ | 2,014,378 | 1,982,793 | 0 | (100.0%) | 0 | N/A |
| 7834 Development Services ⁴ | 0 | 0 | 2,684,186 | N/A | 2,821,878 | 5.1% |
| 7835 Non-Development Services ⁵ | 0 | 0 | 1,400,420 | N/A | 1,484,914 | 6.0% |
| 7836 Development CUPA ⁶ | 0 | 0 | 330,993 | N/A | 350,035 | 5.8% |
| 7837 Non-Development CUPA ⁷ | 0 | 0 | 1,239,612 | N/A | 1,317,891 | 6.3% |
| Community Risk Reduction Division | 4,998,805 | 6,660,416 | 6,624,054 | (0.5%) | 6,987,708 | 5.5% |
| Training Division | | | | | | |
| 7841 Training | 1,646,195 | 1,797,655 | 1,403,295 | (21.9%) | 1,470,501 | 4.8% |
| Total Training Division | 1,646,195 | 1,797,655 | 1,403,295 | (21.9%) | 1,470,501 | 4.8% |

¹Administration, Investigation and Education is a new program effective FY 2023/24

²Prevention and Hazardous Materials is an inactive program effective FY 2023/24

³Certified United Program Agency (CUPA) is an inactive program effective FY 2023/24

⁴Development Services is a new program effective FY 2023/24

⁵Non-Development Services is a new program effective FY 2023/24

⁶Development CUPA is a new program effective FY 2023/24

⁷Non-Development CUPA is a new program effective FY 2023/24



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Office of Emergency Services Division | | | | | | |
| 7871 Office of Emergency Services | 221,520 | 216,061 | 246,300 | 14.0% | 258,559 | 5.0% |
| Total Office of Emergency Services Division | 221,520 | 216,061 | 246,300 | 14.0% | 258,559 | 5.0% |
| Emergency Medical Services Division | | | | | | |
| 7861 Emergency Medical Services | 1,722,233 | 991,384 | 984,179 | (0.7%) | 1,034,570 | 5.1% |
| Total Emergency Medical Services Division | 1,722,233 | 991,384 | 984,179 | (0.7%) | 1,034,570 | 5.1% |
| Total by Division / Program | 62,794,377 | 62,882,467 | 69,732,009 | 10.9% | 71,103,199 | 2.0% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 50,795,435 | 62,298,852 | 62,616,032 | 0.5% | 63,324,867 | 1.1% |
| American Rescue Plan Act Fund | 11,314,440 | 0 | 0 | N/A | 0 | N/A |
| Expendable Trust Fund | 15,912 | 0 | 0 | N/A | 0 | N/A |
| Fire Development Services Fund ⁸ | 0 | 0 | 3,109,073 | N/A | 3,264,818 | 5.0% |
| Fire Operating Grant Trust Fund | 267,426 | 36,019 | 4,006,904 | 11024.4% | 4,513,514 | 12.6% |
| Other City Departments Operating Grant Trust Fund | 322,092 | 0 | 0 | N/A | 0 | N/A |
| Related Santa Clara Developer Fund | 79,072 | 547,596 | 0 | (100.0%) | 0 | N/A |
| Total by Fund | 62,794,377 | 62,882,467 | 69,732,009 | 10.9% | 71,103,199 | 2.0% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 30,060,531 | 30,478,458 | 34,794,765 | 14.2% | 36,484,823 | 4.9% |
| As-Needed | 8,563 | 32,137 | 33,262 | 3.5% | 34,426 | 3.5% |
| Overtime | 5,487,468 | 3,725,385 | 2,675,202 | (28.2%) | 875,129 | (67.3%) |
| Retirement | 16,210,291 | 17,649,517 | 19,646,941 | 11.3% | 20,837,010 | 6.1% |
| Health Allocation | 1,469,342 | 1,705,461 | 3,058,788 | 79.4% | 3,208,679 | 4.9% |
| Medicare | 502,440 | 437,766 | 513,571 | 17.3% | 536,941 | 4.6% |
| Social Security | 89,140 | 141,849 | 154,406 | 8.9% | 162,051 | 5.0% |
| Other Benefits | 1,066,456 | 1,121,368 | 1,247,116 | 11.2% | 1,287,341 | 3.2% |
| Total Salary and Benefits | 54,894,231 | 55,291,941 | 62,124,051 | 12.4% | 63,426,400 | 2.1% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 1,924,882 | 1,849,887 | 1,811,017 | (2.1%) | 1,711,186 | (5.5%) |
| Interfund Services | 5,134,023 | 5,740,639 | 5,796,941 | 1.0% | 5,928,613 | 2.3% |
| Capital Outlay | 26,931 | 0 | 0 | N/A | 37,000 | N/A |
| Other Expenditures | 0 | 0 | 0 | N/A | 0 | N/A |
| Transfers to Other Funds | 814,310 | 0 | 0 | N/A | 0 | N/A |
| Total Non-Personnel | 7,900,146 | 7,590,526 | 7,607,958 | 0.2% | 7,676,799 | 0.9% |
| Total by Category | 62,794,377 | 62,882,467 | 69,732,009 | 10.9% | 71,103,199 | 2.0% |

⁸Fire Development Services is a new fund effective FY 2023/24



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|-----------------------|-----------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | |
| Administration Division | | | | | |
| 7811 Administration | 7.50 | 5.50 | 8.50 | 3.00 | 8.50 |
| Total Administration Division | 7.50 | 5.50 | 8.50 | 3.00 | 8.50 |
| Field Operations Division | | | | | |
| 7822 Field Operations | 120.00 | 120.00 | 138.00 | 18.00 | 138.00 |
| Total Field Operations Division | 120.00 | 120.00 | 138.00 | 18.00 | 138.00 |
| Community Risk Reduction Division | | | | | |
| 7831 Administration, Investigation and Education ¹ | 0.00 | 0.00 | 3.00 | 3.00 | 3.00 |
| 7832 Prevention and Hazardous Materials ² | 14.00 | 16.00 | 0.00 | (16.00) | 0.00 |
| 7833 Certified United Program Agency (CUPA) ³ | 6.00 | 6.00 | 0.00 | (6.00) | 0.00 |
| 7834 Development Services ⁴ | 0.00 | 0.00 | 8.06 | 8.06 | 8.06 |
| 7835 Non-Development Services ⁵ | 0.00 | 0.00 | 5.21 | 5.21 | 5.21 |
| 7836 Development CUPA ⁶ | 0.00 | 0.00 | 0.98 | 0.98 | 0.98 |
| 7837 Non-Development CUPA ⁷ | 0.00 | 0.00 | 3.75 | 3.75 | 3.75 |
| Total Community Risk Reduction Division | 20.00 | 22.00 | 21.00 | (1.00) | 21.00 |
| Training Division | | | | | |
| 7841 Training - Fire | 4.00 | 5.00 | 3.00 | (2.00) | 3.00 |
| Total Training Division | 4.00 | 5.00 | 3.00 | (2.00) | 3.00 |
| Office of Emergency Services Division | | | | | |
| 7871 Office of Emergency Services | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Office of Emergency Services Division | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Emergency Medical Services Division | | | | | |
| 7861 Emergency Medical Services | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Emergency Medical Services Division | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total by Division / Program | 154.50 | 155.50 | 173.50 | 18.00 | 173.50 |

¹Administration, Investigation and Education is a new program effective FY 2023/24

²Prevention and Hazardous Materials is an inactive program effective FY 2023/24

³Certified United Program Agency (CUPA) is an inactive program effective FY 2023/24

⁴Development Services is a new program effective FY 2023/24

⁵Non-Development Services is a new program effective FY 2023/24

⁶Development CUPA is a new program effective FY 2023/24

⁷Non-Development CUPA is a new program effective FY 2023/24

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|-----------------------|-----------------------|-------------------------|----------------------|-------------------------|
| Positions by Fund | | | | | |
| General Fund | 153.50 | 153.50 | 146.46 | (7.04) | 146.46 |
| Fire Development Services Fund ⁸ | 0.00 | 0.00 | 9.04 | 9.04 | 9.04 |
| Fire Operating Grant Trust Fund | 0.00 | 0.00 | 18.00 | 18.00 | 18.00 |
| Related Santa Clara Developer Fund | 1.00 | 2.00 | 0.00 | (2.00) | 0.00 |
| Total by Fund | 154.50 | 155.50 | 173.50 | 18.00 | 173.50 |
| Position Classification | | | | | |
| Assistant Fire Marshal | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Battalion Chief | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Battalion Chief 24 Hrs | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Deputy Fire Chief | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Deputy Fire Marshal | 4.00 | 5.00 | 4.00 | (1.00) | 4.00 |
| Deputy Fire Marshal Haz Mats | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Driver Engineer | 40.00 | 40.00 | 40.00 | 0.00 | 40.00 |
| Fire Application Data Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fire Captain | 35.00 | 35.00 | 35.00 | 0.00 | 35.00 |
| Fire Chief | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fire Marshal | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fire Plan Draftsperson | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fire Prevention Specialist I | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Fire Prevention Specialist II | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Fire Protection Engineer | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Firefighter I/II | 42.00 | 42.00 | 60.00 | 18.00 | 60.00 |
| Management Analyst | 0.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Office Assistant | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| Office Specialist II | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Office Specialist IV | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Permit Technician | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Staff Aide I | 3.00 | 3.00 | 2.00 | (1.00) | 2.00 |
| Staff Analyst I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 154.50 | 155.50 | 173.50 | 18.00 | 173.50 |

*The positions above represent all funded positions. This excludes the 2.0 FTEs that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related: 1.0 Deputy Fire Marshal II and 1.0 Fire Protection Engineer.

⁸Fire Development Services is a new fund effective FY 2023/24.



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|---------------|-----------------------------|
| Prior Year Budget | 155.50 | 62,882,467 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Rebudget: Community Risk Reduction Division Contractual Services | | (150,000) |
| Interra Software | | (45,000) |
| Rebudget: Assistance to Firefighter Supplemental Grant and City Match | | (36,019) |
| Ongoing Cost Adjustments | | |
| Salary and benefit adjustments | | 4,220,633 |
| Staff Aide Reclass to Management Analyst | | |
| Unfreeze of 12.0 positions and add 6.0 positions for the SAFER grant (Report to Council 23-170, February 7, 2023) | 18.00 | 4,006,904 |
| 18.0 Firefighters | | |
| Overtime base increase | | 710,243 |
| Add 2.0 positions for the Community Risk Reduction Division (Report to Council 22-1145, September 27, 2022) | 2.00 | 393,148 |
| 1.0 Fire Protection Engineer | | |
| 1.0 Permit Technician | | |
| Freeze of 2.0 positions for the Related Santa Clara project: | (2.00) | (618,818) |
| 1.0 Deputy Fire Marshal II | | |
| 1.0 Fire Protection Engineer | | |
| Net increase in various interfund services allocations | | 56,302 |
| Net increase in materials, services and supplies | | 46,953 |
| EMT and Paramedic Licensing Fees and Recruitment Operating Supplies (bi- annually) | | (75,804) |
| Total Base Budget Adjustments | 18.00 | 8,508,542 |
| Total FY 2023/24 Base Budget | 173.50 | 71,391,009 |
| Service Level Changes | | |
| SAFER Grant Implementation and Overtime Reduction | | (1,659,000) |
| Total Service Level Changes | 0.00 | (1,659,000) |
| Total FY 2023/24 Proposed Budget | 173.50 | 69,732,009 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Emergency response technology equipment update | | 37,000 |
| Ongoing Cost Adjustments | | |
| Salary and benefit adjustments | | 3,250,349 |
| Net increase in various interfund services allocations | | 131,672 |
| Net increase for Fire Station Maintenance | | 3,157 |
| EMT and Paramedic Licensing Fees and Recruitment Operating Supplies (bi-annually) | | 77,320 |
| Net increase in materials, services and supplies | | 34,692 |
| Total FY 2024/25 Base Adjustments | 0.00 | 3,534,190 |
| FY 2024/25 Base Budget | 173.50 | 73,266,199 |
| Service Level Changes | | |
| SAFER Grant Implementation and Overtime Reduction | | (2,163,000) |
| Total Service Level Changes | 0.00 | (2,163,000) |
| Total FY 2024/25 Proposed Budget | 173.50 | 71,103,199 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| SAFER Grant Implementation and Overtime Reduction | 0.00 | (1,659,000) | 0 | (3,822,000) | 0 |

Program: 7822 – Field Operations

This proposal reflects changes associated with the Staffing for Adequate Fire and Emergency Response (SAFER) grant, a three-year \$11.3 million grant. The grant will partially fund 18 firefighter positions, which includes unfreezing 12 positions and adding 6 new positions as approved by the City Council on February 7, 2023 (RTC 23-170), with the remaining position costs covered by the General Fund (\$626,000 in FY 2023/24 and \$770,000 in FY 2024/25). The positions will provide additional relief to help maintain daily minimum staffing of emergency response apparatus and reduce overtime due to absences caused by vacation, sick and disability leaves. The \$1.66 million net reduction in FY 2023/24 includes a \$1.88 million overtime budget reduction to reflect six months of overtime savings after the firefighter positions are fully onboarded and a one-time increase of \$221,000 in the materials, services and supplies budget for Fire Academy and other onboarding costs. The \$3.82 million net reduction in FY 2024/25 includes a \$3.84 overtime budget reduction to reflect a full year of overtime savings and a one-time budget increase of \$15,000 for training and certification costs.

Performance Impact

The additional staffing will provide the personnel needed to maintain the current daily staffing for emergency response throughout the City, while also reducing the number of personnel on overtime each day. In turn, the reduction in overtime to meet minimum daily staffing is expected to decrease the number of absences caused by sick and disability leaves for Field Operations personnel. The additional firefighters will also provide the opportunity to improve the department's overall emergency response by evaluating staffing models that will improve compliance with NFPA 1710 staffing standards.







Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Field Operations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Response time of first in unit in 90% of all Code 3 emergency calls ¹ |  | 4:36 min | 5:39 min | 6:00 min | 04:50 min | 6:00 min | 6:00 min |
| Response time of Effective Response Force (ERF) ¹ of 17 personnel to a first alarm structure fire in 90% of emergency calls ² |  | 08:09 min | 10:33 min | 10:00 min | 09:14 min | 10:00 min | 10:00 min |
| Percentage of fires contained to room of origin |  | 86% | 63% | 75% | 63% | 75% | 75% |
| Workload Measures | | | | | | | |
| Fire and life safety inspections for regular businesses completed by Field Operations Division |  | 229 | 2,763 | 4,000 | 2,500 | 2,800 | 2,900 |
| Number of calls for service |  | 8,853 | 9,603 | 9,000 | 10,698 | 9,000 | 9,000 |
| Number of hours contributed by the Volunteer/Reserve Program |  | 2,500 | 5,000 | 5,000 | 2,500 | 5,000 | 5,000 |










¹ Code 3: Immediate response using red lights and siren; Code 2: No red lights or siren—expedited response adhering to all regular traffic laws.

² The Effective Response Force for first alarm assignment to a structure fire is the number of firefighters, apparatus, and response times needed to perform the required critical tasks.

Note: Performance and Workload Measure data are based on calendar year.










Performance and Workload Measures

| Emergency Medical Services Division | | | | | | | |
|--|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Response time in 90% of all advanced life support (ALS) calls with at least one Paramedic arriving on scene |  | 5:17 min | 05:51 min | 7:59 min | 05:29 min | 7:59 min | 7:59 min |
| Number of City employees trained in Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) or BLS Provider |  | 237 | 84 | 320 | 298 | 120 | 320 |
| Number of Emergency Medical Services (EMS) training hours |  | 3,872 | 3,718 | 6,100 | 2,611 | 3,500 | 3,500 |
| Community Risk Reduction Division | | | | | | | |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Fire-life safety and hazardous materials business inspections with no statutory requirements completed by Community Risk Reduction Division – <i>Modified for FY 2023/24</i> |  | 2,108 | 3,434 | 3,000 | 2,108 | 1,300 | 1,300 |
| Educational and Residential occupancy inspections completed within statutory requirements – <i>Modified for FY 2023/24</i> |  | 2,087 | 1,918 | 1,310 | 1,200 | 1,200 | 1,200 |
| Plan reviews completed by Division |  | 1,949 | 2,469 | 1,900 | 2,069 | 2,069 | 2,069 |
| Hazardous materials business plan (HMBP) inspections completed within statutory requirements |  | 283 | 216 | 300 | 250 | 300 | 300 |
| Underground Storage Tank (UST) inspection completed within statutory requirements |  | 71 | 63 | 65 | 63 | 63 | 63 |
| Aboveground petroleum storage tank (APSA) inspections completed within statutory requirements |  | 50 | 25 | 40 | 40 | 40 | 40 |

Note: Performance and Workload Measure data are based on calendar year.



Performance and Workload Measures



| Community Risk Reduction Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| California accidental release prevention (Cal-ARP) inspections completed within statutory requirements |  | 4 | 1 | 1 | 1 | 1 | 1 |
| Number of attendees of public education events requirements – Modified for FY 2023/24 |  | 223 | N/A | 1,500 | 6,000 | 7,500 | 8,000 |
| Training Division | | | | | | | |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of fire prevention training hours |  | 112 | 524 | 800 | 1280 | 800 | 800 |
| Number of hazardous materials training hours |  | 2,179 | 536 | 1,200 | 1,523 | 1,200 | 1,200 |
| Total department training hours for Suppression personnel |  | 23,585 | 25,378 | 20,000 | 22,368 | 20,000 | 20,000 |
| Administrative Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Customer satisfaction rating based on survey results (%) by calendar year |  | 99% | 99% | 95% | 99% | 95% | 95% |
| Workload Measures | | | | | | | |
| Number of Public Records Act requests processed within mandated timeframe ² |  | N/A | N/A | 95% | 95% | 95% | 95% |

² This workload measure is inclusive of all divisions.

Note: Performance and Workload Measure data are based on calendar year.



Performance and Workload Measures

| Office of Emergency Services Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Emergency Operations Center number of activations per calendar year (includes drills and exercises) |  | 13 | 13 | 15 | 13 | 14 | 14 |
| Emergency Operations Center training sessions/planning meetings |  | 33 | 22 | 30 | 14 | 30 | 30 |

Note: Performance and Workload Measure data are based on calendar year.

Human Resources Department

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Human Resources Department Description

The Human Resources (HR) Department is responsible for several areas: Benefits, Recruitment, Classification and Compensation, Employee and Labor Relations, Equal Employment Opportunity, Workers Compensation/Safety, and Employee Development.

The Department manages a variety of employee benefits, including health, dental, vision and retirement benefit programs, life insurance, Flexible Spending Accounts, VEBA, Retiree Medical Reimbursement Program, and a City Employee Assistance Program. The Department is also responsible for providing state-mandated benefits for employees injured on the job.

HR integrates job analyses into the selection process for each vacant position to ensure the accuracy of job specifications and the validity of examinations. Considerable time, labor, and expense are involved with each recruitment, especially for public safety positions where the process includes large pools of applicants, written exams, performance exams, and oral exams in addition to polygraph, psychological, comprehensive medical exams, and background investigations.

The Director of Human Resources (HR) is delegated as the Municipal Employee Relations Officer (MERO). The Employee Relations function is a direct function of the City Manager's Office that is delegated to the Director of HR. Employee Relations includes negotiating with Bargaining Units and Labor Unions to negotiate successor Memoranda of Understanding (MOU's) for each of the 10 specific represented groups, as well as receiving and reviewing grievances filed by employees or unions.

The City's Equal Employment Opportunity (EEO) Officer is responsible for oversight of equal employment opportunity laws. The EEO Officer reviews, investigates and/or oversees investigations of complaints filed by applicants or employees alleging discrimination or hostile work environment, including sexual harassment. The City has zero tolerance policy on discrimination and harassment. HR will continue to investigate and resolve grievances and discrimination complaints in accordance with federal and State laws, City policies, and in close coordination with the City Attorney's Office.

The City strives to work on best practices related to safety, including proper ergonomics. We encourage all departments to invest in their staff, specifically related to occupational safety.

HR provides State-mandated harassment prevention training for all regular City employees and offers training programs in areas such as supervision, employment law, and other areas of interest.

Divisions and Services

The Human Resources Department is organized into two Divisions: 1) Employee Benefits and Records and 2) Recruitment, Classification, and Staff Development.



| | |
|--|--|
| Employee Benefits and Records Division Mission | Provide quality service to employees and retirees in the responsible, cost efficient development and administration of City compensation, benefits, and related programs. |
| | Administer current Memoranda of Understanding (MOU) with the City's ten bargaining groups. Represent the City in various labor relation issues and negotiate, in collaboration with internal and external counsel, on wages, hours, and other terms and conditions of employment. |
| | Administer benefits for City employees. |
| | Manage employee relations matters for the City; advise and assist departments with grievance resolution and disciplinary action. |
| | Strive to ensure equal employment opportunity and provide a work environment free of discrimination and harassment. |
| Division Objectives | Manage benefit programs for employees, retiree medical reimbursement programs, and process retirements. |
| | Provide city-wide Human Resources Management and Records Management. |
| | |
| | |
| Recruitment, Classification, and Staff Development Division Mission | Provide centralized hiring services by developing and administering City recruitment and selection processes; administer and update the City's Classification Plan; and promote the advancement of ethical and sound human resources policies and practices in accordance with Civil Service Rules and Regulations, federal and State guidelines and industry standards. |
| | Develop and implement valid selection examinations designed to select and promote the most qualified candidates. |
| | Ensure that positions are properly classified, described, and aligned to support the organizations' effectiveness and efficiency. |
| | Manage recruitment, assessment, and hiring processes to meet the City's staffing needs. Review, streamline, and update human resources policies and procedures to improve efficiency and reflect current employment laws and industry best practices. |
| | Make available to the public and employees employment information such as job opportunity announcements, job descriptions and salary and benefit data. |
| Division Objectives | Provide training and development for employees City-wide to develop essential skills like analysis and reporting, leadership, customer service, and public presentations. |
| | Provide coordination and delivery of emergency services and recovery activities in response to the COVID-19 pandemic. |

Significant Accomplishments

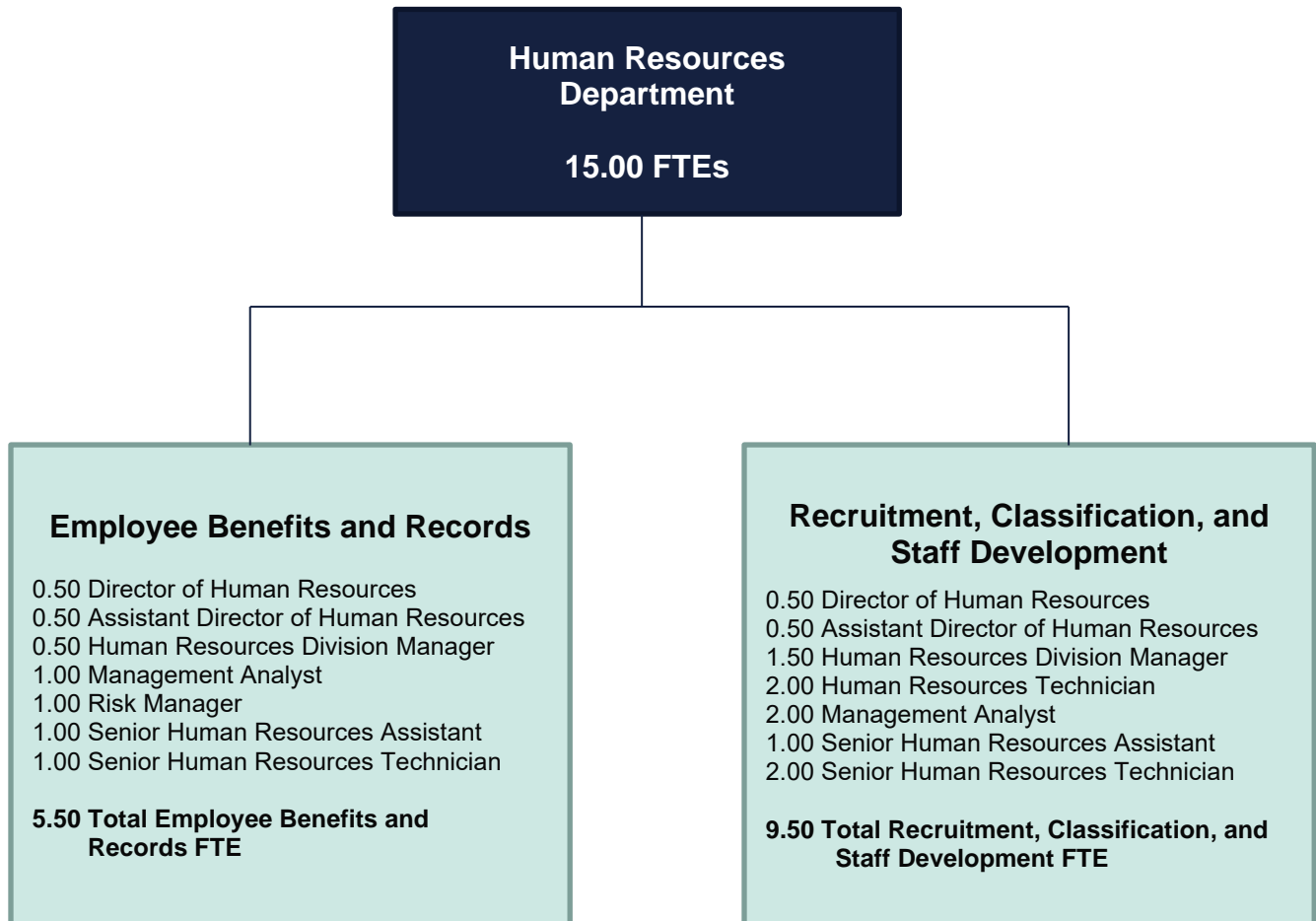
- Due to the COVID-19 pandemic, the Human Resources Department continued to promptly develop and implement various programs and policies including, but not limited to, COVID-19 safety training; leaves mandated by State and federal laws; FAQs; COVID-19 Prevention Program; management of all COVID-19 employee-related matters and cases, including mandated reporting requirements; and city-wide safety protocol measures in compliance with State and local orders. The HR Department was also the primary distributor of Personal Protective Equipment (PPE) to City Departments and staff.
- Created and converted Human Resources forms to fillable forms for efficiency.
- Transitioned from paper-copy to electronic employee personnel and benefits records, including moving to electronic submission of documents for the annual Benefits Open Enrollment, utilizing the City's Laserfische system.
- Since 2022, reached successor Memoranda of Understanding agreements with seven of the City's bargaining units, including side letter agreements with two bargaining units.
- Implemented a learning and training management system, Vector Solutions, which offers many courses of various topics, for employees city-wide.
- Provided supervisory and non-supervisory harassment/discrimination online mandated training.
- Supported approximately 1,625 regular and as-needed employees in regard to benefits, wage adjustments, workers' compensation, leaves and retirements.
- Performed full-cycle recruitment, including classification studies, and appointed/promoted 115 regular employees during the last two fiscal years.

Significant Objectives

- Conduct recruitments and manage effective, efficient, and defensible hiring processes to attract and retain qualified employees.
- Continue negotiations with Bargaining Units.
- Develop additional supervisory training opportunities for current employees.
- Maintain the Sexual Harassment Prevention State Mandated training for all City employees, including the training of Elected Officials and City Commission and Committee members.
- Work closely with the Finance Department to analyze and implement best practices in implementation, control, and audit of pay and benefit entries.
- Review and update various citywide policies, including the Employer-Employee Relations Resolution, the Personnel and Salary Resolution, and various City Manager Directives and coordinate these updated policies with each bargaining unit for implementation.

Budget Highlights

- The Proposed Budget includes the following budget reductions to help address the General Fund shortfall:
 - Eliminate 1.0 Office Specialist IV position in the Employee Records and Benefits Division
 - Freeze the City of Santa Clara Leadership Program for two-years
 - Eliminate non-personnel funding for Police pre-employment testing (funding is included in the Police Department budget)





Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Employee Benefits and Records Division | | | | | | | |
| 2514 | Records – Compensation | 1,158,739 | 889,463 | 773,975 | (13.0%) | 839,895 | 8.5% |
| 2515 | HR Workers' Compensation and Safety | 742,557 | 801,840 | 734,171 | (8.4%) | 767,162 | 4.5% |
| Total Employee Benefits and Records Division | | 1,901,296 | 1,691,303 | 1,508,146 | (10.8%) | 1,607,057 | 6.6% |
| Recruitment, Classification, and Staff Development Division | | | | | | | |
| 2521 | Selection – Classification | 1,064,839 | 1,663,222 | 1,516,692 | (8.8%) | 1,596,551 | 5.3% |
| 2525 | Recruitment, Staff Development and Labor Relations | 840,892 | 1,154,185 | 1,183,252 | 2.5% | 1,235,720 | 4.4% |
| Total Recruitment, Classification, and Staff Development Division | | 1,905,731 | 2,817,407 | 2,699,944 | (4.2%) | 2,832,271 | 4.9% |
| Total by Division / Program | | 3,807,027 | 4,508,710 | 4,208,090 | (6.7%) | 4,439,328 | 5.5% |
| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
| Dollars by Fund | | | | | | | |
| General Fund | | 3,789,429 | 4,508,710 | 4,208,090 | (6.7%) | 4,439,328 | 5.5% |
| Exendable Trust Fund | | 17,598 | 0 | 0 | 0.0% | 0 | 0.0% |
| Total by Fund | | 3,807,027 | 4,508,710 | 4,208,090 | (6.7%) | 4,439,328 | 5.5% |
| Dollars by Category | | | | | | | |
| Salary and Benefits | | | | | | | |
| Salary | | 1,869,268 | 1,921,117 | 2,018,827 | 5.1% | 2,134,105 | 5.7% |
| As-Needed | | 6,193 | 37,493 | 38,805 | 3.5% | 40,163 | 3.5% |
| Overtime | | 125 | 0 | 0 | N/A | 0 | N/A |
| Retirement | | 685,128 | 795,744 | 741,077 | (6.9%) | 787,456 | 6.3% |
| Health Allocations | | 164,758 | 182,714 | 234,306 | 28.2% | 244,070 | 4.2% |
| Medicare | | 28,341 | 30,752 | 31,989 | 4.0% | 33,728 | 5.4% |
| Social Security | | 100,895 | 106,584 | 116,767 | 9.6% | 120,853 | 3.5% |
| Other Benefits | | 94,609 | 101,591 | 107,749 | 6.1% | 111,652 | 3.6% |
| Total Salary and Benefits | | 2,949,317 | 3,175,995 | 3,289,520 | 3.6% | 3,472,027 | 5.5% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|-----------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Category | | | | | | |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 414,852 | 865,009 | 768,027 | (11.2%) | 818,344 | 6.6% |
| Interfund Services | 442,858 | 467,706 | 150,543 | (67.8%) | 148,957 | (1.1%) |
| Total Non-Personnel | 857,710 | 1,332,715 | 918,570 | (31.1%) | 967,301 | 5.3% |
| Total by Category | 3,807,027 | 4,508,710 | 4,208,090 | (6.7%) | 4,439,328 | 5.5% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Employee Benefits and Records Division | | | | | |
| 2514 Records – Compensation | 2.75 | 2.75 | 2.50 | (0.25) | 2.50 |
| 2515 HR Workers' Compensation and Safety | 3.25 | 3.25 | 3.00 | (0.25) | 3.00 |
| Total Employee Benefits and Records Division | 6.00 | 6.00 | 5.50 | (0.50) | 5.50 |
| Recruitment, Classification, and Staff Development Division | | | | | |
| 2521 Selection – Classification | 5.75 | 5.75 | 6.50 | 0.75 | 6.50 |
| 2525 Recruitment, Staff Development and Labor Relations | 2.25 | 3.25 | 3.00 | (0.25) | 3.00 |
| Total Recruitment, Classification, and Staff Development Division | 8.00 | 9.00 | 9.50 | 0.50 | 9.50 |
| Total by Division / Program | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Total by Fund | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |

| | | | | | |
|---------------------------------------|--------------|--------------|--------------|-------------|--------------|
| Position Classification | | | | | |
| Assistant Director of Human Resources | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Director of Human Resources | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Human Resources Division Manager | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 |
| Risk Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Human Resources Technician | 1.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Management Analyst | 3.00 | 2.00 | 3.00 | 1.00 | 3.00 |
| Office Specialist IV | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Senior Human Resources Assistant | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Human Resources Technician | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Management Analyst | 0.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Total Positions | 14.00 | 15.00 | 15.00 | 0.00 | 15.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|---------------|-----------------------------|
| Prior Year Budget | 15.00 | 4,508,710 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Employee Survey (Every Two Years) | | (35,000) |
| Ongoing Cost Adjustments | | |
| Salary and Benefits adjustments | | 98,371 |
| - Reclassify Human Resources Technician to Management Analyst | | |
| - Reclassify Senior Management Analyst to Human Resources Division Manager | | |
| Addition of 1.0 Human Resources Technician (Report to Council 22-1145, approved on September 27, 2022, funded by SVP) | 1.00 | 151,171 |
| Net change in various interfund services allocations | | (317,163) |
| Net change in non-personnel costs | | 16,563 |
| Total FY 2023/24 Base Budget Adjustments | 1.00 | (86,058) |
| Total FY 2023/24 Base Budget | 16.00 | 4,422,652 |
| Service Level Changes | | |
| Eliminate 1.0 Vacant Office Specialist IV | (1.00) | (136,017) |
| Freeze City of Santa Clara Leadership Academy for Two Years | | (40,545) |
| Eliminate Background Examination Funding | | (38,000) |
| Total Service Level Changes | (1.00) | (214,562) |
| Total FY 2023/24 Proposed Budget | 15.00 | 4,208,090 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|--------------|-----------------------------|
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Employee Survey (Every Two Years) | | 35,000 |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 191,733 |
| Net change in various interfund services allocations | | (1,586) |
| Non-personnel adjustments | | 16,888 |
| Total FY 2024/25 Base Budget Adjustments | | 242,035 |
| Total FY 2024/25 Base Budget | 15.00 | 4,450,125 |
| Service Level Changes | | |
| Eliminate 1.0 Vacant Office Specialist IV | | (9,226) |
| Freeze City of Santa Clara Leadership Academy for Two Years | | (811) |
| Eliminate Background Examination Funding | | (760) |
| Total Service Level Changes | | (10,797) |
| Total FY 2024/25 Proposed Budget | 15.00 | 4,439,328 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Eliminate 1.0 Vacant Office Specialist IV | (1.00) | 0 | (136,017) | 0 | (145,243) |

Program: 2514 – Records and Compensation

This action eliminates 1.0 vacant Office Specialist IV position in the Records and Compensation program. This position is primarily responsible for providing general office and administrative support, along with coordination of the Civil Service Commission and Salary Setting Commission.

Performance Impact

The general office and administrative support workload would be absorbed by other staff. The day-to-day office and clerical duties have been absorbed by all the existing staff. Staff has been cross trained on the various duties that have been reassigned. The support for the two Commissions is absorbed by Senior Human Resources Technicians and Human Resources Technicians on a rotational schedule, who have been cross trained to support coordination of both Commissions.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Freeze City of Santa Clara Leadership Academy for Two Years | | (40,545) | 0 | (41,356) | 0 |

Program: 2521 – Selection and Classification

Leadership Santa Clara is a four-month program that is available to City of Santa Clara residents and managed by the City of Santa Clara. The City holds an application period, in which primarily residents (35-50) and City employees (2-4) may apply and be selected to participate in the program. The focus of the program is preparing residents for leadership roles in the community. Topics include the following: Santa Clara's Past, Present and Future; Governance (federal, state, and local including City board and commissions); Public Services; Media's Impact on Silicon Valley; Business Climate; Transportation; Arts & Culture; Community Diversity; Environment; Health Care; Human/Community Services; and Volunteerism.

Due to the COVID-19 pandemic, this program was frozen in FY 2021/22 and FY 2022/23. Given the City's fiscal situation, this proposal continues to freeze the program for FY 2023/24 and FY 2024/25.

Performance Impact

There is no impact, as this program has been suspended for the last two fiscal years.

Strategic Pillar:  Manage Strategically Our Workforce Capacity and Resources

| | | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Eliminate Background Examination Funding | | 0 | (38,000) | 0 | (38,760) |

Program: 2521 – Selection and Classification

This action eliminates non-personnel funding of \$38,000 for Police background examinations. Candidates that move forward in the recruitment process and receive a conditional offer of employment are required to complete several examinations. The cost of these exams will be shifted to the Police Department, as they handle the background process. This is consistent with the Fire Department. The Human Resources Department separately pays for the cost of fingerprinting.












Performance Impact

There is no impact anticipated as a result of this reduction.











Strategic Pillar:  Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Employee Benefits and Records Division | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of employee benefits and compensation transactions processed accurately and timely – <i>Delete for FY 2023/24</i> |  | 99% | N/A | 100% | N/A | N/A | N/A |
| Percent of separation and retirement payoff calculations completed according to policy and within final pay period – <i>Delete for FY 2023/24</i> |  | 100% | N/A | 100% | N/A | N/A | N/A |
| Percent of new hires processed for pay and benefits in time for their first paycheck – <i>Delete for FY 2023/24</i> |  | 100% | N/A | 100% | N/A | N/A | N/A |
| Percent of Workers' Compensation claims processed within five business days of receipt in Human Resources Department |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Percent of work hours lost as a result of industrial injuries and illnesses |  | 1.12% | 0.76% | 2.00% | 1.50% | 2.00% | 2.00% |
| Enhanced risk management practices resulting in reduction to citywide claim losses (% reduction) – <i>previously in Non-Departmental</i> |  | -46% | N/A | 4% | N/A | 4% | 4% |
| Percent of City-sponsored training classes rated very good or above by attendees – <i>Delete for FY 2023/24</i> |  | N/A | N/A | 100% | N/A | N/A | N/A |
| Percentage of Regular Employees enrolled in Deferred Compensation – <i>New for FY 2023/24</i> |  | 73% | 72% | N/A | 75% | 75% | 75% |
| Workload Measures | | | | | | | |
| Number of Personnel Transactions processed in the HRIS – <i>New for FY 2023/24</i> |  | 1572 | 1994 | N/A | 2500 | 2500 | 2500 |
| Number of Healthcare Transactions processed in the HRIS – <i>New for FY 2023/24</i> |  | 984 | 1653 | N/A | 1400 | 1400 | 1400 |
| Enhanced risk management practices resulting in reduction to citywide claim losses (number of claims) – <i>previously in Non-Departmental</i> |  | 114 | N/A | 75 | N/A | 75 | 75 |

Performance and Workload Measures

| Recruitment, Classification, and Staff Development Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Average employee turnover rate |  | 8.18% | 10.41% | 6.0% | 10.0% | 10.0% | 10.0% |
| Percent of recruitments completed within established timelines – <i>Delete for FY 2023/24</i> |  | 100% | N/A | 100% | N/A | N/A | N/A |
| Percent of recruitments for which a job analysis is completed – <i>Delete for FY 2023/24</i> |  | 100% | N/A | 95% | N/A | N/A | N/A |
| Percent of employees attending City required training classes |  | 95% | 91% | 100% | 95% | 100% | 100% |
| Vacancy Rate at End of Fiscal Year – <i>New for FY 2023/24</i> |  | 13.27% | 14.20% | 10% | 15.00% | 10% | 10% |
| Workload Measures | | | | | | | |
| Number of successor MOUs finalized after City Council Approval – <i>Modified for FY 2023/24</i> |  | 5 | 5 | 2 | 2 | 2 | 6 |
| Number of formal disciplinary actions received – <i>New for FY 2023/24</i> |  | 4 | 3 | N/A | 5 | 5 | 5 |
| Number of classification/compensation projects completed– <i>New for FY 2023/24</i> |  | 10 | 16 | N/A | 20 | 20 | 20 |
| Number of trainings offered through the Human Resources Department – <i>New for FY 2023/24</i> |  | 13 | 39 | N/A | 50 | 50 | 50 |
| Number of Regular and As-Needed Hires, Promotions and Transfers Completed Annually – <i>New for FY 2023/24</i> |  | | | | | | |
| Full-Time | | | | | | | |
| - New Hires/Rehires | | 38 | 110 | N/A | 90 | 90 | 90 |
| - Promotions | | 47 | 103 | N/A | 80 | 80 | 80 |
| - Transfers | | 1 | 4 | N/A | 2 | N/A | N/A |
| As-Needed | | | | | | | |
| - New Hires/Rehires | | 119 | 215 | N/A | 175 | 175 | 175 |

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Information Technology Department

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Information Technology Department Description

The Information Technology Department (ITD) strives to provide superb affordable services and be the partner of choice for City information technology initiatives to improve the quality of life and strengthen the community through technology and innovation.

The award-winning ITD provides a full range of IT services through its Enterprise Services, Infrastructure and Support, Telecommunication Services and Contract Services Divisions, providing help desk, desk side support, data center and network management, cybersecurity, application consulting and support, training, technology project/program management and Geographic Information Service (GIS) capabilities.

Focus areas include:

- Improve government services - efficient, effective, & transparent
- Enable self-service - anytime, anywhere, access to government digital citizen centric services, customer request management
- Enhance citizen engagement and community participation
- Assist City departments with their IT business requirements in support of delivering city services
- Maintain Project and Portfolio Management practices to ensure successful implementation of technology projects
- Maintain and strengthen the City's enterprise-wide technology infrastructure in support of City departments
- Protect and strengthen the City network and information security capabilities
- Cybersecurity risk mitigation & compliance
- Manage IT vendors to control costs, drive service excellence, and mitigate risks to gain increased value throughout the product lifecycle

Divisions and Services

The IT Department is organized into four Divisions: Enterprise Services; Infrastructure and Support; Contract Services; and Telecommunication Services.



Enterprise Services Division Mission

To plan and implement applications leveraging technology to enhance citywide and departmental capabilities. Maintain a high availability digital presence providing relevant information and quality on-line services to the residents and businesses of Santa Clara. Empower City employees to effectively serve the public using digital technologies.

Division Objectives

Provide application support for mission and business critical departmental applications. Manage business process improvements and vendor compliance updates. Maintain an Application Portfolio Management System and Enterprise Roadmap to provide for better planning. Work with department business owners to rationalize and modernize the current applications in line with City goals and objectives, plan for enhancements and upgrades to provide greater functionality and business value for city applications.

Manage the City's websites, providing timely updates to citizens through the use of the City's expanding digital presence. Ensure equal access to the City website for people with disabilities by providing websites that comply with accessibility requirements.

Provide enhanced support for business applications used within the City driven by a Structured Project Methodology and Project Management Office.

Through GIS data, provide trustworthy operational information, organized by location, and delivered in a timely manner to decision-makers for both tactical and strategic planning efficiency.

Infrastructure and Support Division Mission

Provide a reliable and secure citywide computing infrastructure to enable departments to accomplish business goals and provide City services and information to the community.

Division Objectives

Provide services to ensure the reliability, continuity, and sustainability of network, server, storage, and desktop systems.

Maintain, support, and enhance the City's enterprise-wide technology infrastructure in support of City departments.

Enable business continuity and delivery of essential services through remote workplace capabilities

Ensure security and strengthen the reliability of the internal City systems and network.



**Contract Services
Division Mission**

To provide superb professional, responsive, and cost-effective information technology services to the City.

Manage the City technology contracts to ensure the adherence to scope and deliverables.

Division Objectives

Implement information technology best practices and drive operational and continuous improvements with our technology providers.

Provide governance and oversight for the City technology vendors to ensure performance meets/exceeds contractual obligations. Ensure remediation plans are developed and adhered to as needed.

**Telecommunication
Services
Division Mission**

Provide support for general communications services for City staff, including telephony services, mobile, wireless communications, and cable services.

Provide and maintain high quality telephony and mobile services to all City staff and departments. Assist in the planning and implementation of telecommunications services at City facilities.

Division Objectives

Review and process billing for all telecommunication services.

Provide cable franchise oversight and monitoring.

Significant Accomplishments

- The City has a robust application portfolio of 160 line-of-business applications that are core to City operations and delivering services to the public. The Department implemented, upgraded, or replaced approximately 20 applications in 2022.
- Supported the Finance Department to transition the City's general banking to JPMorgan Chase.
- Implemented asset management for Storm Drain, Traffic Signs and Trees to improve reliability of assets, regulatory compliance, and decision-making capabilities.
- Deployed a mobile application for the public for the 40th Anniversary of the Santa Clara Art & Wine Festival.
- Deployed Speak Up Santa Clara enabling employees to report incidents about workplace issues.
- Continued expansion of the Document Management System and digitization of City records.
- Improved City Website Search functionality.
- Upgraded the VOIP telephone system for enhanced security and cost savings.
- Replaced the end-of-life Field Collection system (Utility Meter Reading) resulting in saving staff time, ease of access and flexibility.
- Enhanced Audio/Visual capabilities throughout the City for improved citizen engagement and collaboration.
- Enterprise GIS accomplishments include:
 - Overhaul of the Enterprise GIS Infrastructure.
 - City of Santa Clara's streets tree inventory mapping close to 18,000 trees.
 - Integration with Enterprise Asset Management for traffic signs, city trees and storm drains.
 - Mapping of recent Parks & Recreation facilities added to the City.
- Improved the maturity of the City's cybersecurity posture, safeguarding resident and City sensitive data.

Significant Objectives

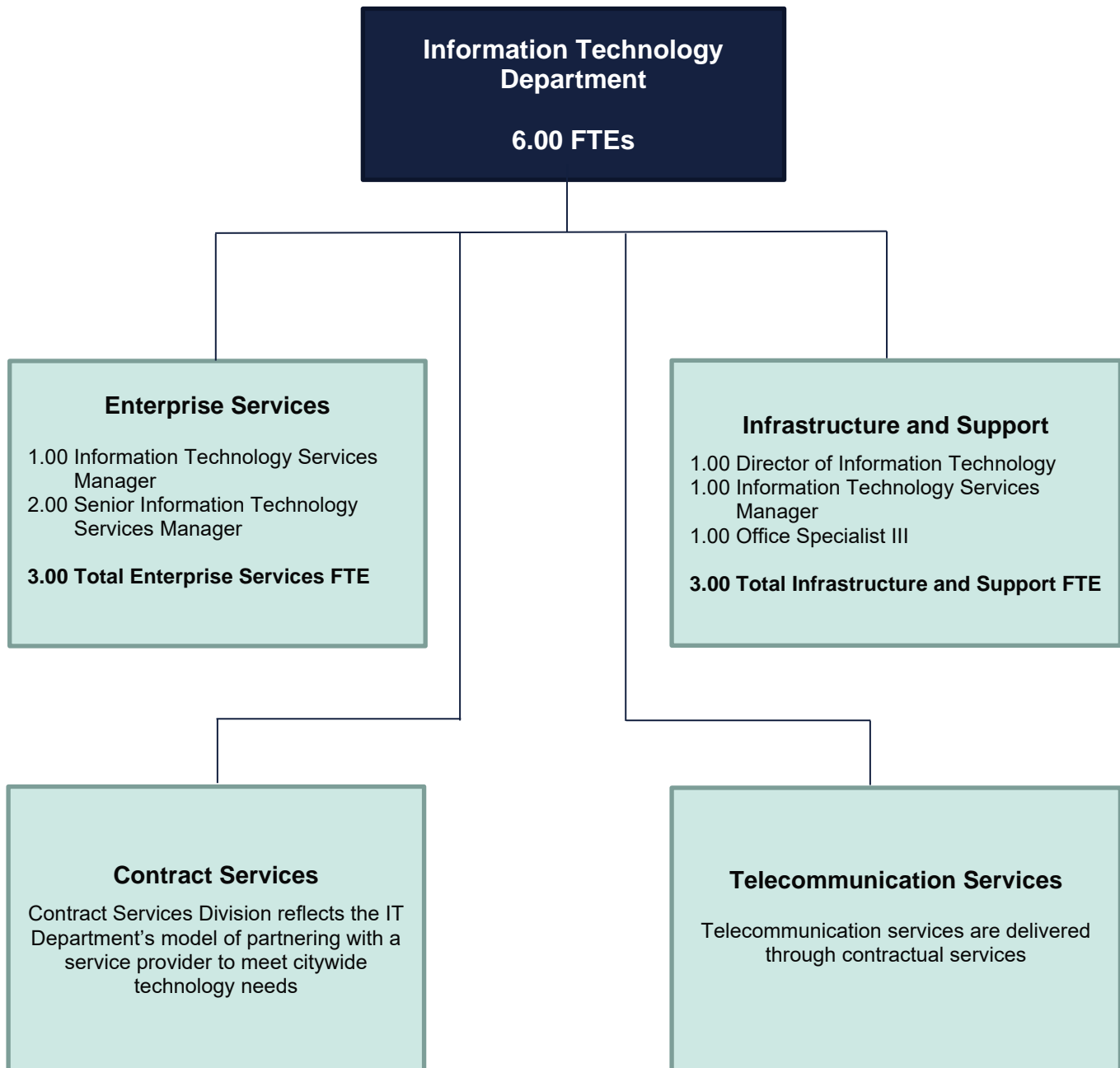
- Application Modernization: Support citywide and departmental business process transformation, system replacements and upgrades – Utility Billing Customer Self Service Portal, Utility Billing Customer Information System, Records Management, Financials and HR Management System, Work Order Management.
- Implementation of updated Business License Tax system.
- Public Safety Dispatchers rely on the fire station alerting system to notify and alert fire stations. This project replaces a 20-year-old system that is end-of-life.
- Improve search experience on City websites.
- Enterprise GIS: work plan for the year includes projects to further citizen engagement, decision making, and effective infrastructure information lifecycle management. An integration with the sewer video inspection system is underway, an update of the Water & Sewer Block books as well as plans to update Parks & Recreation assets to bring them current and make parcel information available on InfoMap on the City website.
- Improve collaboration capabilities by leveraging technologies such as the Microsoft 365 platform to enable anytime, anywhere access to City systems and resources.
- Technology Infrastructure: Architect and replace aging technology infrastructure in a strategic and phased manner in support of increased digital, mobile and cloud solutions for anytime, anywhere device access in a secure manner.



- Enhance technology capabilities in the City Parks and Recreation facilities for improved user experience.
- Cybersecurity and Risk Mitigation: Strengthen the City's cybersecurity posture by providing a proactive defense against threats via intrusion prevention/detection systems and security information and event management systems and response protocols.
- Enhance Audio/Visual capabilities throughout the City for improved Civic engagement, collaboration and staff productivity.

Budget Highlights

- Ongoing budget reductions to help address the General Fund shortfall:
 - IT Services contract reductions related to the Cost-of-Living Adjustment.
 - Reduction in utilities expense to reflect efficiencies gained through telephone upgrades.





Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|-------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Contract Services Division | | | | | | | |
| 1931 | Contract Services | 6,959,761 | 8,102,354 | 8,137,172 | 0.4% | 8,268,397 | 1.6% |
| Total Contract Services Division | | 6,959,761 | 8,102,354 | 8,137,172 | 0.4% | 8,268,397 | 1.6% |
| Enterprise Services Division | | | | | | | |
| 1911 | Application Services | 584,114 | 566,620 | 937,685 | 65.5% | 992,624 | 5.9% |
| 1912 | Web Services | 145,276 | 260,682 | 266,099 | 2.1% | 271,626 | 2.1% |
| 1913 | GIS Services | 343,897 | 546,003 | 553,448 | 1.4% | 564,849 | 2.1% |
| Total Enterprise Services Division | | 1,073,287 | 1,373,305 | 1,757,232 | 28.0% | 1,829,099 | 4.1% |
| Infrastructure and Support Division | | | | | | | |
| 1921 | Infrastructure and Support | 1,925,090 | 2,659,402 | 2,651,290 | (0.3%) | 2,286,201 | (13.8%) |
| Total Infrastructure and Support Division | | 1,925,090 | 2,659,402 | 2,651,290 | (0.3%) | 2,286,201 | (13.8%) |
| Telecommunication Services Division | | | | | | | |
| 1941 | IT Telecommunication Services | 371,573 | 823,240 | 749,238 | (9.0%) | 773,247 | 3.2% |
| Total Telecommunication Services Division | | 371,573 | 823,240 | 749,238 | (9.0%) | 773,247 | 3.2% |
| Total by Division / Program | | 10,329,711 | 12,958,301 | 13,294,932 | 2.6% | 13,156,944 | (1.0%) |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| Information Technology Services Fund | 10,294,656 | 12,758,301 | 13,094,932 | 2.6% | 12,956,944 | (1.1%) |
| Expendable Trust Fund | 19,346 | 0 | 0 | N/A | 0 | N/A |
| Other City Departments Operating Grant Trust Fund | 511 | 0 | 0 | N/A | 0 | N/A |
| Public, Educational, and Governmental (PEG) Fee Fund | 15,198 | 200,000 | 200,000 | 0.0% | 200,000 | 0.0% |
| Total by Fund | 10,329,711 | 12,958,301 | 13,294,932 | 2.6% | 13,156,944 | (1.0%) |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 1,153,925 | 965,899 | 1,197,503 | 24.0% | 1,261,399 | 5.3% |
| As-Needed | 182,318 | 238,230 | 246,726 | 3.6% | 254,488 | 3.1% |
| Retirement | 353,613 | 448,758 | 406,064 | (9.5%) | 428,921 | 5.6% |
| Health Allocation | 73,125 | 76,961 | 102,335 | 33.0% | 107,102 | 4.7% |
| Medicare | 19,098 | 17,640 | 18,193 | 3.1% | 19,129 | 5.1% |
| Social Security | 52,247 | 49,248 | 56,516 | 14.8% | 56,812 | 0.5% |
| Other Benefits | 47,954 | 48,640 | 49,410 | 1.6% | 50,901 | 3.0% |
| Total Salary and Benefits | 1,882,280 | 1,845,376 | 2,076,747 | 12.5% | 2,178,752 | 4.9% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 8,374,075 | 10,793,452 | 10,966,725 | 1.6% | 10,726,677 | (2.2%) |
| Interfund Services | 57,199 | 69,473 | 1,460 | (97.9%) | 1,515 | 3.8% |
| Capital Outlay | 16,157 | 250,000 | 250,000 | 0.0% | 250,000 | 0.0% |
| Total Non-Personnel | 8,447,431 | 11,112,925 | 11,218,185 | 0.9% | 10,978,192 | (2.1%) |
| Total by Category | 10,329,711 | 12,958,301 | 13,294,932 | 2.6% | 13,156,944 | (1.0%) |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Contract Services Division | | | | | |
| 1931 Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Contract Services Division | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Enterprise Services Division | | | | | |
| 1911 Application Services | 2.00 | 2.00 | 3.00 | 1.00 | 3.00 |
| 1912 Web Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1913 GIS Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Enterprise Services Division | 2.00 | 2.00 | 3.00 | 1.00 | 3.00 |
| Infrastructure and Support Division | | | | | |
| 1921 Infrastructure and Support | 4.00 | 4.00 | 3.00 | (1.00) | 3.00 |
| Total Infrastructure and Support Division | 4.00 | 4.00 | 3.00 | (1.00) | 3.00 |
| Telecommunication Services Division | | | | | |
| 1941 IT Telecommunication Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Telecommunication Services Division | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total by Division / Program | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Positions by Fund | | | | | |
| Information Technology Services Fund | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Total by Fund | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Position Classification | | | | | |
| Director of Information Technology | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Information Technology Services Manager | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Office Specialist III | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Information Technology Services Manager | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Positions | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|-------------|-----------------------------|
| Prior Year Budget | 6.00 | 12,958,301 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Replacement of Network Equipment (moved from CIP) | | 330,000 |
| IT Sourcing Strategy | | 100,000 |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 231,371 |
| Non-personnel adjustments | | 35,273 |
| Net increase to various internal service fund allocations | | (68,013) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 628,631 |
| Total FY 2023/24 Base Budget | 6.00 | 13,586,932 |
| Service Level Changes | | |
| Reduction in Information Technology Services Contract (COLA) | | (192,000) |
| Reduction in Telecommunications Utilities Budget | | (100,000) |
| Total Service Level Changes | 0.00 | (292,000) |
| Total FY 2023/24 Proposed Budget | 6.00 | 13,294,932 |
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Replacement of Network Equipment (moved from CIP) | | (330,000) |
| IT Sourcing Strategy | | (100,000) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 102,005 |
| Non-personnel adjustments | | 195,792 |
| Net increase to various internal service fund allocations | | 55 |
| Total FY2024/25 Base Budget Adjustments | 0.00 | (132,148) |
| Total FY 2024/25 Base Budget | 6.00 | 13,162,784 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|-------------|-----------------------------|
| Service Level Changes | | |
| Reduction in Information Technology Services Contract (COLA) | | (3,840) |
| Reduction in Telecommunications Utilities Budget | | (2,000) |
| Total Service Level Changes | 0.00 | (5,840) |
| Total FY 2024/25 Proposed Budget | 6.00 | 13,156,944 |



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction in Information Technology Services Contract (COLA) | 0.00 | 0 | (192,000) | 0 | (195,840) |

Program: 1931 – Contract Services

The Information Technology Department contracts with Unisys to provide the City with various information technology services. This contract includes cost-of-living adjustments (COLA) based on the CPI; however, the contract also includes language allowing the City to revisit to COLA should the City be met with budget constraints. In the current environment, ITD has reached out to Unisys to discuss the annual COLA increase, which is estimated to be \$384,000. Unisys, in good faith, has agreed to waive 50% of the COLA, resulting in a General Fund reduction of approximately \$132,320 and other funds reduction of \$59,680.

Performance Impact

The Department does not anticipate any impact to service delivery.

Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction in Telecommunications Utilities Budget | 0.00 | 0 | (100,000) | 0 | (102,000) |

Program: 1941 – Telecom Services

This proposal reduces the Information Technology Department's telecom utilities budget by \$100,000, from \$526,436 to \$426,436. This reduction will result in \$71,000 in savings to the General Fund and \$29,000 in savings in all other funds.

Performance Impact

The Department anticipates no service level impacts as this reduction reflects savings that can be recognized with the optimization of the City's telephony program.












Strategic Pillar:



Deliver and Enhance High Quality Efficient Services and Infrastructure














Performance and Workload Measures

| Infrastructure and Support Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of Severity 1 and 2 tickets resolved ¹ |  | 97% | 97% | 97% | 100% | 97% | 97% |
| Average percent of tickets resolved at first contact |  | 20% | 20% | 25% | 25% | 25% | 25% |
| Maintain critical server availability |  | 100% | 100% | 99.90% | 99.90% | 99.90% | 99.90% |
| Maintain data center availability |  | 100% | 100% | 99.90% | 100% | 99.90% | 99.90% |
| Average customer satisfaction rating (five-point scale) |  | >4 | >4 | >4 | 4.39% | >4 | >4 |
| Deployment software releases/patches per schedule |  | 95% | 96% | 96% | 97% | 97% | 97% |
| Percentage of devices with up-to-date malware software |  | 98% | 99% | 99% | 99% | 99% | 99% |
| Workload Measures | | | | | | | |
| Number of phishing attempts blocked |  | 250,000 | 225,000 | 225,000 | 260,000 | 250,000 | 250,000 |
| Number of malicious sites blocked |  | 350,000 | 325,000 | 325,000 | 228,000 | 250,000 | 250,000 |
| Number of end user devices supported |  | 1,700 | 1,700 | 1,700 | 1,900 | 1,700 | 1,700 |
| Number of responses to end user HelpDesk tickets |  | 4,500 | 5,000 | 5,000 | 6,000 | 5,250 | 5,250 |

¹Severity 1 is systems down for public safety, internet, phones; Severity 2 is systems down for permitting, utility billing, payroll



Performance and Workload Measures

| Enterprise Services Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of GIS based web tools and enhancements deployed |  | 9 | 9 | 9 | 9 | 10 | 11 |
| Number of visits to City websites |  | 3,429,285 | 2,966,907 | 3,300,000 | 3,000,000 | 3,000,000 | 3,000,000 |
| Number of City websites pages browsed by visitors |  | 9,035,543 | 8,113,592 | 6,600,000 | 6,600,000 | 6,600,000 | 6,600,000 |
| Number of unique visitors to City websites |  | 2,346,485 | 1,950,747 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Number of City Council and Planning Commission meetings supported |  | 54 | 75 | 80 | 62 | 60 | 60 |
| New Business applications – <i>Modified for FY 2023/24</i> |  | 166 | 168 | 162 | 165 | 162 | 162 |
| Business applications eliminated – <i>Delete for FY 2023/24</i> |  | 4 | 16 | 5 | 10 | N/A | N/A |
| Number of Business applications that are SAAS base – <i>Modified for FY 2023/24</i> |  | 62 | 66 | 70 | 70 | 72 | 72 |
| Business applications upgraded for compliance and business process improvements |  | 20 | 30 | 15 | 15 | 20 | 20 |
| Telecommunication Services Division | | | | | | | |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of VoIP phones |  | 1,104 | 1,120 | 1,120 | 1,156 | 1,160 | 1,160 |
| Number of mobile devices |  | 630 | 650 | 650 | 578 | 580 | 580 |

Library Department

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Library Department Description

The Santa Clara City Library has positioned itself as a dynamic community hub, providing access to information, literacy resources, educational programming, and civic engagement opportunities for the Santa Clara community. The Library advances the Council's Priorities by delivering high quality, efficient services in the following core areas:

- **Collections** – Provides a relevant physical and digital collection of books, movies, music, magazines and research tools for a diverse community with wide-ranging interests and needs.
- **Technology and Information Access** – Introduces and provides access to technologies that support community innovation, employment opportunities, entrepreneurship and bridges the digital divide.
- **Literacy and English as a Second Language (ESL)** – Provides high quality adult and family literacy instruction and access to English as a Second Language support and resources.
- **Programming** – Delivers high impact programming that supports early literacy through story times and other pre-school age events. Offers teen and young adult activities that promote youth development and engagement. Provides cultural enrichment and promotes inclusion via outreach and programs for new immigrants. Supports community engagement, well-being, health and lifelong learning through educational programming and services such as State Park Passes for free check-out, free technology resources, local history and genealogy collection, and sustainable practices with the Seed Exchange Library and tool lending program.
- **Community Partnerships** – Pursues innovative partnerships with City departments, local educational institutions, local businesses and non-profits to enhance service delivery that promote reading, literacy and community building.
- **Facilities** – Maintains buildings that are a source of civic pride, provide opportunities for placemaking, encourages community engagement and provide a clean, safe and welcoming place to study, learn and connect.

Divisions and Services

The Library Department is organized into seven Divisions: Administration, Adult Services, Branch Services, Customer Services, Facilities, Technical and Technology Services and Youth Services.

| | |
|--|---|
| Administration Division Mission | Plans, directs, organizes, and manages the Library Department educational and recreational activities for the Santa Clara community; provides staff support for the Department's central and administrative services. |
| Division Objectives | Manages the operational oversight of the Santa Clara City Library system including strategic planning, budgeting, personnel, facility management and community relations. Also provides support to the Library Board of Trustees and serves as liaison to the Santa Clara Library Foundation and Friends. |
| | Identifies and implements creative solutions to ensure access to technology to bridge the digital divide and enhance service delivery to library patrons. |
| | Establishes partnerships with community organizations to leverage resources and ensure a diverse portfolio of library programs and services. |
| | Collaborates with internal and external stakeholders in the implementation of programs that advance the City Council's Priorities through a strategic planning process. |
| | Provides strategic leadership on the development of new library facilities and necessary improvements to ensure clean, safe and welcoming facilities. |



Adult Services
Division Mission

Provides information, research, and reader advisory services through effective reference and information delivery systems; select, evaluate, and deselect Library materials for adults, including books, periodicals, audio-visual materials, and materials in electronic formats; provide special programs, collections, and services, such as the local history genealogy collection, classes and workshops on new technologies, and the delivery of library materials to homebound residents.

Provides effective and efficient reference and reader advisory services for adults as well as technical assistance in the use of Library resources and technologies.

Division Objectives

Selects and curates the Library's extensive collection of print, media and digital resources as well as develops and implements programming for adults to support lifelong learning and community engagement.

Delivers programs and services that promote literacy including Career Online High School, the READ Santa Clara Program and English as a Second Language programs.

Maintains and supports the development of the City's local history and genealogy collection.

Branch Services
Division Mission

Provides access to collections, programs and space to distinct neighborhoods and communities throughout the City.

Provides relevant physical and digital collections of books, movies and music that appeal to diverse users.

Creates community through popular, informative and cultural programming that engenders lifelong learning.

Division Objectives

Drives economic and entrepreneurial growth by offering free Wi-Fi, computers and group study rooms.

Provides Bookmobile service to outlying, underserved and corporate communities where they work, play, create, learn and live regardless of physical, economic, social and geographic barriers.

Provides clean and safe facilities that enhance the neighborhood



| | |
|--|---|
| Customer Services Division Mission | Provides and manages procedures for the circulation of Library materials with an emphasis on customer-centered services, including circulation of materials, reserves, patron registration, shelf maintenance and collection of fines and fees. Provide and manage general patron advisory, referral and assistance. |
| | Develops systems to ensure the timely and effective circulation of Library materials and resources. |
| | Acts as the initial point of contact for patron inquiries, aids in-person, delivers customer service via telephone and online on issues related to library accounts, circulation of materials and the availability of resources. Processes financial transactions related to patrons' use of materials. |
| | Coordinates the activities of the Interlibrary Loan and Link+ programs which allow patrons to secure materials from a consortium of academic and public libraries. |
| | Maintains the orderliness of the Library's collections by ensuring timely and efficient sorting, shelving and retrieval of materials for circulation. |
| Division Objectives | Provides logistical and operational support for special events and library programs. |
| | |
| | |
| | |
| | |
| Facilities Division Mission | Manages Library facilities to maintain safe, accessible and functional facilities for all Library visitors. |
| | Develops and manages contracts related to the safety and security of the Library's three physical locations: Central Library, Northside Branch Library and Mission Branch Library. |
| Division Objectives | Coordinates capital improvements and building maintenance activities with other departments. |
| | Facilitates the use of the Library's facilities by outside partners such as the Registrar of Voters and the County of Santa Clara for approved civic-related activities. |
| | |
| Technical and Technology Services Division Mission | Manages the acquisition, cataloging, processing, and repair of all types of library materials and the organization of these materials into collections for the use of library customers. Manages operations and systems which support Library services, provide access to Library collections, electronic resources, and information sources beyond the Library, by utilizing current technologies for the benefit of the community and the delivery of customer-centered services. |
| | Implements cost-savings benefits by purchasing pre-processed Library materials. |
| Division Objectives | Purchases and processes new library materials for delivery to customers in a timely fashion. |
| | Synchronizes Library data with other City departments for procurement and maintaining data and statistics. |
| | Sets up and maintains all public and staff computers and hardware, including workstations, laptops and printers throughout the Library system. |
| | Implements new library software and upgrades to existing applications to maintain functionality and security. |
| | Designs and supports technology-based programming. |
| | Designs, updates, and maintains content for Library website. |



**Youth Services
Division Mission**

Provides relevant materials, programming, and services for children, young adults, and their families to support youth development and lifelong learning. Provides the Santa Clara community with opportunities to serve the City and the Library through volunteer activities.

Division Objectives

Supports the role of parents as their child's first and most important teacher through collections, programs, and resources; targeted to children ages 0 to 5.

Recognizes and honors Santa Clara's diverse community through programming multilingual story times and improved foreign language and bilingual collections for children and their families.

Provides equitable and high-quality programming, reference and reader's advisory services for all children and teens.

Publicizes the Library's resources, services and programs to elementary, middle and high schools within the City of Santa Clara, and positions the Library as a community educational partner.

Significant Accomplishments

- Held Comic Con 2022 at the Central Park Library Branch, hosting approximately 6,000 visitors and featuring multiple panels, cosplayers, games and contests; rated 4.68 out of 5 stars by attendees.
- Held 495 library programs across all age groups, with 26,351 people attending.
- Read Santa Clara provided 3,418 hours of free literacy instruction to 82 adult learners, enabling 77% of them to achieve the goals they had set as family members, workers, community members and lifelong learners.
- Implemented a new Homework Help Center with \$89,551 in grant funding from the California State Library. The program, Stronger Together: Teens Lead and Learn supported school children in Grades 2-6, while teens gained first job tutoring experience, with 12-15 families regularly seeking help.
- Published all Summer Reading program materials in both English and Spanish and distributed to all Santa Clara Unified School District students. A total of 2,884 participants read a total of 69,885 hours, with 99% of survey participants indicating they were encouraged to read more over the summer, and every participating child selecting a new book to take home at the end of the summer.
- Transitioned from mostly virtual programming during COVID-19 closures to in-person and hybrid programming in response to changing community needs, with many patrons cheering and clapping at the resuming of in-person programs and expressing how much they missed the library.
- Drew over 1,600 attendees for the Storytimes program every month.
- Provided Dial-a-Story 24/7 virtual programming, featuring weekly stories in English and Spanish, used 680 times since April 2022.
- Championed intellectual freedom and diversity, equity and inclusion in the community, both in collection development and programming, which included: hosting the traveling exhibit “Coming Out: 50 Years of Queer Resistance and Resilience in Silicon Valley;” creating a “We Welcome All” poster to display at all branches in nine languages; Ramadan story times and crafting activities; Pride story times and displays to celebrate Pride Month, Juneteenth, and Asian Pacific Heritage Month.
- Added \$100,000 worth of materials to the Chinese, Spanish, Hindi, Korean, Vietnamese and Persian collections.
- Created State Parks Pass collection used by the public nearly 700 times, pairable with hiking poles, bear canisters and hiking backpacks, to encourage community outdoor adventures.
- Reached out to local groups and seed sellers to support the Seed Share seed library, increasing the collection by over 15 varieties of flowers and vegetables, including seeds from Asian and Indian cuisines.
- Added a Lucky Day collection to the e-books platform, providing no wait for 231 of the most popular titles, which has been used over 1,900 times.
- Added 15 Early Literacy Kits designed to help children ages 3-5 prepare for Kindergarten readiness, which were checked out 76 times between September 2022 and March 2023.
- Developed a Technology Plan to upgrade existing technology, facilitate increased and improved public access, and plan for the next five years of anticipated technological needs and priorities.
- Obtained 90 updated public access computers to improve technological services to the public. Obtained 11 Chromebooks with hotspots for checkout. Replaced 30 public PC catalogs with Google Chromeboxes, providing both updated technology as well as \$16,000 in savings. Provided skilled Tech Help services in addition to upgraded technology, fostering digital equity in the community.
- Maintained and stabilized Open to the Public hours from 24 hours per week to 88 hours per week across all facilities and the Bookmobile.
- Obtained multiple grants with assistance from the Santa Clara City Library Foundation and Friends to support public programming, including the Kaiser ‘Healthy Me, Healthy You’ grant, the California State Library ‘Lunch at the Library’ grant to support outreach to community members seeking food assistance, \$91,766 in California Library Literacy

Services grant funding for Adult and Family Literacy, and \$55,500 in California Library Literacy Services funding for ESL programming to serve adults with very limited English-speaking skills.

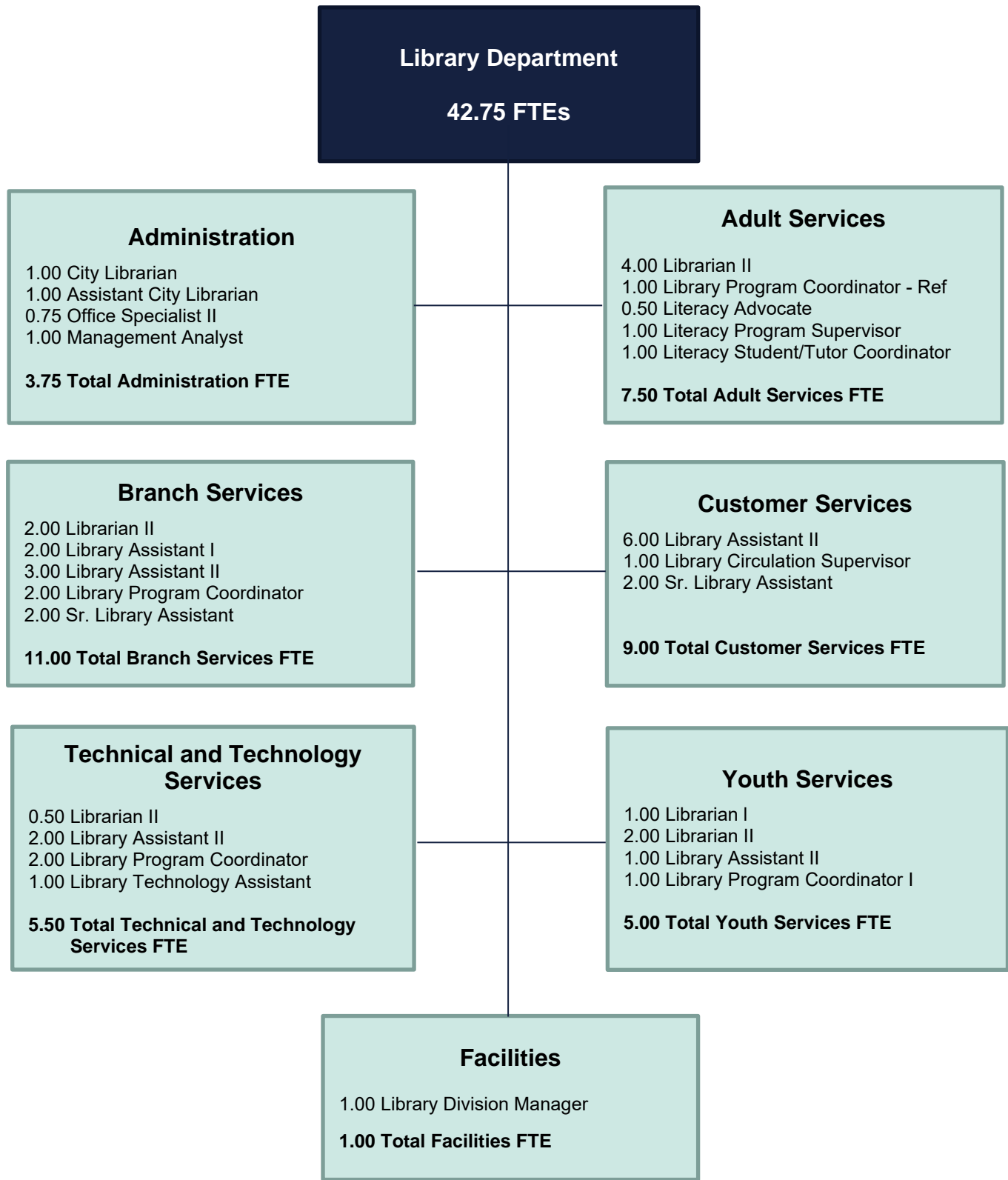
- Maintained regular Board of Library Trustees Meetings virtually and successfully transitioned to hybrid meetings.
- Partnered with St. Justin's School, collected approximately 3,700 pounds of food donations on behalf of Second Harvest Silicon Valley Food Bank.
- Served as a COVID testing site in Santa Clara, providing 19,266 COVID tests between August 2020 – October 2022.
- Coordinated with Stanford Blood Mobile for blood drives, collecting over 259 units of blood between 2020-2022.
- Served as the Number 1 out of 103 voting centers in Santa Clara County in 2022, with 1,908 votes processed in-person, and over 4,500 drop off ballots.

Significant Objectives

- Develop and implement a phased in approach to create a “new normal” for library services that balances access to critical library services with patron safety and employee wellness.
- Continue to support the City's respite services such as providing a Cooling and Warming Center and Blood Bank donation services.
- Re-establish Library's role as a service center for community engagement and outreach, using data analysis to strengthen opportunities for stronger Santa Clara resident use and participation.
- Evaluate the Library's current service delivery to accommodate lessons learned from the COVID-19 pandemic to maximize resources and improve services such as a rebalancing of physical and digital resources, continuation of hybrid in-person and virtual programming, opportunities for mobile service delivery and increased community collaborations to foster and support economy recovery efforts.
- Build the Library's capacity to serve by focusing on opportunities for staff recruitment, development, and engagement.
- Initiate Strategic Planning efforts to identify community-based goals for service and to align with City Council priorities.

Budget Highlights

- The Proposed Budget includes the following ongoing budget reductions to help address the General Fund deficit:
 - Reduce the printing, binding and books budget
 - Reduce the non-personnel budget for conference, travel and training; miscellaneous services, supplies and materials; and advertising and community promotion
 - Reduce the utilities budget
 - Eliminate the overtime budget





Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Administration Division | | | | | | |
| 1221 Administration | 1,962,830 | 2,548,974 | 1,898,933 | (25.5%) | 1,948,232 | 2.6% |
| 1263 Literacy Grants | 80,061 | 0 | 0 | N/A | 0 | N/A |
| Total Administration Division | 2,042,891 | 2,548,974 | 1,898,933 | (25.5%) | 1,948,232 | 2.6% |
| Adult Services Division | | | | | | |
| 1234 Read Santa Clara | 393,656 | 417,216 | 411,332 | (1.4%) | 424,192 | 3.1% |
| 1241 Reference and Adult Collections | 492,220 | 716,496 | 762,737 | 6.5% | 830,063 | 8.8% |
| 1244 Local History | 99,029 | 177,291 | 166,014 | (6.4%) | 178,592 | 7.6% |
| Total Adult Services Division | 984,905 | 1,311,003 | 1,340,083 | 2.2% | 1,432,847 | 6.9% |
| Branch Services Division | | | | | | |
| 1233 Mission Library | 532,415 | 771,269 | 767,713 | (0.5%) | 800,412 | 4.3% |
| 1235 Northside Branch | 999,740 | 1,167,805 | 1,124,040 | (3.7%) | 1,188,740 | 5.8% |
| 1236 Bookmobile and Mobile Library Services | 177,753 | 188,761 | 193,476 | 2.5% | 201,695 | 4.2% |
| Total Branch Services Division | 1,709,908 | 2,127,835 | 2,085,229 | (2.0%) | 2,190,847 | 5.1% |
| Customer Services Division | | | | | | |
| 1245 Customer Services | 1,600,355 | 1,952,377 | 1,932,432 | (1.0%) | 2,006,920 | 3.9% |
| Total Customer Services Division | 1,600,355 | 1,952,377 | 1,932,432 | (1.0%) | 2,006,920 | 3.9% |
| Facilities Division | | | | | | |
| 1271 Facilities | 628,991 | 782,007 | 739,245 | (5.5%) | 770,669 | 4.3% |
| Total Facilities Division | 628,991 | 782,007 | 739,245 | (5.5%) | 770,669 | 4.3% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Technical and Technology Services Division | | | | | | |
| 1251 Technical Services | 1,845,952 | 1,512,742 | 1,317,447 | (12.9%) | 1,363,384 | 3.5% |
| 1272 Technology | 503,469 | 657,424 | 640,732 | (2.5%) | 665,729 | 3.9% |
| Total Technical and Technology Services Division | 2,349,421 | 2,170,166 | 1,958,179 | (9.8%) | 2,029,113 | 3.6% |
| Youth Services Division | | | | | | |
| 1231 Youth Services | 571,031 | 834,135 | 722,796 | (13.3%) | 767,408 | 6.2% |
| 1232 Young Adult | 108,443 | 162,954 | 159,040 | (2.4%) | 171,589 | 7.9% |
| Total Youth Services Division | 679,474 | 997,089 | 881,836 | (11.6%) | 938,997 | 6.5% |
| Total by Division / Program | 9,995,945 | 11,889,451 | 10,835,937 | (8.9%) | 11,317,625 | 4.4% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|-------------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 9,891,462 | 11,889,451 | 10,835,937 | (8.9%) | 11,317,625 | 4.4% |
| Library Operating Grant Trust Fund | 101,801 | 0 | 0 | N/A | 0 | N/A |
| Other City Department Op Grant Fund | 2,682 | 0 | 0 | N/A | 0 | N/A |
| Total by Fund | 9,995,945 | 11,889,451 | 10,835,937 | (8.9%) | 11,317,625 | 4.4% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 4,009,172 | 4,491,543 | 4,677,581 | 4.1% | 4,933,745 | 5.5% |
| As-Needed | 440,074 | 896,761 | 931,261 | 3.8% | 966,968 | 3.8% |
| Overtime | 205 | 1,790 | 0 | (100.0%) | 0 | N/A |
| Retirement | 1,553,687 | 1,697,919 | 1,639,759 | (3.4%) | 1,737,684 | 6.0% |
| Health Allocation | 436,469 | 554,153 | 580,005 | 4.7% | 604,341 | 4.2% |
| Medicare | 65,485 | 68,250 | 72,681 | 6.5% | 76,510 | 5.3% |
| Social Security | 251,890 | 277,651 | 300,728 | 8.3% | 314,650 | 4.6% |
| Other Benefits | 216,980 | 233,776 | 241,242 | 3.2% | 252,106 | 4.5% |
| Total Salary and Benefits | 6,973,962 | 8,221,843 | 8,443,257 | 2.7% | 8,886,004 | 5.2% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 2,002,273 | 2,324,701 | 1,521,376 | (34.6%) | 1,568,279 | 3.1% |
| Interfund Services | 1,019,710 | 1,083,907 | 871,304 | (19.6%) | 863,342 | (0.9%) |
| Capital Outlay | 0 | 259,000 | 0 | (100.0%) | 0 | N/A |
| Total Non-Personnel | 3,021,983 | 3,667,608 | 2,392,680 | (34.8%) | 2,431,621 | 1.6% |
| Total by Category | 9,995,945 | 11,889,451 | 10,835,937 | (8.9%) | 11,317,625 | 4.4% |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Administration Division | | | | | |
| 1221 Administration | 3.50 | 3.50 | 3.75 | 0.25 | 3.75 |
| Total Administration Division | 3.50 | 3.50 | 3.75 | 0.25 | 3.75 |
| Adult Services Division | | | | | |
| 1234 Read Santa Clara | 2.50 | 2.50 | 2.50 | 0.00 | 2.50 |
| 1241 Reference and Adult Collections | 3.50 | 3.50 | 4.00 | 0.50 | 4.00 |
| 1244 Local History | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Adult Services Division | 7.00 | 7.00 | 7.50 | 0.50 | 7.50 |
| Branch Services Division | | | | | |
| 1233 Mission Library | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| 1235 Northside Branch | 7.00 | 7.00 | 6.00 | (1.00) | 6.00 |
| 1236 Bookmobile and Mobile Library Services | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Branch Services Division | 12.00 | 12.00 | 11.00 | (1.00) | 11.00 |
| Customer Services Division | | | | | |
| 1245 Customer Services | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| Total Customer Services Division | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| Facilities Division | | | | | |
| 1271 Facilities | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Facilities Division | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Technical and Technology Services Division | | | | | |
| 1251 Technical Services | 3.50 | 3.50 | 3.50 | 0.00 | 3.50 |
| 1272 Technology | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Technical and Technology Services Division | 5.50 | 5.50 | 5.50 | 0.00 | 5.50 |
| Youth Services Division | | | | | |
| 1231 Youth Services | 3.50 | 3.50 | 4.00 | 0.50 | 4.00 |
| 1232 Young Adult | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Youth Services Division | 4.50 | 4.50 | 5.00 | 0.50 | 5.00 |
| Total by Division / Program | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |
| Total by Fund | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |
| | | | | | |
| Assistant City Librarian | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| City Librarian | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Librarian I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Librarian II | 8.50 | 8.50 | 8.50 | 0.00 | 8.50 |
| Library Assistant I | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Library Assistant II | 12.00 | 12.00 | 12.00 | 0.00 | 12.00 |
| Library Circulation Supervsr | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Library Div Mgr -Support Svcs | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Library Prog Coord - Tech Svcs | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Library Prog Coord-Technology | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Library Program Coord - Ref | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Library Program Coordinator | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Library Technology Assistant | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Literacy Advocate | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| Literacy Program Supervisor | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Literacy Student/Tutor Coord | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist II | 0.50 | 0.50 | 0.75 | 0.25 | 0.75 |
| Sr Library Assistant | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Total Positions | 42.50 | 42.50 | 42.75 | 0.25 | 42.75 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|--------------|-----------------------------|
| Prior Year Budget | 42.50 | 11,889,451 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Rebudget: Library Technology Purchases | | (259,000) |
| Rebudget: Library Strategic Plan | | (250,000) |
| Rebudget: Library Facilities Master Plan | | (250,000) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 223,487 |
| Office Specialist FTE Increase from 0.5FTE to 0.75FTE | 0.25 | |
| Net increase in materials, services and supplies | | 46,981 |
| Internal service fund adjustments | | (212,603) |
| Total FY 2023/24 Base Budget Adjustments | 0.25 | (701,135) |
| Total FY 2023/24 Base Budget | 42.75 | 11,188,316 |
| Service Level Changes | | |
| Reduction in printing, binding and books budget | | (250,000) |
| Reduction in overtime and materials/services/supplies budget | | (52,379) |
| Reduction in utilities budget | | (50,000) |
| Total Service Level Changes | 0.00 | (352,379) |
| Total FY 2023/24 Proposed Budget | 42.75 | 10,835,937 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 442,747 |
| Net increase in materials, services and supplies | | 46,903 |
| Internal service fund adjustments | | (7,962) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 481,688 |
| Total FY 2024/25 Base Budget | 42.75 | 11,317,625 |
| Total FY 2024/25 Proposed Budget | 42.75 | 11,317,625 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction of Printing, Binding and Books Budget | 0.00 | 0 | (250,000) | 0 | (250,000) |

Program: 1251 – Library – Technical Services

This proposal reduces the printing, binding and books budget ongoing by \$250,000 (from \$758,930 to \$508,930). This budget provides for library collection materials (print, media, online) that are utilized by the community.

Performance Impact

This proposal will reduce the number of new items added to the collection, as well as replacements for collection items that become worn out from heavy use. Staff will purchase fewer copies of new and popular titles, and materials in other languages. The reduction of newly purchased bilingual collection items and materials in other languages impacts offerings to a subset of community members, including adults and families who are English language learners and refugees, many who currently participate in the Read Santa Clara literacy program. Library staff will reduce purchases for low-demand items, making referrals through the interlibrary loan LINK+ service and to neighboring community libraries. Staff will work with the Foundation and Friends to write grants and fundraise for materials.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources

Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|--|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction of Overtime and Materials/Services/Supplies Budgets | 0.00 | 0 | (52,379) | 0 | (53,575) |
| Program: | 1233 – Mission Library 1234 – Read Santa Clara 1235 – Northside Branch 1236 – Bookmobile & Mobile Library Services 1241 – Reference and Adult Collections 1245 – Customer Services 1251 – Technical Services 1271 – Facilities 1272 – Technology | | | | |

This proposal reduces funding for overtime, conferences and trainings, programming and cataloging supplies, office supplies, and advertising and community promotion supplies. This proposal eliminates the overtime budget of \$2,073 (from \$2,073 to \$0) and reduces the materials/services/supplies budget by \$50,306, ongoing. The materials/services/supplies budget reductions include a reduction of \$11,395 in the conference, travel & training budget (from \$19,429 to \$ 8,034), \$12,082 in the miscellaneous services & supplies budget (from \$12,082 to \$0), \$26,764 in the operating supplies budget (from \$79,855 to \$53,091), and \$65 in the advertising & community promotion budget (from \$65 to \$0).

Performance Impact

Staff will utilize other resources to offset the reductions including internal trainings, low-cost trainings, and shifting advertising and community promotion activity to more electronic and low-cost means such as social media platforms to minimize service level impacts. The reductions to operating and miscellaneous services and supplies budget will impact the materials available for distribution at library programs. The reduction in supplies for cataloging and processing materials, paired with the reduction in the printing, binding and books budget, will reduce new and replacement collection materials offered at the libraries.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Service Level Changes


| | | FY 2023/24 | | FY 2024/25 | |
|-------------------------------|--|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction of Utilities Budget | 0.00 | 0 | (50,000) | 0 | (51,450) |
| Program: | 1233 – Mission Library 1235 – Northside Branch 1271 – Facilities | | | | |

This proposal reduces the utilities budget for library facilities on an ongoing basis. Current utilities funds are slightly inflated and can be reduced by \$50,000 with low anticipated impact as library hours and programming have reduced over the previous years due to COVID-19 and a decrease in the number of after-hours meeting reservations.

Performance Impact









There is little to no anticipated performance impact.

Strategic Pillar:













Manage Strategically Our Workforce Capacity and Resources

Performance and Workload Measures










| Administration Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of Library Board of Trustee packets submitted annually |  | 9 | 13 | 11 | 11 | 10 | 10 |
| Number of grants applied for annually |  | 4 | 9 | 7 | 11 | 13 | 13 |
| Adult Services Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of READ Santa Clara's adult learners who achieved a literacy goal they set |  | 77% | 77% | 70% | 70% | 70% | 70% |
| Percentage of adult program attendees who feel "very satisfied" with the quality of the program and reported that they were able to apply the knowledge or skills to benefit their lives – <i>Modified for FY 2023/24</i> |  | N/A | 90% | 78% | 90% | 90% | 90% |
| Workload Measures | | | | | | | |
| Total number of reference reader's advisory, and research questions answered annually |  | 5,822 | 7,517 | 22,000 | 8,645 | 9,942 | 11,433 |
| Total number of genealogy/local history questions answered annually – <i>New for FY 2023/24</i> |  | 101 | 230 | N/A | 310 | 325 | 340 |
| Total attendance at in-person adult programs |  | 0 | 0 | 12,000 | 500 | 1,000 | 1,500 |
| Total views for virtual adult programming |  | 12,525 | 3,975 | 17,000 | 2,000 | 1,500 | 1,500 |

Performance and Workload Measures

| Branch Services Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of items circulated annually at Mission Library |  | 5,641 | 27,399 | 35,000 | 40,000 | 40,000 | 45,000 |
| Number of items circulated annually at Northside Library |  | 28,447 | 105,146 | 150,000 | 115,000 | 120,000 | 125,000 |
| Number of items circulated annually via the Bookmobile |  | 24,946 | 40,035 | 30,000 | 33,454 | 40,035 | 42,037 |
| Number of annual visits at the Mission Branch Library |  | 881 | 12,289 | 42,000 | 25,000 | 28,000 | 30,000 |
| Number of annual visits at the Northside Branch Library |  | 5,943 | 37,893 | 220,000 | 70,000 | 75,000 | 80,000 |
| Number of annual visits at the Bookmobile |  | 5,159 | 14,409 | 10,000 | 15,541 | 14,409 | 15,129 |
| Customer Services Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Average number of days until a returned item is ready for checkout |  | N/A | N/A | 2 | 3 | 2 | 2 |
| Workload Measures | | | | | | | |
| Number of patron visits to existing facilities annually |  | 69,957 | 240,858 | 800,000 | 365,000 | 400,000 | 400,000 |
| Number of items circulated annually |  | 1,173,047 | 1,798,166 | 1,700,000 | 2,099,862 | 2,400,000 | 2,500,000 |
| Number of patrons registered annually |  | 5,924 | 10,075 | 11,000 | 12,274 | 13,000 | 14,000 |




Performance and Workload Measures

| Facilities Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of facility work orders completed annually |  | 138 | 234 | 275 | 250 | 250 | 250 |
| Number of safety inspections made annually |  | 36 | 36 | 36 | 36 | 36 | 36 |
| Technical and Technology Services Division | | | | | | | |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Library materials per capita |  | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Number of physical items added to the collection annually |  | 28,711 | 28,733 | 37,000 | 29,284 | 20,000 | 20,000 |
| Number of Library public computer sessions |  | 1,408 | 17,013 | 50,000 | 22,000 | 23,000 | 24,000 |
| Number of Library Wi-Fi logons |  | 41,960 | 67,275 | 200,000 | 75,000 | 76,000 | 77,000 |
| Youth Services Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of children and teen program attendees who feel "very satisfied" with the quality of the program |  | N/A | N/A | 78% | 80% | 75% | 80% |
| Workload Measures | | | | | | | |
| Total number of children and teen program attendees |  | 69,311 | 3,945 | 15,000 | 22,000 | 23,000 | 25,000 |
| Total number of reference reader's advisory and research questions answered annually |  | 0 | 12,681 | 19,000 | 14,000 | 15,000 | 16,000 |



Performance and Workload Measures

| Youth Services Division | | | | | | | |
|---|---|--------|--------|--------|-----|-----|-----|
| Workload Measures | | | | | | | |
| Total views of virtual children and teen programs |  | 64,538 | 10,021 | 75,000 | 200 | 200 | 200 |

Parks & Recreation Department

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Parks & Recreation Department Description

The Parks & Recreation Department provides planning, development, operation, maintenance, and rehabilitation of the City's twenty-nine (29) neighborhood parks, fourteen (14) mini parks, two (2) community parks, three (3) open space sites, ten (10) recreation buildings, four (4) trails, joint use facilities, and eleven (11) bodies of water at five sites. Facilities include community centers, neighborhood park buildings, community gardens, playgrounds, pools, restrooms, picnic areas, turf, trees, vegetation, athletic fields, and joint use facilities. Service levels are set to promote the use of safe, clean, and attractive facilities for enjoyment and quality of life for all ages and abilities. The Department assists the public with facility rentals, community services, cultural programs, special events, enhanced natural environments, fitness and wellness programs, as well as sports and aquatics opportunities. The Senior Nutrition Program provides a congregate meal setting where seniors can improve their health through balanced meals and socialization and is funded through a grant from the Santa Clara County Social Services Agency's Senior Nutrition Program and Community Development Block Grant (CDBG) funds. Seniors are encouraged to access the many services available at the senior center while on site and are given the opportunity to engage in health and wellness programs at the senior center. The Parks & Recreation Department also provides planning, development, operation and maintenance of the City's two cemetery properties to support families before, during and after their time of need. The Cemetery Division maintains 33,000 interment sites in a peaceful public park and provides customer service in a professional and respectful manner, while demonstrating sensitivity to our diverse community.

Divisions and Services

The Parks & Recreation Department is organized into five divisions: Administration, Parks, Recreation, Cemetery, and Senior Nutrition Program.

| | |
|--|---|
| Administration Division Mission | Provide leadership, resource development and administrative support to Parks, Recreation, Cemetery, and Senior Nutrition Program Divisions; plan and develop new parks and recreation facilities to support the City's programs, activities and special events; review new housing development plans for provision of new parkland dedication and recreation amenities. |
| Division Objectives | Plan and implement design, development, construction, and maintenance of new parks; rehabilitation of older facilities and infrastructure, including public outreach and Parks & Recreation Commission review and recommendations. |
| | Research and develop partnerships, sponsorships, and grants from private, corporate, and other public agencies to supplement funding of facilities, projects, programs, and other services. |
| | Provide leadership to four Commissions (Parks & Recreation, Senior Advisory, Cultural, and Youth). |
| | Conduct plan reviews and prepare comments for new housing developers to optimize park and recreation amenities in new developments and to ensure compliance with City Code 17.35 (Park and Recreational Land). |
| | Activate Mass Care & Shelter Function of the Emergency Operations Center (Commodity Points of Distribution, Heating Center, Cooling Center), as needed. |
| | Plan and implement multiple citywide special events annually. |
| | Support the Park Impact Fee program. Initiate annual land valuation study used to update the fees in the municipal fee schedule, initiate City park projects, evaluate developer-initiated park projects and calculate park in lieu fees, ensure that all projects meet the needs of the community, facilitate community input. |



Parks Division Mission

Maintain, acquire and rehabilitate Santa Clara's parks, community centers, playgrounds, pools, athletic facilities and neighborhood park buildings including restrooms, picnic areas, turf, trees, vegetation, athletic fields, pools, and sports venues at defined levels of service that promote the use of safe, clean, and attractive facilities for the enjoyment of the public.

Division Objectives

Provide administrative direction, updated training, and technical support for Parks Division staff; contract operators of facilities and public users; plan for parks and facility maintenance rehabilitation needs, including volunteer projects to enhance natural habitat and urban forestry.

Maintain nine clean, safe, attractive municipal swimming pools at four sites (International Swim Center, Mary Gomez, Warburton, and Senior Center). Maintain and support the use of clean, safe, fully functional, and attractive Community Recreation Center, Senior Center, Youth & Teen Center, Reed & Grant Sports Park and six neighborhood park buildings. Maintain and support community gardens and natural areas. All facilities and grounds are maintained on a year-round schedule of turf care, irrigation, facility maintenance, vegetation, tree care, litter control, and graffiti removal.

Provide physical and logistical support for citywide special events for planning, mapping, set up, safety and cleanup; ensure that all City and Public Agency permit requirements are met for public events.

Recreation Division Mission

Provide recreation opportunities for all residents of Santa Clara at the Community Recreation Center, Youth & Teen Center, Senior Center, Youth Soccer Park, Reed & Grant Sports Parks, City parks and athletic facilities and City pools.

Division Objectives

The Sports, Aquatics and Athletic Facilities Program coordinates use of the Youth Soccer Park, Reed & Grant Sports Park and some Santa Clara Unified School District (SCUSD) fields; and manages Santa Clara Tennis Center and Gymnastics Center. The Aquatics Program offers year-round access to lap swim for adults and seniors, aquatic fitness programming and a variety of summer swim lessons for all ages; safely supervises seasonal recreational swimming. It partners with the field and pool user groups for consistent use and policy implementation and coordinates with recreation vendors to offer developmental sports programs and adult sports leagues.

Youth & Teen Center offers drop-in afterschool programs for children in K-12 grade, teen volunteer and leadership development, seasonal programs, summer day camp session and serves middle and high school youth with specialized events and programs, including Skate Park programs.

The Performing Arts Program provides a variety of afterschool dance, music, art, creative drama and theater programs, including summer drama and arts camps, dance and musical recitals, performances and exhibitions. Coordinates City use of the Mission City Center for the Performing Arts.

The Senior Center offers a variety of health and wellness, fitness, arts and culture, and special interest classes and volunteer opportunities for individuals over 50 years of age, including programs in the fitness area and natatorium at the Senior Center.

The Enrichment program provides art and expression classes, recreation vendor programs, coordinates membership and sustainability/garden programs at the City's community gardens, and implements preschool enrichment programs, classes and summer camps.



| | |
|--|--|
| Senior Nutrition Program Division Mission | Provide a congregate meals program to improve senior health and ability to live independently. |
| Division Objectives | Offer a Monday through Friday senior nutrition program. |
| | Encourage participation in Health and Wellness Program, resources, case management referrals, fitness, and social activities at the Senior Center to enhance quality of life. |
| | Offer access to information about senior issues and current events. |
| Cemetery Division Mission | The Mission City Memorial Park provides exemplary cemetery services in a well maintained, park-like setting with a customer-oriented atmosphere. The Agnew Historic Cemetery maintains space for reflection and interprets historical artifacts. |
| Division Objectives | Mow and trim turf areas weekly; pruning and planting of trees as needed for safety and maintenance of existing canopy. |
| | Maintain cemetery buildings daily, in keeping with City standards. |
| | Coordinate interments and burials with people in their time of need. |
| | Maintain accurate documentation, use best practices and depending on the availability of resources, use current technology to map and record all transactions and burials in the cemetery. |
| | Develop in-ground and niche bank spaces to provide additional interment options for families in need. |

Significant Accomplishments

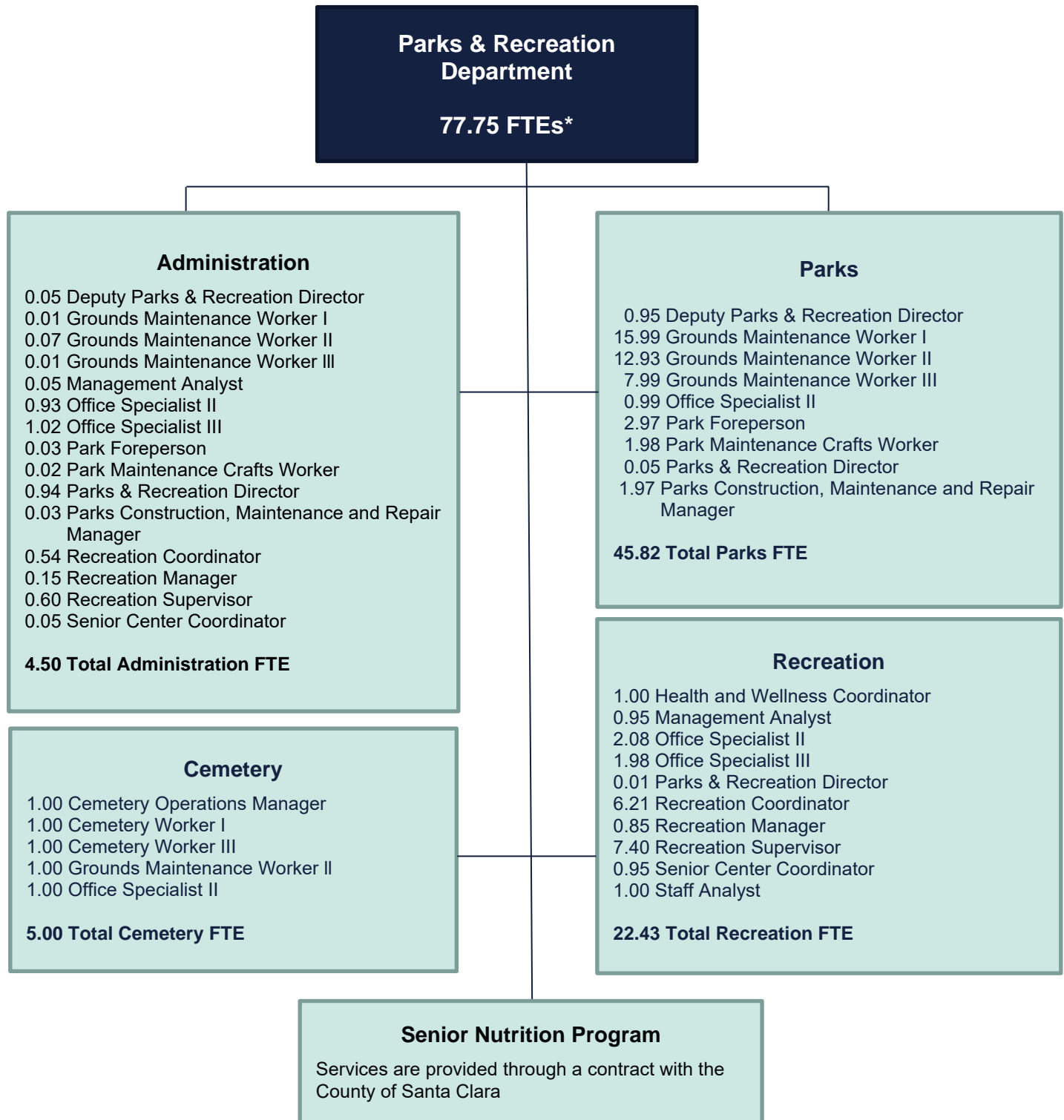
- Created and implemented a cost recovery policy for the Department.
- Began design of playgrounds at Warburton Park and Henry Schmidt Park.
- Initiated a Facility Condition Assessment Report.
- Initiated a Citywide Parks & Recreation Master Plan Study.
- Began rehabilitation of the Westwood Oaks Park playground.
- Began construction on the Montague Park Rehabilitation Project.
- Initiated the Integrated Goose Management Plan (IGMP) at Central Park.
- Initiated International Swim Center Forensic Engineering Study.
- Certified thirty-eight (38) Forklift Operators to be able to move and transport supplies and equipment.
- Certified three (3) International Society of Arboriculture (ISA) Certified Arborists for inspection, and care of City trees.
- Certified twenty-six (26) Green Gardeners for sustainable and responsible landscape design and care.
- Certified three (3) Qualified Water Efficient Landscapers for responsible use of irrigation.

Significant Objectives

- Develop a land acquisition program for parkland.
- Complete construction at Montague Park.
- Onboard Neuvo Community Buildings at Lawrence Station Area Plan.
- Develop Arts Center design at Patrick Henry Drive Precise Plan site.
- Begin Design of Community Park North in the Related Project.
- Complete construction of the Magical Bridge Playground in Central Park.
- Continue to provide approximately 15,800 nutritional meals to seniors in the Monday - Friday Senior Nutrition Program
- Continue to explore options for supporting long-term health of cemetery maintenance endowment

Budget Highlights

- Reduce the General Fund subsidy to the Cemetery Fund by \$100,000 in FY 2023/24 and FY 2024/25 due to recent cost-recovery fee increases to 100% cost recovery, or market rate, for residents and non-residents and an increase in marketing and outreach to the community which has yielded higher average services annually (this change is reflected in the Non-Departmental section of the budget). Cemetery revenues come from the components of burial, such as fees for interment rights, labor charges, and interest on the Cemetery endowment fund principal. Historically, the Cemetery operations have been subsidized by the General Fund by approximately 50%.
- Increase Facility Rental revenues by \$200,000 in FY 2023/24 and an additional \$25,000 starting in FY 2024/25 (this change is factored into the General Fund revenue estimates). The revenue increase is based on the new demand for commercial use reservations and non-profit youth sports field rentals, current revenue trends, and the anticipation of two new community rooms at Lawrence Station in FY 2024/25. The revenue trends reflect the application of the Parks & Recreation Cost-Recovery Policy and associated fee changes, additional marketing of field rentals for commercial use, and new fees for Santa Clara based youth sports organizations.



*The positions above represent all funded positions. This excludes the 1.0 Grounds Maintenance Worker I, 2.0 Grounds Maintenance Worker II and 1.0 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402).



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|--|----------------------|-----------------------|------------------------|----------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Administration Division | | | | | | | |
| 1121 | Administration | 1,168,624 | 1,239,738 | 1,370,607 | 10.6% | 1,378,461 | 0.6% |
| 1122 | Park Development | 200,056 | 191,127 | 194,532 | 1.8% | 207,692 | 6.8% |
| 1123 | Park Projects | 53,276 | 53,098 | 52,865 | (0.4%) | 55,019 | 4.1% |
| 1171 | Citywide Special Events | 202,871 | 321,395 | 672,886 | 109.4% | 703,804 | 4.6% |
| Total Administration Division | | 1,624,827 | 1,805,358 | 2,290,890 | 26.9% | 2,344,976 | 2.4% |
| Parks Division | | | | | | | |
| 1132 | Parks | 8,252,442 | 8,953,785 | 8,663,696 | (3.2%) | 9,033,152 | 4.3% |
| 1133 | Pools | 1,400,348 | 1,319,251 | 1,347,204 | 2.1% | 1,405,285 | 4.3% |
| 1134 | Buildings | 1,080,280 | 1,137,279 | 1,269,227 | 11.6% | 1,320,398 | 4.0% |
| 1135 | Operations | 437,483 | 609,463 | 511,990 | (16.0%) | 534,380 | 4.4% |
| Total Parks Division | | 11,170,553 | 12,019,778 | 11,792,117 | (1.9%) | 12,293,215 | 4.2% |
| Recreation Division | | | | | | | |
| 1117 | Program Operations | 2,420 | 0 | 0 | N/A | 0 | N/A |
| 1141 | Health and Wellness | 160,307 | 216,566 | 216,413 | (0.1%) | 224,725 | 3.8% |
| 1142 | Administration | 426,428 | 403,280 | 369,424 | (8.4%) | 387,120 | 4.8% |
| 1143 | Youth Activity Center and Programs | 1,081,396 | 1,237,503 | 1,423,461 | 15.0% | 1,483,533 | 4.2% |
| 1144 | Senior Center and Therapeutic Recreation | 1,088,160 | 1,707,640 | 1,595,843 | (6.5%) | 1,650,116 | 3.4% |
| 1145 | Community Recreation Center and Programs | 2,038,729 | 3,058,926 | 2,863,936 | (6.4%) | 2,981,187 | 4.1% |
| 1146 | Youth Sports ¹ | 169,869 | 352,428 | 533,064 | 51.3% | 553,284 | 3.8% |
| 1147 | Aquatics | 472,619 | 421,581 | 610,814 | 44.9% | 637,313 | 4.3% |
| 1148 | Sports and Athletics | 216,015 | 253,959 | 138,607 | (45.4%) | 144,761 | 4.4% |
| 1149 | Youth and Teen Center ² | 417,309 | 572,235 | 339,875 | (40.6%) | 357,600 | 5.2% |
| Total Recreation Division | | 6,073,252 | 8,224,118 | 8,091,437 | (1.6%) | 8,419,639 | 4.1% |
| Senior Nutrition Program Division | | | | | | | |
| 1112 | Senior Nutrition Program | 212,586 | 124,769 | 152,363 | 22.1% | 152,363 | 0.0% |
| Total Senior Nutrition Program Division | | 212,586 | 124,769 | 152,363 | 22.1% | 152,363 | 0.0% |

¹Formerly known as Recreation Facilities

²Formerly known as Teen Center Activities and Programs



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Cemetery Division | | | | | | |
| 0125 Cemetery Perpetual Care | 0 | 500 | 500 | 0.0% | 500 | 0.0% |
| 0131 Cemetery Endowment Care | 0 | 28,000 | 30,000 | 7.1% | 30,000 | 0.0% |
| 1162 Maintenance of Grounds | 743,142 | 751,715 | 740,689 | (1.5%) | 769,372 | 3.9% |
| 1163 Maintenance of Buildings | 97,611 | 133,644 | 137,732 | 3.1% | 142,984 | 3.8% |
| 1164 Operations | 596,534 | 655,259 | 656,750 | 0.2% | 678,732 | 3.3% |
| Total Cemetery Division | 1,437,287 | 1,569,118 | 1,565,671 | (0.2%) | 1,621,588 | 3.6% |
| Total by Division / Program | 20,518,505 | 23,743,141 | 23,892,478 | 0.6% | 24,831,781 | 3.9% |
| Dollars by Fund | | | | | | |
| General Fund | 18,839,824 | 21,698,747 | 21,933,152 | 1.1% | 22,809,299 | 4.0% |
| Cemetery Fund | 1,437,086 | 1,540,618 | 1,535,171 | (0.4%) | 1,591,088 | 3.6% |
| Community Facilities District 2019 – 1 Lawrence Station Fund | 13,924 | 350,507 | 241,292 | (31.2%) | 248,531 | 3.0% |
| Custodial Deposits Fund | 2,400 | 0 | 0 | N/A | 0 | N/A |
| Endowment Care Fund | 0 | 28,000 | 30,000 | 7.1% | 30,000 | 0.0% |
| Other City Departments Operating Fund | 10,265 | 0 | 0 | N/A | 0 | N/A |
| Park and Rec Grant Trust Fund | 212,586 | 124,769 | 152,363 | 22.1% | 152,363 | 0.0% |
| Perpetual Care Fund | 0 | 500 | 500 | 0.0% | 500 | 0.0% |
| Public Donations Fund | 2,420 | 0 | 0 | 0.0% | 0 | 0.0% |
| Total by Fund | 20,518,505 | 23,743,141 | 23,892,478 | 0.6% | 24,831,781 | 3.9% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 7,470,224 | 7,583,211 | 8,011,664 | 5.7% | 8,404,127 | 4.9% |
| As-Needed | 1,477,310 | 2,628,027 | 2,714,228 | 3.3% | 2,815,000 | 3.7% |
| Overtime | 23,113 | 60,331 | 62,442 | 3.5% | 64,627 | 3.5% |
| Retirement | 2,827,299 | 2,936,964 | 2,889,306 | (1.6%) | 3,043,224 | 5.3% |
| Health Allocation | 912,727 | 1,096,251 | 1,196,057 | 9.1% | 1,249,783 | 4.5% |
| Medicare | 132,216 | 122,186 | 126,888 | 3.8% | 132,773 | 4.6% |
| Social Security | 462,847 | 506,737 | 532,196 | 5.0% | 555,297 | 4.3% |
| Other Benefits | 396,982 | 304,309 | 318,507 | 4.7% | 325,048 | 2.1% |
| Total Salary and Benefits | 13,702,718 | 15,238,016 | 15,851,288 | 4.0% | 16,589,879 | 4.7% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 4,578,319 | 6,093,388 | 6,177,695 | 1.4% | 6,359,703 | 2.9% |
| Interfund Services | 2,190,932 | 2,378,970 | 1,832,173 | (23.0%) | 1,850,877 | 1.0% |
| Capital Outlay | 42,269 | 0 | 0 | N/A | 0 | N/A |
| Transfers to Other Funds | 4,267 | 32,767 | 31,322 | (4.4%) | 31,322 | 0.0% |
| Total Non-Personnel | 6,815,787 | 8,505,125 | 8,041,190 | (5.5%) | 8,241,902 | 2.5% |
| Total by Category | 20,518,505 | 23,743,141 | 23,892,478 | 0.6% | 24,831,781 | 3.9% |

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Administration Division | | | | | |
| 1121 Administration | 1.60 | 1.60 | 1.60 | 0.00 | 1.60 |
| 1122 Park Development | 1.13 | 1.13 | 1.12 | (0.01) | 1.12 |
| 1123 Park Projects | 0.12 | 0.12 | 0.12 | 0.00 | 0.12 |
| 1171 Citywide Special Events | 0.80 | 0.79 | 1.66 | 0.87 | 1.66 |
| Total Administration Division | 3.65 | 3.64 | 4.50 | 0.86 | 4.50 |
| Parks Division | | | | | |
| 1132 Parks | 35.27 | 36.52 | 35.51 | (1.01) | 35.51 |
| 1133 Pools | 4.10 | 4.10 | 4.10 | 0.00 | 4.10 |
| 1134 Buildings | 5.57 | 4.57 | 4.57 | 0.00 | 4.57 |
| 1135 Operations | 1.64 | 1.64 | 1.64 | 0.00 | 1.64 |
| Total Parks Division | 46.58 | 46.83 | 45.82 | (1.01) | 45.82 |
| Recreation Division | | | | | |
| 1141 Health and Wellness | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| 1142 Administration | 1.95 | 1.71 | 1.76 | 0.05 | 1.76 |
| 1143 Youth Activity Center and Programs | 3.98 | 3.98 | 4.89 | 0.91 | 4.89 |
| 1144 Senior Center and Therapeutic Recreation Programs | 4.68 | 4.68 | 4.04 | (0.64) | 4.04 |
| 1145 Community Recreation Center and Programs | 6.15 | 6.15 | 6.05 | (0.09) | 6.05 |
| 1146 Youth Sports ¹ | 0.45 | 0.45 | 1.39 | 0.94 | 1.39 |
| 1147 Aquatics | 1.04 | 1.04 | 2.05 | 1.01 | 2.05 |
| 1148 Sports and Athletics | 1.00 | 1.00 | 0.40 | (0.60) | 0.40 |
| 1149 Youth and Teen Center ² | 2.27 | 2.28 | 0.85 | (1.43) | 0.85 |
| Total Recreation Division | 22.52 | 22.29 | 22.43 | 0.15 | 22.43 |
| Cemetery | | | | | |
| 1162 Maintenance of Grounds | 2.90 | 2.90 | 2.90 | 0.00 | 2.90 |
| 1163 Maintenance of Buildings | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| 1164 Operations | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Total Cemetery Division | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Total by Division / Program | 77.75 | 77.75 | 77.75 | 0.00 | 77.75 |

*The positions above represent all funded positions. This excludes the 1.0 Grounds Maintenance Worker I, 2.0 Grounds Maintenance Worker II and 1.0 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402).

¹Formerly known as Recreation Facilities

²Formerly known as Teen Center Activities and Programs

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 72.75 | 72.75 | 72.75 | 0.00 | 72.75 |
| Cemetery | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Total by Fund | 77.75 | 77.75 | 77.75 | 0.00 | 77.75 |

| | | | | | |
|--|--------------|--------------|--------------|-------------|--------------|
| Position Classification | | | | | |
| Cemetery Operations Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Cemetery Worker I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Cemetery Worker III | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Deputy Parks and Rec Director | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Grounds Maintenance Worker I | 16.00 | 16.00 | 16.00 | 0.00 | 16.00 |
| Grounds Maintenance Worker II | 14.00 | 14.00 | 14.00 | 0.00 | 14.00 |
| Grounds Maintenance Worker III | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| Health and Wellness Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist II | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Office Specialist III | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Park Foreperson | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Park Maintenance Crafts Worker | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Parks and Recreation Director | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Parks Construction, Maintenance and Repair Manager | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Recreation Coordinator | 6.75 | 6.75 | 6.75 | 0.00 | 6.75 |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Recreation Supervisor | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| Senior Center Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Aide II | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 77.75 | 77.75 | 77.75 | 0.00 | 77.75 |

**The positions above represent all funded positions. This excludes the 1.0 Grounds Maintenance Worker I, 2.0 Grounds Maintenance Worker II and 1.0 Office Specialist II positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402).*













Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|--------------|-----------------------------|
| Prior Year Budget | 77.75 | 23,743,141 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 613,272 |
| Net increase in materials, services and supplies | | 84,307 |
| Net decrease in transfers to other funds | | (1,445) |
| Net decrease in various interfund services allocations | | (546,797) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 149,337 |
| Total FY 2023/24 Base Budget | 77.75 | 23,892,478 |
| Total FY 2023/24 Proposed Budget | 77.75 | 23,892,478 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 738,591 |
| Net increase in materials, services and supplies | | 182,008 |
| Net increase in various interfund services allocations | | 18,704 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 939,303 |
| Total FY 2024/25 Base Budget | 77.75 | 24,831,781 |
| Total FY 2024/25 Proposed Budget | 77.75 | 24,831,781 |

















Performance and Workload Measures

| Administration Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of volunteers recruited, trained, and supervised |  | 4 | 572 | 600 | 175 | 300 | 350 |
| Amount of funds raised through grants |  | \$256,622 | \$224,250 | \$250,000 | \$800,000 | \$250,000 | \$250,000 |
| Maintain public parkland acres at or above current standard level of service of (2.53) per 1,000 residents (projects reviewed for Mitigation Fee Act at 2.53 acres and Quimby Act at 3 acres per 1,000 residents) |  | 2.6 | 2.5 | 2.8 | 2.8 | 2.8 | 2.8 |
| Number of parkland acres added |  | 3.972 | 0.85 | 2.0 | 3.3 | 5.0 | 5.0 |
| Amount of Park in Lieu fees collected |  | \$2.8M | \$18.4M | \$2.0M | \$23.2M | \$2.0M | \$2.0M |
| Number of park playgrounds rehabilitated – <i>Delete for FY 2023/24</i> |  | 3 | 1 | 2 | 1 | N/A | N/A |
| Number of community input meetings held (Online Surveys included) |  | 5 | 10 | 4 | 12 | 8 | 8 |
| Number of parks/playgrounds rehabilitation projects initiated – <i>Modified for FY 2023/24</i> |  | 2 | 1 | 2 | 2 | 2 | 2 |
| Number of new park parcels acquired |  | 3 | 1 | 2 | 9 | 2 | 2 |
| Net income from the Art and Wine Festival available for charitable purposes – <i>Delete for FY 2023/24</i> |  | \$0 | \$89,000 | \$60,000 | \$70,874 | N/A | N/A |
















Performance and Workload Measures

| Parks Division | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of pool chemical tests balanced |  | 90% | N/A | 85% | 100% | 50% | 50% |
| Percentage of staff provided training and certification for Qualified Applicator Certificate |  | 95% | 86% | 90% | 93% | 80% | 80% |
| Parks acres maintained by other entities |  | 3.34 | 5.26 | 3.34 | 5.26 | 6 | 7 |
| Workload Measures | | | | | | | |
| Park acre/FTE maintenance staff |  | 10.01 | 8.10 | 7.71 | 7.60 | 8.00 | 8.00 |
| Cost per acre maintained |  | 24,929 | 24,348 | 28,700 | 24,820 | 28,800 | 28,800 |
| Number of playgrounds certified (i.e. PlayCore Play On, Nature, Inclusion) |  | 15 | 7 | 18 | 16 | 18 | 20 |
| Number of staff certified as Aquatic Facility Operators or Certified Pool Operators |  | 35 | N/A | 40 | 22 | 20 | 20 |
| Number of staff provided training and certification for Qualified Applicator Certificate |  | 39 | N/A | 41 | 34 | 38 | 38 |
| Cost per square foot of building maintained (269,769 square feet) |  | 4.26 | 3.34 | 5 | 4.60 | 4.90 | 4.90 |
| Number of work orders completed for buildings |  | 196 | N/A | 300 | 599 | 300 | 300 |
| Number of pest control recommendations reported to the State of California – <i>Delete for FY 2023/24</i> |  | 18 | 7 | 14 | 9 | N/A | N/A |
| Annual number of work orders completed for parks |  | 1,248 | 1,118 | 600 | 1,021 | 600 | 600 |
| Number of staff certified as South Bay Water Recycling Supervisor |  | 6 | 5 | 8 | 6 | 6 | 8 |
| Number of certified arborists on staff |  | 4 | 4 | 6 | 5 | 6 | 6 |

















Performance and Workload Measures

| Recreation Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of registration processed online |  | 93% | 70% | 75% | 87% | 80% | 80% |
| Workload Measures | | | | | | | |
| Number of free biometric screenings and resource referrals on-site at the Senior Center |  | 1,387 | 93 | 3,000 | 2,225 | 100 | 100 |
| Average monthly Health and Wellness participants |  | 180 | 379 | 300 | 334 | 350 | 400 |
| Number of park building and picnic rental bookings processed |  | 40 | 1,268 | 13,500 | 610 | 1,000 | 1,500 |
| Number of drop-in program attendance at the Youth & Teen Center (After School Open Gym/Special Activities) – <i>Modified for FY 2023/24</i> |  | 0 | 29,263 | 29,000 | 21,060 | 25,000 | 25,000 |
| Number of Sports Camp participants |  | 0 | 781 | 800 | 871 | 800 | 800 |
| Number of special events offered at the Youth Activity Center – <i>Delete for FY 2023/24</i> |  | 8 | 0 | 20 | 0 | N/A | N/A |
| Number of classes offered at the Youth & Teen Center – <i>Modified for FY 2023/24</i> |  | 26 | 193 | 250 | 108 | 150 | 150 |
| Number of senior trip and tour participants – <i>Delete for FY 2023/24</i> |  | 0 | 1,543 | 0 | 1,751 | N/A | N/A |
| Number of drop-in program participation (Fitness and Group Exercise) at the Senior Center |  | 0 | 9,424 | 100,000 | 45,200 | 50,000 | 60,000 |
| Senior Center membership cards issued |  | 738 | 2,521 | 2,000 | 1,880 | 2,000 | 2,000 |
| Number of Therapeutic Recreation classes offered by the City – <i>Delete for FY 2023/24</i> |  | 8 | 0 | 10 | 95 | N/A | N/A |
| Number of senior recreation class participants – <i>Modified for FY 2023/24</i> |  | 9,872 | 7,691 | 7,500 | 3,050 | 7,500 | 7,500 |















Performance and Workload Measures

| Recreation Division | | | | | | | |
|--|---|---------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of parent/child, youth and adult classes offered |  | 356 | 645 | 1,500 | 1,630 | 1,500 | 1,500 |
| Number of Adult fitness drop-in program participant attendance – <i>Modified for FY 2023/24</i> |  | 0 | 7,289 | 8,000 | 1,170 | 2,000 | 2,500 |
| Annual Santa Clara Youth Sports groups field permits |  | 60 | 119 | 160 | 150 | 150 | 150 |
| Annual adult sports groups issued use permits – <i>Modified for FY 2023/24</i> |  | 0 | 12 | 12 | 17 | 15 | 15 |
| Annual youth sports field attendance |  | 129,824 | 280,009 | 150,000 | 201,367 | 150,000 | 150,000 |
| Annual adult sports field attendance |  | 0 | 5,062 | 400 | 13,808 | 1,000 | 1,000 |
| Number of summer swim lesson classes provided – <i>Delete for FY 2023/24</i> |  | 24 | 163 | 200 | 384 | N/A | N/A |
| Number of summer swim lesson participants |  | 60 | 820 | 700 | 450 | 700 | 700 |
| Number of Lap Swim participants (excluding resident seniors) – <i>Modified for FY 2023/24</i> |  | 28,054 | 17,960 | 7,500 | 6,980 | 7,500 | 7,500 |
| Number of Resident Senior Lap Swim Participants – <i>Modified for FY 2023/24</i> |  | 15,285 | 17,960 | 17,000 | 16,300 | 15,000 | 15,000 |
| Number of registered adult softball teams – <i>Delete for FY 2023/24</i> |  | 0 | 11 | 24 | 0 | N/A | N/A |
| Number of registered adult basketball teams – <i>Delete for FY 2023/24</i> |  | 0 | 0 | 24 | 0 | N/A | N/A |
| Number of hours Teen Center opens per week for drop-in activities – <i>Delete for FY 2023/24</i> |  | 0 | 18.5 | 18.5 | 0 | N/A | N/A |
| Number of special events for teens – <i>Delete for FY 2023/24</i> |  | 0 | 0 | 10 | 0 | N/A | N/A |



Performance and Workload Measures

| Recreation Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of Youth & Teen Center drop-in participants per year – <i>Modified for FY 2023/24</i> |  | 0 | 11,221 | 11,500 | 19,300 | 20,000 | 20,000 |
| Average number of daily participants in the Senior Nutrition Program |  | 145 | 105 | 63 | 75 | 60 | 60 |
| Total number of unduplicated participants in the Senior Nutrition Program, annually |  | 424 | 424 | 390 | 375 | 280 | 280 |
| Total Annual Meals Served |  | 35,903 | 26,125 | 15,561 | 18,600 | 15,000 | 15,000 |
| Cemetery Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of deeds, maps and records preserved/restored – exclude – <i>Delete for FY 2023/24</i> |  | 5% | 5% | 82% | 5% | N/A | N/A |
| Workload Measures | | | | | | | |
| Cost per acre maintained (22.6 ac.) |  | \$26,900 | \$28,122 | \$29,900 | \$33,260 | \$29,000 | \$29,000 |
| Cost per square foot maintained (10,656 square feet) |  | \$9.86 | \$2.60 | \$10.64 | \$12.54 | \$10.40 | \$10.40 |
| Cemetery existing capacity remaining (estimate) |  | 1,227 | 1,283 | 1,264 | 468 | 1,000 | 1,000 |
| Number of burial plots/interment rights purchased |  | 76 | 94 | 59 | 43 | 50 | 50 |
| Number of interment services conducted |  | 121 | 144 | 130 | 114 | 100 | 100 |
| Number of work orders completed |  | 58 | 89 | 66 | 96 | 75 | 80 |
| Number of cemetery acres needed to meet future demand |  | 22.6 | 22.6 | 24.6 | 22.6 | 23.6 | 24.6 |

Police Department

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Police Department Description

The Police Department provides law enforcement and other policing services to the City of Santa Clara. The Police Department is organized into four Divisions: Administrative Services; Field Operations; Investigations; and Special Operations.

The Administrative Services Division (Services) is made up of the Chief's Office, Property and Evidence, Professional Standards Unit (Recruiting/Hiring, Internal Affairs, and the Training Unit), Communications Center, Records Unit, and the Community Services Unit.

The Records Unit is responsible for maintaining all crime reports, producing statistical crime information to the Department of Justice and the Federal Bureau of Investigations, providing radio support to officers in the field, and preparing the release of information to the public. The Records Unit also performs customer service functions at the front desk at the Police Building and Northside Substation.

The Communications Center receives and processes emergency and non-emergency calls for the City.

The Community Services Unit has many public facing functions, including acting as the liaison to private and public schools, Adult Crossing Guards, 5th Grade Safety Patrol, instruction related with crime trends (e.g., Run, Hide & Fight trainings).

The Professional Standards Unit handles recruiting, training, and internal affairs.

The Chief's Office manages local, State and federal grants, the Chief's Advisory Committee, the Diversity, Equity and Inclusion Police Subcommittee, and the Department's community engagement efforts (e.g., webpage, social media outlets, print media, Citizens' Police Academy, Chat with the Chief, Coffee with a Cop, Leadership Santa Clara, National Night Out, Talk and Tour, Department Open House, etc.). This office also facilitates major projects, the Department's budget, legislative advocacy positions, policy management, the community volunteer program, and responses to developer inquiries.

The Field Operations Division (Patrol) is comprised of first responders who respond to the vast majority of calls for service. The Division is made up of patrol teams, a motorcycle traffic unit, a traffic/hit-and-run investigator as well as community service officers to manage parking control and abandoned vehicle abatement.

The Community Response Team (CRT) is also part of the Field Operations Division. The CRT addresses quality of life issues in the City (e.g., homelessness, RV parking, mental health issues, drug activity, conflicts with neighbors, blights, abuse of the 911 system, referrals to programs, services and housing, etc.). The CRT is also the liaison to Santa Clara University and oversees the permits unit (e.g., food trucks, bingo, tow companies, and massage), facilitating inspections and investigations. The CRT includes Crisis Intervention Specialists to coordinate and support beneficial outcomes for vulnerable populations, such as the City's unhoused residents and the mentally ill.

The Investigations Division (Detective Bureau) is responsible for conducting follow-up investigations, particularly for major crimes. Detectives are assigned by type of crime, which includes homicide, assaults, robbery, theft, burglary, sexual assault, financial crimes, arson, and juvenile crimes. The Investigations Division keeps track of and continues to pursue "cold cases." The Investigations Division houses the Department's Forensic Coordinator and Crime Analyst and serves as the liaison to specialized task forces.

The Special Operations Division serves as the liaison between the City and outside entities for special event permits (e.g., walk/run, parade, festival, etc.), provides security support for dignitary visits and demonstrations, and develops operational orders for law enforcement, traffic and neighborhood protection needs associated with Levi's Stadium, Santa Clara Convention Center, California's Great America, and Santa Clara University. The Reserve Police Officer program complements the work of the Department and is supported by this Division. This Division is the home to a number of specialized teams within the Department, such as the K-9 Unit, Hostage Negotiation Team, and the Special Response Team (SRT). This Division manages the Temporary Holding Facility at the Police Building and Levi's Stadium, as well as the Jail Service Officers.



Divisions and Services

Administrative Services Division Mission

The Administrative Services Division (Services) is made up of the Chief's Office, Property and Evidence, Professional Standards Unit (Recruiting/Hiring, Internal Affairs, and the Training Unit), Communications Center, Records Unit, and the Community Services Unit.

The Communications Center receives, and processes emergency and non-emergency calls for the Police and Fire Departments, as well as non-business after hour response for other Departments throughout the City.

The Community Services Unit has many public facing functions: liaison to private and public schools, Adult Crossing Guards, 5th Grade Safety Patrol, instruction related with crime trends (e.g., Run, Hide & Fight trainings).

The Chief's Office manages local, State and federal grants, the Chief's Advisory Committee, the Diversity, Equity and Inclusion Police Subcommittee, and the Department's community engagement efforts (e.g., webpage, social media outlets, print media, Citizens' Police Academy, Chat with the Chief, Coffee with a Cop, Leadership Santa Clara, National Night Out, Talk and Tour, Department Open House, etc.). This office also facilitates major projects, the Department's budget, legislative advocacy positions, policy management, the community volunteer program, and responses to developer inquiries.

The Records Unit is also part of the Administrative Services Division. The Records Unit is responsible for maintaining all crime reports, producing statistical crime information to the Department of Justice and the Federal Bureau of Investigations, providing radio support to officers in the field, and preparing the release of information to the public. The Records Unit also performs customer service functions at the front desk at the Police Building and Northside Substation (should this facility reopen).

Division Objectives

This budget cycle, the Communications Center will update its Viper phone system and NICE phone recording system. Doing so, will also allow for enhancements to the city's Next Generation 911 (NG911) system. This highly reliable, secure system will have enhanced tools for more effective and efficient response, increased ability to interoperate or transfer all functionality in the event of a major disaster. With these upgrades, citizens in need of emergency assistance will be able to transmit photos, videos and other existing and future forms of broadband data and applications, in addition to voice, to Public Safety Dispatchers which can be passed along to first responders and incident commanders.



Communication
Acquisitions
Division Mission

Replace amortized electronic equipment within the City.

Division Objectives

Provide continued funding for communications equipment replacement as necessary. All departments with radios are charged annually; at the end of eight years, replacement radios are expected to be fully funded.

Make adjustments to the Fire Department's radios to address State Load channels prior to wildfire season.

Field Operations
Division Mission

Protect and serve with honesty, fairness, professionalism, and integrity. Maintain a community atmosphere that will provide our citizens with a quality of life that will enable them to enjoy our community to the fullest.

The Field Operations Division (Patrol) is comprised of the "first responders" who provide immediate services to residents, visitors, and businesses within our City. The Division is made up of patrol teams, a motorcycle traffic unit, a traffic/hit-and-run investigator as well as community service officers to manage parking control and abandoned vehicle abatement.

The Community Response Team (CRT) works towards goals of crime reduction and promoting community wellness, often among vulnerable populations. In 2020, SCPD established two Crisis Intervention Specialist positions as part of the CRT. The Specialists coordinate and support beneficial outcomes for persons with mental illness who have come to the attention of the Department. The CRT's function has many community benefits, including addressing long-term public safety issues, allowing patrol officers to focus on in-progress events, community engagement, and proactive police work.

The Traffic Enforcement Unit monitors traffic violations and enforces laws at identified problem areas and intersections.

With data from the Investigations Division, Field Operations personnel are being deployed by Public Safety Dispatchers to locations on specific days and times, using a matrix of factors, in an effort to prevent crime.

Division Objectives

Field Operations personnel will continue to address alcohol related crimes and disturbances, particularly in the Santa Clara University footprint.

Look ahead at training and equipment needs in the coming 18-36 months and develop a strategic plan that addresses those needs, factoring in the impacts of the recent and pending budget reductions as well as new legislative requirements.

- Enhance the use of FLOCK in identifying stolen vehicles
- Transition select fleet vehicles to zero emission electric vehicles



Investigations Division Mission

The Investigations Division receives reports of crimes that have occurred in our community and conducts follow-up investigations, utilizing statements, physical evidence, crime analysis, and deductive reasoning to identify perpetrators of crime. Detectives are assigned by type of crime, which includes homicide, assaults, robbery, theft, burglary, sexual assault, financial crimes, arson, and juvenile crimes. The Investigations Division keeps track of and continues to pursue “cold cases.” Subpoenas for trial witness are processed and delivered from this Division.

The Special Enforcement Team (SET) will continue to operate as a proactive unit dedicated to the suppression of crime in our community.

Division Objectives

Proactively serve the City's residents by combatting crime and identifying those responsible.

Continue to aggressively track and monitor registered sexual offenders and gang registrants.

Investigate and seek out criminals resulting in a high volume of prosecutable cases.

Special Operations Division Mission

The Special Operations Division includes the Homeland Security and Special Events Unit. It serves as the liaison between the City and outside agencies for special event permits (e.g., walk/run, parade, festival, etc.), provides security support for dignitary visits and demonstrations, and develops operational orders for law enforcement, traffic and neighborhood protection needs associated with Levi's Stadium, the Santa Clara Convention Center, California's Great America, and Santa Clara University. This Division is the home to a number of specialized teams within the Department, such as the K-9 Unit, Hostage Negotiation Team, and the Special Response Team (SRT).

The Reserve Police Officer program complements the work of the Department in many ways and is supported by this Division.

This Division manages the temporary holding facility at the police building and Levi's Stadium, as well as the jail service officers.

Division Objectives

Utilize technology to provide real-time updates during events to provide complete situational awareness and improve public safety capabilities.

Maintain critical information sharing and partnerships with federal, State and local law enforcement agencies to ensure the safety and security of the community.

Significant Accomplishments

- Developed a policy, conducted the required public meetings and gained City Council approval to comply with AB 481, which requires California law enforcement agencies to obtain approval of a Military Equipment Use Policy by their governing body prior to taking certain actions related to the funding, acquisition or use of military equipment.
- Implemented a two-year, 12-camera pilot program with automated license plate reader technology to aide in locating stolen vehicles.
- Upgraded the recording system within the 9-1-1 phone system.
- Transitioned the City's estimated 950 radios to encrypted channels to comply with Department of Justice mandates by December 31, 2021.
- Partnered with the Diversity, Equity and Inclusion Task Force in the review of department policies.
- Implemented a confidential database with crucial information about individuals with special needs that may be useful for responding public safety personnel.
- Provided the community with the opportunity to voluntarily participate in a Special Needs Awareness Program.
- Transitioned to a new Records Management System and converted from Uniform Crime Reporting Program to National Incident Based Reporting System by January 2022.
- Implemented AB 953, Racial and Identity Profiling Act, policy mandates by April 1, 2022.
- Facilitated a Study Session with City Council related to recreation vehicle parking in the City.
- Selected, trained and launched the Directed Aerial Response Team.
- Re-implemented the Resident Permit Parking program with a third-party vendor managing the virtual permit process.

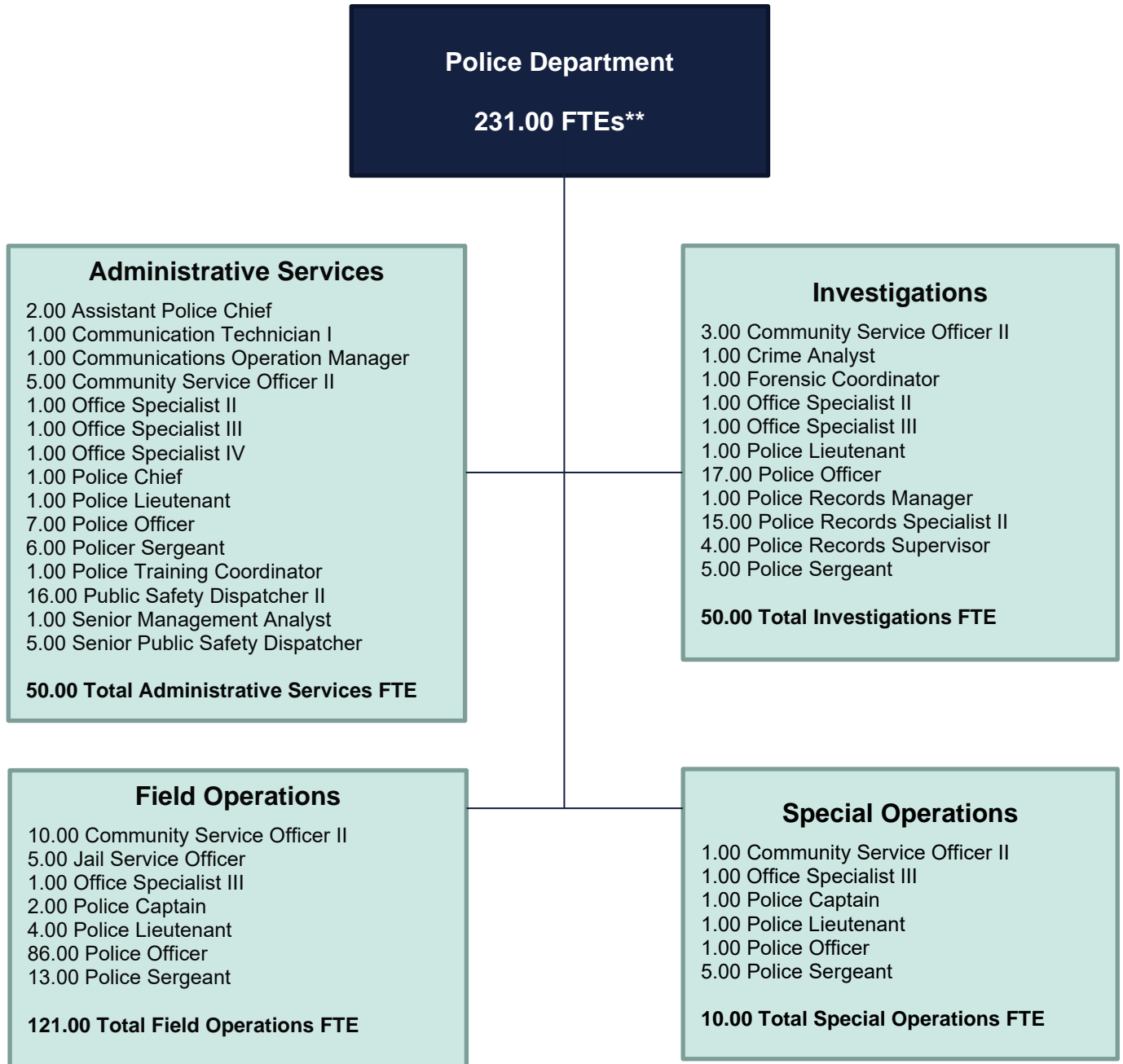
Significant Objectives

- Conduct a ceremony for the naming of the Temporary Holding Facility in honor of Carla Munoz, who had a distinguished career with the Police Department and was the City's first ever Jail Service Officer.
- Restore programs, services and facilities to pre-pandemic levels, including but not limited to:
 - Parks patrol
 - School Resource Officer(s)
 - Traffic/motorcycle Unit
 - Northside Police Substation
 - Reconvene the Diversity, Equity and Inclusion Police subcommittee
- Continue to utilize the 15-member Chief's Advisory Committee to advise the Police Chief on issues, matters and public policies which influence or impact the ongoing relationship between the Police Department and the community.
- Develop a comprehensive, multi-phase strategy to recruit highly qualified, motivated applicants and facilitate the hiring of full-time and part-time employees in sworn and civilian professional capacities.
- Develop a policy, municipal fee schedule and corresponding checklist to accept Conceal Carry Weapon permits.
- Develop first AB 481 Annual Report and conduct the associated public meeting.
- Complete the upgrade to 9-1-1 phone system to include updated version of Next Generation 911 compatibility.
- Conduct the Hexagon Computer Aided Dispatch 9.4 version upgrade.
- Improve Public Safety Dispatcher applicant process by replacing Dispatch POST Testing with the CritiCall testing software.

- Migrate Communications Training Daily Observation Reports (DOR) from in-house Excel documents to LEFTA program.
- Install LAWNET/REDNET talk groups on Motorola Consoles.
- Coordinate with Hexagon and the Department of Justice regarding proposed changes by the Racial and Identity Profiling Act (RIPA) Board for additional data point collection by January 1, 2024.
- Explore replacement of radios (hand-pack).
- Implement Mark43 record management system.
- Evaluate the upgrade of equipment in the Communications Center that provides fire station alerting.
- Utilize one-time grant funds to seek out a mental health clinician to support the efforts of Crisis Intervention Specialists.
- Seek City Council guidance on the Bingo Ordinance in connection with State law.
- Recommend adjustments to the City Code in connection with Senate Bill 946 Sidewalk Vendors Soliciting.
- Amend the Police Department's Retention Schedule.
- Determine the future for the Northside Police Substation, potentially including a lease extension.
- Transition select fleet vehicles to zero emission electric vehicles.
- Work with law enforcement partners to address local (e.g., abandoned vehicles, recreational vehicle (RV) parking, neighborhood parking) and regional issues (e.g., property crimes, homelessness, traffic, mental illness, street racing).
- Develop a community engagement program utilizing the state-of-the-art use of force simulator to provide a realistic, yet safe, environment for education with induced stimuli.
- Staff the Gun Violence Prevention Task Force.
- Expand the Crisis Intervention Specialist program from two to four police officers to provide better coverage for 24/7, 365 operations.
- Develop a real-time Crime Center.
- Secure grant funds to purchase front-line law enforcement equipment, conduct specialized operations, and offer officer training (e.g., evidence vehicle, use of force simulator).
- Implement new ways to staff all special events with highly trained and committed public safety personnel to ensure the safety of all attendees, control traffic and pedestrian movement, and reduce the impact on surrounding residents and businesses.
- Proactively serve the City's residents by combatting crime and identifying those responsible.

Budget Highlights

- The Proposed Budget reflects the following:
 - No cuts to positions within the Department
 - Ongoing reduction in operating supplies to help address the General Fund shortfall



***The positions above represent all funded positions. This excludes the 4.0 Police Officer and 2.0 Police Sergeant positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This position count, however, includes positions that were restored with the \$1.7 million added to the Police Department budget on June 22, 2021. This funding restored 10.0 FTE to the Police Department, approved by the City Council on January 11, 2022 (Report to Council 22-1595).*



Budget Summary

| | | FY 2021/22 | FY 2022/23 | FY 2023/24 | FY 2023/24 | FY 2024/25 | FY 2024/25 |
|--|---|-------------------|-------------------|-------------------|---------------|-------------------|-------------|
| | | Actual | Adopted | Proposed | Change % | Proposed | Change % |
| Dollars by Division / Program | | | | | | | |
| Administrative Services Division | | | | | | | |
| 7742 | Administration | 4,874,713 | 5,178,234 | 5,653,607 | 9.2% | 5,820,568 | 3.0% |
| 7744 | Professional Standard | 2,601,338 | 2,416,501 | 2,396,460 | (0.8%) | 2,519,025 | 5.1% |
| 7745 | Department Support | 2,429,993 | 3,222,584 | 2,647,019 | (17.9%) | 2,768,926 | 4.6% |
| 7746 | Community Services Police | 3,254,427 | 4,317,306 | 3,606,543 | (16.5%) | 3,783,912 | 4.9% |
| 7747 | 911 Dispatch/Communications | 5,028,049 | 6,360,554 | 5,996,941 | (5.7%) | 6,314,103 | 5.3% |
| 7752 | Police Grants | 293,041 | 0 | 0 | N/A | 0 | N/A |
| 7754 | Police Grants - Admin Services | 456 | 0 | 0 | N/A | 0 | N/A |
| Total Administrative Services Division | | 18,482,017 | 21,495,179 | 20,300,570 | (5.6%) | 21,206,534 | 4.5% |
| Communication Acquisitions Division | | | | | | | |
| 7781 | Communication Equipment Amortization | 373,997 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| Total Communication Acquisitions Division | | 373,997 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| Field Operations Division | | | | | | | |
| 7722 | General Patrol | 37,868,670 | 37,640,485 | 39,544,511 | 5.1% | 41,783,711 | 5.7% |
| 7723 | Traffic | 3,422,785 | 3,889,362 | 4,138,077 | 6.4% | 4,389,137 | 6.1% |
| 7724 | Emergency Response / Temporary Holding Facility | 1,721,503 | 1,720,817 | 1,723,394 | 0.1% | 1,808,330 | 4.9% |
| 7725 | Reserves | 6,274 | 0 | 0 | N/A | 0 | N/A |
| Total Field Operations Division | | 43,019,232 | 43,250,664 | 45,405,982 | 5.0% | 47,981,178 | 5.7% |
| Investigations Division | | | | | | | |
| 7732 | General Investigation | 8,075,457 | 10,068,672 | 9,333,936 | (7.3%) | 9,836,937 | 5.4% |
| 7733 | Special Enforcement Team | 1,489,075 | 2,019,338 | 2,070,860 | 2.6% | 2,188,322 | 5.7% |
| 7734 | Records | 4,045,196 | 4,785,453 | 4,655,648 | (2.7%) | 4,909,493 | 5.5% |
| Total Investigations Division | | 13,609,728 | 16,873,463 | 16,060,444 | (4.8%) | 16,934,752 | 5.4% |
| Special Operations Division | | | | | | | |
| 7761 | General | 2,478,455 | 2,835,138 | 3,753,837 | 32.4% | 3,975,531 | 5.9% |
| 7764 | Specialized Teams | 60,343 | 29,786 | 30,452 | 2.2% | 31,132 | 2.2% |
| 7765 | Reserves | 130,824 | 130,793 | 142,037 | 8.6% | 153,656 | 8.2% |
| Total Special Operations Division | | 2,669,622 | 2,995,717 | 3,926,326 | 31.1% | 4,160,319 | 6.0% |
| Total by Division / Program | | 78,154,596 | 85,444,381 | 86,688,554 | 1.5% | 91,296,351 | 5.3% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 62,081,750 | 84,615,023 | 85,598,562 | 1.2% | 90,185,180 | 5.4% |
| Communication Acquisitions Fund | 373,997 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| Community Facilities District 2019-1 Lawrence Station Fund | 0 | 0 | 94,760 | N/A | 97,603 | 3.0% |
| Expendable Trust Fund | 256,714 | 0 | 0 | N/A | 0 | N/A |
| Other City Departments Operating Grant Trust Fund | 79,441 | 0 | 0 | N/A | 0 | N/A |
| American Rescue Plan Fund | 14,916,886 | 0 | 0 | N/A | 0 | N/A |
| Police Operating Grant Trust Fund | 445,352 | 0 | 0 | N/A | 0 | N/A |
| Public Donations Fund | 456 | 0 | 0 | N/A | 0 | N/A |
| Total by Fund | 78,154,596 | 85,444,381 | 86,688,554 | 1.5% | 91,296,351 | 5.3% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 38,934,379 | 39,289,662 | 38,988,510 | (0.8%) | 41,173,341 | 5.6% |
| As-Needed | 899,021 | 527,469 | 553,282 | 4.9% | 579,998 | 4.8% |
| Overtime | 2,470,819 | 2,157,276 | 2,232,938 | 3.5% | 2,311,249 | 3.5% |
| Retirement | 19,252,185 | 23,202,511 | 22,696,352 | (2.2%) | 24,306,624 | 7.1% |
| Health Allocation | 2,393,980 | 2,978,503 | 4,027,826 | 35.2% | 4,219,965 | 4.8% |
| Medicare | 633,319 | 627,092 | 644,582 | 2.8% | 680,002 | 5.5% |
| Social Security | 483,420 | 675,868 | 674,054 | (0.3%) | 707,838 | 5.0% |
| Other Benefits | 1,542,968 | 2,875,345 | 3,735,022 | 29.9% | 3,887,468 | 4.1% |
| Total Salary and Benefits | 66,610,091 | 72,333,726 | 73,552,566 | 1.7% | 77,866,485 | 5.9% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 2,940,199 | 3,565,421 | 3,553,950 | (0.3%) | 3,634,334 | 2.3% |
| Interfund Services | 8,057,088 | 8,715,876 | 8,586,806 | (1.5%) | 8,781,964 | 2.3% |
| Capital Outlay | 547,218 | 829,358 | 995,232 | 20.0% | 1,013,568 | 1.8% |
| Total Non-Personnel | 11,544,505 | 13,110,655 | 13,135,988 | 0.2% | 13,429,866 | 2.2% |
| Total by Category | 78,154,596 | 85,444,381 | 86,688,554 | 1.5% | 91,296,351 | 5.3% |



Position Summary

| | FY 2021/22 Adopted* | FY 2022/23 Adopted** | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--|------------------------|-------------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | |
| Administrative Services Division | | | | | |
| 7742 Administration | 7.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| 7744 Professional Standard | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| 7745 Department Support | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| 7746 Community Services Police | 11.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| 7747 911 Dispatch/Communications | 23.00 | 23.00 | 23.00 | 0.00 | 23.00 |
| Total Administrative Services Division | 51.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| Field Operations Division | | | | | |
| 7722 General Patrol | 96.50 | 103.00 | 103.00 | 0.00 | 103.00 |
| 7723 Traffic | 9.50 | 11.00 | 11.00 | 0.00 | 11.00 |
| 7724 Emergency Response/Temporary Holding Facility | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Total Field Operations Division | 113.00 | 121.00 | 121.00 | 0.00 | 121.00 |
| Investigations Division | | | | | |
| 7732 General Investigation | 24.00 | 23.00 | 23.00 | 0.00 | 23.00 |
| 7733 Special Enforcement Team | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| 7734 Records | 21.00 | 22.00 | 22.00 | 0.00 | 22.00 |
| Total Investigations Division | 50.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| Special Operations Division | | | | | |
| 7761 General | 7.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Total Special Operations Division | 7.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Total by Division / Program | 221.00 | 231.00 | 231.00 | 0.00 | 231.00 |

*The FY 2021/22 Adopted positions do not include positions that were restored with the \$1.7 million added to the Police Department FY 2021/22 budget on June 22, 2021. The actual position restorations were identified after the adoption of the budget.

**The FY 2022/23 Adopted positions represent all funded positions. This excludes the 4.0 Police Officer and 2.0 Police Sergeant positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This position count, however, includes positions that were restored with the \$1.7 million added to the Police Department budget on June 22, 2021. This funding restored 10.0 FTE to the Police Department, approved by the City Council on January 11, 2022 (Report to Council 22-1595).

Position Summary

| | FY 2021/22 Adopted* | FY 2022/23 Adopted** | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|--------------------------|------------------------|-------------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| General Fund | 221.00 | 231.00 | 231.00 | 0.00 | 231.00 |
| Total by Fund | 221.00 | 231.00 | 231.00 | 0.00 | 231.00 |

| | | | | | |
|-----------------------------------|---------------|---------------|---------------|-------------|---------------|
| Position Classification | | | | | |
| Assistant Police Chief | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Communications Operations Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Communications Technician I/II | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Community Service Officer I/II | 14.00 | 19.00 | 19.00 | 0.00 | 19.00 |
| Crime Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Forensic Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Jail Service Officer | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Management Analyst | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Specialist II | 1.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Office Specialist III | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Office Specialist IV | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Police Captain | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Police Chief | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Police Lieutenant | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Police Officer | 109.00 | 111.00 | 111.00 | 0.00 | 111.00 |
| Police Records Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Police Records Specialist I/II | 13.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Police Records Supervisor | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| Police Sergeant | 29.00 | 29.00 | 29.00 | 0.00 | 29.00 |
| Police Training Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Public Safety Dispatcher I/II | 16.00 | 16.00 | 16.00 | 0.00 | 16.00 |
| Senior Management Analyst | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Public Safety Dispatcher | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Total Positions | 221.00 | 231.00 | 231.00 | 0.00 | 231.00 |

*The positions above do not include positions that were restored with the \$1.7 million added to the Police Department budget on June 22, 2021. The actual position restorations were identified after the adoption of the budget.

**The positions above represent all funded positions. This excludes the 4.0 Police Officer and 2.0 Police Sergeant positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This position count, however, includes positions that were restored with the \$1.7 million added to the Police Department budget on June 22, 2021. This funding restored 10.0 FTE to the Police Department, approved by the City Council on January 11, 2022 (Report to Council 22-1595).



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| Prior Year Budget | 231.00 | 85,444,381 |
| FY 2023/24 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and Benefits adjustments | | 2,798,840 |
| Non-personnel adjustments | | 244,403 |
| Net decrease to various internal service fund allocations | | (129,070) |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 2,914,173 |
| Total FY 2023/24 Base Budget | 231.00 | 88,358,554 |
| Service Level Changes | | |
| Departmental Vacancy Factor Increase | | (1,580,000) |
| Reduction in Operating Supplies | | (90,000) |
| Total Service Level Changes | 0.00 | (1,670,000) |
| Total FY 2023/24 Proposed Budget | 231.00 | 86,688,554 |
| FY 2024/25 Base Budget Adjustments | | |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 4,403,919 |
| Net increase in various interfund services allocations | | 195,158 |
| Non-personnel adjustments | | 98,720 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 4,697,797 |
| Total FY 2024/25 Base Budget | 231.00 | 91,386,351 |
| Service Level Changes | | |
| Departmental Vacancy Factor Increase | | (90,000) |
| Total Service Level Changes | 0.00 | (90,000) |
| Total FY 2024/25 Proposed Budget | 231.00 | 91,296,351 |



Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Departmental Vacancy Factor Increase | 0.00 | (1,580,000) | 0 | (1,670,000) | 0 |

Program: 7742 – Administration

This action increases the Police Department's budgeted vacancy factor (from 3% to 7%) to more closely reflect savings the Department has recognized in prior years. Over the last decade, the Police Department has experienced an average vacancy rate of over 7%, and the current vacancy rate is 12.5%. The higher vacancy rate would apply to the next two fiscal years but would revert to the 3% level on an ongoing basis as the City works to reduce the vacancy rate. While the Department has made efforts in recruitment, the vacancy rate has still remained high.

Performance Impact

The Department is currently operating at an approximate 12% vacancy factor; therefore, no service level impacts result from this proposal, and the budget allows for the pace of department hiring to continue as experienced before the pandemic.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction in Operating Supplies | 0.00 | 0 | (90,000) | 0 | (90,000) |

Program: 7745 – Department Support

This action reduces the Administrative Services Division operating supplies budget from \$189,425 to \$99,425. This reduction item is specifically for recruitment expenses and aligns more closely to historical spend.

Performance Impact

















The Department does not anticipate any impact to recruitment or service delivery with this reduction.

Strategic Pillar:
















Manage Strategically Our Workforce Capacity and Resources

Performance and Workload Measures











| Administrative Services Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of emergency calls answered within ten seconds |  | 97% | 97% | 90% | 90% | 90% | 90% |
| Workload Measures | | | | | | | |
| Amount of grant funds managed |  | \$2.2 m | \$1.4 m | \$1.2 m | \$1.2 m | \$1.1 m | \$1.1 m |
| Number of volunteer hours (chaplain, explorer, community) |  | 2,500 | 736 | 4,000 | 1,000 | 1,000 | 1,000 |
| Percent of Officers per 1,000 residents (based on 127,134 population) |  | 1.12% | 1.17% | 1.10% | 1.10% | 1.25% | 1.25% |
| Percent of civilian professionals allocated per 1,000 residents (based on 127,134 population) |  | 0.55% | 0.60% | 0.51% | 0.47% | 0.62% | 0.62% |
| Number of pieces of property booked |  | 5,762 | 5,907 | 5,819 | 6,000 | 6,000 | 6,000 |
| Number of items destroyed annually |  | 2,725 | 1,957 | 7,699 | 7,700 | 7,700 | 7,700 |
| Residential and business alarm permit registrations |  | 1,335 | 805 | N/A | 800 | 890 | 975 |
| Business oversight permits managed (bingo, taxi, massage, food truck, pedicab, tow, private, patrol, adult bookstores, pawn shops, firearm dealers, solicitors) |  | 180 | 149 | 187 | 200 | 220 | 230 |
| Number of Community Response Team abatements |  | 38 | 15 | 48 | 50 | 50 | 50 |
| Number of Run/Hide/Defend training sessions |  | 0 | 0 | 62 | 10 | 25 | 25 |
| Number of D.A.R.E. graduations |  | 0 | 0 | 30 | 0 | 0 | 0 |
| Number of kids participating in PAL sports (e.g. soccer, flag football, softball, BMX, boxing, fishing, judo, wrestling) – Delete for FY 2023/24 |  | 650 | 310 | 2,180 | 500 | N/A | N/A |
| Total calls received in the City's Communications Operations Center |  | 155,775 | 171,674 | 138,407 | 161,000 | 165,000 | 169,000 |
| Number of Police Department policies reviewed as a result of the Task Force on Diversity, Equity, and Inclusion input |  | N/A | N/A | TBD | 0 | 0 | 0 |
| Number of texts to 911 contacts |  | 172 | 240 | 445 | 200 | 200 | 200 |



Performance and Workload Measures

| Field Operations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Average response time for priority one calls for service (from dispatch to officer arrival) |  | 2:30 min | 1:25 min | 2:35 min | 2:35 min | 2:50 min | 2:50 min |
| Workload Measures | | | | | | | |
| Number of police calls for service |  | 67,211 | 53,996 | 111,502 | 45,000 | 45,000 | 45,000 |
| Number of officer self-initiated calls for service |  | 16,519 | 13,952 | 23,338 | 13,000 | 13,000 | 13,000 |
| Total number of arrests – juvenile |  | 31 | 14 | 134 | 60 | 60 | 60 |
| Total number of arrests – adult |  | 2,441 | 938 | 3,590 | 2,400 | 2,400 | 2,400 |
| Number of mental health contacts |  | 415 | 1,055 | 457 | 1,000 | 1,000 | 1,000 |
| Number of traffic citations |  | 1,096 | 1,003 | 2,179 | 1,200 | 2,000 | 2,000 |
| Number of parking citations |  | 2,249 | 3,729 | 2,460 | 3,800 | 4,000 | 4,000 |
| Number of mental health detentions |  | N/A | 459 | 1,477 | 350 | 350 | 350 |
| Number of crisis intervention cases |  | N/A | 434 | 431 | 450 | 450 | 450 |
| Number of abandoned vehicle cases |  | 2,568 | 2,553 | 3,320 | 2,600 | 2,600 | 2,600 |
| Number of abandoned vehicle tows |  | 218 | 204 | 386 | 250 | 250 | 250 |
| Number of traffic collisions |  | 1,228 | 961 | 867 | 1,000 | 1,000 | 1,000 |

Performance and Workload Measures

| Investigations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of warrants received |  | 1,642 | 1,751 | 960 | 1,700 | 1,700 | 1,700 |
| Number of warrants cleared |  | 1,363 | 1,386 | 1,345 | 1,500 | 1,500 | 1,500 |
| Number of missing persons located (in house) |  | 42 | 139 | 200 | 100 | 115 | 115 |
| Number of stolen vehicle recoveries (local, plus for other agencies) |  | 698 | 560 | 427 | 320 | 350 | 350 |
| Total number of police reports |  | 10,456 | 11,685 | 12,461 | 12,500 | 12,800 | 12,800 |
| Number of citizen online police reports taken |  | 3,586 | 2,842 | 3,622 | 3,800 | 3,800 | 3,800 |
| Number of domestic violence cases |  | N/A | 307 | 230 | 300 | 300 | 300 |
| Number of fraud cases ¹ – Modified for FY 2023/24 |  | N/A | 203 | 183 | 35 | N/A | N/A |
| Special Operations Division | | | | | | | |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of stadium events with 20,000+ attendees |  | 0 | 11 | 15 | 19 | 18 | 18 |
| Number of operation plans developed city-wide (e.g. city-wide special events, dignitary visits, stockholder meetings, Levi's Stadium) |  | 15 | 32 | 26 | 23 | 28 | 28 |

¹ The Police Department transitioned from the Uniform Crime Reporting System to the National Incident Based Report System (NIBRS). With this transition, crime categories have changed, with NIBRS reporting crimes (e.g. fraud, counterfeiting, forgery) as separate categories, while the previous system reported them as one category. Due to this change in reporting, reasonable targets are not yet known.

Department of Public Works

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Department of Public Works Description

The Department of Public Works (DPW) constructs, maintains and improves various components of the City's infrastructure and provides quality, cost-effective, timely services to the residents and businesses of Santa Clara. DPW is responsible for a wide variety of programs throughout the City which include design, construction management, stormwater pollution prevention, inspection and maintenance of City streets, bridges, traffic signal systems, building facilities, street trees, landscaping, sidewalks, and the closed landfill. These responsibilities include the engineering aspects of the sanitary sewer system, which is maintained by the Water and Sewer Utilities Department, and maintenance of storm drain pipelines and trash racks for pump stations which are maintained and operated by the Water and Sewer Utilities Department. The Department oversees the coordination and management support for the Convention Center Maintenance District, which consists of Hyatt Regency, Techmart, and the City, and maintains the grounds of the Franklin Square complex under the Downtown Parking Maintenance District. DPW manages solid waste contracts which provide services such as garbage, yard waste, recycling, street sweeping, household hazardous waste and the annual Clean-Up Campaign. Another significant component of DPW includes overseeing the procurement and maintenance of the City's fleet of vehicles and equipment. The Fleet Management program manages the lifecycle, replacement, procurement, upfit, and disposal of all vehicles and equipment within the City. This program also supports the City's diverse fleet operations, ensuring safe, cost-effective, and sustainable maintenance, repair, fueling, replacement, and compliance of City-owned vehicles and equipment.

Divisions and Services

The Department focus areas include Engineering Services and Operations and Maintenance. Engineering is comprised of five divisions: Administration, Traffic, Design, Land and Property Development, and Field Services. Operations and Maintenance is comprised of three divisions: Facility Services, Streets, and Fleet Management. The Streets Division is further subdivided to operate in the following areas: Administration, Traffic Maintenance, Street Maintenance (streets and storm drains), Environmental Programs, Solid Waste, Landscape, and Code Enforcement. The Facility Services Division manages the Convention Center Maintenance District, the Street Division manages the Downtown Parking Maintenance District, and the Fleet Management Division manages the Vehicle Replacement and Fleet Operations Funds.

| | |
|--|---|
| Engineering - Administration Division Mission | Provide administrative support services which meet the needs of the division, departments, and community. |
| Division Objectives | Manage and oversee all Department activities, represent the Department at the City Council meetings, and represent the City at various agency meetings. |
| | Develop and manage an efficient, cost effective department operating budget and capital improvement program (CIP) budget. Provide management and assistance in the development and delivery of the City's CIP. |



Engineering – Traffic Division Mission

Provide safe and efficient movement of pedestrian, bicycle, transit, and vehicular traffic.

Enhance safety and mobility for pedestrians and bicyclists through implementation of new or improved facilities such as bike lanes, pedestrian beacons, and intersection improvements consistent with the City's Bicycle Plan and Pedestrian Master Plan.

Enhance safety, increase operational efficiency, and reduce delays for all users of the City roadway system through implementation of improvements, innovative technologies, and engineering designs.

Division Objectives

Maintain, operate, and upgrade traffic infrastructure in an efficient and timely manner.

Apply for and administer transportation grants to augment the City's finances for improving traffic, pedestrian, and bicycle-related infrastructure.

Review proposed private development projects for consistency with City transportation policies and the California Environmental Quality Act (CEQA).

Review, investigate, and respond to resident and business inquiries/complaints regarding City traffic and roadway parking operations.

Engineering – Design Division Mission

Provide high quality services to the community through efficient and effective delivery of capital improvement projects and management of the City's infrastructure.

Manage infrastructure and the capital improvement project programming for pavement management, storm drain facilities, and capacity improvements for the sanitary sewer system.

Provide capital project administration, engineering, and management services for a variety of projects including transportation, roadways, pedestrian and bicycle, storm drains, sanitary sewers, buildings, libraries, and parks to implement the City's capital improvement program.

Division Objectives

Coordinate the Community Rating System (CRS) program with Federal Emergency Management Agency (FEMA) to maintain the City's Class 7 rating. This provides a reduction in flood insurance premiums for the property owners with flood insurance in the City of Santa Clara.

Maintain engineering design standard documents and maintain infrastructure record information such as as-builts and base maps.

Engineering – Land and Property Development Division Mission

Assist customers and the community by providing effective and efficient services during project development and public improvement design phases.

Facilitate the issuance of timely reviews and permits for residents, developers, and utilities in compliance with land use and development standards.

Division Objectives

Provide developers, residents and permittees with information related to fees, general engineering, City utilities, property lines and design standards.

Develop new procedures to streamline processes and use new technology to facilitate current procedures.



| | |
|--|--|
| Engineering – Field Services Division Mission | Serve all City departments and the community through effective and efficient construction management, construction inspection, materials testing, surveying, and administration services of public improvement projects. |
| Division Objectives | <p>Provide effective construction management, construction inspection, materials testing, surveying, and administration services for capital improvement projects, such as transportation, roadways, pedestrian and bicycle, sanitary sewers, storm drains, buildings, libraries, and parks.</p> <p>Deliver effective construction inspection, material testing, surveying and administration services for private developments that involve the City's infrastructure.</p> |
| Facility Services Division Mission | Perform cost effective repair and maintenance procedures to ensure City-owned buildings remain safe, attractive, and energy efficient. Provide a safe, clean, and well-maintained public space in support of the Santa Clara Convention Center Maintenance District ensuring a safe environment while enhancing the property value. |
| Division Objectives | <p>Maintain approximately 1,100,000 square feet of City-owned buildings in a safe, functional, and clean condition for all users. Oversee vendor contract to provide janitorial services to most City buildings and numerous service contracts to support the Facilities repairs and maintenance operations.</p> <p>Provide oversight of the Convention Center Maintenance District for the upkeep of equipment, signs, landscaping, pavement, concrete curb, gutter and sidewalks, service roads, pedestrian bridges, including the garage at the Santa Clara Convention Center complex and the Tasman Parking Garage.</p> |
| Streets Division Mission | Maintain streets, sidewalks, signs, markings, storm drain pipeline infrastructure, trees, and other landscape in the public right-of-way. Implement reliable, cost-effective solid waste programs that maximize landfill diversion. |
| Division Objectives | <p>Repair street potholes and sidewalk tripping hazards.</p> <p>Clean and maintain the storm drain collection system and implement the City's Urban Run-off Pollution Prevention Program.</p> <p>Maintain landscapes in the public right-of-way and remove graffiti.</p> <p>Prune City trees and plant new trees to replenish the City forest.</p> <p>Maintain traffic signs, striping, curb markings, and pavement messages.</p> <p>Repair damaged City-owned parking lots and walkways.</p> <p>Provide regular street sweeping services.</p> <p>Implement solid waste collection and disposal diversion programs to achieve cost recovery and maintain compliance with regulations.</p> <p>Manage solid waste collection contractors to ensure a high level of customer service and that agreement provisions are being followed.</p> <p>Complete the annual Clean-Up Campaign swiftly and safely.</p> |



**Fleet Management
Division Mission**

Provide and maintain safe and reliable vehicles and equipment essential for the delivery of City services. Optimize fleet services through timely and cost-effective procurement, compliance, maintenance, fueling, and disposal services.

Implement the City's Green Fleet Policy.

Monitor the City's fleet usage and remove under-utilized vehicles and unfunded retained assets from the fleet.

Perform manufacturer's recommended preventative maintenance on fleet assets to increase reliability and reduce costs associated with repairs.

Division Objectives

Procure equipment and vehicles identified for replacement.

Collaborate with departments on replacement equipment and vehicles before each purchase.

Evaluate alternative fuel options before purchasing new vehicles or equipment.

Ensure purchases of vehicles and equipment meet the highest air quality standards set by California Air Resources Board.

Significant Accomplishments

Administration:

- Managed Council priorities and reprioritized department workload to accomplish tasks while maintaining significantly lower staffing levels from previous budget reductions to help resolve the City's budget deficit.
- Prepared numerous Council reports and presentations to support Council decision making and City priorities.
- Managed department budgets, staffing, work plans and performance measures to ensure work was being completed within approved budgets.
- Provided customer service support to residents to ensure all inquiries, work requests, and information requests were being addressed.
- Completed the FY 2021/22 & FY 2022/2023 Biennial Operating Budget and the FY 2022/23 & FY 2023/24 Biennial Capital Improvement Program Budget.
- Completed updates to the Municipal Fee Schedule for FY 2023/24.
- Coordinated and managed the distribution of any COVID-19 related safety supplies as requested (reusable and disposable face masks, hand sanitizer, sanitizing wipes, etc.).

Design:

- Completed design work for the following capital improvement program projects/studies: 2021 Annual Street Maintenance and Rehabilitation - Washington Street Storm Drain Improvement Project; 2022 Annual Street Maintenance and Rehabilitation; 2023 Annual Street Maintenance and Rehabilitation; Annual Curb Ramp Installation 2022; Annual Curb Ramp Installation 2023; Public Right-of-Way ADA Improvements Construction Contract Packages 1, 2, 3 & 4; High-Intensity Activated Beacon on Scott and Harrison; Lick Mill-East River Parkway Crosswalk Improvement, Santa Clara School Access Improvements; Public Parking Lot Pavement Condition Assessment; Lafayette Street Underpass at Subway Storm Drain Pump Station Evaluation; Sanitary Sewer Hydraulic Model support – Patrick Henry Specific Plan; Calabazas Creek Sanitary Sewer Deficiency Study/Evaluation; Northside & Rabello Pump Station Firm Capacity Evaluation; Sanitary Sewer Condition Assessment Repair Package 1; Sanitary Sewer I/I Evaluation, Citywide Data Center Sewer Discharge Study; Citywide Stationary Standby Emergency Generators Replacement - Phase 2; Fire Station 2 Training Tower Repair Assessment; Northside Branch Library Photovoltaics System Installation; Utility Corporation Yard Field Service Center Renovation; Raymond G. Gamma Dog Park Improvements; Harris-Lass Museum Repairs; Montague Park Rehabilitation; Fairway Glen Park Restroom Construction Project; Magical Bridge Play Ground Improvement; and Westwood Oak Playground Improvement Project.
- Managed, maintained, and provided Sanitary Sewer Hydraulic Modeling support services for approximately 20 Land Development Projects.
- Implementation of Pavement Moratorium requirements, prepared five-year pavement program with list of streets, coordinated the five-year program with all utilities in the City, and made the information available on City's website.
- FEMA's CRS program: Coordinated with relevant City departments during the annual recertification process and provided Elevation Certificate & Letter of Map Amendment (LOMA) assistance to permit center & planning staff on an ongoing/as needed basis.
- Effectively implemented and coordinated use of BidSync for Request for Proposals and Bids and online bid submittal.
- Provided core team support through active participation for the continued implementation of the City's CIP Management Database, e-Builder.

Field Services:

- Received a Project of the Year Award from the American Public Works Association for the Reed & Grant Sports Park Project.
- Received a Project of the Year Award from the American Public Works Association for the Raymond G. Gamma Dog Park Improvements Project.
- Completed coordination, inspection, and activation of traffic signals at Juliette Lane and Mission College Boulevard, Corvin Drive and Kifer Road, and Olcott Street and Scott Boulevard.
- Completed construction of the following capital improvement projects: Scott Boulevard Traffic Signal Interconnect & Coordination; Lick Mill - E. River Parkway Crosswalk Improvement; Bicycle Lane Improvement on Pruneridge Avenue at Lawrence; 2021 Annual Street Maintenance & Rehabilitation; Harris Lass Museum Repairs; Santa Clara Access School Improvement Project; Public Right-of-Way ADA Improvements Packages 1 & 2; 2022 Annual Street Maintenance and Rehabilitation Project; 2022 ADA Upgrade project; Montague Park Rehabilitation; Laurelwood Pump Station Rehabilitation Project; Mission Branch Library Gazebo Project; and Citywide Generator Project Phase 1.
- Provided effective construction management, construction inspection, surveying, materials testing, and administration services for approximately 51 capital improvement projects and approximately 948 encroachment permits.

Land and Property Development:

- Issued approximately 930 encroachment permits over the last two fiscal years. Major encroachment permits for some notable development projects include: 2323/2343 Calle Del Mundo (SummerHill Apartment - Tasman East Specific Area Plan); 2300 Calle Del Luna (Related - Tasman East Specific Area Plan); 2230 Calle De Luna (Holland - Tasman East Specific Area Plan); 2240 Calle de Luna/5123 Calle Del Sol (Ensemble - Tasman East Specific Area Plan); 3312 Kifer/2904 Corvin (Allied Housing - Lawrence Station Area Plan); 1205 Coleman Avenue (Hunter Storm – Gateway Crossings); 2780 El Camino Real – complete package (KB Homes - Moonlite Lanes Residential); 1200 Memorex (Data Center); 2905 Stender Way (Data Center); California High Speed Rail (SF-SJ) Environmental Impact Report/Environmental Impact Statement; Caltrans US 101 / De La Cruz Street Improvement; 2305 Mission College Blvd (Data Center); 737 Mathew (Data Center); 651 Walsh Avenue (Data Center); and 2330 Monroe Street (Apartments).
- Processed approximately 800 development site clearances for building permits and collected fees.
- Processed 10 subdivision maps and approximately 130 land title documents which includes processing, reviewing, approving, and recording the title documents.
- Continued to lead and support private development throughout the City including large developments such as Related Santa Clara, Tasman East, Patrick Henry Drive, Freedom Circle, Lawrence Station, etc.
- Provided dedicated support for the high-priority Related Santa Clara project by:
 - Leading, coordinating, and facilitating the relocation of third-party utilities to support the City's vacation of Centennial Boulevard and a portion of Stars and Stripes Drive.
 - Providing technical support for the City's approval of the Vesting Tentative Subdivision Map for the Development Area Plan (DAP)1 for the project.
 - Actively coordinating and providing technical review of the DAP 1 public improvement package for streets and utilities improvements.
 - Participating in weekly project coordination meetings with the Related Santa Clara team.
 - Providing project management and technical engineering support to the City Manager's Priority Project Manager for the project.

Traffic:

- Completed coordination, construction, and inspection of bicycle lane improvements on Monroe Street (Chromite Drive to San Tomas Expressway) and Lafayette Street (Calle de Luna to Agnew Road), Walsh Avenue (Bowers Road to San Tomas Expressway), The Alameda (Market Street to El Camino Real), Great America Way (Lafayette Street to Great America Parkway), Mission College Boulevard (Freedom Circle West to Montague Expressway), and Scott Boulevard (Central Expressway to Olcott Street).
- Completed a two-year community outreach and study process for the Pruneridge Avenue Complete Streets Plan. On August 30, 2022 City Council adopted the Pruneridge Avenue Complete Streets Plan and selected a preferred design concept for staff to pursue outside funding opportunities such as grants, etc.
- Obtained \$1.9 million of regional grant funding for Citywide Traffic Signal LED Lighting Upgrades; High Priority Curb Ramps; Bike Safety Equipment; Bike Corridor Planning Studies for Walsh Avenue, Monroe Street, and De La Cruz Boulevard; Mission College Class IV Bike Lane Implementation; Pruneridge Avenue Signal Timing; Vision Zero Study; and Multijurisdictional Intelligent Transportation Improvements.
- In partnership with the City of Cupertino, obtained \$8.5 million in State Transit and Intercity Rail Capital grant funding to expand Cupertino's on-demand shuttle program into Santa Clara over the next four years.
- In 2021, secured Federal Community Project funding of \$2.75 million for the De La Cruz Boulevard, Lick Mill Boulevard, and Scott Boulevard Bicycle Projects submitted by Congressman Ro Khanna.
- Received, investigated, and responded to 692 traffic requests from the public during FY 2021/22.
- Supported traffic operations for 11 events at Levi's Stadium in FY 2021/22.

Facility Services:

- Worked with Santa Clara County on obtaining a Historical Grant for the Harris Lass property improvements project.
- Processed approximately 1800 facility work orders for internal City customers and facilities with 95% satisfaction rate.
- Completed the Facility Capital Improvement Project for Harris Lass Historic House Tank House and Porch Repair.
- Worked closely with the City's Historical Advisor on a five-year plan to improve maintenance and repair on the Berryessa Adobe, Headen Inman, Jamison Brown, Morse Mansion, and Harris Lass Historic Properties.
- Provided core team support through active participation for the continued implementation of the City's safety monthly training program, Target Solutions which also included topics on annual specific training and stress related trainings.
- Provided oversight and management at Maintenance District #183 Santa Clara Convention Center Complex. Goals include Water Management and Turf Conversion in addition to working with Silicon Valley Power on eventual EV Charger Installation throughout the site.
- Supported garage operations at Tasman Garage to support Convention Center and Levi's Stadium Events.
- Supported Parks and Recreation Department with major repairs to their H.V.A.C. systems and fire alarm systems at Senior Center and Community Recreation Center in addition to assisting with the turnover of the Youth Activity Center to the Santa Clara Unified School District.
- Supported 35 critical City facilities with emergency generator preventative maintenance and monthly operational inspections.

Streets:

- Maintained Tree City USA certification for the 36th consecutive year and received the Growth Award for 2021.
- Removed turf and installed water-wise landscaping at the City Hall complex using Valley Water rebate funds.
- Completed and implemented enterprise asset management applications for City Street Trees, Parkways & Boulevards Trees, Sidewalk, Curb & Gutters, Storm Drain, and Traffic Divisions.

- Completed contamination minimization lid-flip audits within all exclusive franchise hauler routes as required by SB 1383.
- Updated the Santa Clara City Code chapters pertaining to Trees and Shrubs. Developed and implemented a grid system to schedule City trees for preventative maintenance pruning.
- Developed a compost give-away program for residents and businesses.
- Installed over 500 new full trash capture devices.
- Completed a solid waste rate study that equitably calculated each rate based on the cost of service.
- Completed the 2022 Cleanup Campaign on schedule and studied alternatives to current CUC format.
- Migrated stormwater related compliance inspections over to Accela.
- Completed audits of non-exclusive franchise hauler quarterly franchise fee payments and compliance with mandatory commercial recycling and organics recycling requirements.

Fleet Operations:

- Utilized renewable diesel exclusively in the City's diesel fleet in FY 2021/22.
- Obtained "Blue Seal of Excellence" recognition from National Institute of Automotive Service Excellence (ASE) in 2021 and 2022.
- Placed 28 new vehicles in service in FY 2021/22 of which 15 were Electric or Hybrid.
- Retired and sold at auction 31 fleet assets yielding approximately \$200,000 in revenue for FY 2021/22.
- Maintained approximately 760 fleet assets with a 90% Preventive Maintenance (PM) Compliance rate.
- Updated City Manager's Directive 45 for Vehicle and Equipment Accident Review.

Significant Objectives

Design:

- Provide Infrastructure Management Services for the storm drain system and pavement maintenance program, and engineering planning for the sanitary sewer system.
- Provide effective capital improvement project management for a wide variety of projects city-wide including: Annual Street Maintenance and Rehabilitation Program Management and related projects; Annual ADA Curb Ramps; Bassett and Laurelwood Bike Lanes; MCB/GAP Intersection Improvement Project; Monroe Street-Los Padres Boulevard Traffic Signal Modification; Lick Mill Boulevard Pedestrian Beacons Upgrade; GAP and Tasman Drive Traffic Signal Interconnect; Santa Clara Citywide ITS Project 2; Creek Trail Pavement Maintenance and Rehabilitation Project - Package 1; Miscellaneous Asphalt and Concrete Maintenance and Repairs Project - Package A; Bowers Avenue Storm Drain Pump Station Improvement; Storm Drain Slide Gate Rehabilitation; Sanitary Sewer Master Plan Update 2023; Annual Sanitary Sewer Repairs and Sanitary Sewer Capacity improvements; Stationary Standby Generator Replacement Phase 3; Utilities Corporation Yard Renovation; Bowers Park Building Improvements and Parking Lot Rehabilitation; Sarah E. Fox Memorial Mausoleum Roof Replacement; Central Park Master Plan - New Entrance, Access and Parking Improvements; Westwood Oaks Park Playground Rehabilitation; and Parks Service Center Roof Replacement.
- Provide Sanitary Sewer Hydraulic Modeling Support for Land Development Projects.

Field Services:

- Provide effective construction management, construction inspection, surveying, materials testing, and administration services for capital improvement projects and private development projects that construct City infrastructure.
- Provide on-time and on-schedule completion of projects for transportation, roadways, parks, buildings, traffic signals,

pedestrian-and bicycle improvements, sanitary sewer and storm drain rehabilitation, and other capital projects.

- Provide construction inspection and coordination for private development-built City infrastructure, such as: 575 Benton Street Mixed Use; 1850 El Camino Real Residential; 3200 Scott Boulevard Office; 3607 Kifer Road Office; Mission Park (2305 Mission College Boulevard); 1900 Warburton Avenue Residential; 1834 Worthington Circle- Agrihood Mix use Development; 641 Walsh Ave. Data Center; 3045 Stender Way Data Center; Stevens Creek Boulevard Office Campus (5403/5405 Stevens Creek Boulevard); Gateway Crossing (Coleman); Gateway Village (3700 El Camino Real); Lawrence Station - Kifer Road Multi-Family (Toll Brothers); Lawson Lane Office; Santa Clara Square Residential; Summerhill Lawrence Station (3505 Kifer Road); 3311 Kifer Road (Cahill Contractors); 1100 Memorex Drive - New Data Center; 3035 El Camino Real- Mixed use; Westfield Valley Fair Expansion; Tasman East – 2200 Calle De Luna Residential; Tasman East – 2300 Calle De Luna Mixed Use; 2302 Calle Del Mundo Mixed Use; 2343 Calle Del Mundo Residential; and 5123 Calle Del Sol Mixed Use Vantage Data Center II.

Land and Property Development:

- Facilitate significant private development projects by providing effective and efficient processing of site clearances, subdivision maps, land title documents, public improvement plan checks, and development fee collection. Some significant projects include Lawrence Station Area Plan at Kifer Road, Lawrence Expressway and Central Expressway; Tasman East Specific Area Plan at Lafayette Street, Calle del Mundo, Calle de Luna, and Calle del Sol; Related Santa Clara (formerly City Place) at Tasman Drive, Lafayette Street and Great America Parkway (on City's closed golf course); Patrick Henry Specific Plan at Patrick Henry Drive, Great America Parkway and Mission College Boulevard.
- Upcoming or in process notable development projects include: 2200 Calle Del Luna (Holland - Tasman East Specific Area Plan); 2232 Calle Del Mundo & 2225 Calle De Luna (Greystar – Tasman East Specific Area Plan); 2263/2273 Calle Del Mundo (Ensemble - Tasman East Specific Area Plan); 3517 Ryder Street (Westlake Urban – Lawrence Station Area Plan); 3335 Kifer Road Street (Allied Housing – Lawrence Station Area Plan); 2055 Lafayette Street (Data Center); 3710 El Camino Real (Gateway Village Phase 2); 2600 De La Cruz Boulevard (Data Center); 2805 Mission College Boulevard (Data Center); VTA – BART Phase II; Developments within the Lawrence Station Area Plan; Developments within the Tasman East Specific Area Plan; Developments within the Patrick Henry Drive Specific Area Plan; and Related Santa Clara (City Place – Related Project).

Traffic:

- Complete the following Traffic Engineering Projects: Creek Trail Expansion Master Plan; Traffic Signal Management Software Upgrade/Replacement and Adaptive Signal System; Traffic Pre-emptors; Changeable Message Signs; 15 miles per hour School Zones; and Travel Demand Model Update.
- Make significant progress on 2016 Measure B funded bike corridor planning studies for Walsh Avenue, Monroe Street, and De La Cruz Boulevard.
- Make significant progress on Federal Community Project funded bike corridor planning studies for De La Cruz Boulevard, Lick Mill Boulevard, and Scott Boulevard.
- Work collaboratively and make progress on the joint jurisdictional Stevens Creek Visioning Study with the City of San Jose, City of Cupertino, County of Santa Clara, and Valley Transportation Authority.
- Complete the Uncontrolled Crosswalks Project, Lick Mill Blvd Pedestrian Beacons Upgrade Project; Lafayette Class IV Bicycle Lanes Project, and Bassett/Laurelwood Bicycle Lane Project.
- Continue to operate an annual Shared Mobility Permit Program for the City.
- Launch and operate an on-demand shuttle program with the City of Cupertino.
- Begin work on a Vision Zero Study.
- Continue to implement recommendations in the approved Bicycle Plan Update and Pedestrian Master Plan.
- Continue to support the Community Development Department with traffic engineering and traffic impact analysis support (i.e., Level of Service and Vehicle Miles Travelled Analysis) for proposed development projects and specific and precise plans.

- Continue to make progress responding to traffic calming and traffic safety related public inquiries.

Facility Services:

- Provide outstanding service to customers, which includes all types of requests such as janitorial repair needs and new infrastructure requirements with the objective to respond to every customer in a timely manner on projects and repairs.
- Provide upkeep and repairs to the Tasman Parking Garage.
- Continue with regular maintenance and improvements to the Convention Center Maintenance District grounds, surfaces, and garage structure and begin planning and designing for parking lot repairs and maintenance. Provide building and mechanical maintenance services for all City buildings.
- Operate and maintain the City's elevators.
- Assist the City Manager's Office with maintenance at properties such as Morse Mansion, Gianera House, and Commerce & Peddlers Plaza.
- Maintain preventative maintenance compliance with manufacturers recommended intervals on Facilities equipment which includes replacement of air filters on a scheduled basis.

Streets:

- Update the Santa Clara City Code chapter pertaining Storm Drains.
- Maintain recently developed asset management systems for traffic signs and storm drain infrastructure.
- Enter into an agreement to purchase electricity derived from organic material to comply with SB 1383 procurement requirements. Inventory Landscape Maintenance Division assets to facilitate the future implementation of asset management system use to more effectively schedule and track maintenance activities.
- Ensure reliable garbage, yard trimmings, and residential recycling services.
- Enter into new agreements for landfill disposal and composting services.
- Continue to implement organic waste reduction programs to reduce methane emissions from landfills and comply with state legislation.

Fleet Operations:

- Maintain preventative maintenance compliance with manufacturers recommended intervals.
- Continue work with City departments engaged in fleet electrification activity by supporting electric vehicle (EV) acquisitions, expanding EV charging infrastructure, and seeking related funding opportunities.
- Continue to monitor and report evolving regulatory requirements for medium and heavy-duty fleets required by California Air Resources Board that impacts City compliance, services, and budgets.

Budget Highlights

The Public Works Budget includes the following changes:

- Position shifts of Environmental Program staff and Compliance Manager (shift partial positions to Solid Waste).
- Reduction of Vehicle Amortization and O&M to remove 17 underutilized vehicles/equipment.
- Sale of underutilized vehicles/equipment.
- Increase to the Storm Drain contractual services budget that is offset by revenues for development planning and building application review.



Public Works Department

119.50 FTEs*

Engineering –Administration

0.75 Director of Public Works
1.00 Assistant Director of Pub Works/City Engineer
1.00 Management Analyst
0.50 Office Specialist II
1.00 Office Specialist III
1.00 Office Specialist IV

5.25 Total Engineering-Administration FTE

Engineering – Design

2.00 Associate Engineer (Civil)
1.00 Principal Engineer
4.00 Senior Engineer (Civil)

7.00 Total Engineering-Design FTE

Engineering – Field Services

1.00 Account Clerk II
1.00 Chief of Party
1.00 Principal Engineer
4.00 Public Works Inspector
1.00 Senior Engineer (Civil)
1.00 Senior Engineering Aide

9.00 Total Engineering-Field Services FTE

**Engineering – Land and Property
Development**

4.00 Associate Engineer (Civil)
1.00 Principal Engineer/City Surveyor
1.00 Senior Engineer (Civil)
1.00 Senior Engineering Aide

7.00 Total Engineering-Land and Prop Dev FTE

Engineering – Traffic

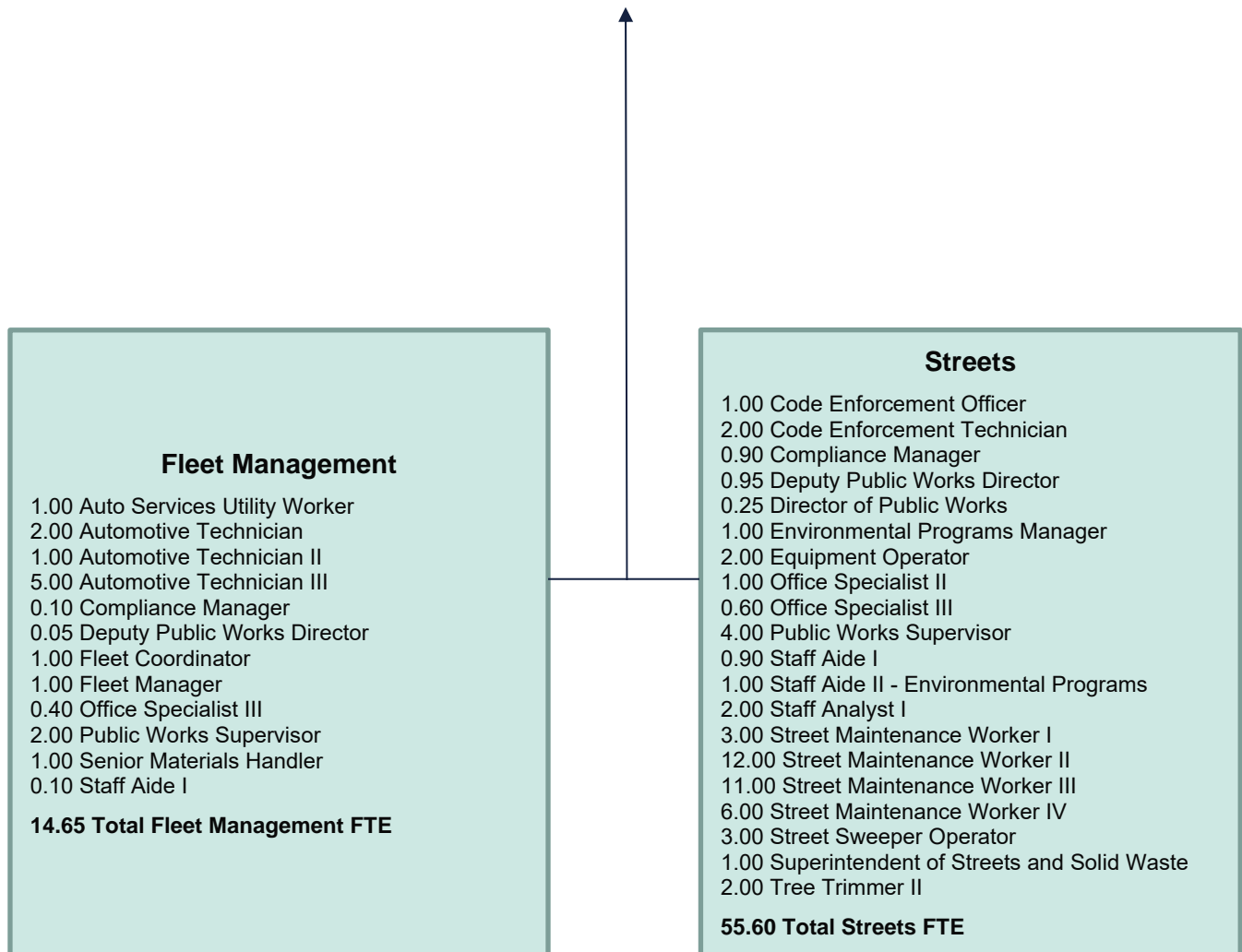
3.00 Associate Engineer (Civil)
1.00 Principal Planner
2.00 Senior Engineer (Civil)
1.00 Traffic Operations Engineer
1.00 Transportation Manager

8.00 Total Engineering-Traffic FTE

Facility Services

1.00 Building Maintenance Manager
5.00 Building Maintenance Worker
3.00 Mechanical Maintenance Worker
1.00 Office Specialist II
2.00 Public Works Supervisor
1.00 Utility Worker

13.00 Total Facility Services FTE



**The positions above represent all funded positions. This excludes the 1.0 Associate Engineer, 1.0 Assistant Engineer (Civil), and 1.0 Automotive Technician positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This also excludes 5.0 vacant FTEs (1.0 Street Maintenance Worker IV, 3.0 Street Maintenance Worker III, and 1.0 Street Maintenance Worker I/II) that were frozen, as approved by the City Council on June 22, 2021 (Agenda Item 5.0 – Report to Council 21-526). Lastly, this excludes 4.0 FTEs that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related: 1.0 Associate Engineer (Civil), 1.0 Principal Engineer, 1.0 Public Works Inspector, and 1.0 Senior Engineer (Civil).*



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Facility Services Division | | | | | | | |
| 2222 | Maintenance Repair | 2,416,676 | 2,547,456 | 2,614,039 | 2.6% | 2,718,967 | 4.0% |
| 2223 | Janitorial | 1,284,593 | 1,478,391 | 1,766,903 | 19.5% | 1,836,667 | 3.9% |
| 2961 | Convention Center Maintenance District | 2,640,583 | 2,720,819 | 2,724,502 | 0.1% | 2,579,502 | (5.3%) |
| Total Facility Services Division | | 6,341,852 | 6,746,666 | 7,105,444 | 5.3% | 7,135,136 | 0.4% |
| Engineering-Administration Division | | | | | | | |
| 4411 | General Services | 1,000,954 | 437,522 | 449,473 | 2.7% | 472,914 | 5.2% |
| 4412 | Developer Projects | 405,785 | 421,701 | 434,748 | 3.1% | 457,830 | 5.3% |
| 4413 | Capital Improvement Projects | 535,850 | 560,902 | 669,003 | 19.3% | 697,146 | 4.2% |
| Total Engineering-Administration Division | | 1,942,589 | 1,420,125 | 1,553,224 | 9.4% | 1,627,890 | 4.8% |
| Engineering-Design Division | | | | | | | |
| 4441 | General Services | 253,543 | 270,164 | 254,859 | (5.7%) | 272,830 | 7.1% |
| 4442 | Developer Projects | 172,998 | 188,893 | 189,886 | 0.5% | 205,454 | 8.2% |
| 4443 | Capital Improvement Projects | 7,508,844 | 7,072,892 | 8,757,190 | 23.8% | 6,780,270 | (22.6%) |
| Total Engineering-Design Division | | 7,935,385 | 7,531,949 | 9,201,935 | 22.2% | 7,258,554 | (21.1%) |
| Engineering-Field Services Division | | | | | | | |
| 4461 | General Services | 407,851 | 310,239 | 324,992 | 4.8% | 337,808 | 3.9% |
| 4462 | Developer Projects | 675,717 | 728,044 | 757,447 | 4.0% | 794,220 | 4.9% |
| 4463 | Capital Improvement Projects | 1,304,278 | 1,345,190 | 1,392,589 | 3.5% | 1,447,931 | 4.0% |
| Total Engineering-Field Services Division | | 2,387,846 | 2,383,473 | 2,475,028 | 3.8% | 2,579,959 | 4.2% |
| Engineering-Land and Property Development Division | | | | | | | |
| 4451 | General Services | 276,324 | 259,331 | 297,162 | 14.6% | 311,985 | 5.0% |
| 4452 | Development Support | 2,335,790 | 2,543,310 | 1,586,589 | (37.6%) | 1,680,714 | 5.9% |
| Total Engineering-Land and Property Development Division | | 2,612,114 | 2,802,641 | 1,883,751 | (32.8%) | 1,992,699 | 5.8% |



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Engineering-Traffic Division | | | | | | | |
| 4431 | General Services | 479,734 | 471,058 | 438,508 | (6.9%) | 469,446 | 7.1% |
| 4432 | Developer Projects | 612,681 | 658,498 | 656,746 | (0.3%) | 703,298 | 7.1% |
| 4433 | Capital Improvement Projects | 3,216,333 | 2,772,467 | 1,283,761 | (53.7%) | 2,228,188 | 73.6% |
| 4434 | Traffic Signal Management | 952,191 | 1,167,312 | 1,181,424 | 1.2% | 1,221,834 | 3.4% |
| 4435 | Traffic Striping and Signing | 144,072 | 150,485 | 150,007 | (0.3%) | 161,114 | 7.4% |
| Total Engineering-Traffic Division | | 5,405,011 | 5,219,820 | 3,710,446 | (28.9%) | 4,783,880 | 28.9% |
| Streets Division | | | | | | | |
| 2911 | Street Maintenance | 3,629,648 | 3,608,040 | 3,930,894 | 8.9% | 4,094,805 | 4.2% |
| 2921 | Storm System Maintenance | 1,309,728 | 1,571,873 | 1,062,396 | (32.4%) | 1,107,845 | 4.3% |
| 2924 | Non-Point Source | 1,325,424 | 1,688,573 | 1,823,886 | 8.0% | 1,929,511 | 5.8% |
| 2931 | Garbage Collection | 22,902,081 | 26,441,010 | 28,105,648 | 6.3% | 29,148,157 | 3.7% |
| 2932 | Clean Green Collection | 2,423,078 | 3,104,125 | 3,261,403 | 5.1% | 3,391,711 | 4.0% |
| 2933 | Clean-Up Campaign | 2,263,173 | 2,524,675 | 2,580,303 | 2.2% | 2,659,209 | 3.1% |
| 2934 | Residential Recycling | 3,703,388 | 4,048,648 | 4,384,692 | 8.3% | 4,564,105 | 4.1% |
| 2935 | Street Sweeping | 999,864 | 960,225 | 1,048,168 | 9.2% | 1,087,928 | 3.8% |
| 2936 | Household Hazardous Waste | 40,714 | 46,776 | 0 | (100.0%) | 0 | N/A |
| 2941 | Parking District Maintenance | 128,485 | 143,280 | 280,310 | 95.6% | 295,483 | 5.4% |
| 2951 | Landscape Maintenance | 3,502,400 | 4,009,320 | 4,218,698 | 5.2% | 4,404,467 | 4.4% |
| 2952 | Street Tree Program | 1,437,077 | 1,300,051 | 1,350,195 | 3.9% | 1,395,849 | 3.4% |
| 2971 | Traffic Maintenance | 1,100,500 | 1,073,019 | 1,074,742 | 0.2% | 1,106,174 | 2.9% |
| Total Streets Division | | 44,765,560 | 50,519,615 | 53,121,335 | 5.1% | 55,185,244 | 3.9% |
| Fleet Management Division | | | | | | | |
| 2111 | Fleet Acquisitions | 3,038,474 | 3,444,961 | 2,789,600 | (19.0%) | 4,711,000 | 68.9% |
| 2123 | Fleet Operations | 4,795,145 | 5,661,850 | 5,462,441 | (3.5%) | 5,651,174 | 3.5% |
| Total Fleet Management Division | | 7,833,619 | 9,106,811 | 8,252,041 | (9.4%) | 10,362,174 | 25.6% |
| Total by Division / Program | | 79,223,976 | 85,731,100 | 87,303,204 | 1.8% | 90,925,536 | 4.1% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 23,822,709 | 24,864,540 | 25,599,934 | 3.0% | 26,728,107 | 4.4% |
| Bridge District #2 Fund | 80,000 | 80,000 | 80,000 | 0.0% | 80,000 | 0.0% |
| Community Facilities District No. 2019-1 (Lawrence Station) Fund | 0 | 0 | 37,221 | 0.0% | 38,337 | 3.0% |
| Convention Center Maintenance District Fund | 1,877,763 | 1,878,119 | 1,919,119 | 2.2% | 1,774,119 | (7.6%) |
| Developer Traffic Payments Fund | 0 | 1,108,500 | 0 | (100.0%) | 0 | 0.0% |
| Downtown Parking Maintenance District Fund | 125,975 | 137,521 | 136,990 | (0.4%) | 144,609 | 5.6% |
| Fleet Operations Fund | 4,795,145 | 5,661,850 | 5,462,441 | (3.5%) | 5,651,174 | 3.5% |
| Gas Tax Fund | 3,946,580 | 2,985,000 | 4,650,000 | 55.8% | 2,550,000 | (45.2%) |
| Public Works Capital Projects Management Fund | 3,754,800 | 3,941,683 | 4,111,656 | 4.3% | 4,362,916 | 6.1% |
| Related Santa Clara Developer Fund | 788,420 | 933,187 | 0 | (100.0%) | 0 | 0.0% |
| Road Repair and Accountability Act of 2017 SB1 Fund | 2,100,000 | 2,500,000 | 2,500,000 | 0.0% | 2,500,000 | 0.0% |
| Solid Waste Fund | 32,300,732 | 37,124,239 | 39,316,243 | 5.9% | 40,785,274 | 3.7% |
| Traffic Mitigation Fund | 2,593,378 | 1,071,500 | 700,000 | (34.7%) | 1,600,000 | 128.6% |
| Vehicle Replacement Fund | 3,038,474 | 3,444,961 | 2,789,600 | (19.0%) | 4,711,000 | 68.9% |
| Total by Fund | 79,223,976 | 85,731,100 | 87,303,204 | 1.8% | 90,925,536 | 4.1% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 13,657,700 | 14,471,459 | 14,696,435 | 1.6% | 15,492,862 | 5.4% |
| As-Needed | 272,370 | 141,025 | 149,461 | 6.0% | 153,033 | 2.4% |
| Overtime | 228,090 | 242,984 | 251,489 | 3.5% | 260,289 | 3.5% |
| Retirement | 4,927,979 | 5,556,072 | 5,120,842 | (7.8%) | 5,420,881 | 5.9% |
| Health Allocation | 1,503,997 | 1,835,380 | 2,038,104 | 11.0% | 2,160,439 | 6.0% |
| Medicare | 211,279 | 230,227 | 227,334 | (1.3%) | 239,207 | 5.2% |
| Social Security | 812,232 | 953,428 | 982,850 | 3.1% | 1,016,914 | 3.5% |
| Other Benefits | 631,379 | 653,701 | 699,006 | 6.9% | 745,967 | 6.7% |
| Total Salary and Benefits | 22,245,026 | 24,084,276 | 24,165,521 | 0.3% | 25,489,592 | 5.5% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 10,010,026 | 12,883,587 | 13,493,757 | 4.7% | 13,648,979 | 1.2% |
| Resource/Production | 26,389,571 | 29,764,785 | 31,502,632 | 5.8% | 32,762,738 | 4.0% |
| Interfund Services | 5,455,736 | 5,746,049 | 5,103,772 | (11.2%) | 5,208,010 | 2.0% |
| Franchise Tax | 683,376 | 721,621 | 841,888 | 16.7% | 875,563 | 4.0% |
| Capital Outlay | 2,163,979 | 2,484,961 | 2,640,000 | 6.2% | 4,711,000 | 78.4% |
| Other Expenditures | 756,990 | 0 | 0 | 0.0% | 0 | 0.0% |
| Transfer to Other Funds | 11,519,272 | 10,045,821 | 9,555,634 | (4.9%) | 8,229,654 | (13.9%) |
| Total Non-Personnel | 56,978,950 | 61,646,824 | 63,137,683 | 2.4% | 65,435,944 | 3.6% |
| Total by Category | 79,223,976 | 85,731,100 | 87,303,204 | 1.8% | 90,925,536 | 4.1% |



Position Summary

| | FY 2021/22 Adopted* | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|------------------------|------------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | |
| Facility Services Division | | | | | |
| 2222 Maintenance Repair | 11.62 | 11.62 | 11.62 | 0.00 | 11.62 |
| 2223 Janitorial | 1.28 | 1.28 | 1.28 | 0.00 | 1.28 |
| 2961 Convention Center Maintenance District | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| Total Facility Services Division | 13.00 | 13.00 | 13.00 | 0.00 | 13.00 |
| Engineering-Administration Division | | | | | |
| 4411 General Services | 1.74 | 1.74 | 1.74 | 0.00 | 1.74 |
| 4412 Developer Projects | 1.74 | 1.74 | 1.74 | 0.00 | 1.74 |
| 4413 Capital Improvement Projects | 1.78 | 1.78 | 1.78 | 0.00 | 1.78 |
| Total Engineering-Administration Division | 5.25 | 5.25 | 5.25 | 0.00 | 5.25 |
| Engineering-Design Division | | | | | |
| 4441 General Services | -0.10 | 0.80 | 0.80 | 0.00 | 0.80 |
| 4442 Developer Projects | 0.80 | 0.70 | 0.70 | 0.00 | 0.70 |
| 4443 Capital Improvement Projects | 6.30 | 5.50 | 5.50 | 0.00 | 5.50 |
| Total Engineering-Design Division | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Engineering-Field Services Division | | | | | |
| 4461 General Services | 0.90 | 0.90 | 0.90 | 0.00 | 0.90 |
| 4462 Developer Projects | 3.05 | 3.50 | 3.50 | 0.00 | 3.50 |
| 4463 Capital Improvement Projects | 5.05 | 4.60 | 4.60 | 0.00 | 4.60 |
| Total Engineering-Field Services Division | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| Engineering-Land and Property Development Division | | | | | |
| 4451 General Services | 0.87 | 0.82 | 0.82 | 0.00 | 0.82 |
| 4452 Development Support | 9.13 | 10.18 | 6.18 | (4.00) | 6.18 |
| Total Engineering-Land and Property Development Division | 10.00 | 11.00 | 7.00 | (4.00) | 7.00 |
| Engineering-Traffic Division | | | | | |
| 4431 General Services | 1.00 | 1.60 | 1.60 | 0.00 | 1.60 |
| 4432 Developer Projects | 2.45 | 2.35 | 2.35 | 0.00 | 2.35 |
| 4433 Capital Improvement Projects | 2.55 | 2.25 | 2.25 | 0.00 | 2.25 |
| 4434 Traffic Signal Management | 1.30 | 1.20 | 1.20 | 0.00 | 1.20 |
| 4435 Traffic Striping and Signing | 0.70 | 0.60 | 0.60 | 0.00 | 0.60 |
| Total Engineering-Traffic Division | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |



Position Summary

| | | FY 2021/22 Adopted* | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|------------------------------|------------------------|------------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | | |
| Streets Division | | | | | | |
| 2911 | Street Maintenance | 13.80 | 13.80 | 15.70 | 1.90 | 15.70 |
| 2921 | Storm System Maintenance | 6.45 | 6.45 | 3.25 | (3.20) | 3.25 |
| 2924 | Non-Point Source | 5.70 | 5.70 | 5.80 | 0.10 | 5.80 |
| 2931 | Garbage Collection | 2.15 | 2.15 | 2.95 | 0.80 | 2.95 |
| 2933 | Clean-Up Campaign | 0.45 | 0.45 | 0.45 | 0.00 | 0.45 |
| 2934 | Residential Recycling | 1.20 | 1.20 | 1.00 | (0.20) | 1.00 |
| 2935 | Street Sweeping | 2.70 | 2.70 | 2.70 | 0.00 | 2.70 |
| 2936 | Household Hazardous Waste | 0.15 | 0.15 | 0.00 | (0.15) | 0.00 |
| 2941 | Parking District Maintenance | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| 2951 | Landscape Maintenance | 15.55 | 15.55 | 16.40 | 0.85 | 16.40 |
| 2952 | Street Tree Program | 3.65 | 3.65 | 3.65 | 0.00 | 3.65 |
| 2971 | Traffic Maintenance | 3.20 | 3.20 | 3.20 | 0.00 | 3.20 |
| Total Streets Division | | 55.50 | 55.50 | 55.60 | 0.10 | 55.60 |
| Fleet Management Division | | | | | | |
| 2123 | Fleet Operations | 14.75 | 14.75 | 14.65 | (0.10) | 14.65 |
| Total Fleet Management Division | | 14.75 | 14.75 | 14.65 | (0.10) | 14.65 |
| Total by Division / Program | | 122.50 | 123.50 | 119.50 | (4.00) | 119.50 |
| Positions by Fund | | | | | | |
| General Fund | | 83.16 | 82.87 | 82.52 | (0.35) | 82.52 |
| Downtown Parking Maintenance District Fund | | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| Convention Center Maintenance District Fund | | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| Public Works Capital Projects Management Fund | | 14.34 | 14.13 | 14.13 | 0.00 | 14.13 |
| Fleet Operations Fund | | 14.75 | 14.75 | 14.65 | (0.10) | 14.65 |
| Solid Waste Fund | | 6.65 | 6.65 | 7.10 | 0.45 | 7.10 |
| Electric Utility Fund | | 0.50 | 0.50 | 0.50 | 0.00 | 0.50 |
| Related Santa Clara Developer Fund | | 2.50 | 4.00 | 0.00 | (4.00) | 0.00 |
| Total by Fund | | 122.50 | 123.50 | 119.50 | (4.00) | 119.50 |



Position Summary

| | FY 2021/22 Adopted* | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|--|------------------------|------------------------|-------------------------|----------------------|-------------------------|
| Position Classification | | | | | |
| Account Clerk | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Associate Engineer (Civil) | 10.00 | 10.00 | 9.00 | (1.00) | 9.00 |
| Assistant Director Of Public Works/City Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Auto Services Utility Worker | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Automotive Technician I | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Automotive Technician II | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Automotive Technician III | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Building Maintenance Worker | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Building Maintenance Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Chief Of Party | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Code Enforcement Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Compliance Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Deputy Public Works Director | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Director Of Public Works | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Environmental Programs Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Equipment Operator | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Fleet Coordinator | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fleet Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Mechanical Maintenance Worker | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Office Specialist II | 2.50 | 2.50 | 2.50 | 0.00 | 2.50 |
| Office Specialist III | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Office Specialist IV | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Principal Engineer ¹ | 4.00 | 4.00 | 2.00 | (2.00) | 2.00 |
| Principal Engineer/City Surveyor ¹ | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Principal Planner | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Public Works Inspector ² | 4.00 | 5.00 | 4.00 | (1.00) | 4.00 |
| Public Works Supervisor | 8.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| Senior Engineer (Civil) | 9.00 | 9.00 | 8.00 | (1.00) | 8.00 |
| Senior Engineering Aide | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Senior Materials Handler | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |

Position Summary

| | FY 2021/22 Adopted* | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|------------------------|------------------------|-------------------------|----------------------|-------------------------|
| Position Classification | | | | | |
| Staff Aide I | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Aide II - Environmental Programs | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Staff Analyst I | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Street Maintenance Worker I | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Street Maintenance Worker II | 12.00 | 12.00 | 12.00 | 0.00 | 12.00 |
| Street Maintenance Worker III | 11.00 | 11.00 | 11.00 | 0.00 | 11.00 |
| Street Maintenance Worker IV | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Street Sweeper Operator | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Superintendent of Streets and Solid Waste | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Traffic Engineer ³ | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Traffic Operations Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Transportation Manager ³ | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Tree Trimmer II | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Utility Worker | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Total Positions | 122.50 | 123.50 | 119.50 | (4.00) | 119.50 |

¹ 1.0 Principal Engineer was approved for reclassification to 1.0 Principal Engineer/City Surveyor in RTC 19-750 on August 20, 2019. The FY 2021/22 Adopted Operating Book did not incorporate the reclassification so it is updated in this Proposed budget book.

² The FY 2022/23 Adopted Capital Budget Book added 1.0 Public Works Inspector for FY 2022/23 funded by Related which was previously frozen.

³ 1.0 Traffic Engineer was approved for reclassification to 1.0 Transportation Manager in RTC 20-219 on February 25, 2020. The FY 2021/22 Adopted Operating Book did not incorporate the reclassification so it is updated in this Proposed budget book.

* The positions above represent all funded positions. This excludes the 1.0 Associate Engineer, 1.0 Assistant Engineer (Civil), and 1.0 Automotive Technician positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This also excludes 5.0 vacant FTEs (1.0 Street Maintenance Worker IV, 3.0 Street Maintenance Worker III, and 1.0 Street Maintenance Worker I/II) that were frozen, as approved by the City Council on June 22, 2021 (Agenda Item 5.0 – Report to Council 21-526). Lastly, this excludes 4.0 FTEs that were originally funded by Related but are frozen beginning FY 2023/24 based on discussions with Related: 1.0 Associate Engineer (Civil), 1.0 Principal Engineer, 1.0 Public Works Inspector, and 1.0 Senior Engineer (Civil).



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| Prior Year Budget | 123.50 | 85,731,100 |
| FY 2023/24 Base Budget Adjustments | | |
| One Time Cost Base Adjustments | | |
| Vehicle maintenance one-time fuel increase | | (215,000) |
| Transfer to the General Fund for SVP funded electric vehicle replacements | | (960,000) |
| Rebudget: Fleet asset management system upgrade | | (100,000) |
| Rebudget: Transfer from Traffic Mitigation Fund (123) to Streets and Highways Fund (533) | | (221,500) |
| Rebudget: Transfer from Developer Traffic Payments Fund (124) to Streets and Highways Fund (533) | | (1,108,500) |
| Ongoing Cost Adjustments | | |
| Net Salary and benefits adjustments and position reallocations | | 1,077,468 |
| Freeze of 4.0 positions for the Related Santa Clara project | (4.00) | (996,223) |
| 1.0 Associate Engineer (Civil) | | |
| 1.0 Principal Engineer | | |
| 1.0 Public Works Inspector | | |
| 1.0 Senior Engineer (Civil) | | |
| Net resource and production increase for solid waste collection, processing and disposal services (Mission Trail Waste Systems, Recology, Green Waste Recovery) | | 1,737,847 |
| Net adjustments to various transfers to other funds | | 1,650,213 |
| Net materials, services and supplies increase | | 283,240 |
| City building janitorial contract | | 258,000 |
| Vehicle maintenance fuel increase | | 185,570 |
| Capital Outlay for vehicle replacements | | 155,039 |
| Increase to Solid Waste Fund contribution in lieu | | 120,267 |
| Internal service funds adjustments | | (528,513) |
| Total FY 2023/24 Base Budget Adjustments | (4.00) | 1,337,908 |
| Total FY 2023/24 Base Budget | 119.50 | 87,069,008 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|---|---------------|-----------------------------|
| FY 2023/24 Service Level Changes | | |
| Environmental Program Staff Allocation Shifts | 0.00 | 0 |
| Compliance Manager Allocation Shift | 0.00 | 0 |
| Streets Equipment Reduction of Vehicle Amortization and O&M | | (113,764) |
| Transfer to the General Fund for the Sale of Underutilized Streets Vehicles | | 149,600 |
| Storm Drain Development Planning & Building Application Review | | 198,360 |
| Total Service Level Changes | 0.00 | 234,196 |
| Total FY 2023/24 Proposed Budget | 119.50 | 87,303,204 |
| FY 2024/25 Base Budget Adjustments | | |
| One Time Cost Adjustments | | |
| Transfer to the General Fund for the Sale of Street Vehicle Reductions | 0.00 | (149,600) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 1,324,071 |
| Capital Outlay for vehicle replacements | | 2,071,000 |
| Net resource and production increase for solid waste collection, processing and disposal services (Mission Trail Waste Systems, Recology, Green Waste Recovery) | | 1,260,106 |
| Net materials, services and supplies increase | | 155,222 |
| Internal service funds adjustments | | 104,238 |
| Increase to Solid Waste Fund contribution in lieu | | 33,675 |
| Net decrease in transfers to other funds for CIP | | (1,176,380) |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 3,622,332 |
| Total FY 2024/25 Base Budget | 119.50 | 90,925,536 |
| Total FY 2024/25 Proposed Budget | 119.50 | 90,925,536 |



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|--|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Environmental Program Staff Allocation Shifts | 0 | 0 | 0 | 0 | 0 |
| Program: | 2924 – Storm Drain – Non-Point Source 2931 – Solid Waste – Garbage Collection 2934 – Solid Waste – Residential Recycling | | | | |

This proposal updates position allocations of Environmental Program staff to reflect the amount of time currently spent between the Solid Waste and Urban Runoff Pollution Prevention Programs (URPPP). Both programs are funded by customer rates, although the URPPP is budgeted in the General Fund. This proposal will shift a net of 0.30 FTE into the Solid Waste Fund which is supported by customer refuse rates and result in ongoing savings to the General Fund of \$57,834.

Performance Impact

This proposal helps reduce costs to the General Fund, maintains services, and does not have an impact to the department performance.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|--|---|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Compliance Manager Allocation Shift | 0 | 0 | 0 | 0 | 0 |
| Program: | 2123 – Fleet Operations | | | | |
| | 2911 – Streets - Street Maintenance | | | | |
| | 2921 – Storm Drain – Storm System Maintenance | | | | |
| | 2924 – Storm Drain – Non-Point Source | | | | |
| | 2951 – Parkways & Blvds - Landscape | | | | |

This proposal shifts funding sources for the Compliance Manager position to better align with distribution of workload. The Compliance Manager will be shifting 0.15 FTE from the Fleet Management and General Fund into the Solid Waste Fund. The effect by fund is an ongoing savings of \$11,371 in the General Fund, ongoing savings of \$22,725 in the Fleet Management Fund, and an ongoing increase to the Solid Waste Fund in the amount of \$34,096. Of the ongoing savings of \$22,725 to the Fleet Maintenance and Operations Fund, \$15,262 is funded from the General Fund and the remaining amount is distributed across other funds which is built into the interfund services amount. The total net ongoing savings to the General Fund is \$26,633.

Performance Impact

This proposal helps reduce costs to the General Fund, maintains services, and does not have an impact to the department performance.

Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Streets Equipment Reduction of Vehicle Amortization and O&M | 0 | 0 | (113,764) | 0 | (116,867) |

Program: 2123 – Fleet Operations
2111 – Fleet Acquisitions

This proposal removes 17 underutilized vehicles/equipment in the Streets division. One sedan will be shifted from the General Fund to the Solid Waste Fund. This proposal will reduce the General Fund equipment amortization and maintenance and operations costs by \$46,174 ongoing. An ongoing reduction of \$67,590 to the Fleet Maintenance and Operations Fund in Non-Personnel costs is included to account for the reduction of vehicles/equipment. Of this, \$45,391 is reduced from the General Fund funded portion and the remaining amount is distributed across other funds. The total net ongoing reduction to the General Fund is \$91,565. Both the vehicle amortization and maintenance and operations reductions are built into the interfund services allocations for all funds.

Performance Impact

This proposal helps reduce costs to the General Fund, maintains services, and does not have an impact to the department performance.

Strategic Pillar:  Manage Strategically Our Workforce Capacity and Resources

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|--|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Transfer to the General Fund for the Sale of Underutilized Streets Vehicles | 0 | 149,600 | 0 | 0 | 0 |

Program: 2111 – Fleet Acquisitions

This proposal transfers \$149,600 one-time from the Vehicle Replacement Fund to the General Fund for the sale of underutilized vehicles/equipment in the Streets division.

Performance Impact

This proposal maintains services and does not have an impact to the department performance.

Strategic Pillar:  Manage Strategically Our Workforce Capacity and Resources



Service Level Changes

| | | FY 2023/24 | | FY 2024/25 | |
|---|---|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| Title | Positions | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Storm Drain Development Planning & Building Application Review | 0 | 0 | 198,360 | 0 | 204,310 |
| Program: | 2924 – Storm Drain – Non-Point Source 2931 – Solid Waste – Garbage Collection 2951 – Parkways & Blvds - Landscape | | | | |

This proposal increases the contractual services budget, which is offset by revenues, for development planning and building application review. DPW no longer has the in-house expertise to review various planning and building application plans following the retirement of the previous Compliance Manager. The department has transitioned to using a consulting engineering firm to provide the necessary plan review services in the stormwater, solid waste and parkways and boulevards landscape areas. The cost will be funded by revised fees collected through the FY 2023/24 Municipal Fee Schedule.

Performance Impact

This proposal allows the department to continue providing development planning and building plan reviews.





Strategic Pillar:



Manage Strategically Our Workforce Capacity and Resources













Performance and Workload Measures

| Facility Services Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of all requests for service responded to within four business days |  | 98% | 95% | 95% | 95% | 95% | 95% |
| Percent of customers rating services performed by the Facility Services team as meeting expectations or better |  | 100% | 100% | 80% | 100% | 80% | 80% |
| Percent of rest rooms cleaned in all major buildings daily |  | 100% | 100% | 95% | 95% | 95% | 95% |
| Workload Measures | | | | | | | |
| Total number of work requests received annually |  | 798 | 1214 | 1,900 | 1900 | 1,900 | 1,900 |










Performance and Workload Measures

| Engineering Design Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of projects completed within the approved schedule. Note: these include Master Plan studies, standard details and standard specifications and the capital projects |  | 69% | 100% | 75% | 100% | 75% | 75% |
| Percentage of Sanitary Sewer Capacity Impact Evaluation applications reviewed within 10 business days |  | 100% | 100% | 90% | 100% | 90% | 90% |
| Percent of customers rating design services as meeting expectations or better |  | 100% | 80% | 80% | 100% | 80% | 80% |
| Workload Measures | | | | | | | |
| Number of projects managed |  | 42 | 34 | 24 | 19 | 24 | 24 |
| Number of Sanitary Sewer Model Run requests processed |  | 8 | 11 | 8 | 8 | 8 | 8 |
| Number of Records updated. Note: Records include As-builts, utility maps, and block book |  | 25 | 10 | 20 | 20 | 20 | 20 |
| Engineering Field Services Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of complaints responded to within one business day |  | 92% | 100% | 90% | 95% | 88% | 88% |
| Percent of inspection requests responded to within one business day |  | 99% | 99% | 95% | 95% | 88% | 88% |
| Percent of capital improvement projects that reached substantial completion within the construction contract time |  | 80% | 71% | 75% | 80% | 75% | 75% |
| Percent of customers rating construction services as provided by the construction management team meeting expectations or better |  | 100% | 100% | 90% | 90% | 90% | 90% |









Performance and Workload Measures

| Engineering Field Services Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of encroachment permits inspected |  | 602 | 462 | 300 | 300 | 300 | 300 |
| Number of construction capital projects managed |  | 23 | 13 | 15 | 18 | 15 | 15 |
| Engineering Land and Property Development Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of subdivision maps reviewed by target date (first submittal reviewed at 20 business days, subsequent submittals at 10 business days) |  | 92% | 100% | 85% | 95% | 85% | 85% |
| Percent of major encroachment permits reviewed by target date (1st submittal at 20 business days, subsequent submittals at 15 business days) |  | 94% | 95% | 85% | 80% | 85% | 85% |
| Percent of minor encroachment permits reviewed by target date (1st submittal at 15 business days, subsequent submittals at 10 business days) |  | 99% | 99% | 85% | 95% | 85% | 85% |
| Percent of Project Clearance Committee and Subdivision Committee Items reviewed by target date (All submittals at three business days after the Committee meeting) |  | 86% | 100% | 85% | 95% | 85% | 85% |
| Percent of Public Works Site Clearances reviewed by target date (All submittals at five business days) |  | 90% | 86% | 85% | 85% | 85% | 85% |













Performance and Workload Measures

| Engineering Land and Property Development Division | | | | | | | |
|--|--|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Subdivision Maps received |  | 7 | 3 | 6 | 5 | 6 | 6 |
| Land title documents received |  | 68 | 59 | 65 | 70 | 65 | 65 |
| Encroachment Permits received |  | 480 | 448 | 350 | 350 | 350 | 350 |
| Project Clearance Committee and Subdivision Committee applications received |  | 24 | 41 | 35 | 50 | 40 | 40 |
| Project Clearance Committee and Subdivision Committee resubmission applications received |  | N/A | 37 | 30 | 55 | 40 | 40 |
| Public Works Site Clearances received |  | 425 | 385 | 500 | 400 | 400 | 400 |











Performance and Workload Measures

| Engineering Traffic Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of traffic engineering studies completed within 30 business days |  | 27% | 34% | 85% | 75% | 85% | 85% |
| Percent of encroachment permits, capital improvement projects, and traffic control plans reviewed by target date (1st submittal at 20 business days, subsequent submittals at 15 business days) |  | 91% | 87% | 85% | 75% | 85% | 85% |
| Percent of Project Clearance Committee and Subdivision Committee items reviewed by target date (All submittals at three business days after the Committee meeting) |  | 88% | 93% | 85% | 95% | 85% | 85% |
| Percent of timing, coordination, detection, equipment, or other signal management requests responded to within 1 business day |  | 93% | 88% | 85% | 80% | 85% | 85% |
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Funding grants applied for or being processed |  | 11 | 21 | 10 | 20 | 10 | 10 |
| Special transportation permits issued |  | 252 | 339 | 450 | 400 | 450 | 450 |
| Traffic engineering studies completed |  | 90 | 84 | 170 | 100 | 170 | 170 |
| Number of encroachment permits, capital improvement projects, and traffic control plans reviewed |  | 635 | 520 | 600 | 300 | 600 | 600 |
| Number of timing, coordination, detection, equipment, or other signal management requests |  | 67 | 88 | 120 | 120 | 120 | 120 |
| Minor Encroachment Permits (temporary storage facilities in public right of way) |  | N/A | 32 | 40 | 22 | 40 | 40 |










Performance and Workload Measures

| Streets Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percent of pothole repair requests responded to within three business days, except during Clean-Up Campaign |  | 68% | 26% | 85% | 50% | 85% | 85% |
| Percent of sidewalk tripping complaints inspected within three work days |  | 27% | 82% | 95% | 85% | 90% | 90% |
| Percent of minor utility trench repairs completed within thirty days after notification and release – <i>Delete for FY 2023/24</i> |  | 9% | 11% | 50% | 10% | N/A | N/A |
| Percent of catch basin inlets cleaned annually |  | 76% | 66% | 100% | 45% | 75% | 75% |
| Percent of pump station wet wells cleaned annually |  | 27% | 29% | 70% | 70% | 70% | 70% |
| Percent of pump station storm drain outfalls visually inspected annually |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Percent of industrial/commercial facilities re-inspected within ten business days following a notice of violation |  | 100% | 100% | 100% | 100% | 100% | 100% |
| Percent of active construction sites over one acre inspected once a month during the wet season |  | 100% | 100% | 100% | 100% | 100% | 100% |

















Performance and Workload Measures

| Streets Division | | | | | | | |
|---|---|---------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Remove graffiti from public property within five working days once notified and properly documented |  | 95% | 90% | 95% | 85% | 75% | 75% |
| Percent of public litter cans serviced weekly |  | N/A | 98% | 100% | 95% | 95% | 95% |
| Percent of citizen requested tree service inspections completed within 30 days |  | 33% | 36% | 100% | 50% | 85% | 85% |
| Maintain "Tree City USA" certification |  | Yes | Yes | Yes | Yes | Yes | Yes |
| Ensure that garbage collection contractor services all of regularly scheduled collection routes |  | 100% | 100% | 99% | 99% | 99% | 99% |
| Respond to complaints of missed garbage collection within one (1) working day of initial contact (Garbage Collection) |  | 100% | 99% | 99% | 99% | 99% | 99% |
| Complete annual Clean-Up Campaign within a four-week (20 day) time frame |  | Yes | Yes | Yes | Yes | Yes | Yes |















Performance and Workload Measures

| Streets Division | | | | | | | |
|--|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Respond to complaints of missed collection within one (1) working day of initial contact |  | 100% | 99% | 99% | 99% | 99% | 99% |
| Ensure that recycling collection contractor services all of regularly scheduled collection routes |  | 100% | 100% | 99% | 99% | 99% | 99% |
| Respond to complaints of missed collection within one (1) working day of initial contact (Residential Recycling) |  | 100% | 99% | 99% | 99% | 99% | 99% |
| Percent of sweeping complaints responded to within one (1) work day |  | 98% | 95% | 95% | 95% | 95% | 95% |
| Percent of residential streets swept on a bi-weekly basis |  | 97% | 95% | 95% | 90% | 90% | 90% |
| Percentage of traffic signs repaired or replaced within four (4) working days |  | 99% | 71% | 97% | 80% | 80% | 80% |
| Workload Measures | | | | | | | |
| Lineal feet of Crack Sealing performed in-house |  | 322,350 | 64,680 | 100,000 | 50,000 | 30,000 | 30,000 |
| Square feet of sidewalk replace |  | 11,776 | 19,600 | 8,000 | 15,000 | 15,000 | 15,000 |
| Catch basins cleaned |  | 3,226 | 2,652 | 4,000 | 2,000 | 3,000 | 3,000 |
| Commercial/Industrial facility stormwater inspections |  | 588 | 569 | 600 | 518 | 525 | 525 |
| Percent of annual inspection of sites with post-construction stormwater treatment facilities |  | 53% | 32% | 30% | 30% | 30% | 30% |
| Pounds of litter removed through Adopt-a-Spot Program |  | 570 | 805 | 475 | 395 | 400 | 400 |
| Percent trash/litter reduction achieved to meet Stormwater Permit Requirement |  | 87% | 90% | 100% | 90% | 90% | 100% |
| Pounds of solid waste disposed per resident per day (8.2 lbs. is the target for 50% landfill diversion) |  | 5.6 | 3.8 | 6.0 | 4.0 | 4.0 | 4.0 |



Performance and Workload Measures

| Streets Division | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Miles of streets swept |  | 27,990 | 31,230 | 30,000 | 19,000 | 26,000 | 26,000 |
| Number of Street trees pruned |  | 1,166 | 1,725 | 1,400 | 1,400 | 1,400 | 1,400 |
| Miles of striping installed |  | 108 | 35 | 130 | 12 | 90 | 90 |
| Lineal feet of curbs painted |  | 6,749 | 11,629 | 12,000 | 5,500 | 6,000 | 6,000 |
| Number of signs installed or repaired |  | 3,625 | 3,226 | 4,500 | 2,500 | 2,500 | 2,500 |
| Fleet Management Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Procure equipment and vehicles identified for replacement during fiscal year |  | 81% | 80% | 90% | 75% | 75% | 70% |
| Percent of Preventive Maintenance (PM) completed on all vehicles and equipment within two weeks of due date |  | 90% | 85% | 90% | 85% | 85% | 85% |
| Percent of alternative fuel vehicles and equipment |  | 37% | 38% | 36% | 38% | 42% | 44% |
| Workload Measures | | | | | | | |
| Fleet size |  | 760 | 760 | 760 | 760 | 755 | 755 |
| Fuel usage total (diesel and unleaded) |  | 301,000 | 288,054 | 310,000 | 295,000 | 293,000 | 290,000 |
| Percent of Preventive Maintenance (PM) hours of total work hours |  | 41% | 45% | 50% | 42% | 42% | 42% |
| Direct vs indirect labor percentage |  | 67% | 53% | 70% | 55% | 60% | 60% |

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Water and Sewer Utilities Department

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Water and Sewer Utilities Department Description

The Water and Sewer Utilities Department provides planning, design, construction, maintenance, and operation of the City's water distribution system, sewer collection system, and recycled water system. The three utilities, water, sewer, and recycled water, operate independently and charge rates to recover the costs of providing these services to Santa Clara residents and businesses, including capital investment in City infrastructure and funding of needed reserves.

In 2022, the Water Utility produced and distributed 6 billion gallons of water to approximately 26,000 service connections, delivered through approximately 335 miles of water main. Of the total water supply 50.7% is obtained from the City's wells; 32.4% is treated water purchased from two wholesale potable water agencies; and 16.9% is from recycled water delivered through the South Bay Water Recycling system. The Department oversees:

- Design, construction, distribution, metering, quality monitoring, and system maintenance for both potable and recycled water
- Collection and conveyance of wastewater for approximately 26,000 accounts and assessment, maintenance, or repair for more than 288 miles of sewer mains as required
- Construction, operation, and maintenance of the recycled water system within the Santa Clara city limits. This recycled water system distributes highly treated wastewater for non-potable use

Other activities include:

- Promote water conservation and environmental sustainability through outreach to the community
- Contract management for the construction of new South Bay Recycled Water pipelines
- Coordinate planning efforts for the future expansions of recycled water systems in Santa Clara County (County)
- Maintain compliance with State regulations through development plan reviews and site inspections

The Sewer Utility operates and maintains a sanitary sewage collection system that collects and conveys wastewater to the jointly owned San José-Santa Clara Regional Wastewater Facility (RWF) for treatment and disposal. The Sewer Utility maintains sewer pump stations and assists the Department of Public Works in the operation and maintenance of the storm pump stations. Additional services are: property line clean-outs installed for access to maintain residential sewer laterals; maintain seven sanitary and twenty-one stormwater pump stations to ensure reliable service; assist the industrial waste inspectors from the RWF with investigations of City industries; and implement the Sanitary Sewer Management Plan as submitted to the State and Regional Water Quality Control Board.

Bonds are issued to mitigate rate increases while allowing for the repair and replacement of critical infrastructure. Proceeds from debt were used to pay for repairs and rehabilitation of the Trimble Road Sanitary Sewer main trunk and will be repaid over the next eight years.

Divisions and Services

The Water and Sewer Utilities Department is organized into five Divisions: Solar Utility; Water Construction, Maintenance, Operations; Water Engineering; Recycled Water Program; and Sewer.

| | |
|---|---|
| Solar Utility Division Mission | Provide installation and maintenance of solar heating systems for commercial, residential, and pool water heating. |
| Division Objectives | <p>Maintain more than 147 swimming pool systems.</p> <p>Maintain one domestic solar hot water system.</p> |
| Water Construction, Maintenance, Operations Division Mission | Operate and maintain the Water Utility in the most efficient manner and ensure that the approved levels of service are met. |
| Division Objectives | <p>Increase reliability of the water system through the replacement of mains and appurtenances at the end of their useful life.</p> <p>Complete the construction, and installation of approximately 10,000 linear feet of water main.</p> <p>Construct, repair, and/or rehabilitate at least two groundwater wells each budget cycle to continue to provide reliable water service.</p> |
| Water Engineering, Compliance, Conservation Division Mission¹ | Provide Engineering services that improve and protect the water supply and distribution system while planning for future expansion and upgrades to infrastructure to ensure future reliability. |
| Division Objectives | <p>Continue to improve the seismic safety of the water utility system.</p> <p>Continue the use of innovative technology to optimize the management of City water assets and appurtenances.</p> <p>Support citywide development through plan check review and inspection.</p> <p>Undertake engineering studies of the condition and reliability of water system assets.</p> |

¹ Previously titled Water Engineering Division



| | |
|--|---|
| Recycled Water Program Division Mission | Provide for the safe, efficient, and reliable distribution of sustainable and high-quality recycled water which meets all requirements of State regulations and local codes. Deliver services in a cost effective and efficient manner with a focus on outstanding customer service. |
| | Increase connection of recycled water services for landscape irrigation of commercial and industrial sites, City parks, and school fields. |
| Division Objectives | Increase the use of recycled water for approved uses. |
| | Coordinate planning efforts with South Bay Water Recycling (SBWR) for the future expansions of recycled water systems in the County, and coordinate and compile annual site inspections as required by the State. |
| | Maintain compliance with State regulations through development plan reviews and site inspections. |
| | Design, construct, and maintain recycled water pipelines. |
| Sewer Division Mission | Collect, treat, and dispose of wastewater in an efficient, cost-effective, and environmentally safe manner. Provide for maintenance of stormwater pump stations. Deliver services at approved levels in a cost effective and efficient manner with a focus on outstanding customer service. |
| | Install property line clean-outs for access for the provision of a courtesy service of maintaining lower laterals for residential sewer customers. |
| Division Objectives | Maintain seven sanitary sewer and twenty-one stormwater pump stations to ensure reliable service. |
| | Assist the pre-treatment program staff from the RWF with investigations of City industries. |
| | Implement Sewer System Management Plan (SSMP) as submitted to the State and Regional Water Quality Control Board. |
| | Clean, conduct condition assessment, and repair or rehabilitate sanitary sewer collection system. |

Significant Accomplishments

- Continued outreach, inspection, and code enforcement of Food Serving Establishments (FSEs) as part of the administration of the Fats, Oils, and Grease (FOG) Program.
- Completed the annual Water and Sewer Rate Study to inform customer service charges for upcoming fiscal years and the Municipal Fee Schedule as well as the 10-year financial plan.
- Finalized amendments to cell tower leases at two Water and Sewer Utilities locations, with revenues to fund the low-income rate assistance program.
- Completed engineering and compliance plan check reviews to facilitate new development.
- Substantially completed Phase 1 and began Phase 2 of Supervisory Control and Data Acquisition (SCADA) replacements and process control improvements (over 40 sites).
- Substantially completed Phase 1 of work to receive approval of the O&M Plan and potable water design for the City Place Santa Clara development.
- Continued work on well rehabilitation and replacement to help ensure supply reliability.
- Completed amendments to the San Francisco Public Utilities Commission (SFPUC) Water Supply Agreement related to the minimum purchase contract.
- With Drought Emergency Declaration including Water Shortage Contingency Plan Stage 2, met conservation goals during historic drought.
- Achieved water conservation goals and mandates from Valley Water, SFPUC, and the State of California including developing rebate programs and working with City departments to reduce water use.
- Fully complied with all water quality regulations, protecting public health by enhancing potable water quality in the distribution system, including per-and polyfluoroalkyl substances (PFAS) monitoring and compliance.
- Replaced lead service line connections at approximately 70 residential locations in coordination with the State Division of Drinking Water (DDW).
- Completed \$10 million rehabilitation of Serra Tanks, refurbishing and seismically retrofitting the three 4 million-gallon reservoir tanks.
- Completed updates to the Water Service and Use Rules and Regulations.
- Completed hydraulic model for fire flows and fire service analyses to support new development.
- Completed water supply assessments (2901 Tasman Drive, Tasman East Specific Plan, 960 Central Expressway, Downtown Precise Plan, & Mission Point) to support water demand and supply planning for City specific plans and new development.
- Created new position of Utility Conservation\Efficiency Coordinator from existing vacancies to focus on implementation of water conservation-related programs.
- Completed emergency sewer repair at Great America Parkway, Union Pacific Railroad (UPRR), and Lafayette Street.
- Completed the assessment by closed-circuit television of approximately 270,000 linear feet and jet flushed approximately 360,000 linear feet of sewer main.
- Completed the annual in-house design, construction, and installation of approximately 7,000 linear feet of water main.
- Finalized Sewer Ordinance updates to comply with the City of San Jose Pretreatment Program.
- Completed the sewer condition assessment for the entire sewer collection system of approximately 288 miles, which took almost eight years to complete.

- Continued to develop recycled water supply and infrastructure improvements with South Bay Water Recycling, and increase recycled water use from new developments, including requiring extension of recycled water system by developers.
- Finalized repair of recycled water line.
- Connected Magical Bridge Playground at Central Park to recycled water
- In cooperation with regional partners (Valley Water, City of San Jose, SFPUC), completed Notice of Intent and Memorandum of Understanding for purified water expansion, including funding a feasibility study and a draft feasibility report.

Significant Objectives

- Complete update of Emergency Response Plan to coordinate response planning with regional partners and better mitigate known hazards by participating in the County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete conversion of Sewer and Water AutoCAD (block book maps) to Geographical Information System (GIS) in coordination with Information Systems Department.
- Increase outreach regarding water conservation and overall environmental sustainability and work to lower per capita water use in the City.
- Complete annual updates to the Water, Sewer, and Recycled Water rates and 10-year financial plans for the three utilities.
- Conduct Automated Meter Infrastructure (AMI) pilot project.
- Continue efforts to seek alternative funding for infrastructure improvements, including the application for grant opportunities.
- Complete the in-house design, construction and installation of approximately 10,000 linear feet of water main annually.
- Complete substantial work on the Lead and Copper Revised Rule (LCRR) inventory of customer service lines by October 2024 to comply with regulatory requirements.
- Implement US Environmental Protection Agency UCMR5 program for potable water sampling, including PFAS monitoring
- Utilize findings of Well Feasibility Study to complete the construction process for two new water wells and complete the rehabilitation of four existing wells.
- Complete substantial work on the One Water Santa Clara – Sustainable Water Supply Master Plan that includes a utility wide asset management program and review of development impact fees.
- Continue comprehensive sampling and cross-connection programs to ensure water quality meets state and federal standards and utilize proactive operational controls to improve the water quality in the distribution system.
- Finalize approval from the State Division of Drinking Water for the Operation and Maintenance Plan for the Related Santa Clara project Phase 1.
- Complete the work on the Tier 2 Water Shortage Allocation Plan, being updated by Bay Area Water Supply and Conservation Agency (BAWSCA) for use during droughts as required by the SFPUC Water Supply Agreement.
- Complete updates to the Sewer System Management Plan (SSMP) to comply with revised Statewide Waste Discharge Requirements.
- Continue to repair or rehabilitate the most severely impacted sewer mains, based on accepted rating criteria.
- Clean and assess the condition of over 600,000 linear feet of sanitary sewer main during the budget cycle.
- In coordination with the Finance Department and financial consultants, finalize existing debt financing for the Regional Wastewater Facility CIP and analyze possible new borrowing, as necessary.



- Complete the approval of the Santa Clara University Campus Wide Plan for recycled water including conversion of three major buildings (FINN South Residence Hall, Athletic Excellence Center, STEM and the North Campus Franklin Pedestrian Mall) to recycled water.
- Optimize the recycled water system and increase the recycled water supply while focusing on expansion opportunities with regional partners.
- Continue alternative water supply planning with BAWSCA, SFPUC, and the City of San Jose, including completion of a purified water feasibility study and continued negotiations regarding making Santa Clara a permanent customer with SFPUC.

Budget Highlights

- The budget reflects updates to the City of Santa Clara's contribution to the Regional Wastewater Facility, co-owned with the City of San José, as well as revised revenues and costs to continue to effectively deliver water, recycled water, and sewer services.
- This budget also reflects the resources necessary to comply with regulations that affect all three utilities and changing climate conditions as well as the commitment of the Department and the City to long term sustainability, both environmental and fiscal.



Water and Sewer Utilities Department

73.00 FTEs

Sewer

0.50 Assistant Engineer (Civil)
0.35 Assistant Director of Water and
Sewer Utilities
1.00 Assistant Sanitary Sewer
Superintendent
0.50 Associate Engineer
1.00 Code Enforcement Officer
0.70 Code Enforcement Technician
0.40 Compliance Manager
0.40 Director of Water and Sewer
Utilities
1.00 Equipment Operator
0.80 Facilities Technician
0.80 Management Analyst
0.80 Office Specialist II/III
0.25 Principal Engineer
1.00 Pump Maintenance Technician
2.00 Sewer Inspection Technician
0.25 Senior Civil Engineer
0.25 Senior Engineering Aide
0.40 Staff Aide I
0.50 Utility Business Systems
Manager
0.35 Utility Business Systems
Specialist
2.00 Utility Crew Supervisor
0.25 Utility Operations Engineer
0.50 Water and Sewer System
Operator
5.50 Water and Sewer Maintenance
Worker II
0.75 Water and Sewer
Superintendent

22.25 Total Sewer FTE

Water Construction, Maintenance, Operations

0.60 Assistant Engineer (Civil)
1.50 Assistant Water Superintendent
4.00 Equipment Operator
1.00 Facilities Inspection Supervisor
1.00 Facilities Technician
1.50 Pump Maintenance Technician
0.25 Utility Business Systems
Specialist
5.00 Utility Crew Supervisor
0.50 Water and Sewer System Operator
4.75 Water Service Technician II
12.20 Water and Sewer
Maintenance Worker II

**32.30 Total Water Construction,
Maintenance, Operations FTE**

Recycled Water Program

0.15 Assistant Director of Water and
Sewer Utilities
0.30 Assistant Engineer (Civil)
0.50 Assistant Water Superintendent
0.30 Associate Engineer
0.30 Code Enforcement Technician
0.20 Compliance Manager
0.10 Director of Water and Sewer
Utilities
0.20 Facilities Technician
0.50 Management Analyst
0.15 Principal Engineer
0.15 Senior Civil Engineer
0.15 Senior Engineering Aide
0.10 Utility Business Systems Manager
0.15 Utility Business Systems Specialist
0.15 Utility Operations Engineer
0.15 Water Resource Specialist
0.25 Water Service Technician II
0.30 Water and Sewer Utility
Maintenance Worker II

**4.10 Total Recycled Water Program
FTE**

Water Engineering, Compliance, Conservation

0.60 Assistant Engineer (Civil)
0.50 Assistant Director of Water and
Sewer Utilities
1.20 Associate Engineer
0.40 Compliance Manager
0.50 Director of Water and Sewer
Utilities
0.70 Management Analyst
2.20 Office Specialist II/III
0.60 Principal Engineer
0.60 Senior Engineer (Civil)
0.60 Senior Engineering Aide
0.60 Staff Aide I
1.00 Utilities Conservation Specialist
0.40 Utility Business Systems
Manager
0.25 Utility Business Systems
Specialist
0.60 Utility Operations Engineer
1.25 Water and Sewer
Superintendent
0.85 Water Resource Specialist

12.85 Total Water Engineering FTE

Solar Utility

0.50 Pump Maintenance
Technician
1.00 Water and Sewer
Maintenance Worker II

1.50 Total Solar Utility FTE



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Solar Utility Division | | | | | | | |
| 1532 | Solar – System Maintenance | 97,232 | 273,628 | 259,688 | (5.1%) | 274,526 | 5.7% |
| Total Solar Utility Division | | 97,232 | 273,628 | 259,688 | (5.1%) | 274,526 | 5.7% |
| Water Construction, Maintenance, Operations Division | | | | | | | |
| 1422 | Water System Maintenance | 967,671 | 1,799,689 | 2,612,565 | 45.2% | 2,673,302 | 2.3% |
| 1423 | Water Construction | 1,515,890 | 3,803,245 | 3,886,635 | 2.2% | 4,066,420 | 4.6% |
| 1424 | Water System Operations | 4,780,879 | 9,592,588 | 10,472,051 | 9.2% | 11,103,755 | 6.0% |
| Total Water Construction, Maintenance, Operations Division | | 7,264,440 | 15,195,522 | 16,971,251 | 11.7% | 17,843,477 | 5.1% |
| Water Engineering, Compliance, Conservation Division | | | | | | | |
| 1411 | Administration Design | 1,777,639 | 4,368,482 | 4,004,201 | (8.3%) | 5,083,591 | 27.0% |
| 1412 | Water Quality | 129,971 | 263,881 | 562,172 | 113.0% | 583,147 | 3.7% |
| 1413 | Water Resources | 16,830,139 | 26,934,988 | 32,611,327 | 21.1% | 37,497,376 | 15.0% |
| Total Water Engineering, Compliance, Conservation Division | | 18,737,749 | 31,567,351 | 37,177,700 | 17.8% | 43,164,114 | 16.1% |
| Recycled Water Program Division | | | | | | | |
| 1522 | System Maintenance | 3,490,858 | 5,388,969 | 7,568,135 | 40.4% | 8,790,948 | 16.2% |
| 1525 | South Bay Water Recycling Maintenance | 131,608 | 340,444 | 666,449 | 95.8% | 711,919 | 6.8% |
| Total Recycled Water Program Division | | 3,622,466 | 5,729,413 | 8,234,584 | 43.7% | 9,502,867 | 15.4% |
| Sewer Division | | | | | | | |
| 1511 | System Administration | 2,197,366 | 4,572,887 | 5,059,566 | 10.6% | 5,342,860 | 5.6% |
| 1512 | System Maintenance | 807,628 | 2,560,691 | 2,092,348 | (18.3%) | 2,216,675 | 5.9% |
| 1514 | Operations | 3,929,949 | 4,733,942 | 5,532,650 | 16.9% | 19,798,427 | 257.8% |
| 1515 | San José-Santa Clara Water Pollution Control Plant | 12,558,471 | 22,130,188 | 20,905,661 | (5.5%) | 22,592,071 | 8.1% |
| 1516 | Storm Pump Maintenance | 65,353 | 176,506 | 177,279 | 0.4% | 185,613 | 4.7% |
| Total Sewer Division | | 19,558,767 | 34,174,214 | 33,767,504 | (1.2%) | 50,135,646 | 48.5% |
| Total by Division / Program | | 49,280,654 | 86,940,128 | 96,410,727 | 10.9% | 120,920,630 | 25.4% |



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 16,650 | 0 | 0 | 0.0% | 0 | 0.0% |
| Electric Utility Fund | 2,813 | 0 | 0 | 0.0% | 0 | 0.0% |
| Water Utility Fund | 26,095,715 | 47,036,501 | 54,319,235 | 15.5% | 61,185,602 | 12.6% |
| Water Recycling Program Fund | 3,622,466 | 5,729,413 | 8,234,584 | 43.7% | 9,502,867 | 15.4% |
| Sewer Utility Fund | 19,543,010 | 34,174,214 | 33,856,908 | (0.9%) | 50,232,161 | 48.4% |
| Total by Fund | 49,280,654 | 86,940,128 | 96,410,727 | 10.9% | 120,920,630 | 25.4% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 3,092,857 | 8,756,134 | 8,779,520 | 0.3% | 9,318,982 | 6.1% |
| As-Needed | 93,038 | 243,484 | 249,108 | 2.3% | 254,929 | 2.3% |
| Overtime | 172,995 | 269,948 | 279,395 | 3.5% | 289,174 | 3.5% |
| Retirement | 1,238,168 | 3,066,109 | 2,976,751 | (2.9%) | 3,174,362 | 6.6% |
| Health Allocation | 357,598 | 1,119,782 | 1,248,063 | 11.5% | 1,315,312 | 5.4% |
| Medicare | 54,617 | 131,693 | 132,571 | 0.7% | 140,383 | 5.9% |
| Social Security | 196,067 | 542,128 | 560,811 | 3.4% | 587,842 | 4.8% |
| Other Benefits | 230,606 | 387,194 | 422,327 | 9.1% | 445,264 | 5.4% |
| Total Salary and Benefits | 5,435,946 | 14,516,472 | 14,648,546 | 0.9% | 15,526,248 | 6.0% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 4,438,431 | 8,024,959 | 9,480,560 | 18.1% | 10,074,008 | 6.3% |
| Resource/Production | 29,460,800 | 51,532,885 | 60,098,962 | 16.6% | 66,883,335 | 11.3% |
| Interfund Services | 4,309,753 | 7,388,150 | 7,986,223 | 8.1% | 8,125,724 | 1.7% |
| Capital Outlay | 158,062 | 0 | 0 | 0.0% | 0 | 0.0% |
| Transfers to Other Funds | 5,477,662 | 5,477,662 | 4,196,436 | (23.4%) | 20,311,315 | 384.0% |
| Total Non-Personnel | 43,844,708 | 72,423,656 | 81,762,181 | 12.9% | 105,394,382 | 28.9% |
| Total by Category | 49,280,654 | 86,940,128 | 96,410,727 | 10.9% | 120,920,630 | 25.4% |



Position Summary

| | | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|---|---------------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Division / Program | | | | | | |
| Solar Utility Division | | | | | | |
| 1532 | Solar – System Maintenance | 1.50 | 1.50 | 1.50 | 0.00 | 1.50 |
| Total Solar Utility Division | | 1.50 | 1.50 | 1.50 | 0.00 | 1.50 |
| Water Construction, Maintenance, Operations Division | | | | | | |
| 1422 | Water System Maintenance | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| 1423 | Water Construction | 13.80 | 13.80 | 13.45 | (0.35) | 13.45 |
| 1424 | Water System Operations | 12.50 | 12.50 | 11.85 | (0.65) | 11.85 |
| Total Water Construction, Maintenance, Operations Division | | 33.30 | 33.30 | 32.30 | (1.00) | 32.30 |
| Water Engineering, Compliance, Conservation Division | | | | | | |
| 1411 | Administration Design | 11.75 | 11.75 | 11.75 | 0.00 | 11.75 |
| 1412 | Water Quality | 0.45 | 0.45 | 0.85 | 0.40 | 0.85 |
| 1413 | Water Resources | 0.25 | 0.25 | 0.25 | 0.00 | 0.25 |
| Total Water Engineering, Compliance, Conservation Division | | 12.45 | 12.45 | 12.85 | 0.40 | 12.85 |
| Recycled Water Program Division | | | | | | |
| 1522 | System Maintenance | 1.65 | 1.65 | 1.45 | (0.20) | 1.45 |
| 1525 | South Bay Water Recycling Maintenance | 1.65 | 1.65 | 2.65 | 1.00 | 2.65 |
| Total Recycled Water Program Division | | 3.30 | 3.30 | 4.10 | 0.80 | 4.10 |
| Sewer Division | | | | | | |
| 1511 | System Administration | 6.10 | 6.10 | 6.25 | 0.15 | 6.25 |
| 1512 | System Maintenance | 11.55 | 11.55 | 10.15 | (1.40) | 10.15 |
| 1514 | Operations | 3.80 | 3.80 | 4.85 | 1.05 | 4.85 |
| 1515 | SJSC Water Pollution Control Plant | 0.10 | 0.10 | 0.10 | 0.00 | 0.10 |
| 1516 | Storm Pump Maintenance | 0.90 | 0.90 | 0.90 | 0.00 | 0.90 |
| Total Sewer Division | | 22.45 | 22.45 | 22.25 | (0.20) | 22.25 |
| Total by Division / Program | | 73.00 | 73.00 | 73.00 | 0.00 | 73.00 |

Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Positions by Fund | | | | | |
| Water Utility Fund | 47.25 | 47.25 | 46.65 | (0.60) | 46.65 |
| Water Recycling Program Fund | 3.30 | 3.30 | 4.10 | 0.80 | 4.10 |
| Sewer Utility Fund | 22.45 | 22.45 | 22.25 | (0.20) | 22.25 |
| Total by Fund | 73.00 | 73.00 | 73.00 | 0.00 | 73.00 |

| | | | | | |
|---|------|------|------|--------|------|
| Position Classification | | | | | |
| Assistant Director of Water & Sewer Utility | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Engineer (Civil) | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Assistant Sanitary Sewer Superintendent | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Assistant Water & Sewer Superintendent | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Assistant Water Superintendent | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Associate Engineer | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Code Enforcement Technician | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Compliance Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Director of Water & Sewer Utility | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Equipment Operator | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Facilities Inspection Supervisor | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Facilities Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Maintenance Systems Specialist | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Management Analyst | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Office Records Specialist | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Office Specialist II/III | 2.00 | 2.00 | 3.00 | 1.00 | 3.00 |
| Office Specialist IV | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Principal Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Pump Maintenance Technician | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Senior Civil Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Engineering Aide | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Senior Water & Sewer System Operator | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Sewer Inspection Technician | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| Staff Aide I | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Utilities Conservation Specialist | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Utility Business Systems Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Utility Business Systems Specialist | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Utility Crew Supervisor | 7.00 | 7.00 | 7.00 | 0.00 | 7.00 |
| Utility Operations Engineer | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change | FY 2024/25 Proposed |
|-------------------------------------|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Position Classification | | | | | |
| Water & Sewer Maintenance Worker II | 18.00 | 18.00 | 19.00 | 1.00 | 19.00 |
| Water & Sewer Superintendent | 0.00 | 0.00 | 2.00 | 2.00 | 2.00 |
| Water & Sewer System Operator | 2.00 | 2.00 | 1.00 | (1.00) | 1.00 |
| Water Resource Planner | 1.00 | 1.00 | 0.00 | (1.00) | 0.00 |
| Water Resource Specialist | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Water Service Technician II | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Total Positions | 73.00 | 73.00 | 73.00 | 0.00 | 73.00 |



Budget Reconciliation




| | Positions | Expenditures (All Funds) |
|---|--------------|-----------------------------|
| Prior Year Budget | 73.00 | 86,940,128 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Net decrease in transfers to the capital improvement program | | (1,281,226) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 132,074 |
| Reclassifications of the following positions: | | |
| 1.0 Assistant Water & Sewer Superintendent to 1.0 Water & Sewer Superintendent | 0.00 | |
| 1.0 Maintenance Systems Specialist to 1.0 Water & Sewer Superintendent | 0.00 | |
| 1.0 Senior Water & Sewer System Operator to 1.0 Utilities Conservation Specialist | 0.00 | |
| 1.0 Water & Sewer System Operator to 1.0 Water & Sewer Maintenance Worker II | 0.00 | |
| 1.0 Water Resource Planner to 1.0 Water Resource Specialist | 0.00 | |
| 1.0 Office Records Specialist to 1.0 Staff Aide I | 0.00 | |
| 1.0 Office Specialist IV to 1.0 Office Specialist III | 0.00 | |
| Increase in resource and production costs | | |
| Water Utility | | 5,897,819 |
| Water Recycling Utility | | 2,115,600 |
| Sewer Utility | | 552,658 |
| Adjustments to right-of-way expense | | 1,133,680 |
| Net increase in various internal service fund allocations | | 598,073 |
| Non-personnel adjustments | | 321,921 |
| Total FY 2023/24 Base Budget Adjustments | 0.00 | 9,470,599 |
| Total FY 2023/24 Base Budget | 73.00 | 96,410,727 |
| Total FY 2023/24 Proposed Budget | 73.00 | 96,410,727 |
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Net increase in transfers to the capital improvement program | | 16,114,879 |
| Ongoing Cost Adjustments | | |
| Salary and benefit adjustments | | 877,702 |
| Increase in resource and production costs | | |
| Water Utility | | 5,006,752 |
| Water Recycling Utility | | 1,158,800 |
| Sewer Utility | | 618,821 |
| Adjustments to right-of-way expense | | 519,790 |
| Net increase in various internal service fund allocations | | 139,501 |
| Non-personnel adjustments | | 73,658 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | 24,509,903 |
| Total FY 2024/25 Base Budget | 73.00 | 120,920,630 |
| Total FY 2024/25 Proposed Budget | 73.00 | 120,920,630 |



Performance and Workload Measures



Solar Utility Division

Workload Measures







| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Number of systems provided with semi-annual winterization service |  | 110 | 42 | 55 | 55 | 40 | 40 |
| Number of removal and reinstallation requests – <i>Delete for FY 2023/24</i> |  | 3 | 6 | 6 | 6 | N/A | N/A |
| Number of requests for solar system repairs – <i>New for FY 2023/24</i> |  | N/A | 87 | N/A | 80 | 80 | 80 |

Water Construction, Maintenance, Operations Division

Performance Measures











| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Maintain an industry standard for unaccounted water of 8% or less – <i>Modified for FY 2023/24</i> |  | 6.3% | 5.5% | 8% or less | 5.0% | 8% or less | 8% or less |
| Respond to customer service requests within 30 minutes of receipt of calls (excluding scheduled appointments and after hours call back requests) – <i>Delete for FY 2023/24</i> |  | 93% | 90% | 80% | N/A | N/A | N/A |

Workload Measures




| | | | | | | | |
|---|---|--------|--------|-------|--------|--------|--------|
| Number of responses to water customer service requests – <i>Modified for FY 2023/24</i> |  | 1,363 | 2,055 | 1,600 | 1,600 | 1,600 | 1,600 |
| Number of backflow prevention devices tested |  | 3,700 | 3,811 | 2,000 | 3,700 | 3,900 | 3,900 |
| Number of linear feet of water mains installed |  | 8,563 | 6,889 | 5,000 | 8,870 | 10,000 | 10,000 |
| Number of new service installations – <i>Delete for FY 2023/24</i> |  | 68 | 68 | 80 | 70 | N/A | N/A |
| Number of underground utility locates performed |  | 14,447 | 18,009 | 3,000 | 10,000 | 10,000 | 10,000 |
| Perform routine maintenance on City fire hydrants – <i>Delete for FY 2023/24</i> |  | 270 | N/A | 600 | 600 | N/A | N/A |








Performance and Workload Measures

| Water Construction, Maintenance, Operations Division | | | | | | | |
|---|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of production meters read and recorded – <i>Delete for FY 2023/24</i> |  | 1,080 | 600 | 600 | 600 | N/A | N/A |
| Number of mainline water valves tested and exercised |  | 1,450 | 840 | 400 | 800 | 2,500 | 2,500 |
| Water Line Flushing for Water Quality – <i>New for FY 2023/24</i> |  | N/A | 25 | N/A | 25 | 50 | 50 |
| Water Engineering, Compliance, Conservation Division | | | | | | | |
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Complete review of plans by the required due dates |  | 78% | 83% | 90% | 85% | 90% | 90% |
| Respond to customer service requests within 30 minutes of receipt of calls (excluding scheduled appointments and after hours call back requests) – <i>Delete for FY 2023/24</i> |  | 93% | N/A | 80% | N/A | N/A | N/A |
| Residential water use measure in Gallons per Capita per Day – <i>New for FY 2023/24</i> |  | 63 | 56 | N/A | 55 | 55 | 55 |
| Overall City water use measure in Gallons per Capita per Day – <i>New for FY 2023/24</i> |  | 124 | 118 | N/A | 118 | 117 | 117 |
| Workload Measures | | | | | | | |
| Number of plans reviewed |  | 1,035 | 1,004 | 400 | 1,000 | 900 | 900 |
| Number of water quality samples processed |  | 3,012 | 3,018 | 2,800 | 3,000 | 3,000 | 3,000 |
| Promote water conservation at public events |  | 0 | 4 | 4 | 5 | 10 | 10 |













Performance and Workload Measures

| Recycled Water Program Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Provide all operations and maintenance services as required in Agreement for Services – <i>Delete for FY 2023/24</i> |  | 100% | 100% | 100% | 100% | N/A | N/A |
| Citywide use of recycled water (measured in million gallons per day) – <i>New for FY 2023/24</i> |  | 3.2 | 3.4 | N/A | 3.4 | 3.5 | 3.5 |
| Workload Measures | | | | | | | |
| Number of recycled water plans reviewed – <i>New for FY 2023/24</i> |  | 232 | 269 | N/A | 250 | 250 | 250 |

| Sewer Division | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Percentage of sanitary sewer overflows reported to the State CIQWS database within the time frame required by regulations – <i>Delete for FY 2023/24</i> |  | 100% | 100% | 100% | 100% | N/A | N/A |
| Provide all preventative and routine maintenance as specified in operations and maintenance manual – <i>Delete for FY 2023/24</i> |  | 100% | 100% | 100% | 100% | N/A | N/A |
| Provide sufficient funding for all Water Pollution Control Plant (WPCP) approved projects – <i>Delete for FY 2023/24</i> |  | 100% | 100% | 100% | 100% | N/A | N/A |
| Provide all preventative and routine maintenance as specified in operations and maintenance manuals – <i>Delete for FY 2023/24</i> |  | 100% | 100% | 100% | 100% | N/A | N/A |
| Percentage of food service establishments found to be in compliance with Fats, Oil and Grease regulations – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | 100% | 100% | 100% |



Performance and Workload Measures

| Sewer Division | | | | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Workload Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Prepare annual Sewer Revenue Program (as required for federal program and WPCP cost distribution) by due dates each year – <i>Delete for FY 2023/24</i> |  | 2 | 2 | 2 | 2 | N/A | N/A |
| Prepare monthly status reports and Treatment Plant Advisory Committee (TPAC) agenda reports – <i>Delete for FY 2023/24</i> |  | 12 | 12 | 12 | 12 | N/A | N/A |
| Number of linear feet of mainlined jetted |  | 187,986 | 183,351 | 350,000 | 200,000 | 300,000 | 300,000 |
| Number of reportable sewer spills – <i>Delete for FY 2023/24</i> |  | 0 | 0 | < 3 | 2 | N/A | N/A |
| Number of pump and metering stations inspections performed – <i>Delete for FY 2023/24</i> |  | 396 | 396 | 396 | 396 | N/A | N/A |
| Support TPAC members to represent the City in matters relating to the WPCP at monthly meetings – <i>Delete for FY 2023/24</i> |  | 10 | 12 | 12 | 12 | N/A | N/A |
| Number of storm pump stations inspected – <i>Delete for FY 2023/24</i> |  | 408 | 408 | 408 | 408 | N/A | N/A |
| Coordinate annual load test for generators – <i>Delete for FY 2023/24</i> |  | 5 | 5 | 10 | 10 | N/A | N/A |
| Number of reportable Sanitary Sewer Overflows – <i>New for FY 2023/24</i> |  | 1 | 0 | 0 | 2 | 0 | 0 |
| Number of responses to Sewer customer services requests – <i>New for FY 2023/24</i> |  | N/A | 1,527 | N/A | N/A | 1,500 | 1,500 |
| Number of linear feet of sewer mains inspected using CCTV – <i>New for FY 2023/24</i> |  | N/A | 13,211 | N/A | 15,000 | 300,000 | 300,000 |
| Number of inspections of food serving establishments for compliance with Fats, Oils and Grease regulations – <i>New for FY 2023/24</i> |  | N/A | N/A | N/A | N/A | 150 | 150 |

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Non-Departmental

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Non-Departmental Description

The Non-Departmental budget provides a way to report expenditures that are not attributable to a single department, but rather, are citywide in nature such as inter-departmental transfers for capital projects and community grants. This budget also houses key positions with citywide functions and responsibilities.

Divisions and Services

Non-Departmental has three primary program areas: Citywide Programs; Citywide Strategic Planning and Initiatives; and Stadium Operations. The Debt Service budget information is reflected in the Debt Service section of this document.

| | |
|---------------------------------------|--|
| Citywide Programs Division Mission | Provide strategic direction and management of community investments and citywide expenses not attributable to a single department. |
| | Coordinate the timely award and distribution of community grants to qualifying individuals, groups and community organizations for events, activities and competitions that provide a public benefit to the City of Santa Clara and its residents. |
| Division Objectives | Invest in the community's cultural, economic and social vitality in collaboration with community organizations and business partners |
| | Oversee the efficient and cost-effective management of utilities in Citywide facilities. |
| | Facilitate the accounting and efficient transfer of funding in support the City's Capital Improvement Program. |



**Citywide Strategic
Planning and
Initiatives
Division Mission**

Provide strategic leadership and resolve complex administrative matters performing City-wide policy analysis, overseeing contract and venue management and leading community engagement processes.

Provide professional expertise and support to lead strategic planning and economic development initiatives

Division Objectives

Provide general and administrative oversight of and support to the Convention Center, the Santa Clara Tourism Improvement District (SCTID), and Silicon Valley/Santa Clara DMO, Inc. dba Discover Santa Clara®, Santa Clara's Destination Marketing Organization (DMO). As a critical economic development strategy, leads collaborative efforts with key stakeholders to implement a comprehensive tourism strategy focused on providing elevated destination, convention, and visitor services in Santa Clara; while ensuring alignment of marketing and booking goals between the Convention Center, SCTID and DMO which collectively enhance economic growth and city revenues.

Provide management of the City's real estate portfolio, promote economic development, and generate revenue for the General Fund.

Promote an organizational vision for sustainability through the development and oversight of current initiatives and the development of a comprehensive citywide sustainability program that advances local climate and sustainability targets and complies with State environmental regulations.



Stadium Operations Division Mission

Provide general and administrative support to the Santa Clara Stadium Authority in its oversight of Levi's Stadium and deployment of public safety resources at National Football League (NFL) games and non-NFL games held at Levi's Stadium to ensure safety and to minimize impacts to the surrounding residential and business community.

All General and Administrative, and Police, Fire, and Public Works Department expenditures related to the Stadium are included in this division.

The reimbursements from the Santa Clara Stadium Authority and the Forty-Niners Stadium Management Company, LLC (Stadium Manager) and other Stadium-related revenues such as ground and performance rent, are reported in this division but displayed separately in the General Fund revenues section of this document.

Ensure compliance with Measure J.

Maintain a productive and functional business relationship with Forty-Niners SC Stadium Company, LLC as the tenant of Levi's Stadium.

Develop and implement oversight initiatives consistent with public entity organizations.

Division Objectives

Provide support from the Police, Fire, and Public Works Departments and work collaboratively with the Stadium Manager to maintain a safe environment in and around Levi's Stadium during NFL games and Non-NFL events.

Uphold the Santa Clara Stadium Authority's fiduciary responsibilities and debt obligations.

Ensure that Levi's Stadium is maintained in good condition and operated as a quality NFL and multi-purpose public sports, exhibit, and entertainment facility by the Stadium Manager.

Significant Accomplishments

Citywide Projects

- On November 8, 2022, voters approved Measure G – No Tax Increase, Services Protection Measure, continuing the current practice of the transfer of the revenue generated from the city's 5% utility tax from the utilities budget to the General Fund. Measure G will protect essential services without raising taxes, anticipated to generate approximately \$30,000,000 annually to support City service such as police, fire, street repairs, parks, libraries, and senior services.
- On November 8, 2022, voters approved Measure H – Business License Update/Tax Equity Measure, increasing Santa Clara's 1992 business license tax on businesses to \$45 per employee and \$15 per rental unit on landlords. Measure H will generate approximately \$6,000,000 annually in unrestricted fund that will be used to maintain essential City services.
- Completed multi-year settlement agreement with San José for the North San Jose Area Development Policy resulting in an additional \$9 million for the City of Santa Clara.

Community Partnerships

- Worked collaboratively with Triton Museum to extend the term of its Lease and Operation Agreement for an additional five years to continue providing free public access to art exhibitions and educational programs.
- Worked collaboratively to provide in-kind support for the Parade of Champions (\$65K) and Showtime events (\$12K).
- Effectively administered funding to non-profit community organizations that provide services to the Santa Clara community. Since July 2022, seven grants have been awarded for a total of \$55,479.

Real Estate Management

- Executed approximately 45 leases and 15 Purchase Orders for operations and maintenance for Commerce and Peddlers Plaza.
- Coordinated with the Downtown Community Task Force for downtown city properties (over 35 task force meeting multi-year process).
- Started surplus land process for the property at 2319 Gianera Street (vacant single family home).
- Completed surplus land process for the Loyalton property.
- Renegotiated lease extension for Morse Mansion and initiated discussions regarding possible new vision.
- Started analysis to determine feasibility to relocate SVP offices to Commerce Plaza.
- Completed selection of a realtor to support the City on the sale of City property and other services.

Santa Clara Convention Center and Economic Development Strategy

- Completed the Santa Clara Tourism Improvement District conversion process to establish the District under the Property and Business Improvement District Law of 1994 which provides for a dedicated funding stream to support Destination Marketing Organization efforts and operations. This included the modernization of the assessment formula from \$1.00 per occupied room night to 1.5% of gross short-term room rental revenue for FY 2021/22 and 2.0% for FY 2022/23 and beyond.
- Worked collaboratively with the Destination Marketing Organization in the creation of a new destination brand and the successful trademark of Discover Santa Clara®.
- Contracted by the Destination Marketing Organization to provide fiscal sponsorship services in addition to professional staffing services to support the further development and implementation of the organization.



- Completed updates/renovations to the Santa Clara Convention Center including new paint and flooring/carpet, addition of new décor and furniture in common space areas; addition of the Vintage Valley Marketplace, a “grab and go” retail location; addition of new autonomous food offerings of ramen, warm baked goods, and smoothies; and pop-up Mashgin self-check-out markets.
- Completed the development and launch of a new online Santa Clara Convention Center Customer Satisfaction Survey Program in FY 2022/23.

Sustainability

- Adopted an update to the City Climate Action Plan (CAP) after over two years of community and stakeholder outreach that set targets of a 40% reduction in GHG emissions by 2030, an 80% reduction in GHG emissions by 2035 and carbon neutrality no later than 2045.
- Actively participated in regional climate collaboration efforts and policy development through partnerships such as the Santa Clara County Climate Collaborative, the Silicon Valley Urban Forest Alliance, Joint Ventures Silicon Valley, Santa Clara Valley Water, the Building Decarbonization Coalition, and other neighboring jurisdictions.
- Implemented new purchasing practices around required paper procurement to comply with SB 1383 organics mandate which requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase paper that has a minimum of 30% post-consumer recycled-content (PCRC) paper products that are recyclable.
- Water Conservation:
 - Expanded water rebate offerings such as greywater and landscape conversion.
 - Launched a multi-pronged water conservation community outreach campaign to promote landscape conversion rebates and more, resulting in over 90,000 square feet of lawn conversions to water wise landscapes.
 - Continued various messaging campaigns focused on the drought and associated water conservation and water rebates.
- Electrification:
 - Implemented all-electric building electrification reach codes including robust EV charging across all building types.
 - Electrification outreach and rebates:
 - SVP partnered with the Santa Clara Unified School District to build out an induction cooking classroom and co-sponsored a twelve-part induction cooking class series to support kitchen electrification.
 - SVP launched a new Smart Panel Rebate program.
 - Added over 100 public EV charging connectors with an equity lens as SVP increases charging service to residents and visitors.
 - Implemented the City Fleet Electrification Program with the purchase of 46 all-electric vehicles as part of the vehicle replacement program and initiated a robust EV fleet charging infrastructure project.
- Clean Mobility:
 - Implemented e-bicycle and e-scooter share program through vendors Veo and Bird.
 - Partnered on the grant funded expansion of the zero emissions Via-Cupertino On-Demand Shuttle service to provide alternative and cleaner modes of transportation.
- Investing in a Sustainable Future:
 - Launched a new SVP Sustainable Futures Scholarship Program in partnership with Santa Clara University focused on building the future leaders in climate and sustainability.
 - Initiated discussions with Mission College to develop a SVP sustainability scholarship program modeled after SVP’s SCU scholarship, scaled, and fit to the community college landscape.

- Provided mentorship opportunities in sustainability to students from high school through university levels, including supporting a team of SCU fellows in their capstone projects and providing mentorship to SVP Sustainable Futures scholarship recipients in research projects that align with City climate action goals.

Stadium Operations

- Coordinated City services, including the deployment of public safety resources, to meet the service needs required to support NFL games for the 2021 and 2022 NFL Seasons and seven (7) major Non-NFL events, including Coldplay, Red Hot Chili Peppers, and Elton John concerts, held in 2022.

COVID-19 Response and Inclement Weather Relief Efforts

- Provided COVID-19 verbal updates to Council monthly beginning in July 2021 and updates every 60 days from April 2022 through January 2023.
- Terminated the local Proclamation of Emergency for COVID-19 on February 7, 2023.
- Deactivated the City's Emergency Operations Center (EOC) for COVID-19 response on February 2, 2023.
- Activated libraries and recreational facilities to provide care and shelter during inclement weather incidents.

Significant Objectives

Community Partnerships

- Effectively administer funding to non-profit community organizations that provide services to the Santa Clara community.

Santa Clara Convention Center and Economic Development Strategy

- Continue to provide strategic oversight of the management of the Convention Center and ensure alignment of marketing and booking goals between the Convention Center, Santa Clara Tourism Improvement District, and the Destination Marketing Organization.
- Continue to work closely with the Convention Center, the Santa Clara Tourism Improvement District and the Destination Marketing Organization (DMO) to evolve the tourism strategy and ongoing development of the DMO.
- Completion of Convention Center Capital Improvement Projects to update internal digital signage and renovations to the Main and Mission kitchens.
- Launch of the Levy's Teaching Kitchen at the Convention Center focused on workforce development and training opportunities for community members in the industry.
- Continue to lead and support the Related development, as well as other significant development projects within the community.

Stadium Operations

- Continue to build and maintain a productive and functional business relationship with Forty-Niners SC Stadium Company, LLC as the tenant of Levi's Stadium in accordance with the applicable agreements.
- Continue to work with the Stadium Manager to ensure safe events at Levi's Stadium with minimal impacts to the surrounding residential and business community.

Real Estate Management

- Continue to develop and implement a comprehensive real estate program to manage City-owned properties, promote economic development, and generate revenue for the General Fund.

Sustainability

- Work with the appropriate City departments to implement near term priorities identified in the 2022 approved City Climate Action Plan (CAP) Update to meet local goals and state regulatory targets.
- Continue to utilize regional partnerships to implement CAP priorities.
- Identify a CAP monitoring system across all departments including conducting an annual greenhouse gas inventory to measure and report progress on adopted targets.
- Ensure continued alignment of the City's CAP with other relevant plans including, but not limited to, Fleet Electrification Plan, SVP Electric Vehicle Blueprint, Bicycle Master Plan, the Santa Clara Urban Water Management Plan (UWMP), and any reach codes that are adopted and meets the goals of state regulatory requirements in the areas of water, solid waste, transportation, and energy.
- Continue to provide mentorship and career growth opportunities for students at the high school, college and university levels including scholarship recipients.
- Explore the development of a sustainability apprenticeship/green jobs program in partnership with local trades or existing apprenticeship programs with an emphasis on energy related careers.
- Continue to implement the City's Fleet Electrification Plan and community Electric Vehicle Charging Program.
- Launch City employee EV charging pilot program.
- Continue to implement and provide staff training on waste reduction best practices and policies within City operations to comply with SB 1383 Organics state mandate.
- Launch an SVP Sustainable Futures Scholarship Program in partnership with Mission College.

Budget Highlights

- The Proposed Budget reduces the golf course maintenance budget to help address the General Fund shortfall. The City's operating lease of the golf course expired, with operations ceasing in FY 2019/20. The former golf course will be developed as part of the Related Santa Clara project; however, the City is currently still responsible for the maintenance of the site until it is turned over completely to the developer. The City anticipates that the remaining funds will be sufficient to cover all maintenance expenses associated with the site.



Summary of the Santa Clara Stadium Authority Budget¹

| Revenue | FY2023/24 Adopted |
|----------------------------------|----------------------|
| NFL Ticket Surcharge | 12,178,000 |
| SBL Proceeds | 12,589,000 |
| Interest | 1,249,000 |
| Net Revenues from Non-NFL Events | 4,500,000 |
| Naming Rights | 7,602,000 |
| Sponsorship Revenue (STR) | 475,000 |
| Rent | 24,762,000 |
| Senior and Youth Program Fees | 234,000 |
| Non-NFL Event Ticket Surcharge | 1,296,000 |
| Total Revenue | 64,885,000 |

| Expenditures | FY2023/24 Adopted |
|--|----------------------|
| Stadium Operations | 4,550,000 |
| Engineering | 2,694,000 |
| Guest Services | 645,000 |
| Groundskeeping | 650,000 |
| Security | 1,564,000 |
| Insurance | 3,327,000 |
| Stadium Management Fee | 354,000 |
| SBL Sales and Service | 2,333,000 |
| Ground Rent (Paid to City) | 495,000 |
| Senior and Youth Program Fees (paid to City) | 234,000 |
| Discretionary Fund Expense | 250,000 |
| Utilities | 1,391,000 |
| Use of StadCo Tenant Improvements | 108,000 |
| Stadium Authority General and Administrative | 3,272,000 |
| Stadium Authority Legal Services | 300,000 |
| Naming Rights Commission | 94,000 |
| Other Expenses | 734,000 |
| Transfers Out | 36,313,000 |
| Legal Contingency | 3,079,500 |
| Total Expenditures | 62,387,500 |

¹Santa Clara Stadium Authority budget was adopted on March 7, 2023 and can be found on the City's website at <https://www.santaclaraca.gov/home/showpublisheddocument/79851/638143129126830000>



**The positions above represent all funded positions. This excludes the 1.0 Deputy City Manager and 1.0 Office Specialist III positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This position count also includes 1.0 Management Analyst position that was previously approved in the Stadium Authority Budget.*



Budget Summary

| | | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|------------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | | |
| Citywide Programs Division | | | | | | | |
| 3611 | Citywide Programs | 62,075,671 | 16,666,968 | 24,217,030 | 45.3% | 20,746,060 | (14.3%) |
| 8011 | Sports and Open Space Authority | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total Citywide Programs Division | | 62,084,834 | 16,672,388 | 24,227,030 | 45.3% | 20,756,260 | (14.3%) |
| Citywide Strategic Planning and Initiatives Division | | | | | | | |
| 3631 | Strategic Planning and Initiatives | 1,261,237 | 1,780,506 | 1,959,037 | 10.0% | 2,056,210 | 5.0% |
| 8014 | Convention Center | 9,613,568 | 14,373,644 | 15,822,999 | 10.1% | 17,998,249 | 13.7% |
| Total Citywide Strategic Planning and Initiative Division | | 10,874,805 | 16,154,150 | 17,782,036 | 10.1% | 20,054,459 | 12.8% |
| Stadium Operations Division¹ | | | | | | | |
| 3621 | Stadium - General Administration | 914,010 | 1,070,045 | 1,387,820 | 29.7% | 1,443,333 | 4.0% |
| 3622 | Stadium - Police | 4,571,994 | 4,996,010 | 6,322,811 | 26.6% | 6,574,560 | 4.0% |
| 3623 | Stadium - Fire | 236,664 | 470,192 | 439,905 | (6.4%) | 457,388 | 4.0% |
| 3624 | Stadium - Public Works | 348,011 | 747,600 | 520,816 | (30.3%) | 541,647 | 4.0% |
| 3625 | Stadium - Information Technology | 0 | 80,300 | 94,000 | 17.1% | 105,760 | 12.5% |
| Total Stadium Operations Division | | 6,070,679 | 7,364,147 | 8,765,352 | 19.0% | 9,122,688 | 4.1% |
| Total by Division / Program | | 79,030,318 | 40,190,685 | 50,774,418 | 26.3% | 49,933,407 | (1.7%) |

¹ Santa Clara Stadium Authority budget is posted on the City's website at <https://www.santaclaraca.gov/home/showpublisheddocument/79851/638143129126830000>



Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|---|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Fund | | | | | | |
| General Fund | 69,255,479 | 25,811,621 | 34,660,836 | 34.3% | 31,638,763 | (8.7%) |
| Convention Center Enterprise Fund | 9,613,568 | 14,373,644 | 16,103,582 | 12.0% | 18,284,444 | 13.5% |
| Other City Departments Operating Grant Trust Fund | 152,108 | 0 | 0 | N/A | 0 | N/A |
| Sports and Open Space Authority Fund | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total by Fund | 79,030,318 | 40,190,685 | 50,774,418 | 26.3% | 49,933,407 | (1.7%) |

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|----------------------------------|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Salary | 1,865,128 | 4,509,279 | 4,653,023 | 3.2% | 4,825,883 | 3.7% |
| As-Needed | 906,287 | 1,498,199 | 1,422,886 | (5.0%) | 1,479,801 | 4.0% |
| Overtime | 1,735,883 | 2,865,613 | 3,054,777 | 6.6% | 3,176,967 | 4.0% |
| Retirement | 393,378 | 472,793 | 373,180 | (21.1%) | 397,855 | 6.6% |
| Health Allocation | 69,418 | 76,122 | 88,034 | 15.6% | 92,148 | 4.7% |
| Medicare | 16,508 | 16,858 | 16,482 | (2.2%) | 17,479 | 6.0% |
| Social Security | 54,211 | 51,145 | 54,856 | 7.3% | 55,311 | 0.8% |
| Other Benefits | 486,963 | 413,913 | 425,852 | 2.9% | 442,579 | 3.9% |
| Total Salary and Benefits | 5,527,776 | 9,903,922 | 10,089,090 | 1.9% | 10,488,023 | 4.0% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 12,236,835 | 18,751,736 | 21,508,140 | 14.7% | 23,867,592 | 11.0% |
| Interfund Services | 368,288 | 538,987 | 8,405,235 | 1459.5% | 8,806,953 | 4.8% |
| Capital Outlay | 165 | 62,900 | 0 | (100.0%) | 0 | N/A |
| Transfers to Other Funds | 60,897,254 | 10,933,140 | 10,771,953 | (1.5%) | 6,770,839 | (37.1%) |
| Total Non-Personnel | 73,502,542 | 30,286,763 | 40,685,328 | 34.3% | 39,445,384 | (3.0%) |
| Total by Category | 79,030,318 | 40,190,685 | 50,774,418 | 26.3% | 49,933,407 | (1.7%) |



Position Summary

| | FY 2021/22 Adopted | FY 2022/23 Adopted* | FY 2023/24 Proposed* | FY 2023/24 Change | FY 2024/25 Proposed* |
|---|-----------------------|------------------------|-------------------------|----------------------|-------------------------|
| Positions by Division / Program | | | | | |
| Citywide Strategic Planning and Initiatives Division | | | | | |
| 3631 Strategic Programs and Initiatives | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Total Citywide Strategic Planning and Initiatives Division | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Total by Division / Program | | | | | |
| | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Positions by Fund | | | | | |
| General Fund | 4.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Convention Center Enterprise Fund | 1.50 | 1.50 | 0.70 | (0.80) | 0.70 |
| Related Santa Clara Developer Fund | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total by Fund | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |
| Position Classification | | | | | |
| Assistant to the City Manager | 2.00 | 2.00 | 0.00 | (2.00) | 0.00 |
| Convention Center / Assistant to the City Manager | 1.00 | 1.00 | 0.70 | (0.30) | 0.70 |
| Stadium Oversight / Assistant to the City Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Sustainability Manager / Assistant to the City Manager | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Development Project Manager | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Emergency Services Officer | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Manager | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Analyst | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Office Specialist III | 0.50 | 0.50 | 0.00 | (0.50) | 0.00 |
| Total Positions | 6.50 | 6.50 | 5.70 | (0.80) | 5.70 |

**The positions above represent all funded positions. This excludes the 1.0 Deputy City Manager and 1.0 Office Specialist III positions that were frozen, as approved by the City Council on March 9, 2021 (Agenda Item 5.0 – Report to Council 21-402). This position count also includes 1.0 Management Analyst position that was previously approved in the Stadium Authority Budget.*



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|---------------|-----------------------------|
| Prior Year Budget | 6.50 | 40,190,685 |
| FY 2023/24 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Convention Center Budget Adjustments | | 1,738,251 |
| Adjustments to transfers to other funds | | (161,187) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 352,460 |
| Reallocation of 0.5 Office Specialist III to the City Manager's Office | (0.50) | (73,773) |
| Reallocation of 0.3 Assistant to the City Manager to the City Manager's Office | (0.30) | (93,599) |
| Reclassification of 2.0 Assistant to the City Managers to: | 0.00 | |
| 1.0 Development Project Manager | | |
| 1.0 Emergency Services Officer | | |
| Reallocation of items previously budgeted in the Special Liability Insurance Fund: | | |
| Insurance Claims costs | | 3,059,345 |
| Insurance costs | | 2,506,776 |
| Property Insurance | | 2,336,523 |
| Ebix Contract | | 36,750 |
| Various Stadium non-personnel budget adjustments | | 1,291,600 |
| Accela licensing increase | | 72,425 |
| Parade of Champion (in-kind services funding) | | 60,000 |
| Adjustment to Sports and Open Space Authority allocation | | 4,580 |
| Net decrease to various internal service fund allocations | | (36,396) |
| Non-personnel adjustments | | (64,711) |
| Total FY 2023/24 Base Budget Adjustments | (0.80) | 11,029,044 |
| Total FY 2023/24 Base Budget | 5.70 | 51,219,729 |
| Service Level Changes | | |
| Reduction in Golf Course Maintenance | | (445,311) |
| Total Service Level Changes | 0.00 | (445,311) |
| Total FY 2023/24 Proposed Budget | 5.70 | 50,774,418 |



Budget Reconciliation

| | Positions | Expenditures (All Funds) |
|--|-------------|-----------------------------|
| FY 2024/25 Base Budget Adjustments | | |
| One-Time Cost Adjustments | | |
| Convention Center Budget Adjustments | | 2,162,611 |
| Adjustments to transfers to other funds | | (4,001,114) |
| Ongoing Cost Adjustments | | |
| Salary and benefits adjustments | | 398,833 |
| Reallocation of items previously budgeted in the Special Liability Insurance Fund: | | |
| Insurance Costs | | 250,678 |
| Property Insurance | | 116,826 |
| Insurance Claims costs | | 20,666 |
| Various Stadium non-personnel adjustments | | 103,680 |
| Non-personnel adjustments | | 102,167 |
| Net increase to various internal service fund allocations | | 13,548 |
| Total FY 2024/25 Base Budget Adjustments | 0.00 | (832,105) |
| Total FY 2024/25 Base Budget | 5.70 | 49,942,313 |
| Service Level Changes | | |
| Reduction in Golf Course Maintenance | | (8,906) |
| Total Service Level Changes | 0.00 | (8,906) |
| Total FY 2024/25 Proposed Budget | 5.70 | 49,933,407 |



Non-Departmental Detail

| | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2024/25 Proposed |
|--|-----------------------|------------------------|------------------------|
| Citywide Programs Division | | | |
| Citywide Programs | | | |
| Accela Licensing | 462,814 | 546,938 | 563,654 |
| CalPERS Replacement Benefit Fund | 367,991 | 382,711 | 398,019 |
| City Council Contingency Fund | 29,621 | 31,743 | 33,908 |
| City Facilities Utilities - Electric | 339,405 | 352,981 | 367,100 |
| City Facilities Utilities - Garbage | 42,938 | 44,656 | 46,442 |
| City Facilities Utilities - Gas | 65,480 | 68,099 | 70,823 |
| City Facilities Utilities - Miscellaneous | 2,924 | 3,041 | 3,163 |
| City Facilities Utilities - Sewer | 28,174 | 29,301 | 30,473 |
| City Facilities Utilities - Water | 56,265 | 58,516 | 60,857 |
| City Manager Special Initiatives | 16,483 | 24,973 | 33,632 |
| Citywide Training | 106,121 | 97,309 | 99,655 |
| Community Grants Program | 92,121 | 94,243 | 96,408 |
| Community Outreach | 241,057 | 245,878 | 250,796 |
| EBIX Contract | 0 | 36,750 | 38,588 |
| Golf and Tennis Maintenance | 582,422 | 74,000 | 75,480 |
| Insurance Claims | 0 | 3,059,345 | 3,080,011 |
| Insurance Costs | 0 | 2,506,776 | 2,757,454 |
| Mission City Scenes | 19,102 | 19,484 | 19,874 |
| Parade of Champions (In-Kind Services) | 0 | 60,000 | 61,200 |
| Pension/OPEB Trust Program Administration | 23,347 | 23,814 | 24,290 |
| Property Insurance | 0 | 2,336,523 | 2,453,349 |
| Santa Clara Ballet | 10,000 | 10,000 | 10,000 |
| Separation Payouts | 1,845,972 | 1,882,891 | 1,920,549 |
| Silicon Valley Animal Control Authority | 1,109,730 | 1,133,519 | 1,157,783 |
| Sister Cities Association | 5,659 | 5,659 | 5,659 |
| Sports and Open Space Authority | 5,420 | 10,000 | 10,200 |
| Transfers to Capital Improvement Program | | | |
| Annual Creek Trail Rehabilitation Program | 0 | 200,000 | 0 |
| Annual Curb Ramp Installation | 150,000 | 150,000 | 0 |
| Bridge Maintenance Program | 560,000 | 740,000 | 710,000 |
| Central Park Library - Concrete Sidewalk Replacement | 273,000 | 0 | 0 |
| Defibrillator/Monitor Replacements | 70,000 | 70,000 | 0 |
| El Camino Specific Plan | 1,000,000 | 0 | 0 |
| FHRMS Update Project | 39,283 | 39,283 | 39,283 |
| Morse Mansion Maintenance and Repair | 50,000 | 50,000 | 0 |
| Precise Plan for Downtown | 325,000 | 0 | 0 |
| Protective Equipment Replacement | 416,536 | 357,374 | 234,374 |
| Public Works Capital Projects Management | 2,601,682 | 2,544,792 | 2,714,233 |
| Repair to Historic Buildings | 100,000 | 100,000 | 0 |
| Repairs - Modifications to City Buildings | 150,000 | 175,000 | 0 |
| Replacement SCBA Filling Stations | 100,000 | 0 | 0 |

Non-Departmental Detail

| | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2024/25 Proposed |
|---|-----------------------|------------------------|------------------------|
| Citywide Programs Division | | | |
| Citywide Programs | | | |
| Transfers to Capital Improvement Program (cont'd.) | | | |
| Safe Routes to School | 90,000 | 90,000 | 0 |
| SDPS Motor and Control Maintenance, Repair, and Replacement | 148,000 | 408,000 | 0 |
| Sidewalk, Curb and Gutter Repair | 300,000 | 300,000 | 0 |
| Stationary Standby Generators | 920,000 | 1,111,000 | 0 |
| Storm Drain Pump Station Facility Maintenance and Repair | 113,000 | 71,000 | 0 |
| Storm Drain Slide Gate Rehabilitation | 500,000 | 0 | 0 |
| Street Tree Services | 419,000 | 463,050 | 0 |
| Traffic Engineering Consultant Support | 100,000 | 100,000 | 0 |
| Transportation Demand Management | 200,000 | 0 | 0 |
| Triton Museum Repair and Modifications | 0 | 35,000 | 0 |
| Urban Runoff Pollution Prevention Program | 0 | 300,000 | 0 |
| Utility Management Information System (UMIS) Enhancements | 0 | 1,000 | 1,000 |
| Transfers to Capital Improvement Program Subtotal | 8,625,501 | 7,305,499 | 3,698,890 |
| Transfer to Cemetery Fund | 870,000 | 796,000 | 823,000 |
| Transfer to Fire Development Services Fund | 0 | 500,000 | 0 |
| Transfer to Fire Operating Grant Trust Fund | 0 | 626,000 | 770,000 |
| Transfer to Parks and Recreation Operating Grant Trust Fund | 0 | 27,445 | 27,445 |
| Transfer to Public Facilities Financing Fund | | | |
| 2013 Refunding Certificates of Participation | 1,402,275 | 1,402,440 | 1,405,940 |
| Transfer to Public Facilities Financing Fund Subtotal | 1,402,275 | 1,402,440 | 1,405,940 |
| Transfer to Land Sale Reserve | 0 | 0 | 0 |
| Transfer to Solid Waste Utility Fund | 35,364 | 35,364 | 35,364 |
| Transfer to Sports and Open Space Authority Fund | 0 | 10,000 | 10,200 |
| Transfer to Reserves | 0 | 69,205 | 0 |
| Triton Museum | 266,202 | 295,927 | 296,054 |
| Women's League - Showtime | 20,000 | 20,000 | 20,000 |
| Citywide Programs Subtotal | 16,672,388 | 24,227,030 | 20,756,260 |
| Citywide Strategic Planning and Initiatives Division | | | |
| Citywide Strategic Planning and Initiatives | | | |
| Citywide Strategic Planning and Initiatives Positions | 1,785,684 | 1,679,358 | 1,779,661 |
| City Memberships | 187,621 | 202,708 | 206,761 |
| Internal Services Fund Allocations | 264,495 | 295,369 | 300,825 |
| Santa Clara Convention Center | 13,866,350 | 15,604,601 | 17,767,212 |
| Task Force on Diversity, Equity and Inclusion | 50,000 | 0 | 0 |
| Citywide Strategic Planning and Initiatives Subtotal | 16,154,150 | 17,782,036 | 20,054,459 |



Non-Departmental Detail

| | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2024/25 Proposed |
|--|-----------------------|------------------------|------------------------|
| Stadium Operations Division | | | |
| Stadium – General Administration | | | |
| City Attorney | 136,095 | 124,447 | 129,425 |
| City Council | 5,670 | 7,560 | 7,862 |
| City Clerk | 23,517 | 88,896 | 92,452 |
| City Manager | 467,998 | 474,211 | 493,179 |
| Community Development | 3,003 | 7,973 | 8,292 |
| Finance | 424,530 | 552,363 | 574,458 |
| Human Resources | 2,593 | 20,049 | 20,851 |
| Information Technology | 3,320 | 16,306 | 16,958 |
| Public Works | 3,319 | 3,439 | 3,577 |
| Stadium Neighborhood Relations Committee - City Manager | 0 | 38,789 | 40,341 |
| Stadium Neighborhood Relations Committee - Community Development | 0 | 25,102 | 26,106 |
| Stadium Neighborhood Relations Committee - Fire | 0 | 4,793 | 4,985 |
| Stadium Neighborhood Relations Committee - Police | 0 | 19,106 | 19,870 |
| Stadium Neighborhood Relations Committee - Public Works | 0 | 4,786 | 4,977 |
| Stadium – General Administration Subtotal | 1,070,045 | 1,387,820 | 1,443,333 |
| Stadium – Fire | | | |
| Levi's Stadium NFL Regular | 16,500 | 10,708 | 11,136 |
| Levi's Stadium NFL As-Needed | 0 | 236,702 | 246,170 |
| Levi's Stadium NFL OT | 179,400 | 0 | 0 |
| Levi's Stadium Non-NFL Regular | 10,100 | 8,369 | 8,704 |
| Levi's Stadium Non-NFL As-Needed | 0 | 153,732 | 159,881 |
| Levi's Stadium Non-NFL OT | 171,000 | 0 | 0 |
| Levi's Stadium General Regular | 16,000 | 13,120 | 13,645 |
| Levi's Stadium General OT | 25,200 | 1,143 | 1,188 |
| Levi's Stadium General Supplies | 14,100 | 10,000 | 10,320 |
| Levi's Stadium General Equipment Maintenance | 37,892 | 6,131 | 6,344 |
| Stadium – Fire Subtotal | 470,192 | 439,905 | 457,388 |
| Stadium – Public Works | | | |
| Levi's Stadium NFL Regular | 13,500 | 24,951 | 25,949 |
| Levi's Stadium NFL OT | 389,400 | 255,133 | 265,338 |
| Levi's Stadium Non-NFL Regular | 22,500 | 14,864 | 15,459 |
| Levi's Stadium Non-NFL OT | 283,400 | 186,587 | 194,050 |
| Levi's Stadium General Regular | 5,700 | 9,245 | 9,614 |
| Levi's Stadium General OT | 26,900 | 30,036 | 31,237 |
| Levi's Stadium General Supplies | 6,200 | 0 | 0 |
| Stadium – Public Works Subtotal | 747,600 | 520,816 | 541,647 |

Non-Departmental Detail

| | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2024/25 Proposed |
|--|-----------------------|------------------------|------------------------|
| Stadium Operations Division | | | |
| Stadium – Information Technology | | | |
| Levi's Stadium General IT Outside Services | 0 | 94,000 | 105,760 |
| Stadium – Information Technology Subtotal | 0 | 94,000 | 105,760 |
| Stadium – Police | | | |
| Levi's Stadium NFL Regular | 69,300 | 93,928 | 97,685 |
| Levi's Stadium NFL As-Needed | 702,500 | 548,298 | 570,230 |
| Levi's Stadium NFL OT | 977,000 | 1,593,067 | 1,656,790 |
| Levi's Stadium Non-NFL Regular | 50,600 | 85,876 | 89,311 |
| Levi's Stadium Non-NFL As-Needed | 21,200 | 416,611 | 433,275 |
| Levi's Stadium Non-NFL OT | 744,500 | 822,052 | 854,934 |
| Levi's Stadium General Regular | 42,700 | 12,586 | 13,090 |
| Levi's Stadium General As-Needed | 663,700 | 67,543 | 70,245 |
| Levi's Stadium General OT | 9,213 | 166,759 | 173,430 |
| Levi's Stadium General Supplies | 19,900 | 43,000 | 44,720 |
| Levi's Stadium General Stadium Authority Equipment Maintenance | 48,227 | 31,091 | 32,170 |
| Medical Insurance | 0 | 19,000 | 19,760 |
| Law Enforcement Liability Insurance | 0 | 151,000 | 157,040 |
| NFL Outside Agency - CA Highway Patrol | 419,000 | 900,000 | 936,000 |
| NFL Outside Agency - Santa Clara County | 158,300 | 240,000 | 249,600 |
| NFL Outside Agency - City and County of San Francisco | 0 | 270,000 | 280,800 |
| NFL Outside Agency - City of Sunnyvale | 0 | 10,000 | 10,400 |
| Non-NFL Outside Agency - CA Highway Patrol | 271,000 | 504,000 | 524,160 |
| Non-NFL Outside Agency - Santa Clara County | 84,200 | 132,000 | 137,280 |
| Non-NFL Outside Agency - County of San Francisco | 11,400 | 96,000 | 99,840 |
| Non-NFL Outside Agency - City of Sunnyvale | 14,800 | 8,000 | 8,320 |
| Levi's Stadium General Contractual Services | 28,500 | 9,000 | 9,360 |
| Levi's Stadium NFL IT Outside Services | 23,600 | 0 | 0 |
| Levi's Stadium Non-NFL IT Outside Services | 12,500 | 0 | 0 |
| Levi's Stadium General IT Outside Services | 44,200 | 0 | 0 |
| Silicon Valley Regional Interoperability Authority | 0 | 78,000 | 81,120 |
| Stadium Radio Service Contract | 62,900 | 25,000 | 25,000 |
| Public Safety Stadium-Related Training Program | 408,697 | 0 | 0 |
| Citywide Strategic Planning Function | 188,373 | 0 | 0 |
| Stadium – Police Subtotal | 5,076,310 | 6,322,811 | 6,574,560 |
| Total Non-Departmental | 40,190,685 | 50,774,418 | 49,933,407 |

Service Level Changes

| Title | Positions | FY 2023/24 | | FY 2024/25 | |
|---|-----------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| | | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) | One-Time Expenditures (All Funds) | Ongoing Expenditures (All Funds) |
| Reduction in Golf Course Maintenance | 0.00 | 0 | (445,311) | 0 | (454,217) |

Program: 3611 – Citywide Programs

This proposal reduces the Non-Departmental golf course maintenance budget from \$519,311 to \$74,000. The City's operating lease of the golf course expired, with operations ceasing in FY 2019/20. The former golf course will be developed as part of the Related Santa Clara project; however, the City is currently still responsible for the maintenance of the site until it is turned over completely to the developer. The City anticipates that the remaining funds will be sufficient to cover all maintenance expenses associated with the site.

Performance Impact

As the golf course ceased operations in FY 2019/20, there is no service delivery impact anticipated with this reduction.




Strategic Pillar:

















Manage Strategically Our Workforce Capacity and Resources



Performance and Workload Measures

| Non-Departmental | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Enhanced risk management practices resulting in reduction to citywide claim losses (% reduction) – <i>Moved to Human Resources for FY 2023/24</i> |  | (46%) | N/A | 4% | N/A | N/A | N/A |
| Workload Measures | | | | | | | |
| Enhanced risk management practices resulting in reduction to citywide claim losses (number of claims) – <i>Moved to Human Resources for FY 2023/24</i> |  | 114 | N/A | 75 | N/A | N/A | N/A |
| Number of City properties managed |  | 23 | 18 | 18 | 22 | 25 | 25 |

Performance and Workload Measures

| Convention Center OVG360 Venue Management | | | | | | | |
|---|---|----------------|----------------|-----------------------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 ¹ Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Convention Center Gross Revenue |  | N/A | \$8.5 m | \$13.6 m | \$13 m | \$15.7 m | \$18.1 m |
| Net Income |  | N/A | \$1.7 m | (\$0.2 m) | \$0.25 m | \$0.1 m | \$0.4 m |
| Economic Impact ² |  | N/A | \$32 m | \$17.2 m | \$30 m | \$24.4 m | \$27.2 m |
| Customer Service Survey Results (overall satisfaction) |  | N/A | 90% | 85% | 85% | 85% | 85% |
| Event Mix at the Convention Center (consumed) | | | | | | | |
| Percent of P1 Events ³ |  | N/A | 0% | 1% | 0% | 0.5% | 1% |
| Number of P1 Events |  | N/A | 0 | 3 | 0 | 1 | 2 |
| Percent of P2 Events ⁴ |  | N/A | 0% | 2% | 0% | 1% | 2% |
| Number of P2 Events |  | N/A | 0 | 6 | 0 | 2 | 4 |
| Percent of P3 Events ⁵ |  | N/A | 9% | 6% | 8% | 15% | 15% |
| Number of P3 Events |  | N/A | 14 | 24 | 20 | 33 | 39 |
| Percent of P4 Events ⁶ |  | N/A | 9% | 18% | 17% | 19.5% | 20% |
| Number of P4 Events |  | N/A | 15 | 67 | 38 | 43 | 50 |
| Percent of P5 Events ⁷ |  | N/A | 82% | 74% | 75% | 64% | 62% |
| Number of P5 Events |  | N/A | 133 | 274 | 178 | 141 | 160 |

¹ Updates to the Convention Center Booking Strategy went into effect April 1, 2023. Adjustments were made to the booking windows as well as the event type criteria (number of room nights and total Convention Center spend). The adjusted booking windows now provide a greater emphasis on P1 – P3 groups and events to ensure there is room for the highest revenue producing groups for the DMO, hotels, Convention Center, Levy, and the City. Groups are evaluated based upon priority number, current market conditions, day-of-week pattern, type of group (i.e., industry), Center revenue, and needs of all parties on a case-by-case basis.

² Economic impact is the amount of additional spending that occurs in the community by visitors while attending events at a Convention Center. For example, when Convention Center event attendees come to Santa Clara, they create economic activity that ripples throughout the area: stay at hotels, eat at restaurants, buy at retail stores, visit attractions, etc.

³ Priority 1 (P1) event – Large multi-day convention and/or conference that utilizes all venue space at the Convention Center, utilizes significant venue services such as food and beverage, audio-visual and information technology, and draws a substantial number of out of town visitors that stay in multiple Santa Clara hotels. Based on projected combined building spend and peak hotel room nights booked, has an 18+ month booking window.

⁴ Priority 2 (P2) event – Primarily large multi-day convention and/or conference that utilizes most of the venue space at the Convention Center, utilizes venue services such as food and beverage, audio-visual and information technology, and draws out of town visitor that stay in multiple Santa Clara hotels. Based on projected combined building spend and peak hotel room nights booked, has a 13 – 18 month booking window.

⁵ Priority 3 (P3) event – Multiple or single day event that utilizes space at the Convention Center. Attendance and out of town visitors are less than for a P1 or P2. Examples of P3 events may include trade shows, consumer shows, smaller conventions/conferences, and sporting events. Based on projected combined building spend and peak hotel room nights booked, has a 0 – 13 month booking window.

⁶ Priority 4 (P4) event – Typically a one- or two-day event that utilizes space at the Convention Center. Attendees are primarily local. Special events (e.g. graduations), smaller meetings and/or smaller trade and consumer shows are examples of P4 events. Based on projected combined building spend and peak hotel room nights booked, has 0 -12 month booking window.

⁷ Priority 5 (P5) event – Usually a single day event. Examples of P5 events are banquets, galas, other social type events and meetings. Based on projected combined building spend and peak hotel room nights booked, has a 0 - 6 month booking window.















Performance and Workload Measures

| Convention Center OVG360 Venue Management | | | | | | | |
|--|------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Community Benefit | | | | | | | |
| Percent of Convention Center employees that volunteer in the community | | N/A | 0% | 60% | 30% | 60% | 60% |
| Percent of small, local and M/WBE businesses/vendors | | N/A | 11% | 20% | 11% | 20% | 20% |
| Number of room nights consumed | | N/A | 16,249 | 14,755 | 16,000 | 26,591 | 32,738 |
| Number of Prospects ⁸ (active) | | N/A | 240 | 220 | 220 | 220 | 220 |
| Number of collaborative, community-based events hosted at the Center | | N/A | 0 | 2 | 1 | 2 | 2 |

⁸ A prospect is a potential customer who has been contacted and qualified by the sales team as having desirable criteria for an event in Santa Clara such as: size of event fits in the venue, there is a history of hotel needs that can be provided by Santa Clara hotels, and they have expressed interest in holding an event in Santa Clara.

Performance and Workload Measures

| Convention Center Levy Premium Foodservice | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Customer Service Survey Results (overall satisfaction) |  | N/A | 90% | 90% | 90% | 90% | 90% |
| Number of room nights generated ⁹ |  | N/A | 0 | 16,438 | 9,500 | 4,506 | 6,197 |
| Net Profit |  | N/A | \$0.7 m | \$1.2 m | \$1.0 m | \$1.1 m | \$1.5 m |
| Community Impact | | | | | | | |
| Number of collaborative, community-based events hosted at Center |  | N/A | 0 | 2 | 1 | 2 | 2 |
| Number of meals donated to local non-profit partner (daily excess food) |  | N/A | 1,262 | 500 | 900 | 600 | 700 |
| Percent of Levy's management team that volunteer in the community |  | N/A | 0% | 85% | 85% | 85% | 85% |
| Percent of waste diversion rate ¹⁰ |  | N/A | 1.95% | 50% | 5% | 7% | 6% |
| Workforce Development/Training ¹¹ | | | | | | | |
| Teaching Kitchen – percent of graduates |  | N/A | N/A | 70% | N/A | 70% | 70% |
| Percent of successful job placements |  | N/A | N/A | 65% | N/A | 65% | 65% |
| Percent of purchases from Northern California grown and produced food, beverages, and supplies |  | N/A | 42% | 25% | 35% | 25% | 25% |
| Level of participation in securing P1 and P2 events |  | N/A | 100% | 85% | 100% | 85% | 85% |
| Number of Prospects ¹² (active) |  | N/A | 303 | 550 | 400 | 550 | 550 |

⁹ The listed targets are only associated with the projected number of P1 and P2 events for FY 2025/26.







¹⁰ The way that this indicator is calculated has been changed. While the goal is for Levy to have a zero waste operation, they will report on the percent of waste production. The goal would be see this percentage decrease year after year until they reach zero percent waste production.

¹¹ Levy worked with non-profit partners who were experiencing difficulty in finding students for the program. Levy is currently researching alternative avenues to recruit students for the program.

¹² A prospect is a potential customer who has been contacted and qualified by the sales team as having desirable criteria for an event in Santa Clara such as: size of event fits in the venue, there is a history of hotel needs that can be provided by Santa Clara hotels, and they have expressed interest in holding an event in Santa Clara.



Performance and Workload Measures

| Convention Center Levy Premium Foodservice | | | | | | | |
|--|---|----------------|----------------|----------------|------------------|----------------|----------------|
| Performance Measures | | | | | | | |
| | Strategic Pillar | 2020/21 Actual | 2021/22 Actual | 2022/23 Target | 2022/23 Estimate | 2023/24 Target | 2024/25 Target |
| Number of new businesses/events to Convention Center |  | N/A | 32 | 12 | 25 | 15 | 20 |
| Retail/Public Space Activation ¹³ | | | | | | | |
| Net Profit |  | N/A | \$0.09 m | \$0.1 m | \$0.1 m | \$0.15 m | \$0.17 m |
| Number of transactions |  | N/A | 8,900 | 48,390 | 50,000 | 41,016 | 45,117 |
| Workload Measures | | | | | | | |
| Number of Santa Clara University interns |  | N/A | N/A | 1 | N/A | 1 | 1 |
| Workforce Development/Training ¹⁴ | | | | | | | |
| Teaching Kitchen – number of participants enrolled |  | N/A | N/A | 20 | N/A | 10 | 15 |
| Number of internships and apprenticeships provided |  | N/A | N/A | 1 | N/A | 1 | 1 |

¹³ This previously included the Lobby Marketplace, Connect Café and Stand B. Stand B was replaced with pop-up Mashgin self-check out markets which is reflected in the current data and future target numbers.

¹⁴ Levy worked with non-profit partners who were experiencing difficulty in finding students for the program. Levy is currently researching alternative avenues to recruit students for the program.



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
BUDGET PROPOSAL INCOME STATEMENT**

| | OVG BUDGET 2023/24 | BUDGET 2022/23 | BUDGET VARIANCE FAV / (UNFAV) |
|--|-------------------------------|---------------------------|--|
| # OF EVENTS | 220 | 211 | 9 |
| ATTENDANCE | 246,196 | 119,350 | 126,846 |
| DAYS | 543 | 443 | 100 |
| DIRECT EVENT REVENUE | | | |
| RENTAL REVENUE | 3,881,511 | 3,100,791 | 780,720 |
| SERVICE REVENUE | 1,296,380 | 1,231,236 | 65,144 |
| TOTAL DIRECT EVENT REVENUE | 5,177,891 | 4,332,027 | 845,864 |
| ANCILLARY REVENUE | | | |
| FOOD AND BEVERAGE REVENUE | 7,996,075 | 7,588,310 | 407,765 |
| AUDIO-VISUAL REVENUE | 1,454,823 | 1,254,800 | 200,023 |
| ELECTRICAL REVENUE | 871,211 | 355,548 | 515,663 |
| TOTAL ANCILLARY REVENUE | 10,322,109 | 9,198,658 | 1,123,451 |
| TOTAL EVENT REVENUE | 15,500,000 | 13,530,685 | 1,969,315 |
| OTHER REVENUE | 163,770 | 72,950 | 90,820 |
| TOTAL GROSS REVENUE | 15,663,770 | 13,603,635 | 2,060,135 |
| EVENT EXPENSE | | | |
| SERVICE EXPENSE | 829,228 | 812,964 | (16,264) |
| FOOD & BEVERAGE EXPENSE | 6,864,689 | 6,401,870 | (462,819) |
| AUDIO-VISUAL EXPENSE | 974,732 | 840,716 | (134,016) |
| ELECTRICAL EXPENSE | 609,847 | 262,911 | (346,936) |
| TOTAL EVENT EXPENSE | 9,278,496 | 8,318,461 | (960,035) |
| TOTAL EVENT INCOME | 6,221,504 | 5,212,224 | 1,009,280 |
| TOTAL INCOME WITH OTHER REVENUE | 6,385,274 | 5,285,174 | 1,100,100 |
| INDIRECT EXPENSES | | | |
| EXECUTIVE | 437,636 | 339,385 | (98,251) |
| FINANCE | 547,041 | 346,281 | (200,760) |
| MARKETING & SALES | 466,447 | 429,193 | (37,254) |
| EVENTS | 463,116 | 359,016 | (104,100) |
| OPERATIONS | 2,854,867 | 2,615,957 | (238,910) |
| OVERHEAD | 1,511,997 | 1,413,057 | (98,940) |
| TOTAL INDIRECT EXPENSES | 6,281,104 | 5,502,889 | (778,215) |
| CAPITAL EXPENSE | 0 | 0 | 0 |
| NET INCOME / (SUBSIDY) | 104,170 | (217,715) | 321,885 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------------------------------|-------------------|----------------|------------------|------------------|------------------|------------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|
| # OF EVENTS | 220 | 15 | 14 | 22 | 20 | 18 | 20 | 15 | 17 | 21 | 21 | 19 | 18 |
| GENERAL ATTENDANCE | 246,196 | 22,958 | 16,392 | 26,514 | 22,836 | 27,588 | 11,967 | 14,753 | 11,358 | 28,938 | 25,820 | 18,582 | 18,490 |
| DAYS | 543 | 36 | 44 | 56 | 51 | 52 | 28 | 40 | 46 | 48 | 52 | 53 | 37 |
| TOTAL EVENT REVENUE | | | | | | | | | | | | | |
| Consumer Shows | 465,346 | 45,182 | 33,642 | 0 | 133,382 | 83,008 | 0 | 0 | 30,058 | 38,962 | 59,105 | 42,007 | 0 |
| Conventions | 2,055,056 | 108,530 | 181,925 | 216,575 | 196,765 | 169,201 | 90,000 | 68,123 | 67,066 | 327,476 | 257,885 | 178,019 | 193,491 |
| Banquets | 256,846 | 0 | 39,934 | 51,983 | 43,455 | 32,662 | 11,912 | 0 | 9,311 | 13,633 | 19,523 | 17,543 | 16,890 |
| Meetings/Conferences | 527,582 | 13,096 | 48,011 | 71,938 | 80,373 | 42,880 | 8,172 | 42,678 | 30,606 | 53,163 | 45,476 | 61,519 | 29,670 |
| Special Events | 591,387 | 117,324 | 25,849 | 58,792 | 44,089 | 32,878 | 23,202 | 58,774 | 32,630 | 53,864 | 47,405 | 58,247 | 38,333 |
| Sporting Events | 466,001 | 11,928 | 19,954 | 44,762 | 0 | 50,218 | 30,210 | 82,006 | 101,462 | 13,241 | 28,046 | 64,044 | 20,130 |
| Trade Shows | 815,678 | 0 | 0 | 161,765 | 75,476 | 120,700 | 0 | 70,650 | 67,825 | 106,662 | 84,579 | 70,007 | 58,014 |
| TOTAL DIRECT EVENT REVENUE | 5,177,896 | 296,060 | 349,315 | 605,815 | 573,540 | 531,547 | 163,496 | 322,231 | 338,958 | 607,001 | 542,019 | 491,386 | 356,528 |
| ANCILLARY REVENUE | | | | | | | | | | | | | |
| Service Revenue only | 1,296,380 | 48,804 | 93,010 | 164,760 | 144,028 | 109,644 | 1,047 | 89,767 | 73,118 | 182,107 | 98,281 | 220,754 | 71,060 |
| Food & Beverage Revenue | 7,996,075 | 91,293 | 714,869 | 1,023,400 | 1,006,127 | 406,944 | 642,730 | 126,530 | 420,454 | 1,095,410 | 1,141,152 | 686,330 | 640,836 |
| Audio-Visual Revenue | 1,454,823 | 26,220 | 37,235 | 114,985 | 171,666 | 177,392 | 78,869 | 55,260 | 78,080 | 260,413 | 135,196 | 156,679 | 162,828 |
| Electrical Revenue | 871,211 | 28,286 | 0 | 3,693 | 58,739 | 218 | 52,800 | 26,076 | 4,750 | 134,132 | 243,876 | 191,055 | 127,586 |
| TOTAL ANCILLARY REVENUE | 10,322,109 | 145,799 | 752,104 | 1,142,078 | 1,236,532 | 584,554 | 774,399 | 207,866 | 503,284 | 1,489,955 | 1,520,224 | 1,034,064 | 931,250 |
| TOTAL EVENT REVENUE | 15,500,005 | 441,859 | 1,101,419 | 1,747,893 | 1,810,072 | 1,116,101 | 937,895 | 530,097 | 842,242 | 2,096,956 | 2,062,243 | 1,525,450 | 1,287,778 |
| OTHER REVENUE | | | | | | | | | | | | | |
| Advertising & Sponsorship | 28,756 | 1,563 | 1,563 | 1,563 | 1,563 | 1,563 | 1,563 | 1,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 |
| Cancellation Fees | 60,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Interest and Dividends | 30,000 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| F&B Vending | 600 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Misc IT & Cell Tower Revenue | 44,418 | 3,680 | 3,680 | 3,680 | 3,680 | 3,680 | 3,680 | 3,723 | 3,723 | 3,723 | 3,723 | 3,723 | 3,723 |
| TOTAL OTHER REVENUE | 163,774 | 12,793 | 12,793 | 12,793 | 12,793 | 12,793 | 12,793 | 12,836 | 14,836 | 14,836 | 14,836 | 14,836 | 14,836 |
| TOTAL GROSS REVENUE | 15,663,779 | 454,652 | 1,114,212 | 1,760,686 | 1,822,865 | 1,128,894 | 950,688 | 542,933 | 857,078 | 2,111,792 | 2,077,079 | 1,540,286 | 1,302,614 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------|------------------|----------------|----------------|------------------|------------------|----------------|----------------|----------------|----------------|------------------|------------------|----------------|----------------|
| EVENT EXPENSE | | | | | | | | | | | | | |
| Service Expense | 829,230 | 31,374 | 64,706 | 102,408 | 84,439 | 75,480 | 0 | 60,276 | 52,809 | 113,975 | 54,873 | 151,527 | 37,363 |
| Food & Beverage Expense | 6,864,687 | 78,376 | 613,720 | 878,596 | 863,767 | 349,364 | 551,788 | 108,627 | 360,963 | 940,418 | 979,687 | 589,219 | 550,162 |
| Audio-Visual Expense | 974,731 | 17,567 | 24,947 | 77,040 | 115,016 | 118,853 | 52,842 | 37,024 | 52,314 | 174,477 | 90,581 | 104,975 | 109,095 |
| Electrical Expense | 609,846 | 19,800 | 0 | 2,585 | 41,117 | 153 | 36,960 | 18,253 | 3,325 | 93,892 | 170,713 | 133,738 | 89,310 |
| TOTAL EVENT EXPENSE | 9,278,494 | 147,117 | 703,373 | 1,060,629 | 1,104,339 | 543,850 | 641,590 | 224,180 | 469,411 | 1,322,762 | 1,295,854 | 979,459 | 785,930 |
| NET EVENT INCOME | 6,221,511 | 294,742 | 398,046 | 687,264 | 705,733 | 572,251 | 296,305 | 305,917 | 372,831 | 774,194 | 766,389 | 545,991 | 501,848 |
| NET INCOME W/OTH REVENUE | 6,385,285 | 307,535 | 410,839 | 700,057 | 718,526 | 585,044 | 309,098 | 318,753 | 387,667 | 789,030 | 781,225 | 560,827 | 516,684 |
| INDIRECT EXPENSES | | | | | | | | | | | | | |
| PERSONNEL EXPENSE | | | | | | | | | | | | | |
| Salaries | 2,531,790 | 194,753 | 194,753 | 194,753 | 194,753 | 214,700 | 272,183 | 194,753 | 194,753 | 194,753 | 194,753 | 214,700 | 272,183 |
| Payroll Taxes | 225,791 | 17,368 | 17,368 | 17,368 | 17,368 | 19,278 | 24,143 | 17,369 | 17,369 | 17,369 | 17,369 | 19,279 | 24,143 |
| Employee Benefits | 931,370 | 76,191 | 76,191 | 76,191 | 76,191 | 77,404 | 83,515 | 76,192 | 76,192 | 76,192 | 76,192 | 77,404 | 83,515 |
| Part-time Wages | 133,619 | 11,134 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 | 11,135 |
| Contract Labor | 35,000 | 2,916 | 2,916 | 2,916 | 2,916 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 |
| TOTAL PERSONNEL EXPENSE | 3,857,570 | 302,362 | 302,363 | 302,363 | 302,363 | 325,434 | 393,893 | 302,366 | 302,366 | 302,366 | 302,366 | 325,435 | 393,893 |
| OTHER OPERATING EXPENSE | | | | | | | | | | | | | |
| Advertising | 7,500 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 |
| Automobile Expense | 1,500 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 |
| Bad Debt | 20,000 | 1,666 | 1,666 | 1,666 | 1,666 | 1,667 | 1,667 | 1,667 | 1,667 | 1,667 | 1,667 | 1,667 | 1,667 |
| Building Supplies | 73,998 | 6,166 | 6,166 | 6,166 | 6,166 | 6,166 | 6,166 | 6,167 | 6,167 | 6,167 | 6,167 | 6,167 | 6,167 |
| Computer Services | 32,371 | 2,697 | 2,697 | 2,697 | 2,697 | 2,697 | 2,698 | 2,698 | 2,698 | 2,698 | 2,698 | 2,698 | 2,698 |
| Consulting & Professional Fees | 88,570 | 7,380 | 7,380 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 | 7,381 |
| Contracted Services | 62,820 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 | 5,235 |
| Data Processing Fees | 143,146 | 11,928 | 11,928 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 | 11,929 |
| Dues & Subscriptions | 3,899 | 324 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 |
| Equipment & Supply Rental | 19,200 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 |
| Equip Maintenance Agreement | 180,674 | 15,057 | 15,057 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 | 15,056 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------|------------------|------------------|-----------------|----------------|----------------|----------------|------------------|------------------|------------------|----------------|----------------|----------------|-----------------|
| OTHER OPERATING EXPENSE | | | | | | | | | | | | | |
| Insurance | 287,364 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 | 23,947 |
| Licenses and Permits | 4,459 | 371 | 371 | 371 | 371 | 371 | 372 | 372 | 372 | 372 | 372 | 372 | 372 |
| Management Fee | 352,653 | 29,387 | 29,387 | 29,387 | 29,388 | 29,388 | 29,388 | 29,388 | 29,388 | 29,388 | 29,388 | 29,388 | 29,388 |
| Meetings/Conferences | 14,585 | 1,216 | 1,216 | 1,216 | 1,216 | 1,216 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 |
| Office Supplies | 13,500 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 | 1,125 |
| Other - Lighting | 15,750 | 1,312 | 1,312 | 1,312 | 1,312 | 1,312 | 1,312 | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 |
| Photography | 3,750 | 312 | 312 | 312 | 312 | 312 | 312 | 313 | 313 | 313 | 313 | 313 | 313 |
| Postage | 3,500 | 291 | 291 | 291 | 291 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 |
| Printing | 2,500 | 209 | 209 | 209 | 209 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 |
| Recruitment | 500 | 41 | 41 | 41 | 41 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 |
| Repairs/Maintenance | 94,922 | 7,911 | 7,911 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 | 7,910 |
| Telephone | 7,368 | 614 | 614 | 614 | 614 | 614 | 614 | 614 | 614 | 614 | 614 | 614 | 614 |
| Tools/Equipment | 10,500 | 875 | 875 | 875 | 875 | 875 | 875 | 875 | 875 | 875 | 875 | 875 | 875 |
| Training | 13,285 | 973 | 973 | 973 | 974 | 974 | 1,774 | 974 | 974 | 974 | 974 | 974 | 1,774 |
| Trash Hauling | 89,618 | 7,469 | 7,469 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 | 7,468 |
| Travel & Entertainment | 26,310 | 1,985 | 1,985 | 1,984 | 1,984 | 1,984 | 1,984 | 1,984 | 1,984 | 4,484 | 1,984 | 1,984 | 1,984 |
| Uniforms | 17,500 | 1,459 | 1,459 | 1,459 | 1,459 | 1,458 | 1,458 | 1,458 | 1,458 | 1,458 | 1,458 | 1,458 | 1,458 |
| Utilities | 951,739 | 79,311 | 79,311 | 79,311 | 79,311 | 79,311 | 79,312 | 79,312 | 79,312 | 79,312 | 79,312 | 79,312 | 79,312 |
| Allocation of Utilities | (119,941) | (9,996) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) | (9,995) |
| TOTAL OPERATING EXPENSES | 2,423,542 | 201,616 | 201,618 | 201,615 | 201,617 | 201,618 | 202,420 | 201,623 | 201,623 | 204,123 | 201,623 | 201,623 | 202,423 |
| TOTAL INDIRECT EXPENSES | 6,281,128 | 503,981 | 503,983 | 503,980 | 503,982 | 527,052 | 596,312 | 503,988 | 503,988 | 506,488 | 503,988 | 527,057 | 596,315 |
| CAPITAL EXPENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NET INCOME / (SUBSIDY) | 104,174 | (196,446) | (93,144) | 196,077 | 214,544 | 57,992 | (287,214) | (185,235) | (116,321) | 282,542 | 277,237 | 33,770 | (79,631) |



SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
EVENTS BUDGET

| | CONVENTIONS | TRADE SHOWS | CONSUMER SHOWS | SPECIAL EVENTS | MEETINGS | BANQUETS | SPORTING EVENTS | TOTALS |
|--|------------------|----------------|----------------|----------------|----------------|------------------|-----------------|------------------|
| NUMBER OF EVENTS | 31 | 19 | 12 | 59 | 51 | 25 | 23 | 220 |
| GENERAL ATTENDANCE | 69,229 | 26,850 | 30,750 | 44,623 | 31,721 | 16,690 | 26,333 | 246,196 |
| DAYS | 156 | 56 | 39 | 100 | 83 | 34 | 75 | 543 |
| DIRECT EVENT REVENUE | | | | | | | | |
| RENTAL REVENUE | 1,522,496 | 669,157 | 332,255 | 395,991 | 315,137 | 190,935 | 455,540 | 3,881,511 |
| SERVICE REVENUE | 532,559 | 146,521 | 133,091 | 195,394 | 212,443 | 65,911 | 10,461 | 1,296,380 |
| DIRECT EVENT REVENUE | 2,055,055 | 815,678 | 465,346 | 591,385 | 527,580 | 256,846 | 466,001 | 5,177,891 |
| SERVICE REVENUE | | | | | | | | |
| EQUIPMENT RENTAL | 28,301 | 34,461 | 21,031 | 27,308 | 12,357 | 9,882 | 10,461 | 143,801 |
| IN HOUSE ELECTRICAL BILLED | 0 | 0 | 0 | 0 | 32,000 | 0 | 0 | 32,000 |
| TELECOMMUNICATIONS BILLED | 504,258 | 112,060 | 112,060 | 168,086 | 168,086 | 56,029 | 0 | 1,120,579 |
| TOTAL SERVICE REVENUE | 532,559 | 146,521 | 133,091 | 195,394 | 212,443 | 65,911 | 10,461 | 1,296,380 |
| SERVICE REVENUE TO RENTAL REVENUE RATIO | 35.0% | 21.9% | 40.1% | 49.3% | 67.4% | 34.5% | 2.3% | 33.4% |
| LESS SERVICE EXPENSES: | | | | | | | | |
| TELECOMMUNICATIONS EXPENSE | 373,151 | 82,924 | 82,924 | 124,384 | 124,384 | 41,461 | 0 | 829,228 |
| TOTAL SERVICE EXPENSES | 373,151 | 82,924 | 82,924 | 124,384 | 124,384 | 41,461 | 0 | 829,228 |
| NET SERVICE INCOME/(LOSS) | 159,408 | 63,597 | 50,167 | 71,010 | 88,059 | 24,450 | 10,461 | 467,152 |
| SERVICE REVENUE PROFIT MARGIN | 29.9% | 43.4% | 37.7% | 36.3% | 41.5% | 37.1% | 100.0% | 36.0% |
| FOOD & BEVERAGE | | | | | | | | |
| CATERING | 4,601,342 | 783,532 | 88,022 | 139,943 | 798,919 | 1,507,792 | 76,526 | 7,996,076 |
| GROSS FOOD & BEVERAGE REVENUE | 4,601,342 | 783,532 | 88,022 | 139,943 | 798,919 | 1,507,792 | 76,526 | 7,996,076 |
| CATERING EXPENSE-Food | 3,950,286 | 672,668 | 75,568 | 120,142 | 685,878 | 1,294,450 | 65,698 | 6,864,690 |
| TOTAL FOOD & BEVERAGE EXPENSE | 3,950,286 | 672,668 | 75,568 | 120,142 | 685,878 | 1,294,450 | 65,698 | 6,864,690 |
| NET FOOD & BEVERAGE INCOME | 651,056 | 110,864 | 12,454 | 19,801 | 113,041 | 213,342 | 10,828 | 1,131,386 |
| FOOD & BEVERAGE EVENT PROFIT MARGIN | 14.1% | 14.1% | 14.1% | 14.1% | 14.1% | 14.1% | 14.1% | 14.1% |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2024 - July 1, 2023 - June 30, 2024
EVENTS BUDGET**

| | CONVENTIONS | TRADE SHOWS | CONSUMER SHOWS | SPECIAL EVENTS | MEETINGS | BANQUETS | SPORTING EVENTS | TOTALS |
|--|------------------|------------------|-------------------|-------------------|------------------|------------------|--------------------|-------------------|
| AUDIO VISUAL REVENUE | | | | | | | | |
| AV SERVICE REVENUE | 654,669 | 145,482 | 145,482 | 218,224 | 218,224 | 72,742 | 0 | 1,454,823 |
| AV SERVICE EXPENSE | 438,628 | 97,473 | 97,473 | 146,210 | 146,210 | 48,737 | 0 | 974,731 |
| NET AUDIO VISUAL INCOME | 216,041 | 48,009 | 48,009 | 72,014 | 72,014 | 24,005 | 0 | 480,092 |
| AUDIO VISUAL PROFIT MARGIN | 33.0% | 33.0% | 33.0% | 33.0% | 33.0% | 33.0% | 0.0% | 33.0% |
| ELECTRICAL SERVICES | | | | | | | | |
| ELECTRICAL SERVICES REVENUE | 709,353 | 109,860 | 16,489 | 27,666 | 7,443 | 400 | 0 | 871,211 |
| ELECTRICAL SERVICES EXPENSE | 496,547 | 76,902 | 11,543 | 19,366 | 5,210 | 280 | 0 | 609,847 |
| NET ELECTRICAL SERVICES INCOME | 212,806 | 32,958 | 4,947 | 8,300 | 2,233 | 120 | 0 | 261,363 |
| ELECTRICAL SERVICES PROFIT MARGIN | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 0.0% | 30.0% |
| TOTAL ANCILLARY INCOME | 1,079,903 | 191,831 | 65,410 | 100,115 | 187,288 | 237,466 | 10,828 | 1,872,841 |
| EVENT OPERATING INCOME | 2,761,807 | 924,584 | 447,832 | 567,116 | 590,485 | 452,851 | 476,829 | 6,221,504 |
| TOTAL GROSS REVENUE | 8,020,419 | 1,854,551 | 715,340 | 977,218 | 1,552,166 | 1,837,780 | 542,527 | 15,500,000 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
BUDGET PROPOSAL INCOME STATEMENT**

| | OVG BUDGET 2024/25 | BUDGET 2023/24 | BUDGET VARIANCE FAV / (UNFAV) |
|--|-------------------------------|---------------------------|--|
| # OF EVENTS | 255 | 220 | 35 |
| ATTENDANCE | 260,846 | 246,196 | 14,650 |
| DAYS | 590 | 543 | 47 |
| DIRECT EVENT REVENUE | | | |
| RENTAL REVENUE | 4,376,218 | 3,881,511 | 494,707 |
| SERVICE REVENUE | 1,427,515 | 1,296,380 | 131,135 |
| TOTAL DIRECT EVENT REVENUE | 5,803,733 | 5,177,891 | 625,842 |
| ANCILLARY REVENUE | | | |
| FOOD AND BEVERAGE REVENUE | 9,285,712 | 7,996,075 | 1,289,637 |
| AUDIO-VISUAL REVENUE | 1,673,066 | 1,454,823 | 218,243 |
| ELECTRICAL REVENUE | 1,237,488 | 871,211 | 366,277 |
| TOTAL ANCILLARY REVENUE | 12,196,266 | 10,322,109 | 1,874,157 |
| TOTAL EVENT REVENUE | 17,999,999 | 15,500,000 | 2,499,999 |
| OTHER REVENUE | 193,014 | 163,770 | 29,244 |
| TOTAL GROSS REVENUE | 18,193,013 | 15,663,770 | 2,529,243 |
| EVENT EXPENSE | | | |
| SERVICE EXPENSE | 926,783 | 829,228 | (97,555) |
| FOOD & BEVERAGE EXPENSE | 7,796,861 | 6,864,689 | (932,172) |
| AUDIO-VISUAL EXPENSE | 1,118,450 | 974,732 | (143,718) |
| ELECTRICAL EXPENSE | 876,688 | 609,847 | (266,841) |
| TOTAL EVENT EXPENSE | 10,718,782 | 9,278,496 | (1,440,286) |
| TOTAL EVENT INCOME | 7,281,217 | 6,221,504 | 1,059,713 |
| TOTAL INCOME WITH OTHER REVENUE | 7,474,232 | 6,385,274 | 1,088,958 |
| INDIRECT EXPENSES | | | |
| EXECUTIVE | 457,746 | 437,636 | (20,110) |
| FINANCE | 562,508 | 547,041 | (15,467) |
| MARKETING & SALES | 572,630 | 466,447 | (106,183) |
| EVENTS | 560,396 | 463,116 | (97,280) |
| OPERATIONS | 3,290,406 | 2,854,867 | (435,539) |
| OVERHEAD | 1,604,743 | 1,511,997 | (92,746) |
| TOTAL INDIRECT EXPENSES | 7,048,429 | 6,281,104 | (767,325) |
| CAPITAL EXPENSE | 0 | 0 | 0 |
| NET INCOME / (SUBSIDY) | 425,803 | 104,170 | 321,633 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------------------------------|-------------------|----------------|------------------|------------------|------------------|------------------|------------------|----------------|------------------|------------------|------------------|------------------|------------------|
| # OF EVENTS | 255 | 16 | 16 | 26 | 25 | 20 | 20 | 19 | 20 | 25 | 24 | 25 | 19 |
| GENERAL ATTENDANCE | 260,846 | 22,288 | 12,575 | 26,013 | 33,109 | 24,876 | 11,874 | 17,378 | 11,232 | 28,176 | 29,425 | 26,003 | 17,897 |
| DAYS | 590 | 38 | 44 | 51 | 59 | 45 | 28 | 44 | 47 | 51 | 61 | 82 | 40 |
| TOTAL EVENT REVENUE | | | | | | | | | | | | | |
| Consumer Shows | 537,346 | 45,769 | 46,500 | 47,186 | 102,065 | 87,028 | 0 | 10,710 | 30,853 | 40,774 | 54,245 | 65,946 | 6,270 |
| Conventions | 2,118,112 | 136,436 | 79,802 | 152,283 | 282,542 | 111,300 | 90,000 | 73,196 | 58,986 | 352,499 | 316,788 | 251,865 | 212,415 |
| Banquets | 310,817 | 20,325 | 40,505 | 58,735 | 50,572 | 35,700 | 11,912 | 5,355 | 9,708 | 17,506 | 20,878 | 22,401 | 17,220 |
| Meetings/Conferences | 702,216 | 26,764 | 49,726 | 115,880 | 142,947 | 64,186 | 10,896 | 66,825 | 33,106 | 53,396 | 42,421 | 63,396 | 32,673 |
| Special Events | 654,093 | 114,962 | 30,383 | 85,322 | 44,217 | 42,100 | 19,887 | 74,765 | 41,419 | 50,113 | 48,518 | 63,085 | 39,323 |
| Sporting Events | 616,086 | 25,000 | 27,980 | 55,960 | 41,440 | 85,280 | 30,210 | 82,006 | 101,462 | 26,482 | 56,092 | 64,044 | 20,130 |
| Trade Shows | 865,064 | 5,575 | 38,359 | 130,914 | 93,761 | 106,400 | 0 | 71,777 | 68,620 | 108,474 | 85,329 | 97,181 | 58,674 |
| TOTAL DIRECT EVENT REVENUE | 5,803,734 | 374,831 | 313,255 | 646,280 | 757,544 | 531,994 | 162,905 | 384,634 | 344,154 | 649,244 | 624,271 | 627,918 | 386,705 |
| ANCILLARY REVENUE | | | | | | | | | | | | | |
| Service Revenue only | 1,427,515 | 65,977 | 121,287 | 203,952 | 103,604 | 121,658 | 1,088 | 121,414 | 77,416 | 194,250 | 89,586 | 240,433 | 86,850 |
| Food & Beverage Revenue | 9,285,712 | 114,770 | 809,457 | 1,146,474 | 1,006,127 | 599,544 | 752,194 | 122,631 | 728,740 | 1,088,410 | 1,139,927 | 912,742 | 864,696 |
| Audio-Visual Revenue | 1,673,066 | 35,500 | 47,576 | 142,984 | 162,012 | 204,000 | 113,373 | 74,761 | 81,692 | 278,668 | 144,261 | 180,180 | 208,059 |
| Electrical Revenue | 1,237,488 | 201,141 | 2,060 | 0 | 164,304 | 545 | 52,707 | 26,076 | 8,000 | 26,286 | 213,696 | 287,500 | 255,172 |
| TOTAL ANCILLARY REVENUE | 12,196,266 | 351,411 | 859,093 | 1,289,458 | 1,332,443 | 804,089 | 918,274 | 223,468 | 818,432 | 1,393,364 | 1,497,884 | 1,380,422 | 1,327,927 |
| TOTAL EVENT REVENUE | 18,000,000 | 726,242 | 1,172,348 | 1,935,738 | 2,089,987 | 1,336,083 | 1,081,179 | 608,102 | 1,162,586 | 2,042,608 | 2,122,155 | 2,008,340 | 1,714,632 |
| OTHER REVENUE | | | | | | | | | | | | | |
| Advertising & Sponsorship | 42,750 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 | 3,563 |
| Cancellation Fees | 65,000 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 | 5,417 |
| Interest and Dividends | 35,000 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 |
| F&B Vending | 720 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| Misc IT & Cell Tower Revenue | 49,544 | 4,105 | 4,105 | 4,105 | 4,105 | 4,105 | 4,105 | 4,152 | 4,152 | 4,152 | 4,152 | 4,152 | 4,152 |
| TOTAL OTHER REVENUE | 193,014 | 16,062 | 16,062 | 16,062 | 16,062 | 16,062 | 16,062 | 16,109 | 16,109 | 16,109 | 16,109 | 16,109 | 16,109 |
| TOTAL GROSS REVENUE | 18,193,014 | 742,304 | 1,188,410 | 1,951,800 | 2,106,049 | 1,352,145 | 1,097,241 | 624,211 | 1,178,695 | 2,058,717 | 2,138,264 | 2,024,449 | 1,730,741 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------|-------------------|----------------|----------------|------------------|------------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|
| EVENT EXPENSE | | | | | | | | | | | | | |
| Service Expense | 926,783 | 41,253 | 80,354 | 127,173 | 62,638 | 84,360 | 0 | 79,255 | 55,889 | 127,384 | 52,726 | 169,353 | 46,398 |
| Food & Beverage Expense | 7,796,861 | 96,368 | 679,670 | 962,651 | 844,807 | 503,414 | 631,589 | 102,969 | 611,895 | 913,897 | 957,154 | 766,395 | 726,052 |
| Audio-Visual Expense | 1,118,450 | 23,785 | 31,876 | 95,799 | 108,548 | 136,680 | 75,960 | 47,585 | 54,734 | 186,708 | 96,655 | 120,721 | 139,400 |
| Electrical Expense | 876,688 | 143,328 | 1,442 | 0 | 115,013 | 409 | 36,923 | 18,253 | 6,000 | 19,714 | 155,110 | 201,875 | 178,621 |
| TOTAL EVENT EXPENSE | 10,718,782 | 304,734 | 793,342 | 1,185,623 | 1,131,006 | 724,863 | 744,472 | 248,062 | 728,518 | 1,247,703 | 1,261,645 | 1,258,344 | 1,090,471 |
| NET EVENT INCOME | 7,281,218 | 421,509 | 379,006 | 750,115 | 958,982 | 611,220 | 336,708 | 360,040 | 434,068 | 794,905 | 860,509 | 749,995 | 624,161 |
| NET INCOME W/OTH REVENUE | 7,474,232 | 437,570 | 395,067 | 766,176 | 975,043 | 627,281 | 352,769 | 376,148 | 450,176 | 811,013 | 876,617 | 766,103 | 640,269 |
| INDIRECT EXPENSES | | | | | | | | | | | | | |
| PERSONNEL EXPENSE | | | | | | | | | | | | | |
| Salaries | 3,096,922 | 238,225 | 238,225 | 238,225 | 238,225 | 259,169 | 336,393 | 238,225 | 238,225 | 238,225 | 238,225 | 259,169 | 336,393 |
| Payroll Taxes | 238,947 | 18,381 | 18,381 | 18,381 | 18,381 | 20,383 | 25,568 | 18,381 | 18,381 | 18,381 | 18,381 | 20,383 | 25,568 |
| Employee Benefits | 957,796 | 78,442 | 78,442 | 78,442 | 78,442 | 79,715 | 85,415 | 78,442 | 78,442 | 78,442 | 78,442 | 79,715 | 85,415 |
| Part-time Wages | 172,741 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 | 14,395 |
| Contract Labor | 35,000 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 | 2,917 |
| TOTAL PERSONNEL EXPENSE | 4,501,406 | 352,360 | 352,360 | 352,360 | 352,360 | 376,579 | 464,688 | 352,360 | 352,360 | 352,360 | 352,360 | 376,579 | 464,688 |
| OTHER OPERATING EXPENSE | | | | | | | | | | | | | |
| Advertising | 7,500 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 |
| Automobile Expense | 1,545 | 129 | 129 | 129 | 129 | 129 | 129 | 129 | 129 | 129 | 129 | 129 | 129 |
| Bad Debt | 15,000 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 |
| Building Supplies | 77,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 | 6,454 |
| Computer Services | 35,776 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 | 2,981 |
| Consulting & Professional Fees | 87,777 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 | 7,315 |
| Contracted Services | 57,820 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 | 4,818 |
| Data Processing Fees | 145,426 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 | 12,119 |
| Dues & Subscriptions | 5,169 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 |
| Equipment & Supply Rental | 19,776 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 |
| Equip Maintenance Agreement | 189,708 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 | 15,809 |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
BUDGET PROPOSAL - INCOME STATEMENT**

| | TOTAL | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------|------------------|------------------|------------------|----------------|----------------|----------------|------------------|------------------|------------------|----------------|----------------|----------------|-----------------|
| OTHER OPERATING EXPENSE | | | | | | | | | | | | | |
| Insurance | 329,737 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 | 27,478 |
| Licenses and Permits | 4,593 | 383 | 383 | 383 | 383 | 383 | 383 | 383 | 383 | 383 | 383 | 383 | 383 |
| Management Fee | 379,294 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 | 31,608 |
| Meetings/Conferences | 14,585 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 | 1,215 |
| Office Supplies | 14,850 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 | 1,238 |
| Other - Lighting | 16,538 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 | 1,378 |
| Photography | 3,750 | 313 | 313 | 313 | 313 | 313 | 313 | 313 | 313 | 313 | 313 | 313 | 313 |
| Postage | 3,500 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 | 292 |
| Printing | 2,500 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 | 208 |
| Recruitment | 500 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 |
| Repairs/Maintenance | 103,082 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 | 8,590 |
| Telephone | 8,808 | 734 | 734 | 734 | 734 | 734 | 734 | 734 | 734 | 734 | 734 | 734 | 734 |
| Tools/Equipment | 11,550 | 963 | 963 | 963 | 963 | 963 | 963 | 963 | 963 | 963 | 963 | 963 | 963 |
| Training | 11,958 | 997 | 997 | 997 | 997 | 997 | 997 | 997 | 997 | 997 | 997 | 997 | 997 |
| Trash Hauling | 92,308 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 | 7,692 |
| Travel & Entertainment | 28,083 | 2,090 | 2,090 | 2,090 | 2,090 | 2,090 | 2,090 | 2,090 | 2,090 | 5,090 | 2,090 | 2,090 | 2,090 |
| Uniforms | 18,400 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 | 1,533 |
| Utilities | 999,326 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 | 83,277 |
| Allocation of Utilities | (139,286) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) | (11,607) |
| TOTAL OPERATING EXPENSES | 2,547,024 | 212,002 | 212,002 | 212,002 | 212,002 | 212,002 | 212,002 | 212,002 | 212,002 | 215,002 | 212,002 | 212,002 | 212,002 |
| TOTAL INDIRECT EXPENSES | 7,048,430 | 564,361 | 564,361 | 564,361 | 564,361 | 588,581 | 676,690 | 564,361 | 564,361 | 567,361 | 564,361 | 588,581 | 676,690 |
| CAPITAL EXPENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NET INCOME / (SUBSIDY) | 425,803 | (126,791) | (169,294) | 201,815 | 410,682 | 38,700 | (323,921) | (188,213) | (114,185) | 243,652 | 312,256 | 177,522 | (36,420) |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
EVENTS BUDGET**

| | CONVENTIONS | TRADE SHOWS | CONSUMER SHOWS | SPECIAL EVENTS | MEETINGS | BANQUETS | SPORTING EVENTS | TOTALS |
|--|------------------|----------------|-------------------|-------------------|----------------|------------------|--------------------|------------------|
| NUMBER OF EVENTS | 36 | 22 | 14 | 68 | 59 | 29 | 27 | 255 |
| GENERAL ATTENDANCE | 66,732 | 29,600 | 31,200 | 37,285 | 41,847 | 18,116 | 36,066 | 260,846 |
| DAYS | 162 | 60 | 46 | 97 | 95 | 38 | 92 | 590 |
| DIRECT EVENT REVENUE | | | | | | | | |
| RENTAL REVENUE | 1,529,670 | 701,632 | 395,846 | 422,037 | 495,169 | 234,245 | 597,619 | 4,376,218 |
| SERVICE REVENUE | 588,442 | 163,432 | 141,500 | 232,055 | 207,047 | 76,572 | 18,467 | 1,427,515 |
| DIRECT EVENT REVENUE | 2,118,112 | 865,064 | 537,346 | 654,092 | 702,216 | 310,817 | 616,086 | 5,803,733 |
| SERVICE REVENUE | | | | | | | | |
| EQUIPMENT RENTAL | 24,860 | 38,189 | 16,257 | 44,194 | 19,186 | 13,952 | 18,467 | 175,105 |
| TELECOMMUNICATIONS BILLED | 563,582 | 125,243 | 125,243 | 187,861 | 187,861 | 62,620 | 0 | 1,252,410 |
| TOTAL SERVICE REVENUE | 588,442 | 163,432 | 141,500 | 232,055 | 207,047 | 76,572 | 18,467 | 1,427,515 |
| SERVICE REVENUE TO RENTAL REVENUE RATIO | 38.5% | 23.3% | 35.7% | 55.0% | 41.8% | 32.7% | 3.1% | 32.6% |
| LESS SERVICE EXPENSES: | | | | | | | | |
| TELECOMMUNICATIONS EXPENSE | 417,051 | 92,680 | 92,680 | 139,017 | 139,017 | 46,339 | 0 | 926,784 |
| TOTAL SERVICE EXPENSES | 417,051 | 92,680 | 92,680 | 139,017 | 139,017 | 46,339 | 0 | 926,784 |
| NET SERVICE INCOME/(LOSS) | 171,391 | 70,752 | 48,820 | 93,038 | 68,030 | 30,233 | 18,467 | 500,731 |
| SERVICE REVENUE PROFIT MARGIN | 29.1% | 43.3% | 34.5% | 40.1% | 32.9% | 39.5% | 100.0% | 35.1% |
| FOOD & BEVERAGE | | | | | | | | |
| CATERING | 5,385,763 | 905,636 | 119,936 | 152,226 | 911,199 | 1,716,103 | 94,848 | 9,285,711 |
| GROSS FOOD & BEVERAGE REVENUE | 5,385,763 | 905,636 | 119,936 | 152,226 | 911,199 | 1,716,103 | 94,848 | 9,285,711 |
| CATERING EXPENSE-Food | 4,522,222 | 760,428 | 100,706 | 127,819 | 765,099 | 1,440,947 | 79,640 | 7,796,861 |
| TOTAL FOOD & BEVERAGE EXPENSE | 4,522,222 | 760,428 | 100,706 | 127,819 | 765,099 | 1,440,947 | 79,640 | 7,796,861 |
| NET FOOD & BEVERAGE INCOME | 863,541 | 145,208 | 19,230 | 24,407 | 146,100 | 275,156 | 15,208 | 1,488,850 |
| FOOD & BEVERAGE EVENT PROFIT MARGIN | 16.0% | 16.0% | 16.0% | 16.0% | 16.0% | 16.0% | 16.0% | 16.0% |



**SANTA CLARA CONVENTION CENTER
FISCAL YEAR 2025 - July 1, 2024 - June 30, 2025
EVENTS BUDGET**

| | CONVENTIONS | TRADE SHOWS | CONSUMER SHOWS | SPECIAL EVENTS | MEETINGS | BANQUETS | SPORTING EVENTS | TOTALS |
|--|------------------|------------------|-------------------|-------------------|------------------|------------------|--------------------|-------------------|
| AUDIO VISUAL REVENUE | | | | | | | | |
| AV SERVICE REVENUE | 752,880 | 167,306 | 167,306 | 250,960 | 250,960 | 83,654 | 0 | 1,673,066 |
| AV SERVICE EXPENSE | 504,430 | 112,095 | 112,095 | 168,143 | 168,143 | 53,544 | 0 | 1,118,450 |
| NET AUDIO VISUAL INCOME | 248,450 | 55,211 | 55,211 | 82,817 | 82,817 | 30,110 | 0 | 554,616 |
| AUDIO VISUAL PROFIT MARGIN | 33.0% | 33.0% | 33.0% | 33.0% | 33.0% | 36.0% | 0.0% | 33.1% |
| ELECTRICAL SERVICES | | | | | | | | |
| ELECTRICAL SERVICES REVENUE | 1,028,571 | 109,860 | 20,000 | 55,958 | 22,500 | 600 | 0 | 1,237,489 |
| ELECTRICAL SERVICES EXPENSE | 720,000 | 82,395 | 15,000 | 41,968 | 16,875 | 450 | 0 | 876,688 |
| NET ELECTRICAL SERVICES INCOME | 308,571 | 27,465 | 5,000 | 13,990 | 5,625 | 150 | 0 | 360,801 |
| ELECTRICAL SERVICES PROFIT MARGIN | 30.0% | 25.0% | 25.0% | 25.0% | 25.0% | 25.0% | 0.0% | 29.2% |
| TOTAL ANCILLARY INCOME | 1,420,564 | 227,884 | 79,441 | 121,214 | 234,542 | 305,417 | 15,208 | 2,404,270 |
| EVENT OPERATING INCOME | 3,121,625 | 1,000,267 | 524,107 | 636,290 | 797,741 | 569,895 | 631,294 | 7,281,219 |
| TOTAL GROSS REVENUE | 9,285,327 | 2,047,865 | 844,588 | 1,113,237 | 1,886,875 | 2,111,174 | 710,934 | 18,000,000 |

Sports and Open Space Authority

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Sports and Open Space Authority

The Sports and Open Space Authority of the City of Santa Clara (Authority) was created by the City Council in 1974 to establish a separate entity to acquire and develop open space within the City of Santa Clara. The validity of the Authority and its legal existence was established in 1975 by final judgment of the Santa Clara County Superior Court. The Santa Clara Golf and Tennis Club (SCGTC) was developed by the Authority on City-owned land and operated under a management agreement with a private company and a private restaurant facility at the Golf and Tennis Club leased to a private operator. In 1997/98, the City Council set aside approximately 40 acres of the former golf course site to be preserved and maintained as open space, and, in calendar year 1999, the Authority approved the sale of 4.3 acres of the former golf course property to the City's Redevelopment Agency to be disposed of as a site for development of affordable housing.

The Authority terminated operations of SCGTC in late calendar year 2019 and the land will be redeveloped into a mixed-use commercial/residential project. There is minimal funding budgeted in Fiscal Year 2023/24 and Fiscal Year 2024/25 for the Open Space Authority.

Budget Summary

| | FY 2021/22 Actual | FY 2022/23 Adopted | FY 2023/24 Proposed | FY 2023/24 Change % | FY 2024/25 Proposed | FY 2024/25 Change % |
|--|----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Dollars by Division / Program | | | | | | |
| Sports and Open Space Authority | | | | | | |
| 8011 Sports and Open Space Authority | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total Sports and Open Space Authority | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total by Division / Program | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Dollars by Fund | | | | | | |
| Sports and Open Space Authority Fund | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Total by Fund | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |
| Dollars by Category | | | | | | |
| Salary and Benefits | | | | | | |
| Board Member Stipend | 4,590 | 4,920 | 5,000 | 1.6% | 5,100 | 2.0% |
| Total Salary and Benefits | 4,590 | 4,920 | 5,000 | 1.6% | 5,100 | 2.0% |
| Non-Personnel | | | | | | |
| Materials/Services/Supplies | 4,573 | 500 | 5,000 | 900.0% | 5,100 | 2.0% |
| Total Non-Personnel | 4,573 | 500 | 5,000 | 900.0% | 5,100 | 2.0% |
| Total by Category | 9,163 | 5,420 | 10,000 | 84.5% | 10,200 | 2.0% |

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Outside Group Funding

The City considers funding non-profit community organizations to meet significant community needs or address concerns of Santa Clara residents. Funding in any case is made on an individual basis dependent upon City budget limitation, past performance and services provided.

| Community Organization | Department | Description | FY 2023/24 | FY 2024/25 |
|---|-----------------------|---|------------|------------|
| Bill Wilson Center | Community Development | Provides family and individual counseling and youth crisis intervention at local schools and grief support services, including individual and group counseling | 30,000 | 30,000 |
| Catholic Charities Long Term Care Ombudsman | Community Development | Monitors quality of care to elderly and disabled residents of long-term care facilities | 10,000 | 10,000 |
| Firehouse Fun Run | Electric Utility | A Santa Clara community walk/run event established to support Santa Clara Unified School District and local Military Veterans | 1,000 | 1,000 |
| Health Trust – Meals on Wheels | Community Development | Provides seniors and adults with disabilities hot, nutritious meals five days a week | 30,000 | 30,000 |
| Heart of the Valley | Community Development | Provides transportation for seniors and disabled persons who are unable to travel by bus or other public transportation, collect demographic information on new paratransit clients and to coordinate and train volunteers for service delivery | 30,000 | 15,000 |
| HOPE Services – Educational Services | Community Development | Provides educational services to people with developmental disabilities | 30,000 | 30,000 |
| Live Oak Adult Day Services | Community Development | Provides adult day care for dependent and disabled seniors | 15,000 | 15,000 |
| Next Door Solutions | Community Development | Provides case management for residents at HomeSafe Santa Clara, a transitional housing program for victims of domestic violence | 30,000 | 0 |
| Parade of Champions (In-Kind Services) | Non-Departmental | Provides in-kind City resources for the parade to celebrate community champions including civic and community leaders | 60,000 | 61,200 |
| Project Sentinel – Rent Mediation | Community Development | Provides advice, referrals, counseling, and mediation services to tenants and landlords to resolve disputes regarding rental arrangements | 67,803 | 67,803 |



| Community Organization | Department | Description | FY 2023/24 | FY 2024/25 |
|---|-----------------------|--|----------------|----------------|
| Santa Clara Ballet | Non-Departmental | Provides cultural, music, dancing, entertainment and performances | 10,000 | 10,000 |
| Santa Clara Senior Nutrition | Parks and Recreation | Provides daily delivery of meals to severely disabled and homebound seniors | 24,000 | 24,000 |
| Santa Clara Sister Cities Association | Non-Departmental | Funding for the cultural exchange program for the City of Santa Clara's three sister cities, Coimbra, Portugal, Limerick, Ireland and Izumo, Japan | 5,659 | 5,659 |
| Santa Clara Swim Club | Parks and Recreation | Host swim meets which bring national and international visitors to our city | 20,000 | 20,000 |
| Santa Clara Unified School District STEAM Symposium | Electric Utility | Celebration by the Santa Clara Unified School District of Science, Technology, Engineering, Art and Math (STEAM) learning within and out of the classroom | 5,000 | 5,000 |
| Senior Adult Legal Assistance | Community Development | Provides free legal services for seniors that include advice and referrals, document writing and legal representation | 30,000 | 30,000 |
| Women's League – Showtime | Non-Departmental | Raises funds in support of the Senior Center Health and Wellness Program | 20,000 | 20,000 |
| State of the Valley Conference | Electric Utility | Silicon Valley's annual "town meeting" convenes stakeholders from the entire region to discuss the Valley's challenges and opportunities. The Silicon Valley Index is shared and discussed | 30,000 | 30,000 |
| Triton Museum | Non-Departmental | Provides artistic exhibitions and educational programs | 295,927 | 296,054 |
| United Way Silicon Valley – 2-1-1 Phone System | Community Development | Non-emergency information and referral for health and human services | 5,000 | 5,000 |
| Total Outside Group Funding | | | 749,389 | 705,716 |



FY 2023/24 Capital Improvement Program Budget Amendments

Cemetery Capital Fund (593)

| Project | Source of Funds | Use of Funds | Explanation |
|--|-----------------|----------------|--|
| Transfer from the General Fund / PW Capital Projects Management - Cemetery | (9,597) | (9,597) | Eliminates funding for the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also eliminated. |
| Total Cemetery Capital Fund | (9,597) | (9,597) | |

City Affordable Housing Capital Fund (565)

| Project | Source of Funds | Use of Funds | Explanation |
|--|------------------|------------------|---|
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 5,760,576 | 5,760,576 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total City Affordable Housing Capital Fund | 5,760,576 | 5,760,576 | |

Convention Center Capital Fund (865)

| Project | Source of Funds | Use of Funds | Explanation |
|--|-----------------|-----------------|---|
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | (69,029) | (69,029) | Decreases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Convention Center Capital Fund | (69,029) | (69,029) | |

Electric Utility Capital Fund (591)

| Project | Source of Funds | Use of Funds | Explanation |
|---------------------------------------|-----------------|--------------|---|
| Beginning Fund Balance - Unrestricted | 10,622,092 | | Increases the Unrestricted Beginning Fund Balance to reflect the estimated FY 2022/23 Unrestricted Ending Fund Balance. |



Electric Utility Capital Fund (591) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|---|
| Other Revenue (Developer Contributions) | 4,992,000 | | A net increase to Developer Contributions, including: decrease of \$225,000 for the Fiber Development, Design, and Expansion project, increase of \$3.35 million for the New Business Estimate Work project, increase of \$1.1 million for the Transmission and Distribution Capital Maintenance and Betterments project, increase of \$2.8 million for the Memorex Junction Substation project, and a decrease of \$2.0 million for the Transmission Loop 2 project. |
| Other Revenue (Load Development Fees) | 16,865,000 | | A net increase to the Load Development Fee revenue to support capital projects based on revised capital project needs and funding shifts. |
| Transfer from the Electric Debt Service Fund | 184,300,000 | | Establishes the transfer from the Electric Debt Service Fund to fund the SRS Rebuild and Replacement, KRS Rebuild and Replacement, NRS-KRS 115kV Line, and the NRS Transformer and Breaker Upgrades projects. |
| Transfer from the Electric Utility Fund | (27,924,239) | | Reduces the transfer from the Electric Utility Fund to support capital projects based on revised capital project needs and funding shifts. This change has been incorporated in the base budget for the Electric Utility Fund. |
| Substation Physical Security Improvements | | (33,223) | Eliminates the project budget for FY 2023/24 to remove associated salary project costs to align with update project timeline. This action is offset by a reduction to the transfer in from the electric utility fund - customer service charges. |
| Transmission and Distribution Capital Maintenance and Betterments | | 1,100,000 | Increases the project budget to reflect requested work from a developer to perform infrastructure improvements near Fairview Substation. This project is developer funded and an offsetting action is included to increase developer contributions revenue. |
| Substation Capital Maintenance & Betterments | | 1,034,000 | Increases the project budget to reflect substation capital improvements including a transformer rebuild, transformer control upgrades, switchgear monitoring, and dissolved gas analysis equipment. This increase is funded by a transfer in from the Electric Utility Fund, customer service charges. |



Electric Utility Capital Fund (591) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|---|
| NRS 230kv Spare Transformer | | (15,000,000) | Eliminates the project budget to close out the project and consolidate it into the NRS Transformer and Breaker Upgrade Project, formerly the NRS Transformer Replacement project. The project scope will be incorporated into the NRS Transformer and Breaker Upgrades project. |
| Replace Balance of Plant Control System (DCS) | | (2,025,000) | Decreases the project budget to align with updated project timeline. Funding will be reappropriated in future budget actions as needed. |
| Northwest Loop Capacity Upgrade | | 2,600,000 | Increases the project budget to reflect an updated schedule and coordination of the design for several transmission projects. An increase to the Load Development Fee revenue is recommended to offset this increase. |
| NRS Breaker 392 Addition | | (176,000) | Eliminates the project budget to close out the project and consolidate it into the NRS Transformer and Breaker Upgrade Project, formerly the NRS Transformer Replacement project. The project scope will be incorporated into the NRS Transformer and Breaker Upgrades project. |
| Memorex Junction Substation | | 2,767,000 | Increases the project budget to align with the updated project schedule and substation agreement. This project is developer funded and an offsetting action is included to increase developer contributions revenue. |
| 60KV Breaker Upgrades | | (9,608,000) | Eliminates the project budget for FY 2023/24 to align with the most recent System Expansion Plan Study accepted by Council. Additional details can be found in the system expansion plan report for the California Independent System Operators Transmission Planning Process 2023/24 accepted by the City Council on November 15, 2022 in RTC 22-1172. |
| SRS Rebuild and Replacement | | 29,000,000 | Increases the project budget to reflect updated costs primarily due to higher material costs. Funding for the increase will be provided by a transfer from the Electric Utility Debt Service Fund. |



Electric Utility Capital Fund (591) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|---|
| KRS Rebuild and Replacement | | 30,700,000 | Increases the project budget to reflect updated costs primarily due to higher material costs. Funding for the increase will be provided by a transfer from the Electric Utility Debt Service Fund. |
| NRS Transformer and Breaker Upgrades - Formerly the NRS Transformer Replacement project | | 76,283,394 | Increases the project budget to include the addition of two new transformers, 115kV and 60kV bus work, and breaker configuration upgrades at the Northern Receiving Station (NRS). Additional details can be found in the system expansion plan report for the California Independent System Operators Transmission Planning Process 2023/24 accepted by the City Council on November 15, 2022 in RTC 22-1172. This increase also consolidates the scope and budget of the NRS 230kv Spare Transformer and NRS Breaker 392 Addition projects. Funding for the increase will be provided by a transfer from the Electric Utility Debt Service Fund. This action also renames the project from "NRS Transformer Replacement" to "NRS Transformer and Breaker Upgrades". |
| NRS-KRS 115kV Line | | 29,258,000 | Increases the project budget to reflect an updated schedule to align with design work and easement acquisitions. Funding for the increase will be provided by a transfer from the Electric Utility Debt Service Fund. |
| Transmission Loop 1 Formerly the Reconfigure Northwest & Center Loops project | | 3,500,000 | Increases the project budget to reflect an updated schedule to align with design work. An increase to the Load Development Fee budget is recommended to offset this increase. This action also renames the project from "Reconfigure Northwest & Center Loops" to "Transmission Loop 1" as was stated in RTC 22-1172 approved by Council November 15, 2022. |
| Battery Energy Storage System | | (58,246) | Decreases the project budget to remove associated salary project costs. This action is offset by a reduction to the transfer in from the electric utility fund - customer service charges. |
| Duane-Scott 115kV Reconductor | | 1,620,000 | Establishes a new project to upgrade a 115kV transmission line as brought forward in the recent system expansion plan report for the California Independent System Operators Transmission Planning Process 2023/24 accepted by the City Council on November 15, 2022 in RTC 22-1172. An increase to the Load Development Fee budget is recommended to offset this increase. |



Electric Utility Capital Fund (591) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|--|--------------------|--------------------|--|
| South Loop Reconductor | | 18,610,000 | Establishes a new project to upgrade a transmission line to serve additional customer loads as brought forward in the recent system expansion plan report for the California Independent System Operators Transmission Planning Process 2023/24 accepted by City Council on November 15, 2022 in RTC 22-1172. An increase to the Load Development Fee budget is recommended to offset this increase. |
| Unrestricted Ending Fund Balance | | 19,282,928 | Increases the Unrestricted Ending Fund Balance to offset the actions above. |
| Total Electric Utility Capital Fund | 188,854,853 | 188,854,853 | |

Fire Department Capital Fund (536)

| Project | Source of Funds | Use of Funds | Explanation |
|--|-----------------|----------------|--|
| Transfer from the General Fund / PW Capital Projects Management - Fire | (1,683) | (1,683) | Eliminates funding for the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also eliminated. |
| Total Fire Department Capital Fund | (1,683) | (1,683) | |

Library Department Capital Fund (537)

| Project | Source of Funds | Use of Funds | Explanation |
|---|-----------------|----------------|--|
| Transfer from the General Fund / PW Capital Projects Management - Library | (9,187) | (9,187) | Eliminates funding for the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also eliminated. |
| Total Library Department Capital Fund | (9,187) | (9,187) | |

Parks and Recreation Capital Fund (532)

| Project | Source of Funds | Use of Funds | Explanation |
|-------------------------------------|-----------------|--------------|--|
| Unrestricted Beginning Fund Balance | 17,060,294 | | Increases the Unrestricted Beginning Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |



Parks and Recreation Capital Fund (532) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|---|
| Transfer from the General Fund | 258,941 | | Increases the Transfer from the General Fund to partially support the Public Works Capital Project Management allocation. |
| PW Capital Projects Management - Parks & Recreation | | 1,020,457 | Updates the Public Works Capital Management allocation based on the recalculated project distribution. |
| Unrestricted Ending Fund Balance | | 16,298,778 | Increases the Unrestricted Ending Fund Balance to offset the action above. |
| Total Parks and Recreation Capital Fund | 17,319,235 | 17,319,235 | |

Patrick Henry Drive Infrastructure Improvement Fund (542)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|--|
| Patrick Henry Infrastructure Impact Fee / Transfer to the General Fund - Capital Projects Reserve | 69,205 | 69,205 | Increases the Revenue estimate and establishes a transfer to the General Fund Capital Projects Reserve (CRR). In FY 2022/23, the CPR will advance funding to this fund for administration costs. This action repays the CPR for these costs in FY 2023/24. |
| Total Patrick Henry Drive Infrastructure Improvement Fund | 69,205 | 69,205 | |

Public Buildings Capital Fund (538)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|--|
| Transfer from the General Fund / PW Capital Projects Management - Public Buildings | 148,699 | 148,699 | Updates the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also increased. |
| Transfer from the General Fund - Capital Projects Reserve / Stationary Standby Generators | (80,000) | (80,000) | Decreases the Stationary Standby Generators budget and the associated transfer from the General Fund Capital Projects Reserve as \$80,000 of funding was advanced from FY 2023/24 to FY 2022/23 as described in RTC 23-1463 approved by the City Council on February 21, 2023. |
| Total Public Buildings Capital Fund | 68,699 | 68,699 | |



Recycled Water Capital Fund (597)

| Project | Source of Funds | Use of Funds | Explanation |
|--|--------------------|--------------------|---|
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | (1,253,540) | (1,253,540) | Decreases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Recycled Water Capital Fund | (1,253,540) | (1,253,540) | |

Related Santa Clara Developer Fund (540)

| Project | Source of Funds | Use of Funds | Explanation |
|--|--------------------|--------------------|---|
| Developer Contributions | (2,073,178) | | Decreases the developer contribution estimate from \$3,041,508 to \$968,330 to reflect changes to the project appropriations that will be reimbursed. |
| Related General Admin Project | | (51,853) | Decreases the Related General Admin Project from \$370,183 to \$318,330 to reflect updated FY 2023/24 salary costs. |
| Related Permit Work Project | | (2,021,325) | As part of the Developer Agreement with Related, 8.0 City positions were created to work on the Related Santa Clara project; however, these positions are now unfunded. Of these 8.0 unfunded positions, 7.0 are recommended to be frozen and 1.0 is recommended to be shifted to the Building Development Services Fund. |
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | (3,000) | (3,000) | Decreases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Related Santa Clara Developer Fund | (2,076,178) | (2,076,178) | |

Sewer Utility Capital Fund (594)

| Project | Source of Funds | Use of Funds | Explanation |
|--|-----------------|--------------|---|
| Beginning Fund Balance - Unrestricted | (9,344,249) | | Decreases the Unrestricted Beginning Fund Balance from \$9,404,214 to \$59,965 to reflect the breakout of the restricted sewer conveyance fee portion of the fund balance that was previously accounted for in the unrestricted balance. |
| Beginning Fund Balance - Restricted Sewer Conveyance Fee | 22,128,559 | | Increases the Restricted Beginning Fund Balance - Sewer Conveyance Fee from \$0 to \$22,128,559 to reflect the breakout of the restricted sewer conveyance fee portion of the fund balance that was previously accounted for in the unrestricted balance. |



Sewer Utility Capital Fund (594) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------------|---------------------|---|
| Transfer from the Sewer Utility Fund | (7,651,713) | | Decreases the transfer from the Sewer Utility Fund from \$11,518,935 to \$3,867,222. This reflects a change in the funding source for the S.J. - S.C. Regional Wastewater Facility project from the Sewer Utility Fund to the Sewer Utility Debt Service Fund. This decrease also accounts for an advancement of funding for the Sanitary Sewer Capacity Improvements project from FY 2023/24 to FY 2022/23. |
| Transfer from the Sewer Utility Debt Service Fund | 10,000,000 | | Establishes a transfer from the Sewer Utility Debt Service Fund for the S.J. - S.C. Regional Wastewater Facility project. The Water and Sewer Utilities Department intends to issue debt in FY 2023/24 in the amount of \$30.0 million to refinance the Series 2020 (Regional Wastewater Facility) Installment Sale Agreement of \$20.0 million principal outstanding and borrow an additional \$10.0 million of new debt for the Regional Wastewater Facility project. |
| S.J. - S.C. Regional Wastewater Facility | | (2,551,713) | Decreases the S.J. - S.C. Regional Wastewater Facility project appropriation from \$14,968,166 to \$12,416,453. This reduction reflects the latest estimate from the City of San Jose, the co-owner of the Regional Wastewater Facility. A corresponding decrease to the transfer from the Sewer Utility Fund is also recommended to offset this reduction in the project appropriation. |
| Sanitary Sewer System Improvements | | (2,000,000) | Eliminates the Sanitary Sewer System Improvements project appropriation in FY 2023/24 to reflect an advancement of this funding to FY 2022/23. |
| Sanitary Sewer Capacity Improvements | | 5,426 | Updates the Public Works Capital Management allocation based on the recalculated project distribution. |
| Sanitary Sewer Hydraulic Modeling As Needed Support | | 3,120 | Updates the Public Works Capital Management allocation based on the recalculated project distribution. |
| PW Capital Projects Management - Sewer | | (347,704) | Updates the Public Works Capital Management allocation based on the recalculated project distribution. |
| Ending Fund Balance - Restricted Sewer Conveyance Fee | | 21,913,644 | Increases the Restricted Beginning Fund Balance - Sewer Conveyance Fee from \$0 to \$22,913,644 to reflect the breakout of the restricted sewer conveyance fee portion of the fund balance that was previously accounted for in the unrestricted balance. |



Sewer Utility Capital Fund (594) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|-------------------|-------------------|---|
| Ending Fund Balance - Unrestricted | | (1,890,176) | Decreases the Unrestricted Ending Fund Balance from \$2,310,477 to \$420,301 to reflect anticipated activity in FY 2023/24. |
| Total Sewer Utility Capital Fund | 15,132,597 | 15,132,597 | |

Solid Waste Capital Fund (596)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------|------------------|---|
| Beginning Fund Balance - Landfill Corrective Action Costs | 22,899 | | Increases the Ending Fund Balance - Landfill Corrective Action Costs Reserve to account for changes from the FY 2023/24 Adopted CIP budget. |
| Unrestricted Beginning Fund Balance | (260,134) | | Decreases the Unrestricted Beginning Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Ending Fund Balance - Landfill Corrective Action Costs | | 29,619 | Increases the Ending Fund Balance - Landfill Corrective Action Costs Reserve to align with updated estimates. |
| Unrestricted Ending Fund Balance | | (266,854) | Decreases the Unrestricted Ending Fund Balance to offset the action above. |
| Total Solid Waste Capital Fund | (237,235) | (237,235) | |

Storm Drain Capital Fund (535)

| Project | Source of Funds | Use of Funds | Explanation |
|---|-----------------|-----------------|--|
| Transfer from the General Fund / PW Capital Projects Management - Storm Drain | (117,185) | (117,185) | Updates the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also decreased. |
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 40,244 | 40,244 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Storm Drain Capital Fund | (76,941) | (76,941) | |



Street Lighting Capital Fund (534)

| Project | Source of Funds | Use of Funds | Explanation |
|--|--------------------|--------------------|---|
| Transfer from the Electric Utility Fund | (2,050,000) | | Decreases the transfer of customer service funds from the Electric Utility Fund for the Street Lights Replacements - Great America Parkway project. |
| Great America Street Light Replacement | | (2,050,000) | Decreases the project budget to align with updated project timeline. Funding will be reappropriated in future budget actions as needed. |
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 48,629 | 48,629 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Street Lighting Capital Fund | (2,001,371) | (2,001,371) | |

Streets and Highways Capital Fund (533)

| Project | Source of Funds | Use of Funds | Explanation |
|--|-----------------|--------------|---|
| Transfer from the General Fund - Capital Projects Reserve / Street Tree Services | 463,050 | 463,050 | This proposal provides one-time funding for the third and final year of the implementation of the Modesto Ash tree removals plan. In FY 2021/22, funding was placed in this CIP to supplement the operating budget for maintaining City Street Trees. Funding will be used for programmed pruning, tree removals, tree planting and responding to emergency tree work. Of the requested amount, \$322,000 will be allocated for the multi-year tree mitigation plan that was approved by Council on February 23, 2021 which brought forth amendments for the City's tree service agreements to increase funding to move forward with the initial phases of the Modesto Ash risk mitigation measures. Additional funding was approved as a Budget Amendment in the form of a new Capital Improvement Project through the FY 2021/22 & 2022/23 Operating Budget process to continue implementing the risk mitigation measures identified in the Plan-It assessment. The remaining \$141,000 will be allocated for emergency tree work, which is utilized throughout the year for storm response and after hour tree calls, as well as for planting new replacement trees. In 2022 the City adopted the City of Santa Clara Municipal Code, Chapter 12.35 Trees and Shrubs stating "if a vacant site where a street tree was removed is suitable to support a new street tree, the site shall be replanted with a suitable tree species from the City tree list." To maintain the 1 to 1 removal planting ratio sufficient funding is required for planting. |



Streets and Highways Capital Fund (533) (Cont'd.)

| Project | Source of Funds | Use of Funds | Explanation |
|---|------------------|------------------|--|
| Other Agencies Revenue / Tasman Complete Streets Plan 2021 Improvements Phase 1 – North San Jose Settlement Project | 1,500,000 | 1,500,000 | Increases the estimate for Other Agencies Revenue and the Tasman Complete Streets Plan 2021 Improvements Phase 1 – North San Jose Settlement project in the amount of \$1.5 million to recognize payment from the City of San Jose for the Tasman Complete Streets Plan 2021 Improvements Phase 1 project as part of the North San Jose Settlement, approved by the City on June 28, 2022. This is the second installment of the total payment of \$9,330,000 from the City of San Jose according to the schedule outlined by the settlement. Previously, \$1.5 million has been collected. These funds are to be used for complete street improvements on Tasman Drive. |
| Transfer from the General Fund / PW Capital Projects Management - Streets and Highways | (223,770) | (223,770) | Updates the Public Works Capital Management allocation based on the recalculated project distribution. The Transfer from the General Fund that supports this cost is also decreased. |
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 370,072 | 370,072 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Streets and Highways Capital Fund | 2,109,352 | 2,109,352 | |

Tasman East Infrastructure Improvement Fund (541)

| Project | Source of Funds | Use of Funds | Explanation |
|--|------------------|------------------|---|
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 3,592,564 | 3,592,564 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Tasman East Infrastructure Improvement Fund | 3,592,564 | 3,592,564 | |

Water Utility Capital Fund (592)

| Project | Source of Funds | Use of Funds | Explanation |
|--|------------------|------------------|---|
| Unrestricted Beginning Fund Balance / Unrestricted Ending Fund Balance | 5,136,007 | 5,136,007 | Increases the Unrestricted Beginning Fund Balance and Unrestricted Ending Fund Balance to account for changes from the FY 2023/24 Adopted CIP budget. |
| Total Water Utility Capital Fund | 5,136,007 | 5,136,007 | |

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FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

1. Does the high SVP vacancy rate prevent us from executing projects? If SVP is an enterprise, can't we hire competitively?

Response: Yes, the vacancies can have an impact on projects and proactive maintenance. Holistically, recruitment has been prioritized, and outside recruiting firms/consultants have been brought on to assist in this effort. We are hiring aggressively, but the market is still very competitive. While the SVP vacancy rate is steady, since we have added more positions, the overall number of filled positions has increased.

2. Are we capped at 9.5% for the sales tax? How do transportation-related district taxes factor into that cap?

Response: A district sales tax is a revenue-generating option that requires voter approval. This option will be included as part of the separate discussion of potential ballot measures starting with the November 2024 ballot. The City's current sales tax rate is 9.125% and includes the base statewide rate of 7.25% (State: 6%, City: 1%, County Transportation: 0.25%) and district taxes of 1.875%.

The combined rate of all district taxes imposed in any county is capped at 2% unless particular district taxes are exempted. The chart below from the California Department and Tax and Fee Administration provides a breakdown of Santa Clara County's district taxes. There are two district taxes totaling 0.625% that are exempt from the 2% cap as noted below. The other four county district taxes that count towards the cap total 1.25%, **leaving 0.75% capacity available** for the City of Santa Clara for a maximum rate of 9.875%.

| Legal Name | Rate | 2% Cap | Operative Date | Sunset Date | ORD No. | AB/SB No. |
|--|--------|----------|----------------|-------------|------------------|------------------------------------|
| Silicon Valley Transportation Solutions Tax | 0.50% | Exempt | 4/1/2017 | 3/31/2047 | 2016-01 | SB 703 (2017) |
| 2020 Peninsula Corridor Joint Powers Board Retail Transactions and Use Tax | 0.125% | Exempt | 7/1/2021 | 6/30/2051 | Reso 2020-40 | SB 797 (2017-2018) |
| Santa Clara County Transit District | 0.50% | Included | 10/1/1976 | NONE | 2, 2.1, 2.2 | |
| Santa Clara Valley Transportation Authority | 0.50% | Included | 4/1/2006 | 3/31/2036 | 01.1 | |
| Santa Clara VTA BART Operating and Maintenance Transactions and Use Tax | 0.125% | Included | 7/1/2012 | 6/30/2042 | 2011.01 | |
| Santa Clara County Retail Transactions and Use Tax | 0.125% | Included | 4/1/2013 | NONE | NS-7.13; NS-7.19 | |
| Total Included Under 2% Cap | 1.25% | | | | | |
| Total Available for City of Santa Clara | 0.75% | | | | | |

There are four cities within Santa Clara County that have approved district taxes: San José (0.25%), Milpitas (0.25%), Campbell (0.25%), and Los Gatos (0.125%).

3. How conservative are we with the growth assumptions from development in our forecast?

Response: Secured property tax growth of 4.5% to 6% annually is projected which is appropriately conservative. This requires growth from new development of approximately \$750 million - \$1 billion annually. New developments may also generate other revenues, such as sales tax and transfer from the City's utilities. The forecast assumes annual growth in these areas that is not tied to particular developments. It is difficult to determine the timing of these projects. From a finance perspective, we do not want to put ourselves in a position where we need to downsize because we

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

over-estimated the positive impacts from development. To the extent the City realizes these gains, the forecast will be revised.

4. Are we incorporating Airbnb-type rentals into our Transient Occupancy Tax (TOT)? How diligently are we going after illegal rentals?

Response: The City has a voluntary collection agreement (VCA) with Airbnb to collect TOT on our behalf. The City will also explore entering VCAs with other providers, such as VRBO. There are currently no zoning code requirements that regulate short term rentals from a land use perspective. As part of the Zoning Code Update process, outreach was conducted on the topic and new regulations will be proposed as part of the upcoming Zoning Code Update. As proposed, any short-term rental would be required to obtain an annual permit which would be administratively issued. The Zoning Code Update is scheduled for City Council consideration in October. This would be a policy level discussion. It is also notable that revenue generated from administrative permits would be set at a level to cover the costs of enforcement.

5. 76% of the General Fund Budget goes to Salaries and Benefits. How does that compare to other cities?

Response: There are variances with other cities depending on how and if they budget different services between the General Fund and other funds and variances in their operations (e.g., in-house services vs. contracting out services). The allocation of 70% to 80% of the General Fund budget to salaries and benefits is typical of most cities.

6. With a citywide 16.7% vacancy, does that mean we have around 191 vacancies of our 1149.25 positions?

Response: Yes, that is the correct assumption of roughly 190 vacancies. The goal is to stay ahead of the retirements and other separations from City employment to increase staffing capacity.

7. When does the Federal Grant for SAFER start? Is it when we hire the person or related to the fiscal year?

Response: The three-year grant period began in March 2023 and ends in March 2026. After the expiration of the grant, there would be a net cost to the City to continue funding the 18.0 firefighter positions. These positions provide relief staffing when there are absences rather than the use of overtime; however, the associated overtime savings are not sufficient to cover the staff costs. At the end of the grant period, a budget and policy discussion will be necessary to determine if and how many of the positions to continue and how those positions would be staffed. If the positions are continued beyond the grant period, additional funding not currently included in the Forecast will need to be allocated.

8. What are our options to obtain funding for the \$500 million in unfunded infrastructure need? What are ways we can fund CIP needs like a new swim center, aging fire stations and fire infrastructure, and Central Park North?

Response: Many cities have dedicated capital revenue streams, while the City of Santa Clara has a pay-as-you go approach for much of its infrastructure. A separate Council item will discuss these various funding options for potential ballot measures, starting with the November 2024 ballot.

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

9. **Why does the presentation (slide 15) show a reduction in sales tax of \$2 million dollars while the other slides show increased in sales tax?**

Response: Sales tax is expected to grow each year. The decrease in sales tax shown on Slide 15 is a comparison of the previous forecast to an updated forecast. Sales tax did not improve as much as we had previously assumed and actual receipts in FY 2021/22 were below expectations, which lowered the starting point for the updated forecast. Overall, sales tax is increasing, though not at the rate we previously assumed.

10. **Have we incorporated high inflation rates into the budget particularly as they are driving higher construction and labor costs?**

Response: The operating budget has assumptions around labor based on negotiated MOU agreements and the CIP amendments include adjustments to a few projects based on inflation and higher costs. In the upcoming FY 2024/25 and FY 2025/26 Capital Budget cycle, additional adjustments may be brought forward to address the high inflation and construction costs. Capital projects are estimated to also include a contingency to cover unforeseen increases in costs.

11. **How did we factor in the volatility of the CalPERS costs/return? What are the actuarial assumptions for the worst-case scenario and how can we plan for that?**

Response: Yes, we plan for the change in the performance in the two-year budget and the 10-year forecast. For FY 2023/24, the information provided by CalPERS is used for budget development as those figures (normal cost rates and unfunded actuarial liability (UAL) dollar amounts) represent the amounts the City will be charged in FY 2023/24. For FY 2024/25 and the remaining years of the forecast, information from the City's actuary is used to model the projected normal rates and UAL dollar amounts. The rates modeled by the actuary are more conservative and factor in the retirement plan losses experienced in FY 2021/22 and expected reduction of investment return assumptions based on CalPERS risk mitigation policies. The City also has a Pension Trust Reserve in the General Fund and Enterprise Funds, which we have increased as funding is available, to help cover the City's risk.

12. **How are counties and cities resolving the issue with online sales tax distribution? How does the city ensure we are getting our fair share?**

Response: Online sales and use tax can be allocated to the City where a product is sent from if the company has a physical presence in California (e.g., retail store, fulfillment center in California) or can be allocated through the County pool for out-of-state vendors selling in California (the County pool is allocated based on relative sales tax collected by jurisdictions). While the methodology makes it difficult in terms of transparency, the City works with its sales tax consultant to audit sales tax receipts to help ensure the City is receiving all of its revenue. Additionally, the League of California Cities has a subcommittee of City Managers that is working on a new paradigm for allocating sales tax given the move to on-line sales.

13. **Prioritize getting library and senior center hours to pre-COVID times. What needs to be done to accomplish that?**

Response: Planning for increased library and senior center hours are underway. The funding included in the budget is available to increase library and senior center hours, however, filling staff vacancies is ongoing. Recruitments for both full-time and as-needed positions are in progress. Assuming the successful completion of these recruitments, the Departments are developing a

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

phased-in implementation plan that would increase both Library and Senior Center hours. During Phase 1, the Senior Center will reopen with limited programming by July 1 with a goal of expanding operations to include Saturday hours. During Phase 2, the Library will seek to increase hours to six-days a week by the Fall. Additional time is needed for the Library Department to properly train new staff and develop the appropriate community programming.

14. What is the update on the On-Demand Shuttle program in collaboration with the City of Cupertino? What can we communicate with the residents?

Response: RTC 23-409 regarding the agreement with Cupertino on the joint on-demand shuttle service project is on the June 6, 2023 Agenda and provides details regarding this program. As described in that RTC, the planned expansion into Santa Clara would occur after completion of the funding agreement between Cupertino and Santa Clara. The RTC describes the phased expansion into Santa Clara, the fares and service hours, the service launch targets, and the funding agreement.

15. How can we explore public/private partnerships in restoring some of our services?

Response: Partnering with outside organizations is part of how we do business. For instance, the Parks & Recreation Department contracts with or establishes Memoranda of Understanding (MOU) with many service providers for special programs and services depending upon the community need and expertise. The Library Department partners with the Santa Clara City Library Foundation and Friends that raises money for all branches of the library to support programming and materials. If additional effort is desired, staff resources would be necessary to support this targeted effort and those resources would be determined based on the scope of that work.

16. While we are ready to hire, how can we explore opportunities for automation and efficiencies and the implementation of AI where we can?

Response: While the budget includes funding for technology, including ongoing improvements and realizing efficiencies, staff would need to explore AI technologies and how further efficiencies could be achieved. As efficiencies are considered, the process must conform with the Civil Service Rules for classified positions.

17. What is the streets capital project at the end of the presentation?

Response: Funding of \$463,050 is provided in the Street Tree Services capital project for the third and final year of the Modesto Ash tree removal. The trees were studied in a consultant report brought to council on February 23, 2021 and were considered a hazard to the city. This action is included in the CIP amendments (Streets and Highways Capital Fund) in the Appendix of the Proposed Budget.

18. What are measures for Council to consider that would augment the City's revenue? Can that be included in the next report we know what we need to discuss?

Response: City staff is researching several ideas for generating revenue and a separate Council item will be brought forward to discuss those ideas (e.g., general obligation bond, parcel tax, documentary transfer tax, district sales tax, utility tax). In the fall, staff will be seeking input on the specific revenues the City Council would like to explore further.

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

19. Have we considered removing positions that have had long time vacancies?

Response: Yes, we have used this method over the past three years in the evaluation of budget proposals to bring forward to address the General Fund shortfalls. The strategy now is to fill budgeted positions in order to improve services.

20. Are we adding officers to reopen the Northside substation?

Response: The Community Service Officer (CSO) assigned to the Northside substation was frozen in FY 2020/21 as a budget balancing action and was subsequently restored in FY 2021/22. The position has been approved to hire and the plan is to reopen the substation once hiring of staff is complete. A separate Council item (RTC 23-475) was approved at the May 23rd Council Agenda to extend the property lease to May 31, 2028.

21. How are we using \$1.1 million in reserves in FY 2023/24 and then replenishing it in FY 2024/25?

Response: Based on projected General Fund revenues and expenditures, the use of \$1.1 million of the Budget Balancing Reserve is needed in FY 2023/24 to balance the budget. In FY 2024/25, the reserve is able to be replenished due primarily to the phased implementation of the Transient Occupancy Tax increase as well as additional overtime savings in year two generated from the Fire Department's SAFER grant. In FY 2023/24, overtime savings from the SAFER grant is generated for only a portion of the year after the 18 firefighter positions complete the 5-month Fire Academy while the full year of savings is realized in FY 2024/25.

22. For the Lick Mill Boulevard Beacons project, how much longer are we carrying that forward? Because the costs seem to be increasing.

Response: City Council awarded the design contract in late summer 2022 to make improvements at several locations along Lick Mill Boulevard. This project is actively under design and the consultant is approximately 70% complete. The schedule anticipates bidding out the project for construction in fall 2023.

23. When we use one-time funds, such as ARPA, for ongoing costs are we just adding to future shortfalls? How do we avoid using one-time funds to fund ongoing costs?

Response: As part of the FY 2021/22 and FY 2022/23 operating budget adoption, Council approved the use of one-time stimulus funds to protect services and offset the significant loss revenue due to the COVID-19 restrictions. As a practice, one-time funds are best allocated to one-time expenses with ongoing funds used to cover ongoing expenses. However, there are certain circumstances that warrant the use of a combination of one-time and ongoing solutions to balance the budget. Severe disruptions, such as the pandemic or a deep recession, can quickly change the City's finances and it would cause major service upheavals to close the resulting budget gaps entirely with ongoing solutions. In these cases, a balanced approach can be used to allow time for the City's finances to normalize, determine the true ongoing impacts, and phase in any service impacts.

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

24. How much money can we save in third party partnerships if the swim club manages the pool? Additionally, would it be better if we replaced the pool instead of repairing it?

Response: Whether to provide aquatic services in-house, to contract with a third party or some combination thereof is a policy issue. In evaluating this issue, several factors need to be considered: 1) the programming to be provided; 2) the revenues to be generated; 3) the cost to provide services; 3) status of existing agreements; and 4) the fiscal responsibility for capital repair and maintenance costs which are the single most significant cost factor associated with Aquatics programming. While the City has historically partnered with local Swim Clubs for the provision of certain programs, the City has always retained responsibility for day-to-day operations of facilities as well as the costs associated with capital repair and maintenance. However, the City lacks a dedicated source of funding to maintain the City's various pools and the City continues to experience equipment failures that impact services. In an effort to answer the question whether to continue to repair existing facilities or replace, the City has initiated a formal process to hire a qualified consultant to perform a forensic study of the pools. This study will provide expert opinion as to whether existing facilities have reached, or surpassed, their useful life with recommendations as to the whether the facilities can continue to provide services in a safe environment in alignment with health and safety codes. It is anticipated that staff will return to the Council with a recommendation later in the calendar year.

25. How does the Police Department address other public safety issues, etc. unhoused people, mental health? Are we going to allocate any funding to that?

Response: The Police Community Response Team (CRT) deals with quality of life issues that can often be non-criminal/nuisance matters. The unit is currently comprised of four officers and a sergeant. The department is in the process of adding a licensed clinician from the county to the team to assist with emergency calls and long-term mental health cases. The clinician is funded by grant monies. The proposed budget for public safety has no reductions in services or positions; the department is also strongly considering adding additional officers to the unit as staffing improves.

26. Why did the Council budget increase by 30%?

Response: The Mayor and City Council budget increased due to the shift of 1.0 Assistant to the City Manager position from the City Manager's Office to the Mayor and City Council based on the work assignments.

27. What is the status of bringing back the D.A.R.E. program?

Response: The positions in the Police Department are funded in the budget to support drug prevention education. The program was initially paused due to COVID-19 restrictions and has not yet restarted due to staff vacancies. The department is in the early stages of developing a new program to get our officers back into the schools. Staffing permitting, the current plan would introduce a pilot program to include drug prevention education at a few schools in the next school year.

28. While programs like D.A.R.E. are paused, before resuming them, have we looked into replacing them with more effective programs instead? There was concern from residents about the effectiveness of the program.

Response: The Police Department has been evaluating the benefits and drawbacks of the existing program. For a number of reasons, staff has concluded that the nationally regulated curriculum is

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

not as effective within our community. The Police Department plans to retain the services of a curriculum development professional to facilitate a collaborative effort with the Santa Clara Unified School District (SCUSD) on developing a homegrown program with lessons and messages that center on our community values. At this time, the plan is to conduct a pilot program with a select number of SCUSD sites in the Spring of 2024, with an intended district-wide deployment beginning in the 2024/2025 school year.

29. Measure M passed a few years ago, but we never took advantage of it. Are we looking into any revenue from cannabis or using Measure M?

Response: The Proposed Budget does not assume any revenue from cannabis. On May 12, 2020, the City Council adopted Ordinance No. 2018, which prohibits all commercial cannabis activities with the City of Santa Clara. Any change to this ordinance is a policy discussion for the City Council that would take into consideration projected revenues and potential impacts on City services and public safety.

30. Do the City of Cupertino's online internet sales with Apple affect the City of Santa Clara?

Response: Some cities have agreements with specific companies to assign point-of-sale (POS) for sales tax purposes to that jurisdiction, resulting in that jurisdiction receiving the entire 1% local sales tax allocated to cities. A portion of the local 1% sales tax is then returned to those companies. The City of Santa Clara does not have any POS agreements. If POS agreements in other cities are dissolved or changed, this could potentially positively impact Santa Clara if it receives some of the sales tax previously allocated to a particular city. The impact of the Apple decision in Cupertino on City of Santa Clara sales tax is unknown at this time. Additional revenue from these sources will not be budgeted until there is data on actual performance.

31. Can we address the missing director for the Police Activities League (PAL) Organization?

Response: The PAL Director has historically been a Police Department position. While the assignment to this function is dependent on available filled staffing in the Police Department, there are concerns regarding the City staffing of this organization. Guidance from the City Attorney's Office will be sought regarding this structure.

32. Can we address being short-staffed in school site officers and community service officers for park patrols?

Response: School Resource Officers (SRO) provide dedicated service to all schools within the city. SROs are unique in that their interactions generally result in punitive results for students. The Police Department has not had SROs for several years – dating back well before COVID-19. As Police staffing continues to improve, we will look at statistics for uniformed response to schools and determine if it merits bringing back SROs.

Proactive park patrol had historically been a role filled by paid Police Reserve Officers. In FY 2020/21, the as-needed budget for park patrols was cut. Since then, the Police Department has used overtime funds to provide some park patrols when needed.

FY 2023/24 and FY 2024/25 Proposed Operating Budget Responses to Questions from the 5/9/23 Budget Study Session

33. With the 12% vacancy rate in the Police Department, what is the plan to manage the vacancy rate as additional upcoming retirements occur? With the World Cup and Super Bowl events in Santa Clara, this is a concern.

Response: The current hiring process will drop the Police Department's vacancy rate, but upcoming retirements will have an effect. The City will continue to prioritize recruitments and hiring to manage vacancies.

34. Can we continue to relook at Park fees charged to youth groups?

Response: As referred in the April 18, 2023 Council meeting, a separate study session will be scheduled to further discuss this topic.

35. Can we work on receiving non-NFL event revenues for the General Fund?

Response: The booking of events for the Stadium is managed through a management company, the Forty Niners Stadium Management Company, LLC (Management Co). Future Non-NFL Event revenues to the General Fund will be depended on the success of future events and the outcome of ongoing litigation.

36. Can get a budget summary for the public?

Response: A Budget-in-Brief that summarizes the budget has been added to the City's website and is included as an attachment to the Budget Study Session RTC.



FY 2023/24 and FY 2024/25 Proposed Operating Budget

Budget-in-Brief



**City of
Santa Clara**
The Center of What's Possible

City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget



To Our Santa Clara Residents:

The Proposed Biennial Operating Budget for fiscal years (FY) 2023/24 and 2024/25 continues the biennial budget process that alternates between an operating and capital budget. This year's budget focuses on our day-to-day operations that support vital City services. Amendments to the FY 2023/24 capital budget are also included.

As part of the budget deliberation process, two City Council study sessions are scheduled for **May 9, 2023** and **June 6, 2023** before the public hearing and planned budget adoption on **June 27, 2023**.

Over the past few years, there have been significant financial challenges stemming from COVID-19. This necessitated General Fund budget balancing actions starting in FY 2020/21 and continued over the past three years. A combination of strategies has been used to address the budget deficits, including the use of one-time reserves and federal stimulus funds, new revenues, and expenditure reductions. This multi-pronged approach has balanced the competing goals of aligning ongoing revenues and expenditures and minimizing the service delivery impacts to the community. It has also allowed time for General Fund revenues to recover. This strategy has positioned the City well for the FY 2023/24 and FY 2024/25 Proposed Budget that solves a smaller projected General Fund deficit.

The City's financial position has significantly improved since the adoption of the FY 2022/23 budget. The latest Ten-Year General Fund Forecast shows smaller deficits of \$8.0 million and \$8.9 million in FY 2023/24 and FY 2024/25. This is well below the \$27 million deficit projected in June 2022 and reflects stronger revenue growth. While the financial picture is much better, it is important to note that significant economic uncertainty and the risk of a recession persist.

Based on the improved financial position, this budget preserves services with fewer reductions necessary. The expenditure reductions limit direct service impacts, with the goal of stabilizing the services residents access on a regular basis as the organization continues to recover from the COVID-19 service disruptions. As part of this recovery, the City continues to fill vacant positions, which will result in an overall improvement to the services the City provides with the funding included in this budget.



City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

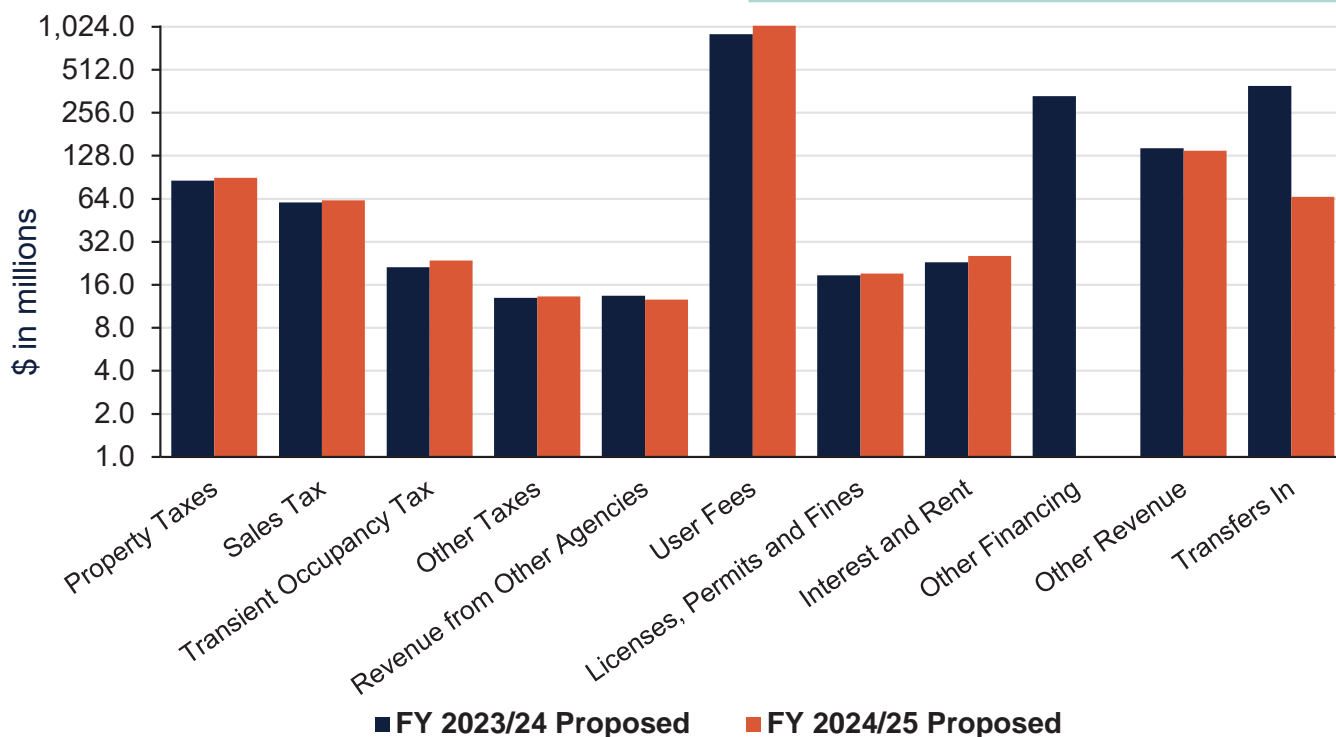
Proposed Biennial Operating Budget



Where the City Gets Its Money

FY 2023/24 and FY 2024/25 Funding Sources

| User Fee Detail | FY 2023/24 | FY 2024/25 |
|-------------------------|------------|------------|
| • Electric Utility Fees | \$ 692.6 M | \$ 775.7 M |
| • Water Utility Fees | 65.4 M | 71.9 M |
| • Sewer Utility Fees | 42.5 M | 46.4 M |
| • Solid Waste Fees | 39.0 M | 40.5 M |



FY 2023/24 and FY 2024/25 City Expenditure Budget

| Fund Type | FY 2022/23 Adopted Budget | FY 2023/24 Proposed Budget | % Change | FY 2024/25 Proposed Budget | % Change |
|--|---------------------------|----------------------------|--------------|----------------------------|----------------|
| General Fund | \$272,355,355 | \$280,773,558 | 3.1% | \$287,458,968 | 2.4% |
| Special Revenue | 28,469,289 | 38,411,889 | 34.9% | 37,111,226 | (3.4%) |
| Enterprise | 815,864,620 | 872,344,414 | 6.9% | 968,035,945 | 11.0% |
| Internal Service | 42,429,153 | 38,850,861 | (8.4%) | 41,629,602 | 7.2% |
| Debt/Other | 19,846,647 | 374,983,049 | 1,789.4% | 40,658,134 | (89.2%) |
| Capital Improvement Program* | 357,380,666 | 396,879,114 | 11.1% | 108,385,754 | (72.7%) |
| Less (Contributions, Transfers and Reserves)** | (204,596,482) | (511,297,774) | 149.9% | (249,234,561) | (51.3%) |
| Total Budget | \$1,331,749,248 | \$1,490,945,111 | 12.0% | \$1,234,045,068 | (17.2%) |

*FY 2022/23 Capital Improvement Program budget includes CIP carryover.

**Excludes contributions, reserves, and transfers to avoid double counting.

City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

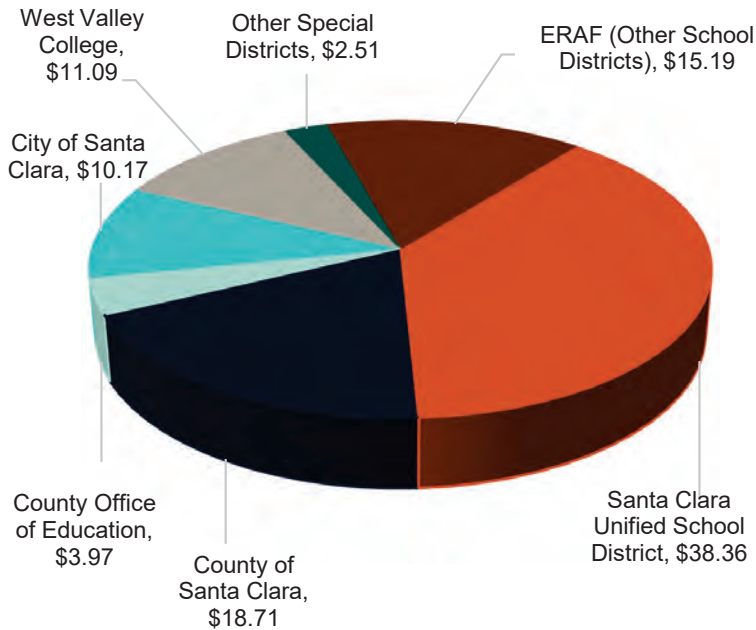
Proposed Biennial Operating Budget



Property Tax

When you pay your property tax bill to the County, the City of Santa Clara General Fund receives \$10.17 for every \$100 collected. The City anticipates receiving \$85.9 million in FY 2023/24 and \$89.6 million in FY 2024/25.

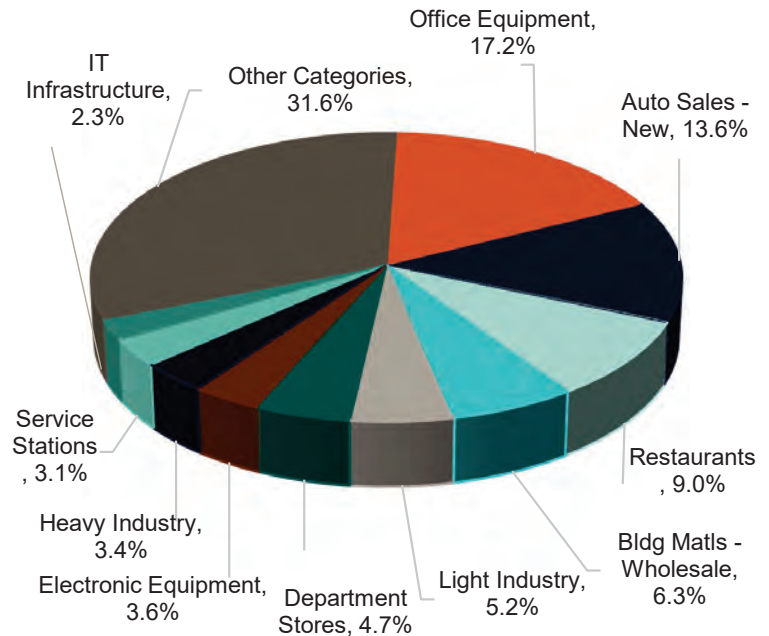
Per \$100 Collected



Sales Tax

Sales tax revenue in the City of Santa Clara comes from multiple sources. Office equipment, new vehicles, restaurants, wholesale building materials, lights, and department stores were the City's leading economic sales categories in the fourth quarter of 2022, making up almost 56% of sales tax collections.

Sales Tax Generators



Where Your Sales Tax Goes

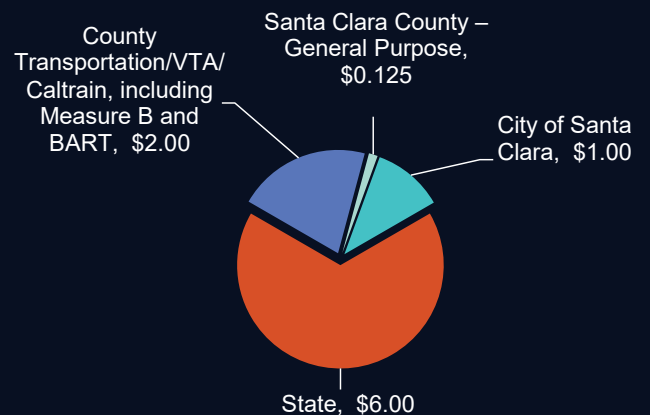
For every dollar you spend in Santa Clara on taxable purchases, you pay **9.125%** in sales tax or **\$9.125** for each **\$100** purchased.

Cities throughout the State receive a portion of the sales tax collected based on sales made within their respective city. For every \$100 purchase you make within the City of Santa Clara, which is subject to sales tax, the City receives \$1.00. The City anticipates receiving \$60.5 million in FY 2023/24 and \$62.4 million in FY 2024/25.

California statewide sales tax rate is 7.25%, of which the City of Santa Clara receives 1.00%. The total countywide sales tax rate 9.125%. Santa Clara County has the following six voter-approved add-on tax measures:

- 0.125% for County Retail Sales Transactions and Use
- 0.125% for VTA BART
- 0.125% for Peninsula Corridor Joint Powers Board (Caltrain)
- 0.500% for Silicon Valley Transportation Solutions Tax
- 0.500% for Santa Clara County Transit District (SCCT)
- 0.500% for Santa Clara County Valley Transportation Authority (SCVT)

Based on Purchase of \$100 Sales Tax Paid is \$9.125



City of Santa Clara Budget-in-Brief

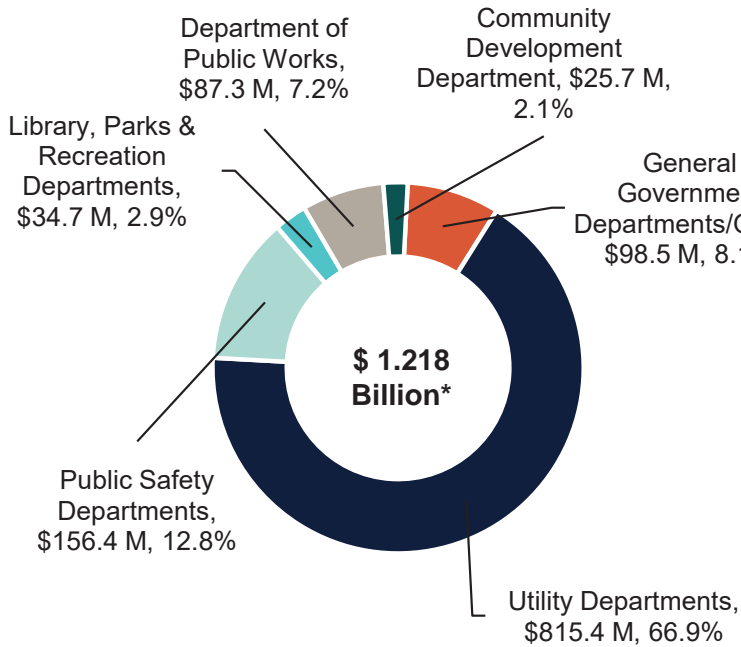
FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget

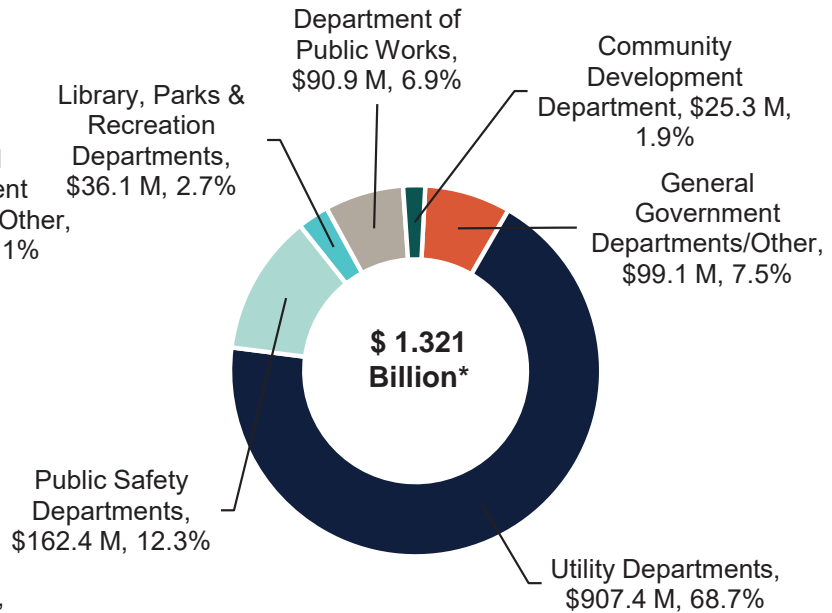


Operating Budget Expenditures by Department *

FY 2023/24 Proposed Budget

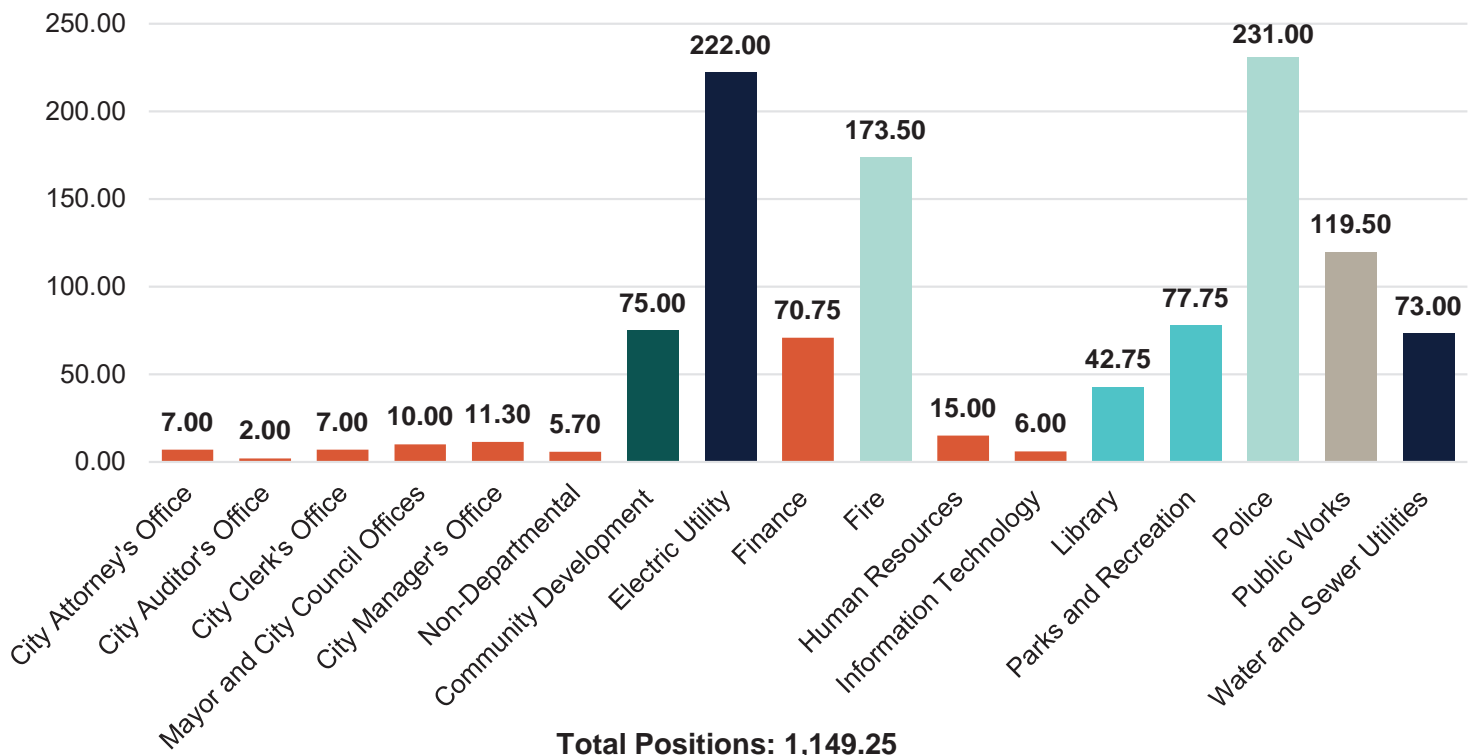


FY 2024/25 Proposed Budget



* Excludes internal service funds not tied to a particular department and debt service.

FY 2023/24 Positions by Department **



** In FY 2024/25, 4.0 positions added to the Community Development Department, for a total position count of 1,153.25.

City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget



Budget Highlights by Strategic Pillar

Promote and Enhance Economic, Housing and Transportation Development

- The FY 2023/24 budget includes over \$2.0 million of CDBG funds for various public service activities (e.g. family therapy advocacy, educational services, senior adult legal assistance, meals to seniors and adults with disabilities) along with funding for capital projects for affordable housing and public facility improvements. One-time funding from the HOME American Rescue Plan is programmed to provide additional funding for Tenant-Based Rental Assistance and homelessness outreach.
- In FY 2023/24, the Convention Center is projected to have 220 events, with approximately 246,196 in attendance, which reflects over 100% growth in attendance when compared to FY 2022/23 projected attendance.
- Launch and operate a grant-funded on-demand shuttle program with the City of Cupertino.
- Complete several transportation projects, begin work on Vision Zero Study, and continue responding to traffic calming and traffic safety-related public inquiries.

Promote Sustainability and Environmental Protection



- Add Electric Utility funding to support the Large Customer Renewable Energy Program and various initiatives to expedite Greenhouse Gas emission reduction (e.g., new solar installations, and solar combined with electric vehicle (EV) infrastructure for City facilities and neighborhood school locations).
- Optimize the recycled water system and increase supply while focusing on expansion opportunities with regional partners.
- Continue outreach regarding water conservation and overall environmental sustainability.

Manage Strategically Our Workforce Capacity and Resources

- Generate one-time savings from aligning the Police Department's vacancy factor to historical vacancy rates, which will allow for the pace of department hiring to continue as experienced before the pandemic, with no service delivery impacts expected.
- Temporarily reduce the Fire Department's overtime budget as a result of the Department's receipt of the three-year Staffing for Adequate Fire and Emergency Response grant.
- Freeze 3.0 vacant positions in the City Manager's Office, City Attorney's Office, and City Auditor's Office and eliminate 1.0 vacant position in the Human Resources Department.
- Reduce funding for library books and materials; partner with Foundation and Friends to fundraise for materials.



City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget



Budget Highlights by Strategic Pillar



Deliver and Enhance High-Quality Efficient Services and Infrastructure

- Add positions and other resources in the Community Development Department to support the high volume of development activity funded via development fees.
- Add funding for increased substation maintenance and outage response and repair to ensure reliability of substations in the Electric Utility Department.
- Align resources with expected activity in the City utilities, including adjustments to account for resource and production costs, operating and maintenance costs, and planned debt issuances in FY 2023/24.

Enhance Community Engagement and Transparency

- Library will initiate strategic planning efforts to identify community-based goals for service and align with City Council priorities.
- Community Development Department will continue to engage with the community to inform and involve community members in both long-range and current land use planning activities.
- The FY 2023/24 Stadium Authority Adopted Budget includes funding for the Neighborhood Stadium Relations Committee.

Ensure Compliance with Measure J and Manage Levi's Stadium

- The Stadium Authority's stand-alone Fiscal Year 2023/24 Operating, Debt and Capital Budget was adopted by the Stadium Authority Board on March 7, 2023.
- The \$81.3 million budget provides the necessary funding to administer the duties of the Stadium Authority, including support for operating the Stadium for Non-NFL events through a management company, advancement of the FY 2023/24 work plan, payment of debt service obligations, and maintenance of a five-year capital plan.



Enhance Community Sports and Recreational and Arts Assets

- Rehabilitate and expand park facilities, amenities and playgrounds for all ages and abilities at Warburton Park, Henry Schmidt Park, Westwood Oaks Park playground, Montague Park and Central Park Magical Bridge Playground.
- Acquire, develop and open new buildings at Lawrence Station Area (Nuevo Community Buildings) and a community arts center at Patrick Henry Drive Specific Plan Area.

City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget



General Fund Budget Balancing Strategy

The budget balancing strategy for FY 2023/24 and FY 2024/25 incorporates a combination of increased revenues, one-time and ongoing expenditure reductions, and use of reserves to address the General Fund shortfall of \$8.0 million in FY 2023/24 and \$8.9 million in FY 2024/25 as shown below. This table also includes an ongoing shortfall figure that reflects the average of the projected shortfalls in years three through five of the Ten-Year General Fund Forecast along with the ongoing balancing actions.

- **Revenue Solutions** - phase in the remaining voter-approved Transient Occupancy Tax increase in FY 2023/24 (1 percent in January 2024) and in FY 2024/25 (1 percent in January 2025), which would increase the rate from 11.5% to 13.5%; incorporate fee adjustments approved by the City Council on April 18, 2023 as part of the adoption of the FY 2023/24 Municipal Fee Schedule.
- **Expenditure Reductions** – one-time expenditure savings in the Fire and Police Departments with no service delivery impacts; other departmental reductions limit direct service impacts, and the 4.0 position reductions are in strategic support areas (City Attorney's Office, City Manager's Office, City Auditor's Office, and the Human Resources Department)
- **Use of Reserves** - uses \$1.1 million of the Budget Balancing Reserve in FY 2023/24 and replenishes the amount in FY 2024/25.

The proposed balancing strategy addresses approximately half of the budget deficit with ongoing solutions. After the biennial budget period, the use of additional budget balancing solutions are expected to be brought forward depending on the fiscal situation at that time.

| FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget General Fund Balancing (\$ in millions) | | | |
|--|------------------|------------------|-------------------|
| | FY 2023/24 | FY 2024/25 | Ongoing |
| Forecast Shortfall | (\$8.0 M) | (\$8.9 M) | (\$11.4 M) |
| Increased Revenues | | | |
| – Increase TOT Rate: phased 2% | 0.9 | 1.7 | 3.4 |
| – Fee Adjustments | 0.5 | 0.8 | 0.8 |
| – One-Time Revenues | 0.2 | 0.0 | 0.0 |
| Total Revenue Solutions | 1.6 | 2.5 | 4.2 |
| Expenditure Reductions | | | |
| – Fire SAFER Grant | 1.0 | 3.1 | 0.0 |
| – Police Vacancy Savings | 1.6 | 1.7 | 0.0 |
| – Other Departmental Proposals | 2.7 | 2.7 | 2.0 |
| Total Expenditure Solutions | 5.3 | 7.5 | 2.0 |
| Use of Reserves | | | |
| – Budget Balancing Reserve | 1.1 | (1.1) | 0.0 |
| Use of Reserves | 1.1 | (1.1) | 0.0 |
| Future Unidentified Solutions | | | 5.2 |
| General Fund Balancing Total | \$8.0 M | \$8.9 M | \$11.4 M |

City of Santa Clara Budget-in-Brief

FY 2023/24 and FY 2024/25

Proposed Biennial Operating Budget



City Councilmembers

| | |
|--------------------------|-------------------|
| Mayor | Lisa M. Gillmor |
| Councilmember District 1 | Kathy Watanabe |
| Councilmember District 2 | Raj Chahal |
| Councilmember District 3 | Karen Hardy |
| Councilmember District 4 | Kevin Park |
| Councilmember District 5 | Sudhanshu Jain |
| Councilmember District 6 | Anthony J. Becker |

City Department Contact Information

| | |
|------------------------------------|----------------|
| City Attorney's Office | (408) 615-2230 |
| City Clerk's Office | (408) 615-2220 |
| City Manager's Office | (408) 615-2210 |
| Community Development Department | |
| Building Division | (408) 615-2440 |
| Permit Center | (408) 615-2420 |
| Planning Division | (408) 615-2450 |
| Housing & Community Services | (408) 615-2490 |
| Electric Utility Department | (408) 615-2300 |
| Finance Department | (408) 615-2340 |
| Fire Department | (408) 615-4900 |
| Human Resources Department | (408) 615-2080 |
| Information Technology Department | (408) 615-2022 |
| Library Department | (408) 615-2900 |
| Parks & Recreation Department | (408) 615-2260 |
| Police Department | (408) 615-4700 |
| Department of Public Works | |
| Engineering Office | (408) 615-3000 |
| Corporation Yard | (408) 615-3080 |
| Water & Sewer Utilities Department | (408) 615-2000 |



The Budget-in-Brief is intended to provide an overview of the City of Santa Clara's FY 2023/24 and FY 2024/25 Proposed Biennial Operating Budget. The complete budget document can be accessed on the Finance Department's website at: SantaClaraCA.gov/Finance

Questions about this report should be directed to:

City of Santa Clara - Finance Department
1500 Warburton Avenue
Santa Clara, CA 95050
(408) 615-2340



Agenda Report

23-748

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Presentation on Timelines and Administrative Requirements For Placement of Ballot Measures on the March and/or November 2024 Ballot Including Consideration of Amendments to the City Charter to Change the Police Chief and/or City Clerk from Elected to Appointed Positions and Consideration of an Action to Approve a Work Plan for Same, Including Possible Formation of a Charter Review Committee

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

At its meeting of August 30, 2022, the City Council voted to place on a future agenda discussion of possible ballot measures to change the positions of Police Chief and/or City Clerk from elected to appointed positions. (Attachment #1, Minutes of August 8, 2022 City Council meeting and Attachment #2, related June 24, 2022 written petition).

The City Council has also expressed a desire to consider additional revenue measures during the 2024 election cycle.

The purpose of this report is to provide an overview of the procedural requirements and policy considerations related to the 2024 election cycle in an effort to facilitate Council's timely deliberation of these issues in alignment with election requirements set by the Santa Clara County Registrar of Voters (ROV).

DISCUSSION

As of February 2023, the ROV has indicated there will be two consolidated elections in 2024 - March 5 and November 5. Proposed Charter amendments can be placed on either ballot; however, according Article XIIC, section 2(b) of the California Constitution, general tax measures can only be considered during a regularly scheduled general election for the members of the governing body, unless an emergency is declared by unanimous vote of the governing body.

Should the Council wish to place measures on the March 5 ballot, the following deadlines would apply:

| Milestone | Timeline |
|-----------|----------|
|-----------|----------|

| | |
|---|---|
| Approval of Ballot Language & Call for the Election | Either regularly scheduled Council meeting in November 2023 (11/7 or 11/14) or at a special meeting held no later than November 27, 2023. |
| Measure Language Due to the ROV | 11/23 - 12/8 |
| Arguments For and Against Due to City Clerk | 14 days following call for the election |
| Rebuttals and Impartial Analysis | 10 days following date arguments are filed |
| Election | March 5, 2024 |

Should the Council wish to establish a Charter Review Committee to solicit public input on proposed ballot language, additional time would be needed to allow the Committee to complete its work prior to the potential November/December 2023 Council action to call a March 2024 election.

The following chart summarizes the additional milestones and timelines that would be required in the event a Charter Review Committee process is desired:

| Action | Start | End |
|---|-----------------|-----------------|
| Direction on the establishment of a Charter Review Committee and other related actions (listed below) | June 6, 2023 | June 6, 2023 |
| Recruitment Process Initiated | June 7, 2023 | June 29, 2023 |
| Final Selection of CRC Members | July 18, 2023 | July 18, 2023 |
| Initial Mtg of CRC to Review Workplan & Schedule Public Input Process | | Week of Aug 7 |
| Public Input Sessions | August, 2023 | September, 2023 |
| Draft CRC Findings | September, 2023 | September, 2023 |
| Prepare Staff Report | October, 2023 | October, 2023 |
| Present CRC Findings & Call for Election if appropriate | November, 2023 | December, 2023 |

This schedule allows for multiple meetings as well as sufficient time to conduct outreach in between meetings should the City Council decide to move forward with one or more measures on the March 5, 2024 ballot.

It should be noted that the original direction from the City Council at the August 30, 2022 meeting included a request that a survey conducted by the Police Officers Association (POA) on the issue of an elected police chief be included prior to a decision being made to call for an election on the issue. That report is included as Attachment 3.

Charter Review Committee (CRC)

Scope of Work

Should the Council choose to utilize a CRC, a foundational step will be to make a final determination as to the scope of the proposed CRC. For example:

- Does the Council wish to focus the work of the CRC on a charter change for the position of Police Chief, the City Clerk or both?
- Does the Council wish to provide direction to the Charter Committee on who the Police Chief and/or City Clerk positions should be appointed by if not elected (e.g., the City Council or the City Manager).

The scope, discussion and public input process would then be focused on the actual charter amendment language related to whether one (or both) of these positions should be changed from elected to appointed positions.

Appointment Process

In the past, the Council has considered the following three processes when appointing CRC members:

Option 1 - Application Process Similar to Boards and Commissions

This option follows the process used to appoint potential committee members for other Boards and Commissions (e.g. Planning Commission). The communications and outreach plan would follow the same process used to seek Boards and Commission members and would also communicate clearly the specific role and scope of the CRC. The recruitment process would take approximately four weeks. Following an open recruitment process and verification of eligibility, formal committee appointments would be made at the July 18, 2023 Council meeting. Council would pre-determine the number of CRC members. Staff recommends that an odd number between 7 and 11 appointments be considered.

Option 2 - Mayor and Each Councilmember Nominates One Member, Approved by the Entire Council

This option would enable the Mayor and Council to each nominate one person for the CRC. All nominees would be formally appointed at the July 18 meeting by the full Council. The Council may, at its discretion, either elect to nominate each member at large or by district (with the Mayor's appointment at large). If this option is selected, staff would request that the names of Council nominees be provided to the City Clerk no later than July 7, 2023. The Assistant City Clerk would then verify eligibility and place the appointment of CRC members on the July 18th Council agenda.

Option 3 - Another process as deemed appropriate by Council

The Council may choose to follow another process as deemed appropriate. An example of an alternative process might be a hybrid of Options 1 and 2. In this scenario, the Council may elect to each nominate one individual (7 members) with an additional 4 appointments selected from individuals who apply to serve through a recruitment process. If this Option is selected, staff would again request that the names of proposed members be submitted to the City Clerk no later than July 7, 2023 in order to allow for eligibility to be verified. Formal approval of all appointments would be made at the July 18, 2023 Council meeting.

Eligibility Requirements and Conflict of Interest

It is recommended that the Council follow the eligibility requirements for Boards and Commissions which provides that members be qualified electors of the City. Individuals interested in appointment to the CRC would be required to provide two forms of proof of residency (e.g. driver's license, passport, utility bill, etc.) along with their application. The City Clerk's Office would then be responsible for validating eligibility of potential applicants.

November 2024 Election

The City Council may also consider placement of measures on the November 5, 2024 ballot. The Council has expressed a particular interest in establishing an ongoing revenue stream to address the City's backlog of significant unfunded operating, capital and infrastructure needs.

As general tax measures can only be placed on the ballot of a general election, it is recommended that the November 5 ballot be reserved for consideration of potential revenue measures. In the fall of 2023, staff will provide an updated study session on possible revenue measures for Council's consideration. Based on Council's direction at that time, additional voter research would be conducted and a coordinated community outreach and education process would be implemented to help inform the development of a formal measure to be placed on the November 2024 ballot.

Staff intends to retain consultant services to conduct voter research and public input processes to inform the City Council's policy setting process on potential ballot measures for the November 2024 election.

Council Direction

Staff is seeking Council direction on the following issues:

1. Does the Council wish to consider proposed amendments to the City Charter that would change the positions of Police Chief and/or City Clerk from elected to appointed positions?
 - a. If yes, does the Council wish to consider these items on the March or November 2024 ballot at a projected cost of approximately \$432,134 including costs associated with printing, translation services, publication of notices, and other related tasks?
2. If the Council chooses to proceed with a measure(s) to amend the City Charter, does the Council wish to establish a Charter Review Committee?
 - a. If yes, does this Council prefer Option 1, 2 or 3 with respect to the selection process?
3. If a Charter Review Committee is established, does the Council agree that the same eligibility requirements for Boards and Commissions should apply?
4. If the Council chooses to proceed with a measure(s), what is the proposed CRC scope of work?
 - a. Does the Council wish to focus the work of the CRC on a charter change for the position of Police Chief, the City Clerk or both?
 - b. Does the Council wish to provide direction to the Charter Committee on who the Police Chief and/or City Clerk positions should be appointed by if not elected (e.g., the City Council or the City Manager).

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA guidelines section 15478(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a

potential significant impact on the environment.

FISCAL IMPACT

The ROV has estimated the cost for two measures on the March 5, 2024 ballot to be approximately \$362,000. In addition to this amount, the City would incur approximately \$60,000-70,000 for costs associated with printing, translation services, the publication of notices, another other related costs for a total of approximately \$432,000. It is important to note that this amount is an estimate only based on projected registration and available information. It is subject to change upon final billing of the actual charges after the election. If approved, budget amendments will be brought separately to the City Council for approval.

COORDINATION

This report has been coordinated with the City Clerk's Office, the City Attorney's Office and the City Manager's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Do not proceed with a charter amendment for either the position of Police Chief or City Clerk.
2. If the Council chooses to proceed with a measure(s) to amend the City Charter, direct staff to proceed with a proposed public input process, including the establishment of a CRC, to consider an amendment to the City Charter on the March 5, 2024 ballot that would change the positions of Police Chief and/or City Clerk from elected to appointed positions with the scope, size and method of appointment for the CRC to be defined by the City Council.
3. If the Council chooses to proceed with a measure(s) to amend the City Charter, direct staff to proceed with a proposed public input process to consider an amendment to the City Charter but without a CRC.
4. Other direction as deemed appropriate by Council.

RECOMMENDATION

If the Council chooses to proceed with a measure(s) to amend the City Charter, direct staff to proceed with a proposed public input process, including the establishment of a CRC, to consider an amendment to the City Charter on the March 5, 2024 ballot that would change the positions of Police Chief and/or City Clerk from elected to appointed positions with the scope, size and method of appointment for the CRC to be defined by the City Council.

Reviewed by: Cynthia Bojorquez, Assistant City Manager

Approved by: Jōvan Grogan, City Manager

ATTACHMENTS

1. Minutes of August 30, 2022 City Council meeting
2. RTC 22-858 re 030 Written Petition dated 6/24/22

3. POA Survey



City of Santa Clara

Meeting Minutes

Council and Authorities Concurrent & Special Stadium Authority Meeting

08/30/2022

3:30 PM

Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara will be conducting City Council meetings in a hybrid manner (in-person and continued to have methods for the public to participate remotely). Pursuant to Government Code Section 54953(e) and City of Santa Clara Resolution 22-9135, Councilmembers may teleconference from remote locations and the City continues to provide methods for the public to participate remotely:

- Via Zoom:
 - o <https://santaclaraca.zoom.us/j/99706759306>
- Meeting ID: 997-0675-9306 or
- o Phone: 1(669) 900-6833
- Via the City's eComment (now available during the meeting)
- Via email to PublicComment@santaclaraca.gov

As always, the public may view the meetings on SantaClaraCA.gov, Santa Clara City Television (Comcast cable channel 15 or AT&T U-verse channel 99), or the livestream on the City's YouTube channel or Facebook page.

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Governing Board of the Stadium Authority, to commence and convene on August 30, 2022, at 3:30 PM for a Special Meeting to be held virtually and in the City Hall Council Chambers located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

Closed Session - 3:30 PM | Regular Meeting - 7:00 PM

3:30 PM CLOSED SESSION

Call to Order in the Council Chambers

Mayor/Chair Gillmor called the meeting to order at 3:34 PM.

Roll Call

Present: 6 - Council/Boardmember Kathy Watanabe, Council/Boardmember Karen Hardy, Council/Boardmember Kevin Park, Vice Mayor/Chair Suds Jain, Council/Boardmember Anthony Becker, and Mayor Lisa M. Gillmor

Absent: 1 - Councilmember Raj Chahal

A motion was made by Council/Boardmember Hardy, seconded by Council/Boardmember Park, to excuse Council/Boardmember Chahal from the meeting.

Aye: 6 - Council/Boardmember Watanabe, Council/Boardmember Hardy, Council/Boardmember Park, Vice Mayor/Chair Jain, Council/Boardmember Becker, and Mayor/Chair Gillmor

Absent: 1 - Council/Boardmember Chahal

- 1.A** [22-1095](#) Conference with Labor Negotiators (CC)
Pursuant to Gov. Code § 54957.6
City representative: City Manager's designee
Employee Organization(s):
Unit #1-Santa Clara Firefighters Association, IAFF, Local 1171
Unit #2-Santa Clara Police Officer's Association
Unit #3-IBEW Local 1245 (International Brotherhood of Electrical Workers)
Unit #4-City of Santa Clara Professional Engineers
Units #5, 7 & 8-City of Santa Clara Employees Association
Unit #6-AFSCME Local 101 (American Federation of State, County and Municipal Employees)
Unit #9-Miscellaneous Unclassified Management Employees
Unit #9A-Unclassified Police Management Employees
Unit #9B-Unclassified Fire Management Employees
Unit #10-PSNSEA (Public Safety Non-Sworn Employees Association)
(Deferred from August 16, 2022)

1.B [22-1100](#)

Conference with Legal Counsel-Existing Litigation (CC, SA)
Pursuant to Gov. Code § 54956.9(d)(1)
Forty Niners Stadium Management Company LLC, et al., v. City of Santa Clara, et al. Santa Clara County Superior Court Action No. 19CV355432;
Forty Niners Stadium Management Company LLC, et al. v. Santa Clara Stadium Authority, et al., Santa Clara County Superior Court Action No. 17CV304903; and Forty Niners Stadium Management Company LLC v. Santa Clara Stadium Authority, JAMS Case No. 1110024318
(Continued from August 16, 2022)

Public Speaker expressed comments of concern regarding settlement offer from the San Francisco 49ers.

Teresa O'Neill expressed comments of concern regarding settlement offer from the San Francisco 49ers and have a public process to discussing the settlement offer.

Larry McColloch requested Councilmembers whom have had private meetings with the San Francisco 49ers should refrain from voting on the settlement agreement.

Public Speaker expressed comments to settle the lawsuit and bring live events to Santa Clara.

Public Speaker expressed comments to settle the lawsuit and bring weekend events to help local hotels.

Public Speaker expressed comments to settle the lawsuit and bring weekend events to help local hotels.

Jas Sajjan expressed comments to bring live events back to Santa Clara.

Harbir Bhatia expressed comments to settle the lawsuit and build economic growth in the City.

Zoom user expressed comments to settle the lawsuit and bring live events to Santa Clara.

SD expressed comments to settle the lawsuit and work with the San Francisco 49ers to build economic benefit in the City.

Christian Pellecchia requested the Council to be more transparent regarding decision-making.

Jordan Wong expressed comments to settle the lawsuit and bring weekend events to help local hotels.

Shawn Romeo expressed comments to settle the lawsuit and bring weekend events to help local hotels.

Kirk Vartan expressed comments of concern regarding settlement offer from the San Francisco 49ers.

Lori Garmany expressed comments to settle the lawsuit and work with the San Francisco 49ers.

Justin Hart expressed comments to settle the lawsuit and bring weekend events to help local hotels.

Jasbir Bhatia expressed comments to settle the lawsuit and work with the San Francisco 49ers.

Kathy Kelsey expressed comments that the settlement discussion be conducted in public.

Monica (eComment) expressed comments that the settlement discussion cannot occur in public.

John Galt (eComment) expressed comments to settle the lawsuit.

Harold Lunt (eComment) expressed comments of concern of the offer from the San Francisco 49ers.

Mark Kelsey (eComment) expressed comments requesting the discussion on the settlement to be done in public.

Assistant City Clerk Pimentel noted that the City Clerk's Office received 101 emails in support of settlement and save live events, 235 public comment emails in support of Item 1.B, and 13 additional non-form letter emails.

Edward Strine expressed comments of concern regarding the voting process.

Council comments and questions followed.

City Manager Batra and **Interim City Attorney Ngo** addressed the **Council** questions.

Council comments continued.

A motion was made by Council/Boardmember Watanabe, seconded by Mayor/Chair Gillmor, to table this discussion as an informational session in an open meeting before making a decision.

Aye: 2 - Council/Boardmember Watanabe, and Mayor/Chair Gillmor

Nay: 4 - Council/Boardmember Hardy, Council/Boardmember Park, Vice Mayor/Chair Jain, and Council/Boardmember Becker

Excused: 1 - Council/Boardmember Chahal

Motion Fails.

Public Comment

Convene to Closed Session (Council Conference Room)

Council/Board convened to Closed Session.

7:00 PM COUNCIL REGULAR/SPECIAL STADIUM AUTHORITY MEETING

Call to Order

Mayor/Chair Gillmor called the open session to order at 7:42 PM.

Pledge of Allegiance and Statement of Values

Council/Board recited the Pledge of Allegiance.

Council/Boardmember Watanabe recited the Statement of Values.

Assistant City Clerk/Secretary Pimentel recited the AB 23 Announcement and Behavioral Standards.

Assistant City Clerk/Secretary Pimentel noted that any registered Lobbyist must identify themselves and whom they represent when speaking at a Public Meeting.

REPORTS OF ACTION TAKEN IN CLOSED SESSION MATTERS

Interim City Attorney Ngo noted that there was no reportable action from Closed Session.

CONTINUANCES/EXCEPTIONS/RECONSIDERATIONS

Mayor Gillmor moved up Item 11 to after Public Presentations.

Mayor Gillmor requested a moment of silence for the loss of **Glenda Cresap (Heart of the Valley - Retired Executive Director)**.

SPECIAL ORDER OF BUSINESS

- 2.A** [22-954](#) Recognition of Intel Corporation for Donation of At-Home Test Kits to Support City's COVID-19 Emergency Response
- Mayor Gillmor** recognized Intel Corporation for donation of At-Home COVID-19 Testing Kits.
- Chief Emergency Services Officer Schoenthal** made a brief presentation and acknowledged **Security Operations Manager (Intel)** Dan Winter (on behalf of Intel) donation to the City.
- 2.B** [22-1046](#) Verbal Report from the Chief Emergency Services Officer regarding COVID-19 Pandemic
- Chief Emergency Services Officer Schoenthal** gave a verbal update on COVID-19 and will provide the next update in 60 days.
- Council** questions and comments followed.
- Chief Emergency Services Officer Schoenthal** and **Emergency Services Management Analyst Guzman** addressed **Council** questions.
- 2.C** [22-836](#) Verbal Report Update from City Manager Regarding the Local Drought Emergency
- Assistant Director of Water and Sewer Shilpa** gave a verbal update on the Local Emergency Drought.
- Council** comments followed.
- 2.D** [22-650](#) Proclamation of September 2022 as Community Preparedness Month
- Mayor Gillmor** proclaimed September 2022 as Community Preparedness Month.
- Chief Emergency Services Officer Schoenthal** and **Emergency Services Management Analyst Guzman** accepted the proclamation.

CONSENT CALENDAR

Mayor Gillmor noted that she will be abstaining from Item 3.M due to a potential conflict of interest as her property is within 1,000 ft of subject property.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve the Consent Calendar.

Aye: 6 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, Councilmember Becker, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

- 3.A** [22-404](#) Action on the Council and Authorities Concurrent & Special Stadium Authority Meeting Minutes of May 10, 2022, Special City Council Meeting Minutes of May 16, 2022, and Special City Council Meeting Minutes of May 17, 2022

Recommendation: Approve the Meeting Minutes of:
May 10, 2022 Council and Authorities Concurrent & Special Stadium Authority Meeting;
May 16, 2022 Special City Council Meeting; and
May 17, 2022 Special City Council Meeting

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.B** [22-25](#) Board, Commissions and Committee Minutes

Recommendation: Note and file the Minutes of:
Parks & Recreation Commission - July 19, 2022
Board of Library Trustees - June 9, 2022
Senior Advisory Commission - July 25, 2022

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.C** [22-898](#) Action on Bills and Claims Report (CC, SCSA, HA) for the period June 4, 2022 - July 15, 2022

Recommendation: Approve the list of Bills and Claims for June 4, 2022 - July 15, 2022.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.D [22-976](#) Action on a Resolution to Amend Resolution No. 22-9131 Ordering the Summary Vacation of Centennial Boulevard between Tasman Drive and Stars and Stripes Drive, a Portion of Stars and Stripes Drive, and a Portion of Tasman Drive

Recommendation: Adopt a Resolution to Amend Resolution No. 22-9131 ordering the summary vacation of Centennial Boulevard between Tasman Drive and Stars and Stripes Drive, and a portion of Stars and Stripes Drive [vicinity of APN104-03-036, 037, 038, 039, and 040 (2020-21)]; and a portion of Tasman Drive [vicinity of APN104-03-036, 037, and 038 (2021-22)] SC21-0025.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to adopt Resolution No. 22-9138 amending Resolution No. 22-9131 ordering the summary vacation of Centennial Boulevard between Tasman Drive and Stars and Stripes Drive, and a portion of Stars and Stripes Drive [vicinity of APN104-03-036, 037, 038, 039, and 040 (2020-21)]; and a portion of Tasman Drive [vicinity of APN104-03-036, 037, and 038 (2021-22)] SC21-0025.

- 3.E [22-332](#) Approve the 2022 Agreement with the County of Santa Clara to accept County funding for the purchase of Emergency Medical Services equipment and Related Budget Amendment

Recommendation:

1. Approve and authorize the City Manager to execute the 2022 Agreement between the County of Santa Clara and City of Santa Clara to accept County funding for the purchase of Emergency Medical Services equipment in the amount of \$38,811 for FY 2021/22;
2. Approve the related FY 2021/22 budget amendment in the Fire Operating Grant Trust Fund to increase the Other Agencies Revenue by \$38,811 and establish an Emergency Medical Services County Patient Care System 2022 appropriation in the amount of \$38,811 (**five affirmative Council votes required to appropriate additional revenue**); and
3. Authorize the City Manager to negotiate and execute amendments to the Agreement on behalf of the City; subject to Council appropriation of funds.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.F [22-972](#) Action on Agreements with Banksia Landscape for Landscaping Maintenance Services, and with Cagwin & Dorward for Tree Maintenance Services, at the Santa Clara Convention Center Complex - Maintenance District No. 183

Recommendation:

1. Authorize the City Manager to execute an agreement with Banksia Landscape for landscaping maintenance services at the Santa Clara Convention Center Complex - Maintenance District No. 183 for an initial one-year term, with maximum compensation not-to-exceed \$241,894;
2. Authorize the City Manager to execute an agreement with Cagwin & Dorward for tree maintenance services at the Santa Clara Convention Center Complex - Maintenance District No. 183 for an initial one-year term, with maximum compensation not-to-exceed \$83,906; and
3. Authorize the City Manager to exercise up to four one-year options to extend the term of both agreements after the initial term, subject to the appropriation of funds.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.G [22-164](#) Action on Agreements for Services with Aspen Environmental Group and Panorama Environmental, Inc. to Provide As-Needed Environmental Consulting Services

Recommendation:

1. Authorize the City Manager to Negotiate and Execute an As-Needed Environmental Consulting Services Agreement with Aspen Environmental Group in an amount not to exceed \$1,500,000 for a five-year period;
2. Authorize the City Manager to Negotiate and Execute an As-Needed Environmental Consulting Services Agreement with Panorama Environmental, Inc. in an amount not to exceed \$500,000 for a five-year period;
3. Authorize the City Manager to execute amendments to extend the term of the Agreements for up to one additional year or longer if required to complete projects initiated during their term; and
4. Authorize the City Manager to execute amendments to increase total maximum compensation by \$500,000 for a total maximum compensation of \$2,500,000 for both agreements subject to appropriation of funds if required to (a) add or delete services or (b) allow for future rate adjustments.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.H [22-979](#) Action on Amendment No. 1 to Agreement with Ricoh USA, Inc. for Citywide Leases and Maintenance of Copier/Multi-Functional Devices

Recommendation: Authorize the City Manager to execute Amendment No. 1 to the Agreement with Ricoh USA, Inc. for Citywide Leases and Maintenance of Copier/Multi-Function Devices to increase the maximum compensation by \$750,000 for a revised maximum compensation of \$2,150,000, and extend the term of the agreement through August 31, 2024, subject to the appropriation of funds.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.I [22-579](#) Action on Amendment No. 2 to the Agreement with ELB US Inc. for Enterprise Audio-Visual Professional Services at City facilities and Approve the Related Budget Amendment

Recommendation:

1. Authorize the City Manager to execute Amendment No. 2 to the Agreement with ELB US Inc. for Enterprise Audio-Visual Professional Services to extend the term of the agreement by two years ending on June 30, 2025, and to execute Call No. 22.1 for Enterprise Audio- Visual Professional Services in Santa Clara City Library Facilities and Council Chambers for a maximum compensation not-to-exceed \$385,604 and subject to budget appropriations; and
2. Authorize the City Manager to execute future Calls not-to-exceed \$100,000 per Call throughout the term of the agreement without further Council action and subject to the appropriation of funds.
3. Authorize the City Manager to extend the term of the agreement, if required, to match the end date of any Call issued prior to June 30, 2025 but has an end date that extends beyond the contract term. No new Calls will be issued after June 30, 2025.
4. Approve the FY 2022/23 budget amendment in the Public, Educational and Governmental Fee Fund to appropriate \$287,604 from the unrestricted fund balance (**five affirmative Council votes required for the use of unused balances**).

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.J [22-853](#) Action on Amendment No. 1 to Agreement with US Digital Designs, Inc. for a Fire Station Alerting System and Related Budget Amendment

- Recommendation:**
1. Authorize the City Manager to execute Amendment No. 1 to the Agreement with US Digital Designs, Inc. for a Fire Station Alerting System to increase the amount of the Agreement by \$89,726.02 for a revised not-to-exceed compensation of \$754,893.56.
 2. Authorize the City Manager to spend a contingency amount of \$75,489 in the event that additional hardware and related services are required prior to project completion, subject to the appropriation of funds.
 3. Approve the FY 2022/23 budget amendment in the Fire Capital Fund to increase the transfer from the General Fund and increase the CAD Alerting System Upgrade capital project appropriation by \$73,613 (**five affirmative Council votes required to appropriate additional revenue**).
 4. Approve the following FY 2022/23 budget amendment in the General Fund to increase the transfer to the Fire Capital Fund and decrease the Land Sale Reserve by \$73,613 (**five affirmative votes required for the use of unused balances**).

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.K [22-922](#) Action on Designating a Voting Delegate for the 2022 League of California Cities Annual Business Meeting and City Positions on Proposed Bylaws Amendments

- Recommendation:**
1. Designate Councilmember Kevin Park to serve as the voting delegate to represent the City of Santa Clara at the 2022 League of California Cities Annual Business Meeting; and
 2. Approve a "Support" position for the proposed bylaws amendments outlined in the attached 2022 Annual Conference and Expo Proposed Bylaws Amendments packet which will 1) designate the Second Vice-President as the Resolutions Committee chair, while retaining the President's authority to appoint the vice chair of the Resolutions Committee; 2) adjust the composition of the Nominating Committee by adding one At-Large Director and one Caucus Director for a total of 13 Nominating Committee members; 3) provide that, unless the Board establishes otherwise, the Cal Cities President appoints the chair of board-established committees; 4) replace the title "Second Vice-President/Treasurer" with "Second Vice President"; and 5) replace the term "board member(s)" with "Director(s)"; and authorize the City's voting delegate to cast a vote consistent with the Council's adopted position.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.L [22-931](#) Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the County of Santa Clara for a Psychiatric Emergency Response Team (PERT) program in a form substantially similar to the attached draft MOU

Recommendation: Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the County of Santa Clara for a Psychiatric Emergency Response Team (PERT) program in a form substantially similar to the attached draft MOU

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.M [22-971](#) Action on Historic Resource Inventory Property Designation and Historical Preservation Agreement (Mills Act) for 1091 Jefferson Street

Recommendation: 1. Approve the addition of the property located at 1091 Jefferson Street to the City's HRI; and
2. Authorize the City Manager to execute a Mills Act Contract and adopt the 10-Year Restoration and Maintenance Plan associated for the property at 1091 Jefferson Street.

Mayor Gillmor noted she will be abstaining from Item 3.M due to a potential conflict of interest as her property is within 1,000 ft of subject property.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

Aye: 5 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Excused: 1 - Councilmember Chahal

Abstained: 1 - Mayor Gillmor

- 3.N [22-923](#) Note and File Informational Report to Council on Modifications to the Police Department's Unmanned Aircraft System Program Policy

Recommendation: Note and file informational report to Council on adjustments to Santa Clara Police Department Policy #606, Unmanned Aircraft System Operations.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to approve staff recommendation.

- 3.O 22-2029 Action on the Introduction of an Ordinance Repealing Chapter 2.105 (Finance Department) of Title 2 (Administration and Personnel) and Adding a New Chapter 2.105 (Finance Department) of Title 2 ("Administration and Personnel") of "The Code of the City of Santa Clara, California" to Implement New Purchasing Requirements and Update Administrative Language

Recommendation: Introduce an Ordinance Repealing Chapter 2.105 (Finance Department) of Title 2 (Administration and Personnel) and Adding a New Chapter 2.105 (Finance Department) of Title 2 ("Administration and Personnel") of "The Code of the City of Santa Clara, California" to Implement New Purchasing Requirements and Update Administrative Language.

A motion was made by Councilmember Becker, seconded by Councilmember Park, to Pass to Print Ordinance No.2050 Repealing Chapter 2.105 (Finance Department) of Title 2 (Administration and Personnel) and Adding a New Chapter 2.105 (Finance Department) of Title 2 ("Administration and Personnel") of "The Code of the City of Santa Clara, California" to Implement New Purchasing Requirements and Update Administrative Language.

PUBLIC PRESENTATIONS

Priya expressed comments of concern regarding matters discussed in Closed Session.

Betsy Megas noted that she emailed information to Councilmembers on the ballot regarding transportation management.

CONSENT ITEMS PULLED FOR DISCUSSION

None.

PUBLIC HEARING/GENERAL BUSINESS

4. [22-605](#) Action on a Resolution Adopting the Pruneridge Avenue Complete Streets Plan and Selection of a Preferred Design Concept

Recommendation: Alternative 1: Adopt a resolution adopting the Pruneridge Avenue Complete Streets Plan; and
select one of the following
Alternative 5: Concept 2 (Two lanes, center turn lane, and buffered bike lanes) as the preferred alternative;
or
Alternative 7: Concept 4 with buffered bike lanes (Hybrid Option - Two lanes between Pomeroy Avenue and Luther Drive, four lanes between Gamblin Drive and Saratoga Avenue, two lanes between Harold Avenue and Winchester Boulevard, center turn lane, buffered bike lanes along the entire study area, and parking removal on the south side of Pruneridge Avenue between Saratoga Avenue and Harold Avenue) as the preferred alternative.

Mayor Gillmor recused herself from the dais due to a potential conflict of interest as FPPC is determining whether she can vote on Pruneridge related items.

Vice Mayor Jain presided over this item.

Director of Public Works Mobeck provided an introduction to this item and **Assistant Director of Public Works Liw** gave a Powerpoint presentation.

Council comments and questions followed.

Assistant Director of Public Works Liw addressed **Council** questions.

| | |
|--|-----------------------|
| Public Speaker(s): Gabriela Landaveri | Kathryn Hedges |
| Betsy Megas | Thomas Granvold |
| Mikael Bengtson | Erik Lindskog |
| Rosie Chen | Marylou Avanzino |
| Alexis Tan | Public Speaker (2) |
| Vincent Chen | Ray Hosler (eComment) |
| Sahana Moogi | Kirk Vartan (E-Mail) |
| Jessie | |

Council comments and questions followed.

Assistant Director of Public Works Liw addressed **Council** questions.

Public Speaker(s): George Stoyko

A motion was made by Councilmember Hardy, seconded by Councilmember Park, to adopt Resolution No. 22-9139 adopting the Pruneridge Avenue Complete Streets Plan.

Aye: 5 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Excused: 1 - Councilmember Chahal

Recused: 1 - Mayor Gillmor

Council comments followed.

A motion was made by Councilmember Hardy, seconded by Councilmember Jain, to adopt Concept 4 with buffered bike lanes (Hybrid Option - Two lanes between Pomeroy Avenue and Luther Drive, four lanes between Gamblin Drive and Saratoga Avenue, two lanes between Harold Avenue and Winchester Boulevard, center turn lane, buffered bike lanes along the entire study area, and parking removal on the south side of Pruneridge Avenue between Saratoga Avenue and Harold Avenue) as the preferred alternative.

Aye: 4 - Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Nay: 1 - Councilmember Watanabe

Excused: 1 - Councilmember Chahal

Recused: 1 - Mayor Gillmor

Vice Mayor Jain called for a 5 minute recess at 9:54 PM.

Mayor Gillmor returned to the dais and presided over the meeting.

11. [22-984](#) Action on a Written Petition (Council Policy 030), Submitted by Victor Ojakian Requesting to Place an Agenda Item on a Future Council Meeting for Council to Adopt a City Suicide Prevention Policy

Recommendation: Staff makes no recommendation.

A motion was made by Councilmember Park, seconded by Councilmember Hardy, to agendaize the Written Petition for Council to consider adopting a City Suicide Prevention Policy for a future Council and Authorities Concurrent meeting agenda.

Aye: 5 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

Absent: 1 - Councilmember Becker

- 10 [22-983](#) Action on a Written Petition (Council Policy 030), Submitted by Lee Broughman Requesting to Place an Agenda Item on a Future Council Meeting for Council to Discuss the Issue of Council Person Karen Hardy and Raj Chahal Attendance as a Guest of 49ers at a Game on November 15, 2021 in Violation of Santa Clara City Council Gift Policy and reprimand for these violations

Recommendation: Staff makes no recommendation.

Item deferred to the next Council and Authorities Concurrent Meeting.

Written Petitioner Victor Ojakian provided comments on his written petition request to adopt a written City Suicide Prevention Policy. (Item 11)

5. [22-623](#) Action to Consider Possible Financial Assistance Options Related to the Replacement of a Private Concrete Wall Adjacent to Pruneridge Avenue in the Laurel Park East Neighborhood and Potential Delegated Authority for a Budget Amendment

Recommendation:

1. Any one of Alternatives 1 through 4; Alternative 5; and Alternative 6 (only if one of Alternatives 1 through 4 is selected).
2. Delegate authority to the City Manager to execute a budget amendment, offset by the General Fund Land Sale Reserve, based on any potential scenario not to exceed \$95,548, if approved by the City Council. Under Article XIII of the City Charter, the City Council must first approve any budget amendment or supplement by at least five (5) affirmative votes.

Mayor Gillmor recused herself from this item due to a potential conflict of interest as her property is near Pruneridge Avenue and left the dais at 10:04 PM.

Vice Mayor Jain presided over the item.

Director of Public Works Mobeck gave a Powerpoint presentation.

Council comments and questions followed.

Director of Public Works Mobeck addressed **Council** questions.

Jared Peters (property owner) gave a verbal report.

Public Speaker(s): Public Speakers (2)

A motion was made by **Councilmember Becker** to approve Alternative 3: reimburse property owners 100% for permits, demolition, and temporary fencing and 50% for wood fencing and staining costs (not to exceed \$95,548).

Motion failed due to a lack of second.

Council comments and questions followed.

A motion was then made by **Councilmember Becker**, seconded by **Vice Mayor Jain**, to approve Alternative 2: reimburse property owners 50% (not to exceed \$70,494) of the project cost.

City Manager Batra, Interim City Attorney Ngo, Director of Public Works Mobeck, and Jared Peters addressed **Council** questions.

A motion was made by Councilmember Becker, seconded by Vice Mayor Jain, to approve Alternative 2: reimburse property owners 50% (not to exceed \$70,494) of the project cost.

Aye: 3 - Councilmember Watanabe, Vice Mayor Jain, and Councilmember Becker

Nay: 2 - Councilmember Hardy, and Councilmember Park

Excused: 1 - Councilmember Chahal

Recused: 1 - Mayor Gillmor

Motion failed due to requiring five affirmative votes.

Council comments and questions followed.

Director of Public Works Mobeck and Interim City Attorney Ngo addressed Council questions.

A motion was made by Councilmember Becker, seconded by Vice Mayor Jain, to approve Alternative 1: reimburse property owners 25% (not to exceed \$35,247) of the project cost.

Aye: 4 - Councilmember Watanabe, Councilmember Hardy, Vice Mayor Jain, and Councilmember Becker

Nay: 1 - Councilmember Park

Excused: 1 - Councilmember Chahal

Recused: 1 - Mayor Gillmor

A motion was made by Councilmember Hardy, seconded by Councilmember Becker, to approve Alternative 5: authorize tree related work described in this report that will be performed by City contractors through existing contracts and budgets

Aye: 5 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Excused: 1 - Councilmember Chahal

Recused: 1 - Mayor Gillmor

Council comments and questions followed.

Director of Public Works Mobeck and **Interim City Attorney Ngo** addressed **Council** questions.

A motion was by **Councilmember Becker**, seconded by **Hardy**, to approve **Alternative 6: authorize the City Manager to execute reimbursement agreements with individual property owners, as necessary and consistent with this Report, not to exceed the total reimbursement amount authorized by Council and staff recommendation 2: delegate authority to the City Manager to execute a budget amendment, offset by the General Fund Land Sale Reserve, based on any potential scenario not to exceed \$95,548, if approved by the City Council. Under Article XIII of the City Charter, the City Council must first approve any budget amendment or supplement by at least five (5) affirmative votes.**

Aye: 4 - **Councilmember Watanabe, Councilmember Hardy, Vice Mayor Jain, and Councilmember Becker**

Nay: 1 - **Councilmember Park**

Excused: 1 - **Councilmember Chahal**

Recused: 1 - **Mayor Gillmor**

Mayor Gillmor returned to the dais and presided over the remainder of the meeting.

6. [22-839](#) Action on Written Petition Regarding Street Tree Canopy Advocacy

Recommendation: Alternative 1: Note and file this staff report.

Craig Larsen and **Charlotte** gave a Powerpoint presentation.

Director of Public Works Mobeck provided a brief verbal report.

Council questions followed.

Director of Public Works Mobeck addressed **Council** questions.

Public Speaker(s): George Stoyko spoke on Item 5

Council comments followed.

A motion was made by Councilmember Becker, seconded by

Councilmember Hardy, to note and file the report.

Aye: 6 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, Councilmember Becker, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

**WRITTEN PETITION (COUNCIL POLICY 030) REQUESTS SUBMITTED BY THE
PUBLIC/COUNCIL**

7. [22-858](#) Action on a Council Written Request (Council Policy 030) Submitted by Vice Mayor Jain Requesting to Place an Agenda Item at a Future Council Meeting to Discuss the Possibility of a Ballot Measure to Change the Chief of Police and City Clerk Position from Elected to Appointed

Recommendation: Staff makes no recommendation.

Vice Mayor Jain provided a verbal report to discuss the possibility of a Ballot Measure to change the Chief of Police and City Clerk position from Elected to Appointed.

Council comments followed.

Public Speaker(s): Chief of Police Nikolai
Lori Garmany
Susan Hinton (eComment)
City Clerk Hosam Haggag

A motion was made by Councilmember Park, seconded by Councilmember Jain, to place the written petition on a future agenda and include police survey.

Aye: 4 - Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Nay: 2 - Councilmember Watanabe, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

City Manager Batra noted this item be brought back early next year.

8. [22-873](#) Action on a Council Written Request (Council Policy 030) Submitted by Vice Mayor Jain Requesting to Place an Agenda Item at a Future Council Meeting to Discuss Changing the Parking Policy Since Providing Free Parking at the Convention Center is Very Expensive

Recommendation: Staff makes no recommendation.

Vice Mayor Jain provided a verbal report on his written petition to discuss changing the Parking Policy since providing free parking at the Convention Center is very expensive.

A motion was made by Councilmember Becker, seconded by Vice Mayor Jain, to place this request on a future Council and Authorities Concurrent Meeting agenda.

Aye: 4 - Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Nay: 2 - Councilmember Watanabe, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

9. [22-875](#) Action on a Council Written Request (Council Policy 030) Submitted by Vice Mayor Jain Requesting to Place an Agenda Item at a Future Council Meeting to Discuss how to Change the Noticing Policy so as to Reach More People

Recommendation: Staff makes no recommendation.

Vice Mayor Jain provided a verbal report on his written petition requesting to discuss how to change the Noticing Policy so as to reach more people.

Public Speaker(s): Lori Garmany

A motion was made by Councilmember Becker, seconded by Councilmember Hardy, to agendize the written petition to a future priority setting session.

Aye: 4 - Councilmember Hardy, Councilmember Park, Vice Mayor Jain, and Councilmember Becker

Nay: 2 - Councilmember Watanabe, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

REPORTS OF MEMBERS AND SPECIAL COMMITTEES

None.

CITY MANAGER/EXECUTIVE DIRECTOR REPORT

City Manager Batra noted the Police Department's quick response to aid re-connecting a member of the public with her family.

[22-903](#)

Update on City Council and Stadium Authority Staff Referrals

[22-1104](#)

Tentative Meeting Agenda Calendar (TMAC)

ADJOURNMENT

The meeting was adjourned at 11:59 PM.

A motion was made by Council/Boardmember Becker, seconded by Vice Mayor/Chair Jain, to adjourn the meeting.

Aye: 6 - Councilmember Watanabe, Councilmember Hardy, Councilmember Park, Vice Mayor Jain, Councilmember Becker, and Mayor Gillmor

Excused: 1 - Councilmember Chahal

The next regular scheduled meeting is on Tuesday, September 13, 2022 in the City Hall Council Chambers.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

AB23 ANNOUNCEMENT: Members of the Santa Clara Stadium Authority, Sports and Open Space Authority and Housing Authority are entitled to receive \$30 for each attended meeting.

Note: The City Council and its associated Authorities meet as separate agencies but in a concurrent manner. Actions taken should be considered actions of only the identified policy body.

LEGEND: City Council (CC); Stadium Authority (SA); Sports and Open Space Authority (SOSA); Housing Authority (HA); Successor Agency to the City of Santa Clara Redevelopment Agency (SARDA); Bayshore North Project Enhancement Authority (BNPEA); Public Facilities Financing Corporation (PFFC)

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

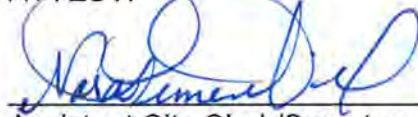
If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

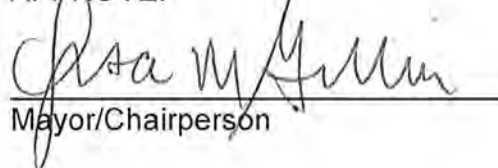
Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.

ATTEST:



Assistant City Clerk/Secretary

APPROVE:



Mayor/Chairperson

REPORT TO COUNCIL

SUBJECT

..Title

Action on a Council Written Request (Council Policy 030) Submitted by Vice Mayor Jain Requesting to Place an Agenda Item at a Future Council Meeting to Discuss the Possibility of a Ballot Measure to Change the Chief of Police and City Clerk Position from Elected to Appointed

..Report

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Council Policy 030 - Adding an Item on the Agenda (Attachment 1) sets forth the procedure for written petitions. Any member of the public or Council may submit a written request raising any issue or item within the subject matter jurisdiction of the Council. Per the policy, the written request will be submitted on the agenda, in the form substantially provided by the requestor, without any staff analysis, including fiscal review, legal review and policy review. If a simple majority of the City Council supports further study of the request, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council.

DISCUSSION

The City Clerk's Office received a Council Written Request on June 24, 2022 requesting to place an agenda item at a future council meeting to Discuss the Possibility of a Ballot Measure to Change the Chief of Police and City Clerk positions from Elected to Appointed (Attachment 2).

In the request, Vice Mayor Jain states:

Santa Clara is the only city in the State of California with an elected Chief of Police. Also it seems that only 28% of California cities have elected City Clerks which means 2.5 times as many cities have non-elected clerks than elected clerks.

State Law says that a person needs to be a resident of the City of Santa Clara in order to run for the office of Chief of Police. I imagine that when the provision was put in our Charter for an elected Chief of Police, most of the police officers lived in the City. Currently there are only 12 sworn officers (including the Chief) out of a force of 153 sworn who live in the City.

The ranks of officers currently living in the City are as follows:

Police Chief - 1

Police Captain - 1

Police Lieutenant - 2

Police Sergeant - 1
Police Officer – 7

This seems to me to be a very limited pool to draw from and, when considering management experience, the pool shrinks even further.

I believe that Santa Clara should be able to recruit from the best police forces in the Nation for our Police Chief just like all the other cities in California do.

The Santa Clara County Sherriff has had numerous complaints and yet she kept getting re-elected. Eventually, the entire board of Supervisors voted unanimously that they had lost confidence in her and she is retiring. This shows that the power of incumbency and that name recognition can keep someone in office who probably should not be there. I explain this because the residents of Santa Clara often claim that having an elected Chief of Police makes them more accountable to the residents.

The current City Clerk position is part-time and this person handles only election related matters while the bulk of the traditional City Clerk duties (like meeting agendas and packets, meeting minutes, meeting voting, are handled by a professional Assistant City Clerk who is fulltime and is supported by a number of staff members. It makes little sense to me for the City Clerk to be someone who ran for office and is thus a political person who had to raise money and get endorsements. There are no requirements for experience or training before being elected to the position. There are also no requirements as to how many hours the City Clerk works, nor office hours held nor meeting attendance. There is essentially no accountability to anyone except to the voters every 4 years or via recall and I believe the bar for recall is extremely high. Clearly a super-majority of cities in California have chosen to make this position appointed/hired rather than elected and I believe for good reason.

I would like to have a discussion about the possibility of a ballot measure to change the Chief of Police and City Clerk positions from elected to appointed.

FISCAL IMPACT

There is no fiscal impact associated with considering the request to be placed on a future agenda except for staff time.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is an administrative activity that will not result in direct or indirect physical changes to the environment.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a

Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any report to Council may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov>.

ALTERNATIVES

1. Set a future Council meeting date to take action on the Written Petition received.
2. Take no action.
3. Any other City Council Action, as determined by the City Council.

RECOMMENDATION

..Recommendation

Staff makes no recommendation.

..Staff

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Rajeev Batra, City Manager

ATTACHMENTS

1. Policy and Procedure 030 - Adding an Item on the Agenda
2. Council Written Request submitted by Vice Mayor Jain dated June 24, 2022



*****CONFIDENTIAL*****
Internal Poll Results

Santa Clara
June 20, 2022

Santa Clara

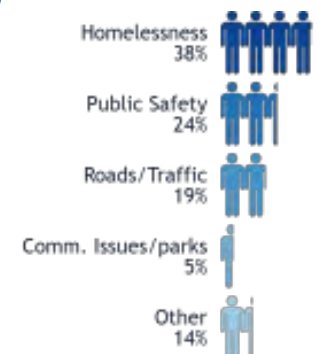
What is the most important issue facing Santa Clara Today?

By Age

| Column % | 18-34 | 35-44 | 45-54 | 55-64 | 65+ |
|--------------------|-------|-------|-------|-------|-----|
| Homelessness | 42% | 49% | 32% | 32% | 37% |
| Public Safety | 18% | 18% | 34% | 26% | 25% |
| Roads/Traffic | 26% | 7% | 20% | 17% | 21% |
| Comm. Issues/parks | 2% | 12% | 1% | 5% | 8% |
| Other | 11% | 13% | 14% | 21% | 10% |

By Gender

| Column % | Female | Male |
|--------------------|--------|------|
| Homelessness | 37% | 40% |
| Public Safety | 26% | 22% |
| Roads/Traffic | 19% | 19% |
| Comm. Issues/parks | 4% | 6% |
| Other | 14% | 13% |



By Education Level

| Column % | HS | College | Grad+ |
|--------------------|-----|---------|-------|
| Homelessness | 39% | 34% | 43% |
| Public Safety | 20% | 28% | 23% |
| Roads/Traffic | 27% | 16% | 14% |
| Comm. Issues/parks | 5% | 4% | 8% |
| Other | 10% | 18% | 12% |

By Race

| Column % | White | Asian | Hispanic | Other |
|--------------------|-------|-------|----------|-------|
| Homelessness | 43% | 31% | 41% | 25% |
| Public Safety | 18% | 34% | 14% | 26% |
| Roads/Traffic | 19% | 17% | 31% | 13% |
| Comm. Issues/parks | 7% | 8% | 2% | 2% |
| Other | 13% | 11% | 12% | 33% |

By Ideology

| Column % | Moderate | Liberal | Conserv. |
|--------------------|----------|---------|----------|
| Homelessness | 44% | 32% | 44% |
| Public Safety | 27% | 15% | 34% |
| Roads/Traffic | 13% | 27% | 15% |
| Comm. Issues/parks | 6% | 7% | 1% |
| Other | 10% | 18% | 7% |

By Party

| Column % | Dem. | Indep. | Repub. |
|--------------------|------|--------|--------|
| Homelessness | 36% | 46% | 35% |
| Public Safety | 17% | 27% | 42% |
| Roads/Traffic | 26% | 8% | 14% |
| Comm. Issues/parks | 5% | 9% | 1% |
| Other | 16% | 10% | 9% |

CONFIDENTIAL

Santa Clara

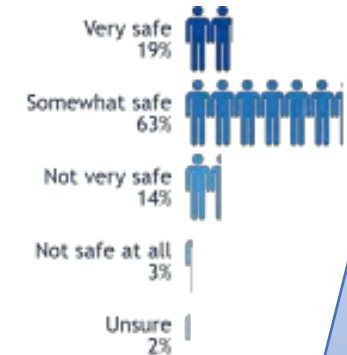
Do you feel Santa Clara is:

By Age

| Column % | 18-34 | 35-44 | 45-54 | 55-64 | 65+ |
|-----------------|-------|-------|-------|-------|-----|
| Very safe | 13% | 19% | 23% | 17% | 24% |
| Somewhat safe | 70% | 68% | 61% | 59% | 56% |
| Not very safe | 14% | 11% | 14% | 19% | 13% |
| Not safe at all | 2% | 2% | 2% | 5% | 1% |
| Unsure | 1% | 0% | 1% | 1% | 6% |

By Gender

| Column % | Female | Male |
|-----------------|--------|------|
| Very safe | 18% | 19% |
| Somewhat safe | 70% | 56% |
| Not very safe | 8% | 20% |
| Not safe at all | 2% | 3% |
| Unsure | 1% | 2% |



By Education Level

| Column % | HS | College | Grad+ |
|-----------------|-----|---------|-------|
| Very safe | 21% | 16% | 20% |
| Somewhat safe | 59% | 65% | 65% |
| Not very safe | 14% | 14% | 14% |
| Not safe at all | 2% | 4% | 0% |
| Unsure | 3% | 1% | 1% |

By Race

| Column % | White | Asian | Hispanic | Other |
|-----------------|-------|-------|----------|-------|
| Very safe | 21% | 8% | 28% | 18% |
| Somewhat safe | 64% | 64% | 57% | 67% |
| Not very safe | 12% | 24% | 8% | 15% |
| Not safe at all | 2% | 2% | 5% | 0% |
| Unsure | 1% | 2% | 2% | 0% |

By Ideology

| Column % | Moderate | Liberal | Conserv. |
|-----------------|----------|---------|----------|
| Very safe | 18% | 23% | 13% |
| Somewhat safe | 63% | 61% | 64% |
| Not very safe | 12% | 16% | 16% |
| Not safe at all | 4% | 0% | 5% |
| Unsure | 2% | 1% | 2% |

By Party

| Column % | Dem. | Indep. | Repub. |
|-----------------|------|--------|--------|
| Very safe | 25% | 11% | 11% |
| Somewhat safe | 65% | 64% | 55% |
| Not very safe | 8% | 24% | 19% |
| Not safe at all | 2% | 1% | 6% |
| Unsure | 0% | 0% | 9% |

CONFIDENTIAL

Santa Clara

Overall, how would you rate the performance of the Santa Clara Police Department?

By Age

| Column % | 18-34 | 35-44 | 45-54 | 55-64 | 65+ |
|-----------|-------|-------|-------|-------|-----|
| Excellent | 7% | 11% | 12% | 22% | 25% |
| Good | 35% | 25% | 49% | 39% | 46% |
| Fair | 17% | 26% | 19% | 32% | 18% |
| Poor | 11% | 13% | 4% | 5% | 5% |
| Unsure | 29% | 25% | 16% | 2% | 7% |

By Gender

| Column % | Female | Male |
|-----------|--------|------|
| Excellent | 16% | 14% |
| Good | 41% | 37% |
| Fair | 26% | 18% |
| Poor | 5% | 10% |
| Unsure | 12% | 21% |



By Education Level

| Column % | HS | College | Grad+ |
|-----------|-----|---------|-------|
| Excellent | 16% | 15% | 12% |
| Good | 37% | 37% | 45% |
| Fair | 19% | 25% | 23% |
| Poor | 4% | 11% | 8% |
| Unsure | 24% | 13% | 12% |

By Race

| Column % | White | Asian | Hispanic | Other |
|-----------|-------|-------|----------|-------|
| Excellent | 22% | 7% | 7% | 3% |
| Good | 41% | 30% | 54% | 48% |
| Fair | 18% | 23% | 28% | 33% |
| Poor | 5% | 6% | 10% | 8% |
| Unsure | 13% | 34% | 0% | 7% |

By Ideology

| Column % | Moderate | Liberal | Conserv. |
|-----------|----------|---------|----------|
| Excellent | 19% | 5% | 25% |
| Good | 39% | 35% | 44% |
| Fair | 24% | 20% | 23% |
| Poor | 6% | 11% | 4% |
| Unsure | 12% | 29% | 4% |

By Party

| Column % | Dem. | Indep. | Repub. |
|-----------|------|--------|--------|
| Excellent | 14% | 15% | 19% |
| Good | 38% | 35% | 48% |
| Fair | 21% | 24% | 23% |
| Poor | 7% | 11% | 5% |
| Unsure | 21% | 15% | 5% |

CONFIDENTIAL

Santa Clara

Did you know Santa Clara is one of the last cities in California to "elect" their Police Chief?

By Age

| Column % | 18-34 | 35-44 | 45-54 | 55-64 | 65+ |
|----------|-------|-------|-------|-------|-----|
| Yes | 4% | 18% | 29% | 35% | 36% |
| No | 94% | 76% | 55% | 53% | 46% |
| Unsure | 2% | 6% | 16% | 12% | 18% |

By Gender

| Column % | Female | Male |
|----------|--------|------|
| Yes | 26% | 21% |
| No | 64% | 68% |
| Unsure | 9% | 11% |

By Education Level

| Column % | HS | College | Grad+ |
|----------|-----|---------|-------|
| Yes | 19% | 27% | 25% |
| No | 67% | 64% | 67% |
| Unsure | 14% | 9% | 7% |

By Race

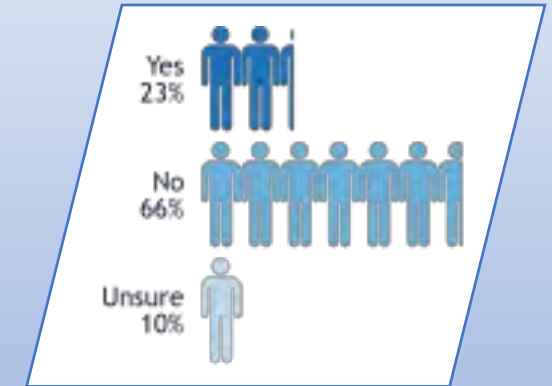
| Column % | White | Asian | Hispanic | Other |
|----------|-------|-------|----------|-------|
| Yes | 31% | 17% | 20% | 27% |
| No | 61% | 66% | 74% | 68% |
| Unsure | 7% | 18% | 5% | 5% |

By Ideology

| Column % | Moderate | Liberal | Conserv. |
|----------|----------|---------|----------|
| Yes | 26% | 17% | 32% |
| No | 65% | 70% | 58% |
| Unsure | 9% | 12% | 10% |

By Party

| Column % | Dem. | Indep. | Repub. |
|----------|------|--------|--------|
| Yes | 27% | 17% | 23% |
| No | 61% | 79% | 62% |
| Unsure | 12% | 4% | 16% |



CONFIDENTIAL

Santa Clara

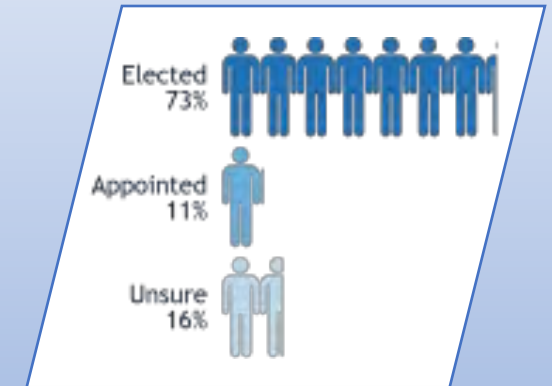
Do you prefer the ability to “elect” the Santa Clara Police Chief or would you want the Chief to be appointed by City Leaders?

By Age

| Column % | 18-34 | 35-44 | 45-54 | 55-64 | 65+ |
|-----------|-------|-------|-------|-------|-----|
| Elected | 74% | 76% | 73% | 67% | 74% |
| Appointed | 3% | 7% | 16% | 15% | 15% |
| Unsure | 22% | 17% | 10% | 18% | 11% |

By Gender

| Column % | Female | Male |
|-----------|--------|------|
| Elected | 76% | 70% |
| Appointed | 10% | 11% |
| Unsure | 14% | 18% |



By Education Level

| Column % | HS | College | Grad+ |
|-----------|-----|---------|-------|
| Elected | 84% | 65% | 70% |
| Appointed | 3% | 14% | 15% |
| Unsure | 12% | 21% | 15% |

By Race

| Column % | White | Asian | Hispanic | Other |
|-----------|-------|-------|----------|-------|
| Elected | 69% | 70% | 78% | 79% |
| Appointed | 13% | 14% | 5% | 3% |
| Unsure | 18% | 15% | 18% | 18% |

By Ideology

| Column % | Moderate | Liberal | Conserv. |
|-----------|----------|---------|----------|
| Elected | 72% | 73% | 76% |
| Appointed | 13% | 5% | 14% |
| Unsure | 15% | 22% | 9% |

By Party

| Column % | Dem. | Indep. | Repub. |
|-----------|------|--------|--------|
| Elected | 68% | 81% | 76% |
| Appointed | 12% | 6% | 16% |
| Unsure | 20% | 13% | 9% |

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Methodology and Demographics

Completed June 16 – 20, 2022

Age

| | % |
|-------|-----|
| 18-34 | 25% |
| 35-44 | 18% |
| 45-54 | 20% |
| 55-64 | 19% |
| 65+ | 20% |

Gender

| | % |
|--------|-----|
| Female | 51% |
| Male | 49% |

Education Level

| | % |
|---------|-----|
| HS | 35% |
| College | 35% |
| Grad+ | 29% |

Race

| | % |
|----------|-----|
| White | 42% |
| Asian | 29% |
| Hispanic | 21% |
| Other | 9% |

Ideology

| | % |
|----------|-----|
| Moderate | 41% |
| Liberal | 39% |
| Conserv. | 20% |

Party

| | % |
|--------|-----|
| Dem. | 56% |
| Indep. | 28% |
| Repub. | 16% |

Population & Sample Description:

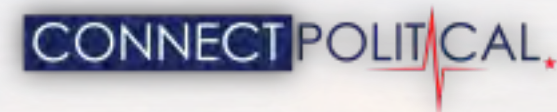
350 Registered Voters

-

MoE: +/- 5.22%

-

Weighting: Age, Gender, Education Level, Party, Zip Code, and Race



Joseph Cameron, CEO

joe@connectpolitical.com

(774) 306 - 1300

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

23-684

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Recognition of Santa Clara University Student Graduate Kairan Quazi

BACKGROUND

Kairan Quazi will be graduating this June from Santa Clara University (SCU) with a Bachelor of Science degree for Computer Science and Engineering as the youngest graduate in the institution's 170-year history.

At the age of two, Kairan was speaking in full sentences and became an avid reader at six years old. At nine years old, Kairan went from traditional third grade to becoming a full-time college student to learn multiple programming languages at an intermediate level and began his knowledge in calculus and organic chemistry. Prior to SCU, Kairan graduated with an Associate degree in Mathematics from Las Positas College in Livermore at age 11 and was the youngest admit and graduate in the college's 60-year history. In addition, Kairan has had writings published in HuffPost and MIT Tech Review.

Kairan has served as an AI/Machine Learning intern at Intel Labs in Santa Clara starting at age 10 and through May 2023. In his next endeavor, Kairan will be joining SpaceX in July 2023 as the youngest employed software engineer.

DISCUSSION

At the June 6, 2023 City Council meeting, the Council will recognize Kairan Quazi for his exceptional accomplishments as a young prodigy in the areas of Computer Science and Engineering.

ENVIRONMENTAL REVIEW

This is an information report only and no action is being taken by the City Council and no environmental review under the California Environmental Quality Act ("CEQA") is required.

FISCAL IMPACT

There is no fiscal impact to the City other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

Reviewed by: Maria Le, Assistant to the City Manager, Mayor and Council Offices

Approved by: Jōvan D. Grogan, City Manager, City Manager's Office



Agenda Report

23-502

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Proclaim June 19, 2023 as Juneteenth

BACKGROUND

Juneteenth celebrates the liberation of African Americans from slavery in the U.S. The proclamation declaring the abolishment of slavery was issued by President Abraham Lincoln on January 1, 1863, in the nation's third year of an ongoing civil war. For three years, after President Lincoln issued the Emancipation Proclamation, enslaved Black Americans in Texas remained illegally deprived of their freedom. On June 19, 1865, over two years after President Lincoln declared all enslaved persons free, Major General Gordon Granger and the Union Army marched to Galveston, Texas, to enforce the Emancipation Proclamation and free the last enslaved Black Americans in Texas.

Juneteenth it is a day to recognize the power and resilience of Black Americans, who have endured generations of oppression in the ongoing journey toward equal justice, equal dignity, equal rights, and equal opportunity the U.S. The City of Santa Clara recognizes Juneteenth with the commitment to strive towards bringing an end to racism and racial injustices in our community.

DISCUSSION

At the June 6, 2023 City Council meeting, the Council will proclaim June 19, 2023 as Juneteenth in the City of Santa Clara.

Roshawn Walter, M.Ed., Umoja Community Coordinator, from Mission College leads the Mission College Umoja Community. The Umoja program at Mission College works towards efforts to support disproportionately impacted students and to enrich and empower the African American student population in academics. Together with members of the Umoja program, Roshawn Walter will be present to accept the proclamation for Juneteenth.

ENVIRONMENTAL REVIEW

This is an information report only and no action is being taken by the City Council and no environmental review under the California Environmental Quality Act ("CEQA") is required.

FISCAL IMPACT

There is no fiscal impact to the City other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website

and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

Reviewed by: Maria Le, Assistant to the City Manager, Mayor and Council Offices

Approved by: Jōvan D. Grogan, City Manager, City Manager's Office



Agenda Report

23-501

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Proclaim June 2023 as LGBTQIA+ Pride Month

BACKGROUND

In June 2017, the City of Santa Clara flew the Pride rainbow flag for the first time in the City's history. In May 2019, the City Council adopted a resolution authorizing the annual display of the Pride rainbow flag during the month of June.

Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) Pride Month is celebrated annually in June to honor the 1969 Stonewall riots which marked the beginning of the gay civil rights movement to outlaw discriminatory laws and practices and paved the way forward towards equality for all. Over the years, the movement continues to evolve towards inclusion for all and to recognize the impact that LGBTQIA+ individuals have had on our society and history.

In honor of LGBTQIA+ Pride Month, the City Council will raise the Pride flag over Santa Clara City Hall on June 9, 2023. The flag will fly through the end of the month as part of the City's commemoration of LGBTQIA+ Pride Month to continue the progress towards justice, equality, and recognition for LGBTQIA+ persons.

DISCUSSION

At the June 6, 2023 City Council meeting, the Council will proclaim June 2023 as LGBTQIA+ Pride Month in the City of Santa Clara.

Former Santa Clara County Supervisor Ken Yeager and Executive Director of the BAYMEC Foundation will be present to accept the proclamation. The BAYMEC Community Foundation created the exhibit *Queer Silicon Valley, Coming Out: 50 Years of Queer Resistance and Resilience in Silicon Valley* to highlight the unique experiences of San Jose/Silicon Valley's suburban LGBTQ+ movement. The exhibit was on display to the public at Santa Clara's Central Park Library this past year.

ENVIRONMENTAL REVIEW

This is an information report only and no action is being taken by the City Council and no environmental review under the California Environmental Quality Act ("CEQA") is required.

FISCAL IMPACT

There is no fiscal impact to the City other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board

outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

Reviewed by: Maria Le, Assistant to the City Manager, Mayor and Council Offices

Approved by: Jōvan D. Grogan, City Manager, City Manager's Office



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

23-14

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Board, Commissions and Committee Minutes

COUNCIL PILLAR

Enhance Community Engagement and Transparency

RECOMMENDATION

Note and file the Minutes of:

Historical and Landmarks Commission - February 2, 2023

Youth Commission - February 14, 2023

Senior Advisory Commission - April 24, 2023



City of Santa Clara

Meeting Minutes

Historical & Landmarks Commission

02/02/2023

6:00 PM

Virtual Meeting

Pursuant to California Government Code section 54953(e) and City of Santa Clara Resolution 22-9178, the Historical and Landmarks Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to provide methods for the public to participate remotely:

- Via Zoom:
 - o <https://santaclaraca.zoom.us/j/97233262035> or
 - o Phone: 1 (669) 900-6833
 - Webinar ID: 972 3326 2035

Public Comments prior to meeting may be submitted via email to PlanningPublicComment@santaclaraca.gov no later than noon on the day of the meeting. Clearly indicate the project address, meeting body, and meeting date in the email.

PUBLIC PARTICIPATION IN ZOOM WEBINAR:

Please follow the guidelines below when participating in a Zoom Webinar:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
- Use the raise your hand feature in Zoom when you would like to speak on an item and lower when finished speaking. Press *9 to raise your hand if you are calling in by phone only.
- Identify yourself by name before speaking on an item.
- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press *6 if you are participating by phone to unmute.
- If you no longer wish to stay in the meeting once your item has been heard, you may leave the meeting.

CALL TO ORDER AND ROLL CALL

Chair Leung called the meeting to order at 6:06 p.m.

Present 6 - Commissioner Michael Celso , Commissioner Amy Kirby, Chair Patricia Leung, Commissioner Kathleen Romano, Commissioner Ed Stocks, and Vice Chair Ana Vargas-Smith

Absent 1 - Commissioner Megan Swartzwelder

CONTINUANCES/EXCEPTIONS

A motion was made by Commissioner Romano, seconded by Commissioner Stocks, to continue Items 1.A and 1.B.

Aye: 6 - Commissioner Celso, Commissioner Kirby, Chair Leung, Commissioner Romano, Commissioner Stocks, and Vice Chair Vargas-Smith

Absent: 1 - Commissioner Swartzwelder

1.A [23-80](#) Continuance of the 906-950 Monroe Street Mixed-use project

Recommendation: Staff recommends the Historical and Landmarks Commission continue the proposed project to March 2, 2023.

1.B [23-79](#) Continuance Hearing of a proposed new attached Accessory Dwelling Unit (ADU) at 1860 Market Street that is located within 200 feet of a Historic Resource.

Recommendation: Recommend that the Historical and Landmarks Commission continue the proposed project to March 2, 2023.

CONSENT CALENDAR

A motion was made by Commissioner Stocks, seconded by Commissioner Celso, to approve the Consent Calendar.

Aye: 6 - Commissioner Celso, Commissioner Kirby, Chair Leung, Commissioner Romano, Commissioner Stocks, and Vice Chair Vargas-Smith

Absent: 1 - Commissioner Swartzwelder

2.A [22-1600](#) Historical and Landmarks Commission Minutes of December 1, 2022

Recommendation: Approve the Historical and Landmarks Commission Minutes of December 1, 2022.

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

3. [23-77](#) Continuance Hearing for a Significant Property Alteration Permit for a Second-Story Addition at 1540 Homestead Road

Recommendation: Staff recommends the Historical and Landmarks Commission forward a recommendation of approval for issuance of a Significant Property Alteration (SPA) Permit to the Planning Commission for the proposed addition, subject to the procedures outlined in the Preservation Treatment Plan attached to the Development Plans.

A motion was made by Commissioner Vargas-Smith, seconded by Commissioner Kirby, to recommend approval to the Planning Commission.

Aye: 5 - Commissioner Celso, Commissioner Kirby, Chair Leung, Commissioner Romano, and Vice Chair Vargas-Smith

Absent: 1 - Commissioner Swartzwelder

Recused: 1 - Commissioner Stocks

4. [23-78](#) Continuance Hearing for a First and Second Story Addition at 1485 Bellomy Street that is located within 200 feet of a Historic Resource

Recommendation: Staff recommends that the Historical and Landmarks Commission find that the project as proposed would not significantly impact the integrity of the nearby resources, and therefore recommend approval of the design to the Development Review Hearing Officer.

Public speakers:

Jonathon Evans
Adam Thompson
Shea Salinas
Rob Mayer

A motion was made by Commissioner Stocks, seconded by Commissioner Celso, to recommend denial to the Planning Commission for the following reasons:

- 1. The proposed massing overshadows the adjacent HRI property at 1479 Bellomy Street.**
- 2. The proposed addition would have an adverse effect to the historic fabric of the neighborhood.**
- 3. While other two-story residences exist nearby, the proposed design and massing would have a significant impact to the immediate setting.**
- 4. Complying with the existing PD Zoning restriction limiting additions to no more than 499sf serves to prevent overshadowing of the HRI property at 1479 Bellomy Street.**

Aye: 6 - Commissioner Celso, Commissioner Kirby, Chair Leung, Commissioner Romano, Commissioner Stocks, and Vice Chair Vargas-Smith

Absent: 1 - Commissioner Swartzwelder

Commissioner Celso left the meeting at 9 p.m.

5. [23-61](#) Consideration of a Significant Property Alteration Permit and Variance for a first and second story alteration to the historic main house and the removal of a nonconforming garage and construction of a new nonconforming garage at 1516 Homestead Road

Recommendation: Staff recommends the HLC recommend approval of the Significant Property Alteration (SPA) Permit to the Planning Commission for the proposed alterations to the main historic resource, subject to the procedures outlined in the Preservation Treatment Plan attached to the Development Plans.

Staff recommends the HLC recommends redesign of the proposed garage to the Planning Commission prior to approving the Variance to reduce the height of the garage to 16 feet, increase the rear setback to 5 feet, reduce the rear yard coverage to 40%, and modify the materials to be more consistent with the main house.

Public speakers:

Jonathon Evans

Adam Thompson

A motion was made by Commissioner Romano, seconded by Commissioner Vargas-Smith to recommend approval of the Significant Property Alteration Permit and Variance to the Planning Commission.

Aye: 4 - Commissioner Kirby, Chair Leung, Commissioner Romano, and Vice Chair Vargas-Smith

Absent: 2 - Commissioner Celso, and Commissioner Swartzwelder

Recused: 1 - Commissioner Stocks

STAFF REPORT

2. Berryessa Adobe Maintenance

3. 712 Jefferson Street

Staff Liaison Rebecca Bustos indicated there were no updates.

COMMISSIONERS REPORT

1. Subcommittee Reporting - 20 minutes
2. Board and Committee Assignments - 15 minutes

Board/Committee

Santa Clara Arts and Historic Consortium
Historic Preservation Society of Santa Clara
Old Quad Residents Association
Development Review Hearing
BART/ High Speed Rail/ VTA BRT Committee
Zoning Ordinance Update
El Camino Real Specific Plan Community Advisory Committee
Downtown Precise Plan

Lead/Alternate

Leung / Romano
Vargas-Smith / Leung
Leung / Romano
Romano / Vargas-Smith
Vargas-Smith/Swartzwelder
Romano / Swartzwelder
Leung
Vargas

3. Announcements and Other Items - 10 minutes
4. Commissioner Travel and Training Requests - 10 minutes

ADJOURNMENT

A motion was made by Commissioner Vargas-Smith, seconded by Commissioner Romano, to adjourn the meeting.

The meeting adjourned at 10:09 p.m.

The next regularly scheduled meeting is on March 2, 2023.

Aye: 5 - Commissioner Kirby, Chair Leung, Commissioner Romano, Commissioner Stocks, and Vice Chair Vargas-Smith

Absent: 2 - Commissioner Celso, and Commissioner Swartzwelder

MEETING DISCLOSURES

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If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

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City of Santa Clara

Meeting Minutes

Youth Commission

02/14/2023

6:00 PM

Teen Center
2446 Cabrillo Avenue
Santa Clara, CA 95051

CALL TO ORDER AND ROLL CALL

The meeting was called to order by **Chair Kelly-Tanti** at 6:31 p.m.

Present 13 - Commissioner Aarav Gupta , Commissioner Fatimah Ismail, Commissioner Hiranya Parekh, Commissioner Jasmine Kelly-Tanti, Commissioner Khadeejah Khan, Commissioner Malia Martin, Commissioner Rajvi Khanjan Shroff, Commissioner Samaira Mehta, Commissioner Samarth Suresh, Commissioner Sarah Zuo, Commissioner Simren Garg, Commissioner Keith Maben, and Commissioner Sudeepthi Ravipati

Absent 2 - Commissioner Kira Liang, and Commissioner Ryan Kim

A motion was made by Vice Chair Shroff, seconded by Commissioner Martin, to excuse Commissioners Kim and Liang from the February 14, 2023 meeting. The motion carried by the following vote:

Aye: 13 - Commissioner Gupta, Commissioner Ismail, Commissioner Parekh, Commissioner Kelly-Tanti, Commissioner Khan, Commissioner Martin, Commissioner Shroff, Commissioner Mehta, Commissioner Suresh, Commissioner Zuo, Commissioner Garg, Commissioner Maben, and Commissioner Ravipati

Absent: 2 - Commissioner Liang, and Commissioner Kim

CONSENT CALENDAR

1.A [23-164](#) Youth Commission Minutes of January 10, 2023

Recommendation: Approve the Youth Commission Meeting Minutes of January 10, 2023.

A motion was made by Commissioner Suresh, seconded by Commissioner Ismail, that this item be recommended for approval. The motion carried by the following vote:

Aye: 13 - Commissioner Gupta, Commissioner Ismail, Commissioner Parekh, Commissioner Kelly-Tanti, Commissioner Khan, Commissioner Martin, Commissioner Shroff, Commissioner Mehta, Commissioner Suresh, Commissioner Zuo, Commissioner Garg, Commissioner Maben, and Commissioner Ravipati

Excused: 2 - Commissioner Liang, and Commissioner Kim

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [23-165](#) Youth Commission FY2022/23 Work Plan & Goals

Recommendation: Staff makes no recommendation.

Community Building: Began drafting potential topics/questions for the intergenerational Coffee Chat with the Senior Advisory Committee and reviewing potential dates. Committee members discussed including a "show and tell" of an item that participants may not be familiar with, what it is, and what it is used for. Continued discussing ideas for showcasing multiculturalism in the Santa Clara area. The next committee meeting is on Wednesday, February 22 at 6:00 p.m.

Youth Empowerment: Discussed format of podcasts, called "Teen Talks", and drafted an outline of what high school students can do to be successful. Recorded first session covering freshman and sophomore years and discussed building off your strengths, and extracurricular activities to consider, among other topics. Will continue to refine and record junior and senior year discussions. The next committee meeting is on Thursday, March 2 at 6:00 p.m.

Youth Outreach: Moving forward with researching and planning a TEDx event (<https://www.ted.com/about/programs-initiatives/tedx-program>) exploring speaker topics such as environmentalism, innovation, inclusiveness, personal independence, and mental health. Committee members will be discussing location, date, and other event logistics. The next committee meeting is on Monday, February 27 at 6:00 p.m.

STAFF REPORT

Jon Kawada, Staff Liaison: Youth Commission 2023/24 term applications are now available with a due date of Monday, March 20 by 6:00 p.m. and interviews will occur on Saturday, April 1 at the Youth & Teen Center. An information meeting will be held on Monday, February 27 at 6:30 p.m. at the Youth & Teen Center for youth who are interested in applying. The 2023 Spring Activity Guide + Summer Camps will be available Friday, March 3 and registration begins on Tuesday, March 7 for residents.

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Ismail, seconded by Commissioner Gupta, that this meeting be adjourned at 6:53 p.m. The motion carried by the following vote:

Aye: 13 - Commissioner Gupta, Commissioner Ismail, Commissioner Parekh, Commissioner Kelly-Tanti, Commissioner Khan, Commissioner Martin, Commissioner Shroff, Commissioner Mehta, Commissioner Suresh, Commissioner Zuo, Commissioner Garg, Commissioner Maben, and Commissioner Ravipati

Excused: 2 - Commissioner Liang, and Commissioner Kim

MEETING DISCLOSURES

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City of Santa Clara

Meeting Minutes

Senior Advisory Commission

04/24/2023

10:00 AM

Hybrid Meeting
City Manager's Conf. Room
City Hall - East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Senior Advisory Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Please click this URL to join: <https://santaclaraca.zoom.us/j/97590069803>

Or join by phone: Dial 1-669-900-6833

Webinar ID: 975 9006 9803

CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Vice Chair McCauley at 10:28 a.m.

- Present** 4 - Commissioner Edmund Drozek, Commissioner Judy Hubbard, Vice Chair Grant L. McCauley, and Commissioner Veena Sterling
- Absent** 3 - Commissioner Tom Freitas, Chair Nancy Toledo, and Commissioner Rick Andrews

A motion was made by Commissioner Drozek, seconded by Commissioner Sterling to excuse Commissioners Andrews, Freitas, and Toledo.

Aye: 4 - Commissioner Drozek, Commissioner Hubbard, Vice Chair McCauley, and Commissioner Sterling

Absent: 3 - Commissioner Freitas, Chair Toledo, and Commissioner Andrews

CONSENT CALENDAR

1.A [23-516](#) Senior Advisory Commission Minutes of March 27, 2023

Recommendation: Approve the Senior Advisory Commission Minutes of March 27, 2023

A motion was made by Commissioner Hubbard, seconded by Commissioner Drozek to approve the minutes from March 27, 2023.

Aye: 4 - Commissioner Drozek, Commissioner Hubbard, Vice Chair McCauley, and Commissioner Sterling

Excused: 3 - Commissioner Freitas, Chair Toledo, and Commissioner Andrews

PUBLIC PRESENTATIONS

Members of the public; Maria Vaz, Jud Canfield, and Mohammed shared concerns they're experiencing living in the Valley Village Retirement Community. The public was referred to the Community Services Office in the Community Development Department.

GENERAL BUSINESS

2. [23-517](#) Senior Advisory Commission Work Plan & Goals Update and Discussion for FY2022/23

Each sub-committee provided an update to the Senior Advisory Commission for discussion on the efforts and progress towards accomplishing the FY2022/23 Work Plan & Goals.

GOAL #1: Advocate for affordable and Convenient Housing:

1.a. Appoint representative(s) to attend the Housing Commission meeting.
Commissioners Hubbard & Freitas

- No Update - Will attend when Housing Commission meets.

2.b. Provide an update on the two (2) presentations at the Senior Center (November & April) and provide one (1) article for the Senior Center Newsletter (February) - Commissioners Hubbard & Freitas

- No Update

Commissioner Hubbard shared that she tried to contact Monroe Commons for a tour.

GOAL #2: Encourage and Promote the use of Outdoor Spaces and Buildings - Commissioners Freitas & Sterling

2.a. Report on current public design phase discussions of new park facilities and spaces, as well as information from Parks & Recreation Commission meetings related to development that may enhance outdoor recreation for older adults.

- No Update

3.b. Provide an update to the organized activity of the April Bean Bag Toss Tournament - Commissioner Freitas & Drozek

- **Commissioner Drozek** reported on the success of the tournament, which was well received by participants. New boards and bean bags were provided by the Senior Center. The two teams that took 1st and 2nd place had never played before this tournament.

GOAL #3 Advocate for Affordable, Convenient, and Safe Transportation and Streets

3.a. Report on progress of planning phases of the VIA Shuttle - Commissioners Hubbard & Toledo

- **Commissioner McCauley** shared Commissioner Toledo's report stating that the Cupertino program will be expanding into Santa Clara and developed in 2 phases - Phase 1 will service lower Santa Clara south of CalTrain, and begin rolling out in July. Phase 2 will service northern Santa Clara north of CalTrain tracks, and is a few years out.

3.b. Report on the last bicycle & Pedestrian Advisory Committee meeting - Commissioner Drozek & Freitas

- **Commissioner Drozek** reported that he attended the March BPAC meeting and shared with the Commission:

- Flexible pylons along Monroe have been added for bike lanes.
- There can be flooding on the San Tomas Creek Trail where the trail gets closer to the Bay.

The Creek Trail fencing north of Monroe has large gaps where someone can fall through. Staff reported this to Public Works Maintenance.

GOAL #4 Develop Opportunities to Promote Health, Wellness, and Nutrition

4.4.a. Provide an update on the April Alzheimer's and Dementia Presentation at the Senior Center - Commissioners Hubbard & McCauley

- **Commissioner McCauley** reported that the presentation was full with 31 attendees. The information was well received and appreciated.

GOAL #5 Provide Access to Community Resources and Information

5.a. Report from the last City ADA Committee meeting - Commissioner Hubbard

- No Update - Will attend when Committee meetings begin.

6.b. Update on the progress and plans for the Health & Wellness Fair - Commissioners Hubbard, McCauley, & Toledo

- **Commissioner McCauley and Hubbard** updated the Commission that there are 58 Exhibitor RSVP's to date and a waiting list. Commissioner Hubbard passed out the schedule of responsibilities to the Commission.

3. [23-518](#)

Senior Advisory Commission FY2023/24 Work Plan & Goals Discussion

Commissioner McCauley explained the process of creating the Work Plan and Goals and informed the Commission they would begin brainstorming goals at the May, 22 meeting.

STAFF REPORT

Recreation Supervisor Herb provided a report on the following:

- The Health & Wellness Fair will be held on Friday, May 19 from 11:00 a.m. - 2:00 p.m. The public is invited to attend and will have access to:

Community Resources

Free Blood Pressure Checks

Information on how to keep healthy and stay safely at home

Safety Net and support service for older adults

Lunch (\$7.00) between 11:30 a.m and 1:30 p.m.

- The Library is developing a Strategic Master Plan and will hold focus groups to gather input from the community. There will be an older adults Focus Group Meeting on Tuesday, May 15 from 10:00 - 11:00 a.m. at the Senior Center.

- For those looking for drug prescription collection sites, the Longs Drugs locations (now part of CVS) in Santa Clara and Kaiser are accepting drop-offs.

- Applications for Monroe Commons affordable rental units are due by May 5 at 5:00 p.m.

- The City of Santa Clara is kicking off multiple Bikeway Planning Studies and they want to hear from you. Provide your experience traveling on streets and offer suggestions on how to improve them. The two surveys currently open are: De La Cruz Blvd./Coleman Ave & Walsh Ave./Martin Ave. Class IV

- The Recreation Division will be hosting the next Sunset Cinema at Live Oak Park on Friday, May 12 from 7:00 - 10:00 p.m. the movie will be Disney's Moana.
- The Eddie Souza Community Garden continues to host 2nd Sunday Garden share from 10:00 - 11:00 a.m., as well as Garden Tours on the 2nd and 4th Wednesday of the month from 4:30 - 6:00 p.m.
- The Senior Center May Newsletter will be available to members on April 28, and the general public on May 1.

COMMISSIONERS REPORT

Commissioner McCauley asked the Commission to be ready for a busy day at the Health & Wellness Fair and stressed the importance of everyone being in attendance.

Commissioner Drozek asked about the update on the bathrooms at Eddie Souza Neighborhood Park & Community Garden.

Recreation Manager Castro shared that construction plans were under review with the City.

Commissioner Hubbard shared that Commissioner Toledo's last meeting will be in June and suggested the Commission go to lunch after the meeting to celebrate her time on the Commission.

ADJOURNMENT

A motion as made by Commissioner Hubbard, seconded by Commissioner Drozek that the meeting be adjourned at 11:48 a.m.

Aye: 4 - Commissioner Drozek, Commissioner Hubbard, Vice Chair McCauley, and Commissioner Sterling

Excused: 3 - Commissioner Freitas, Chair Toledo, and Commissioner Andrews

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Agenda Report

23-655

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on Bills and Claims Report (CC, SCSA, HA) for the period April 8, 2023 - May 5, 2023

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Disbursements made by the City are based on invoices submitted for payment. Prior to payment, staff reviews all disbursement documents to ensure they are reflective of the goods or services provided. Invoices are usually paid within 30 days of receipt of an accurate invoice. As the final step, the City Auditor, or designee, verifies all documents before payment is issued. Payments are issued through accounts payable checks and wire transfers. It's important to note that items that pertain to the Stadium Authority are billed to the Stadium Manager (ManCo) to pay on behalf of the Stadium Authority for Non-NFL events and the 49ers for NFL events.

The Bills and Claims Report represents the cash disbursements required for operations of the City during the period. The report reflects the payment date, invoice number, description of the payment, funding source, and payment amount for all invoices. The budget control is set by the City Council through the budget adoption process. The attached report is sorted by SVP expenses first, followed by the rest of the City funds.

DISCUSSION

Significant expenditures in this period include:

- Payment to Northern California Power Agency (NCPA) in the amount of \$14,563,241 for April 2023 all resources bill.
- Payment to Tri-Dam Authority/Project in the amount of \$5,162,300 for March 2023 hydroelectric purchase.
- Payment to California Environmental Protection in the amount of \$5,000,000 for bid auction guarantee of greenhouse gas (GHG) for May 2023.
- Payment to MSR Public Power Agency/Energy Authority in the amount of \$4,666,522 for March and April 2023 energy purchases.
- Payment to Digital Realty Trust in the amount \$2,107,255 for a reimbursement for customers who participated in the load reduction program from the California Energy Commission from 2022.
- Payment to Santa Clara Valley Water District in the amount of \$1,358,514 for March 2023 treated water purchase and Pump Tax, a groundwater charge that is used to pay for the protection and augmentation of water supplies in the basin.

Payments to ManCo are not included in the City's Bills and Claims report as they are currently reported through a separate Stadium Authority Bills and Claims report. Stadium Authority related payments in the City's Bills and Claims report include general administrative, materials, and supplies expenses of approximately \$3,911. These expenses are reimbursed to the City by the Stadium Authority.

Certain information such as names of law firms and recipients of workers' compensation have been redacted from the Bills and Claims report. The Supreme Court of California in *Los Angeles County Board of Supervisors v. Superior Court*, (2016) 2 Cal.5th 282, held that invoices specifying the amounts billed by a law firm to a client fall within the scope of attorney-client privilege while the matters are active. In accordance with the Supreme Court's ruling, the names of law firms retained by the City have been redacted from the public report to maintain confidentiality of billing records for legal services. In addition, individually identifiable information about recipients of workers' compensation has been redacted from the report based on California Labor Code section 138.7.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

The expenditures of \$62,319,366 were appropriated to various funds with the adoption of the Fiscal Year 2022/23 budget, as amended.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the list of Bills and Claims for April 8, 2023 - May 5, 2023.

Reviewed by: David Noce, Audit Manager

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Bills and Claims Approved for Payment Report



City of Santa Clara
List of All Bills and Claims Approved for Payment
From 04/08/2023 to 05/05/2023

Run Date 5/9/2023
Run Time 10:26:08 AM

Sorted by Payment Amount

Fund Group: Electric Utility Funds

Payment No: W23300

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|----------------|----------------------------------|-----------------------------------|---------------|
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CADMUS GROUP CONIRM 0284 | Electric Utility-Ops Restrictd | 7,145.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CENTRAL COAST ENRGY CONF 0222 | Electric Utility-Ops Restrictd | 1,881.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CENTRAL COAST ENRGY CONF 0222 | Electric Utility-Ops Restrictd | 2,178.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CLEARRESULT CONIRM 0236 | Electric Utility-Ops Restrictd | 9,164.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | HYDRO DEBT APR23 | Electric Utility-Ops General | 1,144,459.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | LEC FUEL APR23 | Electric Utility-Ops General | -2,820,730.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | LEC VARIABLE APR23 | Electric Utility-Ops General | -2,620,318.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | GEO1 VAR APR23 | Electric Utility-Ops General | -1,973,799.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | GEO1 DEBT APR23 | Electric Utility-Ops General | 128,485.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CT FIXED APR23 | Electric Utility-Ops General | 145,569.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | WT: GEO1 FIXED APR23 | Electric Utility-Ops General | 1,287,130.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CT VAR APR23 | Electric Utility-Ops General | -100,596.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | HYDRO FIXED APR23 | Electric Utility-Ops General | 569,677.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | HYDRO VAR APR23 | Electric Utility-Ops | -2,652,051.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|----------------|------------------------------|---------------------------------|---------------|
| | | | | | General | |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | LEC FIXED APR23 | Electric Utility-Ops General | 408,626.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | LEC DEBT APR23 | Electric Utility-Ops General | 636,846.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | REC CREDIT SALES | Electric Utility-Ops General | -100,800.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | COLLAB LEARNING ELEC UTILITY | Electric Utility-Ops General | 2,092.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | COLLAB LEARNING ELEC UTILITY | Electric Utility-Ops General | 523.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | COLLAB LEARNING ELEC UTILITY | Electric Utility-Ops General | 3,138.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO MKT EST APR23 | Electric Utility-Ops General | 20,966,759.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO GMC FEB23,JAN23,OTHER | Electric Utility-Ops General | 235,358.30 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO MKT FEB23,JAN23,OTHER | Electric Utility-Ops General | -4,372,792.28 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO XMN FEB23,JAN23,OTHER | Electric Utility-Ops General | 4,729,580.38 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO CRR FEB23,JAN23,OTHER | Electric Utility-Ops General | -226,996.86 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | CISO A/S FEB23,JAN23,OTHER | Electric Utility-Ops General | -365,149.54 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | REC ENERGY SALES | Electric Utility-Ops General | 95,569.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | SO FEATHER WTR & PWR APR23 | Electric Utility-Ops General | -1,079,599.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | SO SUTTER RA CAPACITY APR23 | Electric Utility-Ops General | 13,760.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | POWER MGMT/JPA ASSESS APR23 | Electric Utility-Ops General | 415,637.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | LEGISLATIVE/REGULATORY APR23 | Electric Utility-Ops General | 62,561.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|----------------|------------------------------|------------------------------|---------------|
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | PASTHRU-MEMBRSHP DUES APR23 | Electric Utility-Ops General | 6,538.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | PASTHRU-MEMBERSHIP APR23 | Electric Utility-Ops General | 782.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | COLLAB LEARNING ELEC UTILITY | Electric Utility-Ops General | 523.00 |
| 2023-04-25 | NORTHERN CALIF POWER AGENCY | 00534901 | 006002-0423026 | COLLAB LEARNING ELEC UTILITY | Electric Utility-Ops General | 2,092.00 |
| | | | | Total for Payment No.: | | 14,563,241.00 |

Payment No: W23303

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|------------------------------|--------------|
| 2023-05-04 | CA ENVIRONMENTAL PROTECTION | 00535328 | 507APR2023 | WT:BID GRNTEE AUCTION#35 MAY23 | Electric Utility-Ops General | 5,000,000.00 |
| | | | | Total for Payment No.: | | 5,000,000.00 |

Payment No: 026131

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|----------------------------|------------------------------|--------------|
| 2023-04-14 | TRI-DAM PROJECT | 00534267 | 2023-3 SVP | ENERGY PURCH (HYDRO) MAR23 | Electric Utility-Ops General | 4,211,146.04 |
| | | | | Total for Payment No.: | | 4,211,146.04 |

Payment No: W23297

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|-----------------------------|------------------------------|--------------|
| 2023-04-24 | MSR ENERGY AUTHORITY | 00534694 | EA2201 | WT: NAT GAS PURCH DVR MAR23 | Electric Utility-Ops General | 1,670,833.84 |
| 2023-04-24 | MSR ENERGY AUTHORITY | 00534694 | EA2201 | NAT GAS PURCH COGEN MAR23 | Electric Utility-Ops General | 704,580.06 |
| 2023-04-24 | MSR ENERGY AUTHORITY | 00534694 | EA2201 | NAT GAS PURCH GIA MAR23 | Electric Utility-Ops General | 317,207.35 |
| | | | | Total for Payment No.: | | 2,692,621.25 |

Payment No: W23287

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------|-------------|--------------|--------------------------------|------------------------------|--------------|
| 2023-04-14 | DIGITAL REALTY TRUST | 00534153 | 15011APR2023 | WT:CEC LOAD REIMBURSEMENT 2022 | Electric Utility-Ops General | 2,107,255.00 |
| Total for Payment No.: | | | | | | 2,107,255.00 |

Payment No: 026175

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|-------------|-----------------------------|------------------------------|--------------|
| 2023-04-21 | MSR PUBLIC POWER AGENCY | 00534743 | 040223 | PUR PWER SAN JUAN APR23 ACT | Electric Utility-Ops General | 27,544.65 |
| 2023-04-21 | MSR PUBLIC POWER AGENCY | 00534743 | 040223 | PUR PWER SAN JUAN APR23 ACT | Electric Utility-Ops General | 320.95 |
| 2023-04-21 | MSR PUBLIC POWER AGENCY | 00534743 | 040223 | RENEWABLE ADMIN COSTS APR23 | Electric Utility-Ops General | 39,829.39 |
| 2023-04-21 | MSR PUBLIC POWER AGENCY | 00534706 | 040523 | BIG HORN SHAPING MAR23 | Electric Utility-Ops General | 305,869.33 |
| 2023-04-21 | MSR PUBLIC POWER AGENCY | 00534707 | 040823 | BIG HORN ENERGY MAR23 | Electric Utility-Ops General | 1,258,695.44 |
| Total for Payment No.: | | | | | | 1,632,259.76 |

Payment No: 711510

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------------|-------------|-------------|--------------------------------|--------------------------------|--------------|
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00533998 | 17745 | 21MO SEP22 MILESTON TSK 3-6 | Electric Utility-Ops Restrictd | 17,500.00 |
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00533996 | 17552 | 15MO MARCH 2022 MILESTONE | Electric Utility-Ops Restrictd | 17,500.00 |
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00534002 | 18141 | MO24 DEC22 MILESTONE TSK3-6 | Electric Utility-Ops Restrictd | 17,500.00 |
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00534002 | 18141 | MO27 MAR23 MILESTONE TSK 3-6 | Electric Utility-Ops Restrictd | 17,500.00 |
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00533996 | 17552 | 18 MO JUNE 2022 MILESTONE | Electric Utility-Ops Restrictd | 17,500.00 |
| 2023-04-21 | CENTER FOR SUSTAINABLE ENERGY | 00533999 | 17810 | ADV PYMT LEVEL 2 REBATES CALEV | Electric Utility-Ops Restrictd | 930,000.00 |
| Total for Payment No.: | | | | | | 1,017,500.00 |

| | | | | | | |
|--------------------|------------------------------|-------------|---------------|--------------------------------|------------------------------|-------------|
| Payment No: 026130 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TRI-DAM POWER AUTHORITY | 00534266 | 2023-3S SVP | ENERGY PURCH (HYDRO) MAR23 | Electric Utility-Ops General | 951,154.33 |
| | | | | Total for Payment No.: | | 951,154.33 |
| Payment No: W23286 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CORESITE | 00534152 | 21660APR2023 | WT:CEC LOAD REIMBURSEMENT 2022 | Electric Utility-Ops General | 746,180.00 |
| | | | | Total for Payment No.: | | 746,180.00 |
| Payment No: 026317 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | US BANK NATIONAL ASSOCIATION | 00535091 | EO&M000270523 | CVP O&M FUNDING #8 FY2024 | Electric Utility-Ops General | 711,555.00 |
| | | | | Total for Payment No.: | | 711,555.00 |
| Payment No: W23298 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-24 | VANTAGE DATA CENTERS 6, LLC | 00534739 | 19688APR2023 | WT: LOAD REDUCTN REIMB 2022 | Electric Utility-Ops General | 616,643.50 |
| | | | | Total for Payment No.: | | 616,643.50 |
| Payment No: 711874 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534815 | 151523 | BLERMKR AGMT LABOR AUG-SEP22 | Electric Utility-Ops General | 29,084.32 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534815 | 151523 | BLERMKR AGMT EQUIPT AUG-SEP22 | Electric Utility-Ops General | 1,080.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534815 | 151523 | BLERMKR AGMT EQUIPT AUG-SEP22 | Electric Utility-Ops General | 479.85 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534815 | 151523 | BLERMKR AGMT MATER AUG-SEP22 | Electric Utility-Ops General | 3,110.78 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT LABOR OCT-DEC22 | Electric Utility-Ops General | 110,543.95 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT EQUIPT OCT-DEC22 | Electric Utility-Ops General | 2,590.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT PER DIE OCT-DEC22 | Electric Utility-Ops General | 1,960.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT MATER OCT-DEC22 | Electric Utility-Ops General | 19,078.71 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT OUTSDE SOCT-DEC22 | Electric Utility-Ops General | 3,732.33 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534816 | 152088 | BLERMKR AGMT EQUIPT OCT-DEC22 | Electric Utility-Ops General | 1,463.55 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534817 | 152388 | BLERMKR AGMT LBR DEC22-FEB23 | Electric Utility-Ops General | 1,115.64 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00534817 | 152388 | BLERMKR AGMT MATER DEC22-FEB2 | Electric Utility-Ops General | 11,673.26 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535050 | 151224REV | BOILMKR AGMT LBR JUN22-AUG22 | Electric Utility-Ops General | 1,111.76 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535050 | 151224REV | BOILMKR AGMT EQUIP JUN22-AUG22 | Electric Utility-Ops General | 300.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535050 | 151224REV | BOILMKR AGMT SUBLBR JN22-AUG22 | Electric Utility-Ops General | 4,651.75 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535050 | 151224REV | BOILMKR AGMT MAT TX JN22-AUG22 | Electric Utility-Ops General | 354.41 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535054 | 152458 | BOILMKR AGMT LBR FEB23-MAR23 | Electric Utility-Ops General | 246,969.18 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535054 | 152458 | BOILMKR AGMT P DIEM FB23-MAR23 | Electric Utility-Ops General | 9,900.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535054 | 152458 | BOILMKR AGMT EQUIP FEB23-MAR23 | Electric Utility-Ops General | 2,550.00 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535054 | 152458 | BOILMKR AGMT MAT TX FB23-MAR23 | Electric Utility-Ops General | 6,231.22 |
| 2023-05-05 | PERFORMANCE MECHANICAL, INC | 00535054 | 152458 | BOILMKR AGMT EQUIP FEB23- | Electric Utility-Ops | 1,727.11 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | | MAR23 | General | |
| | | | | Total for Payment No.: | | 459,707.82 |

| Payment No: W23293 | | | | | | |
|--------------------|------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-20 | MANZANA WIND LLC | 00534014 | 163692 | WT: ENERGY PURCH (WIND) MAR23 | Electric Utility-Ops General | 417,588.69 |
| | | | | Total for Payment No.: | | 417,588.69 |

| Payment No: 026092 | | | | | | |
|--------------------|------------------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FRIANT POWER AUTHORITY | 00534026 | 831 | ENERGY PURCH (HYDRO2) MAR23 | Electric Utility-Ops General | 395,839.20 |
| | | | | Total for Payment No.: | | 395,839.20 |

| Payment No: 026193 | | | | | | |
|--------------------|---------------------------------------|-------------|-------------|---------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | COTP O&M MAY23 | Electric Utility-Ops General | 151,053.00 |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | SOT FAC CHARGE MAR23 | Electric Utility-Ops General | 4,057.83 |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | SOT ADMIN COSTS FEB23 | Electric Utility-Ops General | 1,449.90 |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | DEBT SERVICE (TANC) MAY23 | Electric Utility-Ops General | 85,220.17 |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | DEBT SERVICE (SOT) APR23 | Electric Utility-Ops General | 3,482.00 |
| 2023-04-21 | TRANSMISSION AGENCY OF NORTHERN CA | 00534063 | MARCH 2023 | TANC A&G MAY23 | Electric Utility-Ops General | 138,759.83 |
| | | | | Total for Payment No.: | | 384,022.73 |

Payment No: W23304

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| 2023-05-05 | RE ROSAMOND ONE LLC | 00535208 | 00112 | WT:ENERGY PURCH (SOLAR) MAR23 | Electric Utility-Ops General | 361,064.76 |
| | | | | Total for Payment No.: | | 361,064.76 |

| Payment No: 711894 | | | | | | |
|--------------------|---------------------|-------------|-------------|---------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STEPHENS MECHANICAL | 00535060 | 3795 | MILLWRIGHT/TURBNE SRVS MAR23 | Electric Utility-Ops General | 352,593.00 |
| 2023-05-05 | STEPHENS MECHANICAL | 00535060 | 3795 | CONSUMABLE MAT (NONTAX) | Electric Utility-Ops General | 2,513.71 |
| 2023-05-05 | STEPHENS MECHANICAL | 00535060 | 3795 | MARK UP ON MATERIALS (TAX) | Electric Utility-Ops General | 312.44 |
| | | | | Total for Payment No.: | | 355,419.15 |

| Payment No: 026305 | | | | | | |
|--------------------|-------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MSR PUBLIC POWER AGENCY | 00535105 | 041123 | BIG HORN 2 POWER MAR23 | Electric Utility-Ops General | 341,640.65 |
| | | | | Total for Payment No.: | | 341,640.65 |

| Payment No: 003343 | | | | | | |
|--------------------|----------------------------|-------------|-------------|--------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CA DEPT OF TAX & FEE ADMIN | 00535041 | JAN-MAR2023 | DD:ELEC ENERGY SURCHARGE | Electric Utility-Ops General | 324,140.00 |
| | | | | Total for Payment No.: | | 324,140.00 |

| Payment No: 026111 | | | | | | |
|--------------------|----------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | MERCED IRRIGATION DISTRICT | 00533920 | 0007373 | RA CAPACITY SALE MAR23 | Electric Utility-Ops General | 283,500.00 |
| | | | | Total for Payment No.: | | 283,500.00 |

Payment No: 711687

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|-------------------------------|------------------------------|-------------|
| 2023-04-28 | DAVEY TREE SURGERY | 00534480 | 917385535 | TREE TRIMMING PWR LINES FEB23 | Electric Utility-Ops General | 265,587.05 |
| 2023-04-28 | DAVEY TREE SURGERY | 00534480 | 917385535 | DUMP FEES FEB23 | Electric Utility-Ops General | 7,228.00 |
| | | | | Total for Payment No.: | | 272,815.05 |

Payment No: 711355

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | DONALDSON CO INC | 00533973 | 6852660 | PN# P038301-016-909 - CYLINDRI | Electric Utility-Ops General | 101,661.72 |
| 2023-04-14 | DONALDSON CO INC | 00534227 | 6872936 | PN# 5371712 - DRIFT ELIMINATOR | Electric Utility-Ops General | 3,131.89 |
| 2023-04-14 | DONALDSON CO INC | 00534227 | 6872936 | PN# 5371706 - DRIFT ELIMINATOR | Electric Utility-Ops General | 19,171.08 |
| 2023-04-14 | DONALDSON CO INC | 00534227 | 6872936 | PN# 7167107 - DRIFT ELIMINATOR | Electric Utility-Ops General | 19,059.77 |
| 2023-04-14 | DONALDSON CO INC | 00533973 | 6852660 | PN# P038311-016-909 - CONICAL | Electric Utility-Ops General | 24,532.17 |
| 2023-04-14 | DONALDSON CO INC | 00534227 | 6872936 | PN# 7167106 - DRIFT ELIMINATOR | Electric Utility-Ops General | 1,011.59 |
| 2023-04-14 | DONALDSON CO INC | 00534322 | 6850275 | PN# P038311-016-909 - CONICAL | Electric Utility-Ops General | 103,486.29 |
| | | | | Total for Payment No.: | | 272,054.51 |

Payment No: 026071

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| 2023-04-14 | AECOM TECHNICAL SERVICES, INC | 00534077 | 2000725783 | SERVICES FOR KRS REBUILD AND R | Electric Utility-Construction | 41,715.96 |
| 2023-04-14 | AECOM TECHNICAL SERVICES, INC | 00534078 | 2000725781 | PROGRAM IMPLEMENTATION FOR SVP | Electric Utility-Construction | 143,613.90 |
| 2023-04-14 | AECOM TECHNICAL SERVICES, INC | 00534079 | 2000725786 | NRS-KRS 115KV LINE SUPPORT AND | Electric Utility-Construction | 21,807.04 |
| 2023-04-14 | AECOM TECHNICAL SERVICES, INC | 00534080 | 2000725787 | SRS REBUILD AND REPLACEMENT | Electric Utility- | 40,025.38 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| | | | | DE | Construction | |
| | | | | Total for Payment No.: | | 247,162.28 |

| Payment No: W23294 | | | | | | |
|--------------------|------------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-20 | NEXTERA ENERGY POWER MARKETING LLC | 00533921 | 782415 | WT: PURCH OF RA CAPACITY MAR23 | Electric Utility-Ops General | 224,000.00 |
| | | | | Total for Payment No.: | | 224,000.00 |

| Payment No: 711622 | | | | | | |
|--------------------|-----------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | WESCO PROPERTIES, INC | 00534900 | 21CV380278 | EASEMENT STTLMT FOR 224-35-020 | Electric Utility-Construction | 221,500.00 |
| | | | | Total for Payment No.: | | 221,500.00 |

| Payment No: 026153 | | | | | | |
|--------------------|----------------|-------------|----------------|----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CENTRAL 40 LLC | 00534272 | 131576-2023-03 | ENERGY PURCH (SOLAR) MAR23 | Electric Utility-Ops General | 206,461.40 |
| | | | | Total for Payment No.: | | 206,461.40 |

| Payment No: 026257 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535076 | 84402 | LEGAL SERVICES | | |
| 2023-04-28 | | 00535080 | 84374 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 180,210.58 |

Payment No: W23283

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|---------------------|------------------------------|---------------------------------|-------------|
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT CRR DEC22 | Electric Utility-Ops General | -21.18 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT A/S APR22 | Electric Utility-Ops General | -2.76 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT CRR APR22 | Electric Utility-Ops General | 395.73 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT MKT MAR23 | Electric Utility-Ops General | 456,501.47 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT CRR MAR23 | Electric Utility-Ops General | -264,228.05 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT A/S DEC22 | Electric Utility-Ops General | 4.20 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT GMC MAR23 | Electric Utility-Ops General | 3,359.41 |
| 2023-04-10 | CALIF ISO | 00534040 | 2023040432-59099094 | WT: ISO SETTLEMENT A/S MAR23 | Electric Utility-Ops General | -1,064.50 |
| Total for Payment No.: | | | | | | 194,944.32 |

| Payment No: 711660 | | | | | | |
|------------------------|-------------|-------------|----------------------|-------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PG&E | 00534429 | 6738869084-3 APR2023 | GAS TRANSPORT DVR MAR23 | Electric Utility-Ops General | 159,915.84 |
| Total for Payment No.: | | | | | | 159,915.84 |

| Payment No: W23299 | | | | | | |
|------------------------|-------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-24 | CITY OF ROSEVILLE | 00534814 | 815302 | WT: RA CAPACITY PURCHASE MAR23 | Electric Utility-Ops General | 150,000.00 |
| Total for Payment No.: | | | | | | 150,000.00 |

Payment No: 026224

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | FLYNN RESOURCE CONSULTANTS INC | 00534722 | 1652 | CAISO,CRR,PG&E,LITIG JAN-FEB23 | Electric Utility-Ops General | 139,657.50 |
| | | | | Total for Payment No.: | | 139,657.50 |

| Payment No: 026311 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | POWER PROS | 00535274 | 2023067 | SERVICES FOR DVR APPARATUS MAI | Electric Utility-Ops General | 38,173.26 |
| 2023-05-05 | POWER PROS | 00535277 | 2023068 | SERVICES FOR DVR APPARATUS MAI | Electric Utility-Ops General | 52,390.00 |
| 2023-05-05 | POWER PROS | 00535310 | 2023056 | ENGINEERING LABOR AND LABOR FO | Electric Utility-Ops General | 48,780.00 |
| | | | | Total for Payment No.: | | 139,343.26 |

| Payment No: 711902 | | | | | | |
|--------------------|-----------------|-------------|-------------|-----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535061 | 2050 | SCAFFOLDING SRV MAR23 | Electric Utility-Ops General | 36,901.54 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535062 | 2086 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 11,814.76 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535062 | 2086 | MATERIALS SHRINK WRAP (TAX) | Electric Utility-Ops General | 368.57 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535063 | 2114 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 6,558.84 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535063 | 2114 | MATERIALS SHRINK WRAP (TAX) | Electric Utility-Ops General | 368.57 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535064 | 2138 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 6,198.64 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535064 | 2138 | MATERIALS SHRINK WRAP (TAX) | Electric Utility-Ops General | 368.57 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535066 | 2209 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 25,606.20 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535066 | 2209 | MATERIALS SHRINK WRAP (TAX) | Electric Utility-Ops General | 368.57 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| 2023-05-05 | UNIQUE SCAFFOLD | 00535067 | 2259 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 12,895.28 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535067 | 2259 | MATERIALS SHRINK WRAP (TAX) | Electric Utility-Ops General | 368.57 |
| 2023-05-05 | UNIQUE SCAFFOLD | 00535070 | 2584 | SCAFFOLDING SRV MAR2023 | Electric Utility-Ops General | 11,374.00 |
| | | | | Total for Payment No.: | | 113,192.11 |

| Payment No: 026197 | | | | | | |
|--------------------|-------------------|-------------|----------------|-----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | US DEPT OF ENERGY | 00534270 | NNPB000270323S | COTP LOSS-FIN STLMNTS APR23 | Electric Utility-Ops General | 38,175.81 |
| 2023-04-21 | US DEPT OF ENERGY | 00534066 | NNPB000270323R | WAPA RESTORATION FUND MAR23 | Electric Utility-Ops General | 73,350.89 |
| | | | | Total for Payment No.: | | 111,526.70 |

| Payment No: W23288 | | | | | | |
|--------------------|-------------------------|-------------|--------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | NTT GLOBAL DATA CENTERS | 00534156 | 36748APR2023 | WT:CEC LOAD REIMBURSEMENT 2022 | Electric Utility-Ops General | 102,051.00 |
| | | | | Total for Payment No.: | | 102,051.00 |

| Payment No: W23291 | | | | | | |
|--------------------|------------------------|-------------|-----------------|-------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-19 | DIRECT ENERGY BUSINESS | 00534482 | PCP042023262082 | WT: RA CAPACITY MAR2023 | Electric Utility-Ops General | 96,000.00 |
| | | | | Total for Payment No.: | | 96,000.00 |

| Payment No: 711689 | | | | | | |
|--------------------|-------------|-------------|-------------|----------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535160 | 584035 | LEGAL SERVICES | | |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| 2023-04-28 | | 00535161 | 583200 | LEGAL SERVICES | | |
| 2023-04-28 | | 00535163 | 583201 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 86,373.52 |

| Payment No: 026258 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | TRC | 00535015 | 39774 | KRS REBUILD | Electric Utility-Construction | 24,799.85 |
| 2023-04-28 | TRC | 00534980 | 40076 | BOWERS JUNCTION SUBSTATION ENG | Electric Utility-Construction | 27,303.00 |
| 2023-04-28 | TRC | 00535014 | 39773 | SRS REBUILD | Electric Utility-Construction | 40,830.60 |
| | | | | Total for Payment No.: | | 92,933.45 |

| Payment No: 026093 | | | | | | |
|--------------------|---------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | G2 ENERGY OSTROM ROAD LLC | 00533919 | SVP 3-23 | WT:ENERGY (LANDFILL GAS) MAR23 | Electric Utility-Ops General | 89,803.69 |
| | | | | Total for Payment No.: | | 89,803.69 |

| Payment No: 711571 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | NEWTRON LLC | 00534487 | 116638 | RETENTION | Electric Utility-Construction | -4,452.40 |
| 2023-04-21 | NEWTRON LLC | 00534487 | 116638 | CHANGE ORDER 13 ADDITIONAL TRA | Electric Utility-Construction | 89,047.90 |
| | | | | Total for Payment No.: | | 84,595.50 |

Payment No: W23284

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-11 | AQUAMARINE WESTSIDE, LLC | 00533097 | SVP-01-018 | WT: VINTAGE REC PURCHASE JAN23 | Electric Utility-Ops General | 78,975.00 |
| | | | | Total for Payment No.: | | 78,975.00 |

| Payment No: 026220 | | | | | | |
|--------------------|-----------------------------|-------------|--------------|---------------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | DNV ENERGY SERVICES USA INC | 00534413 | 875010012763 | BUSINES ENERG EFF PROG MAR23 | Electric Utility-Ops Restrictd | 5,523.79 |
| 2023-04-28 | DNV ENERGY SERVICES USA INC | 00534413 | 875010012763 | BUSINES ENERG EFF PROG MAR23 | Electric Utility-Ops Restrictd | 15,782.26 |
| 2023-04-28 | DNV ENERGY SERVICES USA INC | 00534413 | 875010012763 | BUSINES ENERG EFF PROG MAR23 | Electric Utility-Ops Restrictd | 19,727.83 |
| 2023-04-28 | DNV ENERGY SERVICES USA INC | 00534413 | 875010012763 | BUSINES ENERG EFF PROG MAR23 | Electric Utility-Ops Restrictd | 20,516.94 |
| 2023-04-28 | DNV ENERGY SERVICES USA INC | 00534413 | 875010012763 | BUSINES ENERG EFF PROG MAR23 | Electric Utility-Ops Restrictd | 17,360.49 |
| | | | | Total for Payment No.: | | 78,911.31 |

| Payment No: 711593 | | | | | | |
|--------------------|-----------------------|-------------|-------------|------------------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SOUDI CONSULTANTS INC | 00531978 | SC2205 | SUBSTATIO PROT SRV JUL20- JUL22 | Electric Utility- Construction | 78,000.00 |
| | | | | Total for Payment No.: | | 78,000.00 |

| Payment No: 026225 | | | | | | |
|--------------------|-------------------------|-------------|-------------|-----------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | SC UTIL WTR/SWR/FIRE MAR23 | Electric Utility-Ops Restrictd | 15.67 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | SC UTILITIES ELECTRIC MAR23 | Electric Utility-Ops Restrictd | 504.60 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | RENT 881 MARTIN AVE MAY23 | Electric Utility-Ops Restrictd | 3,809.59 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|-------------|------------------------------|--------------------------------|-------------|
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | COMMON AREA 881 MARTIN APR23 | Electric Utility-Ops Restrictd | 51.64 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | PGE 881 MARTIN AVE MAR23 | Electric Utility-Ops Restrictd | 163.22 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | RENT 881 MARTIN AVE MAY23 | Electric Utility-Ops General | 59,683.55 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | COMMON AREA 881 MARTIN APR23 | Electric Utility-Ops General | 809.08 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | PGE 881 MARTIN AVE MAR23 | Electric Utility-Ops General | 2,557.12 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | SC UTIL WTR/SWR/FIRE MAR23 | Electric Utility-Ops General | 245.49 |
| 2023-04-28 | GAHRAHMAT FAMILY LTD II | 00535019 | GFLP2-10925 | SC UTILITIES ELECTRIC MAR23 | Electric Utility-Ops General | 7,905.39 |
| Total for Payment No.: | | | | | | 75,745.35 |

Payment No: 026299

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------|-------------|-------------|----------------------------|------------------------------|-------------|
| 2023-05-05 | MARIN CLEAN ENERGY | 00535515 | SVP-0323 | CISO CHG SC SVC G2-1 MAR23 | Electric Utility-Ops General | 74,041.02 |
| 2023-05-05 | MARIN CLEAN ENERGY | 00535515 | SVP-0323 | CISO CHG SC SVC G2-1 MAR23 | Electric Utility-Ops General | -281.95 |
| Total for Payment No.: | | | | | | 73,759.07 |

Payment No: 711755

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------|-------------|--------------|------------------------------|--------------------------------|-------------|
| 2023-04-28 | SANTA CLARA UNIVERSITY | 00534431 | R23-SLR-0046 | COMM LTG REBATE; ACT 64111-1 | Electric Utility-Ops Restrictd | 73,519.47 |
| Total for Payment No.: | | | | | | 73,519.47 |

Payment No: 711340

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-14 | BORDER STATES | 00534088 | 925321304 | PART NUMBER CC277431 YOKE PLT | Electric Utility- Construction | 14,880.84 |
| 2023-04-14 | BORDER STATES | 00534090 | 925878052 | PART NUMBER CCC27731 JUMPER AS | Electric Utility- Construction | 58,144.15 |
| | | | | Total for Payment No.: | | 73,024.99 |

| Payment No: 026160 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | | 00534067 | 00364 | LEGAL SVC | | |
| 2023-04-21 | | 00534067 | 00364 | LEGAL SERVICES FEB23 | | |
| | | | | Total for Payment No.: | | 70,770.50 |

| Payment No: 026304 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | Electric Utility-Ops General | 1,505.64 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | Electric Utility-Ops General | 1,974.47 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | Electric Utility-Ops General | 2,640.72 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | Electric Utility-Ops General | 436.10 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534886 | 0000496982 | SVP881 MARTIN GARBAGE APR23 | Electric Utility-Ops General | 1,122.91 |
| | | | | Total for Payment No.: | | 7,679.84 |

| Payment No: 711838 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535012 | 2022.157 | SUPERVISE/COMPLETE DOT SRV | Electric Utility-Ops General | 10,615.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535013 | 2023.130 | SUPERVISE/COMPLETE DOT SRV | Electric Utility-Ops General | 13,615.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535028 | 2022.160 | DOT PIPELINE MGMT USA TIC 9/22 | Electric Utility-Ops General | 615.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535029 | 2022.181 | DOT PIPELINE MGMT OCT2022 | Electric Utility-Ops General | 10,615.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535030 | 2022.207 | DOT PIPELINE MGMT USA TIC 9/22 | Electric Utility-Ops General | 2,397.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535032 | 2022.294 | DOT PIPELINE MGMT DEC2022 | Electric Utility-Ops General | 10,615.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535033 | 2023.032 | DOT PIPELINE MGMT JAN2023 | Electric Utility-Ops General | 13,615.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535034 | 2023.037 | DOT PIPELINE MGMT USA TIC 1/23 | Electric Utility-Ops General | 883.50 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535038 | 2023.047 | DOT PIPELINE MGMT 2/1/2023 | Electric Utility-Ops General | 2,085.00 |
| 2023-05-05 | EVERLINE COMPLIANCE CA, LLC | 00535036 | 2023.038 | DOT PIPELINE MGMT USA TIC 1/23 | Electric Utility-Ops General | 958.50 |
| Total for Payment No.: | | | | | | 66,014.00 |

Payment No: W23290

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|---------------|----------------------------------|---------------------------------|-------------|
| 2023-04-19 | CORESITE | 00534481 | 21660APR2023A | WT: HEATWAVE CURTLMNT SEP2020 | Electric Utility-Ops General | 62,314.38 |
| Total for Payment No.: | | | | | | 62,314.38 |

Payment No: 026072

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| 2023-04-14 | AIR PRODUCTS & CHEMICALS | 00533859 | 423710595 | PURCHASE OF RA CAPACITY MAR23 | Electric Utility-Ops General | 60,000.00 |
| Total for Payment No.: | | | | | | 60,000.00 |

Payment No: 711699

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------------|-------------|-----------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-28 | GEXPRO | 00534898 | S134866780.005 | TRANSFORMER, PAD, 112KVA, 120/ | Electric Utility-Ops General | 51,610.67 |
| | | | | Total for Payment No.: | | 51,610.67 |
| Payment No: 026210 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | BRIDGEWELL RESOURCES | 00535211 | 0254608901 | POLE, WOOD, 65 FT., CLASS 1, P | Electric Utility-Ops General | 33,130.35 |
| 2023-04-28 | BRIDGEWELL RESOURCES | 00535211 | 0254608901 | POLE, WOOD, 70 FT., CLASS H2, | Electric Utility-Ops General | 18,398.48 |
| | | | | Total for Payment No.: | | 51,528.83 |
| Payment No: 711423 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | STANTEC CONSULTING SERVICES | 00534188 | 2043297 | RODONOVAN SURVEYING, SUB-SURFA | Electric Utility- Construction | 8,964.66 |
| 2023-04-14 | STANTEC CONSULTING SERVICES | 00534076 | 2053530 | NRS SYSTEM EXPANSION UPGRADE P | Electric Utility- Construction | 38,785.48 |
| | | | | Total for Payment No.: | | 47,750.14 |
| Payment No: 711527 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | EN ENGINEERING, LLC | 00534490 | 0313896 | ENGINEERING/CONSTRUCTION SERVI | Electric Utility-Street Lights | 46,052.07 |
| | | | | Total for Payment No.: | | 46,052.07 |
| Payment No: 003345 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | REPLACEMENT BENEFIT FUND | 00535396 | 100000017130992 | DD: SVP | Electric Utility-Ops General | 6,959.79 |
| | | | | Total for Payment No.: | | 6,959.79 |

Payment No: 026113

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | MITSUBISHI POWER AMERICAS, INC | 00533974 | 80020069 | PART NUMBER MY-02726-900001 SP | Electric Utility-Ops General | 42,842.52 |
| 2023-04-14 | MITSUBISHI POWER AMERICAS, INC | 00533974 | 80020069 | PART NUMBER STD118858 SPLIT PI | Electric Utility-Ops General | 1,088.98 |
| | | | | Total for Payment No.: | | 43,931.50 |

Payment No: 711368

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | GEC DURHAM INDUSTRIES INC | 00534321 | GI 23400486 | TRANSFORMER, EXTENDED RANGE CT | Electric Utility-Ops General | 36,584.00 |
| 2023-04-14 | GEC DURHAM INDUSTRIES INC | 00534321 | GI 23400486 | TRANSFORMER, CT, 600V, 100/5, | Electric Utility-Ops General | 6,128.64 |
| | | | | Total for Payment No.: | | 42,712.64 |

Payment No: 711503

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|---------------------|--------------------------------|-------------------------------|-------------|
| 2023-04-21 | BELLECCI & ASSOCIATES INC | 00534491 | 210069.00 - 0000009 | DESIGN FOR SUBSTRUCTURE IMPROV | Electric Utility-Construction | 5,028.25 |
| 2023-04-21 | BELLECCI & ASSOCIATES INC | 00534492 | 210069.00 - 0000008 | DESIGN FOR SUBSTRUCTURE IMPROV | Electric Utility-Construction | 35,678.36 |
| | | | | Total for Payment No.: | | 40,706.61 |

Payment No: 711702

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| 2023-04-28 | GUIDEHOUSE INC | 00534550 | 0100076696 | NERC O&P & CIP SERVICES DEC22 | Electric Utility-Ops General | 23,819.50 |
| 2023-04-28 | GUIDEHOUSE INC | 00534551 | 0100078872 | NERC O&P & CIP SERVICES MAR23 | Electric Utility-Ops General | 16,127.50 |
| | | | | Total for Payment No.: | | 39,947.00 |

Payment No: 711356

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | Electric Utility-Ops General | 3,911.73 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | Electric Utility-Ops General | 244.76 |
| | | | | Total for Payment No.: | | 4,156.49 |

Payment No: 711561

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | MESA ENERGY SYSTEMS, INC. | 00534068 | 940013180 | PALM SUB REPAIR 2/17/23 | Electric Utility-Ops General | 3,526.00 |
| 2023-04-21 | MESA ENERGY SYSTEMS, INC. | 00534069 | 940013630 | CHILLER A REPAIR DVR | Electric Utility-Ops General | 10,940.00 |
| 2023-04-21 | MESA ENERGY SYSTEMS, INC. | 00534070 | 940013671 | CHILLER INTERNAL INSP&EDDY TST | Electric Utility-Ops General | 23,210.00 |
| | | | | Total for Payment No.: | | 37,676.00 |

Payment No: 026204

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-28 | ANIXTER INC. | 00535210 | 5413285-03 | CROSSARM,8', "PUPI" HEAVY DUT | Electric Utility-Ops General | 19,961.69 |
| 2023-04-28 | ANIXTER INC. | 00535142 | 5534839-02 | BUS BAR EXTENSION 18 INCH DURH | Electric Utility-Ops General | 11,386.36 |
| 2023-04-28 | ANIXTER INC. | 00535144 | 5428467-01 | DISCONNECT SWITCH, 15KV, 600A | Electric Utility-Ops General | 6,056.44 |
| | | | | Total for Payment No.: | | 37,404.49 |

Payment No: 711738

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 19,808.77 |
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 6,586.12 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 30.84 |
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 30.85 |
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 9,037.17 |
| 2023-04-28 | ORLAND UNIT WATER USERS ASSN. | 00534422 | 2031APR2023 | STONY CRK HYDRO EXPENSES MAR23 | Electric Utility-Ops General | 123.38 |
| | | | | Total for Payment No.: | | 35,617.13 |

Payment No: 026249

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | ONESOURCE DISTRIBUTORS LLC | 00534183 | S7006995.002 | BRACKET, CABLE SUPPORT, 12IN S | Electric Utility-Ops General | 22,848.39 |
| 2023-04-28 | ONESOURCE DISTRIBUTORS LLC | 00535147 | S6942445.001 | INSULATOR, 60KV, SUSPENSION, S | Electric Utility-Ops General | 4,073.24 |
| 2023-04-28 | ONESOURCE DISTRIBUTORS LLC | 00535148 | S7050075.006 | DEAD-END, BAIL, CU #4, SOLID, | Electric Utility-Ops General | 2,115.93 |
| 2023-04-28 | ONESOURCE DISTRIBUTORS LLC | 00535149 | S7185126.001 | SEAL, DEMAND RESET, SNAP-LOCK | Electric Utility-Ops General | 5,455.97 |
| | | | | Total for Payment No.: | | 34,493.53 |

Payment No: 711369

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|----------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | GEXPRO | 00534236 | S134866780.009 | TRANSFORMER, PAD, 112KVA, 120/ | Electric Utility-Ops General | 34,407.11 |
| | | | | Total for Payment No.: | | 34,407.11 |

Payment No: 711873

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-----------------------------|------------------------------|-------------|
| 2023-05-05 | PENINSULA CRANE & RIGGING | 00535047 | 6573R | CRANE WORK FOR DVR 3/9/2023 | Electric Utility-Ops General | 3,787.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| 2023-05-05 | PENINSULA CRANE & RIGGING | 00535048 | 6654R | CRANE WRK DVR OUTAGE 3/2023 | Electric Utility-Ops General | 29,097.00 |
| | | | | Total for Payment No.: | | 32,884.00 |

Payment No: 711708

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534725 | 93445 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 24,992.00 |
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534729 | 93529 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 1,560.00 |
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534730 | 93531 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 3,900.00 |
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534731 | 93532 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 780.00 |
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534732 | 93533 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 390.00 |
| 2023-04-28 | INTELLIGENT TECHNOLOGIES & SVC | 00534734 | 93534 | PREV MTCE INSPECTION DVR 3/23 | Electric Utility-Ops General | 780.00 |
| | | | | Total for Payment No.: | | 32,402.00 |

Payment No: 026091

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|--------------------------------|-----------------------------------|-------------|
| 2023-04-14 | ELECTRICAL CONSULTANTS INC | 00534081 | 107716 | ENGINEERING DESIGN SERVICES FO | Electric Utility- Construction | 6,531.50 |
| 2023-04-14 | ELECTRICAL CONSULTANTS INC | 00534082 | 106164 | ENGINEERING DESIGN SERVICES FO | Electric Utility- Construction | 15,472.92 |
| 2023-04-14 | ELECTRICAL CONSULTANTS INC | 00534085 | 106843 | ENGINEERING DESIGN SERVICES FO | Electric Utility- Construction | 10,313.71 |
| | | | | Total for Payment No.: | | 32,318.13 |

Payment No: 711506

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| 2023-04-21 | BURNS & MC DONNELL | 00534489 | 152123-4 | ENGINEERING DESIGN AND CONSTRU | Electric Utility-Construction | 31,911.97 |
| | | | | Total for Payment No.: | | 31,911.97 |

Payment No: 026244

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------------|------------------------------|-------------|
| 2023-04-28 | MILTON SECURITY GROUP LLC | 00534456 | 20230132 | NOC/SOC SERVICES | Electric Utility-Ops General | 11,520.00 |
| 2023-04-28 | MILTON SECURITY GROUP LLC | 00534456 | 20230132 | AMI/MDMS PROJECT SUPPORT | Electric Utility-Ops General | 9,600.00 |
| 2023-04-28 | MILTON SECURITY GROUP LLC | 00534456 | 20230132 | OSISOFT PI SYSTEM SERVICE | Electric Utility-Ops General | 7,200.00 |
| 2023-04-28 | MILTON SECURITY GROUP LLC | 00534456 | 20230132 | SHAREPOINT SUPPORT/MGMT SVCS | Electric Utility-Ops General | 2,400.00 |
| | | | | Total for Payment No.: | | 30,720.00 |

Payment No: 026303

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------------|------------------------------|-------------|
| 2023-05-05 | MILTON SECURITY GROUP LLC | 00534879 | 20230135 | NOC/SOC SERVICES | Electric Utility-Ops General | 11,520.00 |
| 2023-05-05 | MILTON SECURITY GROUP LLC | 00534879 | 20230135 | AMI/MDMS PROJECT SUPPORT | Electric Utility-Ops General | 9,600.00 |
| 2023-05-05 | MILTON SECURITY GROUP LLC | 00534879 | 20230135 | OSISOFT PI SYSTEM SERVICE | Electric Utility-Ops General | 7,200.00 |
| 2023-05-05 | MILTON SECURITY GROUP LLC | 00534879 | 20230135 | SHAREPOINT SUPPORT/MGMT SVCS | Electric Utility-Ops General | 2,400.00 |
| | | | | Total for Payment No.: | | 30,720.00 |

Payment No: 026108

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|----------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | LEIDOS ENGINEERING, LLC | 00534083 | INV-0009437864 | ENGINEERING SERVICES FOR FACIL | Electric Utility-Ops General | 30,588.42 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|------------------------------|-------------|----------------------|--------------------------------|---------------------------------|-------------|
| | | | | Total for Payment No.: | | 30,588.42 |
| Payment No: 711379 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | J POWERS RECRUITING, INC. | 00534308 | 635 | RECRUITMENT - ELECTRIC DIVISIO | Electric Utility-Ops General | 27,702.00 |
| | | | | Total for Payment No.: | | 27,702.00 |
| Payment No: 026182 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | RELIABILITY OPTIMIZATION INC | 00533863 | 23-00029 | PDM SUBSTN QRT 1 NON CP | Electric Utility-Ops General | 27,529.00 |
| | | | | Total for Payment No.: | | 27,529.00 |
| Payment No: 711669 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | AMERESCO | 00534477 | 47866 | ENERGY (LANDFILL GAS) MAR23 | Electric Utility-Ops General | 26,264.31 |
| | | | | Total for Payment No.: | | 26,264.31 |
| Payment No: 711740 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PENINSULA CRANE & RIGGING | 00534735 | 6556 | CRANE WORK FOR DVR 3/6-3/8/23 | Electric Utility-Ops General | 24,303.00 |
| | | | | Total for Payment No.: | | 24,303.00 |
| Payment No: 711661 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PG&E | 00534430 | 6960110313-3 APR2023 | GAS TRANSPORT GIANERA MAR23 | Electric Utility-Ops General | 23,943.77 |
| | | | | Total for Payment No.: | | 23,943.77 |

Payment No: 711810

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | AERODERIVATIVE GAS TURBINE | 00535404 | I77447 | PN# 8200-507 POSITIONER, DIGIT | Electric Utility-Ops General | 11,938.91 |
| 2023-05-05 | AERODERIVATIVE GAS TURBINE | 00535401 | I77459 | PN# 8200-507 - POSITIONER, DIG | Electric Utility-Ops General | 11,935.08 |
| | | | | Total for Payment No.: | | 23,873.99 |

Payment No: 026251

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|------------------------------|------------------------------|-------------|
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534552 | 23-00044 | PDM SERVICES DVR MAR23 LABOR | Electric Utility-Ops General | 7,142.17 |
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534552 | 23-00044 | CONSUMABLE REIMBURSEMENT | Electric Utility-Ops General | 187.63 |
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534552 | 23-00044 | MARKUP FOR CONSUMABLES | Electric Utility-Ops General | 9.38 |
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534553 | 23-00045 | PDM SERVICES DVR MAR23 | Electric Utility-Ops General | 7,924.00 |
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534554 | 23-00046 | PDM SERVICES COG MAR23 | Electric Utility-Ops General | 3,313.00 |
| 2023-04-28 | RELIABILITY OPTIMIZATION INC | 00534555 | 23-00047 | PDM SERVICES GIA MAR23 | Electric Utility-Ops General | 4,929.00 |
| | | | | Total for Payment No.: | | 23,505.18 |

Payment No: 711730

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|---------------------------|------------------------------|-------------|
| 2023-04-28 | MESA ENERGY SYSTEMS, INC. | 00534479 | 940013134 | ESP SUB HVAC REPAIR FEB23 | Electric Utility-Ops General | 23,484.00 |
| | | | | Total for Payment No.: | | 23,484.00 |

Payment No: 026268

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|-------------------------------|-------------------------------|-------------|
| 2023-05-05 | ANIXTER INC. | 00535505 | 5619325-01 | WASHER, SQUARE, FLAT, 2-1/4IN | Electric Utility-Construction | 488.88 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| 2023-05-05 | ANIXTER INC. | 00535505 | 5619325-01 | K2908 1/2 SPRING CLIP | Electric Utility-Construction | 624.20 |
| 2023-05-05 | ANIXTER INC. | 00535505 | 5619325-01 | BOLT - SQ HD - 5/8IN DIA. X 14 | Electric Utility-Construction | 347.28 |
| 2023-05-05 | ANIXTER INC. | 00534976 | 5606744-00 | RIVIT 5/8 DRILLED STEEL SDG | Electric Utility-Ops General | 65.47 |
| 2023-05-05 | ANIXTER INC. | 00535516 | 5606944-02 | CONNECTOR, SERVICE DROP, INSUL | Electric Utility-Ops General | 798.80 |
| 2023-05-05 | ANIXTER INC. | 00535571 | 5580957-00 | WIRE, 600V, CU, 250 MCM 37 STR | Electric Utility-Ops General | 17,940.15 |
| 2023-05-05 | ANIXTER INC. | 00535572 | 5580974-02 | TAPE, WOVEN POLYESTER, 2500 LB | Electric Utility-Ops General | 2,401.62 |
| 2023-05-05 | ANIXTER INC. | 00535578 | 5637891-00 | HIGH VOLTAGE SIGN 3.5" HIGH X | Electric Utility-Ops General | 807.53 |
| | | | | Total for Payment No.: | | 23,473.93 |

Payment No: 711854

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | J POWERS RECRUITING, INC. | 00535475 | 636 | SENIOR ELECTRIC DIVISION MANAG | Electric Utility-Ops General | 22,873.86 |
| | | | | Total for Payment No.: | | 22,873.86 |

Payment No: 711819

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|--------------|-------------------------------|--------------------------------|-------------|
| 2023-05-05 | BRIGHTON ENERGY | 00535011 | R23-SLR-0066 | COMM LTG REBATE; ACT 63858-02 | Electric Utility-Ops Restrictd | 22,294.80 |
| | | | | Total for Payment No.: | | 22,294.80 |

Payment No: 026281

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-----------------------|-------------------------------|-------------|
| 2023-05-05 | DALEO INC | 00534513 | SVP3010-01 | 2004D MASTER CONTRACT | Electric Utility-Construction | 7,077.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------|-------------|--------------|------------------------|-------------------------------|-------------|
| 2023-05-05 | DALEO INC | 00534512 | SVP3008-01 | 2004D MASTER CONTRACT | Electric Utility-Construction | 14,908.00 |
| | | | | Total for Payment No.: | | 21,985.00 |
| Payment No: 711348 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534027 | 5850584-0001 | NON TAXABLE | Electric Utility-Ops General | 812.00 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534028 | 5847199-0001 | EQUIPMENT RENTAL DVR | Electric Utility-Ops General | 1,904.23 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534024 | 5847536-0002 | EQUIPMENT RENTAL DVR | Electric Utility-Ops General | 392.85 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534025 | 5851693-0001 | EQUIPMENT RENTAL COGEN | Electric Utility-Ops General | 817.35 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534025 | 5851693-0001 | NON TAXABLE | Electric Utility-Ops General | 89.83 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534027 | 5850584-0001 | EQUIPMENT RENTAL COGEN | Electric Utility-Ops General | 5,870.93 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534028 | 5847199-0001 | NON TAXABLE | Electric Utility-Ops General | 259.19 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534231 | 5850584-0002 | EQUIPMENT RENTAL COGEN | Electric Utility-Ops General | 305.00 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534229 | 5852477-0001 | EQUIPMENT RENTAL COGEN | Electric Utility-Ops General | 1,631.34 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534229 | 5852477-0001 | NON TAXABLE | Electric Utility-Ops General | 195.00 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534230 | 5747314-0007 | EQUIPMENT RENTAL GIA | Electric Utility-Ops General | 2,182.50 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534230 | 5747314-0007 | NON TAXABLE | Electric Utility-Ops General | 325.00 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534232 | 5856280-0001 | EQUIPMENT RENTAL DVR | Electric Utility-Ops General | 5,660.93 |
| 2023-04-14 | CRESCO EQUIPMENT RENTALS | 00534232 | 5856280-0001 | NON TAXABLE | Electric Utility-Ops General | 738.25 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|--------------|------------------------|---------------------------------|-------------|
| 2023-04-14 | CRESO EQUIPMENT RENTALS | 00534233 | 5851693-0002 | EQUIPMENT RENTAL COGEN | Electric Utility-Ops General | 240.89 |
| | | | | Total for Payment No.: | | 21,425.29 |

| Payment No: 026284 | | | | | | |
|--------------------|------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ELECTRICAL MAINTENANCE | 00535273 | 23-4792 | INSPECTION, TESTING AND CLEANI | Electric Utility-Ops General | 21,226.00 |
| | | | | Total for Payment No.: | | 21,226.00 |

| Payment No: 711743 | | | | | | |
|--------------------|--------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PRO SAFETY & RESCUE, INC | 00535167 | 155333 | BLANKET PO FOR FISCAL YEAR 202 | Electric Utility-Ops General | 21,142.74 |
| | | | | Total for Payment No.: | | 21,142.74 |

| Payment No: 711733 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|---------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | NEW IMAGE LANDSCAPE COMPANY | 00534289 | 141914 | SVP LNDSCAPE MNTCE MARCH2023 | Electric Utility-Ops General | 11,879.98 |
| | | | | Total for Payment No.: | | 11,879.98 |

| Payment No: 711365 | | | | | | |
|--------------------|---------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FIRST SHIELD SECURITY AND | 00534226 | 3680 | Security at SCG&T | Electric Utility-Ops General | 19,344.00 |
| | | | | Total for Payment No.: | | 19,344.00 |

| Payment No: 026179 | | | | | | |
|--------------------|----------------------------|-------------|--------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534764 | S7188579.001 | BOLT, ALL THREAD, 3/4IN X 24IN | Electric Utility-Ops | 862.42 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|--------------|-----------------------------------|---------------------------------|-------------|
| | | | | | General | |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534764 | S7188579.001 | WASHER, SQUARE, FLAT, W/SLOT, | Electric Utility-Ops General | 352.69 |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534762 | S7036881.003 | CONNECTOR, OH, PARALLEL GROOVE | Electric Utility-Ops General | 6,726.47 |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534763 | S7059807.005 | CLAMP, DEAD-END, 12KV, HOT LIN | Electric Utility-Ops General | 10,176.93 |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534764 | S7188579.001 | BOLT, ALL THREAD, 3/4IN X 18IN | Electric Utility-Ops General | 669.48 |
| 2023-04-21 | ONESOURCE DISTRIBUTORS LLC | 00534764 | S7188579.001 | BOLT, ALL THREAD, 3/4IN X 22IN | Electric Utility-Ops General | 786.57 |
| | | | | Total for Payment No.: | | 19,574.56 |

Payment No: 711830

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|-----------------------------------|-------------|
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535397 | 89207 | TRAFFIC CONTROL SERVICES | Electric Utility- Construction | 7,185.00 |
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535607 | 89796 | TRAFFIC CONTROL SERVICES | Electric Utility- Construction | 1,745.00 |
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535398 | 89497 | TRAFFIC CONTROL SERVICES | Electric Utility- Construction | 6,650.00 |
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535399 | 89604 | TRAFFIC CONTROL SERVICES | Electric Utility- Construction | 2,095.00 |
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535575 | 89930 | CONE, 28IN VINYL PLASTIC TRAFF | Electric Utility-Ops General | 1,200.38 |
| 2023-05-05 | D&M TRAFFIC SERVICES | 00535575 | 89930 | STENCIL FEE | Electric Utility-Ops General | 50.00 |
| | | | | Total for Payment No.: | | 18,925.38 |

Payment No: 711869

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------------|-------------|-------------|---------------------|---------------------------------|-------------|
| 2023-05-05 | NORTHWEST INDUSTRIAL ENGINE & COMP | 00535403 | 2551 | RECONDITIONED PARTS | Electric Utility-Ops General | 13,889.68 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-05-05 | NORTHWEST INDUSTRIAL ENGINE & COMP | 00535403 | 2551 | RECONDITIONED LABOR | Electric Utility-Ops General | 4,999.04 |
| | | | | Total for Payment No.: | | 18,888.72 |

Payment No: 711891

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| 2023-05-05 | STANTEC CONSULTING SERVICES | 00535270 | 2053821 | RODONOVAN SURVEYING, SUB-SURFA | Electric Utility-Construction | 8,304.00 |
| 2023-05-05 | STANTEC CONSULTING SERVICES | 00535271 | 2067265 | RODONOVAN SURVEYING, SUB-SURFA | Electric Utility-Construction | 7,791.26 |
| | | | | Total for Payment No.: | | 16,095.26 |

Payment No: 711358

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-------------------------------|------------------------------|-------------|
| 2023-04-14 | EQUINIX INC | 00533924 | 100210467128 | SANTA CLARA IBX - SV2 (FIBER) | Electric Utility-Ops General | 16,050.87 |
| | | | | Total for Payment No.: | | 16,050.87 |

Payment No: 711837

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-------------------------------|------------------------------|-------------|
| 2023-05-05 | EQUINIX INC | 005335084 | 100210457751 | SANTA CLARA IBX - SV2 (FIBER) | Electric Utility-Ops General | 15,990.09 |
| | | | | Total for Payment No.: | | 15,990.09 |

Payment No: 711726

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-------------------------|--------------------------------|-------------|
| 2023-04-28 | LIN-ZHI | 00534420 | R23-SLR-0049 | LTG REBATE; ACT 62572-5 | Electric Utility-Ops Restrictd | 15,844.35 |
| | | | | Total for Payment No.: | | 15,844.35 |

Payment No: 711827

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|------------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-05-05 | CONVERGEONE, INC. | 00535538 | IE552499 | ITEM #SRT8KRMXLT SMART UPS SRT | Electric Utility-Ops General | 15,367.22 |
| 2023-05-05 | CONVERGEONE, INC. | 00535538 | IE552499 | FREIGHT | Electric Utility-Ops General | 344.76 |
| | | | | Total for Payment No.: | | 15,711.98 |
| Payment No: 026313 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | RELIABILITY OPTIMIZATION INC | 00535055 | 23-00030 | PDM SERVICES OIL PRO GIA FEB23 | Electric Utility-Ops General | 14,011.00 |
| 2023-05-05 | RELIABILITY OPTIMIZATION INC | 00535055 | 23-00030 | MARKUP FOR OUTSIDE SERVICES | Electric Utility-Ops General | 700.55 |
| 2023-05-05 | RELIABILITY OPTIMIZATION INC | 00535055 | 23-00030 | ADMIN TIME | Electric Utility-Ops General | 750.00 |
| | | | | Total for Payment No.: | | 15,461.55 |
| Payment No: 026116 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | NALCO CO | 00533927 | 6601822318 | PERMACLEAN PC-11 MINI DRUM | Electric Utility-Ops General | 3,666.60 |
| 2023-04-14 | NALCO CO | 00533927 | 6601822318 | PERMATREAT#PC 191T MINI DRUM | Electric Utility-Ops General | 2,492.24 |
| 2023-04-14 | NALCO CO | 00533927 | 6601822318 | FREIGHT SURCHARGE | Electric Utility-Ops General | 36.80 |
| 2023-04-14 | NALCO CO | 00533927 | 6601822318 | ENERGY SURCHARGE | Electric Utility-Ops General | 495.65 |
| 2023-04-14 | NALCO CO | 00533928 | 6601822319 | JR PORTAFEE TRANSAR#3DT120 | Electric Utility-Ops General | 7,668.30 |
| 2023-04-14 | NALCO CO | 00533928 | 6601822319 | FREIGHT SURCHARGE | Electric Utility-Ops General | 61.84 |
| 2023-04-14 | NALCO CO | 00533928 | 6601822319 | ENERGY SURCHARGE | Electric Utility-Ops General | 618.41 |
| | | | | Total for Payment No.: | | 15,039.84 |

Payment No: 026128

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-14 | THERMO ENVIRONMENTAL | 00534331 | 524271 | PN# EM-120442-00 - ASSY. PUMP | Electric Utility-Ops General | 3,255.37 |
| 2023-04-14 | THERMO ENVIRONMENTAL | 00534331 | 524271 | PN# EM-113982-00 - ASSY, PERME | Electric Utility-Ops General | 4,914.34 |
| 2023-04-14 | THERMO ENVIRONMENTAL | 00534330 | 524102 | PN# EM-115938-90 - ASSY, PCBA | Electric Utility-Ops General | 995.36 |
| 2023-04-14 | THERMO ENVIRONMENTAL | 00534331 | 524271 | PN# EM-113371-90 - ASSY, PCB, | Electric Utility-Ops General | 5,311.77 |
| | | | | Total for Payment No.: | | 14,476.84 |

Payment No: 711748

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-28 | RM AUTOMATION, INC. | 00535176 | 00025016 | PN# 028126-001 X3301S4N14W1 FL | Electric Utility-Ops General | 13,985.25 |
| | | | | Total for Payment No.: | | 13,985.25 |

Payment No: 711881

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| 2023-05-05 | REED & GRAHAM INC | 00535519 | 052365 | COLD MIX & BASE ROCK | Electric Utility- Construction | 831.03 |
| 2023-05-05 | REED & GRAHAM INC | 00535520 | 052366 | COLD MIX & BASE ROCK | Electric Utility- Construction | 802.16 |
| 2023-05-05 | REED & GRAHAM INC | 00535521 | 052364 | COLD MIX & BASE ROCK | Electric Utility- Construction | 780.13 |
| 2023-05-05 | REED & GRAHAM INC | 00535517 | 051116 | COLD MIX & BASE ROCK | Electric Utility- Construction | 866.85 |
| 2023-05-05 | REED & GRAHAM INC | 00535518 | 052006 | COLD MIX & BASE ROCK | Electric Utility- Construction | 83.65 |
| | | | | Total for Payment No.: | | 3,363.82 |

Payment No: 026122

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | RELIABILITY OPTIMIZATION INC | 00533864 | 23-00043 | TSRF WINDOW INSTALL PW MAR23 | Electric Utility-Ops General | 1,643.92 |
| 2023-04-14 | RELIABILITY OPTIMIZATION INC | 00533864 | 23-00043 | TSRF WINDOW INSTALL NOPW MAR23 | Electric Utility-Ops General | 9,719.11 |
| 2023-04-14 | RELIABILITY OPTIMIZATION INC | 00533864 | 23-00043 | MARKUP SD MYERS | Electric Utility-Ops General | 568.15 |
| 2023-04-14 | RELIABILITY OPTIMIZATION INC | 00533864 | 23-00043 | ADMIN COSTS | Electric Utility-Ops General | 750.00 |
| Total for Payment No.: | | | | | | 12,681.18 |

| Payment No: 711773 | | | | | | |
|------------------------|--------------------------|-------------|-------------|-------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | UNIVAR SOLUTIONS USA INC | 00535183 | 51065045 | CHEMICAL DELIVERY | Electric Utility-Ops General | 2,058.15 |
| 2023-04-28 | UNIVAR SOLUTIONS USA INC | 00534958 | 50959872 | CHEMICAL DELIVERY | Electric Utility-Ops General | 10,472.73 |
| Total for Payment No.: | | | | | | 12,530.88 |

| Payment No: 026247 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | NALCO CO | 00534668 | 6601829093 | JR PORTA FEED IBD | Electric Utility-Ops General | 9,333.03 |
| 2023-04-28 | NALCO CO | 00534668 | 6601829093 | FREIGHT SURCHARGE | Electric Utility-Ops General | 68.29 |
| 2023-04-28 | NALCO CO | 00534668 | 6601829093 | ENERGY SURCHARGE | Electric Utility-Ops General | 752.10 |
| 2023-04-28 | NALCO CO | 00534669 | 6670406469 | MNTHLY SRV FEE MAR2023 | Electric Utility-Ops General | 1,096.76 |
| 2023-04-28 | NALCO CO | 00534669 | 6670406469 | ENERGY SURCHARGE MAR2023 | Electric Utility-Ops General | 87.75 |
| 2023-04-28 | NALCO CO | 00534671 | 6670422515 | MNTHLY SRV FEE APR2023 | Electric Utility-Ops General | 1,096.76 |
| 2023-04-28 | NALCO CO | 00534671 | 6670422515 | ENERGY SURCHARGE APR2023 | Electric Utility-Ops General | 87.75 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|----------------|-----------------------------------|-----------------------------------|-------------|
| | | | | Total for Payment No.: | | 12,522.44 |
| Payment No: 711608 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | UNIQUE SCAFFOLDING | 00534556 | RI-2450 | SCAFFOLDING RENT FEB2023 | Electric Utility-Ops General | 5,737.97 |
| 2023-04-21 | UNIQUE SCAFFOLDING | 00533935 | 2049-A | SCAFFOLDING FEB23 DVR OUTAGE | Electric Utility-Ops General | 5,687.00 |
| | | | | Total for Payment No.: | | 11,424.97 |
| Payment No: 003337 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Electric Utility- Construction | 4,564.18 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Electric Utility-Ops General | 3,701.01 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Electric Utility-Ops General | 91.22 |
| | | | | Total for Payment No.: | | 8,356.41 |
| Payment No: 711334 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | AT&T CALNET | 00533923 | 000019734140 | BAN: 9391062315 MAR2023 | Electric Utility-Ops General | 1,178.60 |
| | | | | Total for Payment No.: | | 1,178.60 |
| Payment No: 026242 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | LEIDOS ENGINEERING, LLC | 00534929 | INV-0009508060 | CHANGE ORDER #1: ADDITIONAL EN | Electric Utility- Construction | 10,895.59 |
| | | | | Total for Payment No.: | | 10,895.59 |

Payment No: 711655

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|------------------------------|------------------------------|-------------|
| 2023-04-28 | PG&E | 00534423 | 0008185321-0 | GRIZZLY PH O&M MAR23 TAX | Electric Utility-Ops General | 399.49 |
| 2023-04-28 | PG&E | 00534423 | 0008185321-0 | GRIZZLY PH O&M MAR23 NON TAX | Electric Utility-Ops General | 10,486.23 |
| | | | | Total for Payment No.: | | 10,885.72 |

Payment No: 026115

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|----------------------------|------------------------------|-------------|
| 2023-04-14 | NALCO CO | 00533529 | 6601868854 | FREIGHT SURCHARGE | Electric Utility-Ops General | 132.78 |
| 2023-04-14 | NALCO CO | 00533529 | 6601868854 | ENERGY SURCHARGE | Electric Utility-Ops General | 794.84 |
| 2023-04-14 | NALCO CO | 00533529 | 6601868854 | JR PORTA FEED NALCO 1720 | Electric Utility-Ops General | 3,907.88 |
| 2023-04-14 | NALCO CO | 00533529 | 6601868854 | JR PORTA FEED IBC NEXGUARD | Electric Utility-Ops General | 5,894.85 |
| | | | | Total for Payment No.: | | 10,730.35 |

Payment No: 026219

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-28 | DALEO INC | 00534453 | SV7222-01 | 2004D MASTER CONTRACT | Electric Utility-Ops General | 7,063.98 |
| 2023-04-28 | DALEO INC | 00534454 | SV7222-02 | 2004D MASTER CONTRACT | Electric Utility-Ops General | 3,622.50 |
| | | | | Total for Payment No.: | | 10,686.48 |

Payment No: 711534

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------------|--------------------------------|-------------|
| 2023-04-21 | FREEDOM SOLAR | 00534011 | 2022.5029 | LOW INCM SOLAR RBT; 84433-09 | Electric Utility-Ops Restrictd | 10,500.00 |
| | | | | Total for Payment No.: | | 10,500.00 |

Payment No: 026158

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-21 | DALEO INC | 00534059 | SVP3007-01 | 2004D MASTER CONTRACT | Electric Utility-Ops General | 10,479.82 |
| | | | | Total for Payment No.: | | 10,479.82 |

Payment No: 711844

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|-----------------------------------|-------------|
| 2023-05-05 | GDS INDUSTRIES, INC. | 00534931 | 125788 | SVP 19 BOX 24"X36"X24 MRKD SVP | Electric Utility- Construction | 10,271.39 |
| | | | | Total for Payment No.: | | 10,271.39 |

Payment No: 711539

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | GTT COMMUNICATIONS INC | 00533741 | INV7526351 | INTERNET SVCS 881/1705 APR23NT | Electric Utility-Ops General | 9,826.16 |
| 2023-04-21 | GTT COMMUNICATIONS INC | 00533741 | INV7526351 | INTERNET SVCS 881/1705 APR23TA | Electric Utility-Ops General | 198.66 |
| | | | | Total for Payment No.: | | 10,024.82 |

Payment No: 711394

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| 2023-04-14 | OPEN ACCESS TECHNOLOGY | 00533861 | 177010 | ETS TAGGING SVC APR23-MAR24 | Electric Utility-Ops General | 9,933.27 |
| | | | | Total for Payment No.: | | 9,933.27 |

Payment No: 026161

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | EAGLE SECURITY SERVICE | 00534493 | ES4587 | SVP PHYSICAL SECURITY MONITORI | Electric Utility-Ops General | 5,550.00 |
| 2023-04-21 | EAGLE SECURITY SERVICE | 00534494 | ES4589 | SVP PHYSICAL SECURITY MONITORI | Electric Utility-Ops General | 4,355.00 |
| | | | | Total for Payment No.: | | 9,905.00 |

| Payment No: 026274 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CALTROL | 00535574 | CD99176847 | PN# DVC-3793-4346847 DVC6200 (| Electric Utility-Ops General | 9,813.39 |
| 2023-05-05 | CALTROL | 00535574 | CD99176847 | SHIPPING/HANDLING | Electric Utility-Ops General | 16.49 |
| | | | | Total for Payment No.: | | 9,829.88 |
| | | | | | | |
| Payment No: 711771 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | UNIQUE SCAFFOLD | 00534557 | RI-2451 | SCAFFOLDING RENT MAR2023 | Electric Utility-Ops General | 5,040.27 |
| 2023-04-28 | UNIQUE SCAFFOLD | 00534738 | 2236 | SCAFFOLDING NOV22 DVR OUTAGE | Electric Utility-Ops General | 4,777.08 |
| | | | | Total for Payment No.: | | 9,817.35 |
| | | | | | | |
| Payment No: 026291 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | HILL BROTHERS CHEMICAL CO | 00535042 | 07165458 | AQUA AMMONIA 4/19/2023 | Electric Utility-Ops General | 9,632.38 |
| 2023-05-05 | HILL BROTHERS CHEMICAL CO | 00535042 | 07165458 | FUEL SURCHAGE | Electric Utility-Ops General | 49.11 |
| | | | | Total for Payment No.: | | 9,681.49 |
| | | | | | | |
| Payment No: 026125 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SUNE W12DG-C LLC | 00534023 | BPINV011084 | ENERGY PURCH (SOLAR) MAY23 | Electric Utility-Ops General | 9,615.27 |
| | | | | Total for Payment No.: | | 9,615.27 |
| | | | | | | |
| Payment No: 711366 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FIRSTPOWER GROUP, LLC | 00534310 | 6554 | OIL BREAKER COMPRESSOR, | Electric Utility-Ops | 9,114.34 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| | | | | CIRCUI | General | |
| 2023-04-14 | FIRSTPOWER GROUP, LLC | 00534310 | 6554 | SHIPPING | Electric Utility-Ops General | 177.83 |
| | | | | Total for Payment No.: | | 9,292.17 |

| Payment No: 711399 | | | | | | |
|--------------------|----------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PS INTERNATIONAL INC | 00534095 | 23-3856 | PN# PPC-51-45.5-M-SS-6000-0589 | Electric Utility-Ops General | 4,560.00 |
| 2023-04-14 | PS INTERNATIONAL INC | 00534095 | 23-3856 | PN# PPC-51-45.5-M-SS-8000-0589 | Electric Utility-Ops General | 4,560.00 |
| | | | | Total for Payment No.: | | 9,120.00 |

| Payment No: 026178 | | | | | | |
|--------------------|-------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | NALCO CO | 00534020 | 6601420297 | INSTRUMENT NALCO DR 1900, S | Electric Utility-Ops General | 7,968.30 |
| 2023-04-21 | NALCO CO | 00534020 | 6601420297 | FREIGHT CHARGES | Electric Utility-Ops General | 136.41 |
| 2023-04-21 | NALCO CO | 00534020 | 6601420297 | FREIGHT SURCHARGE | Electric Utility-Ops General | 0.07 |
| 2023-04-21 | NALCO CO | 00534020 | 6601420297 | ENERGY SURCHARGE | Electric Utility-Ops General | 810.48 |
| | | | | Total for Payment No.: | | 8,915.26 |

| Payment No: 711842 | | | | | | |
|--------------------|---------------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | FIRST SHIELD SECURITY AND | 00535402 | 3756 | SECURITY PATROLLING SERVICES B | Electric Utility-Ops General | 8,775.00 |
| | | | | Total for Payment No.: | | 8,775.00 |

Payment No: 711832

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-05-05 | DELTA STAR | 00535462 | IN002036 | COOLING FAN FOR RAYMON SUBSTAT | Electric Utility-Ops General | 7,720.86 |
| 2023-05-05 | DELTA STAR | 00535462 | IN002036 | FREIGHT | Electric Utility-Ops General | 990.00 |
| | | | | Total for Payment No.: | | 8,710.86 |

| Payment No: 711418 | | | | | | |
|--------------------|-------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SCOTT ENGINEERING | 00534312 | 62692 | CAPACITOR CONTROL, TIME PRI VO | Electric Utility- Construction | 8,581.10 |
| | | | | Total for Payment No.: | | 8,581.10 |

| Payment No: 711504 | | | | | | |
|--------------------|---------------|-------------|-------------|-----------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | BORDER STATES | 00533551 | 925889630 | PSADAPTERSVP BOLT CICLE ADP | Electric Utility- Construction | 8,410.43 |
| | | | | Total for Payment No.: | | 8,410.43 |

| Payment No: 711866 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MALLORY SAFETY & SUPPLY LLC | 00535507 | 5605144 | VEST, MEDIUM, CLASS 3, LIME GR | Electric Utility-Ops General | 4,181.58 |
| 2023-05-05 | MALLORY SAFETY & SUPPLY LLC | 00535507 | 5605144 | VEST, LARGE, CLASS 3, LIME GRE | Electric Utility-Ops General | 4,181.58 |
| | | | | Total for Payment No.: | | 8,363.16 |

| Payment No: 026236 | | | | | | |
|--------------------|---------------------------|-------------|-------------|--------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | HILL BROTHERS CHEMICAL CO | 00534667 | 07164686 | AQUA AMMONIA 4/11/2023 | Electric Utility-Ops General | 8,024.10 |
| 2023-04-28 | HILL BROTHERS CHEMICAL CO | 00534667 | 07164686 | FUEL SURCHARGE 4/11/2023 | Electric Utility-Ops General | 49.11 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| | | | | Total for Payment No.: | | 8,073.21 |
| | | | | | | |
| Payment No: 026095 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | GMES LLC | 00533860 | 6546367 | LINEMAN HLEVER RATCHET WRCH | Electric Utility-Ops General | 292.43 |
| 2023-04-14 | GMES LLC | 00533860 | 6546367 | LINEMAN 5IN1 RACHET WRENCH | Electric Utility-Ops General | 312.08 |
| 2023-04-14 | GMES LLC | 00533575 | 6465119 | GREEN LEE REPAIOR FOR TAMP | Electric Utility-Ops General | 724.39 |
| 2023-04-14 | GMES LLC | 00533576 | 6498014 | DOUBLE BACK HOLSTER | Electric Utility-Ops General | 138.70 |
| 2023-04-14 | GMES LLC | 00533577 | 6500873 | BLOCK AND TACKLE | Electric Utility-Ops General | 327.13 |
| 2023-04-14 | GMES LLC | 00533578 | 6511387 | FAIT FIELD AIR INSPECT TOOL | Electric Utility-Ops General | 41.47 |
| 2023-04-14 | GMES LLC | 00533579 | 6512597 | CANVAS BOLT BAG | Electric Utility-Ops General | 40.37 |
| 2023-04-14 | GMES LLC | 00533580 | 6513436 | OVERSIZED BLAK ESTEX HARD BODY | Electric Utility-Ops General | 305.11 |
| 2023-04-14 | GMES LLC | 00533581 | 6526520 | BUCKINGHAM 200M FULL FLOAT BEL | Electric Utility-Ops General | 609.99 |
| 2023-04-14 | GMES LLC | 00533633 | 6493761 | MISC OVERHEAD TOOLS | Electric Utility-Ops General | 2,625.41 |
| 2023-04-14 | GMES LLC | 00533633 | 6493761 | MISC UNDERGROUND TOOLS | Electric Utility-Ops General | 2,625.42 |
| | | | | Total for Payment No.: | | 8,042.50 |
| | | | | | | |
| Payment No: 711327 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | AERODERIVATIVE GAS TURBINE | 00534094 | I77293 | PN# 608938-3036 - CABLE | Electric Utility-Ops General | 1,842.53 |
| 2023-04-14 | AERODERIVATIVE GAS TURBINE | 00534094 | I77293 | PN# 9559M20G01 - SEAL | Electric Utility-Ops General | 5,522.49 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-14 | AERODERIVATIVE GAS TURBINE | 00534094 | I77293 | PN# P16-5659 - FILTER | Electric Utility-Ops General | 549.70 |
| | | | | Total for Payment No.: | | 7,914.72 |

Payment No: 711744

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-28 | QUALITROL COMPANY LLC | 00535171 | 20209714 | PN# 045-009-01 - 6 GAGE UL CER | Electric Utility-Ops General | 7,444.29 |
| 2023-04-28 | QUALITROL COMPANY LLC | 00535171 | 20209714 | HANDLING FEE | Electric Utility-Ops General | 96.77 |
| | | | | Total for Payment No.: | | 7,541.06 |

Payment No: 711831

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-05-05 | DELL MARKETING LP | 00534808 | 10661099137 | LAPTOPS AND DOCKS | Electric Utility-Ops General | 3,065.82 |
| 2023-05-05 | DELL MARKETING LP | 00534808 | 10661099137 | NON-TAXABLE | Electric Utility-Ops General | 470.54 |
| | | | | Total for Payment No.: | | 3,536.36 |

Payment No: 026308

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|--------------|--------------------------------|-----------------------------------|-------------|
| 2023-05-05 | ONESOURCE DISTRIBUTORS LLC | 00535464 | S7185839.001 | KORTICK K8296 TECO PLATE 2-5/8 | Electric Utility- Construction | 6,001.72 |
| 2023-05-05 | ONESOURCE DISTRIBUTORS LLC | 00535464 | S7185839.001 | CHANCE 6813 SQUARE WASHER 2-1/ | Electric Utility- Construction | 93.49 |
| 2023-05-05 | ONESOURCE DISTRIBUTORS LLC | 00535577 | S7200350.001 | BOLT - OVALEYE - 5/8IN X 6IN L | Electric Utility-Ops General | 802.95 |
| 2023-05-05 | ONESOURCE DISTRIBUTORS LLC | 00535577 | S7200350.001 | CONNECTOR, LV, NON-TENSION, 50 | Electric Utility-Ops General | 388.73 |
| | | | | Total for Payment No.: | | 7,286.89 |

| Payment No: 711812 | | | | | | |
|--------------------|-------------|-------------|--------------|------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | AT&T CALNET | 00534878 | 000019828472 | BAN9391023689 3/20-4/19/23 | Electric Utility-Ops General | 185.98 |
| 2023-05-05 | AT&T CALNET | 00535082 | 000019846059 | BAN: 9391015175 3/25-4/24/23 | Electric Utility-Ops General | 6,266.18 |
| 2023-05-05 | AT&T CALNET | 00535083 | 000019846179 | BN9391023721 3/25-4/24/2023 | Electric Utility-Ops General | 820.15 |
| | | | | Total for Payment No.: | | 7,272.31 |

| Payment No: 711541 | | | | | | |
|--------------------|----------------|-------------|-------------|------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | HOME DEPOT USA | 00533967 | 737814442 | JANITORIAL SUPPLIES | Electric Utility-Ops General | 101.68 |
| 2023-04-21 | HOME DEPOT USA | 00533979 | 738871789 | JANITORIAL SUPPLIES | Electric Utility-Ops General | 149.82 |
| 2023-04-21 | HOME DEPOT USA | 00533982 | 738871805 | JANITORIAL SUPPLIES | Electric Utility-Ops General | 193.28 |
| | | | | Total for Payment No.: | | 444.78 |

| Payment No: 026205 | | | | | | |
|--------------------|---------------------------|-------------|-------------|---------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | ASPEN ENVIRONMENTAL GROUP | 00534478 | 3513.004-05 | RATE & FEE ANALYSIS MAR23 | Electric Utility-Ops General | 6,700.68 |
| | | | | Total for Payment No.: | | 6,700.68 |

| Payment No: 711320 | | | | | | |
|--------------------|-------------|-------------|--------------|---------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PG&E | 00533530 | 0008174569-7 | COO 115KV NRS (TFA) MAR23 | Electric Utility-Ops General | 6,600.59 |
| | | | | Total for Payment No.: | | 6,600.59 |

Payment No: 711666

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-28 | AERODERIVATIVE GAS TURBINE | 00535141 | I77364 | PN# L43416P02 - SENSOR | Electric Utility-Ops General | 6,458.37 |
| Total for Payment No.: | | | | | | 6,458.37 |

Payment No: 711322

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|----------------------|----------------------------------|---------------------------------|-------------|
| 2023-04-14 | PG&E | 00533632 | 9644211793-1 MAR2023 | ELEC SVC GRIZZLY PWRHSE MAR23 | Electric Utility-Ops General | 6,447.89 |
| Total for Payment No.: | | | | | | 6,447.89 |

Payment No: 711420

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------------------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| 2023-04-14 | SOUTHERN COUNTIES LUBRICANTS, LLC | 00533866 | 323944 | CHEVRON GST 32 5 55 GAL DRUMS | Electric Utility-Ops General | 6,049.89 |
| 2023-04-14 | SOUTHERN COUNTIES LUBRICANTS, LLC | 00533866 | 323944 | FUEL SURCHARGE | Electric Utility-Ops General | 10.83 |
| 2023-04-14 | SOUTHERN COUNTIES LUBRICANTS, LLC | 00533866 | 323944 | ENVIRONMENTAL SURCHARGE | Electric Utility-Ops General | 14.13 |
| 2023-04-14 | SOUTHERN COUNTIES LUBRICANTS, LLC | 00533866 | 323944 | 5 GAL DRUMS DELIVERED | Electric Utility-Ops General | 100.00 |
| Total for Payment No.: | | | | | | 6,174.85 |

Payment No: 026171

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|----------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | LEIDOS ENGINEERING, LLC | 00534615 | INV-0009470697 | ENGINEERING SERVICES FOR REPLA | Electric Utility-Ops General | 6,003.60 |
| Total for Payment No.: | | | | | | 6,003.60 |

Payment No: 711897

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| 2023-05-05 | SUPERCO SPECIALTY PRODUCTS | 00535466 | PSI494570 | Coated Gloves: Medium Smooth, | Electric Utility-Ops General | 201.09 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|---------------|--------------------------------|-------------------------------|-------------|
| 2023-05-05 | SUPERCO SPECIALTY PRODUCTS | 00535466 | PSI494570 | Coated Gloves: LARGE Smooth, W | Electric Utility-Ops General | 201.08 |
| 2023-05-05 | SUPERCO SPECIALTY PRODUCTS | 00535466 | PSI494570 | Coated Gloves: Small Smooth, W | Electric Utility-Ops General | 201.08 |
| | | | | Total for Payment No.: | | 603.25 |
| Payment No: 711390 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | MOTION INDUSTRIES INC | 00534326 | CA24-01001183 | PN# 01652853 - ZINGA SE10 ELE | Electric Utility-Ops General | 243.09 |
| 2023-04-14 | MOTION INDUSTRIES INC | 00534329 | CA24-01001680 | PN# 00572653 - ZP5207 ND PBLK, | Electric Utility-Ops General | 2,441.73 |
| 2023-04-14 | MOTION INDUSTRIES INC | 00534329 | CA24-01001680 | DISCOUNT PAY BEFORE 4/25/23 | Electric Utility-Ops General | -23.23 |
| 2023-04-14 | MOTION INDUSTRIES INC | 00534328 | CA24-01001203 | PN# 01345311 - 1020 G 20 RSB X | Electric Utility-Ops General | 3,254.54 |
| | | | | Total for Payment No.: | | 5,916.13 |
| Payment No: 711798 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STUDIO G ARCHITECTS INC | 00535268 | INV#4669 | UTILITIES CORPORATION YARD FIE | Electric Utility-Construction | 1,967.50 |
| 2023-05-05 | STUDIO G ARCHITECTS INC | 00535269 | INV#4753 | UTILITIES CORPORATION YARD FIE | Electric Utility-Construction | 3,930.00 |
| | | | | Total for Payment No.: | | 5,897.50 |
| Payment No: 026229 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GRAINGER | 00534666 | 9668238208 | STRG CAB 78X48 DRKGRY 4SHLV | Electric Utility-Ops General | 5,579.01 |
| 2023-04-28 | GRAINGER | 00534724 | 9674055174 | SPACER UNIT MANUFACTURER 15908 | Electric Utility-Ops General | 66.20 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| | | | | Total for Payment No.: | | 5,645.21 |
| | | | | | | |
| Payment No: 711407 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ROSEMOUNT INC | 00533977 | 72084632 | PN# 3051S2TG2A2E11A1AM5 SCALAB | Electric Utility-Ops General | 5,526.68 |
| 2023-04-14 | ROSEMOUNT INC | 00533977 | 72084632 | SHIPPING | Electric Utility-Ops General | 15.33 |
| | | | | Total for Payment No.: | | 5,542.01 |
| | | | | | | |
| Payment No: 711383 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | KRENZ & COMPANY INC | 00534323 | 84797 | Transformer Cooling Fan Assemb | Electric Utility-Ops General | 5,449.25 |
| | | | | Total for Payment No.: | | 5,449.25 |
| | | | | | | |
| Payment No: 711826 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535088 | 78969351 | Physical Examination | Electric Utility-Ops General | 85.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535088 | 78969351 | Physical Examination | Electric Utility-Ops General | 187.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535093 | 78965149 | Physical Examination | Electric Utility-Ops General | 144.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535097 | 78821724 | Physical Examination | Electric Utility-Ops General | 669.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535098 | 78893697 | Physical Examination | Electric Utility-Ops General | 85.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535099 | 78746783 | Physical Examination | Electric Utility-Ops General | 110.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535094 | 77632758 | Physical Examination | Electric Utility-Ops General | 1,896.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--|-------------|---------------|--------------------------------|--------------------------------|-------------|
| | | | | Total for Payment No.: | | 3,176.00 |
| | | | | | | |
| Payment No: 026213 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CARPENTER RIGGING & SUPPLY | 00534752 | 60074137 | SAMSON STABLE BRAID UNCOATED | Electric Utility-Ops General | 5,373.05 |
| | | | | Total for Payment No.: | | 5,373.05 |
| | | | | | | |
| Payment No: 711683 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CONSORTIUM FOR ENERGY EFFICIENCY, INC. | 00534411 | CEB2023-11 | 2023 CTR EQUITY/EGRY BEHASPONS | Electric Utility-Ops Restrictd | 5,000.00 |
| | | | | Total for Payment No.: | | 5,000.00 |
| | | | | | | |
| Payment No: 026198 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | VALBRIDGE PROPERTY ADVISORS | 00534087 | 33124 | LITIGATION SUPPORT SERVICE FOR | Electric Utility-Construction | 792.00 |
| 2023-04-21 | VALBRIDGE PROPERTY ADVISORS | 00534091 | 33202 | LITIGATION SUPPORT SERVICE FOR | Electric Utility-Construction | 252.00 |
| 2023-04-21 | VALBRIDGE PROPERTY ADVISORS | 00534086 | 33293 | LITIGATION SUPPORT SERVICE FOR | Electric Utility-Construction | 3,860.50 |
| | | | | Total for Payment No.: | | 4,904.50 |
| | | | | | | |
| Payment No: 026133 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | US DEPT OF ENERGY | 00534150 | NNPB000270323 | CVP O&M FUNDING CREDIT MAR23 | Electric Utility-Ops General | -232,172.00 |
| 2023-04-14 | US DEPT OF ENERGY | 00534150 | NNPB000270323 | WREGIS PASS-THRU CHGS MAR23 | Electric Utility-Ops General | 64.67 |
| 2023-04-14 | US DEPT OF ENERGY | 00534150 | NNPB000270323 | POWER BILL MAR23 | Electric Utility-Ops General | 236,924.85 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| | | | | Total for Payment No.: | | 4,817.52 |
| | | | | | | |
| Payment No: 711749 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SAFARI MICRO INC | 00534483 | SM402006 | ENDPOINT PRTECT SUB LIC 400CT | Electric Utility-Ops General | 4,776.00 |
| | | | | Total for Payment No.: | | 4,776.00 |
| | | | | | | |
| Payment No: 026234 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GRID SUBJECT MATTER EXPERTS, LLC | 00534417 | 13707 | ONGOING CIP ACTIVITIES MAR23 | Electric Utility-Ops General | 4,725.00 |
| | | | | Total for Payment No.: | | 4,725.00 |
| | | | | | | |
| Payment No: 711367 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | GE PACKAGED POWER, LLC | 00534325 | 552167 | PN# 287837 FABRICATION DETAIL, | Electric Utility-Ops General | 4,583.51 |
| | | | | Total for Payment No.: | | 4,583.51 |
| | | | | | | |
| Payment No: 711498 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | ENVIRONMENTAL SERVICE CHARGE | Electric Utility-Ops General | 288.08 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | ANALYTICALS | Electric Utility-Ops General | 2,500.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | ANALYTICALS (1 DAY TAT) | Electric Utility-Ops General | 500.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | 4HR CHEMIST 8/3/22 | Electric Utility-Ops General | 268.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | HAND PUMP LARGE | Electric Utility-Ops General | 50.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|---------------------------------|---------------------------------|-------------|
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | PPE GEAR LEVEL D | Electric Utility-Ops General | 8.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | GEAR TRUCK BOB TAIL 8/3/22 | Electric Utility-Ops General | 125.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534058 | 429542 | SUPPLIES | Electric Utility-Ops General | 150.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | 4HR CHEMIST 8/10/22 | Electric Utility-Ops General | 268.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | HAND PUM LARGE | Electric Utility-Ops General | 50.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | PPE GEAR LEVEL D | Electric Utility-Ops General | 8.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | GEAR TRUCK BOB TAIL 8/10/22 | Electric Utility-Ops General | 125.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | SUPPLIES | Electric Utility-Ops General | 150.00 |
| 2023-04-21 | ADVANCED CHEMICAL TRANSPORT | 00534074 | 425730 | ENVIRONMENTAL SERVICE CHARGE | Electric Utility-Ops General | 48.08 |
| | | | | Total for Payment No.: | | 4,538.16 |

Payment No: 026162

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|-----------------------------|-----------------------------------|-------------|
| 2023-04-21 | EFFICIENCY SERVICES GROUP, LLC | 00534144 | 10444 | EXTER/PRKING LOT LITE MAR23 | Electric Utility-Ops Restrictd | 4,500.00 |
| | | | | Total for Payment No.: | | 4,500.00 |

Payment No: 711721

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-28 | KONE INC | 00534443 | 1158446027 | 850 DUANE | Electric Utility-Ops General | 720.03 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | SVP DUANE | Electric Utility-Ops General | 130.79 |
| | | | | Total for Payment No.: | | 850.82 |

Payment No: 026221

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | EAGLE SECURITY SERVICE | 00534951 | ES4588 | SVP PHYSICAL SECURITY MONITORI | Electric Utility-Ops General | 4,440.00 |
| | | | | Total for Payment No.: | | 4,440.00 |

Payment No: 711741

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | SVP DUANE | Electric Utility-Ops General | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | SVP ROBERTS | Electric Utility-Ops General | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | SVP MARTIN | Electric Utility-Ops General | 61.54 |
| | | | | Total for Payment No.: | | 184.62 |

Payment No: 026288

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | GRAINGER-SAN JOSE | 00535509 | 9676217913 | Transport Drum: Steel, 55 gal, | Electric Utility-Ops General | 3,139.18 |
| 2023-05-05 | GRAINGER-SAN JOSE | 00535510 | 9673799145 | CEMENT, FAST DRY, PATCHING, SE | Electric Utility-Ops General | 304.85 |
| | | | | Total for Payment No.: | | 3,444.03 |

Payment No: 026186

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|---------------------|-----------------|------------------------------|-------------|
| 2023-04-21 | STAPLES ADVANTAGE | 00534677 | 8069766936-ELECGEN | OFFICE SUPPLIES | Electric Utility-Ops General | 768.06 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534678 | 8069766936-ELECRES | OFFICE SUPPLIES | Electric Utility-Ops General | 459.24 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534679 | 8069766936-ELECYARD | OFFICE SUPPLIES | Electric Utility-Ops General | 177.27 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534679 | 8069766936-ELECYARD | OFFICE SUPPLIES | Electric Utility-Ops General | 86.08 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|---------------------|------------------------|---------------------------------|-------------|
| 2023-04-21 | STAPLES ADVANTAGE | 00534679 | 8069766936-ELECYARD | OFFICE SUPPLIES | Electric Utility-Ops General | 47.23 |
| | | | | Total for Payment No.: | | 1,537.88 |

| Payment No: 711396 | | | | | | |
|--------------------|--------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | SVP DUANE | Electric Utility-Ops General | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | SVP ROBERS | Electric Utility-Ops General | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | SVP MARTIN | Electric Utility-Ops General | 61.54 |
| | | | | Total for Payment No.: | | 184.62 |

| Payment No: 711580 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | REED & GRAHAM INC | 00534622 | 051228 | COLD MIX & BASE ROCK | Electric Utility- Construction | 55.96 |
| 2023-04-21 | REED & GRAHAM INC | 00534623 | 051518 | COLD MIX & BASE ROCK | Electric Utility- Construction | 938.79 |
| 2023-04-21 | REED & GRAHAM INC | 00534620 | 051230 | COLD MIX & BASE ROCK | Electric Utility- Construction | 28.16 |
| 2023-04-21 | REED & GRAHAM INC | 00534621 | 051229 | COLD MIX & BASE ROCK | Electric Utility- Construction | 58.88 |
| | | | | Total for Payment No.: | | 1,081.79 |

| Payment No: 711746 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | REED & GRAHAM INC | 00535164 | 051707 | COLD MIX & BASE ROCK | Electric Utility- Construction | 28.36 |
| | | | | Total for Payment No.: | | 28.36 |

Payment No: 026228

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| 2023-04-28 | GE GRID SOLUTIONS, LLC | 00534955 | 1600713 | UR POWER SUPPLY MODULE UR-SHA | Electric Utility-Ops General | 1,064.14 |
| 2023-04-28 | GE GRID SOLUTIONS, LLC | 00534956 | 1601372 | UR POWER SUPPLY MODULE UR-SHA | Electric Utility-Ops General | 3,112.42 |
| | | | | Total for Payment No.: | | 4,176.56 |

Payment No: 026097

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-14 | GRAINGER-SAN JOSE | 00534203 | 9648118314 | CONDUIT, PVC, SCH 80, 1/2IN X | Electric Utility-Ops General | 503.05 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00534305 | 9650018147 | WATER COOLER, 5GAL WITH CUP DI | Electric Utility-Ops General | 117.33 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00534309 | 9655431154 | GLOVE, MEDIUM GROUND WORKER, Y | Electric Utility-Ops General | 1,119.40 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00534309 | 9655431154 | GLOVE, LARGE GROUND WORKER, YO | Electric Utility-Ops General | 671.64 |
| | | | | Total for Payment No.: | | 2,411.42 |

Payment No: 026076

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-14 | ASPEN ENVIRONMENTAL GROUP | 00534137 | 3581.005-02 | ENVIRONMENTAL SUPPORT FOR ARBO | Electric Utility- Construction | 4,112.55 |
| | | | | Total for Payment No.: | | 4,112.55 |

Payment No: 711705

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------------|-------------|---------------|--------------------------|---------------------------------|-------------|
| 2023-04-28 | ICE US OTC COMMODITY MARKETS LLC | 00534418 | 0323000868088 | ENERGY BROKER COMM MAR23 | Electric Utility-Ops General | 4,046.22 |
| | | | | Total for Payment No.: | | 4,046.22 |

Payment No: 711402

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------|-------------------------------|-------------|
| 2023-04-14 | REED & GRAHAM INC | 00534030 | 050700 | COLD MIX & BASE ROCK | Electric Utility-Construction | 521.11 |
| | | | | Total for Payment No.: | | 521.11 |

Payment No: 026289

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------------|-------------------------------|-------------|
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | SAND | Electric Utility-Construction | 1,867.19 |
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | DISCOUNT | Electric Utility-Construction | -43.53 |
| | | | | Total for Payment No.: | | 1,823.66 |

Payment No: 026286

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | GMES LLC | 00535463 | 6557237 | HOOK, MANHOLE COVER LIFTING, F | Electric Utility-Ops General | 1,294.44 |
| 2023-05-05 | GMES LLC | 00535463 | 6557237 | SHIPPING | Electric Utility-Ops General | 11.26 |
| 2023-05-05 | GMES LLC | 00535017 | 6578918 | 551 SERIERS 4 DRING TRADITION | Electric Utility-Ops General | 656.97 |
| 2023-05-05 | GMES LLC | 00535039 | 6553081 | MILWAUKEE M18 6T FIXED BG CRIM | Electric Utility-Ops General | 594.72 |
| 2023-05-05 | GMES LLC | 00535040 | 6579017 | BUCKADJUSTER 9-8 8FT | Electric Utility-Ops General | 354.25 |
| 2023-05-05 | GMES LLC | 00535040 | 6579017 | BUCKINGHAM 200M FULL FLOAT | Electric Utility-Ops General | 620.76 |
| | | | | Total for Payment No.: | | 3,532.40 |

Payment No: 026283

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | EAGLE SECURITY SERVICE | 00535583 | ES4590 | SVP PHYSICAL SECURITY MONITORI | Electric Utility-Ops General | 3,330.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------|-------------|--------------|----------------------------------|---------------------------------|-------------|
| | | | | Total for Payment No.: | | 3,330.00 |
| | | | | | | |
| Payment No: 711904 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | UNIVAR SOLUTIONS USA INC | 00535400 | 51083213 | CHEMICAL DELIVERY | Electric Utility-Ops General | 1,525.61 |
| 2023-05-05 | UNIVAR SOLUTIONS USA INC | 00535400 | 51083213 | CHEMICAL DELIVERY | Electric Utility-Ops General | 30.35 |
| 2023-05-05 | UNIVAR SOLUTIONS USA INC | 00535567 | 51092926 | CHEMICAL DELIVERY | Electric Utility-Ops General | 767.59 |
| 2023-05-05 | UNIVAR SOLUTIONS USA INC | 00535570 | 51096725 | CHEMICAL DELIVERY | Electric Utility-Ops General | 954.99 |
| | | | | Total for Payment No.: | | 3,278.54 |
| | | | | | | |
| Payment No: 711321 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PG&E | 00533531 | 0008174570-5 | COO NONRULE 2 LES/230KV MAR23 | Electric Utility-Ops General | 3,231.16 |
| | | | | Total for Payment No.: | | 3,231.16 |
| | | | | | | |
| Payment No: 711362 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FEDERAL EXPRESS | 00533746 | 8-078-80631 | MISC. SHIPPING DVR | Electric Utility-Ops General | 3,228.38 |
| | | | | Total for Payment No.: | | 3,228.38 |
| | | | | | | |
| Payment No: 711528 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ESCI, INC | 00534065 | 13427 | SAFETY & TRAINING SVCS APR23 | Electric Utility-Ops General | 3,200.00 |
| | | | | Total for Payment No.: | | 3,200.00 |

Payment No: 711441

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-14 | VALIN CORP | 00533980 | 3604013 | PN# 02-099809 - PECO CLEVIS PI | Electric Utility-Ops General | 115.77 |
| 2023-04-14 | VALIN CORP | 00533980 | 3604013 | PN# PF000678 - PECO FLTR EZ-PS | Electric Utility-Ops General | 2,628.58 |
| 2023-04-14 | VALIN CORP | 00533980 | 3604013 | PN# 44797-PECO - PECO BUNA ORI | Electric Utility-Ops General | 255.26 |
| 2023-04-14 | VALIN CORP | 00533980 | 3604013 | PACKAGING AND HANDLING FEE | Electric Utility-Ops General | 7.80 |
| 2023-04-14 | VALIN CORP | 00533980 | 3604013 | Freight In | Electric Utility-Ops General | 108.44 |
| Total for Payment No.: | | | | | | 3,115.85 |

Payment No: 026075

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------------|-------------|-------------|----------------------------|---------------------------------|-------------|
| 2023-04-14 | APPLIED POWER TECHNOLOGIES INC | 00533922 | 14340-02 | MO. EPMS MAINT SRV MAR2023 | Electric Utility-Ops General | 3,061.50 |
| Total for Payment No.: | | | | | | 3,061.50 |

Payment No: 711882

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|---------------|-----------------------------------|---------------------------------|-------------|
| 2023-05-05 | REFTAB LLC | 00535405 | 87774955-0001 | REFTAB BUSINESS PLAN 1 SUBSCRI | Electric Utility-Ops General | 3,040.00 |
| Total for Payment No.: | | | | | | 3,040.00 |

Payment No: 026232

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------|-------------|-------------|-------------|-----------------------------------|-------------|
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | SAND | Electric Utility- Construction | 1,535.92 |
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | DISCOUNT | Electric Utility- Construction | -39.02 |
| Total for Payment No.: | | | | | | 1,496.90 |

Payment No: 711772

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|--------------|----------------------------------|---------------------------------|-------------|
| 2023-04-28 | UNITED SITE SERVICES INC | 00535180 | INV-01561118 | RESTROOM SERVICES DVR | Electric Utility-Ops General | 1,353.02 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535180 | INV-01561118 | STN HAND SINK & STD REST | Electric Utility-Ops General | 95.03 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535177 | INV-01556833 | RESTROOM SERVICES DVR | Electric Utility-Ops General | 327.10 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535177 | INV-01556833 | STN HAND SINK & STD REST | Electric Utility-Ops General | 134.40 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535178 | INV-01561018 | RESTROOM SERVICES DVR | Electric Utility-Ops General | 466.04 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535178 | INV-01561018 | STN HAND SINK & STD REST | Electric Utility-Ops General | 32.75 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535049 | INV-01556635 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 10.92 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535053 | INV-01557081 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 93.02 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535053 | INV-01557081 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 10.92 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535049 | INV-01556635 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 93.02 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535057 | INV-01559858 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 318.02 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535057 | INV-01559858 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 21.84 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535058 | INV-01561742 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 18.20 |
| 2023-04-28 | UNITED SITE SERVICES INC | 00535058 | INV-01561742 | RESTROOM SERVICES SUBSTATIONS | Electric Utility-Ops General | 1.15 |
| | | | | Total for Payment No.: | | 2,975.43 |

Payment No: 711370

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|----------------------|---------------------------------|-------------|
| 2023-04-14 | GLOBAL RENTAL CO | 00533650 | 3996423 | 2019 FORD F550 APR23 | Electric Utility-Ops General | 2,962.74 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | | Total for Payment No.: | | 2,962.74 |

Payment No: 026154

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------------|------------------------------|-------------|
| 2023-04-21 | CINTAS CORP #630 | 00534495 | 4150913688 | LAUNDRY SERVICEFY22/23SVP FO | Electric Utility-Ops General | 125.55 |
| 2023-04-21 | CINTAS CORP #630 | 00534495 | 4150913688 | LAUNDRY SVC HAND SANITIZER | Electric Utility-Ops General | 70.76 |
| 2023-04-21 | CINTAS CORP #630 | 00534496 | 4151014129 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 732.71 |
| 2023-04-21 | CINTAS CORP #630 | 00534496 | 4151014129 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 7.72 |
| 2023-04-21 | CINTAS CORP #630 | 00534498 | 4150360275 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 113.56 |
| 2023-04-21 | CINTAS CORP #630 | 00534498 | 4150360275 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 7.72 |
| 2023-04-21 | CINTAS CORP #630 | 00534499 | 4151775240 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 265.36 |
| 2023-04-21 | CINTAS CORP #630 | 00534500 | 4151014279 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 265.36 |
| 2023-04-21 | CINTAS CORP #630 | 00534501 | 4151775318 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 732.71 |
| 2023-04-21 | CINTAS CORP #630 | 00534501 | 4151775318 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 7.72 |
| | | | | Total for Payment No.: | | 2,329.17 |

Payment No: 026279

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|--------------------------------------|---------------------------------|-------------|
| 2023-05-05 | CINTAS CORP #630 | 00535406 | 4152416903 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 732.72 |
| 2023-05-05 | CINTAS CORP #630 | 00535406 | 4152416903 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 62.92 |
| 2023-05-05 | CINTAS CORP #630 | 00535407 | 4152417175 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 265.36 |
| 2023-05-05 | CINTAS CORP #630 | 00535511 | 4152997902 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 170.82 |
| 2023-05-05 | CINTAS CORP #630 | 00535511 | 4152997902 | SANITIZER | Electric Utility-Ops General | 70.76 |
| 2023-05-05 | CINTAS CORP #630 | 00535513 | 4152310893 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 127.73 |
| 2023-05-05 | CINTAS CORP #630 | 00535513 | 4152310893 | SANITIZER | Electric Utility-Ops General | 70.76 |
| 2023-05-05 | CINTAS CORP #630 | 00535573 | 4153150086 | LAUNDRY SERVICEFY22/23SVP TAX | Electric Utility-Ops General | 7.72 |
| 2023-05-05 | CINTAS CORP #630 | 00535573 | 4153150086 | LAUNDRY SERVICEFY22/23SVP NTAX | Electric Utility-Ops General | 783.11 |
| 2023-05-05 | CINTAS CORP #630 | 00535576 | 4153150049 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 265.36 |
| Total for Payment No.: | | | | | | 2,557.26 |

Payment No: 026166

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | GRAINGER | 00534538 | 9664771244 | Transport Drum: Steel, 55 gal, | Electric Utility-Ops General | 2,457.95 |
| 2023-04-21 | GRAINGER | 00534539 | 9665540911 | LENS CLEANING WIPES PREMOISTEN | Electric Utility-Ops General | 165.21 |
| Total for Payment No.: | | | | | | 2,623.16 |

Payment No: 711722

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-28 | KVM SWITCHES ONLINE LLC | 00535165 | 33050431-3 | PART NUMBER: ALIF4001T-US ADDE | Electric Utility-Ops General | 2,754.09 |
| | | | | Total for Payment No.: | | 2,754.09 |

Payment No: 026276

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-05-05 | | 00535045 | 11014 | LEGAL SERVICES FEB23 | Electric Utility-Ops General | 858.00 |
| 2023-05-05 | | 00535046 | 11020 (d) | LEGAL SERVICES | Electric Utility-Ops General | 1,872.00 |
| | | | | Total for Payment No.: | | 2,730.00 |

Payment No: 026314

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|---------------------|------------------------|---------------------------------|-------------|
| 2023-05-05 | STAPLES ADVANTAGE | 00535591 | 8069966391-ELECYARD | OFFICE SUPPLIES | Electric Utility-Ops General | 601.70 |
| | | | | Total for Payment No.: | | 601.70 |

Payment No: 026152

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| 2023-04-21 | | 00534072 | 11002 | LEGAL SERVICES JAN23 | | |
| 2023-04-21 | | 00534073 | 11009 (d) | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 2,593.50 |

Payment No: 711848

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-05-05 | HOME DEPOT USA | 00534995 | 741016521 | JANITORIAL SUPPLIES | Electric Utility-Ops General | 190.88 |
| | | | | Total for Payment No.: | | 190.88 |

Payment No: 026150

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-21 | BSI AMERICA PROFESSIONAL | 00534071 | 83241 | EH&S CONSULTNG & TRAINING SVCS | Electric Utility-Ops General | 2,551.25 |
| | | | | Total for Payment No.: | | 2,551.25 |

Payment No: 711659

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-----------------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | PG&E | 00534428 | 5918427025-0 MAR2023A | ELEC SVC BLACK BUTTE HYD MAR23 | Electric Utility-Ops General | 2,403.19 |
| | | | | Total for Payment No.: | | 2,403.19 |

Payment No: 711684

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|--------------|------------------------|------------------------------|-------------|
| 2023-04-28 | CRESKO EQUIPMENT RENTALS | 00535158 | 5847536-0004 | EQUIPMENT RENTAL DVR | Electric Utility-Ops General | 654.75 |
| 2023-04-28 | CRESKO EQUIPMENT RENTALS | 00535158 | 5847536-0004 | PROTECT PLAN & MISC | Electric Utility-Ops General | 88.50 |
| 2023-04-28 | CRESKO EQUIPMENT RENTALS | 00535162 | 5847536-0005 | EQUIPMENT RENTAL DVR | Electric Utility-Ops General | 1,430.08 |
| 2023-04-28 | CRESKO EQUIPMENT RENTALS | 00535162 | 5847536-0005 | PROTECT PLAN & MISC | Electric Utility-Ops General | 186.88 |
| | | | | Total for Payment No.: | | 2,360.21 |

Payment No: 026202

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------------|------------------------------|-------------|
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT CYL IND LARGE ACETYLENE | Electric Utility-Ops General | 47.74 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENTY CYL IND LARGE OXYGEN | Electric Utility-Ops General | 40.92 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT CYL IND SMALL ACETLENE | Electric Utility-Ops General | 47.74 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT SYL IND SMALL OXYGEN | Electric Utility-Ops General | 37.51 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT CYL SPEC ALM LARGE EP MIX | Electric Utility-Ops General | 1,452.36 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT CYL SPEC LARGE OTHER | Electric Utility-Ops General | 150.04 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | RENT LIQUID IND LG 190-300 LT | Electric Utility-Ops General | 60.76 |
| 2023-04-28 | AIRGAS USA, LLC | 00534660 | 9996297488 | HAZMAT | Electric Utility-Ops General | 18.79 |
| | | | | Total for Payment No.: | | 1,855.86 |

| Payment No: 026230 | | | | | | |
|--------------------|-------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GRAINGER-SAN JOSE | 00535146 | 9666269312 | Tinned Copper,Tubular Braid,1/ | Electric Utility-Construction | 50.95 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534664 | 9654266734 | AIR HOUSE 1/4" ID 10 FT | Electric Utility-Ops General | 104.26 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534664 | 9654266734 | AIR HOSE 1/4" ID 25 FT | Electric Utility-Ops General | 93.02 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534664 | 9654266734 | QUICK CONNECT PLUG 1/4" BODY 1 | Electric Utility-Ops General | 16.15 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534664 | 9654266734 | QUCI CONNECT SOCKET 1/4" BODY | Electric Utility-Ops General | 47.53 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534664 | 9654266734 | AIR HOSE 3/8" ID 100FT | Electric Utility-Ops General | 510.57 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534665 | 9658595864 | GASKET SEALANT 12.3459 DL OZ B | Electric Utility-Ops General | 199.50 |
| | | | | Total for Payment No.: | | 1,021.98 |

| Payment No: 711398 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PLASTIC DIP MOLDINGS, INC | 00534239 | 126771 | Cable Termination Boot For Bu | Electric Utility-Ops General | 2,107.76 |
| | | | | Total for Payment No.: | | 2,107.76 |

Payment No: 711329

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | ALL INDUSTRIAL ELECTRIC SUPPLY | 00534315 | 5287086 | PN# EMRS KLRK - KLRK EMRS LIGH | Electric Utility-Ops General | 1,862.40 |
| 2023-04-14 | ALL INDUSTRIAL ELECTRIC SUPPLY | 00534314 | 5287318 | PN# EMRS KLRK - KLRK EMRS LIGH | Electric Utility-Ops General | 232.80 |
| Total for Payment No.: | | | | | | 2,095.20 |

Payment No: 711817

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|---------------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | BELLECCI & ASSOCIATES INC | 00535565 | 180119.00 - 0000009 | BENICIA DEMOLITION/CONSTRUCTIO | Electric Utility-Ops General | 753.00 |
| 2023-05-05 | BELLECCI & ASSOCIATES INC | 00535566 | 180119.00 - 0000010 | BENICIA DEMOLITION/CONSTRUCTIO | Electric Utility-Ops General | 1,278.50 |
| Total for Payment No.: | | | | | | 2,031.50 |

Payment No: 026117

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | ONESOURCE DISTRIBUTORS LLC | 00534311 | S7166923.001 | CONNECTOR, OH, AUTO, FULL-TEN, | Electric Utility-Ops General | 692.22 |
| 2023-04-14 | ONESOURCE DISTRIBUTORS LLC | 00534311 | S7166923.001 | ANCHOR, GUY, EXPANSION, 12IN F | Electric Utility-Ops General | 765.74 |
| 2023-04-14 | ONESOURCE DISTRIBUTORS LLC | 00534324 | S7158856.001 | AFL Hi Temp Filler Compound AF | Electric Utility-Ops General | 333.05 |
| Total for Payment No.: | | | | | | 1,791.01 |

Payment No: 711679

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | CED CONTRACTORS | 00534897 | 7488-1072983 | WIRE, 600V, CU, #6, 19 STRAND, | Electric Utility-Ops General | 1,735.09 |
| Total for Payment No.: | | | | | | 1,735.09 |

Payment No: 711674

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|-----------------------------|------------------------------|-------------|
| 2023-04-28 | BAY AREA CLEAN WATER AGENCIES | 00534661 | 9003055 | BACC PARTICIPATION FEE 2022 | Electric Utility-Ops General | 1,718.00 |
| | | | | Total for Payment No.: | | 1,718.00 |

Payment No: 711439

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-14 | UNIVAR SOLUTIONS USA INC | 00534228 | 51038689 | CHEMICAL DELIVERY | Electric Utility-Ops General | 1,564.19 |
| | | | | Total for Payment No.: | | 1,564.19 |

Payment No: 711775

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-28 | VERIZON WIRELESS | 00534690 | 9932030197 | M2M CHARGES MAR23 | Electric Utility-Ops General | 1,477.04 |
| | | | | Total for Payment No.: | | 1,477.04 |

Payment No: 026159

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-------------------------|------------------------------|-------------|
| 2023-04-21 | DATABANK HOLDINGS LTD | 00534141 | 191605 | 5101 LAFAYETTE ST MAR23 | Electric Utility-Ops General | 711.41 |
| 2023-04-21 | DATABANK HOLDINGS LTD | 00534143 | 196444 | 5101 LAFAYETTE ST APR23 | Electric Utility-Ops General | 711.41 |
| | | | | Total for Payment No.: | | 1,422.82 |

Payment No: 026126

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | TECHNOLOGY, ENGINEERING & CONSTRUCTION | 00533969 | 207723 | 30 DAY VISUAL INSPECTION - UST | Electric Utility-Ops General | 1,391.00 |
| | | | | Total for Payment No.: | | 1,391.00 |

Payment No: 711378

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------------|---------------------------------|-------------|
| 2023-04-14 | INDUSTRIAL SCIENTIFIC CORP | 00533582 | 2619015 | 2023 MAR INET GAS MONITORING | Electric Utility-Ops General | 676.33 |
| | | | | Total for Payment No.: | | 676.33 |

Payment No: 026208

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | SOOW4/4-R 01821.35.01 4/4 | Electric Utility-Ops General | 304.26 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | SOOW8/4-R 01827.35.04 8/4 | Electric Utility-Ops General | 150.41 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | SHC1036 HUBW SHC1036 3/4 | Electric Utility-Ops General | 26.19 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | SHC1024 HUBW SHC1024 1/2 | Electric Utility-Ops General | 20.52 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | 435-SLT BRDGPORT 435-SLT | Electric Utility-Ops General | 348.55 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | 455-SLT BRDGPORT 455-SLT | Electric Utility-Ops General | 270.78 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | 431-SLT BRDGPORT 431-SLT 3/4IN | Electric Utility-Ops General | 73.41 |
| 2023-04-28 | BELL ELECTRICAL SUPPLY, INC. | 00534721 | 5755965 | 451-SKLT BRDGPORT 451-SLT 3/4I | Electric Utility-Ops General | 122.97 |
| | | | | Total for Payment No.: | | 1,317.09 |

Payment No: 026287

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-05-05 | GRAINGER | 00534813 | 9676937833 | GAUGE COMPOUND 304 SS 2-1/2IN | Electric Utility-Ops General | 217.36 |
| 2023-05-05 | GRAINGER | 00534813 | 9676937833 | BATTERY ALKALINE AAA EVERY DAY | Electric Utility-Ops General | 32.48 |
| 2023-05-05 | GRAINGER | 00534813 | 9676937833 | FUSE MIDGET 10A KLM SERIES | Electric Utility-Ops General | 632.92 |
| 2023-05-05 | GRAINGER | 00535580 | 9679430695 | GLASSES, SMITH & WESSON ELITE | Electric Utility-Ops General | 218.04 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | GRAINGER | 00535580 | 9679430695 | GLASSES, CLEAR LENS, BLACK FRA | Electric Utility-Ops General | 214.89 |
| | | | | Total for Payment No.: | | 1,315.69 |

Payment No: 711610

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|-------------------------------|------------------------------|-------------|
| 2023-04-21 | UNIVAR SOLUTIONS USA INC | 00532444 | 50967637 | CHEMICAL DELIVERY TAXABLE | Electric Utility-Ops General | 1,278.07 |
| 2023-04-21 | UNIVAR SOLUTIONS USA INC | 00532444 | 50967637 | CHEMICAL DELIVERY CA MILL FEE | Electric Utility-Ops General | 25.43 |
| | | | | Total for Payment No.: | | 1,303.50 |

Payment No: 711762

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-28 | SWA SERVICES GROUP | 00534446 | 22281 | 3025 RAYMOND | Electric Utility-Ops General | 967.44 |
| | | | | Total for Payment No.: | | 967.44 |

Payment No: 711878

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|-----------------------------|------------------------------|-------------|
| 2023-05-05 | QTS TRS CMBS, LLC | 00535090 | 139185 | CONDUIT RESERVE/LEASE MAY23 | Electric Utility-Ops General | 1,091.25 |
| 2023-05-05 | QTS TRS CMBS, LLC | 00535090 | 139185 | RACK: 2POST MAY23 | Electric Utility-Ops General | 100.00 |
| | | | | Total for Payment No.: | | 1,191.25 |

Payment No: 711709

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|----------------|--------------------------------|-------------------------------|-------------|
| 2023-04-28 | INTER DISPOSAL CORP OF CA | 00534414 | 5127-000039373 | SW-TIMBER/TRTD/OLD POLES DSPSL | Electric Utility-Construction | 1,164.82 |
| | | | | Total for Payment No.: | | 1,164.82 |

Payment No: 026096

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-------------------------------|---------------------------------|-------------|
| 2023-04-14 | GRAINGER | 00533925 | 9652082711 | CONTACT BLOCK 10A @600VAC | Electric Utility-Ops General | 200.79 |
| 2023-04-14 | GRAINGER | 00533747 | 9651867914 | CONTACT BLOCK 10A @600VAC | Electric Utility-Ops General | 50.20 |
| 2023-04-14 | GRAINGER | 00533748 | 9652082695 | CONTACT BLOCK 10A @600VAC | Electric Utility-Ops General | 50.20 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | SHIM SOTCKL ASST FULL HARD SS | Electric Utility-Ops General | 98.99 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | SHIM STOCK ASSORTMENT STEEL | Electric Utility-Ops General | 51.22 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | SHIM STOCK ASST LOW CARBON | Electric Utility-Ops General | 85.38 |
| 2023-04-14 | GRAINGER | 00533528 | 9653630062 | DRAW STUD 3/8"LX 3/4" W | Electric Utility-Ops General | 53.23 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | SHIM STOCK ASST TEMPERED | Electric Utility-Ops General | 67.98 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | KNOCKOUT DRAW STUD 3/8" | Electric Utility-Ops General | 55.72 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | KNOCKOUT DIE 5/7/64" SIZE | Electric Utility-Ops General | 22.57 |
| 2023-04-14 | GRAINGER | 00533525 | 9650499420 | CONTACT BLOCK 10A @600VAC | Electric Utility-Ops General | 200.79 |
| 2023-04-14 | GRAINGER | 00533526 | 9652082703 | CONTACT BLOCK 10A @600VAC | Electric Utility-Ops General | 50.20 |
| 2023-04-14 | GRAINGER | 00533527 | 9653479494 | SHIM ROLL 316 ANNEEALED 12X50 | Electric Utility-Ops General | 156.19 |
| | | | | Total for Payment No.: | | 1,143.46 |

Payment No: 711585

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-21 | SANTA CLARA LIGHTING, INC. | 00534053 | 26791 | ELECTRIC CONTROL LIGHT | Electric Utility-Ops General | 78.24 |
| | | | | Total for Payment No.: | | 78.24 |

Payment No: 711861

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-05-05 | KORTICK MANUFACTURING CO | 00535467 | 074659 | WASHER, SPRING CLIP 1/2" K2908 | Electric Utility-Ops General | 1,080.34 |
| | | | | Total for Payment No.: | | 1,080.34 |

Payment No: 711354

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-14 | DEKOMTE DE TEMPLE LLC | 00534320 | USA2303022 | EXPANSION JOINT - TYPE 1G SING | Electric Utility-Ops General | 742.05 |
| 2023-04-14 | DEKOMTE DE TEMPLE LLC | 00534320 | USA2303022 | EXPEDITED PRODUCTION | Electric Utility-Ops General | 205.00 |
| 2023-04-14 | DEKOMTE DE TEMPLE LLC | 00534320 | USA2303022 | SHIPPING ESTIMATE (EXPEDITED) | Electric Utility-Ops General | 125.00 |
| | | | | Total for Payment No.: | | 1,072.05 |

Payment No: 711385

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| 2023-04-14 | LINDE GAS & EQUIPMENT INC. | 00534029 | 34855581 | DEMURRAGE | Electric Utility- Construction | 197.88 |
| 2023-04-14 | LINDE GAS & EQUIPMENT INC. | 00534029 | 34855581 | DEMURRAGE | Electric Utility-Ops General | 108.97 |
| 2023-04-14 | LINDE GAS & EQUIPMENT INC. | 00534029 | 34855581 | DEMURRAGE | Electric Utility-Ops General | 142.16 |
| | | | | Total for Payment No.: | | 449.01 |

Payment No: 711380

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-14 | JOBELEPHANT.COM INC. | 00533926 | 3124169 | JOB LISTING AESP.ORG UT CONSER | Electric Utility-Ops Restrictd | 199.00 |
| 2023-04-14 | JOBELEPHANT.COM INC. | 00533926 | 3124169 | JOB LISTING THEJOBNETWORK.COM | Electric Utility-Ops Restrictd | 249.00 |
| 2023-04-14 | JOBELEPHANT.COM INC. | 00533926 | 3124169 | JOB LISTING CALOPPS.ORG UT CON | Electric Utility-Ops Restrictd | 540.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-14 | JOBELEPHANT.COM INC. | 00533926 | 3124169 | JOB LISTING TALENT.COM UT CONS | Electric Utility-Ops Restrictd | 50.00 |
| | | | | Total for Payment No.: | | 1,038.00 |

Payment No: 711425

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-14 | STERICYCLE INC | 00534022 | 8003610332 | SHREDDING SERVICES FOR 1705 MA | Electric Utility-Ops General | 222.85 |
| 2023-04-14 | STERICYCLE INC | 00533983 | 8003609161 | SHREDDING SERVICES FOR 881 MAR | Electric Utility-Ops General | 615.00 |
| 2023-04-14 | STERICYCLE INC | 00533984 | 8003610333 | SHREDDING SERVICES FOR 850 DUA | Electric Utility-Ops General | 192.40 |
| | | | | Total for Payment No.: | | 1,030.25 |

Payment No: 711835

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|----------------------------|---------------------------------|-------------|
| 2023-05-05 | DYSERT ENVIRONMENTAL INC | 00535027 | 17785 | LAB ANALYSIS 03/02/2023 | Electric Utility-Ops General | 350.00 |
| 2023-05-05 | DYSERT ENVIRONMENTAL INC | 00535027 | 17785 | PROJECT MANAGER 03/02/2023 | Electric Utility-Ops General | 100.00 |
| 2023-05-05 | DYSERT ENVIRONMENTAL INC | 00535027 | 17785 | AUTOSAMPLER 3/2/2023 | Electric Utility-Ops General | 200.00 |
| 2023-05-05 | DYSERT ENVIRONMENTAL INC | 00535027 | 17785 | SMR 24 COMPOSITE 3/2/2023 | Electric Utility-Ops General | 375.00 |
| | | | | Total for Payment No.: | | 1,025.00 |

Payment No: 711359

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| 2023-04-14 | EVERLINE COMPLIANCE CA, LLC | 00533742 | 2022.316 | SUPERVISE/COMPLETE DOT SRVC | Electric Utility-Ops General | 1,015.00 |
| | | | | Total for Payment No.: | | 1,015.00 |

Payment No: 026180

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-04-21 | ORACLE AMERICA INC | 00534634 | 100360784 | Software Update License & Supp | Electric Utility-Ops General | 986.70 |
| | | | | Total for Payment No.: | | 986.70 |

Payment No: 711808

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-----------------------------------|---------------------------------|-------------|
| 2023-05-05 | PG&E | 00534424 | 0008185327-7 | GRIZZLY PROJ O&M 15% COO MAR23 | Electric Utility-Ops General | 966.66 |
| | | | | Total for Payment No.: | | 966.66 |

Payment No: 026098

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534134 | 2081978 | SAND & BASE ROCK | Electric Utility- Construction | 462.29 |
| | | | | Total for Payment No.: | | 462.29 |

Payment No: 026320

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00530072 | 9016690441 | 40X8 CONTAINER RENT FEB23 | Electric Utility-Street Lights | 377.51 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00530072 | 9016690441 | PERSONAL PROPERTY EXP FEB23 | Electric Utility-Street Lights | 15.10 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00530072 | 9016690441 | LOCK RENTAL FEB23 | Electric Utility-Street Lights | 30.69 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00530072 | 9016690441 | INTEREST + LATE PAYMENT CHARGE | Electric Utility-Street Lights | 41.35 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00534173 | 9017275924 | 40X8 CONTAINER RENT APR23 | Electric Utility-Street Lights | 377.51 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00534173 | 9017275924 | LATE PYMT +INTEREST FEE AP23 | Electric Utility-Street Lights | 41.97 |
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00534173 | 9017275924 | LOCK RENTAL APR23 | Electric Utility-Street Lights | 30.69 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-----------------------------|--------------------------------|-------------|
| 2023-05-05 | WILLIAMS SCOTSMAN INC | 00534173 | 9017275924 | PERSONAL PROPERTY EXP APR23 | Electric Utility-Street Lights | 15.10 |
| | | | | Total for Payment No.: | | 929.92 |

| Payment No: 711496 | | | | | | |
|--------------------|-------------------------|-------------|-------------|-------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ACCEL AIR SYSTEMS, INC. | 00534056 | 20880 | HVAC PM 1705 MARTIN AVE NOV22 | Electric Utility-Ops General | 577.50 |
| 2023-04-21 | ACCEL AIR SYSTEMS, INC. | 00534057 | 20889 | HVAC PM 1705 MARTIN AVE DEC22 | Electric Utility-Ops General | 341.25 |
| | | | | Total for Payment No.: | | 918.75 |

| Payment No: 026217 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CINTAS CORP #630 | 00534950 | 4151775139 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 113.56 |
| 2023-04-28 | CINTAS CORP #630 | 00534950 | 4151775139 | SANITIZER | Electric Utility-Ops General | 7.72 |
| 2023-04-28 | CINTAS CORP #630 | 00534952 | 4151633029 | LAUNDRY SERVICE FY22/23 SVP FO | Electric Utility-Ops General | 127.73 |
| 2023-04-28 | CINTAS CORP #630 | 00534952 | 4151633029 | SANITIZER | Electric Utility-Ops General | 70.76 |
| | | | | Total for Payment No.: | | 319.77 |

| Payment No: 711670 | | | | | | |
|--------------------|-------------|-------------|-------------|-------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | AT&T | 00534475 | 1177597436 | T1.5 MBPS SVC 19MAR23-18APR23 | Electric Utility-Ops General | 819.16 |
| | | | | Total for Payment No.: | | 819.16 |

Payment No: 026135

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------------|-------------|-------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-14 | VANTAGE DATA CENTERS 7, LLC | 00533931 | 1260 | CARRIER ACCESS NOV2019 | Electric Utility-Ops General | 400.00 |
| 2023-04-14 | VANTAGE DATA CENTERS 7, LLC | 00533932 | 1382 | CARRIER ACCESS FEB2020 | Electric Utility-Ops General | 400.00 |
| | | | | Total for Payment No.: | | 800.00 |
| Payment No: 026246 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | NALCO CO | 00534670 | 6670408227 | MNTHLY SRV FEE MAR2023 | Electric Utility-Ops General | 365.56 |
| 2023-04-28 | NALCO CO | 00534670 | 6670408227 | ENERGY SURCHARGE MAR2023 | Electric Utility-Ops General | 29.25 |
| 2023-04-28 | NALCO CO | 00534672 | 6670424792 | MNTHLY SRV FEE APR2023 | Electric Utility-Ops General | 365.56 |
| 2023-04-28 | NALCO CO | 00534672 | 6670424792 | ENERGY SURCHARGE APR2023 | Electric Utility-Ops General | 29.25 |
| | | | | Total for Payment No.: | | 789.62 |
| Payment No: 711400 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PURETEC INDUSTRIAL WATER | 00533929 | 2065050 | FLOWMAX RENT 04/01/23-04/30/23 | Electric Utility-Ops General | 500.81 |
| 2023-04-14 | PURETEC INDUSTRIAL WATER | 00533929 | 2065050 | FLOWMAX RENT 04/01/23-04/30/23 | Electric Utility-Ops General | 250.40 |
| | | | | Total for Payment No.: | | 751.21 |
| Payment No: 711375 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | HI-LINE UTILITY SUPPLY | 00533246 | 10236840 | TRANSFORMER TESTER"LAST CHECK" | Electric Utility-Ops General | 748.60 |
| | | | | Total for Payment No.: | | 748.60 |

Payment No: 026295

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|----------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | LEIDOS ENGINEERING, LLC | 00535408 | INV-0009508030 | ENGINEERING SERVICES FOR FACIL | Electric Utility-Ops General | 692.39 |
| | | | | Total for Payment No.: | | 692.39 |

Payment No: 711344

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-14 | CHEMPOINT.COM | 00533745 | NA00885690 | PH BOOSTER 5 GL PAIL | Electric Utility-Ops General | 658.74 |
| | | | | Total for Payment No.: | | 658.74 |

Payment No: 711351

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | D&M TRAFFIC SERVICES | 00534318 | 89932 | PAINT, MARKING, RED AERVOE#201 | Electric Utility-Ops General | 235.71 |
| 2023-04-14 | D&M TRAFFIC SERVICES | 00534318 | 89932 | PAINT, MARKING, FLOURESCENT OR | Electric Utility-Ops General | 409.22 |
| | | | | Total for Payment No.: | | 644.93 |

Payment No: 026223

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|------------------------------|--------------------------------|-------------|
| 2023-04-28 | EFFICIENCY SERVICES GROUP, LLC | 00534415 | 10718 | ADMIN/PROGRAM SUPP SRV MAR23 | Electric Utility-Ops Restrictd | 220.50 |
| 2023-04-28 | EFFICIENCY SERVICES GROUP, LLC | 00534415 | 10718 | ADMIN/PROGRAM SUPP SRV MAR23 | Electric Utility-Ops Restrictd | 409.50 |
| | | | | Total for Payment No.: | | 630.00 |

Payment No: 711346

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|------------------------------|-------------|
| 2023-04-14 | CONCENTRA MEDICAL CENTERS | 00533377 | 78644579 | Physical Examination | Electric Utility-Ops General | 60.00 |
| | | | | Total for Payment No.: | | 60.00 |

| Payment No: 711567 | | | | | | |
|--------------------|-----------------|-------------|-------------|-------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MRUNALINI KHARE | 00534019 | 2175212 | EBIKE REBATE; ACT 56569 | Electric Utility-Ops Restrictd | 550.00 |
| | | | | Total for Payment No.: | | 550.00 |

| Payment No: 711546 | | | | | | |
|--------------------|-------------|-------------|-------------|-------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | JAMES FANG | 00534013 | 2170517 | EV CHRGR REBATE; ACT 76221-02 | Electric Utility-Ops Restrictd | 550.00 |
| | | | | Total for Payment No.: | | 550.00 |

| Payment No: 026301 | | | | | | |
|--------------------|------------------|-------------|--------------|-----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MICHAEL NAKAMURA | 00535558 | 37392APR2023 | SEL ICON USER GROUP MEETING | Electric Utility-Ops General | 546.59 |
| | | | | Total for Payment No.: | | 546.59 |

| Payment No: 711824 | | | | | | |
|--------------------|-------------------|-------------|---------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CENTRAL COLO, LLC | 00535018 | CB2524-CI9047 | FIBER PATHWAY INNERDUCTS APR23 | Electric Utility-Ops General | 500.00 |
| | | | | Total for Payment No.: | | 500.00 |

| Payment No: 026163 | | | | | | |
|--------------------|------------------|-------------|-------------|----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ESSENSE PARTNERS | 00534145 | 20684 | MKT ADMN SUPP REBATE MAR23 | Electric Utility-Ops General | 487.50 |
| | | | | Total for Payment No.: | | 487.50 |

Payment No: 026285

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | FILE, 10IN, HELLER NUCUT, ROUN | Electric Utility-Ops General | 84.25 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | FILE, 8IN, FLAT, SMOOTH CUT | Electric Utility-Ops General | 107.54 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | FILE, 8IN, HALF ROUND, SMOOTH | Electric Utility-Ops General | 115.72 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | BIT, TWIST, DRILL, STRAIGHT SH | Electric Utility-Ops General | 19.55 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | BIT, TWIST, DRILL, STRAIGHT SH | Electric Utility-Ops General | 23.23 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | BIT, TWIST, DRILL, STRAIGHT SH | Electric Utility-Ops General | 91.02 |
| 2023-05-05 | FASTENAL CO | 00535508 | CASAJ101430 | SHIPPING/HANDLING | Electric Utility-Ops General | 33.07 |
| | | | | Total for Payment No.: | | 474.38 |

Payment No: 711856

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| 2023-05-05 | | 00535584 | 17553 | LEGAL SERVICES | | |
| 2023-05-05 | | 00535585 | 17554 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 460.50 |

Payment No: 026146

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| 2023-04-21 | ANIXTER INC. | 00534299 | 5184313-02 | FUSE LINK 40K AMP | Electric Utility- Construction | 432.14 |
| | | | | Total for Payment No.: | | 432.14 |

Payment No: 711595

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|-------------------------|---------------------------------|-------------|
| 2023-04-21 | STATCOMM INC | 00534064 | W26096 | DVR GATE REPAIR 11/7/22 | Electric Utility-Ops General | 415.00 |
| | | | | Total for Payment No.: | | 415.00 |

Payment No: 026261

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| 2023-04-28 | VANTAGE DATA CENTERS 7, LLC | 00534432 | 002169 | CARRIER ACCESS MAY23 737MATHE | Electric Utility-Ops General | 412.00 |
| | | | | Total for Payment No.: | | 412.00 |

Payment No: 026199

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|----------------------------------|---------------------------------|-------------|
| 2023-04-21 | VANTAGE DATA CENTERS 6, LLC | 00534168 | 002136 | CARRIER ACCESS MAY23 2897 NOR | Electric Utility-Ops General | 412.00 |
| | | | | Total for Payment No.: | | 412.00 |

Payment No: 711345

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-14 | CLEARSTAR, INC. | 00533378 | 1429833 | 5 NERC Backgrounds | Electric Utility-Ops General | 201.80 |
| | | | | Total for Payment No.: | | 201.80 |

Payment No: 026177

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|----------------------------|---------------------------------|-------------|
| 2023-04-21 | NALCO CO | 00534021 | 6601757456 | SOLUTION HARDNESS INDICATE | Electric Utility-Ops General | 157.14 |
| 2023-04-21 | NALCO CO | 00534021 | 6601757456 | SOLUTION TRACE HARDNESS | Electric Utility-Ops General | 150.59 |
| 2023-04-21 | NALCO CO | 00534021 | 6601757456 | FREIGHT CHARGES | Electric Utility-Ops General | 28.65 |
| 2023-04-21 | NALCO CO | 00534021 | 6601757456 | FREIGHT SURCHARGE | Electric Utility-Ops General | 0.10 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-------------------------|-------------|----------------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | NALCO CO | 00534021 | 6601757456 | ENERGY SURCHARGE | Electric Utility-Ops General | 26.92 |
| | | | | Total for Payment No.: | | 363.40 |
| Payment No: 711665 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | ACCEL AIR SYSTEMS, INC. | 00534588 | 22341 | HVAC PM 1705 MARTIN AVE MAR23 | Electric Utility-Ops General | 341.25 |
| | | | | Total for Payment No.: | | 341.25 |
| Payment No: 711657 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PG&E | 00534426 | 1543429391-4 MAR2023 | ELEC SVC STONY GORGE HYD MAR23 | Electric Utility-Ops General | 325.69 |
| | | | | Total for Payment No.: | | 325.69 |
| Payment No: 026073 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | OXYGEN INDUSTRIAL 20 CGA 540 | Electric Utility-Ops General | 57.15 |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | CYC MAINTENANCE FEE | Electric Utility-Ops General | 6.01 |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | ACETYLENE IND MC CGA | Electric Utility-Ops General | 63.27 |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | CYC MAINTENANCE FEE | Electric Utility-Ops General | 6.01 |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | ENERGY CHARGE | Electric Utility-Ops General | 1.09 |
| 2023-04-14 | AIRGAS USA, LLC | 00533743 | 9136142814 | AIRGAS HAZMAT CHARGE | Electric Utility-Ops General | 18.51 |
| | | | | Total for Payment No.: | | 152.04 |

Payment No: 711621

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-------------------------|---------------------------------|-------------|
| 2023-04-28 | SON XUAN LE | 00535005 | 28770FEB2023 | DISTRIBUTECH CONFERENCE | Electric Utility-Ops General | 299.78 |
| | | | | Total for Payment No.: | | 299.78 |

Payment No: 711658

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|----------------------|-------------------------|---------------------------------|-------------|
| 2023-04-28 | PG&E | 00534427 | 2937321050-8 APR2023 | COGEN GAS HEATERS MAR23 | Electric Utility-Ops General | 280.32 |
| | | | | Total for Payment No.: | | 280.32 |

Payment No: 711302

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|--------------|--------------------------------|---------------------------------|-------------|
| 2023-04-14 | TREVOR LARKIN | 00533763 | 30862APR2023 | SFTY BOOT/CLOTH REIMB FY 22/23 | Electric Utility-Ops General | 280.00 |
| | | | | Total for Payment No.: | | 280.00 |

Payment No: 711458

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|--------------|--------------------------------|---------------------------------|-------------|
| 2023-04-21 | JESSE MURRILL | 00534303 | 20296APR2023 | SFTY BOOT/CLOTH REIMB FY 22/23 | Electric Utility-Ops General | 280.00 |
| | | | | Total for Payment No.: | | 280.00 |

Payment No: 711782

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|--------------|-------------------------------|---------------------------------|-------------|
| 2023-05-05 | BRANDON QUIJADA | 00535089 | 14597APR2023 | SFTY BOOT/CLOTH REIM FY 22/23 | Electric Utility-Ops General | 280.00 |
| | | | | Total for Payment No.: | | 280.00 |

Payment No: 711294

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|---------------|--------------------------------|---------------------------------|-------------|
| 2023-04-14 | JASON PLATERO | 00533524 | 37955MAR2023A | SFTY BOOT/CLOTH REIMB FY 22/23 | Electric Utility-Ops General | 266.24 |
| | | | | Total for Payment No.: | | 266.24 |

| Payment No: 026262 | | | | | | |
|--------------------|--------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | WESTERN RENEWABLE ENERGY | 00534433 | WR37407 | CERTS CREATED | Electric Utility-Ops General | 219.54 |
| 2023-04-28 | WESTERN RENEWABLE ENERGY | 00534433 | WR37407 | CERTS TRANSFERRED | Electric Utility-Ops General | 40.14 |
| | | | | Total for Payment No.: | | 259.68 |

| Payment No: 711465 | | | | | | |
|--------------------|-------------|-------------|---------------|--------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | WONG, BASIL | 00534765 | 32345APR2023 | TANC COMMISSION MEETING | Electric Utility-Ops General | 210.71 |
| 2023-04-21 | WONG, BASIL | 00534766 | 32345APR2023A | BERKLEY POWER CONFERENCE | Electric Utility-Ops General | 21.81 |
| | | | | Total for Payment No.: | | 232.52 |

| Payment No: 711564 | | | | | | |
|--------------------|----------------|-------------|-------------|----------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MICHELE VASSAR | 00534018 | 2011011 | EBIKE REBATE; ACT 75974-01 | Electric Utility-Ops Restrictd | 231.83 |
| | | | | Total for Payment No.: | | 231.83 |

| Payment No: 711695 | | | | | | |
|--------------------|-----------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | FEDERAL EXPRESS | 00534662 | 8-092-95516 | MISC SHIPPING DVR | Electric Utility-Ops General | 223.24 |
| | | | | Total for Payment No.: | | 223.24 |

Payment No: 711795

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-----------------------------|---------------------------------|-------------|
| 2023-05-05 | SON XUAN LE | 00535586 | 28770APR2023 | SEL ICON USER GROUP MEETING | Electric Utility-Ops General | 220.50 |
| | | | | Total for Payment No.: | | 220.50 |

Payment No: 026243

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|---------------------------------|-------------|
| 2023-04-28 | LINDE GAS & EQUIPMENT INC. | 00534412 | 35273348 | NITROGEN K (COC ONLY) | Electric Utility-Ops General | 202.99 |
| | | | | Total for Payment No.: | | 202.99 |

Payment No: 711779

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-----------------------------------|---------------------------------|-------------|
| 2023-05-05 | ALEX PRICE | 00535606 | 32132APR2023 | INS INSPECTION, ASSET ASSESSMN | Electric Utility-Ops General | 198.21 |
| | | | | Total for Payment No.: | | 198.21 |

Payment No: 711457

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-----------------------------------|---------------------------------|-------------|
| 2023-04-21 | ERIC SHUM | 00534541 | 32843APR2023 | BIENNIAL PROF. LICENSE RENEWAL | Electric Utility-Ops General | 180.00 |
| | | | | Total for Payment No.: | | 180.00 |

Payment No: 711814

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| 2023-05-05 | AZCO SUPPLY, INC. | 00535537 | 425714 | MOULDING, PVC, 2IN X 10FT-0IN, | Electric Utility-Ops General | 128.33 |
| | | | | Total for Payment No.: | | 128.33 |

Payment No: 711892

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|-------------------------|---------------------------------|-------------|
| 2023-05-05 | STEELSENTRY, INC | 00534673 | 21342 | TAX DIFF. FOR INV 20059 | Electric Utility-Ops General | 116.81 |
| | | | | Total for Payment No.: | | 116.81 |

| Payment No: 711656 | | | | | | |
|--------------------|-------------|-------------|----------------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PG&E | 00534425 | 1501762727-2 MAR2023 | ELEC SVC HIGH LINE CANAL MAR23 | Electric Utility-Ops General | 109.96 |
| | | | | Total for Payment No.: | | 109.96 |

| Payment No: 026082 | | | | | | |
|--------------------|---------------|-------------|-------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BUCKLES-SMITH | 00533744 | 3307165-00 | TR3-2/10R 250V 3 2/10A 2 X9/10 | Electric Utility-Ops General | 84.35 |
| | | | | Total for Payment No.: | | 84.35 |

| Payment No: 711427 | | | | | | |
|--------------------|---------------------|-------------|-------------|-----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | STORAGE EXPRESS INC | 00533930 | 74055 | 20FT CONTAINER RENTAL APR23 | Electric Utility-Ops General | 81.85 |
| | | | | Total for Payment No.: | | 81.85 |

| Payment No: 711463 | | | | | | |
|--------------------|-------------|-------------|--------------|--------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | THEJON BAZA | 00534302 | 21283APR2023 | SFTY BOOT/CLOTH REIMB FY 22/23 | Electric Utility-Ops General | 68.19 |
| | | | | Total for Payment No.: | | 68.19 |

| Payment No: 711522 | | | | | | |
|--------------------|----------------|-------------|-------------|----------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | DEEPAM TRIVEDI | 00534005 | 2027712 | EBIKE REBATE; ACT 38991-02 | Electric Utility-Ops | 49.90 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | | | Restrictd | |
| | | | | Total for Payment No.: | | 49.90 |

| Payment No: 711459 | | | | | | |
|--------------------|----------------------|-------------|--------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | JOSEPH JOHN BRUZZONE | 00534640 | 25173APR2023 | PW BIDDING FOR BENICIA | Electric Utility-Ops General | 41.00 |
| | | | | Total for Payment No.: | | 41.00 |

| Payment No: 711618 | | | | | | |
|--------------------|----------------------|-------------|---------------|-----------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JOSEPH JOHN BRUZZONE | 00535009 | 25173APR2023A | 2ND SITE VISIT BENICIA PROP | Electric Utility-Ops General | 41.00 |
| | | | | Total for Payment No.: | | 41.00 |

| Payment No: 711531 | | | | | | |
|--------------------|-----------------|-------------|-------------|------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | FEDERAL EXPRESS | 00534010 | 7-964-49380 | MISC. SHIPPING DVR | Electric Utility-Ops General | 6.82 |
| 2023-04-21 | FEDERAL EXPRESS | 00534007 | 7-971-92888 | MISC. SHIPPING DVR | Electric Utility-Ops General | 17.28 |
| 2023-04-21 | FEDERAL EXPRESS | 00534008 | 7-628-90304 | MISC. SHIPPING DVR | Electric Utility-Ops General | 13.23 |
| | | | | Total for Payment No.: | | 37.33 |

| Payment No: 711493 | | | | | | |
|--------------------|-------------|-------------|-----------------------|-----------------------------------|---------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PG&E | 00534146 | 3135894939-9 MAR2023A | ELE SVC BENICIA PUMPHOUS MAR23 | Electric Utility-Ops General | 22.82 |
| | | | | Total for Payment No.: | | 22.82 |

Payment No: 711662

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|----------------------|------------------------------------|---------------------------------|---------------|
| 2023-04-28 | PG&E | 00534445 | 8733459618-3 APR2023 | GAS SVC 3025 RAYMOND MAR2023 | Electric Utility-Ops General | 16.90 |
| | | | | Total for Payment No.: | | 16.90 |
| | | | | Electric Utility Funds Group Total | | 43,501,061.82 |

| Fund Group: All Other City Funds | | | | | | |
|----------------------------------|-----------------------------|-------------|-------------------|-----------------------------|-----------------------------------|--------------|
| Payment No: 003339 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ELECTRONIC FEDERAL TAX | 00534775 | 04/02/23-04/15/23 | DD: FED TAXES W/H B2308 | Payroll Liability&ClearingAcct | 1,151,049.22 |
| 2023-04-21 | ELECTRONIC FEDERAL TAX | 00534775 | 04/02/23-04/15/23 | DD: FED TAXES W/H B2308 | Payroll Liability&ClearingAcct | 399,605.75 |
| 2023-04-21 | ELECTRONIC FEDERAL TAX | 00534775 | 04/02/23-04/15/23 | DD: FED TAXES W/H B2308 | Payroll Liability&ClearingAcct | 399,549.75 |
| | | | | Total for Payment No.: | | 1,950,204.72 |
| Payment No: 003347 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ELECTRONIC FEDERAL TAX | 00535613 | 04/16/23-04/29/23 | DD: FED TAXES W/H B2309 | Payroll Liability&ClearingAcct | 999,272.71 |
| 2023-05-05 | ELECTRONIC FEDERAL TAX | 00535613 | 04/16/23-04/29/23 | DD: FED TAXES W/H B2309 | Payroll Liability&ClearingAcct | 362,968.05 |
| 2023-05-05 | ELECTRONIC FEDERAL TAX | 00535613 | 04/16/23-04/29/23 | DD: FED TAXES W/H B2309 | Payroll Liability&ClearingAcct | 362,351.01 |
| | | | | Total for Payment No.: | | 1,724,591.77 |
| Payment No: 003336 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CAL PERS - PO BOX 1982 | 00534486 | 03/19/23-04/01/23 | EMPLOYER/EMPLOYEE DED B2307 | Payroll Liability&ClearingAcct | 852,091.63 |
| 2023-04-14 | CAL PERS - PO BOX 1982 | 00534486 | 03/19/23-04/01/23 | EMPLOYER/EMPLOYEE DED B2307 | Payroll Liability&ClearingAcct | 508,016.55 |
| | | | | Total for Payment No.: | | 1,360,108.18 |
| Payment No: W23285 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-12 | MISSION TRAIL WASTE SYSTEMS | 00534174 | 1839APR2023 | WT GARBAGE SERVICES MAR2023 | Solid Waste Program | 909,197.42 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------|-------------|-------------|-----------------------------|---------------------|--------------|
| 2023-04-12 | MISSION TRAIL WASTE SYSTEMS | 00534174 | 1839APR2023 | WT CLEAN GREEN SVCS MAR2023 | Solid Waste Program | 219,376.99 |
| Total for Payment No.: | | | | | | 1,128,574.41 |

| Payment No: 026184 | | | | | | |
|------------------------|-------------------------------|-------------|-------------|-------------------|---------------|--------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SANTA CLARA VALLEY WATER DIST | 00534409 | GM103981 | 2023 FEB PUMP TAX | Water Utility | 1,035,106.84 |
| Total for Payment No.: | | | | | | 1,035,106.84 |

| Payment No: 711701 | | | | | | |
|------------------------|--------------------------|-------------|-------------|---------------------|---------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GREENWASTE RECOVERY, INC | 00534279 | 031199 | MIXED WASTE MAR2023 | Solid Waste Program | 36,127.20 |
| 2023-04-28 | GREENWASTE RECOVERY, INC | 00534279 | 031199 | MIXED WASTE MAR2023 | Solid Waste Program | 627,379.35 |
| Total for Payment No.: | | | | | | 663,506.55 |

| Payment No: 026316 | | | | | | |
|------------------------|-------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | UNISYS CORP | 00535484 | 1010483 | STADIUM OPERATIONS COSTS 2/23 | General Fund | 3,802.78 |
| 2023-05-05 | UNISYS CORP | 00535484 | 1010483 | Information Technology Service | Information Technology Service | 659,071.95 |
| Total for Payment No.: | | | | | | 662,874.73 |

| Payment No: W23289 | | | | | | |
|------------------------|------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-19 | SFPUC WATER DEPT | 00534407 | 2395APR2023 | WT: 2023 MARCH WATER PURCHASES | Water Utility | 602,035.62 |
| Total for Payment No.: | | | | | | 602,035.62 |

Payment No: 711372

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|---------------------|-------------|
| 2023-04-14 | GREENWASTE RECOVERY, INC | 00534264 | 031079 | MIXED WASTE FEB2023 | Solid Waste Program | 549,859.66 |
| 2023-04-14 | GREENWASTE RECOVERY, INC | 00534264 | 031079 | MIXED WASTE FEB2023 | Solid Waste Program | 36,036.78 |
| | | | | Total for Payment No.: | | 585,896.44 |

Payment No: W23302

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|--------------|----------------------------|--------------------------------|-------------|
| 2023-04-28 | SANTA CLARA CONVENTION CENTER | 00535159 | 2461APR2023D | WT: PREFUND BUDG EXP JUN23 | Convention Center Enterprise F | 553,787.00 |
| | | | | Total for Payment No.: | | 553,787.00 |

Payment No: 003338

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------------|-------------------------|--------------------------------|-------------|
| 2023-04-21 | CA EMPLOYMENT DEVELOPMENT DEPT | 00534774 | 04/02/23-04/15/23 | DD: SIT & SDI W/H B2308 | Payroll Liability&ClearingAcct | 483,593.49 |
| 2023-04-21 | CA EMPLOYMENT DEVELOPMENT DEPT | 00534774 | 04/02/23-04/15/23 | DD: SIT & SDI W/H B2308 | Payroll Liability&ClearingAcct | 41,215.41 |
| | | | | Total for Payment No.: | | 524,808.90 |

Payment No: W23305

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------------|-------------|-------------------|-------------------------|-----------------|-------------|
| 2023-05-05 | NATIONWIDE RETIREMENT SOLUTIONS, INC. | 00535620 | 04/16/23-04/29/23 | WT: B2309 DEFERRED COMP | Fringe Benefits | 452,580.45 |
| | | | | Total for Payment No.: | | 452,580.45 |

Payment No: 003346

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------------|-------------------------|--------------------------------|-------------|
| 2023-05-05 | CA EMPLOYMENT DEVELOPMENT DEPT | 00535610 | 04/16/23-04/29/23 | DD: SIT & SDI W/H B2309 | Payroll Liability&ClearingAcct | 415,681.66 |
| 2023-05-05 | CA EMPLOYMENT DEVELOPMENT DEPT | 00535610 | 04/16/23-04/29/23 | DD: SIT & SDI W/H B2309 | Payroll Liability&ClearingAcct | 36,677.91 |
| | | | | Total for Payment No.: | | 452,359.57 |

Payment No: W23296

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------------|-------------|-------------------|-------------------------|-----------------|-------------|
| 2023-04-21 | NATIONWIDE RETIREMENT SOLUTIONS, INC. | 00534779 | 04/02/23-04/15/23 | WT: B2308 DEFERRED COMP | Fringe Benefits | 407,948.17 |
| | | | | Total for Payment No.: | | 407,948.17 |

Payment No: 711794

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-05-05 | ROBERT A BOTHMAN CONSTRUCTION | 00535559 | 22-014-08 | Retention | Parks And Recreation | -20,412.34 |
| 2023-05-05 | ROBERT A BOTHMAN CONSTRUCTION | 00535559 | 22-014-08 | MONTAGUE PARK REHABILITATION P | Parks And Recreation | 360,599.79 |
| 2023-05-05 | ROBERT A BOTHMAN CONSTRUCTION | 00535559 | 22-014-08 | CONTINGENCY. | Parks And Recreation | 47,646.55 |
| | | | | Total for Payment No.: | | 387,834.00 |

Payment No: 711545

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|----------------|--------------------------------|---------------------|-------------|
| 2023-04-21 | INTER DISPOSAL CORP OF CA | 00534061 | 5127-000039387 | MIXED WASTE PROC GWR MAR2023 | Solid Waste Program | 240,755.47 |
| 2023-04-21 | INTER DISPOSAL CORP OF CA | 00534062 | 5127-000039388 | MIXED WASTE PROC ZBEST MAR2023 | Solid Waste Program | 115,155.57 |
| | | | | Total for Payment No.: | | 355,911.04 |

Payment No: 026307

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-------------------------------|-----------|-------------|
| 2023-05-05 | | 00535604 | 546885 | LEGAL SERVICES - CHANGE ORDER | | |
| 2023-05-05 | | 00535604 | 546885 | LEGAL SERVICES - CHANGE ORDER | | |
| | | | | Total for Payment No.: | | 339,758.44 |

Payment No: 026183

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|------------------------|---------------|-------------|
| 2023-04-21 | SANTA CLARA VALLEY WATER DIST | 00534408 | TI002663 | 2023 MARCH RINCONADA | Water Utility | 323,406.54 |
| | | | | Total for Payment No.: | | 323,406.54 |

| Payment No: 026118 | | | | | | |
|--------------------|--------------|-------------|--------------|-------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PARS/GASB 45 | 00534033 | 14589APR2023 | MONTHLY CONTRIB APR2023 | OPEB Plan Trust Fund | 320,167.00 |
| | | | | Total for Payment No.: | | 320,167.00 |

| Payment No: 711745 | | | | | | |
|--------------------|--------------------|-------------|--------------|----------------------------|---------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | RECOLOGY SOUTH BAY | 00534291 | 17365MAR2023 | RECYCLING SERVICES MAR2023 | Solid Waste Program | 304,305.67 |
| | | | | Total for Payment No.: | | 304,305.67 |

| Payment No: 026257 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535076 | 84402 | LEGAL SERVICES | | |
| 2023-04-28 | | 00535080 | 84374 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 20,023.40 |

| Payment No: W23306 | | | | | | |
|--------------------|-----------------------|-------------|-------------------|------------------------|-----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | WASHINGTON TRUST BANK | 00535627 | 04/16/23-04/29/23 | WT:VEBA CONTRIB B2309 | Fringe Benefits | 161,847.17 |
| | | | | Total for Payment No.: | | 161,847.17 |

| Payment No: 711521 | | | | | | |
|--------------------|-------------------------|-------------|--------------|--------------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | DASHER TECHNOLOGIES INC | 00534517 | PSI-DSH04299 | Enterprise Data Storage Soluti | General Government - Other | 128,829.18 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|--------------|------------------------|----------------------------|-------------|
| 2023-04-21 | DASHER TECHNOLOGIES INC | 00534518 | PSI-DSH03857 | Professional Services | General Government - Other | 1,949.25 |
| | | | | Total for Payment No.: | | 130,778.43 |

| Payment No: 026085 | | | | | | |
|--------------------|-----------------------|-------------|--------------|---------------------------------|-----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CARL WARREN & COMPANY | 00534385 | 37153APR2023 | Replenish Special Liability Ins | Special Liability Insurance | 128,838.76 |
| | | | | Total for Payment No.: | | 128,838.76 |

| Payment No: 026263 | | | | | | |
|--------------------|-----------------------|-------------|-------------|--------------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | WOODARD & CURRAN, INC | 00534930 | 216400 | SANITARY SEWER MASTER PLAN UPD | Sewer Utility Construction | 120,163.99 |
| | | | | Total for Payment No.: | | 120,163.99 |

| Payment No: 711494 | | | | | | |
|--------------------|-------------|-------------|----------------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | AUTO SVCS/1700 WALSH 50% | Fleet Operation Fund | 1,887.99 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POOL/2250 ROYAL | General Fund | 11,331.28 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | SR CNTR 1303 FREMONT ST | General Fund | 6,557.60 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | NORTHSIDE LIB 695 MORELAND WAY | General Fund | 426.18 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | STREET/1700 WALSH 50% | General Fund | 1,887.98 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | CITY HALL-1500 WARBURTON | General Fund | 7,485.19 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POLICE/601 EL CAMINO | General Fund | 8,579.32 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | COMM SVCS-1515 EL CAMINO REAL | General Fund | 177.57 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | FIRE-STA2 1900 WALSH AVE. | General Fund | 2,995.62 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | BERMAN BLDG-1405 CIVIC CTR | General Fund | 1,865.84 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|----------------------|-------------------------------|---------------|-------------|
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | FIRE/#9-3011 CORVIN | General Fund | 2,207.21 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | FIRE/#1 777 BENTON | General Fund | 2,261.23 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | SPORTS CTR/3445 BENTON | General Fund | 288.72 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | CRC/969 KIELY | General Fund | 5,880.64 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | LIBRARY/2635 HOMESTEAD | General Fund | 6,475.16 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POOL/2625 PATRICIA | General Fund | 44,506.61 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | FIRE/#4-2323 PRUNERIDGE | General Fund | 408.26 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POOL/BUCHER-REBIERO | General Fund | 8.11 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POOL/BACHER-REBIERO STS | General Fund | 390.32 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | GYM/2450 CABRILLO | General Fund | 1,936.42 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | 2975 LAFAYETTE ST. | General Fund | 300.52 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | POL SUBSTN/3992 RIVERMARK PLZ | General Fund | 599.30 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | YOUTH SOCCER 5049 CENTENNIAL | General Fund | 7.84 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | PARKS/4750 LICK MILL BLVD | General Fund | 586.43 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | FIRE/#6-888 AGNEW RD | General Fund | 1,764.24 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | PUMP/4495 N 1ST ST | Sewer Utility | 2,047.17 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | PUMP/ELEC-LAWRENCE/HSTEAD | Sewer Utility | 14.00 |
| 2023-04-21 | PG&E | 00534544 | 2490226441-5 APR2023 | BACKUP GEN/2279 CALLE DE LUNA | Sewer Utility | 7.84 |
| Total for Payment No.: | | | | | | 112,884.59 |

Payment No: 026270

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|-------------|-----------------------|-----------------------------------|-------------|
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535609 | B08TLN | VISION & DENTAL MAY23 | Payroll Liability&ClearingAcct | 89,888.51 |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535609 | B08TLN | VISION & DENTAL MAY23 | Payroll Liability&ClearingAcct | 13,241.20 |
| Total for Payment No.: | | | | | | 103,129.71 |

| Payment No: 711689 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535160 | 584035 | LEGAL SERVICES | | |
| 2023-04-28 | | 00535161 | 583200 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 9,553.72 |

| Payment No: 711780 | | | | | | |
|--------------------|------------------------------|-------------|-------------|--------------------------------|-------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ANDERSON PACIFIC ENGINEERING | 00535267 | 155MAR2023 | LAURELWOOD PUMP STATION REHABI | Storm Drain | 16,100.00 |
| 2023-05-05 | ANDERSON PACIFIC ENGINEERING | 00535267 | 155MAR2023 | 15% CONTINGENCY. | Storm Drain | 80,845.00 |
| 2023-05-05 | ANDERSON PACIFIC ENGINEERING | 00535267 | 155MAR2023 | Retention | Storm Drain | -4,847.25 |
| | | | | Total for Payment No.: | | 92,097.75 |

| Payment No: 711809 | | | | | | |
|--------------------|-------------|-------------|---------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | 4LEAF, INC. | 00535485 | J0755-23A-Rev | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 89,380.94 |
| | | | | Total for Payment No.: | | 89,380.94 |

| Payment No: 711793 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | NUVIS | 00535557 | 26343 | CENTRAL PARK NEW ENTRANCE, ACC | Parks And Recreation | 83,500.56 |
| | | | | Total for Payment No.: | | 83,500.56 |

| Payment No: 711905 | | | | | | |
|--------------------|--------------|-------------|-------------|-------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | WSP USA INC. | 00535092 | 1293320 | RPTNG MNTRG SVC 12/20/22-3/23 | Related Santa Clara Dvlpr Fund | 3,048.15 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------|-------------|-------------|-------------------------------|--------------------------------|-------------|
| 2023-05-05 | WSP USA INC. | 00535092 | 1293320 | RPTNG MNTRG SVC 12/20/22-3/23 | Solid Waste Utility-Constructi | 79,730.56 |
| Total for Payment No.: | | | | | | 82,778.71 |

| Payment No: W23295 | | | | | | |
|------------------------|------------------------|-------------|-------------|-------------------------------|--------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-20 | AMBULANCE NETWORK INC. | 00534740 | 82732 | WT:UNIT #10574472010 FORD 4X4 | Vehicle Replacement Fund | 75,000.00 |
| Total for Payment No.: | | | | | | 75,000.00 |

| Payment No: 711324 | | | | | | |
|------------------------|-------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | 4LEAF, INC. | 00534032 | J3808P | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 74,847.50 |
| Total for Payment No.: | | | | | | 74,847.50 |

| Payment No: 711452 | | | | | | |
|------------------------|--------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WSP USA INC. | 00533915 | 1282159 | RPTNG MNTRG SVC 11/20-12/20/22 | Related Santa Clara Dvlpr Fund | 8,346.96 |
| 2023-04-14 | WSP USA INC. | 00533915 | 1282159 | RPTNG MNTRG SVC 11/20-12/20/22 | Solid Waste Utility-Constructi | 63,800.19 |
| Total for Payment No.: | | | | | | 72,147.15 |

| Payment No: 711685 | | | | | | |
|------------------------|---------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CSG CONSULTANTS INC | 00535016 | 49856 | ANNUAL STREET PAVEMENT MAINTEN | Streets And Highways | 64,647.50 |
| 2023-04-28 | CSG CONSULTANTS INC | 00535154 | 49261 | 2022-EXTENSION OPTION NO. 1 | Streets And Highways | 5,625.00 |
| 2023-04-28 | CSG CONSULTANTS INC | 00535155 | 50296 | 2022-EXTENSION OPTION NO. 1 | Streets And Highways | 430.00 |
| Total for Payment No.: | | | | | | 70,702.50 |

Payment No: 026304

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|-------------------------------|---------------------|-------------|
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | Water Utility | 113.29 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | Water Utility | 1,175.50 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | Cemetery | 675.01 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | Solid Waste Program | 820.69 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534884 | 0000495853 | 1700 WALSH ROLL OFF SVC MAR23 | Solid Waste Program | 35,655.55 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534885 | 0000496049 | GARBAGE SVC 100 WARBRTN MAR23 | Solid Waste Program | 635.00 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | General Fund | 2,523.58 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534882 | 0000495854 | DEBRIS BIN SRVC MAR 2023 | General Fund | 5,243.24 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 4,227.41 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 4,332.20 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 1,008.35 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 516.55 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 69.46 |
| 2023-05-05 | MISSION TRAIL WASTE SYSTEMS | 00534883 | 0000496976 | CART/FRONT LOAD BIN SVC APR23 | General Fund | 1,665.62 |
| | | | | Total for Payment No.: | | 58,661.45 |

Payment No: W23301

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|--------------|--------------------------------|-------------------------------|-------------|
| 2023-04-28 | SANTA CLARA CONVENTION CENTER | 00535157 | 2461APR2023C | WT: CIP FUND REQ SMART CARE #1 | SCCC Capital Improvement Fund | 63,125.04 |
| | | | | Total for Payment No.: | | 63,125.04 |

Payment No: 026245

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|-----------------------------|---------------------|-------------|
| 2023-04-28 | MISSION TRAIL WASTE SYSTEMS | 00534286 | m732 | FOOD SCRAP SERVICES FEB2023 | Solid Waste Program | 62,875.11 |
| | | | | Total for Payment No.: | | 62,875.11 |

Payment No: 711613

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-21 | WESTERN TRUCK FAB | 00534263 | 25128 | PARTS - V#3144 | Fleet Operation Fund | 61.86 |
| 2023-04-21 | WESTERN TRUCK FAB | 00534546 | 25123 | AUTOMATED VALVE OPERATORS WITH | Water Utility | 56,615.50 |
| 2023-04-21 | WESTERN TRUCK FAB | 00534546 | 25123 | MANUFACTURER ADJUSTMENT | Water Utility | 1,732.56 |
| 2023-04-21 | WESTERN TRUCK FAB | 00534546 | 25123 | FREIGHT ADJUSTMENT | Water Utility | 110.00 |
| 2023-04-21 | WESTERN TRUCK FAB | 00534546 | 25123 | CLUTCH PUMPS | Water Utility | 181.88 |
| Total for Payment No.: | | | | | | 58,701.80 |

Payment No: 026215

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------------|-------------|-------------|--------------------------------|----------------------------|-------------|
| 2023-04-28 | CHERRYROAD TECHNOLOGIES INC. | 00535010 | 00529-1 | FHRMS HR/PAYROLL ENHANCEMENT S | General Government - Other | 57,000.00 |
| Total for Payment No.: | | | | | | 57,000.00 |

Payment No: 711841

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | FIRST SERVE PRODUCTIONS INC. | 00535486 | 2495A | TENNIS COURT RESURFACING (SCTC | General Fund | 55,560.00 |
| Total for Payment No.: | | | | | | 55,560.00 |

Payment No: 711770

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------------|-------------|----------------|--------------------------------|----------------------------|-------------|
| 2023-04-28 | UNDERGROUND REPUBLIC WATER | 00535151 | S100006248.004 | PIPE, DUCTILE IRON, 8IN, CL CL | Water Utility Construction | 54,533.87 |
| Total for Payment No.: | | | | | | 54,533.87 |

Payment No: 026254

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | SHUMS CODA ASSOC | 00535172 | 8393 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 16,800.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | SHUMS CODA ASSOC | 00535173 | 8394 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 36,000.00 |
| Total for Payment No.: | | | | | | 52,800.00 |

Payment No: 711450

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------------|-------------|-------------|-------------------------------|----------------------|-------------|
| 2023-04-14 | WEST COAST ARBORISTS INC | 00533612 | 197395 | PLANT/PRUNE/RMVL 2/16-2/28/23 | Streets And Highways | 52,286.63 |
| Total for Payment No.: | | | | | | 52,286.63 |

Payment No: 026185

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------------|-------------|--------------|---------------------------|----------------------|-------------|
| 2023-04-21 | SEDGWICK CLAIMS MGMT SVCS INC | 00534758 | 400000132821 | WORK COMP SVCS MAY 2023 | Workers Compensation | 25,937.83 |
| 2023-04-21 | SEDGWICK CLAIMS MGMT SVCS INC | 00534759 | 400000128171 | WORK COMP SVCS APRIL 2023 | Workers Compensation | 25,937.83 |
| Total for Payment No.: | | | | | | 51,875.66 |

Payment No: 711727

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|-------------|-------------|----------------------|-------------|
| 2023-04-28 | MAGICAL BRIDGE FOUNDATION | 00535201 | 221 | Fundraising | Parks And Recreation | 50,000.00 |
| Total for Payment No.: | | | | | | 50,000.00 |

Payment No: 711652

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | CA DEPT OF CONSERVATION | 00534646 | 508APR2023 | SMIP Fee Q1 2023: Jan-Mar 2023 | Building Fee Admin Retainage | 48,475.20 |
| Total for Payment No.: | | | | | | 48,475.20 |

Payment No: 026238

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534384 | 75418921 | 1241 AD BK | General Fund | 2,176.66 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534384 | 75418921 | 1231 JUV BK | General Fund | 5,567.63 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534384 | 75418921 | 1232 YA BK | General Fund | 534.39 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534386 | 75418922 | 1241 AD BK | General Fund | 3,774.18 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534386 | 75418922 | 1231 JUV BK | General Fund | 1,728.12 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534386 | 75418922 | 1232 YA BK | General Fund | 394.39 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534387 | 75418939 | 1235 JUV/YA BK | General Fund | 2,550.75 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534389 | 75418950 | 1236 JUV BK | General Fund | 373.38 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534390 | 75418951 | 1233 AD/JUV/YA BK | General Fund | 1,662.96 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534649 | 75524892 | 1241 AD BK | General Fund | 5,132.51 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534649 | 75524892 | 1231 JUV BK | General Fund | 3,519.51 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534649 | 75524892 | 1232 YA BK | General Fund | 75.67 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534650 | 75524893 | 1241 AD BK | General Fund | 1,334.16 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534650 | 75524893 | 1231 JUV BK | General Fund | 9,867.74 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534651 | 75524909 | 1235 AD/JUV/YA BK | General Fund | 3,804.11 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534652 | 75524922 | 1236 AD/JUV BK | General Fund | 2,527.86 |
| 2023-04-28 | INGRAM LIBRARY SERVICES INC | 00534653 | 75524923 | 1233 JUV BK | General Fund | 1,469.42 |
| | | | | Total for Payment No.: | | 46,493.44 |

Payment No: 026083

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| 2023-04-14 | CA DEPT OF JUSTICE | 00534098 | 620395 | MDM SOFTWARE AND LICENSING ANN | Information Technology Service | 19,500.00 |
| 2023-04-14 | CA DEPT OF JUSTICE | 00534098 | 620395 | MDM SOFTWARE AND LICENSING ANN | Information Technology Service | 26,000.00 |
| | | | | Total for Payment No.: | | 45,500.00 |

Payment No: 003345

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-----------------|------------------------|--------------|-------------|
| 2023-04-28 | REPLACEMENT BENEFIT FUND | 00535396 | 100000017130992 | DD: GENERAL | General Fund | 37,551.20 |
| | | | | Total for Payment No.: | | 37,551.20 |

| Payment No: 026079 | | | | | | |
|--------------------|---------------------------|-------------|-------------|----------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BAY AREA TREE SPECIALISTS | 00533603 | 687190 | TREE RMVL COMPL 2/13/23 | Streets And Highways | 20,614.00 |
| 2023-04-14 | BAY AREA TREE SPECIALISTS | 00533604 | 687191 | PRUNE/REMOVE COMPL 2/13/23 | General Fund | 22,668.50 |
| | | | | Total for Payment No.: | | 43,282.50 |

| Payment No: 711594 | | | | | | |
|--------------------|----------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SPENCON CONSTRUCTION, INC. | 00534755 | 8892 | AS-NEEDED ASPHALT AND CONCRETE | Streets And Highways | 40,777.00 |
| | | | | Total for Payment No.: | | 40,777.00 |

| Payment No: 026123 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | RODNEY C PEOPLES | 00533601 | R230317 | PONDING RELIEF @ PARCEL2 | Solid Waste Utility-Constructi | 4,210.60 |
| 2023-04-14 | RODNEY C PEOPLES | 00533602 | R230318 | PUMP STN SETUP/DEL | Solid Waste Utility-Constructi | 5,532.75 |
| 2023-04-14 | RODNEY C PEOPLES | 00533239 | R230314-Rev | INSTL PNMTC STMWTR PS @PARCEL2 | Solid Waste Utility-Constructi | 16,312.01 |
| 2023-04-14 | RODNEY C PEOPLES | 00533914 | R230320 | STRM WTR PUMP STN SVCS 3/29-31 | Solid Waste Utility-Constructi | 14,038.95 |
| | | | | Total for Payment No.: | | 40,094.31 |

| Payment No: 711895 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-------------------------------|-----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STRYKER SALES CORPORATION | 00535386 | 3987827 M | LP15 V4 MONITOR/DEFIBMANUAL/A | Fire Department | 35,513.92 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|----------------------------------|-----------------|-------------|
| 2023-05-05 | STRYKER SALES CORPORATION | 00535386 | 3987827 M | ACCESSORIES Q:3; 21330-001176 | Fire Department | 4,405.69 |
| | | | | Total for Payment No.: | | 39,919.61 |

Payment No: 711356

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------------------------|-------------|
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | Water Utility | 4,445.14 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | Water Utility | 278.14 |
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | General Fund | 8,890.28 |
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | General Fund | 3,911.73 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | General Fund | 556.27 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | General Fund | 244.76 |
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | Sewer Utility | 4,445.14 |
| 2023-04-14 | EATON CORP | 00534104 | 986368588 | BATTERY REPLACEMENT | Information Technology Service | 9,957.09 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | Sewer Utility | 278.14 |
| 2023-04-14 | EATON CORP | 00534101 | 986368578 | FAN UPGRADE | Information Technology Service | 622.99 |
| | | | | Total for Payment No.: | | 33,629.68 |

Payment No: 026141

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------------|--------------------------|-----------------------------------|-------------|
| 2023-04-21 | INTL FIREFIGHTERS LOCAL 1171 | 00534791 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 36,649.50 |
| | | | | Total for Payment No.: | | 36,649.50 |

Payment No: 026147

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------------|--------------|-------------|
| 2023-04-21 | ARINI GEOGRAPHICS LLC | 00534041 | 000393 | ENTERPRISE PERMITTING SYSTEM | General Fund | 688.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|----------------|--------------------------------|--------------------------------|-------------|
| 2023-04-21 | ARINI GEOGRAPHICS LLC | 00534041 | 000393 | CIP GIS Professional Services | General Government - Other | 14,227.67 |
| 2023-04-21 | ARINI GEOGRAPHICS LLC | 00534041 | 000393 | Operational GIS Professional S | Information Technology Service | 21,698.08 |
| | | | | Total for Payment No.: | | 36,613.75 |
| Payment No: 711325 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ABODE SERVICES | 00534031 | TBRA-12-2022AB | TBRA-ABODE HOME 22/23FY | H.U.D Capital Projects | 35,199.15 |
| 2023-04-14 | ABODE SERVICES | 00534031 | TBRA-12-2022AB | TBRA-ABODE HSCAG 22/23FY | Housing Successor | 836.13 |
| | | | | Total for Payment No.: | | 36,035.28 |
| Payment No: 026265 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535608 | 12676 | LIFE & DISABILITY INS B2309 | Payroll Liability&ClearingAcct | 4,434.66 |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535608 | 12676 | LIFE & DISABILITY INS B2309 | Payroll Liability&ClearingAcct | 11,005.37 |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535608 | 12676 | LIFE & DISABILITY INS B2309 | Payroll Liability&ClearingAcct | 3,649.17 |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535608 | 12676 | LIFE & DISABILITY INS B2309 | Payroll Liability&ClearingAcct | 3,569.54 |
| 2023-05-05 | BENEFIT COORDINATORS CORP | 00535608 | 12676 | LIFE & DISABILITY INS B2309 | Payroll Liability&ClearingAcct | 13,107.03 |
| | | | | Total for Payment No.: | | 35,765.77 |
| Payment No: 711432 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TRB AND ASSOCIATES, INC. | 00534347 | 4706 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 4,347.50 |
| 2023-04-14 | TRB AND ASSOCIATES, INC. | 00534350 | 4714 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 31,261.83 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| | | | | Total for Payment No.: | | 35,609.33 |
| Payment No: 026310 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PFM ASSET MANAGEMENT LLC | 00535554 | 13668375 | INVESTMENT MANAGEMENT SERVICES | General Fund | 34,336.03 |
| | | | | Total for Payment No.: | | 34,336.03 |
| Payment No: 026080 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BIBLIOTHECA, LLC | 00533636 | INV-US63535 | SAAS AGREEMENT YR 1 OF 5 | General Fund | 32,737.50 |
| | | | | Total for Payment No.: | | 32,737.50 |
| Payment No: 711828 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CORE & MAIN LP | 00535503 | S713937 | TEST COCK 1/8"x1/4" FOR USE WI | Water Utility | 777.85 |
| 2023-05-05 | CORE & MAIN LP | 00535503 | S713937 | RUBBER REPAIR KIT 3/4"-1" WILK | Water Utility | 611.10 |
| 2023-05-05 | CORE & MAIN LP | 00535504 | S714438 | FLANGE, METER, BRASS, FIP, 2". | Water Utility | 972.31 |
| 2023-05-05 | CORE & MAIN LP | 00535461 | S587402 | BALL VALVE, 3/4IN. FORD B11-33 | Water Utility | 2,313.45 |
| 2023-05-05 | CORE & MAIN LP | 00535461 | S587402 | COUPLING, TRANSITION, 8" CLAY | Water Utility | 2,470.23 |
| 2023-05-05 | CORE & MAIN LP | 00535457 | S507479 | PIPE, DUCTILE IRON, 12IN, CL C | Water Utility | 5,891.57 |
| 2023-05-05 | CORE & MAIN LP | 00535457 | S507479 | PIPE, DUCTILE IRON, 8IN, CL CL | Water Utility | 9,817.32 |
| 2023-05-05 | CORE & MAIN LP | 00535459 | S151196 | FLANGE, METER, BRASS, FIP, 2". | Water Utility | 9,281.08 |
| 2023-05-05 | CORE & MAIN LP | 00535461 | S587402 | TEST COCK 1/8"x1/4" FOR USE WI | Water Utility | 466.71 |
| | | | | Total for Payment No.: | | 32,601.62 |
| Payment No: 711680 | | | | | | |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|-------------------------|-------------|
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Water Utility | 262.26 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Utility | 153.52 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Water Utility | 76.76 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Mobile Annu | Water Utility | 786.78 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Citizen Por | Water Utility | 262.26 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Web Ann | Water Utility | 524.52 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Utility | 194.83 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Water Utility | 292.24 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Water Utility | 570.23 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Utility | 1,809.60 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Water Utility | 157.36 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Water Utility | 1,626.02 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Recycling Program | 46.39 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Recycling Program | 430.86 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Water Recycling Program | 387.15 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Web Ann | Water Recycling Program | 124.89 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Mobile Annu | Water Recycling Program | 187.33 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Water Recycling Program | 62.44 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Water Recycling Program | 37.47 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Water Recycling Program | 36.55 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Citizen Por | Water Recycling Program | 62.44 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Water Recycling Program | 69.58 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Water Recycling Program | 135.77 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Water Recycling Program | 18.28 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Public Buildings | 29.24 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Public Buildings | 99.91 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Public Buildings | 58.48 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Citizen Por | Public Buildings | 99.91 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Public Buildings | 111.33 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Public Buildings | 217.23 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Public Buildings | 74.22 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Public Buildings | 689.37 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Public Buildings | 619.44 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Mobile Annu | Public Buildings | 299.73 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Public Buildings | 59.95 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Web Ann | Public Buildings | 199.82 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Information Technology Service | 3,877.73 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Sewer Utility | 1,809.60 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Information Technology Service | 3,484.32 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Information Technology Service | 337.18 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Sewer Utility | 1,626.02 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Sewer Utility | 157.36 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Mobile Annu | Information Technology Service | 1,685.97 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Mobile Annu | Sewer Utility | 786.78 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Citizen Por | Information Technology Service | 562.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Web Ann | Information Technology Service | 1,123.97 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Web Ann | Sewer Utility | 524.52 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Citizen Por | Sewer Utility | 262.26 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Sewer Utility | 153.52 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Information Technology Service | 417.49 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Sewer Utility | 194.83 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Information Technology Service | 626.24 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Work Annual | Sewer Utility | 292.24 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Information Technology Service | 1,221.92 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - GIS Desktop | Sewer Utility | 570.23 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Information Technology Service | 164.49 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Sewer Utility | 76.76 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Information Technology Service | 562.00 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | EAM- API Annual Maintenace Fee | Sewer Utility | 262.26 |
| 2023-04-28 | CENTRALSQUARE TECHNOLOGIES, | 00535174 | 376868 | Asset Management - Assets Annu | Information Technology Service | 328.98 |
| | | | | Total for Payment No.: | | 31,982.83 |

| Payment No: 711713 | | | | | | |
|--------------------|-------------------------|-------------|--------------|----------------------------|------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | J FLORES REMODELING INC | 00534468 | HAMPTON - B3 | HAMPTON 10579 HOME REPAIRS | H.U.D Capital Projects | 29,900.00 |
| 2023-04-28 | J FLORES REMODELING INC | 00534468 | HAMPTON - B3 | HAMPTON 10579 | H.U.D Capital Projects | 29,900.00 |
| 2023-04-28 | J FLORES REMODELING INC | 00534468 | HAMPTON - B3 | HAMPTON 10579 | H.U.D Capital Projects | -29,900.00 |
| | | | | Total for Payment No.: | | 29,900.00 |

| Payment No: 711433 | | | | | | |
|------------------------|-------------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534036 | 1490 | WATER ALLOCATIONS FOR ELECTRIC | Water Utility | 1,618.20 |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534036 | 1490 | TAXABLE | Water Utility | 198.63 |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534241 | 1492A | STORM ALLOCATIONS ELECTRIC NTX | Storm Drain | 13,746.55 |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534241 | 1492A | STORM ALLOCATIONS ELECTRIC TAX | Storm Drain | 11,202.24 |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534037 | 1491A | SEWER ALLOCATIONS FOR ELECTRIC | Sewer Utility | 1,272.18 |
| 2023-04-14 | TRUE BLUE AUTOMATION SERVICES | 00534037 | 1491A | TAXABLE | Sewer Utility | 787.71 |
| Total for Payment No.: | | | | | | 28,825.51 |

| Payment No: 711336 | | | | | | |
|------------------------|-------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BAY AREA WATER SUPPLY & | 00533933 | 7503 | FY22-23 4TH QTR REG ASSESSMENT | Water Utility | 28,321.25 |
| Total for Payment No.: | | | | | | 28,321.25 |

| Payment No: 711774 | | | | | | |
|------------------------|---------------|-------------|-------------|-------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | VALLEY OIL CO | 00535035 | 131306 | UNLEADED GASOLINE | Fleet Operation Fund | 27,955.31 |
| Total for Payment No.: | | | | | | 27,955.31 |

| Payment No: 026319 | | | | | | |
|------------------------|-----------------------|-------------|-------------|------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | WESTERN STATES OIL CO | 00535581 | 838087 | RENEWABLE DIESEL | Fleet Operation Fund | 27,782.94 |
| Total for Payment No.: | | | | | | 27,782.94 |

Payment No: 711696

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-28 | FRANK SCHMIDT & ASSOCIATES | 00535037 | 306 | ADDITIONAL FUNDS PER AMENDMENT | Parks And Recreation | 26,632.50 |
| 2023-04-28 | FRANK SCHMIDT & ASSOCIATES | 00535037 | 306 | ADDITIONAL FUNDS PER AMENDMENT | Parks And Recreation | 367.50 |
| | | | | Total for Payment No.: | | 27,000.00 |

| Payment No: 711544 | | | | | | |
|--------------------|--------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | INFO-TECH RESEARCH GROUP | 00534519 | 222300 | ANNUAL INFO-TECH IT RESEARCH A | Information Technology Service | 26,801.01 |
| | | | | Total for Payment No.: | | 26,801.01 |

| Payment No: 711451 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WRECO | 00534158 | 1200510349 | AGREEMENT FOR THE GREAT AMERIC | Streets And Highways | 25,609.45 |
| | | | | Total for Payment No.: | | 25,609.45 |

| Payment No: 711717 | | | | | | |
|--------------------|---------------------------------|-------------|----------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535135 | US002HOT005914 | DMO: Consulting Services for t | Deposit Funds. | 5,000.00 |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535136 | US002HOT006041 | DMO: Consulting Services for t | Deposit Funds. | 5,000.00 |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535135 | US002HOT005914 | CMO: Consulting Services for t | Convention Center Enterprise F | 7,500.00 |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535136 | US002HOT006041 | CMO: Consulting Services for t | Convention Center Enterprise F | 7,500.00 |
| | | | | Total for Payment No.: | | 25,000.00 |

Payment No: 711442

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | VALLEY OIL CO | 00534207 | 149267 | UNLEADED GASOLINE | Fleet Operation Fund | 3,337.71 |
| 2023-04-14 | VALLEY OIL CO | 00533989 | 150216 | UNLEADED GASOLINE | Fleet Operation Fund | 21,479.06 |
| | | | | Total for Payment No.: | | 24,816.77 |

| Payment No: 711764 | | | | | | |
|---------------------------|------------------|-------------|-------------|--------------------------------|------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | THE HEALTH TRUST | 00534975 | 31520-12-31 | HEALTH TRUST/MOW FY22/23 MEALS | H.U.D Capital Projects | 15,016.27 |
| 2023-04-28 | THE HEALTH TRUST | 00534974 | 31520-09-30 | HEALTH TRUST/MOW FY22/23 MEALS | H.U.D Capital Projects | 8,798.21 |
| 2023-04-28 | THE HEALTH TRUST | 00534975 | 31520-12-31 | HEALTH TRUST/MOW FY22/23 MEALS | H.U.D Capital Projects | 504.64 |
| | | | | Total for Payment No.: | | 24,319.12 |

| Payment No: 711734 | | | | | | |
|---------------------------|-------------|-------------|-----------------|--------------------------------|------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | NEXT DOOR | 00534972 | 22/23-CS-Q3 | NEXT DOOR SOLUTIONS TO DOMESTI | H.U.D Capital Projects | 9,277.86 |
| 2023-04-28 | NEXT DOOR | 00534973 | 22/23-CSC-Q1&Q2 | NEXT DOOR SOLUTIONS TO DOMESTI | H.U.D Capital Projects | 13,956.00 |
| | | | | Total for Payment No.: | | 23,233.86 |

| Payment No: 026194 | | | | | | |
|---------------------------|----------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TRITON MUSEUM OF ART | 00534535 | 2887APR2023 | Grant/Contr bution Agreement w | General Fund | 22,183.50 |
| | | | | Total for Payment No.: | | 22,183.50 |

| Payment No: 711338 | | | | | | |
|---------------------------|--------------------|-------------|---------------|--------------------------------|------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BILL WILSON CENTER | 00534355 | CNS 12-2022BW | BILL WILSON COUNSELING PROGRAM | H.U.D Capital Projects | 22,152.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|-------------|--------------------------------|------------------|-------------|
| | | | | Total for Payment No.: | | 22,152.00 |
| | | | | | | |
| Payment No: 026102 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | JOSH R. RUBIETTA | 00534234 | WI23-2 | Josh Rubietta | General Fund | 20,845.60 |
| 2023-04-14 | JOSH R. RUBIETTA | 00534235 | WI23-1 | Josh Rubietta | General Fund | 1,211.00 |
| | | | | Total for Payment No.: | | 22,056.60 |
| | | | | | | |
| Payment No: 711289 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CALIFORNIA ASSOCIATION OF | 00533936 | 2023001001 | FY22-23 ANNUAL MEMBERSHIP FEE | Sewer Utility | 21,500.00 |
| | | | | Total for Payment No.: | | 21,500.00 |
| | | | | | | |
| Payment No: 711548 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534573 | 23431068 | TRITON ALARM | Public Buildings | 1,070.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534584 | 23428507 | HISTORICAL BUILDINGS 538-2222- | Public Buildings | 487.50 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534586 | 23428534 | HISTORICAL BUILDINGS 538-2222- | Public Buildings | 770.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534571 | 23426180 | NORTHSIDE LIBRARY SPRINKLER SY | General Fund | 460.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534572 | 23431058 | CITY HALL FIRE/SPRINKLER | General Fund | 1,635.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534574 | 89596087 | EOC 001-7822-87600 | General Fund | 1,120.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534575 | 23428535 | CRC FIRE/SPRINKLER | General Fund | 1,730.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534576 | 23427323 | CENTRAL PARK LIBRARY 001-1271- | General Fund | 3,210.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534578 | 89596103 | EOC 001-7822-87600 | General Fund | 1,000.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534579 | 23426228 | MISSION LIBRARY SPRINKLER AND | General Fund | 460.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534580 | 23429272 | FIRE 001-7822-87600 | General Fund | 770.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534581 | 23429274 | EOC 001-7822-87600 | General Fund | 1,020.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534582 | 23429266 | FIRE 001-7822-87600 | General Fund | 460.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534583 | 23428558 | FIRE 001-7822-87600 | General Fund | 680.00 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534585 | 89581439 | SENIOR CENTER NONTAX | General Fund | 2,980.65 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534585 | 89581439 | SENIOR CENTER MATERIAL | General Fund | 1,981.71 |
| 2023-04-21 | JOHNSON CONTROLS FIRE | 00534587 | 23428498 | SENIOR CENTER | General Fund | 1,170.00 |
| | | | | Total for Payment No.: | | 21,004.86 |

Payment No: 026260

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| 2023-04-28 | UNIVERSAL SITE SERVICES | 00534810 | 23019161 | FRANKLIN SQ SWEEP/BLOW MNTCE | Downtown Parking Maintenance D | 1,383.00 |
| 2023-04-28 | UNIVERSAL SITE SERVICES | 00535187 | 23018837 | FY 2022-23 CUSTODIAL SERVICES | Convention Cnt Maintenance Dis | 14,113.32 |
| 2023-04-28 | UNIVERSAL SITE SERVICES | 00535189 | 23018836 | FY 2022-2023 SWEEPING SERVICES | Convention Cnt Maintenance Dis | 5,068.93 |
| 2023-04-28 | UNIVERSAL SITE SERVICES | 00534809 | 23019160 | TASMAN GRG SWEEP/BLOW MNTCE | General Fund | 300.00 |
| | | | | Total for Payment No.: | | 20,865.25 |

Payment No: 711733

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|---------------------------------|--------------|-------------|
| 2023-04-28 | NEW IMAGE LANDSCAPE COMPANY | 00534287 | 141913 | LANDSCAPE MNTCE MARH 2023 | General Fund | 3,575.29 |
| 2023-04-28 | NEW IMAGE LANDSCAPE COMPANY | 00534288 | 141201 | LANDSCAPE MNTCE JANUARY 2023 | General Fund | 5,318.79 |
| | | | | Total for Payment No.: | | 8,894.08 |

| Payment No: 711365 | | | | | | |
|--------------------|------------------------------|-------------|-------------------|---------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FIRST SHIELD SECURITY AND | 00534245 | 3682 | SECURITY PATROL SERVICES AT VA | Sewer Utility | 760.41 |
| | | | | Total for Payment No.: | | 760.41 |
| | | | | | | |
| Payment No: 026143 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SANTA CLARA POLICE ASSN | 00534794 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 19,973.33 |
| | | | | Total for Payment No.: | | 19,973.33 |
| | | | | | | |
| Payment No: 003334 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-11 | NAVIA BENEFIT SOLUTIONS, INC | 00533894 | 03/19/23-04/01/23 | DD:BIWEEKLY NAVIA BENEFIT B2307 | Payroll Liability&ClearingAcct | 6,084.69 |
| 2023-04-11 | NAVIA BENEFIT SOLUTIONS, INC | 00533894 | 03/19/23-04/01/23 | DD:BIWEEKLY NAVIA BENEFIT B2307 | Payroll Liability&ClearingAcct | 12,025.89 |
| | | | | Total for Payment No.: | | 18,110.58 |
| | | | | | | |
| Payment No: 003341 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-25 | NAVIA BENEFIT SOLUTIONS, INC | 00534777 | 04/02/23-04/15/23 | DD:BIWKLY NAVIA BENEFIT B2308 | Payroll Liability&ClearingAcct | 6,084.62 |
| 2023-04-25 | NAVIA BENEFIT SOLUTIONS, INC | 00534777 | 04/02/23-04/15/23 | DD:BIWKLY NAVIA BENEFIT B2308 | Payroll Liability&ClearingAcct | 11,908.09 |
| | | | | Total for Payment No.: | | 17,992.71 |
| | | | | | | |
| Payment No: 711863 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | | 00535602 | 238767 | LEGAL SERVICES - CHANGE ORDER | | |
| 2023-05-05 | | 00535588 | 238790 | LEGAL SERVICES | | |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| 2023-05-05 | | 00535600 | 238835 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 17,981.10 |

| Payment No: 711502 | | | | | | |
|--------------------|-------------------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | BANKSIA LANDSCAPE, INC. | 00534505 | 16583 | CONTINGENCY | Convention Cnt Maintenance Dis | 322.00 |
| 2023-04-21 | BANKSIA LANDSCAPE, INC. | 00534506 | 16582 | CONTINGENCY | Convention Cnt Maintenance Dis | 723.00 |
| 2023-04-21 | BANKSIA LANDSCAPE, INC. | 00534507 | 16953 | LANDSCAPE SERVICES AND AS NEED | Convention Cnt Maintenance Dis | 16,617.00 |
| | | | | Total for Payment No.: | | 17,662.00 |

| Payment No: 711501 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534625 | 1123028967 | FREIGHT | Fleet Operation Fund | 701.89 |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534627 | 1123034448 | PRODUCT #OTMSERVNO INSTALLATIO | Fleet Operation Fund | 1,900.00 |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534627 | 1123034448 | PRODUCT #OTMSERVNO START UP | Fleet Operation Fund | 600.00 |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534625 | 1123028967 | PRODUCT #8153004786 GA7FF-150 | Fleet Operation Fund | 12,756.72 |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534625 | 1123028967 | PRODUCT #8102046656 OSC-25 CLA | Fleet Operation Fund | 365.57 |
| 2023-04-21 | ATLAS COPCO COMPRESSORS LLC | 00534625 | 1123028967 | PRODUCT #0000055177 UPGARDE TO | Fleet Operation Fund | 387.39 |
| | | | | Total for Payment No.: | | 16,711.57 |

| Payment No: 026140 | | | | | | |
|--------------------|-------------|-------------|-------------------|--------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | IBEW | 00534790 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 16,178.91 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | ADAMSON POLICE PRODUCTS | 00533961 | INV393638 | 9mm | General Fund | 15,523.94 |
| | | | | Total for Payment No.: | | 15,523.94 |

Payment No: 711678

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| 2023-04-28 | CDW GOVERNMENT | 00534969 | HR36831 | APC Smart-UPS SRT 72V 2.2kVA B | Water Utility | 1,580.09 |
| 2023-04-28 | CDW GOVERNMENT | 00534968 | HQ90251 | APC Smart-UPS SRT 2200VA Sinew | Water Utility | 858.30 |
| 2023-04-28 | CDW GOVERNMENT | 00534968 | HQ90251 | APC Smart-UPS SRT 2200VA Sinew | Cemetery | 1,716.59 |
| 2023-04-28 | CDW GOVERNMENT | 00534969 | HR36831 | APC Smart-UPS SRT 72V 2.2kVA B | Cemetery | 1,580.09 |
| 2023-04-28 | CDW GOVERNMENT | 00534964 | HP20253 | Logitech Rally Mic Pod - Micro | Public Education and Governmnt | 299.81 |
| 2023-04-28 | CDW GOVERNMENT | 00534964 | HP20253 | Logitech Rally Mic Pod Extensi | Public Education and Governmnt | 170.48 |
| 2023-04-28 | CDW GOVERNMENT | 00534964 | HP20253 | Logitech Wall Mount For Video | Public Education and Governmnt | 67.68 |
| 2023-04-28 | CDW GOVERNMENT | 00534964 | HP20253 | StarTech.com 15 ft USB 2.0 A t | Public Education and Governmnt | 6.06 |
| 2023-04-28 | CDW GOVERNMENT | 00534967 | HT61464 | Tripp Lite Hi-Speed USB Type-A | Public Education and Governmnt | 11.92 |
| 2023-04-28 | CDW GOVERNMENT | 00534965 | HS55426 | Logitech Medium Room Universal | Public Education and Governmnt | 3,425.67 |
| 2023-04-28 | CDW GOVERNMENT | 00534968 | HQ90251 | APC Smart-UPS SRT 2200VA Sinew | Information Technology Service | 1,716.58 |
| 2023-04-28 | CDW GOVERNMENT | 00534968 | HQ90251 | APC Smart-UPS SRT 2200VA Sinew | Sewer Utility | 858.30 |
| 2023-04-28 | CDW GOVERNMENT | 00534969 | HR36831 | APC Smart-UPS SRT 72V 2.2kVA B | Information Technology Service | 1,580.09 |
| 2023-04-28 | CDW GOVERNMENT | 00534969 | HR36831 | APC Smart-UPS SRT 72V 2.2kVA B | Sewer Utility | 1,580.08 |
| | | | | Total for Payment No.: | | 15,451.74 |

Payment No: 711533

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| 2023-04-21 | FIRST SHIELD SECURITY AND | 00534049 | 3679 | SCCC MARCH | Convention Cnt Maintenance Dis | 14,560.00 |
| 2023-04-21 | FIRST SHIELD SECURITY AND | 00534050 | 3681 | TASMAN MARCH | General Fund | 760.41 |
| | | | | Total for Payment No.: | | 15,320.41 |

| Payment No: 711677 | | | | | | |
|--------------------|------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | BUREAU VERITAS NORTH AMERICA | 00534273 | RI 23012955 | 15585287 CSC CIVIL PLAN REVIEW | General Fund | 14,850.00 |
| | | | | Total for Payment No.: | | 14,850.00 |

| Payment No: 711700 | | | | | | |
|--------------------|-----------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GFI ENTERTAINMENT LLC | 00535043 | 1096 | Summer Concert Series 2023 50% | General Fund | 10,532.50 |
| 2023-04-28 | GFI ENTERTAINMENT LLC | 00535044 | 1097 | July 4th All City Picnic | General Fund | 4,280.00 |
| | | | | Total for Payment No.: | | 14,812.50 |

| Payment No: 026239 | | | | | | |
|--------------------|------------------|-------------|--------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | KIDZ LOVE SOCCER | 00535205 | 2023JAN-11155-0014 | Kidz Love Soccer | General Fund | 14,528.80 |
| | | | | Total for Payment No.: | | 14,528.80 |

| Payment No: 711538 | | | | | | |
|--------------------|-------------------|-------------|-------------|-------------------------------|----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | GRAY QUARTER, INC | 00534388 | 1993 | Renewal - Laserfiche Subscrip | Building New Dvlpmnt Srcv Fee | 7,188.00 |
| 2023-04-21 | GRAY QUARTER, INC | 00534391 | 1994 | Renewal Interface CyberSource | Building New Dvlpmnt Srcv Fee | 7,188.00 |
| | | | | Total for Payment No.: | | 14,376.00 |

Payment No: 026282

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|-----------------------------|--------------|-------------|
| 2023-05-05 | DESIGN PRODUCTS | 00535024 | 45325 | LIBRARY CARDS | General Fund | 13,518.75 |
| 2023-05-05 | DESIGN PRODUCTS | 00535024 | 45325 | ARTWORK/SHIPPING NONTAXABLE | General Fund | 725.00 |
| | | | | Total for Payment No.: | | 14,243.75 |

| Payment No: 711729 | | | | | | |
|--------------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | MARK THOMAS & CO INC | 00535156 | 45555 | CHANGE ORDER PER AMENDMENT NO. | Streets And Highways | 14,173.56 |
| | | | | Total for Payment No.: | | 14,173.56 |

| Payment No: 026169 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534176 | 75307762 | 1241 AD BK | General Fund | 7,452.36 |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534176 | 75307762 | 1231 JUV BK | General Fund | 1,484.72 |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534176 | 75307762 | 1232 YA BK | General Fund | 298.64 |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534177 | 75307777 | 1235 AD/JUV/YA BK | General Fund | 2,674.49 |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534178 | 75307789 | 1236 JUV BK | General Fund | 1,321.10 |
| 2023-04-21 | INGRAM LIBRARY SERVICES INC | 00534179 | 75307790 | 1233 AD/JUV/YA BK | General Fund | 666.21 |
| | | | | Total for Payment No.: | | 13,897.52 |

| Payment No: 711893 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-----------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STEPHEN CIARI PUMBING AND | 00535473 | 24473 | SWIM CENTER 001-1134-87600 | General Fund | 1,618.00 |
| 2023-05-05 | STEPHEN CIARI PUMBING AND | 00535474 | 230215 | SWIM CENTER 001-1134-87600 | General Fund | 494.25 |
| 2023-05-05 | STEPHEN CIARI PUMBING AND | 00534911 | 24276 | ISOLATION VALVES INSTALL SENIO | General Fund | 11,527.00 |
| | | | | Total for Payment No.: | | 13,639.25 |

Payment No: 711881

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------|-------------------------------|-------------|
| 2023-05-05 | REED & GRAHAM INC | 00535520 | 052366 | COLD MIX & BASE ROCK | Water Utility | 641.74 |
| 2023-05-05 | REED & GRAHAM INC | 00535521 | 052364 | COLD MIX & BASE ROCK | Water Utility | 624.11 |
| 2023-05-05 | REED & GRAHAM INC | 00535517 | 051116 | COLD MIX & BASE ROCK | Water Utility | 693.49 |
| 2023-05-05 | REED & GRAHAM INC | 00535518 | 052006 | COLD MIX & BASE ROCK | Water Utility | 66.91 |
| 2023-05-05 | REED & GRAHAM INC | 00535519 | 052365 | COLD MIX & BASE ROCK | Water Utility | 664.83 |
| 2023-05-05 | REED & GRAHAM INC | 00535518 | 052006 | COLD MIX & BASE ROCK | Water Utility Construction | 167.30 |
| 2023-05-05 | REED & GRAHAM INC | 00535519 | 052365 | COLD MIX & BASE ROCK | Water Utility Construction | 1,662.06 |
| 2023-05-05 | REED & GRAHAM INC | 00535520 | 052366 | COLD MIX & BASE ROCK | Water Utility Construction | 1,604.34 |
| 2023-05-05 | REED & GRAHAM INC | 00535521 | 052364 | COLD MIX & BASE ROCK | Water Utility Construction | 1,560.24 |
| 2023-05-05 | REED & GRAHAM INC | 00535517 | 051116 | COLD MIX & BASE ROCK | Water Utility Construction | 1,733.70 |
| 2023-05-05 | REED & GRAHAM INC | 00535517 | 051116 | COLD MIX & BASE ROCK | Sewer Utility | 173.37 |
| 2023-05-05 | REED & GRAHAM INC | 00535518 | 052006 | COLD MIX & BASE ROCK | Sewer Utility | 16.74 |
| 2023-05-05 | REED & GRAHAM INC | 00535519 | 052365 | COLD MIX & BASE ROCK | Sewer Utility | 166.21 |
| 2023-05-05 | REED & GRAHAM INC | 00535520 | 052366 | COLD MIX & BASE ROCK | Sewer Utility | 160.43 |
| 2023-05-05 | REED & GRAHAM INC | 00535521 | 052364 | COLD MIX & BASE ROCK | Sewer Utility | 156.03 |
| | | | | Total for Payment No.: | | 10,091.50 |

Payment No: 711323

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | 3M CO | 00533631 | 9421897119 | SUPPLIES-TRAFFIC | General Fund | 5,772.44 |
| 2023-04-14 | 3M CO | 00533610 | 9421878908 | SUPPLIES-TRAFFIC | General Fund | 3,233.68 |
| 2023-04-14 | 3M CO | 00533611 | 9421915590 | SUPPLIES-TRAFFIC | General Fund | 4,233.13 |
| | | | | Total for Payment No.: | | 13,239.25 |

Payment No: 026292

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|---------------------------|-------------------------|-------------|
| 2023-05-05 | HOUSEKEYS INC | 00534889 | SC230417BMR | APRIL 2023 RENTAL PROGRAM | City Affordable Housing | 7,150.00 |
| 2023-05-05 | HOUSEKEYS INC | 00534889 | SC230417BMR | APRIL 2023 RENTAL PROGRAM | Housing Successor | 5,850.00 |
| Total for Payment No.: | | | | | | 13,000.00 |

Payment No: 711573

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|-------------------|--------------------------------|--------------------------------|-------------|
| 2023-04-21 | ORCHARD COMMERCIAL, INC | 00534503 | OCI MF-2023-02-01 | PROPERTY MANAGEMENT FOR THE SA | Convention Cnt Maintenance Dis | 6,450.00 |
| 2023-04-21 | ORCHARD COMMERCIAL, INC | 00534504 | OCI MF-2023-03-01 | PROPERTY MANAGEMENT FOR THE SA | Convention Cnt Maintenance Dis | 6,450.00 |
| Total for Payment No.: | | | | | | 12,900.00 |

Payment No: 711491

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------------|-------------------------------|-----------------|-------------|
| 2023-04-21 | U.S. BANK | 00534781 | 04/02/23-04/15/23 | BIWKLY PAYROLL DED PARS B2308 | Fringe Benefits | 12,872.89 |
| Total for Payment No.: | | | | | | 12,872.89 |

Payment No: 711543

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|----------------|--------------------------------|--------------|-------------|
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534166 | 0010013224-001 | RB FLOW SENSOR PLASTIC TEE | General Fund | 516.49 |
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534167 | 0010077939-001 | DAWN KWIKREPAIR COUPLING | General Fund | 16.56 |
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534710 | 0008397272-002 | MODULAR CONTROLLER-P&B | General Fund | 1,822.65 |
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534710 | 0008397272-002 | RIANBIRD 3" OMNI ANTENNA - P&B | General Fund | 595.68 |
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534710 | 0008397272-002 | RB NEWRORK COM CRTRS23 - P&B | General Fund | 3,060.78 |
| 2023-04-21 | IMPERIAL SPRINKLER SUPPLY | 00534710 | 0008397272-002 | RB FREQ HOP SPRD RADIO MOD-P&B | General Fund | 6,848.52 |
| Total for Payment No.: | | | | | | 12,860.68 |

| Payment No: 711776 | | | | | | |
|------------------------|---------------------------------|-------------|---------------|-------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | WEST COAST CODE CONSULTANTS INC | 00535133 | 223-03-004-02 | WC3 Agreement for Plan Review | Building New Dvlpmnt Svc Fee | 2,560.00 |
| 2023-04-28 | WEST COAST CODE CONSULTANTS INC | 00535134 | 223-03-004-03 | WC3 Agreement for Plan Review | Building New Dvlpmnt Svc Fee | 10,120.00 |
| Total for Payment No.: | | | | | | 12,680.00 |

| Payment No: 711718 | | | | | | |
|------------------------|---------------------------------|-------------|----------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535031 | US002HOT005915 | DMO: Consulting Services for t | Deposit Funds. | 5,000.00 |
| 2023-04-28 | JONES LANG LASALLE AMERICAS INC | 00535031 | US002HOT005915 | CMO: Consulting Services for t | Convention Center Enterprise F | 7,500.00 |
| Total for Payment No.: | | | | | | 12,500.00 |

| Payment No: 711453 | | | | | | |
|------------------------|-------------|-------------|--------------|----------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | APEX FUND | 00534636 | 39404APR2023 | REFUND PLN2014-10844 | General Fund | 12,000.00 |
| Total for Payment No.: | | | | | | 12,000.00 |

| Payment No: 711758 | | | | | | |
|------------------------|-------------------------------|-------------|--------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SENIOR ADULT LEGAL ASSISTANCE | 00534977 | Q3-2022-2023 | SALA -SENIOR ADULT LEGAL ASSIS | General Fund | 4,572.82 |
| 2023-04-28 | SENIOR ADULT LEGAL ASSISTANCE | 00534978 | Q2-2022-2023 | SALA -SENIOR ADULT LEGAL ASSIS | General Fund | 3,463.55 |
| 2023-04-28 | SENIOR ADULT LEGAL ASSISTANCE | 00534979 | Q1-2022-2023 | SALA -SENIOR ADULT LEGAL ASSIS | General Fund | 3,936.34 |
| Total for Payment No.: | | | | | | 11,972.71 |

Payment No: 711675

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|---------------|------------------------|-------------------------|-------------|
| 2023-04-28 | BILL WILSON CENTER | 00535175 | TBRA-2-2023BW | TBRA-BWC CAHF 22/23FY | City Affordable Housing | 4,513.20 |
| 2023-04-28 | BILL WILSON CENTER | 00535175 | TBRA-2-2023BW | TBRA-BWC HOME 22/23FY | H.U.D Capital Projects | 7,326.90 |
| | | | | Total for Payment No.: | | 11,840.10 |

| Payment No: 711331 | | | | | | |
|--------------------|-------------------------------|-------------|----------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533898 | 1J3P-4YYC-C9NJ | 1241 AD BK | General Fund | 53.45 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533900 | 1FM6-94G6-9MRH | 1241 AD DVD | General Fund | 70.91 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533901 | 1YDN-G93T-9LK1 | 1231 JUV BK & SHIPPING | General Fund | 14.90 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533902 | 1Y7P-VLRR-G74H | 1231 JUV BK | General Fund | 12.58 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533896 | 1C61-J4LG-D9DN | 1241 AD BK | General Fund | 170.22 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533903 | 1PQ4-QFT4-D3YQ | 1231 JUV BK | General Fund | 25.63 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533904 | 136N-QMYR-CRMW | 1241 AD BK & SHIPPING | General Fund | 225.57 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533906 | 19KX-RMC4-9VPK | 1235 JUV BK & SHIPPING | General Fund | 348.20 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533909 | 1PK6-KPRP-CJTP | 1233 JUV VG | General Fund | 834.75 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533911 | 14KX-D1R9-9V73 | 1232 YA MCD & SHIPPING | General Fund | 625.62 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533912 | 1Q3K-3VMH-GF6V | 1235 YA MCD & SHIPPING | General Fund | 1,518.41 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533951 | 1QVP-7RXT-FW4J | 1241 AD BK | General Fund | 80.10 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533954 | 1467-74XN-FVK3 | 1231 JUV BK | General Fund | 579.44 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533955 | 1C61-J4LG-DGTH | 1231 JUV BK | General Fund | 525.79 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533956 | 1QVP-7RXT-CKY9 | 1231 JUV BK | General Fund | 138.43 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533957 | 1TQ6-XTNT-CM6L | 1241 AD BK | General Fund | 53.14 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533952 | 1467-74XN-FY9L | 1233 JUV BK | General Fund | 305.85 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533947 | 1HH9-NVFG-C6XW | 1235 YA MCD | General Fund | 1,363.41 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533953 | 1R6L-CVPP-DVKN | 1235 JUV/YA VG | General Fund | 1,160.33 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533910 | 1TJW-PG9V-DRVG | 1235 JUV BK & SHIPPING | General Fund | 433.32 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533949 | 1Y94-9XTF-CPGF | 1235 YA MCD | General Fund | 34.89 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|----------------|------------------------|--------------|-------------|
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533948 | 1TR6-3P9K-DT4F | 1232 YA MCD | General Fund | 292.46 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533948 | 1TR6-3P9K-DT4F | 1235 YA MCD | General Fund | 648.61 |
| 2023-04-14 | AMAZON CAPITAL SERVICES, INC. | 00533950 | 1PFH-YN4K-F339 | 1241 AD VG | General Fund | 2,273.72 |
| | | | | Total for Payment No.: | | 11,789.73 |

Payment No: 711728

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-28 | MAKAI SOLUTIONS | 00535001 | 2539 | SERVICE CALLS/LABOR | Fleet Operation Fund | 1,468.05 |
| 2023-04-28 | MAKAI SOLUTIONS | 00535001 | 2539 | MATERIALS | Fleet Operation Fund | 2,696.39 |
| 2023-04-28 | MAKAI SOLUTIONS | 00535195 | 2538 | VEHICLE LIFT AND AUTO SHOP EQU | Fleet Operation Fund | 4,083.46 |
| 2023-04-28 | MAKAI SOLUTIONS | 00535195 | 2538 | SERVICE CALLS/LABOR | Fleet Operation Fund | 2,390.00 |
| 2023-04-28 | MAKAI SOLUTIONS | 00535195 | 2538 | MATERIALS | Fleet Operation Fund | 928.36 |
| | | | | Total for Payment No.: | | 11,566.26 |

Payment No: 711853

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|----------------|--------------------------------|--------------|-------------|
| 2023-05-05 | IMPERIAL SPRINKLER SUPPLY | 00534896 | 0010221877-001 | RBL1804PRS | General Fund | 250.95 |
| 2023-05-05 | IMPERIAL SPRINKLER SUPPLY | 00534904 | 0010175559-001 | IRRIGATION CNTRLS 4G CELLULAR | General Fund | 9,945.98 |
| 2023-05-05 | IMPERIAL SPRINKLER SUPPLY | 00534905 | 0010203889-001 | NDS STD VALVE BOX W/ COVER GRN | General Fund | 592.84 |
| 2023-05-05 | IMPERIAL SPRINKLER SUPPLY | 00534906 | 0010200164-001 | SCH 80 PVC COUPLER SLIP 829-02 | General Fund | 534.20 |
| 2023-05-05 | IMPERIAL SPRINKLER SUPPLY | 00534907 | 0010290203-001 | SCH 40 PVC BUSHING SPXS 437-25 | General Fund | 178.36 |
| | | | | Total for Payment No.: | | 11,502.33 |

Payment No: 003337

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|--------------------------|----------------------|-------------|
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Fleet Operation Fund | 475.81 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Water Utility | 77.78 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|--------------------------|------------------------------|-------------|
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Cemetery | 89.37 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Cemetery | 109.65 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Police Operating Grant Fund | 154.21 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Parks And Recreation | 54.99 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Water Utility Construction | 0.68 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | General Fund | 1,889.48 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | General Fund | 0.25 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Sewer Utility | 10.77 |
| 2023-04-20 | CA DEPT OF TAX & FEE ADMIN | 00534515 | MARCH2023 | DD:SALES & USE TAX MAR23 | Library Operating Grant Fund | 7.63 |
| | | | | Total for Payment No.: | | 2,870.62 |

Payment No: 711393

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | NATIONAL BAND & TAG, CO. | 00533607 | 208919 | TAGS PRINTING-TREES | General Fund | 10,388.70 |
| 2023-04-14 | NATIONAL BAND & TAG, CO. | 00533607 | 208919 | SHIPPING | General Fund | 620.00 |
| | | | | Total for Payment No.: | | 11,008.70 |

Payment No: 711334

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|-------------------------------|--------------------------------|-------------|
| 2023-04-14 | AT&T CALNET | 00533275 | 000019703407 | CONVENTION CENTER LANDLINES | Convention Cnt Maintenance Dis | 79.66 |
| 2023-04-14 | AT&T CALNET | 00533275 | 000019703407 | STREET DEPT FLARE AUTO DIALER | Solid Waste Utility-Constructi | 15.10 |
| 2023-04-14 | AT&T CALNET | 00533532 | 000019722087 | STREET - FLARE ROUTER | Solid Waste Utility-Constructi | 23.44 |
| 2023-04-14 | AT&T CALNET | 00533276 | 000019703419 | TASMAN GARAGE LANDLINES | General Fund | 843.74 |
| 2023-04-14 | AT&T CALNET | 00533532 | 000019722087 | PARKS - GYMNASTICS MODEM | General Fund | 46.99 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|--------------|-------------------------------|--------------------------------|-------------|
| 2023-04-14 | AT&T CALNET | 00533532 | 000019722087 | LIBRARY HOTSPOTS & BOOKMOBILE | General Fund | 139.65 |
| 2023-04-14 | AT&T CALNET | 00533536 | 000019722090 | PARKS & REC HOTSPOTS | General Fund | -254.50 |
| 2023-04-14 | AT&T CALNET | 00533533 | 000019722088 | PD MDC WIRELESS | General Fund | 2,087.68 |
| 2023-04-14 | AT&T CALNET | 00533534 | 000019556098 | PARKS & REC HOTSPOTS | General Fund | 86.33 |
| 2023-04-14 | AT&T CALNET | 00533275 | 000019703407 | IT MISC LANDLINE CHARGES | Information Technology Service | 6,362.95 |
| 2023-04-14 | AT&T CALNET | 00533277 | 000019657277 | PD - DOJ LANDLINE CHARGES | Information Technology Service | 308.03 |
| Total for Payment No.: | | | | | | 9,739.07 |

Payment No: 711664

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|------------------|--------------|-------------|
| 2023-04-28 | 3M CO | 00534805 | 9422115046 | SUPPLIES-TRAFFIC | General Fund | 322.61 |
| 2023-04-28 | 3M CO | 00534803 | 9421942651 | SUPPLIES-TRAFFIC | General Fund | 806.52 |
| 2023-04-28 | 3M CO | 00534294 | 9421942640 | SUPPLIES-TRAFFIC | General Fund | 6,306.32 |
| 2023-04-28 | 3M CO | 00534295 | 9421967029 | SUPPLIES-TRAFFIC | General Fund | 322.61 |
| 2023-04-28 | 3M CO | 00534296 | 9421977647 | SUPPLIES-TRAFFIC | General Fund | 3,078.63 |
| Total for Payment No.: | | | | | | 10,836.69 |

Payment No: 026181

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|-------------|-------------------------------|---------------------|-------------|
| 2023-04-21 | R3 CONSULTING GROUP, INC. | 00534060 | 122573 | TSK3 22/23 ANNL RATE SET CALC | Solid Waste Program | 1,710.00 |
| 2023-04-21 | R3 CONSULTING GROUP, INC. | 00534060 | 122573 | TSK4 22/23 ANL CNTRY RATE MTX | Solid Waste Program | 4,485.00 |
| 2023-04-21 | R3 CONSULTING GROUP, INC. | 00534060 | 122573 | TSK5A 22/23 ANL REDI AUDIT#2 | Solid Waste Program | 775.00 |
| 2023-04-21 | R3 CONSULTING GROUP, INC. | 00534060 | 122573 | TSK6A DSPSL/CMPST CNTRCT EVAL | Solid Waste Program | 3,467.50 |
| 2023-04-21 | R3 CONSULTING GROUP, INC. | 00534060 | 122573 | TSK6B OPTIONAL DISP RFP | Solid Waste Program | 285.00 |
| Total for Payment No.: | | | | | | 10,722.50 |

Payment No: 026222

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534377 | 0547087 | 1241 AD PR NONTAX | General Fund | 4,661.93 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534377 | 0547087 | AARP MEMBERSHIP | General Fund | 33.83 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534377 | 0547087 | ALA MEMBERSHIP | General Fund | 165.00 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534377 | 0547087 | PLA MEMBERSHIP | General Fund | 80.00 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534380 | 0547089 | 1233 AD PR | General Fund | 491.38 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534381 | 0547802 | 1235 AD PR | General Fund | 1,364.36 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534382 | 0547803 | 1235 AD PR TAX | General Fund | 3,212.92 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534383 | 0547804 | AARP MEMBERSHIP & DISCOUNT | General Fund | 33.49 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534382 | 0547803 | 1235 AD PR NONTAX | General Fund | 349.00 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534382 | 0547803 | DISCOUNT | General Fund | -35.93 |
| 2023-04-28 | EBSCO INFORMATION SERVICES | 00534377 | 0547087 | 1241 AD PR TAX | General Fund | 302.49 |
| | | | | Total for Payment No.: | | 10,658.47 |

Payment No: 711851

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | HYAS GROUP, LLC | 00535380 | 5615 | 457 Consulting 1Q 2023 | General Fund | 10,500.00 |
| | | | | Total for Payment No.: | | 10,500.00 |

Payment No: 026250

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | PLAN REVIEW CONSULTANTS INC | 00535168 | 2023-7 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 7,336.99 |
| 2023-04-28 | PLAN REVIEW CONSULTANTS INC | 00535169 | PRC2023-8 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 3,120.00 |
| | | | | Total for Payment No.: | | 10,456.99 |

Payment No: 711806

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------------|----------------------------------|-----------------|-------------|
| 2023-05-05 | U.S. BANK | 00535612 | 04/16/23-04/29/23 | BIWKLY PAYROLL DED PARS B2309 | Fringe Benefits | 10,341.39 |
| | | | | Total for Payment No.: | | 10,341.39 |

Payment No: 711519

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|----------------------------------|-----------------------------------|-------------|
| 2023-04-21 | CXTEC | 00534516 | 7185117 | RAPIDCARE 24X7X4 HARDWARE AND | Information Technology Service | 10,144.98 |
| | | | | Total for Payment No.: | | 10,144.98 |

Payment No: 711799

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| 2023-05-05 | TJKM TRANSPORTATION CONSULTNTS | 00535476 | 0054007 | WALSH AVE CLASS IV BIKEWAY; ME | Streets And Highways | 7,058.63 |
| 2023-05-05 | TJKM TRANSPORTATION CONSULTNTS | 00535476 | 0054007 | WALSH AVE CLASS IV BIKEWAY; TM | Streets And Highways | 3,025.12 |
| | | | | Total for Payment No.: | | 10,083.75 |

Payment No: 711757

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------------|----------------|-------------|
| 2023-04-28 | SEARCHWIDE GLOBAL | 00535068 | 14174 | Director of Sales Search Fee | Deposit Funds. | 10,000.00 |
| | | | | Total for Payment No.: | | 10,000.00 |

Payment No: 711766

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|------------------------|----------------------|-------------|
| 2023-04-28 | | 00534926 | 18441APR2023 | PERS ADV DIS. PENSION | Workers Compensation | 9,733.22 |
| | | | | Total for Payment No.: | | 9,733.22 |

Payment No: 711570

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | NATIONAL LEAGUE OF CITIES | 00534532 | 182154 | DIRECT MEMBER DUES | General Fund | 9,697.00 |
| | | | | Total for Payment No.: | | 9,697.00 |

Payment No: 026209

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|--------------------------|--------------|-------------|
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534396 | 84909789 | MEDICAL SUPPLIES | General Fund | 1,352.61 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534397 | 84911350 | GURNEY SHEETS | General Fund | 205.44 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534398 | 84912998 | MEDICATION - NON TAXED | General Fund | 159.80 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534399 | 84912999 | GURNEY SHEETS | General Fund | 273.91 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534400 | 84913000 | MEDICAL SUPPLIES | General Fund | 155.16 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534401 | 84914710 | MEDICAL SUPPLIES | General Fund | 0.37 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534402 | 84914711 | MEDICAL SUPPLIES | General Fund | 3,930.38 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534402 | 84914711 | GURNEY SHEETS | General Fund | 398.14 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534403 | 84916217 | MEDICATION - NO TAX | General Fund | 377.50 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534404 | 84920566 | MEDICAL SUPPLIES - LP 15 | General Fund | 1,274.03 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534466 | 84922084 | MEDICATION - NON TAXED | General Fund | 46.19 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534467 | 84922086 | MEDICATION - NON TAXED | General Fund | 511.68 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534471 | 84922087 | M92 MEDICAL SUPPLIES | General Fund | 877.38 |
| 2023-04-28 | BOUND TREE MEDICAL LLC | 00534395 | 84909788 | GURNEY SHEETS | General Fund | 124.23 |
| | | | | Total for Payment No.: | | 9,686.82 |

Payment No: 711601

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-21 | SWA SERVICES GROUP | 00534536 | 22270 | INTERNATIONAL SWIM CENTER AND | General Fund | 4,804.38 |
| 2023-04-21 | SWA SERVICES GROUP | 00534537 | 22269 | INTERNATIONAL SWIM CENTER AND | General Fund | 4,804.38 |
| | | | | Total for Payment No.: | | 9,608.76 |

Payment No: 711293

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | GROUNDSWELL LANDSCAPE DESIGN | 00534225 | 032823 | AGREEMENT FOR MAGICAL BRIDGE A | Parks And Recreation | 9,600.00 |
| | | | | Total for Payment No.: | | 9,600.00 |

Payment No: 026275

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|--------------------------------|-----------------------------|-------------|
| 2023-05-05 | CARL WARREN & COMPANY | 00535605 | CWC-2031309 | GENERAL LIABILITY CLAIMS ADJUS | Special Liability Insurance | 9,500.00 |
| | | | | Total for Payment No.: | | 9,500.00 |

Payment No: 711509

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|--------------------------------|----------------|-------------|
| 2023-04-21 | CALIFORNIA PEOPLE SEARCH INC | 00534771 | 1169 | Temp staff 3/20-3/24 & 4/3-4/7 | Deposit Funds. | 4,158.00 |
| 2023-04-21 | CALIFORNIA PEOPLE SEARCH INC | 00534524 | 1147 | Temp Staff JAN 2023 | Deposit Funds. | 5,313.00 |
| | | | | Total for Payment No.: | | 9,471.00 |

Payment No: 026101

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | ITERIS, INC. | 00534186 | 155228 | GREAT AMERICA PARKWAY AND TASM | Streets And Highways | 9,365.00 |
| | | | | Total for Payment No.: | | 9,365.00 |

Payment No: 711349

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-04-14 | CSG CONSULTANTS INC | 00534034 | 49620 | On-Call Consulting Services fo | Water Utility | 9,033.75 |
| | | | | Total for Payment No.: | | 9,033.75 |

Payment No: 026227

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534795 | 1000953 | CREDIT FOR INV 996672 | General Fund | -89.63 |
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534795 | 1000953 | SUPPLIES-TREES | General Fund | 80.87 |
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534796 | 1001562 | SUPPLIES-TREES | General Fund | 794.97 |
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534797 | 1003796 | SUPPLIES-P&B | General Fund | 5,361.18 |
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534275 | 1002000 | SUPPLIES-P&B | General Fund | 762.33 |
| 2023-04-28 | GARDENLAND POWER EQUIPMENT | 00534276 | 1002021 | SUPPLIES-P&B | General Fund | 1,765.09 |
| | | | | Total for Payment No.: | | 8,674.81 |

Payment No: 026188

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------------|-----------------------|----------------------------------|-------------|
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CDD/Bldg - Inspection | Building New Dvlpmnt Srcv Fee | 294.18 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CDD/Bldg - Permits | Building New Dvlpmnt Srcv Fee | 286.30 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CAO cellular | General Fund | 79.40 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | COU cellular | General Fund | 128.45 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CMO cellular | General Fund | 236.39 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CCO cellular | General Fund | 14.15 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | DPW cellular | General Fund | 57.70 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | DPW cellular | General Fund | 14.15 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | DPW cellular | General Fund | 14.15 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | DPW cellular | General Fund | 177.60 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | PD cellular | General Fund | 549.05 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Stadium cellular | General Fund | 17.33 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | HR cellular | General Fund | 28.30 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Parks cellular | General Fund | 1,029.80 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Parks & Rec cellular | General Fund | 29.40 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Parks & Rec cellular | General Fund | 29.40 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|--------------------|---------------------------|-----------------------------------|-------------|
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Parks & Rec cellular | General Fund | 29.40 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Parks & Rec cellular | General Fund | 29.40 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CDD/Planning cellular | General Fund | 96.08 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Bldg Maint cellular | General Fund | 155.65 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Streets cellular | General Fund | 494.20 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Street/Storm Drain | General Fund | 59.22 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Street/Traffic | General Fund | 59.22 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Street/Pkwys & Blvds | General Fund | 87.52 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Street/Code Enforcement | General Fund | 59.22 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Library | General Fund | 14.15 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | CMO/Stadium | S.C.Stadium Authority Ops | 28.30 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Finance/Muni Svcs | General Fund | 157.92 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Finance/Muni Svcs | General Fund | 29.40 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Fire Department | General Fund | 281.30 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | 1-time Equip Street Dept | General Fund | 1,745.96 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | 1-time Equip CDD Planning | General Fund | 469.23 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | IT cellular | Information Technology Service | 1,090.78 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Water cellular | Sewer Utility | 784.71 |
| 2023-04-21 | T-MOBILE | 00534589 | 952058658-4/3/2023 | Library | Library Operating Grant Fund | 14.15 |
| Total for Payment No.: | | | | | | 8,671.56 |

| Payment No: 711364 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|-------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FIRST ALARM SECURITY & PATROL, | 00534138 | 13869570 | SECURITY GUARD SERVICES | General Fund | 4,515.98 |
| 2023-04-14 | FIRST ALARM SECURITY & PATROL, | 00534139 | 13992262 | SECURITY GUARD SERVICES | General Fund | 4,023.19 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------|-------------|--------------|--------------------------------|--------------------------|-------------|
| | | | | Total for Payment No.: | | 8,539.17 |
| Payment No: 711667 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00534924 | 13349APR2023 | PERS ADV DIS. PENSION | Workers Compensation | 8,455.20 |
| | | | | Total for Payment No.: | | 8,455.20 |
| Payment No: 026170 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LEHR | 00534751 | SI85167 | POLICE VEHICLE UPFITTING PARTS | Vehicle Replacement Fund | 3,114.26 |
| 2023-04-21 | LEHR | 00534199 | S185836 | PARTS - V3652 | Vehicle Replacement Fund | 1,772.70 |
| 2023-04-21 | LEHR | 00534199 | S185836 | PARTS - V3653 | Vehicle Replacement Fund | 1,772.70 |
| 2023-04-21 | LEHR | 00534749 | SI84953 | POLICE VEHICLE UPFITTING PARTS | Vehicle Replacement Fund | 1,608.58 |
| | | | | Total for Payment No.: | | 8,268.24 |
| Payment No: 711716 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534996 | 23432037 | HISTORICAL BUILDINGS 538-2222- | Public Buildings | 460.00 |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534987 | 23435345 | PARKS 001-1134-87600 | General Fund | 460.00 |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534990 | 23433106 | POLICE 001-7745-87600-(I)6678 | General Fund | 2,875.00 |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534993 | 23434353 | PARKS 001-1134-87600 | General Fund | 860.00 |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534994 | 23433096 | TASMAN GARAGE 001-2222-87870 | General Fund | 2,662.50 |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00535191 | 23433089 | POLICE | General Fund | 460.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-----------------------------------|-------------------------------|-------------|
| | | | | 001-7745-87600-(I)6678 | | |
| 2023-04-28 | JOHNSON CONTROLS FIRE | 00534989 | 23432061 | MORSE MANSION 539-2222-80300-6 | General Government - Other | 460.00 |
| | | | | Total for Payment No.: | | 8,237.50 |

| Payment No: 711464 | | | | | | |
|--------------------|-----------------------------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TJKM TRANSPORTATION CONSULTNTS | 00534547 | 0053908 | WALSH AVE CLASS IV BIKEWAY; TM | Streets And Highways | 2,308.88 |
| 2023-04-21 | TJKM TRANSPORTATION CONSULTNTS | 00534547 | 0053908 | WALSH AVE CLASS IV BIKEWAY; ME | Streets And Highways | 5,387.37 |
| | | | | Total for Payment No.: | | 7,696.25 |

| Payment No: 711751 | | | | | | |
|--------------------|-------------|-------------|--------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00534925 | 37591APR2023 | PERS ADV DIS. PENSION | Workers Compensation | 7,607.06 |
| | | | | Total for Payment No.: | | 7,607.06 |

| Payment No: 711901 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|----------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | TSI - TAIT ENVR. SERVICES INC. | 00535579 | 893948 | AST AND UST FUEL SAMPLING AND | Fleet Operation Fund | 7,580.00 |
| | | | | Total for Payment No.: | | 7,580.00 |

| Payment No: 711604 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|-------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TOWNSEND PUBLIC AFFAIRS INC | 00534534 | 19781 | State and Federal Legislative | General Fund | 7,500.00 |
| | | | | Total for Payment No.: | | 7,500.00 |

Payment No: 711831

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|----------------------------------|----------------------------------|-------------|
| 2023-05-05 | DELL MARKETING LP | 00534808 | 10661099137 | LAPTOP AND DOCK | Building New Dvlpmnt Srcv Fee | 1,532.91 |
| 2023-05-05 | DELL MARKETING LP | 00534808 | 10661099137 | NON-TAXABLE | Building New Dvlpmnt Srcv Fee | 235.27 |
| 2023-05-05 | DELL MARKETING LP | 00534654 | 10665613335 | 3 MONITORS FOR CDD | Building New Dvlpmnt Srcv Fee | 1,257.12 |
| 2023-05-05 | DELL MARKETING LP | 00534654 | 10665613335 | ENVIRONMENTAL FEE NON TAXABLE | Building New Dvlpmnt Srcv Fee | 15.00 |
| 2023-05-05 | DELL MARKETING LP | 00534804 | 10663941260 | THREE MONITORS FOR CMO | General Fund | 859.98 |
| 2023-05-05 | DELL MARKETING LP | 00534804 | 10663941260 | ENVIRONMENTAL FEE | General Fund | 15.00 |
| | | | | Total for Payment No.: | | 3,915.28 |

Payment No: 026137

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------------|--------------------------|-----------------------------------|-------------|
| 2023-04-21 | AFSCME COUNCIL 57 | 00534788 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 7,365.82 |
| | | | | Total for Payment No.: | | 7,365.82 |

Payment No: 026255

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-----------------------------------|------------------|-------------|
| 2023-04-28 | YSERCO INC | 00534984 | 12185 | PREVENTATIVE MAINTENANCE TO OV | Public Buildings | 7,280.75 |
| | | | | Total for Payment No.: | | 7,280.75 |

Payment No: 711434

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|--------------------------------|-------------------------------|-------------|
| 2023-04-14 | TRUEPOINT SOLUTIONS, LLC | 00533634 | 23-0214 | Accela Support Fire Feb 2023 | Fire Department | 2,684.81 |
| 2023-04-14 | TRUEPOINT SOLUTIONS, LLC | 00533634 | 23-0214 | TPS Agreement No. 2 for Suppor | General Government - Other | 4,398.12 |
| | | | | Total for Payment No.: | | 7,082.93 |

Payment No: 711829

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-05-05 | CSG CONSULTANTS INC | 00535316 | 50453 | On-Call Consulting Services fo | Water Utility | 7,067.50 |
| | | | | Total for Payment No.: | | 7,067.50 |

Payment No: 711541

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| 2023-04-21 | HOME DEPOT USA | 00534301 | 739095511 | JANITORIAL SUPPLIES | Fleet Operation Fund | 67.37 |
| 2023-04-21 | HOME DEPOT USA | 00533978 | 738871771 | JANITORIAL SUPPLIES | Fleet Operation Fund | 94.76 |
| 2023-04-21 | HOME DEPOT USA | 00534120 | 738653120 | SCOTCH-BRITE 96 GNRL PURP SCOU | General Fund | 3,310.25 |
| 2023-04-21 | HOME DEPOT USA | 00534300 | 739095503 | JANITORIAL SUPPLIES | General Fund | 134.75 |
| 2023-04-21 | HOME DEPOT USA | 00534363 | 738033364 | FACILITIES SUPPLIES | General Fund | 1,574.32 |
| 2023-04-21 | HOME DEPOT USA | 00533965 | 737814426 | JANITORIAL SUPPLIES | General Fund | 240.66 |
| 2023-04-21 | HOME DEPOT USA | 00533966 | 737814434 | JANITORIAL SUPPLIES | General Fund | 54.30 |
| 2023-04-21 | HOME DEPOT USA | 00533968 | 737814459 | JANITORIAL SUPPLIES | General Fund | 234.31 |
| 2023-04-21 | HOME DEPOT USA | 00533975 | 738871755 | JANITORIAL SUPPLIES | General Fund | 129.55 |
| 2023-04-21 | HOME DEPOT USA | 00533970 | 737814467 | JANITORIAL SUPPLIES | General Fund | 384.15 |
| 2023-04-21 | HOME DEPOT USA | 00533976 | 738871763 | JANITORIAL SUPPLIES | General Fund | 67.37 |
| 2023-04-21 | HOME DEPOT USA | 00533981 | 738871797 | JANITORIAL SUPPLIES | General Fund | 296.73 |
| | | | | Total for Payment No.: | | 6,588.52 |

Payment No: 711710

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-------------------------------|----------------------------------|-------------|
| 2023-04-28 | INTL CODE COUNCIL INC | 00532255 | 1001639860 | EduCodeTraining-Inspectors | Building New Dvlpmnt Srcv Fee | 2,550.00 |
| 2023-04-28 | INTL CODE COUNCIL INC | 00532255 | 1001639860 | EduCodeTraining-PlanCheck&PC | Building New Dvlpmnt Srcv Fee | 3,750.00 |
| 2023-04-28 | INTL CODE COUNCIL INC | 00532255 | 1001639860 | EduCodeTraining-Access bility | Building Fee Admin Retainage | 600.00 |
| | | | | Total for Payment No.: | | 6,900.00 |

| Payment No: 711582 | | | | | | |
|------------------------|-------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ROSS RECREATION EQUIPMENT INC | 00534645 | I22751 | PRODUCT: 58-80 DUMOR 8' CAST B | General Fund | 3,817.19 |
| 2023-04-21 | ROSS RECREATION EQUIPMENT INC | 00534645 | I22751 | PRODUCT: PLAQUE-CUSTOM DUMOR P | General Fund | 1,778.74 |
| 2023-04-21 | ROSS RECREATION EQUIPMENT INC | 00534645 | I22751 | FREIGHT | General Fund | 1,250.00 |
| Total for Payment No.: | | | | | | 6,845.93 |

| Payment No: 026211 | | | | | | |
|------------------------|-------------|-------------|-------------|-------------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535073 | 298327 | LEGAL SERVICES - CHANGE ORDER | | |
| Total for Payment No.: | | | | | | 6,820.00 |

| Payment No: 711653 | | | | | | |
|------------------------|-------------------------------------|-------------|--------------|-------------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CALIF BUILDING STANDARDS COMMISSION | 00534711 | 15309APR2023 | Building Standard Fee Q1 2023 | Building Fee Admin Retainage | 6,816.60 |
| Total for Payment No.: | | | | | | 6,816.60 |

| Payment No: 026144 | | | | | | |
|------------------------|-------------|-------------|--------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ACCELA INC | 00534632 | INV-ACC57475 | CITYWIDE LICENSES (QTY: 5) EFF | General Fund | 6,753.98 |
| Total for Payment No.: | | | | | | 6,753.98 |

| Payment No: 711562 | | | | | | |
|------------------------|--------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MGT OF AMERICA CONSULTING, LLC | 00534527 | 50929 | ANNUAL FIXED FEE: PROVIDE STAT | General Fund | 6,700.00 |
| Total for Payment No.: | | | | | | 6,700.00 |

Payment No: 026089

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | COUNTY OF SANTA CLARA | 00533322 | 1800085063 | COPLINK 1/22 - 12/22 | General Fund | 6,577.85 |
| | | | | Total for Payment No.: | | 6,577.85 |

Payment No: 026119

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|------------------------------|-------------|
| 2023-04-14 | PLAN REVIEW CONSULTANTS INC | 00533994 | 2023-5 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 5,018.98 |
| 2023-04-14 | PLAN REVIEW CONSULTANTS INC | 00533997 | PRC2023-06 | ADDITIONAL FUNDS PER AMENDMENT | Building New Dvlpmnt Svc Fee | 1,440.00 |
| | | | | Total for Payment No.: | | 6,458.98 |

Payment No: 026090

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-------------------------------|---------------|-------------|
| 2023-04-14 | EJ PIRES TRUCKING INC | 00534035 | 90002684-M | TRUCKING AND HAULING SERVICES | Water Utility | 5,461.25 |
| 2023-04-14 | EJ PIRES TRUCKING INC | 00534035 | 90002684-M | TRUCKING AND HAULING SERVICES | Sewer Utility | 963.75 |
| | | | | Total for Payment No.: | | 6,425.00 |

Payment No: 026109

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | LINNEA SHEEHY | 00533985 | 2053 | Dance | General Fund | 6,335.52 |
| | | | | Total for Payment No.: | | 6,335.52 |

Payment No: 711725

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| 2023-04-28 | | 00535074 | 237491 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 6,327.00 |

Payment No: 711515

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|-------------|--------------------------------|-------------------------|-------------|
| 2023-04-21 | CORE & MAIN LP | 00534761 | S260553 | STRAINER FOR TURBINE WATER MET | Water Utility | 6,263.28 |
| | | | | Total for Payment No.: | | 6,263.28 |
| Payment No: 026237 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | HOUSEKEYS INC | 00535170 | SCBMP23047 | BMP YEAR 3 HOUSEKEYS 12/1/22-1 | City Affordable Housing | 6,250.00 |
| | | | | Total for Payment No.: | | 6,250.00 |
| Payment No: 711897 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | SUPERCO SPECIALTY PRODUCTS | 00535465 | PSI496696 | EXAM GLOVES,XL, POWDERLESS, MI | Water Utility | 5,327.53 |
| | | | | Total for Payment No.: | | 5,327.53 |
| Payment No: 711811 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ALBION ENVIRONMENTAL, INC | 00535313 | 20220670102 | Archeological services in supp | Water Utility | 5,861.87 |
| | | | | Total for Payment No.: | | 5,861.87 |
| Payment No: 711879 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | RED WING SHOE STORE | 00534870 | 231-74-427 | 2023 CUC BOOTS-CARLOS MARTINEZ | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534860 | 231-74-420 | 2023 CUC BOOTS-BRANDON REDIC | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534861 | 231-74-421 | 2023 CUC BOOTS-DAMARIS HAN | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534863 | 231-74-422 | 2023 CUC BOOTS-AARON ALEJO | Solid Waste Program | 213.32 |
| 2023-05-05 | RED WING SHOE STORE | 00534866 | 231-74-424 | 2023 CUC BOOTS-CHARLIE GRAY | Solid Waste Program | 222.59 |
| 2023-05-05 | RED WING SHOE STORE | 00534867 | 231-74-425 | 2023 CUC BOOTS-CHUCK QUANZ | Solid Waste Program | 222.59 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|--------------|--------------------------------|---------------------|-------------|
| 2023-05-05 | RED WING SHOE STORE | 00534868 | 231-74-426 | 2023 CUC BOOTS-PETER RODRIGUEZ | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534854 | 231-74-413 | 2023 CUC BOOTS-DOMINIC IBARRA | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534855 | 231-74-414 | 2023 CUC BOOTS-RAFAEL SANCHEZ | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534856 | 231-74-415 | 2023 CUC BOOTS-STEVEN AVELAR | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534857 | 231-74-416 | 2023 CUC BOOTS-GERMAN LEONOR | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534858 | 231-74-417 | 2023 CUC BOOTS-CESAR DIAZ | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534859 | 231-74-418 | 2023 CUC BOOTS-TREVEN REGALA | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534850 | 231-74-410 | 2023 CUC BOOTS-TOM TEIXEIRA | Solid Waste Program | 222.59 |
| 2023-05-05 | RED WING SHOE STORE | 00534851 | 231-74-411 | 2023 CUC BOOTS-ANTHONY RIVERA | Solid Waste Program | 222.59 |
| 2023-05-05 | RED WING SHOE STORE | 00534845 | 231-74-409 | 2023 CUC BOOTS-JEFF KODAMA | Solid Waste Program | 222.59 |
| 2023-05-05 | RED WING SHOE STORE | 00534853 | 231-74-412 | 2023 CUC BOOTS-JEREMY SOUZA | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534876 | 231-2-58953 | 2023 CUC BOOTS-PEDRO CASTRO | Solid Waste Program | 223.10 |
| 2023-05-05 | RED WING SHOE STORE | 00534877 | 231-2-58955 | 2023 CUC BOOTS-CLIFF MYERS | Solid Waste Program | 297.49 |
| 2023-05-05 | RED WING SHOE STORE | 00534881 | 231-2-58954 | CR RETURN ON INV231-1-168737 | Solid Waste Program | -185.91 |
| 2023-05-05 | RED WING SHOE STORE | 00534872 | 231-74-428 | 2023 CUC BOOTS-JOSE ORENDAIN | Solid Waste Program | 213.32 |
| 2023-05-05 | RED WING SHOE STORE | 00534880 | 231-1-168737 | 2023 CUC BOOTS-CLIFF MYERS | Solid Waste Program | 185.91 |
| 2023-05-05 | RED WING SHOE STORE | 00534864 | 231-74-423 | 2023 CUC BOOTS-DAVID LARA | Solid Waste Program | 259.71 |
| 2023-05-05 | RED WING SHOE STORE | 00534874 | 231-74-429 | 2023 CUC BOOTS-JORGE BELTRAN | Solid Waste Program | 213.32 |
| 2023-05-05 | RED WING SHOE STORE | 00534875 | 231-74-430 | 2023 CUC BOOTS-BRIAN CARLSON | Solid Waste Program | 259.71 |
| | | | | Total for Payment No.: | | 5,649.73 |

| Payment No: 711518 | | | | | | |
|--------------------|-------------|-------------|--------------|-----------------------------|----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CVENT, INC. | 00534769 | 4110151735-1 | CVENT 1 Diamond Pymt 1 of 4 | Deposit Funds. | 5,621.12 |
| | | | | Total for Payment No.: | | 5,621.12 |

Payment No: 026103

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|-------------------------------|----------------|-------------|
| 2023-04-14 | JOENVILLE, LLC | 00534084 | 23-6945 | MARKETING RETAINER SVC MAR 23 | Deposit Funds. | 5,500.00 |
| | | | | Total for Payment No.: | | 5,500.00 |

Payment No: 711760

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-------------------------|-----------------|-------------|
| 2023-04-28 | STRYKER SALES CORPORATION | 00534472 | 4006362M | 2 CR2 - CITY AEDS | Fire Department | 4,115.93 |
| 2023-04-28 | STRYKER SALES CORPORATION | 00534405 | 4119285M | LUCAS SPARE ACCESSORIES | General Fund | 1,136.40 |
| 2023-04-28 | STRYKER SALES CORPORATION | 00534406 | 4121604M | LUCAS SPARE ACCESSORIES | General Fund | 150.66 |
| | | | | Total for Payment No.: | | 5,402.99 |

Payment No: 711826

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535088 | 78969351 | Physical Examination | Fleet Operation Fund | 85.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535088 | 78969351 | Physical Examination | General Fund | 409.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535098 | 78893697 | Physical Examination | General Fund | 179.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535099 | 78746783 | Physical Examination | General Fund | 409.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535098 | 78893697 | Physical Examination | General Fund | 45.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535098 | 78893697 | Physical Examination | General Fund | 409.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535094 | 77632758 | Physical Examination | General Fund | 75.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535095 | 78355894 | Physical Examination | General Fund | 239.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535088 | 78969351 | Physical Examination | Sewer Utility | 175.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535099 | 78746783 | Physical Examination | Sewer Utility | 115.00 |
| 2023-05-05 | CONCENTRA MEDICAL CENTERS | 00535362 | 78134570 | Physical Examination | Sewer Utility | 85.00 |
| | | | | Total for Payment No.: | | 2,225.00 |

Payment No: 711707

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|----------------|------------------------|--------------|-------------|
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534800 | 0010065084-002 | SUPPLIES-P&B | General Fund | 2,482.60 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534801 | 0010196429-001 | SUPPLIES-P&B | General Fund | 574.92 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534280 | 0009585702-001 | SUPPLIES-P&B | General Fund | 396.53 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534281 | 0009585702-002 | SUPPLIES-P&B | General Fund | 3.08 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534282 | 0009588974-001 | SUPPLIES-P&B | General Fund | 29.23 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534283 | 0009593615-001 | SUPPLIES-P&b | General Fund | 491.66 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534284 | 0009970068-001 | SUPPLIES-P&B | General Fund | 1,006.10 |
| 2023-04-28 | IMPERIAL SPRINKLER SUPPLY | 00534285 | 0010065084-001 | SUPPLIES-P&B | General Fund | 354.65 |
| | | | | Total for Payment No.: | | 5,338.77 |

| Payment No: 026114 | | | | | | |
|--------------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534341 | 21917 | TIRES | Fleet Operation Fund | 42.56 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534337 | 21881 | TIRES | Fleet Operation Fund | 246.62 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534337 | 21881 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534341 | 21917 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 125.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534334 | 21705 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 120.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534334 | 21705 | TIRES | Fleet Operation Fund | 2,607.90 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534334 | 21705 | CA TIRE TAX | Fleet Operation Fund | 124.56 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534335 | 21749 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 35.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534333 | 21610 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 45.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534336 | 21751 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 120.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534337 | 21881 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 50.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534338 | 21882A | TIRE MAINTENANCE AND REPAIR | Fleet Operation Fund | 120.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| | | | | SE | | |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534339 | 21894 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 35.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534340 | 21911 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 50.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534340 | 21911 | TIRES | Fleet Operation Fund | 449.60 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534343 | 21921 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 120.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534344 | 21922 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 45.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534345 | 21973 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 25.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534346 | 21975 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 50.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534346 | 21975 | TIRES | Fleet Operation Fund | 246.62 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534346 | 21975 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534340 | 21911 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534341 | 21917 | CA TIRE TAX | Fleet Operation Fund | 1.75 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534342 | 21920 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 180.00 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534342 | 21920 | TIRES | Fleet Operation Fund | 465.94 |
| 2023-04-14 | MT TIRE SERVICE, LLC | 00534342 | 21920 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| | | | | Total for Payment No.: | | 5,319.55 |

| Payment No: 711525 | | | | | | |
|--------------------|-----------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | DYNO NOBEL INC. | 00534522 | 94164878 | NONEL 80FT INSTANT ITEM #PL045 | General Fund | 3,377.10 |
| 2023-04-21 | DYNO NOBEL INC. | 00534522 | 94164878 | PRIMACORD 10 (50GR/FT) ITEM #A | General Fund | 1,351.35 |
| 2023-04-21 | DYNO NOBEL INC. | 00534522 | 94164878 | SURCHARGE | General Fund | 439.74 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 5,168.19 |
| Payment No: 711360 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533325 | 566500 | PARTS - V#3545 | Fleet Operation Fund | 205.23 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533323 | 565442 | PARTS - STOCK | Fleet Operation Fund | 36.56 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533326 | 566992 | PARTS - V#2873 | Fleet Operation Fund | 642.33 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533324 | 566369 | PARTS - STOCK | Fleet Operation Fund | 23.90 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533785 | 570611 | PARTS - V#3176 | Fleet Operation Fund | 54.02 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533786 | 570636 | PARTS - STOCK | Fleet Operation Fund | 41.90 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533784 | 570412 | BATTERY FEE | Fleet Operation Fund | 2.00 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533787 | 570797 | PARTS - V#3265 | Fleet Operation Fund | 175.64 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533788 | 570957 | PARTS - V#3183 | Fleet Operation Fund | 35.31 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533781 | 571440 | PARTS - V#3144 | Fleet Operation Fund | 349.91 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533784 | 570412 | PARTS - V#3497 | Fleet Operation Fund | 117.68 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533782 | 571549 | PARTS - V#3177 | Fleet Operation Fund | 20.95 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533783 | 571558 | PARTS - V#3144 | Fleet Operation Fund | 329.87 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533778 | 571162 | PARTS - V#3015 | Fleet Operation Fund | 164.50 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533776 | 571062 | PARTS - V#3074 | Fleet Operation Fund | 117.68 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533776 | 571062 | BATTERY FEE | Fleet Operation Fund | 2.00 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533779 | 571350 | PARTS - V#3077 | Fleet Operation Fund | 54.02 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533780 | 571353 | PARTS - STOCK | Fleet Operation Fund | 1,151.53 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533780 | 571353 | BATTERY FEES | Fleet Operation Fund | 14.00 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533371 | 568187 | PARTS - STOCK | Fleet Operation Fund | 401.85 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533372 | 568178 | PARTS - STOCK | Fleet Operation Fund | 122.00 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533373 | 568598 | PARTS - V3106 | Fleet Operation Fund | 137.32 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533375 | 570173 | PARTS - V2804 | Fleet Operation Fund | 9.36 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533371 | 568187 | BATTERY FEE | Fleet Operation Fund | 6.00 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533777 | 571151 | PARTS - V#3015 | Fleet Operation Fund | 249.55 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533369 | 567229 | PARTS - V3207 | Fleet Operation Fund | 289.42 |
| 2023-04-14 | FAST UNDERCAR SANTA CLARA | 00533370 | 567916 | PARTS - V2969 | Fleet Operation Fund | 312.47 |
| | | | | Total for Payment No.: | | 5,067.00 |

Payment No: 711846

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | HEALTHINVEST HRA | 00535479 | 32307MAR2023 | VEBA ADMINISTRATOR - MONTHLY A | General Fund | 2,500.00 |
| 2023-05-05 | HEALTHINVEST HRA | 00535480 | 32307APR2023 | VEBA ADMINISTRATOR - MONTHLY A | General Fund | 2,500.00 |
| | | | | Total for Payment No.: | | 5,000.00 |

Payment No: 711560

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|-------------------------------|-----------|-------------|
| 2023-04-21 | MEMORIAL IMPRESSIONS INC. | 00534017 | 27044 | INSCRIPTION/INSTALLATION SERV | Cemetery | 4,968.00 |
| | | | | Total for Payment No.: | | 4,968.00 |

Payment No: 711704

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-28 | HYDROSCIENCE ENGINEERS INC | 00534954 | 316002045 | AS-NEEDED SERVICES | Water Utility Construction | 4,931.00 |
| | | | | Total for Payment No.: | | 4,931.00 |

Payment No: 026100

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|-------------|--------------|-------------|
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533754 | 75193792 | 1241 AD BK | General Fund | 1,129.27 |
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533754 | 75193792 | 1231 JUV BK | General Fund | 2,454.75 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533754 | 75193792 | 1232 YA BK | General Fund | 191.97 |
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533755 | 75193808 | 1235 JUV/YA BK | General Fund | 724.22 |
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533756 | 75193821 | 1236 JUV BK | General Fund | 189.64 |
| 2023-04-14 | INGRAM LIBRARY SERVICES INC | 00533757 | 75193822 | 1233 JUV BK | General Fund | 238.77 |
| | | | | Total for Payment No.: | | 4,928.62 |

| Payment No: 711299 | | | | | | |
|--------------------|-----------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SAFE MOVES, INC | 00534157 | 4A | SAFE ROUTES TO SCHOOL; FUNDING | Streets And Highways | 4,861.42 |
| | | | | Total for Payment No.: | | 4,861.42 |

| Payment No: 711823 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|--------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CASCADIA CONSULTING GROUP, INC | 00535494 | 9035 | Climate Action Plan 2020 | General Fund | 4,370.00 |
| 2023-05-05 | CASCADIA CONSULTING GROUP, INC | 00535495 | 9176 | Climate Action Plan 2020 | General Fund | 465.00 |
| | | | | Total for Payment No.: | | 4,835.00 |

| Payment No: 711899 | | | | | | |
|--------------------|-------------------------------|-------------|---------------|-----------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | TARGET SPECIALTY PRODUCTS INC | 00534839 | INVP501103960 | 0.22% DIMENSION 50% PURKOTE | General Fund | 285.48 |
| 2023-05-05 | TARGET SPECIALTY PRODUCTS INC | 00534840 | INVP501115552 | ACELEPRYN GRANULAR 25LB | General Fund | 4,518.33 |
| | | | | Total for Payment No.: | | 4,803.81 |

| Payment No: 026297 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | LINCOLN AQUATICS | 00534848 | 36095252 | ISC - 15% MURIATIC ACID & FUEL | General Fund | 814.07 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | LINCOLN AQUATICS | 00534848 | 36095252 | ISC - PEST ASSESS | General Fund | 12.09 |
| 2023-05-05 | LINCOLN AQUATICS | 00534871 | 36095253 | WARBURTON-LIQUID CHLORINE+FUEL | General Fund | 664.42 |
| 2023-05-05 | LINCOLN AQUATICS | 00534871 | 36095253 | WARBURTON - PEST ASSESS | General Fund | 9.54 |
| 2023-05-05 | LINCOLN AQUATICS | 00534873 | 36095256 | ISC - LIQUID CHLORINE+ FUEL | General Fund | 2,056.68 |
| 2023-05-05 | LINCOLN AQUATICS | 00534873 | 36095256 | ISC - PEST ASSESS | General Fund | 31.37 |
| 2023-05-05 | LINCOLN AQUATICS | 00534892 | 36095334 | WARBURTON-LIQUID CHLORINE+FUEL | General Fund | 894.83 |
| 2023-05-05 | LINCOLN AQUATICS | 00534892 | 36095334 | WARBURTON - PEST ASSESS | General Fund | 13.07 |
| 2023-05-05 | LINCOLN AQUATICS | 00534893 | 36095472 | FOAM LIFE RING | General Fund | 265.72 |
| | | | | Total for Payment No.: | | 4,761.79 |

| Payment No: 711532 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|-------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | FIRST ALARM SECURITY & PATROL, | 00534641 | 14129038 | SECURITY GUARD SERVICES | General Fund | 4,758.70 |
| | | | | Total for Payment No.: | | 4,758.70 |

| Payment No: 711845 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | HDL COREN & CONE | 00535603 | SIN027482 | PROPERTY TAX AUDIT AND MANAGEM | General Fund | 4,756.25 |
| | | | | Total for Payment No.: | | 4,756.25 |

| Payment No: 711376 | | | | | | |
|--------------------|----------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | IIA LIFTING SERVICES, INC. | 00534205 | INDI62081 | LOT 1 MOBILE CRANE INSPECTION | Fleet Operation Fund | 2,000.00 |
| 2023-04-14 | IIA LIFTING SERVICES, INC. | 00534206 | INDI63256 | LOT 2 AERIAL LADDER INSPECTION | Fleet Operation Fund | 2,000.00 |
| 2023-04-14 | IIA LIFTING SERVICES, INC. | 00534205 | INDI62081 | LOT 1 MANLIFT INSPECTION | Fleet Operation Fund | 600.00 |
| | | | | Total for Payment No.: | | 4,600.00 |

Payment No: 711438

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-------------------------------|-------------------------|-------------|
| 2023-04-14 | UNIV OF TEXAS AT ARLINGTON | 00533941 | V0036973 | 2023 MAR - LOCATOR TRAIN YARD | Water Utility | 2,025.00 |
| 2023-04-14 | UNIV OF TEXAS AT ARLINGTON | 00533941 | V0036973 | 2023 MAR - LOCATOR TRAIN YARD | Water Recycling Program | 450.00 |
| 2023-04-14 | UNIV OF TEXAS AT ARLINGTON | 00533941 | V0036973 | 2023 MAR - LOCATOR TRAIN YARD | Sewer Utility | 2,025.00 |
| | | | | Total for Payment No.: | | 4,500.00 |

Payment No: 711721

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|----------------|--------------------------------|--------------------------------|-------------|
| 2023-04-28 | KONE INC | 00534444 | 871009441 | SCCC | Convention Cnt Maintenance Dis | 262.82 |
| 2023-04-28 | KONE INC | 00534927 | 1158497522 COR | Correct overpayment on V532707 | General Fund | -0.03 |
| 2023-04-28 | KONE INC | 00534442 | 1158416868 | CRC | General Fund | 540.09 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | CITY HALL | General Fund | 78.20 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | CENTRAL LIB | General Fund | 478.02 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | PD | General Fund | 425.04 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | GUN RANGE | General Fund | 34.80 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | SENIOR CENTER | General Fund | 350.09 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | BERMAN | General Fund | 78.20 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | TASMAN | General Fund | 1,193.82 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | FS 2 | General Fund | 130.79 |
| 2023-04-28 | KONE INC | 00534444 | 871009441 | CRC | General Fund | 34.80 |
| | | | | Total for Payment No.: | | 3,606.64 |

Payment No: 026272

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------|--------------|-------------|
| 2023-05-05 | BOUND TREE MEDICAL LLC | 00534887 | 84928132 | MEDICAL SUPPLIES | General Fund | 1,106.33 |
| 2023-05-05 | BOUND TREE MEDICAL LLC | 00534888 | 84928133 | MEDICAL SUPPLIES | General Fund | 3,322.82 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------|-------------|-------------|------------------------|-----------------------------------|-------------|
| | | | | Total for Payment No.: | | 4,429.15 |
| Payment No: 711741 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | SCCC | Convention Cnt Maintenance Dis | 184.62 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | CEMETRY | Cemetery | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | HARRIS LASS | Public Buildings | 30.77 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | HEADEN INMAN | Public Buildings | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | JAMISON BROWN | Public Buildings | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | TRITON | Public Buildings | 30.77 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | HEART OF VALLEY | Public Buildings | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | BUILD MTCE | General Fund | 369.24 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | BERRYESSA ADOBE | General Fund | 30.77 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | PD | General Fund | 184.62 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | STREETS | General Fund | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | FIRE | General Fund | 984.64 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | CENTRAL LIB | General Fund | 184.62 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | NORTHSIDE | General Fund | 123.08 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | MISSION LIB | General Fund | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | PARKS | General Fund | 953.87 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | COMM SHOP | General Fund | 30.77 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | PURCHASING WAREHOUSE | General Fund | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | EOC | General Fund | 123.08 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | TASMAN | General Fund | 184.62 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | COMMUNITY DEV | General Fund | 61.54 |
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | MARSALLI BLDG | General Fund | 184.62 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-28 | PESTMASTER SERVICES L.P. | 00534451 | 384523 | MORSE MANSION | General Government - Other | 123.08 |
| | | | | Total for Payment No.: | | 4,215.49 |

| Payment No: 711800 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | TJKM TRANSPORTATION CONSULTNTS | 00535478 | 0053791 | TRANSPORTATION MODELING UPDATE | Streets And Highways | 4,400.00 |
| | | | | Total for Payment No.: | | 4,400.00 |

| Payment No: 026288 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|---------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | GRAINGER-SAN JOSE | 00534914 | 9676469431 | PARTS - CLEAN-UP | Solid Waste Program | 162.59 |
| 2023-05-05 | GRAINGER-SAN JOSE | 00534890 | 9654278820 | SINGLE FAUCET METERING | General Fund | 749.39 |
| | | | | Total for Payment No.: | | 911.98 |

| Payment No: 026186 | | | | | | |
|--------------------|-------------------|-------------|----------------------|-----------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | STAPLES ADVANTAGE | 00534674 | 8069766936-AUTO | OFFICE SUPPLIES | Fleet Operation Fund | 319.63 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534688 | 8069766936-WATER | OFFICE SUPPLIES | Water Utility | 50.27 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534674 | 8069766936-AUTO | OFFICE SUPPLIES | General Fund | 120.66 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534675 | 8069766936-CITYATTY | OFFICE SUPPLIES | General Fund | 212.86 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534676 | 8069766936-CITYCLERK | OFFICE SUPPLIES | General Fund | 161.55 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534676 | 8069766936-CITYCLERK | OFFICE SUPPLIES | General Fund | 20.18 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534680 | 8069766936-ENG | OFFICE SUPPLIES | General Fund | 78.90 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534681 | 8069766936-FIRE | OFFICE SUPPLIES | General Fund | 68.37 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534681 | 8069766936-FIRE | OFFICE SUPPLIES | General Fund | 424.50 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534682 | 8069766936-HR | OFFICE SUPPLIES | General Fund | 188.66 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534683 | 8069766936-LIBRARY | OFFICE SUPPLIES | General Fund | 39.74 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|----------------------|------------------------|---------------|-------------|
| 2023-04-21 | STAPLES ADVANTAGE | 00534683 | 8069766936-LIBRARY | OFFICE SUPPLIES | General Fund | 264.50 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534684 | 8069766936-MUNISVC | OFFICE SUPPLIES | General Fund | 413.87 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534685 | 8069766936-PARK CRC | OFFICE SUPPLIES | General Fund | 241.14 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534686 | 8069766936-POLICEDET | OFFICE SUPPLIES | General Fund | 50.52 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534687 | 8069766936-SRCTR | OFFICE SUPPLIES | General Fund | 106.33 |
| 2023-04-21 | STAPLES ADVANTAGE | 00534688 | 8069766936-WATER | OFFICE SUPPLIES | Sewer Utility | 50.26 |
| | | | | Total for Payment No.: | | 2,811.94 |

| Payment No: 711396 | | | | | | |
|--------------------|--------------------------|-------------|-------------|-----------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | SCCC | Convention Cnt Maintenance Dis | 184.62 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | CEMETRY | Cemetery | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | JAMISON BROWN | Public Buildings | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | HARRIS LASS | Public Buildings | 30.77 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | HEADEN INMAN | Public Buildings | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | TRITON | Public Buildings | 30.77 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | HEART OF VALLEY | Public Buildings | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | BERRYESSA ADOBE | General Fund | 30.77 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | STREETS | General Fund | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | PD | General Fund | 184.62 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | BUILD MTCE | General Fund | 369.24 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | FIRE | General Fund | 923.10 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | MISSION LIB | General Fund | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | CENTRAL LIBRARY | General Fund | 184.62 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | NORTHSIDE LIB | General Fund | 123.08 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | PARKS | General Fund | 953.87 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | COMM SHOP | General Fund | 30.77 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | PURCHASING WAREHOUSE | General Fund | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | EOC | General Fund | 123.08 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | COMMUNITY DEV | General Fund | 61.54 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | TASMAN | General Fund | 184.62 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | MARSALLI BUILD | General Fund | 184.62 |
| 2023-04-14 | PESTMASTER SERVICES L.P. | 00533590 | 381481 | MORSE MANSION | General Government - Other | 123.08 |
| | | | | Total for Payment No.: | | 4,153.95 |

| Payment No: 711580 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | REED & GRAHAM INC | 00534622 | 051228 | COLD MIX & BASE ROCK | Water Utility | 44.76 |
| 2023-04-21 | REED & GRAHAM INC | 00534623 | 051518 | COLD MIX & BASE ROCK | Water Utility | 751.03 |
| 2023-04-21 | REED & GRAHAM INC | 00534620 | 051230 | COLD MIX & BASE ROCK | Water Utility | 22.53 |
| 2023-04-21 | REED & GRAHAM INC | 00534621 | 051229 | COLD MIX & BASE ROCK | Water Utility | 47.11 |
| 2023-04-21 | REED & GRAHAM INC | 00534620 | 051230 | COLD MIX & BASE ROCK | Water Utility Construction | 56.31 |
| 2023-04-21 | REED & GRAHAM INC | 00534621 | 051229 | COLD MIX & BASE ROCK | Water Utility Construction | 117.77 |
| 2023-04-21 | REED & GRAHAM INC | 00534622 | 051228 | COLD MIX & BASE ROCK | Water Utility Construction | 111.92 |
| 2023-04-21 | REED & GRAHAM INC | 00534623 | 051518 | COLD MIX & BASE ROCK | Water Utility Construction | 1,877.56 |
| 2023-04-21 | REED & GRAHAM INC | 00534620 | 051230 | COLD MIX & BASE ROCK | Sewer Utility | 5.63 |
| 2023-04-21 | REED & GRAHAM INC | 00534621 | 051229 | COLD MIX & BASE ROCK | Sewer Utility | 11.78 |
| 2023-04-21 | REED & GRAHAM INC | 00534622 | 051228 | COLD MIX & BASE ROCK | Sewer Utility | 11.19 |
| 2023-04-21 | REED & GRAHAM INC | 00534623 | 051518 | COLD MIX & BASE ROCK | Sewer Utility | 187.75 |
| | | | | Total for Payment No.: | | 3,245.34 |

Payment No: 711456

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | Water Utility | 1,415.70 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 707.85 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 707.85 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 291.72 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 291.72 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 291.72 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 291.72 |
| 2023-04-21 | DIGITAL ENGINEERING SYSTEM | 00534773 | 80103 | ANNUAL MAINTENANCE FOR KIP 860 | General Fund | 291.72 |
| Total for Payment No.: | | | | | | 4,290.00 |

Payment No: 711752

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-28 | SAN JOSE MAILING | 00535139 | 6535 | MAILING CALLE DEL MUNDO TAX | General Fund | 113.63 |
| 2023-04-28 | SAN JOSE MAILING | 00535139 | 6535 | MAILING CALLE DEL MUNDO NONTAX | General Fund | 409.76 |
| 2023-04-28 | SAN JOSE MAILING | 00535140 | 6556 | MAILING THE ALAMEDA TAX | General Fund | 2,445.54 |
| 2023-04-28 | SAN JOSE MAILING | 00535140 | 6556 | MAILING THE ALAMEDA NONTAX | General Fund | 1,288.66 |
| Total for Payment No.: | | | | | | 4,257.59 |

Payment No: 711746

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|----------------------|----------------------------|-------------|
| 2023-04-28 | REED & GRAHAM INC | 00535164 | 051707 | COLD MIX & BASE ROCK | Water Utility | 22.67 |
| 2023-04-28 | REED & GRAHAM INC | 00535164 | 051707 | COLD MIX & BASE ROCK | Water Utility Construction | 56.69 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------|---------------|-------------|
| 2023-04-28 | REED & GRAHAM INC | 00534806 | 051413 | MATERIALS-STREET | General Fund | 353.72 |
| 2023-04-28 | REED & GRAHAM INC | 00534292 | 051006 | MATERIALS-STREET | General Fund | 1,181.25 |
| 2023-04-28 | REED & GRAHAM INC | 00534293 | 051227 | MATERIALS-STREET | General Fund | 2,539.70 |
| 2023-04-28 | REED & GRAHAM INC | 00535164 | 051707 | COLD MIX & BASE ROCK | Sewer Utility | 5.66 |
| | | | | Total for Payment No.: | | 4,159.69 |

Payment No: 026097

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | GRAINGER-SAN JOSE | 00533790 | 9654868695 | PARTS - SHOP | Fleet Operation Fund | 690.59 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00533390 | 9642613948 | PARTS - V1808 | Fleet Operation Fund | 12.01 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00533328 | 9642679113 | PARTS - SHOP | Fleet Operation Fund | 30.21 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00533327 | 9640999117 | PARTS - SHOP | Fleet Operation Fund | 23.83 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00534306 | 9656804128 | GLASSES, CLEAR LENS, BLACK FRA | Water Utility | 188.18 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00534306 | 9656804128 | GLASSES, SMOKE LENS, BLACK FRA | Water Utility | 116.68 |
| 2023-04-14 | GRAINGER-SAN JOSE | 00533606 | 9649921856 | SUPPLIES-TRAFFIC | General Fund | 688.04 |
| | | | | Total for Payment No.: | | 1,749.54 |

Payment No: 711577

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|--------------|------------------------------|------------------------------|-------------|
| 2023-04-21 | QIANQIAN WANG | 00534313 | 39397APR2023 | Bldg Plan Review BLD22-66969 | Building New Dvlpmnt Svc Fee | 4,119.34 |
| | | | | Total for Payment No.: | | 4,119.34 |

Payment No: 711768

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|---------------|---------------------|--------------------------------|-------------|
| 2023-04-28 | TRIO COMMUNITY MEALS, LLC | 00534361 | INV2230027026 | SRNUT APRIL 3 WEEK | Park and Rec Opr GrantTst Fund | 1,812.72 |
| 2023-04-28 | TRIO COMMUNITY MEALS, LLC | 00534360 | INV2230026605 | SRNUT MARCH 27 WEEK | Park and Rec Opr | 2,306.57 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|-------------|---------------|-------------|
| | | | | | GrantTst Fund | |
| Total for Payment No.: | | | | | | 4,119.29 |

| Payment No: 026296 | | | | | | |
|------------------------|------------------------------------|-------------|---------------|--------------------------------|---------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | LEVY SANTA CLARA CONVENTION CENTER | 00535468 | LevyInv 00072 | MAINTAINCE & REPAIR:APPLIANCES | SCCC-Levy Food & Beverage | 4,077.48 |
| Total for Payment No.: | | | | | | 4,077.48 |

| Payment No: 711575 | | | | | | |
|------------------------|--------------|-------------|-------------|---------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PITNEY BOWES | 00534075 | 8977APR2023 | POSTAGE | General Fund | 4,000.00 |
| 2023-04-21 | PITNEY BOWES | 00534075 | 8977APR2023 | OTHER CHARGES | General Fund | 7.00 |
| Total for Payment No.: | | | | | | 4,007.00 |

| Payment No: 711319 | | | | | | |
|------------------------|-----------------------------|-------------|-------------|----------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | INTL CODE COUNCIL-PENINSULA | 00533934 | 1402APR2023 | Chapter 11B Training | Building Fee Admin Retainage | 750.00 |
| 2023-04-14 | INTL CODE COUNCIL-PENINSULA | 00533934 | 1402APR2023 | Chapter 11A Training | Building Fee Admin Retainage | 900.00 |
| 2023-04-14 | INTL CODE COUNCIL-PENINSULA | 00533595 | 1402MAR2023 | Chapter 11A Training | Building Fee Admin Retainage | 1,050.00 |
| 2023-04-14 | INTL CODE COUNCIL-PENINSULA | 00533595 | 1402MAR2023 | Chapter 11B Training | Building Fee Admin Retainage | 1,200.00 |
| Total for Payment No.: | | | | | | 3,900.00 |

| Payment No: 711514 | | | | | | |
|--------------------|---------------------------|-------------|-------------|----------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534247 | 78568757 | Physical Examination | Fleet Operation Fund | 85.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534265 | 78496625 | Physical Examination | Fleet Operation Fund | 20.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534269 | 78212265 | Physical Examination | Fleet Operation Fund | 85.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534240 | 78428302 | Physical Exam | Water Utility | 179.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534247 | 78568757 | Physical Examination | Water Utility | 448.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534265 | 78496625 | Physical Examination | Water Utility | 130.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534240 | 78428302 | Physical Exam | General Fund | 85.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534240 | 78428302 | Physical Exam | General Fund | 409.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534247 | 78568757 | Physical Examination | General Fund | 1,736.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534265 | 78496625 | Physical Examination | General Fund | 20.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534265 | 78496625 | Physical Examination | General Fund | 409.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534268 | 78495975 | Physical Examination | General Fund | 158.00 |
| 2023-04-21 | CONCENTRA MEDICAL CENTERS | 00534271 | 78568358 | Physical Examination | General Fund | 136.00 |
| | | | | Total for Payment No.: | | 3,900.00 |

| Payment No: 711402 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | REED & GRAHAM INC | 00534030 | 050700 | COLD MIX & BASE ROCK | Water Utility | 416.88 |
| 2023-04-14 | REED & GRAHAM INC | 00534030 | 050700 | COLD MIX & BASE ROCK | Water Utility Construction | 1,042.19 |
| 2023-04-14 | REED & GRAHAM INC | 00533609 | 050892 | MATERIALS-STREET | General Fund | 1,769.40 |
| 2023-04-14 | REED & GRAHAM INC | 00534030 | 050700 | COLD MIX & BASE ROCK | Sewer Utility | 104.23 |
| | | | | Total for Payment No.: | | 3,332.70 |

| Payment No: 711411 | | | | | | |
|--------------------|----------------------|-------------|----------------|--------------------------|----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SAN FRANCISCO TRAVEL | 00534307 | INV-0000011895 | DMO INCLUSIVE MEMBERSHIP | Deposit Funds. | 3,750.00 |
| | | | | Total for Payment No.: | | 3,750.00 |

Payment No: 026289

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | SAND | Water Utility | 560.15 |
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | SAND | Water Utility | 373.43 |
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | SAND | Water Utility Construction | 746.86 |
| 2023-05-05 | GRANITE ROCK CO #29145 | 00535514 | 2085868 | SAND | Sewer Utility | 186.72 |
| | | | | Total for Payment No.: | | 1,867.16 |

Payment No: 711443

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | PD MDC WIRELESS | General Fund | 38.01 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | PD MDC WIRELESS | General Fund | 2,283.61 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | PD MDC WIRELESS | General Fund | 38.01 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | FIRE DEPT MDC WIRELESS | General Fund | 988.26 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | PD MDC WIRELESS | General Fund | 114.03 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | STREET DEPT MDC WIRELESS | General Fund | 114.03 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | LIBRARY MDC WIRELESS | General Fund | 38.01 |
| 2023-04-14 | VERIZON WIRELESS | 00533354 | 9929991282 | PARKS - GYMNASTICS MDC WIRELES | General Fund | 38.01 |
| | | | | Total for Payment No.: | | 3,651.97 |

Payment No: 711870

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | OCLC INC | 00535025 | 1000297279 | EZ PROXY HOSTED 4/1/23-3/31/24 | General Fund | 3,645.00 |
| | | | | Total for Payment No.: | | 3,645.00 |

Payment No: 711589

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|-----------------------------|--------------|-------------|
| 2023-04-21 | SHINE A LIGHT COUNSELING | 00534006 | 102-1 | BEH HEALTH COUNSEL SESS 1-2 | General Fund | 1,000.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|-----------------------------|--------------|-------------|
| 2023-04-21 | SHINE A LIGHT COUNSELING | 00533995 | 103-1 | BEH HEALTH COUNSEL SESS 1-2 | General Fund | 1,250.00 |
| 2023-04-21 | SHINE A LIGHT COUNSELING | 00534009 | 101-5 | BEH HEALTH COUNSEL SESS 4-5 | General Fund | 1,250.00 |
| | | | | Total for Payment No.: | | 3,500.00 |

| Payment No: 711417 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|--------------------------------|-------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SCHAAF & WHEELER CONSULTING | 00534185 | 37290 | BOWERS AVE UNDERPASS STORM DRA | Storm Drain | 3,500.00 |
| | | | | Total for Payment No.: | | 3,500.00 |

| Payment No: 711550 | | | | | | |
|--------------------|---------------------|-------------|-------------|--------------------------------|----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | KNOWLAND GROUP, LLC | 00534520 | 00292258 | Qrtr Billing PeriodAPR-JUN2023 | Deposit Funds. | 3,462.00 |
| | | | | Total for Payment No.: | | 3,462.00 |

| Payment No: 026253 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | RODNEY C PEOPLES | 00534718 | R230403 | PUMP STN COMPRSR REP 3/23&4/13 | Solid Waste Utility-Constructi | 3,459.96 |
| | | | | Total for Payment No.: | | 3,459.96 |

| Payment No: 026120 | | | | | | |
|--------------------|------------------------|-------------|---------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PRESIDIO HOLDINGS INC. | 00534108 | 6013223002386 | 802.11ac W2 Low-Profile Outdoo | Parks And Recreation | 1,724.03 |
| 2023-04-14 | PRESIDIO HOLDINGS INC. | 00534304 | 6013223002387 | 802.11ac W2 Low-Profile Outdoo | Parks And Recreation | 1,724.03 |
| | | | | Total for Payment No.: | | 3,448.06 |

Payment No: 711615

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|------------------------------|-------------|---------------------|-------------------------------|--------------|-------------|
| 2023-04-28 | AMERICAN LEGION POST 419 | 00535007 | 4948APR2023 | 2023 AMERICAN LEGION CAR SHOW | General Fund | 3,423.52 |
| | | | | Total for Payment No.: | | 3,423.52 |
| Payment No: 711377 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | IMAGETREND INC | 00533599 | 141729 | ANNUAL CAD HOSTING AND SUPPRT | General Fund | 3,380.00 |
| | | | | Total for Payment No.: | | 3,380.00 |
| Payment No: 711300 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TAMIRU ZENA | 00534004 | 39360MAR2023 | REIMB. SITE PREP FEE | Cemetery | 3,375.01 |
| | | | | Total for Payment No.: | | 3,375.01 |
| Payment No: 026124 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SPORTS, FITNESS & KARATE INC | 00533986 | SCPR 2023-Jan-March | Sports Fitness Karate | General Fund | 3,334.59 |
| | | | | Total for Payment No.: | | 3,334.59 |
| Payment No: 711858 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | JUSTIN FUJIHARA | 00535482 | 2023-1019 | Gametime Basketball | General Fund | 3,254.40 |
| | | | | Total for Payment No.: | | 3,254.40 |
| Payment No: 711765 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535065 | 243217 | PROF SVCS THROUGH MAR 2023 | | |
| | | | | Total for Payment No.: | | 3,180.00 |

Payment No: 711507

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------------|-------------|-------------|-----------------------------------|----------------------|-------------|
| 2023-04-21 | BURNS TRUCK AND TRAILER | 00533988 | W 64603 | PARTS - V#3288 WO#135200 TAX | Fleet Operation Fund | 1,202.55 |
| 2023-04-21 | BURNS TRUCK AND TRAILER | 00533988 | W 64603 | LABOR - V#3288 WO#135200 NOTAX | Fleet Operation Fund | 1,954.09 |
| Total for Payment No.: | | | | | | 3,156.64 |

Payment No: 026252

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|-------------|-----------|-------------|
| 2023-04-28 | | 00535071 | 241632 | Legal | | |
| 2023-04-28 | | 00535072 | 241946 | Legal | | |
| Total for Payment No.: | | | | | | 3,140.00 |

Payment No: 711462

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|---------------------------------|-----------------------------------|-------------|
| 2023-04-21 | RACHEL THOMAS | 00534485 | PRCK#102020 | REPLACE OUTDATED PRCK#102020 | Payroll Liability&ClearingAcct | 3,132.50 |
| Total for Payment No.: | | | | | | 3,132.50 |

Payment No: 711301

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|---------------------|-----------------------------------|-------------|
| 2023-04-14 | TING-CHIEH LU | 00534327 | PRCK#101621 | REPLACE PRCK#101621 | Payroll Liability&ClearingAcct | 3,132.50 |
| Total for Payment No.: | | | | | | 3,132.50 |

Payment No: 711714

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------|-------------|-------------|-------------------------|---------------|-------------|
| 2023-04-28 | JACK DOHENY COMPANIES | 00534696 | 192542 | CAMERA PARTS AND REPAIR | Sewer Utility | 1,096.97 |
| 2023-04-28 | JACK DOHENY COMPANIES | 00534696 | 192542 | LABOR | Sewer Utility | 1,986.40 |
| Total for Payment No.: | | | | | | 3,083.37 |

| Payment No: 026232 | | | | | | |
|--------------------|------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | SAND | Water Utility | 460.77 |
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | SAND | Water Utility | 307.18 |
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | SAND | Water Utility Construction | 614.37 |
| 2023-04-28 | GRANITE ROCK CO #29145 | 00535166 | 2084487 | SAND | Sewer Utility | 153.59 |
| | | | | Total for Payment No.: | | 1,535.91 |

| Payment No: 711871 | | | | | | |
|--------------------|------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PACIFIC COAST PETROLEUM INC. | 00534921 | 111400 | FUEL SUPPLIES- STOCK | Fleet Operation Fund | 2,986.69 |
| | | | | Total for Payment No.: | | 2,986.69 |

| Payment No: 711736 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | OCLC INC | 00534715 | 1000298517 | CATALOG & METADATA | General Fund | 2,978.66 |
| | | | | Total for Payment No.: | | 2,978.66 |

| Payment No: 711840 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|----------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | FINELINE GRAPHICS & DESIGN, | 00535582 | 18677 | SUMMER 2023 ACTIVITY GUIDE | General Fund | 2,975.00 |
| | | | | Total for Payment No.: | | 2,975.00 |

| Payment No: 026273 | | | | | | |
|--------------------|----------------------------|-------------|----------------|------------------|---------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BROWNING FERRIS INDUSTRIES | 00535530 | 4278-100008122 | COMPOST SALES | Solid Waste Program | 702.98 |
| 2023-05-05 | BROWNING FERRIS INDUSTRIES | 00535531 | 4278-100008380 | COMPOST SALES | Solid Waste Program | 946.31 |
| 2023-05-05 | BROWNING FERRIS INDUSTRIES | 00535531 | 4278-100008380 | FEE HAUL/COMPOST | Solid Waste Program | 860.00 |
| 2023-05-05 | BROWNING FERRIS INDUSTRIES | 00535530 | 4278-100008122 | FEE-HAUL/COMPOST | Solid Waste Program | 430.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | | Total for Payment No.: | | 2,939.29 |

Payment No: 711698

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|-------------------------|--------------|-------------|
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534419 | 161-0323 | BEH HEALTH COUNSEL #7-9 | General Fund | 540.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534373 | 119-0323 | BEH HEALTH COUNSEL #5-6 | General Fund | 360.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534374 | 151-0323 | BEH HEALTH COUNSEL #5 | General Fund | 180.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534375 | 109-0323 | BEH HEALTH COUNSEL | General Fund | 180.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534376 | 101-0323 | BEH HEALTH COUNSEL #2 | General Fund | 180.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534378 | 125-0323 | BEH HEALTH COUNSEL #4 | General Fund | 180.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534379 | 133-0323 | BEH HEALTH COUNSEL #4-5 | General Fund | 360.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534410 | 157-0323 | BEH HEALTH COUNSEL #4 | General Fund | 180.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534421 | 163-0323 | BEH HEALTH COUNSEL #1-3 | General Fund | 585.00 |
| 2023-04-28 | GENEVIEVE ALTWER LMFT | 00534416 | 149-0323 | BEH HEALTH COUNSEL | General Fund | 180.00 |
| | | | | Total for Payment No.: | | 2,925.00 |

Payment No: 711898

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|--------------------------|-------------|
| 2023-05-05 | SYN-TECH SYSTEMS INC | 00534922 | 265346 | PARTS - ACQ STOCK | Vehicle Replacement Fund | 2,900.90 |
| | | | | Total for Payment No.: | | 2,900.90 |

Payment No: 711586

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-21 | SANTA CLARA WEEKLY | 00534365 | 1246531 | 2WK PUBLCTN 23/24 MUNI FEE PH | General Fund | 2,880.00 |
| | | | | Total for Payment No.: | | 2,880.00 |

Payment No: 711382

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | KAREN MURPHY LANSING | 00533869 | SCPD 56 | LANSING | General Fund | 2,860.00 |
| | | | | Total for Payment No.: | | 2,860.00 |

| Payment No: 711860 | | | | | | |
|--------------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | KELLY SPICERS STORES | 00534733 | 11268510 | PAPER FOR DEPT USAGE | General Fund | 2,845.43 |
| | | | | Total for Payment No.: | | 2,845.43 |

| Payment No: 026154 | | | | | | |
|--------------------|------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CINTAS CORP #630 | 00534097 | 4151776080 | SAFEWASHER MOBILE SVC | Fleet Operation Fund | 65.50 |
| 2023-04-21 | CINTAS CORP #630 | 00534097 | 4151776080 | UNIFORM LAUNDRY | Fleet Operation Fund | 237.64 |
| 2023-04-21 | CINTAS CORP #630 | 00534047 | 4150912201 | UNIFORMS | General Fund | 71.18 |
| 2023-04-21 | CINTAS CORP #630 | 00534048 | 4151316768 | UNIFORMS | General Fund | 110.36 |
| | | | | Total for Payment No.: | | 484.68 |

| Payment No: 026279 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CINTAS CORP #630 | 00535000 | 4152308688 | UNIFORM SERVICES | General Fund | 57.49 |
| 2023-05-05 | CINTAS CORP #630 | 00535002 | 4152995474 | UNIFORM SERVICES | General Fund | 57.49 |
| 2023-05-05 | CINTAS CORP #630 | 00534915 | 1903907647 | POLO/NIKE DRI FIT/NAVY/SS-RG00 | General Fund | 134.54 |
| | | | | Total for Payment No.: | | 249.52 |

| Payment No: 711342 | | | | | | |
|--------------------|------------------------------|-------------|-------------|---------------------------|----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CALIFORNIA PEOPLE SEARCH INC | 00534093 | 1162 | MARWA ABUBAKR 3/6-3/17/23 | Deposit Funds. | 2,772.00 |
| | | | | Total for Payment No.: | | 2,772.00 |

Payment No: 026166

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-------------------------------|---------------|-------------|
| 2023-04-21 | GRAINGER | 00534540 | 9664258192 | FLUX SOLDER PASTE, 1 LB. CAN, | Water Utility | 135.10 |
| | | | | Total for Payment No.: | | 135.10 |

Payment No: 711508

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-21 | CALIFORNIA JANITORIAL SUPPLY | 00534160 | 107321 | FRAMELESS STAINLESS STEEL MIRR | General Fund | 1,418.45 |
| 2023-04-21 | CALIFORNIA JANITORIAL SUPPLY | 00534160 | 107321 | DELIVERY | General Fund | 30.56 |
| 2023-04-21 | CALIFORNIA JANITORIAL SUPPLY | 00534170 | 108043 | NITRILE GLOVES, L AND XL | General Fund | 1,288.46 |
| | | | | Total for Payment No.: | | 2,737.47 |

Payment No: 711907

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | ZORO TOOLS INC. | 00534827 | INV12350364 | N95 DISPOSABLE WHITE PARTICULA | General Fund | 58.49 |
| 2023-05-05 | ZORO TOOLS INC. | 00534828 | INV12353645 | INDUSTRIAL CLEANIGN CLOTHS | General Fund | 619.27 |
| 2023-05-05 | ZORO TOOLS INC. | 00534829 | INV12353898 | INDUSTRIAL CLEANING CLOTHS | General Fund | 56.31 |
| 2023-05-05 | ZORO TOOLS INC. | 00534830 | INV12403203 | 1" X 10" GALVANIZED NIPPLE | General Fund | 52.38 |
| 2023-05-05 | ZORO TOOLS INC. | 00534831 | INV12402175 | 5 GAL YELLOW GALV STEEL TYPE I | General Fund | 130.74 |
| 2023-05-05 | ZORO TOOLS INC. | 00534832 | INV12400110 | 1" MNPT x 4 FT TBE CARBON STEE | General Fund | 459.91 |
| 2023-05-05 | ZORO TOOLS INC. | 00534833 | INV12399844 | 1" FNPT GALVANIZED 90 DEGREE | General Fund | 21.31 |
| 2023-05-05 | ZORO TOOLS INC. | 00534834 | INV12398020 | 1" MNPT x 5 FT TBE CARBON PIPE | General Fund | 231.52 |
| 2023-05-05 | ZORO TOOLS INC. | 00534835 | INV12371127 | 10 GAL LLDPE RECTANGULAR TRASH | General Fund | 55.52 |
| 2023-05-05 | ZORO TOOLS INC. | 00534836 | INV12368045 | FRP CONSTRUCTION ADHESIVE 1 GA | General Fund | 44.53 |
| 2023-05-05 | ZORO TOOLS INC. | 00534837 | INV12363526 | FRP CONSTRUCTION ADHESIVE | General Fund | 161.31 |
| 2023-05-05 | ZORO TOOLS INC. | 00534148 | INV12301616 | 6FT FIBERGLASS 300LB STEPLADDE | General Fund | 288.85 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | ZORO TOOLS INC. | 00534149 | INV12303245 | N95 DISPOSABLE WHITE PARTICULA | General Fund | 429.69 |
| 2023-05-05 | ZORO TOOLS INC. | 00534149 | INV12303245 | DISCOUNT | General Fund | -52.17 |
| 2023-05-05 | ZORO TOOLS INC. | 00534151 | INV12307627 | RESPIRATOR 1730 N95 DUST/MIST | General Fund | 146.48 |
| 2023-05-05 | ZORO TOOLS INC. | 00534151 | INV12307627 | PARTNER DISCOUNT | General Fund | -21.97 |
| 2023-05-05 | ZORO TOOLS INC. | 00534155 | INV12345605 | BATTERY CHARGER | General Fund | 60.07 |
| 2023-05-05 | ZORO TOOLS INC. | 00534155 | INV12345605 | PARTNER DISCOUNT | General Fund | -6.02 |
| | | | | Total for Payment No.: | | 2,736.22 |

Payment No: 711357

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | ENNIS-FLINT INC | 00533608 | 273087 | SUPPLIES-TRAFFIC | General Fund | 2,719.54 |
| | | | | Total for Payment No.: | | 2,719.54 |

Payment No: 711690

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|--------------------------------|------------------|-------------|
| 2023-04-28 | EDELMAN CORP | 00534982 | 235841 | CHANGE TO LINE 1 ACCOUNT STRIN | Public Buildings | 1,220.98 |
| 2023-04-28 | EDELMAN CORP | 00534983 | 235843 | CHANGE TO LINE 1 ACCOUNT STRIN | Public Buildings | 1,495.00 |
| | | | | Total for Payment No.: | | 2,715.98 |

Payment No: 711568

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|----------------|----------------------|-------------|
| 2023-04-21 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534249 | 007065 | PARTS - V#3640 | Fleet Operation Fund | 2,009.54 |
| 2023-04-21 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534250 | 007433 | PARTS - STOCK | Fleet Operation Fund | 130.61 |
| 2023-04-21 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534125 | 007495 | PARTS - V3224 | Fleet Operation Fund | 569.63 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------------|-------------|-------------------|--------------------------------|-----------------------------------|-------------|
| | | | | Total for Payment No.: | | 2,709.78 |
| | | | | | | |
| Payment No: 026142 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PUBLIC SAFETY NON-SWORN | 00534792 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 2,675.00 |
| | | | | Total for Payment No.: | | 2,675.00 |
| | | | | | | |
| Payment No: 711296 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | LORI JEAN OBENCHAIN | 00534039 | 39359MAR2023 | REFUND: INTERMENT RIGHTS 3 CAS | Cemetery | 1,383.00 |
| 2023-04-14 | LORI JEAN OBENCHAIN | 00534039 | 39359MAR2023 | REFUND: LABOR GROUNDS | Cemetery | 312.00 |
| 2023-04-14 | LORI JEAN OBENCHAIN | 00534039 | 39359MAR2023 | REFUND: SALES TAX | Cemetery | 74.25 |
| 2023-04-14 | LORI JEAN OBENCHAIN | 00534039 | 39359MAR2023 | REFUND: MATERIAL GROUNDS | Cemetery | 900.00 |
| | | | | Total for Payment No.: | | 2,669.25 |
| | | | | | | |
| Payment No: 711576 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PRINCIPAL CUSTODY SOLUTIONS | 00534525 | 13726905 | CUSTODY SERVICES AND SAFEKEEPI | General Fund | 2,643.51 |
| | | | | Total for Payment No.: | | 2,643.51 |
| | | | | | | |
| Payment No: 711428 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SUNNYVALE FORD | 00533836 | FOCS857883 | PARTS - V#3373 WO#135373 | Fleet Operation Fund | 295.36 |
| 2023-04-14 | SUNNYVALE FORD | 00533835 | 218179 | PARTS - V#3372 | Fleet Operation Fund | 44.81 |
| 2023-04-14 | SUNNYVALE FORD | 00533836 | FOCS857883 | HAZ FLUID DISPOSAL FEE | Fleet Operation Fund | 2.23 |
| 2023-04-14 | SUNNYVALE FORD | 00533833 | 217994 | PARTS - V#3546 | Fleet Operation Fund | 120.98 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|--------------------------|----------------------|-------------|
| 2023-04-14 | SUNNYVALE FORD | 00533830 | 217805 | PARTS - V#3207 | Fleet Operation Fund | 304.85 |
| 2023-04-14 | SUNNYVALE FORD | 00533832 | 217925 | PARTS - V#3176 | Fleet Operation Fund | 141.69 |
| 2023-04-14 | SUNNYVALE FORD | 00533836 | FOCS857883 | LABOR - V#3373 WO#135373 | Fleet Operation Fund | 1,380.00 |
| 2023-04-14 | SUNNYVALE FORD | 00533346 | 217452 | PARTS - STOCK | Fleet Operation Fund | 149.52 |
| 2023-04-14 | SUNNYVALE FORD | 00533349 | 217582 | PARTS - V#3370 | Fleet Operation Fund | 57.98 |
| 2023-04-14 | SUNNYVALE FORD | 00533348 | 217457 | PARTS - V#3154 | Fleet Operation Fund | 27.28 |
| 2023-04-14 | SUNNYVALE FORD | 00533834 | 218132-1 | PARTS - V#3144 | Fleet Operation Fund | 111.32 |
| | | | | Total for Payment No.: | | 2,636.02 |

Payment No: 026314

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|---------------------|-----------------|----------------------------------|-------------|
| 2023-05-05 | STAPLES ADVANTAGE | 00535599 | 8069966391-WATER | OFFICE SUPPLIES | Water Utility | 32.97 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535590 | 8069966391-BLDGINSP | OFFICE SUPPLIES | Building New Dvlpmnt Srcv Fee | 376.49 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535596 | 8069966391-MUNISVC | OFFICE SUPPLIES | General Fund | 45.53 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535597 | 8069966391-PARKCH | OFFICE SUPPLIES | General Fund | 223.49 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535598 | 8069966391-SRCTR | OFFICE SUPPLIES | General Fund | 55.30 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535592 | 8069966391-ENG | OFFICE SUPPLIES | General Fund | 140.37 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535592 | 8069966391-ENG | OFFICE SUPPLIES | General Fund | 31.26 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535592 | 8069966391-ENG | OFFICE SUPPLIES | General Fund | 31.26 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535589 | 8069966391-AUTO | OFFICE SUPPLIES | General Fund | 450.40 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535593 | 8069966391-FIRE | OFFICE SUPPLIES | General Fund | 102.96 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535593 | 8069966391-FIRE | OFFICE SUPPLIES | General Fund | 71.96 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535593 | 8069966391-FIRE | OFFICE SUPPLIES | General Fund | 71.96 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535594 | 8069966391-HCS | OFFICE SUPPLIES | General Fund | 188.72 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535595 | 8069966391-LIBRARY | OFFICE SUPPLIES | General Fund | 162.77 |
| 2023-05-05 | STAPLES ADVANTAGE | 00535599 | 8069966391-WATER | OFFICE SUPPLIES | Sewer Utility | 32.95 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-------------------------------|-------------|----------------|--------------------------------|--------------------------------|-------------|
| | | | | Total for Payment No.: | | 2,018.39 |
| | | | | | | |
| Payment No: 711500 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ARIGHTCO | 00534770 | 2023_210 | Accounting Svcs Mar 2023 | Deposit Funds. | 2,613.65 |
| | | | | Total for Payment No.: | | 2,613.65 |
| | | | | | | |
| Payment No: 711607 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | UNDERGROUND REPUBLIC WATER | 00534760 | S100006708.001 | ADAPTER, SJ, CU X MIP, 2IN. | Water Utility | 2,002.88 |
| | | | | N | | |
| 2023-04-21 | UNDERGROUND REPUBLIC WATER | 00534760 | S100006708.001 | COUPLING, SJ COPPER SLEEVE, 2I | Water Utility | 597.71 |
| | | | | Total for Payment No.: | | 2,600.59 |
| | | | | | | |
| Payment No: 711551 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LANGUAGE LINE SOLUTIONS | 00533959 | 10975231 | LANGUAGE LINE SVCS MARCH 2023 | Information Technology Service | 2,585.54 |
| | | | | Total for Payment No.: | | 2,585.54 |
| | | | | | | |
| Payment No: 711337 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BAYSCAPE LANDSCAPE MANAGEMENT | 00534243 | 29317 | WATER DIV. - LANDSCAPING VARI | Water Utility Construction | 2,581.27 |
| | | | | Total for Payment No.: | | 2,581.27 |
| | | | | | | |
| Payment No: 711559 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MAZE & ASSOC | 00534644 | 49206 | CITY MANAGER | General Fund | 2,570.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------|-------------|-------------|-------------------------------|---------------|-------------|
| | | | | Total for Payment No.: | | 2,570.00 |
| | | | | | | |
| Payment No: 711848 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | HOME DEPOT USA | 00534998 | 741270672 | JANITORIAL SUPPLIES | Water Utility | 23.69 |
| 2023-05-05 | HOME DEPOT USA | 00534988 | 741016497 | JANITORIAL SUPPLIES | Water Utility | 126.55 |
| 2023-05-05 | HOME DEPOT USA | 00534997 | 741198295 | RENOWN HAND SOAP REFUND | Water Utility | -23.69 |
| 2023-05-05 | HOME DEPOT USA | 00534991 | 741016505 | JANITORIAL SUPPLIES | General Fund | 340.16 |
| 2023-05-05 | HOME DEPOT USA | 00534992 | 741016513 | JANITORIAL SUPPLIES | General Fund | 333.22 |
| 2023-05-05 | HOME DEPOT USA | 00534999 | 741672299 | SCOTT MULTIFOLD TOWELS REFUND | General Fund | -37.63 |
| 2023-05-05 | HOME DEPOT USA | 00534891 | 739907319 | RENOWN LNR NAT | General Fund | 1,609.70 |
| | | | | Total for Payment No.: | | 2,372.00 |
| | | | | | | |
| Payment No: 026298 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | LOZANO SMITH | 00535470 | 2186713 | LEGAL SERVICES - CHANGE ORDER | General Fund | 1,781.00 |
| 2023-05-05 | LOZANO SMITH | 00535471 | 2186715 | LEGAL SERVICES - CHANGE ORDER | General Fund | 660.00 |
| 2023-05-05 | LOZANO SMITH | 00535472 | 2186716 | LEGAL SERVICES - CHANGE ORDER | General Fund | 120.00 |
| | | | | Total for Payment No.: | | 2,561.00 |
| | | | | | | |
| Payment No: 711603 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | THOMSON REUTERS WEST | 00534614 | 848059223 | ONLINE LEGAL DATABASE MARCH23 | General Fund | 1,931.38 |
| 2023-04-21 | THOMSON REUTERS WEST | 00534613 | 848170491 | LEGAL REFERENCES MARCH 2023 | General Fund | 622.02 |
| | | | | Total for Payment No.: | | 2,553.40 |

| | | | | | | |
|--------------------|-----------------------------------|-------------|--------------|-----------------------------|------------------------|-------------|
| Payment No: 711688 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | DOCUSIGN, INC. | 00534719 | 111100062406 | DocuSign Annual Membership | General Fund | 2,530.00 |
| | | | | Total for Payment No.: | | 2,530.00 |
| | | | | | | |
| Payment No: 711343 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CASCADIA CONSULTING GROUP, INC | 00534356 | 8927 | Climate Action Plan 2020 | General Fund | 2,523.75 |
| | | | | Total for Payment No.: | | 2,523.75 |
| | | | | | | |
| Payment No: 711413 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SANTA CLARA CO DISTRICT ATTORNEYS | 00533234 | 3329MAR2023 | Remaining Crime Lab Balance | General Fund | 2,517.00 |
| | | | | Total for Payment No.: | | 2,517.00 |
| | | | | | | |
| Payment No: 711381 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | JOYFUL MELODIES CORP | 00534238 | 280330 4186 | Joyful Melodies | General Fund | 2,510.41 |
| | | | | Total for Payment No.: | | 2,510.41 |
| | | | | | | |
| Payment No: 711737 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | OLIVEIRA FENCE, INC | 00535006 | 23-15 | LABOR | General Fund | 1,900.00 |
| 2023-04-28 | OLIVEIRA FENCE, INC | 00535006 | 23-15 | MATERIALS | General Fund | 600.19 |
| | | | | Total for Payment No.: | | 2,500.19 |
| | | | | | | |
| Payment No: 711692 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | ESSEL TECHNOLOGY SERVICES, | 00534441 | 153.23005 | SVACA - MOLD CLEARANCE | Expendable Trust Funds | 532.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| | INC | | | | | |
| 2023-04-28 | ESSEL TECHNOLOGY SERVICES, INC | 00534440 | 153.23002 | HEADEN INMAN | Public Buildings | 758.00 |
| 2023-04-28 | ESSEL TECHNOLOGY SERVICES, INC | 00534439 | 153.23003 | CITY HALL ASBESTOS | General Fund | 690.00 |
| 2023-04-28 | ESSEL TECHNOLOGY SERVICES, INC | 00534438 | 153.23004 | MORSE MANSION MOLD | General Government - Other | 512.00 |
| | | | | Total for Payment No.: | | 2,492.00 |

Payment No: 711482

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | SENTEK DYNAMICS | 00534600 | 62142-05 UTILITY REFUND | UTILITY REFUND | General Fund | 2,458.82 |
| | | | | Total for Payment No.: | | 2,458.82 |

Payment No: 026099

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | HI-TECH EMERGENCY VEHICLE SERVICE INC | 00533393 | 175503 | PARTS - V2057 | Fleet Operation Fund | 724.44 |
| 2023-04-14 | HI-TECH EMERGENCY VEHICLE SERVICE INC | 00533394 | 175505 | PARTS - V2688 | Fleet Operation Fund | 1,718.69 |
| | | | | Total for Payment No.: | | 2,443.13 |

Payment No: 003348

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------------|------------------------|--------------------------------|-------------|
| 2023-05-05 | STATE DISBURSEMENT UNIT | 00535614 | 04/16/23-04/29/23 | WAGE ATTACHMENTS B2309 | Payroll Liability&ClearingAcct | 2,442.40 |
| | | | | Total for Payment No.: | | 2,442.40 |

Payment No: 711711

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|--------------|--------------------------------|-------------|
| 2023-04-28 | IRON MOUNTAIN | 00534163 | 202701851 | DATA STORAGE | Information Technology Service | 2,421.44 |
| Total for Payment No.: | | | | | | 2,421.44 |

Payment No: 711609

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|--------------------------|----------------------|-------------|
| 2023-04-21 | UNIQUE TOWING | 00534262 | 23-222795 | LABOR - V#3531 WO#135457 | Fleet Operation Fund | 130.02 |
| 2023-04-21 | UNIQUE TOWING | 00533875 | 00222181 | tow fees | General Fund | 390.05 |
| 2023-04-21 | UNIQUE TOWING | 00533873 | 00222521 | abandoned motorhome disp | General Fund | 1,500.00 |
| 2023-04-21 | UNIQUE TOWING | 00533874 | 00222171 | tow fees | General Fund | 390.05 |
| Total for Payment No.: | | | | | | 2,410.12 |

Payment No: 026167

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-21 | GRAINGER-SAN JOSE | 00534242 | 9657839461 | PARTS - SHOP | Fleet Operation Fund | 18.55 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534246 | 9656487221 | PARTS - V#2809 | Fleet Operation Fund | 131.13 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534193 | 9665991890 | PARTS - SHOP | Fleet Operation Fund | 54.01 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534107 | 9636722929 | V-BEL T,A26,28IN, SAFETY GLASS | General Fund | 386.41 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534109 | 9645563041 | EDGER BLADES 8" AND 9" | General Fund | 270.42 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534111 | 9649811883 | KNEE PADS,DONUT-SHAPED GEL,UNI | General Fund | 840.27 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534051 | 9595904922 | SUPPLIES | General Fund | 336.57 |
| 2023-04-21 | GRAINGER-SAN JOSE | 00534052 | 9652008252 | SUPPLIES | General Fund | 370.24 |
| Total for Payment No.: | | | | | | 2,407.60 |

Payment No: 003340

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------------|------------------------|--------------------------------|-------------|
| 2023-04-21 | STATE DISBURSEMENT UNIT | 00534776 | 04/02/23-04/15/23 | WAGE ATTACHMENTS B2308 | Payroll Liability&ClearingAcct | 2,399.37 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-------------------------------|-------------|-------------------|-------------------------------|-----------------------------------|-------------|
| | | | | Total for Payment No.: | | 2,399.37 |
| Payment No: 711426 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | STEVENS CREEK CHEVROLET | 00533808 | 610671 | LABOR - V#3647 WO#135212 | Fleet Operation Fund | 2,040.50 |
| 2023-04-14 | STEVENS CREEK CHEVROLET | 00533808 | 610671 | PARTS - V#3647 WO#135212 | Fleet Operation Fund | 213.11 |
| 2023-04-14 | STEVENS CREEK CHEVROLET | 00533432 | 173466 | PARTS - V3441 | Fleet Operation Fund | 118.85 |
| | | | | Total for Payment No.: | | 2,372.46 |
| Payment No: 026138 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CITY OF SANTA CLARA EMPLOYEES | 00534793 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 2,371.00 |
| | | | | Total for Payment No.: | | 2,371.00 |
| Payment No: 026206 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | BAKER & TAYLOR BOOKS | 00534564 | 2037414653 | 1233 AD BK | General Fund | 55.40 |
| 2023-04-28 | BAKER & TAYLOR BOOKS | 00534367 | CI266996 | 1241 AD BK | General Fund | 168.71 |
| 2023-04-28 | BAKER & TAYLOR BOOKS | 00534565 | 2037414654 | 1235 AD BK | General Fund | 383.91 |
| 2023-04-28 | BAKER & TAYLOR BOOKS | 00534647 | CI267116 | 1241 AD BK | General Fund | 1,762.41 |
| | | | | Total for Payment No.: | | 2,370.43 |
| Payment No: 026190 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | THERMAL MECHANICAL INC | 00534548 | 87061 | TRITON 538-2222-80300-6410 | Public Buildings | 559.00 |
| 2023-04-21 | THERMAL MECHANICAL INC | 00534549 | 87064 | TRITON 538-2222-80300-6410 | Public Buildings | 1,800.51 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 2,359.51 |
| Payment No: 026202 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | AIRGAS USA, LLC | 00534464 | 9136950471 | MEDICAL OXYGEN - 1 BOTTLE | General Fund | 211.34 |
| 2023-04-28 | AIRGAS USA, LLC | 00534394 | 9136634832 | MEDICAL OXYGEN - 2 BOTTLES | General Fund | 245.00 |
| | | | | Total for Payment No.: | | 456.34 |
| Payment No: 711431 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TEREX USA LLC | 00533520 | 7301066 | PARTS - V2892 | Fleet Operation Fund | 493.71 |
| 2023-04-14 | TEREX USA LLC | 00533838 | 7297390 | PARTS - V#2892 WO#135177 NOTAX | Fleet Operation Fund | 440.92 |
| 2023-04-14 | TEREX USA LLC | 00533838 | 7297390 | PARTS - V#2892 WO#135177 TAX | Fleet Operation Fund | 14.84 |
| 2023-04-14 | TEREX USA LLC | 00533519 | 7299093 | REPAIR - VEH 2892 | Fleet Operation Fund | 1,350.00 |
| | | | | Total for Payment No.: | | 2,299.47 |
| Payment No: 711896 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STUART EVENT RENTALS | 00535563 | 213582 | CHAIRS, SAMSONITE WHITE/WHITE | Solid Waste Program | 1,760.00 |
| 2023-05-05 | STUART EVENT RENTALS | 00535563 | 213582 | ZONE 1 PRIORITY DELIVERY | Solid Waste Program | 300.00 |
| 2023-05-05 | STUART EVENT RENTALS | 00535563 | 213582 | ZONE 1 PRIORITY PICKUP | Solid Waste Program | 200.00 |
| 2023-05-05 | STUART EVENT RENTALS | 00535563 | 213582 | ENVIRONMENTAL & FUEL SURCHARGE | Solid Waste Program | 30.00 |
| | | | | Total for Payment No.: | | 2,290.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | SSA LANDSCAPE ARCHITECTS, INC | 00534200 | 7615 | AGREEMENT FOR DESIGN PROFESSIO | Parks And Recreation | 2,286.00 |
| | | | | Total for Payment No.: | | 2,286.00 |

Payment No: 026241

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|--------------------------|-------------|
| 2023-04-28 | LEHR | 00534469 | SI86091 | PARTS - V3652 | Vehicle Replacement Fund | 224.01 |
| 2023-04-28 | LEHR | 00534469 | SI86091 | PARTS -V3653 | Vehicle Replacement Fund | 224.03 |
| 2023-04-28 | LEHR | 00534754 | SI85346 | POLICE VEHICLE UPFITTING PARTS | Vehicle Replacement Fund | 30.29 |
| 2023-04-28 | LEHR | 00535203 | SI86134 | POLICE VEHICLE UPFITTING PARTS | Vehicle Replacement Fund | 1,804.49 |
| | | | | Total for Payment No.: | | 2,282.82 |

Payment No: 711839

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-05-05 | FAST UNDERCAR SANTA CLARA | 00534912 | 578061 | PARTS - STOCK | Fleet Operation Fund | 968.44 |
| 2023-05-05 | FAST UNDERCAR SANTA CLARA | 00534912 | 578061 | CA BATTERY FEES | Fleet Operation Fund | 6.00 |
| 2023-05-05 | FAST UNDERCAR SANTA CLARA | 00534910 | 580014 | PARTS - V#2967 | Fleet Operation Fund | 52.88 |
| 2023-05-05 | FAST UNDERCAR SANTA CLARA | 00534913 | 578108 | PARTS - STOCK | Fleet Operation Fund | 1,142.54 |
| 2023-05-05 | FAST UNDERCAR SANTA CLARA | 00534913 | 578108 | CA BATTERY FEES | Fleet Operation Fund | 6.00 |
| | | | | Total for Payment No.: | | 2,175.86 |

Payment No: 026264

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|-------------|--------------|-------------|
| 2023-04-28 | WORLD BOOK INC | 00534568 | 0001649738 | 1231 JUV BK | General Fund | 630.75 |
| 2023-04-28 | WORLD BOOK INC | 00534569 | 0001649744 | 1231 JUV BK | General Fund | 1,206.93 |
| 2023-04-28 | WORLD BOOK INC | 00534570 | 0001649757 | 1231 JUV BK | General Fund | 327.38 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-------------------------------|-------------|--------------|--------------------------------|-------------------------------|-------------|
| | | | | Total for Payment No.: | | 2,165.06 |
| | | | | | | |
| Payment No: W23292 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-19 | SANTA CLARA CONVENTION CENTER | 00534545 | 2461APR2023B | WT: CIP FUND REQ - SIXTHDIM #5 | SCCC Capital Improvement Fund | 2,163.50 |
| | | | | Total for Payment No.: | | 2,163.50 |
| | | | | | | |
| Payment No: 026230 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534592 | 9674618153 | PARTS - SHOP | Fleet Operation Fund | 11.00 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534562 | 9672096311 | PARTS - SHOP | Fleet Operation Fund | 169.09 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534463 | 9669465594 | PARTS - V2996 | Fleet Operation Fund | 24.30 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00535145 | 9672057024 | EXAM GLOVES,XL, POWDERLESS, MI | Water Utility | 486.27 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534798 | 9669214265 | SUPPLIES-STREET | General Fund | 302.68 |
| 2023-04-28 | GRAINGER-SAN JOSE | 00534799 | 9672544880 | MAETRIALS-STREET | General Fund | 140.77 |
| | | | | Total for Payment No.: | | 1,134.11 |
| | | | | | | |
| Payment No: 711353 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | DANA SAFETY SUPPLY, INC | 00533990 | 839034 | PATROL CARS PARTS & SUPPLIES | Vehicle Replacement Fund | 1,550.78 |
| 2023-04-14 | DANA SAFETY SUPPLY, INC | 00533992 | 839119 | PATROL CARS PARTS & SUPPLIES | Vehicle Replacement Fund | 410.31 |
| 2023-04-14 | DANA SAFETY SUPPLY, INC | 00533993 | 839153 | PATROL CARS PARTS & SUPPLIES | Vehicle Replacement Fund | 58.93 |
| 2023-04-14 | DANA SAFETY SUPPLY, INC | 00534204 | 840470 | PATROL CARS PARTS & SUPPLIES | Vehicle Replacement Fund | 130.95 |
| | | | | Total for Payment No.: | | 2,150.97 |

Payment No: 026294

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------------------|-------------|
| 2023-05-05 | LEHR | 00534258 | SI85338 | PARTS - V3652 | Vehicle Replacement Fund | 1,071.73 |
| 2023-05-05 | LEHR | 00534258 | SI85338 | PARTS - V3653 | Vehicle Replacement Fund | 1,071.72 |
| | | | | Total for Payment No.: | | 2,143.45 |

Payment No: 711849

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|-------------------|-------------|
| 2023-05-05 | HOMEBASE | 00535601 | 02422 | HOMEBASE - HOME ARP PLAN AND H | Housing Authority | 2,124.78 |
| | | | | Total for Payment No.: | | 2,124.78 |

Payment No: 026201

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-04-28 | AEMTEK, INC | 00534953 | 2303282 | WATER QUALITY TESTING YEAR 3 J | Water Utility | 2,113.00 |
| | | | | Total for Payment No.: | | 2,113.00 |

Payment No: 711414

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | SANTA CLARA VALLEY HEALTH & HOSPITAL SYS | 00533312 | H9292870302 | SART Exam 22-12030057 | General Fund | 2,089.00 |
| | | | | Total for Payment No.: | | 2,089.00 |

Payment No: 711422

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|---------------------|---------------------------|--------------|-------------|
| 2023-04-14 | STANFORD HOSPITAL AND CLINICS | 00533600 | 0323-106933CITYNSCL | MEDICAL DIRECTOR SERVICES | General Fund | 2,083.00 |
| | | | | Total for Payment No.: | | 2,083.00 |

Payment No: 711735

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-------------------------------|-----------------------------------|-------------|
| 2023-04-28 | NINYO & MOORE GEOTECHNICAL | 00535132 | 272079 | MATERIALS TESTING AND SPECIAL | PW Capital Proj ManagementFund | 2,046.00 |
| | | | | Total for Payment No.: | | 2,046.00 |

Payment No: 711363

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | FERNANDO CASTRO | 00533365 | 19056 | REPAIR - V3280 | Fleet Operation Fund | 1,127.92 |
| 2023-04-14 | FERNANDO CASTRO | 00533365 | 19056 | LABOR | Fleet Operation Fund | 900.00 |
| | | | | Total for Payment No.: | | 2,027.92 |

Payment No: 711435

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|---------------------------------|--------------|-------------|
| 2023-04-14 | TURF & INDUSTRIAL EQUIPMENT CO | 00534357 | IV44549 | AGR NC17-02-0291 BRISTLE BRU | General Fund | 1,851.36 |
| 2023-04-14 | TURF & INDUSTRIAL EQUIPMENT CO | 00534357 | IV44549 | AGR 22-01-7675 BEARING COV | General Fund | 17.59 |
| 2023-04-14 | TURF & INDUSTRIAL EQUIPMENT CO | 00534357 | IV44549 | ESTIMATED FREIGHT | General Fund | 151.50 |
| | | | | Total for Payment No.: | | 2,020.45 |

Payment No: 711637

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------|-------------|----------------------------|------------------------|--------------|-------------|
| 2023-04-28 | NEWPATH LANDSCAPE SERVICES INC. | 00535237 | 65028-10 UTILITY REFUND | UTILITY REFUND | General Fund | 2,006.28 |
| | | | | Total for Payment No.: | | 2,006.28 |

Payment No: 026187

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|-----------------------|--------------|-------------|
| 2023-04-21 | SUMMIT UNIFORMS | 00533876 | 85561 | new hire - Olson | General Fund | 614.69 |
| 2023-04-21 | SUMMIT UNIFORMS | 00533880 | 85958 | RAIN JACKET - CARRERA | General Fund | 230.78 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | SUMMIT UNIFORMS | 00533882 | 85959 | RAIN JACKET - CAMARENA | General Fund | 230.78 |
| 2023-04-21 | SUMMIT UNIFORMS | 00533886 | 85960 | RAIN JACKET - FLORES | General Fund | 230.78 |
| 2023-04-21 | SUMMIT UNIFORMS | 00533887 | 85961 | RAIN JACKET - FRATES | General Fund | 230.78 |
| 2023-04-21 | SUMMIT UNIFORMS | 00533892 | 85804 | CROSSING GUARD | General Fund | 461.13 |
| | | | | Total for Payment No.: | | 1,998.94 |

Payment No: 711392

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|----------------|----------------------|-------------|
| 2023-04-14 | NAPA AUTO PARTS | 00533804 | 5983-833276 | PARTS - V#3132 | Fleet Operation Fund | 21.00 |
| 2023-04-14 | NAPA AUTO PARTS | 00533793 | 5983-833102 | PARTS - V#3144 | Fleet Operation Fund | 29.02 |
| 2023-04-14 | NAPA AUTO PARTS | 00533805 | 5983-833600 | PARTS - V#3144 | Fleet Operation Fund | 97.42 |
| 2023-04-14 | NAPA AUTO PARTS | 00533802 | 5983-833172 | PARTS - V#3144 | Fleet Operation Fund | 156.69 |
| 2023-04-14 | NAPA AUTO PARTS | 00533803 | 5983-833176 | PARTS - STOCK | Fleet Operation Fund | 772.75 |
| 2023-04-14 | NAPA AUTO PARTS | 00533416 | 5983-831018 | PARTS - V2920 | Fleet Operation Fund | 60.01 |
| 2023-04-14 | NAPA AUTO PARTS | 00533791 | 5983-832829 | PARTS - V#3265 | Fleet Operation Fund | 32.72 |
| 2023-04-14 | NAPA AUTO PARTS | 00533415 | 5983-831257 | PARTS - V2988 | Fleet Operation Fund | 14.55 |
| 2023-04-14 | NAPA AUTO PARTS | 00533792 | 5983-832951 | PARTS - V#2809 | Fleet Operation Fund | 56.90 |
| 2023-04-14 | NAPA AUTO PARTS | 00533420 | 5983-831748 | PARTS - STOCK | Fleet Operation Fund | 390.89 |
| 2023-04-14 | NAPA AUTO PARTS | 00533421 | 5983-832539 | PARTS - V3360 | Fleet Operation Fund | 9.69 |
| 2023-04-14 | NAPA AUTO PARTS | 00533423 | 5983-831980 | PARTS - V3158 | Fleet Operation Fund | 82.83 |
| 2023-04-14 | NAPA AUTO PARTS | 00533425 | 5983-831373 | PARTS - V3663 | Fleet Operation Fund | 39.79 |
| 2023-04-14 | NAPA AUTO PARTS | 00533428 | 5983-831405 | PARTS - V3077 | Fleet Operation Fund | 30.58 |
| 2023-04-14 | NAPA AUTO PARTS | 00533430 | 5983-831792 | PARTS - STOCK | Fleet Operation Fund | 32.72 |
| 2023-04-14 | NAPA AUTO PARTS | 00533331 | 5983-831187 | PARTS - STOCK | Fleet Operation Fund | 13.49 |
| 2023-04-14 | NAPA AUTO PARTS | 00533333 | 5983-830837 | PARTS - STOCK | Fleet Operation Fund | 29.92 |
| 2023-04-14 | NAPA AUTO PARTS | 00533335 | 5983-830919 | PARTS - V#3240 | Fleet Operation Fund | 17.25 |
| 2023-04-14 | NAPA AUTO PARTS | 00533332 | 5983-830278 | PARTS - V#3413 | Fleet Operation Fund | 25.56 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | NAPA AUTO PARTS | 00533419 | 5983-831625 | PARTS - ACQ INVENTORY | Fleet Operation Fund | 79.57 |
| | | | | Total for Payment No.: | | 1,993.35 |

| Payment No: 026256 | | | | | | |
|--------------------|------------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | THE GOODYEAR TIRE & RUBBER COMPANY | 00534462 | 189-1110196 | PARTS - STOCK | Fleet Operation Fund | 1,950.89 |
| 2023-04-28 | THE GOODYEAR TIRE & RUBBER COMPANY | 00534462 | 189-1110196 | CA WASTE TIRE FEE | Fleet Operation Fund | 26.25 |
| | | | | Total for Payment No.: | | 1,977.14 |

| Payment No: 711596 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-----------------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | STEPHEN CIARI PUMBING AND | 00534508 | 24355 | SWIM CENTER 001-1134-87600 | General Fund | 420.00 |
| 2023-04-21 | STEPHEN CIARI PUMBING AND | 00534509 | 24275 | MORSE MANSION 539-2222-80300-6 | General Government - Other | 1,522.80 |
| | | | | Total for Payment No.: | | 1,942.80 |

| Payment No: 711715 | | | | | | |
|--------------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JARIR BOOKSTORE | 00534567 | 44224 | 1231 JUV BK | General Fund | 1,865.03 |
| | | | | Total for Payment No.: | | 1,865.03 |

| Payment No: 711876 | | | | | | |
|--------------------|--------------------------|-------------|-------------|-------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PIONEER MANUFACTURING CO | 00534895 | INV877901 | STARLINE PAINT ULTRA FRIENDLY | General Fund | 1,860.48 |
| | | | | Total for Payment No.: | | 1,860.48 |

Payment No: 711872

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-05-05 | PARS | 00534909 | 52930 | ARS PARS FEES - FEBRUARY 2023 | General Fund | 1,827.43 |
| | | | | Total for Payment No.: | | 1,827.43 |

Payment No: 711584

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|-------------------------------|----------------|-------------|
| 2023-04-21 | SANTA CLARA CO SOCIAL SVC AGCY | 00534635 | 2457APR2023 | FY22-23 SENIOR NUT PROG MAR23 | Deposit Funds. | 1,808.00 |
| | | | | Total for Payment No.: | | 1,808.00 |

Payment No: 711673

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|------------------------|--------------------------------|-------------|
| 2023-04-28 | BANKSIA LANDSCAPE, INC. | 00535190 | 17007 | CONTINGENCY | Convention Cnt Maintenance Dis | 1,771.00 |
| | | | | Total for Payment No.: | | 1,771.00 |

Payment No: 711536

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | GAMETIME | 00534165 | PJI-0203970 | MACHADO PARK SANITIZER | General Fund | 1,936.17 |
| 2023-04-21 | GAMETIME | 00534165 | PJI-0203970 | DISCOUNT | General Fund | -200.33 |
| | | | | Total for Payment No.: | | 1,735.84 |

Payment No: 711631

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | HITT CONTRACTING INC. | 00535221 | 24502-14 UTILITY REFUND | UTILITY REFUND | General Fund | 1,729.27 |
| | | | | Total for Payment No.: | | 1,729.27 |

Payment No: 026132

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|-------------------|------------------------|-------------|
| 2023-04-14 | UNITAS GLOBAL INC. | 00532920 | INV15029762 | INTERNET SERVICES | Information Technology | 1,710.28 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | | | Service | |
| | | | | Total for Payment No.: | | 1,710.28 |

| Payment No: 026259 | | | | | | |
|--------------------|--------------------|-------------|-------------|------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | UNITAS GLOBAL INC. | 00534251 | INV15030459 | INTERNET SERVICES | Information Technology Service | 1,710.28 |
| | | | | Total for Payment No.: | | 1,710.28 |

| Payment No: 711298 | | | | | | |
|--------------------|-----------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SAFE MOVES, INC | 00534154 | 3A | SAFE ROUTES TO SCHOOL; FUNDING | Streets And Highways | 1,649.22 |
| | | | | Total for Payment No.: | | 1,649.22 |

| Payment No: 711867 | | | | | | |
|--------------------|---------------------------|-------------|-------------|-------------------------------|-----------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MEMORIAL IMPRESSIONS INC. | 00534938 | 27045 | INSCRIPTION/INSTALLATION SERV | Cemetery | 1,638.00 |
| | | | | Total for Payment No.: | | 1,638.00 |

| Payment No: 026189 | | | | | | |
|--------------------|--|-------------|-------------|-------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TECHNOLOGY, ENGINEERING & CONSTRUCTION | 00534757 | 207873 | AST AND UST FUEL STORAGE TANK | Fleet Operation Fund | 447.41 |
| 2023-04-21 | TECHNOLOGY, ENGINEERING & CONSTRUCTION | 00534744 | 207885 | AST AND UST FUEL STORAGE TANK | Fleet Operation Fund | 1,185.00 |
| | | | | Total for Payment No.: | | 1,632.41 |

Payment No: 711706

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|---------------------|-------------|
| 2023-04-28 | IMPACT ABSORBENTS INC | 00534807 | INV86581 | SUPPLIES-STREET CUC | Solid Waste Program | 1,521.74 |
| 2023-04-28 | IMPACT ABSORBENTS INC | 00534807 | INV86581 | DISCOUNT | Solid Waste Program | -76.09 |
| 2023-04-28 | IMPACT ABSORBENTS INC | 00534807 | INV86581 | SHIPPING | Solid Waste Program | 176.42 |
| | | | | Total for Payment No.: | | 1,622.07 |

| Payment No: 711523 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | DELL MARKETING LP | 00533937 | 10661075598 | 5530 LAPTOP AND DOCK | General Fund | 1,355.17 |
| 2023-04-21 | DELL MARKETING LP | 00533937 | 10661075598 | NON-TAXABLE | General Fund | 236.91 |
| | | | | Total for Payment No.: | | 1,592.08 |

| Payment No: 026280 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CINTAS FIRE PROTECTION #F44 | 00535483 | 0F44795395 | | Fleet Operation Fund | 617.32 |
| 2023-05-05 | CINTAS FIRE PROTECTION #F44 | 00535483 | 0F44795395 | CUST# 22829 VEHICLES FIRE EXTI | Fleet Operation Fund | 953.08 |
| | | | | Total for Payment No.: | | 1,570.40 |

| Payment No: 026192 | | | | | | |
|--------------------|---------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TONY JANOVICH | 00534511 | 1006665 | Kodenkan Jujitsu | General Fund | 1,562.40 |
| | | | | Total for Payment No.: | | 1,562.40 |

| Payment No: 711645 | | | | | | |
|--------------------|-------------------|-------------|--------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PRESTON PIPELINES | 00535242 | 82027-04 UTILITY REFUNDA | UTILITY REFUND | General Fund | 1,562.00 |
| | | | | Total for Payment No.: | | 1,562.00 |

Payment No: 711681

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|----------------------|------------------------|--------------------------------|-------------|
| 2023-04-28 | COGENT COMMUNICATIONS | 00534162 | CITYOFSA00015APR2023 | INTERNET SERVICES | Information Technology Service | 1,550.00 |
| | | | | Total for Payment No.: | | 1,550.00 |

| Payment No: 711449 | | | | | | |
|--------------------|----------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WATERWORKS INDUSTRIES, INC | 00534117 | 21819 | FOUNTAIN MAINTENCE AT THE SANT | Convention Cnt Maintenance Dis | 1,550.00 |
| | | | | Total for Payment No.: | | 1,550.00 |

| Payment No: 026248 | | | | | | |
|--------------------|------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | NORTHERN SAFETY CO INC | 00534290 | 905362615 | SUPPLIES-STREET | General Fund | 1,544.69 |
| | | | | Total for Payment No.: | | 1,544.69 |

| Payment No: 026176 | | | | | | |
|--------------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534745 | 22039 | CA TIRE TAX | Fleet Operation Fund | 1.75 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534746 | 22046 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 30.00 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534747 | 22045 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 25.00 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534753 | 22048 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534750 | 22122 | TIRES | Fleet Operation Fund | 549.99 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534747 | 22045 | CA TIRE TAX | Fleet Operation Fund | 1.75 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534748 | 22118 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 130.00 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534750 | 22122 | CA TIRE TAX | Fleet Operation Fund | 3.50 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534753 | 22048 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 30.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534753 | 22048 | TIRES | Fleet Operation Fund | 122.22 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534745 | 22039 | TIRES | Fleet Operation Fund | 109.13 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534747 | 22045 | TIRES | Fleet Operation Fund | 360.11 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534750 | 22122 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 50.00 |
| 2023-04-21 | MT TIRE SERVICE, LLC | 00534643 | 22012 | TIRE MAINTENANCE AND REPAIR SE | Fleet Operation Fund | 120.00 |
| Total for Payment No.: | | | | | | 1,536.95 |

Payment No: 711693

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------|-------------|-------------|--------------------------|--------------|-------------|
| 2023-04-28 | EVERGREEN COUNSELING | 00534370 | CH13633SC | BEH HEALTH COUNSEL #9-11 | General Fund | 1,500.00 |
| Total for Payment No.: | | | | | | 1,500.00 |

Payment No: 711875

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------------|-------------|-------------|-------------------------------|---------------|-------------|
| 2023-05-05 | PHYSICAL REHABILITATION NETWORK | 00534903 | 2307 | Ergonomic Evaluation FEB 2023 | Water Utility | 300.00 |
| 2023-05-05 | PHYSICAL REHABILITATION NETWORK | 00534902 | 2282 | Ergonomic Evaluation 1/11/23 | General Fund | 300.00 |
| 2023-05-05 | PHYSICAL REHABILITATION NETWORK | 00534903 | 2307 | Ergonomic Evaluation FEB 2023 | General Fund | 300.00 |
| 2023-05-05 | PHYSICAL REHABILITATION NETWORK | 00534903 | 2307 | Ergonomic Evaluation FEB 2023 | General Fund | 300.00 |
| 2023-05-05 | PHYSICAL REHABILITATION NETWORK | 00534903 | 2307 | Ergonomic Evaluation FEB 2023 | General Fund | 300.00 |
| Total for Payment No.: | | | | | | 1,500.00 |

Payment No: 711387

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-----------------------------|----------------------|-------------|
| 2023-04-14 | LUPE LIMA | 00533329 | 38900 | TOWING SVC-V#2835 WO#135211 | Fleet Operation Fund | 780.09 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|-----------------------------|----------------------|-------------|
| 2023-04-14 | LUPE LIMA | 00533330 | 39308 | TOWING SVC-V#3413 WO#135284 | Fleet Operation Fund | 715.08 |
| | | | | Total for Payment No.: | | 1,495.17 |

Payment No: 711330

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | ALTEC INDUSTRIES INC | 00533765 | 51138447 | PARTS - V#3228 WO#134509 TAX | Fleet Operation Fund | 466.60 |
| 2023-04-14 | ALTEC INDUSTRIES INC | 00533765 | 51138447 | PARTS - V#3228 WO#134509 NOTAX | Fleet Operation Fund | 807.63 |
| 2023-04-14 | ALTEC INDUSTRIES INC | 00533362 | 12249587 | PARTS - V3204 | Fleet Operation Fund | 167.52 |
| | | | | Total for Payment No.: | | 1,441.75 |

Payment No: 711410

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | SAFETY-KLEEN SYSTEMS INC | 00533433 | 91274643 | NON TAXABLE | Fleet Operation Fund | 1,040.00 |
| 2023-04-14 | SAFETY-KLEEN SYSTEMS INC | 00533433 | 91274643 | PARTS - HAZ MAT | Fleet Operation Fund | 390.05 |
| | | | | Total for Payment No.: | | 1,430.05 |

Payment No: 711513

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-21 | CODE PUBLISHING CO | 00534617 | GC0010283 | CITY CODE WEB UPDATE 3/22/23 | General Fund | 141.00 |
| 2023-04-21 | CODE PUBLISHING CO | 00534618 | GC0010363 | CITY CODE CUMMULATIVE SUPPLEME | General Fund | 1,287.90 |
| | | | | Total for Payment No.: | | 1,428.90 |

Payment No: 711408

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | ROSS MCDONALD CO INC | 00533635 | 323135 | NS SHELVES | General Fund | 1,132.72 |
| 2023-04-14 | ROSS MCDONALD CO INC | 00533635 | 323135 | SERVICES | General Fund | 280.00 |
| | | | | Total for Payment No.: | | 1,412.72 |

| | | | | | | |
|--------------------|--------------------------|-------------|-------------------------|--------------------------------|--------------------------------|-------------|
| Payment No: 711352 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | DANA L INGERSOLL | 00533540 | 101-4 | BEH HEALTH COUNSEL 6-10, 1-4 | General Fund | 1,410.00 |
| | | | | Total for Payment No.: | | 1,410.00 |
| | | | | | | |
| Payment No: 026168 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | HSQ TECHNOLOGY INC | 00534782 | 236788 | SCADA QUARTERLY PHONE SUPPORT; | Water Utility | 840.00 |
| 2023-04-21 | HSQ TECHNOLOGY INC | 00534782 | 236788 | SCADA QUARTERLY PHONE SUPPORT; | Storm Drain | 392.00 |
| 2023-04-21 | HSQ TECHNOLOGY INC | 00534782 | 236788 | SCADA QUARTERLY PHONE SUPPORT; | Sewer Utility | 168.00 |
| | | | | Total for Payment No.: | | 1,400.00 |
| | | | | | | |
| Payment No: 711565 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MOTT MACDONALD, LLC | 00534488 | 504100382-20 | STORM DRAIN SLIDE GATE REHABIL | Storm Drain | 1,381.00 |
| | | | | Total for Payment No.: | | 1,381.00 |
| | | | | | | |
| Payment No: 711605 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | TRB AND ASSOCIATES, INC. | 00534756 | 4653 | TO BLD_TO_P1-001 Garage Parcel | Related Santa Clara Dvlpr Fund | 1,377.50 |
| | | | | Total for Payment No.: | | 1,377.50 |
| | | | | | | |
| Payment No: 711648 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SUMMERHILL HOMES | 00535236 | 65017-04 UTILITY REFUND | UTILITY REFUND | General Fund | 1,372.16 |
| | | | | Total for Payment No.: | | 1,372.16 |

Payment No: 026300

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|---------------|-------------|
| 2023-05-05 | MCCAMPBELL ANALYTICAL INC | 00535319 | 2304697 REV | Laboratory Services | Water Utility | 1,355.00 |
| | | | | Total for Payment No.: | | 1,355.00 |

Payment No: 711703

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-28 | HOME DEPOT USA | 00534655 | 739907293 | JANITORIAL SUPPLIES | General Fund | 183.53 |
| 2023-04-28 | HOME DEPOT USA | 00534656 | 739907277 | JANITORIAL SUPPLIES | General Fund | 502.79 |
| 2023-04-28 | HOME DEPOT USA | 00534657 | 739907285 | JANITORIAL SUPPLIES | General Fund | 223.88 |
| 2023-04-28 | HOME DEPOT USA | 00534658 | 739907301 | JANITORIAL SUPPLIES | General Fund | 397.67 |
| 2023-04-28 | HOME DEPOT USA | 00534659 | 740126198 | JANITORIAL SUPPLIES | General Fund | 37.63 |
| | | | | Total for Payment No.: | | 1,345.50 |

Payment No: 711686

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|---------------------|-------------|
| 2023-04-28 | D&M TRAFFIC SERVICES | 00534767 | 90209 | SUPPLIES-STREET | Solid Waste Program | 200.14 |
| 2023-04-28 | D&M TRAFFIC SERVICES | 00534630 | 90204 | SUPPLIES-TRAFFIC | General Fund | 805.07 |
| 2023-04-28 | D&M TRAFFIC SERVICES | 00534768 | 90249 | SUPPLIES-TRAFFIC | General Fund | 326.01 |
| | | | | Total for Payment No.: | | 1,331.22 |

Payment No: 711378

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-------------------------------|---------------|-------------|
| 2023-04-14 | INDUSTRIAL SCIENTIFIC CORP | 00534244 | 2619910 | MONTHLY INET USAGE FEE W/AUTO | Sewer Utility | 651.60 |
| | | | | Total for Payment No.: | | 651.60 |

Payment No: 711777

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-----------------|---------------------|-------------|
| 2023-04-28 | WORKMAN GLOVE & SAFETY INC | 00534812 | 45670 | SUPPLIES-STREET | Solid Waste Program | 575.96 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-28 | WORKMAN GLOVE & SAFETY INC | 00534811 | 45669 | SUPPLIES-STREET | General Fund | 751.33 |
| | | | | Total for Payment No.: | | 1,327.29 |

| Payment No: 026086 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CINTAS CORP #630 | 00533938 | 4151014187 | 2023 MAR WATER UNIFORM SERVICE | Water Utility | 280.10 |
| 2023-04-14 | CINTAS CORP #630 | 00533571 | 4150360969 | 2023 MAR WATER UNIFORM SERVICE | Water Utility | 366.83 |
| 2023-04-14 | CINTAS CORP #630 | 00533938 | 4151014187 | 2023 MAR WATER UNIFORM SERVICE | Sewer Utility | 280.09 |
| 2023-04-14 | CINTAS CORP #630 | 00533571 | 4150360969 | 2023 MAR WATER UNIFORM SERVICE | Sewer Utility | 366.82 |
| | | | | Total for Payment No.: | | 1,293.84 |

| Payment No: 711762 | | | | | | |
|--------------------|--------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SWA SERVICES GROUP | 00534447 | 22286 | PD EXTRA | General Fund | 304.32 |
| | | | | Total for Payment No.: | | 304.32 |

| Payment No: 711877 | | | | | | |
|--------------------|--------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PITNEY BOWES | 00535023 | 3106063851 | LEASING CHARGES | General Fund | 1,263.89 |
| | | | | Total for Payment No.: | | 1,263.89 |

| Payment No: 003335 | | | | | | |
|--------------------|------------------------------|-------------|-------------|--------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-10 | NAVIA BENEFIT SOLUTIONS, INC | 00534531 | 10685807 | DD:NAVIA ADMIN FEE MAR23 | Payroll Liability&ClearingAcct | 767.30 |
| 2023-04-10 | NAVIA BENEFIT SOLUTIONS, INC | 00534531 | 10685807 | DD:NAVIA ADMIN FEE MAR23 | General Fund | 494.15 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 1,261.45 |
| | | | | | | |
| Payment No: 711529 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | EUGENE BURGER MANAGEMENT | 00534530 | 139128 | MAR '23 MGMT FEE -MORSE MANSIO | General Fund | 1,251.56 |
| | | | | Total for Payment No.: | | 1,251.56 |
| | | | | | | |
| Payment No: 711530 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534042 | 573094 | PARTS - V#3198 | Fleet Operation Fund | 242.61 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534054 | 571693 | CREDIT - INV 571440 | Fleet Operation Fund | -335.88 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534190 | 576464 | PARTS - V3607 | Fleet Operation Fund | 134.47 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534191 | 576753 | PARTS -V3329 | Fleet Operation Fund | 143.69 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534192 | 576824 | PARTS - V3329 | Fleet Operation Fund | 131.73 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534114 | 574583 | CA BATTERY FEE | Fleet Operation Fund | 6.00 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534189 | 574871 | PARTS - V2973 | Fleet Operation Fund | 17.72 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534112 | 574350 | CA BATTERY FEE | Fleet Operation Fund | 2.00 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534114 | 574583 | PARTS - STOCK | Fleet Operation Fund | 549.91 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534115 | 573228 | PARTS CREDIT | Fleet Operation Fund | -14.03 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534112 | 574350 | PARTS - V3383 | Fleet Operation Fund | 129.73 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534113 | 574092 | PARTS - V3498 | Fleet Operation Fund | 45.20 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534110 | 574058 | PARTS - V3176 | Fleet Operation Fund | 175.64 |
| 2023-04-21 | FAST UNDERCAR SANTA CLARA | 00534455 | 569929COR | PARTS - V3184 | Fleet Operation Fund | 7.97 |
| | | | | Total for Payment No.: | | 1,236.76 |

Payment No: 711537

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|-----------------------------|--------------|-------------|
| 2023-04-21 | GLEN GILBERT | 00534092 | 64748 | WARBURTON PARK LOCATING GAS | General Fund | 1,192.50 |
| 2023-04-21 | GLEN GILBERT | 00534092 | 64748 | TRIP FEE | General Fund | 25.00 |
| | | | | Total for Payment No.: | | 1,217.50 |

Payment No: 026127

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | THE GOODYEAR TIRE & RUBBER COMPANY | 00533789 | 189-1110097 | PARTS - STOCK | Fleet Operation Fund | 1,187.50 |
| 2023-04-14 | THE GOODYEAR TIRE & RUBBER COMPANY | 00533789 | 189-1110097 | CA WASTE TIRE FEE | Fleet Operation Fund | 17.21 |
| | | | | Total for Payment No.: | | 1,204.71 |

Payment No: 711588

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|---------------------------|--------------|-------------|
| 2023-04-21 | SCP DISTRIBUTORS LLC | 00534131 | 36094392 | 50# DE POWDER | General Fund | 1,030.64 |
| 2023-04-21 | SCP DISTRIBUTORS LLC | 00534131 | 36094392 | FUEL + DELIVERY SURCHARGE | General Fund | 15.00 |
| 2023-04-21 | SCP DISTRIBUTORS LLC | 00534129 | 36094272 | GRANULAR CONDITIONER #50 | General Fund | 157.12 |
| | | | | Total for Payment No.: | | 1,202.76 |

Payment No: 711388

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|-------------------------|--------------------------------|-------------|
| 2023-04-14 | MERCANTILE SYSTEMS, INC | 00530161 | 57910 | Customer Survey Program | Convention Center Enterprise F | 1,200.00 |
| | | | | Total for Payment No.: | | 1,200.00 |

Payment No: 711612

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|---------------|-----------------------------|--------------|-------------|
| 2023-04-21 | WASHINGTON TRUST BANK | 00534164 | 230402-584930 | VEBA CUSTODY FEE - MAR 2023 | General Fund | 1,188.31 |
| | | | | Total for Payment No.: | | 1,188.31 |

Payment No: 711424

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | STARRZ DANCE | 00533987 | SC006 | Dance | General Fund | 1,176.00 |
| | | | | Total for Payment No.: | | 1,176.00 |

Payment No: 711555

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | LUPE LIMA | 00533862 | 39404 | TOWING FEES | General Fund | 520.06 |
| 2023-04-21 | LUPE LIMA | 00533868 | 39298 | TOW FEES | General Fund | 260.03 |
| 2023-04-21 | LUPE LIMA | 00533870 | 39276 | TOW FEES | General Fund | 364.04 |
| | | | | Total for Payment No.: | | 1,144.13 |

Payment No: 711654

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-04-28 | DIVISION OF THE STATE ARCHITECT | 00535004 | 13921APR2023 | Portion of \$4 CaSp fee AB1379 | Building Fee Admin Retainage | 1,115.20 |
| | | | | Total for Payment No.: | | 1,115.20 |

Payment No: 711598

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | CCO - RECORDS CENTER | General Fund | 137.71 |
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | FINANCE - MUNICIPAL SERVICES | General Fund | 275.43 |
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | FINANCE - ACCOUNTING & PAYROLL | General Fund | 275.43 |
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | HOUSING | General Fund | 137.71 |
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | HUMAN RESOURCES | General Fund | 137.71 |
| 2023-04-21 | STERICYCLE INC | 00534161 | 8003691175 | CITY ATTORNEY'S OFFICE | General Fund | 137.71 |
| | | | | Total for Payment No.: | | 1,101.70 |

Payment No: 026104

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|---------------|--------------------------------|----------------------------|-------------|
| 2023-04-14 | KASTECH SOFTWARE SOLUTIONS | 00534147 | INVOICE#18918 | Task No. 1: Implement PeopleSo | General Government - Other | 1,100.00 |
| | | | | Total for Payment No.: | | 1,100.00 |

Payment No: 711585

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-21 | SANTA CLARA LIGHTING, INC. | 00534132 | 26984 | 60W LED ED37 5000K CLEAR120/2 | General Fund | 283.51 |
| 2023-04-21 | SANTA CLARA LIGHTING, INC. | 00534169 | 26901 | ADJUSTABLE LED STRIP LIGHT | General Fund | 737.03 |
| | | | | Total for Payment No.: | | 1,020.54 |

Payment No: 711490

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------------|--------------------------|--------------------------------|-------------|
| 2023-04-21 | ENGINEERS -CITY OF SANTA CLARA | 00534778 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 1,095.80 |
| | | | | Total for Payment No.: | | 1,095.80 |

Payment No: 026139

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------------|--------------------------|--------------------------------|-------------|
| 2023-04-21 | CITY OF SANTA CLARA UNIT 9 | 00534789 | 03/19/23-04/15/23 | UNION DUES B2307 & B2308 | Payroll Liability&ClearingAcct | 1,075.00 |
| | | | | Total for Payment No.: | | 1,075.00 |

Payment No: 711385

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-14 | LINDE GAS & EQUIPMENT INC. | 00534029 | 34855581 | DEMURRAGE | Water Utility Construction | 509.32 |
| 2023-04-14 | LINDE GAS & EQUIPMENT INC. | 00534029 | 34855581 | DEMURRAGE | Sewer Utility | 108.97 |
| | | | | Total for Payment No.: | | 618.29 |

Payment No: 003344

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|--------------|---------------------------|-----------------------------------|-------------|
| 2023-04-26 | NAVIA BENEFIT SOLUTIONS, INC | 00535409 | 35989APR2023 | DD:BIWEEKLY NAVIA BENEFIT | Payroll Liability&ClearingAcct | 1,059.60 |
| | | | | Total for Payment No.: | | 1,059.60 |

Payment No: 711374

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|---------------------------|--------------|-------------|
| 2023-04-14 | HELENE ROTHSCILD | 00533537 | FD107 # 2 | BEH HEALTH COUNSEL #4-6 | General Fund | 525.00 |
| 2023-04-14 | HELENE ROTHSCILD | 00533542 | FD107 # 4 | BEH HEALTH COUNSEL #12-14 | General Fund | 525.00 |
| | | | | Total for Payment No.: | | 1,050.00 |

Payment No: 026196

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | UNITY COURIER SERVICES, INC | 00534364 | 488229 | LINK+ DELIVERY | General Fund | 1,035.76 |
| | | | | Total for Payment No.: | | 1,035.76 |

Payment No: 711750

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|---------------------------|--------------|-------------|
| 2023-04-28 | SALLY HAYMAN, LCSW | 00534369 | 3 | BEH HEALTH COUNSEL #14-18 | General Fund | 1,000.00 |
| | | | | Total for Payment No.: | | 1,000.00 |

Payment No: 711440

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|--------------------------------|-----------------------------------|-------------|
| 2023-04-14 | VALBRIDGE PROPERTY ADVISORS | 00533772 | 33127 | REMAINING BALANCE FROM PO 2220 | Related Santa Clara Dvlpr Fund | 648.00 |
| 2023-04-14 | VALBRIDGE PROPERTY ADVISORS | 00533773 | 33203 | REMAINING BALANCE FROM PO 2220 | Related Santa Clara Dvlpr Fund | 324.00 |
| 2023-04-14 | VALBRIDGE PROPERTY ADVISORS | 00532119 | 33340 | MILEAGE REIMBURSEMENT | General Fund | 9.38 |
| | | | | Total for Payment No.: | | 981.38 |

Payment No: 026084

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|--------------|------------------------|--------------|-------------|
| 2023-04-14 | CAMERON WEIRSHAUSER | 00534224 | 32326APR2023 | RESCUE SYSTEMS 2 CLASS | General Fund | 950.00 |
| | | | | Total for Payment No.: | | 950.00 |

Payment No: 711401

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-14 | R & D BUILDING MAINTENANCE SVCS | 00533086 | 3882 | MORSE MANSION | General Government - Other | 950.00 |
| | | | | Total for Payment No.: | | 950.00 |

Payment No: 026098

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------------|----------------------------|-------------|
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534134 | 2081978 | SAND & BASE ROCK | Water Utility | 138.69 |
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534134 | 2081978 | SAND & BASE ROCK | Water Utility | 92.45 |
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534134 | 2081978 | SAND & BASE ROCK | Water Utility Construction | 184.92 |
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534358 | 2063299B | REPAY DISCOUNT TAKEN | General Fund | 19.46 |
| 2023-04-14 | GRANITE ROCK CO #29145 | 00534134 | 2081978 | SAND & BASE ROCK | Sewer Utility | 46.23 |
| | | | | Total for Payment No.: | | 481.75 |

Payment No: 711756

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-28 | SANTA CLARA WEEKLY | 00535138 | 1246532 | 3000 Patrick Henry Dr Notice f | General Fund | 936.00 |
| | | | | Total for Payment No.: | | 936.00 |

Payment No: 711335

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|----------------|----------------------|-------------|
| 2023-04-14 | BAKER SUPPLIES AND REPAIRS | 00533363 | 26477 | PARTS - V3408 | Fleet Operation Fund | 927.56 |
| 2023-04-14 | BAKER SUPPLIES AND REPAIRS | 00533766 | 26557 | CREDIT - PARTS | Fleet Operation Fund | -46.98 |
| 2023-04-14 | BAKER SUPPLIES AND REPAIRS | 00533769 | 26558 | PARTS - V#3407 | Fleet Operation Fund | 46.98 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|--------------|-----------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 927.56 |
| | | | | | | |
| Payment No: 026217 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CINTAS CORP #630 | 00534563 | 4152418468 | UNIFORMS - FLEET | Fleet Operation Fund | 237.64 |
| 2023-04-28 | CINTAS CORP #630 | 00534563 | 4152418468 | SAFEWASHER MOBILR SVC | Fleet Operation Fund | 65.50 |
| 2023-04-28 | CINTAS CORP #630 | 00534436 | 4151633017 | UNIFORMS | General Fund | 71.18 |
| 2023-04-28 | CINTAS CORP #630 | 00534437 | 4152003591 | UNIFORMS | General Fund | 166.00 |
| 2023-04-28 | CINTAS CORP #630 | 00534184 | 4151633016 | UNIFORM SERVICES | General Fund | 57.49 |
| | | | | Total for Payment No.: | | 597.81 |
| | | | | | | |
| Payment No: 711611 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | VIZERGY | 00534526 | SIN065802 | SEO PREM/WEB HOSTING | Deposit Funds. | 910.45 |
| | | | | Total for Payment No.: | | 910.45 |
| | | | | | | |
| Payment No: 711754 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SANTA CLARA LIGHTING, INC. | 00534448 | 26847 | SENIOR CENTER | General Fund | 229.11 |
| 2023-04-28 | SANTA CLARA LIGHTING, INC. | 00534449 | 27085 | SENIOR CENTER | General Fund | 320.83 |
| 2023-04-28 | SANTA CLARA LIGHTING, INC. | 00534450 | 27009 | CITY HALL | General Fund | 346.25 |
| | | | | Total for Payment No.: | | 896.19 |
| | | | | | | |
| Payment No: 711461 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MACY HABIBEH | 00534528 | 39395APR2023 | ARCHITECTURAL REVIEW REFUND | General Fund | 846.00 |
| 2023-04-21 | MACY HABIBEH | 00534528 | 39395APR2023 | TECHNOLOGY FEE REFUND | General Fund | 28.51 |
| | | | | Total for Payment No.: | | 874.51 |

Payment No: 711606

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-21 | TURF STAR INC | 00534260 | 7271672-00 | PARTS - V#3324 | Fleet Operation Fund | 232.88 |
| 2023-04-21 | TURF STAR INC | 00534261 | 7271673-00 | PARTS - V#3325 | Fleet Operation Fund | 290.88 |
| 2023-04-21 | TURF STAR INC | 00534259 | 7271671-00 | PARTS - STOCK | Fleet Operation Fund | 341.11 |
| | | | | Total for Payment No.: | | 864.87 |

Payment No: 026157

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------------------------|-------------------------|-----------------------------------|-------------|
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | FIRE 1177 ALVISO ST | General Fund | 141.98 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | FIRE 1177 ALVISO ST | General Fund | 73.55 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | PD 601 EL CAMINO REAL | General Fund | 215.65 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | PD 3992 RIVERMARK PLZ | General Fund | 29.92 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | SR CNTR 1303 FREMONT ST | General Fund | 148.20 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | CH 1500 Warburton Ave | Information Technology Service | 184.36 |
| 2023-04-21 | COMCAST | 00534642 | 3/23/23AC8155400650182 213 | IT 1405 CIVIC CNTR DR | Information Technology Service | 56.00 |
| | | | | Total for Payment No.: | | 849.66 |

Payment No: 026145

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | AIR FILTER SUPPLY INC | 00534043 | I601186 | SUPPLIES | General Fund | 206.41 |
| 2023-04-21 | AIR FILTER SUPPLY INC | 00534044 | I600231 | SUPPLIES | General Fund | 628.89 |
| | | | | Total for Payment No.: | | 835.30 |

Payment No: 026277

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | CHAPARRAL AT CALAVERAS INC | 00535539 | CC2022-16 | Instructor | General Fund | 833.00 |
| | | | | Total for Payment No.: | | 833.00 |

| Payment No: 026216 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CINTAS CORP #630 | 00534434 | 4151775451 | 2023 APR WATER UNIFORM SERVICE | Water Utility | 413.36 |
| 2023-04-28 | CINTAS CORP #630 | 00534434 | 4151775451 | 2023 APR WATER UNIFORM SERVICE | Sewer Utility | 413.35 |
| | | | | Total for Payment No.: | | 826.71 |

| Payment No: 026155 | | | | | | |
|--------------------|------------------------|-------------|-------------|--------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CLEARBLU ENVIRONMENTAL | 00534187 | 29024 | PREVENTATIVE MAINTENANCE | Fleet Operation Fund | 695.00 |
| 2023-04-21 | CLEARBLU ENVIRONMENTAL | 00534187 | 29024 | FUEL SURCHARGE | Fleet Operation Fund | 10.00 |
| 2023-04-21 | CLEARBLU ENVIRONMENTAL | 00534187 | 29024 | LABOR | Fleet Operation Fund | 72.50 |
| 2023-04-21 | CLEARBLU ENVIRONMENTAL | 00534187 | 29024 | OIL | Fleet Operation Fund | 44.57 |
| | | | | Total for Payment No.: | | 822.07 |

| Payment No: 711569 | | | | | | |
|--------------------|-----------------|-------------|-------------|----------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | NAPA AUTO PARTS | 00534252 | 5983-833514 | PARTS - V#3413 | Fleet Operation Fund | 23.25 |
| 2023-04-21 | NAPA AUTO PARTS | 00534253 | 5983-833934 | PARTS - V#3144 | Fleet Operation Fund | 67.88 |
| 2023-04-21 | NAPA AUTO PARTS | 00534254 | 5983-833944 | PARTS - V#3131 | Fleet Operation Fund | 12.00 |
| 2023-04-21 | NAPA AUTO PARTS | 00534255 | 5983-834176 | PARTS - V#3124 | Fleet Operation Fund | 16.63 |
| 2023-04-21 | NAPA AUTO PARTS | 00534194 | 5983-835639 | PARTS - V3607 | Fleet Operation Fund | 54.99 |
| 2023-04-21 | NAPA AUTO PARTS | 00534124 | 5983-834377 | PARTS - STOCK | Fleet Operation Fund | 100.31 |
| 2023-04-21 | NAPA AUTO PARTS | 00534116 | 5983-834688 | PARTS - V3447 | Fleet Operation Fund | 20.24 |
| 2023-04-21 | NAPA AUTO PARTS | 00534118 | 5983-834665 | PARTS - V3447 | Fleet Operation Fund | 9.56 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-21 | NAPA AUTO PARTS | 00534119 | 5983-834616 | PARTS - V3120 | Fleet Operation Fund | 509.89 |
| | | | | Total for Payment No.: | | 814.75 |
| Payment No: 711671 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | AT&T | 00535081 | 1174283484A | Escheat Original CK 651123 | General Fund | 811.30 |
| | | | | Total for Payment No.: | | 811.30 |
| Payment No: 711884 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | SAFETY-KLEEN SYSTEMS INC | 00534844 | 91363290 | GASTEC AQUEOUS SAMPLE TUBE | General Fund | 6.55 |
| 2023-05-05 | SAFETY-KLEEN SYSTEMS INC | 00534844 | 91363290 | FUEL SURCHARGE | General Fund | 20.12 |
| 2023-05-05 | SAFETY-KLEEN SYSTEMS INC | 00534844 | 91363290 | 50G VAT PARTS WASHER | General Fund | 780.56 |
| | | | | Total for Payment No.: | | 807.23 |
| Payment No: 711384 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | | 00534142 | 237488 | CHANGE ORDER #3: ADDITIONAL FU | | |
| 2023-04-14 | | 00534140 | 237490 | LEGAL SERVICES | | |
| | | | | Total for Payment No.: | | 795.00 |
| Payment No: 711566 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MOUNTAIN VIEW GARDEN CENTER | 00534172 | 112678 | 1 & 1/2 YARD 6 BACK | General Fund | 362.24 |
| 2023-04-21 | MOUNTAIN VIEW GARDEN CENTER | 00534172 | 112678 | TRAILER & ENVIRONMENTAL FEES | General Fund | 109.13 |
| 2023-04-21 | MOUNTAIN VIEW GARDEN CENTER | 00534171 | 112677 | 1 YARD 6 BACK | General Fund | 205.15 |
| 2023-04-21 | MOUNTAIN VIEW GARDEN CENTER | 00534171 | 112677 | TRAILER & ENVIRONMENTAL FEES | General Fund | 109.13 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------------|-------------|---------------|--------------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 785.65 |
| Payment No: 026087 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CINTAS CORP #630 | 00533774 | 4151015906 | SAFEWASHER MOBILE | Fleet Operation Fund | 65.50 |
| 2023-04-14 | CINTAS CORP #630 | 00533774 | 4151015906 | UNIFORM SERVICES | Fleet Operation Fund | 243.12 |
| 2023-04-14 | CINTAS CORP #630 | 00533364 | 4150362342 | SAFEWASHER MOBILE | Fleet Operation Fund | 65.50 |
| 2023-04-14 | CINTAS CORP #630 | 00533364 | 4150362342 | UNIFORM/LAUNDRY | Fleet Operation Fund | 240.14 |
| 2023-04-14 | CINTAS CORP #630 | 00533872 | 4150912167 | UNIFORM SERVICES | General Fund | 57.49 |
| 2023-04-14 | CINTAS CORP #630 | 00533588 | 4150554967 | UNIFORMS | General Fund | 110.36 |
| | | | | Total for Payment No.: | | 782.11 |
| Payment No: 711516 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CORODATA RECORDS MANAGEMENT, INC | 00534638 | RS4890508 | OFFSITE RECORDS MGMT MAR23SD | General Fund | 52.50 |
| 2023-04-21 | CORODATA RECORDS MANAGEMENT, INC | 00534639 | RS3484614 | OFFSITE RECORDS MGMT MAR23 | General Fund | 725.53 |
| | | | | Total for Payment No.: | | 778.03 |
| Payment No: 711511 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CHRISTINE M. LAWSON | 00534521 | 39068MAR2023B | Travel Reimb. Visit CA Outlook | Deposit Funds. | 773.04 |
| | | | | Total for Payment No.: | | 773.04 |
| Payment No: 026315 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | TIFCO INDUSTRIES | 00534923 | 71858469 | PARTS - SHOP | Fleet Operation Fund | 756.75 |
| | | | | Total for Payment No.: | | 756.75 |

Payment No: 026112

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|--------------|--------------|-------------|
| 2023-04-14 | MIDWEST TAPE LLC | 00533759 | 503547763 | 1241 AD MCD | General Fund | 44.82 |
| 2023-04-14 | MIDWEST TAPE LLC | 00533759 | 503547763 | 1241 AD DVD | General Fund | 115.84 |
| 2023-04-14 | MIDWEST TAPE LLC | 00533660 | 503471068 | 1241 AD ABK | General Fund | 93.80 |
| 2023-04-14 | MIDWEST TAPE LLC | 00533660 | 503471068 | 1241 AD DVD | General Fund | 329.79 |
| 2023-04-14 | MIDWEST TAPE LLC | 00533660 | 503471068 | 1231 JUV DVD | General Fund | 171.71 |
| Total for Payment No.: | | | | | | 755.96 |

Payment No: 711419

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-14 | SHIMER, DOROTHY | 00533573 | 0330 | Cinderella orchestra musician | General Fund | 750.00 |
| Total for Payment No.: | | | | | | 750.00 |

Payment No: 026105

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--|-------------|-------------|-------------|--------------|-------------|
| 2023-04-14 | KINOKUNIYA BOOKSTORES OF AMERICA CO. LTD | 00533758 | SJ1971 | 1231 JUV BK | General Fund | 166.88 |
| 2023-04-14 | KINOKUNIYA BOOKSTORES OF AMERICA CO. LTD | 00533913 | SJ1972 | 1231 JUV BK | General Fund | 238.29 |
| 2023-04-14 | KINOKUNIYA BOOKSTORES OF AMERICA CO. LTD | 00533659 | SJ1969 | 1241 AD BK | General Fund | 343.05 |
| Total for Payment No.: | | | | | | 748.22 |

Payment No: 711591

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------|-------------|-------------|---------------|----------------|-------------|
| 2023-04-21 | SIMPLEVIEW LLC | 00534772 | CI_16742 | CRM Licensing | Deposit Funds. | 741.67 |
| Total for Payment No.: | | | | | | 741.67 |

Payment No: 711572

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-21 | NOR-CAL OVERHEAD INC | 00534497 | 30697894 | FY22-23 FIRE DEPARTMENT APPARA | General Fund | 735.00 |
| Total for Payment No.: | | | | | | 735.00 |

Payment No: 711326

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|---------------|--------------|-------------|
| 2023-04-14 | ADI | 00533586 | JM3XFX01 | SENIOR CENTER | General Fund | 52.36 |
| 2023-04-14 | ADI | 00533586 | JM3XFX01 | CENTRAL LIB | General Fund | 318.58 |
| 2023-04-14 | ADI | 00533587 | JM4VBV01 | MISSION LIB | General Fund | 30.54 |
| 2023-04-14 | ADI | 00533586 | JM3XFX01 | MISSION LIB | General Fund | 318.62 |
| Total for Payment No.: | | | | | | 720.10 |

Payment No: 026110

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------------------|-------------|-------------|--------------------|--------------|-------------|
| 2023-04-14 | LYDIA ADKINS PSYCHOTHERAPY | 00533541 | 0004A | BEH HEALTH COUNSEL | General Fund | 720.00 |
| Total for Payment No.: | | | | | | 720.00 |

Payment No: 711885

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-05-05 | SAN JOSE MAILING | 00535549 | 6481 | MAILING FOR 906-950 MONROE ST | General Fund | 122.75 |
| 2023-05-05 | SAN JOSE MAILING | 00535549 | 6481 | MAILING FOR 906-950 MONROE ST | General Fund | 596.37 |
| Total for Payment No.: | | | | | | 719.12 |

Payment No: 026212

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-04-28 | CA DEPT OF JUSTICE | 00534558 | 646236 | NEW HIRE FINGERPRINTS | General Fund | 164.00 |
| 2023-04-28 | CA DEPT OF JUSTICE | 00534558 | 646236 | STADIUM SEO FINGERPRINTS | General Fund | 98.00 |
| 2023-04-28 | CA DEPT OF JUSTICE | 00534558 | 646236 | PERMITS & PAL FINGERPRINTS | General Fund | 374.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|-----------------------------|--------------|-------------|
| 2023-04-28 | CA DEPT OF JUSTICE | 00534558 | 646236 | CROSSING GUARD FINGERPRINTS | General Fund | 64.00 |
| | | | | Total for Payment No.: | | 700.00 |

| Payment No: 711847 | | | | | | |
|--------------------|------------------|-------------|-------------|-------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | HELENE ROTHSCILD | 00534869 | 1-FD100 | BEH HEALTH COUNSEL #1-4 | General Fund | 700.00 |
| | | | | Total for Payment No.: | | 700.00 |

| Payment No: 711599 | | | | | | |
|--------------------|----------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | STEVEN DOLEZAL | 00534208 | 892MAR2023 | PSYCHOLOGICAL SERVICES | General Fund | 700.00 |
| | | | | Total for Payment No.: | | 700.00 |

| Payment No: 711859 | | | | | | |
|--------------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | KATHERINE SWITKY | 00534937 | SC1-2023 | RJJT Rehearsal and Performance | General Fund | 690.00 |
| | | | | Total for Payment No.: | | 690.00 |

| Payment No: 711818 | | | | | | |
|--------------------|--------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BOB SUNSHINE | 00534936 | CIN1 | RJJT Rehearsal and Performance | General Fund | 690.00 |
| | | | | Total for Payment No.: | | 690.00 |

| Payment No: 711857 | | | | | | |
|--------------------|-------------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | JOHN KENT PEACOCK | 00534933 | 2 | RJJT Rehearsal and Performance | General Fund | 690.00 |
| | | | | Total for Payment No.: | | 690.00 |

| Payment No: 711864 | | | | | | |
|--------------------|----------------------|-------------|---------------------------|------------------------------|----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | LINDA JANSEN | 00534825 | RJJT1 | RJJT Rehearsal/Performance | General Fund | 690.00 |
| | | | | Total for Payment No.: | | 690.00 |
| | | | | | | |
| Payment No: 711563 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MICHAEL OZOWARA | 00534317 | 39372APR2023 | Bldg Plan Review BLD23-68373 | Building New Dvlpmnt Srcv Fee | 660.00 |
| 2023-04-21 | MICHAEL OZOWARA | 00534317 | 39372APR2023 | Tech Fee - PC BDIV & Permit | General Fund | 22.24 |
| | | | | Total for Payment No.: | | 682.24 |
| | | | | | | |
| Payment No: 711444 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | VERIZON WIRELESS | 00533355 | 9930870318 | FIRE - CRR WIRELESS | General Fund | 681.60 |
| | | | | Total for Payment No.: | | 681.60 |
| | | | | | | |
| Payment No: 711579 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | QUINN LIFT | 00534103 | PC120037155 | PARTS - V3699 | Fleet Operation Fund | 676.11 |
| | | | | Total for Payment No.: | | 676.11 |
| | | | | | | |
| Payment No: 711540 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | HOME DEPOT USA | 00533942 | 6035322503882304 03-28-23 | STATION MAINTENANCE SUPPLIES | General Fund | 658.21 |
| | | | | Total for Payment No.: | | 658.21 |
| | | | | | | |
| Payment No: 026077 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533749 | 2037391692 | 1233 AD BK | General Fund | 20.39 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533750 | 2037391693 | 1235 AD BK | General Fund | 22.15 |
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533751 | 2037352631 | 1233 AD BK | General Fund | 78.19 |
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533752 | 2037352632 | 1235 AD BK | General Fund | 87.40 |
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533753 | CI265776 | 1241 AD BK | General Fund | 374.68 |
| 2023-04-14 | BAKER & TAYLOR BOOKS | 00533655 | 2037389498 | 1233 JUV BK | General Fund | 64.58 |
| | | | | Total for Payment No.: | | 647.39 |

Payment No: 711836

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | ELIZABETH STEA | 00534935 | 001 | RJJT Rehearsal and Performance | General Fund | 645.00 |
| | | | | Total for Payment No.: | | 645.00 |

Payment No: 711833

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-05-05 | DOROTHY M SHIMER | 00534826 | DMSCIN2 | RJJT Rehearsal/Performance | General Fund | 645.00 |
| | | | | Total for Payment No.: | | 645.00 |

Payment No: 026129

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | TIFCO INDUSTRIES | 00533840 | 71847809 | PARTS - SHOP | Fleet Operation Fund | 630.42 |
| | | | | Total for Payment No.: | | 630.42 |

Payment No: 711900

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | TIM DOWD | 00534932 | 001 | RJJT rehearsal and performance | General Fund | 630.00 |
| | | | | Total for Payment No.: | | 630.00 |

Payment No: 711816

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | BAY AREA PL SERVICES | 00534728 | 14016 | PHLEBOTOMIST FEES | General Fund | 628.00 |
| | | | | Total for Payment No.: | | 628.00 |

Payment No: 711742

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-28 | PRINTS CHARLES REPROGRAPHICS | 00534561 | 112015 | CRC AS BUILTS | Parks And Recreation | 609.85 |
| | | | | Total for Payment No.: | | 609.85 |

Payment No: 026078

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | BAUER COMPRESSORS INC | 00533538 | 0000304831 | TAXABLE SERVICE PARTS | General Fund | 15.68 |
| 2023-04-14 | BAUER COMPRESSORS INC | 00533538 | 0000304831 | NONTAXABLE LABOR | General Fund | 590.00 |
| | | | | Total for Payment No.: | | 605.68 |

Payment No: 711495

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | SANTA CLARA COUNTY | 00534533 | 2430APR2023 | 2023 MEMBERSHIP DUES | General Fund | 600.00 |
| | | | | Total for Payment No.: | | 600.00 |

Payment No: 711787

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | JASON M MATTIER | 00535393 | 37567APR2023 | HazMat IC Class Reimbursment | General Fund | 250.00 |
| 2023-05-05 | JASON M MATTIER | 00535393 | 37567APR2023 | Company Officer 2B Class Reimb | General Fund | 349.00 |
| | | | | Total for Payment No.: | | 599.00 |

Payment No: 711403

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|--------------|-----------------------------------|-------------|
| 2023-04-14 | REESE'S INSTALLATIONS | 00533589 | 1157 | SCCC BANNERS | Convention Cnt Maintenance Dis | 595.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|-------------------------|--------------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 595.00 |
| Payment No: 711317 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | VIJAY KUMAR GANGONE | 00534214 | 31479-21 UTILITY REFUND | UTILITY REFUND | General Fund | 594.15 |
| | | | | Total for Payment No.: | | 594.15 |
| Payment No: 026278 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CINTAS CORP #630 | 00534841 | 4152416624 | 2023 APR WATER UNIFORM SERVICE | Water Utility | 294.13 |
| 2023-05-05 | CINTAS CORP #630 | 00534841 | 4152416624 | 2023 APR WATER UNIFORM SERVICE | Sewer Utility | 294.13 |
| | | | | Total for Payment No.: | | 588.26 |
| Payment No: 711346 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CONCENTRA MEDICAL CENTERS | 00533377 | 78644579 | Physical Examination | Water Utility | 30.00 |
| 2023-04-14 | CONCENTRA MEDICAL CENTERS | 00533377 | 78644579 | Physical Examination | General Fund | 85.00 |
| 2023-04-14 | CONCENTRA MEDICAL CENTERS | 00533377 | 78644579 | Physical Examination | General Fund | 409.00 |
| | | | | Total for Payment No.: | | 524.00 |
| Payment No: 711761 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SUNNYVALE FORD | 00534704 | 218626-1 | PARTS - V#3303 | Fleet Operation Fund | 144.32 |
| 2023-04-28 | SUNNYVALE FORD | 00534705 | 218705 | PARTS - STOCK | Fleet Operation Fund | 438.29 |
| | | | | Total for Payment No.: | | 582.61 |

Payment No: 026081

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | BOUND TREE MEDICAL LLC | 00533594 | 84899061 | MEDICAL SUPPLIES | General Fund | 206.27 |
| 2023-04-14 | BOUND TREE MEDICAL LLC | 00533596 | 84906607 | AED CABINET | General Fund | 305.39 |
| 2023-04-14 | BOUND TREE MEDICAL LLC | 00533597 | 84906608 | MEDICAL SUPPLIES -M92 | General Fund | 68.47 |
| | | | | Total for Payment No.: | | 580.13 |

Payment No: 026318

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-05-05 | WAXIE SANITARY SUPPLY | 00534821 | 81626191 | CREDIT - JUMBO ROLLSCOTT J | General Fund | -1,765.32 |
| 2023-05-05 | WAXIE SANITARY SUPPLY | 00534823 | 81634959 | SCOTT HARD ROLL TOWELS | General Fund | 2,341.66 |
| | | | | Total for Payment No.: | | 576.34 |

Payment No: 711597

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------|------------------------|---------------------|-------------|
| 2023-04-21 | STERICYCLE INC | 00533865 | 3006405374 | STERICYCLE FEES | Solid Waste Program | 71.09 |
| 2023-04-21 | STERICYCLE INC | 00533865 | 3006405374 | STERICYCLE FEES | General Fund | 499.91 |
| | | | | Total for Payment No.: | | 571.00 |

Payment No: 711512

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | CODE FOR FUN | 00534510 | 1979 | Code for Fun | General Fund | 560.00 |
| | | | | Total for Payment No.: | | 560.00 |

Payment No: 711630

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | HI-QUALITY MANUFACTURING INC | 00535217 | 16676-08 UTILITY REFUND | UTILITY REFUND | General Fund | 549.04 |
| | | | | Total for Payment No.: | | 549.04 |

Payment No: 026290

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------------|-------------|-------------|---------------------------|----------------------|-------------|
| 2023-05-05 | HI-TECH EMERGENCY VEHICLE SERVICE INC | 00534916 | 175757 | PARTS - V#2951 & Shipping | Fleet Operation Fund | 539.60 |
| | | | | Total for Payment No.: | | 539.60 |

Payment No: 711632

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | LEMONTECH INC | 00535235 | 61890-05 UTILITY REFUND | UTILITY REFUND | General Fund | 539.05 |
| | | | | Total for Payment No.: | | 539.05 |

Payment No: 711436

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | TURF STAR INC | 00533849 | 7267823-00 | PARTS - V#D1131 | Fleet Operation Fund | 184.03 |
| 2023-04-14 | TURF STAR INC | 00533844 | 7267517-00 | PARTS - V#3478 | Fleet Operation Fund | 353.94 |
| | | | | Total for Payment No.: | | 537.97 |

Payment No: 711412

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-14 | SAN JOSE MAILING | 00534201 | 6530 | MAILING 2670 EL CAMINO NONTAX | General Fund | 414.27 |
| 2023-04-14 | SAN JOSE MAILING | 00534201 | 6530 | MAILING 2670 EL CAMINO TAXABLE | General Fund | 118.21 |
| | | | | Total for Payment No.: | | 532.48 |

Payment No: 026074

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00533584 | S118952 | CEMETRY LABOR | Cemetery | 70.00 |
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00533237 | A759196 | ,RTC MONTHLY 4/1/23 - 4/30/23 | Storm Drain | 60.00 |
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00533585 | J28818 | CITY HALL LABOR | General Fund | 481.25 |
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00533585 | J28818 | MATERIAL | General Fund | 130.95 |
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00525820 | A758854 | CRC | General Fund | 216.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00525821 | S116387 | CENTRAL LIB | General Fund | 45.00 |
| 2023-04-14 | ALL GUARD ALARM SYSTEMS INC | 00533380 | CMP160100 | CREDITS FROM CANCELLATIONS | General Fund | -470.81 |
| Total for Payment No.: | | | | | | 532.39 |

Payment No: 711558

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------|-------------|-------------|---------------------------|-----------|-------------|
| 2023-04-21 | MATTHEWS INTERNATIONAL CORP | 00534016 | 9000709898 | BRONZE PLAQUE: JIM MACKIE | Cemetery | 261.82 |
| 2023-04-21 | MATTHEWS INTERNATIONAL CORP | 00534015 | 9000591705 | BRONZE PLAQUE: F. MACKIE | Cemetery | 263.69 |
| Total for Payment No.: | | | | | | 525.51 |

Payment No: 026107

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------|---------------------|----------------------|-------------|
| 2023-04-14 | LEHR | 00533409 | SI85255 | PARTS - V3214 | Fleet Operation Fund | 121.25 |
| 2023-04-14 | LEHR | 00533412 | SI85069 | PARTS - V3180, 3177 | Fleet Operation Fund | 402.37 |
| Total for Payment No.: | | | | | | 523.62 |

Payment No: 711600

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|----------------|-------------|-------------|---------------|----------------------|-------------|
| 2023-04-21 | SUNNYVALE FORD | 00534197 | 218469 | PARTS - V2987 | Fleet Operation Fund | 290.11 |
| 2023-04-21 | SUNNYVALE FORD | 00534133 | 218441 | PARTS - STOCK | Fleet Operation Fund | 180.32 |
| 2023-04-21 | SUNNYVALE FORD | 00534106 | 218437 | PARTS- V3213 | Fleet Operation Fund | 52.36 |
| Total for Payment No.: | | | | | | 522.79 |

Payment No: 026191

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|-------------|--------------|----------------------|-------------|
| 2023-04-21 | TIFCO INDUSTRIES | 00534257 | 71851416 | PARTS - SHOP | Fleet Operation Fund | 518.14 |
| Total for Payment No.: | | | | | | 518.14 |

| Payment No: 711505 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|-----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | BPS TACTICAL INC. | 00533918 | 23020658 | Vest for Keith | Police Operating Grant Fund | 500.00 |
| | | | | Total for Payment No.: | | 500.00 |

| Payment No: 711890 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | STANLEY ACCESS TECHNOLOGIES | 00535026 | 0906831083 | MISSION DOOR REPAIR | General Fund | 497.00 |
| | | | | Total for Payment No.: | | 497.00 |

| Payment No: 711697 | | | | | | |
|--------------------|---------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | GAMBER-JOHNSON, LLC | 00535206 | INV20476928 | SERVICE FEE | General Fund | 63.00 |
| 2023-04-28 | GAMBER-JOHNSON, LLC | 00535206 | INV20476928 | MDC REPAIR | General Fund | 405.72 |
| 2023-04-28 | GAMBER-JOHNSON, LLC | 00535206 | INV20476928 | FREIGHT | General Fund | 25.00 |
| | | | | Total for Payment No.: | | 493.72 |

| Payment No: 711535 | | | | | | |
|--------------------|---------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | GAMBER-JOHNSON, LLC | 00534319 | INV20475862 | REPAIRS TO MDC | General Fund | 405.72 |
| 2023-04-21 | GAMBER-JOHNSON, LLC | 00534319 | INV20475862 | FREIGHT | General Fund | 25.00 |
| 2023-04-21 | GAMBER-JOHNSON, LLC | 00534319 | INV20475862 | SERVICE FEE | General Fund | 63.00 |
| | | | | Total for Payment No.: | | 493.72 |

| Payment No: 711647 | | | | | | |
|--------------------|--------------|-------------|--------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SOFIA ORRICO | 00535230 | 48059-05 UTILITY REFUNDA | UTILITY REFUND | General Fund | 492.44 |
| | | | | Total for Payment No.: | | 492.44 |

Payment No: 026151

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------|-------------|-------------|-------------|--------------|-------------|
| 2023-04-21 | BUCKLES-SMITH | 00534045 | 3308902-00 | FS 7 RADIO | General Fund | 240.61 |
| 2023-04-21 | BUCKLES-SMITH | 00534046 | 3310069-00 | PD RECORDS | General Fund | 245.53 |
| Total for Payment No.: | | | | | | 486.14 |

Payment No: 026233

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------|-------------|-------------|--------------------------------|---------------------|-------------|
| 2023-04-28 | GREEN HALO SYSTEMS | 00535131 | 4186 | WASTETRACKING.COM MONTHLY FEES | Solid Waste Program | 483.00 |
| Total for Payment No.: | | | | | | 483.00 |

Payment No: 711290

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-04-14 | CALIFORNIA STATE FIRE TRAINING | 00534012 | 28615MAR2023 | RECIPROCITY & CHALLENGE APPLIC | General Fund | 480.00 |
| Total for Payment No.: | | | | | | 480.00 |

Payment No: 711791

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------|-------------|--------------|--------------------------------|----------------------|-------------|
| 2023-05-05 | LARRY DAUENHAUER | 00535540 | 10481APR2023 | FIRE MECHANICS ACADEMY TRAININ | Fleet Operation Fund | 479.50 |
| Total for Payment No.: | | | | | | 479.50 |

Payment No: 711624

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-------------|-------------|-------------------------|----------------|--------------|-------------|
| 2023-04-28 | ATSUSHI ITO | 00535222 | 28752-04 UTILITY REFUND | UTILITY REFUND | General Fund | 474.87 |
| Total for Payment No.: | | | | | | 474.87 |

Payment No: 026172

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------------|--------------|-------------|
| 2023-04-21 | LINCOLN AQUATICS | 00534123 | 36094165 | WARBURTON - LIQUID CHLORINE | General Fund | 430.15 |
| 2023-04-21 | LINCOLN AQUATICS | 00534123 | 36094165 | WARBURTON - PEST ASSESS+FUEL | General Fund | 44.54 |
| | | | | Total for Payment No.: | | 474.69 |

| Payment No: 711763 | | | | | | |
|--------------------|--------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | TEREX GLOBAL, GMBH | 00534720 | 5004404075 | PARTS - V#2568 | Fleet Operation Fund | 474.26 |
| | | | | Total for Payment No.: | | 474.26 |

| Payment No: 711373 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | HAMERAY PUBLISHING GROUP, INC. | 00533658 | 136770 | 1231 JUV BK | General Fund | 470.42 |
| | | | | Total for Payment No.: | | 470.42 |

| Payment No: 026240 | | | | | | |
|--------------------|--|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | KINOKUNIYA BOOKSTORES OF AMERICA CO. LTD | 00534392 | SJ1974 | 1241 AD BK | General Fund | 166.88 |
| 2023-04-28 | KINOKUNIYA BOOKSTORES OF AMERICA CO. LTD | 00534393 | SJ1973 | 1231 JUV BK | General Fund | 303.15 |
| | | | | Total for Payment No.: | | 470.03 |

| Payment No: 711552 | | | | | | |
|--------------------|-------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LC ACTION POLICE SUPPLY | 00533867 | 450546 | DIRECT MOUNT PISTOL | General Fund | 468.15 |
| | | | | Total for Payment No.: | | 468.15 |

Payment No: 711843

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-05-05 | GAIL SELBURN | 00534822 | 847 | RJJT dress rehearsal, Perf | General Fund | 465.00 |
| | | | | Total for Payment No.: | | 465.00 |

| Payment No: 711416 | | | | | | |
|--------------------|----------------------------------|-------------|-------------|--------------------------------|------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SCC OFFICE OF SUPPORTIVE HOUSING | 00532441 | 6 | COUNTY AFH -ASSESSMENT OF FAIR | H.U.D Capital Projects | 463.31 |
| | | | | Total for Payment No.: | | 463.31 |

| Payment No: 026149 | | | | | | |
|--------------------|----------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | BAKER & TAYLOR BOOKS | 00534175 | CI266019 | 1241 AD BK | General Fund | 458.22 |
| | | | | Total for Payment No.: | | 458.22 |

| Payment No: 711339 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BOBCAT OF FREMONT | 00533771 | P56389 | PARTS - V#3338 | Fleet Operation Fund | 446.68 |
| | | | | Total for Payment No.: | | 446.68 |

| Payment No: 026214 | | | | | | |
|--------------------|-------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CFRA | 00534368 | INV135013 | 1241 AD PR | General Fund | 445.00 |
| | | | | Total for Payment No.: | | 445.00 |

| Payment No: 711526 | | | | | | |
|--------------------|----------------|-------------|--------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | EDWARD JOHNSON | 00534484 | 20606APR2023 | ADMINISTRATIVE HEARING SERVICE | General Fund | 440.00 |
| | | | | Total for Payment No.: | | 440.00 |

Payment No: 026312

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-05-05 | R & R INDUSTRIES INC | 00535453 | 643813 | VEST, SURVEYOR SAFETY, X-LARGE | Water Utility | 435.37 |
| | | | | Total for Payment No.: | | 435.37 |

Payment No: 711783

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | BRYAN SILVA | 00535390 | 30663APR2023 | Reimb. Fire Investigation 1A T | General Fund | 425.00 |
| | | | | Total for Payment No.: | | 425.00 |

Payment No: 711789

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | JEROME SOTO | 00535389 | 38524APR2023 | Reimb. Fire Investigation 1A T | General Fund | 425.00 |
| | | | | Total for Payment No.: | | 425.00 |

Payment No: 711796

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | STEPHANIE BARNES | 00535388 | 37130APR2023 | Reimb. Fire Investigation 1A T | General Fund | 425.00 |
| | | | | Total for Payment No.: | | 425.00 |

Payment No: 711345

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | CLEARSTAR, INC. | 00533378 | 1429833 | 2 Executive Hires | General Fund | 209.59 |
| | | | | Total for Payment No.: | | 209.59 |

Payment No: 711739

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|------------------------|---------------------|-------------|
| 2023-04-28 | PACIFIC COAST PETROLEUM INC. | 00534702 | 111326 | CLEAN-UP SUPPLIES | Solid Waste Program | 402.50 |
| | | | | Total for Payment No.: | | 402.50 |

Payment No: 711404

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-14 | REGENTS OF THE UNIV OF CALIF | 00534202 | 11107632 | LEGAL REFERENCES MAR. 22, 2023 | General Fund | 401.15 |
| | | | | Total for Payment No.: | | 401.15 |

Payment No: 711429

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | T-MOBILE USA INC | 00533304 | 9528330008 | GPS Locate 2205030012 | General Fund | 100.00 |
| 2023-04-14 | T-MOBILE USA INC | 00533305 | 9527276168 | GPS Locate 150006417 | General Fund | 100.00 |
| 2023-04-14 | T-MOBILE USA INC | 00533308 | 9528003633 | Area Dump 2301050111 | General Fund | 100.00 |
| 2023-04-14 | T-MOBILE USA INC | 00533310 | 9528003632 | GPS Locate 2302230096 | General Fund | 100.00 |
| | | | | Total for Payment No.: | | 400.00 |

Payment No: 711822

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-05-05 | CAPTIVATE BILLING | 00535387 | SC-2023-03 | CAPTIVATE BILLING - AMBULANCE | General Fund | 400.00 |
| | | | | Total for Payment No.: | | 400.00 |

Payment No: 711862

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | LC ACTION POLICE SUPPLY | 00534726 | 451175 | NEW HIRE - REEVES | General Fund | 399.91 |
| | | | | Total for Payment No.: | | 399.91 |

Payment No: 711470

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|--------------------------|------------------------|--------------|-------------|
| 2023-04-21 | ELECTRIC TECH CONSTRUCTION INC | 00534595 | 24505-16 UTILITY REFUNDA | UTILITY REFUND | General Fund | 396.88 |
| | | | | Total for Payment No.: | | 396.88 |

Payment No: 711499

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------------|-------------|-------------|--------------------------|-------------------|-------------|
| 2023-04-21 | APPLIED BUSINESS SOFTWARE | 00533917 | INV-13591 | 1098 SETUP FEE, E-FILING | Housing Successor | 278.58 |
| 2023-04-21 | APPLIED BUSINESS SOFTWARE | 00533917 | INV-13591 | Print/Mail-Printing | Housing Successor | 114.12 |
| Total for Payment No.: | | | | | | 392.70 |

Payment No: 711415

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|--------------------|-------------|-------------|-----------------------|------------------------|-------------|
| 2023-04-14 | SANTA CLARA WEEKLY | 00533574 | 1246528 | 2023-24 AAP RE-NOTICE | H.U.D Capital Projects | 192.00 |
| 2023-04-14 | SANTA CLARA WEEKLY | 00533574 | 1246528 | 2023-24 AAP RE-NOTICE | H.U.D Capital Projects | 192.00 |
| Total for Payment No.: | | | | | | 384.00 |

Payment No: 711732

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------|-------------|-------------|------------------------------|----------------------|-------------|
| 2023-04-28 | NAPA AUTO PARTS | 00534701 | 5983-836219 | PARTS - V#3440 | Fleet Operation Fund | 34.83 |
| 2023-04-28 | NAPA AUTO PARTS | 00534693 | 5983-835559 | PARTS - RETURNED 5983-836993 | Fleet Operation Fund | 91.64 |
| 2023-04-28 | NAPA AUTO PARTS | 00534695 | 5983-836993 | PARTS - CREDIT 5983-835559 | Fleet Operation Fund | -91.64 |
| 2023-04-28 | NAPA AUTO PARTS | 00534697 | 5983-835833 | PARTS - STOCK | Fleet Operation Fund | 295.31 |
| 2023-04-28 | NAPA AUTO PARTS | 00534698 | 5983-835966 | PARTS - STOCK | Fleet Operation Fund | 30.51 |
| 2023-04-28 | NAPA AUTO PARTS | 00534699 | 5983-836069 | PARTS - V#2987 | Fleet Operation Fund | 4.82 |
| 2023-04-28 | NAPA AUTO PARTS | 00534700 | 5983-836170 | PARTS - V#3550 | Fleet Operation Fund | 8.49 |
| Total for Payment No.: | | | | | | 373.96 |

Payment No: 026266

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|------------------------------|-------------|-------------------|--------------------------------|--------------------------------|-------------|
| 2023-05-05 | INTL FIREFIGHTERS LOCAL 1171 | 00535616 | 04/02/23-04/29/23 | RETIRED FIRE MED BENFTSB2308-9 | Payroll Liability&ClearingAcct | 372.00 |
| Total for Payment No.: | | | | | | 372.00 |

Payment No: 711460

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------|-------------|--------------|---------------|--------------|-------------|
| 2023-04-21 | LOGAN CLEVENGER | 00534529 | 28720APR2023 | SLI SESSION 8 | General Fund | 369.11 |
| Total for Payment No.: | | | | | | 369.11 |

| Payment No: 711682 | | | | | | |
|------------------------|--------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CONSOLIDATED ENGINEERING | 00535207 | 207868 | 19-20 ENCUMBRANCE: TESTING AND | PW Capital Proj ManagementFund | 358.56 |
| Total for Payment No.: | | | | | | 358.56 |

| Payment No: 711406 | | | | | | |
|------------------------|-----------------|-------------|---------------|-----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | REYNALDO FLORES | 00533547 | 39295MAR2023A | Electric Permit BLD23-68207 | Building New Dvlpmnt Svc Fee | 176.00 |
| 2023-04-14 | REYNALDO FLORES | 00533546 | 39295MAR2023 | Electric Permit BLD22-67068 | Building New Dvlpmnt Svc Fee | 176.00 |
| Total for Payment No.: | | | | | | 352.00 |

| Payment No: 711391 | | | | | | |
|------------------------|--------------------|-------------|--------------|-----------------------------|------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | NAGZIBEKOV BEKHRUZ | 00533939 | 36022APR2023 | Plumbing Permit BLD23-68572 | Building New Dvlpmnt Svc Fee | 352.00 |
| Total for Payment No.: | | | | | | 352.00 |

| Payment No: 711350 | | | | | | |
|------------------------|-----------------|-------------|-------------|-------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | D & M POLYGRAPH | 00533701 | 230331SCPD | POLYGRAPH | General Fund | 350.00 |
| Total for Payment No.: | | | | | | 350.00 |

Payment No: 711295

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-04-14 | JOSHUA AZOFEIFA | 00534003 | 26914MAR2023 | COMPANY OFFICE 2B COURSE REIMB | General Fund | 349.00 |
| | | | | Total for Payment No.: | | 349.00 |

Payment No: 711587

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-21 | SANTA CLARA WINDUSTRIAL CO | 00534126 | 052245 01 | HOSE CLAM | General Fund | 38.63 |
| 2023-04-21 | SANTA CLARA WINDUSTRIAL CO | 00534127 | 052514 01 | EPDM TUBV PVC | General Fund | 307.08 |
| | | | | Total for Payment No.: | | 345.71 |

Payment No: 711825

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|--------------------------------|---------------|-------------|
| 2023-05-05 | CITY OF SAN JOSE | 00534843 | 21196378 | 2023 APR 4495 N 1ST WATER METE | Water Utility | 324.28 |
| | | | | Total for Payment No.: | | 324.28 |

Payment No: 026226

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-28 | GALE/CENGAGE LEARNING | 00534691 | 81032880 | 1241 AD BK | General Fund | 206.18 |
| 2023-04-28 | GALE/CENGAGE LEARNING | 00534692 | 81033432 | 1241 AD BK | General Fund | 58.91 |
| 2023-04-28 | GALE/CENGAGE LEARNING | 00534566 | 81009240 | 1241 AD BK | General Fund | 56.45 |
| | | | | Total for Payment No.: | | 321.54 |

Payment No: 711790

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|--------------|------------------------|--------------|-------------|
| 2023-05-05 | KEITH BUSMIRE | 00535302 | 33175APR2023 | PRISONER EXTRADITION | General Fund | 316.94 |
| | | | | Total for Payment No.: | | 316.94 |

Payment No: 026073

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | AIRGAS USA, LLC | 00533592 | 9136237064 | MED O2 - M92 CYLINDERS | General Fund | 163.79 |
| | | | | Total for Payment No.: | | 163.79 |

| Payment No: 711520 | | | | | | |
|--------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | D&M TRAFFIC SERVICES | 00534121 | 87635 | PARTS - FLEET | Fleet Operation Fund | 311.27 |
| | | | | Total for Payment No.: | | 311.27 |

| Payment No: 711781 | | | | | | |
|--------------------|-----------------|-------------|--------------|----------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ANDRE ASKARINAM | 00534852 | 39430APR2023 | 2023 APR WATER LEAK REFUND | Water Utility | 307.86 |
| | | | | Total for Payment No.: | | 307.86 |

| Payment No: 711312 | | | | | | |
|--------------------|----------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | MENDOZA, MARIA | 00534215 | 36942-09 UTILITY REFUND | UTILITY REFUND | General Fund | 307.23 |
| | | | | Total for Payment No.: | | 307.23 |

| Payment No: 711549 | | | | | | |
|--------------------|--------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | KM & D MACHINE INC | 00534348 | 47021 | REPAIR - V2832 | Fleet Operation Fund | 220.00 |
| 2023-04-21 | KM & D MACHINE INC | 00534348 | 47021 | PARTS - V2832 | Fleet Operation Fund | 82.00 |
| | | | | Total for Payment No.: | | 302.00 |

| Payment No: 026302 | | | | | | |
|--------------------|------------------|-------------|-------------|-------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | MIDWEST TAPE LLC | 00534689 | 503638655 | 1241 AD ABK | General Fund | 10.90 |
| 2023-05-05 | MIDWEST TAPE LLC | 00534663 | 503613721 | 1236 AD DVD | General Fund | 84.23 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | MIDWEST TAPE LLC | 00534663 | 503613721 | 1241 AD ABK | General Fund | 41.45 |
| 2023-05-05 | MIDWEST TAPE LLC | 00534663 | 503613721 | 1241 AD DVD | General Fund | 27.81 |
| 2023-05-05 | MIDWEST TAPE LLC | 00534663 | 503613721 | 1233 AD DVD | General Fund | 19.62 |
| 2023-05-05 | MIDWEST TAPE LLC | 00534663 | 503613721 | 1235 AD DVD | General Fund | 113.96 |
| | | | | Total for Payment No.: | | 297.97 |

| Payment No: 026174 | | | | | | |
|--------------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MIDWEST TAPE LLC | 00534180 | 503572923 | 1241 AD ABK | General Fund | 10.90 |
| 2023-04-21 | MIDWEST TAPE LLC | 00534181 | 503578877 | 1241 AD MCD | General Fund | 47.11 |
| 2023-04-21 | MIDWEST TAPE LLC | 00534181 | 503578877 | 1241 AD ABK | General Fund | 104.71 |
| 2023-04-21 | MIDWEST TAPE LLC | 00534181 | 503578877 | 1235 AD DVD | General Fund | 132.47 |
| | | | | Total for Payment No.: | | 295.19 |

| Payment No: 026088 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|------------------------|------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CINTAS FIRE PROTECTION #F44 | 00534122 | 0F44792237 | 3717- TRITON MUSEUM | Public Buildings | 132.52 |
| 2023-04-14 | CINTAS FIRE PROTECTION #F44 | 00534122 | 0F44792237 | 3717-TRITON MUSEUM | Public Buildings | 161.92 |
| | | | | Total for Payment No.: | | 294.44 |

| Payment No: 711474 | | | | | | |
|--------------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | HONGYAN GU | 00534612 | 83089-02 UTILITY REFUND | UTILITY REFUND | General Fund | 293.56 |
| | | | | Total for Payment No.: | | 293.56 |

Payment No: 026207

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------|-------------|-------------|-------------------------------|--------------|-------------|
| 2023-04-28 | BAY AREA DATA SUPPLY | 00534371 | 207640 | HP C9403A PRINTER BLK INK | General Fund | 278.27 |
| 2023-04-28 | BAY AREA DATA SUPPLY | 00534371 | 207640 | HP C9370A PRINTER PHOTO INK | General Fund | 0.00 |
| 2023-04-28 | BAY AREA DATA SUPPLY | 00534371 | 207640 | HP C9372A PRINTER MAGENTA INK | General Fund | 0.00 |
| | | | | Total for Payment No.: | | 278.27 |

| Payment No: 711592 | | | | | | |
|--------------------|---------------------------|-------------|-----------------|-------------------------|----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SMART CITY NETWORKS, L.P. | 00534523 | 070-001-03-2023 | IT Monthly Svcs Mar2023 | Deposit Funds. | 278.00 |
| | | | | Total for Payment No.: | | 278.00 |

| Payment No: 711887 | | | | | | |
|--------------------|----------------------------|-------------|-------------|---------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | SANTA CLARA LIGHTING, INC. | 00534820 | 27088 | M1000/U BT56/MOG+SCREWDRIVER | General Fund | 273.52 |
| | | | | Total for Payment No.: | | 273.52 |

| Payment No: 711446 | | | | | | |
|--------------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | VERIZON WIRELESS | 00533358 | 9930878085 | METER READERS WIRELESS | General Fund | 272.50 |
| | | | | Total for Payment No.: | | 272.50 |

| Payment No: 711620 | | | | | | |
|--------------------|---------------|-------------|--------------|-----------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SHANE ALVAREZ | 00533591 | 38158MAR2023 | 2023 WDO CLASS, G1 EXAM & CERT | Water Utility | 269.99 |
| | | | | Total for Payment No.: | | 269.99 |

Payment No: 711731

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-28 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534473 | 007889 | PARTS - V3640 | Fleet Operation Fund | 72.17 |
| 2023-04-28 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534474 | 007463 | PARTS - V3640 | Fleet Operation Fund | 64.04 |
| 2023-04-28 | MUNICIPAL MAINTENANCE EQUIPMNT | 00534470 | 007838 | PARTS - V3507 | Fleet Operation Fund | 131.71 |
| | | | | Total for Payment No.: | | 267.92 |

Payment No: 711784

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------|-------------|-------------|------------------------------|--------------------------------|-------------|
| 2023-05-05 | CAL PERS LONG TERM CARE PROGRAM | 00535615 | 14861649 | BIWEEKLY PR CALPERS LT B2309 | Payroll Liability&ClearingAcct | 262.23 |
| | | | | Total for Payment No.: | | 262.23 |

Payment No: 711454

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------------|-------------|-------------|------------------------------|--------------------------------|-------------|
| 2023-04-21 | CAL PERS LONG TERM CARE PROGRAM | 00534780 | 14847883 | BIWEEKLY PR CALPERS LT B2308 | Payroll Liability&ClearingAcct | 262.23 |
| | | | | Total for Payment No.: | | 262.23 |

Payment No: 711437

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|-----------------------------|----------------------|-------------|
| 2023-04-14 | UNIQUE TOWING | 00533852 | 219848 | TOWING SVC V#3647 WO#134087 | Fleet Operation Fund | 132.00 |
| 2023-04-14 | UNIQUE TOWING | 00533854 | 23-221784 | TOWING SVC V#3512 WO#135293 | Fleet Operation Fund | 130.02 |
| | | | | Total for Payment No.: | | 262.02 |

Payment No: 711903

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-05-05 | UNIQUE TOWING | 00534737 | 00223365 | TOW FEES | General Fund | 260.03 |
| | | | | Total for Payment No.: | | 260.03 |

Payment No: 026106

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|-------------|--------------------------------|----------------------|-------------|
| 2023-04-14 | LEE'S FORKLIFT SERVICE | 00534332 | 21489 | PREVENTIVE MAINTENANCE AND AS- | Fleet Operation Fund | 250.00 |
| | | | | Total for Payment No.: | | 250.00 |

Payment No: 711341

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------------|-------------|----------------|--------------------------------|--------------|-------------|
| 2023-04-14 | CA EMERGENCY MEDICAL SERVICES | 00533598 | EMSA-888-1056A | REVISED- MED RENEWAL-N RESTANI | General Fund | 250.00 |
| | | | | Total for Payment No.: | | 250.00 |

Payment No: 711797

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|--------------|------------------------------|--------------|-------------|
| 2023-05-05 | STEPHANIE GLENN POLONI | 00535391 | 18904APR2023 | HazMat IC Class Reimbursment | General Fund | 250.00 |
| | | | | Total for Payment No.: | | 250.00 |

Payment No: 711785

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|--------------|-----------------------------|--------------|-------------|
| 2023-05-05 | CHRIS GLADFELTER | 00535395 | 32323APR2023 | ICS 200 Class Reimbursement | General Fund | 250.00 |
| | | | | Total for Payment No.: | | 250.00 |

Payment No: 711778

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|--------------|------------------------------|--------------|-------------|
| 2023-05-05 | AITOR AYLLON | 00535392 | 14531APR2023 | HazMat IC Class Reimbursment | General Fund | 250.00 |
| | | | | Total for Payment No.: | | 250.00 |

Payment No: 711547

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-04-21 | JOHN KEANE | 00534316 | 39371APR2023 | A/C and/or Furnace - Same Loca | Building New Dvlpmnt Svc Fee | 249.60 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|------------------------------|-------------|-------------------------|------------------------------|--------------------------------|-------------|
| | | | | Total for Payment No.: | | 249.60 |
| Payment No: 711676 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | BRODART CO | 00534648 | B6590595 | 1241 AD BK | General Fund | 130.04 |
| 2023-04-28 | BRODART CO | 00534648 | B6590595 | 1233 AD BK | General Fund | 113.44 |
| | | | | Total for Payment No.: | | 243.48 |
| Payment No: 711288 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BILL LUTZ | 00534198 | 18432APR2023 | TRAVEL: SLI SESSION 2 | General Fund | 241.50 |
| | | | | Total for Payment No.: | | 241.50 |
| Payment No: 711314 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | POCHAO CHANG | 00534222 | 81488-02 UTILITY REFUND | UTILITY REFUND | General Fund | 241.40 |
| | | | | Total for Payment No.: | | 241.40 |
| Payment No: 711792 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | METLIFE INDIVIDUAL LONG TERM | 00535611 | 19647956MAY2023 | BIWEEKLY PR METLIFE LT B2309 | Payroll Liability&ClearingAcct | 241.19 |
| | | | | Total for Payment No.: | | 241.19 |
| Payment No: 711640 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PACIFIC RIDGE BUILDERS INC | 00535214 | 12275-14 UTILITY REFUND | UTILITY REFUND | General Fund | 124.49 |
| 2023-04-28 | PACIFIC RIDGE BUILDERS INC | 00535215 | 12281-05 UTILITY | UTILITY REFUND | General Fund | 113.82 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | REFUND | | | |
| | | | | Total for Payment No.: | | 238.31 |

| Payment No: 711304 | | | | | | |
|--------------------|----------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WILLIAM G. GIANATASIO, III | 00533593 | 1126MAR2023 | 2023 UNIT 5 BOOT REIMBURSEMENT | Water Utility | 237.00 |
| | | | | Total for Payment No.: | | 237.00 |

| Payment No: 711720 | | | | | | |
|--------------------|----------------------|-------------|-----------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | KELLY-MOORE PAINT CO | 00534802 | 816-00000178431 | SUPPLIES-TRAFFIC | General Fund | 236.67 |
| | | | | Total for Payment No.: | | 236.67 |

| Payment No: 711625 | | | | | | |
|--------------------|------------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CALIBOZO, VICKIE | 00535224 | 35854-07 UTILITY REFUND | UTILITY REFUND | General Fund | 235.88 |
| | | | | Total for Payment No.: | | 235.88 |

| Payment No: 711868 | | | | | | |
|--------------------|-----------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | NAPA AUTO PARTS | 00534917 | 5983-836448 | PARTS - V#3322 | Fleet Operation Fund | 31.55 |
| 2023-05-05 | NAPA AUTO PARTS | 00534918 | 5983-836562 | PARTS - V#3594 | Fleet Operation Fund | 8.49 |
| 2023-05-05 | NAPA AUTO PARTS | 00534919 | 5983-837845 | PARTS - V#2688 | Fleet Operation Fund | 176.50 |
| 2023-05-05 | NAPA AUTO PARTS | 00534920 | 5983-837869 | PARTS - V#2971 | Fleet Operation Fund | 17.75 |
| | | | | Total for Payment No.: | | 234.29 |

Payment No: 711448

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | VERIZON WIRELESS | 00533360 | 9930886628 | FIRE/EMS WIRELESS | General Fund | 230.46 |
| | | | | Total for Payment No.: | | 230.46 |

| Payment No: 711820 | | | | | | |
|--------------------|----------------------|-------------|-------------|-------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BRINK'S INCORPORATED | 00534709 | 12248056 | ARMORED COURIER SERVICE | General Fund | 226.83 |
| | | | | Total for Payment No.: | | 226.83 |

| Payment No: 026195 | | | | | | |
|--------------------|--------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | UNITED REFRIGERATION INC | 00534055 | 89571650-00 | SUPPLIES | General Fund | 219.68 |
| | | | | Total for Payment No.: | | 219.68 |

| Payment No: 711583 | | | | | | |
|--------------------|--------------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SAFETY-KLEEN SYSTEMS INC | 00534256 | 91256108 | SERVICE-HAZMAT | Fleet Operation Fund | 217.00 |
| | | | | Total for Payment No.: | | 217.00 |

| Payment No: 711445 | | | | | | |
|--------------------|------------------|-------------|-------------|------------------------|----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | VERIZON WIRELESS | 00533357 | 9930870319 | CDD/BLDG DIV WIRELESS | Building New Dvlpmnt Srcv Fee | 38.01 |
| 2023-04-14 | VERIZON WIRELESS | 00533357 | 9930870319 | CMO WIRELESS | General Fund | 76.02 |
| 2023-04-14 | VERIZON WIRELESS | 00533357 | 9930870319 | WATER/SEWER WIRELESS | Sewer Utility | 102.16 |
| | | | | Total for Payment No.: | | 216.19 |

| Payment No: 711386 | | | | | | |
|--------------------|------------------|-------------|-------------|-----------------------------|-----------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | LN CURTIS & SONS | 00533543 | INV687767 | BLK STEEL TOE STATION BOOTS | Fire Department | 215.09 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|----------------------------|-------------|--------------|-----------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 215.09 |
| Payment No: 711865 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | LN CURTIS & SONS | 00534838 | inv695245 | BLK STEEL TOE STATION BOOTS | Fire Department | 215.06 |
| | | | | Total for Payment No.: | | 215.06 |
| Payment No: 026164 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | GARDENLAND POWER EQUIPMENT | 00534102 | 997303 | TENSION SPRING, BRAKE BAND | General Fund | 83.95 |
| 2023-04-21 | GARDENLAND POWER EQUIPMENT | 00534105 | 999613 | SLEEVE | General Fund | 130.43 |
| | | | | Total for Payment No.: | | 214.38 |
| Payment No: 711852 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ICONIX WATERWORKS (US) INC | 00534928 | U2316013267 | 3 FORD F1 REPAIR CLAMP 396 | General Fund | 202.60 |
| | | | | Total for Payment No.: | | 202.60 |
| Payment No: 711616 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CHRISTIAN TRAN | 00534560 | 37301APR2023 | 2023 BOOT RMBRSMNT UNIT 4 | General Fund | 200.00 |
| | | | | Total for Payment No.: | | 200.00 |
| Payment No: 711556 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MANUEL'S AUTO DETAIL | 00534349 | 29285 | AUTO DETAIL - V3029 | Fleet Operation Fund | 200.00 |
| | | | | Total for Payment No.: | | 200.00 |

Payment No: 026293

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|--------------|--------------------------------|--------------|-------------|
| 2023-05-05 | KLEINHEINZ, PHILLIP | 00535394 | 13114APR2023 | Reimb Cert Exam Evaluator Trai | General Fund | 199.00 |
| | | | | Total for Payment No.: | | 199.00 |

Payment No: 711855

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-05-05 | JARUHAR, SHRIMANT | 00521051 | 78858-05 UTILITY REFUND | UTILITY REFUND | General Fund | 198.08 |
| | | | | Total for Payment No.: | | 198.08 |

Payment No: 026271

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|------------------|------------------------|--------------|-------------|
| 2023-05-05 | BERLITZ LANGUAGES, INC | 00535379 | 001-274-23-00875 | Bilingual Testing | General Fund | 195.00 |
| | | | | Total for Payment No.: | | 195.00 |

Payment No: 711478

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | MICHEAL OCHS | 00534604 | 76410-04 UTILITY REFUND | UTILITY REFUND | General Fund | 192.25 |
| | | | | Total for Payment No.: | | 192.25 |

Payment No: 711626

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | CHESTER GUNDO | 00535231 | 52802-01 UTILITY REFUND | UTILITY REFUND | General Fund | 187.50 |
| | | | | Total for Payment No.: | | 187.50 |

Payment No: 711347

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|------------------------------|----------------|-------------|
| 2023-04-14 | CPS HR CONSULTING | 00534089 | 0009141 | CONSULTING SVC 1/29-25/25/23 | Deposit Funds. | 187.50 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------------------|-------------|-------------|--------------------------------|---------------|-------------|
| | | | | Total for Payment No.: | | 187.50 |
| | | | | | | |
| Payment No: 026121 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | R & R INDUSTRIES INC | 00534237 | 643058 | JACKET WITH HOOD, MEDIUM, YELL | Water Utility | 187.25 |
| | | | | Total for Payment No.: | | 187.25 |
| | | | | | | |
| Payment No: 711906 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | ZANKER ROAD RESOURCE MANAGEMENT, LTD | 00534824 | 8910 | MAHAGONY MINI MULCH | General Fund | 185.94 |
| | | | | Total for Payment No.: | | 185.94 |
| | | | | | | |
| Payment No: 711889 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | SCP DISTRIBUTORS LLC | 00534842 | 36095482 | 100# POOL SEASON POWDER COND | General Fund | 183.93 |
| | | | | Total for Payment No.: | | 183.93 |
| | | | | | | |
| Payment No: 711769 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | TUBELITEDENCO LLC | 00534298 | 30672299-00 | SUPPLIES-TRAFFIC | General Fund | 183.24 |
| | | | | Total for Payment No.: | | 183.24 |
| | | | | | | |
| Payment No: 711850 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | HOYA OPTICAL LABS OF AMERICA, INC. | 00535100 | 02354131 | Safety Glasses - N. Camacho | Water Utility | 50.81 |
| 2023-05-05 | HOYA OPTICAL LABS OF AMERICA, INC. | 00535101 | 02354278 | Safety Glasses - N. Camacho | Water Utility | 73.75 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------------|-------------|-------------|------------------------|---------------|-------------|
| 2023-05-05 | HOYA OPTICAL LABS OF AMERICA, INC. | 00535100 | 02354131 | DISPENSING FEE | Water Utility | 28.00 |
| 2023-05-05 | HOYA OPTICAL LABS OF AMERICA, INC. | 00535101 | 02354278 | DISPENSING FEE | Water Utility | 28.00 |
| | | | | Total for Payment No.: | | 180.56 |

| Payment No: 711590 | | | | | | |
|--------------------|----------------|-------------|-------------|--------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | SHREDLOGIX INC | 00534502 | 20764 | SHREDDING SERVICES 2/1/2022-1/ | General Fund | 180.00 |
| | | | | Total for Payment No.: | | 180.00 |

| Payment No: 711542 | | | | | | |
|--------------------|-------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ICE REFRIGERATION | 00534135 | 33686 | SERVICE CALL | General Fund | 130.00 |
| 2023-04-21 | ICE REFRIGERATION | 00534135 | 33686 | LABOR | General Fund | 48.00 |
| | | | | Total for Payment No.: | | 178.00 |

| Payment No: 711623 | | | | | | |
|--------------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | ANN HEINLEN | 00535234 | 59898-06 UTILITY REFUND | UTILITY REFUND | General Fund | 174.67 |
| | | | | Total for Payment No.: | | 174.67 |

| Payment No: 711788 | | | | | | |
|--------------------|-------------------|-------------|--------------|------------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | JENNA HUFFSTUTTER | 00535303 | 33193APR2023 | FORENSIC CHILD INTERVIEW MDI | General Fund | 172.50 |
| | | | | Total for Payment No.: | | 172.50 |

Payment No: 711395

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | PACIFIC COAST PETROLEUM INC. | 00533343 | 110130 | TEST KIT FEES - SHOP | Fleet Operation Fund | 171.27 |
| | | | | Total for Payment No.: | | 171.27 |

| Payment No: 711712 | | | | | | |
|--------------------|-------------|-------------|-------------|--------------------------------|----------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | ITRON INC | 00535008 | 646535 | FCS V4.X SYSTEM INSTALLATION (| General Government - Other | 170.00 |
| | | | | Total for Payment No.: | | 170.00 |

| Payment No: 026218 | | | | | | |
|--------------------|-----------------------------|-------------|-------------|--------------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | CINTAS FIRE PROTECTION #F44 | 00534985 | 0F44792923 | 3752 - CONVENTION CENTER GARAG | Convention Cnt Maintenance Dis | 149.09 |
| 2023-04-28 | CINTAS FIRE PROTECTION #F44 | 00534985 | 0F44792923 | NON TAXABLE | Convention Cnt Maintenance Dis | 20.24 |
| | | | | Total for Payment No.: | | 169.33 |

| Payment No: 711821 | | | | | | |
|--------------------|--------------------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CALIF SURVEY & DRAFTING SUPPLY | 00534742 | 91291226 | drafting supplies | General Fund | 164.93 |
| | | | | Total for Payment No.: | | 164.93 |

| Payment No: 711672 | | | | | | |
|--------------------|----------------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | BAKER SUPPLIES AND REPAIRS | 00534457 | 26815 | PARTS - V3407 | Fleet Operation Fund | 155.97 |
| | | | | Total for Payment No.: | | 155.97 |

Payment No: 711638

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | OK SOO SHIN | 00535229 | 47726-04 UTILITY REFUND | UTILITY REFUND | General Fund | 150.78 |
| | | | | Total for Payment No.: | | 150.78 |

Payment No: 711487

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| 2023-04-21 | CA FRANCHISE TAX BOARD | 00534785 | 04/02/23-04/15/23JO | WAGE ATTACHMENT B2308 | Payroll Liability&ClearingAcct | 150.00 |
| | | | | Total for Payment No.: | | 150.00 |

Payment No: 711803

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| 2023-05-05 | CA FRANCHISE TAX BOARD | 00535621 | 04/16/23-04/29/23JO | WAGE ATTACHMENT B2309 | Payroll Liability&ClearingAcct | 150.00 |
| | | | | Total for Payment No.: | | 150.00 |

Payment No: 711308

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-14 | EDWIN TAY | 00534220 | 71532-05 UTILITY REFUND | UTILITY REFUND | General Fund | 149.25 |
| | | | | Total for Payment No.: | | 149.25 |

Payment No: 711389

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|--------------|------------------------------|------------------------------|-------------|
| 2023-04-14 | MIKE MANGAOANG | 00533552 | 39296MAR2023 | Bldg Plan Review BLD23-68594 | Building New Dvlpmnt Svc Fee | 131.99 |
| 2023-04-14 | MIKE MANGAOANG | 00533552 | 39296MAR2023 | Advanced Planning Surcharge | General Fund | 16.35 |
| | | | | Total for Payment No.: | | 148.34 |

Payment No: 711834

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-05-05 | DUNN-EDWARDS CORP | 00534908 | 2011191145 | COLOR 5647, PRIMER, LATEX EXTN | General Fund | 145.15 |
| 2023-05-05 | DUNN-EDWARDS CORP | 00534908 | 2011191145 | PAINT CARE FEE | General Fund | 2.13 |
| | | | | Total for Payment No.: | | 147.28 |

| Payment No: 711644 | | | | | | |
|--------------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | POOJA GANTI | 00535241 | 72985-16 UTILITY REFUND | UTILITY REFUND | General Fund | 142.85 |
| | | | | Total for Payment No.: | | 142.85 |

| Payment No: 711617 | | | | | | |
|--------------------|-------------|-------------|--------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | EDDY TO | 00535003 | 26572APR2023 | REIMB SAFETY BOOTS | Fleet Operation Fund | 142.78 |
| | | | | Total for Payment No.: | | 142.78 |

| Payment No: 711315 | | | | | | |
|--------------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | RYAN HENLEY | 00534210 | 10123-05 UTILITY REFUND | UTILITY REFUND | General Fund | 140.00 |
| | | | | Total for Payment No.: | | 140.00 |

| Payment No: 711719 | | | | | | |
|--------------------|-------------|-------------|-------------|-----------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | JUN YE | 00534708 | 0002 | Piano Tuning CRC Auditorium | General Fund | 140.00 |
| | | | | Total for Payment No.: | | 140.00 |

| Payment No: 711619 | | | | | | |
|--------------------|---------------------|-------------|--------------|------------------|-------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | KONSTANTIN KHEYFETS | 00534514 | 26325APR2023 | ICC 2-5 Renewals | Building New Dvlpmnt Srvc Fee | 140.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|-----------------------------------|-------------|-------------------------|--------------------------|--------------------------------|-------------|
| | | | | Total for Payment No.: | | 140.00 |
| Payment No: 711642 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PATRICIA ELIZABETH ORDONEZ MANCIA | 00535227 | 36701-11 UTILITY REFUND | UTILITY REFUND | General Fund | 139.70 |
| | | | | Total for Payment No.: | | 139.70 |
| Payment No: 711804 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CA FRANCHISE TAX BOARD | 00535622 | 04/16/23-04/29/23CR | WAGE ATTACHMENT B2309 | Payroll Liability&ClearingAcct | 138.63 |
| | | | | Total for Payment No.: | | 138.63 |
| Payment No: 711467 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CHIA-HUANG LIAO | 00534602 | 72404-12 UTILITY REFUND | UTILITY REFUND | General Fund | 137.00 |
| | | | | Total for Payment No.: | | 137.00 |
| Payment No: 711405 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | RELATIONSHIP THERAPY CENTER | 00533539 | 47983 | BEH HEALTH COUNSEL 03/22 | General Fund | 135.00 |
| | | | | Total for Payment No.: | | 135.00 |
| Payment No: 711815 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BARBARA SIGLER | 00534934 | 22323 | RJJT Rehearsal | General Fund | 135.00 |
| | | | | Total for Payment No.: | | 135.00 |

Payment No: 711629

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | DILRUBA OZMEN | 00535220 | 22648-22 UTILITY REFUND | UTILITY REFUND | General Fund | 134.57 |
| | | | | Total for Payment No.: | | 134.57 |

Payment No: 711307

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-14 | DAROSA, JOE | 00534212 | 22967-13 UTILITY REFUND | UTILITY REFUND | General Fund | 130.48 |
| | | | | Total for Payment No.: | | 130.48 |

Payment No: 711483

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | TAKUYA KANAZAWA | 00534611 | 80552-04 UTILITY REFUND | UTILITY REFUND | General Fund | 129.65 |
| | | | | Total for Payment No.: | | 129.65 |

Payment No: 711484

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | TOSHIHIRO NAGAI | 00534603 | 72434-14 UTILITY REFUND | UTILITY REFUND | General Fund | 127.59 |
| | | | | Total for Payment No.: | | 127.59 |

Payment No: 711524

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------|-------------|-------------|--------------------------------|--------------|-------------|
| 2023-04-21 | DUNN-EDWARDS CORP | 00534099 | 2011190740 | DEW 379 IGLOO, LINER, GLOVES | General Fund | 44.63 |
| 2023-04-21 | DUNN-EDWARDS CORP | 00534099 | 2011190740 | PAINTCARE FEE | General Fund | 0.71 |
| 2023-04-21 | DUNN-EDWARDS CORP | 00534159 | 2011190586 | ARISTOSHIELD, COVER, PAINT SET | General Fund | 81.50 |
| 2023-04-21 | DUNN-EDWARDS CORP | 00534159 | 2011190586 | PAINTCARE FEE | General Fund | 0.71 |
| | | | | Total for Payment No.: | | 127.55 |

Payment No: 711318

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-14 | ZHENGQING YE | 00534221 | 77385-06 UTILITY REFUND | UTILITY REFUND | General Fund | 127.51 |
| | | | | Total for Payment No.: | | 127.51 |

Payment No: 711786

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|--------------|--------------------------------|------------------------------|-------------|
| 2023-05-05 | EDWIN BALQUIEDRA | 00535087 | 28262APR2023 | ICC Single Certificate Renewal | Building New Dvlpmnt Svc Fee | 125.00 |
| | | | | Total for Payment No.: | | 125.00 |

Payment No: 711486

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| 2023-04-21 | CA FRANCHISE TAX BOARD | 00534784 | 04/02/23-04/15/23CB | WAGE ATTACHMENT B2308 | Payroll Liability&ClearingAcct | 125.00 |
| | | | | Total for Payment No.: | | 125.00 |

Payment No: 711802

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| 2023-05-05 | CA FRANCHISE TAX BOARD | 00535619 | 04/16/23-04/29/23CB | WAGE ATTACHMENT B2309 | Payroll Liability&ClearingAcct | 125.00 |
| | | | | Total for Payment No.: | | 125.00 |

Payment No: 711485

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | YUTAKA MURAKAMI | 00534605 | 77396-11 UTILITY REFUND | UTILITY REFUND | General Fund | 121.77 |
| | | | | Total for Payment No.: | | 121.77 |

Payment No: 711466

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | ATSUKI KIUCHI | 00534606 | 77672-06 UTILITY REFUND | UTILITY REFUND | General Fund | 120.30 |
| | | | | Total for Payment No.: | | 120.30 |

Payment No: 711468

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-21 | DAVID DAISUKE ISHII | 00534608 | 78885-04 UTILITY REFUND | UTILITY REFUND | General Fund | 119.37 |
| | | | | Total for Payment No.: | | 119.37 |

Payment No: 711650

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | WALTER PEREZ | 00535219 | 21329-15 UTILITY REFUND | UTILITY REFUND | General Fund | 116.44 |
| | | | | Total for Payment No.: | | 116.44 |

Payment No: 711888

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------------------|-------------|-------------|----------------------------|--------------|-------------|
| 2023-05-05 | SANTA CLARA WINDUSTRIAL CO | 00534846 | 052871 01 | 161.375 004 1 PVC TU BL VL | General Fund | 111.53 |
| | | | | Total for Payment No.: | | 111.53 |

Payment No: 711397

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-14 | PETERSON TRUCKS | 00533806 | PC001816170 | PARTS - V#2832 | Fleet Operation Fund | 110.19 |
| | | | | Total for Payment No.: | | 110.19 |

Payment No: 711475

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------------------|----------------|--------------|-------------|
| 2023-04-21 | JULIA BIELAT | 00534601 | 71363-11 UTILITY REFUND | UTILITY REFUND | General Fund | 109.71 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|--------------------------|-------------|-------------------------|------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 109.71 |
| Payment No: 711430 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | TEREX USA LLC | 00533544 | 5004395239 | PARTS - V2568 | Fleet Operation Fund | 109.31 |
| | | | | Total for Payment No.: | | 109.31 |
| Payment No: 711628 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | DEBORAH IKIER | 00535239 | 72317-19 UTILITY REFUND | UTILITY REFUND | General Fund | 107.90 |
| | | | | Total for Payment No.: | | 107.90 |
| Payment No: 711801 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | TYELER FLECKNER | 00535304 | 37523APR2023 | PRISONER EXTRADITION | General Fund | 103.50 |
| | | | | Total for Payment No.: | | 103.50 |
| Payment No: 711517 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | CRIME SCENE CLEANERS INC | 00533871 | 86781 | vehicle disinfecting | General Fund | 100.00 |
| | | | | Total for Payment No.: | | 100.00 |
| Payment No: 711813 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | AVELLINO | 00534862 | INV1457 | COVID TESTING | General Fund | 100.00 |
| | | | | Total for Payment No.: | | 100.00 |
| Payment No: 711488 | | | | | | |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------|-------------|---------------------|------------------------|-----------------------------------|-------------|
| 2023-04-21 | CA FRANCHISE TAX BOARD | 00534786 | 04/02/23-04/15/23JR | WAGE ATTACHMENT B2308 | Payroll Liability&ClearingAcct | 100.00 |
| | | | | Total for Payment No.: | | 100.00 |

| Payment No: 711805 | | | | | | |
|--------------------|------------------------|-------------|---------------------|------------------------|-----------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | CA FRANCHISE TAX BOARD | 00535623 | 04/16/23-04/29/23JR | WAGE ATTACHMENT B2309 | Payroll Liability&ClearingAcct | 100.00 |
| | | | | Total for Payment No.: | | 100.00 |

| Payment No: 711635 | | | | | | |
|--------------------|--------------|-------------|----------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | MARIA E BRUM | 00535225 | 36157-11 UTILITY REFUND | UTILITY REFUND | General Fund | 99.01 |
| | | | | Total for Payment No.: | | 99.01 |

| Payment No: 711473 | | | | | | |
|--------------------|-------------------|-------------|----------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | HIROSHI YOSHITAKE | 00534609 | 79026-04 UTILITY REFUND | UTILITY REFUND | General Fund | 96.72 |
| | | | | Total for Payment No.: | | 96.72 |

| Payment No: 711471 | | | | | | |
|--------------------|---------------|-------------|----------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | GILDA MESSMER | 00534596 | 26298-12 UTILITY REFUND | UTILITY REFUND | General Fund | 95.30 |
| | | | | Total for Payment No.: | | 95.30 |

| Payment No: 711578 | | | | | | |
|--------------------|-------------------------|-------------|-------------|-------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | QUICK SMOG CHECK CENTER | 00534096 | 21466 | SMOG INSPECTION - V3144 | Fleet Operation Fund | 95.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|---------------------------|-------------|----------------|----------------------------------|------------------------|-------------|
| | | | | Total for Payment No.: | | 95.00 |
| | | | | | | |
| Payment No: 711303 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WALTER GRGICH | 00534351 | 27360APR2023 | REFUND OVERRPD INT NCIP#10568 | H.U.D Capital Projects | 92.40 |
| | | | | Total for Payment No.: | | 92.40 |
| | | | | | | |
| Payment No: 711328 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ALHAMBRA & SIERRA SPRINGS | 00533361 | 4973747 031723 | WATER SERVICE | Fleet Operation Fund | 87.47 |
| | | | | Total for Payment No.: | | 87.47 |
| | | | | | | |
| Payment No: 026306 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | NI GOVERNMENT SERVICES | 00534736 | 23032908551 | SATELLITE RADIO FEES | General Fund | 87.35 |
| | | | | Total for Payment No.: | | 87.35 |
| | | | | | | |
| Payment No: 026269 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | BAY AREA DATA SUPPLY | 00534712 | 207644 | TONER - M402 | General Fund | 87.30 |
| | | | | Total for Payment No.: | | 87.30 |
| | | | | | | |
| Payment No: 711602 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | THE SOURCING GROUP, LLC | 00533960 | 532152 | BATTALLION CHIEF BUS CARDS | General Fund | 87.30 |
| | | | | Total for Payment No.: | | 87.30 |

Payment No: 711455

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|-----------------------------------|-------------|----------------------------|------------------------------|----------------------|-------------|
| 2023-04-21 | DEPT OF COMMUNITY SVCS&DEVELOP | 00534637 | 31558-20 UTILITY REFUND | UTILITY REFUND | General Fund | 86.11 |
| Total for Payment No.: | | | | | | 86.11 |
| Payment No: 711313 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PAMELA STORIE | 00534209 | 10104-04 UTILITY REFUND | UTILITY REFUND | General Fund | 83.79 |
| Total for Payment No.: | | | | | | 83.79 |
| Payment No: 711311 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | LEE, HYUNG MU | 00534219 | 56401-09 UTILITY REFUND | UTILITY REFUND | General Fund | 83.07 |
| Total for Payment No.: | | | | | | 83.07 |
| Payment No: 711409 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ROYAL BRASS INC | 00533431 | A06365-001 | PARTS - V2824 | Fleet Operation Fund | 12.71 |
| 2023-04-14 | ROYAL BRASS INC | 00533807 | A06785-001 | PARTS - V#2295 | Fleet Operation Fund | 69.12 |
| Total for Payment No.: | | | | | | 81.83 |
| Payment No: 711297 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | PAULO PINHEIRO | 00534001 | 3409MAR2023 | TOOL REIMBURSEMENT FY22-23 | Fleet Operation Fund | 79.09 |
| Total for Payment No.: | | | | | | 79.09 |
| Payment No: 711747 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | | 00535069 | 9648 | PERSONNEL ADVICE Feb 28 2023 | | |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------------|------------------------------------|-------------|--------------|------------------------------|--------------------------------|-------------|
| | | | | Total for Payment No.: | | 77.00 |
| Payment No: 711553 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LEFTA SYSTEMS | 00533916 | INV-001696 | late fees | General Fund | 75.00 |
| | | | | Total for Payment No.: | | 75.00 |
| Payment No: 711753 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | SAN JOSE MUSEUM OF ART ASSOCIATION | 00534542 | 28275APR2023 | ANNUAL SUBS: DISCOVER & GO | General Fund | 75.00 |
| | | | | Total for Payment No.: | | 75.00 |
| Payment No: 711287 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | BENITO ZAPATA | 00533972 | PRCK#102097 | REPLACE PRCK#102097 | Payroll Liability&ClearingAcct | 43.02 |
| 2023-04-14 | BENITO ZAPATA | 00533971 | PRCK#101882 | REPLACE PRCK#101882 | Payroll Liability&ClearingAcct | 28.68 |
| | | | | Total for Payment No.: | | 71.70 |
| Payment No: 026136 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | WESTERN STATES OIL CO | 00533350 | 476707 | FUEL - PD MOTORS BATCH ENTRY | Fleet Operation Fund | 69.82 |
| | | | | Total for Payment No.: | | 69.82 |
| Payment No: 711694 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | FAST UNDERCAR SANTA CLARA | 00534461 | 577039 | CREDIT - PARTS | Fleet Operation Fund | -141.69 |
| 2023-04-28 | FAST UNDERCAR SANTA CLARA | 00534460 | 577702 | CA BATTERY FEE | Fleet Operation Fund | 2.00 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|---------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-28 | FAST UNDERCAR SANTA CLARA | 00534458 | 576878 | PARTS - V3149 | Fleet Operation Fund | 15.53 |
| 2023-04-28 | FAST UNDERCAR SANTA CLARA | 00534459 | 576894 | PARTS - V3134 | Fleet Operation Fund | 66.57 |
| 2023-04-28 | FAST UNDERCAR SANTA CLARA | 00534460 | 577702 | PARTS - V3497 | Fleet Operation Fund | 127.01 |
| | | | | Total for Payment No.: | | 69.42 |

| Payment No: 711476 | | | | | | |
|--------------------|--------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | JUNGHWAN KIM | 00534607 | 78403-03 UTILITY REFUND | UTILITY REFUND | General Fund | 69.02 |
| | | | | Total for Payment No.: | | 69.02 |

| Payment No: 026309 | | | | | | |
|--------------------|------------------------------|-------------|-------------|-----------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | PENINSULA BUILDING MATERIALS | 00534894 | 163005 | EPOXY CRACK REPAIR FAST SET | General Fund | 64.33 |
| | | | | Total for Payment No.: | | 64.33 |

| Payment No: 711489 | | | | | | |
|--------------------|------------------------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | COURT ORDER DEBT COLLECTIONS | 00534783 | 04/02/23-04/15/23AW | WAGE ATTACHMENT B2308 | Payroll Liability&ClearingAcct | 63.40 |
| | | | | Total for Payment No.: | | 63.40 |

| Payment No: 026235 | | | | | | |
|--------------------|---------------------------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | HI-TECH EMERGENCY VEHICLE SERVICE INC | 00534465 | 175673 | PARTS - V3122 | Fleet Operation Fund | 63.24 |
| | | | | Total for Payment No.: | | 63.24 |

Payment No: 026094

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------------|-------------|-------------|------------------------|--------------|-------------|
| 2023-04-14 | GALE/CENGAGE LEARNING | 00533656 | 80937086 | 1241 AD BK | General Fund | 31.09 |
| 2023-04-14 | GALE/CENGAGE LEARNING | 00533657 | 80937547 | 1241 AD BK | General Fund | 31.91 |
| | | | | Total for Payment No.: | | 63.00 |

| Payment No: 026156 | | | | | | |
|--------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | COAST COUNTIES TRUCK | 00533991 | 01179310P | PARTS - V#3464 | Fleet Operation Fund | 62.30 |
| | | | | Total for Payment No.: | | 62.30 |

| Payment No: 711724 | | | | | | |
|--------------------|----------------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | LIEBENTHAL, JENNIFER | 00521336 | 79042-02 UTILITY REFUND | UTILITY REFUND | General Fund | 58.46 |
| | | | | Total for Payment No.: | | 58.46 |

| Payment No: 711480 | | | | | | |
|--------------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | NGUYEN, JESSICA | 00534610 | 80326-03 UTILITY REFUND | UTILITY REFUND | General Fund | 57.55 |
| | | | | Total for Payment No.: | | 57.55 |

| Payment No: 711646 | | | | | | |
|--------------------|----------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | QUINN HOLMDAHL | 00535238 | 70874-21 UTILITY REFUND | UTILITY REFUND | General Fund | 57.23 |
| | | | | Total for Payment No.: | | 57.23 |

| Payment No: 711643 | | | | | | |
|--------------------|-------------|-------------|------------------|----------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | PAUL DOLEN | 00535226 | 36651-05 UTILITY | UTILITY REFUND | General Fund | 54.59 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|-------------|------------------------|-----------|-------------|
| | | | REFUND | | | |
| | | | | Total for Payment No.: | | 54.59 |

| Payment No: 711291 | | | | | | |
|--------------------|--------------|-------------|--------------|----------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | CARLOS GAONA | 00534000 | 1089MAR2023A | TOOL REIMBURSEMENT FY22-23 | Fleet Operation Fund | 54.54 |
| | | | | Total for Payment No.: | | 54.54 |

| Payment No: 711469 | | | | | | |
|--------------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | DAVID HENDERSON | 00534597 | 27928-01 UTILITY REFUND | UTILITY REFUND | General Fund | 52.36 |
| | | | | Total for Payment No.: | | 52.36 |

| Payment No: 711447 | | | | | | |
|--------------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | VERIZON WIRELESS | 00533359 | 9930886627 | FIRE/STADIUM WIRELESS | General Fund | 50.10 |
| | | | | Total for Payment No.: | | 50.10 |

| Payment No: 711492 | | | | | | |
|--------------------|-------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | US TREASURY | 00534787 | 04/02/23-04/15/23JO | WAGE ATTACHMENT B2308 | Payroll Liability&ClearingAcct | 50.00 |
| | | | | Total for Payment No.: | | 50.00 |

| Payment No: 711807 | | | | | | |
|--------------------|-------------|-------------|---------------------|------------------------|--------------------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | US TREASURY | 00535625 | 04/16/23-04/29/23JO | WAGE ATTACHMENT B2309 | Payroll Liability&ClearingAcct | 50.00 |
| | | | | Total for Payment No.: | | 50.00 |

Payment No: 711641

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | PALPANDI PERUMAL | 00535216 | 14566-14 UTILITY REFUND | UTILITY REFUND | General Fund | 49.67 |
| | | | | Total for Payment No.: | | 49.67 |

Payment No: 711663

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------|-------------|---------------------|------------------------|--------------|-------------|
| 2023-04-28 | PG&E | 00534559 | 0541963339-0MAR2023 | TS @ CALVERT/CALVERT | General Fund | 47.66 |
| | | | | Total for Payment No.: | | 47.66 |

Payment No: 711639

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | OPENDOOR LAVSINC | 00535240 | 72424-03 UTILITY REFUND | UTILITY REFUND | General Fund | 46.99 |
| | | | | Total for Payment No.: | | 46.99 |

Payment No: 711691

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------------|-------------|-------------|---------------------------|--------------|-------------|
| 2023-04-28 | EQUIFAX CREDIT INFORMATION SVC | 00534577 | 2054786757 | SPECIAL EVENT OFFICERS | General Fund | 23.16 |
| 2023-04-28 | EQUIFAX CREDIT INFORMATION SVC | 00534577 | 2054786757 | RECRUITING UNIT NEW HIRES | General Fund | 22.71 |
| | | | | Total for Payment No.: | | 45.87 |

Payment No: 711649

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|------------------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | SURAJ PADATHIPADAVIL MOHANAN | 00535243 | 82539-02 UTILITY REFUND | UTILITY REFUND | General Fund | 44.86 |
| | | | | Total for Payment No.: | | 44.86 |

Payment No: 711472

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|------------------------|---------------------|-------------|-------------------------|----------------|--------------|-------------|
| 2023-04-21 | HARSHADBHAI M PATEL | 00534594 | 22501-05 UTILITY REFUND | UTILITY REFUND | General Fund | 43.54 |
| Total for Payment No.: | | | | | | 43.54 |

| Payment No: 711371 | | | | | | |
|------------------------|--------------------------|-------------|----------------|---------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | GOLDEN GATE TRUCK CENTER | 00533392 | FA005187648:01 | PARTS - V3158 | Fleet Operation Fund | 43.36 |
| Total for Payment No.: | | | | | | 43.36 |

| Payment No: 026173 | | | | | | |
|------------------------|----------------------------|-------------|-------------|-----------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LINDE GAS & EQUIPMENT INC. | 00534248 | 34850853 | CYLNDR RENT 2/20/23-3/20/23 | Fleet Operation Fund | 40.38 |
| Total for Payment No.: | | | | | | 40.38 |

| Payment No: 711634 | | | | | | |
|------------------------|--------------|-------------|-------------------------|----------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | MANUEL ROCHA | 00535223 | 34655-07 UTILITY REFUND | UTILITY REFUND | General Fund | 37.43 |
| Total for Payment No.: | | | | | | 37.43 |

| Payment No: 711633 | | | | | | |
|------------------------|------------------|-------------|-------------------------|----------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | LEVEL 5 SECURITY | 00535218 | 16993-08 UTILITY REFUND | UTILITY REFUND | General Fund | 37.17 |
| Total for Payment No.: | | | | | | 37.17 |

| Payment No: 711554 | | | | | | |
|------------------------|------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | LN CURTIS & SONS | 00533945 | INV688892 | NYLON CARRY CASE POUCH | General Fund | 32.58 |
| Total for Payment No.: | | | | | | 32.58 |

Payment No: 711309

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-------------------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-14 | EVAN ACE SHA BAGAMASPAD | 00534218 | 44751-08 UTILITY REFUND | UTILITY REFUND | General Fund | 31.00 |
| | | | | Total for Payment No.: | | 31.00 |

Payment No: 711627

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|-----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | DARRYL WILLIAMS | 00535233 | 57687-19 UTILITY REFUND | UTILITY REFUND | General Fund | 30.48 |
| | | | | Total for Payment No.: | | 30.48 |

Payment No: 711636

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | MIN JA CHUNG | 00535232 | 56522-16 UTILITY REFUND | UTILITY REFUND | General Fund | 29.08 |
| | | | | Total for Payment No.: | | 29.08 |

Payment No: 711668

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------|-------------|--------------------------|----------------------------|--------------|-------------|
| 2023-04-28 | ALMEIDA, REGINALDO | 00534899 | 13974-19 Utility RefundA | Escheat Original CK 646831 | General Fund | 26.33 |
| | | | | Total for Payment No.: | | 26.33 |

Payment No: 711767

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|--------------------------|-------------|-------------|------------------------|----------------------|-------------|
| 2023-04-28 | TOYOTA MATERIAL HANDLING | 00534353 | CL6710 | CREDIT - RETURN | Fleet Operation Fund | -24.13 |
| 2023-04-28 | TOYOTA MATERIAL HANDLING | 00534354 | CL6223 | PARTS - V3635 | Fleet Operation Fund | 24.13 |
| 2023-04-28 | TOYOTA MATERIAL HANDLING | 00534352 | CL6422 | PARTS - V3635 | Fleet Operation Fund | 25.64 |
| | | | | Total for Payment No.: | | 25.64 |

Payment No: 711723

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|--------------|----------------|-------------|-------------------------|------------------------|--------------|-------------|
| 2023-04-28 | LEASURE, YOUNG | 00527751 | 58967-11 UTILITY REFUND | UTILITY REFUND | General Fund | 25.45 |
| | | | | Total for Payment No.: | | 25.45 |

| Payment No: 711651 | | | | | | |
|--------------------|----------------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | YOHAN HOMERO DEL RIO | 00535228 | 38661-18 UTILITY REFUND | UTILITY REFUND | General Fund | 24.40 |
| | | | | Total for Payment No.: | | 24.40 |

| Payment No: 026200 | | | | | | |
|--------------------|-----------------------|-------------|-------------|------------------------|----------------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | WESTERN STATES OIL CO | 00534128 | 477202 | PD MOTORS BATCH ENTRY | Fleet Operation Fund | 23.79 |
| | | | | Total for Payment No.: | | 23.79 |

| Payment No: 711759 | | | | | | |
|--------------------|--------------------|-------------|-------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-28 | STRATUS VIDEO, LLC | 00534372 | SIN507187 | LANGUAGE SERVICES | General Fund | 23.10 |
| | | | | Total for Payment No.: | | 23.10 |

| Payment No: 711316 | | | | | | |
|--------------------|---------------------------|-------------|-------------------------|------------------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | SARAVANARAJKUMAR SELVARAJ | 00534211 | 14306-26 UTILITY REFUND | UTILITY REFUND | General Fund | 20.29 |
| | | | | Total for Payment No.: | | 20.29 |

| Payment No: 711479 | | | | | | |
|--------------------|-----------------------|-------------|-------------------------|----------------|--------------|-------------|
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MUHAMMAD NAZMUL HASAN | 00534593 | 16185-27 UTILITY REFUND | UTILITY REFUND | General Fund | 20.16 |

| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
|---------------------------|------------------------------------|-------------|-------------------------|--------------------------------|----------------------|-------------|
| | | | | Total for Payment No.: | | 20.16 |
| Payment No: 026165 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | GEOTAB USA, INC | 00534223 | IN333845 | REGION1 PROPLUS PLAN MARCH2023 | Solid Waste Program | 19.75 |
| | | | | Total for Payment No.: | | 19.75 |
| Payment No: 711883 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | RMA LLC | 00520952 | 48750-13 Utility Refund | UTILITY REFUND | General Fund | 17.59 |
| | | | | Total for Payment No.: | | 17.59 |
| Payment No: 711310 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | GREG WANG | 00534213 | 30118-10 UTILITY REFUND | UTILITY REFUND | General Fund | 16.70 |
| | | | | Total for Payment No.: | | 16.70 |
| Payment No: 711886 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-05-05 | SANTA CLARA CO DEPT OF CORRECTIONS | 00534723 | 1800085485 | retirement tag/plate | General Fund | 16.41 |
| | | | | Total for Payment No.: | | 16.41 |
| Payment No: 711574 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | ORLANDI TRAILER INC | 00534195 | 215337 | PARTS - V3559 | Fleet Operation Fund | 14.13 |
| | | | | Total for Payment No.: | | 14.13 |

| | | | | | | |
|----------------------------------|--------------------------|-------------|-------------------------|-------------------------|---------------|---------------|
| Payment No: 026148 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | BADGER METER INC | 00533962 | 80123779 | ORION CELLULAR SERVICES | Water Utility | 13.35 |
| | | | | Total for Payment No.: | | 13.35 |
| | | | | | | |
| Payment No: 711306 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ARVIL R MOSS | 00534217 | 38481-06 UTILITY REFUND | UTILITY REFUND | General Fund | 10.96 |
| | | | | Total for Payment No.: | | 10.96 |
| | | | | | | |
| Payment No: 711305 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-14 | ANTHONY ROBERTS | 00534216 | 37746-13 UTILITY REFUND | UTILITY REFUND | General Fund | 8.31 |
| | | | | Total for Payment No.: | | 8.31 |
| | | | | | | |
| Payment No: 711481 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | PROPERTY MANAGEMENT PLUS | 00534599 | 57206-07 UTILITY REFUND | UTILITY REFUND | General Fund | 6.21 |
| | | | | Total for Payment No.: | | 6.21 |
| | | | | | | |
| Payment No: 711477 | | | | | | |
| Payment Date | Vendor Name | Voucher No. | Invoice No. | Description | Fund Code | Amount Paid |
| 2023-04-21 | MEENA CHAVAN | 00534598 | 46873-20 UTILITY REFUND | UTILITY REFUND | General Fund | 5.82 |
| | | | | Total for Payment No.: | | 5.82 |
| | | | | | | |
| All Other City Funds Group Total | | | | | | 18,818,304.41 |

Overall Total

62,319,366.23



Agenda Report

23-106

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on Rejection of All Bids for the Benicia Ranch Demolition Project Contract No. 18119

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure.

BACKGROUND

The City through Silicon Valley Power (SVP) owns approximately 2,050 acres of land in unincorporated Solano County, referred to as the Benicia Ranch Property. The Benicia Ranch Demolition Project Contract No. 18119 ("Project") includes demolition of three structures, including a caretaker's house, a detached garage, and a milk house, refurbishment of a well house, and relocation of the front vehicle access gate. These structures have reached the end of their life.

DISCUSSION

Pursuant to Santa Clara City Code Section 1310 (Contracts on public works), the City conducted a competitive Request for Bids (RFB) for this procurement requiring award to the lowest responsible bidder.

On March 13, 2023, the City published the RFB for the Project using the City's e-procurement system. On April 13, 2023, bids for the Project were opened at the City Clerk's office. The City received two bids from OBS Engineering and Penkor Wrecking, with amounts of \$534,185 and \$622,786, respectively. The Bid Summary is included as Attachment 1.

Both bids exceeded the Engineer's Estimate, with OBS Engineering exceeding it by 43% and Penkor Wrecking by 67%. After careful review, staff deemed both bids non-responsive for not meeting the requirements of the RFB. Since the non-responsive bids represent all the bids received, staff recommends rejecting all bids received.

Prior to re-advertising the RFB, staff will evaluate the option of separating the scope of refurbishing the well house and access gates into a standalone package and repackaging the demolition aspects of the Project in order to obtain more competitive and favorable bids.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to section 15378(b)(5) of Title 14 of the California Code of Regulations in that it is an administrative activity that will not result in direct or indirect physical changes in the environment.

FISCAL IMPACT

None associated with the rejection of all bids.

COORDINATION

The report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Reject all bids received for the Benicia Ranch Demolition Project Contract No. 18119.

Reviewed by: Manuel Pineda, Chief Electric Utility Officer

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Bid Summary



City of Santa Clara

Attachment No. 1 Bid Summary

23-106

Agenda Date: June 6, 2023

REPORT TO COUNCIL

SUBJECT

Action on Award of the Public Works Contract for the Benicia Ranch Demolition Project Contract No.18119 to OBS Engineering

| | | |
|-----------------------------|---|---|
| BID SUMMARY | Bid Opening Date: April 13, 2023 | |
| ENGINEER'S ESTIMATE: | \$ 372,800 | |
| Contractor | Total Bid (\$) | Percentage above/below Engineer's Estimate |
| OBS Engineering | \$534,185 | Plus 43% |
| Penkor Wrecking | \$622,786 | Plus 67% |



Agenda Report

23-593

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on the Award of Purchase Orders Greater than \$250,000, with an Aggregate Amount of \$4,275,000, for Vehicles and Equipment for the Fire, Silicon Valley Power, Public Works and Water and Sewer Utilities Departments to be Funded by Amounts Previously Approved in the Vehicle Replacement Fund in the City's Operating Budget for Fiscal Year 2022/23.

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The Department of Public Works (DPW) maintains approximately 760 fleet assets citywide with an original acquisition value of approximately \$45,000,000. In addition, DPW is responsible for purchasing replacement vehicles to support mission critical operations performed by City departments. DPW procures replacement vehicles through either cooperative purchase agreements established by another public agency (pursuant to Santa Clara City Code Section 2.105.270) or by conducting its own competitive solicitation utilizing vehicle specifications developed with the City departments (pursuant to Santa Clara City Code Section 2.140).

Section 2.105.300(a) of the Santa Clara City Code authorizes the City Manager to execute purchase orders and agreements on behalf of the City in amounts up to and including \$250,000. Purchases of vehicles and equipment from a single vendor over \$250,000 require approval by the City Council.

DISCUSSION

Vehicle purchase costs are included in the approved Fiscal Year 2022/23 budget and each department has confirmed the need to acquire them to either replace aged vehicles with increased maintenance costs or new demands. Purchase orders for the vehicles listed below need to be opened to secure the purchase price of each asset. Purchase prices for vehicles and equipment have significantly outpaced previous inflation projections so it is important to secure pricing quickly to avoid potential increases. Each will result in a purchase price of over \$250,000 to specific vendors which requires City Council approval.

- Golden State Fire Apparatus: estimated purchase price of \$2,141,000 - one tiller truck (Fire Department)
- Altec Industries, Inc.: estimated purchase price of \$601,000 - one digger derrick (Silicon Valley Power) and \$322,000 - one aerial bucket truck (DPW)
- MME Municipal Maintenance Equipment: estimated purchase price of \$415,000 - one street sweeper (DPW)
- National Auto Fleet Group: estimated aggregate purchase price of \$796,000 - two replacement

crew trucks (Water & Sewer Utilities Department)

Approval of the recommendation will enable DPW to avoid any potential delays in procuring replacement vehicles. DPW will coordinate with the Purchasing Division to ensure that vehicle purchases are consistent with the City's established purchasing policies.

ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(2) because the purchase of vehicles and equipment is not considered a project.

FISCAL IMPACT

The combined total to purchase the tiller truck, digger derrick, aerial bucket truck, street sweeper and two crew trucks is estimated to be \$4,275,000. The funding for the purchase of these vehicles has already been approved in the FY 2022/23 Operating Budget Vehicle Replacement Fund. If approved by the City Council, funds may be encumbered or carried over into FY 2023/24 to complete the purchases.

COORDINATION

This report has been coordinated with the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

Approve and authorize the City Manager to execute purchase orders in amounts greater than \$250,000, at an aggregate amount of \$4,275,000, with various vendors for the purchase of vehicles and equipment presented for the Fire, Silicon Valley Power, Public Works and Water and Sewer Utilities Departments, to be funded by amounts previously approved in the Vehicle Replacement Fund in the City's Operating Budget for Fiscal Year 2022/23.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jōvan D. Grogan, City Manager



Agenda Report

23-526

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Actions on Award of Contract for the 2023 Annual Street Pavement Maintenance and Rehabilitation Project (CE 23-24-01) to O'Grady Paving, Inc., Approve a Class 1 CEQA Categorical Exemption, and Related Budget Amendment

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The City's street pavement network consists of approximately 610 lane miles of arterial, collector, residential, and local streets. Through the Pavement Maintenance Program, staff prioritizes various street segments for preventative maintenance and rehabilitation work based on condition, use, and available funding.

The 2023 Annual Street Pavement Maintenance and Rehabilitation Project (Project) consists of preventative maintenance and rehabilitation of approximately 22.3 lane miles of pavement along various street segments (Attachment 1). The scope of work includes: repair and replacement of asphalt pavement; placement of slurry seal; adjustment of utility valves and covers; construction of accessible concrete ramps in accordance with the requirements of the Americans with Disabilities Act (ADA); replacement of traffic striping and pavement markings; and other necessary work to complete the Project.

DISCUSSION

In April 2023, a competitive Request for Bids (RFB) for construction of the Project was published on the City's bid notification system, Periscope S2G. The RFB was viewed by over 50 vendors, which included contractors, suppliers, plan rooms, builder exchanges, and more. Beyond the contractors and suppliers who viewed the RFB through Periscope S2G, additional vendors were also able to view the RFB as members of various plan rooms and builder exchanges. In addition, staff also reached out directly to distribute the RFB to contractors and vendors who have previously viewed similar projects in the past.

On May 11, 2023, the bid opening for the Project was held via video conference. Two bids were received ranging from \$2,526,640 to \$2,600,502. The Bid Summary is included as Attachment 2. The lowest bid, submitted by O'Grady Paving, Inc. (O'Grady) in the amount of \$ 2,526,640, is 10 percent below the Engineer's Estimate of \$2,811,500.

O'Grady's bid was reviewed by the Department of Public Works (DPW) and the City Attorney's Office for compliance with the terms and conditions of the bid documents and has been determined to be the lowest responsive and responsible bid. Staff recommends awarding the construction contract to

O'Grady Paving, Inc.

The award of contract will allow construction to commence in order to complete the pavement work during the summer and fall of 2023. The contract includes prevailing wage requirements.

ENVIRONMENTAL REVIEW

This project being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301(c), "Existing Facilities," as the activity consists of the repair, maintenance or minor alteration of existing facilities involving no or negligible expansion of the use beyond that presently existing, and specifically includes the repair of existing highways and streets.

FISCAL IMPACT

The approximate cost of the contract is \$2,526,640, plus a 10 percent contingency, or \$252,664, for any potential change orders for a total not-to-exceed contract amount of \$2,779,304.

Funding for the contract is available in the Annual Street Maintenance and Rehabilitation Program project in the Streets and Highways Capital Fund. In addition, staff recommends transferring \$50,700 from the Water Utility Fund and \$50,700 from the Sewer Utility Fund to the Annual Street Maintenance and Rehabilitation Program project for the portion of the project costs associated with those funds. This Project involves removing and replacing water valve boxes and adjusting sanitary sewer manhole covers.

Budget Amendment FY 2022/23

| Current | Increase/ (Decrease) | Revised |
|------------------------------------|-------------------------|------------------------|
| Streets and Highways (Fund 533) | | |
| <u>Transfers From</u> | | |
| Transfer from Water U\$0 | \$50,700 | \$50,700 |
| Transfer from Sewer U\$0 | \$50,700 | \$50,700 |
| <u>Expenditures</u> | | |
| Annual Street Mainten\$18,511,138 | \$101,400 | \$18,612,538 |
| Rehabilitation Program | | |
| Water Utility Fund (Fur | | |
| <u>Transfers To</u> | | |
| Transfer to Streets and\$0 | \$50,700 | \$50,700 |
| Fund | | |
| <u>Expenditures</u> | | |
| Unrestricted Ending Fund Balance | \$5,545,633 | (\$50,700) \$5,494,933 |
| Sewer Utility Fund (Fund 094) | | |
| <u>Transfers To</u> | | |

| | | | |
|---|-------------|------------|-------------|
| Transfer to Streets and Highways Capital Fund | \$0 | \$50,700 | \$50,700 |
| <u>Expenditures</u> | | | |
| Unrestricted Ending Fund Balance | \$4,028,480 | (\$50,700) | \$3,977,780 |

COORDINATION

This report has been coordinated with the Finance Department, Water & Sewer Utilities Department, and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve use of a Class 1 Categorical Exemption under CEQA Guidelines Section 15301 for the project;
2. Award the Public Works Contract for the 2023 Annual Street Pavement Maintenance and Rehabilitation Project (CE 23-24-01), to the lowest responsive and responsible bidder, O'Grady Paving, Inc., in the amount of \$2,526,640 and authorize the City Manager to execute any and all documents associated with, and necessary for the award, completion, and acceptance of this Project, in a final form approved by the City Attorney;
3. Authorize the City Manager to execute change orders up to approximately 10 percent of the original contract price, or \$252,664, for a total project budget not to exceed amount of \$2,779,304; and
4. Approve the following FY 2022/23 budget amendments:
 - A. In the Streets and Highways Capital Fund, recognize transfers of \$50,700 from the Water Utility Fund and \$50,700 from the Sewer Utility Fund, and increase the Annual Street Maintenance and Rehabilitation Program project by \$101,400 (**five affirmative Council votes required to appropriate additional revenue**) ;
 - B. In the Water Utility Fund, increase the transfer to the Streets and Highways Capital Fund and reduce the unrestricted ending fund balance by \$50,700 (**five affirmative Council votes required for the use of unused balances**) ; and
 - C. In the Sewer Utility Fund, increase the transfer to the Streets and Highways Capital Fund and reduce the unrestricted ending fund balance by \$50,700. (**five affirmative Council votes required for the use of unused balances**) .

Reviewed by: Craig Mobeck, Director of Public Works

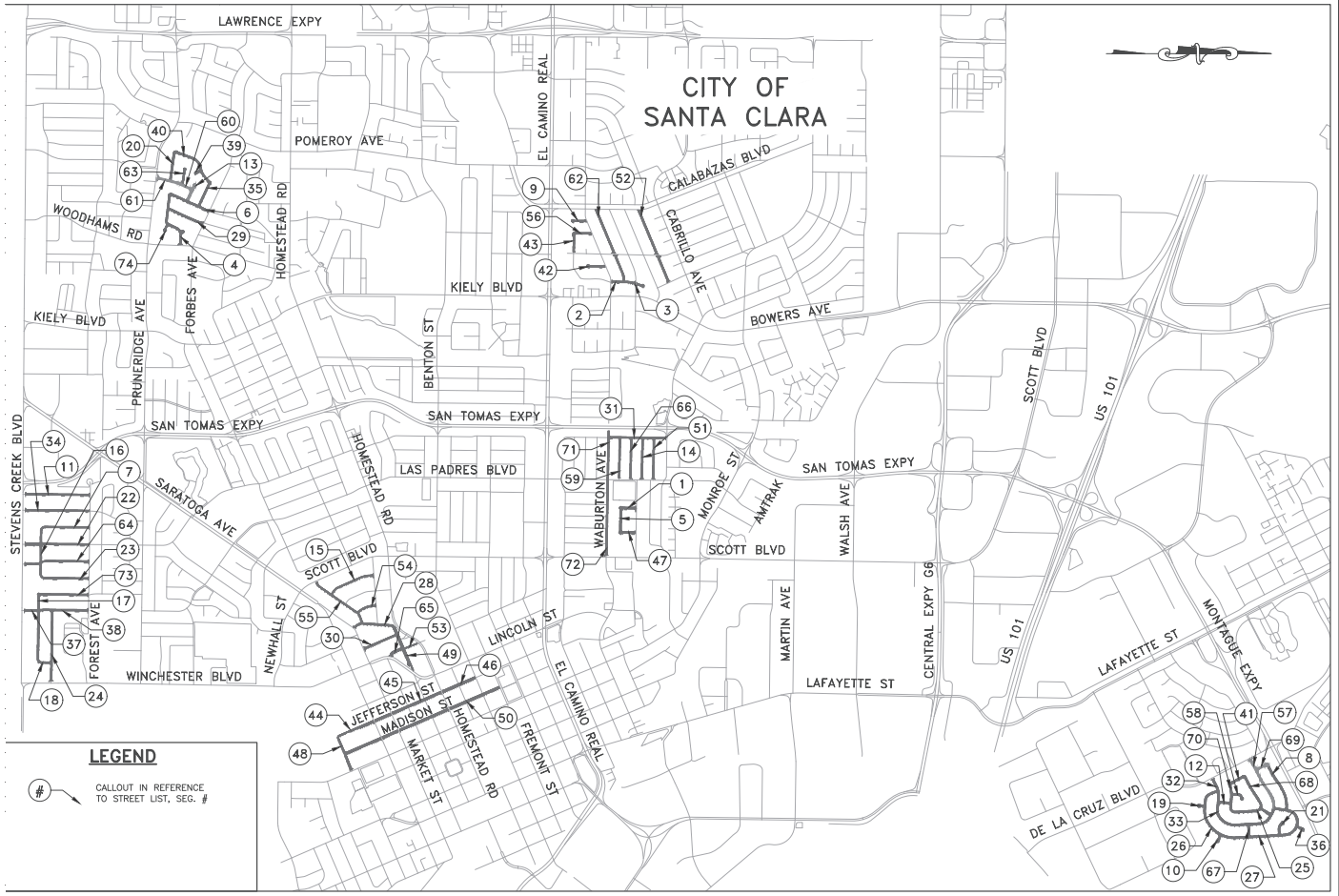
Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Project Location Map
2. Bid Summary

STREET LIST

| Seg # | Road Name | Begin Location | End Location |
|-------|----------------|--------------------|---------------------|
| 1 | AMELIA WAY | AZA DR | ROYAL DR |
| 2 | ANDREA PL | WARBURTON AVE | BARKLEY AVE |
| 3 | ANDREA PL | BARKLEY AVE | CUL-DE-SAC |
| 4 | ASPEN DR | BARTO ST | WOODHAMS RD |
| 5 | AZA DR | AMELIA WAY | JOAN WAY |
| 6 | BARTO ST | ASPEN DR | FORBES AVE |
| 7 | BEL AIRE DR | CECIL AVE | FOREST AVE |
| 8 | BELLWOOD DR | EASTWOOD CIR | WILLOW WAY |
| 9 | BEFFY CT | WARBURTON AVE | CUL-DE-SAC |
| 10 | BRASSWOOD CT | EASTWOOD CIR | CUL-DE-SAC |
| 11 | BROOKSIDE AVE | STEVENS CREEK BLVD | FOREST AVE |
| 12 | BROWNWOOD WAY | WILLOWWOOD WAY | GREENWOOD DR |
| 13 | CARLETON PL | BARTO ST | CUL-DE-SAC |
| 14 | CASTRO PL | GRAHAM LN | LOS PADRES BLVD |
| 15 | CATALA CT | DE LA PENNA AVE | MURGUIA AVE |
| 16 | CECIL AVE | BEL AIRE DR | DOUGLANE AVE |
| 17 | CECIL AVE | WESTHEDGE DR | HENRY AVE |
| 18 | CECIL AVE | HENRY AVE | DORCICH ST |
| 19 | CLARKWOOD CT | EASTWOOD CIR | CUL-DE-SAC |
| 20 | COLGATE AVE | RADCLIFFE DR | HICKORY PL |
| 21 | COLLIERWOOD CT | EASTWOOD CIR | CUL-DE-SAC |
| 22 | CYPRESS AVE | STEVENS CREEK BLVD | FOREST AVE |
| 23 | DOUGLANE AVE | CECIL AVE | FOREST AVE |
| 24 | DORCICH ST | HENRY AVE | N WINCHESTER BLVD |
| 25 | EDGEFIELD DR | WILLOWWOOD WAY | DAKWOOD DR |
| 26 | EASTWOOD CIR | GREENWOOD DR | HEMLOCK CT |
| 27 | EASTWOOD CIR | HEMLOCK CT | DAKWOOD DR |
| 28 | FALLON AVE | MARKET ST | LEKINGTON ST |
| 29 | FLANNERY ST | ASPEN ST | FORBES AVE |
| 30 | FREDERICK AVE | MARKET ST | LEKINGTON ST |
| 31 | GRAHAM LN | WARBURTON AVE | CABRILLO AVE |
| 32 | GREENWOOD DR | DE LA CRUZ BLVD | BROWNWOOD WAY |
| 33 | GREENWOOD DR | BROWNWOOD WAY | EASTWOOD CIR |
| 34 | HAROLD AVE | STEVENS CREEK BLVD | FOREST AVE |
| 35 | HAZELWOOD AVE | HICKORY PL | BARTO ST |
| 36 | HEMLOCK CT | EASTWOOD CIR | CUL-DE-SAC |
| 37 | HENRY AVE | STEVENS CREEK BLVD | CECIL AVE |
| 38 | HENRY AVE | CECIL AVE | FOREST AVE |
| 39 | HICKORY CT | HICKORY PL | CUL-DE-SAC |
| 40 | HICKORY PL | COLGATE AVE | HAZELWOOD DR |
| 41 | INGLEWOOD DR | WOODSTOCK WAY | WILLOWWOOD WAY |
| 42 | JEFFERY CT | WARBURTON AVE | CUL-DE-SAC |
| 43 | JERALD AVE | NATALIE AVE | SANTA CRUZ AVE |
| 44 | JEFFERSON ST | JONATHAN ST | BELLOMY ST |
| 45 | JEFFERSON ST | BELLOMY ST | HOMESTEAD RD |
| 46 | JEFFERSON ST | HOMESTEAD ROAD | BENTON ST |
| 47 | JOAN WAY | AZA DR | ROYAL DR |
| 48 | JONATHAN ST | JEFFERSON ST | MCOWEN ST |
| 49 | LEKINGTON ST | FALLON AVE | WINCHESTER CUT-THRU |
| 50 | MADISON ST | FREMONT ST | JONATHAN ST |
| 51 | MENZEL PL | GRAHAM LN | LOS PADRES BLVD |
| 52 | MILLAR AVE | CALABAZAS BLVD | FRANCIS AVE |
| 53 | MONASTERY WAY | HOMESTEAD RD | LEKINGTON ST |
| 54 | MORENO LN | DE LA PENNA AVE | MURGUIA ST |
| 55 | MURGUIA ST | FALLON AVE | SCOTT BLVD |
| 56 | NATALIE AVE | JERALD AVE | WARBURTON AVE |
| 57 | OAKWOOD DR | DE LA CRUZ BLVD | EASTWOOD CIR |
| 58 | PINEWOOD PL | WILLOWWOOD WAY | CUL-DE-SAC |
| 59 | RAGGIO AVE | GRAHAM LN | LOS PADRES BLVD |
| 60 | RADCLIFFE DR | CARLETON PL | TEMPLE CT |
| 61 | RADCLIFFE DR | TEMPLE CT | PRUNERIDGE AVE |
| 62 | TAPER AVE | CALABAZAS BLVD | ANDREA PL |
| 63 | TEMPLE CT | RADCLIFFE DR | CUL-DE-SAC |
| 64 | TYLER AVE | STEVENS CREEK BLVD | FOREST AVE |
| 65 | UNIVERSITY ST | LEKINGTON ST | N WINCHESTER BLVD |
| 66 | VARGAS PL | GRAHAM LN | LOS PADRES BLVD |
| 67 | WOODBRIDGE WAY | EASTWOOD CIR | GREENWOOD DR |
| 68 | WOODSTOCK WAY | INGLEWOOD DR | EDGEFIELD DR |
| 69 | WILLOW WAY | OAKWOOD DR | BELLWOOD DR |
| 70 | WILLOWWOOD WAY | INGLEWOOD DR | EDGEFIELD DR |
| 71 | WARBURTON AVE | DEAG EXPD | LOS PADRES BLVD |
| 72 | WARBURTON AVE | LOS PADRES BLVD | SCOTT BLVD |
| 73 | WESTRIDGE DR | FOREST AVE | CECIL AVE |
| 74 | COTTONWOOD CT | ASPEN DR | CUL-DE-SAC |



LEGEND

CALLOUT IN REFERENCE TO STREET LIST, SEG.

KEY MAP
N.T.S.



Attachment 2 Bid Summary

2023 ANNUAL STREET PAVEMENT MAINTENANCE AND REHABILITATION PROJECT (CE 23-24-01)

| | | |
|-----------------------------|---------------------------------------|---|
| BID SUMMARY | Bid Opening Date: May 11, 2023 | |
| ENGINEER'S ESTIMATE: | \$ 2,811,500.00 | |
| Contractor | Total Bid (\$) | Percentage above/below Engineer's Estimate |
| O'Grady Paving, Inc. | \$ 2,526,640.00 | 10.1% below |
| Pavement Coatings Co. | \$ 2,600,501.95 | 7.5% below |



Agenda Report

23-652

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on the Fourth Amendment to the Contract Between the County of Santa Clara and City of Santa Clara - Congregate Meals for FY 2022/23, including the Home and Community Based Services Infrastructure Grant, and Related Budget Amendments

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The City of Santa Clara works collaboratively with the County of Santa Clara to provide a Senior Nutrition Congregate Meals Program (Program) at the Santa Clara Senior Center. The Program targets seniors aged 60 and over, serving a basic need of lower income households and special needs populations. The Program goals are to reduce hunger and food insecurity, increase socialization, and promote the health and well-being of older adults. The Program is a gateway to other supportive community programs and services at the Senior Center.

The purpose of this Report to Council is to review and take action on a 4th amendment to an agreement with the County of Santa Clara related to the Senior Nutrition Congregate Meals Program (Program) at the Santa Clara Senior Center. The amendment includes an increase in the number of meals for the current fiscal year as well as a pass through of State of California Department of Aging grant funds obtained by the County from the local Area Agency on Aging Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant to reimburse the County's Programs for the purchase of designated eligible items to enhance the food service.

DISCUSSION

The County of Santa Clara has an agreement with the City of Santa Clara to provide a Congregate Meals Program at the Santa Clara Senior Center, and annually/periodically/retroactively has issued amendments and/or new agreement(s) to supplement the Program based on available funding sources or to provide service level enhancements (Table 1). Actual amounts have varied over the course of the extended Contract periods.

On August 20, 2019, (RTC19-796) Council authorized the City Manager to approve an agreement effective July 1, 2019 through June 30, 2020, including four one-year extension options (Attachment 1). This provided an average of sixty-three (63) hot meals per day (249 days per year) for a total of 15,687 annual meals for eligible seniors and disabled individuals. Program expenditures, subject to the provisions of the contract, were in an amount not to exceed \$111,221. In general, the City's contribution to the program includes annual funding in the amount of approximately \$24,000 from the Community Development Block Grant (CDBG) program, \$3,445 from the General Fund, variable amounts of participant donations, and a volunteer match of 8-12 hours per day provided by 2 meal

servers and 2 check-in staff.

On June 23, 2020, (RTC20-506) Council authorized the City Manager to execute the First Amendment to the Contract with the County for the Program which extended the term through June 30, 2021 (Attachment 2). This increased annual meals by 2,498 for a total of 17,112 meals per year and increased the contract for a total not to exceed \$129,631.65 in FY2019-2020 and budgeted \$110,774.16 for FY2020-2021, for a total Contract not to exceed \$240,405.81.

On March 8, 2022, (RTC22-182) Council authorized the City Manager to execute the Second Amendment to the Contract with the County for the Program which extended the agreement through June 30, 2022 (Attachment 3). This provided 69 meals per day for a total of 17,112 per year and increased the contract in an amount not to exceed \$121,324.08 in FY2021-2022, for a total Contract not to exceed \$361,729.89.

On June 21, 2022 (RTC22-796) Council authorized the City Manager to execute an agreement with the County for COVID-19 Emergency Meals served from January 1, 2022 through June 30, 2022 (Attachment 4). The agreement provided additional funding in the amount of \$56,000 only for FY 2021/22 to serve 40 additional meals average per day, increasing the total average from 69 to 109 meals per day, for an additional total of 5,000 meals to address continued pandemic impacts and food insecurity among greater numbers of eligible seniors.

Also on June 21, 2022, (RTC22-554) Council authorized the City Manager to execute a Third Amendment (Attachment 5) to the agreement with the County for the Program to provide \$124,917.60 in FY2022/23 for a total not to exceed \$486,647.49 to provide 69 meals per day on average for a total of 17,112 meals per year.

On June 6, 2023, Council will consider the County's May 4, 2023 proposed Fourth Amendment (Attachment 6) to the Contract to provide additional County funding in the amount of \$10,862.40, for a not-to-exceed amount of \$135,780 in FY 2022/23 and a total not-to-exceed amount of \$497,509.89. This would add 1,488 meals to the City contract, increasing the daily average from 69 to 75 meals. The City has consistently served more seniors on average over the course of the year than originally budgeted. The following table provides an overview of the original contract and subsequent adjustments.

| Table 1 Senior Nutrition Program Summary | | | |
|--|--------------------------|----------------------|---------------------|
| Document | Contract/Amendment Dates | Not to exceed amount | Average Daily Meals |
| Contract | 7/01/2019 to 6/30/2020 | \$111,221.00 | 63 |
| Amendment 1 | 7/01/2020 to 6/30/2021 | \$240,405.81 | 69 (+6 retroactive) |
| Amendment 2 | 7/01/2021 to 6/30/2022 | \$361,729.89 | 69 |
| Contract COVID | 7/01/2022 to 6/30/2022 | + \$56,000 | +40 |
| Amendment 3 | 7/01/2022 to 6/30/2023 | \$486,647.49 | 69 |
| Amendment 4 | 7/01/2022 to 6/30/2023 | \$497,509.89 | 75 (+6 retroactive) |

The Fourth Amendment also includes a Home and Community Based Services (HCBS) Infrastructure Improvement pass through grant in the amount of \$27,022.

In the Spring of 2021, Meals on Wheels submitted an Advocacy Proposal to the State Legislature to support capacity and infrastructure improvement grants to senior nutrition programs. This resulted in \$38 million in Statewide HCBS Senior Nutrition Infrastructure Funding under the Mello-Granlund Older Californians Act.

The City is being awarded a reimbursement grant in the amount of \$27,022 for the purchase of qualified equipment (Exhibit C-5.1) approved by Sourcewise and the California Department of Aging for the City of Santa Clara Senior Center Program. This equipment includes: a two-door reach-in refrigerator, a roll-in refrigerator, a cold food drop in unit, a hot food drop in well unit, and a milk cooler. If the grant is accepted, the City will use existing available Program balance funds to complete the purchase and seek reimbursement afterward in accordance with the terms of the proposed amendment.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

The City's Senior Nutrition Program revenues and appropriations have been included in the FY 2022/23 Operating Budget in the Parks and Recreation Operating Grant Trust Fund. The City pays \$24,000 from Community Development Block Grant funds and 3,445, from the General Fund. The City also receives donations. The County funds the remaining cost of the program on a reimbursement basis. The requested budget amendments will increase the current FY 2022/23 budget appropriation by \$10,862 and recognize and appropriate the HCBS grant of \$27,022. The City has sufficient Program fund balance to complete the purchase prior to receipt of the reimbursement.

Budget Amendment

FY 2022/23

| | Current | Increase/ (Decrease) | Revised |
|---|-----------|-------------------------|-----------|
| Parks and Recreation Operating Grant Trust Fund | | | |
| <u>Revenues</u> | | | |
| Other Agencies Revenue | \$124,918 | \$37,884 | \$162,802 |
| | | | |
| <u>Expenditures</u> | | | |
| Senior Nutrition Program | \$153,363 | \$37,884 | \$191,247 |

COORDINATION

This report has been coordinated with the City Manager's Office, City Attorney's Office and Finance Department.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Authorize the City Manager to execute the Fourth Amendment to the Contract Between the County of Santa Clara and City of Santa Clara - Congregate Meals at the Santa Clara Senior Center for additional funding in the amount of \$10,862.40, for a new not-to-exceed amount of \$135,780 for FY 2022/23 and a total contract not-to-exceed amount of \$497,509.89, in a final form approved by the City Attorney;
2. Accept and appropriate the Home and Community Based Services Senior Nutrition Infrastructure grant funding in an amount not-to-exceed \$27,022 in a final form approved by the City Attorney; and
3. Approve the related FY 2022/23 budget amendment in the Parks and Recreation Operating Grant Trust Fund to increase the Other Agencies Revenue estimate and the Senior Nutrition Program by \$37,884 (five affirmative Council votes required to appropriate additional revenue) .

Reviewed by: James Teixeira, Parks & Recreation Director

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Contract with County of Santa Clara for Senior Nutrition Program
2. First Amendment
3. Second Amendment
4. Contract with County of Santa Clara for COVID-19 Emergency Meals
5. Third Amendment
6. Fourth Amendment - Proposed


**CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND
CITY OF SANTA CLARA**

1. This Contract is between the County of Santa Clara (henceforth, COUNTY) and City of Santa Clara (henceforth, CONTRACTOR) for the Senior Nutrition – Congregate Meals Program.
2. The parties agree to comply with the General Terms and Conditions contained in Articles I-V of this Contract and provisions contained in Exhibit A: Program Provisions, Exhibit B: Program Plan & Requirements, Exhibit C: Budget, and Exhibit D: Logic Model which are attached hereto and incorporated herein by this reference and made a part of this Contract.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Contract.

COUNTY OF SANTA CLARA

DocuSigned by:



Robert Menicocci, Director
Social Service Agency

Date: 10/22/2019

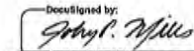
CONTRACTOR



Deanna J. Santana, City Manager
City of Santa Clara

Date: 10-7-19

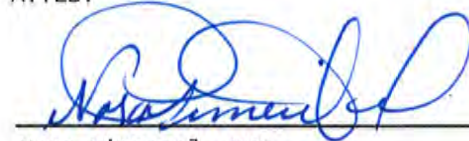
DocuSigned by:



John P. Mills
Deputy County Executive

Date: 6/18/2019

ATTEST

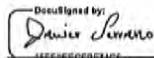


Nora Pimentel, MMC

Date: 10/9/19

APPROVED AS TO FORM AND LEGALITY

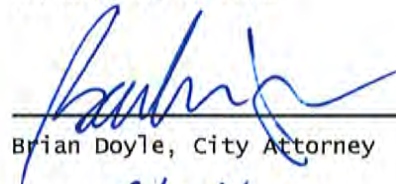
DocuSigned by:



Javier Serrano, Deputy County Counsel

Date: 6/17/2019

APPROVED AS TO FORM



Brian Doyle, City Attorney

Date: 9/30/19

Contract General Terms and Conditions

Article I General Terms

1. TOTALITY OF CONTRACT

This Agreement and its Appendices (if any) constitutes the final, complete and exclusive statement of the terms of the agreement between the parties. It incorporates and supersedes all the agreements, covenants and understandings between the parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement of understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

2. AMENDMENTS

All amendments or modifications must be in writing and signed by authorized representatives of all contracting parties.

3. CONFLICTS OF INTEREST

a. CONTRACTOR shall comply, and require its subcontractors to comply, with all applicable (i) requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code section 1090 et. seq., the California Political Reform Act (California Government Code section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et. seq.). Failure to do so constitutes a material breach of this Agreement and is grounds for immediate termination of this Agreement by the COUNTY.

b. In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. CONTRACTOR further covenants that, in the performance of this Agreement, it will not employ any CONTRACTOR or person having such an interest. CONTRACTOR, including but not limited to CONTRACTOR's employees and subcontractors, may be subject to the disclosure and disqualification provisions of the California Political Reform Act of 1974 (the "Act"), that (1) requires such persons to disclose economic interests that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making or participating in making decisions that will foreseeably financially affect such interests.

c. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall, upon execution of this Agreement, provide the COUNTY with the names, description of individual duties to be performed, and email addresses of all individuals, including but not limited to CONTRACTOR's employees, agents and subcontractors, that could be substantively involved in "making a governmental decision" or "serving in a staff capacity and in that capacity participating in making governmental decisions or performing duties that would be performed by an individual in a designated

position," (2 CCR 18701(a)(2)), as part of CONTRACTOR's service to the COUNTY under this Agreement. CONTRACTOR shall immediately notify the COUNTY of the names and email addresses of any additional individuals later assigned to provide such service to the COUNTY under this Agreement in such a capacity. CONTRACTOR shall immediately notify the COUNTY of the names of individuals working in such a capacity who, during the course of the Agreement, end their service to the COUNTY.

- d. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall ensure that all such individuals identified pursuant to this section understand that they are subject to the Act and shall conform to all requirements of the Act and other laws and regulations listed in subsection (A) including, as required, filing of Statements of Economic Interests within 30 days of commencing service pursuant to this Agreement, annually by April 1, and within 30 days of their termination of service pursuant to this Agreement.

4. **APPLICABLE LAWS AND VENUE**

This Contract has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. In the event that suit is brought by either party, the parties agree that trial of such action shall be exclusively vested in a state court in the County of Santa Clara or, if federal jurisdiction is appropriate, in the United States District Court for the Northern District of California, San Jose, California.

5. **SUBCONTRACTING AND ASSIGNABILITY**

This Contract cannot be subcontracted or assigned without prior written approval of COUNTY. In the event of such approval, any sub-contract or assignment is subject to the same provisions for providing service as the Contract between COUNTY and CONTRACTOR. CONTRACTOR must monitor, evaluate, and account for the sub-CONTRACTOR(s) services and operations. Any assignment of this Contract or sub-contract entered into in violation of this provision by CONTRACTOR is void and CONTRACTOR will be held legally responsible.

6. **WAIVER**

The waiver of any breach of the terms hereof, or of any default hereunder, is not deemed a waiver of any subsequent breach or default, whether of the same or similar nature, and does not affect the terms hereof. No waiver or modification is valid or binding unless in writing and signed by both parties.

7. **INDEPENDENT CONTRACTOR STATUS**

CONTRACTOR will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of COUNTY. None of the provisions of this Contract is intended to create, nor will be deemed or construed to create, any relationship between the parties other than that of independent parties contracting with each other for purpose of effecting the provisions of this Contract. The parties are not, and will not be construed to be in a relationship of joint venture, partnership, or employer-employee. Neither party has the authority to make any statements, representations, or commitments of any kind on behalf of the other party, or to use the name of the other party in any publications or advertisements, except with the written consent of the other party or as is explicitly provided herein.

CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any.

8. SEVERABILITY OF PROVISIONS

If any provision(s) of this Contract are held invalid, the remainder of this Contract remains in force.

Article II

Fiscal Accountability and Requirements

1. AVAILABILITY AND SUBSTITUTION OF FUNDS

- a. Notwithstanding any provision herein, this Contract is valid and enforceable only if sufficient funds are available. In the event of reduction, suspension, discontinuance, or other unavailability of funds, COUNTY unilaterally may take appropriate actions including, but not limited to, reducing existing service authorization, immediate termination of the Contract, or reducing the maximum dollar amount of this Contract with no liability occurring to the COUNTY.
- b. The COUNTY may substitute State or Federal funds for funds appropriated by the Board of Supervisors for payments to be made pursuant to this Contract. CONTRACTOR will then be bound by the requirements of any State or Federal grant contracts, statutes, regulations, guidelines, or directives associated with the funds.

2. COMPENSATION TO CONTRACTOR

Compensation method shall be fee for service with a quarterly reconciliation to actual costs.

3. DISALLOWED COSTS

- a. CONTRACTOR is liable for any funds expended that are not in accordance with this Contract, including, but not limited to, disallowed costs, violation, and/or default of Contract. CONTRACTOR will repay COUNTY disallowed costs, violation and/or default amounts within ninety (90) days of discovery of these costs. This provision survives the termination of this Contract.
- b. If funding under this Contract are from Federal sources, such funds may not be used by CONTRACTOR, either directly or indirectly, as a contribution for the purpose of obtaining any Federal funds under any Federal programs. An indirect use of such funds to match Federal funds is defined as: "the allocation by CONTRACTOR of funds received under this Contract to a non-matching expenditure, thereby releasing or displacing other of its funds for the purpose of matching Federal funds."

4. FINANCIAL RECORDS

- a. CONTRACTOR will establish and maintain a system of financial controls and accounting in conformance with Generally Accepted Accounting Principles (GAAP).
- b. CONTRACTOR must maintain accurate and complete financial records of all costs and operating expenses in connection with this Contract including, but not limited to subcontracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank Statements, and other official documentation indicating in proper detail the

nature and propriety of all costs incurred, and reimbursed by COUNTY.

- c. The financial records must show that funds received under this Contract are used for purposes consistent with the terms of this Contract.

Article III

Reporting, Records, Audit, Evaluations, and Termination

1. INSPECTION AND AUDIT

- a. All records, books, reports, and documentation maintained by CONTRACTOR pursuant to this Contract, or related to the CONTRACTOR's activities and expenditures under this Contract, will be open for inspection and audit by Federal, State, and County officials, or their agents, upon demand at reasonable times. Such records must be kept in the State of California for the retention period specified in this Contract. This provision survives the termination of this contract.
- b. CONTRACTOR will provide the Federal, State, or County officials, or their agents' reasonable access, through representatives of CONTRACTOR, to facilities, records, clients, and employees that are used in conjunction with the provision of contract services, except where prohibited by Federal or State laws, regulations or rules.
- c. CONTRACTOR must submit to COUNTY audited financial reports conducted by an independent certified public accountant no later than four (4) months after the end of the last month of the contract term, indicating that reported costs are actual, reasonable, necessary, allowable, and computed in accordance with GAAP and provisions stipulated in this Contract. In addition, the CONTRACTOR must submit any management letters or management advisory letters that apply to the CONTRACTOR's agency audit. COUNTY has the discretion to only require an audit report every two (2) years.
- d. COUNTY may elect to accept an audit report in accordance with GAAP conducted to meet compliance requirements of other funding entities in the event all of the above provisions are met.

2. REPORTING REQUIREMENTS

- a. CONTRACTOR must maintain complete and accurate records of its operation, including any and all records required by COUNTY relating to matters covered by this Contract, including, but not limited to, financial records, supporting documents, client statistical records, personnel and all other pertinent records. COUNTY may receive copies of any and all such records upon request.
- b. CONTRACTOR must submit to COUNTY a compensation claim on forms approved by COUNTY Social Services Agency, as outlined in Article II.
- c. CONTRACTOR must assist COUNTY in meeting COUNTY's reporting requirements to the State and other agencies with respect to CONTRACTOR's work hereunder. This cooperation includes assisting COUNTY to prepare evaluations required by the State or Federal governments regarding services provided by CONTRACTOR under this Contract. CONTRACTOR must submit to COUNTY any and all reports that may be required by COUNTY concerning

CONTRACTOR's performance under this Contract.

- d. Upon COUNTY's request, CONTRACTOR must provide COUNTY evidence of CONTRACTOR's capacity to perform under this Contract, its compliance with applicable statutes and regulations, and its compliance with the terms and conditions of this Contract.
- e. All records, books, reports and documentation must be retained in the State of California by CONTRACTOR for four (4) years after termination of this Contract; or until all Federal, State and County audits are completed; or until all disputes, litigation, or claims are resolved; whichever is later. All such records, books, reports and documentation must be transmitted to the COUNTY of Santa Clara, Social Services Agency in the event that CONTRACTOR goes out of business during the period in which records are required to be maintained. This provision survives the termination of this contract.
- f. CONTRACTOR must within 30 calendar days advise the COUNTY of 1) the issuance of any legal complaint by an enforcement agency, or any enforcement proceedings by any Federal, State or local agency for alleged violations of Federal, State or local rules, regulations or laws, and/or 2) the issuance of citations, court findings or administrative findings for violations of applicable Federal, State or local rules, regulations or laws.
- g. Contractor guarantees that it, its employees, contractors, subcontractors or agents are not suspended or debarred from receiving Federal fund as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration (<https://www.sam.gov/>). CONTRACTOR must within 30 calendar days advise the COUNTY if it, its employees, contractors, subcontractors or agents become suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration during the term of this Agreement.

3. RESPONSIBILITY FOR AUDIT EXCEPTIONS

CONTRACTOR accepts responsibility for receiving, replying to, and complying with any audit exceptions by appropriate Federal, State, or County, audit agencies.

4. MONITORING AND EVALUATION

- a. COUNTY's Social Services Agency will monitor the work performed and financial operations conducted under this Contract to determine whether CONTRACTOR's operation conforms to County policy, Federal and State statutes and regulations, and to the terms of this Contract.
- b. COUNTY may conduct participant interviews to determine program compliance.
- c. CONTRACTOR agrees to participate in and cooperate with studies and surveys COUNTY deems necessary to meet its monitoring and evaluation responsibility.
- d. CONTRACTOR must furnish all data, Statements, records, information, and reports necessary for COUNTY to monitor, review, and evaluate the performance of the program and its components. Performance evaluations will examine the

following five factors: 1) fiscal accountability; 2) completion of work within a given time frame; 3) ability and effort to meet the performance criteria; 4) quality of services; and 5) a recommendation for future contracting with the contractor.

- e. If, in the course of monitoring and evaluation, COUNTY discovers any practice, procedure or policy of CONTRACTOR that deviates from the terms of this Contract; that violates State or Federal statutes or regulations; that threatens the success of the program carried on pursuant to this Contract, or that jeopardizes the fiscal integrity of said program, COUNTY may impose reasonable funding restrictions upon notice specifying the nature of the restrictions(s), reasons for imposition, the corrective action that must be taken before they will be removed, time allowed for completing the corrective action, and method of requesting reconsideration.
- f. CONTRACTOR must respond in writing to any discrepancies, violations, or deficiencies identified by COUNTY within ten (10) days.

5. CORRECTIVE ACTION PROCEDURE

- a. Upon receipt by COUNTY of information regarding a failure by CONTRACTOR to comply with any provision of this Contract, COUNTY has the right to forward to CONTRACTOR a notice of COUNTY's intent to consider corrective action to enforce compliance with such provision. Such notice will indicate the nature of the issue, or issues, to be reviewed in determining the need for corrective action. CONTRACTOR may have the opportunity to respond or participate in formulating the corrective action recommendation. COUNTY has the right to require the presence of CONTRACTOR's officer(s) or employee(s) at any hearing or meeting called for the purpose of considering corrective action.
- b. After issuing such notice, and after considering CONTRACTOR's response, if any, COUNTY may forward to CONTRACTOR a set of specific corrective actions recommended and a timetable for implementing the specified corrective actions recommended. Following implementation of the corrective actions, CONTRACTOR will forward to COUNTY, within the time specified by COUNTY, any verification required by COUNTY regarding the corrective actions.
- c. In the event CONTRACTOR does not implement the corrective actions recommended in accordance with the corrective actions timetable, COUNTY may suspend payments hereunder or immediately terminate this Contract without further notice to CONTRACTOR.

6. TERMINATION

- a. Termination for Convenience
COUNTY and/or CONTRACTOR may request a termination of convenience (without cause) by notifying the other party in writing 30 days prior to the effective date of termination.
- b. Termination for Cause
COUNTY may, at any time, elect to suspend or terminate this Contract or withhold payments to CONTRACTOR, in whole or in part, for cause, by giving written notice specifying the effective date and scope of such termination. Cause includes, but is not limited to the following:

- i. CONTRACTOR failure to comply with any contract provision;
- ii. CONTRACTOR fails to meet the performance criteria of this Contract;
- iii. COUNTY deems CONTRACTOR's performance unsatisfactory.
- iv. Litigation is pending with respect to the CONTRACTOR's performance under this Contract that may jeopardize or adversely affect services;
- v. CONTRACTOR is the subject of a voluntary or involuntary proceeding under the Bankruptcy Act;
- vi. CONTRACTOR submits to COUNTY any reports that are incorrect or incomplete in any material respect, or fails to file timely reports; or,
- vii. CONTRACTOR is suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration.

c. Terminations

In the event of any termination, all finished or unfinished documents, data, studies, reports, and materials (Materials) prepared by the CONTRACTOR under this Contract becomes the property of the COUNTY and will be promptly delivered to the COUNTY. Upon termination, the CONTRACTOR may make and retain a copy of such Materials. CONTRACTOR may be compensated based on the completion of services provided, as solely and reasonably determined by COUNTY.

7. **NON-EXCLUSIVE REMEDIES**

The remedies listed in this Contract are non-exclusive, and COUNTY retains all other rights and remedies it may have under general law, including the right to terminate the Contract immediately without advance notice if CONTRACTOR becomes unable to perform its obligations under this Contract.

Article IV Statutes, Regulations, and Policies

1. **COMPLIANCE WITH STATUTES AND REGULATIONS**

- a. CONTRACTOR will comply with all Federal, State and local statutes, laws, rules, regulations, codes, and ordinances, (Laws) effective at the inception of the Contract and that become effective during the Term of this Contract relating to its performance under this Contract. To the extent that Laws are in conflict with provisions of this Contract, the Laws prevail. CONTRACTOR will also provide services under the Contract in accordance with the resolutions, policies, procedures, directives and guidelines issued by the COUNTY Board of Supervisors or the Social Services Agency.
- b. CONTRACTOR will comply with all applicable subsequent amended or added Federal, State, and local Laws and execute amendments necessary to implement such Laws.
- c. CONTRACTOR recognizes the mandatory standards and policies relating to energy efficiency in the State energy conservation plan (Title 24, California Administrative Code).
- d. For Contracts over \$100,000 CONTRACTOR will comply with all applicable

standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. Code 1857 (h)), Section 508 of the Clean Water Act (33 U.S. Code 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

- e. CONTRACTOR must establish procedures assuring that any person's complaints and grievances against CONTRACTOR regarding the delivery of services under this Contract are promptly addressed and fairly resolved.

2. NONDISCRIMINATION OF EMPLOYMENT

- a. CONTRACTOR shall comply with all applicable Federal, State, and local laws and regulations including Santa Clara County's policies concerning nondiscrimination and equal opportunity in contracting. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101 and 1102.
- b. For Contracts over \$10,000 CONTRACTOR agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFP Part 60).
- c. During the performance of this Contract, CONTRACTOR and its SUBCONTRACTORS must not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of:
 - i. Age (40 and above),
 - ii. Ancestry,
 - iii. Color,
 - iv. Disability (Mental and Physical) including HIV and AIDS,
 - v. Ethnic Group Identification,
 - vi. Family and Medical Care Leave,
 - vii. Marital Status,
 - viii. Medical Condition (cancer/genetic characteristics),
 - ix. National Origin,
 - x. Pregnancy Disability Leave,
 - xi. Political Belief,
 - xii. Race,
 - xiii. Reasonable Accommodation,
 - xiv. Religious Creed,
 - xv. Sex/Gender, or
 - xvi. Sexual Orientation.
- d. CONTRACTOR and SUBCONTRACTORS ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- e. CONTRACTOR and SUBCONTRACTORS comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulation promulgated hereunder (California Code Regulations, Title

2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a) - (f), are incorporated into this Contract by reference and made a part hereof as if set forth in full (California code Regulations, Title 2, Section 7285.0 et seq.).

- f. CONTRACTOR and its SUBCONTRACTORS will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- g. CONTRACTOR must include the non-discrimination and compliance provisions of this clause in all SUBCONTRACTS to perform work under this Contract.

3. NONDISCRIMINATION OF SERVICES

a. CONTRACTOR ensures that services provided under this Contract are nondiscriminatory and that no person is denied services or subjected to discrimination under any program or activity because of:

- i. Age (40 and above),
- ii. Ancestry,
- iii. Color,
- iv. Disability (Mental and Physical) including HIV and AIDS,
- v. Ethnic Group Identification,
- vi. Marital Status,
- vii. Medical Condition (cancer/genetic characteristics),
- viii. National Origin,
- ix. Political Belief,
- x. Race,
- xi. Reasonable Accommodation,
- xii. Religious Creed,
- xiii. Sex/Gender, or
- xiv. Sexual Orientation.

b. CONTRACTOR may exclude an individual or group when the services of a program are restricted to a specific class of individuals or group and included as a provision of this Contract.

c. CONTRACTOR ensures that its appropriate personnel involved in providing services are educated regarding AIDS and HIV infection.

4. CONFIDENTIALITY

a. CONTRACTOR must require its employees and all persons performing services at its direction to comply with the provisions of Sections 827 and 10850 *et seq.* of the Welfare and Institutions Code (WIC) and California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19 Regulations.

i. All applications and records concerning any individual receiving services pursuant to this contract are confidential and are not open to examination for any purpose not directly connected with the administration, performance compliance, monitoring or auditing of the program.

ii. No person may publish, disclose, use, or permit or cause to be published or

disclosed; any confidential information pertaining to services, except as is provided by law.

- b. Upon the disclosure of confidential information, inadvertent or otherwise, the COUNTY may terminate this contract immediately and take legal action against CONTRACTOR. Any person who knowingly and intentionally violates the provisions Stated above is guilty of a misdemeanor and the COUNTY intends to prosecute such violators to the full extent of the law.
- c. CONTRACTOR will inform all employees, agents, officers, and all persons performing services at its direction of the above provisions. All provisions of Article IV, Section 4 survive the termination of this Contract.

5. **ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS**

CONTRACTOR hereby assigns to the COUNTY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the CONTRACTOR for sale to the COUNTY pursuant to this Contract.

6. **COUNTY NO-SMOKING POLICY**

CONTRACTOR and its employees, agents and subcontractors, shall comply with the COUNTY's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual Section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all COUNTY-owned and operated health facilities, (2) within 30 feet surrounding COUNTY-owned buildings and leased buildings where the COUNTY is the sole occupant, and (3) in all COUNTY vehicles.

7. **FOOD AND BEVERAGE STANDARDS**

- a. Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by CONTRACTOR with COUNTY funds for COUNTY-sponsored meetings or events.
- b. If food is to be provided, healthier food options must be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, CONTRACTOR shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and the CONTRACTOR should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.

- c. If beverages are to be provided, beverages that meet the COUNTY's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (e.g., soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

8. CONTRACTING PRINCIPLES

CONTRACTOR agrees to comply with the COUNTY's Contracting Principles set forth in the Board Policy Manual. The Contracting Principles require, among other things, that CONTRACTOR be a fiscally responsible entity and treat its employees fairly. CONTRACTOR is also required to (1) comply with all applicable federal, state and local rules, regulations and laws; (2) maintain financial records, and make those records available upon request; (3) provide to the COUNTY copies of any financial audits that have been completed during the term of the contract; and (4) upon the COUNTY's request, provide the COUNTY reasonable access, through representatives of the CONTRACTOR, to facilities, financial and employee records that are related to the purpose of the contract, except where prohibited by federal or state laws, regulations or rules. Refer to:

https://www.sccgov.org/sites/scc/Documents/Type_I_or_Type_II_Contractors.pdf

9. THIRD PARTY BENEFICIARIES

This agreement does not, and is not intended to confer any rights or remedies upon any person or entity other than the parties.

10. MAINTENANCE OF SOFTWARE

If CONTRACTOR is provided with "remote access", defined as the act of connecting to a COUNTY attached information technology system from a non-county attached system through a public network, CONTRACTOR will maintain and use its non-county system, hardware, and software in compliance with COUNTY standards and policies set by the COUNTY Information Services Department.

11. CONTRACT EXECUTION

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "ELECTRONIC COPY OF A SIGNED CONTRACT" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "ELECTRONICALLY SIGNED CONTRACT" means a contract that is executed by applying an electronic signature using technology approved by the COUNTY.

12. COMPLIANCE WITH ALL LAWS, INCLUDING NONDISCRIMINATION, EQUAL OPPORTUNITY, AND WAGE THEFT PREVENTION

- a. Compliance with All Laws. Contractor shall comply with all applicable Federal, State, and local laws, regulations, rules, and policies (collectively, "Laws"), including but not limited to the non-discrimination, equal opportunity, and wage and hour Laws referenced in the paragraphs below.

- b. **Compliance with Non-Discrimination and Equal Opportunity Laws:** Contractor shall comply with all applicable Laws concerning nondiscrimination and equal opportunity in employment and contracting, including but not limited to the following: Santa Clara County's policies for contractors on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Government Code sections 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, Contractor shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. Nor shall Contractor discriminate in the provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.
- c. **Compliance with Wage and Hour Laws:** Contractor shall comply with all applicable wage and hour Laws, which may include but are not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and, if applicable, any local Minimum Wage, Prevailing Wage, or Living Wage laws.
- d. **Definitions:** For purposes of this Section, the following definitions shall apply. A "Final Judgment" shall mean a judgment, decision, determination, or order (a) which is issued by a court of law, an investigatory government agency authorized by law to enforce an applicable Law, an arbiter, or arbitration panel and (b) for which all appeals have been exhausted or the time period to appeal has expired. For pay equity Laws, relevant investigatory government agencies include the federal Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, and the California Department of Fair Employment and Housing. Violation of a pay equity Law shall mean unlawful discrimination in compensation on the basis of an individual's sex, gender, gender identity, gender expression, sexual orientation, race, color, ethnicity, or national origin under Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, California Fair Employment and Housing Act, or California Labor Code section 1197.5, as applicable. For wage and hour Laws, relevant investigatory government agencies include the federal Department of Labor, the California Division of Labor Standards Enforcement, and the City of San Jose's Office of Equality Assurance.
- e. **Prior Judgments, Decisions or Orders against Contractor:** BY SIGNING THIS AGREEMENT, CONTRACTOR AFFIRMS THAT IT HAS DISCLOSED ANY FINAL JUDGMENTS THAT (A) WERE ISSUED IN THE FIVE YEARS PRIOR TO EXECUTING THIS AGREEMENT BY A COURT, AN INVESTIGATORY GOVERNMENT AGENCY, ARBITER, OR ARBITRATION PANEL AND (B) FOUND THAT CONTRACTOR VIOLATED AN APPLICABLE WAGE AND HOUR

LAW OR PAY EQUITY LAW. CONTRACTOR FURTHER AFFIRMS THAT IT HAS SATISFIED AND COMPLIED WITH—OR HAS REACHED AGREEMENT WITH THE COUNTY REGARDING THE MANNER IN WHICH IT WILL SATISFY—ANY SUCH FINAL JUDGMENTS, DECISIONS, DETERMINATIONS, OR ORDERS.

- f. **Violations of Wage and Hour Laws or Pay Equity Laws During Term of Contract:** If at any time during the term of this Agreement, Contractor receives a Final Judgment rendered against it for violation of an applicable wage and hour Law or pay equity Law, then Contractor shall promptly satisfy and comply with any such Final Judgment. Contractor shall inform the Office of the County Executive-Office of Countywide Contracting Management (OCCM) of any relevant Final Judgment against it within 30 days of the Final Judgment becoming final or of learning of the Final Judgment, whichever is later. Contractor shall also provide any documentary evidence of compliance with the Final Judgment within 5 days of satisfying the Final Judgment. Any notice required by this paragraph shall be addressed to the Office of the County Executive-OCCM at 70 W. Hedding Street, East Wing, 11th Floor, San José, CA 95110. Notice provisions in this paragraph are separate from any other notice provisions in this Contract and, accordingly, only notice provided to the Office of the County Executive-OCCM satisfies the notice requirements in this paragraph.
- g. **Access to Records Concerning Compliance with Pay Equity Laws:** In addition to and notwithstanding any other provision of this Contract concerning access to Contractor's records, Contractor shall permit the County and/or its authorized representatives to audit and review records related to compliance with applicable pay equity Laws. Upon the County's request, Contractor shall provide the County with access to any and all facilities and records, including but not limited to financial and employee records, that are related to the purpose of this Section, except where prohibited by federal or state laws, regulations or rules. County's access to such records and facilities shall be permitted at any time during Contractor's normal business hours upon no less than 10 business days' advance notice.
- h. **Pay Equity Notification:** Contractor shall (1) at least once in the first year of this Contract and annually thereafter, provide each of its employees working in California and each person applying to Contractor for a job in California (collectively, "Employees and Job Applicants") with an electronic or paper copy of any applicable pay equity Laws, or (2) throughout the term of this Agreement, continuously post an electronic copy of all applicable pay equity Laws in conspicuous places accessible to all of Contractor's Employees and Job Applicants.
 - i. **Material Breach:** Failure to comply with any part of this Section shall constitute a material breach of this Agreement. In the event of such a breach, the County may, in its discretion, exercise any or all remedies available under this Contract and at law. County may, among other things, take any or all of the following actions:
 - ii. Suspend or terminate any or all parts of this Agreement.
 - iii. Withhold payment to Contractor until full satisfaction of a Final Judgment concerning violation of an applicable wage and hour Law or pay equity Law.
 - iv. Offer Contractor an opportunity to cure the breach.

- i. Subcontractors: Contractor shall impose all of the requirements set forth in this Section on any subcontractors permitted to perform work under this Agreement. This includes ensuring that any subcontractor receiving a Final Judgment for violation of an applicable Law promptly satisfies and complies with such Final Judgment.

13. LIVING WAGE (If Applicable)

Unless otherwise exempted or prohibited by law or County policy, where applicable, Contractors that contract with the County to provide Direct Services developed pursuant to a formal Request for Proposals process, as defined in County of Santa Clara Ordinance Code Division B36 ("Division B36") and Board Policy section 5.5.5.5 ("Living Wage Policy"), and their subcontractors, where the contract value is \$100,000 or more ("Direct Services Contract"), must comply with Division B36 and the Living Wage Policy and compensate their employees in accordance with Division B36 and the Living Wage Policy. Compliance and compensation for purposes of this provision includes, but is not limited to, components relating to fair compensation, earned sick leave, paid jury duty, fair workweek, worker retention, fair chance hiring, targeted hiring, local hiring, protection from retaliation, and labor peace. If Contractor and/or a subcontractor violate this provision, the Board of Supervisors or its designee may, at its sole discretion, take responsive actions including, but not limited to, the following:

- a. Suspend, modify, or terminate the Direct Services Contract.
- b. Require the Contractor and/or Subcontractor to comply with an appropriate remediation plan developed by the County.
- c. Waive all or part of Division B36 or the Living Wage Policy.

This provision shall not be construed to limit an employee's rights to bring any legal action for violation of the employee's rights under Division B36 or any other applicable law. Further, this provision does not confer any rights upon any person or entity other than the Board of Supervisors or its designee to bring any action seeking the cancellation or suspension of a County contract. By entering into this contract, Contractor certifies that it is currently complying with Division B36 and the Living Wage Policy with respect to applicable contracts, and warrants that it will continue to comply with Division B36 and the Living Wage Policy with respect to applicable contracts.

14. COUNTY DATA & CONFIDENTIALITY

- a. "COUNTY Data" shall mean data and information received by Contractor from COUNTY. As between Contractor and COUNTY, all COUNTY Data shall remain the property of COUNTY. Contractor shall not acquire any ownership interest in the COUNTY Data. Contractor shall not, without COUNTY's written permission consent, use or disclose the COUNTY Data other than in performance of its obligations under this MOU. Contractor shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of COUNTY Data; protect against any anticipated threats or hazards to the security or integrity of COUNTY Data, protect against unauthorized access to or use of COUNTY Data that could result in substantial harm or inconvenience to COUNTY or any end user; and ensure the proper disposal of COUNTY Data upon termination of this contract. Contractor shall take appropriate action to address any incident or unauthorized access to COUNTY Data, including

addressing and/or remedying the issue that result in such unauthorized access, notifying COUNTY as soon as possible of any incident of unauthorized access to COUNTY Data, or any other breach in Contractor's security that materially affects COUNTY or end users; and be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality provisions herein. Should confidential and/or legally protected COUNTY Data be divulged to unauthorized third parties, contract shall comply with all applicable Federal and State laws and regulations, including but not limited to California Civil Code Sections 1798.29 and 1798.82 at Contractor's sole expense (if applicable). Contractor shall not charge COUNTY for any expense associated with Contractor's compliance with the obligations set forth in this section.

- b. Contractor must require its employees and all persons performing services at its direction to comply with all applicable privacy laws and regulations, including but not limited to the provisions of Sections 827 and 10850 et seq. of the Welfare and Institutions Code (WIC) and California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19 Regulations.
- c. Upon the disclosure of confidential information, inadvertent or otherwise, the COUNTY may terminate this contract immediately and take legal action against Contractor. Any person who knowingly and intentionally violates the provisions stated above is guilty of a misdemeanor and the COUNTY intends to prosecute such violators to the full extent of the law.
- d. Contractor will inform all employees, agents, officers, and all persons performing services at its direction of the above provisions. All provisions of Article IV, Section 3 survive the termination of this contract.

Article V

INSURANCE REQUIREMENTS FOR STANDARD CONTRACTS ABOVE \$100,000

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Contract by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Contract to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the County under this Contract and does not prevail in that contest.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Contract until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:
 - a. Each occurrence - \$1,000,000
 - b. General aggregate - \$2,000,000
 - c. Products/Completed Operations aggregate - \$2,000,000
 - d. Personal Injury - \$1,000,000
2. General liability coverage shall include:
 - a. Premises and Operations
 - b. Products/Completed
 - c. Personal Injury liability
 - d. Severability of interest
3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

"County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds."

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

- 1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
- 2. The County acknowledges that some insurance requirements contained in this Contract may be fulfilled by self-insurance on the part of the Contractor.

However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

3. Should any of the work under this Contract be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments) Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

Agency: City of Santa Clara

Program Name: Senior Nutrition Program – Congregate Meals

This is a contract between the County of Santa Clara (COUNTY) and the (CONTRACTOR) for the purpose of providing meals for persons 60 years of age and older, funded by the following source: authorized by the Older Americans Act of 1965, as amended, P.L. 89-73; U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

1. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2020, unless terminated earlier or otherwise amended; with four one-year extension options.

2. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$111,220.83 in FY2019-2020.

3. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the COUNTY for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the COUNTY has the option to either terminate this Contract without notice (except that is necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

4. FEE FOR SERVICE CONTRACT

- a. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A Program Provisions, Exhibit B: Program Plan & Requirements, Exhibit C: Budget, and Exhibit D: Logic Model, for the performance of services as outlined in this Contract up to the maximum compensation.
 - i. For Non-Profit Agencies, OMB Circular A-122.
 - ii. For Local Governments, OMB Circular A-87.
 - iii. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 - iv. For Profit Making Organization, 41 CFR Part 1.
- b. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- c. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly reconciliations must be submitted with the corresponding monthly invoice. During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor

and the remaining cash, if any. This provision survives the termination of this Contract.

- d. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services based on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.

5. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will submit participant contributions on a monthly basis with the monthly expense claims.
- b. CONTRACTOR will deposit all participant contributions in a bank account maintained for the Senior Nutrition Program (SNP). All deposits, withdrawals, and balances for the Senior Nutrition Program must be separately identified. COUNTY has the right to review all financial records and bank accounts for audit purposes. Participants' contributions will be collected, counted, and recorded daily by CONTRACTOR. Two persons designated by CONTRACTOR will co-verify the collection and count of participant contributions daily by their signature and date on a participant contribution accounting record. Participant contributions are to be deposited daily when possible, but no less frequently than on a weekly basis. Participant contributions are to be kept in a secure locked location and at night locking in a safe, pending deposit into the Senior Nutrition Program bank account.

6. ADVANCE PAYMENTS

- a. Notwithstanding Section 1 above, COUNTY, at its discretion may make advance payments under this contract to CONTRACTOR up to a maximum of 25% of the total contract amount and under conditions as the COUNTY may specify. Such advance payments will in no way increase the total maximum financial obligation specified under this contract.
- b. CONTRACTOR must meet fidelity bond requirements as specified in Article V F. of this contract prior to receiving advance payment.
- c. All advance payments require full repayment prior to the expiration of the contract. COUNTY will specify repayment method of the advance payment amount by deducting an agreed upon monthly amount from the outstanding balance of the contract until the repayment obligation is fulfilled, or; deducting the advance payment amount in a lump sum from the remaining contract balance.

7. COMPENSATION

CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services

Exhibit A: Program Provisions

rendered, as well as payment for participant and guest contributions as outlined in Exhibit B: Program Plan & Requirements.

- a. Prior to submittal, invoices and reconciliations must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
 - b. In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year to date meals listed in the Service Delivery Plan in Exhibit C: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
 - c. If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
 - d. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
 - e. COUNTY is not obligated to reimburse CONTRACTOR for any service or expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.
8. **SERVICE PROVIDED**
- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
 - b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
 - c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR's site as a home meal site.
9. **CONTRACT REPRESENTATIVES**
- a. CONTRACTOR designates City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.

- b. COUNTY designates the Senior Nutrition Program Manager as its representative for the purpose of managing the services performed pursuant to this Contract.

10. **NOTICES**

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

- a. To COUNTY: Social Services Agency
Agency Director
CC: Senior Nutrition Program Manager
333 West Julian Street, 4th Floor
San Jose, California 95110-2335
- b. To CONTRACTOR: Deanna J. Santana
City Manager
1500 Warburton Avenue
Santa Clara, CA 95050

11. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

Agency: City of Santa Clara (CONTRACTOR)

Program Name: Senior Nutrition Program – Congregate Meals (PROGRAM)

1. **SERVICE DESCRIPTION & EXPECTED OUTCOME**

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). The PROGRAM provides seniors and older adults of Santa Clara County access to healthy, nutritious meals and the opportunity to socialize, take classes, and access other services.

2. **PERMITS AND LICENSES**

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. **ELIGIBLE INDIVIDUALS**

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965.

4. **MEALS**

- a. Meals served by CONTRACTOR must provide at least one-third (1/3rd) of the current recommended dietary allowance specified by the Food and Nutrition Board of the National Academy of Sciences – National Research Council.
- b. Menus will be planned by CONTRACTOR in cycles, the minimum period being five (5) weeks. Such menus must be planned in accordance with COUNTY requirements. Such menus will be submitted to COUNTY three (3) weeks prior to initial use. Menus will be posted in a conspicuous location at the meal site at least one (1) week in advance of use.
- c. Table settings will be of reasonable quality. If disposable dinnerware is used, it will be of sturdy quality.

5. **CONGREGATE MEAL SITES**

- a. CONTRACTOR will provide congregate meals at the meal site(s), days, and times indicated in Exhibit C: Budget. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed in Exhibit C with prior written approval of COUNTY.
- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a meal site without the prior approval of the COUNTY may be considered a breach of the provisions of this contract. COUNTY may suspend or withhold

Exhibit B: Program Plan & Requirements

payments, or terminate the contract if the relocation affects any of the provisions of the contract including, but not limited to the following:

- i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
- ii. The relocation or addition changes the service area served by this contract.
- iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
- d. CONTRACTOR ensures that a pleasant dining atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs.
- e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility.
- f. Innovative services may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
- g. Notwithstanding a designation as a catered site in Exhibit C: Budget, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. **NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS**

- a. CONTRACTOR will provide the number of hot meals as specified in Exhibit C: Budget. If demand by eligible individuals in the first six (6) months of this Contract does not result in CONTRACTOR providing the average number of meals per day specified in Exhibit C: Budget, COUNTY may terminate this Contract. Prior to termination, COUNTY and CONTRACTOR may attempt to renegotiate this Contract to allow CONTRACTOR to reduce the average number of meals to be provided per day. If CONTRACTOR provides additional meals and such additional meals will cause CONTRACTOR to exceed the Maximum Financial Obligation of this Contract, such additional costs will be the sole expense of CONTRACTOR, unless the parties agree and execute a Contract Amendment.
- b. CONTRACTOR will be paid for the number of meals served at a meal site, not the number of meals prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements in Section 4(a).
- c. CONTRACTOR must open its Nutrition Site(s) for the number of service days specified in Exhibit C: Budget. CONTRACTOR must open its Nutrition Site(s) at minimum the number of serving days indicated each week except for holidays. Should CONTRACTOR close its Nutrition Site(s) due to unforeseen circumstances, CONTRACTOR will notify COUNTY immediately and work collaboratively to reschedule the day(s) that the Nutrition Site(s) was closed. Should CONTRACTOR close their Nutrition Site(s) due to foreseen circumstances and not be able to reschedule the day(s) of services, CONTRACTOR will not be reimbursed for the number of meals allocated to the serving day(s) that the Nutrition Site(s) was closed.

7. **ADVISORY COUNCIL**

CONTRACTOR will ensure that an election is held to elect a participant to represent the nutrition site on the countywide program Advisory Council. It will be the responsibility of the program Advisory Council to advise the COUNTY on policy matters relating to the delivery of the congregate nutrition services throughout the COUNTY program area.

8. **SUPPORTIVE SERVICES**

- a. CONTRACTOR will provide supportive services, to the extent that such services are needed and are not already available from third parties and accessible to individuals participating in the Congregate Meals Program. Supportive services may include:
 - i. Transportation of eligible individuals to and from congregate meal sites so that nutrition and other services will be accessible to those eligible individuals living within the program area who, because of lack of mobility or physical or mental handicap, would otherwise be unable to participate in the program;
 - ii. Information and referral services designed to provide eligible individuals with current information of, and referral to, all appropriate services to meet their needs;
 - iii. Health and welfare counseling services designed to assist eligible individuals in dealing with the problems and stresses that interfere with normal health and social functioning. CONTRACTOR may provide such services through person-to-person assistance from trained counselors or referrals to other resources;
 - iv. Nutrition education through a formal program of regularly scheduled meetings to make available pertinent facts related to nutritional need;
 - v. Recreation activities designed to foster the health and social well-being of program participants through social interaction and satisfying use of free time;
 - vi. Outreach activities to assure maximum participation of hard to reach and other eligible individuals.
- b. CONTRACTOR will report the supportive services provided at its meal site(s) to the COUNTY in the format requested by the COUNTY and whether the service is provided by CONTRACTOR or another entity at least annually, or more often, as requested by the COUNTY. COUNTY may request this information from CONTRACTOR up to once per quarter.

9. **FOOD INVENTORY**

CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.

10. **PEST CONTROL**

CONTRACTOR is required to follow the pest control requirements in the current SNP Policy Manual. In addition, if a pest issue is identified. COUNTY reserves the

right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.

11. DATA COLLECTION AND PRIVACY

- a. At intervals prescribed by the COUNTY and, on forms provided by COUNTY, CONTRACTOR will collect program data and information relating to nutrition risk assessments, registered site participants, meals, use of services and program contributions. CONTRACTOR will also be required to collect program data through the use of electronic collection methods. Such methods may include the use of computers, scanners, or other means. CONTRACTOR must comply with collection requirements as directed by COUNTY. Unless otherwise specified, COUNTY will provide CONTRACTOR with the equipment needed to collect data by electronic means. COUNTY will be considered legal owner of all equipment provided to CONTRACTOR for this purpose. Such equipment is considered Non-Expendable property as described in Section 16 of this Exhibit.
- b. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.
- c. No later than the second time an eligible participant attends a congregate meal site operated by CONTRACTOR, CONTRACTOR must have the participant complete a registration form with participant's information. Registration forms must be submitted to the designated COUNTY staff person at least monthly for registrants from the prior month along with the Monthly Report. CONTRACTOR must submit any new monthly registrations prior to the fifth (5th) working day of every month.
- d. CONTRACTOR must submit their electronic participant demographic scanner data and related documents for the prior month by the fifth (5th) working day of every month to the Senior Nutrition Program.
- e. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- f. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: https://www.aging.ca.gov/ProgramsProviders/Information_Security_and_Privacy/Presentation/index.html). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

12. PARTICIPANT CONTRIBUTION PRINCIPLES

- a. CONTRACTOR will provide meals to eligible individuals regardless of their ability to pay for all or part of their meals. Recipients are requested to make a financial contribution to offset the cost of the meals. Suggested contribution for congregate meals is \$3.00 per meal. If CONTRACTOR also provides home delivered meals, the suggested contribution is \$3.00 per day. Contributions are confidential. CONTRACTOR will not disclose records of the amount of

Exhibit B: Program Plan & Requirements

contribution received or the name of contributor to third parties without written permission of the contributor. COUNTY has the right to review CONTRACTOR'S contribution records for audit purposes. Payment of the suggested contribution is not a condition for the receipt of meals.

- b. CONTRACTOR will submit participant contributions on a monthly basis to be included with the monthly reimbursement claims. One hundred percent of these contributions must be submitted to COUNTY.

13. VOLUNTEER, GUEST, AND STAFF MEALS

- a. Volunteer Meals: A volunteer under the age of 60 who provides services during meal hours may be offered a meal, if doing so will not deprive an older individual of a meal. Volunteers under age 60 who receive a full meal that meets the requirements in Section 4 must pay a \$3.00 fee and the fee must be included with the participant contributions and returned to the COUNTY. CONTRACTOR must record the number of volunteer meals served. CONTRACTOR will be reimbursed for volunteer meals provided.
- b. Guest Meals: A guest under the age of 60 may be offered a meal during meal hours if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. A guest must pay a fee of at least \$8.00 or up to the actual cost of the meal served, as specified in Exhibit C: Budget. CONTRACTOR must record the number of guest meals served and keep guest fees separate from participant contributions. CONTRACTOR may keep guest fees received. The cost of providing guest meals may not be included in the quarterly reconciliation.
- c. Staff Meals: Nutrition services staff under the age of 60 may receive a meal if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. CONTRACTOR must record the number of nutrition services staff meals served. The cost of providing staff meals may not be included in the quarterly reconciliation.

14. MANDATORY ATTENDANCE

CONTRACTOR must have a representative attend every required training and meeting offered by the COUNTY that is specific to the Senior Nutrition, Congregate Meals Program.

15. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

16. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five-hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY. COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

17. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

18. OVERTIME WORK

Overtime work expenditures that are incurred by the CONTRACTOR will not be paid by reducing services or meals under this contract.

19. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

20. CARE ACCESS ERROR RATE REQUIREMENT

Federal regulations pursuant to Title III of the Older Americans Act of 1965 (OAA) establish procedures for allocating money to states for various senior services. States have established allocation mechanisms to award monies to their Area Agencies on Aging (AAA). These AAAs in turn, award monies via contracts or grants to carry out the mission of the OAA.

Sourcewise, the County of Santa Clara's designated AAA, allocates money for the provision of the Congregate Meals Program by reimbursing the County based on the number of meals served seniors each month. This data is tracked through Sourcewise's Care Access Database. When there is a discrepancy between the paper total (signatures of SNP participants) and scanner total (scanned barcodes of SNP participants), an error rate arises. Currently, if the total combined error rate of all Senior Nutrition Meal Sites exceeds five percent (5%), the County will not be reimbursed by Sourcewise. Therefore, CONTRACTOR's data that is imported into Sourcewise's Care Access Database must not exceed an error rate of 5%.

If CONTRACTOR's imported data exceeds an error rate of 5%, COUNTY will withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

Should Sourcewise decide to reimburse the County regardless of the combined error rate of all Senior Nutrition Meal Sites, then the County will not withhold any percentage of CONTRACTOR's invoice regardless of CONTRACTOR's error rate for that month.

21. GRIEVANCE POLICY

- a. CONTRACTOR must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals receiving services funded by this Contract which complies with Sourcewise's requirements and the Older Americans Act, Section 315(b)(4). At a minimum, the process shall include all of the following:
 - i. Time frames within which a complaint will be acted upon.
 - ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to Sourcewise if dissatisfied with the results of CONTRACTOR's review.
 - iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- b. CONTRACTOR shall notify older individuals of the grievance process available to them by:
 - i. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers or areas in which there are a substantial number of older adults. For individuals who are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.
 - ii. Advising homebound older individuals of the process either orally or in writing upon CONTRACTOR's contact with the individuals.
- c. Complaints may involve, but not be limited to, any or all of the following:
 - i. Amount or duration of a service.
 - ii. Denial or discontinuance of a service.
 - iii. Dissatisfaction with the service being provided or with the service provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.
 - iv. Failure of the service provider to comply with any of the requirements set forth in California Department of Aging regulations or in your contract with Sourcewise.
- d. Nothing in this Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of CONTRACTOR's governing board.

22. FISCAL YEAR CLOSEOUT SUBMISSION

Due to fiscal reporting deadlines imposed by the California Department of Aging and Sourcewise, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 6, 2020.

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|---------------------|----------------------|--------------|--------|-----------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Meals | Rate | Total Contract Amount*** |
| Per Meal Reimbursement Rate* | 63 | 249 | 15,687 | \$7.09 | \$111,220.83 |
| Grand Total | | | | | \$111,220.83 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|---------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|-----------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|-----------------------|
| Catered |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed.

**The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

***Food costs must equal at least 25% of the Total Contract Amount. Meals that are unserved will not be reimbursed.

Agency Name: City of Santa Clara

Site Location: Santa Clara Senior Center

| | | | | |
|------------------|--------------|--------------|---------------------------------|----------------------------|
| 63 | 249 | 15,687 | 33.4 | 0.00% |
| # of Daily Meals | Serving Days | Annual Meals | Annual Paid Time Off (Hours) | Fringe/Payroll Tax Rate |

| A | B | C | D | E | F | G | H |
|----------------|-------------|-------------|-----------|--|---------------------------|----------------------|----------------------|
| Job Title* | Daily Hours | Hourly Rate | Salaries | Paid Time Off (Holiday, Vacation/ Sick Leave) | Fringe / Payroll Taxes | Medical Insurance | Cost per Employee |
| Site Manager | 5.00 | \$19.74 | \$ 24,576 | \$ 659 | \$ - | \$ - | \$ 25,235 |
| Kitchen Aide 1 | 4.00 | \$15.05 | \$ 14,990 | \$ 503 | \$ - | \$ - | \$ 15,493 |
| Volunteers | 8.00 | \$15.00 | \$ 29,880 | \$ - | \$ - | \$ - | \$ 29,880 |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | 17.00 | | \$ 69,446 | \$ 1,162 | \$ - | \$ - | \$ 70,608 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed on Exhibit C: Budget, Service Plan & Budget.

Agency Name: City of Santa Clara
Region/Site Location: Santa Clara Senior Center

| A | B | C | D | E |
|---|------------------|--------------------|-----------------|-----------------|
| Source of Funds | FY20 SCC Funding | % of Total Funding | Matching Amount | Commitment Code |
| Santa Clara County Senior Nutrition Program (This Contract) | \$111,220.83 | 66% | | 1 |
| Other Funding Sources: | | | | |
| | | | | |
| CDBG | | 14% | \$24,000.00 | 1 |
| City of Santa Clara General Fund | | 2% | \$3,445.00 | 1 |
| Volunteer Hours (In-kind) | | 18% | \$29,880.00 | 3 |
| Non-senior contributions | | 0% | \$500.00 | 3 |
| | | 0% | | |
| | | 0% | | |
| | | 0% | | |
| | | 0% | | |
| | | 0% | | |
| Total Anticipated Funding ** | \$111,220.83 | 100% | \$57,825.00 | \$ 169,046 |

| Matching Amount | SCC Contract Amount | Match Percent (Match/SCC Contract) |
|-----------------|-------------------------------------|------------------------------------|
| \$ 57,825 | \$ 111,221 | 52% |
| Per Meal Match | Actual Meal Cost (Match + SCC Rate) | |
| \$ 3.69 | \$10.78 | |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

Logic Model - Congregate Meals

Agency Name: City of Santa Clara

A. Contract Goal: Provide nutritious meals, opportunities to socialize, transportation, and resources to older adults across Santa Clara County.

| B. Situation | C. Activities/Services | D1. # of unduplicated clients/families served per FY | D2. # of Outputs per FY | D3. Output | E. Short/Long Term Outcome Measures |
|---|---|--|-------------------------|---|--|
| <p>Lack of food access, financial instability, and social isolation are pervasive issues among the older adult community. In order to meet the needs of this community services need to include ethnically diverse cuisine served in locations in proximity to low-income neighborhoods, innovative service models that bring the food to the people, transportation options, and additional safety net resources. These services are a vital component to keeping people healthy and living independently.</p> | <p>Provide training to meal site volunteers on food safety topics.</p> <p>Provide catered meal to older adults age 60 or older.</p> | <p>12</p> <p>300</p> | <p>6</p> <p>15,687</p> | <p>Volunteer Trainings</p> <p>Meals</p> | <p>By June 30, 2020 at least 75% of eligible older adult congregate meal participants will have participated in at least one other service offered at the meal site.</p> |

**FIRST AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND
CITY OF SANTA CLARA**

This is the First Amendment to the Contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) entered into on July 1, 2019, for the provision of Congregate Meals Services. The original contract was approved by the Board on June 18, 2019.

This Contract is amended as follows:

Effective upon execution, the parties agree to comply with the provisions contained in the following exhibits, which are attached hereto and incorporated herein by this reference and made a part of the Contract.

1. Replace Exhibit A: Program Provisions with Exhibit A-1: Program Provisions, which is attached hereto and incorporated by this reference.
2. Replace Exhibit B: Program Plan & Requirements with Exhibit B-1: Program Plan & Requirements, which is attached hereto and incorporated by this reference.
3. Replace Exhibit C: Budget with Exhibit C-1: Budget, which is attached hereto and incorporated by this reference.
4. Add Exhibit C-2: Budget, which is attached hereto and incorporated by this reference.
5. Add Exhibit D-1: Logic Model, which is attached hereto and incorporated by this reference.
6. Article IV, 14. COUNTY DATA & CONFIDENTIALITY is revised to read:

14. COUNTY DATA & CONFIDENTIALITY

- a. Definitions: "County Data" shall mean data and information received by Contractor from County. County Data includes any information or data that is transported across a County network, or that resides in a County-owned information system, or on a network or system under the control and management of a contractor for use by County. "County Confidential Information" shall include all material, non-public information (including material, non-public County Data) appearing in any form (including, without limitation, written, oral or displayed), that is disclosed, directly or indirectly, through any means of communication by County, its agents or employees, to Contractor, its agents or employees, or any of its affiliates or representatives.
- b. Contractor shall not acquire any ownership interest in County Data (including County Confidential Information). As between Contractor and County, all County Confidential Information and/or County Data shall remain the property of the County. Contractor shall not, without County's written permission, use or disclose County Data (including County Confidential Information) other than in the performance of its obligations under this Agreement.
- c. Contractor shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of County Data, protect against any anticipated threats or hazards to the security or integrity of County Data, and protect against unauthorized access to or use of County Data that could result in substantial harm or inconvenience to County or any end users. Upon termination or expiration of this

Approved: 06/23/2020

Agreement, Contractor shall seek and follow County's direction regarding the proper disposition of County Data.

- d. Contractor shall take appropriate action to address any incident of unauthorized access to County Data, including addressing and/or remedying the issue that resulted in such unauthorized access, and notifying County by phone or in writing within 24 hours of any incident of unauthorized access to County Data, or any other breach in Contractor's security that materially affects County or end users. If the initial notification is by phone, Contractor shall provide a written notice within 5 days of the incident. Contractor shall be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality, privacy, and information security requirements of this Agreement. Should County Confidential Information and/or legally protected County Data be divulged to unauthorized third parties, Contractor shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code sections 1798.29 and 1798.82 at Contractor's sole expense. Contractor shall not charge County for any expenses associated with Contractor's compliance with these obligations.
 - e. Contractor shall defend, indemnify and hold County harmless against any claim, liability, loss, injury or damage arising out of, or in connection with, the unauthorized use, access, and/or disclosure of information by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County.
 - f. Contractor must require its employees and all persons performing services at its direction to comply with all applicable privacy laws and regulations, including but not limited to the provisions of Sections 827 and 10850 et seq. of the Welfare and Institutions Code (WIC) and California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19 Regulations.
 - g. Upon the disclosure of confidential information, inadvertent or otherwise, the County may terminate this contract immediately and take legal action against Contractor. Any person who knowingly and intentionally violates the provisions stated above is guilty of a misdemeanor and the County intends to prosecute such violators to the full extent of the law.
 - h. Contractor will inform all employees, agents, officers, and all persons performing services at its direction of the above provisions. All provisions of Article IV, Section 14 survive the termination of this contract.
7. Add Article IV, 15. **CALIFORNIA PUBLIC RECORDS ACT:**
- 15. CALIFORNIA PUBLIC RECORDS ACT**
- a. The County is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Contractor's proprietary information is contained in documents or information submitted to County, and Contractor claims that such information falls within one or more CPRA exemptions, Contractor must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a request for such information, the County will make best efforts to provide notice to Contractor prior to such disclosure. If Contractor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to

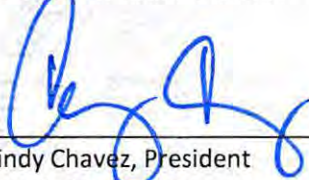
obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara County before the County is required to respond to the CPRA request. If Contractor fails to obtain such remedy within the time the County is required to respond to the CPRA request, County may disclose the requested information.

- b. Contractor further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Contractor.

All other terms and conditions of the Contract remain in full force and effect. In the event of a conflict between the original Contract and this Amendment, this Amendment controls.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Amendment to the Contract.

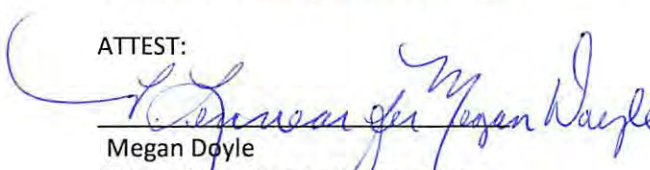
COUNTY OF SANTA CLARA


Cindy Chavez, President
Board of Supervisors

Date: JUN 23 2020


Signed and certified that a copy of this document
has been delivered by electronic or other means
to the President, Board of Supervisors.

ATTEST:

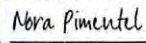

Megan Doyle
Clerk of the Board of Supervisors

Date: JUN 23 2020

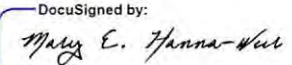
CONTRACTOR

DocuSigned by:

7D1AE054F5804F2...
Deanna J. Santana, City Manager
City of Santa Clara
6/10/2020
Date: _____

ATTEST:

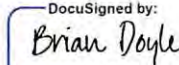
DocuSigned by:

4021415053421480
Nora Pimentel
MMC
6/10/2020
Date: _____

APPROVED AS TO FORM AND LEGALITY

DocuSigned by:

0438EB892AF04CC
Mary Hanna-Weir
Deputy County Counsel

Date: 6/11/2020

APPROVED AS TO FORM

DocuSigned by:

F05E0C22380A400
Brian Doyle
City Attorney

Date: 6/10/2020

Agency: City of Santa Clara

Program Name: Senior Nutrition Program – Congregate Meals

This is a contract between the County of Santa Clara (COUNTY) and the (CONTRACTOR) for the purpose of providing meals for persons 60 years of age and older, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

1. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2021, unless terminated earlier or otherwise amended; with three one-year extension options.

2. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$129,631.65 in FY2019-2020, and not to exceed \$110,774.16 in FY2020-2021, for a total not to exceed \$240,405.81.

3. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the COUNTY for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the COUNTY has the option to either terminate this Contract without notice (except that is necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

4. FEE FOR SERVICE CONTRACT

- a. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A-1: Program Provisions, Exhibit B-1: Program Plan & Requirements, Exhibit C-1: Budget, Exhibit C-2: Budget, Exhibit D: Logic Model and Exhibit D-1: Logic Model, for the performance of services as outlined in this Contract up to the maximum compensation.
 - i. For Non-Profit Agencies, OMB Circular A-122.
 - ii. For Local Governments, OMB Circular A-87.
 - iii. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 - iv. For Profit Making Organization, 41 CFR Part 1.
- b. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- c. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly

reconciliations must be submitted with the corresponding monthly invoice. During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor and the remaining cash, if any. This provision survives the termination of this Contract.

- d. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services based on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.

5. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will submit participant contributions on a monthly basis with the monthly expense claims.
- b. CONTRACTOR will deposit all participant contributions in a bank account maintained for the Senior Nutrition Program (SNP). All deposits, withdrawals, and balances for the Senior Nutrition Program must be separately identified. COUNTY has the right to review all financial records and bank accounts for audit purposes. Participants' contributions will be collected, counted, and recorded daily by CONTRACTOR. Two persons designated by CONTRACTOR will co-verify the collection and count of participant contributions daily by their signature and date on a participant contribution accounting record. Participant contributions are to be deposited daily when possible, but no less frequently than on a weekly basis. Participant contributions are to be kept in a secure locked location and at night locking in a safe, pending deposit into the Senior Nutrition Program bank account.

6. ADVANCE PAYMENTS

- a. Notwithstanding Section 4 above, COUNTY, at its discretion may make advance payments under this contract to CONTRACTOR up to a maximum of 25% of the total contract amount and under conditions as the COUNTY may specify. Such advance payments will in no way increase the total maximum financial obligation specified under this contract.
- b. CONTRACTOR must meet fidelity bond requirements as specified in Article V F. of this contract prior to receiving advance payment.
- c. All advance payments require full repayment prior to the expiration of the contract. COUNTY will specify repayment method of the advance payment amount by deducting an agreed upon monthly amount from the outstanding balance of the contract until the repayment obligation is fulfilled, or; deducting the advance payment amount in a lump sum from the remaining contract balance.

7. COMPENSATION

CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services rendered, as well as payment for participant and guest contributions as outlined in Exhibit B-1: Program Plan & Requirements.

- a. Prior to submittal, invoices and reconciliations must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
- b. In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year-to-date meals listed in the Service Delivery Plan in Exhibit C-1 and Exhibit C-2: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
- c. If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- d. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
- e. COUNTY is not obligated to reimburse CONTRACTOR for any service or expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

8. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
- c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR's site as a home meal site.

9. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above-named person has the primary authority and responsibility to carry out this Contract.
- b. COUNTY designates the Senior Nutrition Program Manager as its representative for the purpose of managing the services performed pursuant to this Contract.

10. ADJUSTMENT TO EXHIBIT B-1: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Program Plan & Requirements may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Work Plan begins.

11. ADJUSTMENT TO EXHIBIT C-1: BUDGET & EXHIBIT C-2: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

12. ADJUSTMENT TO EXHIBIT D: LOGIC MODEL & EXHIBIT D-1: LOGIC MODEL

A written adjustment to the Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

13. NOTICES

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

To COUNTY:

Social Services Agency, Director
CC: Senior Nutrition Program Manager
353 West Julian Street, 4th Floor
San Jose, California 95110-2335

To CONTRACTOR: Deanna J. Santana
City Manager
1500 Warburton Avenue
Santa Clara, CA 95050

11. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

Agency: City of Santa Clara (CONTRACTOR)

Program Name: Senior Nutrition Program – Congregate Meals (PROGRAM)

1. SERVICE DESCRIPTION & EXPECTED OUTCOME

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). The PROGRAM provides seniors and older adults of Santa Clara County access to healthy, nutritious meals and the opportunity to socialize, take classes, and access other services. CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto.

2. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. ELIGIBLE INDIVIDUALS

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965.

4. MEALS

- a. Meals served by CONTRACTOR must provide at least one-third (1/3rd) of the current recommended dietary allowance specified by the Food and Nutrition Board of the National Academy of Sciences – National Research Council.
- b. Menus will be planned by CONTRACTOR in cycles, the minimum period being five (5) weeks. Such menus must be planned in accordance with COUNTY requirements. Such menus will be submitted to COUNTY three (3) weeks prior to initial use. Menus will be posted in a conspicuous location at the meal site at least one (1) week in advance of use.
- c. Table settings will be of reasonable quality. If disposable dinnerware is used, it will be of sturdy quality.

5. CONGREGATE MEAL SITES

- a. CONTRACTOR will provide congregate meals at the meal site(s), days, and times indicated in Exhibit C-1: Budget for FY2019-2020 and Exhibit C-2: Budget for FY2020-2021. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed in Exhibit C-1 and Exhibit C-2 with prior written approval of COUNTY.
- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a

Exhibit B-1: Program Plan & Requirements

meal site without the prior approval of the COUNTY may be considered a breach of the provisions of this contract. COUNTY may suspend or withhold payments, or terminate the contract if the relocation affects any of the provisions of the contract including, but not limited to the following:

- i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
 - ii. The relocation or addition changes the service area served by this contract.
 - iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
 - d. CONTRACTOR ensures that a pleasant dining atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs.
 - e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility.
 - f. Innovative services may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
 - g. Notwithstanding a designation as a catered site in Exhibit C-1 and Exhibit C-2: Budget, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS

- a. CONTRACTOR will provide the number of hot meals as specified in Exhibit C-1: Budget for FY2019-2020 and Exhibit C-2: Budget for FY2020-2021. If demand by eligible individuals in the first six (6) months of this Contract does not result in CONTRACTOR providing the average number of meals per day specified in Exhibit C-1 and Exhibit C-2: Budget, COUNTY may terminate this Contract. Prior to termination, COUNTY and CONTRACTOR may attempt to renegotiate this Contract to allow CONTRACTOR to reduce the average number of meals to be provided per day. If CONTRACTOR provides additional meals and such additional meals will cause CONTRACTOR to exceed the Maximum Financial Obligation of this Contract, such additional costs will be the sole expense of CONTRACTOR, unless the parties agree and execute a Contract Amendment.
- b. CONTRACTOR will be paid for the number of meals served at a meal site, not the number of meals prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements in Section 4(a). CONTRACTOR must open its Nutrition Site(s) for the number of service days specified in Exhibit C-1: Budget for FY2019-2020 and Exhibit C-2: Budget for FY2020-2021. CONTRACTOR must open its Nutrition Site(s) at minimum the number of serving days indicated each week except for holidays. Should CONTRACTOR close its Nutrition Site(s) due to unforeseen circumstances, CONTRACTOR will notify COUNTY immediately and work collaboratively to

Exhibit B-1: Program Plan & Requirements
reschedule the day(s) that the Nutrition Site(s) was closed. Should CONTRACTOR close their Nutrition Site(s) due to foreseen circumstances and not be able to reschedule the day(s) of services, CONTRACTOR will not be reimbursed for the number of meals allocated to the serving day(s) that the Nutrition Site(s) was closed.

7. ADVISORY COUNCIL

CONTRACTOR will ensure that an election is held to elect a participant to represent the nutrition site on the countywide program Advisory Council. It will be the responsibility of the program Advisory Council to advise the COUNTY on policy matters relating to the delivery of the congregate nutrition services throughout the COUNTY program area.

8. SUPPORTIVE SERVICES

- a. CONTRACTOR will provide supportive services, to the extent that such services are needed and are not already available from third parties and accessible to individuals participating in the Congregate Meals Program. Supportive services may include:
 - i. Transportation of eligible individuals to and from congregate meal sites so that nutrition and other services will be accessible to those eligible individuals living within the program area who, because of lack of mobility or physical or mental handicap, would otherwise be unable to participate in the program;
 - ii. Information and referral services designed to provide eligible individuals with current information of, and referral to, all appropriate services to meet their needs;
 - iii. Health and welfare counseling services designed to assist eligible individuals in dealing with the problems and stresses that interfere with normal health and social functioning. CONTRACTOR may provide such services through person-to-person assistance from trained counselors or referrals to other resources;
 - iv. Nutrition education through a formal program of regularly scheduled meetings to make available pertinent facts related to nutritional need;
 - v. Recreation activities designed to foster the health and social well-being of program participants through social interaction and satisfying use of free time;
 - vi. Outreach activities to assure maximum participation of hard to reach and other eligible individuals.
- b. CONTRACTOR will report the supportive services provided at its meal site(s) to the COUNTY in the format requested by the COUNTY and whether the service is provided by CONTRACTOR or another entity at least annually, or more often, as requested by the COUNTY. COUNTY may request this information from CONTRACTOR up to once per quarter.

9. FOOD INVENTORY

CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent

deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.

10. PEST CONTROL

CONTRACTOR is required to follow the pest control requirements in the current Senior Nutrition Program, Congregate Policy & Procedures Manual. In addition, if a pest issue is identified. COUNTY reserves the right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.

11. DATA COLLECTION AND PRIVACY

- a. At intervals prescribed by the COUNTY and, on forms provided by COUNTY, CONTRACTOR will collect program data and information relating to nutrition risk assessments, registered site participants, meals, use of services and program contributions. CONTRACTOR will also be required to collect program data through the use of electronic collection methods. Such methods may include the use of computers, scanners, or other means. CONTRACTOR must comply with collection requirements as directed by COUNTY. Unless otherwise specified, COUNTY will provide CONTRACTOR with the equipment needed to collect data by electronic means. COUNTY will be considered legal owner of all equipment provided to CONTRACTOR for this purpose. Such equipment is considered Non-Expendable property as described in Section 16 of this Exhibit.
- b. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.
- c. No later than the second time an eligible participant attends a congregate meal site operated by CONTRACTOR, CONTRACTOR must have the participant complete a registration form with participant's information. Registration forms must be submitted to the designated COUNTY staff person at least monthly for registrants from the prior month along with the Monthly Report. CONTRACTOR must submit any new monthly registrations prior to the fifth (5th) working day of every month.
- d. CONTRACTOR must submit their electronic participant demographic scanner data and related documents for the prior month by the fifth (5th) working day of every month to the Senior Nutrition Program.
- e. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- f. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: https://www.aging.ca.gov/ProgramsProviders/Information_Security_and_Privacy/Presentation/index.html). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

12. PARTICIPANT CONTRIBUTION PRINCIPLES

- a. CONTRACTOR will provide meals to eligible individuals regardless of their ability to pay for all or part of their meals. Recipients are requested to make a financial contribution to offset the cost of the meals. Suggested contribution for congregate meals is \$3.00 per meal. If CONTRACTOR also provides home delivered meals, the suggested contribution is \$3.00 per day. Contributions are confidential. CONTRACTOR will not disclose records of the amount of contribution received or the name of contributor to third parties without written permission of the contributor. COUNTY has the right to review CONTRACTOR'S contribution records for audit purposes. Payment of the suggested contribution is not a condition for the receipt of meals.
- b. CONTRACTOR will submit participant contributions on a monthly basis to be included with the monthly reimbursement claims. One hundred percent of these contributions must be submitted to COUNTY.

13. VOLUNTEER, GUEST, AND STAFF MEALS

- a. Volunteer Meals: A volunteer under the age of 60 who provides services during meal hours may be offered a meal, if doing so will not deprive an older individual of a meal. Volunteers under age 60 who receive a full meal that meets the requirements in Section 4 must pay a \$3.00 fee and the fee must be included with the participant contributions and returned to the COUNTY. CONTRACTOR must record the number of volunteer meals served. CONTRACTOR will be reimbursed for volunteer meals provided.
- b. Guest Meals: A guest under the age of 60 may be offered a meal during meal hours if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. A guest must pay a fee of at least \$8.00 or up to the actual cost of the meal served, as specified in Exhibit C-1: Budget for FY2019-2020 and Exhibit C-2: Budget for FY2020-2021. CONTRACTOR must record the number of guest meals served and keep guest fees separate from participant contributions. CONTRACTOR may keep guest fees received. The cost of providing guest meals may not be included in the quarterly reconciliation.
- c. Staff Meals: Nutrition services staff under the age of 60 may receive a meal if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. CONTRACTOR must record the number of nutrition services staff meals served. The cost of providing staff meals may not be included in the quarterly reconciliation.

14. MANDATORY ATTENDANCE

CONTRACTOR must have a representative attend every required training and meeting offered by the COUNTY that is specific to the Senior Nutrition, Congregate Meals Program.

15. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

16. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five- hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY.

COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

17. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

18. OVERTIME WORK

Overtime work expenditures that are incurred by the CONTRACTOR will not be paid by reducing services or meals under this contract.

19. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

20. CARE ACCESS ERROR RATE REQUIREMENT

Federal regulations pursuant to Title III of the Older Americans Act of 1965 (OAA) establish procedures for allocating money to states for various senior services. States have established allocation mechanisms to award monies to their Area Agencies on Aging (AAA). These AAAs in turn, award monies via contracts or grants to carry out the mission of the OAA.

Sourcewise, the County of Santa Clara's designated AAA, allocates money for the provision of the Congregate Meals Program by reimbursing the County based on the number of meals served to seniors each month. This data is tracked through Sourcewise's Care Access Database. When there is a discrepancy between the paper total (signatures of SNP participants) and scanner total (scanned barcodes of SNP participants), an error rate arises. Currently, if the total combined error rate of all Senior Nutrition Meal Sites exceeds five percent (5%), the County will not be reimbursed by Sourcewise. Therefore, CONTRACTOR's data that is imported into Sourcewise's Care Access Database must not exceed an error rate of 5%.

If CONTRACTOR's imported data exceeds an error rate of 5%, COUNTY will withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

Should Sourcewise decide to reimburse the County regardless of the combined error rate of all Senior Nutrition Meal Sites, then the County will not withhold any percentage of CONTRACTOR's invoice regardless of CONTRACTOR's error rate for that month.

21. GRIEVANCE POLICY

- a. CONTRACTOR must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals receiving services funded by this Contract which complies with Sourcewise's requirements and the Older Americans Act, Section 315(b)(4). At a minimum, the process shall include all of the following:
 - i. Time frames within which a complaint will be acted upon.
 - ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to Sourcewise if dissatisfied with the results of CONTRACTOR's review.
 - iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- b. CONTRACTOR shall notify older individuals of the grievance process available to them by:
 - i. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers or areas in which there are a substantial number of older adults. For individuals are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.
 - ii. Advising homebound older individuals of the process either orally or in writing upon CONTRACTOR's contact with the individuals.
- c. Complaints may involve, but not be limited to, any or all of the following:
 - i. Amount or duration of a service.
 - ii. Denial or discontinuance of a service.
 - iii. Dissatisfaction with the service being provided or with the service provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.
 - iv. Failure of the service provider to comply with any of the requirements set forth in California Department of Aging regulations or in your contract with Sourcewise.
- d. Nothing in this Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of CONTRACTOR's governing board.
- e. Notify Sourcewise in writing within ten working days after statement has been issues to complainant detailing the complaint, resolution and a copy of the statement sent to complainant. The address for mailing is 3100 De La Cruz Blvd., Suite 310, Santa Clara, CA, 95054.

22. FISCAL YEAR CLOSEOUT SUBMISSION

Due to fiscal reporting deadlines imposed by the California Department of Aging and Sourcewise, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 6, 202 for FY2019-2020 and July 6, 2021 for FY2020-2021.

Agency Name: City of Santa Clara
Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|------------------|-------------------|--------------|----------|-------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Units | Rate | Total Contract Amount** |
| Per Meal Reimbursement Rate* | 63 | 249 | 15,687 | \$7.09 | \$111,220.83 |
| Additional Meals* | | | 2,498 | \$7.09 | \$17,710.82 |
| Front Desk Refresh*** | | | 1 | \$700.00 | \$700.00 |
| Grand Total | | | | | \$129,631.65 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|---------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|--------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|-----------------------|
| Catered |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed. The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

**Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed.

***Each Front Desk Refresh unit is payable upon the site demonstrating that its registration desk has an agency-owned tablet or smartphone, in a protective case, with reliable, wireless internet connection available during meal registration. One unit per meal site.

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| | | |
|--------------|---------------|---------------------|
| 18,185 | 13 | 1.45% |
| Annual Meals | Paid Holidays | Payroll Tax Rate |

Paid Hours*

| A | B | C | D | E | F | G | H | I | J |
|--------------|-------------|-------------|--|-----------|---------------|-------------------------|------------------|-----------------------|--------------------|
| Job Title | Daily Hours | Hourly Rate | Paid Time Off (Days) <i>Do not include Holidays</i> | Salaries | Payroll Taxes | Retirement Contribution | Health Insurance | Other Fringe Benefits | Total per Employee |
| Site Manager | 5.00 | \$19.74 | 33.40 | \$ 25,859 | \$ 375 | | | \$ 659 | \$ 26,893 |
| Kitchen Aide | 4.00 | \$15.05 | 33.40 | \$ 15,772 | \$ 229 | | | \$ 503 | \$ 16,504 |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| Total | 9.00 | | | \$ 41,631 | \$ 604 | \$ - | \$ - | \$ 1,162 | \$ 43,397 |

Unpaid Volunteer Hours

| A | B |
|--------------------|-------------|
| Volunteer Hours | Daily Hours |
| Registration Staff | 3.00 |
| Server 1 | 3.00 |
| Server 2 | 2.00 |
| Server 3 | 2.00 |
| Server 4 | 2.00 |
| Total | 12.00 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed in Exhibit C-1: Budget, Service Plan & Budget.

Agency Name: City of Santa Clara

Program: SNP Congregate Meals

| A | B | C | D |
|---|---------------|------------|-----------------|
| Source of Funds | FY20 Amount | % of Total | Commitment Code |
| Resources Provided by County | | | |
| Santa Clara County Senior Nutrition Program (This Contract) | \$ 129,631.65 | 56% | 1 |
| Resources Provided by Agency (Match) | | | |
| In-Kind Resources | | | |
| Volunteer Hours* | \$73,385.00 | 32% | 3 |
| Cash Resources | | | |
| Agency General Fund | \$3,445.00 | 1% | 1 |
| CDBG | \$24,000.00 | 10% | 1 |
| Non-senior contributions | \$500.00 | 0% | 3 |
| Total Program Cost | \$ 230,961.65 | 99% | |

| Total Per Meal Match | SCC Rate | Actual Meal Cost (Match + SCC Rate) |
|----------------------|----------|--|
| \$5.57 | \$7.09 | \$12.66 |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

* Volunteer Hours are valued by the County as: Living Wage * Hours Per Day * Serving Days

Agency Name: City of Santa Clara
Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|------------------|-------------------|--------------|--------|-------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Units | Rate | Total Contract Amount** |
| Per Meal Reimbursement Rate* | 63 | 248 | 15,624 | \$7.09 | \$110,774.16 |
| Grand Total | | | | | \$110,774.16 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|---------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|--------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|-----------------------|
| Catered |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed. The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

**Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed.

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| | | | | |
|------------------|--------------|--------------|---------------|------------------|
| 63 | 248 | 15,624 | 13 | 1.45% |
| # of Daily Meals | Serving Days | Annual Meals | Paid Holidays | Payroll Tax Rate |

Paid Hours*

| A | B | C | D | E | F | G | H | I | J |
|--------------|-------------|-------------|--|-----------|---------------|-------------------------|------------------|-----------------------|--------------------|
| Job Title | Daily Hours | Hourly Rate | Paid Time Off (Days) <i>Do not include Holidays</i> | Salaries | Payroll Taxes | Retirement Contribution | Health Insurance | Other Fringe Benefits | Total per Employee |
| Site Manager | 5.00 | \$19.74 | 33.40 | \$ 25,761 | \$ 374 | | | \$ 659 | \$ 26,794 |
| Kitchen Aide | 4.00 | \$15.05 | 33.40 | \$ 15,712 | \$ 228 | | | \$ 503 | \$ 16,443 |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| Total | 9.00 | | | \$ 41,473 | \$ 602 | \$ - | \$ - | \$ 1,162 | \$ 43,237 |

Unpaid Volunteer Hours

| A | B |
|--------------------|-------------|
| Volunteer Hours | Daily Hours |
| Registration Staff | 3.00 |
| Server 1 | 3.00 |
| Server 2 | 2.00 |
| Server 3 | 2.00 |
| Server 4 | 2.00 |
| Total | 12.00 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed in Exhibit C-2: Budget, Service Plan & Budget.

Agency Name: City of Santa Clara

Program: SNP Congregate Meals

| A | B | C | D |
|---|----------------------|--------------|-----------------|
| Source of Funds | FY21 Amount | % of Total | Commitment Code |
| Resources Provided by County | | | |
| Santa Clara County Senior Nutrition Program (This Contract) | \$ 110,774.16 | 52.3% | 1 |
| Resources Provided by Agency (Match) | | | |
| In-Kind Resources | | | |
| Volunteer Hours* | \$73,092.00 | 34.5% | 3 |
| Cash Resources | | | |
| Agency General Fund | \$3,445.00 | 1.6% | 1 |
| CDBG | \$24,000.00 | 11.3% | 1 |
| Non-senior contributions | \$500.00 | 0.2% | 3 |
| Total Program Cost | \$ 211,811.16 | 99.9% | |

| Total Per Meal Match | SCC Rate | Actual Meal Cost (Match + SCC Rate) |
|----------------------|----------|-------------------------------------|
| \$6.47 | \$7.09 | \$13.56 |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

* Volunteer Hours are valued by the County as: Living Wage * Hours Per Day * Serving Days

Logic Model -

Congregate Meals

Agency Name: City of Santa Clara

A. Contract Goal: Provide nutritious meals, opportunities to socialize, transportation, and resources to older adults across Santa Clara County.

B. Situation

Lack of food access, financial instability, and social isolation are pervasive issues among the older adult community. In order to meet the needs of this community services need to include ethnically diverse cuisine served in locations in proximity to low-income neighborhoods, innovative service models that bring the food to the people, transportation options, and additional safety net resources. These services are a vital component to keeping people healthy and living independently.

C. Activities/Services

Provide training to meal site volunteers on food safety topics.

**D1. # of
unduplicated
clients/families
served per FY**

12

**D2. # of
Outputs
per FY**

6

D3. Output

Volunteer Trainings

**E. Short/Long Term
Outcome Measures**

By June 30, 2021, at least 75% of eligible older adult congregate meal participants will have participated in at least one other service offered at the meal site.

**SECOND AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND
CITY OF SANTA CLARA – CONGREGATE MEALS**

This is the Second Amendment to the Contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) entered into on July 1, 2019, for the provision of Congregate Meals Services. The original contract was approved by the Board on June 18, 2019.

This Contract is amended as follows:

Effective July 1, 2021, the parties agree to comply with the provisions contained in the following exhibits, which are attached hereto and incorporated herein by this reference and made a part of the Contract.

1. Add Exhibit A-2: Program Provisions, which is attached hereto and incorporated by this reference.
2. Add Exhibit B-2: Program Plan & Requirements, which is attached hereto and incorporated by this reference.
3. Add Exhibit C-3: Budget, which is attached hereto and incorporated by this reference.
4. Add Exhibit D-2: Logic Model, which is attached hereto and incorporated by this reference.

All other terms and conditions of the Contract remain in full force and effect. In the event of a conflict between the original Contract and this Amendment, this Amendment controls.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Amendment to the Contract.

COUNTY OF SANTA CLARA

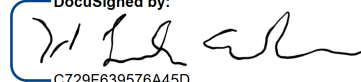
Miguel Marquez, Chief Operating Officer
County of Santa Clara

Date: _____

John P. Mills
Deputy County Executive

Date: _____

APPROVED AS TO FORM AND LEGALITY

DocuSigned by:

C729F639576A45D

Luke Edwards
Deputy County Counsel

12/15/2021
Date: _____

CONTRACTOR

Deanna J. Santana, City Manager
City of Santa Clara

Date: _____

ATTEST

Hassam Haggag, City Clerk
City of Santa Clara

Date: _____

APPROVED AS TO FORM

Office of the City Attorney

Date: _____

Exhibit A-2: Program Provisions

Agency: City of Santa Clara

Program Name: Senior Nutrition Program – Congregate Meals

This is a contract between the County of Santa Clara (COUNTY) and the (CONTRACTOR) for the purpose of providing meals for persons 60 years of age and older, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

1. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2022, unless terminated earlier or otherwise amended; with two one-year extension options.

2. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$129,631.65 in FY2019-2020, not to exceed \$110,774.16 in FY2020-2021, and not to exceed \$121,324.08 in FY2021-2022, for a total not to exceed \$361,729.89.

3. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the COUNTY for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the COUNTY has the option to either terminate this Contract without notice (except that is necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

4. FEE FOR SERVICE CONTRACT

- a. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A-2: Program Provisions, Exhibit B-2: Program Plan & Requirements, Exhibit C-3: Budget, and Exhibit D-2: Logic Model, for the performance of services as outlined in this Contract up to the maximum compensation.
 - i. For Non-Profit Agencies, OMB Circular A-122.
 - ii. For Local Governments, OMB Circular A-87.
 - iii. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 - iv. For Profit Making Organization, 41 CFR Part 1.
- b. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- c. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly reconciliations must be submitted with the corresponding monthly invoice.

Exhibit A-2: Program Provisions

During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor and the remaining cash, if any. This provision survives the termination of this Contract.

- d. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services based on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.

5. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will submit participant contributions on a monthly basis with the monthly expense claims.
- b. CONTRACTOR will deposit all participant contributions in a bank account maintained for the Senior Nutrition Program (SNP). All deposits, withdrawals, and balances for the Senior Nutrition Program must be separately identified. COUNTY has the right to review all financial records and bank accounts for audit purposes. Participants' contributions will be collected, counted, and recorded daily by CONTRACTOR. Two persons designated by CONTRACTOR will co-verify the collection and count of participant contributions daily by their signature and date on a participant contribution accounting record. Participant contributions are to be deposited daily when possible, but no less frequently than on a weekly basis. Participant contributions are to be kept in a secure locked location and at night locking in a safe, pending deposit into the Senior Nutrition Program bank account.

6. ADVANCE PAYMENTS

- a. Notwithstanding Section 4 above, COUNTY, at its discretion may make advance payments under this contract to CONTRACTOR up to a maximum of 25% of the total contract amount and under conditions as the COUNTY may specify. Such advance payments will in no way increase the total maximum financial obligation specified under this contract.
- b. CONTRACTOR must meet fidelity bond requirements as specified in Article V F. of this contract prior to receiving advance payment.
- c. All advance payments require full repayment prior to the expiration of the contract. COUNTY will specify repayment method of the advance payment amount by deducting an agreed upon monthly amount from the outstanding balance of the contract until the repayment obligation is fulfilled, or; deducting the advance payment amount in a lump sum from the remaining contract balance.

7. COMPENSATION

CONTRACTOR must submit to COUNTY an invoice in a form approved by

Exhibit A-2: Program Provisions

COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services rendered, as well as payment for participant and guest contributions as outlined in Exhibit B-2: Program Plan & Requirements.

- a. Prior to submittal, invoices and reconciliations must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
- b. In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year-to-date meals listed in the Service Delivery Plan in Exhibit C-3: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
- c. If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- d. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
- e. COUNTY is not obligated to reimburse CONTRACTOR for any service or expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

8. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
- c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR's site as a home meal site.

9. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless

Exhibit A-2: Program Provisions

otherwise indicated in writing, the above-named person has the primary authority and responsibility to carry out this Contract.

- b. COUNTY designates the Senior Nutrition Program Manager as its representative for the purpose of managing the services performed pursuant to this Contract.

10. ADJUSTMENT TO EXHIBIT B-2: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Program Plan & Requirements may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Work Plan begins.

11. ADJUSTMENT TO EXHIBIT C-3: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

12. ADJUSTMENT TO EXHIBIT D-2: LOGIC MODEL

A written adjustment to the Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

13. NOTICES

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

To COUNTY:

Social Services Agency, Director
CC: Senior Nutrition Program Manager
353 West Julian Street, 4th Floor
San Jose, California 95110-2335

To CONTRACTOR:

Deanna J. Santana
City Manager
1500 Warburton Avenue

Exhibit A-2: Program Provisions

Santa Clara, CA 95050

11. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

In Process

Exhibit B-2: Program Plan & Requirements

Agency: City of Santa Clara (CONTRACTOR)**Program Name:** Senior Nutrition Program – Congregate Meals (PROGRAM)**1. SERVICE DESCRIPTION & EXPECTED OUTCOME**

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). The PROGRAM provides seniors and older adults of Santa Clara County access to healthy, nutritious meals and the opportunity to socialize, take classes, and access other services. CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto.

2. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. ELIGIBLE INDIVIDUALS

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965.

4. MEALS

- a. Meals served by CONTRACTOR must provide at least one-third (1/3rd) of the current recommended dietary allowance specified by the Food and Nutrition Board of the National Academy of Sciences – National Research Council.
- b. Menus will be planned by CONTRACTOR in cycles, the minimum period being five (5) weeks. Such menus must be planned in accordance with COUNTY requirements. Such menus will be submitted to COUNTY three (3) weeks prior to initial use. Menus will be posted in a conspicuous location at the meal site at least one (1) week in advance of use.
- c. Table settings will be of reasonable quality. If disposable dinnerware is used, it will be of sturdy quality.

5. CONGREGATE MEAL SITES

- a. CONTRACTOR will provide congregate meals at the meal site(s), days, and times indicated in Exhibit C-3: Budget. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed in Exhibit C-3 with prior written approval of COUNTY.
- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a meal site without the prior approval of the COUNTY may be considered a

Exhibit B-2: Program Plan & Requirements

breach of the provisions of this contract. COUNTY may suspend or withhold payments, or terminate the contract if the relocation affects any of the provisions of the contract including, but not limited to the following:

- i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
- ii. The relocation or addition changes the service area served by this contract.
- iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
- d. CONTRACTOR ensures that a pleasant dining atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs.
- e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility.
- f. Innovative services may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
- g. Notwithstanding a designation as a catered site in Exhibit C-3: Budget, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS

- a. CONTRACTOR will provide the number of hot meals as specified in Exhibit C-3: Budget. If demand by eligible individuals in the first six (6) months of this Contract does not result in CONTRACTOR providing the average number of meals per day specified in Exhibit C-3: Budget, COUNTY may terminate this Contract. Prior to termination, COUNTY and CONTRACTOR may attempt to renegotiate this Contract to allow CONTRACTOR to reduce the average number of meals to be provided per day. If CONTRACTOR provides additional meals and such additional meals will cause CONTRACTOR to exceed the Maximum Financial Obligation of this Contract, such additional costs will be the sole expense of CONTRACTOR, unless the parties agree and execute a Contract Amendment.
- b. CONTRACTOR will be paid for the number of meals served at a meal site, not the number of meals prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements in Section 4(a).
CONTRACTOR must open its Nutrition Site(s) for the number of service days specified in Exhibit C-3: Budget. CONTRACTOR must open its Nutrition Site(s) at minimum the number of serving days indicated each week except for holidays. Should CONTRACTOR close its Nutrition Site(s) due to unforeseen circumstances, CONTRACTOR will notify COUNTY immediately and work collaboratively to reschedule the day(s) that the Nutrition Site(s) was closed. Should CONTRACTOR close their Nutrition Site(s) due to foreseen circumstances and not be able to reschedule the day(s) of services,

Exhibit B-2: Program Plan & Requirements

CONTRACTOR will not be reimbursed for the number of meals allocated to the serving day(s) that the Nutrition Site(s) was closed.

7. ADVISORY COUNCIL

CONTRACTOR will ensure that an election is held to elect a participant to represent the nutrition site on the countywide program Advisory Council. It will be the responsibility of the program Advisory Council to advise the COUNTY on policy matters relating to the delivery of the congregate nutrition services throughout the COUNTY program area.

8. SUPPORTIVE SERVICES

- a. CONTRACTOR will provide supportive services, to the extent that such services are needed and are not already available from third parties and accessible to individuals participating in the Congregate Meals Program. Supportive services may include:
 - i. Transportation of eligible individuals to and from congregate meal sites so that nutrition and other services will be accessible to those eligible individuals living within the program area who, because of lack of mobility or physical or mental handicap, would otherwise be unable to participate in the program;
 - ii. Information and referral services designed to provide eligible individuals with current information of, and referral to, all appropriate services to meet their needs;
 - iii. Health and welfare counseling services designed to assist eligible individuals in dealing with the problems and stresses that interfere with normal health and social functioning. CONTRACTOR may provide such services through person-to-person assistance from trained counselors or referrals to other resources;
 - iv. Nutrition education through a formal program of regularly scheduled meetings to make available pertinent facts related to nutritional need;
 - v. Recreation activities designed to foster the health and social well-being of program participants through social interaction and satisfying use of free time;
 - vi. Outreach activities to assure maximum participation of hard to reach and other eligible individuals.
- b. CONTRACTOR will report the supportive services provided at its meal site(s) to the COUNTY in the format requested by the COUNTY and whether the service is provided by CONTRACTOR or another entity at least annually, or more often, as requested by the COUNTY. COUNTY may request this information from CONTRACTOR up to once per quarter.

9. FOOD INVENTORY

CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.

Exhibit B-2: Program Plan & Requirements

10. PEST CONTROL

CONTRACTOR is required to follow the pest control requirements in the current Senior Nutrition Program, Congregate Policy & Procedures Manual. In addition, if a pest issue is identified, COUNTY reserves the right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.

11. DATA COLLECTION AND PRIVACY

- a. At intervals prescribed by the COUNTY and, on forms provided by COUNTY, CONTRACTOR will collect program data and information relating to nutrition risk assessments, registered site participants, meals, use of services and program contributions. CONTRACTOR will also be required to collect program data through the use of electronic collection methods. Such methods may include the use of computers, scanners, or other means. CONTRACTOR must comply with collection requirements as directed by COUNTY. Unless otherwise specified, COUNTY will provide CONTRACTOR with the equipment needed to collect data by electronic means. COUNTY will be considered legal owner of all equipment provided to CONTRACTOR for this purpose. Such equipment is considered Non-Expendable property as described in Section 16 of this Exhibit.
- b. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.
- c. No later than the second time an eligible participant attends a congregate meal site operated by CONTRACTOR, CONTRACTOR must have the participant complete a registration form with participant's information. Registration forms must be submitted to the designated COUNTY staff person at least monthly for registrants from the prior month along with the Monthly Report. CONTRACTOR must submit any new monthly registrations prior to the fifth (5th) working day of every month.
- d. CONTRACTOR must submit their electronic participant demographic scanner data and related documents for the prior month by the fifth (5th) working day of every month to the Senior Nutrition Program.
- e. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- f. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: https://www.aging.ca.gov/ProgramsProviders/Information_Security_and_Privacy/Presentation/index.html). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

12. PARTICIPANT CONTRIBUTION PRINCIPLES

- a. CONTRACTOR will provide meals to eligible individuals regardless of their ability to pay for all or part of their meals. Recipients are requested to make a financial contribution to offset the cost of the meals. Suggested contribution for

Exhibit B-2: Program Plan & Requirements

congregate meals is \$3.00 per meal. If CONTRACTOR also provides home delivered meals, the suggested contribution is \$3.00 per day. Contributions are confidential. CONTRACTOR will not disclose records of the amount of contribution received or the name of contributor to third parties without written permission of the contributor. COUNTY has the right to review CONTRACTOR'S contribution records for audit purposes. Payment of the suggested contribution is not a condition for the receipt of meals.

- b. CONTRACTOR will submit participant contributions on a monthly basis to be included with the monthly reimbursement claims. One hundred percent of these contributions must be submitted to COUNTY.

13. VOLUNTEER, GUEST, AND STAFF MEALS

- a. Volunteer Meals: A volunteer under the age of 60 who provides services during meal hours may be offered a meal, if doing so will not deprive an older individual of a meal. Volunteers under age 60 who receive a full meal that meets the requirements in Section 4 must pay a \$3.00 fee and the fee must be included with the participant contributions and returned to the COUNTY. CONTRACTOR must record the number of volunteer meals served. CONTRACTOR will be reimbursed for volunteer meals provided.
- b. Guest Meals: A guest under the age of 60 may be offered a meal during meal hours if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. A guest must pay a fee of at least \$8.00 or up to the actual cost of the meal served, as specified in Exhibit C-3: Budget. CONTRACTOR must record the number of guest meals served and keep guest fees separate from participant contributions. CONTRACTOR may keep guest fees received. The cost of providing guest meals may not be included in the quarterly reconciliation.
- c. Staff Meals: Nutrition services staff under the age of 60 may receive a meal if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. CONTRACTOR must record the number of nutrition services staff meals served. The cost of providing staff meals may not be included in the quarterly reconciliation.

14. MANDATORY ATTENDANCE

CONTRACTOR must have a representative attend every required training and meeting offered by the COUNTY that is specific to the Senior Nutrition, Congregate Meals Program.

15. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

16. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five-hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY. COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

Exhibit B-2: Program Plan & Requirements

17. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

18. OVERTIME WORK

Overtime work expenditures that are incurred by the CONTRACTOR will not be paid by reducing services or meals under this contract.

19. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

20. CARE ACCESS ERROR RATE REQUIREMENT

Federal regulations pursuant to Title III of the Older Americans Act of 1965 (OAA) establish procedures for allocating money to states for various senior services. States have established allocation mechanisms to award monies to their Area Agencies on Aging (AAA). These AAAs in turn, award monies via contracts or grants to carry out the mission of the OAA.

Sourcewise, the County of Santa Clara's designated AAA, allocates money for the provision of the Congregate Meals Program by reimbursing the County based on the number of meals served to seniors each month. This data is tracked through Sourcewise's Care Access Database. When there is a discrepancy between the paper total (signatures of SNP participants) and scanner total (scanned barcodes of SNP participants), an error rate arises. Currently, if the total combined error rate of all Senior Nutrition Meal Sites exceeds five percent (5%), the County will not be reimbursed by Sourcewise. Therefore, CONTRACTOR's data that is imported into Sourcewise's Care Access Database must not exceed an error rate of 5%.

If CONTRACTOR's imported data exceeds an error rate of 5%, COUNTY will withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

Should Sourcewise decide to reimburse the County regardless of the combined error rate of all Senior Nutrition Meal Sites, then the County will not withhold any percentage of CONTRACTOR's invoice regardless of CONTRACTOR's error rate for that month.

Exhibit B-2: Program Plan & Requirements

21. GRIEVANCE POLICY

- a. CONTRACTOR must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals receiving services funded by this Contract which complies with Sourcewise's requirements and the Older Americans Act, Section 315(b)(4). At a minimum, the process shall include all of the following:
 - i. Time frames within which a complaint will be acted upon.
 - ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to Sourcewise if dissatisfied with the results of CONTRACTOR's review.
 - iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- b. CONTRACTOR shall notify older individuals of the grievance process available to them by:
 - i. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers or areas in which there are a substantial number of older adults. For individuals who are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.
 - ii. Advising homebound older individuals of the process either orally or in writing upon CONTRACTOR's contact with the individuals.
- c. Complaints may involve, but not be limited to, any or all of the following:
 - i. Amount or duration of a service.
 - ii. Denial or discontinuance of a service.
 - iii. Dissatisfaction with the service being provided or with the service provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.
 - iv. Failure of the service provider to comply with any of the requirements set forth in California Department of Aging regulations or in your contract with Sourcewise.
- d. Nothing in this Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of CONTRACTOR's governing board.
- e. Notify Sourcewise in writing within ten working days after statement has been issued to complainant detailing the complaint, resolution and a copy of the statement sent to complainant. The address for mailing is 3100 De La Cruz Blvd., Suite 310, Santa Clara, CA, 95054.

22. FISCAL YEAR CLOSEOUT SUBMISSION

Due to fiscal reporting deadlines imposed by the California Department of Aging and Sourcewise, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 6, 2022.

County of Santa Clara
Social Services Agency

FY 2021-22

Exhibit C-3
Site 1 - Service Plan & Budget

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|------------------|-------------------|--------------|--------|-------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Units | Rate | Total Contract Amount** |
| Per Meal Reimbursement Rate* | 69 | 248 | 17,112 | \$7.09 | \$121,324.08 |
| Grand Total | | | | | \$121,324.08 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|---------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|--------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|-----------------------|
| Catered |

| Monthly Service Delivery Plan | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|--------------|
| Possible Serving Days | 22 | 22 | 22 | 21 | 22 | 23 | 21 | 20 | 23 | 21 | 22 | 22 | 261 |
| Unpaid Days Off | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Holidays | 1 | 0 | 2 | 1 | 3 | 2 | 1 | 1 | 0 | 1 | 1 | 0 | 13 |
| Actual Serving Days | 21 | 22 | 20 | 20 | 19 | 21 | 20 | 19 | 23 | 20 | 21 | 22 | 248 |
| Budgeted Monthly Meals (Serving Days x # of Daily Meals) | 1449 | 1518 | 1380 | 1380 | 1311 | 1449 | 1380 | 1311 | 1587 | 1380 | 1449 | 1518 | 17112 |
| YTD Budgeted Meals** | 1449 | 2967 | 4347 | 5727 | 7038 | 8487 | 9867 | 11178 | 12765 | 14145 | 15594 | 17112 | |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed. The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

**Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed.

County of Santa Clara
Social Services Agency

FY 2021-22

Exhibit C-3
Site 1 - Staffing Plan

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| | | | | |
|------------------|--------------|--------------|---------------|------------------|
| 69 | 248 | 17,112 | 13 | 1.45% |
| # of Daily Meals | Serving Days | Annual Meals | Paid Holidays | Payroll Tax Rate |

Paid Hours*

| A | B | C | D | E | F | G | H | I | J |
|--------------|-------------|-------------|--|-----------|---------------|-------------------------|------------------|-----------------------|--------------------|
| Job Title | Daily Hours | Hourly Rate | Paid Time Off (Days) <i>Do not include Holidays</i> | Salaries | Payroll Taxes | Retirement Contribution | Health Insurance | Other Fringe Benefits | Total per Employee |
| Site Manager | 5.00 | \$19.74 | 33.40 | \$ 25,761 | \$ 374 | | | \$ 659 | \$ 26,794 |
| Kitchen Aide | 4.00 | \$15.05 | 33.40 | \$ 15,712 | \$ 228 | | | \$ 503 | \$ 16,443 |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| Total | 9.00 | | | \$ 41,473 | \$ 602 | \$ - | \$ - | \$ 1,162 | \$ 43,237 |

Unpaid Volunteer Hours

| A | B |
|--------------------|-------------|
| Volunteer Hours | Daily Hours |
| Registration Staff | 3.00 |
| Server 1 | 3.00 |
| Server 2 | 2.00 |
| Server 3 | 2.00 |
| Server 4 | 2.00 |
| Total | 12.00 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed in Exhibit C-3: Budget, Service Plan & Budget.

County of Santa Clara
Social Services Agency

FY 2021-22

Exhibit C-3
Resource Table

Agency Name: City of Santa Clara

Program: SNP Congregate Meals

| A | B | C | D |
|---|---------------|------------|-----------------|
| Source of Funds | FY22 Amount | % of Total | Commitment Code |
| Resources Provided by County | | | |
| Santa Clara County Senior Nutrition Program (This Contract) | \$ 121,324.08 | 54.0% | 1 |
| Resources Provided by Agency (Match) | | | |
| In-Kind Resources | | | |
| Volunteer Hours* | \$75,324.00 | 33.5% | 3 |
| Cash Resources | | | |
| Agency General Fund | \$3,445.00 | 1.5% | 1 |
| CDBG | \$24,000.00 | 10.7% | 1 |
| Non-senior contributions | \$500.00 | 0.2% | 3 |
| Total Program Cost | \$ 224,593.08 | 99.9% | |

| Total Per Meal Match | SCC Rate | Actual Meal Cost (Match + SCC Rate) |
|----------------------|----------|--|
| \$6.03 | \$7.09 | \$13.12 |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

* Volunteer Hours are valued by the County as: Living Wage * Hours Per Day * Serving Days

Logic Model -**Congregate Meals****Agency Name: City of Santa Clara****A. Contract Goal:** Provide nutritious meals, opportunities to socialize, transportation, and resources to older adults across Santa Clara County.**B. Situation**

Lack of food access, financial instability, and social isolation are pervasive issues among the older adult community. In order to meet the needs of this community services need to include ethnically diverse cuisine served in locations in proximity to low-income neighborhoods, innovative service models that bring the food to the people, transportation options, and additional safety net resources. These services are a vital component to keeping people healthy and living independently.

C. Activities/Services

Provide training to meal site volunteers on food safety topics.

**D1. # of
unduplicated
clients/families
served per FY**

12

**D2. # of
Outputs
per FY**

6

D3. Output

Volunteer Trainings

**E. Short/Long Term
Outcome Measures**

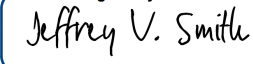
By June 30, 2022, at least 75% of eligible older adult congregate meal participants will have participated in at least one other service offered at the meal site.

**CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND
CITY OF SANTA CLARA FOR THE PROVISION OF SENIOR NUTRITION PROGRAM – COVID-19
EMERGENCY MEALS**

1. This Contract is between the County of Santa Clara (henceforth, COUNTY) and **City of Santa Clara** (henceforth, CONTRACTOR) for Senior Nutrition Program - COVID-19 Emergency Meals.
2. The parties agree to comply with the General Terms and Conditions contained in Articles I-V of this Contract and provisions contained in Exhibit A: Program Provisions, Exhibit B: Program Plan & Requirements, Exhibit C: Budget, Exhibit D: Logic Model and Exhibit E: Federally Required Contract Provisions which are attached hereto and incorporated herein by this reference and made a part of this Contract.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Contract.

COUNTY OF SANTA CLARA

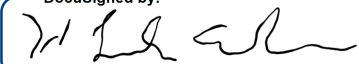
DocuSigned by:

21E905DBD1064D7...
Jeffrey V. Smith, M.D. J.D., County Executive
County of Santa Clara

Date: 7/3/2022

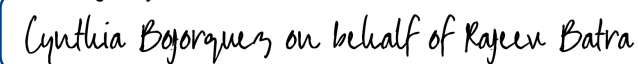
DocuSigned by:

1EC2B4BD820B494...
John P. Mills, Deputy County Executive
Date: 6/30/2022

APPROVED AS TO FORM AND LEGALITY

DocuSigned by:

C729F639576A45D...
Luke Edwards
Deputy County Counsel
Date: 6/23/2022

CONTRACTOR

DocuSigned by:

054CDBE3EF2C45B...
Cynthia Bojorquez on behalf of Rajen Batra
Office of City Manager
City of Santa Clara

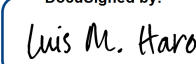
Date: 6/28/2022

ATTEST:

DocuSigned by:

446B4A8C82B1493...
Nora Pimentel, Assistant City Clerk
City of Santa Clara
Date: 6/29/2022

APPROVED AS TO FORM

DocuSigned by:

3AA0CCBB00724FD...
Luis M. Haro
Office of City Attorney
City of Santa Clara
Date: 6/29/2022

Contract General Terms and Conditions

Article I General Terms

1. ENTIRE CONTRACT

This Contract and its Exhibits/Appendices (if any) constitutes the final, complete and exclusive statement of the terms of the agreement between the parties. It incorporates and supersedes all the agreements, covenants and understandings between the parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Contract. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

2. AMENDMENTS

This Contract may only be amended by written instrument and signed by authorized representatives of all contracting parties.

3. CONFLICTS OF INTEREST

- a. CONTRACTOR shall comply, and require its subcontractors to comply, with all applicable (i) requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code section 1090 et. seq., the California Political Reform Act (California Government Code section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et. seq.). Failure to do so constitutes a material breach of this Agreement and is grounds for immediate termination of this Agreement by the COUNTY.
- b. In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. CONTRACTOR further covenants that, in the performance of this Agreement, it will not employ any CONTRACTOR or person having such an interest. CONTRACTOR, including but not limited to CONTRACTOR's employees and subcontractors, may be subject to the disclosure and disqualification provisions of the California Political Reform Act of 1974 (the "Act"), that (1) requires such persons to disclose economic interests that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making or participating in making decisions that will foreseeably financially affect such interests.
- c. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall, upon execution of this Agreement, provide the COUNTY with the names, description of individual duties to be performed, and email addresses of all individuals, including but not limited to CONTRACTOR's employees, agents and subcontractors, that could be substantively involved in "making a governmental decision" or "serving in a staff capacity and in that capacity participating in making governmental decisions or performing duties that

would be performed by an individual in a designated position,” (2 CCR 18700.3), as part of CONTRACTOR’s service to the COUNTY under this Agreement. CONTRACTOR shall immediately notify the COUNTY of the names and email addresses of any additional individuals later assigned to provide such service to the COUNTY under this Agreement in such a capacity. CONTRACTOR shall immediately notify the COUNTY of the names of individuals working in such a capacity who, during the course of the Agreement, end their service to the COUNTY.

- d. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall ensure that all such individuals identified pursuant to this section understand that they are subject to the Act and shall conform to all requirements of the Act and other laws and regulations listed in subsection (A) including, as required, filing of Statements of Economic Interests within 30 days of commencing service pursuant to this Agreement, annually by April 1, and within 30 days of their termination of service pursuant to this Agreement.

4. GOVERNING LAW, VENUE

This Contract has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in the County of Santa Clara.

5. ASSIGNMENT

No assignment of this Contract or of the rights and obligations hereunder shall be valid without the prior written consent of the other party.

6. WAIVER

No delay or failure to require performance of any provision of this Contract shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party shall be in writing and shall apply to the specific instance expressly stated.

7. INDEPENDENT CONTRACTOR STATUS

CONTRACTOR will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of COUNTY. None of the provisions of this Contract is intended to create, nor will be deemed or construed to create, any relationship between the parties other than that of independent parties contracting with each other for purpose of effecting the provisions of this Contract. The parties are not, and will not be construed to be in a relationship of joint venture, partnership, or employer-employee. Neither party has the authority to make any statements, representations, or commitments of any kind on behalf of the other party, or to use the name of the other party in any publications or advertisements, except with the written consent of the other party or as is explicitly provided herein. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any.

8. SEVERABILITY OF PROVISIONS

If any provision(s) of this Contract are held invalid, the remainder of this Contract remains in force.

Article 4
Fiscal Accountability and Requirements

1. AVAILABILITY AND SUBSTITUTION OF FUNDS

- a. Notwithstanding any provision herein, this Contract is valid and enforceable only if sufficient funds are available. In the event of reduction, suspension, discontinuance, or other unavailability of funds, COUNTY unilaterally may take appropriate actions including, but not limited to, reducing existing service authorization, immediate termination of the Contract, or reducing the maximum dollar amount of this Contract with no liability occurring to the COUNTY.
- b. If applicable, the COUNTY may substitute State or Federal funds for funds appropriated by the Board of Supervisors for payments to be made pursuant to this Contract. CONTRACTOR will then be bound by the requirements of any State or Federal grant contracts, statutes, regulations, guidelines, or directives associated with the funds.

2. COMPENSATION TO CONTRACTOR

Compensation method shall be Fee for Service.

3. DISALLOWED COSTS

- a. CONTRACTOR is liable for any funds expended that are not in accordance with this Contract, including, but not limited to, disallowed costs, violation, and/or default of Contract. CONTRACTOR will repay COUNTY disallowed costs, violation and/or default amounts within ninety (90) days of discovery of these costs. This provision survives the termination of this Contract.
- b. If funding under this Contract is from Federal sources, such funds may not be used by CONTRACTOR, either directly or indirectly, as a contribution for the purpose of obtaining any Federal funds under any Federal programs. An indirect use of such funds to match Federal funds is defined as: "the allocation by CONTRACTOR of funds received under this Contract to a non-matching expenditure, thereby releasing or displacing other of its funds for the purpose of matching Federal funds."

4. FINANCIAL RECORDS

- a. CONTRACTOR will establish and maintain a system of financial controls and accounting in conformance with Generally Accepted Accounting Principles (GAAP).
- b. CONTRACTOR must maintain accurate and complete financial records of all costs and operating expenses in connection with this Contract including, but not limited to subcontracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank Statements, and other official documentation indicating in proper detail the nature and propriety of all costs incurred, and reimbursed by COUNTY.
- c. The financial records must show that funds received under this Contract are used for purposes consistent with the terms of this Contract.

Article 5
Reporting, Records, Audit, Evaluations, and Termination

1. INSPECTION AND AUDIT

- a. All records, books, reports, and documentation maintained by CONTRACTOR pursuant to this Contract, or related to the CONTRACTOR's activities and expenditures under this Contract, will be open for inspection and audit by Federal, State, and County officials, or their agents, upon demand at reasonable times. Such records must be kept in the State of California for the retention period specified in this Contract. This provision survives the termination of this contract.
- b. CONTRACTOR will provide the Federal, State, or County officials, or their agents' reasonable access, through representatives of CONTRACTOR, to facilities, records, clients, and employees that are used in conjunction with the provision of contract services, except where prohibited by Federal or State laws, regulations or rules.
- c. CONTRACTOR must submit to COUNTY audited financial reports conducted by an independent certified public accountant no later than four (4) months after the end of the last month of the contract term, indicating that reported costs are actual, reasonable, necessary, allowable, and computed in accordance with GAAP and provisions stipulated in this Contract. In addition, the CONTRACTOR must submit any management letters or management advisory letters that apply to the CONTRACTOR's agency audit. COUNTY has the discretion to only require an audit report every two (2) years.
- d. COUNTY may elect to accept an audit report in accordance with GAAP conducted to meet compliance requirements of other funding entities in the event all of the above provisions are met.

2. REPORTING REQUIREMENTS

- a. CONTRACTOR must maintain complete and accurate records of its operation, including any and all records required by COUNTY relating to matters covered by this Contract, including, but not limited to, financial records, supporting documents, client statistical records, personnel and all other pertinent records. COUNTY may receive copies of any and all such records upon request.
- b. CONTRACTOR must submit to COUNTY a compensation claim on forms approved by COUNTY Social Services Agency.
- c. CONTRACTOR must assist COUNTY in meeting COUNTY's reporting requirements to the State and other agencies with respect to CONTRACTOR's work hereunder. This cooperation includes assisting COUNTY to prepare evaluations required by the State or Federal governments regarding services provided by CONTRACTOR under this Contract. CONTRACTOR must submit to COUNTY any and all reports that may be required by COUNTY concerning CONTRACTOR's performance under this Contract.
- d. Upon COUNTY's request, CONTRACTOR must provide COUNTY evidence of CONTRACTOR's capacity to perform under this Contract, its compliance with applicable statutes and regulations, and its compliance with the terms and conditions of this

Contract.

- e. All records, books, reports and documentation must be retained in the State of California by CONTRACTOR for four (4) years after termination of this Contract; or until all Federal, State and County audits are completed; or until all disputes, litigation, or claims are resolved; whichever is later. All such records, books, reports and documentation must be transmitted to the COUNTY of Santa Clara, Social Services Agency in the event that CONTRACTOR goes out of business during the period in which records are required to be maintained. This provision survives the termination of this contract.
- f. CONTRACTOR must within 30 calendar days advise the COUNTY of 1) the issuance of any legal complaint by an enforcement agency, or any enforcement proceedings by any Federal, State or local agency for alleged violations of Federal, State or local rules, regulations or laws, and/or 2) the issuance of citations, court findings or administrative findings for violations of applicable Federal, State or local rules, regulations or laws.
- g. CONTRACTOR guarantees that it, its employees, contractors, subcontractors or agents are not suspended or debarred from receiving Federal fund as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration (<https://www.sam.gov/>). CONTRACTOR must within 30 calendar days advise the COUNTY if it, its employees, contractors, subcontractors or agents become suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration during the term of this Agreement.

3. RESPONSIBILITY FOR AUDIT EXCEPTIONS

CONTRACTOR accepts responsibility for receiving, replying to, and complying with any audit exceptions by appropriate Federal, State, or County, audit agencies.

4. MONITORING AND EVALUATION

- a. COUNTY's Social Services Agency will monitor the work performed and financial operations conducted under this Contract to determine whether CONTRACTOR's operation conforms to County policy, Federal and State statutes and regulations, and to the terms of this Contract.
- b. COUNTY may conduct participant interviews to determine program compliance.
- c. CONTRACTOR agrees to participate in and cooperate with studies and surveys COUNTY deems necessary to meet its monitoring and evaluation responsibility.
- d. CONTRACTOR must furnish all data, Statements, records, information, and reports necessary for COUNTY to monitor, review, and evaluate the performance of the program and its components. Performance evaluations will examine the following five factors: 1) fiscal accountability; 2) completion of work within a given time frame; 3) ability and effort to meet the performance criteria; 4) quality of services; and 5) a recommendation for future contracting with the CONTRACTOR.

- e. If, in the course of monitoring and evaluation, COUNTY discovers any practice, procedure or policy of CONTRACTOR that deviates from the terms of this Contract; that violates State or Federal statutes or regulations; that threatens the success of the program carried on pursuant to this Contract, or that jeopardizes the fiscal integrity of said program, COUNTY may impose reasonable funding restrictions upon notice specifying the nature of the restrictions(s), reasons for imposition, the corrective action that must be taken before they will be removed, time allowed for completing the corrective action, and method of requesting reconsideration.
- f. CONTRACTOR must respond in writing to any discrepancies, violations, or deficiencies identified by COUNTY within ten (10) days.

5. CORRECTIVE ACTION PROCEDURE

- a. Upon receipt by COUNTY of information regarding a failure by CONTRACTOR to comply with any provision of this Contract, COUNTY has the right to forward to CONTRACTOR a notice of COUNTY's intent to consider corrective action to enforce compliance with such provision. Such notice will indicate the nature of the issue, or issues, to be reviewed in determining the need for corrective action. CONTRACTOR may have the opportunity to respond or participate in formulating the corrective action recommendation. COUNTY has the right to require the presence of CONTRACTOR's officer(s) or employee(s) at any hearing or meeting called for the purpose of considering corrective action.
- b. After issuing such notice, and after considering CONTRACTOR's response, if any, COUNTY may forward to CONTRACTOR a set of specific corrective actions recommended and a timetable for implementing the specified corrective actions recommended. Following implementation of the corrective actions, CONTRACTOR will forward to COUNTY, within the time specified by COUNTY, any verification required by COUNTY regarding the corrective actions.
- c. In the event CONTRACTOR does not implement the corrective actions recommended in accordance with the corrective actions timetable, COUNTY may suspend payments hereunder or immediately terminate this Contract without further notice to CONTRACTOR.

6. TERMINATION

- a. Termination for Convenience
COUNTY may, by written notice to CONTRACTOR, terminate all or part of this Agreement at any time for the convenience of the COUNTY. The notice shall specify the effective date and the scope of the termination.
- b. Termination for Cause
COUNTY may, at any time, elect to suspend or terminate this Contract or withhold payments to CONTRACTOR, in whole or in part, for cause, by giving written notice specifying the effective date and scope of such termination. Cause includes, but is not limited to the following:
 - i. CONTRACTOR failure to comply with any contract provision;
 - ii. CONTRACTOR fails to meet the performance criteria of this Contract;
 - iii. COUNTY deems CONTRACTOR's performance unsatisfactory.

- iv. Litigation is pending with respect to the CONTRACTOR's performance under this Contract that may jeopardize or adversely affect services;
 - v. CONTRACTOR is the subject of a voluntary or involuntary proceeding under the Bankruptcy Act;
 - vi. CONTRACTOR submits to COUNTY any reports that are incorrect or incomplete in any material respect, or fails to file timely reports; or,
 - vii. CONTRACTOR is suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration.
- c. Terminations
In the event of any termination, all finished or unfinished documents, data, studies, reports, and materials (Materials) prepared by the CONTRACTOR under this Contract becomes the property of the COUNTY and will be promptly delivered to the COUNTY. Upon termination, the CONTRACTOR may make and retain a copy of such Materials. CONTRACTOR may be compensated based on the completion of services provided, as solely and reasonably determined by COUNTY.

7. NON-EXCLUSIVE REMEDIES

The remedies listed in this Contract are non-exclusive, and COUNTY retains all other rights and remedies it may have under general law, including the right to terminate the Contract immediately without advance notice if CONTRACTOR becomes unable to perform its obligations under this Contract.

**Article IV
Statutes, Regulations, and Policies**

1. COMPLIANCE WITH ALL LAWS, INCLUDING NONDISCRIMINATION, EQUAL OPPORTUNITY, AND WAGE THEFT PREVENTION

- a. Compliance with All Laws. CONTRACTOR shall comply with all applicable Federal, State, and local laws, regulations, rules, and policies (collectively, "Laws"), including but not limited to the non-discrimination, equal opportunity, and wage and hour Laws referenced in the paragraphs below.
- b. Compliance with Non-Discrimination and Equal Opportunity Laws: CONTRACTOR shall comply with all applicable Laws concerning nondiscrimination and equal opportunity in employment and contracting, including but not limited to the following: Santa Clara County's policies for contractors on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Government Code sections 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, CONTRACTOR shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation,

or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. Nor shall CONTRACTOR discriminate in the provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

- c. Compliance with Wage and Hour Laws: CONTRACTOR shall comply with all applicable wage and hour Laws, which may include but are not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and, if applicable, any local Minimum Wage, Prevailing Wage, or Living Wage laws.
- d. Definitions: For purposes of this Section, the following definitions shall apply. A “Final Judgment” shall mean a judgment, decision, determination, or order (a) which is issued by a court of law, an investigatory government agency authorized by law to enforce an applicable Law, an arbiter, or arbitration panel and (b) for which all appeals have been exhausted or the time period to appeal has expired. For pay equity Laws, relevant investigatory government agencies include the federal Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, and the California Department of Fair Employment and Housing. Violation of a pay equity Law shall mean unlawful discrimination in compensation on the basis of an individual’s sex, gender, gender identity, gender expression, sexual orientation, race, color, ethnicity, or national origin under Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, California Fair Employment and Housing Act, or California Labor Code section 1197.5, as applicable. For wage and hour Laws, relevant investigatory government agencies include the federal Department of Labor, the California Division of Labor Standards Enforcement, and the City of San Jose’s Office of Equality Assurance.
- e. Prior Judgments, Decisions or Orders against CONTRACTOR : BY SIGNING THIS AGREEMENT, CONTRACTOR AFFIRMS THAT IT HAS DISCLOSED ANY FINAL JUDGMENTS THAT (A) WERE ISSUED IN THE FIVE YEARS PRIOR TO EXECUTING THIS AGREEMENT BY A COURT, AN INVESTIGATORY GOVERNMENT AGENCY, ARBITER, OR ARBITRATION PANEL AND (B) FOUND THAT CONTRACTOR VIOLATED AN APPLICABLE WAGE AND HOUR LAW OR PAY EQUITY LAW. CONTRACTOR FURTHER AFFIRMS THAT IT HAS SATISFIED AND COMPLIED WITH—OR HAS REACHED AGREEMENT WITH THE COUNTY REGARDING THE MANNER IN WHICH IT WILL SATISFY—ANY SUCH FINAL JUDGMENTS, DECISIONS, DETERMINATIONS, OR ORDERS.
- f. Violations of Wage and Hour Laws or Pay Equity Laws During Term of Contract: If at any time during the term of this Agreement, CONTRACTOR receives a Final Judgment rendered against it for violation of an applicable wage and hour Law or pay equity Law, then CONTRACTOR shall promptly satisfy and comply with any such Final Judgment. CONTRACTOR shall inform the Office of the County Executive—Office of Countywide Contracting Management (OCCM) of any relevant Final Judgment against it within 30 days of the Final Judgment becoming final or of learning of the Final Judgment, whichever is later. CONTRACTOR shall also provide any documentary evidence of

compliance with the Final Judgment within 5 days of satisfying the Final Judgment. Any notice required by this paragraph shall be addressed to the Office of the County Executive-OCCM at 70 W. Hedding Street, East Wing, 11th Floor, San José, CA 95110. Notice provisions in this paragraph are separate from any other notice provisions in this Agreement and, accordingly, only notice provided to the Office of the County Executive-OCCM satisfies the notice requirements in this paragraph.

- g. Access to Records Concerning Compliance with Pay Equity Laws: In addition to and notwithstanding any other provision of this Agreement concerning access to CONTRACTOR's records, CONTRACTOR shall permit the COUNTY and/or its authorized representatives to audit and review records related to compliance with applicable pay equity Laws. Upon the COUNTY's request, CONTRACTOR shall provide the COUNTY with access to any and all facilities and records, including but not limited to financial and employee records, that are related to the purpose of this Section, except where prohibited by federal or state laws, regulations or rules. COUNTY's access to such records and facilities shall be permitted at any time during CONTRACTOR's normal business hours upon no less than 10 business days' advance notice.
- h. Pay Equity Notification: CONTRACTOR shall (1) at least once in the first year of this Agreement and annually thereafter, provide each of its employees working in California and each person applying to CONTRACTOR for a job in California (collectively, "Employees and Job Applicants") with an electronic or paper copy of any applicable pay equity Laws, or (2) throughout the term of this Agreement, continuously post an electronic copy of all applicable pay equity Laws in conspicuous places accessible to all of CONTRACTOR's Employees and Job Applicants.
- i. Material Breach: Failure to comply with any part of this Section shall constitute a material breach of this Agreement. In the event of such a breach, the County may, in its discretion, exercise any or all remedies available under this Agreement and at law. COUNTY may, among other things, take any or all of the following actions:
 - I. Suspend or terminate any or all parts of this Agreement.
 - II. Withhold payment to CONTRACTOR until full satisfaction of a Final Judgment concerning violation of an applicable wage and hour Law or pay equity Law.
 - III. Offer CONTRACTOR an opportunity to cure the breach.
- j. Subcontractors: CONTRACTOR shall impose all of the requirements set forth in this Section on any subcontractors permitted to perform work under this Agreement. This includes ensuring that any subcontractor receiving a Final Judgment for violation of an applicable Law promptly satisfies and complies with such Final Judgment.
- k. CONTRACTOR recognizes the mandatory standards and policies relating to energy efficiency in the State energy conservation plan (Title 24, California Administrative Code).
- l. For Contracts over \$100,000 CONTRACTOR will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. Code 1857 (h)), Section 508 of the Clean Water Act (33 U.S. Code 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

m. CONTRACTOR must establish procedures assuring that any person's complaints and grievances against CONTRACTOR regarding the delivery of services under this Contract are promptly addressed and fairly resolved.

2. ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS

CONTRACTOR hereby assigns to the COUNTY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the CONTRACTOR for sale to the COUNTY pursuant to this Contract.

3. COUNTY NO-SMOKING POLICY

CONTRACTOR and its employees, agents and subcontractors, shall comply with the COUNTY's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all COUNTY-owned and operated health facilities, (2) within 30 feet surrounding COUNTY-owned buildings and leased buildings where the COUNTY is the sole occupant, and (3) in all COUNTY vehicles.

4. FOOD AND BEVERAGE STANDARDS

- a. Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by CONTRACTOR with COUNTY funds for COUNTY-sponsored meetings or events.
- b. If food is to be provided, healthier food options must be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, CONTRACTOR shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and the CONTRACTOR should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.
- c. If beverages are to be provided, beverages that meet the COUNTY's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (e.g., soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

5. CONTRACTING PRINCIPLES

CONTRACTOR agrees to comply with the COUNTY's Contracting Principles set forth in the Board Policy Manual. The Contracting Principles require, among other things, that CONTRACTOR be a fiscally responsible entity and treat its employees fairly. CONTRACTOR is also required to (1) comply with all applicable federal, state and local rules, regulations and laws; (2) maintain financial records, and make those records available upon request; (3) provide to the COUNTY copies of any financial audits that have been completed during the term of the contract; and (4) upon the COUNTY's request, provide the COUNTY reasonable access, through representatives of the CONTRACTOR, to facilities, financial and employee records that are related to the purpose of the contract, except where prohibited by federal or state laws, regulations or rules. Refer to:

https://www.sccgov.org/sites/scc/Documents/Type_I_or_Type_II_Contractors.pdf

6. THIRD PARTY BENEFICIARIES

This agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the parties.

7. MAINTENANCE OF SOFTWARE

If CONTRACTOR is provided with "remote access", defined as the act of connecting to a COUNTY attached information technology system from a non-county attached system through a public network, CONTRACTOR will maintain and use its non-county system, hardware, and software in compliance with COUNTY standards and policies set by the COUNTY Information Services Department.

8. CONTRACT EXECUTION

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "ELECTRONIC COPY OF A SIGNED CONTRACT" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "ELECTRONICALLY SIGNED CONTRACT" means a contract that is executed by applying an electronic signature using technology approved by the COUNTY.

9. LIVING WAGE (If Applicable)

Unless otherwise exempted or prohibited by law or County policy, where applicable, CONTRACTORS that contract with the COUNTY to provide Direct Services developed pursuant to a formal Request for Proposals process, as defined in County of Santa Clara Ordinance Code Division B36 ("Division B36") and Board Policy section 5.5.5.5 ("Living Wage Policy"), and their subcontractors, where the contract value is \$100,000 or more ("Direct Services Contract"), must comply with Division B36 and the Living Wage Policy and compensate their employees in accordance with Division B36 and the Living Wage Policy. Compliance and compensation for purposes of this provision includes, but is not limited to, components relating to fair compensation, earned sick leave, paid jury duty, fair workweek, worker retention, fair chance hiring, targeted hiring, local hiring, protection from retaliation, and labor peace. If CONTRACTOR and/or a subcontractor violate this provision, the Board of Supervisors or its designee may, at its sole discretion, take responsive actions including, but not limited to, the following:

- a. Suspend, modify, or terminate the Direct Services Contract.

- b. Require the CONTRACTOR and/or Subcontractor to comply with an appropriate remediation plan developed by the COUNTY.
- c. Waive all or part of Division B36 or the Living Wage Policy.

This provision shall not be construed to limit an employee's rights to bring any legal action for violation of the employee's rights under Division B36 or any other applicable law. Further, this provision does not confer any rights upon any person or entity other than the Board of Supervisors or its designee to bring any action seeking the cancellation or suspension of a COUNTY contract. By entering into this contract, CONTRACTOR certifies that it is currently complying with Division B36 and the Living Wage Policy with respect to applicable contracts, and warrants that it will continue to comply with Division B36 and the Living Wage Policy with respect to applicable contracts.

10. COUNTY DATA & CONFIDENTIALITY

- a. Definitions: "COUNTY Data" shall mean data and information received by CONTRACTOR from COUNTY. County Data includes any information or data that is transported across a County network, or that resides in a County-owned information system, or on a network or system under the control and management of a CONTRACTOR for use by COUNTY. "County Confidential Information" shall include all material, non-public information (including material, non-public County Data) appearing in any form (including, without limitation, written, oral or displayed), that is disclosed, directly or indirectly, through any means of communication by COUNTY, its agents or employees, to CONTRACTOR, its agents or employees, or any of its affiliates or representatives.
- b. CONTRACTOR shall not acquire any ownership interest in County Data (including County Confidential Information). As between CONTRACTOR and COUNTY, all County Confidential Information and/or County Data shall remain the property of the COUNTY. CONTRACTOR shall not, without COUNTY's written permission, use or disclose County Data (including County Confidential Information) other than in the performance of its obligations under this Agreement.
- c. CONTRACTOR shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of County Data, protect against any anticipated threats or hazards to the security or integrity of County Data, and protect against unauthorized access to or use of County Data that could result in substantial harm or inconvenience to COUNTY or any end users. Upon termination or expiration of this Agreement, CONTRACTOR shall seek and follow COUNTY's direction regarding the proper disposition of County Data.
- d. CONTRACTOR shall take appropriate action to address any incident of unauthorized access to County Data, including addressing and/or remedying the issue that resulted in such unauthorized access, and notifying COUNTY by phone or in writing within 24 hours of any incident of unauthorized access to County Data, or any other breach in CONTRACTOR's security that materially affects COUNTY or end users. If the initial notification is by phone, CONTRACTOR shall provide a written notice within 5 days of the incident. CONTRACTOR shall be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality, privacy, and information security requirements of this Agreement. Should County Confidential

Information and/or legally protected County Data be divulged to unauthorized third parties, CONTRACTOR shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code sections 1798.29 and 1798.82 at CONTRACTOR's sole expense. CONTRACTOR shall not charge COUNTY for any expenses associated with CONTRACTOR's compliance with these obligations.

- e. CONTRACTOR shall defend, indemnify and hold COUNTY harmless against any claim, liability, loss, injury or damage arising out of, or in connection with, the unauthorized use, access, and/or disclosure of information by CONTRACTOR and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the COUNTY.
- f. CONTRACTOR must require its employees and all persons performing services at its direction to comply with all applicable privacy laws and regulations, including but not limited to the provisions of Sections 827 and 10850 et seq. of the Welfare and Institutions Code (WIC) and California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19 Regulations.
 - I. All applications and records concerning any individual receiving services pursuant to this contract are confidential and are not open to examination for any purpose not directly connected with the administration, performance compliance, monitoring or auditing of the program.
 - II. No person may publish, disclose, use, or permit or cause to be published or disclosed; any confidential information pertaining to services, except as is provided by law.
- g. Upon the disclosure of confidential information, inadvertent or otherwise, the COUNTY may terminate this contract immediately and take legal action against CONTRACTOR. Any person who knowingly and intentionally violates the provisions stated above is guilty of a misdemeanor and the COUNTY intends to prosecute such violators to the full extent of the law.
- h. CONTRACTOR will inform all employees, agents, officers, and all persons performing services at its direction of the above provisions. All provisions of Article IV, Section 10. survive the termination of this contract.

11. CALIFORNIA PUBLIC RECORDS ACT

- a. The COUNTY is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If CONTRACTOR's proprietary information is contained in documents or information submitted to COUNTY, and CONTRACTOR claims that such information falls within one or more CPRA exemptions, CONTRACTOR must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a request for such information, the COUNTY will make best efforts to provide notice to CONTRACTOR prior to such disclosure. If CONTRACTOR contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara COUNTY before

the COUNTY is required to respond to the CPRA request. If CONTRACTOR fails to obtain such remedy within the time the COUNTY is required to respond to the CPRA request, COUNTY may disclose the requested information.

- b. CONTRACTOR further agrees that it shall defend, indemnify and hold COUNTY harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by COUNTY of a CPRA request for information arising from any representation, or any action (or inaction), by the CONTRACTOR.

12. COVID -19 REQUIREMENTS

Contractor shall comply with all County requirements relating to COVID-19 for persons who routinely perform services for the County onsite and share airspace with or proximity to other people at a County facility as part of their services for the County ("County's COVID-19 Requirements"), including but not limited to vaccination, as applicable and periodically updated, and available at <https://procurement.sccgov.org/doing-business-county/contractor-vaccinations> and incorporated herein by this reference.

If Contractor is providing in-person services to community members ("Direct Client Services") under this Agreement, all references in the County's COVID-19 Requirements and below referenced Certification to "onsite" and "County facility" shall be deemed to also refer to any indoor location where Direct Client Services are provided, including when services are provided at non-County facilities. Accordingly, such Contractors shall comply with the County's COVID-19 Requirements when providing Direct Client Services indoor at any location. Any reporting pursuant to the Certification of Contractor's personnel who are not fully vaccinated and up-to-date on boosters for which they are eligible and who are providing Direct Client Services at non-County facilities shall be to the COVID-19 Designee for the County department that manages this Agreement.

If applicable, Contractor shall complete the Contractor Certification of Compliance with COVID-19 Vaccine Requirements ("Certification"), attached hereto as Exhibit F. Contractor shall comply with the requirements of this Section for the entire term of this Agreement.

Contractor shall comply with all reasonable requests by County for documentation demonstrating Contractor's compliance with this Section. Failure by Contractor to comply with any of the requirements of this Section (including but not limited to vaccination and masking requirements and completion and submittal of the Certification) is a material breach of this Agreement, and the County may, in its sole discretion terminate this Agreement immediately or take other action as the County may determine to be appropriate.

Article V Insurance Requirements

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Contract by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Contract to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the County under this Contract and does not prevail in that contest.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Contract until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:
 - a. Each occurrence - \$1,000,000

- b. General aggregate - \$2,000,000
- c. Products/Completed Operations aggregate - \$2,000,000
- d. Personal Injury - \$1,000,000

2. General liability coverage shall include:

- a. Premises and Operations
- b. Products/Completed
- c. Personal Injury liability
- d. Severability of interest

3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this Contract may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.
3. Should any of the work under this Contract be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments) Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

Exhibit A: Program Provisions

Agency: City of Santa Clara

Program Name: Senior Nutrition Program – COVID-19 Emergency Meals

1. SERVICE DESCRIPTION

This is a contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) for the purpose of providing to-go, curbside pickup, or home delivered Covid-19 emergency response meals at currently operating congregate meal site(s). These meals supplement the meals provided through the regular Congregate Meals program, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto, but this agreement is wholly, separately funded to satisfy the need for supplemental nutrition services cause by and during the Covid-19 pandemic emergency.

For logistical simplicity, services will be identical to services contracted for in CONTRACTOR's Congregate Meals contract with the COUNTY, except that all meal-related data and back up documentation must be tracked separately according to direction from COUNTY and that meals will generally not be served onsite or in a communal manner and meals may be served to populations not qualified to receive a meal under the Older Americans Act of 1965, with written approval of COUNTY.

2. DELIVERABLES

a. Invoices

CONTRACTOR will submit invoices in a format approved by COUNTY and as outlined in Section 6 of this Exhibit. Invoices must be signed by the CONTRACTOR.

b. SSA Outcome Measurement Reporting

CONTRACTOR will submit a quarterly report as outlined in Section 7 of this Exhibit and Exhibit D: Logic Model.

3. TERM OF CONTRACT

The term begins January 1, 2022, and expires on June 30, 2022, unless terminated earlier or otherwise amended.

4. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$56,000.00 in FY2021-2022.

5. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the COUNTY for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the COUNTY has the option to either terminate this Contract without notice (except that is necessary to transition clients in the discretion of the County) and with no liability occurring to

Exhibit A: Program Provisions

the County, or to offer an amendment to this Contract indicating the reduced amount.

6. FEE FOR SERVICE CONTRACT

- a. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A: Program Provisions, Exhibit B: Program Plan & Requirements, Exhibit C: Budget, Exhibit D: Logic Model and Exhibit E: Federally Required Contract Provisions, for the performance of services as outlined in this Contract up to the maximum compensation.
 - i. For Non-Profit Agencies, OMB Circular A-122.
 - ii. For Local Governments, OMB Circular A-87.
 - iii. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 - iv. For Profit Making Organization, 41 CFR Part 1.
- b. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- c. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly reconciliations must be submitted with the corresponding monthly invoice. During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor and the remaining cash, if any. This provision survives the termination of this Contract.
- d. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services based on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.

7. OUTCOME MEASUREMENT REPORTING

This contract requires SSA's performance and outcome measurement reporting in order to demonstrate the impact of services on client populations. CONTRACTOR shall monitor, measure and report on the service outputs and outcomes outlined in Exhibit D: Logic Model.

CONTRACTOR must submit to COUNTY a quarterly report using the form provided by the COUNTY. Instructions and training to complete the form can be found on https://www.sccgov.org/sites/ssa/dfcs/Pages/partners_training.aspx.

CONTRACTOR must submit the report by the tenth (10th) working day after

Exhibit A: Program Provisions

each quarter for services performed during the preceding quarter.

Quarterly Program Reports

CONTRACTOR will submit Quarterly Program Reports no later than the following dates:

- a. April 15, 2022
- b. July 15, 2022

8. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will collect submit participant contributions according to the Senior Nutrition Program Congregate Meals Policy & Procedures Manual.
- b. To protect the anonymity of the participant, participants contributions will be collected, combined, and returned to the Senior Nutrition Program with other Congregate Meals program contributions.

9. COMPENSATION

CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services rendered, as well as payment for participant and guest contributions as outlined in Exhibit B: Program Plan & Requirements.

- a. Prior to submittal, invoices and reconciliations must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
- b. In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year-to-date meals listed in the Service Delivery Plan in Exhibit C: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
- c. If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- d. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.

Exhibit A: Program Provisions

- e. COUNTY is not obligated to reimburse CONTRACTOR for any service or expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

10. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
- c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR's site as a home meal site.

11. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates Rajeev Batra, City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above-named person has the primary authority and responsibility to carry out this Contract.
- b. COUNTY designates the Senior Nutrition Program Manager as its representative for the purpose of managing the services performed pursuant to this Contract.

12. ADJUSTMENT TO EXHIBIT B: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Program Plan & Requirements may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Plan begins.

13. ADJUSTMENT TO EXHIBIT C: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

14. ADJUSTMENT TO EXHIBIT D: LOGIC MODEL

A written adjustment to the Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract

Exhibit A: Program Provisions

amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

15. NOTICES

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

To COUNTY: Social Services Agency, Director
CC: Senior Nutrition Program Manager
353 West Julian Street, 4th Floor
San Jose, California 95110-2335

To CONTRACTOR: Rajeev Batra
City Manager
City of Santa Clara
1500 Warburton Avenue
Santa Clara, CA 95050

16. COUNTY'S CONTRACT TRANSITION PROCESS

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

Exhibit B: Program Plan & Requirements

Agency: City of Santa Clara (CONTRACTOR)

Program Name: Senior Nutrition Program – COVID-19 Emergency Meals (PROGRAM)

1. SERVICE DESCRIPTION & EXPECTED OUTCOME

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors who are not able to receive meals through the regular Congregate Meals contract or other funding sources receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto.

2. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. ELIGIBLE INDIVIDUALS

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965. Additional eligible persons may be added by COUNTY in writing.

4. MEALS

- a. Meals served by CONTRACTOR will be the same as in the CONTRACTOR's Congregate Meals contract with COUNTY.
- b. Table settings will be of reasonable quality. If disposable dinnerware or to-go containers are used or provided, they will be of sturdy quality and maintain a safe food temperature until participant can return home to eat the meal.

5. CONGREGATE MEAL SITES

- a. CONTRACTOR will provide COVID-19 emergency meals at the congregate meal site(s), days, and times indicated in CONTRACTOR's Congregate Meal contract with the county. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed with prior written approval of COUNTY.
- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a meal site without the prior approval of the COUNTY may be considered a breach of the provisions of this contract. COUNTY may suspend or withhold payments, or terminate the contract if the relocation affects any of

Exhibit B: Program Plan & Requirements

the provisions of the contract including, but not limited to the following:

- i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
- ii. The relocation or addition changes the service area served by this contract.
- iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
- d. CONTRACTOR ensures that a pleasant pick up atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs, as well as for physical distancing during meal pick up.
- e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility or pick up location.
- f. Innovative meal delivery options may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
- g. If a site uses a caterer to prepare its meals, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS

- a. CONTRACTOR will provide up to the number of meals as specified in Exhibit C: Budget at the rate listed in the budget subject to the quarterly expense reconciliation process. Meals will provided to meet demand cause by the declared Covid-19 pandemic emergency and not to meet normal demand not related to the emergency. Meal
- b. CONTRACTOR will be paid for the number of meals provided to individuals, not the number of meals purchased or prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements.
- c. CONTRACTOR may provide meals at any of its regular Congregate Meal site on their regularly scheduled operating days during regularly scheduled operating hours. Meals are not dedicated to a specific meals site but are flexible to meet any demand related to the emergency.

7. FOOD INVENTORY

CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.

Exhibit B: Program Plan & Requirements

8. PEST CONTROL

CONTRACTOR is required to follow the pest control requirements in the current Senior Nutrition Program, Congregate Policy & Procedures Manual. In addition, if a pest issue is identified, COUNTY reserves the right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.

9. DATA COLLECTION AND PRIVACY

- a. CONTRACTOR will be required to collect program data through the use of electronic collection methods that is separate from its Congregate Meals contract. Such methods will include the use of an iOS-device to electronically track participant meals. CONTRACTOR must comply with collection requirements as directed by COUNTY.
- b. CONTRACTOR will be required to create separate sign-in sheets as back up for the electronic program data in subsection (a) above.
- c. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – FEMA Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.
- d. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- e. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: [https://www.aging.ca.gov/ProgramsProviders/Information Security and Privacy/Presentation/index.html](https://www.aging.ca.gov/ProgramsProviders/Information%20Security%20and%20Privacy/Presentation/index.html)). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

10. PARTICIPANT CONTRIBUTION PRINCIPLES

CONTRACTOR must follow the participant contributions policy in its Congregate Meals contract with COUNTY.

11. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

12. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five- hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY. COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if

Exhibit B: Program Plan & Requirements

it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

13. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

14. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

15. ERROR RATE REQUIREMENT

When there is a discrepancy between the paper total (signatures of FEMA participants) and scanner total, an error rate arises. CONTRACTOR's data must not exceed an error rate of 5%.

If CONTRACTOR's data exceeds an error rate of 5%, COUNTY may withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

16. GRIEVANCE POLICY

CONTRACTOR must follow the grievance policy in its Congregate Meals contract with COUNTY.

17. FISCAL YEAR CLOSEOUT SUBMISSION

Due to fiscal reporting deadlines, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 6, 2022.

FY 2021-2022

Exhibit C: Budget

Agency Name: City of Santa Clara**Program Name:** COVID-19 Emergency Meals

| A | B | C | D |
|------------------------------|---------------------|-------------|--------------|
| Budget | Annual Units | Rate | Total |
| Per Meal Reimbursement Rate* | 5,000 | \$11.20 | \$56,000 |
| Contract Total: | | | \$56,000 |

*Actual expenses must be reconciled to the amount of the County per meal reimbursement quarterly and at year end. Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed. Only meals that meet requirements of the Congregate Meals program and provided to participants who are eligible for the Congregate Meals program will be reimbursed.

Santa Clara County

FY 2021-2022

Exhibit D: Logic Model

Logic Model -**Senior Nutrition Program - COVID-19 Emergency Meals****Agency Name:****City of Santa Clara****A. Contract Goal:**

Provide nutritious meals to older adults across Santa Clara County during the COVID-19 pandemic.

B. Situation

Lack of food access, financial instability, and social isolation are pervasive issues among the older community. While socialization options are limited during the COVID-19 pandemic, congregate meals sites providing to-go, curbside, or home delivered meals become an important outlet because it provides a daily opportunity to see familiar faces in an environment not open to the general public/all age groups, and an avenue to learn about or be connected with other services during this unique time.

C. Activities/Services

Provide to-go, curbside, or home-delivered congregate meals to older adults age 60 and older or other qualified participants who would otherwise be turned away from the congregate meal site.

D1. # of unduplicated clients/families served per FY

N/A

D2. # of Outputs per FY

22112

D3. Output

Meals

E. Short/Long Term Outcome Measures

See outcomes from Congregate Meals contract.

COUNTY OF SANTA CLARA
FEDERALLY REQUIRED CONTRACT PROVISIONS

The federally-required contract provisions listed below are made a part of the Contractor's Contract with the County.¹

The term "Contractor", as used throughout this document shall mean the contractor identified in the Contract as Contractor, Provider, Consultant, or similar term.

The term "Contract" as used throughout this Exhibit shall mean the contract or other agreement, with exhibits, into which this Exhibit is incorporated.

The term "State" as used throughout this document shall mean the State of California and include any of its departments or agencies.

These federally required contract provisions will collectively be referenced as the "FEMA Contract Terms."

The terms and conditions of the Contract and the FEMA Contract Terms should be read to operate in concert, except where directly in conflict. In the event of a conflict between the terms of the Contract and the FEMA Contract Terms, and unless otherwise stated within the terms of this Exhibit, the FEMA Contract Terms shall govern and prevail.

A. No Obligation by the Federal Government

The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the Contract.

B. Access to Records

- (1) Upon request, the Contractor agrees to provide the County, State, Federal Emergency Management Agency (FEMA) Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the Contract for the purposes of making audits, examinations, excerpts and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

^{1 1} The County intends to seek reimbursement from federal and state grants, e.g., the Federal Emergency Management Agency's Public Assistance grants and California Governor's Office of Emergency Services grants, for the goods and/or services provided under the Contract to the extent they are procured as part of emergency protective measures or disaster response measures undertaken by the County.

- (3) Upon request, the Contractor agrees to provide the FEMA Administrator or the FEMA Administrator's authorized representatives access to construction or other work sites pertaining to the work being completed under the Contract.
- (4) In compliance with the Disaster Recovery Act of 2018, the County of Santa Clara and the Contractor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

C. Procurement of Recovered Materials

- (1) In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are United States Environmental Protection Agency-designated items unless the product cannot be acquired—
 - i. Competitively within a timeframe providing for compliance with the Contract performance schedule;
 - ii. Meeting Contract performance requirements; or
 - iii. At a reasonable price.
- (2) Information about this requirement along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- (3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

D. Department of Homeland Security (DHS) Seal, Logo and Flags.

The Contractor shall not use the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials without specific FEMA approval.

E. Compliance with Federal Law, Regulations, and Executive Orders

This is an acknowledgement that FEMA financial assistance may be used to fund all or a portion of the Contract. The Contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

F. Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 USC Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Contract.

During the performance of this Contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
- (4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the Contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following

actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

G. Clean Air Act and the Federal Water Pollution Control Act

The provisions of this Section H apply to contracts exceeding \$150,000.

Clean Air Act

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- (2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the State, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

- (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- (2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the State, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

H. Byrd Anti-Lobbying Amendment

Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by the Byrd-Anti-Lobbying amendment. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from

tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification:

APPENDIX A, 44 C.F.R. PART 18- CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

I. Contract Work Hours and Safety Standards Act

The provisions of this Section J apply to contracts over \$100,000 that involve the employment of mechanics and laborers.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

J. Debarment and Suspension

- (1) This Contract may be a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of the Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

K. Termination for Cause

If the Contract value exceeds \$10,000, to the extent the Contract does not provide for termination for cause outside of this Exhibit, and in addition to any right to terminate for convenience as described in the Contract, the County may, after providing five days' written notice, terminate the Contract for the Contractor's failure to perform or observe any term, covenant, or condition of the Contract.

L. Remedies

In the event of a breach by the Contractor of any term, covenant, or condition of the Contract, the County shall have the right to pursue all available remedies at law or equity. Except as expressly provided elsewhere in this Contract, each party's rights and remedies under this Contract are cumulative and in addition to, not exclusive of or in substitution for, any rights or remedies otherwise available to that party.

M. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

If this Contract was awarded in a competitive procurement, Contractor engages subcontractors to perform work under the Contract, and the Contract is for \$10,000 or above, Contractor shall place qualified small and minority businesses and women's business enterprises on solicitation lists used in the procurement; solicit small and minority business and women's business enterprises; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and

minority businesses and women's business enterprises; establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises; and use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

N. Subcontracts

To the extent applicable, the Contractor shall include the provisions of this Exhibit in all subcontracts.

**CONTRACTOR CERTIFICATION OF COMPLIANCE WITH
COVID-19 VACCINE REQUIREMENTS
(Version Effective April 1, 2022)**

Contractor Information:

Contractor name:

city of Santa Clara

Name of Contractor representative:

Jennifer Herb

Contractor phone number:

408.615.3171

Contractor email address:

JHerb@SantaClaraCA.gov

Contractor Certification. On behalf of Contractor, I hereby certify that:

1. Contractor has reviewed and is in compliance with all current County requirements regarding COVID-19 vaccination applicable to contractor's employees working at County facilities, including but not limited to the requirements in the County's memorandum regarding COVID-19 Vaccine Requirement for County Personnel ("County Vaccine Policy"), the County's memorandum regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, all current State and County Health Officer orders, and any other County requirements. These memoranda and current County policies are accessible at <<https://procurement.sccgov.org/doing-business-county/contractor-vaccinations>>. Contractor understands that it is responsible for reviewing and maintaining compliance with all subsequent revisions or amendments to State and County orders and requirements regarding COVID-19.
2. As of the date signed below:
 - a. Contractor understands that it must confirm, and has confirmed, that all of contractor's workers (including any subcontractor workers) who routinely perform services for the County onsite and share airspace with or proximity to other people at a County facility as part of their services for the County¹ are:
 - i. Fully vaccinated against COVID-19 and up-to-date on any boosters for which they are eligible as defined and required in the County Vaccine Policy; **or**
 - ii. Have a legally sufficient and approved medical, disability, or religious exemption from vaccination that has been granted by contractor.

¹ As established in the County's Memorandum Regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, contractors performing work at closed construction sites are not required to comply with the County's vaccination requirements, but must comply with all applicable federal, state, and local public health laws, including but not limited to vaccination, testing, and masking requirements.

- b. Contractor has verified and will continue to verify the vaccination status of all staff working on site at any County facility, and has obtained proof of vaccination from its staff in a form consistent with the California Department of Public Health's Vaccine Records Guidelines and Standards.
3. If contractor seeks to send any workers who are not fully vaccinated and up-to-date on boosters for which they are eligible to work indoors at any County facility because the contractor has granted them an exemption, contractor shall notify the County in writing by providing a list of any such workers to the COVID-19 Designee for the department that manages the facility where the contractor personnel will be working at least 96 hours in advance of any such worker arriving onsite so that the department has sufficient time to determine whether it will approve the contractor's requests that its personnel work onsite and, if approved, can ensure that the contractor has complied with all applicable COVID-19 safety requirements for unvaccinated individuals, including, where applicable, regular testing and the use of a fit-tested N95 mask.² Notice must be separately provided to each department that manages a facility where contractor seeks to assign personnel to work onsite. Regardless of exemption status, personnel who are not fully vaccinated and up-to-date on boosters for which they are eligible may not work in high-risk roles at County facilities.
4. If any of contractor's workers are noncompliant with vaccination or testing requirements, contractor will notify the County Department for which they are providing services immediately and will not permit those workers to go onsite at a County facility without express written permission from the County.
5. Contractor will comply with all reasonable requests by the County for documentation demonstrating the contractor's compliance with this Certification.

I verify the truth and accuracy of the statements in this Certification under penalty of perjury under the laws of the State of California.

Cynthia Bojorquez on behalf of Rajeev Batra Assistant City Manager

Name of authorized representative of

Title

Contractor

DocuSigned by:

Cynthia Bojorquez on behalf of Rajeev Batra 6/28/2022

054CDBE3EF2C45B...

Signature

Date

² If contractor sends workers who are not fully vaccinated and up-to-date on boosters for which they are eligible, it is contractor's obligation to ensure that it has any necessary authorization under the California Confidentiality of Medical Information Act, Cal. Civ. Code §§ 56 *et. seq.*, and under any other laws to share this information with the County.

THIRD AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND CITY OF SANTA CLARA – CONGREGATE MEALS

This is the Third Amendment to the Contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) entered into on July 1, 2019, for the provision of Congregate Meal Services. The original contract was approved by the Board on June 18, 2019.

This Contract is amended as follows:

Effective July 1, 2022, the parties agree to comply with the provisions contained in the following exhibits and article, which are either attached hereto or stated below, and incorporated herein by this reference and made a part of the Contract.

1. Add Exhibit A-3: Program Provisions, which is attached hereto and incorporated by this reference.
2. Add Exhibit B-3: Program Plan & Requirements, which is attached hereto and incorporated by this reference.
3. Add Exhibit C-4: Budget Plan, which is attached hereto and incorporated by this reference.
4. Add Exhibit D-3: Logic Model, which is attached hereto and incorporated by this reference.
5. Add Article IV, Statutes, Regulations, and Polices, **#16. COVID -19 REQUIREMENTS**

16. COVID -19 REQUIREMENTS

CONTRACTOR shall comply with all COUNTY requirements relating to COVID-19 for persons who routinely perform services for the COUNTY onsite and share airspace with or proximity to other people at a COUNTY facility as part of their services for the COUNTY ("County's COVID-19 Requirements"), including but not limited to vaccination, as applicable and periodically updated, and available at <https://procurement.sccgov.org/doing-business-county/contractor-vaccinations> and incorporated herein by this reference.

If CONTRACTOR is providing in-person services to community members ("Direct Client Services") under this Agreement, all references in the COUNTY's COVID-19 Requirements and below referenced Certification to "onsite" and "County facility" shall be deemed to also refer to any indoor location where Direct Client Services are provided, including when services are provided at non-County facilities. Accordingly, such CONTRACTOR's shall comply with the COUNTY's COVID-19 Requirements when providing Direct Client Services indoor at any location. Any reporting pursuant to the Certification of CONTRACTOR's personnel who are not fully vaccinated and up-to-date on boosters for which they are eligible and who are providing Direct Client Services at non-County facilities shall be to the COVID-19 Designee for the COUNTY department that manages this Agreement.

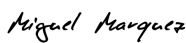
If applicable, CONTRACTOR shall complete the Contractor Certification of Compliance with COVID-19 Vaccine Requirements ("Certification"), attached hereto as Exhibit E. CONTRACTOR shall comply with the requirements of this Section for the entire term of this Agreement.

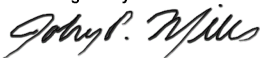
CONTRACTOR shall comply with all reasonable requests by COUNTY for documentation demonstrating CONTRACTOR's compliance with this Section. Failure by CONTRACTOR to comply with any of the requirements of this Section (including but not limited to vaccination and masking requirements and completion and submittal of the Certification) is a material breach of this Agreement, and the COUNTY may, in its sole discretion terminate this Agreement immediately or take other action as the COUNTY may determine to be appropriate.

All other terms and conditions of the Contract remain in full force and effect. In the event of a conflict between the original Contract and this Amendment, this Amendment controls.


IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Amendment to the Contract.

COUNTY OF SANTA CLARA


DocuSigned by:

B147DF9A133D473...
Miguel Marquez, Chief Operating Officer
Date: 7/1/2022

DocuSigned by:

1E62B4DB820B404...
John P. Mills, Deputy County Executive
Date: 6/30/2022


APPROVED AS TO FORM AND LEGALITY

DocuSigned by:

C729F630576A45D...
Deputy County Counsel
Date: 6/23/2022

CONTRACTOR

DocuSigned by:

054CDBE3EF2C45B...
Office of City Manager
Date: 6/24/2022

ATTEST

DocuSigned by:

448B4A8C82B1493...
Assistant City Clerk
Date: 6/29/2022

APPROVED AS TO FORM


DocuSigned by:

3AA0CCBB06724FD...
Office of the City Attorney
Date: 6/30/2022

Exhibit A-3 Program Provisions

CONTRACTOR: City of Santa Clara

PROGRAM/PROJECT NAME: Senior Nutrition Program – Congregate Meals

This is a contract between the County of Santa Clara (COUNTY) and the (CONTRACTOR) for the purpose of providing meals for persons 60 years of age and older, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

1. CONDITIONAL AMENDMENTS

The County Executive, or designee, received delegation of authority from the Board of Supervisors on May 3, 2022, to negotiate, execute, amend, and terminate the scope of services, the term, new or revised contracting requirements, maximum financial obligation and budget of this Contract through June 30, 2023 based upon the following conditions:

- a. COUNTY has appropriated sufficient funds for the modification of this Contract,
- b. CONTRACTOR is meeting the performance requirements for this contract,
- c. County Counsel has reviewed and approved the amendment as to form and legality, and
- d. County Executive has approved the amendment.

2. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2023, unless terminated earlier or otherwise amended.

3. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$129,631.65 in FY2019-2020, \$110,774.16 in FY2020-2021, \$121,324.08 in FY2021-2022, and \$124,917.60 in FY2022-2023 for a total not to exceed \$486,647.49.

4. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the County for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the County has the option to either terminate this Contract without notice (except that necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

5. COMPENSATION TO CONTRACTOR

a. FEE FOR SERVICE CONTRACT

- i. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A-3 Program Provisions, Exhibit B-3: Program Plan & Requirements, Exhibit C-4: Budget, and Exhibit D-3: Logic Model, for the performance of services as outlined in this Contract up to the maximum compensation. These costs will also be in

Exhibit A-3 Program Provisions

accordance with current cost principles and with all other requirements of this contract:

1. For Non-Profit Agencies, OMB Circular A-122.
 2. For Local Governments, OMB Circular A-87.
 3. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 4. For Profit Making Organization, 41 CFR Part 1.
- i. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- ii. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly reconciliations must be submitted with the corresponding monthly invoice. During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor and the remaining cash, if any. This provision survives the termination of this Contract.
- iii. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services base on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.
- b. COMPENSATION
CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services rendered, as well as payment for participant and guest contributions as outlined in Exhibit B-3: Program Plan & Requirements.
- (i) Prior to submittal, invoices must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.

Exhibit A-3 Program Provisions

- (ii) In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year-to-date meals listed in the Service Delivery Plan in Exhibit C-4: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
- (iii) If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- (iv) COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
- (v) COUNTY is not obligated to reimburse CONTRACTOR for any expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

6. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will submit participant contributions on a monthly basis with the monthly expense claims.
- b. CONTRACTOR will deposit all participant contributions in a bank account maintained for the Senior Nutrition Program (SNP). All deposits, withdrawals, and balances for the Senior Nutrition Program must be separately identified. COUNTY has the right to review all financial records and bank accounts for audit purposes. Participants' contributions will be collected, counted, and recorded daily by CONTRACTOR. Two persons designated by CONTRACTOR will co-verify the collection and count of participant contributions daily by their signature and date on a participant contribution accounting record. Participant contributions are to be deposited daily when possible, but no less frequently than on a weekly basis. Participant contributions are to be kept in a secure locked location and at night locking in a safe, pending deposit into the Senior Nutrition Program bank account.

7. ADVANCE PAYMENTS

- a. COUNTY, at its discretion may make advance payments under this contract to CONTRACTOR up to a maximum of 25% of the total contract amount and under conditions as the COUNTY may specify. Such advance payments will in no way increase the total maximum financial obligation specified under this contract.
- b. CONTRACTOR must meet fidelity bond requirements as specified in Article V F. of this contract prior to receiving advance payment.
- c. All advance payments require full repayment prior to the expiration of the contract. COUNTY will specify repayment method of the advance payment amount by

Exhibit A-3 Program Provisions

deducting an agreed upon monthly amount from the outstanding balance of the contract until the repayment obligation is fulfilled, or; deducting the advance payment amount in a lump sum from the remaining contract balance.

8. ADJUSTMENT TO EXHIBIT B-3: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Scope of Service/Staffing Plan may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Scope of Service/Staffing Plan begins.

9. ADJUSTMENT TO EXHIBIT C-4: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

10. ADJUSTMENT TO EXHIBIT D-3: LOGIC MODEL

A written adjustment to the Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

11. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
- c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR'S site as a home meal site.

12. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates Rajeev Batra, City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract.

Exhibit A-3 Program Provisions

Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.

- b. COUNTY designates the Director of Social Services Agency, or designee, as its representative for the purpose of managing the services performed pursuant to this Contract.

13. **NOTICES**

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

a. To COUNTY: Social Services Agency
 Office of Contracts Management
 333 West Julian Street
 San Jose, California 95110-2335

b. To CONTRACTOR: City of Santa Clara
 Rajeev Batra, City Manager
 1500 Warburton Avenue
 Santa Clara, CA 95050

14. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

Exhibit B-3: Program Plan & Requirements

Agency: City of Santa Clara (CONTRACTOR)

Program Name: Senior Nutrition Program – Congregate Meals (PROGRAM)

1. SERVICE DESCRIPTION & EXPECTED OUTCOME

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). The PROGRAM provides seniors and older adults of Santa Clara County access to healthy, nutritious meals and the opportunity to socialize, take classes, and access other services. CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto.

2. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. ELIGIBLE INDIVIDUALS

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965.

4. MEALS

- a. Meals served by CONTRACTOR must provide at least one-third (1/3rd) of the current recommended dietary allowance specified by the Food and Nutrition Board of the National Academy of Sciences – National Research Council.
- b. Menus will be planned by CONTRACTOR in cycles, the minimum period being five (5) weeks. Such menus must be planned in accordance with COUNTY requirements. Such menus will be submitted to COUNTY three (3) weeks prior to initial use. Menus will be posted in a conspicuous location at the meal site at least one (1) week in advance of use.
- c. Table settings will be of reasonable quality. If disposable dinnerware is used, it will be of sturdy quality.

5. CONGREGATE MEAL SITES

- a. CONTRACTOR will provide congregate meals at the meal site(s), days, and times indicated in Exhibit C-4: Budget. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed in Exhibit C-4 with prior written approval of COUNTY.

Exhibit B-3: Program Plan & Requirements

- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a meal site without the prior approval of the COUNTY may be considered a breach of the provisions of this contract. COUNTY may suspend or withhold payments, or terminate the contract if the relocation affects any of the provisions of the contract including, but not limited to the following:
 - i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
 - ii. The relocation or addition changes the service area served by this contract.
 - iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
- d. CONTRACTOR ensures that a pleasant dining atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs.
- e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility.
- f. Innovative services may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
- g. If a site is designated as a catered site in Exhibit C-4: Budget, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS

- a. CONTRACTOR will provide the number of hot meals as specified in Exhibit C-4: Budget. If demand by eligible individuals in the first six (6) months of this Contract does not result in CONTRACTOR providing the average number of meals per day specified in Exhibit C-4: Budget, COUNTY may terminate this Contract. Prior to termination, COUNTY and CONTRACTOR may attempt to renegotiate this Contract to allow CONTRACTOR to reduce the average number of meals to be provided per day. If CONTRACTOR provides additional meals and such additional meals will cause CONTRACTOR to exceed the Maximum Financial Obligation of this Contract, such additional costs will be the sole expense of CONTRACTOR, unless the parties agree and execute a Contract Amendment.

Exhibit B-3: Program Plan & Requirements

- b. CONTRACTOR will be paid for the number of meals served at a meal site, not the number of meals prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements in Section 4(a).
- c. CONTRACTOR must open its Nutrition Site(s) for the number of service days specified in Exhibit C-4: Budget. CONTRACTOR must open its Nutrition Site(s) at minimum the number of serving days indicated each week except for holidays. Should CONTRACTOR close its Nutrition Site(s) due to unforeseen circumstances, CONTRACTOR will notify COUNTY immediately and work collaboratively to reschedule the day(s) that the Nutrition Site(s) was closed. Should CONTRACTOR close their Nutrition Site(s) due to foreseen circumstances and not be able to reschedule the day(s) of services, CONTRACTOR will not be reimbursed for the number of meals allocated to the serving day(s) that the Nutrition Site(s) was closed.

7. ADVISORY COUNCIL

CONTRACTOR will ensure that an election is held to elect a participant to represent the nutrition site on the countywide program Advisory Council. It will be the responsibility of the program Advisory Council to advise the COUNTY on policy matters relating to the delivery of the congregate nutrition services throughout the COUNTY program area.

8. SUPPORTIVE SERVICES

- a. CONTRACTOR will provide supportive services, to the extent that such services are needed and are not already available from third parties and accessible to individuals participating in the Congregate Meals Program. Supportive services may include:
 - i. Transportation of eligible individuals to and from congregate meal sites so that nutrition and other services will be accessible to those eligible individuals living within the program area who, because of lack of mobility or physical or mental handicap, would otherwise be unable to participate in the program;
 - ii. Information and referral services designed to provide eligible individuals with current information of, and referral to, all appropriate services to meet their needs;
 - iii. Health and welfare counseling services designed to assist eligible individuals in dealing with the problems and stresses that interfere with normal health and social functioning. CONTRACTOR may provide such services through person-to-person assistance from trained counselors or referrals to other resources;
 - iv. Nutrition education through a formal program of regularly scheduled meetings to make available pertinent facts related to nutritional need;
 - v. Recreation activities designed to foster the health and social well-being of program participants through social interaction and satisfying use of free time;

Exhibit B-3: Program Plan & Requirements

- vi. Outreach activities to assure maximum participation of hard to reach and other eligible individuals.
 - b. CONTRACTOR will report the supportive services provided at its meal site(s) to the COUNTY in the format requested by the COUNTY and whether the service is provided by CONTRACTOR or another entity at least annually, or more often, as requested by the COUNTY. COUNTY may request this information from CONTRACTOR up to once per quarter.
9. **FOOD INVENTORY**
CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.
10. **PEST CONTROL**
CONTRACTOR is required to follow the pest control requirements in the current Senior Nutrition Program, Congregate Policy & Procedures Manual. In addition, if a pest issue is identified. COUNTY reserves the right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.
11. **DATA COLLECTION AND PRIVACY**
- a. At intervals prescribed by the COUNTY and, on forms provided by COUNTY, CONTRACTOR will collect program data and information relating to nutrition risk assessments, registered site participants, meals, use of services and program contributions. CONTRACTOR will also be required to collect program data through the use of electronic collection methods. Such methods may include the use of computers, scanners, or other means. CONTRACTOR must comply with collection requirements as directed by COUNTY. Unless otherwise specified, COUNTY will provide CONTRACTOR with the equipment needed to collect data by electronic means. COUNTY will be considered legal owner of all equipment provided to CONTRACTOR for this purpose. Such equipment is considered Non-Expendable property as described in Section 16 of this Exhibit.
 - b. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.
 - c. No later than the second time an eligible participant attends a congregate meal site operated by CONTRACTOR, CONTRACTOR must have the participant complete a registration form with participant's information. Registration forms must be submitted to the designated COUNTY staff person at least monthly for registrants from the prior month along with the Monthly Report. CONTRACTOR must submit any new monthly registrations prior to the fifth (5th) working day of every month.

Exhibit B-3: Program Plan & Requirements

- d. CONTRACTOR must submit their electronic participant demographic scanner data and related documents for the prior month by the fifth (5th) working day of every month to the Senior Nutrition Program.
- e. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- f. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: https://www.aging.ca.gov/ProgramsProviders/Information_Security_and_Privacy/Presentation/index.html). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

12. PARTICIPANT CONTRIBUTION PRINCIPLES

- a. CONTRACTOR will provide meals to eligible individuals regardless of their ability to pay for all or part of their meals. Recipients are requested to make a financial contribution to offset the cost of the meals. Suggested contribution for congregate meals is \$3.00 per meal. If CONTRACTOR also provides home delivered meals, the suggested contribution is \$3.00 per day. Contributions are confidential. CONTRACTOR will not disclose records of the amount of contribution received or the name of contributor to third parties without written permission of the contributor. COUNTY has the right to review CONTRACTOR'S contribution records for audit purposes. Payment of the suggested contribution is not a condition for the receipt of meals.
- b. CONTRACTOR will submit participant contributions on a monthly basis to be included with the monthly reimbursement claims. One hundred percent of these contributions must be submitted to COUNTY.

13. VOLUNTEER, GUEST, AND STAFF MEALS

- a. Volunteer Meals: A volunteer under the age of 60 who provides services during meal hours may be offered a meal, if doing so will not deprive an older individual of a meal. Volunteers under age 60 who receive a full meal that meets the requirements in Section 4 must pay a \$3.00 fee and the fee must be included with the participant contributions and returned to the COUNTY. CONTRACTOR must record the number of volunteer meals served. CONTRACTOR will be reimbursed for volunteer meals provided.
- c. Guest Meals: A guest under the age of 60 may be offered a meal during meal hours if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. A guest must pay a fee of at least \$8.00 or up to the actual cost of the meal served, as specified in Exhibit C-4: Budget. CONTRACTOR must record the number of guest meals served and keep guest fees separate

Exhibit B-3: Program Plan & Requirements

from participant contributions. CONTRACTOR may keep guest fees received. The cost of providing guest meals may not be included in the quarterly reconciliation.

- d. Staff Meals: Nutrition services staff under the age of 60 may receive a meal if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. CONTRACTOR must record the number of nutrition services staff meals served. The cost of providing staff meals may not be included in the quarterly reconciliation.

14. MANDATORY ATTENDANCE

CONTRACTOR must have a representative attend every required training and meeting offered by the COUNTY that is specific to the Senior Nutrition, Congregate Meals Program.

15. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

16. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five-hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY. COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

17. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

18. OVERTIME WORK

Overtime work expenditures that are incurred by the CONTRACTOR will not be paid by reducing services or meals under this contract.

Exhibit B-3: Program Plan & Requirements

19. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

20. CARE ACCESS ERROR RATE REQUIREMENT

Federal regulations pursuant to Title III of the Older Americans Act of 1965 (OAA) establish procedures for allocating money to states for various senior services. States have established allocation mechanisms to award monies to their Area Agencies on Aging (AAA). These AAAs in turn, award monies via contracts or grants to carry out the mission of the OAA.

Sourcewise, the County of Santa Clara's designated AAA, allocates money for the provision of the Congregate Meals Program by reimbursing the County based on the number of meals served to seniors each month. This data is tracked through Sourcewise's Care Access Database. When there is a discrepancy between the paper total (signatures of SNP participants) and scanner total (scanned barcodes of SNP participants), an error rate arises. Currently, if the total combined error rate of all Senior Nutrition Meal Sites exceeds five percent (5%), the County will not be reimbursed by Sourcewise. Therefore, CONTRACTOR's data that is imported into Sourcewise's Care Access Database must not exceed an error rate of 5%.

If CONTRACTOR's imported data exceeds an error rate of 5%, COUNTY will withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

Should Sourcewise decide to reimburse the County regardless of the combined error rate of all Senior Nutrition Meal Sites, then the County will not withhold any percentage of CONTRACTOR's invoice regardless of CONTRACTOR's error rate for that month.

21. GRIEVANCE POLICY

- a. CONTRACTOR must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals receiving services funded by this Contract which complies with Sourcewise's requirements and the Older Americans Act, Section 315(b)(4). At a minimum, the process shall include all of the following:
 - i. Time frames within which a complaint will be acted upon.
 - ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to Sourcewise if dissatisfied with the results of CONTRACTOR's review.
 - iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- b. CONTRACTOR shall notify older individuals of the grievance process available to them by:

Exhibit B-3: Program Plan & Requirements

- i. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers or areas in which there are a substantial number of older adults. For individuals are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.
 - ii. Advising homebound older individuals of the process either orally or in writing upon CONTRACTOR's contact with the individuals.
- c. Complaints may involve, but not be limited to, any or all of the following:
 - i. Amount or duration of a service.
 - ii. Denial or discontinuance of a service.
 - iii. Dissatisfaction with the service being provided or with the service provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.
 - iv. Failure of the service provider to comply with any of the requirements set forth in California Department of Aging regulations or in your contract with Sourcewise.
- d. Nothing in this Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of CONTRACTOR's governing board.
- e. Notify Sourcewise in writing within ten working days after statement has been issues to complainant detailing the complaint, resolution and a copy of the statement sent to complainant. The address for mailing is 3100 De La Cruz Blvd., Suite 310, Santa Clara, CA, 95054.

22. FISCAL YEAR CLOSEOUT SUBMISSION

Due to fiscal reporting deadlines imposed by the California Department of Aging and Sourcewise, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 5, 2023.

County of Santa Clara
Social Services Agency

FY 2022-23

Exhibit C-4
Site 1 - Service Plan & Budget

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|-------------------------|--------------------------|---------------------|-------------|--------------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Units | Rate | Total Contract Amount** |
| Per Meal Reimbursement Rate* | 69 | 248 | 17,112 | \$7.30 | \$124,917.60 |
| Grand Total | | | | | \$124,917.60 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|----------------------------|-------------|-------------|-------------|--------------|-------------|------------|------------|---------------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|------------------------------|
| Catered |

| Monthly Service Delivery Plan | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Possible Serving Days | 21 | 23 | 22 | 21 | 22 | 22 | 22 | 20 | 23 | 20 | 23 | 22 | 261 |
| Unpaid Days Off | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Holidays | 1 | 0 | 2 | 1 | 3 | 1 | 2 | 1 | 0 | 1 | 1 | 0 | 13 |
| Actual Serving Days | 20 | 23 | 20 | 20 | 19 | 21 | 20 | 19 | 23 | 19 | 22 | 22 | 248 |
| Budgeted Monthly Meals (Serving Days x # of Daily Meals) | 1380 | 1587 | 1380 | 1380 | 1311 | 1449 | 1380 | 1311 | 1587 | 1311 | 1518 | 1518 | 17112 |
| YTD Budgeted Meals** | 1380 | 2967 | 4347 | 5727 | 7038 | 8487 | 9867 | 11178 | 12765 | 14076 | 15594 | 17112 | |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed. The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

**Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed.

County of Santa Clara
Social Services Agency

FY 2022-23

Exhibit C-4
Site 1 - Staffing Plan

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| | | | | |
|------------------|--------------|--------------|---------------|------------------|
| 69 | 248 | 17,112 | 13 | 1.45% |
| # of Daily Meals | Serving Days | Annual Meals | Paid Holidays | Payroll Tax Rate |

Paid Hours*

| A | B | C | D | E | F | G | H | I | J |
|--------------|-------------|-------------|--|-----------|---------------|-------------------------|------------------|-----------------------|--------------------|
| Job Title | Daily Hours | Hourly Rate | Paid Time Off (Days) <i>Do not include Holidays</i> | Salaries | Payroll Taxes | Retirement Contribution | Health Insurance | Other Fringe Benefits | Total per Employee |
| Site Manager | 5.00 | \$19.93 | 33.40 | \$ 26,009 | \$ 377 | | | \$ 659 | \$ 27,045 |
| Kitchen Aide | 4.00 | \$20.79 | 33.40 | \$ 21,705 | \$ 315 | | | \$ 503 | \$ 22,523 |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| | | | | \$ - | \$ - | | | | \$ - |
| Total | 9.00 | | | \$ 47,714 | \$ 692 | \$ - | \$ - | \$ 1,162 | \$ 49,568 |

Unpaid Volunteer Hours

| A | B |
|-----------------|-------------|
| Volunteer Hours | Daily Hours |
| Server 1 | 2.00 |
| Server 2 | 2.00 |
| Check-in 1 | 2.00 |
| Check-in 2 | 2.00 |
| Total | 8.00 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed in Exhibit C-4: Budget, Service Plan & Budget.

County of Santa Clara
Social Services Agency

FY 2022-23

Exhibit C-4
Resource Table

Agency Name: City of Santa Clara

Program: SNP Congregate Meals

| A | B | C | D |
|---|---------------|------------|-----------------|
| Source of Funds | FY23 Amount | % of Total | Commitment Code |
| Resources Provided by County | | | |
| Santa Clara County Senior Nutrition Program (This Contract) | \$ 124,917.60 | 61.7% | 1 |
| Resources Provided by Agency (Match) | | | |
| In-Kind Resources | | | |
| Volunteer Hours* | \$50,216.00 | 24.8% | 3 |
| Cash Resources | | | |
| Agency General Fund | \$3,445.00 | 1.7% | 1 |
| CDBG | \$24,000.00 | 11.8% | 1 |
| Non-senior contributions | \$0.00 | 0.0% | 3 |
| Total Program Cost | \$ 202,578.60 | 100.0% | |

| Total Per Meal Match | SCC Rate | Actual Meal Cost (Match + SCC Rate) |
|----------------------|----------|--|
| \$4.54 | \$7.30 | \$11.84 |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

* Volunteer Hours are valued by the County as: Living Wage * Hours Per Day * Serving Days

Logic Model -**Congregate Meals****Agency Name: City of Santa Clara**

A. Contract Goal: Provide nutritious meals, opportunities to socialize, transportation, and resources to older adults across Santa Clara County.

B. Situation

Lack of food access, financial instability, and social isolation are pervasive issues among the older adult community. In order to meet the needs of this community services need to include ethnically diverse cuisine served in locations in proximity to low-income neighborhoods, innovative service models that bring the food to the people, transportation options, and additional safety net resources. These services are a vital component to keeping people healthy and living independently.

C. Activities/Services

Provide training to meal site volunteers on food safety topics.

Provide training to meal site participants on food safety topics.

**D1. # of
unduplicated
clients/families
served per FY**

12

200

**D2. # of
Outputs
per FY**

6

4

D3. Output

Volunteer Trainings

Informational handouts

**E. Short/Long Term
Outcome Measures**

By June 30, 2023, at least 75% of eligible older adult congregate meal participants will have participated in at least one other service offered at the meal site.

**CONTRACTOR CERTIFICATION OF COMPLIANCE WITH
COVID-19 VACCINE REQUIREMENTS
(Version Effective April 1, 2022)**

Contractor Information:

| | |
|--------------------------|------------------------------------|
| Contractor name: | Name of Contractor representative: |
| City of Santa Clara | Rajeev Batra |
| Contractor phone number: | Contractor email address: |
| (408) 615-2210 | rbatra@santaclaraca.gov |

Contractor Certification. On behalf of Contractor, I hereby certify that:

1. Contractor has reviewed and is in compliance with all current County requirements regarding COVID-19 vaccination applicable to contractor's employees working at County facilities, including but not limited to the requirements in the County's memorandum regarding COVID-19 Vaccine Requirement for County Personnel ("County Vaccine Policy"), the County's memorandum regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, all current State and County Health Officer orders, and any other County requirements. These memoranda and current County policies are accessible at <<https://procurement.sccgov.org/doing-business-county/contractor-vaccinations>>. Contractor understands that it is responsible for reviewing and maintaining compliance with all subsequent revisions or amendments to State and County orders and requirements regarding COVID-19.
2. As of the date signed below:
 - a. Contractor understands that it must confirm, and has confirmed, that all of contractor's workers (including any subcontractor workers) who routinely perform services for the County onsite and share airspace with or proximity to other people at a County facility as part of their services for the County¹ are:
 - i. Fully vaccinated against COVID-19 and up-to-date on any boosters for which they are eligible as defined and required in the County Vaccine Policy; **or**
 - ii. Have a legally sufficient and approved medical, disability, or religious exemption from vaccination that has been granted by contractor.

¹ As established in the County's Memorandum Regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, contractors performing work at closed construction sites are not required to comply with the County's vaccination requirements, but must comply with all applicable federal, state, and local public health laws, including but not limited to vaccination, testing, and masking requirements.

- b. Contractor has verified and will continue to verify the vaccination status of all staff working on site at any County facility, and has obtained proof of vaccination from its staff in a form consistent with the California Department of Public Health's Vaccine Records Guidelines and Standards.
3. If contractor seeks to send any workers who are not fully vaccinated and up-to-date on boosters for which they are eligible to work indoors at any County facility because the contractor has granted them an exemption, contractor shall notify the County in writing by providing a list of any such workers to the COVID-19 Designee for the department that manages the facility where the contractor personnel will be working at least 96 hours in advance of any such worker arriving onsite so that the department has sufficient time to determine whether it will approve the contractor's requests that its personnel work onsite and, if approved, can ensure that the contractor has complied with all applicable COVID-19 safety requirements for unvaccinated individuals, including, where applicable, regular testing and the use of a fit-tested N95 mask.² Notice must be separately provided to each department that manages a facility where contractor seeks to assign personnel to work onsite. Regardless of exemption status, personnel who are not fully vaccinated and up-to-date on boosters for which they are eligible may not work in high-risk roles at County facilities.
4. If any of contractor's workers are noncompliant with vaccination or testing requirements, contractor will notify the County Department for which they are providing services immediately and will not permit those workers to go onsite at a County facility without express written permission from the County.
5. Contractor will comply with all reasonable requests by the County for documentation demonstrating the contractor's compliance with this Certification.

I verify the truth and accuracy of the statements in this Certification under penalty of perjury under the laws of the State of California.

Rajeev Batra

Interim City Manager

Name of authorized representative of
Contractor

Title

DocuSigned by:

Cynthia Boyerquez for Rajeev Batra

6/24/2022

064CDBE3EF2C45B...

Signature

Date

² If contractor sends workers who are not fully vaccinated and up-to-date on boosters for which they are eligible, it is contractor's obligation to ensure that it has any necessary authorization under the California Confidentiality of Medical Information Act, Cal. Civ. Code §§ 56 *et. seq.*, and under any other laws to share this information with the County.

**FOURTH AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF SANTA CLARA
AND CITY OF SANTA CLARA – CONGREGATE MEALS**

This is the Fourth Amendment to the Contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) entered into on July 1, 2019, for the provision of Congregate Meal Services. The original contract was approved by the Board on June 18, 2019.

This Contract is amended as follows:

Effective upon execution, the parties agree to comply with the provisions contained in the following exhibits, which are either attached hereto or stated below, and incorporated herein by this reference and made a part of the Contract.

1. Add Attachment A: List of Programs which is attached hereto and incorporated by this reference.
2. Replace Exhibit A-3: Program Provisions with Exhibit A-4: Program Provisions, which is attached hereto and incorporated by this reference.
3. Add Exhibit A-4.1: Program Provisions, which is attached hereto and incorporated by this reference.
4. Replace Exhibit B-3: Program Plan & Requirements with Exhibit B-4: Program Plan & Requirements, which is attached hereto and incorporated by this reference.
5. Add Exhibit B-4.1: Program Plan & Requirements, which is attached hereto and incorporated by this reference.
6. Replace Exhibit C-4: Budget Plan with Exhibit C-5: Budget Plan, which is attached hereto and incorporated by this reference.
7. Add Exhibit C-5.1: Budget, which is attached hereto and incorporated by this reference.
8. Replace Exhibit D-3: Logic Model with Exhibit D-4: Logic Model, which is attached hereto and incorporated by this reference.
9. Add Exhibit D-4.1: Logic Model/Purchase report, which is attached hereto and incorporated by this reference.

All other terms and conditions of the Contract remain in full force and effect. In the event of a conflict between the original Contract and this Amendment, this Amendment controls.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Amendment to the Contract.

COUNTY OF SANTA CLARA

CONTRACTOR

Jeffrey Smith M.D., J.D., County Executive
Date: _____

Office of City Manager
Date: _____

ATTEST

John P. Mills, Deputy County Executive
Date: _____

Assistant City Clerk
Date: _____

APPROVED AS TO FORM AND LEGALITY

APPROVED AS TO FORM

Deputy County Counsel
Date: _____

Office of the City Attorney
Date: _____

DRAFT

List of Programs

Each program listed on this Attachment will have a corresponding set of Exhibits to specify the program terms and conditions. All Exhibits are attached hereto and incorporated herein by this reference.

1. Congregate Meals

Exhibit A-4: Program Provisions

Exhibit B-4: Program Plan Requirements

Exhibit C-5: Budget Plan

Exhibit D-4: Logic Model

2. Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Funding

Exhibit A-4.1: Program Provisions

Exhibit B-4.1: Program Plan Requirements

Exhibit C-5.1: Budget

Exhibit D-4.1: Logic Model/Purchase Report

DRAFT

CONTRACTOR: City of Santa Clara

PROGRAM/PROJECT NAME: Senior Nutrition Program – Congregate Meals

This is a contract between the County of Santa Clara (COUNTY) and the (CONTRACTOR) for the purpose of providing meals for persons 60 years of age and older, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

1. CONDITIONAL AMENDMENTS

The County Executive, or designee, received delegation of authority from the Board of Supervisors on December 6, 2022, to negotiate, execute, amend, and terminate the scope of services, the term, new or revised contracting requirements, maximum financial obligation and budget of this Contract through June 30, 2023 based upon the following conditions:

- a. COUNTY has appropriated sufficient funds for the modification of this Contract,
- b. CONTRACTOR is meeting the performance requirements for this contract,
- c. County Counsel has reviewed and approved the amendment as to form and legality, and
- d. County Executive has approved the amendment.

2. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2023, unless terminated earlier or otherwise amended.

3. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$129,631.65 in FY2019-2020, \$110,774.16 in FY2020-2021, \$121,324.08 in FY2021-2022, and \$135,780.00 in FY2022-2023 for a total not to exceed \$497,509.89.

4. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the County for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the County has the option to either terminate this Contract without notice (except that necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

5. COMPENSATION TO CONTRACTOR

a. FEE FOR SERVICE CONTRACT

- i. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A-4 Program Provisions, Exhibit B-4: Program Plan & Requirements, Exhibit C-5: Budget, and Exhibit D-4: Logic Model, for the performance of services as outlined in this Contract up to the maximum compensation. These costs will also be in

accordance with current cost principles and with all other requirements of this contract:

1. For Non-Profit Agencies, OMB Circular A-122.
 2. For Local Governments, OMB Circular A-87.
 3. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 4. For Profit Making Organization, 41 CFR Part 1.
- i. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
 - ii. CONTRACTOR must participate in a quarterly reconciliation process. During the reconciliation process all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. Quarterly reconciliations must be submitted with the corresponding monthly invoice. During each reconciliation, all funds paid to CONTRACTOR under its fee for service claims must be reconciled to the actual costs incurred by the contractor and the remaining cash, if any. This provision survives the termination of this Contract.
 - iii. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. If actual cost of providing services base on Unit Cost per meal is less than the amount reimbursed by COUNTY, CONTRACTOR'S final reimbursement will be reduced by the overpayment received from COUNTY. This provision survives the termination of this Contract.
- b. COMPENSATION
- CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY, by the tenth (10th) calendar day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for services rendered, as well as payment for participant and guest contributions as outlined in Exhibit B-4: Program Plan & Requirements.
- (i) Prior to submittal, invoices must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.

- (ii) In order to ensure continuation of service, CONTRACTOR will not be paid for meals in excess of the number of year-to-date meals listed in the Service Delivery Plan in Exhibit C-5: Budget. Meals that are provided but not reimbursed in a particular month may be reimbursed if claimed on later invoice so long as CONTRACTOR has offered the agreed upon services continuously.
- (iii) If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- (iv) COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
- (v) COUNTY is not obligated to reimburse CONTRACTOR for any expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

6. PARTICIPANT CONTRIBUTIONS

- a. CONTRACTOR will submit participant contributions on a monthly basis with the monthly expense claims.
- b. CONTRACTOR will deposit all participant contributions in a bank account maintained for the Senior Nutrition Program (SNP). All deposits, withdrawals, and balances for the Senior Nutrition Program must be separately identified. COUNTY has the right to review all financial records and bank accounts for audit purposes. Participants' contributions will be collected, counted, and recorded daily by CONTRACTOR. Two persons designated by CONTRACTOR will co-verify the collection and count of participant contributions daily by their signature and date on a participant contribution accounting record. Participant contributions are to be deposited daily when possible, but no less frequently than on a weekly basis. Participant contributions are to be kept in a secure locked location and at night locking in a safe, pending deposit into the Senior Nutrition Program bank account.

7. ADVANCE PAYMENTS

- a. COUNTY, at its discretion may make advance payments under this contract to CONTRACTOR up to a maximum of 25% of the total contract amount and under conditions as the COUNTY may specify. Such advance payments will in no way increase the total maximum financial obligation specified under this contract.
- b. CONTRACTOR must meet fidelity bond requirements as specified in Article V F. of this contract prior to receiving advance payment.
- c. All advance payments require full repayment prior to the expiration of the contract. COUNTY will specify repayment method of the advance payment amount by deducting an agreed upon monthly amount from the outstanding balance of the

contract until the repayment obligation is fulfilled, or; deducting the advance payment amount in a lump sum from the remaining contract balance.

8. ADJUSTMENT TO EXHIBIT B-4: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Scope of Service/Staffing Plan may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Scope of Service/Staffing Plan begins.

9. ADJUSTMENT TO EXHIBIT C-5: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

10. ADJUSTMENT TO EXHIBIT D-4: LOGIC MODEL

A written adjustment to the Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

11. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.
- c. CONTRACTOR must assist in the coordination of and verification of eligibility for mobility management services for participants who use CONTRACTOR'S site as a home meal site.

12. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates Jövan Grogan, City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.

- b. COUNTY designates the Director of Social Services Agency, or designee, as its representative for the purpose of managing the services performed pursuant to this Contract.

13. NOTICES

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

a. To COUNTY: Social Services Agency
 Office of Contracts Management
 333 West Julian Street
 San Jose, California 95110-2335

b. To CONTRACTOR: City of Santa Clara
 Jövan Grogan, City Manager
 1500 Warburton Avenue
 Santa Clara, CA 95050

14. COUNTY'S CONTRACT TRANSITION PROCESS

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

Exhibit A-4.1: Program Provisions

AGENCY: City of Santa Clara

PROGRAM NAME: Senior Nutrition Program – Congregate Meals – Home and Community Based Services Infrastructure Funding (HCBS Infrastructure Funding)

1. SERVICE DESCRIPTION

This is a contract between the County of Santa Clara (COUNTY) and City of Santa Clara (CONTRACTOR) for the purpose of purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals provided through the regular Congregate Meals program, which is funded, authorized by, and to be performed in accordance with the Older Americans Act of 1965, as amended, P.L. 89-73, U.S.C. Section 3000 et seq., and all amendments, rules, and regulations pertaining thereto.

2. CONDITIONAL AMENDMENTS

The County Executive, or designee, received delegation of authority from the Board of Supervisors on December 6, 2022, to negotiate, execute, amend, and terminate the scope of services, the term, new or revised contracting requirements, maximum financial obligation and budget of this Contract through June 30, 2023, based upon the following conditions:

- a. COUNTY has appropriated sufficient funds for the modification of this Contract,
- b. CONTRACTOR is meeting the performance requirements for this contract,
- c. County Counsel has reviewed and approved the amendment as to form and legality, and
- d. County Executive has approved the amendment.

3. TERM OF CONTRACT

The term begins on July 1, 2019, and expires on June 30, 2023, unless terminated earlier or otherwise amended.

4. MAXIMUM FINANCIAL OBLIGATION

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$27,022.00 in FY2022-2023.

5. BUDGET CONTINGENCY

This Contract is contingent upon the appropriation of sufficient funding by the County for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the County has the option to either terminate this Contract without notice (except that necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

6. COMPENSATION TO CONTRACTOR

- a. COST REIMBURSEMENT CONTRACT

Exhibit A-4.1: Program Provisions

- i. CONTRACTOR will be reimbursed by COUNTY for its actual, reasonable, necessary, and allowed costs incurred up to the maximum compensation, for the performance of services as specified in this contract. These costs will also be in accordance with current cost principles and with all other requirements of this contract:
 1. For Non-Profit Agencies, OMB Circular A-122.
 2. For Local Governments, OMB Circular A-87.
 3. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
 4. For Profit Making Organization, 41 CFR Part 1.
 - ii. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
 - iii. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. This provision survives the termination of this Contract.
- b. COST REIMBURSEMENT CLAIM
- CONTRACTOR must submit to COUNTY a cost reimbursement claim in a form approved by COUNTY, by the tenth (10th) working day of each month for services performed during the preceding month.
- i. Prior to submittal, cost reimbursement claims must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
 - ii. If the cost reimbursement claim is in proper form and the items billed are payable under this contract, COUNTY will make payment to CONTRACTOR within twenty-one (21) working days after receipt of the cost reimbursement claim.
 - iii. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.

Exhibit A-4.1: Program Provisions

- iv. COUNTY is not obligated to reimburse CONTRACTOR for any expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

7. PURCHASE REPORTING

This contract requires SSA's purchase reporting. CONTRACTOR shall monitor and report the purchases outlined in Exhibit D: Logic Model/Purchase Report.

CONTRACTOR must submit to COUNTY a report in a form approved by COUNTY, by the tenth (10th) working day of each month, accompanied with the monthly cost reimbursement claim.

8. ADJUSTMENT TO EXHIBIT B-4.1: PROGRAM PLAN & REQUIREMENTS

A written adjustment to the Program Plan & Requirements may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Program Plan & Requirements begins.

9. ADJUSTMENT TO EXHIBIT C-5.1: BUDGET

A budget adjustment can be made without a contract amendment if Contractor submits a written budget adjustment request to the COUNTY Contract Representative, or designee, and the request is approved by the COUNTY in writing. A budget adjustment must not increase the maximum financial obligation of this Contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR.

10. ADJUSTMENT TO EXHIBIT D-4.1: LOGIC MODEL/PURCHASE REPORT

A written adjustment to the Logic Model/Purchase Report may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

11. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.

12. CONTRACT REPRESENTATIVES

Exhibit A-4.1: Program Provisions

- a. CONTRACTOR designates Jōvan Grogan, City Manager as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.
- b. COUNTY designates the Director of Social Services Agency, or designee, as its representative for the purpose of managing the services performed pursuant to this Contract.

13. **NOTICES**

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

- a. To COUNTY:
Social Services Agency
Office of Contracts Management
333 West Julian Street
San Jose, California 95110-2335
- b. To CONTRACTOR:
City of Santa Clara
Jōvan Grogan, City Manager
1500 Warburton Avenue
Santa Clara, CA 95050

14. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

CONTRACTOR: City of Santa Clara

PROGRAM NAME: Senior Nutrition Program – Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Funding

1. SERVICE DESCRIPTION & EXPECTED OUTCOME

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) and other community partners to ensure that the seniors receive nutritious and healthy meals at CONTRACTOR's nutrition site(s). The PROGRAM provides seniors and older adults of Santa Clara County access to healthy, nutritious meals and the opportunity to socialize, take classes, and access other services. CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto.

2. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

3. ELIGIBLE INDIVIDUALS

Persons who are eligible for meals and services under this contract are those persons who are 60 years of age or older or who are spouses of persons who are 60 years of age or older. Meals may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided, or individuals with disabilities who reside at home with and accompany older individuals who are eligible for services. Priority will be given to those older persons in greatest social and economic need with particular attention to seniors who are age 75 or older, low-income, living alone, and/or minorities as defined by the Older Americans Act of 1965.

4. MEALS

- a. Meals served by CONTRACTOR must provide at least one-third (1/3rd) of the current recommended dietary allowance specified by the Food and Nutrition Board of the National Academy of Sciences – National Research Council.
- b. Menus will be planned by CONTRACTOR in cycles, the minimum period being five (5) weeks. Such menus must be planned in accordance with COUNTY requirements. Such menus will be submitted to COUNTY three (3) weeks prior to initial use. Menus will be posted in a conspicuous location at the meal site at least one (1) week in advance of use.
- c. Table settings will be of reasonable quality. If disposable dinnerware is used, it will be of sturdy quality.

5. CONGREGATE MEAL SITES

- a. CONTRACTOR will provide congregate meals at the meal site(s), days, and times indicated in Exhibit C-5: Budget. Notwithstanding, CONTRACTOR may make minor changes to the service days and times listed in Exhibit C-5 with prior written approval of COUNTY.
- b. CONTRACTOR may not relocate the meal site or add a meal site without prior notification, inspection, and approval by COUNTY. Relocation or addition of a meal site without the prior approval of the COUNTY may be considered a breach of the provisions of this contract. COUNTY may suspend or withhold payments, or terminate the contract if the relocation affects any of the provisions of the contract including, but not limited to the following:
 - i. The relocation or addition reduces or terminates the provision of services to seniors in the geographic area served by this contract.
 - ii. The relocation or addition changes the service area served by this contract.
 - iii. The relocation or addition does not serve or give priority to older persons in the greatest social or economic need as defined by the Older Americans Act of 1965 as amended.
- c. The site must have adequate lighting and ventilation and must meet all applicable health, fire, safety and sanitation regulations. CONTRACTOR must obtain current certificates from appropriate public officials indicating the site is in compliance with health and fire regulations.
- d. CONTRACTOR ensures that a pleasant dining atmosphere is maintained and that there is adequate space for the equipment of participants, such as canes, crutches and wheelchairs.
- e. There will be no architectural barriers which would prevent an eligible individual from having access to the meal site facility.
- f. Innovative services may added to the PROGRAM during the term of this contract, or upon an extension of this contract, upon written approval of the COUNTY.
- g. If a site is designated as a catered site in Exhibit C-5: Budget, upon written approval from COUNTY and upon obtaining all required governmental approvals, CONTRACTOR may switch to being a cook on site location. In the event of this switch, CONTRACTOR's per-meal rate will be changed to the standard cook on site per-meal rate if different than the catered meal rate.

6. NUMBER OF MEALS, SERVING DAYS, AND HOLIDAYS

- a. CONTRACTOR will provide the number of hot meals as specified in Exhibit C-5: Budget. If demand by eligible individuals in the first six (6) months of this Contract does not result in CONTRACTOR providing the average number of meals per day specified in Exhibit C-5: Budget, COUNTY may terminate this Contract. Prior to termination, COUNTY and CONTRACTOR may attempt to renegotiate this Contract to allow CONTRACTOR to reduce the average number of meals to be provided per day. If CONTRACTOR provides additional

meals and such additional meals will cause CONTRACTOR to exceed the Maximum Financial Obligation of this Contract, such additional costs will be the sole expense of CONTRACTOR, unless the parties agree and execute a Contract Amendment.

- b. CONTRACTOR will be paid for the number of meals served at a meal site, not the number of meals prepared. COUNTY will not reimburse meals served that do not meet the dietary requirements in Section 4(a).
- c. CONTRACTOR must open its Nutrition Site(s) for the number of service days specified in Exhibit C-5: Budget. CONTRACTOR must open its Nutrition Site(s) at minimum the number of serving days indicated each week except for holidays. Should CONTRACTOR close its Nutrition Site(s) due to unforeseen circumstances, CONTRACTOR will notify COUNTY immediately and work collaboratively to reschedule the day(s) that the Nutrition Site(s) was closed. Should CONTRACTOR close their Nutrition Site(s) due to foreseen circumstances and not be able to reschedule the day(s) of services, CONTRACTOR will not be reimbursed for the number of meals allocated to the serving day(s) that the Nutrition Site(s) was closed.

7. **ADVISORY COUNCIL**

CONTRACTOR will ensure that an election is held to elect a participant to represent the nutrition site on the countywide program Advisory Council. It will be the responsibility of the program Advisory Council to advise the COUNTY on policy matters relating to the delivery of the congregate nutrition services throughout the COUNTY program area.

8. **SUPPORTIVE SERVICES**

- a. CONTRACTOR will provide supportive services, to the extent that such services are needed and are not already available from third parties and accessible to individuals participating in the Congregate Meals Program. Supportive services may include:
 - i. Transportation of eligible individuals to and from congregate meal sites so that nutrition and other services will be accessible to those eligible individuals living within the program area who, because of lack of mobility or physical or mental handicap, would otherwise be unable to participate in the program;
 - ii. Information and referral services designed to provide eligible individuals with current information of, and referral to, all appropriate services to meet their needs;
 - iii. Health and welfare counseling services designed to assist eligible individuals in dealing with the problems and stresses that interfere with normal health and social functioning. CONTRACTOR may provide such services through person-to-person assistance from trained counselors or referrals to other resources;

- iv. Nutrition education through a formal program of regularly scheduled meetings to make available pertinent facts related to nutritional need;
 - v. Recreation activities designed to foster the health and social well-being of program participants through social interaction and satisfying use of free time;
 - vi. Outreach activities to assure maximum participation of hard to reach and other eligible individuals.
- b. CONTRACTOR will report the supportive services provided at its meal site(s) to the COUNTY in the format requested by the COUNTY and whether the service is provided by CONTRACTOR or another entity at least annually, or more often, as requested by the COUNTY. COUNTY may request this information from CONTRACTOR up to once per quarter.

9. FOOD INVENTORY

CONTRACTOR will develop a written plan for conducting food inventories. The plan will include the procedures for conducting food inventories, identify persons responsible for conducting the inventory, and set the schedule for completing the inventories. The plan will also include a description of the "First-in-First Out" food rotation system that will be used to ensure stored goods are rotated to prevent deterioration. CONTRACTOR will provide COUNTY with a copy of its food inventory plan and completed food inventories, upon request.

10. PEST CONTROL

CONTRACTOR is required to follow the pest control requirements in the current Senior Nutrition Program, Congregate Policy & Procedures Manual. In addition, if a pest issue is identified, COUNTY reserves the right to require CONTRACTOR to take corrective action to remedy the issue or require any other action from CONTRACTOR necessary to protect the health and welfare of participants.

11. DATA COLLECTION AND PRIVACY

- a. At intervals prescribed by the COUNTY and, on forms provided by COUNTY, CONTRACTOR will collect program data and information relating to nutrition risk assessments, registered site participants, meals, use of services and program contributions. CONTRACTOR will also be required to collect program data through the use of electronic collection methods. Such methods may include the use of computers, scanners, or other means. CONTRACTOR must comply with collection requirements as directed by COUNTY. Unless otherwise specified, COUNTY will provide CONTRACTOR with the equipment needed to collect data by electronic means. COUNTY will be considered legal owner of all equipment provided to CONTRACTOR for this purpose. Such equipment is considered Non-Expendable property as described in Section 16 of this Exhibit.
- b. CONTRACTOR must submit a completed and signed Santa Clara Senior Nutrition Program – Monthly Report for the prior month by the fourth (4th) working day of the current month to their assigned registered dietitian.

- c. No later than the second time an eligible participant attends a congregate meal site operated by CONTRACTOR, CONTRACTOR must have the participant complete a registration form with participant's information. Registration forms must be submitted to the designated COUNTY staff person at least monthly for registrants from the prior month along with the Monthly Report. CONTRACTOR must submit any new monthly registrations prior to the fifth (5th) working day of every month.
- d. CONTRACTOR must complete their monthly scanning for the prior month by the first (1st) working day of the month immediately following.
- e. Quarterly Report. Quarterly Reports with output and outcome data must be turned in with September, December, March, and July invoices. Quarterly Reports must be prepared on the form provided by the COUNTY. Submission of the Quarterly Report is required before the corresponding monthly invoice can be paid.
- f. Within 30 days of executing this agreement, and annually thereafter if the term of this agreement is extended, all employees, volunteers, subcontractors, or agents of CONTRACTOR who handle confidential client information, including but not limited to registration forms, must complete the information security and privacy presentation online training provided by the California Department of Aging (currently available at: https://www.aging.ca.gov/ProgramsProviders/Information_Security_and_Privacy/Presentation/index.html). Upon completion, evidence must be submitted to COUNTY to provide to Sourcewise.

12. PARTICIPANT CONTRIBUTION PRINCIPLES

- a. CONTRACTOR will provide meals to eligible individuals regardless of their ability to pay for all or part of their meals. Recipients are requested to make a financial contribution to offset the cost of the meals. Suggested contribution for congregate meals is \$3.00 per meal. If CONTRACTOR also provides home delivered meals, the suggested contribution is \$3.00 per day. Contributions are confidential. CONTRACTOR will not disclose records of the amount of contribution received or the name of contributor to third parties without written permission of the contributor. COUNTY has the right to review CONTRACTOR'S contribution records for audit purposes. Payment of the suggested contribution is not a condition for the receipt of meals.
- b. CONTRACTOR will submit participant contributions on a monthly basis to be included with the monthly reimbursement claims. One hundred percent of these contributions must be submitted to COUNTY.

13. VOLUNTEER, GUEST, AND STAFF MEALS

- a. Volunteer Meals: A volunteer under the age of 60 who provides services during meal hours may be offered a meal, if doing so will not deprive an older individual of a meal. Volunteers under age 60 who receive a full meal that meets the requirements in Section 4 must pay a \$3.00 fee and the fee must be included with the participant contributions and returned to the COUNTY. CONTRACTOR

must record the number of volunteer meals served. CONTRACTOR will be reimbursed for volunteer meals provided.

- c. Guest Meals: A guest under the age of 60 may be offered a meal during meal hours if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. A guest must pay a fee of at least \$8.00 or up to the actual cost of the meal served, as specified in Exhibit C-5: Budget. CONTRACTOR must record the number of guest meals served and keep guest fees separate from participant contributions. CONTRACTOR may keep guest fees received. The cost of providing guest meals may not be included in the quarterly reconciliation.
- d. Staff Meals: Nutrition services staff under the age of 60 may receive a meal if doing so will not deprive an older individual of a meal or add to the cost of meals prepared. CONTRACTOR must record the number of nutrition services staff meals served. The cost of providing staff meals may not be included in the quarterly reconciliation.

14. MANDATORY ATTENDANCE

CONTRACTOR must have a representative attend every required training and meeting offered by the COUNTY that is specific to the Senior Nutrition, Congregate Meals Program.

15. PURCHASES

COUNTY may require CONTRACTOR, by written notice, to obtain approval of COUNTY for all purchases of food and materials. Approval will not be withheld by COUNTY except for good cause.

16. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five-hundred dollars (\$500.00), that is required by CONTRACTOR for performance of this Contract, must require prior written approval of COUNTY. COUNTY will be the legal owner of all equipment that is purchased with COUNTY funds. COUNTY may take possession of its equipment if it is not being used primarily for program purposes and will determine disposition of that equipment upon expiration or termination of this contract.

17. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-hundred dollars (\$500.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-hundred dollars (\$500) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the

successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

18. OVERTIME WORK

Overtime work expenditures that are incurred by the CONTRACTOR will not be paid by reducing services or meals under this contract.

19. RESTRICTION OF DISCLOSURES

Any reports, analysis, studies, drawings, information or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

20. CARE ACCESS ERROR RATE REQUIREMENT

Federal regulations pursuant to Title III of the Older Americans Act of 1965 (OAA) establish procedures for allocating money to states for various senior services. States have established allocation mechanisms to award monies to their Area Agencies on Aging (AAA). These AAAs in turn, award monies via contracts or grants to carry out the mission of the OAA.

Sourcewise, the County of Santa Clara's designated AAA, allocates money for the provision of the Congregate Meals Program by reimbursing the County based on the number of meals served to seniors each month. This data is tracked through Sourcewise's Care Access Database. When there is a discrepancy between the paper total (signatures of SNP participants) and scanner total (scanned barcodes of SNP participants), an error rate arises. Currently, if the total combined error rate of all Senior Nutrition Meal Sites exceeds five percent (5%), the County will not be reimbursed by Sourcewise. Therefore, CONTRACTOR's data that is imported into Sourcewise's Care Access Database must not exceed an error rate of 5%.

If CONTRACTOR's imported data exceeds an error rate of 5%, COUNTY will withhold a percentage of CONTRACTOR's invoice equivalent to the percentage of the error rate exceeding the 5% threshold. For example, if CONTRACTOR has an error rate of 23%, COUNTY will withhold 18% (23% - 5%) of CONTRACTOR's invoice for that month.

Should Sourcewise decide to reimburse the County regardless of the combined error rate of all Senior Nutrition Meal Sites, then the County will not withhold any percentage of CONTRACTOR's invoice regardless of CONTRACTOR's error rate for that month.

21. GRIEVANCE POLICY

a. CONTRACTOR must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals receiving services funded by this Contract which complies with Sourcewise's requirements and the Older Americans Act, Section 315(b)(4). At a minimum, the process shall include all of the following:

i. Time frames within which a complaint will be acted upon.

- ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to Sourcewise if dissatisfied with the results of CONTRACTOR's review.
 - iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- b. CONTRACTOR shall notify older individuals of the grievance process available to them by:
 - i. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers or areas in which there are a substantial number of older adults. For individuals who are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.
 - ii. Advising homebound older individuals of the process either orally or in writing upon CONTRACTOR's contact with the individuals.
- c. Complaints may involve, but not be limited to, any or all of the following:
 - i. Amount or duration of a service.
 - ii. Denial or discontinuance of a service.
 - iii. Dissatisfaction with the service being provided or with the service provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.
 - iv. Failure of the service provider to comply with any of the requirements set forth in California Department of Aging regulations or in your contract with Sourcewise.
- d. Nothing in this Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of CONTRACTOR's governing board.
- e. Notify Sourcewise in writing within ten working days after statement has been issued to complainant detailing the complaint, resolution and a copy of the statement sent to complainant. The address for mailing is 3100 De La Cruz Blvd., Suite 310, Santa Clara, CA, 95054.

22. FISCAL YEAR CLOSEOUT SUBMISSION

Exhibit B-4: Program Plan & Requirements

Due to fiscal reporting deadlines imposed by the California Department of Aging and Sourcewise, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 5, 2023.

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Exhibit B-4.1: Program Plan & Requirements

CONTRACTOR: City of Santa Clara

PROGRAM NAME: Senior Nutrition Program – Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Funding

1. SERVICE DESCRIPTION & EXPECTED OUTCOME

The Social Services Agency – Senior Nutrition Program (COUNTY) is contracted to receive Home and Community Based Services (HCBS) Senior Nutrition Infrastructure grant revenue from Sourcewise, the local Area Agency on Aging, to pass through to designated subcontractors (including CONTRACTOR) that provide Title III congregate meals or home-delivered meals services. The pass-through funding will reimburse only for Sourcewise-approved infrastructure items and items on the California Department of Aging's Title IIIC Capital Expenditure Approved List, CDA 7038 (REV 03/2022), attached as Exhibit E.

CONTRACTOR will work with the Social Services Agency – Senior Nutrition Program (COUNTY) to purchase, upgrade, or refurbish infrastructure to enhance production and distribution of congregate or home-delivered meals in compliance with HCBS funding rules.

2. POLICIES & PROCEDURES

CONTRACTOR will perform services in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto as well as the Sourcewise Provider Manual equipment disposal procedures, attached as Exhibit F.

3. INTENT

During Spring 2021, Meals on Wheels submitted an Advocacy Proposal to the Legislature, requesting \$40 million to support the capacity and infrastructure improvement grants for senior nutrition programs. The HCBS Senior Nutrition Infrastructure Funding resulted from that proposal. Statewide, this funding will provide \$38 million to enhance, expand, and increase senior nutrition infrastructure. The intent of this funding opportunity is to add capacity and make infrastructure improvement grants to senior nutrition programs under the Mello-Granlund Older Californians Act.

4. BACKGROUND

The specific items and prices listed in Exhibit C-5.1: Budget have been pre-approved for purchase with the funds in the agreement by Sourcewise and the California Department of Aging.

5. PERMITS AND LICENSES

CONTRACTOR will obtain all permits and licenses necessary to the performance of this contract will assure that its subcontractors obtain the same. The CONTRACTOR will pay all normal fees for permits, licenses, inspections or any other certification or service required in the performance of this contract.

6. PURCHASES

CONTRACTOR must complete purchases in their entirety prior to June 30, 2023. Any change to the items in Exhibit C-5.1: Budget, including increased price or specification change, must be pre-approved in writing by the COUNTY Senior Nutrition Program

Exhibit B-4.1: Program Plan & Requirements

Manager and Sourcewise (who will also get approval from the California Department of Aging) prior to purchase. CONTRACTOR may not be reimbursed without written preapproval.

7. PURCHASES

CONTRACTOR must complete purchases in their entirety prior to June 30, 2023.

8. PURCHASING RESTRICTIONS

This funding shall not be used to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. This includes any equipment that is permanently affixed to a building such as non-portable generators, walk-in refrigerators, and walk-in freezers.

9. NON-EXPENDABLE PROPERTY

Any acquisition by CONTRACTOR of non-expendable property with a retail purchase price in excess of five-thousand dollars (\$5,000.00), requires prior written approval of COUNTY.

10. COMPETITIVE BID REQUIREMENTS

- a. All equipment purchases by the CONTRACTOR exceeding five-thousand dollars (\$5,000.00) must be procured through a competitive process in compliance with Sourcewise's bidding procedures unless services or materials can be obtained only from a single source. Any procurement exceeding ten-thousand dollars (\$10,000.00) must also comply with the requirements of Office of Management and Budget Circular Uniform Guidance.
- b. Unless CONTRACTOR uses the COUNTY's designated vendor, prior to making any equipment purchase that has a value of five-thousand dollars (\$5,000) or more, CONTRACTOR will submit to COUNTY evidence that it has received a minimum of three (3) bids for such subcontract and justification for selection of the successful bidder or submit documentation to support the use of the sole supplier. Record shall be maintained by CONTRACTOR showing the parties solicited and the bids submitted.

11. EQUIPMENT TRACKING

Property acquired under this agreement that has a normal useful life of at least one year and has a unit acquisition cost of at least \$5,000 (a desktop or laptop setup, is considered a unit, if purchased as a unit), all computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones) and all portable electronic storage media, regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives) must be reported to COUNTY, which will be reported to Sourcewise and the California Department of Aging, on the Equipment Request Justification Form (CDA 7037), attached as Exhibit G, for approval and tracked on an annual basis. In addition, the equipment purchased with this funding may be monitored by Sourcewise, the state government, and federal government based on equipment purchasing requirements.

Exhibit B-4.1: Program Plan & Requirements

All prior equipment/property purchased by CONTRACTOR will remain on the Sourcewise Program Property Inventory List. CONTRACTOR will submit the following to COUNTY in the month of June:

- a. List of equipment and the condition of the item;
- b. Location of the equipment;
- c. Picture of the equipment including Sourcewise tag number.

12. **EQUIPMENT DISPOSAL**

CONTRACTOR may only dispose of equipment purchased under this agreement in compliance with the Senior Nutrition Program, Congregate Policy & Procedures Manual, and any updates thereto, as well as the Sourcewise Provider Manual equipment disposal procedures, attached as Exhibit F.

CONTRACTOR will submit an Equipment/Property Disposal Form to COUNTY for submittal to Sourcewise prior to disposal of the equipment/property that is no longer needed, defective, and/or stolen.

Equipment/property remaining on the Program Property Inventory List that is less than five-thousand dollars (\$5,000.00) and does not meet the criteria for a computing device or portable electronic storage, will still require approval for disposal prior to removal from the inventory.

13. **AUDIT**

This funding could be subject to audits by the COUNTY, Sourcewise, the state government, and federal government.

14. **RESTRICTION OF DISCLOSURES**

Any reports, analysis, studies, drawings, information, or data generated as a result of this contract are to be provided to COUNTY prior to public dissemination.

15. **FISCAL YEAR CLOSEOUT SUBMISSION**

Due to fiscal reporting deadlines, CONTRACTOR must submit requested fiscal year-end closeout documents to COUNTY accounting staff by July 5, 2023.

Agency Name: City of Santa Clara
Program: SNP Congregate Meals

| A | B | C | D |
|-----------------------------|--------------|--------|--------------|
| Budget | Annual Units | Rate | Total |
| Per Meal Reimbursement Rate | 18,600 | \$7.30 | \$135,780.00 |
| Contract Total | | | \$135,780.00 |

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Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| A | B | C | D | E | F |
|------------------------------|------------------|-------------------|--------------|--------|-------------------------|
| Budget | # of Daily Meals | # of Serving Days | Annual Units | Rate | Total Contract Amount** |
| Per Meal Reimbursement Rate* | 75 | 248 | 18,600 | \$7.30 | \$135,780.00 |
| Grand Total | | | | | \$135,780.00 |

| Weekly Service Plan | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Service Days |
|---------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|--------------|
| Service Start | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | 11:30 AM | N/A | N/A | |
| Service End | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | 12:30 PM | N/A | N/A | |
| Total Hours | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | N/A | N/A | 5 |

| Site Preparation Type |
|-----------------------|
| Catered |

| Monthly Service Delivery Plan | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|--------------|
| Possible Serving Days | 21 | 23 | 22 | 21 | 22 | 22 | 22 | 20 | 23 | 20 | 23 | 22 | 261 |
| Unpaid Days Off | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Holidays | 1 | 0 | 2 | 1 | 3 | 1 | 2 | 1 | 0 | 1 | 1 | 0 | 13 |
| Actual Serving Days | 20 | 23 | 20 | 20 | 19 | 21 | 20 | 19 | 23 | 19 | 22 | 22 | 248 |
| Budgeted Monthly Meals (Serving Days x # of Daily Meals) | 1500 | 1725 | 1500 | 1500 | 1425 | 1575 | 1500 | 1425 | 1725 | 1425 | 1650 | 1650 | 18600 |
| YTD Budgeted Meals** | 1500 | 3225 | 4725 | 6225 | 7650 | 9225 | 10725 | 12150 | 13875 | 15300 | 16950 | 18600 | |

*Only meals provided to eligible participants which meet dietary requirements will be reimbursed. The maximum number of meals reimbursed by the County will not exceed the YTD number of budgeted meals based on County-approved holiday schedule. Meals provided in a previous month but not reimbursed may be billed in a subsequent month.

**Food costs must equal at least 25% less \$.25 of the Total Contract Amount. Meals that are unserved will not be reimbursed.

Agency Name: City of Santa Clara

Site: Santa Clara Senior Center

| | | | | |
|------------------|--------------|--------------|---------------|------------------|
| 75 | 248 | 18,600 | 13 | 1.45% |
| # of Daily Meals | Serving Days | Annual Meals | Paid Holidays | Payroll Tax Rate |

Paid Hours*

| A | B | C | D | E | F | G | H | I |
|--------------|-------------|-------------|--|-----------|---------------|-------------------------|------------------|-----------------------|
| Job Title | Daily Hours | Hourly Rate | Paid Time Off (Days) <i>Do not include Holidays</i> | Salaries | Payroll Taxes | Retirement Contribution | Health Insurance | Other Fringe Benefits |
| Site Manager | 5.00 | \$19.93 | 33.40 | \$ 26,009 | \$ 377 | | | \$ 659 |
| Kitchen Aide | 4.00 | \$20.79 | 33.40 | \$ 21,705 | \$ 315 | | | \$ 503 |
| | | | | \$ - | \$ - | | | |
| | | | | \$ - | \$ - | | | |
| | | | | \$ - | \$ - | | | |
| | | | | \$ - | \$ - | | | |
| Total | 9.00 | | | \$ 47,714 | \$ 692 | \$ - | \$ - | \$ 1,162 |

Unpaid Volunteer Hours

| A | B |
|-----------------|-------------|
| Volunteer Hours | Daily Hours |
| Server 1 | 2.00 |
| Server 2 | 2.00 |
| Check-in 1 | 2.00 |
| Check-in 2 | 2.00 |
| Total | 8.00 |

*All personnel costs in the Staffing Plan are built into the per meal rate listed in Exhibit C-5: Budget, Service Plan & Budget.

Agency Name: City of Santa Clara

Program: SNP Congregate Meals

| A | B | C | D |
|---|----------------------|-------------|-----------------|
| Source of Funds | FY23 Amount | % of Total | Commitment Code |
| Resources Provided by County | | | |
| Santa Clara County Senior Nutrition Program (This Contract) | \$ 135,780.00 | 64% | 1 |
| Resources Provided by Agency (Match) | | | |
| In-Kind Resources | | | |
| Volunteer Hours* | \$50,216.00 | 24% | 3 |
| Cash Resources | | | |
| Agency General Fund | \$3,445.00 | 2% | 1 |
| CDBG | \$24,000.00 | 11% | 1 |
| Non-senior contributions | \$0.00 | 0% | 3 |
| Total Program Cost | \$ 213,441.00 | 100% | |

| Total Per Meal Match | SCC Rate | Actual Meal Cost (Match + SCC Rate) |
|----------------------|----------|-------------------------------------|
| \$4.18 | \$7.30 | \$11.48 |

| Commitment Code | |
|-----------------|--|
| 1 | Firm Commitment-Already have an agreement or letter confirming funding |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding |
| 3 | Anticipated Resource-Projection of previous fees or donations |
| 4 | Application Pending-Application has been submitted, no confirmation at this time |
| 5 | Pre-Application-Not yet submitted |

* Volunteer Hours are valued by the County as: Living Wage * Hours Per Day * Serving Days

| A | B | C | D |
|----------------------------------|--|---------------------------|------------------------|
| Source of Funds | FY22-23 Amount | % of Total Funding | Commitment Code |
| Social Services Agency (SSA)* | \$ 27,022.00 | 100% | 1 |
| Other Funding Sources: | | | |
| | | 0% | |
| | | 0% | |
| | | 0% | |
| | | 0% | |
| | | 0% | |
| | | 0% | |
| | | | |
| Total Funding Resources** | \$ 27,022.00 | 100% | |
| Commitment Code | | | |
| 1 | Firm Commitment-Already have an agreement or letter confirming funding | | |
| 2 | Anticipated Renewal of Existing Funding-Continuation of current year funding | | |
| 3 | Anticipated Resource-Projection of previous fees or donations | | |
| 4 | Application Pending-Application has been submitted, no confirmation at this time | | |
| 5 | Pre-Application-Not yet submitted and expect funding | | |

**** The Total Funding Resources in Column "B" should equal the Grand Total of Column "D" in the Budget Detail.**

Agency Name: City of Santa Clara
Contract Period: December 6, 2022 - June 30, 2023
Project Name: Senior Nutrition Program - Congregate Meals - Home and Community Based Services Infrastructure Funding (HCBS Infrastructure Funding)

| A | B | C | D |
|------------------------------------|------------------------|----------------------|------------------|
| Direct Costs * | | | |
| Operating Expenses** | Contract Amount | Other Funding | Total |
| 2 Door Reach-In Refrigerator | 5,815.00 | | 5,815.00 |
| Cold Food Drop In Unit | 3,838.00 | | 3,838.00 |
| Hot Food Drop In Well Unit | 3,287.00 | | 3,287.00 |
| Milk Cooler | 3,800.00 | | 3,800.00 |
| Roll-In Refrigerator | 6,758.00 | | 6,758.00 |
| Inflation | 3,524.00 | | 3,524.00 |
| | | | |
| Subtotal Operating Expenses | 27,022.00 | - | 27,022.00 |
| | | | |
| Grand Total*** | 27,022.00 | - | 27,022.00 |

* **Direct Costs** are those costs for activities or services that benefit "specific projects" and are usually charged directly to projects on an item-by item basis.

** These expense accounts are examples only. Vendors are not required to use these.

*** The Grand Total for Column "D" should equal Total Funding Resources of Column "B" in the Resource Table.

If there are any budget changes in certain line item expenses during the course of FY23, contractor must submit to the County a budget revision request form.

| | |
|------------------|---|
| Agency Name: | City of Santa Clara |
| Contract Period: | December 6, 2022 - June 30, 2023 |
| Project Name: | Senior Nutrition Program - Congregate Meals - Home and Community Based Services Infrastructure Funding (HCBS Infrastructure Funding) |

Please provide an explanation for each line item. Narrative should be consistent with budget.

| Operating Expenses | |
|------------------------------|---|
| 2 Door Reach-In Refrigerator | True TS-35-HC 39 1/2" Two Section Reach In Refrigerator, (2) Left/Right Hinge Solid Doors, 115v |
| Cold Food Drop In Unit | Cold Food Drop-In Unit, refrigerated, 2-pan size, self- contained refrigeration, insu Code: ATL-WCM-2 |
| Hot Food Drop In Well Unit | Hot Food Drop-In Well Unit, electric, 3-well, individual pan design, wet or dry oper Code: ATL-WIH-3 |
| Milk Cooler | True TMC-34-S-HC Milk Cooler w/ Top & Side Access - (512) Half Pint Carton Capacity, 115v |
| Roll-In Refrigerator | Turbo Air PRO-26R-RI-N 34" One Section Roll In Refrigerator, (1) Right Hinge Solid Door, 115v |
| Inflation | This item is included to capture cost increases that occur after the execution of the agreement. |
| | |

Logic Model -

SNP - Congregate Meals

Agency Name: City of Santa Clara

A. Contract Goal: Provide nutritious meals, opportunities to socialize, transportation, and resources to older adults across Santa Clara County.

B. Situation

Lack of food access, financial instability, and social isolation are pervasive issues among the older adult community. In order to meet the needs of this community services need to include ethnically diverse cuisine served in locations in proximity to low-income neighborhoods, innovative service models that bring the food to the people, transportation options, and additional safety net resources. These services are a vital component to keeping people healthy and living independently.

C. Activities/Services

By June 30, 2023, City of Santa Clara will have provided 18,600 meals over 248 lunch meal service days to at least (# of unduplicated seniors) unduplicated seniors.

Provide training to meal site volunteers on food safety topics.

Provide training to meal site participants on food safety topics.

D1. # of unduplicated clients/families served per FY

D2. # of Outputs per FY

D3. Output

275

18,600

Meals

12

6

Volunteer Trainings

200

4

Informational Handouts

E. Short/Long Term Outcome Measures

By June 30, 2023, at least 75% of eligible older adult congregate meal participants will have participated in at least one other service offered at the meal site.

Agency Name: City of Santa Clara

Contract Period: October 20, 2022 - June 30, 2023

Project Name: Senior Nutrition Program - Congregate Meals - Home and Community
Based Services Infrastructure Funding (HCBS Infrastructure Funding)

| Item* | Narrative | Date of Purchase | Total |
|-------|-----------|------------------|--------|
| Item | Narrative | mm/dd/yyyy | \$0.00 |
| | | | |
| | | | |
| | | | |
| | | | |

*Provide invoice and proof of payment

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Title IIIC Capital Expenditure Approved List

Instructions: The list of equipment below are approved to be purchased using the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant for the Title IIIC Older Californians Nutrition Program (OCNP) only. No written justification or CDA approval is required.

***If the equipment requested is not listed below the AAA will need to submit a completed Equipment Justification Form CDA 7037 with their proposal to the CDA for review and approval. Please note walk-in refrigerators and freezers are not allowable.**

Type of Equipment: Refrigerator and Freezer

Categories: Blast Chiller

Cam chiller

Side by Side

Glass Door

Ice Chest

Milk Cooler

Mobile

Reach-In

Roll-In

Undercounter

Work-top

(Walk-in refrigerators and walk-in freezers are excluded.)

Type of Equipment: Oven/Range/Stove, Steamer, Gas or Electric

Categories: Combi

Convection

Conventional

Conveyor

Countertop

Double Stack

Griddle

Heat-n-Hold

Holding Unit

Induction Cooktop

Range Top

Reel

Rotating Rack

Type of Equipment: Cart/Cabinet, Hot or Cold

Categories: Beverage Service

Buffet

Holding

Mobile

Proofing Retherm

Rolling

Self-Serve

Serving

Warming

Type of Equipment: Hood

Categories: Exhaust

Condensate

Type of Equipment: Mixer

Categories: Countertop

Floor

Type of Equipment: Kitchen Sink

Categories: Compartment

Hand

Utility

Individual Equipment Items

Barbecue (allowable when serving meals to older adults in OCNP)
 Bagging Machine
 Braising Pan
 Broiler
 Cold Pan Serving Counter
 Cook/Chill System
 Depositor and Filling Machine Dishwasher
 Dough Divider
 Drawer Warmer
 Food Display (Hot or Cold)
 Food Processor
 Food Slicer, Chopper, Dicer, etc.
 Fryer

Griddle
 Menu Boards (Kitchen/Serving Area)
 Microwave
 Plate/Tray Dispenser
 Produce Washers
 Salad Bar
 Serving Equipment
 Serving Line System (Hot or Cold)
 Shrink Wrapper Machine
 Tray Sealer Machine
 Speed Line (Hot or Cold) Stainless
 Steel Work Tables Steam Table
 Styrofoam Recycling Machine Tilt Skillet

- * Per Program Memo No: 20-05 Equipment/Property Justification and Reporting Threshold. CDA has adjusted the requirement for reporting equipment/property purchased as a part of one of the above referenced contracts to \$5,000 per unit cost. All computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones) and all portable electronic storage media, regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives) must still be reported.
- * Per Title 2, Code of Federal Regulations, Section 200.439: "Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity."
- * Require CDA approval

SOURCEWISE PROVIDER MANUAL, PLANNING SERVICE AREA, 10 SANTA CLARA COUNTY

Last updated: 08/2022

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FY 2022-2023

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SECTION 1: INTRODUCTION

Overview

Sourcewise has prepared this Provider Manual to assist the contracted organization's (aka service provider) administrative, fiscal and program staff to successfully manage their grant funded programs. The manual contains the most frequently utilized procedures required to maintain contractor compliance with federal, state, and Sourcewise regulations and policies that govern the grant funded programs and services.

We look forward to working with you to deliver quality services for older adults in Santa Clara County.

Who should read the Provider Manual?

Within each contracted organization, the below individuals should read, in detail, this PROVIDER MANUAL and the fully executed service agreement for the applicable fiscal year.

| Position/Title | Responsibilities |
|--------------------------------------|---|
| Program Manager | Person(s) is responsible for administering/managing the Sourcewise/OAA grant funded program |
| Data Manager | Person(s) responsible for collecting client level data and entering into the respective program (Q Database System or other database) |
| Fiscal Manager | Person(s) responsible for the fiscal aspect (budgets, reporting expenditures, etc.) of the Sourcewise/OAA grant-funded program. |
| Operations Manager/Site Coordinators | Person(s) responsible for day-to-day operations of the program if different from the program manager. |

**This manual replaces all previous Sourcewise provider manuals. However, it is not a replacement for program-specific manuals and regulations issued by the State of California such as the Long-Term Care Ombudsman Program manual or California Statewide Guidelines for Legal Assistance manuals, etc.*

***NOTE: Contractor, contractor, subcontractor, service provider, and grantee may be used interchangeably throughout the manual. The terms have the same meaning regardless of how the term is used.*

SECTION 2: GENERAL INFORMATION, REQUIREMENTS, & DUE DATES

Funding Sources

It is important for all contractors and their team to understand the dollar amount, source of funds and the match requirement for your grant. Older American Act program funding is federal funding unless otherwise identified by the AAA to the contracted service provider. Additional funding may include State General Fund or one-time only initiatives.

| Older American Act (OAA) Federal Funding Sources with Descriptions and Minimum Required In-Kind or Cash-Match | | |
|---|---|-------------------------------|
| OAA Funding Source | Description | Minimum Match In-Kind or Cash |
| Title III B | Adult Day Care/Health Center; Legal Services; LTC-OMB; Case Management; Transportation; Senior Center Activities; Ombudsman Program | 11.11% |
| Title III C | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 11.11% |
| Title III D | Health Promotion – Evidence-Based | 0% |
| Title III E | Family Caregiver Support Programs (Caregivers of Older Adults & Older Adult Relative Caregivers) | 35% |
| Title VII A | Prevention of Elder Abuse – Ombudsman Program | 0% |
| Title VII B | Prevention of Elder Abuse, Neglect and Exploitation | 0% |
| State LTCOMB | Ombudsman Program | 0% |
| NSIP | Nutrition Services Incentive Program (NSIP); United States Department of Agriculture (ASDA) | 0% |

The funding source for Families First Coronavirus Response Act (FFCRA) & Coronavirus Aid, Relief and Economic Security (CARES) Act, Consolidated Appropriation Act (CAA), and American Rescue Plan Act (ARPA) program funding and CDFA number is listed below for you to reference. Emergency funding awarded to Title III and Title VII services started in March 2020 in response to the Coronavirus Disease (COVID19).

| Families First Coronavirus Response Act (FFCRA) & Coronavirus Aid, Relief and Economic Security (CARES) Act, Consolidated Appropriation Act (CAA), and American Rescue Plan Act (ARPA) Federal Funding Sources with Description and Minimum Required In-Kind or Cash-Match | | | |
|--|---------------------|---|-------------------------------|
| FFCRA/ CARES Act | Funding Source | Description | Minimum Match In-Kind or Cash |
| CARES | Title III B | Special Programs for the Aging, Title III, Part B, Grants for Supportive Services | 0% |
| FFCRA | Title III C, Part 1 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 0% |
| FFCRA | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 0% |
| CARES | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 0% |
| CARES | Title III E | Family Caregiver Support Programs | 0% |
| CARES | Title VII | Prevention of Elder Abuse – Ombudsman Program | 0% |

| | | | |
|------|---------------------|---|-----|
| CAA | Title III C, Part 1 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 0% |
| CAA | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 0% |
| ARPA | Title III B | Special Programs for the Aging, Title III, Part B, Grants for Supportive Services | 15% |
| ARPA | Title III C, Part 1 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 15% |
| ARPA | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 15% |
| ARPA | Title III D | Health Promotion – Evidence-Based | 0% |
| ARPA | Title III E | Family Caregiver Support Programs | 35% |
| ARPA | Title VII | Prevention of Elder Abuse – Ombudsman Program | 0% |

Service Type and Program Definition

To help each contractor and their teams successfully administer their Title III or Title VII program, it is important to understand the unique program or service definition of the Older American Act (OAA) Title III or Title VII Program, the type of unit for measurement and the type of funding (registered v. non-registered).

Outlined in Appendix B is the California Department of Aging (CDA) Service Categories and Data Dictionary. You can also find the below list of the Service Categories and Data Dictionary components for contracted services funded by Sourcewise.

| CDA Data Service Categories & Definitions | | | | |
|---|--|-----------------|-----------------------------|--------------|
| Service Category | Definition | Unit of Measure | Registered v Non-registered | Funding Type |
| Adult Day Care/Health | Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. | 1 hour | Registered | Title III B |
| Case Management | Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services | 1 hour | Registered | Title III B |

| | | | | |
|---------------------------------|---|------------|----------------|---------------|
| | among providers, and providing follow-up and reassessment, as required. | | | |
| Transportation | Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes. | 1 way trip | Non-registered | Title III B |
| Legal Assistance | Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney. | 1 hour | Non-registered | Title III B |
| Senior Center Activities | Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable. | 1 hour | Non-registered | Title III B |
| Telephone Reassurance | Telephone a client to provide contact and safety checks to reassure and support older individuals. | 1 contact | Non-registered | Title III B |
| Congregate Meals | A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | 1 meal | Registered | Title III C-1 |
| Home Delivered Meals | A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | 1 meal | Registered | Title III C-2 |
| Health Promotion Evidence-Based | An evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical | 1 contact | Non-registered | Title III D |

| | | | | |
|--|---|------------|----------------|-------------|
| | activity, and improved nutrition. For a list of ACL approved Evidence-Based programs, please visit the National Council on Aging website at https://www.ncoa.org/resources/ebpchart . | | | |
| Caregiver Training (Caregiver of an Older Adult) | An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy. | 1 hour | Registered | Title III E |
| Caregiver Case Management (Caregiver of an Older Adult) | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | 1 hour | Registered | Title III E |
| Caregiver Respite In-Home (Caregiver of an Older Adult) | An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents. | 1 hour | Registered | Title III E |
| Caregiver Respite Out-of-Home Day Care (Caregiver of an Older Adult) | An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities. | 1 hour | Registered | Title III E |
| Community Education on Caregiving (Caregiver of an Older Adult) | An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair). | 1 Activity | Non-registered | Title III E |
| Caregiver Case Management (Older Adult Relative Caregiver) | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | 1 hour | Registered | Title III E |

| | | | | |
|--|---|-----------|----------------|-------------|
| Elder Abuse Prevention, Education & Training | Public education and training of professionals to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). This includes training for Title III E caregivers. | 1 Session | Non-registered | Title VII-B |
| Elder Abuse Prevention Education Materials | Educational materials and guidance kits distributed for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). | 1 Product | Non-registered | Title VII-B |

Timeline and Due Dates throughout the fiscal year

Set forth below are due dates which do not change throughout the year, and it is expected that the contracted service provider submits the required information by the due dates outlined below. Dates are subject to change depending on unique requests received from the State. These updates will be communicated by email to the contracted service contact person and provide as much time available to complete the request.

| GENERAL DUE DATES/TIMELINE* | | |
|---|---|--|
| Topic | Due Date | Submit to/Contact Information |
| CDA Security Awareness Training | 31 st of July | reports@mysourcewise.com |
| Full Contract Compliance | 120 days of the start of the contract | reports@mysourcewise.com |
| Audited financials including Single Audit | 1 st day of February of the following year | invoices@mysourcewise.com |
| Financial Closeout Report | 15 th day of July | invoices@mysourcewise.com |
| Program & Fiscal Monitoring** | August – June | Sourcewise Planner Analyst will schedule/arrange |

* Annual program monitoring is required for all Title III C Nutrition Service Programs; Every two years a program & fiscal monitoring is required for all Title III and Title VII programs & services.

**includes emergency funding through FFCRA, CARES Act, CAA, and ARPA.

| NON-REGISTERED TITLE III or TITLE VII SERVICES | | |
|--|--|--|
| Topic | Due Date | Submit to/Contact Information |
| Title III or Title VII Registered Service unit reports | 10 th day of the following month after the quarter* | reports@mysourcewise.com |
| Quarter 1 (July 01 – September 30) | October 10 th | |
| Quarter 2 (October 01 – December 31) | January 10 th | |
| Quarter 3 (January 01 – March 31) | April 10 th | |
| Quarter 4 (April 01 – June 30) | July 10 th | |

| | | |
|----------------------------|--|--|
| Request for Funds Invoices | 15 th day of the following month after the quarter ** | invoices@mysourcewise.com |
| Closeout Report | 15 th day of July | invoices@mysourcewise.com |

* If the 10th day of the month is on a weekend date, the non-registered service unit report is due the Friday before the 10th day of the month.

** If the 15th day of the month is on a weekend date, the request for funds is due the Friday before the 15th day of the month.

| REGISTERED TITLE III SERVICES | | |
|--|---|--|
| Topic | Due Date | Submit to/Contact Information |
| Title III or Title VII Registered Service unit reports | 10 th day of the following month* | reports@mysourcewise.com |
| Request for Funds Invoices | 15 th day of the following month** | invoices@mysourcewise.com |
| Q1 Demographic & Data Check | 10 working days from September 30 th | reports@mysourcewise.com |
| Q2 Demographic & Data Check | 10 working days from December 31 st | |
| Q3 Demographic & Data Check | 10 working days from March 31 st | |
| Q4 Demographic & Data Check | 10 working days from June 30 th | |
| Closeout Report | 15 th day of July | invoices@mysourcewise.com |

* If the 10th day of the month is on a weekend date, the registered service unit report is due the Friday before the 10th day of the month.

** If the 15th day of the month is on a weekend date, the request for funds is due the Friday before the 15th day of the month.

***or designated Q Database Administrator of Sourcewise

| EMERGENCY FUNDED TITLE III & TITLE VII SERVICES* | | |
|--|--|--|
| Topic | Due Date | Submit to/Contact Information |
| Title III or Title VII Registered Service unit reports | 10 th day of the following month** | reports@mysourcewise.com |
| Request for Funds Invoices | 15 th day of the following month*** | invoices@mysourcewise.com |
| Closeout Report | 15 th day of October | invoices@mysourcewise.com |

* Includes FFCRA, CARES Act, CAA, ARPA by reference and also outlined in Section 2 of the service provider manual and executed service agreement.

** If the 10th day of the month is on a weekend date, the registered service unit report is due the Friday before the 10th day of the month.

*** If the 15th day of the month is on a weekend date, the request for funds is due the Friday before the 15th day of the month.

***or designated Q Database Administrator of Sourcewise

SECTION 3: SERVICE & CONTRACT COMPLIANCE REQUIREMENTS

Contract Requirements & Certifications

The below sub-list of contract requirements and certifications is not inclusive of all compliance requirements and the contractor is responsible for thoroughly reviewing the fully executed contract agreement to ensure all requirements are adhered to.

California Civil Rights Law Certification

Contractor with which the award for the Title III or Title VII program(s) is at or more than \$100,000 is required to sign a separate certification along with the fiscal year service agreement.

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

- California Civil Rights Laws: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
- Employer Discriminatory Policies: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

Certification regarding Lobbying

All contractors are required to sign a separate certification along with the fiscal year service agreement for the Title III or Title VII program regardless of the contract amount.

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress in connection with the awarding of any federal grant; the making of any federal loan; the entering into any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard For-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents and all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
- (4) Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the

required certification shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

Information Integrity & Security

All contractors are required to sign a separate certification along with the fiscal year service agreement for the Title III or Title VII program regardless of the contract amount.

Data Security Policy & Procedure

Each contractor and its subcontractors/vendors, shall have in place operational policies, procedures, and practices to protect State information assets, including those assets used to store or access Personal Health Information (PHI), Personal Information (PI) and any information protected under the Health Insurance Portability and Accountability Act (HIPAA), (i.e., public, confidential, sensitive and/or personal identifying information) herein referred to as Personal, Sensitive and Confidential Information (PSCI) as specified in the State Administrative Manual, 5300 to 5365.3; Cal. Gov. Code § 11019.9, DGS Management Memo 06-12; DOF Budget Letter 06-34; and CDA Program Memorandum 07-18 Protection of Information Assets and the Statewide Health Information Policy Manual. Information assets may be in hard copy or electronic format and may include but is not limited to:

- i. Reports
- ii. Notes
- iii. Forms
- iv. Computers, laptops, cellphones, printers, scanners
- v. Networks (LAN, WAN, WIFI) servers, switches, routers
- vi. Storage, media, hard drives, flash drives, cloud storage
- vii. Data, applications, database

Security Awareness Training

The contractor employees, subcontractors/vendors, and volunteers handling PSCI must complete the required CDA Security Awareness Training module located at https://aging.ca.gov/Information_security/ within thirty (30) days of the start date of the Contract/Agreement, within thirty (30) days of the start date of any new employee, Subcontractor, Vendor or volunteer's employment and annually thereafter. Contractor must maintain certificates of completion on file and provide to Sourcewise upon request.

Template Security Awareness Training Certificate located in Appendix A.

Transition Plan

In the RFP OAA Application, the contractor is required to submit a transition plan to assist the contractor with developing an initial plan for situations that may require Sourcewise and/or the contractor to transfer or terminate the funded service at any time during the contract period.

- a. The contractor shall submit a transition plan to the Sourcewise within 15 days of delivery of a written Notice of Termination of a program funded either by Title III or Title VII. The transition plan must be approved by the AREA AGENCY and shall at a minimum include the following:
 - i. Description of how clients will be notified about the change in their service provider.

- ii. A plan to communicate with other organizations that can assist in locating alternative services.
- iii. A plan to inform community referral sources of the pending termination of the service and what alternatives, if any, exist for future referrals.
- iv. A plan to evaluate clients in order to assure appropriate placement.
- v. A plan to transfer any confidential medical and client records to a new contractor.
- vi. A plan to dispose of confidential records in accordance with applicable laws and regulations.
- vii. A plan for adequate staff to provide continued care through the term of the contract.
- viii. A full inventory and plan to dispose or, transfer, or return to the AREA AGENCY all equipment purchased during the entire operation of the contract.
- ix. Additional information as necessary to affect a safe transition of clients to other community service providers.

b. The Contractor shall implement the transition plan as approved by the Sourcewise. Sourcewise and will monitor the contractors progress in carrying out all elements of the transition plan.

c. If the contractor fails to provide and implement a transition plan as required by this Agreement, the contractor will implement a transition plan submitted by Sourcewise to the contractor following the Notice of Termination.

Grievance Procedure

The contractor shall establish and maintain a written grievance process for reviewing and attempting to resolve complaints of older individuals or caregivers. Contractor is required to post the grievance procedure in a visible and accessible area. At a minimum, the process shall include all of the following:

- i. Ten day time frames within which a complaint will be acted upon.
- ii. Written notification to the complainant of the results of the review, including a statement that the complainant may appeal to the AREA AGENCY if dissatisfied with the results of the Contractor's review.
- iii. Confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the older individual's consent.
- iv. The Contractor shall notify older individuals of the grievance process available to them by:
 - a. Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers. For areas in which a substantial number of older
 - * For individuals are non-English speaking, the notification shall also be posted in the primary language of a significant number of older individuals.*
 - b. Advising homebound older individuals of the process either orally or in writing upon the Contractor's contact with the individuals.
- v. Complaints may involve, but not be limited to, any or all of the following:
 - a. Amount or duration of a service.
 - b. Denial or discontinuance of a service.
 - c. Dissatisfaction with the service being provided or with the service provider.
 - *If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complainant shall be referred to the proper entity.*

- vi. Failure of the service provider to comply with any of the requirements set forth in CDA regulations or in your contract with Sourcewise.

**It is imperative to note that nothing in the Grievance policy shall be construed as prohibiting older individuals from seeking other available remedies, such as presenting their complaints at an open meeting of the Contractor's governing board.*

The contractor shall ensure within the Grievance procedure that they will notify the Chief Executive Officer of the AREA AGENCY in writing within ten working days after a statement has been issued to complainant detailing the complaint, resolution and a copy of statement sent to complainant.

All grievances should be mailed to the following address:

Attn: Chief Executive Officer
3100 De La Cruz Blvd, Suite 310
Santa Clara, CA 95054

Insurance

Contractor shall provide Sourcewise Planner Analyst at the start of the fiscal year, the active/current insurance:

- i. General liability of not less than \$1,000,000 per occurrence for bodily injury and property damage combined. Higher limits may be required by the State in cases of higher than usual risks.
- ii. Automobile liability including non-owned auto liability, of not less than \$1,000,000 for volunteers and paid employees providing services supported by this AGREEMENT.
- iii. If applicable, or unless otherwise amended by future regulation, the CONTRACTOR and subcontractors shall comply with the Public Utilities Commission General Order No. 115-F which requires higher levels of insurance for charter-party carriers of passengers and is based on seating capacity as follows:
 - a. \$750,000 if seating capacity is under 8
 - b. \$1,500,000 if seating capacity is 8 – 15
 - c. \$5,000,000 if seating capacity is over 15
- iv. Professional liability of not less than \$1,000,000 as it appropriately relates to the services rendered. Coverage shall include medical malpractice cost with the AREA AGENCY named as an additional insured on the policy.

120 Day Contract Compliance Requirement and Guidance

Each contracted service provider of OAA Title III or Title VII program regardless of funding source shall ensure full contract compliance 120 days from the contract start date. Full compliance will be verified by the grant administer (or Sourcewise) between day 60 – 100 to ensure that by 120 days the elements below are accomplished by the contracted service provider.

The following checklist was constructed to support contracted service providers achieve 120 day compliance. It highlights key elements or procedures to ensure contract compliance for the OAA Title III or Title VII service agreement and program administration.

Data Security Policy & Procedure –Sourcewise OAA Service Agreement, Section 5.q & Section 15

Contractor should have procedures available that identify the following:

- ☐ All access codes which allow access to confidential information are properly safeguarded.
- ☐ Personal, Confidential or Sensitive Information (PSCI) shall be protected from disclosure in accordance with all applicable laws, regulations, and policies.
- ☐ PSCI data shall be protected by authorized access using the [principles of least privilege](#).
- ☐ Outline how staff and volunteers may ensure the protection of PSCI information by:
 - Accessing, inspecting, using, disclosing, or modifying PSCI information only for the purpose of performing official duties.
 - Never accessing, inspecting, using, disclosing, or modifying PSCI information for curiosity, personal gain, or any non-business-related reason.
 - Securing PSCI information in approved locations.
 - Never removing PSCI information from the work site without authorization.

Grievance Procedure – 22 CCR § 7400; 22 CCR § 7500; 45 CFR 1321.65; Sourcewise OAA Service Agreement Section 17

- ☐ A written grievance process is established for reviewing and attempting to resolve complaints of older individuals receiving services funded by this agreement.
- ☐ Includes a 10-day time frame within which complaints will be acted upon by the service provider at each level of resolution. Note: the AAA is expected to respond to the complainant within 10-day timeframe and it should be included in the Grievance Policy & Procedure.
- ☐ Written notification to the complainant of the results of the review includes a statement that the complainant may appeal to the AAA if dissatisfied with results of contractor's review.
- ☐ Confidentiality provisions to protect the complainant's rights to privacy. "Only information relevant to the complaint may be released to the responding party without the older individual's consent."

Grievance Policy – 22 CCR § 7400; 22 CCR § 7500; 45 CFR 1321.65; Sourcewise OAA Service Agreement Section 17

The service provider shall notify older individuals of the grievance process available to them by:

- ☐ Posting notification of the process in visible and accessible areas, such as the bulletin boards in multipurpose senior centers.
- ☐ *For individuals non-English speaking, notification is posted in primary language of significant number of older individuals.*
- ☐ Advising homebound older individuals of the process either orally or in writing upon the Contractor's contact with the individuals.
- ☐ Ensure within the Grievance procedure that they will notify the CEO of AAA in writing within ten working days after a statement has been issued to complainant detailing the complaint, resolution and a copy of a statement sent to complainant.

Voluntary Contributions Request – 22 CCR § 7500; 45 CFR 1321.67

- ☐ Service provider offers clients with opportunity to provide voluntary contributions confidentially to support the cost of the Title III/VII OAA program.
- ☐ Service Provider refers to contributions solicited and received from Title III/VII participants as voluntary contributions and not donations or other.
- ☐ Includes the amount of suggested client contribution, if defined.

Voluntary Contributions Policy & Procedure – 22 CCR § 7500; 45 CFR 1321.67

- ☐ PROVIDER has written policy and procedure for collecting voluntary contributions INCLUDING:

- ☐ How clients will be informed of the opportunity to contribute to the cost of service.
- ☐ The amount of suggested client contribution and how it was determined.
- ☐ The method used to collect and record client contributions to ensure confidentiality.

Grantee Public Information & Outreach Materials developed to promote Sourcewise OAA Title III or Title VII Grant Funded Programs – Sourcewise OAA Service Agreement, Section 32

- ☐ Public Information or promotional materials in use to promote the program within the targeted geographic region to target population
- ☐ Public Information or promotional materials acknowledges Sourcewise as the funder
- ☐ Public Information or promotional materials uses appropriate branding, logo and messaging as suggested per Sourcewise Style Guide guidelines available on the Sourcewise website at, <https://mysourcewise.com/about/media-center/>.
- ☐ If #3 is not accomplished, funding agency name included on public information or promotional materials is included.

SECTION 4: GENERAL OLDER AMERICAN ACT PROGRAM REQUIREMENTS & LOCAL REQUIREMENTS

The authorizing Federal and State statutes governing Sourcewise as an Area Agency on Aging are found in the Older Americans Act as amended in 2020, Title 22 of the California Code of Regulations, and Division 8.5 of the California Welfare and Institutions Code.

Contracted service providers are required as a part of the Invitation for Bid (IFB) or Request for Proposal (RFP) procedure to ensure the minimum requirements per the funding specifications are upheld. The contractor defines the specific and measurable objectives to satisfy each goal requirement in the submitted proposal and annual renewal application using the defined Sourcewise application template provided by the Sourcewise Planner Analyst. Contractors are unable to modify the requirements; these requirements become a condition of any contract awarded for the service. Sourcewise may negotiate modifications after the bid/proposal and/or renewal application is submitted to assure that all necessary program requirements are met and coordinated prior to continuation. The awarded proposal and/or renewal application becomes a part of the contract agreement for services and monitored throughout the year by Sourcewise to ensure the minimum requirements for the award are satisfied.

Goals & Objectives

Goals and Objectives must be specific, measurable, and attainable.

Target Population – Title III B, C, D, and Title VII services

Service provider must have established methods, other than use of means testing to provide services to all eligible older individuals 60 and older. Programs, services, and activities must be very specific and explicit about the communities they are attempting to address gaps in service delivery.

Additionally, demonstrate serving the target population (at-risk socially/economically), keeping in line with the intent of the Older Americans Act.

Service providers must show intent and methodology to serve the needs of caregivers and care recipients:

- Age 75+
- Low Income (federal poverty)
- Minority
- Living Alone

Target Population – *Title III E services*

Service provider must have established methods, other than use of means testing to provide services to all eligible older individuals 60 and older and their informal caregivers aged 18 and older. Programs, services, and activities must be very specific and explicit about the communities they are attempting to address gaps in service delivery.

Additionally, demonstrate serving the target population (at-risk socially/economically), keeping in line with the intent of the Older Americans Act.

Service providers must show intent and methodology to serve the needs of caregivers and care recipients:

- Age 75+
- Low Income (federal poverty)
- Minority
- Living Alone
- Individuals with disabilities

Staffing and Volunteers – *Title III B, C, D, E, and Title VII services*

Service provider must demonstrate recruitment and training of staff & volunteers to support the program.

Staffing and Volunteers goal must describe specifically how many staff and volunteers will be required to support the Older Americans Act program and the kinds of tasks that will be performed by volunteers to further expand the provision of the Title III or Title VII program.

Coordination

Service provider shall form and administer cooperative agreements with other community-based agencies to demonstrate appropriate agency linkages and coordination to ensure comprehensive service delivery and avoid unnecessary duplication of services.

Public Information

Service provider must have planned information and outreach activities, including distribution printed materials co-branded with funding agency (Sourcewise) to promote services to target populations and geographic region in the community.

Service provider must ensure that programs and services are available to all older adults regardless of sexual orientation and gender identity. Evaluation of outreach efforts to gay, lesbian, bisexual, and transgender older adults will be included in the contract monitoring requirements.

Client Input

Service provider must have procedures in place for obtaining the views of the participants of the service being provided, including a written and distributed client grievance procedure.

Describe the annual process by which regular client input is received and areas that are monitored for quality service.

Client Contribution

Service provider must have provided clients with the opportunity to provide voluntary contributions confidentially to support the cost of the Title III/VII OAA program.

Service provider shall describe the process for collecting voluntary client contributions including (a) how clients will be informed of the opportunity to contribute to the cost of the service, (b) the amount of suggested client contribution and how it was determined, and (c) the method used to collect and record client contributions to ensure confidentiality.

SECTION 5: SERVICE PERFORMANCE

Service Performance Requirements

These requirements are included in the service agreement. Contracted service providers are expected to meet the minimum 8.33% of service unit delivery (or one-twelfth the total contract amount) on a monthly basis for registered services and 3% of service units delivered on a quarterly basis for non-registered services in order to meet the contracted service unit goal for the fiscal year beginning on July 01 through June 30.

When the monthly/quarterly request for funds is submitted to Sourcewise and is accompanied by the month/quarterly service unit report Sourcewise will review and respond directly to those service providers which are not meeting the expected minimum level of service. The Sourcewise team urges our service providers to initiate contact if there are unforeseen changes or obstacles presented which are inhibiting your organization from meeting the expected service units for that month so Sourcewise may assist with finding a workable solution.

Requesting Technical Assistance

Contractors are expected to communication problems, successes, issues, etc. with the Sourcewise Planner Analyst and Sourcewise. Contractors should request technical assistance for program, fiscal, or data matters whenever needed. Sourcewise is available and willing to provide technical assistance to service providers who request such assistance.

Technical assistance may also be provided by Sourcewise, when Sourcewise determines that the service provider needs assistance in a particular area. Examples of technical assistance include, but are not limited to:

- (a) Assistance with financial or program reporting
- (b) Clarification of service definitions
- (c) Improving quality of service delivery
- (d) Assistance in complying with Sourcewise assessment recommendations
- (e) Assistance in meeting the objectives of the contract

Contractors have an opportunity to request technical assistance at any time, by submitting an email request to the Planner Analyst at Sourcewise by email.

SECTION 6: DATA & PROGRAM REPORTING

Data Management Overview

The Older American Act (OAA) requires a report of statistical data reflecting the number of service units provided and number of registered clients or the estimated clients/audience reached. The data and information created from data elements contribute to valuable knowledge about service use and client demographics. It is a source for Area Agencies on Aging (AAA), California Department of Aging (CDA), and U.S. Administration for Community Living (ACL) performance measures.

Contractors are required to submit all Sourcewise requested reports in a timely manner including monthly program and fiscal, quarterly data verification, client surveys, self-assessments, and year-end closeout reports, and, if applicable to enter required data into AssureCare Q Database in a timely manner. Failure of a Contractor to provide timely and accurate reports and data entry is sanctionable under the Sourcewise policies.

Sourcewise contracted service providers are categorized under two types of services delivered:

- **Registered Services:** Means data collection and reporting requirements include unduplicated client counts by characteristic, units of service, including in some cases ADLs/IADLs and Nutrition Risk assessment. Registered Services are client specific data using participant identification numbers for each client and include required client demographic elements for targeting and/or reporting purposes.

Required registered client level detail include participant ID to determine unduplicated count, birth date, zip code, rural designation, gender, sex at birth, sexual orientation or gender identity, race, ethnicity, poverty status, and living arrangement.
- **Non-registered Services:** Are those services where it is not practical to collect client specific information or where requiring the client to register may serve as a barrier to receiving a service. Reports include an estimated total client/audience reached by each service within each quarter of the fiscal year and is reported on a quarterly basis.
- **Restrictive Services:** Is a service provided using Older Americans Act funds in whole or in part for which demographic and consumer characteristics are reported in aggregate, and personal identifying information (PII) related to clients is not shared or recorded beyond the provider level.

Data Collection – Service Units

Contracted service providers must comply with the record keeping procedures required by Sourcewise, which are dictated by CDA and the National Aging Program Information System (NAPIS). Requirements include the following:

- (a) The collection of all input units of service must be recorded and retained by the contractor.
- (b) Services, as reported, must comply with the requirements in the grant contract which will be consistent with the service/program definition contained in the original request for proposal or invitation for bid process and the contractors grant application.

Contractors entering data into the Q Database are expected to complete all entries by the 10th day of the following month of service. Reference the Q User Guide, Appendix C, for further instructions on how to do this.

Data Collection – Assessments

Contracted service providers which the grant funded program or service requires select assessments including but not limited to ADL/IADL, Nutrition Risk Assessment, Employment Assessment, or Caregiver Relationship file must be included and updated annually during the contracted fiscal year by the contracted service provider at minimum.

Data Verification and Monitoring of Service Units

Each contracted service provider is responsible for ensuring that all of the required data elements, assessments, care plans and service units are completed and input into the required database system (Q Database) on or before the 10th day of the following month for the most recent month.

Contracted service providers are primarily responsible for upholding the integrity of the grant funded program or service to ensure the program requirements are satisfied.

Client profiles shall be updated with the most accurate and up to date information on an ongoing basis or as received but at least one time within the fiscal year.

On a quarterly basis, the Sourcewise Q Database Administrator will complete a quarterly demographic data and assessment monitoring for all registered contracted services during the last month of the fiscal quarter. The Database Administrator will contact the contracted service provider contact person securely to share the questionable, outdated or null demographics or assessments to be updated within 10 working days or before the fiscal quarter concludes to ensure the quarterly data submission to the State is submitted on time and is approved.

Data Performance Management Process

The below table describes the entity and their role to ensure that the required statistical information is captured based on the type of Title III or Title VII program and services.

| Entity | Role |
|-------------------------|--|
| Service Provider or AAA | <ul style="list-style-type: none"> Collects and tracks client/user information and service units Collects and manages the client required assessments for the Title III program and service Reports service utilization units, consumer demographics and expenditures Maintains records to uphold accuracy of data |
| AAA | <ul style="list-style-type: none"> Plans and administers OAA data management system(s) Implements CDA data reporting requirements Develops and maintains written procedures Analyzes, corrects, and verifies data Monitors and evaluates local services Trains staff and provides technical assistance to the providers, clients, and caregivers Reports data to CDA via the statewide California Aging Reporting System (CARS) |

Registered Service Required Client Fields and Data Elements: Title III B & C

Specifically related to Title III B and C required registered client fields, use the below table to identify what must be obtained upon initial intake and enrollment in the Title III B or C program.

| Service Category | Service Unit | Registered Client | ADL/IADL | Nutrition Risk | Funding Source |
|-------------------------|---------------------------|-------------------|----------|----------------|----------------|
| Personal Care | X HOUR | X | X | | Title III B |
| Homemaker | X HOUR | X | X | | Title III B |
| Chore | X HOUR | X | X | | Title III B |
| Adult Day Care/Health | X HOUR | X | X | | Title III B |
| Case Management | X HOUR | X | X | | Title III B |
| Congregate Meal | X MEAL | X | | X | Title III C |
| Home Delivered Meals | X MEAL | X | X | X | Title III C |
| Nutrition Counseling | X Session per participant | X | | X | Title III C |
| Assisted Transportation | X One-way trip | X | | | Title III B |

(X) required elements

Registered Service Required Client Fields and Data Elements: Title III E

Specifically related to Title III E Family Caregiver Support Program services required registered caregiver and care recipient client fields, use the below table to identify what must be obtained upon initial intake and enrollment in the Title III E services for Caregivers of Older Adults & Older Adult Relative Caregiver.

| CAREGIVER REQUIRED FIELDS (Caregivers of Older Adults & Older Adult Relative Caregiver) | | | | |
|---|---------------------------|----------------------|-------------------|------------------------|
| Service Category | Service Unit | Registered Caregiver | Employment Status | Caregiver Relationship |
| Assessments | X HOUR | X | X | X |
| Counseling | X HOUR | X | X | X |
| Peer Counseling | X HOUR | X | X | X |
| Support Group | X HOUR | X | X | X |
| Training | X HOUR | X | X | X |
| Case Management | X HOUR | X | X | X |
| In-Home Supervision | X HOUR | X | X | X |
| Homemaker Assistance | X HOUR | X | X | X |
| In-home Personal Care | X HOUR | X | X | X |
| Home Chore | X HOUR | X | X | X |
| Out-of-Home Day Care | X HOUR | X | X | X |
| Out-of-Home Overnight Care | X HOUR | X | X | X |
| Assisted Devices | X Device/Occurrence | X | X | X |
| Home Adaptation | X Modification/Occurrence | X | X | X |
| Registry | X Hour/Occurrence | X | X | X |
| Emergency Cash/Material Aid | X Assistance/Occurrence | X | X | X |

(X) required elements

| CARE RECIPIENT REQUIRED FIELDS (Caregivers of Older Adults & Older Adult Relative Caregiver) | | |
|--|--------------------------|--------------|
| Service Category | Registered Care Receiver | ADL & IADL * |
| Assessments | X | X |
| Counseling | X | X |
| Peer Counseling | X | X |
| Support Group | X | X |
| Training | X | X |
| Case Management | X | X |
| In-Home Supervision | X | X |
| Homemaker Assistance | X | X |
| In-home Personal Care | X | X |
| Home Chore | X | X |
| Out-of-Home Day Care | X | X |
| Out-of-Home Overnight Care | X | X |
| Assisted Devices | X | X |
| Home Adaptation | X | X |
| Registry | X | X |
| Emergency Cash/Material Aid | X | X |

(X) required elements

* There are NO ADL and IADL data collection requirements for Care Receivers in FCSP Caring for Child

Non-Registered Service Requirements: Title III B & C

Specifically related to Title III B and C non-registered services, use the below table to identify what must be obtained upon initial intake and enrollment in the non-registered Title III B, C, D program.

| Service Category | Service Unit | Estimated Clients/Audience | Funding Source |
|--|---------------------------|----------------------------|----------------|
| Nutrition Education | X Session per participant | X | Title III C |
| Information & Assistance | X Contact | X | Title III B |
| Health Promotion – Evidence Based | X Contact | X | Title III D |
| Elder Abuse Prevention and Training | X Session | X | Title VII |
| Elder Abuse Prevention & Education Materials | 1 Material | X | Title VII |
| Other* | -- | X | -- |

(X) Required elements

* (Community Education, Disaster Preparedness Materials, etc.) Reference the Title III Intake and Assessment Guide

Non-Registered Service Requirements: Title III E

Specifically related to Title III E non-registered services, use the below table to identify what must be obtained upon initial intake and enrollment in the non-registered Title III E program.

| Service Category | Service Unit | Estimated Clients/Audience | Funding Source |
|----------------------------|--------------|----------------------------|----------------|
| Outreach | X Contact | X | Title III E |
| Information & Assistance | X Contact | X | Title III E |
| Interpretation/Translation | X Contact | X | Title III E |
| Legal Resources | X Contact | X | Title III E |
| Public Information | X Activity | X | Title III E |
| Community Education | X Activity | X | Title III E |

(X) Required elements

Restrictive Service Requirements: Title III B

Specifically related to Title III B, Legal Assistance restrictive services, use the below table to identify what must be obtained upon initial intake and enrollment in the restrictive Title III B program.

| Service Category | Service Unit | Client Level Data | Case Level Data | Funding Source |
|------------------|--------------|-------------------|-----------------|----------------|
| Legal Assistance | X HOUR | X | X | Title III B |

Database Requirements for Registered, Non-Registered, and Restrictive Services:

| Type of Service | Database Requirement | Database Description |
|---|----------------------|--|
| Registered Services (Title III B/C/E) | YES | <p>For registered services client/user information including demographics, health/client assessments, and service unit reporting are required to be uploaded and managed in the Q System Database and due monthly.</p> <p>Reference the Q User Guide (Appendix C) for additional information on how to use the application for tracking client/user demographic information, health/client assessments, and service units.</p> |
| Non-Registered Services (Title III B/C/D/E) | NO | Requires only aggregate quarterly service unit reports is submitted to the AAA (Sourcewise) on a predefined template on a quarterly basis. |
| Restrictive Service (Title III B) | YES | <p>For restrictive services client/case level-data including demographics (not including name) and service unit reporting are required to be submitted to Sourcewise on a quarterly basis to be uploaded to the CARS.</p> <p>Legal assistance providers will produce a report containing aggregated and de-identified data for each of the required SPR data elements. Legal assistance data reported to AAAs/SUAs must be aggregated and de-identified to ensure there is no disclosure of personally identifiable client information. This is required to preserve client confidentiality in accordance with legal rules of ethics.</p> <p>Further, legal assistance is categorized as a “restricted service” in OAAPS, which ensures that legal assistance data will not be improperly combined with data associated with other Title III, VI, or VII SPR services.</p> |

Further guidance on the required data and assessments for each type of service may be found in the Title III Intake and Assessments Guide, Appendix D, which is a tool for contracted service providers to and AAA staff identify the required ACL and CDA Title III data elements and implement into the administration of the contracted service. If there are further clarification and/or assistance, please contact the Sourcewise Planner Analyst by email or phone to further discuss the situation so we may find a solution.

SECTION 7: FISCAL, ACCOUNTING, RECORDKEEPING & AUDITS

Contract awards include a performance standard clause with a specific, negotiated per unit cost reimbursement rate and remedies if performance (quality or quantity) falls below a specified level in a specified period of time.

Monthly Expenditure Request for Funds:

Monthly program expenditures excel workbooks and Request for Funds templates are emailed to each registered Title III, Title VII, or special reporting service providers* at the start of the fiscal year, along with instructions for completing and submitting the monthly request for funds. Contractors are required to prepare and submit a Report of Expenditure Request and Request for Funds (RFF) and attach proof of expenditures by the 15th day of the following month. All costs presented on a monthly request for funds must be supported by financial documentation, regardless of if classified as grant costs, in-kind, match, non-match, income and allowable as outlined in Office of Management and Budget (OMB) circulars.

The following documents must accompany the Monthly Request for Funds:

- Monthly Request for Funds Invoice
- Monthly Program Expenditures Report (excel spreadsheet)
- Sub grantees Income Statement (their financial report)
- Sub grantees Matching Contributions Report (outlining matching contributions source, non-federal matching contribution)
- Monthly Q Units Report (for monthly registered services)

Quarterly Expenditure Request for Funds:

Quarterly Program Expenditures excel workbooks and Request for Funds templates are emailed to each non-registered Title III, Title VII or special reporting service providers* at the start of the fiscal year, along with instructions for completing and submitting the monthly request for funds. Contractors are required to prepare and submit a Quarterly Report of Expenditure Request and Request for Funds (RFF) and attach proof of expenditures by the 15th day of the following month after the end of the fiscal quarter. All costs presented on a quarterly request for funds must be supported by financial documentation, regardless of if classified as grant costs, in-kind, match, non-match, income and allowable as outlined in Office of Management and Budget (OMB) circulars.

The following documents must accompany the Quarterly Request for Funds:

- Monthly Request for Funds Invoice
- Monthly Program Expenditures Report (excel spreadsheet)
- Sub grantees Income Statement (their financial report)
- Sub grantees Matching Contributions Report (outlining matching contributions source, non-federal matching contribution)
- Quarterly Non-Registered Services Report (quarterly invoice)

*Note: The type of service provided is outlined within the RFP documentation and CDA Data Dictionary for contracted service team to ensure that they are in compliance with the expenditure reporting requirements of the Title III or Title VII service.

Sourcewise Internal Review and Corrective Action for Request for Funds

The Planner Analyst will review and approve all RFF(s). If there is a discrepancy in reporting, the Planner Analyst notifies the service provider of the discrepancy and requests a corrected invoice be resubmitted in a timely manner – within 1 business day. Once all calculations and details have been reviewed and approved by the Planner Analyst, the approved invoice accompanied with the Monthly Program

Expenditures Report, service provider financial report and service units report is forwarded to the Sourcewise Finance Team for payment processing.

Matching requirements:

Each contractor is required to provide local match which is detailed in your approved budget and contract. The matching requirements are calculated on net costs, which are total costs less program income, and non-matching contributions. The local match requirement may be met either by allowable costs (non-federal matching contribution) or third-party in-kind contributions.

Allowable matching contributions are non-federal matching contributions; these are local cash and/or in-kind contributions that are not associated with federal funds/costs.

- Title III B/C : 11.11%
- Title III E: 35%

In-Kind Revenues and Expenses:

In-Kind contributions represent the value of third-party contributions of goods, services other than personnel, and personal services used by the Agency to achieve matching requirements. In addition, the In-Kind is identified as either a “match” or a “non-match” donation.

The California Department of Aging, Audit Department, has provided specific rules to follow in identifying what products and services, from which group of individuals, we can use in the match or non-match categories.

In-Kind Match: Contributions of property, equipment, or services by a non-federally funded third party. Examples are:

- Contributions from local city governments, county governments, businesses and private individuals and foundations.
- Contributions, other than services, from the Board of Directors.

In-Kind Non-Match: Contributions of property, equipment, or services from federally funded third party. Examples are:

- Contributions from federally funded employees

The value attached to the In-Kind donations is based on the value the Agency would have to pay for those goods or services if purchased and must be fair and reasonable. The following values are used by this Agency:

- Training based on the trainer’s hourly rate.
- Supervision based on the supervisor’s hourly rate.
- Professional services based on an estimated value.
- Volunteer services based on the minimum wage rate.
- Private automobile travel is reimbursed at the rate approved by the California Department of Aging. Actual odometer readings or standard mileage figures may be used for trips between cities. For trips within the city, only actual odometer readings may be accepted.
- Equipment use based on an estimated value.
- Supply items/food based on an estimated value.
- Space based on an estimated value.
- Other items based on an estimated value.

Indirect Costs

Indirect costs are costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objective specifically benefiting the Project, without effort disproportionate to the results achieved. The maximum reimbursement amount allowable for indirect costs is ten percent (10%) of the contractors Modified Total Direct Costs (MTDC), excluding in-kind contributions and nonexpendable equipment.

Amount Contractors may request on a Monthly/Quarterly basis:

Contractors may request up to the maximum one-twelfth of the authorized total budget each month during the contract period. The OAA Title III, Title VII, or special reporting funding is performance based, thus the total number of units provided each month or quarter is associated with the maximum request for funds a contractor may request.

If contractor exceeds the monthly target unit, the contractor can claim up to an additional 5% of the one-twelfth maximum request available.

If the contract does not meet the one-twelfth monthly/quarterly target units, the contractor may only request costs/expenditures which equal the total monthly percent of units provided. To identify the maximum request when a contractor does not meet the monthly target units, take the unit percentage and multiply it against the maximum request amount to get the maximum available request for funds.

Contractors are urged to closely monitor the pace of how many service units are being provided and the dollars being spent. The below shown chart can be used as a rule of thumb in monitoring units and expenditures.

| Portion of Fiscal Year Completed | Month | Target Percentages of the Number of Service Units to be Provided and Grant Funds to be Expended |
|----------------------------------|--------------------|---|
| 1/12 | July | 8% FY |
| 2/12 | August | 16% FY |
| 3/12 | September (end Q1) | 25% FY |
| 4/12 | October | 33% FY |
| 5/12 | November | 42% FY |
| 6/12 | December (end Q2) | 50% FY |
| 7/12 | January | 58% FY |
| 8/12 | February | 67% FY |
| 9/12 | March (end Q3) | 75% FY |
| 10/12 | April | 83% FY |
| 11/12 | May | 92% FY |
| 12/12 | June (end Q4) | 100% FY |

NOTE: If there is an increase of 10% or decrease of 10% (for expenditures or service units being provided), immediate action must be taken to correct the problem. An excessive demand for services may require a Contractor to develop a waiting list as outlined in the executed service agreement.

Qualifications and exceptions:

Exceptions as provided by federal statute; the Local Match requirement may not be met by costs borne by another federal grant. Current federal statute allows the use of General Revenue Sharing funds to count towards satisfying the Local Match requirement.

Neither costs nor the values of cash and/or in-kind contributions may count toward satisfying the Local Match requirement if they have or will be counted toward satisfying a Local Match requirement of another federal grant or contract, or any other federal funds.

Cash and/or in-kind contributions counting towards satisfying a matching requirement must be verifiable from the records of the Contractor. These records must show how the value placed on matching contributions was determined.

To the extent feasible, volunteer services shall be supported by the same methods that the organization uses to support the allow-ability of its regular personnel costs.

In-kind contributions shall count towards satisfying a Local Match requirement only where if the Contractor receives the contributions.

Non-Utilization of Federal Funds for Local Match:

Non-federal resources used to match other federal grants or contracts may not be used to match Title III funds.

Federal cash or in-kind resources acquired during current or prior years may not be used to match funds provided under Title III unless otherwise specifically authorized by federal statute.

Non-federal resources shall be accepted as part of the Contractor match or cost sharing only when they are not borne by the federal government directly or indirectly under any other program.

Accounting Records, Recordkeeping & Retention:

The Contractor must maintain complete records which shall include, but not be limited to, accounting records, contracts, agreements, a reconciliation of the "Financial Closeout Report" to the audited financial statements, single audit report, and general ledgers, and a summary worksheet identifying the results of performing an audit resolution. This includes the following: Letters of Agreement, insurance documentation, memorandums and/or Letters of Understanding, patient or client records, and electronic files of its activities and expenditures hereunder in a form satisfactory to Sourcewise and the California Department of Aging in compliance with the laws and regulations of the State of California. All records pertaining must be made available for inspection and audit by the State at any time during normal business hours.

All such records, including confidential records, must be maintained and made available by the contractor: (1) until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing, (2) shall retain said records for a minimum of four (4) years or for such longer period, if any, as is required by applicable statute, by any other clause of this AGREEMENT, or by A and C of this section.

If the contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for the same periods as specified above. The contractor shall ensure that any resource directories and all client records remain the property of Sourcewise upon termination of and are returned to or transferred to another contractor as instructed by Sourcewise.

All records containing confidential information shall be handled in a confidential manner in accordance with the requirements for information integrity and security, and in accordance with guidelines set forth in the contract service agreement, and Section 5(q). & 15. After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

The contractor shall maintain accounting records for funds received under the terms and conditions of your contract with Sourcewise. These records shall be separate from those for any other funds administered by the and shall be maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [2 CFR 200] [45 CFR 75]

Audits and Financial Closeouts

Funding Sources

It is important for all contractors and their team to understand the dollar amount, source of funds and the match requirement for your grant. This also includes the Catalog of Federal Domestic Assistance (CFDA) Number.

The funding source (Federal Grantor) for the following programs is the U.S. Department of Health and Human Services, Administration for Community Living. The passthrough is Sourcewise.

The funding source for OAA program funding and CFDA number is listed below for you to reference.

| Older American Act (OAA) Federal Funding Sources with Descriptions, CFDA Numbers and Minimum Required In-Kind or Cash-Match | | | |
|---|---|----------|-------------------------------|
| OAA Funding Source | Description | CFDA No. | Minimum Match In-Kind or Cash |
| Title III B | Adult Day Care/Health Center; Legal Services; LTC-OMB; Case Management; Transportation; Senior Center Activities; Ombudsman Program | 93.044 | 11.11% |
| Title III C | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 11.11% |
| Title III D | Disease Prevention & Health Promotion | 93.043 | 0% |
| Title III E | Family Caregiver Support Programs | 93.052 | 35% |
| Title VII A | Prevention of Elder Abuse – Ombudsman Program | 93.042 | 0% |
| Title VII B | Prevention of Elder Abuse, Neglect and Exploitation | 93.041 | 0% |
| State LTCOMB | | | 0% |
| NSIP | Nutrition Services Incentive Program (NSIP); United States Department of Agriculture (USDA) | 93.053 | 0% |

The funding source for Families First Coronavirus Response Act (FFCRA) & Coronavirus Aid, Relief and Economic Security (CARES) Act, Consolidated Appropriates Act (CAA), Title XX Elder Justice, and American Rescue Plan Act (ARPA) program funding and CDFA number is listed below for you to reference. Emergency funding awarded to Title III and Title VII services started in March 2020 in response to the Coronavirus Disease (COVID19).

| Families First Coronavirus Response Act (FFCRA) & Coronavirus Aid, Relief and Economic Security (CARES) Act, Consolidated Appropriates Act (CAA), Title XX Elder Justice, and American Rescue Plan Act (ARPA) Federal Funding Sources with Descriptions, CDFA Numbers and Minimum Required In-Kind or Cash-Match | | | | |
|--|---------------------|---|----------|-------------------------------|
| Emergency Funding Name/Type | Funding Source | Description | CDFA No. | Minimum Match In-Kind or Cash |
| CARES | Title III B | Special Programs for the Aging, Title III, Part B, Grants for Supportive Services | 93.044 | 0% |
| FFCRA | Title III C, Part 1 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 0% |
| FFCRA | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 0% |
| CARES | Title III C, Part 2 | Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 0% |
| CARES | Title III E | Family Caregiver Support Programs | 93.052 | 0% |
| CARES | Title VII | Prevention of Elder Abuse – Ombudsman Program | 93.042 | 0% |
| CAA | Title III C, Part 1 | Consolidated Appropriations Act, 2021, Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 0% |
| CAA | Title III C, Part 2 | Consolidated Appropriations Act, 2021, Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 0% |
| ARPA | Title III B | American Rescue Plan, 2021, Special Programs for the Aging, Title III, Part B, Grants for Supportive Services | 93.044 | 15% |
| ARPA | Title III C, Part 1 | American Rescue Plan, 2021, Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 15% |
| ARPA | Title III C, Part 2 | American Rescue Plan, 2021, Nutrition Services; Congregate Meal (C-1); Home Delivered Meals (C-2) | 93.045 | 15% |
| ARPA | Title III D | American Rescue Plan, 2021, Health Promotion – Evidence-Based | 93.043 | 0% |

| | | | | |
|------|-------------|---|--------|-----|
| ARPA | Title III E | American Rescue Plan, 2021, Family Caregiver Support Programs | 93.052 | 35% |
| ARPA | Title VII | American Rescue Plan, 2021, Prevention of Elder Abuse – Ombudsman Program | 93.042 | 0% |

Audited Financials and Single Audit Requirement

Contractors expending less than \$750,000 in total federal funds (from all sources) are exempt from federal audit requirements, but records must be available for review. Sourcewise reserves the right to determine whether the Contractor expended the funds provided under their contract in accordance with applicable laws and regulations. This may be accomplished by reviewing an audit of the Contractor or through other means (e.g., monitoring reviews) if the Contractor has not had an audit.

Any Contractor receiving \$750,000 or more in total federal funds must comply with the requirements of the Single Audit Act (OMB Circular A-133) and all applicable audit requirements. The Contractor shall permit independent auditors to have access to the records and financial statements as necessary for the Contractor to comply with OMB Circular A-133. A copy of the audit must be provided to Sourcewise by February 1st of the following year.

Contractors who expend \$750,000 or more in Federal Awards shall arrange for an audit to be performed as required by the Single Audit Act of 1984, Public Law 98-502, Single Audit Act Amendments of 1996, Public Law 104-156, and Office of Management and Budget (OMB) Circular A-133. Contractor shall permit independent auditors to have access to records and financial statements as necessary for Contractor to comply with OMB Circular A-133.

The Contractor shall ensure that Federal-Funded expenditures are displayed discretely in the single audit report's "Schedule of Expenditures of Federal Awards" (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number along with the related State-Funded expenditures. The Contractor shall ensure that the State-funded expenditures are discretely identified in the SEFA by the appropriate program name, identifying grant/contract number, and as passed-through Sourcewise.

The Contractor shall identify the CFDA titles and numbers to the independent auditor conducting the organization's single audit. The funding source (Federal Grantor) for the following programs is the U.S. Department of Health and Human Services. CFDA numbers are listed in Section 7 under Audits and Financial Closeout.

Any money obligated under the grant (even if in the possession of Contractor) but not needed to meet incurred obligations shall be returned with the Closeout Financial Report to Sourcewise. There is no provision to carryover unexpended grant funds at the end of the fiscal year.

Any money obligated under the grant (even if in the possession of Contractor) but not needed to meet incurred obligations shall be returned with the Closeout Financial Report to Sourcewise. There is no provision to carryover unexpended grant funds at the end of the fiscal year.

Closeout Report

Contractors shall comply with all program and fiscal reporting requirements set forth by Sourcewise. To complete the required fiscal year closeout report, the contractor will be supplied

the necessary templates by no later than June 20. The annual fiscal year closeout due date is outlined in the fully executed service agreement and usually between the 15th and 20th day of July.

Contract Resolution

Within thirty (30) days after the project period has ended or when requested by Sourcewise (whichever comes earlier), the Contractor must provide ending Closeout Fiscal Report signed by the Contractor's authorized signer.

Contractors must provide the following items:

1. Subrecipient Audited Financial Report.
2. Program Statement of Revenue & Expenditures or a Program Functional Expense Matrix.
3. Subrecipient Fiscal Closeout Report.

If the contract resolution finds that payment is due to the subrecipient, payment should be initiated by the Planner Analyst and issued within 30 days from the date of the audit resolution letter to the subrecipient.

If recoveries are requested, a demand for payment is included as part of the audit resolution letter. Follow-up invoices should be sent monthly, and if payment has not been received within 60 days, the Area Agency Chief Executive Officer should be notified to discuss further progressive action.

SECTION 8: PROGRAM MONITORING

Sourcewise is required to conduct annual monitoring of local Older American Act, Title III and Title VII contracted agencies. This requirement is governed by both the California Code of Regulation 22 CCR § 7250(b)(2), 7400, 7500, 7630-7638.13 and California Department of Aging,

The monitoring visit is not intended to be punitive. There are three primary purposes for monitoring:

1. To ensure each service provider is following the requirements of the Older Americans Act and the California Code of Regulations.
2. To ensure each service provider is meeting the goals defined in their contract with Sourcewise.
3. To ensure each service provider is meeting the HIPAA Compliance regulations.

Monitoring Schedule Requirements

| Type of Program | Frequency & Type of Monitoring |
|------------------------------------|--|
| Title III B, D, E & Title VII A, B | Program & Fiscal Monitoring every 2 years |
| Title III C | Program monitoring annually Fiscal monitoring every 2 years |

Notification of In-Person Monitoring

At least –4 –6 weeks in advance, the Sourcewise Planner Analyst will prepare two –three different dates which the contractor may select from to complete the required program and/or fiscal monitoring of the grant funded program. The fiscal year of focus will be identified in the email.

Once an agreed upon date is selected, the Planner Analyst will send a Outlook calendar invitation to the Program Manager of the grant funded service to reserve the date and time of the monitoring.

Pre-Program and Pre-Fiscal Monitoring

At least 4 weeks in advance, to prepare the contractor for the on-site program and/or fiscal monitoring visit, the Planner Analyst will share the below documents to begin preparation of the monitoring visit. All completed documents are due at least 2 weeks or 10 business days in advance to the Sourcewise Planner Analyst by email.

Program Monitoring Only

- Program Monitoring Contractor Checklist

Program & Fiscal Monitoring

- AAA Program Monitoring Contractor Checklist
- AAA Fiscal Monitoring Contractor Checklist
- AAA Internal Controls Questionnaire
- AAA Fiscal Monitoring Questionnaire

Site Visit and Accommodations

On the date of the site visit, the contractor shall supply Sourcewise a private/secure area on-site for the time period outlined to review and hold interviews with necessary personnel and/or volunteers.

The Contractor is expected to cooperate fully with the Sourcewise Planner Analyst during the scheduled evaluations of the program. The Contractor will collect and make available all pertinent project information as needed and/or required and participate in any project site visits made by Sourcewise.

Post-Program and Post-Fiscal Monitoring

Once the program and/or fiscal monitoring concludes, the Sourcewise Planner Analyst and monitoring team will require at least 10 – 12 weeks to prepare a monitoring report draft based on the program questionnaires, staff interviews, and program documentation provided by the contractor.

To receive a copy of the Title III or Title VII Program or Fiscal Monitoring Report template, please contact the Sourcewise Planner Analyst by email and the requested templates will be supplied.

Corrective Action Plan

The draft monitoring report will be accompanied by a corrective action plan which the contractor must outline the due date which the item will be revised, sign the document and submit back to Sourcewise. Essentially the corrective action plan is meant to improve performance and/or reduce risk to ensure services are within compliance.

Failure to comply with an agreed-upon plan can result in suspension or termination of funding. If a contractor entity fails to comply with federal, state statutes & regulations, or the terms and conditions of a Sourcewise grants, Sourcewise may impose additional conditions, as described in § 75.207. If Sourcewise monitor determines that noncompliance cannot be remedied by imposing additional conditions, Sourcewise may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend (suspension of award activities) or terminate grant.

- Withhold further grants for the project or program.
- Take other remedies that may be legally available.

SECTION 9: GRANT MODIFICATIONS

To ensure that contracted service providers receive the necessary support required to provide the service outlined in the scope of work in the fully executed service agreement, the contractor has the ability to request modifications to the contracted units of service and the budget with prior approval by Sourcewise. The fully executed service agreement outlines in detail all required timelines and due dates for specific modifications to the project.

If the contractor does not identify the required steps to follow in the fully executed agreement or within this manual, the contractor is encouraged to contact the Sourcewise Planner Analyst to discuss their unique situation.

Contract Modifications

Requested by Contractor

The contractor agrees and understands that the units of service provided are subject to modifications only upon written authorization from the CEO of Sourcewise.

The contractor shall submit a written justification outlining the reasoning and rationale for the modification to be approved no later than 15 days from the requested date of modification.

Amendments to Service Agreement

Throughout the contract period, Sourcewise may deliver a contract amendment to ensure that the terms of the existing agreement are up to date and formally acknowledged by both parties.

Sourcewise will administer contract amendments for service agreements when there is a proposed increase or decrease in service units, grant fund award, or revisions/updates to the contract language outlined in the agreement. The Amendment will outline the specific increase or revision/update and require the contractor and Sourcewise to sign the amendment to be formally adopted.

No oral understanding or agreement not set forth herein shall be binding on any of the parties hereto.

Budget Modifications and Revisions

The RFP OAA Application budget and/or renewal application budget is approved by Sourcewise prior to the start of the new contract period. Based on the approved budget submitted, it is not considered allowable for the contractor to alter, make variations or deviate from any budget items/categories described without prior approval from the Sourcewise CEO.

If the contractor budgeted items/categories deviate or vary + 10% of the approved allocation, the contractor is required to submit a budget revision to Sourcewise at least 15 days prior to the upcoming monthly/quarterly request for funds.

The contractor shall submit an updated Program budget template with the new program category/item allocation and a written justification outlining the cause/reasoning for the revision to the Sourcewise Planner Analyst. The Sourcewise Planner Analyst may request additional information prior to submitting for approval. Once approved the Planner Analyst will provide the contractor with an updated monthly expenditure excel workbook to prepare the upcoming monthly/quarterly

request for fund. The approved budget revision will be amended to the application/service agreement.

SECTION 10: EQUIPMENT

Older Americans Act (OAA) funds can only be used toward the contractual service.

All equipment/property with a per unit cost of \$5,000 or more requires justification and approval from the California Department of Aging (CDA) PRIOR to purchase.

Equipment/Property is defined by CDA as:

1. Has a normal useful life of at least one (1) year. Item such as computer, monitor, printer, fax, telephone, furniture and lighting. (A desktop or laptop setup is considered a unit, if purchased as a unit).
2. All computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones.)
3. All portable electronic storage media regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives.)

Equipment/Property Approval Process

1. Equipment purchases must be included in the service providers approved budget. If the equipment purchase is not included, contact Planner Analyst, Raul Corral at rcorral@mysourcewise.com. Please note, planned equipment purchases not included in the program budget may result in delays in the approval process.
2. Fill out an Equipment Request Justification Form (Equipment purchase of \$5,000 or more.)
3. Submit the Equipment Justification Form to the Planner Analyst, Raul Corral at rcorral@mysourcewise.com.
4. The Planner Analyst will review the Equipment Justification Form for completion. Once complete, the Planner Analyst will forward the request to CDA.
5. CDA will review the Equipment Justification Form. When the Planner Analyst receives a response from CDA, the Planner will contact you to provide a decision on the equipment request.
6. When approved, the equipment/property purchased using OAA funding is required to be tagged with a Sourcewise asset tag.

Equipment Disposal Process

Equipment that is no longer needed, defective, and/or stolen will require your organization to submit an Equipment/Property Disposal Form.

Prior to disposal of the equipment/property, the Equipment/Property Disposal Form needs to be submitted to CDA and approved by CDA.

1. To receive the Equipment/Property Disposal Form, contact Planner Analyst, Raul Corral at rcorral@mysourcewise.com.
2. Complete the Equipment/Property Disposal Form.
3. Print the completed form, an authorized signer of the organization needs to sign the Disposal Form with ink.
4. Submit the completed Disposal Form to Sourcewise, 3100 De La Cruz Blvd, Suite 310 Santa Clara, CA 95054 and the equipment must be present at the time of the disposal.
5. Once Sourcewise received a response from CDA that the equipment/property is approved to be disposed, the Planner Analyst will contact your organization to notify you.

Equipment/property remaining on the Sourcewise Program Property Inventory List that is less than \$5,000 and does not meet the criteria for a computing device or portable electronic storage, will still require CDA approval for disposal prior to removal from the inventory.

Equipment/Property Maintenance

All prior equipment/property purchased by the service provider and/or subcontractors of the service provider with funds from any prior Older American Act, Title III or Title VII Agreement will remain on the Sourcewise Program Property Inventory List managed by Sourcewise.

Each year, the Sourcewise Planner Analyst will survey the equipment/property Inventory List in the month of June. The equipment/property inventory will require the contracted service provider to submit:

1. List of equipment and the condition of the item to Sourcewise
2. Location of the equipment
3. Picture of the equipment including the Sourcewise tag number

Any questions, about equipment purchases, disposal and/or management of equipment can be sent directly to Raul Corral, Planner Analyst at rcorral@mysourcewise.com.

SECTION 11: CO-BRANDING AND MEDIA

Our partnership to deliver essential supportive OAA services to Santa Clara County highlights the importance of community partnerships. As a contracted service, the program agrees to acknowledge the receipt of all funding support from Sourcewise in news releases (radio, television, and newspaper); printed materials such as brochures, pamphlets, newsletters; the contractors website; and any other printed documents. Such acknowledgement shall make accurate reference to the service for which funding is provided, in whole or in part, by Sourcewise.

Each contractor has access to download a full-color and black and white Sourcewise Logo via Dropbox.

[Download by clicking here.](#)

For branding guidelines on how to best utilize brand elements, the contractor may access the Sourcewise Style Guide on our website at:

<https://www.mysourcewise.com/about/media-center/>.

This program is partially or fully funded by

SOURCEWISE
COMMUNITY RESOURCE SOLUTIONS

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It is the responsibility of the contractor to initiate and obtain approval of all products and materials where the Sourcewise logo is used prior to distribution. Providers can send final proofs to Sourcewise by emailing community@mysourcewise.com or the Sourcewise Planner Analyst. Proofs will be returned within 5 business days with a note of approval or recommendations to edit.

SECTION 12: CONTRACTED SERVICES GRIEVANCE PROCEDURE & POLICY

A contracted service provider or potential provider of services has the right to appeal an adverse determination made by the Sourcewise (Area Agency on Aging). Reference Sourcewise Service Provider Grievance Policy, Appendix F, to view the Contracted Services Grievance Procedure.

Note: The Contracted Services Grievance Procedure is a unique procedure for contracted and potential service providers to follow and NOT the public facing grievance policy for individuals who have received services to submit a complaint or grievance. For the public facing grievance policy for community members reference Section 3 of this Provider Manual.

SECTION 13: GLOSSARY OF TERMS

OAA Title III & Title VII Program Eligible Population and Program Definitions

Eligible Service Population for Title III B and D means individuals sixty (60) years of age or older, with emphasis on those in greatest economic and social need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22 CCR 7119, 7125, 7127, 7130, 7135 and 7638.7]

Eligible Service Population for Title III C-1 and C-2 means individuals sixty (60) years of age or older, with emphasis on those in greatest economic and social need with particular attention to low-income minority older individuals, older individuals with LEP, and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22 CCR 7125, 7127, 7130, 7135]

Individuals eligible to receive a meal at a congregate nutrition site are:

- i. Any older individual.
- ii. The spouse of any older individual
- iii. A person with a disability, under age sixty (60) who resides in a housing facility occupied primarily by older individuals at which congregate nutrition services are provided.
- iv. A volunteer under age sixty (60), if doing so will not deprive an older individual sixty (60) or older of a meal. [CCR 7636.9(b)(3); CCR 7638.7(b) and OAA 339(H)]

Individuals eligible to receive a home-delivered meal are individuals who are:

- i. Frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 CFR 1321.69(a)].
- ii. A spouse of a person in 22 CCR 7638.7(c)(2), regardless of age or condition, if an assessment concludes that is in the best interest of the homebound older individual at discretion of AREA AGENCY with CONTRACTOR.
- iii. An individual with a disability who resides at home with older individuals, if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program at discretion of AREA AGENCY with CONTRACTOR.

Eligible Service Population for Title III E means an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual of any age with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. [OAA § 302(3)]

- i. **Older relative caregiver means a caregiver who is –**
 - Is age 55 or older; and
 - Lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability.
- ii. **In the case of a caregiver for a child –**
 - Is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child;
 - Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and
 - Has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally

- In the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability. [OAA § 372(a)(3)]
- iii. **Individual with a disability** The term “individual with a disability” means an individual with a disability, as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102), who is not less than age 18 and not more than age 59. [OAA § 372(a)(2)]
- iv. **Nutrition Services Incentive Program (NSIP)** means the program whose purpose is to provide incentives to encourage and reward effective performance by AAAs in the efficient delivery of nutritious meals to older individuals. The program consists of a cash allotment based on the ratio of the number of meals served by each Planning and Service Area (PSA) compared to the total number of meals served in the State in the prior-prior federal fiscal year.
- v. **One-Time-Only Funds** means Titles III and VII federal funds allocated to the AAA in a State fiscal year that are not expended or encumbered for services and administration provided by June 30 of that fiscal year. [22 CCR 7314(a)(6)]
- vi. **Priority Services for Title III B** means those services associated with access to services (transportation, outreach, information and assistance, and case management); in-home services including supportive services such as respite and visiting, for families of older individuals who are victims of Alzheimer’s disease and related disorders with neurological and organic brain dysfunction; and legal assistance.
- vii. **Priority Services for Title III E** means services provided to:
 - Caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income older individuals)
 - Older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities. [OAA§373(c)(2)(A-B)]
 - Family caregivers who provide care for individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction. [OAA § 372(b)]
- viii. **Program Development** means activities that either establish a new service or expand or integrate existing services.
- ix. **Program Requirements** means Title III program requirements found in the OAA [42 USC 3001-3058]; the Code of Federal Regulations [45 CFR 1321]; the California Code of Regulations [22 CCR 7000 et seq.]; and CDA Program Memoranda, and California Retail Food Code (CRFC).
- x. **“Subcontractor”** means the legal entity that receives funds from the CONTRACTOR to carry out part of the AREA AGENCY federal award identified in this Agreement with CONTRACTOR .
- xi. **“Subcontract”** means any form of legal agreement between the CONTRACTOR and the Subcontractor, including an agreement that the AREA AGENCY considers a contract, including vendor type Agreements for providing goods or services under this Agreement.
- xii. **Title III B (Supportive Services)** means a variety of services including, but not limited to: personal care, homemaker, chore, adult day health care, case management, assisted

transportation, transportation, legal assistance, information and assistance, outreach, services that promote or support social connectedness and reduce negative health effects associated with social isolation, and long-term care ombudsman advocacy, as defined in the National Aging Programs Information Systems (NAPIS) categories and the National Ombudsman Reporting System (NORS). [OAA § 321(a)]

- xiii. **Title III C-1 (Congregate Nutrition Services)** means nutrition services for older individuals in a congregate setting. Services include meals, nutrition education, health promotion programs, nutrition risk screening, and opportunities for socialization. Each meal shall provide one-third (1/3) of the Dietary Reference Intakes (DRI) and comply with the most current Dietary Guidelines for Americans (DGA). To be an eligible Title III C-1 congregate nutrition site, the site must meet all of the following criteria: [22 CCR 7638.7(a)]
 - Be open to the public. [45 CFR 1321.53(b)(3)]
 - Not means test. [OAA § 315(b)(3)]
 - Not receive funds from another source for the cost of the same meal, equipment, or services. [2 CFR 200.403(f)][45 CFR 75.403(f)]
- xiv. **Title III C-2 (Home-Delivered Nutrition Services)** means nutrition services provided to homebound older individuals including meals, nutrition education, and nutrition risk screening. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. [22 CCR 7135, 22 CCR 7638.7(c)]
- xv. **Title III D (Health Promotion – Evidence Based)** means disease prevention and health promotion programs that are based on scientific evidence and demonstrated through rigorous evaluation to be effective in improving the health of older adults. Title III D evidence-based health promotion programs include programs related to the prevention and mitigation of the effects of chronic diseases (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), infectious disease, and vaccine-preventable disease, and prevention of sexually transmitted diseases. Evidence-based services also include programs focused on alcohol and substance abuse reduction, chronic pain management, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. [OAA 102 (14)(D)]
- xvi. **Title III E Family Caregiver Support Program (FCSP) Categories** are:
 - Information Services
 - Access Assistance
 - Support Services
 - Respite Care
 - Supplemental Services
 [OAA 373(b)(1)(2)(3)(4)(5)]
- xvii. **“Vendor”** means an entity selling goods or services to the Contractor or Subcontractor during the Contractor or Subcontractor’s performance of the Agreement.

Supplement Glossary of Terms

- xviii. **AAA:** Area Agency on Aging is an identifiable private nonprofit or public agency designated by the Department of Aging which works for the interest of older Californians within the PSA (Planning and Service Area). This agency engages in community planning, coordination, and program development, and, through contractual arrangements, provides

a broad array of social and nutritional services. Sourcewise is the designated AAA in Santa Clara County.

- xix. **CDA:** California Department of Aging
- xx. **Focal Point:** A designated senior center that provides a broad spectrum of senior services.
- xxi. **Greatest Economic Need:** Having an income at or below the federal official poverty line defined by the federal Bureau of the Census and published annually by the Department of Health and Human Services.
- xxii. **Greatest Social Need:** The need caused by noneconomic factors which include any of the following:
 - a. Physical and mental disabilities.
 - b. Language barriers.
 - c. Cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, HIV status, sexual orientation, gender identity, or gender expression that does the following:
 - i. Restricts the ability of an individual to perform normal daily tasks.
 - ii. Threatens the capacity of an individual to live independently.
- xxiii. **Matching Contributions:** The cash and/or in-kind contribution made by the bidding organization that qualifies as match for the applicable Title III service and outlined in the program standard. OAA is federal funding. Matching contributions for OAA may not include other federal funding it should be non-federal.
- xxiv. **Minority Provider:** A nonprofit organization whose controlling board is comprised of at least 51% minority individuals who are African American, Hispanic, American Indian/Native Alaskan/Native Hawaiian, and/or Asian American/Pacific Islander.
- xxv. **Minority:** A person of color who is any of the following:
 Black/African American: a person having origins in any of the Black racial groups of Africa.
 Hispanic: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race. Asian/Pacific Islander: a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas. American Indian/Alaskan Native: an American Indian, Eskimo, Aleut, or Native Hawaiian.
- xxvi. **Non-Profit:** Any agency, institution, or organization that has been granted tax-exempt status by the Internal Revenue Service.
- xxvii. **Non-registered Services:** Are those services where it is not practical to collect client specific information or when requiring the client to register may serve as a barrier to receiving service.
- xxviii. **Older Americans Act:** The federal funding source for supportive service programs funded under this Request for Proposal.
- xxix. **Older Californians Act:** The state funding source for Community-Based Services Programs.

- xxx. **Open and Competitive Process:** The formal Sourcewise process followed to solicit proposals for the provision of services.
- xxxi. **PSA:** Planning and Service Area (PSA). PSA defines the geographic region which the AAA encompasses.
- xxxii. **Registered Services:** Means data collection and reporting requirements including unduplicated client counts by characteristics, units of service, including in some cases ADLs/IADLs. Registered Services are client specific data using participant identification numbers for each client.
- xxxiii. **Request for Proposal (RFP):** An official document that requests community organizations to respond to a formal invitation to provide a specific program of services. It contains the terms and conditions an operating organization must comply with in order to fulfill its contract with Sourcewise.
- xxxiv. **Unit of service:** The activity which describes the type of service to be contracted for; all Sourcewise funded programs must provide a required number of units for the specific program area of interest.
- xxxv. **Unduplicated Persons Count:** Unique count of clients who receive services between July 1st and June 30th . Bidders submitting proposals are required to include an unduplicated person count to provide services. Reporting requirements are described and nonnegotiable for registered and nonregistered Older American Act funded services.
- xxxvi. **Voluntary Contributions:** Providing clients with the opportunity to contribute monetarily to the cost of the service/program provided by the successful bidder. The successful bidder should (a) inform the client of the opportunity to voluntarily contribute to the cost of service, including but not limited to the cost-of-service delivery, related activities to facilitate access to meals, and/or supportive services of the service (b) describe the amount of suggested client contribution and how it was determined, and (c) explain the method used to collect and record client contributions.

SECTION 14: DATA & FISCAL TEMPLATES

At least 2 – 4 weeks prior to the start of the contracted fiscal year, the Sourcewise Planner Analyst will provide all the required data and fiscal reporting templates to the contracted agency.

Throughout the contract period, all contractors may request copies of the data and/or fiscal templates at any time by email.

To receive expenditure or monthly request for funds templates, please email invoices@mysourcewise.com

To receive data reporting templates, please email reports@mysourcewise.com

For Q Database assistance, please email gsupport@assurecare.com

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Certificate of Completion

Print Name: _____

Company/Agency: _____

This document certifies that the above mentioned individual has completed CDA's Privacy and Information Security Awareness Training and understands his or her responsibility for protecting CDA information assets.



Date Training Completed: _____

Employee Signature: _____

California Department of Aging (CDA)

CDA Service Categories and Data Dictionary

Revised July 2018

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AAA Activities and CARS Reporting

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|-----------------------------------|---------------------------|---|---|-----------------|--|------------------------|------------------|---|
| Personal Care | 1 Hour | Personal assistance, stand-by assistance, supervision or cues. (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming). | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 1 | NAPIS Div 4000 Unit 20 | Title III B | Yes | Registered |
| Homemaker | 1 Hour | Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework. | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 2 | NAPIS Div 4000 Unit 50, Unit 27 | Title III B | Yes | Registered |
| Chore | 1 Hour | Assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person. | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 3 | NAPIS Div 4000 Unit 5 | Title III B | Yes | Registered |
| Home-Delivered Meals | 1 Meal | A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 4 | NAPIS Div 4000 Unit 51 | Title III C-2 | No | Registered |
| Adult Day Care / Adult Day Health | 1 Hour | Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 5 | NAPIS Div 4000 Pr 5, Pr 11, Pr 17 | Title III B | Yes | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|-------------------------|---------------------------|--|--|-----------------|--|--------------------------------|------------------|---|
| Case Management | 1 Hour | Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. | Cluster 1 service: Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units. | NAPIS 6 | NAPIS Div 4000 Pr 3 | Title III B | Yes | Registered |
| Assisted Transportation | 1 One Way Trip | Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. | Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only | NAPIS 7 | NAPIS Div 4000 Unit 10 | Title III B | No | Registered |
| Congregate Meals | 1 Meal | A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only | NAPIS 8 | NAPIS Div 4000 Pr 20 | Title III C-1 | No | Registered |
| Nutrition Counseling | 1 Session Per Participant | Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status. Nutrition counseling may be made either in person or by any other means deemed appropriate (e.g., telephone, emails, etc.) | Cluster 2 services: Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only | NAPIS 9 | NAPIS Div 4000 Unit 53 | Title III C-1 Title III C-2 | No | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|----------------------------|---------------------------|--|---|-----------------|--|--------------------------------|------------------|---|
| Transportation | 1 One Way Trip | Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 10 | NAPIS Div 4000 Pr 12 | Title III B | Yes | Non-Registered |
| Legal Assistance | 1 Hour | Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 11 | NAPIS Div 4000 Pr 14 | Title III B | Yes | Non-Registered |
| Nutrition Education | 1 Session Per Participant | A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 12 | NAPIS Div 4000 Unit 52 | Title III C-1 Title III C-2 | No | Non-Registered |
| Information and Assistance | 1 Contact | A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied, and (C) is satisfied. Maximum extent practicable includes offering a follow-up call to all individuals who were linked to a service. Individuals can remain anonymous and refuse a follow-up call. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 13 | NAPIS Div 4000 Pr 1 | Title III B | Yes | Non-Registered |
| Outreach | 1 Contact | Interventions (one-on-one contacts) with individuals initiated by an agency or provider for the purpose of identifying potential clients (or their age 60+ caregivers) and encouraging their use of existing services and benefits. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 14 | NAPIS Div 4000 Unit 19 | Title III B | Yes | Non-Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---------------------------------|---------------------------|--|---|----------------------------|--|--------------------------|------------------|---|
| Health Promotion | 1 Contact | An evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. For a list of ACL approved Evidence-Based programs, please visit the National Council on Aging website at https://www.ncoa.org/resources/ebpchart . | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 16 - Heath Promotion | Older Americans Act Sec 102 (14) | Title III D ³ | No | Non-Registered |
| Alzheimer's Day Care Services | 1 Day of Attendance | Day of attendance (four hours minimum) at a licensed Adult Day Care or Adult Day Health Care Center that provides Alzheimer's or dementia services. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 6 | Title III B | Yes | Non-Registered |
| Cash / Material Aid | 1 Assistance | Arrange for and provide assistance to participants in the form of commodities, surplus food distribution, emergency cash assistance, and vouchers. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 15 | Title III B | No | Non-Registered |
| Community Education | 1 Activity | Educating groups of older persons, their families, friends, and community organizations/facility staff on rights, benefits, entitlements, and health and wellness information for older persons either residing at home or in an institutional setting. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 9 | Title III B | No | Non-Registered |
| Comprehensive Assessment | 1 Hour | Evaluating a person's physical, psychological, and social needs, financial resources, and the strengths and weaknesses of their informal support system and the immediate environment as a basis for determining current functional ability and potential improvement in order to develop the appropriate services needed to maximize functional independence. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 32 CCR 7112 | Title III B | Yes | Non-Registered |
| Disaster Preparedness Materials | 1 Product | Assemble and distribute disaster preparedness materials such as File of Life or preparedness kits that will assist seniors in the event of an emergency. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | No reference | Title III B | No | Non-Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|--|---|------------------|---|------------------------|------------------|---|
| Elder Abuse Prevention, Education and Training | 1 Session | Public education and training of professionals to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). This includes training for Title III E caregivers. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 22 | Title VII B | No | Non-Registered |
| Elder Abuse Prevention Educational Materials | 1 Product | Educational materials and guidance kits distributed for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 22 | Title VII B | No | Non-Registered |
| Employment | 1 Activity | Activities designed to maintain or obtain part-time/full-time employment for older persons or to assist them in selecting and entering into a second career. This can be accomplished through activities including but not limited to career counseling, recruitment, assessment, training, job club, and job development. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 15 | Title III B | No | Non-Registered |
| Health | 1 Hour | Activities such as, non-evidence-based medication management, health screening, physical fitness, therapy, and hospice to assist older individuals to improve or maintain physical health and secure necessary medical, preventive health, or health maintenance services. Health screening, therapy, and hospice must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. Medication management means activities that facilitate safe and effective use of prescription and over-the-counter drugs. These activities may include medication screening and education to an individual and/or the caregiver to prevent incorrect medication administration and adverse drug reaction. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 9, Unit 13, Unit 21, Unit 29, Unit 37 | Title III B | Yes | Non-Registered |
| Housing | 1 Hour | Assistance in locating adequate housing through referral or placement. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 4 | Title III B | No | Non-Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---------------------------------------|---------------------------|--|---|------------------|--|------------------------|------------------|---|
| Interpretation / Translation | 1 Contact | Provide interpretation/translation services for older individuals and their caregivers. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 4 | Title III B | No | Non-Registered |
| Mobility Management Activities | 1 Hour | Activities related to increasing transportation and mobility options for older adults by providing assistance, information, travel training, trip planning, coordination of service public or private transit operators, scheduling, access to transit information, creation of new models of service such as volunteer driver programs and shuttles. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | | Title III B | No | Non-Registered |
| Mental Health | 1 Hour | Provide services such as screening, assessment, therapy, counseling, follow-up, and referral to maintain or improve the mental health of older individuals. Mental Health services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 10, Unit 11, Unit 23, Unit 29 | Title III B | Yes | Non-Registered |
| Peer Counseling | 1 Hour | Use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 7 | Title III B | No | Non-Registered |
| Personal Affairs Assistance | 1 Contact | Provide assistance in writing letters and with the completion of financial forms, including tax forms, and other written or electronic documents. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 12, Pr 16 | Title III B | No | Non-Registered |
| Personal /Home Security | 1 Product | Services for the security and safety of their home environment, by providing safety features such as: medical alert, alarms, assistive devices (including provision of assistive technology services and assistive technology devices). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 7 | Title III B | No | Non-Registered |
| Public Information | 1 Activity | Contact with multiple current or potential clients or caregivers through publications, publicity campaigns, and other mass media campaigns including Internet websites. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | NAPIS | Title III B | Yes | Non-Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|-------------------------------------|---------------------------|---|---|------------------|--|------------------------|------------------|---|
| Registry | 1 Hour | Recruit workers, maintain a current list of qualified workers, refer workers to clients or clients to workers, and follow-up to assure that service was received. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 41 | Title III B | No | Non-Registered |
| Residential Repairs / Modifications | 1 Modification | Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations in order to meet safety, health issues, and code standards. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 1, Unit 48 | Title III B | Yes | Non-Registered |
| Respite Care | 1 Hour | Arrange for relief of the relatives or other caregivers of the frail elderly living at home by the coordination or direct provision of supportive services to the older person(s) while the primary caregiver is temporarily absent (includes Adult Day Care as a respite service for families). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 18, Unit 45 | Title III B | Yes | Non-Registered |
| Senior Center Activities | 1 Hour | Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Pr 13 OMB A-87 | Title III B | No | Non-Registered |
| Telephone Reassurance | 1 Contact | Telephone a client to provide contact and safety checks to reassure and support older individuals. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 28 | Title III B | Yes | Non-Registered |
| Visiting | 1 Hour | Visit a client to provide contact and safety checks to reassure and support older individuals. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS 15 - Other | Div 4000 Unit 31 | Title III B | Yes | Non-Registered |

FCSP - Caregiver Caring for Elderly Support Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|---|---------------------------------|--|------------------------|------------------|---|
| Caregiver Assessment (Caring for Elderly) | 1 Hour | An FCSP Support Service conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Counseling (Caring for Elderly) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Peer Counseling (Caring for Elderly) | 1 Hour | An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|--|---------------------------|--|------------------------|------------------|---|
| Caregiver Support Group (Caring for Elderly) | 1 Hour | An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Training (Caring for Elderly) | 1 Hour | An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Case Management (Caring for Elderly) | 1 Hour | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPISFCSP 1Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Caregiver Caring for Elderly Respite Care

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|---|---------------------------------|--|------------------------|------------------|---|
| Caregiver Respite In-Home Supervision (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Homemaker Assistance (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite In-Home Personal Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Home Chore (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|---|---|---------------------------------|--|------------------------|------------------|---|
| Caregiver Respite Out-of-Home Day Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes assess to social and recreational activities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Out-of-Home Overnight Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Caregiver Caring for Elderly Supplemental Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|---|---|-------------------------------------|--|------------------------|------------------|---|
| Assistive Devices for Caregiving (Caring for Elderly) | 1 Device is 1 Occurrence | An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|--------------------------------|--|---|--|--|------------------------|------------------|---|
| Home Adaptations for Caregiving (Caring for Elderly) | 1 Modification is 1 Occurrence | An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiving Services Registry (Caring for Elderly) | 1 Hour is 1 Occurrence | An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiving Emergency Cash / Material Aid (Caring for Elderly) | 1 Assistance is 1 Occurrence | An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Caregiver Caring for Elderly Access Assistance

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|--|---|--------------------------------|--|------------------------|------------------|---|
| Caregiver Outreach (Caring for Elderly) | 1 Contact | An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiving Information and Assistance (Caring for Elderly) | 1 Contact | An FCSP Access Assistances service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiver Interpretation / Translation (Caring for Elderly) | 1 Contact | An FCSP Access Assistance Service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiver Legal Resources (Caring for Elderly) | 1 Contact | An FCSP Access Assistance Service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |

FCSP - Caregiver Caring for Elderly Information Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|---|-------------------------------|--|------------------------|------------------|---|
| Public Information on Caregiving (Caring for Elderly) | 1 Activity | An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 5 Information Svcs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Community Education on Caregiving (Caring for Elderly) | 1 Activity | An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 5 Information Svcs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |

FCSP - Grandparent Caring for Child Support Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|--|---|---------------------------|--|------------------------|------------------|---|
| Caregiver Assessment (Caring for Child) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, which may range from guidance with caregiving responsibilities to therapy for stress, depression, and loss; and (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Counseling (Caring for Child) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|--|---------------------------------|--|------------------------|------------------|---|
| | | consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | | | | | | |
| Caregiver Peer Counseling (Caring for Child) | 1 Hour | An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Support Group (Caring for Child) | 1 Hour | An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Training (Caring for Child) | 1 Hour | An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and shall address the areas of health, nutrition, and financial literacy. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| CaregiverCase Management (Caring for Child) | 1 Hour | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPISFCSP 1Support Svcs | OAA 373(b)(3) NAPISCDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Grandparent Caring for Child Respite Care

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|---|---|---------------------------------|--|------------------------|------------------|---|
| Caregiver Respite In-Home Supervision (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Homemaker Assistance (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite In-Home Personal Care (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Home Chore (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Out-of-Home Day Care (Caring for Child) | 1 Hour | An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiver Respite Out-of-Home Overnight Care (Caring for Child) | 1 Hour | An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Grandparent Caring for Child Supplemental Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|--------------------------------|--|---|--|--|------------------------|------------------|---|
| Assistive Devices for Caregiving (Caring for Child) | 1 Device is 1 Occurrence | An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill the caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Home Adaptations for Caregiving (Caring for Child) | 1 Modification is 1 Occurrence | An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to facilitate and fulfill caregiving responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiving Services Registry (Caring for Child) | 1 Hour is 1 Occurrence | An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |
| Caregiving Emergency Cash / Material Aid (Caring for Child) | 1 Assistance is 1 Occurrence | An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. | FCSP Registered services: Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered |

FCSP - Grandparent Caring for Child Access Assistance

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--|---------------------------|---|--|--------------------------------------|--|------------------------|------------------|---|
| Caregiver Outreach (Caring for Child) | 1 Contact | An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiving Information and Assistance (Caring for Child) | 1 Contact | An FCSP Access Assistance service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiver Interpretation / Translation (Caring for Child) | 1 Contact | An FCSP Access Assistance service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Caregiver Legal Resources (Caring for Child) | 1 Contact | An FCSP Access Assistance service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues. | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |

FCSP - Grandparent Caring for Child Information Services

| Service Category | Unit Measure ¹ | Definitions | Reporting Requirements | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|---|---------------------------|---|---|------------------------------|--|------------------------|------------------|---|
| Public Information on Caregiving (Caring for Child) | 1 Activity | An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 5 Information Svs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |
| Community Education on Caregiving (Caring for Child) | 1 Activity | An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair). | Non-Registered services: Reporting requirements include estimated unduplicated client counts and service units. | NAPIS FCSP 5 Information Svs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered |

Fiscally Allowable Administrative Activities

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Reporting Requirements | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|--------------------------------------|---------------------------|---|-----------------|--|--|------------------------|------------------|---|
| Program Development | N/A | Activities that either establish a new service or expand or integrate existing services. | Non-NAPIS | Fiscally allowable administrative activities | CDA Standard Agreement Exhibit A | Title III B | No | N/A |
| Coordination | N/A | Activities that involve the active participation of the AAA staff to include liaison with non-OAA funded agencies and organizations for the purpose of avoiding duplication, improving services, resolving problems related to service delivery, and addressing the service needs of the eligible service population. | Non-NAPIS | Fiscally allowable administrative activities | CDA Standard Agreement Exhibit A | Title III B | No | N/A |
| CARS / Data Reporting Systems | N/A | The purchase, development, and maintenance of software designed to meet the requirements of the California Aging Reporting System (CARS). Maintenance includes system patches and upgrades. Activities include training staff on data collection and systems. | Non-NAPIS | Fiscally allowable administrative activities | | Title III B | No | N/A |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Reporting Requirements | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ |
|------------------------|---------------------------|--|-----------------|--|--|------------------------|------------------|---|
| Emergency Preparedness | N/A | Develop long-term emergency plans. | Non-NAPIS | Fiscally allowable administrative activities | | Title III B | No | N/A |
| Senior Center Staffing | N/A | Assist with the operation of the multipurpose senior center by meeting all or part of the costs of compensating professional and technical personnel required for the operation of the center. | Non-NAPIS | Fiscally allowable administrative activities | Div 4000 Unit 42 | Title III B | No | N/A |

¹ AAAs must track the actual time services provided in their local database (i.e. minutes, fractions). All service units that are measured in hours must be reported as whole numbers (no fractions/partial units can be reported). When exporting this data to the California Aging Reporting System (CARS) the AAA’s software system must round total service units for each client by month and by service category to the nearest integer (i.e. can round up or down)). This should not affect the actual data in the AAA database, only the service unit totals in the CARS export files. Due to rounding, CDA expects minor service unit discrepancies (not to exceed 10 percent) between the AAA database and CARS. Also see "CARS Overview and Guidance" document.

² All references to Division 4000 and CDA FCSP Service Matrix are for historical reference only.

³ In addition to reporting service units, AAAs must also report unduplicated client enrollments/estimated audience size (see the color key above for further information).

Service Categories and Data Dictionary:

Glossary of Terms and Acronyms

DRAFT

AAA: Area Agency on Aging

ADL: Activities of Daily Living

IADL: Instrumental Activities of Daily Living

AoA: United States Administration on Aging <http://www.aoa.gov/>

CARS: A multi-phased, multi-year project started in June 2007 which will transform the existing Older Americans Act (OAA) and Older Californians Act (OCA) aggregate reporting system into a new web-based system capable of providing the State with client-level data from the Aging Services network.

The complete project envisions web-based access to one common database (standardized data specification across programs) on OAA and OCA fiscal, program performance (utilization), and client-level demographic profile data (Registered services only; a number of Non-Registered services remaining are aggregated data).

It will allow the California Department of Aging (CDA) to compare data across all programs, as opposed to having silos of data that are not comparable to one another.

CCR: California Code of Regulations <http://www.oal.ca.gov/ccr.htm>

CDA: California Department of Aging <http://www.aging.ca.gov/>

DIV: Division (as in a section of law)

Division 4000: Division 4000 is used to specify the Other Title III B and Title III D services not defined in NAPIS, as well as elder abuse prevention activities related to Title VII. With the implementation of the Service Category and Data Dictionary Matrix, definitions from this source will no longer be used.

Estimated Unduplicated Client Count: The Administration on Aging has not provided a method to estimate an Unduplicated Count of Clients. Each AAA must supply its own methodology.

FCSP: Family Caregiver Support Program -- same as Title III E. FCSP provides support to (1) unpaid family caregivers of older adults and (2) grandparents or other older relatives with primary caregiving responsibilities for a child through five broad categories of services (see FCSP 1-5)

FCSP 1: Support Services means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management.

FCSP 2: Respite Care means a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an intermittent, occasional, or emergency basis in a manner that responds to the individual needs and preferences of the caregivers and their care receivers, rather than a pre-established set amount offered on a "first come, first served" waiting list basis.

FCSP 3: Supplemental Services means caregiver-centered assistance offered on a limited basis to support and strengthen the caregiving efforts.

FCSP 4: Access Assistance means the provision of caregiving information and assistance, caregiver outreach, caregiver interpretation/translation, and caregiver legal resources; and links caregivers to the opportunities and services that are available.

FCSP 5: Information Services means the provision of public information on caregiving and/or community education on caregiving, including information about available services.

InfoVan: A specialized vehicle used by Area Agencies on Aging and their providers for outreach and education on services and information via oral communication and written information such as flyers, brochures, etc. http://www.cda.ca.gov/aaa/reporting_instructions/info_van.asp

NAPIS: The National Aging Program Information System (NAPIS) through which the State Program Report (SPR) is reported annually. The report contains statistical compilation of performance data and expenditures for programs administered by CDA with OAA Title III and Title VII funds. The data is collected and reported by service providers, AAAs, and State Units on Aging (for California, CDA) (for State on quarterly basis) on an annual basis in CARS. Statistical data is reported to AoA per federal guidelines by January 31 of each year by CDA.

Non Registered Services: Non-registered services are those services where it is not practical to collect client specific information or where requiring the client to register may serve as a barrier to receiving a service (see Service Categories and Data Dictionary document).

OAA: The Federal Older Americans Act: Congress enacted in 1965 to promote and provide assistance in the development of programs of benefit to the elderly and to provide funding for such programs through State Units and Area Agencies on Aging. http://www.aoa.gov/AoARoot/AoA_Programs/OAA/index.aspx

OCA: In 1974, the Burton Act established the California Department of Aging (CDA) as a department within the Health and Welfare Agency. Initially the CDA was known as the Office on Aging. The Burton Act also established the California Commission on Aging (CCoA) as an advisory body to the Governor, Legislature, Department of Aging and other state departments, as well as provided funding and staffing.

Pr: Refers to "Program" type under Division 4000

Registered Services: Means data collection and reporting requirements include unduplicated client counts by characteristic, units of service, including in some cases ADLs/IADLs (see Service Categories and Data Dictionary document). Registered Services are client specific data using participant identification numbers for each client.

Service Categories and Data Dictionary: See Service Categories and Data Dictionary section.

Title III B: Title III B of the Older Americans Act that provides funding for supportive services such as, but not limited to, Information and Referral Services, In-home Services, Legal Services, Outreach, Respite Care/Respite Care Registries, and Transportation.

Title III C-1: Title III C-1 of the Older Americans Act that provides funding for the provision of Congregate Meals.

Title III C-2: Title III C-2 of the Older Americans Act that provides funding for the provision of Home Delivered Meals.

Title III D: Title III D of the Older Americans Act that provides funding for the provision of Disease Prevention and Health Promotion Services.

Title III E: See FCSP

Title VII B: Elder Abuse Prevention

Service Categories and Data Dictionary:

Summary of Changes

DRAFT

AAA Activities and CARS Reporting

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|-----------------------------------|---------------------------|--|-----------------|--|------------------------|------------------|---|--------------------|
| Personal Care | 1 Hour | Personal assistance, stand-by assistance, supervision or cues. (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming). | NAPIS 1 | NAPIS Div 4000 Unit 20 | Title III B | Yes | Registered | No Changes |
| Homemaker | 1 Hour | Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework. | NAPIS 2 | NAPIS Div 4000 Unit 50, Unit 27 | Title III B | Yes | Registered | No Changes |
| Chore | 1 Hour | Assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person. | NAPIS 3 | NAPIS Div 4000 Unit 5 | Title III B | Yes | Registered | No Changes |
| Home-Delivered Meals | 1 Meal | A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | NAPIS 4 | NAPIS Div 4000 Unit 51 | Title III C-2 | No | Registered | No Changes |
| Adult Day Care / Adult Day Health | 1 Hour | Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health. | NAPIS 5 | NAPIS Div 4000 Pr 5, Pr 11, Pr 17 | Title III B | Yes | Registered | No Changes |
| Case Management | 1 Hour | Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. | NAPIS 6 | NAPIS Div 4000 Pr 3 | Title III B | Yes | Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|-------------------------|---------------------------|--|-----------------|--|--|------------------|---|--------------------|
| Assisted Transportation | 1 One Way Trip | Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. | NAPIS 7 | NAPIS Div 4000 Unit 10 | Title III B | No | Registered | No Changes |
| Congregate Meals | 1 Meal | A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans. | NAPIS 8 | NAPIS Div 4000 Pr 20 | Title III C-1 | No | Registered | No Changes |
| Nutrition Counseling | 1 Session Per Participant | Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietitian, and addresses the options and methods for improving nutrition status. Nutrition counseling may be made either in person or by any other means deemed appropriate (e.g., telephone, emails, etc.) | NAPIS 9 | NAPIS Div 4000 Unit 53 | Title III C-1 Title III C-2 | No | Registered | No Changes |
| Transportation | 1 One Way Trip | Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes. | NAPIS 10 | NAPIS Div 4000 Pr 12 | Title III B | Yes | Non-Registered | No Changes |
| Legal Assistance | 1 Hour | Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney. | NAPIS 11 | NAPIS Div 4000 Pr 14 | Title III B | Yes | Non-Registered | No Changes |
| Nutrition Education | 1 Session Per Participant | A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants. | NAPIS 12 | NAPIS Div 4000 Unit 52 | Title III C-1 Title III C-2 Title III D ⁴ | No | Non-Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|-------------------------------|---------------------------|--|----------------------------|--|--------------------------|------------------|---|--------------------|
| Information and Assistance | 1 Contact | A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied, and (C) is satisfied. Maximum extent practicable includes offering a follow-up call to all individuals who were linked to a service. Individuals can remain anonymous and refuse a follow-up call. | NAPIS 13 | NAPIS Div 4000 Pr 1 | Title III B | Yes | Non-Registered | No Changes |
| Outreach | 1 Contact | Interventions (one-on-one contacts) with individuals initiated by an agency or provider for the purpose of identifying potential clients (or their age 60+ caregivers) and encouraging their use of existing services and benefits. | NAPIS 14 | NAPIS Div 4000 Unit 19 | Title III B | Yes | Non-Registered | No Changes |
| Health Promotion | 1 Contact | An evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. For a list of ACL approved Evidence-Based programs, please visit the National Council on Aging website at https://www.ncoa.org/resources/ebpchart . | NAPIS 16 - Heath Promotion | Older Americans Act Sec 102 (14) | Title III D ³ | No | Non-Registered | No Changes |
| Alzheimer's Day Care Services | 1 Day of Attendance | Day of attendance (four hours minimum) at a licensed Adult Day Care or Adult Day Health Care Center that provides Alzheimer's or dementia services. | NAPIS 15 - Other | Div 4000 Pr 6 | Title III B | Yes | Non-Registered | No Changes |
| Cash / Material Aid | 1 Assistance | Arrange for and provide assistance to participants in the form of commodities, surplus food distribution, emergency cash assistance, and vouchers. | NAPIS 15 - Other | Div 4000 Unit 15 | Title III B | No | Non-Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|--|------------------|--|------------------------|------------------|---|--------------------|
| Community Education | 1 Activity | Educating groups of older persons, their families, friends, and community organizations/facility staff on rights, benefits, entitlements, and health and wellness information for older persons either residing at home or in an institutional setting. | NAPIS 15 - Other | Div 4000 Unit 9 | Title III B | No | Non-Registered | No Changes |
| Comprehensive Assessment | 1 Hour | Evaluating a person's physical, psychological, and social needs, financial resources, and the strengths and weaknesses of their informal support system and the immediate environment as a basis for determining current functional ability and potential improvement in order to develop the appropriate services needed to maximize functional independence. | NAPIS 15 - Other | Div 4000 Unit 32 CCR 7112 | Title III B | Yes | Non-Registered | No Changes |
| Disaster Preparedness Materials | 1 Product | Assemble and distribute disaster preparedness materials such as File of Life or preparedness kits that will assist seniors in the event of an emergency. | NAPIS 15 - Other | No reference | Title III B | No | Non-Registered | No Changes |
| Elder Abuse Prevention, Education and Training | 1 Session | Public education and training of professionals to develop, strengthen, and carry out programs for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation).This includes training for Title III E caregivers. | NAPIS 15 - Other | Div 4000 Pr 22 | Title VII B | No | Non-Registered | No Changes |
| Elder Abuse Prevention Educational Materials | 1 Product | Educational materials and guidance kits distributed for the prevention, detection, assessment, and treatment of, intervention in, investigation of, and response to elder abuse, neglect, and exploitation (including financial exploitation). | NAPIS 15 - Other | Div 4000 Pr 22 | Title VII B | No | Non-Registered | No Changes |
| Employment | 1 Activity | Activities designed to maintain or obtain part-time/full-time employment for older persons or to assist them in selecting and entering into a second career. This can be accomplished through activities including but not limited to career counseling, recruitment, assessment, training, job club, and job development. | NAPIS 15 - Other | Div 4000 Pr 15 | Title III B | No | Non-Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--------------------------------|---------------------------|---|------------------|---|------------------------|------------------|---|--------------------|
| Health | 1 Hour | Activities such as non-evidence-based medication management, health screening, physical fitness, therapy, and hospice to assist older individuals to improve or maintain physical health and secure necessary medical, preventive health, or health maintenance services. Health screening, therapy, and hospice must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. Medication management means activities that facilitate safe and effective use of prescription and over-the-counter drugs. These activities may include medication screening and education to an individual and/or the caregiver to prevent incorrect medication administration and adverse drug reaction. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit. | NAPIS 15 - Other | Div 4000 Pr 9, Unit 13, Unit 21, Unit 29, Unit 37 | Title III B | Yes | Non-Registered | No Changes |
| Housing | 1 Hour | Assistance in locating adequate housing through referral or placement. | NAPIS 15 - Other | Div 4000 Pr 4 | Title III B | No | Non-Registered | No Changes |
| Interpretation / Translation | 1 Contact | Provide interpretation/translation services for older individuals and their caregivers. | NAPIS 15 - Other | Div 4000 Unit 4 | Title III B | No | Non-Registered | No Changes |
| Mobility Management Activities | 1 Hour | Activities related to increasing transportation and mobility options for older adults by providing assistance, information, travel training, trip planning, coordination of service public or private transit operators, scheduling, access to transit information, creation of new models of service such as volunteer driver programs and shuttles. | NAPIS 15 - Other | | Title III B | No | Non-Registered | No Changes |
| Mental Health | 1 Hour | Provide services such as screening, assessment, therapy, counseling, follow-up, and referral to maintain or improve the mental health of older individuals. Mental Health services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional. Does not include services covered by Medicare, Medi-Cal, or other health insurance. | NAPIS 15 - Other | Div 4000 Pr 10, Unit 11, Unit 23, Unit 29 | Title III B | Yes | Non-Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|-------------------------------------|---------------------------|--|------------------|--|------------------------|------------------|---|--------------------|
| Peer Counseling | 1 Hour | Use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices. | NAPIS 15 - Other | Div 4000 Unit 7 | Title III B | No | Non-Registered | No Changes |
| Personal Affairs Assistance | 1 Contact | Provide assistance in writing letters and with the completion of financial forms, including tax forms, and other written or electronic documents. | NAPIS 15 - Other | Div 4000 Unit 12, Pr 16 | Title III B | No | Non-Registered | No Changes |
| Personal / Home Security | 1 Product | Services for the security and safety of their home environment, by providing safety features such as: medical alert, alarms, assistive devices (including provision of assistive technology services and assistive technology devices). | NAPIS 15 - Other | Div 4000 Pr 7 | Title III B | No | Non-Registered | No Changes |
| Public Information | 1 Activity | Contact with multiple current or potential clients or caregivers through publications, publicity campaigns, and other mass media campaigns including Internet websites. | NAPIS 15 - Other | NAPIS | Title III B | Yes | Non-Registered | No Changes |
| Registry | 1 Hour | Recruit workers, maintain a current list of qualified workers, refer workers to clients or clients to workers, and follow-up to assure that service was received. | NAPIS 15 - Other | Div 4000 Unit 41 | Title III B | No | Non-Registered | No Changes |
| Residential Repairs / Modifications | 1 Modification | Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations in order to meet safety, health issues, and code standards. | NAPIS 15 - Other | Div 4000 Unit 1, Unit 48 | Title III B | Yes | Non-Registered | No Changes |
| Respite Care | 1 Hour | Arrange for relief of the relatives or other caregivers of the frail elderly living at home by the coordination or direct provision of supportive services to the older person(s) while the primary caregiver is temporarily absent (includes Adult Day Care as a respite service for families). | NAPIS 15 - Other | Div 4000 Pr 18, Unit 45 | Title III B | Yes | Non-Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--------------------------|---------------------------|---|------------------|--|------------------------|------------------|---|--------------------|
| Senior Center Activities | 1 Hour | Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable. | NAPIS 15 - Other | Div 4000 Pr 13 OMB A-87 | Title III B | No | Non-Registered | No Changes |
| Telephone Reassurance | 1 Contact | Telephone a client to provide contact and safety checks to reassure and support older individuals. | NAPIS 15 - Other | Div 4000 Unit 28 | Title III B | Yes | Non-Registered | No Changes |
| Visiting | 1 Hour | Visit a client to provide contact and safety checks to reassure and support older individuals. | NAPIS 15 - Other | Div 4000 Unit 31 | Title III B | Yes | Non-Registered | No Changes |

FCSP - Caregiver Caring for Elderly Support Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|---|---------------------------|---|---------------------------------|--|------------------------|------------------|---|--------------------|
| Caregiver Assessment (Caring for Elderly) | 1 Hour | An FCSP Support Service conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Counseling (Caring for Elderly) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | NAPISFCSP 1Support Svcs | OAA 373(b)(3) NAPISCDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Peer Counseling (Caring for Elderly) | 1 Hour | An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Support Group (Caring for Elderly) | 1 Hour | An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|---|--------------------------|--|------------------------|------------------|---|--------------------|
| Caregiver Training (Caring for Elderly) | 1 Hour | An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Case Management (Caring for Elderly) | 1 Hour | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Caregiver Caring for Elderly Respite Care

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|---|---------------------------------|---|------------------------|------------------|---|--------------------|
| Caregiver Respite In-Home Supervision (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Homemaker Assistance (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite In-Home Personal Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Home Chore (Caring for Elderly) | 1 Hour | An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Out-of-Home Day Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Out-of-Home Overnight Care (Caring for Elderly) | 1 Hour | An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Caregiver Caring for Elderly Supplemental Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|--------------------------------|--|-------------------------------|--|------------------------|------------------|---|--------------------|
| Assistive Devices for Caregiving (Caring for Elderly) | 1 Device is 1 Occurrence | An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill caregiving responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Home Adaptations for Caregiving (Caring for Elderly) | 1 Modification is 1 Occurrence | An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiving Services Registry (Caring for Elderly) | 1 Hour is 1 Occurrence | An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiving Emergency Cash / Material Aid (Caring for Elderly) | 1 Assistance is 1 Occurrence | An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Caregiver Caring for Elderly Access Assistance

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|---|---------------------------|--|--------------------------------------|---|------------------------|------------------|---|--------------------|
| Caregiver Outreach (Caring for Elderly) | 1 Contact | An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market). | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiving Information and Assistance (Caring for Elderly) | 1 Contact | An FCSP Access Assistances service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact). | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiver Interpretation /Translation(Caring for Elderly) | 1 Contact | An FCSP Access Assistance Service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver). | NAPISFCSP 4Access Assistance | OAA 373(b)(2) NAPISCDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiver Legal Resources (Caring for Elderly) | 1 Contact | An FCSP Access Assistance Service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |

FCSP - Caregiver Caring for Elderly Information Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|---|---------------------------|---|-------------------------------|--|------------------------|------------------|---|--------------------|
| Public Information on Caregiving (Caring for Elderly) | 1 Activity | An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter). | NAPIS FCSP 5 Information Svcs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Community Education on Caregiving (Caring for Elderly) | 1 Activity | An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair). | NAPIS FCSP 5 Information Svcs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |

FCSP - Grandparent Caring for Child Support Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|--|---------------------------|--|------------------------|------------------|---|--------------------|
| Caregiver Assessment (Caring for Child) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, which may range from guidance with caregiving responsibilities to therapy for stress, depression, and loss; and (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | NAPIS FCSP 1 Support Svcs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|---|---------------------------|---|--------------------------|--|------------------------|------------------|---|--------------------|
| Caregiver Counseling (Caring for Child) | 1 Hour | An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve his or her informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving-related financial and long-term care placement responsibilities. | NAPISFCSP 1Support Svs | OAA 373(b)(3) NAPISCDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Peer Counseling (Caring for Child) | 1 Hour | An FCSP Support Service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Support Group (Caring for Child) | 1 Hour | An FCSP Support Service provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Training (Caring for Child) | 1 Hour | An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and shall address the areas of health, nutrition, and financial literacy. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Case Management (Caring for Child) | 1 Hour | An FCSP Support Service provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression. | NAPIS FCSP 1 Support Svs | OAA 373(b)(3) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Grandparent Caring for Child Respite Care

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|---|---------------------------|---|------------------------|------------------|---|--------------------|
| Caregiver Respite In-Home Supervision (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Homemaker Assistance (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer. | NAPISFCSP 2 Respite Care | OAA 373(b)(4) NAPISCDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite In-Home Personal Care (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Home Chore (Caring for Child) | 1 Hour | An FCSP Respite Care service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Out-of-Home Day Care (Caring for Child) | 1 Hour | An FCSP Respite Care service where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes assess to social and recreational activities. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiver Respite Out-of-Home Overnight Care (Caring for Child) | 1 Hour | An FCSP Respite Care service where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care. | NAPIS FCSP 2 Respite Care | OAA 373(b)(4) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Grandparent Caring for Child Supplemental Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|--------------------------------|--|-------------------------------|--|------------------------|------------------|---|--------------------|
| Assistive Devices for Caregiving (Caring for Child) | 1 Device is 1 Occurrence | An FCSP Supplemental Service that involves the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device) in order to facilitate and fulfill the caregiving responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Home Adaptations for Caregiving (Caring for Child) | 1 Modification is 1 Occurrence | An FCSP Supplemental Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to facilitate and fulfill caregiving responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiving Services Registry (Caring for Child) | 1 Hour is 1 Occurrence | An FCSP Supplemental Service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the self-employed worker will be: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively. | NAPISFCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |
| Caregiving Emergency Cash / Material Aid (Caring for Child) | 1 Assistance is 1 Occurrence | An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. | NAPIS FCSP 3 Supplemental Svs | OAA 373(b)(5) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Registered | No Changes |

FCSP - Grandparent Caring for Child Access Assistance

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|--|---------------------------|---|--------------------------------------|---|------------------------|------------------|---|--------------------|
| Caregiver Outreach (Caring for Child) | 1 Contact | An FCSP Access Assistance service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services (e.g., Caregiver InfoVan staff contacts outside of local market). | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiving Information and Assistance (Caring for Child) | 1 Contact | An FCSP Access Assistance service that: (A) provides caregivers with information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact). | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiver Interpretation / Translation (Caring for Child) | 1 Contact | An FCSP Access Assistance service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver). | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Caregiver Legal Resources (Caring for Child) | 1 Contact | An FCSP Access Assistance service involving one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving-related legal issues. | NAPIS FCSP 4 Access Assistance | OAA 373(b)(2) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |

FCSP - Grandparent Caring for Child Information Services

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|---|---------------------------|---|------------------------------|--|------------------------|------------------|---|--------------------|
| Public Information on Caregiving (Caring for Child) | 1 Activity | An FCSP Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems (e.g., quarterly newsletter). | NAPIS FCSP 5 Information Svs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |
| Community Education on Caregiving (Caring for Child) | 1 Activity | An FCSP Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., booth at a health fair). | NAPIS FCSP 5 Information Svs | OAA 373(b)(1) NAPIS CDA FCSP Service Matrix | Title III E | N/A | Non-Registered | No Changes |

Fiscally Allowable Administrative Activities

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|----------------------------|---------------------------|---|-----------------|--|------------------------|------------------|---|--------------------|
| Program Development | N/A | Activities that either establish a new service or expand or integrate existing services. | Non-NAPIS | CDA Standard Agreement Exhibit A | Title III B | No | N/A | No Changes |
| Coordination | N/A | Activities that involve the active participation of the AAA staff to include liaison with non-OAA funded agencies and organizations for the purpose of avoiding duplication, improving services, resolving problems related to service delivery, and addressing the service needs of the eligible service population. | Non-NAPIS | CDA Standard Agreement Exhibit A | Title III B | No | N/A | No Changes |

| Service Category | Unit Measure ¹ | Definitions | NAPIS Reference | Definition / Historical Reference ² | Primary Funding Source | Priority Service | Registered or Non-Registered ³ | Summary of Changes |
|-------------------------------|---------------------------|---|-----------------|--|------------------------|------------------|---|--|
| CARS / Data Reporting Systems | N/A | The purchase, development, and maintenance of software designed to meet the requirements of the California Aging Reporting System (CARS). Maintenance includes system patches and upgrades. Activities include training staff on data collection and systems. | Non-NAPIS | | Title III B | No | N/A | New definition: the definition was revised to specify allowable activities for staff training on data collection and systems for AB 959 and other topics. The definition also clarifies that maintenance includes system patches and upgrades. |
| Emergency Preparedness | N/A | Develop long-term emergency plans. | Non-NAPIS | | Title III B | No | N/A | No Changes |
| Senior Center Staffing | N/A | Assist with the operation of the multipurpose senior center by meeting all or part of the costs of compensating professional and technical personnel required for the operation of the center. | Non-NAPIS | Div 4000 Unit 42 | Title III B | No | N/A | No Changes |

For ADA compliance, additional notes for reporting requirements have been moved into a column titled “Reporting Requirements” as needed for each service category, instead of the color coordinated sections as follows:

- Light Blue: Denotes Cluster 1 services. Reporting requirements include unduplicated client counts by characteristic, ADLs/IADLs and service units.
- Dark Blue: Denotes Cluster 2 services. Reporting requirements include unduplicated client counts by characteristic and service units. For FCSP, ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.
- White: Denotes Non-Registered services. Reporting requirements include estimated unduplicated client counts and service units.
- Yellow: Denotes FCSP Registered services. Reporting requirements include unduplicated client counts by characteristic and service units for Caregivers. ADL/IADL information is required for Care Receivers served in "Caregiver Caring for Elderly" component only.
- Green: Denotes fiscally allowable administrative activities.

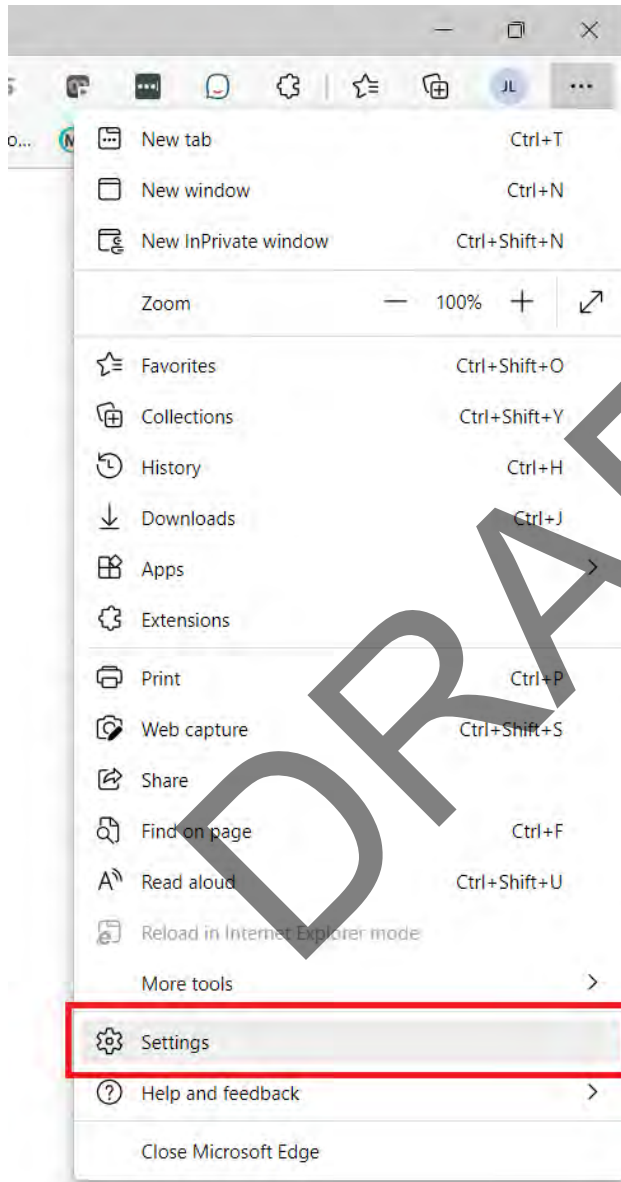
¹ AAAs must track the actual time services provided in their local database (i.e. minutes, fractions). All service units that are measured in hours must be reported as whole numbers (no fractions/partial units can be reported). When exporting this data to the California Aging Reporting System (CARS) the AAA’s software system must round total service units for each client by month and by service category to the nearest integer (i.e. can round up or down)). This should not affect the actual data in the AAA database, only the service unit totals in the CARS export files. Due to rounding, CDA expects minor service unit discrepancies (not to exceed 10 percent) between the AAA database and CARS. Also see "CARS Overview and Guidance" document.

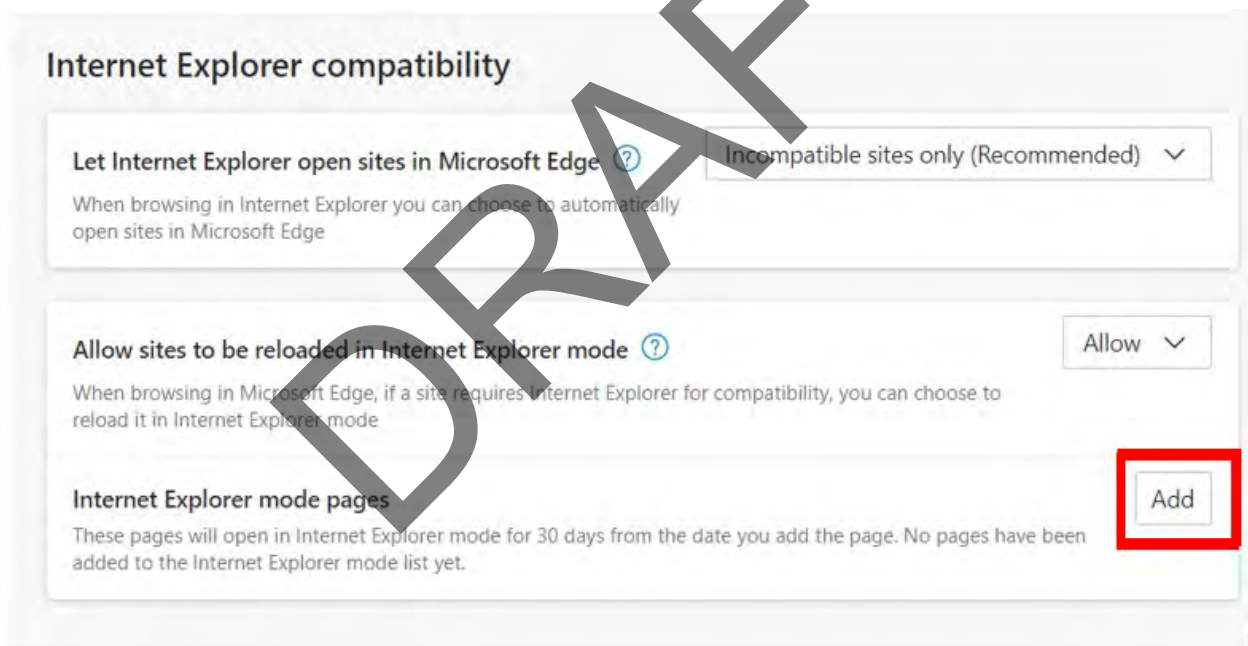
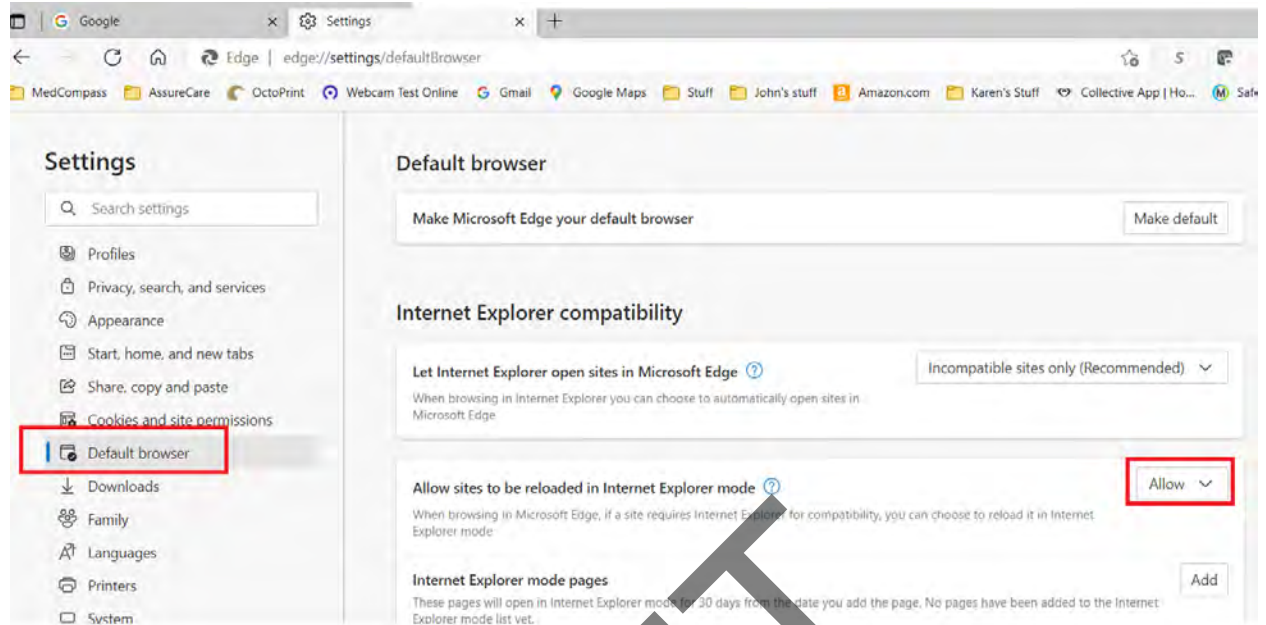
² All references to Division 4000 and CDA FCSP Service Matrix are for historical reference only.

³ In addition to reporting service units, AAAs must also report unduplicated client enrollments/estimated audience size (see the color key above for further information).

Opening IE Mode in Microsoft Edge

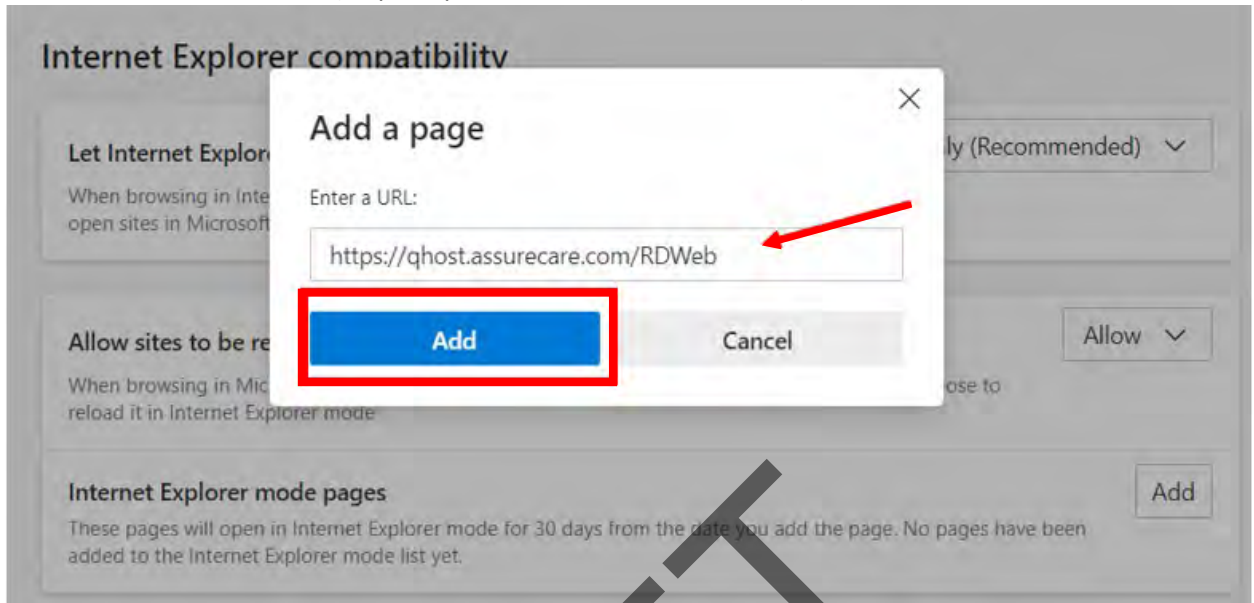
1. Download the most current version of Edge.
2. In Edge, go to Settings, select Default browser, change the "Allow sites to be reloaded in Internet Explorer mode" setting to "Allow".



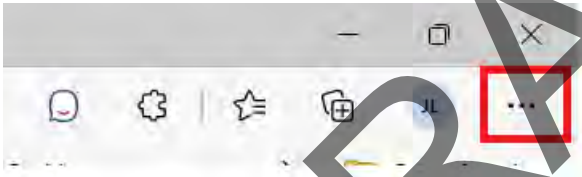


3. After selecting 'Allow' from the dropdown menu, click 'Add' within the row labeled 'Internet Explorer mode pages'.

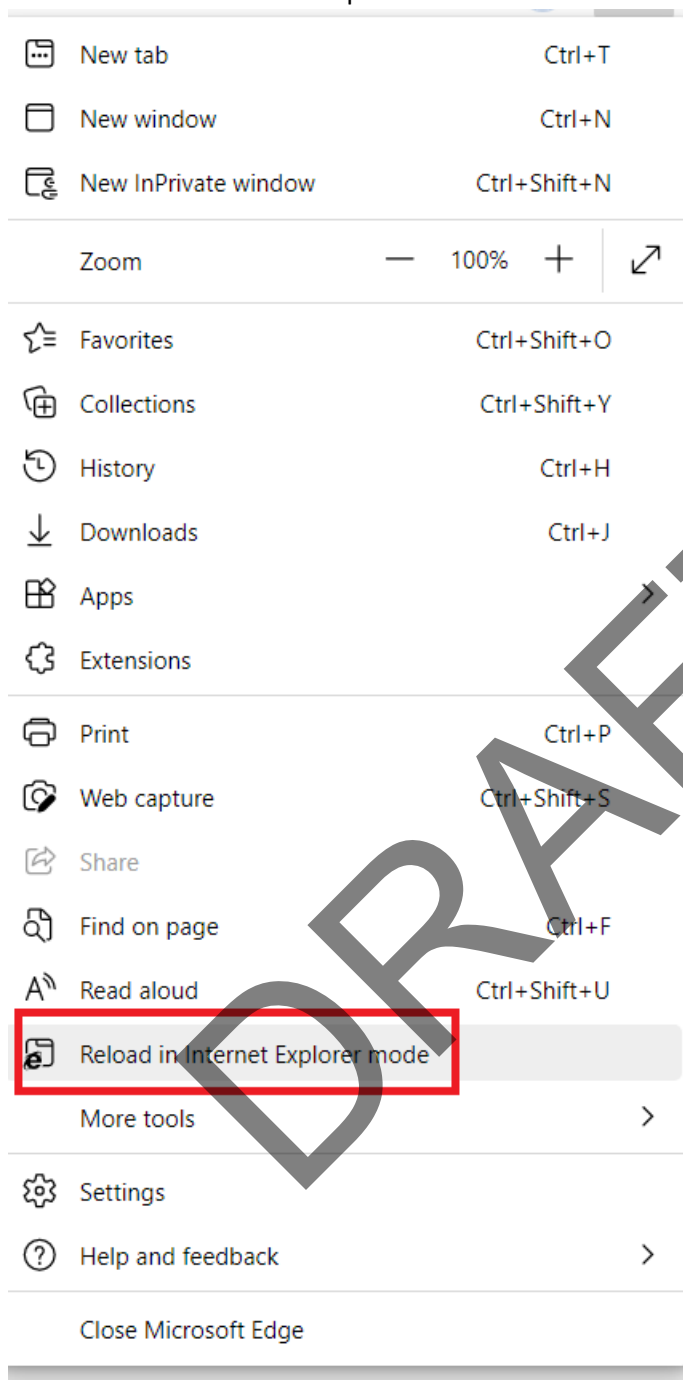
4. Enter the Q Portal address. (<https://qghost.assurecare.com/RDWeb>) . Click 'Add'



5. Close the Edge window and then reopen Microsoft Edge.
6. Enter the Q Portal address. (<https://qghost.assurecare.com/RDWeb>)
7. The Q Portal Log-in webpage should load. If it does not follow steps #8 and #11.
8. Click the ... (elipsis) button in the upper right corner of the Edge screen.

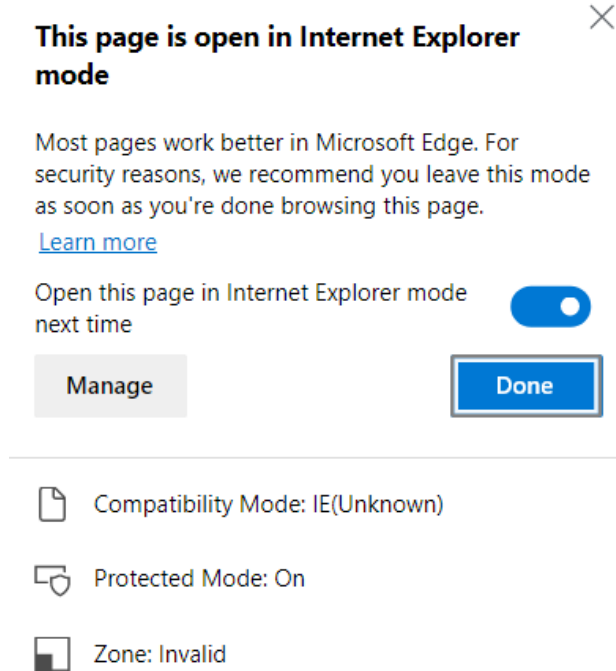


9. Select "Reload in Internet Explorer mode".



10. Log in to the Q Portal and then into Q like normal.

11. You might get this window:



I recommend clicking on the blue button so it knows to open this page in IE mode.



CareAccess
A Sourcewise Solution



AAA Provider Workbook

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The text discussed in the guide is the Q System's default settings. Please see your System administrator for any questions that might arise.

Note: The pages in this document were formatted so that the document can be printed as a two-sided document. The blank pages in this document are intentional in order to maintain a format conducive to printing in such a manner.

Document revision date – 5/11/2016

DRAFT

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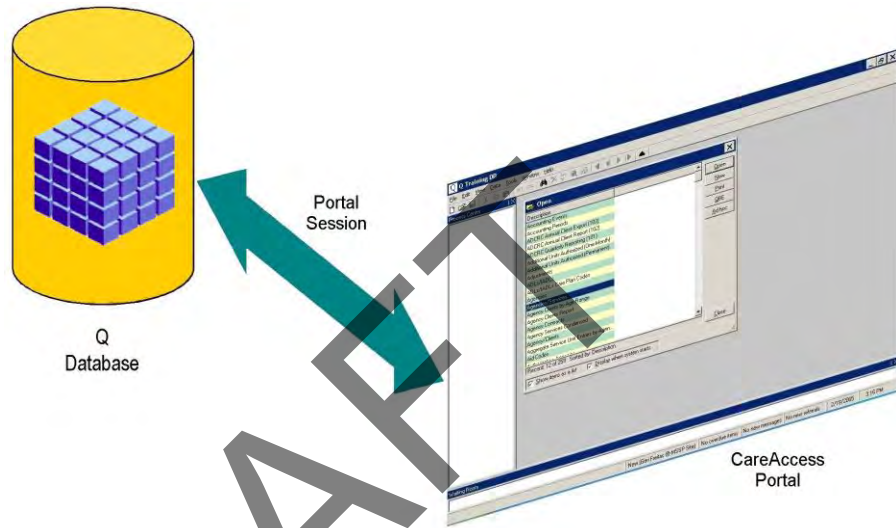
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LESSON 1: Discovering Q Features

Understanding the Q database

About the Q database system

The CareAccess Portal is comprised of the Q Continuum Database software, the portal session, and the site database itself. Q Continuum is the database that stores and organizes information. The CareAccess application portal provides communication between the Q database session and the end user.



Q database model

Q is built on SQL Server 2000 technology. Q combines the best characteristics of both traditional relational and multidimensional data models. The Q relational database contains several features for the design and maintenance of data warehouse style applications, such as the application you'll be using, CareAccess.

Multidimensional database

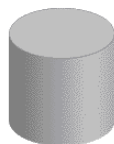


Supports online analytical processing (OLAP)

Provides multidimensional view of data

Finds answers to complex questions about the organization

Traditional relational database



Supports online transactional processing (OLTP)

Provides two-dimensional view of data

Finds answers to simple questions about the organization

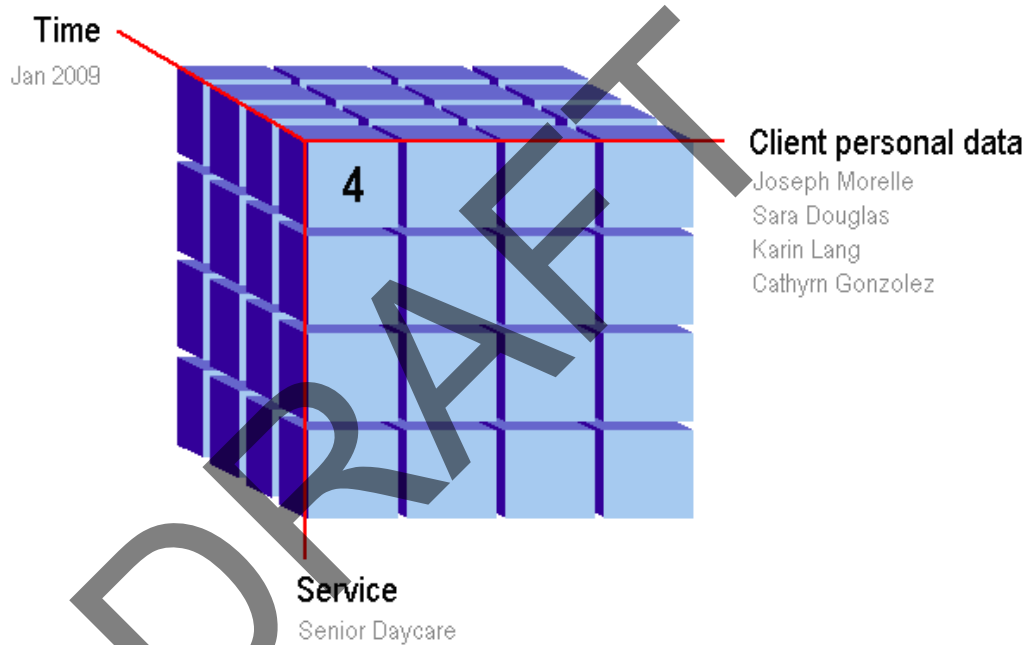
Transacional processing vs. analytical processing

The traditional relational database structure is based on a two-dimensional model of data organized in rows and columns. This structure lends itself well to online transactional processing (OLTP), but is too inflexible for complex data analysis.

OLTP provides answers to simple questions, such as "What was the total expenditure for all services in May 2005?"

Business intelligence

A multidimensional database supports online analytical processing (OLAP) through data mining. You can explore and analyze large quantities of data in order to discover meaningful patterns and trends using ad hoc queries. For example, you can find answers to complex, multi-layered questions, such as "Who are all clients over the age of 64 who have received a unit of waived services in January 2009?"



You see the answer is four clients over the age of 64 have received a unit of waived services in January 2009. The answer is indicated where the dimensions intersect on the data cube. While a three-dimensional cube is often used to graphically represent multidimensional data, the total number of dimensions is not limited to three!

Starting a Q database session

Do it! Start Q database session



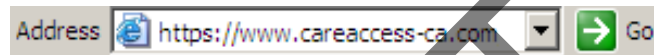
After the client software is installed, you are ready to start a Q database session. The CareAccess Application Portal available on the internet. So you can access the Q database using a web browser, such as Internet Explorer.

To begin a Q database session using Internet Explorer:

1. Click the Internet Explorer icon on your desktop. The browser is opened.

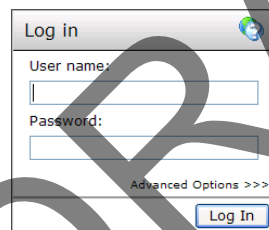


2. In the Address field, type <https://www.careaccess-ca.com> and click the Go button.



The CareAccess portal site is displayed. The CareAccess Application Portal login fields are located in the upper left of the browser window.

3. Type your user name in the User name field. Click Tab to advance to the Password field.
4. Type your password in the Password field, and click the sign in button.



The CareAccess "Member Area" is displayed.

Install the client software

You install the client software one time only. To install the client software on your workstation:

1. Click the "Download the Citrix Presentation Server Client for 32-bit Windows" link.



If you wish to use the latest Citrix Presentation Server Client, you can install it. After installation, you must restart your browser.

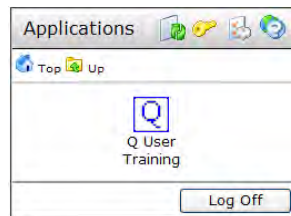
[Download the Citrix Presentation Server Client for 32-bit Windows](#)

2. When the File Download dialog box is displayed, click Run, and follow the directions to install the client.

Start Q demo database session

To start Q demo database session after the client is installed:

1. In the Application Portal, click your site's Q icon. (This icon will be labeled with your site name or county.)



2. The Q Login screen is displayed.



3. Type your user name in the User ID field. Notice that the system forces your user name to all upper case. Click Tab to advance to the Password field.
4. Type your password in the Password field, and click OK

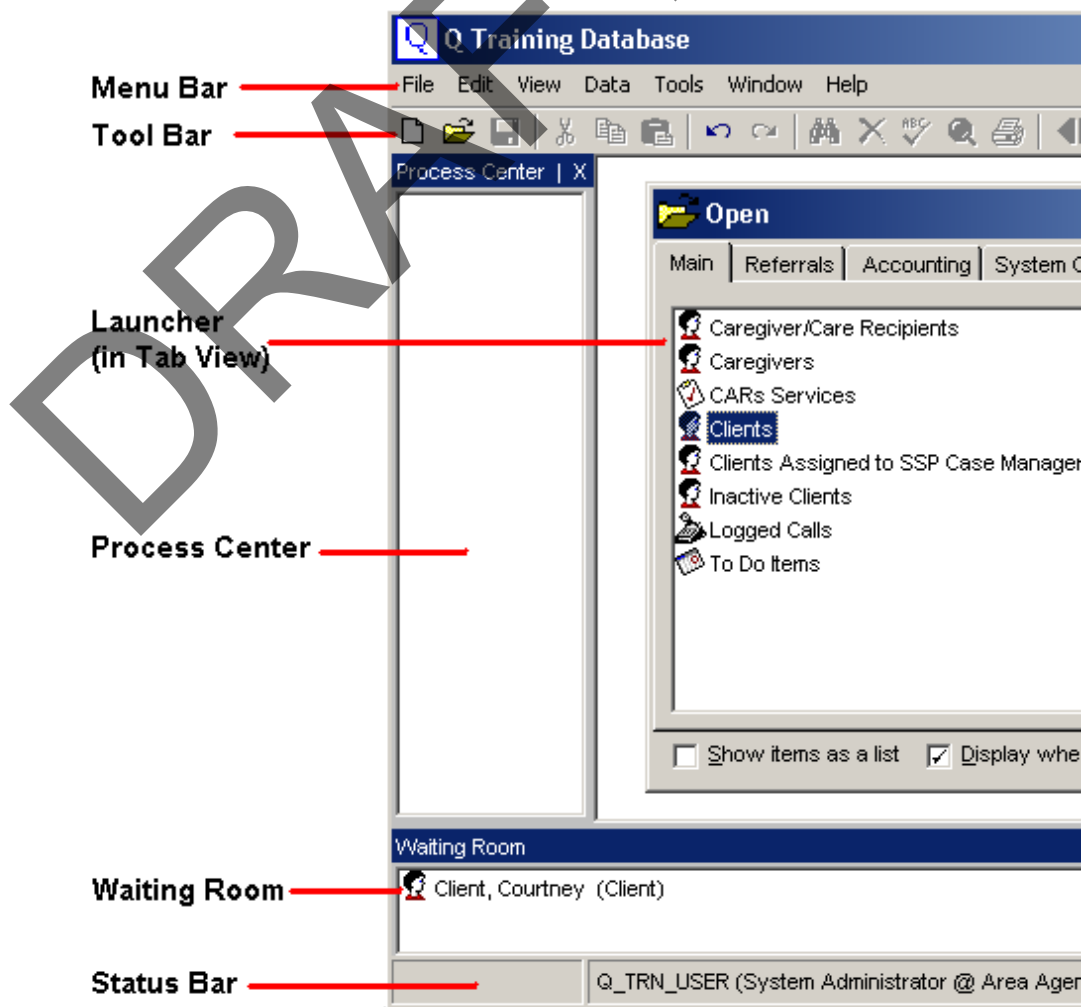
The Q demo database session is started. The Q workspace with the Open Launcher is displayed.

LESSON 2: Exploring the Q Workspace

Q workspace components

The Q workspace includes the following components:

- Menu bar** Contains command options for accessing files, views, data, tools, opened windows, and help.
- Toolbar** Provides quick access to commonly used commands. To display or hide the Toolbar, click the View menu.
- Launcher** Lists objects that are in the Q database.
- Process Center** Lists any opened objects in hierarchical navigation list. To display or hide the Process Center, click the View menu.
- Waiting Room** Lets you create links to frequently used information. To display or hide the Waiting Room, click the View menu. To add items to your waiting room, right-click on the Title Bar and choose **Send To>Waiting Room** from the popup menu.
- Status Bar** Identifies information about the current Q database session. To display or hide the Status Bar, click the View menu.



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LESSON 3: Navigating with Q Grids

Exploring the launcher

Overview

In a database, records are stored in lists or "tables." These tables can include agencies, clients, service unit records, care plans, etc. In Q we call these tables "grids." This lesson will cover how to work with grids.

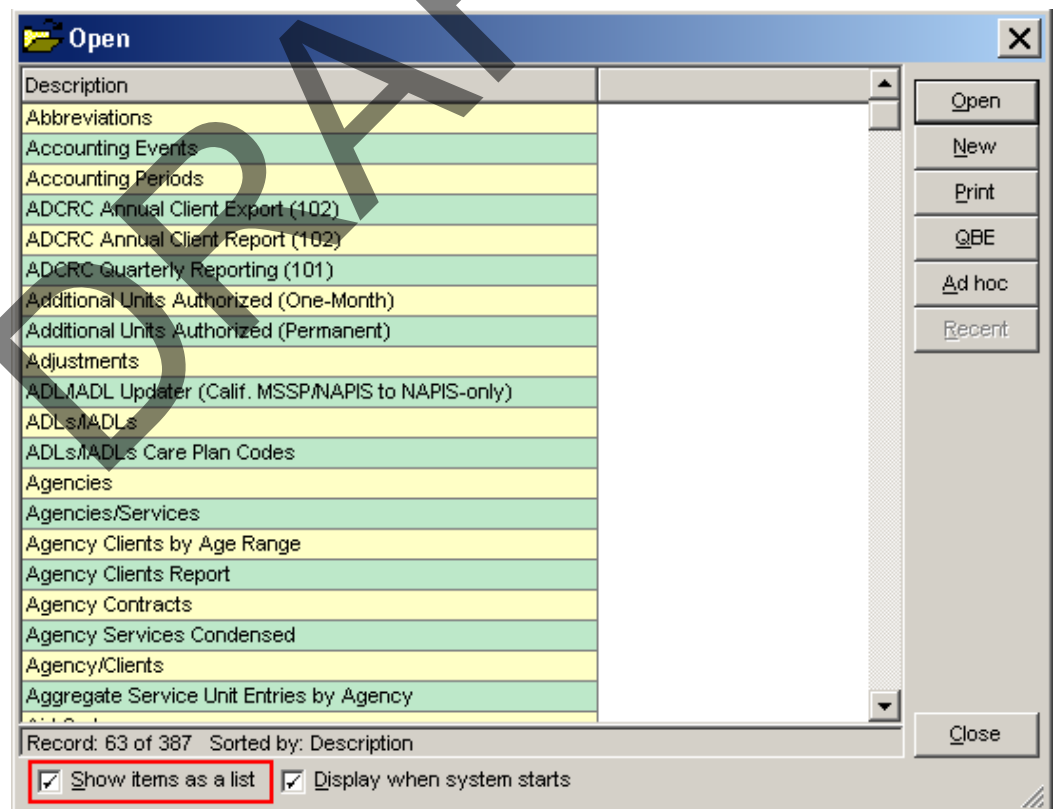
Displaying the launcher: two views

The Launcher is the most important grid in the Q system. This is the starting point for the work you will be doing in the system. The Launcher is a list of all of the grids, queries and functions in the system.

There are two ways to view objects in the Launcher: List view and Tab view.


- By default, Q is displayed in tab view the first time you log in.
- To switch to list view (alphabetical) click the "Show items as a list" check-box in the lower left corner of the Launcher.

In this workbook we will use the Launcher in list view.



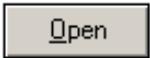
Opening the launcher

Once you double-click on one of the Launcher items, the Launcher will disappear. If you need to open the Launcher to access a new item, simply open it up!

- Click the Open button  on the toolbar
- Click File > Open from the Q menu bar.
- With your keyboard, enter CTRL + O

Command buttons in launcher

When you select an object in the launcher list, there are up to six command buttons available, depending on the type of object selected.



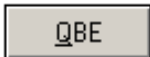
Displays either a grid list of items or a query dialog box to search for items to include in a grid.



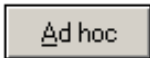
Opens a dialog box to create a new record for the selected object. The New button is disabled for report objects.



Opens either a formatted document or a query dialog box to search for items to include in a formatted document.



Opens the query by example (QBE) dialog box to display records or sets of records that match criteria that you specify.



Opens the ad hoc query dialog box. Similar to QBE, with more control. Ad hoc queries answer questions, such as: "Who are all clients born July 20, non-minority, female, widowed, with an annual income less than \$10,000 living in Zip Code 12345?"

Also you can query for Null values using the Ad hoc dialog box.

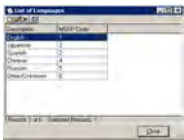


Not used in our version of Q.

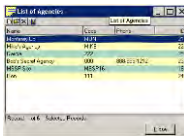
Objects

When a database session is communicating with Q, you use the application to view, modify, create, and deleted objects.

There are several different types of objects in Q, each with a different purpose.



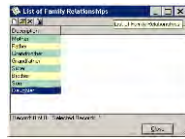
Tables are objects in the relational database that actually store the data.



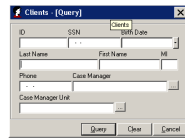
Grids display lists of Q objects. Double-click any object in the list to display its dialog box



Dialog boxes (sometimes called data input screens) are used to created objects and input data values and information into objects.



Code tables assign data validation values to fields in dialog boxes to ensure that users input the correct data in the right fields. They also populate drop-down lists with data values so users can easily select data instead of typing it.



Query screens are dialog boxes used to search for specified information stored in tables.

Exploring Q grids

Locating objects in a grid

The Launcher itself is a grid. Every table in Q is displayed in a grid view which resembles a spreadsheet. In some smaller grids, it may be easy to locate the item you desire. Other times you may want to use other methods to find items.

There are three ways to locate an item on a grid:

The scroll bar

Use the scroll bar on the right side to locate the item. In the Launcher's list view, the objects are always listed alphabetically. In other grids, the items may be sorted by other columns, such as Date or ID number.

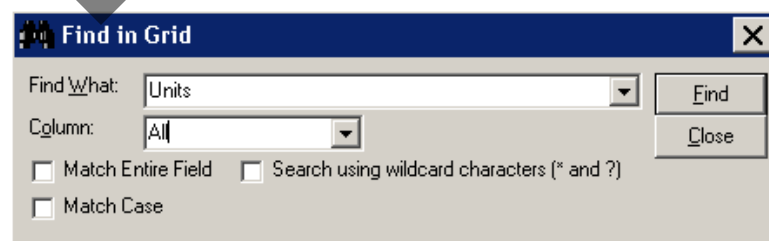
Quick jump

For grids that are sorted alphabetically, quickly type the first three letters of the item you are looking for. Q will search the first column for items that begin with those first three letters and "jump" there.

The Find command

Use the Find function:

1. Click Edit > Find in the Menu bar.
2. The Find in Grid dialog box is displayed. Enter a description of what you are looking for in the "Find What" field.



3. Click the Find button.
4. Q will find all items that match the text. You may need to click "Find" multiple times before Q locates the item you are looking for.
5. When Q finds the item you are looking for, click the Close button on the "Find in Grid" dialog box.


Do it! Open an object's grid



You can open the grid associated with an object by double-clicking the object name in the Launcher. When you double-click some objects a grid is displayed, while double-clicking other objects opens a query dialog box. When a query dialog box is displayed, you can type a search string in any of the text fields to retrieve a specific record, or simply click the Query button to fetch all records.

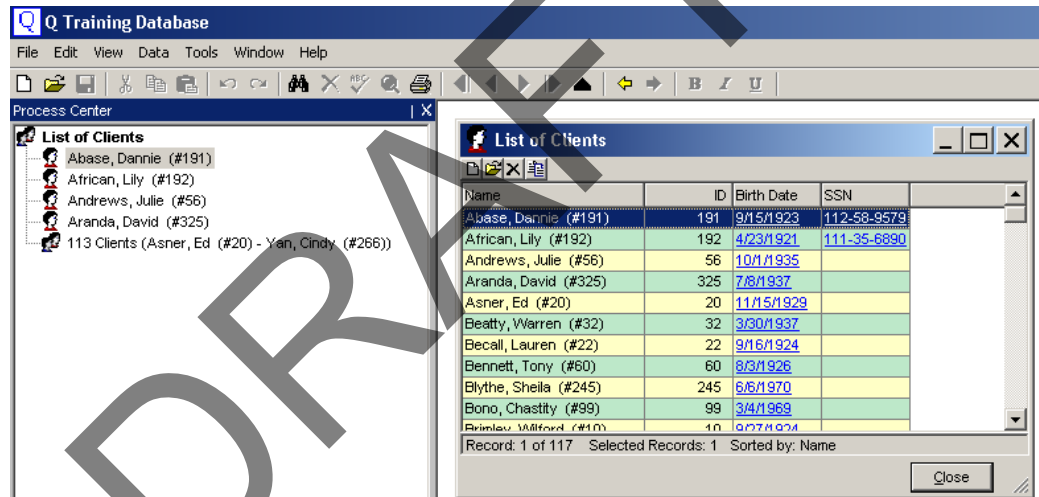
The Client's Query

To view the grid for the Clients object:


1. If necessary, click the  Open button in the workspace toolbar to display the Open Launcher.
2. In the Open Launcher, locate and double-click the **Clients** object. The Clients query dialog box is displayed.
3. Leave the fields blank, and click the Query button. Leaving the fields blank will list all active clients in the table.

Use the Process Center

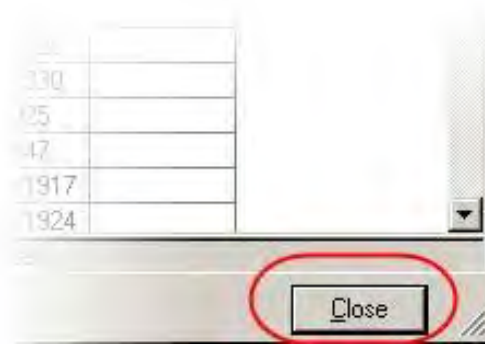
Notice that the clients grid is displayed and the objects are also listed on the left, in the Process Center.




Navigating through records in a grid

4. Double-click on one of the clients listed in the Process Center.
5. When the client record is opened, the preceding Clients grid is no longer visible. However, there are two ways of navigating through the client list from here:
 - Double-click on a client record in the Process Center.
 - Use the buttons on the toolbar: .
6. Close the record by clicking the Close button located at the bottom right. You will be returned to the list of clients.

The Close button Pressing the Close button will close the record and return to the grid.



If you click the  button, Q will close the current record and the preceding Clients grid in one step, and return you to the Launcher.

The toolbar navigation buttons

You can also press the "up" button on the toolbar  to go up one level, which would return you to the grid that you started with.

Opening a new window

Notice that when you open a record in a grid, the grid window disappears. If you would like to keep the grid window open when the selected record is opened, hold down the SHIFT key before opening the object.

Grid toolbar

When you open a Q object, a small toolbar is displayed at the top-left of the grid window. After selecting an object in the grid list, you can click the toolbar buttons to perform the following tasks:



Displays the New dialog box for adding new records to the selected object.



Displays the Open dialog box for editing existing records in the selected object.



Deletes the selected object.



Copies the selected object.

Customizing grids

Customizing Options

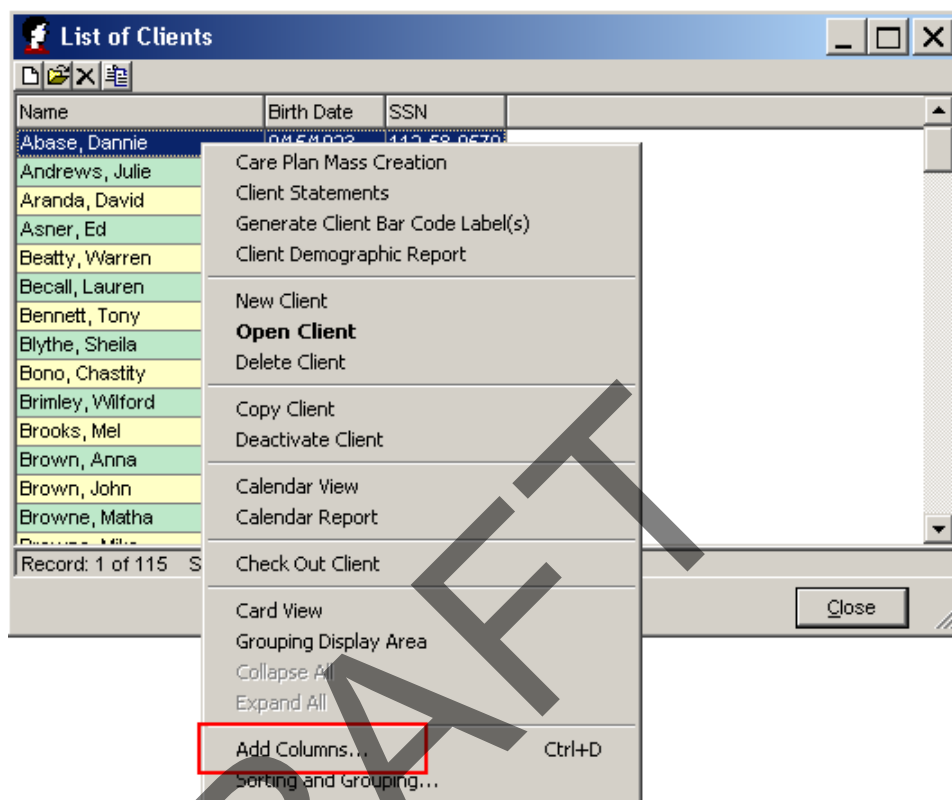
You can right-click in a grid list to display the menu options for the grid. The menu options may vary depending on the grid displayed, but the typical menu options always include options to change the appearance of the grid, such as adding and removing columns in the grid.

Do it! Add and remove columns in a grid

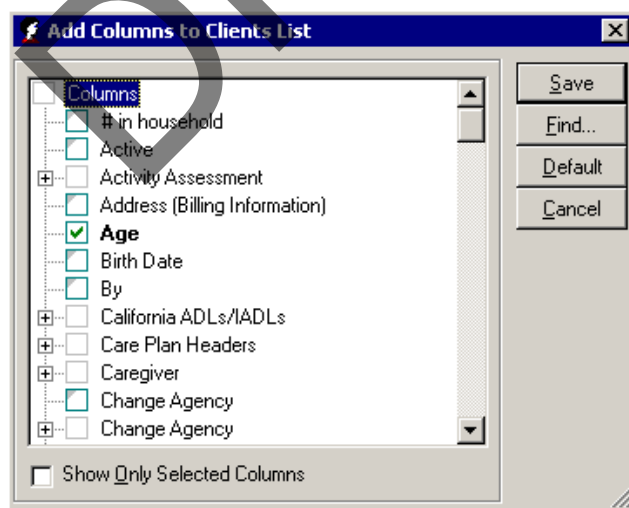


To change the appearance of a grid, add columns that are displayed:

1. Right-click in the list area of the Clients grid. The grid's popup menu options are displayed.



2. Click the Add Columns popup menu option. The Add Columns dialog box is displayed.



3. Click the check box for Age, Living Status, Poverty Status, Race, and Sex.

- Click the Save button. The columns you checked are added to the grid.

| List of Clients | | | | | | |
|-----------------|------------|-------------|-----|---------------|----------------------|-------------------|
| Name | Birth Date | SSN | Age | Living Status | Poverty Status | Race |
| Abase, Dannie | 9/15/1923 | 112-58-9579 | 86 | Alone | At or below 100% FPL | Declined to State |
| Andrews, Julie | 10/1/1935 | | 74 | | | White |
| Aranda, David | 7/8/1937 | | 73 | Not Alone | At or below 100% FPL | White |

Re-arranging columns

- Notice that the columns appear in the same order that you checked them. Change the order by dragging and dropping the Race column next to the Name column so that it appears as the second column on the grid.

Re-sizing columns

- Click and drag the vertical line divider between the Name and Race columns to make the Name column wider.

| List of Clients | |
|-----------------|-------------------|
| Name | Race |
| Abase, Dannie | Declined to State |
| Andrews, Julie | White |

Remove a column

- Right-click and select Add Columns from the popup menu.
- Clear the checkbox next to SSN and Birthdate to remove these columns.

Do it! Sort and group your grid



Q allows you to sort by any field displayed on the grid. You can do a simple sort by just one column, or set up a sorting hierarchy of two or more columns.

In addition to sorting, you can also group records by one of the columns. Grouping allows you to collapse and expand a large list for easier navigation. Grouping also allows you to display the number of records in each group (subtotal.)

Simple sorting

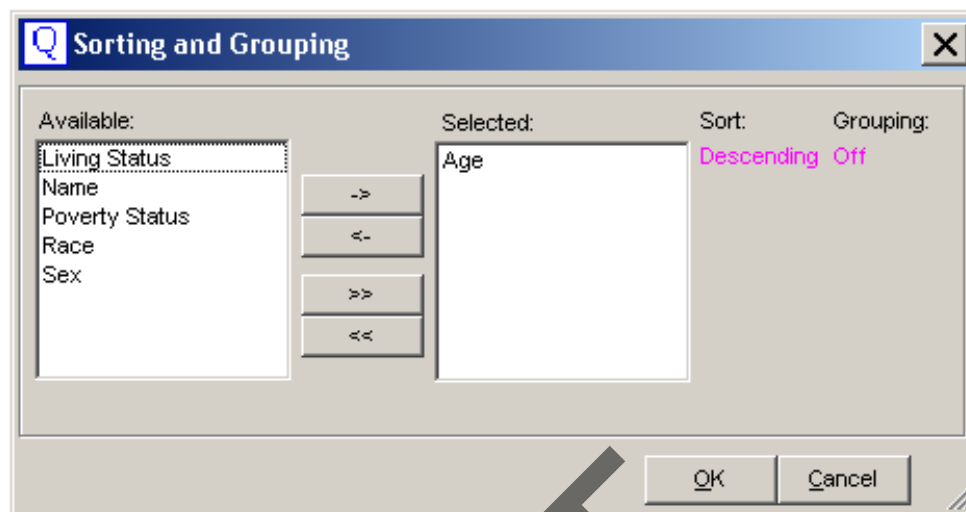
To sort the grid by one column (simple sort):

- Click on the Age column header to sort by that column. Notice that Q sorts it an ascending order first.
- Click on Age again to change the sort order from ascending to descending.

Complex sorting

To sort the grid by two or more columns (complex sort):

1. Right-click in the grid and select Sorting and Grouping from the popup menu.



2. Click the << button to move everything (Age) from the Selected box to the Available box.
3. Select Race and click -> to move it from Available to Selected.
4. Repeat for the Sex column and then the Name column.
5. Click the OK button to save settings and return to the grid.

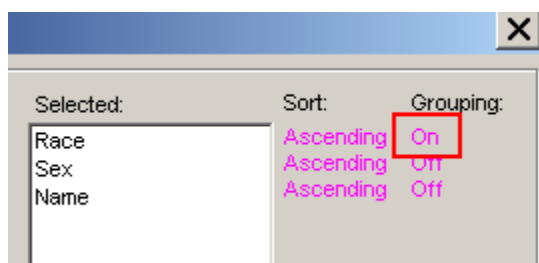
The grid is displayed sorted first by race, then sex, and then name.

| List of Clients | | | | | |
|--------------------|---------------------------|------------|-------------|-----|---------|
| Name | Race | Birth Date | SSN | Age | Liv Sta |
| Dee, Rubie | Black or African American | 10/27/1924 | | 85 | |
| Johnson, Gloria | Black or African American | 5/25/1944 | | 66 | No |
| Freeman, Morgan | Black or African American | 1/1/1945 | | 65 | |
| Huxtable, Clifford | Black or African American | 7/12/1937 | 555-44-3333 | 72 | |
| Poitier, Sidney | Black or African American | 2/20/1927 | | 83 | |

Grouping

Turn on grouping by Race:

1. Right-click in the grid and choose Sorting and Grouping from the menu.
2. Click the word Off in the top line until it turns into On.



- Click the OK button to save settings and return to the grid.

| List of Clients | | | | | |
|-----------------------------|--|-----|---------------------------|------------------------------|-----|
| Name | Race ▲ | Age | Living Status | Poverty Status | Sex |
| - Black or African American | | | | | |
| Dee, Rubie (#31) | Black or African Am... | 85 | | | Fe |
| Freeman, Morgan (#119) | Black or African Am... | 65 | | | Ms |
| Poitier, Sidney (#23) | Black or African Am... | 83 | | | Ms |
| - Hawaiian | | | | | |
| Client, Courtney (#331) | Hawaiian | 70 | Alone | Above 100... | Fe |
| - Multiple Race | | | | | |
| Jane, CareReceiver (#314) | Multiple Race | 68 | Not Alone | Above 100... | Fe |
| John, Caregiver (#313) | Multiple Race | 28 | Not Alone | Above 100... | Ms |

The grid is displayed with groups by Race. Within the Race groups, the records are sorted first by sex and then by name.

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LESSON 4: The Client Record

Unique client record

In Q every client has a unique client record. No matter how many case managers the client has, or how many services he is receiving, he will only have one Q client record. Case managers, fiscal staff and providers will all work with the same client record. Client assessments, case notes and care plans are accessible by first opening the client record. (You will work with these in later lessons.)

Do it! Search for a client



Remember that in Q there are thousands of clients already in the database. Before creating a new client record, you should always query for the client to see if he or she already has been entered into the database.

To search for a client:

1. Display the Launcher in List view.
2. Locate and double-click **Clients**. The clients query screen is displayed.


3. Enter "D" in the Last Name field of the query box.
4. Press the Query button. Q displays all of the active clients whose last names begin with "D."

Do It! Search the inactive clients list



But Wait! Let's assume that you do not see your client in this list. There is one more place to check!

To search for the client in the Inactive Clients list:

1. Without closing the current List of Clients, click the  Open button in the workspace toolbar to display the Launcher.
2. Locate and double-click the "Inactive Clients" object on the Launcher.
3. Enter "D" in the Last Name field of the query box.
4. Press the Query button. Q displays all of the inactive clients whose last names begin with "D."

Do It! Reactivate a client record



If your client is in the inactive clients list, you should re-activate his or her record.

To re-activate a client record:

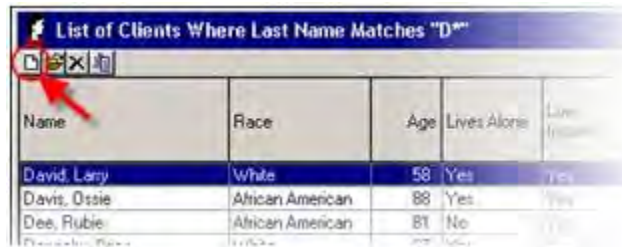
1. Right-click on the client record and select **Activate Inactive Client**.
2. Click the Close button at the bottom of the List of Inactive Clients.

Do It! Create a new client record



Let's assume that you did not find your client in the list of *active* or *inactive* clients. In this case, you will create a new client record:

1. Click the New button in the grid toolbar to create a new Client record:



Client Main Demographic Screen (MDS)

A new client record is displayed in Edit mode:

The client record has many different types of input fields:

Text fields

Enter text or numbers in these fields. Examples: First Name, Street/Address and Directions.

Date fields

Date fields can be entered in MMDDYYYY format, or you can use the pop-up calendar next to it. Do not type in slash (/) marks when entering dates with your keyboard.

Drop-down fields

In these fields, choose from one of the options in the list.

Do It! Enter client demographics



1. Enter information into all required fields:

- First & Last Name
- Address, City, and Zip
- Birth Date (to calculate age)
- Sex
- Race
- Ethnicity
- SSN (if available)
- Marital Status
- Rural Status
- Poverty Status
- Living Status

2. Click the Save button at the bottom of the client demographic screen (MDS.)

Do not close the client record!

Annotations

When working with client data, you can place a comment on almost any field. This function is called **Annotate...**, and it is accessed from the right-click shortcut menu of a field. Annotate enables you to leave reminders about work that needs to be completed or to make comments intended to be read by others working with the client. After you create the annotation, a flag denotes that there is a comment attached to the field; this flag is circled in the example below.

Client, Courtney (Client) [View Only]

Client Data | Confidentiality/Billing | Programs | Physicians | Miscellaneous

Client Information

Last Name: Client First Name: Courtney MI: Intake Date: 07/08/2010

A.K.A.: First Name: MI: Last Name: Last Moved Date:

Facility Name: Facility Type:

Street/Address: 714 Elm St. City: San Jose State: CA Zip: 95126

Directions / Identifiers #: Near Elm and 7th Ave. County of Permanent Residence: Facility County:

Personal Information

Phone 1: 408-669-1234 Phone 2: Facility Phone:

Birth Date: 07/04/1940 Age: 70 Sex: Female Other (Sex):

Marital Status: Single If widowed, since when?:

Race: Hawaiian Other (Race):

Ethnicity: Not Hispanic / Latino

SSN: SSN (#2): Medicare:

Medi-Cal CIN#: Medicaid County of Origin:

Place of Birth: Veteran: Reassessment Date:

Client Profile

in household: Rural: Urban: Receives Medicaid:

Functionally Impaired: Poverty Status: Above 100% F: Receives SSI/SSP:

Female Head of Household: Living Status: Alone: Disaster Registry:

Language: Needs Translation: Interpreter:

Other (Language):

Address History | Additional Client Info | Assessments | Care Plan | Family | History | Edit | New | Close

Note: If a field is a read-only field, you will not be able to enter an annotation for that field. If you feel you should have access to a read-only field, contact your system administrator.

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LESSON 5: Client Assessments

Overview

The California Department on Aging requires that providers collect assessment information on clients depending on the service provided: These assessments must be updated once per fiscal year:

| Service | ADLs/IADLs | Nutrition Risk |
|------------------------|------------|----------------|
| Personal Care | ✓ | |
| Homemaker | ✓ | |
| Chore | ✓ | |
| Home Delivered Meals | ✓ | ✓ |
| ADC/H | ✓ | |
| Case Management | ✓ | ✓ |
| Congregate Meals | | ✓ |
| Nutritional Counseling | | ✓ |

Do it! Enter assessment information



To enter ADLs and IADLs:

1. Click the Assessments button at the bottom of the client demographic screen.
2. Locate and double-click **California ADLs and IADLs** to open the assessment.
3. Click the Edit button located in the lower right of the dialog box.

Notice when you click Edit that today's date is automatically filled in the "Last Updated" field. Only assessments updated within the fiscal year will be reported on that year's annual client report.

For example, let's imagine that Tony Curtis' record was updated on May 12, 2006. That date is within FY 05-06, so the ADL and IADL counts will be properly reported on the FY 05-06 annual reports. However, if the assessment was not updated between July 1, 2006 and June 30, 2007, this client will be reported as having MISSING ADLs on the FY 06-07 annual reports.

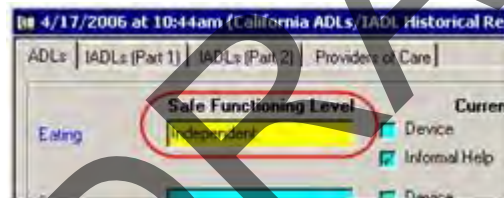
ADLs/IADLs Assessment screen

4. For the Eating ADL, select **Some Human Help** from the Safe Functioning Level drop-down list.
5. Skip the other checkboxes and drop-down lists.
6. Continue filling in the Safe Functioning Levels for the remaining ADLs.
7. Click the IADLs (Part 1) tab and fill in the Safe Functioning Levels for the IADL information.
8. Click the IADLs (Part 2) tab and fill in the Safe Functioning Levels for the IADLs.
9. Click the Save button. The Providers of Care tab is not required.

Making changes

In Q, to update the assessment you will simply return to the form and make changes to the existing information. There is no need to start from scratch every time you make a change!

1. Click the Edit button at the bottom of the California ADLs/IADLs assessment. *Notice that Q populates the "Last Updated" field with today's date.*
2. For the Eating ADL, select **Independent** from the Safe Functioning drop-down list.
3. Click the Save button.
4. Click the History button. The History grid is displayed. Notice that there is a record displayed for every instance that this assessment was changed.
5. Double-click on the last row in the grid.



Notice that Q uses yellow to highlight the changes that were made to the record.

LESSON 6: Client Service Plans

Overview

Your clients will have an individual service plan for every service that they receive from your agency. The service plan will serve as the placeholder for all information about the provider, service, rate, authorization and delivered units.

For example, the client will only have one Assisted Transportation service plan for his/her entire enrollment period. You will simply add information to it on a monthly basis.

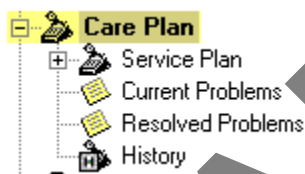
This is also called client service "enrollment."


Do it! Create a Personal Care Service Plan



Open the client's care plan:

1. Display the Process Center (if necessary) by clicking on the View menu and clicking on Process Center until it is checked.
2. Use the Process Center scroll bar to find the "Care Plan" section of your client's record:



3. Click on "Care Plan." The first tab of the care plan is the Service Plan tab where you will add services.
4. Click the  New button to create a new service plan.
5. Select **Assisted Transportation** from the Service drop-down list.
**The Unit of Measure is auto-populated! This is not related to Title III Service.*
6. Skip the Social Service Program drop-down list.
7. Select **Title IIIB** from the Funding Source drop-down list.
8. Select **Custom Transports** from the Agency drop-down list.
9. Enter **09/01/2009** in the Start Date field. (Leave the End Date empty!)
10. Press the Save button.

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LESSON 7: Entering Authorized & Delivered Units

Do it! Create a weekly authorization schedule



Now that we have created the basic service plan, we will enter a weekly authorization schedule. This client receives service every Tuesday and Thursday. Once we set up this schedule, Q will calculate the number of authorized units based on the number of Tuesdays and Thursdays every month. This will repeat every month until the care plan is disenrolled.

1. Click the  New button to create a new service plan.
2. Select **Personal Care** from the Service drop-down list.
3. Select **Title IIIB** from the Funding Source drop-down list.
4. Select **Home Care Specialists** from the Agency drop-down list.
5. Select **Min. 2 hours** from the Rate Condition drop-down list.
6. Enter **09/01/2009** in the Start Date field. (Leave the End Date empty!)
7. Press the Save button.

To enter a weekly authorization schedule for personal care:

1. Click on the **Schedules** tab of the care plan.
2. Click the  New button to create a new schedule.

| Schedule | Units | Comments | Effective Date | Current Date | Mileage | Rate Condition |
|----------|-------|----------|----------------|--------------|---------|----------------|
| | | | | | | |

3. Select **Weekly** from the Frequency drop-down list.
4. Double-click on the **Tuesday** row.
5. Enter **4** in the Units field.

| Displayed Columns | Units | Comments | Effective Date | Current Date | Mileage | Rate Condition |
|-------------------|-------|----------|----------------|--------------|---------|----------------|
| | 4.00 | | 7/12/2008 | 8/9/2008 | | |

6. Click the Save button. You will be returned to the previous screen.
7. Double-click on the **Thursday** row.

8. Enter **4** in the Units field.
9. Click the Save button. You will be returned to the weekly screen.
10. Click the Save button to save the new schedule. Note that the "Units/Month" field has now been populated.

| Schedule | Units | Comments | Effective Date | Current Date | Mileage | Rate Condition |
|-----------|-------|----------|----------------|--------------|---------|----------------|
| Sunday | | | 6/29/2008 | 7/13/2008 | | |
| Monday | | | 6/30/2008 | 7/14/2008 | | |
| Tuesday | 4.00 | | 7/1/2008 | 7/15/2008 | | Min. 2 hours |
| Wednesday | | | 7/2/2008 | 7/16/2008 | | |
| Thursday | 4.00 | | 7/3/2008 | 7/17/2008 | | Min. 2 hours |
| Friday | | | 7/4/2008 | 7/18/2008 | | |
| Saturday | | | 7/5/2008 | 7/19/2008 | | |

11. Click the Close button to return to the service plan.

Do it! Enter delivered units

In Q, all delivered service units must be entered manually. In this exercise we will practice entering units directly on the client service plan. However, in a later lesson we will learn how to log units for all clients at once.

To enter delivered personal care units on the client care plan:

1. Click on the Service Units tab of the care plan:

| Service | Unit of Measure | Social Service Program | Funding Source |
|-----------------|-----------------|------------------------|----------------|
| Respite In-Home | HR | | Title III-E |

| Agency | Start Date | End Date | Rate Condition |
|-----------------------|------------|----------|----------------|
| Home Care Specialists | 07/01/2008 | | Min. 2 hours |

| Status | Disposition | Case Manager | Other | Cost/Unit | Average Cost |
|----------|-------------|--------------|-------|-----------|--------------|
| Provided | | Other | | \$21.50 | \$0.00 |

Service units monthly calendar

2. Click the New button to create a new service unit month record.
3. Select **September** from the Month drop-down list.

4. Select **2009** from the Year drop-down list.

New Service Unit Month - RSPIN/HCS - Curtis, Ja... [] [] [X]

Service Units

Agency: **Home Care Specialists** Service: **Respite In-Home**

Month: **July** Year: **2008** Authorized: **40.00** Entered: **0.00** Remaining: **40.00**

Frequency: **Weekly** Schedule Summary: **Tu-4, Th-4**


☒ Calendar View

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Save **New** **Cancel**

Schedules **Service Unit History**

Notice that all of the Tuesdays and Thursdays are emboldened!

5. Enter **4** in the date box for September 1st, 3rd, 8th, & 10th.
6. Click the Save button.
7. Click the  in the upper corner of the care plan service window to close the client's record completely.

You are now finished with creating a service plan, authorizing units, and logging delivered service units!

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LESSON 8: Other Service Unit Entry Methods

Service Unit Entry

Overview

Use this service unit entry method for entering units for the same agency, but (possibly) different services and different dates.

In this exercise you will use a query to find all clients who receive service from Home Care Specialists, and access their service plans directly from the grid. This will make the monthly service entry much quicker!

Do it! Query for service recipients



To find clients who receive service from the same agency:

1. Display the Launcher in list mode.
2. Double-click Service Unit Entry.

3. Select **Home Care Specialists** from the Agency drop-down list.
4. Enter **09/2009** in the Month/Year field.
5. Click the Query button. You will be presented with a list of client care plan records which match the criteria you entered in the query.

| Service/Agency | Agency | Service | Client Name |
|----------------|-----------------------|---------------|------------------|
| 01PC/HCS | Home Care Specialists | Personal Care | Birley, Wilford |
| 01PC/HCS | Home Care Specialists | Personal Care | Brooks, Mel |
| 01PC/HCS | Home Care Specialists | Personal Care | Davis, Dore |
| 01PC/HCS | Home Care Specialists | Personal Care | Dee, Rubie |
| 01PC/HCS | Home Care Specialists | Personal Care | Douglas, Michael |
| 01PC/HCS | Home Care Specialists | Personal Care | Eastwood, Clint |
| 01PC/HCS | Home Care Specialists | Personal Care | man, Mor... |

Do It! Service Unit Entry

1. Double-click on the care plan record for your client. You will be presented with the September 2009 service month record, ready for data entry!
2. If you do not see the calendar view, click the **Calendar View** checkbox.
3. Click the Edit button.
4. Click in the **09/15/09** date box.
5. Enter **4**.
6. Click the Save button.
7. Click the Close button to return to the list of other Service Entry records.
8. Click the Close button again.

Service Unit Logging

Do it! Query for an Agency's clients

Use this service unit entry method for entering units for the same agency, same service and same date.
In this exercise you will use a query to find all active Personal Care clients and log all service units at the same time!

To query for all active clients for September 2009:

- 1. Display the Launcher in list mode.
- 2. Locate and double-click **Service Unit Logging** to open the Service Unit Logging query dialog box.

Service Unit Logging Query

Service Unit Logging - [Query]

This function allows the entry of service units for a particular agency, service, and date.

Agency: [dropdown]
Service: [dropdown]
Date: [calendar]
Site: [dropdown]
Route: [dropdown]
Clients to Select: [dropdown]

Fill in New Service Units With the Following

Fill in new Service Units for Clients with the following information ☐

Units: [text]
Cost: [text]
Funding Source: [dropdown]
Type: [dropdown]
Service Activity: [text]

Query Clear Cancel

- 3. Select **Home Care Specialists** from the Agency drop-down list.
- 4. Select **Personal Care** from the Service drop-down list.
- 5. Enter **today's date** in the Date field (or hit the space bar).
- 6. Select **All Clients Receiving Service** from the Clients to Select field.
- 7. Check the Fill in new Service Units... checkbox.
- 8. Enter **4** in the Units field since most clients receive 4 hours per day.
- 9. Select **Default from Care Plan** from the Funding Source drop-down list.
- 10. Press the Query button. The service unit logging grid is displayed.

| Service Unit Logging Agency: Home Care Specialists Service: Personal Care 08/18/20 | | | | | |
|--|-----------------------|--------------------|-----------------|----------|-----|
| Name | Care Plan: Agency | Care Plan: Service | Date of Service | Quantity | |
| Brimley, Wilford | Home Care Specialists | Personal Care | 8/18/2010 | 4.00 | \$7 |
| Brooks, Mel | Home Care Specialists | Personal Care | 8/18/2010 | 4.00 | \$7 |
| Caregiver, Carrie | Home Care Specialists | Personal Care | 8/18/2010 | 4.00 | \$7 |
| Client, Carolyn | Home Care Specialists | Personal Care | 8/18/2010 | 4.00 | \$7 |

Do it! Log personal care units



Q has now displayed the full list of clients who can receive service and has pre-populated the grid with four (4) units for every client. Now you are ready to log the delivered units with one click!

But wait! Let's imagine that Elizabeth Taylor is listed on the service unit logging grid, but she should NOT receive a unit today. To make an adjustment to Ms. Taylor's record:

1. Double-click on the row for Ms. Taylor.

2. Use the delete key to clear out the quantity field.
3. Use the delete key to clear out the funding source field until it is blank.
4. Press the Save button. Q will return you to the service unit logging grid.

Commit all units

Now that you have made the necessary adjustments, commit (log) the units!

1. Click the Commit button in the lower left corner.
** Notice that the hourglass will appear while Q is committing units.*
2. Click the Close button.

Verify your work

That's it! You have logged units for all clients. To verify that the units have been committed:

1. Display the Open Launcher in list mode.
2. Locate and double-click **Service Units in a Date Range**
3. Select **Home Care Specialists** from the Agency drop-down list.
4. Enter **Personal Care** in the Services field.
5. Enter **today's date** in the Start Date and End Date fields.
6. Click the Query button. The report shows the units that you committed by doing service unit logging.
7. Click the Close button to return to the launcher.

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LESSON 9: Disenrolling and Deactivating Clients

Overview

When a client is no longer receiving service from your agency, you will disenroll the client by putting an end date on the care plan. You can either do this by:

- Opening the client's record and navigating to the specific service plan or
- Querying for a list of all clients who are receiving service.

To use the second method, it is ideal to use a report which will allow us to access the client's care plan just by double-clicking. Therefore, we will use the query called "**Clients Receiving Service (Detailed.)**"

Do It! Disenroll a client



To disenroll a client from a list:

1. Display the Launcher, if necessary.
2. Locate and double-click **Clients Receiving Service (Detailed)**
3. Enter **Personal Care** in the Services field.
4. Enter **Home Care Specialists** in the Agencies field.
5. Click the space bar in the Start Date field to auto-enter today's date.
6. Repeat in the End Date field.
7. Click the Query button.

Client care plans grid

| Clients Receiving Services Services: Home Delivered Meals From Agencies: Meals O | | | | | |
|--|----------------|------------|-------|----------|-----------------------------|
| Service/ Agency | Client: Name | Start Date | Route | End Date | Average Monthly Units |
| 04HDM/MDW | Asner, Ed | 12/5/2005 | | | 60.88 |
| 04HDM/MDW | Becall, Lauren | 12/16/2005 | | | 60.88 |

Q displays a row for every care plan record found. If the client has two care plans for the same service, you will see a row for each.

8. Double-click on the row for your client. Q will display his/her care plan.
9. Click the Edit button.
10. Enter yesterday's date in the **End Date** field.
11. Click the Save button.
12. Click the Close button to return to the grid. The client is no longer listed.

You have now disenrolled the client, and he will no longer appear on your service roster, list of active clients, or the service unit logging list.

Do It! Disenroll multiple clients

But wait! What if you need to disenroll multiple clients at once? You will use the "Mass Disenroll" option:

To disenroll multiple clients:

1. Open the list of Clients Receiving Service (Detailed) if necessary.
2. Highlight the service plan records that need to be disenrolled.
**Tip: Hold down your CTRL key to select more than one row!*
3. Place your mouse over one of the highlighted rows and right-click.
4. Select "Mass Disenroll."
5. Enter an appropriate **End Date**.

Do It! Deactivate a client

If the client is still alive and living in the county, DO NOT deactivate the client. Other providers in the county may still be serving this client.

However, IF the client is deceased, moved out of county, or institutionalized, you should DEACTIVATE his/her record after disenrolling the care plan.

To deactivate a client:

1. Query for the client's record.
2. When the client's record is displayed, click the Edit button.
3. Enter the date, your name and a brief description of why you are deactivating the client in the **Directions/Identifiers** field.
4. Click the Save button.
5. Right-click on the blue title bar and select Deactivate Client.

LESSON 10: Common Queries

Overview

Q has many different reports that you can use for different tasks. In order to get the results that you want, it is important to start with the right report. Here is a brief explanation of the different reports:

| Report Name | Results | Unduplicated clients? | Care plan details? | Inactive clients? |
|---|---|-----------------------|--------------------|-------------------|
| Clients with Active Care Plans | List of client records for clients who have active care plans matching the query criteria | Yes | No | No |
| Clients with Service Units by Time Interval | List of client records for clients who have one or more delivered service units matching the query criteria | Yes | No | Yes |
| Clients Receiving Service (Detailed) | List of service plan records matching the query criteria | No | Yes | No |
| Service Units Entered vs. Authorized | List of service plan records matching the query criteria and an aggregate total of authorized and delivered units for the month | No | Yes | Yes |
| Service Units in a Date Range | List of service unit records matching the query criteria | No | Yes | Yes |

Details on each of these reports are included in the following pages.

Clients with Active Care Plans

Overview Q queries for active clients who have a care (service) plans that match the criteria entered. The results will be a list of unduplicated client records.

- Common use(s):**
- Reporting client demographics for clients who are receiving particular service(s).
 - Reviewing active "roster" and removing clients from it.

Query criteria:

Services: Personal Care; Chore; Homemaker
Agencies: Home Care Specialists
As Of: 07/01/2006
Case Managers:

Services (one / many / all)
Agencies (one / many / all)
As Of (Date)*
Case Managers (one / many / all)

Query Clear Cancel

(required fields are marked with an asterisk *)

In the example above, Q will find any client who has a care plan for personal care OR chore OR homemaker services from Home Care Specialists agency. Q filters the results by care plan dates; Clients whose care plan start date is AFTER 7/1/06 or whose end date is BEFORE 7/1/06 will be filtered out.

Results:

| Clients with Active Care Plans - Services: Personal Care, Chore, Homemaker | | | | | |
|--|-----|------------------|--------|------------|-------------|
| Name | Age | Race | Sex | Low Income | Lives Alone |
| Jones, Grace | 83 | African American | Female | | Yes |
| Taylor, Elizabeth | 74 | White | | Yes | Yes |
| Eastwood, Clint | 76 | White | Male | Yes | Yes |

Grace Jones appears once even though she has two matching care plans for Home Care Specialists: one for Personal Care and one for Chore.

Accessible table(s): Client record (Double-click) No automatic access to service plans.

Special Functions: Care Plan Mass Creation.

Q: Why can't I see the matching service plans that Q found?

A: The purpose of this report is to display an unduplicated list of clients. Since one client may have many matching care plans, Q is unable to display care plan details for care plans without listing the client more than once. To view service plan details, open the client record (double-click) and click his/her **care plan** button. Consider using the "Clients Receiving Service (Detailed)" query if you would like to view care plan details such as Start Date and End Date.

Clients with Service Units by time interval

Overview

Q queries for clients (active, inactive or both) who have at least one (delivered) service unit record that matches the criteria entered. The results will be a list of unduplicated client records.

Common use(s):

- Verifying client totals on quarterly (SPR) reports.
- Reporting unduplicated client demographics for a particular service category.

Query criteria:

Services (one / many / all)

Agencies (one / many / all)

Start Date & End Date*: Service unit "Date of Service" must fall between these two dates.

Active*: client record status: active, inactive or both.

Funding Sources (one / many / all)

(Meal) Sites (one / many / all)

(required fields are marked with an asterisk *)

In the example above, Q will look for all clients who have at least one unit of delivered congregare meals recorded on his/her care plan with service dates between 7/1/06 and 6/30/07. (Please note that you may enter a future date.) It will not filter by agency or funding source or meal site.

Results:

| Name | Month of Birth | Race | Low Income | Age |
|----------------|----------------|-------|------------|-----|
| Beatty, Warren | March | White | No | 69 |
| Becall, Lauren | September | White | Yes | 82 |

Accessible table(s): Client record (Double-click) No automatic access to service plans.

Special Functions: Care Plan Mass Creation.

Clients Receiving Service (Detailed)

Overview

Q queries for **care (service) plans** for active clients that match the criteria entered. The results will be one row for every matching care plan. This is NOT an unduplicated clients query.

Common use(s):

- Viewing current service "roster."
- Disenrolling all care plans at once.

Query criteria:

Services: Personal Care; Chore; Homemaker

Agencies:

Funding Sources:

Start Date: 07/01/2006

End Date: 09/30/2006

Buttons: Query, Clear, Cancel

Annotations:

- Services (one / many / all)
- Agencies (one / many / all)
- Funding Sources (one / many / all)
- Start Date & End Date*: The care plan must have been active at least one day in this date range

(required fields are marked with an asterisk *)

In the example above, Q will find any care plan where the service is Personal Care OR Chore OR Homemaker. It will NOT filter by agency or funding source. It will only find care plans that were active at least one day in the first quarter of FY06-07.

Results:

Accessible table(s): Service plan record (Double-click) and Client record (right-click on name).

Special Functions: Mass Disenroll and Mass Copy.

Service Units Entered vs. Authorized

Overview

Q queries for care plans that match the criteria entered for active and inactive clients. One row will be displayed for each active care plan found, even if there are zero authorized and zero delivered. It displays the total number of service units entered and authorized recorded on each care plan.

Common use(s):

- Reporting monthly service unit totals for a particular agency in a single month.
- Identifying clients who are on a roster, but NOT receiving service.

Query criteria:

The report indicates for the month entered the number of units authorized to the client for that month (based on either the Monthly Amounts function or the schedule in effect on the last day of the month) compared to the number of units actually delivered to the client.

Agency: Home Care Specialists
 Service:
 Month/Year: 07/2006 July, 2006
 Funding Sources:
 Query Clear Cancel

Agency (one or all)
 Service (one or all)
 Month/Year*
 Funding Sources (one / many / all)

(required fields are marked with an asterisk *)

In the example above, Q will find all care plans for Home Care Specialist agency that were active during at least one day in the month of July 2006 and display the total number of units authorized and total units delivered for the month. If the client is receiving two different services from this agency, Q will display a row for both.

Results:

| Service Unit Entered vs. Authorized Report - Agency: Home Care Sp | | | | | |
|---|---------------|------------|------------------|-----------------|--------------------------|
| Client: Name | Service | Start Date | Units Authorized | Units Delivered | Units Authorized - Units |
| Montalban, Ricardo | Personal Care | 7/1/2005 | 0.00 | 0.00 | 0.00 |
| Montalban, Ricardo | Homemaker | 11/1/2005 | 15.00 | 1.00 | 14.00 |

Accessible table(s): Service plan record (Double-click) and Client record (right-click on name)

Special Functions: None (However, you can mass disenroll by using the "Open Multiple Service Units Entered vs. Authorized" and changing the End Date for all).

Service Units in a Date Range

Overview Q queries for **service unit records** matching the criteria entered for active and inactive clients. One row will be displayed for each service unit record found. Records with negative quantities will also be displayed.

Common use(s): • Reporting service unit totals and/or costs for specific services or agencies.

Query criteria:

Service Units in a Date Range - [Query]

This report shows all services unit quantities, together with their costs, that have been entered within a given date range.

Agency

Home Care Specialists

Funding Sources

Services

Personal Care; Chore; Homemaker;

Start Date

07/01/2006

End Date

09/30/2006

Sites

Agency (one or all)

Funding Sources (one / many / all)

Services (one / many / all)

Start Date & End Date*: "Date of Service" must fall between these two dates.

(Meal) Sites (one / many / all)

Query

Clear

(required fields are marked with an asterisk *)

In the example above, Q will look for all service unit records (delivered units) entered for Home Care Specialist agency for Personal Care OR Chore OR Homemaker service with service dates between 7/1/06 and 9/30/06.

Results: **Accessible table(s):** Service Unit record (Double-click) and Client record (right-click on name).

Special Functions: None

LESSON 11: Advanced Queries: QBE & Ad Hoc

Overview

Standard client searches allow users to query for all clients by ID number, SSN, Birth Date, Name (or partial name), Phone, or Case Manager. Using the five common Q queries, you can also query for clients who receive certain services.

However, you can build more complex queries using the **Query By Example (QBE)** and ad-hoc functions in Q.

QBE

The QBE query allows users to pull up a sample Client Main Demographic Screen (MDS) and fill in what they are looking for. Users are limited to fields from the main tab Client MDS. Users can fill in ONE value in each field, but can fill in multiple fields.

Use QBE for the following types of client queries:

- Clients whose age = 65
- Clients whose race = "African-American"
- Clients whose race = "African-American" and City= "San Jose"
- Clients whose City = "San Jose" and rural = "Yes"

Ad Hoc

The ad-hoc query function allows users to query on almost all fields in the database, including assessment fields, SSP enrollment fields and demographic fields. It also allows users to search for information in a range, multiple values for the same field and also missing (null) data. Use the ad-hoc method to perform the following types of queries:

- Clients whose age > 65 AND < 85
- Clients whose race = "African-American" OR "Asian-American"
- Clients whose race = "African-American" OR "Asian-American" AND City = "San Jose" OR "Palo Alto"
- Clients whose rural status = "Yes" and "NAPIS ADL Count >= 3"
- Clients whose race = NULL (missing) OR age = NULL (missing)

How to run these queries

To run one of these advanced queries, you will use a basic Q query and combine it with the QBE or Ad Hoc function.

Identify the basic client population that you want to find and then choose a basic query to work with. For example:

- All active clients: use the basic Clients query
- MSSP clients: use the "Clients Assigned to SSP Case Manager" query
- MOW recipients: use the "Clients with Service Units by Time Interval."

You will use this basic query in combination with the QBE or Ad Hoc function.

Do it! Run a QBE search



Query 1: All female, African-American clients who received Home Delivered Meals since the beginning of the fiscal year.

This query requires that the database search for one value in the "Race" field and one value in the "Sex" field. The QBE query can be used to provide this information. The QBE will be used in combination with the "Clients with Service Units by Time Interval" report.

1. Highlight "Clients with Service Units by Time Interval" on the Launcher. Click the "QBE" button in the upper-right. A sample Client MDS screen will be presented.
2. Select Black African-American from the Race drop-down list
3. Select Female from the Sex drop-down list.
4. Press "Query." You will be presented with a standard "Clients with Service Units by Time Interval" query window.
5. Fill in service, start date, end date, active status and funding source.

6. Click the Query button.







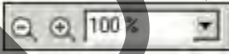
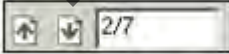


Q will present a list of all African-American female clients who received a Home Delivered Meal funded by Title IIIC2 between 7/01/2004 and 3/31/05.

| Active | ID | Race | Sex | Service Units |
|--------|------------|------------------|--------|---------------|
| x | 1216257409 | African-American | Female | 14.00 |
| x | 1222259121 | African-American | Female | 14.00 |
| x | 1399935618 | African-American | Female | 14.00 |
| | 1214136121 | African-American | Female | 14.00 |
| | 122418 | African-American | Female | 14.00 |


LESSON 12: Printing Reports



Print Preview Window Toolbar

The table below describes the functions of the commands displayed in the Print Preview window toolbar.

| Icon | Command | Function |
|---|-------------------|---|
|  | Table of Contents | When grouping columns together, this tool allows you to quickly navigate to a particular group in your list. |
|  | Print | This command sends the document to your default printer. |
|  | Copy | This command copies the report so that it can be pasted into another application such as MS Word or MS Excel. |
|  | Find | This command opens the familiar Find window which you can use to locate key words within the report. |
|  | Single Page | This command is used to change the display from a multiple sheet preview to a single sheet preview. |
|  | Multiple Pages | This command is used to change the display from a single sheet preview to a multiple sheet preview. |
|  | Zoom | This command is used to make the preview image larger or smaller. |
|  | Page Up/Down | These commands allow you to scroll through the pages of the report. |
|  | Navigation Arrows | These commands allow you to move back and forth through the pages of the report. |
|  | Export | This command enables the export function described later in this section. |

Using the Copy Command

Located within the print preview window toolbar, the Copy command  can be helpful in copying a report from Q to another application. The steps below describe how to copy a report from Q to MS Word document.

1. Print the list of data using one of the Q system print options.
2. Click  in the print preview window toolbar.
3. With Q still open, open the other application (MS Word) where you want to copy the Q report.
4. With your new MS Word document open, click  or click **Edit** in the menu bar and select **Paste**.

Using the Export Command

The Export command found in the Q print preview window toolbar enables you to export the data of the report to create:

- A MS Excel document
 - An HTML document
 - An RTF (rich-text) or Text file that can then be imported into other applications.
 - A read-only PDF document others can view using Adobe Reader.
 - A TIFF file that can be inserted into a MS Word or MS PowerPoint document.
-

Exporting a Report

Despite the many different uses for all of these export types, the Export command itself is very straight-forward. The steps below explain how to export a report from the Q system.

1. Print the list of data using one of the Q system print options.
2. Click **Export** in the print preview toolbar.
3. Select the format in which you want the resulting export.
4. Click **Export**.
5. In the Save As window that opens, use the **Save In:** field to locate the correct drive where your file will be saved.



NOTE: Your C drive is listed as C\$. Normal file order is shown to navigate to the user's Desktop.

6. Enter the name of your new document in the **File Name:** field.
7. Click **Save**.

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LESSON 13: Customizing and Saving Reports

Customizing Reports

Overview

Q allows users to customize (printed) grid reports by adding or removing columns, adding summary information and updating the formats.

Run a query

1. Display the Open Launcher in list mode.
2. Locate and double-click **Service Units in a Date Range** on the Launcher to open the Service Units in a Date Range Query dialog box.
3. Enter **City Senior Center** in the Agencies field.
4. Enter **Title III C1** in the Funding Sources field.
5. Enter **Congregate Meals** in the Services field.
6. Enter Start Date of **07/01/2005** and an End Date of **06/30/2006**.
7. Click the Query button. The Service Units in a Date Range grid is presented.

Do It! Generate the print preview



To display the print preview, right-click and select **Print Report**.

The print preview window also has buttons in the lower left corner for adjusting the columns (Add Columns button) Sorting and Grouping, Formatting, and Column Settings.

Service Units for Agency: City Senior Center Funding Sources: Title III C1 Services: Congregate Meals From 07/01/2005 to 06/30/2006 All Meal Sites (SIS)

Sorted by: Agency Total Cost, Client

| Agency Total Cost | Service | Funding Source | Date Service | Quantity | Agency Total Cost |
|--|------------------|----------------|--------------|---------------|-------------------|
| Agency Total Cost: City Senior Center | | | | | |
| Client: Besty, Warren | | | | | |
| | Congregate Meals | Title III C1 | 12/31/2005 | 22.00 | \$40.70 |
| | Congregate Meals | Title III C1 | 3/7/2006 | 1.00 | \$1.85 |
| | Congregate Meals | Title III C1 | 2/27/2006 | 1.00 | \$1.85 |
| Total: | | | | 24.00 | \$44.40 |
| Average: | | | | 8.00 | \$14.80 |
| Number of records in section: 3 | | | | | |
| Agency Total Cost: City Senior Center | | | | | |
| Client: Becall, Lauren | | | | | |
| | Congregate Meals | Title III C1 | 10/31/2005 | 21.00 | \$38.85 |
| | Congregate Meals | Title III C1 | 11/30/2005 | 22.00 | \$40.70 |
| Total: | | | | 43.00 | \$79.55 |
| Average: | | | | 21.50 | \$39.78 |
| Number of records in section: 2 | | | | | |
| Agency Total Cost: City Senior Center | | | | | |
| Client: Brooks, Mel | | | | | |
| | Congregate Meals | Title III C1 | 8/31/2005 | 18.00 | \$33.30 |
| | Congregate Meals | Title III C1 | 9/30/2005 | 19.00 | \$35.15 |
| | Congregate Meals | Title III C1 | 10/31/2005 | 17.00 | \$31.45 |
| | Congregate Meals | Title III C1 | 11/30/2005 | 22.00 | \$40.70 |
| | Congregate Meals | Title III C1 | 12/31/2005 | 16.00 | \$29.60 |
| | Congregate Meals | Title III C1 | 3/7/2006 | 1.00 | \$1.85 |
| | Congregate Meals | Title III C1 | 2/27/2006 | 1.00 | \$1.85 |
| | Congregate Meals | Title III C1 | 7/31/2005 | 21.00 | \$38.85 |
| Total: | | | | 115.00 | \$212.75 |
| Average: | | | | 14.38 | \$26.59 |
| Number of records in section: 8 | | | | | |
| Agency Total Cost: City Senior Center | | | | | |
| Client: Connery, Sean | | | | | |
| | Congregate Meals | Title III C1 | 8/31/2005 | 14.00 | \$27.75 |

Agency Service Client Funding Source Date Service Quantity Agency Total Cost

Add Columns... Sort and Group... Format... Column Settings... Close

Do It! Adjust the report layout



In this exercise, you will be adjusting your own column settings.

1. Click the **Sort and Group...** button on the lower left.
2. Following steps from Lesson 3 ([page 19](#)), sort and group the grid by **Client**.

The Layout tab

The first tab that you will be presented with is the Layout tab where you can adjust the overall layout of the report, including orientation, margins and column detail.

To adjust the report layout:

1. If necessary, return to the print preview window by right-clicking in your grid and selecting **Print Report** from the popup menu.
2. Click the **Format** button in the lower left corner.
3. Select **Landscape** from the Orientation drop-down list.
4. Check the **Show Number of Records**, **Show Totals**, and **Show Averages** checkboxes.

Hiding record detail

To hide the record details and only view the number of records in each group:

5. Check the **Show Only Group Headers** checkbox* in the Miscellaneous box shown above.

**This checkbox is only available if your report has grouping applied. If the checkbox is unavailable, return to the print preview and turn on grouping by client! The grid is displayed with only the Group Headers and the totals.*

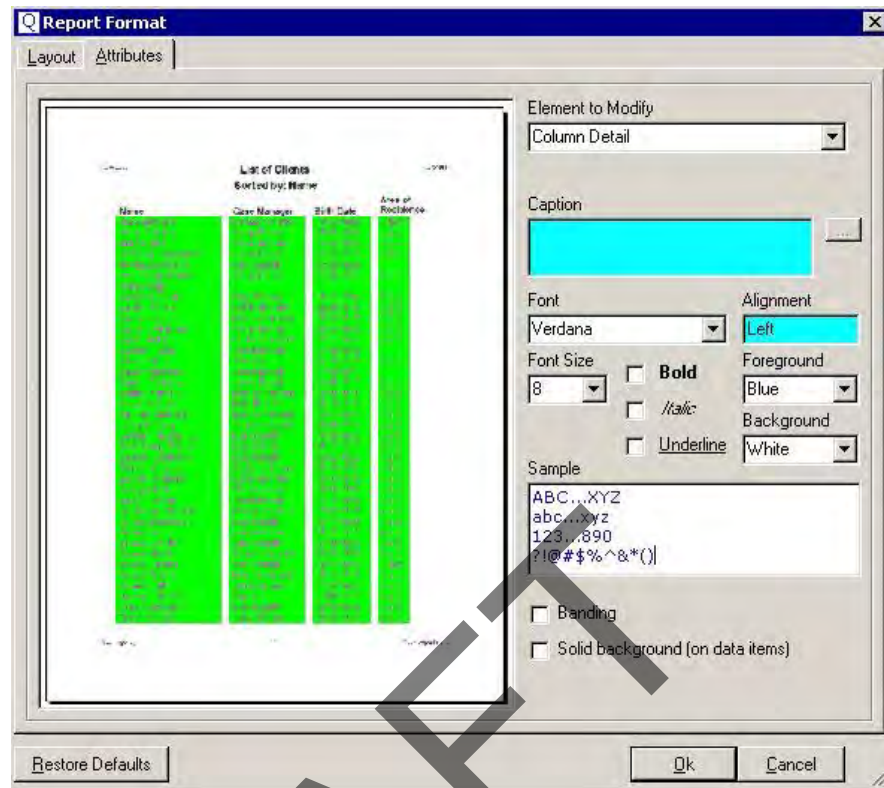
Column headings

To alter the name of the "Agency Total Cost" column to simply read "Cost:"

6. Highlight the "Agency Total Cost" column on the left
7. Enter **Cost** in the Column Title field on the right.
8. Check the **Bold** checkbox to enbolder the entire Cost column.

Attributes tab

1. Click the **Attributes** tab.



Do It! Modify the report attributes



2. Select **Column Detail** from the Element to Modify drop-down list or click on the column detail on the report preview image.
3. Select **Verdana** from the Font drop-down list.
4. Select **Blue** from the Foreground drop-down list.
5. Click the OK button. The Print preview is displayed as below:

Service Units for Agency: City Senior Center - Funding Sources: Title IIIC1 Services: Congregate Meals From 07/01/2005 to 06/30/2006 All Meal Sites

Sorted by: Client

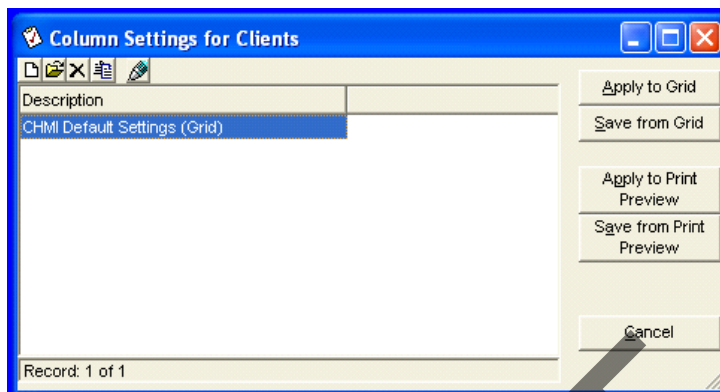
| Agency | Service | Funding Source | Date Service | Quantity | Agency Total Cost |
|-------------------------------|---------|----------------|--------------|----------|-------------------|
| Client: Asner, Ed | | | | | |
| Total: | | | | 144.00 | \$0.00 |
| Number of records in section: | 7 | | | | |
| Client: Bancroft, Anne | | | | | |
| Total: | | | | 144.00 | \$0.00 |
| Number of records in section: | 7 | | | | |
| Client: Beatty, Warren | | | | | |
| Total: | | | | 144.00 | \$0.00 |
| Number of records in section: | 7 | | | | |

Creating Report Column Settings

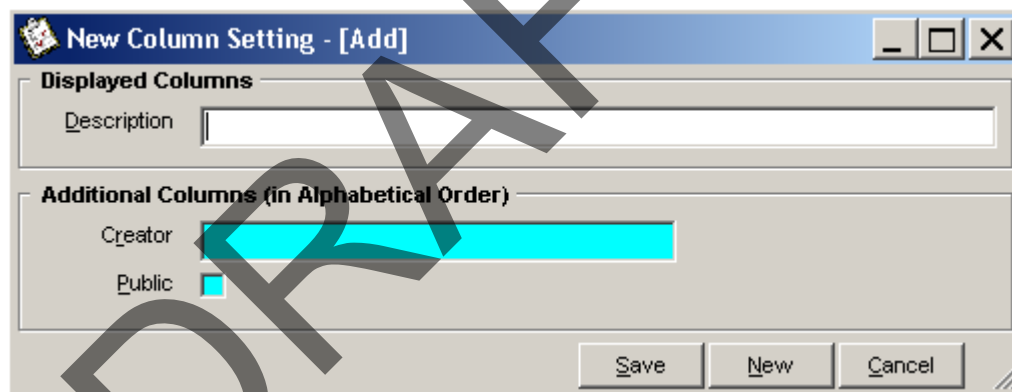
Once you have changed the formatting for a report, you may save the changes.

Users may save as many report column settings as desired-or use settings that the System Administrator has made accessible to all.


1. Click the Column Settings button on the print preview window to open your column settings.



2. Click on the New icon 
3. Enter a name for your Column setting in the Description field



4. Click on Save and then Close.
5. Click on the Close button to close the Column Settings window.

Note: The Column Settings command button is available when you initiate a report using the print command found in the Q toolbar () or when using the right click menu print options.

LESSON 14: The Waiting Room

Overview

The Waiting Room is a part of the Q workspace where you can keep shortcuts to objects in Q that you access frequently. Any object can be added to the waiting room. Here are some examples:

- Client Smith's Nutritional Risk assessment
- A full list of your current clients
- A query box for running a report

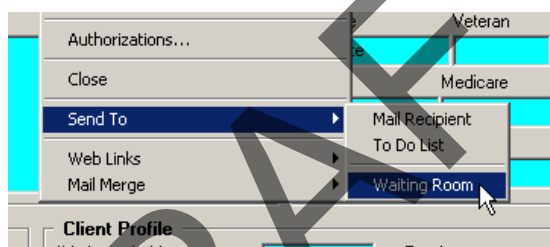
Do it! Add a client record to your waiting room



Let's imagine that you would like a quick way of accessing a client's record.

To add a shortcut to your client record to your waiting room:

1. Display your Waiting Room if necessary by clicking on the View menu and clicking on Waiting Room until it is checked.
2. Place your mouse on the blue title bar at the top of the client record.
3. Right-click and select Send To> Waiting Room from the popup menu.



Q has now added an icon to your waiting room:



Re-name a waiting room icon



Re-name the waiting room icon:

1. Right-click on the icon that was just placed in your waiting room and select Rename from the popup menu.
2. Enter your client's name in Last, First format in the text box.
3. Click away from the text box to save it.

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LESSON 15: Q Extras

Q Links

Overview

In Lesson 14, you learned how to add shortcuts to your Waiting Room for quick access. These shortcuts can also be called "Links" in the Q system. There are other places in the system where you can add links:

- Client MDS (Confidentiality/Billing tab)
- Case Notes
- Q E-Mail Messages
- To-Do Items

There are four ways to add a link to one of these records:

1. Click on the gray area of any form and drag it into a Links field.
Example: Click on the gray area of a client assessment form and drag into the Links field of a To-Do Item.
**Note: This does not work for grids!*
2. Right-click on the title bar of any window and select Send To... and then Waiting Room, To-Do Item, or Message Recipient.
3. Right-click in the Links field and click on the name of any open window.



4. Drag a link from one record (including the waiting room) to another.
Example: Create a new mail message and drag a waiting room shortcut into the "Links" field of the message.


To-Do Lists

Do it! Create a To-Do List

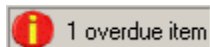


In Q you can create a to-do list, and be reminded when those items become overdue!

To create a to-do item:

1. Display the Launcher.
2. Locate and double-click **To Do Items**.
3. Click the new  icon to create a new To Do Item.
4. Enter **yesterday's date** in both of the Date fields.
5. Enter **Follow-Up Call** in the Narrative field.
6. Drag the waiting room item for your client into the Links field.
7. Click the Save button.

8. Click the Close button to return to the To Do List.
Notice that Q is now displaying a warning message about your overdue item!



Q E-Mail

Overview

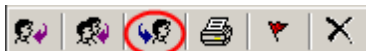
You can send e-mails to other Q users through the Q system. This is a safe, confidential way of sharing client information. You can create a message on the fly with a link to the form you are working with, or send a message from your Inbox.

Do it! Check your e-mail



To open your Inbox:

1. Turn on your Process Center using the View menu.
2. Click on the Tools Menu and select **Messages**. Q will display your Q Inbox.
3. Double-click the new message you have received!
4. Forward this message to another recipient by clicking on the "Forward" icon:




Notice your other options for reply, reply to all, print, flag or delete the message!

To create a new folder and move the message there:

Create a new e-mail folder

5. Right-click on the Inbox folder in your Process Center and select New Folder.
6. Enter **Saved Messages** as the new folder name.
7. Click the Save button.

Move your message



8. Highlight the original message you received by clicking on it with your mouse.
9. Click the  move to folder icon.
10. Click on the **Saved Messages** folder.
11. Click the **Move** button.



The message has now been moved to your Saved Messages folder!

Do it! Send a Q e-mail with a link

To create a new Q E-Mail message:

1. Click the  button in the Inbox toolbar.
2. Click the ellipse button  to the right of the To: field. Select a user from the list.
3. Enter **Please review this client record** in the Subject field.
4. Enter **See attached** in the message field.
5. Click and drag a Waiting Room link into the Links field of the message.
6. Click the Send button.

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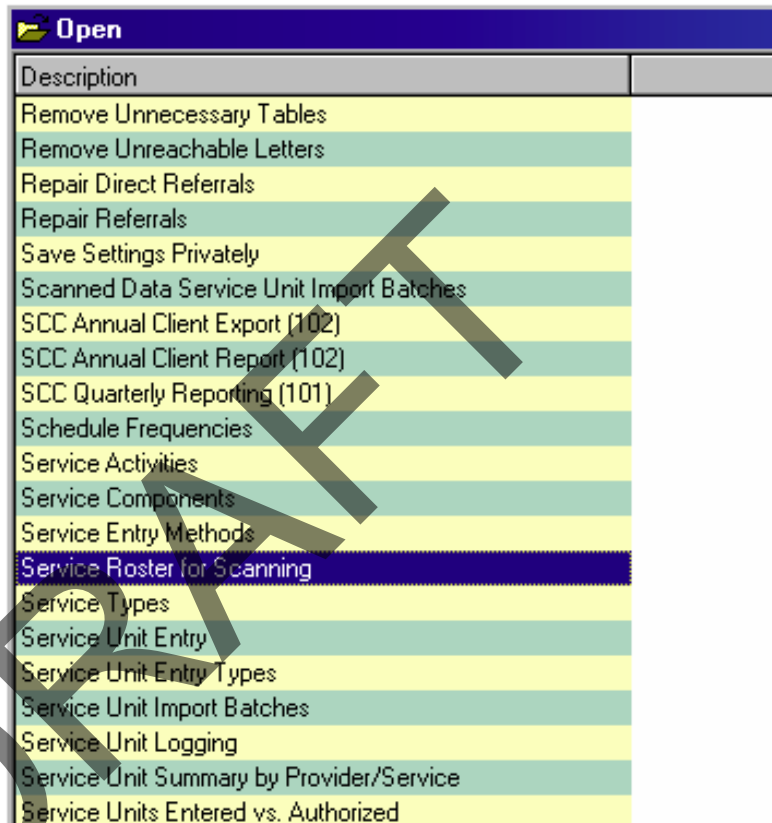
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LESSON 16: Videx Bar Code Scanner

Printing a Service Roster for Scanning

This report is intended to be used for logging service units for clients schedule to receive a service.

1. From the Launcher, open the object labeled *Service Roster for Scanning*.



The following screen will appear:

Service Roster for Scanning

Agency

Service(s)

Route(s)

Site(s)

Combined Roster for all Routes/Sites

Roster Type

Date of Service

Include section with unscheduled Clients

Unit Quantities for Scanning

Query Cancel

2. Choose the appropriate selections in each of the fields:
 - **Agency** - Select the Service Provider
 - **Service** - Select the service being provided
 - **Route** - Select the Home Delivered Meals route.
 - **Site** - Select the Congregate meal site(s).
 - **Combined Roster for all Routes/Sites** - Check this box if a single roster is to be produced combining the scheduled clients for all the selected routes or sites. If not selected, separate rosters are printed for each route/site. The check box is only available when "multiple" routes or sites are selected in the above fields.
 - **Roster Type** - Select the type of roster (All Active Clients, Daily, or Weekly).
 - **Date** - Select the date of service or start of the week. This field is only enabled if the roster type is "Daily" or "Weekly".
 - **Include section with unscheduled clients** - Select whether an additional section of the roster is needed to list all active clients not scheduled to receive service on the selected day or during the selected week.
 - **Unit Quantities for Scanning** - Enter the option(s) that should appear in the heading of the roster's first page to be scanned for the quantity of units. A comma or semicolon should separate the numbers between 1 and 9.

An example of a completed query screen is shown below:

Service Roster for Scanning

Agency: City Senior Center

Service(s): Congregate Meals;

Route(s): [Redacted]

Site(s): [Empty]

Combined Roster for all Routes/Sites: ☐

Roster Type: All Active Clients

Date of Service: [Redacted]

Include section with unscheduled Clients: ☒

Unit Quantities for Scanning: 1,2,3,4,5,6

Buttons: Query, Cancel

- When finished completing the desired fields, click on the  button.

An example of a roster is below:

Q Roster for Scanning

Provider: City Senior Center
 Service: Congregate Meals
 Units:
 Period: 8/20/2010

Unit Scan:

| | |
|---|-----------|
| 1 | [Barcode] |
| 2 | [Barcode] |
| 3 | [Barcode] |
| 4 | [Barcode] |
| 5 | [Barcode] |
| 6 | [Barcode] |

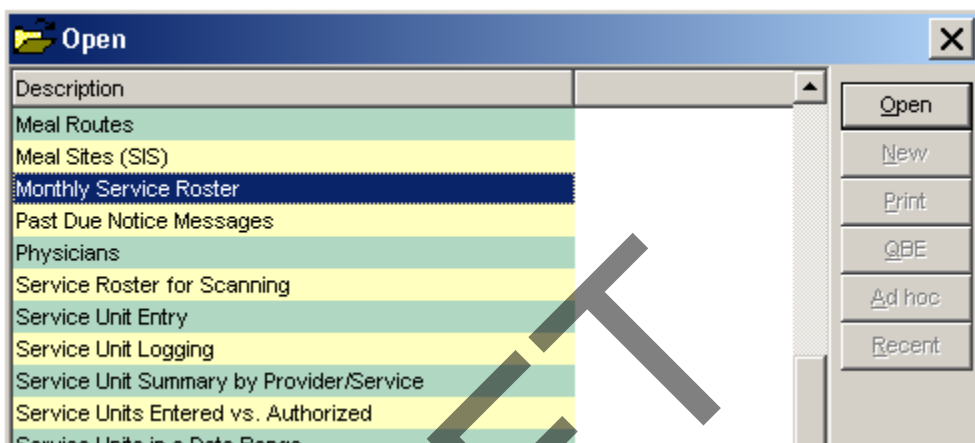
| Identifier | Initials/Name | Name | Units |
|------------|---------------|----------------------|---------|
| [Barcode] | [Empty] | Andrews, Julie 56 | [Empty] |
| [Barcode] | [Empty] | Beatty, Warren 32 | [Empty] |
| [Barcode] | [Empty] | Bennett, Tony 60 | [Empty] |

Printing a Monthly Service Roster

This report is intended to be used for logging service units for clients scheduled to receive a service.

This roster can be used for manual entry at time of service with the intention of manipulating the data once it is imported into Q.

From the Launcher, open the object labeled *Monthly Service Roster*.



The next screen will appear:

A screenshot of a software window titled "Monthly Service Roster". It contains several input fields and checkboxes. The fields are: "Agency" (a dropdown menu), "Service(s)" (a text box with a search icon), "Route(s)" (a large cyan-colored text box), "Site(s)" (a large cyan-colored text box), "Roster Type" (a dropdown menu), and "Date (Month/Year)" (a text box with a slash). There are two checkboxes: "Combined Roster for All Routes/Sites" and "Include section with unscheduled Clients", both of which are currently checked. At the bottom right, there are two buttons: "Query" and "Cancel". A large, semi-transparent "DRAFT" watermark is overlaid diagonally across the center of the image.

Choose the appropriate selections in each of the fields:

- **Agency** - Select the Service Provider
- **Service** - Select the service being provided
- **Route** - Select the Home Delivered Meals route.
- **Site** - Select the Congregate site(s).
- **Combined Roster for all Routes/Sites** - Check this box if a single roster is to be produced combining the scheduled clients for all the selected routes or sites. If not selected, separate rosters are printed for each route/site. The check box is only available when "multiple" routes or sites are selected in the above fields.
- **Roster Type** - Select the type of roster (All Active Clients, or Monthly).
- **Date** - Select the month and year of service.
- **Include section with unscheduled clients** - Select whether an additional section of the roster is needed to list all active clients not scheduled to receive service on the selected day or during the selected week.

An example of a completed query screen is shown below:


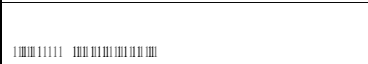
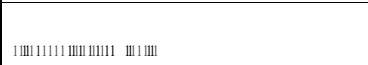
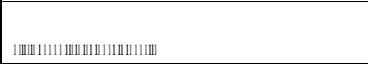

When finished completing the desired fields, click on the  button.

An example of a roster is below:

Q Monthly Service Roster (8 1/2 x 14)

Provider: City Senior Center
Service: Congregate Meals

August 2010: Fi

| Client | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|----------------------|---|---|---|---|---|---|---|---|---|----|----|
|  | Andrews, Julie 56 | | | | | | | | | | | |
|  | Beatty, Warren 32 | | | | | | | | | | | |
|  | Bennett, Tony 60 | | | | | | | | | | | |
|  | Brooks, Mel 15 | | | | | | | | | | | |
|  | Connery, Sean 27 | | | | | | | | | | | |

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Printing Client Bar Code Labels

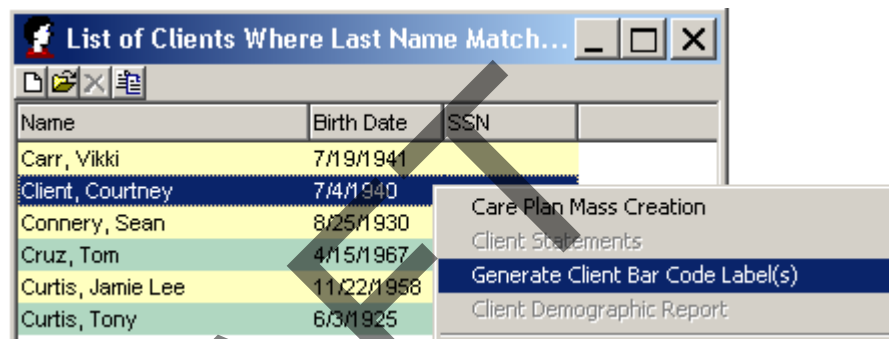
This report is intended to be used to produce labels for Client ID cards. The labels will include the client name, Q ID number, and a bar code (for scanning) of the Q ID number.

The format for output will be identical to the Avery 5160 laser printer labels. (1" h by 2 5/8" h)

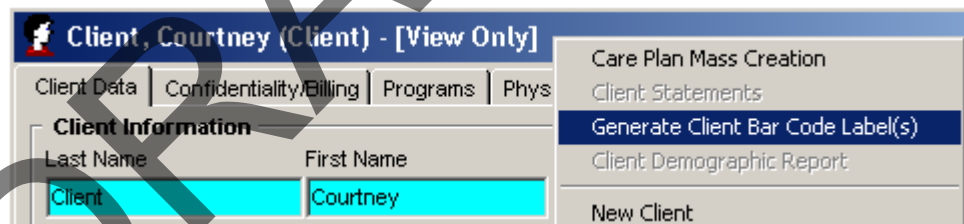
There are two ways to print labels:

1. Using the right click menu off a client record or a list of clients. See Figures below

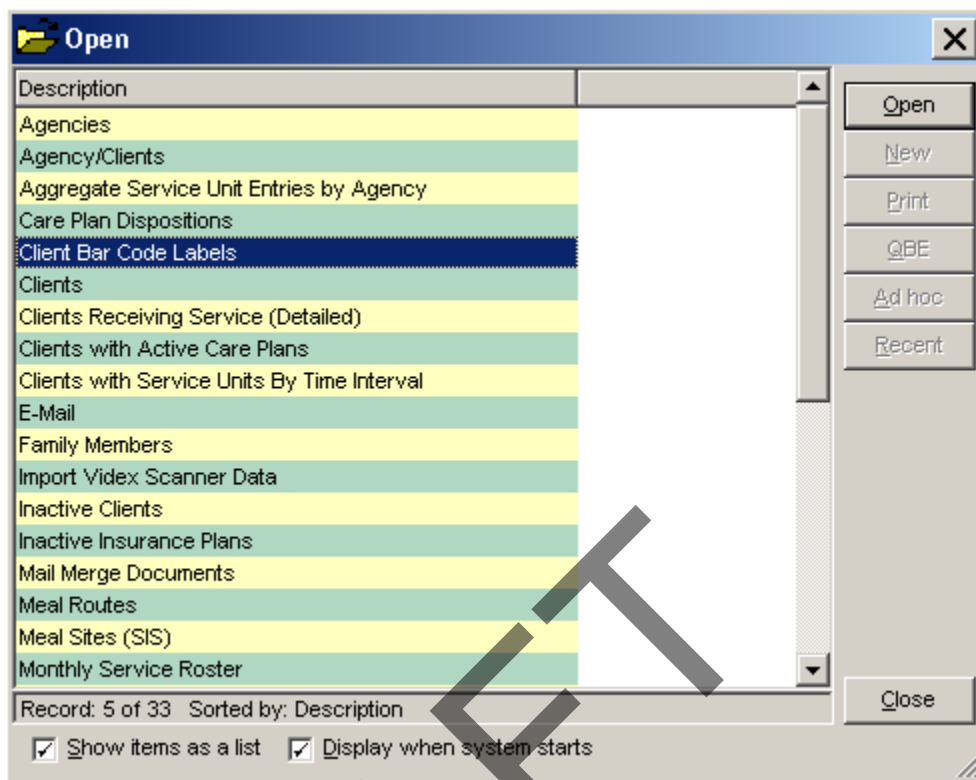
Using right click menu from a list of clients



Using right click menu off the individual client record



2. Using the Client Bar Code Label object off the Launcher. See below.



To use the above object off the Launcher, follow these steps:

1. Open the object from the Launcher. The

following window will be presented:

The 'Client Bar Code Labels' window contains the following fields and controls:

- Agency: Text box with a dropdown arrow.
- Service(s): Text box with an ellipsis button.
- Route(s): Text box with a cyan background.
- Site(s): Text box with a cyan background.
- Start Date: Text box with a dropdown arrow.
- End Date: Text box with a dropdown arrow.
- Clients Scheduled: ☒
- OR
- Clients Served: ☐
- Buttons: Query, Cancel

2. Fill out the desired fields.

- **Agency** - Select the Service Provider
- **Service** - Select the service being provided
- **Route** - Select the Home Delivered Meals route.
- **Site** - Select the Congregate site(s).
- **Date** - Select the Start & End date of the service.
- **Clients Scheduled or Served** - Indicate whether clients are to be retrieved based on being scheduled to receive service beginning during the date range, or clients with their initial billing (first unit billed for the service) during the date range.

The following is an example of a completed query:

Client Bar Code Labels

Agency: City Senior Center

Service(s): Congregate Meals

Route(s):

Site(s): San Jose Charities

Start Date: 01/01/2005

End Date: 08/17/2010

Clients Scheduled: ☐

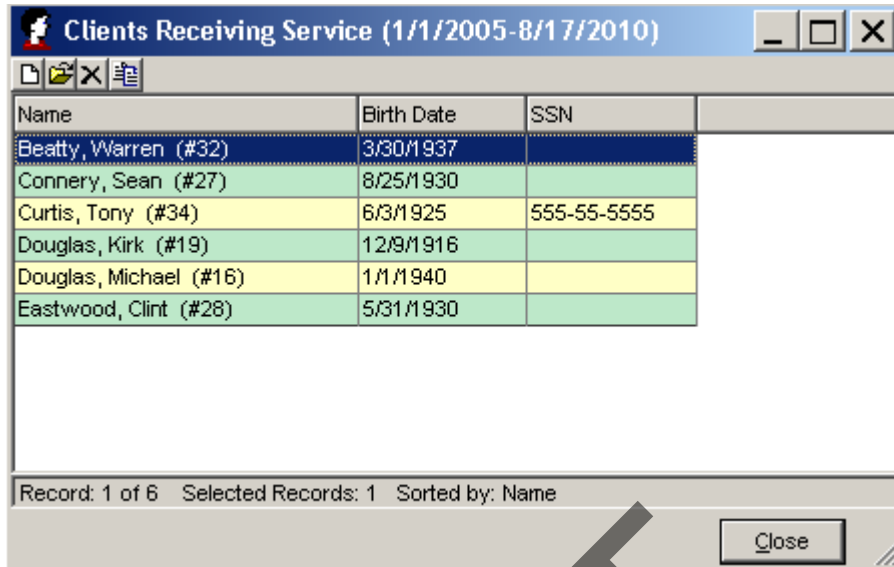
OR

Clients Served: ☒

Query Cancel

3. Click on Query when finished filling out the screen.

You will be presented with a list of clients that meet the entered criteria:



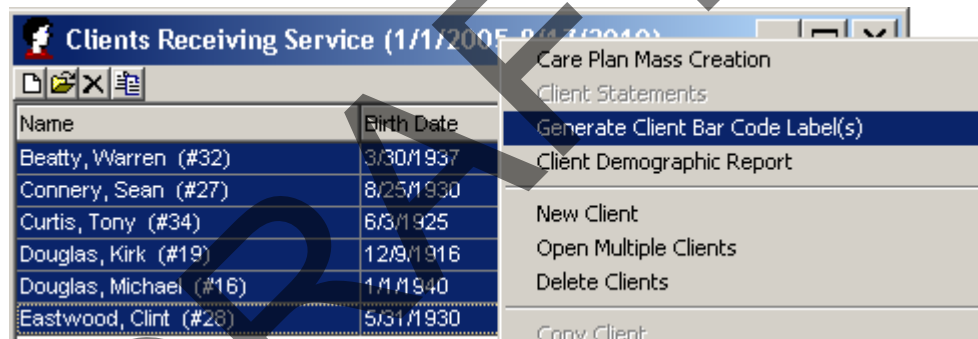
Clients Receiving Service (1/1/2005-8/17/2010)

| Name | Birth Date | SSN |
|------------------------|------------|-------------|
| Beatty, Warren (#32) | 3/30/1937 | |
| Connery, Sean (#27) | 8/25/1930 | |
| Curtis, Tony (#34) | 6/3/1925 | 555-55-5555 |
| Douglas, Kirk (#19) | 12/9/1916 | |
| Douglas, Michael (#16) | 1/1/1940 | |
| Eastwood, Clint (#28) | 5/31/1930 | |

Record: 1 of 6 Selected Records: 1 Sorted by: Name

Close

- From this list, select all the clients for which a label is to be printed. Use the right click menu to access the printout. See Example below:

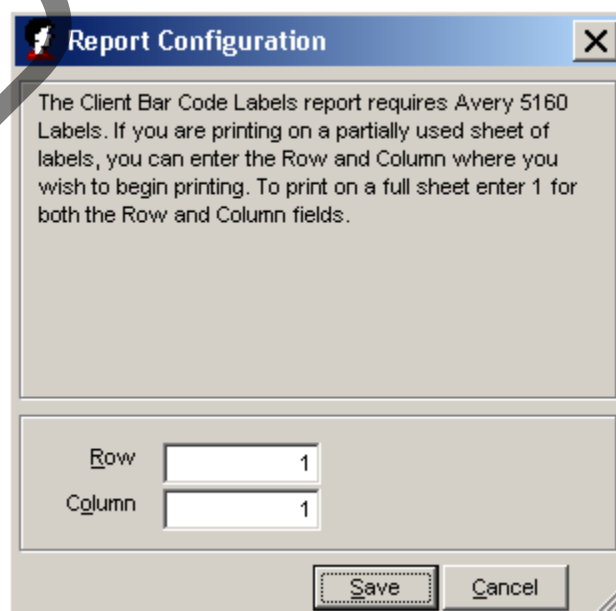


Clients Receiving Service (1/1/2005-8/17/2010)

| Name | Birth Date |
|------------------------|------------|
| Beatty, Warren (#32) | 3/30/1937 |
| Connery, Sean (#27) | 8/25/1930 |
| Curtis, Tony (#34) | 6/3/1925 |
| Douglas, Kirk (#19) | 12/9/1916 |
| Douglas, Michael (#16) | 1/1/1940 |
| Eastwood, Clint (#28) | 5/31/1930 |

- Care Plan Mass Creation
- Client Statements
- Generate Client Bar Code Label(s)**
- Client Demographic Report
- New Client
- Open Multiple Clients
- Delete Clients
- Copy Client

- Choose where the labels are to start printing.



Report Configuration

The Client Bar Code Labels report requires Avery 5160 Labels. If you are printing on a partially used sheet of labels, you can enter the Row and Column where you wish to begin printing. To print on a full sheet enter 1 for both the Row and Column fields.

Row:

Column:

Save Cancel

After saving the window, users are presented with the labels in print preview mode:

| | | | | | |
|---|----|---|----|---|----|
| Beatty, Warren | 32 | Connery, Sean | 27 | Curtis, Tony | 34 |
|  | |  | |  | |
| Douglas, Kirk | 19 | Douglas, Michael | 16 | Eastwood, Clint | 28 |
|  | |  | |  | |

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Q ScanMate Utility

Downloading data from Scanner

This utility is used to import the information from the scanner into your hard drive. Users will then download the file into Q.

Make sure the scanner is connected to the computer you are using to download the data into.

Turn the scanner on when ready to download the data.

1. When you are ready to download the scanner information, you will need to run the utility located in Start → Programs → Q ScanMate Utility → VxComm.
2. When the first window appears, click on Tools, Transfer Application.
3. You will be presented with a window. The options you should select are as follows:

Base Station

COMM1

4. After making sure the proper selections are chosen, click on Transfer Application.
5. Once the application has completed its transfer, all windows will disappear from your monitor.
6. You can then locate the file in your C:\Windows folder. The name of the file will be QscanMate.txt. At this point, the data contained in the scanner is cleared.

NOTE: it is advisable to change the name of the QscanMate.txt file to one that is descriptive of the Agency/Meal Site/ Date for historical purposes. An example is 13street98012010.txt.

Scanned Data Service Unit Import

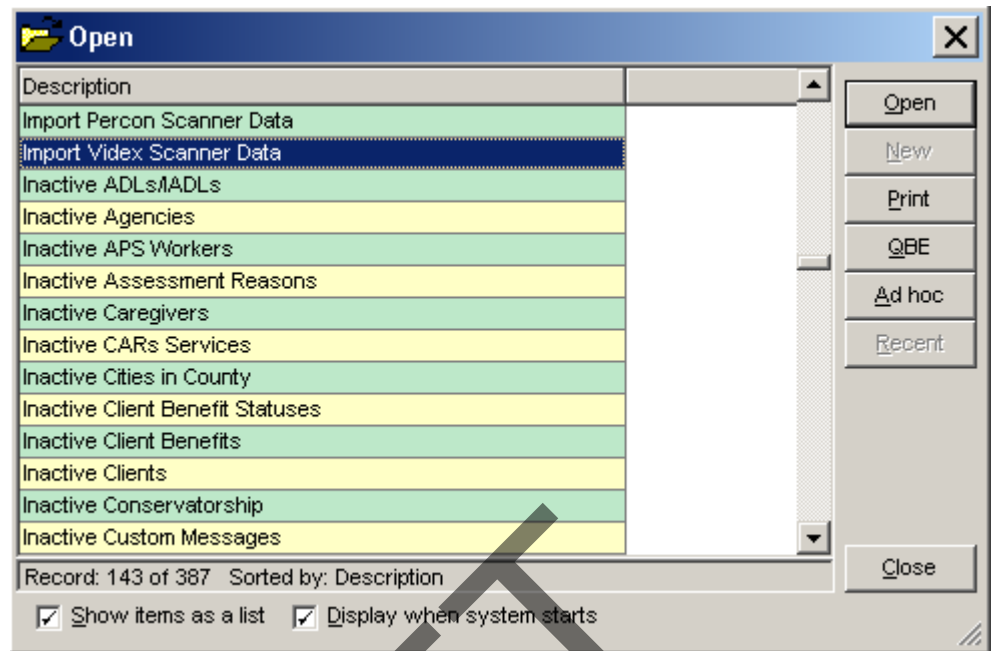
Importing Data into Q

The data collected and stored in the Videx Laserlite scanners are currently programmed and extracted using the VXCOMM utility.

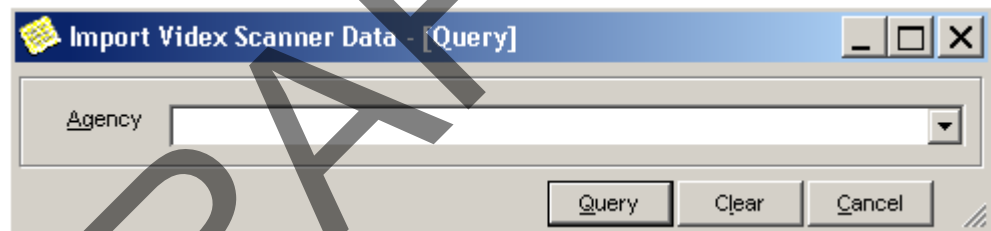
The service unit import file's format and contents are described in detail in Q's documentation. The file must contain sufficient information to identify the client, provider agency, service, and unit provision information. Specifically, the provider agency code, service code, date of service, quantity of units, unit cost, client's last name, and client's social security number or Q ID number must be included.

To import your data from the file you created previously into Q, follow these steps:

1. From the Launcher, open the utility labeled, Import Vindex Scanner Data.



2. Choose the Agency from the query window.



3. You will be presented with a list of service units to be imported.

****NOTE****: Once imported, unit information can be reviewed and revised using Q's standard manual entry functions (including *Service Unit Entry* and *Service Unit Logging*). Additionally, batches and their accompanying units can be completely deleted and resubmitted until the units are posted for accounting purposes (an administrative function within Q necessary for billing processes, typically occurring on a monthly cycle). After posting occurs, the units are locked down and can be adjusted only via the manual entry functions and only if the appropriate authorization has been granted to the user.

| Scanned Data Service Unit Import Batches for Agency: City Senior Center | | | | | | | |
|---|-----------------------|------------------|------------------|----------------------|----------------------|------------|----------|
| Agency | Date Created | Records Imported | Records Rejected | Total Units Imported | Total Units Rejected | Created by | Imported |
| City Senior Center | 2/10/2010 at 02:55 PM | | | | | | |

Record: 1 of 1 Selected Records: 1

4. After being presented with the table and list of units to be imported, You can *right click*, or double click on the record, and choose the appropriate selection as described in this chapter.

Right click view.

| Scanned Data Service Unit Import Batches for Agency: City Senior Center | | | | | | | |
|---|-----------------------|------------------|------------------|----------------------|----------------------|------------|----------|
| Agency | Date Created | Records Imported | Records Rejected | Total Units Imported | Total Units Rejected | Created by | Imported |
| City Senior Center | 2/10/2010 at 02:55 PM | | | | | | |

Import Service Units
 Import Errors
 Units Imported

Double click view

| 2/10/2010 (Scanned Data Service Unit Import Batch) - [View Only] | |
|---|-------------------------------------|
| Displayed Columns | |
| Agency | City Senior Center |
| Date Created | 2/10/2010 at 02:55 PM |
| Recrds Imported | 8 |
| Records Rejected | 0 |
| Total Units Imported | 8.00 |
| Total Units Rejected | 0.00 |
| Created by | System Administrator |
| Imported | <input checked="" type="checkbox"/> |
| Additional Columns (in Alphabetical Order) | |
| Site | 13th Street Inn |
| Import Service Units | Import Errors Units Imported |
| <input type="button" value="New"/> <input type="button" value="Close"/> | |

Import Service Units

Additional Columns (in Alphabetical Order)

Site: 13th Street Inn

Buttons: Import Service Units, Import Errors, Units Imported, New

When selecting Import Service Units, you will be presented with another window as seen below:

Import Service Units

File to import: [Text Field] ...

Service: [Dropdown]


Funding Source: [Dropdown]


Date of Service: [Date Picker]

Unit Cost: [Text Field]

Meal Site: [Dropdown]

Buttons: Save, Cancel

- **File to Import** - Specify where the file is located to be imported. Clicking on the ellipses button  allows users to browse their PC for the desired file.
- **Service** - Select the service. The choices offered reflect the services provided by the Agency that was chosen in Step 2 of this Lesson.
- **Funding Source** - Select the funding source for the Service Unit records to be created. Combo box allowing only one selection, containing the option "Default from Care Plan" (which is the default selection) as well as any funding sources for the selected agency/service combination that has the "Suppress Schedule Cap Enforcement" option enabled (i.e. the Title III funding sources.)
- **Date of Service** - Enter the service unit delivery date. Date control. The user must indicate the date for which units are to be entered/edited. If the service is a simplified entry service entry method, only the month and year of the date supplied are consulted.
- **Unit Cost** - Enter the unit cost for the Service Unit records to be created. Numeric text control for currency entry; not enabled if the service is a cost entered at billing time service entry method.

- 5. Click  to start the import process. The process is complete when the query window disappears and the record has an **X** in the Imported column as seen below.

| Scanned Data Service Unit Import Batches for Agency: City Senior Center | | | | | | | |
|---|-----------------------|------------------|------------------|----------------------|----------------------|--------------|-----|
| Agency | Date Created | Records Imported | Records Rejected | Total Units Imported | Total Units Rejected | Created by | Imp |
| City Senior Center | 2/10/2010 at 02:55 PM | 8 | 0 | 8.00 | 0.00 | System Ad... | |

Record: 1 of 1 Selected Records: 1

Import Errors

This function allows you to view any errors in the import process.

| Scanned Data Service Unit Import Batches for Agency: City Senior Center | | | | | | | |
|---|-----------------------|------------------|------------------|----------------------|----------------------|------------|-----|
| Agency | Date Created | Records Imported | Records Rejected | Total Units Imported | Total Units Rejected | Created by | Imp |
| City Senior Center | 2/10/2010 at 02:55 PM | | | | | | |

Import Service Units
Import Errors
Units Imported

After selecting this item from the right click menu, you will be presented with another window as seen below. Any errors will show up as rows in this table.

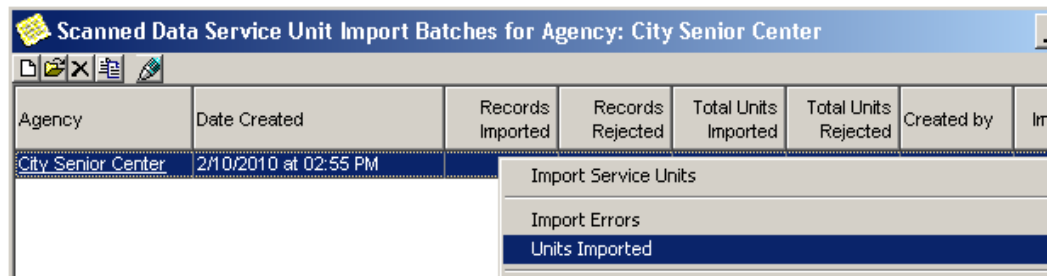
| ✓ Import Errors (Scanned Data Service Unit Import Batch) - 2/10/2010 | |
|--|--|
| Error Message | |
| There are no items to show in this view | |

Record: None Selected Records: 0

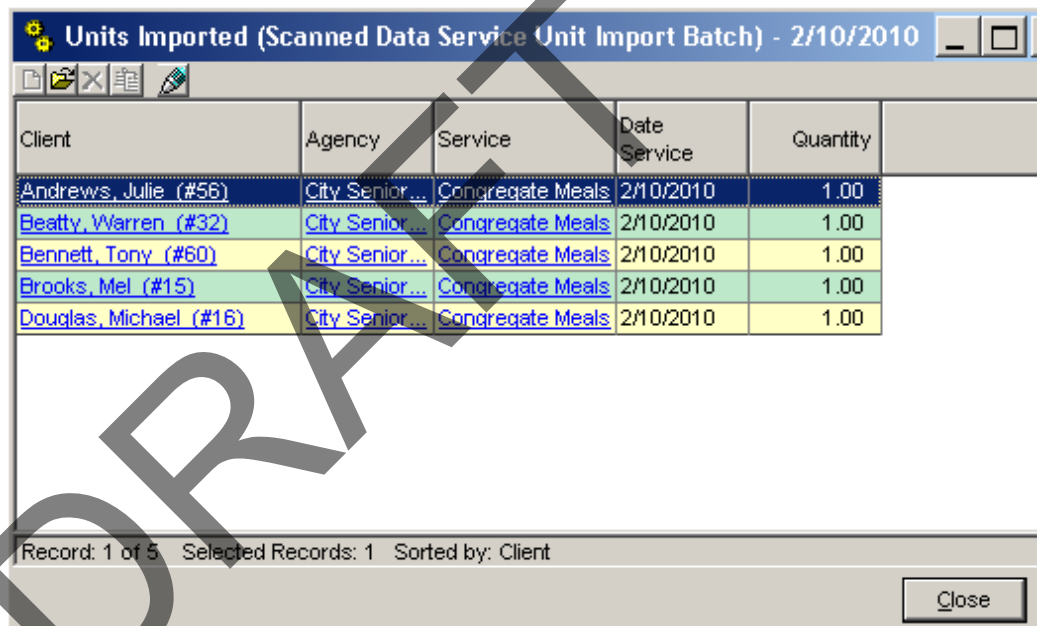
Close

Units Imported

This item off the right click menu will allow you to view a table of all imported service units.



A window similar to the one below will be presented. Open each record by double clicking on the row to view the details of the import.



DRAFT

CareAccess

www.careaccess-ca.com

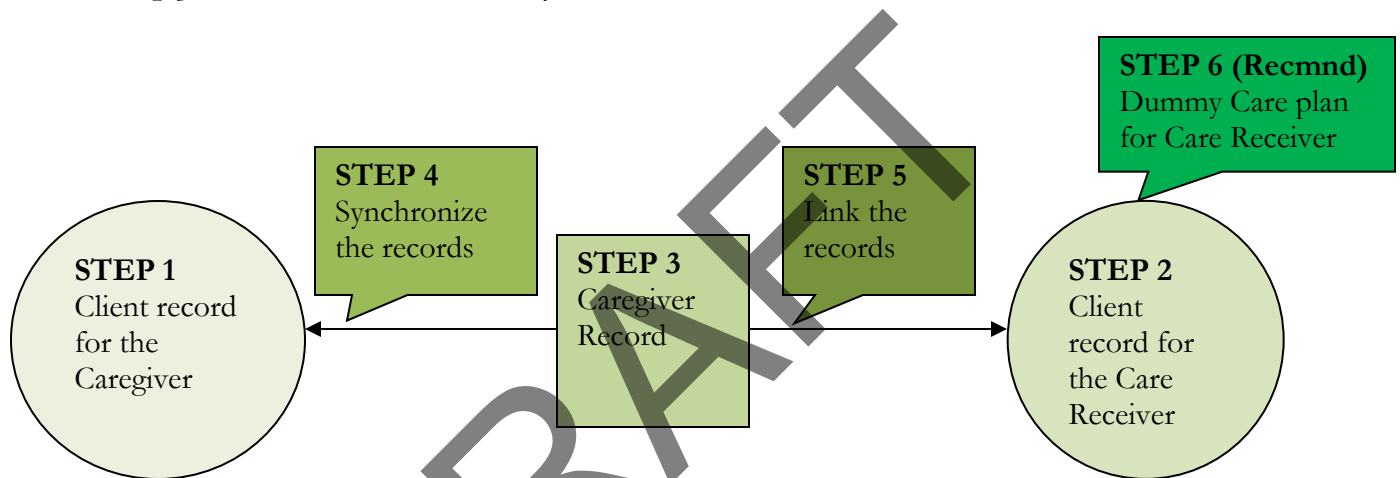
support@careaccess.biz

877-262-9322

Caregivers & Care Receivers in Q Quick Reference Guide

You can think of the process of entering Caregiver and Care Receiver/Recipient information in Q as a 5-step process with a 6th step that's highly recommended:

1. Find/Create a Client record for the caregiver, and enter an Employment Assessment
2. Find/Create a Client record for the care receiver, and enter an ADL/IADL Assessment
3. Find/Create a Caregiver record
4. Synchronize the Caregiver record with the caregiver's Client record
5. Link the Caregiver record to the care receiver.
6. *Highly Recommended:* Create Dummy Care Plan for Care Receiver



This guide will give you a quick reference for each step.

Step 1

Client Record for the Caregiver

Create a new Client record for the **Caregiver**. Enter information in the following fields highlighted in yellow:

- Name
- Address, City, State, and Zip
- Birth date
- Race
- Ethnicity
- Marital Status
- Sex at Birth
- Gender
- Sexual Orientation
- Rural
- Poverty Status
- Living Status

New Client - [Add]

Client Data | Confidentiality/Billing | Programs | Physicians | Miscellaneous

Client Information

Last Name First Name MI Intake Date 07/03/2019

A.K.A.: First Name MI Last Name Last Moved Date

Facility Name Facility Type

Street/Address City State Zip

Directions / Identifiers County of Permanent Residence Facility County

Personal Information

Phone 1 Phone 2 Facility Phone

Birth Date Age Race

Other (Race) Ethnicity

Marital Status If widowed, since when?

SSN SSN (#2) Medicare

Medi-Cal CIN# Medicaid County of Origin

Place of Birth Veteran Reassessment Date

Sexual Orientation and Gender Identification

Sex at Birth Gender Other (Gender) Sexual Orientation Other (Sexual Orientation)

Client Profile

in household Rural Receives Medicaid

Functionally Impaired Poverty Status Receives SSI/SSP

Female Head of Household Living Status Disaster Registry

Language English Needs Translation

Other (Language) Interpreter

Address History Additional Client Info Assessment Snapshots

Caregivers Assessments Care Plan Clinic Visits

Medical Authorizations HHA Case Notes Family History

Save New Cancel

Caregivers require an Employment Assessment. Click the Assessments button in the lower left, double click on the Employment Data Assessment, enter a Status, then click Save:

Assessments -

Filter by snapshot type:

Description

- Activity Assessment
- ADLs/MADLs
- California ADLs/MADLs
- California NAPIS-only ADLs/MADLs
- Cognitive
- Consent/File Storage
- Contacts
- Custom Fields
- Durable Medical Equipment
- Education Data
- Employment Data**

Status

Business

City

Current Position

Declined to State

Fulltime

Missing

Part-Time

Retired

Unemployed

Step 2

Client Record for the Care Recipient

Create a new Client record for the **Care Recipient**. Enter information in the following fields highlighted in yellow:

- Name
- Address, City, State, and Zip
- Birth date
- Race
- Ethnicity
- Marital Status
- Sex at Birth
- Gender
- Sexual Orientation
- Rural
- Poverty Status
- Living Status

New Client - [Add]

Client Data | Confidentiality/Billing | Programs | Physicians | Miscellaneous

Client Information

Last Name First Name MI Intake Date
A.K.A.: First Name MI Last Name Last Moved Date
Facility Name Facility Type
Street/Address City State Zip
Directions / Identifiers County of Permanent Residence Facility County

Personal Information

Phone 1 Phone 2 Facility Phone
Birth Date Age Race
Other (Race) Ethnicity
Marital Status If widowed, since when?
SSN SSN (#2) Medicare
Medi-Cal CIN# Medicaid County of Origin
Place of Birth Veteran Reassessment Date

Sexual Orientation and Gender Identification

Sex at Birth Gender Other (Gender) Sexual Orientation Other (Sexual Orientation)

Client Profile

in household Rural
Functionally Impaired Poverty Status
Female Head of Household Living Status
Language English Needs Translation
Other (Language) Interpreter

Receives Medicaid
Receives SSI/SSP
Disaster Registry

Address History Additional Client Info Assessment Snapshots
Caregivers Assessments Care Plan Clinic Visits
Medical Authorizations HHA Case Notes Family History

Save New Cancel

Care Recipients require an ADL/IADL Assessment. Click the Assessments button in the lower left, double click on California ADLs/IADLs, enter the Safe Functioning Levels on all tabs, then click Save:

Assessments -

Filter by snapshot type:

Description
Activity Assessment
ADLs/IADLs
California ADLs/IADLs

California ADLs/IADLs (Assessment Form)

ADLs IADLs (Part 1) IADLs (Part 2) Provider


Safe Functioning Level

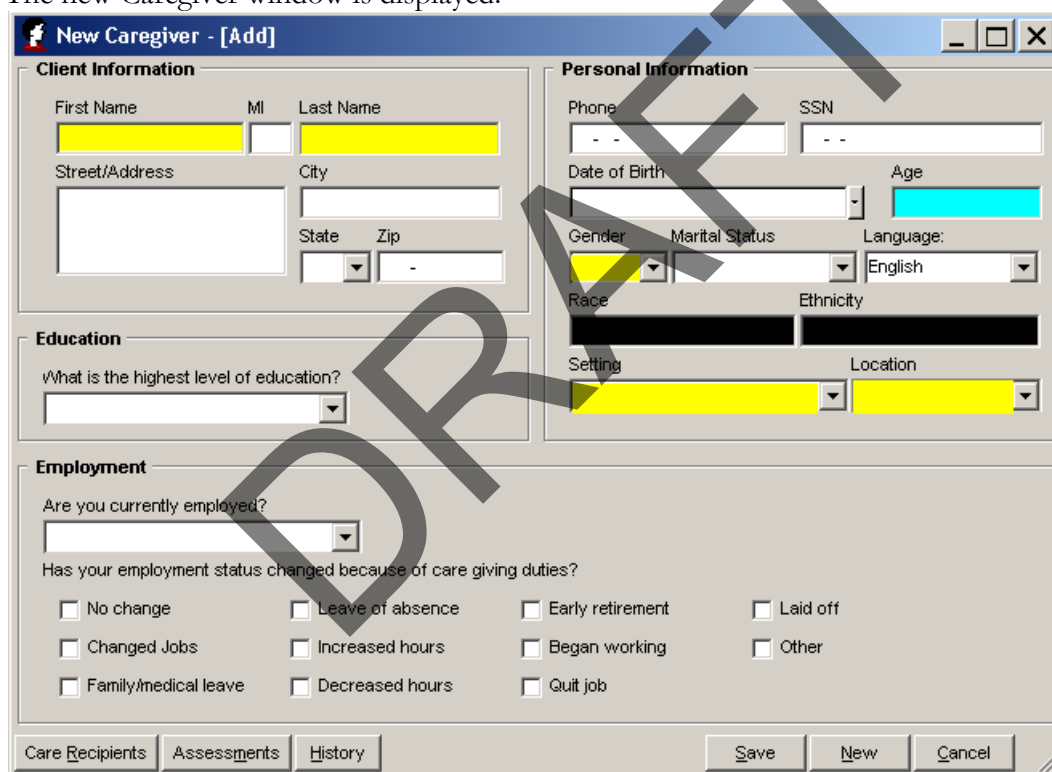
Eating 1 Independent
Dressing 5 Dependent

Step 3

Caregiver record

The Caregiver record is completely different from the caregiver's *Client record*. You need to create both.

1. From the Launcher, open the Caregivers query.
2. Leave all the fields blank and click on the Query button.
A list of all the current Caregivers is displayed.
3. Check the list for your new Caregiver to ensure they are not already in the list.
4. Assuming they are not a Caregiver, Click the  New button.
The new Caregiver window is displayed.



New Caregiver - [Add]

Client Information

First Name MI Last Name
 Street/Address City
 State Zip

Personal Information

Phone SSN
 Date of Birth Age
 Gender Marital Status Language:
 Race Ethnicity
 Setting Location

Education

What is the highest level of education?

Employment

Are you currently employed?

Has your employment status changed because of care giving duties?

☐ No change ☐ Leave of absence ☐ Early retirement ☐ Laid off
☐ Changed Jobs ☐ Increased hours ☐ Began working ☐ Other
☐ Family/medical leave ☐ Decreased hours ☐ Quit job

Care Recipients Assessments History Save New Cancel

5. Fill in the First and Last name, gender, setting, and location. These are required fields. You don't have to fill in address, DOB, or other fields. You will synchronize this record with this caregiver's existing Client record.

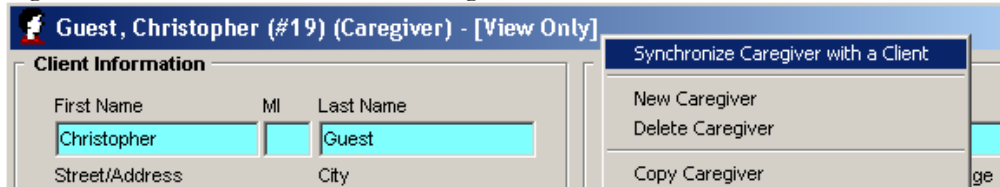
Click the Save button to save the record, but do not close the record.

Step 4

Synchronize the Records

This step allows our Caregiver record to talk to our caregiver Client record.

1. Right-click on the title bar of the caregiver record.



2. Click on the Synchronize Caregiver with a Client option.
3. Enter the name of the caregiver and press the Save button.
The Caregiver's name will populate the Select Client field.
4. Click the Save button (a second time).

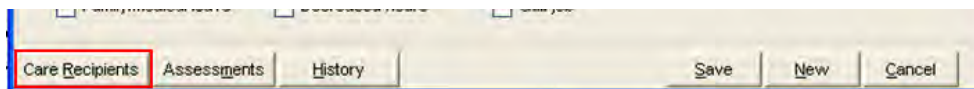
Notice that the DOB, age, gender, and other fields are now populated in the Caregiver record. Leave the Caregiver record open.



Step 5

Link the Caregiver and Care Receiver

The next step of the process is to link the Caregiver and Care Receiver in Q, using the Care Recipients button:

1. On the Caregiver record, click the Care Recipients button.



2. Click the  New button.
The New Caregiver/Care Receiver Relationship & Assessments dialog box appears.
3. Click on the Ellipse button  next to the Care Recipient field to search the Client list.
4. Enter the first and last name of the Care Recipient and click the Query button.
5. Highlight the correct Client and click the Apply button.
6. Choose a relationship from the Caregiver Relationship drop-down list.

7. Click the Save button.

Now that you have completed the Caregiver Process you can generate the Care Plan for the FCSP Service(s) for the Caregiver.

Step 6 (Highly Recommended)

Dummy Care Plan for Care Receiver/Recipient

It is highly recommended that you generate a “Dummy” Care Plan for the Care Recipient. This will allow you to manage your Care Recipients as a group and find missing demographic and assessment data easily and quickly. The Service is called ***FCSP-Care Recipient***.

Troubleshooting

If you find a Client has FCSP Service units (Title III E) but are missing some portion of the Caregiver Process, check the following:

- See if there is a Caregiver Record. This is the most common problem. The user forgot to add a Caregiver Record (Step 3).
- If there is a Caregiver Record, make sure it is synchronized to the correct Caregiver Client Record (Step 4).
- If there is a Caregiver Record and it is synchronized to that Caregiver's Client record, then the problem must be with the Association of the Caregiver Record with the Care Recipient (Step 5).
- Is the Care plan for a Title III E service in the Care Receiver Client Record? If so, you must delete/remove the care plan from the Care Receiver along with all service units and enter this information in the Caregiver's Client Record. (Dummy Care Recipient care plans are allowed, but no service units are ever entered.)

All problems must be one (or more) of those listed. Correcting the problem will allow the CARs submission to be accepted.

Q Reports Guide

Overview

Q has many different reports that you can use for different tasks. In order to get the results that you want, it is important to start with the right report. Here is a brief explanation of the different reports:

| Report Name | Results | Unduplicated clients? | Care plan details? | Inactive clients? |
|---|---|-----------------------|--------------------|-------------------|
| Clients with Active Care Plans | List of client records for clients who have active care plans matching the query criteria | Yes | No | No |
| Clients with Service Units by Time Interval | List of client records for clients who have one or more delivered service units matching the query criteria | Yes | No | Yes |
| Clients Receiving Service (Detailed) | List of service plan records matching the query criteria | No | Yes | No |
| Service Units Entered vs. Authorized | List of service plan records matching the query criteria and an aggregate total of authorized and delivered units for the month | No | Yes | Yes |
| Service Units in a Date Range | List of service unit records matching the query criteria | No | Yes | Yes |

Details on each of these reports are included in the following pages.

Clients with Active Care Plans

Overview

Q queries for **active clients** who have a care (service) plans that match the criteria entered. The results will be a list of **unduplicated** client records.

Common use(s)

- Reporting client demographics for clients who are receiving particular service(s.)
- Reviewing active “roster” and removing clients from it.

Query criteria

Services: Personal Care; Chore; Homemaker

Agencies: Home Care Specialists

As Of: 07/01/2006

Case Managers:

Buttons: Query, Clear, Cancel

Annotations:

- Services (one / many / all)
- Agencies (one / many / all)
- As Of (Date) *
- Case Managers (one / many / all)

Required fields are marked with an (*) asterisk.

In the example above, Q will find any client who has a care plan for personal care OR chore OR homemaker services from Home Care Specialists agency. Q filters the results by care plan dates; Clients whose care plan start date is AFTER 7/1/06 or whose end date is BEFORE 7/1/06 will be filtered out.

Results

Clients with Active Care Plans - Services: Personal Care, Chore, Homemaker

| Name | Age | Race | Sex | Low Income | Lives Alone |
|-------------------|-----|------------------|--------|------------|-------------|
| Jones, Grace | 83 | African American | Female | | Yes |
| Taylor, Elizabeth | 74 | White | | Yes | Yes |
| Eastwood, Clint | 76 | White | Male | Yes | Yes |

Grace Jones appears once even though she has two matching care plans for Home Care Specialists: one for Personal Care and one for Chore.

Accessible table(s): Client record (**No** automatic access to service plans.)

Special Functions: Care Plan Mass Creation

Q: Why can't I see the matching service plans that Q found?

A: The purpose of this report is to display an **unduplicated** list of clients. Since one client may have many matching care plans, Q is unable to display care plan details for care plans without listing the client more than once. To view service plan details, open the client record (double-click) and click his/her **care plan** button. Consider using the “Clients Receiving Service (Detailed)” query if you would like to view care plan details such as Start Date and End Date.

Clients with Service Units by Time Interval

Overview

Q queries for **clients** (active, inactive or both) who have at least one (delivered) service unit record that matches the criteria entered. The results will be a list of **unduplicated** client records.

Common use(s)

- Verifying client totals on quarterly (SPR) reports
- Reporting unduplicated client demographics for a particular service category.

Query criteria

Services (one / many / all)

Agencies (one / many / all)

Start Date & End Date*: Service unit "Date of Service" must fall between these two dates.

Active*: client record status: active, inactive or both.

Funding Sources (one / many / all)

(Meal) Sites (one / many / all)

Required fields are marked with an (*) asterisk.

In the example above, Q will look for all clients who have at least one unit of delivered congregate meals recorded on his/her care plan with service dates between 7/1/06 and 6/30/07. (Please note that you may enter a future date.) It will not filter by agency or funding source or meal site.

Results

| Clients Receiving Service Units Services: Congregate Meal | | | | |
|---|----------------|-------|------------|-----|
| Name | Month of Birth | Race | Low Income | Age |
| Beatty, Warren | March | White | No | 69 |
| Becall, Lauren | September | White | Yes | 82 |

Accessible table(s): Client record (**No** automatic access to service plans.)

Special Functions: Care Plan Mass Creation

Clients Receiving Service (Detailed)

Overview Q queries for **care (service) plans** for **active** clients that match the criteria entered. The results will be one row for every matching care plan. This is NOT an unduplicated clients query.

Common use(s)

- Viewing current service “roster.”
- Disenrolling all care plans at once

Query criteria

Clients Receiving Service (Detailed) - ...

Services: Personal Care; Chore; Homemaker

Agencies:

Funding Sources:

Start Date: 07/01/2006

End Date: 09/30/2006

Buttons: Query, Clear, Cancel

Annotations:

- Services (one / many / all)
- Agencies (one / many / all)
- Funding Sources (one / many / all)
- Start Date & End Date*: The care plan must have been active at least one day in this date range

Required fields are marked with an (*) asterisk.

In the example above, Q will find any care plan where the service is Personal Care OR Chore OR Homemaker. It will NOT filter by agency or funding source. It will only find care plans that were active at least one day in the first quarter of FY06-07.

Results

Clients Receiving Services Services: Personal Care, Chore, Homemaker

| Agency | Service | Client: Name | Start Date | End Date |
|-----------------------|---------------|--------------------|------------|----------|
| Home Care Specialists | Homemaker | Montalban, Ricardo | 11/1/2005 | 7/6/2006 |
| A Warm Embrace | Personal Care | Montalban, Ricardo | 9/30/2006 | |

Accessible table(s): Service plan record and Client record (right-click on name)

Special Functions: Mass Disenroll and Mass Copy

Service Units Entered vs. Authorized

Overview

Q queries for **care plans** that match the criteria entered for active and inactive clients. One row will be displayed for each active care plan found, even if there are zero authorized and zero delivered. It displays the total number of service units entered and authorized recorded on each care plan.

Common use(s)

- Reporting monthly service unit totals for a particular agency in a single month.
- Identifying clients who are on a roster, but NOT receiving service

Query criteria

Required fields are marked with an (*) asterisk.

In the example above, Q will find all care plans for Home Care Specialist agency that were active during at least one day in the month of July 2006 and display the total number of units authorized and total units delivered for the month. If the client is receiving two different services from this agency, Q will display a row for both.

Results

| Service Unit Entered vs. Authorized Report - Agency: Home Care Sp | | | | | |
|---|---------------|------------|------------------|-----------------|--------------------------|
| Client Name | Service | Start Date | Units Authorized | Units Delivered | Units Authorized - Units |
| Montalban, Ricardo | Personal Care | 7/1/2005 | 0.00 | 0.00 | 0.00 |
| Montalban, Ricardo | Homemaker | 11/1/2005 | 15.00 | 1.00 | 14.00 |

Accessible table(s): Service plan record (Double-click) and Client record (right-click on name)

Special Functions: None (However, you can mass disenroll by using the “Open Multiple Service Units Entered vs. Authorized” and changing the End Date for all.)

Service Units in a Date Range

- Overview** Q queries for **service unit records** matching the criteria entered for active and inactive clients. One row will be displayed for each service unit record found. Records with negative quantities will also be displayed.
- Common use(s)** • Reporting service unit totals and/or costs for specific services or agencies.
- Query criteria** Required fields are marked with an (*) asterisk.

In the example above, Q will look for all service unit records (delivered units) entered for Home Care Specialist agency for Personal Care OR Chore OR Homemaker service with service dates between 7/1/06 and 9/30/06.

Results

| Service Units for All Agencies - All Funding Sources Services: Personal Care, Chore, Homema | | | | | | |
|---|---------------|----------------|----------------|--------------|----------|-----------------|
| Agency | Service | Funding Source | Client | Date Service | Quantity | Agenc Total Cos |
| Home Care Specialists | Personal Care | LNK POS | Beatty, Warren | 9/16/2006 | 4.00 | \$86.00 |
| Home Care Specialists | Personal Care | LNK POS | Beatty, Warren | 9/17/2006 | 4.00 | \$86.00 |
| Home Care Specialists | Personal Care | LNK POS | Beatty, Warren | 9/18/2006 | 4.00 | \$86.00 |
| Home Care Specialists | Personal Care | LNK POS | Beatty, Warren | 9/18/2006 | -4.00 | (\$86.00) |
| Home Care Specialists | Personal Care | Title IIIB | Beatty, Warren | 9/18/2006 | 20.00 | \$430.00 |

Accessible table(s): Service Unit record and Client record (right-click on name)

Special Functions: None

Title III - Intake and Assessment Forms Guide

**CALIFORNIA DEPARTMENT OF AGING
HOME AND COMMUNITY LIVING DIVISION**

www.aging.ca.gov

July 2021



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Overview

Introduction

Data and the information created from data elements contribute to valuable knowledge about service use and client demographics. It is a source for Area Agencies on Aging (AAA), California Department of Aging (CDA), and U.S. Administration for Community Living (ACL) performance measures.

Background

AAA staff spends a large percentage of their time reading, completing, processing, and retrieving forms created or received by the agency.

Forms are an important part of the operations that aid in the collection and documentation of information. Well-designed and well-managed forms can reduce errors and save time and money.

Purpose

The purpose of this guide is to help AAA staff identify the required ACL and CDA Title III data elements. This guide provides AAAs with guidance, resources, and sample layouts and forms to help AAAs evaluate and design agency intake forms.

NOTE: This guide does not address Community Based Service Programs (CBSP), Health Insurance Counseling and Advocacy Program (HICAP), Long-Term Ombudsman Program, Senior Community Services Employment Program (Title V), or fiscal forms.

Purpose

The Older Americans Act (OAA) requires a report of statistical data reflecting the number of service units provided and the number of registered clients or the estimated clients/audience reached.

Process

Data Performance Management Process

| Entity | Role |
|-----------------------|--|
| Provider or AAA | <ul style="list-style-type: none"> collects and tracks client/user information and service units reports service utilization units, consumer demographics and expenditures maintains records |
| AAA | <ul style="list-style-type: none"> plans and administers OAA data management system(s) implements CDA data reporting requirements develops and maintains written procedures analyzes, corrects, and verifies data monitors and evaluates local services trains staff and provides technical assistance to the providers, clients, and caregivers reports data to CDA via the statewide California Aging Reporting System (CARS) |
| CDA | <ul style="list-style-type: none"> sets data reporting standards monitors and evaluates AAA programs plans and administers the CARS provides AAAs with training and technical assistance as needed reports data and program information to ACL and the California State Legislature |
| ACL | <ul style="list-style-type: none"> provides Congress, states and other stakeholders with National Aging Program Information System (NAPIS) data |

CARS Approval

AAAs shall assure that all data submitted is complete, accurate, timely, and verifiable.

AAA staff must approve CARS File Upload quarterly data and NAPISCare annual data within 10 days of notice of passed status. If the data cannot be corrected within 10 days, AAA staff must provide an explanation in the comments box in the report screen. CDA will be able to review the data after the 10-day approval period.

NAPIS Validation

As part of the annual year-end performance reporting process, the AAA Director, or designee, will be required to validate the NAPIS data.

What is Reviewed?

CDA reviews the accuracy and completeness of the reported data on a regular basis. CDA reviews intake and assessment forms, reporting performance information, supporting documents, and reporting procedures during the CDA monitoring process.

AAAs shall keep complete records/documents on file to support all reports submitted to CDA. All paper and electronic client information records, data elements, and printouts collected are confidential and shall be secured and remain protected from unauthorized disclosure.

DRAFT

Introduction

The arrangement of the questions on the form will make it easier to enter, complete, and retrieve information.

Group Data

Group related items with clearly defined sections to make the form easier to fill out. It can also eliminate the need for backtracking and reduces incomplete or missing data elements.

Databases may have separate data entry screens for

- Client Detail Identification
- Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), and/or
- Nutritional Risk Assessment

Establish Item Sequence

Arrange questions in a sequence that will match the structure of the database configuration. This will allow for easier data entry from one section to the next without having to search the form for the correct entry area.

Make Required Questions Clear

Make required data elements clear and visible. Design forms to clearly define form fields with bound boxes and headers.

What is Reviewed?

CDA reviews AAA forms to ensure all required data collection elements are integrated. See [Chart Guidelines](#).

Required Title III B, C, and D (Clusters I & II), Registered Client Fields

Chart Guidelines

Apply the following chart to determine if intake form(s) have required data collection and reporting elements for Title III B, C, and D (Clusters I and II) Programs. See [page 41](#) for Non-Registered fields.

CARS Title III B, C, and D (Clusters I and II) Required Registered Client Fields

| Service Category | Service Units | Registered Client ¹ | ADL & IADL ² | Nutritional Risk ³ | Case Information ⁴ | Funding Source |
|-------------------------|---------------------------|--------------------------------|-------------------------|-------------------------------|-------------------------------|----------------|
| Personal Care | X Hour | X | X | | | III B |
| Homemaker | X Hour | X | X | | | III B |
| Chore | X Hour | X | X | | | III B |
| Adult Day Care/Health | X Hour | X | X | | | III B |
| Case Management | X Hour | X | X | | | III B |
| Congregate Meals | X Meal | X | | X | | III C |
| Home-Delivered Meals | X Meal | X | X | X | | III C |
| Nutritional Counseling | X Session per Participant | X | | X | | III C |
| Assisted Transportation | X One-way Trip | X | | | | III B |
| Legal Assistance | X Hour | X | | | X | III B |

(X) Required Element¹

Registered Client Required Client Level Detail

- Participant ID to Determine Unduplicated Count
- Birth Date
- Zip Code
- Rural Designation
- Gender
- Sex at Birth
- Sexual Orientation or Sexual Identity
- Race
- Ethnicity
- Poverty Status
- Living Arrangement

² ADL/IADL Required Functional Rating Scale for each of the following:

- ADL: Eating
- ADL: Bathing
- ADL: Toileting
- ADL: Transferring in/out of bed/chair
- ADL: Walking
- ADL: Dressing
- IADL: Meal Preparation
- IADL: Shopping
- IADL: Medication Management
- IADL: Money Management
- IADL: Using Telephone
- IADL: Heavy Housework
- IADL: Light Housework
- IADL: Transportation

ADL & IADL Functional Impairment Rating Scale

- (1) Independent: Can perform a task without human assistance.
- (2) Verbal Assistance: Requires verbal prompting to begin or complete a task.
- (3) Some Human Help: Requires some physical assistance to perform a task.
- (4) Lots of Human Help: Requires substantial assistance to perform a task.
- (5) Dependent: Totally dependent on another person to perform a task.
- (6) Declined to State
- (0) Missing

Or as default, report only three levels: 1, 3, or 5 (and 6 – Declined to State).

³ Nutritional Risk - Required Score

- (1) Yes: Nutritional risk with score of 6 or higher.
- (2) No: Nutritional score with 5 or lower.
- (3) Declined to State
- (0) Missing

Scores are based on the *Determine Your Nutritional Health* checklist.

⁴ Case Information

- Case ID
- Case Opened Date
- Case Closed Date
- Service Type
- Service Level

Refer to CARS Specifications spreadsheet for file reporting structure and optional data elements. Refer to Services Categories and Data Dictionary document for category definitions. All documents can be found at www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/.

Required Title III E, Registered Caregiver Fields (Group 1)

Chart Guidelines

Apply the following chart to determine if intake form(s) have the required data collection and reporting elements for the Title III E Family Caregiver Support Program (FCSP) **Caregivers of Older Adults** and **Older Elderly Relative**. See [page 42](#) for Non-Registered fields.

CARS Title III E, FCSP Caregivers of Older Adults/Older Elderly Relative, Required Registered Caregiver Fields

| Family Caregiver Service Category | Service Units | Registered Caregiver ¹ |
|-----------------------------------|---------------------------|-----------------------------------|
| Assessment | X Hour | X |
| Counseling | X Hour | X |
| Peer Counseling | X Hour | X |
| Support Group | X Hour | X |
| Training | X Hour | X |
| Case Management | X Hour | X |
| In-Home Supervision | X Hour | X |
| Homemaker Assistance | X Hour | X |
| In-Home Personal Care | X Hour | X |
| Home Chore | X Hour | X |
| Out-of-Home Day Care | X Hour | X |
| Out-of-Home Overnight Care | X Hour | X |
| Assistive Devices | X Device/Occurrence | X |
| Home Adaptations | X Modification/Occurrence | X |
| Registry | X Hour/Occurrence | X |
| Emergency Cash/Material Aid | X Assistance/Occurrence | X |

(X) Required Element

¹ Registered Caregiver Required Client Level Detail

- Participant ID to Determine Unduplicated Count
- Birth Date
- Zip Code
- Rural Designation
- Gender
- Sex at Birth
- Sexual Orientation or Sexual Identity
- Race
- Ethnicity
- Poverty Status
- Living Arrangement
- Relationship Status
- Employment Status
- Caregiver Relationship

Required Title III B, C, and D (Clusters I & II), Registered Client Fields

Chart Guidelines

Apply the following chart to determine if intake form(s) have required data collection and reporting elements for the Care Receiver in the Title III E, Family Caregiver Support Program(FCSP), Caregivers of Older Adults.

CARS Title III E, FCSP Caregivers of Older Adults, Required Registered Care Receiver Fields

| Caregivers of Older Adults Service Category | Registered Care Receiver ² | ADL & IADL ³ |
|---|---------------------------------------|-------------------------|
| Assessment | X | X |
| Counseling | X | X |
| Peer Counseling | X | X |
| Support Group | X | X |
| Training | X | X |
| Case Management | X | X |
| In-Home Supervision | X | X |
| Homemaker Assistance | X | X |
| In-Home Personal Care | X | X |
| Home Chore | X | X |
| Out-of-Home Day Care | X | X |
| Out-of-Home Overnight Care | X | X |
| Assistive Devices | X | X |
| Home Adaptations | X | X |
| Registry | X | X |
| Emergency Cash/Material Aid | X | X |

(X) Required Element

² Registered Care Receiver Required Client Level Detail

- Participant ID to Determine Unduplicated Count
- Birth Date
- Zip Code
- Rural Designation
- Gender
- Sex at Birth
- Sexual Orientation or Sexual Identity
- Race
- Ethnicity
- Poverty Status
- Living Arrangement
- Relationship Status

³ ADL/IADL Required Functional Rating Scale for each of the following:

- ADL: Eating
- ADL: Bathing
- ADL: Toileting
- ADL: Transferring in/out of bed/chair
- ADL: Walking
- ADL: Dressing
- IADL: Meal Preparation
- IADL: Shopping
- IADL: Medication Management
- IADL: Money Management
- IADL: Using Telephone
- IADL: Heavy Housework
- IADL: Light Housework
- IADL: Transportation

ADL & IADL Functional Impairment Rating Scale

- (1) Independent: Can perform a task without human assistance.
- (2) Verbal Assistance: Requires verbal prompting to begin or complete a task.
- (3) Some Human Help: Requires some physical assistance to perform a task.
- (4) Lots of Human Help: Requires substantial assistance to perform a task.
- (5) Dependent: Totally dependent on another person to perform a task.
- (6) Declined to State
- (0) Missing

Or as default, report only three levels: 1, 3, or 5 (and 6 – Declined to State).

Required Title III E, Registered Care Receiver Fields (Group 1), Continued

Chart Guidelines

Apply the following chart to determine if intake form(s) have required data collection and reporting elements for the Care Receiver in the Title III E FCSP Older Elderly Relative.

CARS Title III E, FCSP Older Elderly Relative Required Registered Care Receiver Fields

| Older Elderly Relative Service Category | Registered Care Receiver ² |
|---|---------------------------------------|
| Assessment (Supportive Services) | X |
| Counseling (Supportive Services) | X |
| Peer Counseling (Supportive Services) | X |
| Support Group (Supportive Services) | X |
| Training (Supportive Services) | X |
| Case Management (Supportive Services) | X |
| In-Home Supervision (Respite Care) | X |
| Homemaker Assistance (Respite Care) | X |
| In-Home Personal Care (Respite Care) | X |
| Home Chore (Respite Care) | X |
| Out-of-Home Day Care (Respite Care) | X |
| Out-of-Home Overnight Care (Respite Care) | X |
| Assistive Devices (Supplemental Services) | X |
| Home Adaptations (Supplemental Services) | X |
| Registry (Supplemental Services) | X |
| Emergency Cash/Material Aid (Supplemental Services) | X |

(X) Required Element

² Registered Care Receiver Required Client Level Detail

- Participant ID to Determine Unduplicated Count
- Birth Date
- Zip Code
- Rural Designation
- Gender
- Sex at Birth
- Sexual Orientation or Sexual Identity
- Race
- Ethnicity
- Poverty Status
- Living Arrangement
- Relationship Status

NOTE: There are no ADL or IADL data collection requirements for Care Receivers in FCSP Caring for Child.

Refer to CARS Specifications spreadsheet for file reporting structure and optional data elements. Refer to Services Categories and Data Dictionary document for category definitions. All documents can be found at www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/.

Required Registered Client Level Detail

Introduction

OAA programs use client demographic elements for targeting and/or reporting purposes. The required registered client level details are birth date, zip code, rural designation, gender, sex at birth, sexual orientation or gender identity, race, ethnicity, poverty status, and living arrangement.

Service Categories Required

The following are the programs that require collecting client level detail for registered clients, or FCSP caregivers *and* care receivers.

Title III B, C, and D, Supportive and Nutrition Services

- Personal Care
- Homemaker
- Chore
- Home-Delivered Meals
- Adult Day Care/Health
- Case Management
- Congregate Meals
- Nutritional Counseling
- Assisted Transportation
- Legal Assistance

Title III E, FCSP Caregivers of Older Adults/Older Elderly Relative: Caregiver & Care Receiver

SUPPLEMENTAL SERVICES

- Assessment
- Counseling
- Peer Counseling
- Support Group
- Training
- Case Management

RESPIRE CARE

- In-Home Supervision
- Homemaker Assistance
- In-Home Personal Care
- Home Chore
- Out-of-Home Day Care
- Out-of-Home Overnight Care

SUPPLEMENTAL SERVICES

- Assistive Devices
- Home Adaptations
- Registry
- Emergency Cash/ Material Aid

What is Reviewed?

CDA reviews registered client level details for completeness. The client's information is self-reported and collected annually. If a client declines to provide information, document the action. Service cannot be denied to eligible clients declining to provide information.

All the listed data elements, except for birth date, include a "Declined to State" option which is calculated separately from "missing" information. Missing information occurs when a client is not asked to identify the required demographic data element or information was not entered into the AAA database.

Birthday

Collect the month (##), day (##), and year (####) of birth.

Elements Zip Code

Zip Code can be collected as ##### or ##### - #####.

Sexual Orientation and Gender Identity (SOGI)

The following lists contain the various options available to report SOGI data to CARS:

GENDER CARS OPTIONS

- Male
- Female
- Transgender Female to Male
- Transgender Male to Female
- Genderqueer/Gender Non-binary
- Not listed.
Please specify: _____
- Declined to State
- Missing

SEX AT BIRTH CARS OPTIONS

- Male
- Female
- Declined to State
- Missing

SEXUAL ORIENTATION OR SEXUAL IDENTITY CARS OPTIONS

- Straight/ Heterosexual
- Bisexual
- Gay/Lesbian/Same-Gender Loving
- Questioning/ Unsure
- Not listed.
Please specify: _____
- Declined to State
- Missing

Rural Designation

The Administration of Community Living (ACL) requires that rural designation now be determined by Rural-Urban Commuting Area (RUCA) codes. These codes classify census tracts using measures such as population density, urbanization, and daily commuting. Each zip code has a corresponding RUCA code. The zip code files are available on the resource page of the OAAPS.

Rural RUCA codes: 4.0, 4.2, 5.0, 5.2, 6.0, 6.1, 7.0, 7.2, 7.3, 7.4, 8.0, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 10.0, 10.2, 10.3, 10.4, 10.5, and 10.6.

Non-Rural RUCA codes: 1.0, 1.1, 2.0, 2.1, 3.0, 4.1, 5.1, 7.1, 8.1, and 10.1.

To find more information on RUCA codes visit the USDA Economic Research Service's Rural-Urban Commuting Area codes website at www.ers.usda.gov/data-products/.

Rural CARS Options

- Rural
- Urban
- Declined to State
- Missing

Race

The following reflects the Office of Management and Budget's (OMB) reporting requirement for collecting race, and California's Government Code Section 8310.5 reporting requirement for collecting different Asian and Native Hawaiian/Other Pacific Islander groups.

Race CARS Options

- | | | |
|------------------------------------|----------------|--------------------------|
| • White | • Filipino | • Guamanian |
| • American Indian or Alaska Native | • Korean | • Hawaiian |
| • Black or African American | • Vietnamese | • Samoan |
| • Chinese | • Asian Indian | • Other Pacific Islander |
| • Japanese | • Laotian | • Declined to State |
| | • Cambodian | • Missing |
| | • Other Asian | |

Required Registered Client Level Detail, Continued

Ethnicity

The following reflects the OMB's ethnicity reporting requirement. Hispanic or Latino origin is a separate question from the race category.

Ethnicity CARS Options

- Not Hispanic/Latino
- Hispanic/Latino
- Declined to State
- Missing

Living Arrangement

ACL defines "living alone" as a one-person household (using the Census definition of household) where the householder lives by his or herself in an owned or rented place of residence in a non-institutional setting.

Living Arrangement CARS Options

- Alone
- Not Alone
- Declined to State
- Missing

Unique Participant ID

ACL requires that State Units on Aging (SUA) report the total unduplicated clients who were served in registered services. The most accurate method to avoid duplicating information is by assigning a unique participant identifier to a client (generally, each AAA data management system creates this identifier once the minimum data elements are entered into the system). All services received by the client can be tracked by tying them to the client's unique participant identifier.

When developing a unique identification number, AAAs must ensure that personal, sensitive, and confidential information is protected from inappropriate or unauthorized access or disclosure. AAAs must have written confidentiality procedures to ensure that no personal information is disclosed by the AAA or provider without informed consent of the client.

OAA services cannot be denied to eligible clients if they do not wish to disclose their information.

The unique "Participant ID" must be collected as an integer.

Termination Date

This is the date on which the participant stopped receiving a service. This date must be collected as YYYY-MM-DD.

Termination Reason

This field identifies the reason for terminating services (i.e., deactivating a client).

Reason for Deactivation CARS Options

- Deceased
- No Longer MSSP Eligible
- Moved out of Service Area
- Will not Follow Care Plan
- No Longer Desires Services
- On Hold
- No Longer SNF Certifiable
- Past Active
- Institutionalization
- On Waiting List
- High Cost of Services
- Other Reason

Federal Poverty Determination

Introduction

While the OAA is concerned with the provision of services to all older persons, it requires assurance that preference is given to older individuals with greatest economic or social need, with particular attention to low-income minority individuals.

Under the OAA, “greatest economic need” means the need resulting from an income level at or below poverty levels established by OMB.

ACL uses the Federal Poverty Guidelines for targeting and reporting.

Service Categories Required

The following are the programs that require collecting that require collecting poverty status for registered clients, or FCSP caregivers *and* care receivers.

Title III B, C, and D, Supportive and Nutrition Services

- Personal Care
- Homemaker
- Chore
- Home-Delivered Meals
- Adult Day Care/Health
- Case Management
- Congregate Meals
- Nutritional Counseling
- Assisted Transportation
- Legal Assistance

Title III E, FCSP Caregivers of Older Adults/Older Elderly Relative (Caregiver and Care Receiver)

SUPPORTIVE SERVICES

- Assessment
- Counseling
- Peer Counseling
- Support Group
- Training
- Case Management

RESPIRE CARE

- In-Home Supervision
- Homemaker Assistance
- In-Home Personal Care
- Home Chore
- Out-of-Home Day Care
- Out-of-Home Overnight Care

SUPPLEMENTAL SERVICES

- Assistive Devices
- Home Adaptations
- Registry
- Emergency Cash/Material Aid

What to Include?

Create a question to determine if the client, caregiver, or care receiver is at or below 100 percent of the federal poverty level.

Information is self-reported and collected annually.

What is Reviewed?

CDA will review demographic data to determine if AAAs are reaching individuals who are at or below the federal poverty line.

Use one of the examples below or create one. If the form does not list the federal poverty amounts, include an instructional sheet.

Example 1

- ☐ At or Below FPL (*Low Income*)
- ☐ Above FPL
- ☐ Declined to State

Example 2

Total # Living in Household: _____

Approx. Monthly Gross Income: \$ _____

- ☐ Declined to State

Example 3

of Household Members (Circle One) **1** **2** **3** **4** **5** **6** **7** **8+**

What is Your Approximate Household Income? \$ _____ Per Month/ Per Year

- ☐ Declined to State

Example 4

- ☐ Living Alone: Less than \$#,### Per Month
- ☐ Two Person Household: Less than \$#,### Per Month
- ☐ Other
- ☐ Declined to State

Resources

The U.S. Department of Health and Human Services (HHS) updates information periodically. The Federal Register Poverty Guidelines are normally published in late January each year. The guidelines can also be found on the Assistant Secretary for Planning and Evaluation website at www.aspe.hhs.gov/poverty-guidelines.

Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) Functional Impairment Status

Introduction

OAA programs use the Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) functional impairment scale to identify individuals with functional limitations. AAAs must also review functional limitations to determine eligibility for the provision of FCSP Caring for Elderly Respite Care and Supplemental Services.

The OAA preference is to give services to older individuals with greatest social need. The term “greatest social need” means the need caused by non-economic factors that include:

- (A) physical and mental disabilities
- (B) language barriers
- (C) cultural, social, or geographical isolation, including isolation caused by racial or ethnic status that
 - (i) restricts an individuals’ ability to perform normal daily tasks
 - (ii) threatens such individuals’ capacity to live independently

ACL uses ADL and IADL characteristics for targeting frail older individuals and reporting purposes.

Service Categories Required

The table below lists the programs that require ADL and IADL limitation status for registered clients.

Title III B and C-2, Supportive and Nutrition Services

- Personal Care
- Homemaker
- Chore
- Home-Delivered Meals
- Adult Day Care/Health
- Case Management

Service Categories Required, Continued

The table below lists the programs that require ADL and IADL limitation status for registered care receivers in the FCSP Caregivers of Older Adults.

Title III E, FCSP Caregivers of Older Adults (Care Receiver)

SUPPORTIVE SERVICES

- Assessment
- Counseling
- Peer Counseling
- Support Group
- Training
- Case Management

RESPIRE CARE

- In-Home Supervision
- Homemaker Assistance
- In-Home Personal Care
- Home Chore
- Out-of-Home Day Care
- Out-of-Home Overnight Care

SUPPLEMENTAL SERVICES

- Assistive Devices
- Home Adaptations
- Registry
- Emergency Cash/Material Aid

What to Include?

Create six (6) ADL and eight (8) IADL questions with the functional ability rating scale to determine the impairment level of the applicant or client.

Information is self-reported and collected annually. Conduct reassessment as needed, based on changes in the client's status within the year.

NOTE: Arrange questions to match database entry sequence.

How to Determine Score?

ACL defines "impairment in Activities of Daily Living (ADL)" as the inability to perform one or more of the following six activities of daily living without personal assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking.

ACL defines "impairment in Instrumental Activities of Daily Living (IADL)" as the inability to perform one or more of the following eight instrumental activities of daily living without personal assistance, or stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).

The ADL and IADL functional ability rating scale is applied to each question. The CARS system will count the number of ADLs and IADLs where verbal or human assistance is required. An applicant's or client's sum determines the overall level of functional impairment.

- If the Combined Total Number of ADLs & IADLs is 0
Then Client is independent, has no functional limitations.
- If the Combined Total Number of ADLs & IADLs is 1-2
Then Client is frail, has minimal or mild functional impairments.
- If the Combined Total Number of ADLs & IADLs is 3 or greater
Then Client is severely disabled and vulnerable to loss of independence.

What is Reviewed?

CDA will review demographic data to determine if the AAA is reaching individuals who are functionally impaired.

To qualify for Title III E, FCSP Caring for Elderly Respite Care and Supplemental Services care receivers must have two or more ADL limitations or a cognitive impairment.

Example 1:

Displays descriptive questions with ADL and IADL examples.

ADLs and IADLs - How would you rate your ability to perform the following daily activities?

1=No Assistance Needs, 2=Requires Verbal Assistance, 3=Some Human Help, 4=Lots of Human Help, 5=Cannot Do It At All

ACTIVITIES OF DAILY LIVING (RATE 1-5)

- Can you manage eating without any help? ____
- Can you bathe or shower without any help? ____
- Can you use the toilet without any help? ____
- Can you get in and out of bed or chair without any help? ____
- Can you walk around inside without any help? ____
- Can you dress without any help? ____

INSTRUMENTAL ACTIVITIES OF DAILY LIVING (RATE 1-5)

- Can you prepare meals for yourself without help? ____
- Can you shop for food and other things you need without help? ____
- Can you take your medications without help? ____
- Can you handle your own money, like keeping track of bills without help? ____
- Can you answer the telephone or make a phone call without help? ____
- Can you do heavy housecleaning, like yard work and laundry, without any help? ____
- Can you do light housekeeping, like dusting or sweeping, without help? ____
- Can you use public transportation or drive beyond walking distances without help? ____

Notes: _____

☐ Declined to State

Example 2:

Displays a list of the ADLs and IADLs. Staff may provide description information.

ADLs and IADLs (Activities of Daily Living and Instrumental Activities of Daily Living)

Please rate your functional abilities for the following activities.

RATING SCALE: 1 = Independent, 2 = Verbal Assistance, 3 = Some Human Help, 4 = Lots of Human Help, 5 = Dependent, 6 = Declined to State

| ADLS: | | IADLs | |
|-----------------|-------|-----------------------|-------|
| Eating | _____ | Meal Preparation | _____ |
| Dressing | _____ | Shopping | _____ |
| Transferring | _____ | Medication Management | _____ |
| In/Out of Chair | _____ | In/Out of Chair | _____ |
| Walking | _____ | Walking | _____ |
| Toileting | _____ | Toileting | _____ |

Notes: _____

Example 3:

Displays descriptive questions with ADL and IADL examples.

Displays all 5 functional ability rating scale options plus “Declined to State.” Staff may provide descriptive information.

Client ADL and IADL
(Activities of Daily Living and Instrumental Activities of Daily Living – Annual Assessment)
Please check level of functional ability.

| ADLs: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|---------------------------------------|------------------------|------------------------------|----------------------------|-------------------------------|----------------------|--------------------------|
| Eating | | | | | | |
| Bathing | | | | | | |
| Toileting | | | | | | |
| Transferring In/ Out of Bed/ Chair | | | | | | |
| Walking | | | | | | |
| Dressing | | | | | | |

Notes: _____

| IADLs: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|-----------------------|------------------------|------------------------------|----------------------------|-------------------------------|----------------------|--------------------------|
| Meal Preparation | | | | | | |
| Shopping | | | | | | |
| Medication Management | | | | | | |
| Money Management | | | | | | |
| Using Telephone | | | | | | |
| Heavy Housework | | | | | | |
| Light Housework | | | | | | |
| Transportation | | | | | | |

Notes: _____

Example 4:

Displays the minimum functional ability 3-option rating scale plus “Declined to State.”

Activities of Daily Living (ADL):

Circle One For Each

*1=No Assistance, 3=Some Human Help,
5=Cannot Perform (Dependent),*

| | | | |
|--|---|---|---|
| Eating..... | 1 | 3 | 5 |
| Bathing | 1 | 3 | 5 |
| Toileting..... | 1 | 3 | 5 |
| Transferring In/Out of Bed/Chair | 1 | 3 | 5 |
| Walking..... | 1 | 3 | 5 |
| Dressing..... | 1 | 3 | 5 |

Declined to State

Instrumental of Daily Living (IADL):

Circle One For Each

*1=No Assistance, 3=Some Human Help,5=Cannot Perform
(Dependent)*

| | | | |
|-----------------------------|---|---|---|
| Meal Preparation | 1 | 3 | 5 |
| Shopping | 1 | 3 | 5 |
| Medication Management | 1 | 3 | 5 |
| Money Management | 1 | 3 | 5 |
| Using Telephone | 1 | 3 | 5 |
| Heavy Housework | 1 | 3 | 5 |
| Light Housework..... | 1 | 3 | 5 |
| Transportation | 1 | 3 | 5 |

Declined to State

Example 5:

Displays ADL and IADLs with descriptive functional ability rating scales.

ADLs and IADLs (Activities of Daily Living and Instrumental Activities of Daily Living)

Please rate your functional ability for the following activities.

Client/Elderly Care Receiver Activities of Daily Living (ADL) Fields

Eating (Rated Level _____)

Reaching for, picking up, grasping utensil and cup; getting food on utensil, bringing food,utensil, cup to mouth, chewing, swallowing food and liquids, manipulating food on plate.Cleaning face and hands as necessary following a meal.

(1) Independent (able to feed self)

(2) Verbal assistance (able to feed self but needs verbal assistance such as reminding or encouragement to eat)

(3) Some human help (assistance needed during meal, e.g., to apply assistive device, get beverage or push more food to within reach, etc., but constant presence of another person not required)

(4) Lots of human help (able to feed self but cannot hold utensils, cups, glasses, etc., constant presence of another person is required)

(5) Dependent (unable to feed self at all)

Example 5, Continued**Bathing** (Rated Level _____)

Bathing means cleaning the body using a tub, shower, or sponge bath including getting a basin of water, managing faucets, getting in and out of a tub, reaching head and body parts for soaping, rinsing, and drying.

- (1) Independent (able to bathe self safely)
- (2) Verbal assistance (able to bathe self with direction or intermittent monitoring; may need reminding to maintain personal hygiene)
- (3) Some human help (generally able to bathe self, but needs assistance)
- (4) Lots of human help (requires direct assistance with most aspects of bathing; would be at risk if left alone)
- (5) Dependent (totally dependent on others for bathing)

Toileting (Rated Level _____)

Able to move to and from, on and off toilet or commode, empty commode, manage clothing and wipe and clean body after toileting, use and empty bedpans, ostomy and/or catheter receptacles and urinals, apply diapers and disposable barrier pads. Menstrual care: able to apply external sanitary napkin and clean body.

- (1) Independent (no assistance needed)
- (2) Verbal assistance (requires reminding and direction only)
- (3) Some human help (requires minimal assistance with some activities, but the constant presence of the provider is not necessary)
- (4) Lots of human help (unable to carry out most activities without assistance)
- (5) Dependent (requires physical assistance in all areas of care)

Transferring In/Out of Bed/Chair (Rated Level _____)

Moving from one sitting or lying position to another sitting or lying position; e.g., from bed to or from a wheelchair, or sofa, coming to a standing position and/or repositioning to prevent skin breakdown.

- (1) Independent (able to do all transfers safely)
- (2) Verbal assistance (able to transfer but needs encouragement or direction)
- (3) Some human help (requires some help from another person; e.g., routinely requires a booster assistance with positioning)
- (4) Lots of human help (unable to complete most transfers without physical assistance; would be at risk if unassisted)
- (5) Dependent (totally dependent upon another person for all transfers)

Example 5, Continued**Walking** (Rated Level _____)

Walking or moving inside, moving from one area of indoor space to another without necessity of handrails. Can respond adequately to the presence of obstacles that must be stepped around.

Includes ability to go from inside to outside and back.

- (1) Independent (no assistance needed)
- (2) Verbal assistance (able to walk or move with encouragement, or reminders to watch for steps, or to use a cane or walker)
- (3) Some human help (requires minimal assistance from another person to negotiate a wheelchair or to steady the person or guide them in the desired direction)
- (4) Lots of human help (requires constant attention from another person, at risk of being lost or unsafe if not accompanied)
- (5) Dependent (totally dependent upon another person, must be carried, lifted, or pushed in a wheelchair or on a gurney at all times)

Dressing (Rated Level _____)

Putting on and taking off, fastening and unfastening garments and undergarments, special devices such as back braces, corsets, elastic stockings/garments and artificial limbs or splints.

- (1) Independent (able to put on, fasten and remove all clothing and devices without assistance; clothes self appropriately for health and safety)
- (2) Verbal assistance (able to dress self, but requires reminding or directions with clothing selection)
- (3) Some human help (unable to dress self completely, without the help of another person, e.g., tying shoes, buttoning, zipping, putting on hose or brace, etc.)
- (4) Lots of human help (unable to put on most clothing items by self; without assistance would be inappropriately or inadequately clothed)
- (5) Dependent (unable to dress self at all)

Example 5, Continued***Client/Elderly Care Receiver Instrumental Activities of Daily Living (IADL) Fields*****Meal Preparation** (Rated Level _____)

Planning menus. Washing, peeling, slicing vegetables, opening packages, cans, and bags, mixing ingredients, lifting pots and pans, re-heating food, cooking, safely operating stove, setting the table, serving the meal, cutting food into bite-sized pieces. Washing, drying, and putting away the dishes.

- (1)** Independent (no assistance needed)
- (2)** Verbal assistance (needs only reminding or guidance in menu planning, meal preparation, and/or cleanup)
- (3)** Some human help (requires another person to prepare and clean up main meals on less than a daily basis; e.g., can reheat food prepared by someone else, can prepare simple meals and/or needs help with cleanup on a less than daily basis)
- (4)** Lots of human help (requires another person to prepare and clean up main meal(s) on a daily basis)
- (5)** Dependent (totally dependent upon another person to prepare and clean up all meals)

Shopping (Rated Level _____)

Compile list, bending, reaching, and lifting, managing cart, or basket, identifying items needed, transferring items to home, putting items away, ordering prescriptions over the phone and picking them up, and buying clothing.

- (1)** Independent (can perform all tasks without assistance)
- (2)** Verbal assistance (able to perform tasks, but needs only reminding or direction, guidance or reminder)
- (3)** Some human help (requires the help of another person for some tasks while shopping such as reaching and carrying items)
- (4)** Lots of human help (unable to carry out most activities without assistance)
- (5)** Dependent (unable to perform any tasks for self)

Medication Management (Rated Level _____)

Physically and mentally able to identify, organize, schedule, handle, and consume (inject, instill or insert) the correct amount of the prescribed medication at the specified time according to a doctor's prescription.

- (1)** Independent (can identify, measure, organize, and self-administer prescribed medication)
- (2)** Verbal assistance (able to perform tasks but needs verbal direction, guidance or reminder to do it, without risk to safety)
- (3)** Some human help (requires some human help such as scheduling medications, opening the container, measuring the amount of medication)
- (6)** Lots of human help (cannot perform some parts of this function; may require some human help with installing or injecting multiple medications)
- (7)** Dependent (cannot perform any part of this function)

Example 5, Continued**Money Management** (Rated Level _____)

Physically and mentally handles the receipt of monies, expenditures, and receipt and payment of bills in a timely and primarily correct manner.

- (1) Independent (handles all financial matters)
- (2) Verbal assistance (is able to perform all financial transactions but may need to be reminded to pay bills or obtain cash from bank)
- (3) Some human help (for either physical or mental reasons may need assistance in doing banking, writing checks, etc.)
- (4) Lots of human help (unable to carry out most activities without assistance)
- (5) Dependent (unable to attend to any part of the necessary financial transactions to receive and disburse funds to meet daily needs)

Using Telephone (Rated Level _____)

Obtains number, dials, handles receiver, can speak and hear response, and terminates call, may include use of instrument with loudspeaker or hearing devices. Able to use telephone during emergency situations to call 911 or other help.

- (1) Independent (can obtain and dial number without assistance)
- (2) Verbal assistance (needs only reminder on how to use the phone)
- (3) Some human help (needs human assistance to obtain number or dial)
- (4) Lots of human help (currently not defined)
- (5) Dependent (unable to use phone at all)

Heavy Housework (Rated Level _____)

Cleaning oven and stove, cleaning and defrosting refrigerator, moving light furniture to clean under and behind, vacuuming upholstery and under cushions, providing deep cleaning activities such as washing and cleaning baseboards, window tracks, cabinets, doors, drapes/blinds, etc.

- (1) Independent (able to perform all domestic chores)
- (2) Verbal Assistance (able to perform domestic chores but needs direction)
- (3) Some human help (requires physical assistance from another person for some domestic chores)
- (4) Lots of human help (unable to carry out most domestic chores without assistance)
- (5) Dependent (totally dependent upon others for all domestic chores)

Example 5, Continued**Light Housework** (Rated Level _____)

Sweeping, vacuuming, mopping floors, washing kitchen counters and sinks, cleaning bathroom, taking out garbage, dusting and picking up.

- (1)** Independent (able to perform all light domestic chores)
- (2)** Verbal assistance (able to perform domestic chores but needs direction)
- (3)** Some human help (requires physical assistance from another person for some domestic chores)
- (4)** Lots of human help (unable to carry out most domestic chores without assistance)
- (5)** Dependent (totally dependent upon others for all domestic chores)

Transportation (Rated Level _____)

Using private or public vehicles, cars, buses, trains, or other forms of transportation to get to medical appointments, purchase food, shop, pay bills, or arrange for services, to socialize and participate in entertainment or religious activities. Can arrange for getting and using public transportation; or get to, enter and operate a private vehicle.

- (1)** Independent (can arrange, get to, enter and travel in public or private vehicles)
- (2)** Verbal assistance (can use public transportation or ride in a private vehicle when reminded to make arrangements)
- (3)** Some human help (requires physical assistance to make transportation arrangements; i.e., calling, writing instructions about time and place, can ride with others if assisted into and out of the vehicle)
- (4)** Lots of human help (unable to carry out most activities without assistance)
- (5)** Dependent (unable to travel at all by self)

☐ Check if Declined to State ADL and IADL Functional Abilities

Resources

The OAA defines “frail” as an older individual that is functionally impaired because the individual “is unable to perform at least two ADLs without substantial human assistance, including verbal reminding, physical cueing, or supervision; or due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another person.” (Section 102(a) (22))

Introduction

Title III C Congregate and Home-Delivered Meal programs are required to perform a nutrition risk screening to identify individuals at nutrition risk or at risk for malnutrition. NAPIS reporting requirements define a person at nutrition risk as one who scores six or higher on the Determine Your Nutritional Risk Checklist (hereafter referred to as the “DETERMINE Checklist”) published by the Nutrition Screening Initiative (NSI).

Service Categories Required

The following programs require collecting the nutritional risk scores for registered clients.

- Home-Delivered Meals
- Congregate Meals
- Nutritional Counseling

What to Include?

Title III C nutrition programs shall only use the DETERMINE Checklist to evaluate the client’s nutrition risk score.

The nutrition risk questionnaire must be filled out at initial intake or registration along with other client information then reported through the data collection system. After initial intake/registration, annually update and report nutrition risk information and other basic client data.

How to Determine Score?

Each question has a weighted point value. The sum determines the reported nutritional risk score.

- If score is 0-5, then client is not at nutritional risk.
- If score is 6 or greater, then client is at nutritional risk.

What is Reviewed?

CDA will review data to determine if the AAA is serving individuals at nutritional risk. CDA bases its target ranges on statewide analysis of the average number of participants at nutritional risk. Target percentages may be adjusted on an annual basis.

| Program | Target percentage of all reported participants |
|--------------------------------|--|
| For the Congregate Meals (C-1) | 21% or higher at nutritional risk |
| Home-Delivered Meals (C-2) | 65% or higher at nutritional risk |

DETERMINE Checklist

The following is the DETERMINE Checklist with weighted/scored values. The interviewer may need to provide additional clarification.

| Determine Your Nutritional Health | Circle if yes |
|---|---------------|
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 |
| I eat fewer than 2 meals per day. | 3 |
| I eat few fruits or vegetables or milk products. | 2 |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 |
| I have tooth or mouth problems that make it hard for me to eat. | 2 |
| I don't always have enough money to buy the food I need. | 4 |
| I eat alone most of the time. | 1 |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 |
| Without wanting to, I have lost or gained 10 pounds in the last 6 months. | 2 |
| I am not always physically able to shop, cook and/or feed myself. | 2 |
| Total Score: (If equal to or greater than 6, the client is at nutritional risk) | |
| Declined to State | |

Case Information

Effective starting July 1, 2021, the Legal Assistance Service category is a registered service. In addition to required client data, the following case information is needed:

- Case ID
- Case Opened Date
- Case Closed Date
- Service Type
- Service Level

NOTE: Legal Assistance data will now be reported through CARS. The final required CDA 1022 form will cover the fourth quarter of State Fiscal Year 2021. Thereafter, the 1022 form will no longer be accepted.

DRAFT

Introduction

There may be other questions added to provide more helpful client information. Some common ones are listed below. These are **not** required CARS elements and must not be reported in CARS.

Assessment Type

Assessment types (may be helpful) are as follows:

- New Client
- Annual Reassessment
- Significant Change in Condition

Office Notes

Identification of intake/ assessment date and the staff reviewing the information is useful.

Contact Information

To assign a unique identification number to each participant to be used internally only data management systems may use any combination of name, address, phone number, or the last four digits of the participant's Social Security Number for record identification. This avoids duplicating information by recording client level detail for each participant and will enable tracking the client's services by provider and program.

- First Name
- Middle Name
- Last Name
- Other name(s)
- Home Address
- City
- Mailing if Different
- Telephone Number
- Cell Number
- Email Address

Optional Client Level Detail, Continued

Living Arrangement with Others

This section can help to identify the following client living arrangements when not living alone:

- | | | |
|---|---|---|
| <input type="checkbox"/> Lives w/Spouse | <input type="checkbox"/> Lives w/Relative | <input type="checkbox"/> Senior Apartment |
| <input type="checkbox"/> Lives w/Child | <input type="checkbox"/> Lives w/Other(s) | |

Source of Support

This section can help to identify the following various types of caregiving support:

- | | | |
|---|------------------------------------|-------------------------------|
| <input type="checkbox"/> Family | <input type="checkbox"/> Paid Help | <input type="checkbox"/> None |
| <input type="checkbox"/> Friend/ Neighbor | <input type="checkbox"/> Unsure | |

Transportation Services

The following options can help to identify type(s) of transportation assistance needed:

- | | | |
|---|--|---|
| <input type="checkbox"/> Walks with No Assistance (Non-Assisted) | <input type="checkbox"/> Walks with Assistance (Assisted) | <input type="checkbox"/> Wheelchair ramp/lift |
|---|--|---|

Other Characteristics

The following options can help to identify if other conditions or assistance are needed.

CHECK AIDS CURRENTLY USED:

- | | | |
|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Cane | <input type="checkbox"/> Oxygen | <input type="checkbox"/> Walker |
| <input type="checkbox"/> Glasses/ Contacts | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Wheelchair |
| <input type="checkbox"/> Hearing Aid | <input type="checkbox"/> TTY Phone | <input type="checkbox"/> Other: |

ABILITY TO SPEAK ENGLISH:

- | | | |
|---|---|---|
| <input type="checkbox"/> Speaks English | <input type="checkbox"/> Non-English Language | <input type="checkbox"/> Need Interpreter |
|---|---|---|

DO YOU RECEIVE HELP FROM OTHER ORGANIZATION(S)?

- | | |
|------------------------------|---------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> If so, which |
| <input type="checkbox"/> No | one(s): _____ |

Emergency Identification

This section can allow the client to designate a contact person to call during or after an emergency event:

Emergency Contact Person

Name: _____

Address: _____

Relationship to Client: _____

Telephone number: (____) _____ - _____

Disaster Registry

In case of an emergency declaration, the following identification can help build a Disaster Registry to identify those high-risk clients that may need evacuation assistance.

A client is considered High Risk under Emergency Declaration if any of the following exists.

Check all that apply.

- ☐ Housebound seniors and people with physical disabilities that DO NOT have an existing network of support
- ☐ Significant mobility, vision, or hearing impairment
- ☐ Elderly or medically fragile
- ☐ Disabling mental illness or developmental disability
- ☐ Requires refrigeration of medication and/or is insulin dependent
- ☐ Reliance on life-support, oxygen, or dialysis
- ☐ Not applicable

Eligibility for Title III B Registered Services

To determine eligibility for registered Supportive Services (Title III B) the following question can be asked: Are you age 60 or over?

- ☐ Yes
- ☐ No

Eligibility for Title III C-1 & C-2

To determine eligibility for Congregate Meals (Title III C-1) and Home-Delivered Meals (Title III C-2) the following questions can be asked.

QUESTIONS FOR THE CONGREGATE MEALS (C-1) ELIGIBILITY:

- ☐ Are you over 60?
- ☐ Are you the spouse or domestic partner of an Elderly Nutrition Program (ENP) participant who is over the age of 60?
- ☐ Are you a person with a disability, who resides in housing where the congregate site is located?
- ☐ Are you a person with a disability who resides with and accompanies an ENP participant?
- ☐ Are you a volunteer under the age of 60? (May have a meal if it does not deprive a senior of a meal.)

QUESTIONS FOR HOME-DELIVERED MEALS (C-2) ELIGIBILITY:

- ☐ Are you homebound due to an illness, disability, or isolation?
- ☐ Are you a spouse of a person who is homebound?
- ☐ Are you an individual with a disability who resides with a homebound meal recipient?

QUESTIONS TO DETERMINE EQUIPMENT CONDITIONS AND CLIENT ABILITIES:

- ☐ Does the client have any dietary restrictions?
- ☐ Does the client have a working refrigerator?
- ☐ Does the client have a working microwave?
- ☐ Is client physically and mentally able to open the food containers?
- ☐ Is client physically and mentally able to reheat a meal?
- ☐ Are there pets inside or outside the home?

Eligibility for Title III E

To determine eligibility for Title III E, FCSP Caregivers of Older Adults or Elderly Relative, the following questions may be asked.

CAREGIVER CARING OF OLDER ADULTS CRITERIA

1. Is the Care Receiver an older individual (60 years of age or older) or an individual (of any age) with Alzheimer's disease or related disorder with neurological and organic brain dysfunction?

☐ Yes ☐ No

2. Is the Caregiver an adult (18 years of age or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to an "elderly" Care Receiver?

☐ Yes ☐ No

If answered "yes" to both questions above, the individual is qualified for "Family Caregivers of Older Adults." If requesting "Respite Care" or "Supplemental Services," the Care Receiver must also have two or more ADL deficiencies or a cognitive impairment.

OLDER ELDER RELATIVE ELIGIBILITY CRITERIA

1. Is the Care Receiver an individual who is not more than 18 years of age or who is an individual (of any age) with a disability?

☐ Yes ☐ No

2. In the case of a caregiver for a child, is the Caregiver a grandparent, step-grandparent, parent, or other older relative by blood, marriage, or adoption who is 55 years of age or older, living with the child, and identified as the primary caregiver through a legal or informal arrangement? Biological and adoptive parents are excluded.

☐ Yes ☐ No

3. In the case of a caregiver for an individual with a disability, is the caregiver a parent, grandparent, or other relative by blood, marriage, or adoption who is 55 years of age or older, and living with the individual with a disability?

☐ Yes ☐ No

If answered "yes" to either questions 1 and 2 or 1 and 3 above, the individual is qualified for "Older Elderly Relative Services."

If the Care Receiver does not meet any of the criteria above, the Caregiver is ineligible to receive FCSP services, but may qualify to receive other services provided by the AAA.

Optional Client Level Detail, Continued

Resources to Determine Eligibility

The following links are to reference documents for the Title III E, Family Caregiver Support Program.

CDA Statistical Fact Sheets and Program Narratives

www.aging.ca.gov/Data_and_Statistics/#Statistical

Provide information on the program purpose, eligibility requirements, and history.

CDA Service Categories Data Dictionary

www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging

Provides category definitions.

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Introduction

Some OAA programs do **not** require collecting any client-level demographic information. These programs target groups or provide sensitive services that may make client-level data collection difficult.

What to Include?

Report estimated total clients/audience by each service category for each quarter. AAAs will be required to report at least:

- Nutritional Education
- Information and Assistance
- Disease Prevention and Health Promotion
- Elder Abuse Prevention, and
- Other NAPIS Services

There are no required client fields in non-registered services. It is **optional** for AAAs to collect this information based on the guidelines described in the required client fields for Registered Services.

What is Reviewed?

CDA reviews the estimated enrollments and service units on a quarterly and annual basis.

Chart Guidelines

Apply the following chart to determine if form(s) or records have the required data collection and reporting elements for Title III B, C, D, and VII B Non-Registered services.

CARS - Required Title III B, C, D, and VII Non-Registered Fields

| Service Category | Service Units | Estimated Clients/ Audience | Funding Source |
|--|---------------------------|--------------------------------|----------------|
| Transportation | X One-way Trip | X | III B |
| Nutritional Education¹ | X Session per Participant | X | III C |
| Information and Assistance¹ | X Contact | X | III B |
| Outreach | X Contact | X | III B |
| Health Promotion¹ | X Contact | X | III D |
| Alzheimer's Day Care Services ("Other" NAPIS Services) | X Day of Attendance | X | III B |
| Cash/Material Aid ("Other" NAPIS Services) | X Assistance | X | III B |
| Community Education ("Other" NAPIS Services) | X Activity | X | III B |
| Comprehensive Assessment ("Other" NAPIS Services) | X Hour | X | III B |
| Disaster Preparedness Materials ("Other" NAPIS Services) | X Product | X | III B |
| Elder Abuse Prevention, Education and Training¹ ("Other" NAPIS Services) | X Session | X | VII |
| Elder Abuse Prevention Educational Materials¹ ("Other" NAPIS Services) | X Product | X | VII |
| Employment ("Other" NAPIS Services) | X Activity | X | III B |
| Health ("Other" NAPIS Services) | X Hour | X | III B |
| Housing ("Other" NAPIS Services) | X Hour | X | III B |
| Interpretation/ Translation ("Other" NAPIS Services) | X Contact | X | III B |
| Mobility Management Activities ("Other" NAPIS Services) | X Hour | X | III B |
| Mental Health ("Other" NAPIS Services) | X Hour | X | III B |
| Peer Counseling ("Other" NAPIS Services) | X Hour | X | III B |

(X) Required Element

¹Required service categories. Elder Abuse Prevention requires at least one reported service category.

CARS Required Title III B, C, D, and VII Non-Registered Fields, Continued

| Service Category | Service Units | Estimated Clients/Audience | Funding Source |
|--|----------------|----------------------------|----------------|
| Personal Affairs Assistance (“Other” NAPIS Services) | X Contact | X | III B |
| Personal/Home Security (“Other” NAPIS Services) | X Product | X | III B |
| Public Information (“Other” NAPIS Services) | X Activity | X | III B |
| Registry (“Other” NAPIS Services) | X Hour | X | III B |
| Residential Repairs/Modifications (“Other” NAPIS Services) | X Modification | X | III B |
| Respite Care (“Other” NAPIS Services) | X Hour | X | III B |
| Senior Center Activities (“Other” NAPIS Services) | X Hour | X | III B |
| Telephone Reassurance (“Other” NAPIS Services) | X Contact | X | III B |
| Visiting (“Other” NAPIS Services) | X Hour | X | III B |

(X) Required Element

¹Required service categories. Elder Abuse Prevention requires at least one reported service category.

Chart Guidelines

Apply the following chart to determine if form(s) or records have the required data collection and reporting elements for Title III E Non-Registered services.

CARS Title III E, FCSP Caring for Elderly or Caring for Child Required Non- Registered Fields

| Service Category | Service Units | Estimated Clients/Audience |
|--|---------------|----------------------------|
| Outreach (Access Assistance) | X Contact | X |
| Information and Assistance (Access Assistance) | X Contact | X |
| Interpretation/Translation (Access Assistance) | X Contact | X |
| Legal Resources (Access Assistance) | X Contact | X |
| Public Information (Information Services) | X Activity | X |
| Community Education (Information Services) | X Activity | X |

(X) Required Element

The following list contains web links of applicable laws/regulations/policies:

- [Area Plan Contract - www.aging.ca.gov/Contracts Download Page](http://www.aging.ca.gov/Contracts_Download_Page)
- [CCR - California Code of Regulations](http://www.govt.westlaw.com/calregs), Title 22 Division 1.8 - www.govt.westlaw.com/calregs
- [CFR - Code of Federal Regulations](http://www.ecfr.gov), Title 45 Part 1321 - www.ecfr.gov
- [OAA - Older Americans Act - www.acl.gov/about-acl/authorizing-statutes/older-americans-act](http://www.acl.gov/about-acl/authorizing-statutes/older-americans-act)
- [OCA - California Welfare and Institutions \(W&I\) Code](http://www.leginfo.legislature.ca.gov), Division 8.5 Mello-Granlund Older Californians Act - www.leginfo.legislature.ca.gov
- [NAPIS SPR – ACL National Aging Program Information System State Program Reports - www.acl.gov/programs/state-program-reports](http://www.acl.gov/programs/state-program-reports)
- [PM - CDA Program Memoranda - www.aging.ca.gov/PM](http://www.aging.ca.gov/PM)

Title III - Intake and Assessment

Sample Forms

CALIFORNIA DEPARTMENT OF AGING
HOME AND COMMUNITY LIVING DIVISION

www.aging.ca.gov

July 2021



Introduction

Because each AAA has tailored programs to meet their community needs, CDA does **not** have required intake or assessment forms. CDA has designed these sample templates to help the AAAs evaluate and create their own forms for collecting and recording required performance data elements.

What is Reviewed

CDA reviews the forms to ensure all required data collection elements are integrated.

AAAs may use these forms, revise them, or create forms to meet local needs. AAAs do not have to use these sample templates.

Forms

This section contains the following templates:

[Sample 1](#)

- Title III B, C-1, C-2, and D (Cluster 1& 2, Registered)
- Personal Care, Homemaker, Chore, Home-Delivered Meals, Adult Day Care/Health, Case Management, Congregate Meals, Nutritional Counseling, Assisted Transportation, Other Non-Registered Services

[Sample 2](#)

- Title III B, C-2 (Cluster 1)
- Personal Care, Homemaker, Chore, Home-Delivered Meals, Adult Day Care/Health, Case Management

[Sample 3](#)

- Title III B, C1, and D (Cluster 2)
- Congregate Meals, Nutritional Counseling, Assisted Transportation

[Sample 4](#)

- Title III C-2
- Home-Delivered Meals

[Sample 5](#)

- Title III C-1
- Congregate Meals

[Sample 6](#)

- Title III E (Group 1, Registered)
- Caring for Elderly, Caring for Child

[Sample 7](#)

- Title III E (Group 1)
- Caring for Elderly

[Sample 8](#)

- Title III E (Group 1)
- Caring for Child

[Sample 9](#)

- Title III B (Cluster III, Non-Registered)
- Information and Assistance

[Sample 10](#)

- Title III B
- Legal Assistance

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SAMPLE 1, TITLE III

| | |
|-------------------|--|
| Provider Name: | Unique Participate ID: _____ |
| Region/Site Name: | Registration/Assessment Date: _____ |
| | Termination Date: _____ *Reason: _____ |

Service Categories (Titles IIIB, IIIC and IIID):

| | | |
|--|---|---|
| <input type="checkbox"/> *Personal Care (IIIB) (A, I) | <input type="checkbox"/> *Homemaker (IIIB) (A, I) | <input type="checkbox"/> *Chore (IIIB) (A, I) |
| <input type="checkbox"/> *Home-Delivered Meals (A, I, N) | <input type="checkbox"/> *Adult Day Care/Health (IIIB) (A, I) | <input type="checkbox"/> *Case Management (IIIB) (A, I) |
| <input type="checkbox"/> *Assisted Transportation (IIIB) | <input type="checkbox"/> *Congregate Meals (N) | <input type="checkbox"/> *Nutrition Counseling (N) |
| <input type="checkbox"/> Other: _____ | | |

Notes: Reference the Data Dictionary for allowable "Other" service categories; Requires A-ADLs, I-IADLs, N-Nutritional Assessments on Page 2

SECTION 1 (Client)

(*) Required for All Registered Programs

| | |
|--|---|
| PERSONAL DATA (Please print): | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |

| | |
|----------------------------------|---|
| Street: | |
| City: | |
| *Zip Code: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |

SECTION 2 – ADL and IADL (Activities of Daily Living and Instrumental Activities of Daily Living – Annual Assessment)

**Required for (III-C): Home Delivered Meals; (III-B): Personal Care, Homemaker, Chore, Adult Day Care, Case Management*

| ADLs: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|-----------------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Eating | | | | | | |
| *Bathing | | | | | | |
| *Toileting | | | | | | |
| *Transferring In/Out of Bed/Chair | | | | | | |
| *Walking | | | | | | |
| *Dressing | | | | | | |
| Notes: | | | | | | |

| IADLS: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Meal Preparation | | | | | | |
| *Shopping | | | | | | |
| *Medication Management | | | | | | |
| *Money Management | | | | | | |
| *Using Telephone | | | | | | |
| *Heavy Housework | | | | | | |
| *Light Housework | | | | | | |
| *Transportation | | | | | | |
| Notes: | | | | | | |

SECTION 3 – Nutritional Risk Assessment (Annual)

** Required for (IIIC): Home-Delivered Meals, Congregate Meals; Nutritional Counseling*

| *Nutritional Risk Assessment: | Circle if yes |
|--|---------------|
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 |
| I eat fewer than 2 meals per day. | 3 |
| I eat few fruits or vegetables or milk products. | 2 |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 |
| I have tooth or mouth problems that make it hard for me to eat. | 2 |
| I don't always have enough money to buy the food I need. | 4 |
| I eat alone most of the time. | 1 |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 |
| Without wanting to, I have lost or gained 10 pounds in the past 6 months. | 2 |
| I am not always physically able to shop, cook, and/or feed myself. | 2 |
| Total Score: | |
| Is Nutrition Risk total score 0-5 or 6+? | 0 - 5 |
| | 6+ |
| <input type="checkbox"/> Declined to State | |

SAMPLE 2, CLUSTER 1

| | |
|--|--|
| Provider Name: | Unique Participate ID: _____ |
| Region/Site Name: | Registration/Assessment Date: _____ |
| | Termination Date: _____ *Reason: _____ |
| Service Categories (Titles IIIB and IIIC): <input type="checkbox"/> *Personal Care (IIIB) (A, I) <input type="checkbox"/> *Homemaker (IIIB) (A, I) <input type="checkbox"/> *Chore (IIIB) (A, I) <input type="checkbox"/> *Home-Delivered Meals (A, I, N) <input type="checkbox"/> *Adult Day Care/Health (IIIB) (A, I) <input type="checkbox"/> *Case Management (IIIB) (A, I) | |
| Notes: Reference the Data Dictionary for allowable "Other" service categories; Requires A-ADLs, I-IADLs, N-Nutritional Assessments on Page 2 | |

SECTION 1 (Client)

(*) Required for All Registered Programs

| | |
|---|---|
| PERSONAL DATA (Please print): | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |

| | |
|-------------------------------|---|
| City: | |
| *Zip Code: | |
| Emergency Contact: | Name: _____ Relationship: _____ Phone #: () _____ |
| *Ethnicity: | <input checked="" type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |

SECTION 2 – ADL and IADL (Activities of Daily Living and Instrumental Activities of Daily Living – Annual Assessment)

**Required for (III-C): Home Delivered Meals; (III-B): Personal Care, Homemaker, Chore, Adult Day Care, Case Management*

| ADLs: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|-----------------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Eating | | | | | | |
| *Bathing | | | | | | |
| *Toileting | | | | | | |
| *Transferring In/Out of Bed/Chair | | | | | | |
| *Walking | | | | | | |
| *Dressing | | | | | | |
| Notes: | | | | | | |

| IADLS: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Meal Preparation | | | | | | |
| *Shopping | | | | | | |
| *Medication Management | | | | | | |
| *Money Management | | | | | | |
| *Using Telephone | | | | | | |
| *Heavy Housework | | | | | | |
| *Light Housework | | | | | | |
| *Transportation | | | | | | |
| Notes: | | | | | | |

SECTION 3 – Nutritional Risk Assessment (Annual)

** Required for (IIIC): Home-Delivered Meals, Congregate Meals; Nutritional Counseling*

| *Nutritional Risk Assessment: | Circle if yes |
|--|---------------|
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 |
| I eat fewer than 2 meals per day. | 3 |
| I eat few fruits or vegetables or milk products. | 2 |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 |
| I have tooth or mouth problems that make it hard for me to eat. | 2 |
| I don't always have enough money to buy the food I need. | 4 |
| I eat alone most of the time. | 1 |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 |
| Without wanting to, I have lost or gained 10 pounds in the past 6 months. | 2 |
| I am not always physically able to shop, cook, and/or feed myself. | 2 |
| Total Score: | |
| Is Nutrition Risk total score 0-5 or 6+? | 0 - 5 |
| | 6+ |
| <input type="checkbox"/> Declined to State | |

SAMPLE 3, CLUSTER 2

| | |
|--|--|
| Provider Name: | Unique Participate ID: _____ |
| Region/Site Name: | Registration/Assessment Date: _____ |
| | Termination Date: _____ *Reason: _____ |
| Service Categories (Titles IIIB and IIIC): <input type="checkbox"/> *Assisted Transportation <input type="checkbox"/> *Congregate Meals (N) <input type="checkbox"/> *Nutrition Counseling (N) | |
| Notes: Requires N-Nutritional Assessments on Page 2 | |

SECTION 1 (Client)

(*) Required for All Registered Programs

| | |
|--|---|
| PERSONAL DATA (Please print): | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |

| | |
|--|---|
| Emergency Contact: | Name: Relationship: Phone #: () |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| Transportation Service Needs: <input type="checkbox"/> Walks with no assistance (Non-Assisted) <input type="checkbox"/> Walks with assistance (Assisted) <input type="checkbox"/> Wheelchair ramp/lift | |

SECTION 2 – Nutritional Assessment (Annual)** Required for (IIIC): Congregate Meals, Nutritional Counseling*

| *Nutritional Assessment: | Circle if yes |
|--|---------------|
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 |
| I eat fewer than 2 meals per day. | 3 |
| I eat few fruits or vegetables or milk products. | 2 |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 |
| I have tooth or mouth problems that make it hard for me to eat. | 2 |
| I don't always have enough money to buy the food I need. | 4 |
| I eat alone most of the time. | 1 |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 |
| Without wanting to, I have lost or gained 10 pounds in the past 6 months? | 2 |
| I am not always physically able to shop, cook, and/or feed myself. | 2 |
| Total Score: | |
| Is Nutrition Risk total score 0-5 or 6+? | 0 - 5 |
| | 6+ |
| <input type="checkbox"/> Declined to State | |

Notes:

SAMPLE 4, C-2

| | | | | | | |
|--|--|--|---|-----------------|--------------------|--|
| Name of Home-Delivered Meals Provider This form is designed to be completed by an intake staff. Items marked with an asterisk (*) are required. | | Route: | Intake Date: _____ Active Date: _____ Inactive Date: _____ Active Date: _____ Inactive Date: _____ Active Date: _____ Inactive Date: _____ | | | |
| *Unique Participant ID: | | *Termination Date: Reason: | | | | |
| *Date of Birth: / / | | <input type="checkbox"/> New client <input type="checkbox"/> Annual reassessment <input type="checkbox"/> Change in information | | | | |
| First Name: | | Last Name: | | | | |
| Home Address | | City: | *Zip Code | | | |
| Home Phone: () Alternate Phone: () | | Emergency Contact Name: Address: Phone: () Relationship: | | | | |
| *Living Arrangement # of household members: <input type="text"/> <input type="checkbox"/> Declined/not stated | *What is your approximate household income? \$ _____ per <input type="checkbox"/> month <input type="checkbox"/> year <input type="checkbox"/> Declined/not stated | | *Rural Area: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | | | |
| *What is your gender? (Check only one) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated | *What was your sex at birth? (Check only one) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated | *How do you describe your sexual orientation or sexual identity? (Check only one) <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated | | | | |
| *Ethnicity: (Check one) Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | | Language: <input type="checkbox"/> English Speaking <input type="checkbox"/> Need interpreter <input type="checkbox"/> Non-English/Language | | | | |
| *Race: (Check all that apply) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | | | | | | |
| ADLs: ADLs and IADLs (Activities of Daily Living and Instrumental Activities of Daily Living) Please rate your functional abilities for the following activities. | | | | | | |
| ADLs | Rated Value | IADLs | Rated Value | IADLs | Rated Value | RATING SCALE 1 – Independent 2 – Verbal Assistance 3 – Some Human Help 4 – Lots of Human Help 5 – Dependent 6 - Declined to State |
| Feeding | | Meal Preparation | | Light Housework | | |
| Dressing | | Shopping | | Heavy Housework | | |
| Bathing | | Manage Medication | | Notes: | | |
| Transferring In/Out of Chair | | Money Management | | | | |
| Walking | | Telephone | | | | |
| Toileting | | Transportation | | | | |

| | |
|---|------------------------|
| Eligibility: <input type="checkbox"/> Are you homebound due to an illness, disability, or isolation? <input type="checkbox"/> Are you a spouse of a home-delivered meal recipient? <input type="checkbox"/> Are you an individual with a disability who resides with a home-delivered meal recipient? | Prioritization: |
|---|------------------------|

| | | | | | |
|--|--|-----|----|--|--|
| *Nutritional Risk Assessment: | Circle if yes | | | | |
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 | | | | |
| I eat fewer than 2 meals per day. | 3 | | | | |
| I eat few fruits or vegetables or milk products. | 2 | | | | |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 | | | | |
| I have tooth or mouth problems that make it hard for me to eat. | 2 | | | | |
| I don't always have enough money to buy the food I need. | 4 | | | | |
| I eat alone most of the time. | 1 | | | | |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 | | | | |
| Without wanting to, I have lost or gained 10 pounds in the past 6 months. | 2 | | | | |
| I am not always physically able to shop, cook, and/or feed myself. | 2 | | | | |
| Total Score: | | | | | |
| *Is Nutrition Risk Total Score 0-5 or 6+ ? | <table border="1"> <tr> <td>0-5</td> <td>6+</td> </tr> <tr> <td></td> <td></td> </tr> </table> | 0-5 | 6+ | | |
| 0-5 | 6+ | | | | |
| | | | | | |
| <input type="checkbox"/> Declined to State | | | | | |

| | Yes | No | Comments |
|---|--------------------------|--------------------------|----------|
| Do you have any dietary restrictions? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have a working refrigerator? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have a working microwave? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are you physically and mentally able to open the food containers? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are you physically and mentally able to reheat a meal? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there pets? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have you recently been discharged from the hospital? | <input type="checkbox"/> | <input type="checkbox"/> | |

| |
|--|
| Referral(s) Made: <input type="checkbox"/> Nutritional education/counseling for at risk client <input type="checkbox"/> Other: <input type="checkbox"/> Other: |
| Notes: |

Staff Completing Assessment

Date

SAMPLE 5, C-1

| | | | | | |
|---|--|--|--|---|--|
| Name of Congregate Meal Provider {Provider Name} Please complete this form to the best of your ability. Items marked with an asterisk (*) are required. | | *Unique Participate ID: _____ Referred by: _____ Intake Date: _____ Staff: _____ Beginning Date: _____ *Termination Date: _____ *Reason: _____ | | Eligibility: <input type="checkbox"/> Age 60+ <input type="checkbox"/> Spouse of congregate meal participant <input type="checkbox"/> Disabled person residing where the congregate site is located <input type="checkbox"/> Disabled person who resides with and accompanies a congregate meal participant <input type="checkbox"/> Volunteer | |
| First Name: _____ | | Last Name: _____ | | *Date of Birth: _____ | |
| Home Address _____ | | City: _____ | | *Zip Code _____ | |
| Mailing Address: Same As Residential? <input type="checkbox"/> Yes | | City: _____ | | *Zip Code _____ | |
| Home Phone: () _____ Alternate Phone: () _____ | | Emergency Contact Name: _____ Address: _____ Phone: () _____ Relationship: _____ | | | |
| *Living Arrangement # of household members: <input type="text"/> <input type="checkbox"/> Declined/not stated | | *What is your approximate household income? \$ _____ per <input type="checkbox"/> month <input checked="" type="checkbox"/> year <input type="checkbox"/> Declined/not stated | | *Rural Area: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | |
| *What is your gender? (Check only one) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated | | *What was your sex at birth? (Check only one) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated | | *How do you describe your sexual orientation or sexual identity? (Check only one) <input type="checkbox"/> Straight/Heterosexual <input checked="" type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated | |
| *Ethnicity: (Check one) Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | | Language: <input type="checkbox"/> English Speaking <input type="checkbox"/> Need interpreter <input type="checkbox"/> Non-English/Language | | | |
| *Race: (Check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> White</div> <div style="width: 33%;"><input type="checkbox"/> Black</div> <div style="width: 33%;"><input type="checkbox"/> American Indian/Alaska Native Asian:</div> <div style="width: 33%;"><input type="checkbox"/> Asian Indian</div> <div style="width: 33%;"><input type="checkbox"/> Cambodian</div> <div style="width: 33%;"><input type="checkbox"/> Chinese</div> <div style="width: 33%;"><input type="checkbox"/> Filipino</div> <div style="width: 33%;"><input type="checkbox"/> Japanese</div> <div style="width: 33%;"><input type="checkbox"/> Korean</div> <div style="width: 33%;"><input type="checkbox"/> Laotian</div> <div style="width: 33%;"><input type="checkbox"/> Vietnamese</div> <div style="width: 33%;"><input type="checkbox"/> Other Asian</div> <div style="width: 33%;"><input type="checkbox"/> Hawaiian/Other Pacific Islander</div> <div style="width: 33%;"><input type="checkbox"/> Guamanian</div> <div style="width: 33%;"><input type="checkbox"/> Hawaiian</div> <div style="width: 33%;"><input type="checkbox"/> Samoan</div> <div style="width: 33%;"><input type="checkbox"/> Other Pacific Islander</div> <div style="width: 33%;"><input type="checkbox"/> Declined/not stated</div> </div> | | | | | |
| Notes: | | | | | |

| *Nutritional Risk Assessment: | Circle if yes | |
|--|---------------|-------|
| I have an illness or condition that made me change the kind and/or amount of food I eat. | 2 | |
| I eat fewer than 2 meals per day. | 3 | |
| I eat few fruits or vegetables or milk products. | 2 | |
| I have 3 or more drinks of beer, liquor or wine almost every day. | 2 | |
| I have tooth or mouth problems that make it hard for me to eat. | 2 | |
| I don't always have enough money to buy the food I need. | 4 | |
| I eat alone most of the time. | 1 | |
| I take 3 or more different prescribed or over-the-counter drugs a day. | 1 | |
| Without wanting to, I have lost or gained 10 pounds in the past 6 months. | 2 | |
| I am not always physically able to shop, cook, and/or feed myself. | 2 | |
| Total Score: | | |
| Is Nutrition Risk total score 0-5 or 6+ ? | | 0 - 5 |
| | | 6+ |
| <input type="checkbox"/> Declined to State | | |

I understand that the information I am providing on this form is for registration purposes. I understand it will be kept confidential and that the Area Agency on Aging and service providers may use it to help identify other services for which may benefit.

Signature of participant or person completing the form

Date

SAMPLE 6, TITLE III E CAREGIVERS OF OLDER ADULTS, OLDER ELDERLY RELATIVE

SECTION 1 – Service Information

| | |
|--|----------------------------------|
| Provider Name: | Registration/Assessment Date: |
| Region/Site Name: | *Termination Date: *Reason: |
| Service Categories: <input type="checkbox"/> Caregivers of Older Adults <input type="checkbox"/> Caregivers of Older Adults Notes: Check Eligibility criteria below to determine for which program caregiver qualifies | |

Title III E, Family Caregiver Support Program Services to be Provided

| | | |
|--|--|---|
| Support Services: <input type="checkbox"/> Caregiver Assessment <input type="checkbox"/> Caregiver Support <input type="checkbox"/> Caregiver Counseling <input type="checkbox"/> Caregiver Training <input type="checkbox"/> Caregiver Peer Counseling <input type="checkbox"/> Case Management | | Respite Care Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be grandparent/elder caregiver to qualify)</i> <input type="checkbox"/> In-Home Supervision <input type="checkbox"/> Homemaker Assistance <input type="checkbox"/> In-Home Personal Care <input type="checkbox"/> Home Chore <input type="checkbox"/> Out of Home Day <input type="checkbox"/> Out of Home Overnight |
| Supplemental Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be a grandparent/older caregiver to qualify)</i> <input type="checkbox"/> Assistive Devices <input type="checkbox"/> Home Adaptations for Caregiving <input type="checkbox"/> Caregiving Services Registry <input type="checkbox"/> Cash/Material Aid | | |
| Access Assistance: <input type="checkbox"/> Information & Assistance <input type="checkbox"/> Caregiver Outreach <input type="checkbox"/> Interpretation/Translation <input type="checkbox"/> Caregiver Legal Resources | | Information Services: <input type="checkbox"/> Public Information on Caregiving <input type="checkbox"/> Community Education on Caregiving |

SECTION 2 – Eligibility Criteria

| |
|---|
| Caregivers of Older Adults Eligibility Criteria 1. Is the Care Receiver an older individual (60 years of age or older) <u>or</u> an individual (of any age) with Alzheimer's disease or related disorder with neurological and organic brain dysfunction? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is the Caregiver an adult (18 years of age or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to an "elderly" Care Receiver? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If answered "yes" to both questions above, check "Family Caregiver Caring for Elderly" box in Section 1. If answered "no" check to see if individual qualifies for "Grandparent/Older Caregiver Caring for Child" component below.</i> |
| Older Elderly Relative Eligibility Criteria 1. Is the Care Receiver an individual who is not more than 18 years of age <u>or</u> who is an individual (of any age) with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is the Caregiver a grandparent, step-grandparent, or other older relative of a child by blood, marriage, or adoption who is 55 years of age or older, living with the child, and identified as the primary caregiver through a legal or informal arrangement. Biological and adoptive parents are excluded. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If answered "yes" to both questions above, check "Grandparent/Older Caregiver Caring for Child" box in Section 1.</i> |
| If the Care Receiver does not meet any of the criteria above, the Caregiver is ineligible to receive FCSP services, but may qualify to receive other services provided by the Area Agency on Aging. |

SECTION 3 (FCSP Caregiver)

(*) Required for Family Caregiver Support Program Services

| | |
|--|---|
| Caregiver Personal Data (Please print): | |
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |

| | |
|---|--|
| Demographics: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | |
| *Relationship to Care Receiver: | <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Grandparent <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Daughter/Daughter-in-law <input type="checkbox"/> Son/Son-in-law <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Parents <input type="checkbox"/> Other Relative <input type="checkbox"/> Non-Relative <input type="checkbox"/> Declined/not stated |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated |
| *Employment: | <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Part Time <input type="checkbox"/> Declined/not stated <input type="checkbox"/> Retired |

SECTION 4 (FCSP Care Receiver)

(*) Required for Family Caregiver Support Program Services

| Caregiver Personal Data (Please print): | |
|--|---|
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |

| Mailing Address: | |
|---|---|
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |
| Demographics: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Race: (Select all that apply) | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated |

SECTION 5 – (FCSP Care Receiver)

ADL and IADL (Activities of Daily Living and Instrumental Activities of Daily Living)

*Required for the Care Receiver only in Support Services, Respite Care, and Supplemental Services.

(Not required for Care Receivers in FCSP Older Adults/Relative)

| ADLs: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|-----------------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Eating | | | | | | |
| *Bathing | | | | | | |
| *Toileting | | | | | | |
| *Transferring In/Out of Bed/Chair | | | | | | |
| *Walking | | | | | | |
| *Dressing | | | | | | |
| Notes: | | | | | | |

| IADLS: | 1 – Independent | 2 – Verbal Assistance | 3 – Some Human Help | 4 – Lots of Human Help | 5 – Dependent | Declined to State |
|------------------------|-----------------|-----------------------|---------------------|------------------------|---------------|-------------------|
| *Meal Preparation | | | | | | |
| *Shopping | | | | | | |
| *Medication Management | | | | | | |
| *Money Management | | | | | | |
| *Using Telephone | | | | | | |
| *Heavy Housework | | | | | | |
| *Light Housework | | | | | | |
| *Transportation | | | | | | |
| Notes: | | | | | | |

SAMPLE 7, TITLE III E, CAREGIVERS OF OLDER ADULTS

SECTION 1 – Service Information

| | |
|-------------------|----------------------------------|
| Provider Name: | Registration/Assessment Date: |
| Region/Site Name: | *Termination Date: *Reason: |

Title III E, Family Caregiver Support Program Services to be Provided

| | | | |
|--|---|---|--|
| Support Services: <input type="checkbox"/> Caregiver Assessment <input type="checkbox"/> Caregiver Counseling <input type="checkbox"/> Caregiver Peer Counseling | <input type="checkbox"/> Caregiver Support <input type="checkbox"/> Caregiver Training <input type="checkbox"/> Case Management | Respite Care Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be grandparent/elder caregiver to qualify)</i> | <input type="checkbox"/> In-Home Supervision <input type="checkbox"/> Homemaker Assistance <input type="checkbox"/> In-Home Personal Care <input type="checkbox"/> Home Chore <input type="checkbox"/> Out of Home Day <input type="checkbox"/> Out of Home Overnight |
| Supplemental Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be a grandparent/older caregiver to qualify)</i> <input type="checkbox"/> Assistive Devices <input type="checkbox"/> Home Adaptations for Caregiving <input type="checkbox"/> Caregiving Services Registry <input type="checkbox"/> Cash/Material Aid | | | |
| Access Assistance: <input type="checkbox"/> Information & Assistance <input type="checkbox"/> Interpretation/Translation <input type="checkbox"/> Caregiver Legal Resources | | Information Services: <input type="checkbox"/> Public Information on Caregiving <input type="checkbox"/> Community Education on Caregiving | |

SECTION 2 – Eligibility Criteria

| |
|--|
| Caregivers of Older Adults Eligibility Criteria 1. Is the Care Receiver an older individual (60 years of age or older) <u>or</u> an individual (of any age) with Alzheimer's disease or related disorder with neurological and organic brain dysfunction? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is the Caregiver an adult (18 years of age or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to an "elderly" Care Receiver? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the Care Receiver does not meet any of the criteria above, the Caregiver is ineligible to receive FCSP Caregivers of Older Adults services but may qualify to receive other services provided by the Area Agency on Aging. |

Notes:

SECTION 3 (FCSP Caregiver)

(*) Required for Family Caregiver Support Program Services

| | |
|--|---|
| Caregiver Personal Data (Please print): | |
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |

| | | | | | | | | | | |
|--|--|---------------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|---------------------------------|----------------------------------|-------------------------------------|--------------------------------------|
| Demographics: | | | | | | | | | | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Race: (Check all that apply) | | | | | | | | | | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Asian Indian</td> <td><input type="checkbox"/> Cambodian</td> <td><input type="checkbox"/> Chinese</td> </tr> <tr> <td><input type="checkbox"/> Filipino</td> <td><input type="checkbox"/> Japanese</td> <td><input type="checkbox"/> Korean</td> </tr> <tr> <td><input type="checkbox"/> Laotian</td> <td><input type="checkbox"/> Vietnamese</td> <td><input type="checkbox"/> Other Asian</td> </tr> </table> <input type="checkbox"/> Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | | | | | | | | |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | | | | | | | | |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian | | | | | | | | |
| *Relationship to Care Receiver: | <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Grandparent <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Daughter/Daughter-in-law <input type="checkbox"/> Son/Son-in-law <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Other Relative <input type="checkbox"/> Non-Relative <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated | | | | | | | | | |
| *Employment: | <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Part Time <input type="checkbox"/> Declined/not stated <input type="checkbox"/> Retired | | | | | | | | | |

SECTION 4 (FCSP Care Receiver)

(*) Required for Family Caregiver Support Program Services

| | |
|--|---|
| Caregiver Personal Data (Please print): | |
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |

| | |
|---|---|
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |
| Demographics: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated |

SECTION 5 – (FCSP Care Receiver)

| ADLs: ADLs and IADLs (Activities of Daily Living and Instrumental Activities of Daily Living): Required for Support Services, Respite Care, and Supplemental Services. Please rate your functional abilities for the following activities. | | | | | | |
|--|-------------|-------------------|-------------|-----------------|-------------|---|
| ADLs | Rated Value | IADLs | Rated Value | IADLs | Rated Value | RATING SCALE 1 – Independent 2 – Verbal Assistance 3 – Some Human Help 4 – Lots of Human Help 5 – Dependent 6 - Declined to State |
| Feeding | | Meal Preparation | | Heavy Housework | | |
| Dressing | | Shopping | | Light Housework | | |
| Bathing | | Manage Medication | | Notes: | | |
| Transferring In/Out of Chair | | Money Management | | | | |
| Walking | | Telephone | | | | |
| Toileting | | Transportation | | | | |

DRAFT

| | |
|-------------------|----------------------------------|
| Provider Name: | Registration/Assessment Date: |
| Region/Site Name: | *Termination Date: *Reason: |

| | | | | | | | |
|---|--|---|--|---|--|--|--|
| Support Services: <input type="checkbox"/> Caregiver Assessment <input type="checkbox"/> Caregiver Counseling <input type="checkbox"/> Caregiver Peer Counseling | | <input type="checkbox"/> Caregiver Support <input type="checkbox"/> Caregiver Training <input type="checkbox"/> Case Management | | Respite Care Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be grandparent/elder caregiver to qualify)</i> | | <input type="checkbox"/> In-Home Supervision <input type="checkbox"/> Homemaker Assistance <input type="checkbox"/> In-Home Personal Care <input type="checkbox"/> Home Chore <input type="checkbox"/> Out of Home Day <input type="checkbox"/> Out of Home Overnight | |
| Supplemental Services: <i>(Care Receiver must have 2 or more ADL limitations, a cognitive impairment, or be a grandparent/older caregiver to qualify)</i> | | | | | | | |
| <input type="checkbox"/> Assistive Devices | | <input type="checkbox"/> Home Adaptations for Caregiving | | <input type="checkbox"/> Caregiving Services Registry | | <input type="checkbox"/> Cash/Material Aid | |
| Access Assistance: <input type="checkbox"/> Information & Assistance <input type="checkbox"/> Interpretation/Translation <input type="checkbox"/> Caregiver Legal Resources | | | | Information Services: <input type="checkbox"/> Public Information on Caregiving <input type="checkbox"/> Community Education on Caregiving | | | |

| Caregivers of Older Adults Eligibility Criteria | |
|---|--|
| 1. Is the Care Receiver an individual who is not more than 18 years of age <u>or</u> an individual (of any age) with a disability? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is the Caregiver a grandparent, step-grandparent, or other older relative of a child by blood, marriage, or adoption who is 55 year of age or older living with the child, and identified as the primary caregiver through a legal or informal arrangement? Biological and adoptive parents are excluded | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If the Care Receiver does not meet any of the criteria above, the Caregiver is ineligible to receive FCSP Grandparent Caring for Child services but may qualify to receive other services provided by the Area Agency on Aging. | |
| Notes: | |

SECTION 3 (Grandparent/Older Caregiver)

(*) Required for Family Caregiver Support Program Services

| | |
|--|---|
| Caregiver Personal Data (Please print): | |
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |
| Mailing Address: | |
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |

| | |
|---|--|
| City: | |
| *Zip Code: | |
| Demographics: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | |
| *Relationship to Care Receiver: | <input type="checkbox"/> Grandparent <input type="checkbox"/> Parent <input type="checkbox"/> Other Relative <input type="checkbox"/> Non-Relative <input type="checkbox"/> Declined/not stated |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated |
| *Employment: | <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Part Time <input type="checkbox"/> Declined/not stated <input type="checkbox"/> Retired |

SECTION 4 (Child)

(*) Required for Family Caregiver Support Program Services

| Caregiver Personal Data (Please print): | |
|--|---|
| *Unique Participant ID | |
| First Name: | |
| Middle Initial: | |
| Last Name: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Birth Date: | |
| Home Phone: | () |
| Residential Address: | |
| Street: | |
| City: | |
| *Zip Code: | |

| Mailing Address: | |
|---|---|
| Same as Residential? <input type="checkbox"/> Yes – Skip to Next Section | |
| Street: | |
| City: | |
| *Zip Code: | |
| Demographics: | |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | |
| <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated | |
| *Relationship Status: | <input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Declined/not stated |

SAMPLE 9, INFORMATION & ASSISTANCE

Date: _____

Staff Completing Intake: _____

*Indicates optional demographic information that is kept confidential and anonymous. This information is important in understanding the people that we serve.

| Demographic Data | |
|--|---|
| *Unique Participant ID: | |
| Name: | |
| *Birth Date: | |
| Home Phone #: | () |
| Email: | |
| Address: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |

| | |
|---|---|
| *Race: (Check all that apply) | <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated |
| *Federal Poverty Level (FPL): | <input checked="" type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| Service Requested: | |
| | |
| Action Taken/Referral: | |
| | |
| Follow Up: | |
| | |
| Type of I & A: | |
| <input type="checkbox"/> III B (If Requesting Services for an Older Individual) <input type="checkbox"/> III E Caregivers (If Requesting Services for an Older Individual) <input type="checkbox"/> III E Relative (If Requesting Services for an Older Individual) | |

SAMPLE 10, III B LEGAL ASSISTANCE

Date: _____

Staff Completing Intake: _____

***Required Information**

| PERSONAL DATA | |
|--|---|
| *Unique Participant ID: | |
| Name: | |
| *Birth Date: | |
| Phone #: | () |
| Email: | |
| Address: | |
| *What is your gender? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Genderqueer/Gender Non-binary <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *What was your sex at birth? (Check only one) | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Declined/not stated |
| *How do you describe your sexual orientation or sexual identity? (Check only one) | <input type="checkbox"/> Straight/Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian/Same-Gender Loving <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Not Listed, please specify: _____ <input type="checkbox"/> Declined/not stated |
| *Ethnicity: | <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Declined/not stated |
| *Race: (Check all that apply) | <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Hawaiian/Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Declined/not stated |

| *Federal Poverty Level (FPL): | <input type="checkbox"/> Yes (At or below FPL) <input type="checkbox"/> No (Above FPL) <input type="checkbox"/> Declined/not stated |
|--------------------------------------|---|
| *Lives Alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| *Rural? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined/not stated |
| CASE INFORMATION | |
| *Unique Case ID: | |
| *Case Opened Date: | |
| *Case Closed Date: | |
| *Service Level: | <input type="checkbox"/> Advice <input type="checkbox"/> Limited Representation <input type="checkbox"/> Representation |
| *Case Type: | <input type="checkbox"/> Income <input type="checkbox"/> Health Care <input type="checkbox"/> Long Term Care <input type="checkbox"/> Nutrition <input type="checkbox"/> Housing <input type="checkbox"/> Utilities <input type="checkbox"/> Abuse/Neglect <input type="checkbox"/> Protective Services <input type="checkbox"/> Age Discrimination <input type="checkbox"/> Other/Miscellaneous |
| *Hours (Units): | |

SOURCEWISE SERVICE PROVIDER GRIEVANCE POLICY

I. Actions Subject to Appeal

- A. A contracted or potential provider of service (service provider) has the right to appeal an adverse determination made by the Sourcewise (Area Agency on Aging). The actions below shall be considered adverse determinations that are subject to appeal [Title 22 CCR §7704 (c)(1) – (c)(3)(C)]:
 - 1. A reduction in the level of funding to an existing Contractor during an Agreement period; however, a reduction directly attributable to a reduction in the funding to Sourcewise by the State or federal government shall not be considered an adverse determination.
 - 2. A cancellation or termination of an existing Agreement with the Contractor prior to the Agreement's expiration date.
 - 3. Denial of an application to provide services when any of the following exist:
 - a) The presence of a conflict of interest, real or apparent, as specified in 45 CFR 92.36(b)(3);
 - b) The occurrence of a procedural error or omission, such as the failure of Sourcewise to include a federal mandate in its solicitation request;
 - c) The lack of substantial evidence to support an action by Sourcewise.

II. Method of Notification

- A. The service provider shall provide notification of appeals, and Sourcewise shall provide notification of subsequent appeals determinations, by certified or overnight mail, return receipt requested, or by personal delivery in writing.
- B. Notices to Sourcewise shall be addressed to:

Sourcewise
 Att: Joe Flynn
 Chief Operating Officer
 3100 De La Cruz Blvd, Suite 310
 Santa Clara, CA 95054
- C. Sourcewise shall transmit notification to the address listed on the service provider's appeal. Sourcewise shall include a copy of this Appeal Procedure for Service Providers with all notifications to service providers of adverse appeals determinations.

III. Process

- A. The service provider shall give notice of intent to appeal to the CEO of the Sourcewise within ten (10) business days of the Agency on Aging's notice of adverse determination. The notice of intent to appeal shall be in writing, must state the specific grounds upon which the action by Sourcewise is appealed, and must be accompanied by all supporting documents.
- B. The CEO shall investigate the appeal and issue a written determination to the service provider within fifteen (15) business days of receipt of the appeal. The determination shall set forth the position of Sourcewise and specify applicable sections of the service provider's Agreement with Sourcewise, government regulations, government statutes, or other provisions relied upon.
- C. If the service provider is dissatisfied with the Sourcewise CEO's determination, the service provider may appeal to Governing Board of Sourcewise within ten (10) business days of the date of the CEO of Sourcewise written determination. The appeal shall be in writing, shall specify the grounds upon which the determination is appealed, and must be accompanied by all supporting documents.
- D. The President of the Governing Board of Sourcewise (Executive Committee) shall, within fifteen (15) business days of receipt of the service provider's appeal:
 1. Review the service provider's appeal, considering any additional evidence or documentation provided by the CEO of Sourcewise;
 2. Determine if the appeal should be denied, or if a recommendation should be made to the full Governing Board of Sourcewise at its next scheduled meeting to take action to grant the appeal; and
 3. Provide written notification of its determination to the service provider.
- E. If the service provider is dissatisfied with the Executive Committee's determination, the service provider may request a hearing before the full Sourcewise Governing Board. The service provider must request the hearing within ten (10) business days of the Executive Committee's written notification of determination. The hearing request shall be in writing, shall specify the grounds upon which the determination is appealed, and must be accompanied by all supporting documents.
- F. If the Governing Board of Sourcewise does not accept and implement the Executive Committee's recommendation to grant the service provider's appeal:
 1. Sourcewise shall provide written notification to the service provider of the Governing Board's decision within two (2) business days following the decision;
 2. The service provider may request a hearing before the Governing Board of Sourcewise. The service provider must request the hearing within ten (10) business days of the date of the notification of the Sourcewise Governing Board's decision. The hearing request shall be in writing, shall specify the grounds upon which the determination is appealed, and must be accompanied by all supporting documents.

- G. Upon receipt of the service provider's request for a hearing before the Governing Board, Sourcewise will place the hearing on the agenda of the next regularly scheduled meeting of the Sourcewise Governing Board, and provide the service provider with a copy of the published agenda.
1. The hearing before the Sourcewise Governing Board shall consist of:
 - a) Receipt and review of all previously submitted documents concerning the appeal;
 - b) Submission in writing by the service provider of any additional information or documentation supporting the service provider's position;
 - c) An oral presentation by the service provider, not to exceed thirty (30) minutes; and
 - d) An oral presentation by the CEO of Sourcewise and/or Sourcewise staff, not to exceed thirty (30) minutes.
 2. At the conclusion of the hearing, the Governing Board of Sourcewise shall vote to accept or deny the service provider's appeal.
 - a) If the appeal is denied, the Governing Board of Sourcewise shall notify the service provider in writing of the reason(s) the appeal was denied, including a statement that all appeal procedures to Sourcewise and its Governing Board have been exhausted, and of the service provider's right to appeal the Governing Board's decision to the California Department of Aging. Such notification shall include a copy of Sections 7700 through 7710 of Title 22 of the California Code of Regulations, which contains the process for appealing the determination to the California Department of Aging.

Grievance Form

To help us ensure that we understand your grievance and can respond promptly, please return your completed form to:

SOURCEWISE
Attn: Joe Flynn
Chief Operating Officer
3100 De La Cruz Blvd. Suite 310
Santa Clara, CA 95054

Contract#: _____

Contact Name: _____

Provider Name: _____

Address: _____

City, State, Zip Code: _____

Contact Number: _____

Please describe your grievance:

Be as specific as possible. Include any names or dates as this may help resolve your grievance. You can use the back of this form or attach additional information.

DRIFT

Please describe how you would like to see your grievance resolved:

Signature _____ Date _____

California Department of Aging Equipment Justification Form

Instructions: Please answer the questions below; the responses must coincide with the budget.

AAA Name and Number:

AAA Procurement Contact:

Funding Source:

| Question | Response |
|---|--|
| Please describe the item or items to be purchased and cost of each item. | |
| Select the procurement method(s) used to select vendor (i.e., price quotes, competitive bids, auction site). Check all that apply. | <input type="checkbox"/> Price Quotes <input type="checkbox"/> Competitive bids <input type="checkbox"/> Auction <input type="checkbox"/> Other (Describe): |
| Where will the equipment be located? | <div>Direct Subcontractor</div> <div>Site name:</div> <div>Address:</div> |
| Please select the AAA program the equipment will be funded by. If more than one, please select other and list all applicable programs. | <div>Program:</div> <div>Other:</div> |
| Please give a detailed justification why the equipment is needed, and how it will be used to benefit the program. | |
| The year the last time this item was purchased and the quantity. The expected refresh cycle of this item. | |
| Will the equipment be used solely by the specified AAA Program(s) from which the purchase will be funded? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If requesting a vehicle, provide a list of the existing fleet vehicles, and the reason the existing fleet cannot meet ongoing program needs. | |



Agenda Report

23-107

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on an Agreement for Services with Advanced Chemical Transport, Inc. to Provide Hazardous Waste Management Services for Silicon Valley Power

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The City of Santa Clara's Electric Department, Silicon Valley Power (SVP), requires a licensed provider of hazardous waste management service for waste generated from its operations. Hazardous waste generally consists of materials containing or contaminated with waste oil, polychlorinated biphenyl wastes, lubricants, solvents, paints, asbestos, and lead. It is also found in e-waste, batteries, non-empty aerosol cans, and fluorescent lamps.

The service provider will be responsible for handling, transporting, and disposing of hazardous waste, performing remedial work and cleanup, and assisting staff to maintain compliance with applicable federal and state laws and regulations, including, but not limited to, Division 4.5 (Environmental Health Standards for the Management of Hazardous Waste) of Title 22 of the California Code of Regulations.

The term of the agreement with the current provider, Advanced Chemical Transport, Inc., will end on June 30, 2023.

DISCUSSION

Pursuant to City Code Section 2.105.140(c), a formal Request for Proposals (RFP) was conducted, with the award recommendation based on "best value". The RFP was published using the City's e-procurement system seeking proposals from qualified firms to provide hazardous waste management services. Proposals were received from the following three firms:

- Advanced Chemical Transport, Inc.
- Clean Harbors Environmental Services
- NRC Environmental Services Inc.

The proposals were independently evaluated by a three-member evaluation team against the criteria and weights set forth in the RFP. The factors considered in the evaluation were firm experience, technical capability, safety, and cost. The evaluation team recommends awarding the agreement to Advanced Chemical Transport, Inc. (ACT) as the best value proposal. ACT demonstrated extensive experience providing hazardous waste management services.

The maximum compensation in the proposed agreement with ACT for the initial five-year term is \$2,500,000. Rates, including disposal, transportation, and cleanup fees, are established in the agreement, and will remain fixed for two years. After the initial two years, Contractor may request rate adjustments no more than once per calendar year. The City will only pay for actual services rendered.

Staff recommends that City Council authorize the City Manager to execute the attached agreement with ACT.

Due to the rapidly changing electric utility marketplace and the necessity to promptly comply with changes in law, there might arise a need for additional services. In addition, SVP has a significant capital program including upgrading existing facilities that may result in higher demand for hazardous waste disposal services than forecasted. Authorizing additional funds at the time of this action will enable SVP to quickly respond to additional requirements for hazardous waste disposal services. Therefore, staff recommends that the City Council authorize the City Manager to execute amendments to, among other things, add services and increase the maximum compensation by \$1,500,000 up to a total maximum compensation of \$4,000,000.

ENVIRONMENTAL REVIEW

Staff recommends that the City Council determine that the actions being considered are exempt from the California Environmental Quality Act ("CEQA") pursuant section 15330 of Title 14 of the California Code of Regulations as the services involve minor hazardous waste cleanup, removal, and transportation.

FISCAL IMPACT

For Fiscal Year 2023/24 sufficient funding is included in the recommended operating budget for SVP in the Electric Utility Operating Fund in the Compliance Division or in separate accounts based on the asset requiring disposal of waste (such as power plant or substation) or in the Electric Utility Capital Fund based for each project requiring disposal of hazardous waste.

Funding for future years will be included in the proposed budgets for the corresponding years.

COORDINATION

This report has been coordinated with the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Determine that the proposed actions are categorically exempt from CEQA pursuant to Section 15330 of Title 14 of the California Code of Regulations;
2. Authorize the City Manager to execute an Agreement for Services with Advanced Chemical Transport, Inc. (Agreement) for an initial five-year term starting on or around July 1, 2023 and

ending on or around June 30, 2028, with a maximum compensation not to exceed \$2,500,000, subject to the appropriation of funds; and

3. Authorize the City Manager to take any actions as necessary to implement and administer the Agreement and to negotiate and execute amendments to the Agreement to (a) add or delete services consistent with the Agreement's scope of services; (b) adjust future rates in accordance with the Agreement; (c) extend the term of the Agreement one additional year through June 30, 2029; and (d) increase the maximum compensation by \$1,500,000 for a revised maximum compensation of up to \$4,000,000 for the six-year term, subject to the appropriation of funds.

Reviewed by: Manuel Pineda, Chief Electric Utility Officer

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Proposed Agreement for Services with Advanced Chemical Transport, Inc.

**AGREEMENT FOR SERVICES
BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA,
AND
ADVANCED CHEMICAL TRANSPORT, INC.**

PREAMBLE

This Agreement is entered into between the City of Santa Clara, California, a chartered California municipal corporation (City) and Advanced Chemical Transport, Inc., a California corporation (Contractor). City and Contractor may be referred to individually as a "Party" or collectively as the "Parties."

RECITALS

- A. City desires to secure the services of Contractor to provide hazardous waste management services for the City of Santa Clara's electric utility, Silicon Valley Power ("SVP"), as more fully described in this Agreement in Exhibit A ("Services"), entitled "Scope of Services";
- B. Contractor represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide the Services which meet objectives and requirements of City; and,
- C. City desires to retain Contractor to render the Services under the terms and conditions set forth in this Agreement.

The Parties agree as follows:

AGREEMENT TERMS AND CONDITIONS

1. AGREEMENT DOCUMENTS

The documents forming the entire Agreement between City and Contractor shall consist of these Terms and Conditions and the following Exhibits, which are hereby incorporated into this Agreement by this reference:

Exhibit A – Scope of Services

Exhibit B – Schedule of Fees and Payment Provisions

Exhibit C – Insurance Requirements

Exhibit D – Labor Compliance

This Agreement, including the Exhibits set forth above, contains all the agreements, representations and understandings of the Parties, and supersedes and replaces any previous agreements, representations and understandings, whether oral or written. In the event of any inconsistency between the provisions of any of the Exhibits and the Terms and Conditions, the Terms and Conditions shall govern and control.

2. TERM OF AGREEMENT

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment(s) to this Agreement, the term of this Agreement shall begin on July 1, 2023, and terminate on June 30, 2028 (“Initial Term”).

After the Initial Term, the City reserves the right, at its sole discretion, to extend the term of this Agreement for up to one additional one-year term through June 30, 2029 (“Option Period”). Such extensions of term shall be authorized through an Amendment to this Agreement executed by the Parties.

3. SCOPE OF SERVICES

Contractor shall perform those Services specified in Exhibit A within the time stated in Exhibit A. Time is of the essence.

4. WARRANTY

Contractor expressly warrants that all Services and materials covered by this Agreement shall be fit for the purpose intended, shall be free from defect and shall conform to the specifications, requirements and instructions set forth in this Agreement. Contractor agrees to promptly replace or correct any incomplete, inaccurate or defective Services or materials at no further cost to City when defects are due to the negligence, errors or omissions of Contractor. If Contractor fails to promptly correct or replace materials or services, City may make corrections or replace the Services and materials and charge Contractor for the cost incurred by City.

5. QUALIFICATIONS OF CONTRACTOR - STANDARD OF CARE

Contractor represents and maintains that it has the expertise in the professional calling necessary to perform the Services, and its duties and

obligations, expressed and implied, contained herein, and City expressly relies upon Contractor's representations regarding its skills and knowledge. Contractor shall perform such Services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

6. COMPENSATION AND PAYMENT

In consideration for Contractor's complete performance of Services, City shall pay Contractor for all materials provided and Services rendered by Contractor in accordance with Exhibit B, entitled "SCHEDULE OF FEES AND PAYMENT PROVISIONS." The maximum compensation of this Agreement is **Two Million Five Hundred Dollars (\$2,500,000)**, subject to budget appropriations, which includes all payments that may be authorized for Services and for expenses, supplies, materials and equipment required to perform the Services. All Services performed or materials provided in excess of the maximum compensation shall be at Contractor's expense. Contractor shall not be entitled to any payment above the maximum compensation under any circumstance unless an amendment has been executed by both Parties.

7. TERMINATION

- A. Termination for Convenience. City shall have the right to terminate this Agreement, without cause or penalty, by giving not less than Thirty (30) days' prior written notice to Contractor.
- B. Termination for Default. If Contractor fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice to Contractor.
- C. Upon termination, each Party shall assist the other in arranging an orderly transfer and close-out of services. As soon as possible following the notice of termination, but no later than ten (10) days after the notice of termination, Contractor will deliver to City all City information or material that Contractor has in its possession.

8. ASSIGNMENT AND SUBCONTRACTING

City and Contractor bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Contractor shall not hire subcontractors without express written permission from City.

Contractor shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed

by them, as Contractor is for the acts and omissions of persons directly employed by it.

9. NO THIRD-PARTY BENEFICIARY

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

10. INDEPENDENT CONTRACTOR

Contractor and all person(s) employed by or contracted with Contractor to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Contractor has full rights to manage its employees in their performance of Services under this Agreement.

11. CONFIDENTIALITY OF MATERIAL

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Contractor and all other written information submitted to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Contractor which is otherwise known to Contractor or becomes generally known to the related industry shall be deemed confidential.

12. OWNERSHIP OF MATERIAL

All material, which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports, designs, technology, programming, works of authorship and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Contractor may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Contractor shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

13. RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTOR

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for four (4) years

from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Contractor for the purpose of verifying any and all charges made by Contractor in connection with Contractor compensation under this Agreement, including termination of Contractor. Contractor agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City. Contractor shall bear the cost of the audit if the audit determines that there has been a substantial billing deviation in excess of five (5) percent adverse to the City.

Contractor shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Contractor agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Contractor's Services hereunder.

14. HOLD HARMLESS/INDEMNIFICATION

- A. To the extent permitted by law, Contractor agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and attorney's fees in providing a defense to any such claim or other action, and whether sounding in law, contract, tort, or equity, in any manner arising from, or alleged to arise in whole or in part from, or in any way connected with the Services performed by Contractor pursuant to this Agreement – including claims of any kind by Contractor's employees or persons contracting with Contractor to perform any portion of the Scope of Services – and shall expressly include passive or active negligence by City connected with the Services. However, the obligation to indemnify shall not apply if such liability is ultimately adjudicated to have arisen through the sole active negligence or sole willful misconduct of City; the obligation to defend is not similarly limited.
- B. Contractor's obligation to protect, defend, indemnify, and hold harmless in full City and City's employees, shall specifically extend to any and all employment-related claims of any type brought by employees, contractors, subcontractors or other agents of Contractor, against City (either alone, or jointly with Contractor), regardless of venue/jurisdiction in which the claim is brought and the manner of relief sought.
- C. To the extent Contractor is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Contractor

warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Contractor's responsibilities under the Act.

15. INSURANCE REQUIREMENTS

During the term of this Agreement, and for any time period set forth in Exhibit C, Contractor shall provide and maintain in full force and effect, at no cost to City, insurance policies as set forth in Exhibit C.

16. WAIVER

Contractor agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement. Neither City's review, acceptance nor payments for any of the Services required under this Agreement shall be constructed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

17. NOTICES

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara
Attention: Silicon Valley Power
1500 Warburton Avenue
Santa Clara, CA 95050
and by e-mail at svpcontracts@santaclaraca.gov and
manager@santaclaraca.gov

And to Contractor addressed as follows:

Advanced Chemical Transport, Inc.
Attention: Shawn Ball, Vice President
967 Mabury Road, San Jose, CA 95133
and by e-mail at SBall@ACTenviro.com

The workday the e-mail was sent shall control the date notice was deemed given. An e-mail transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following business day.

18. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable laws and regulations of the federal, state and local government, including but not limited to "The Code of the City of Santa Clara, California" ("SCCC"). In particular, Contractor's

attention is called to the regulations regarding Campaign Contributions (SCCC Chapter 2.130), Lobbying (SCCC Chapter 2.155), Minimum Wage (SCCC Chapter 3.20), Business Tax Certificate (SCCC section 3.40.060), and Food and Beverage Service Worker Retention (SCCC Chapter 9.60), as such Chapters or Sections may be amended from time to time or renumbered. Additionally Contractor has read and agrees to comply with City's Ethical Standards (<http://santaclaraca.gov/home/showdocument?id=58299>).

19. CONFLICTS OF INTEREST

Contractor certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Contractor and that no person associated with Contractor has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. Contractor is familiar with the provisions of California Government Code section 87100 and following and certifies that it does not know of any facts which would violate these code provisions. Contractor will advise City if a conflict arises.

20. FAIR EMPLOYMENT

Contractor shall not discriminate against any employee or applicant for employment because of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background, in violation of federal, state or local law.

21. NO USE OF CITY NAME OR EMBLEM

Contractor shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

22. GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

23. SEVERABILITY CLAUSE

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not

affect the validity of the other provisions, which shall remain in full force and effect.

24. AMENDMENTS

This Agreement may only be modified by a written amendment duly authorized and executed by the Parties.

25. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument.

26. PREVAILING WAGE

In the event the Services require payment of prevailing wage, Contractor shall comply, and ensure its subcontractors comply with Exhibit D.

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure by Contractor or its employees, agents, contractors, and subcontractors to comply with the prevailing wage laws.

[SIGNATURES ON NEXT PAGE]

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives.

CITY OF SANTA CLARA, CALIFORNIA
a chartered California municipal corporation

Approved as to Form:

Dated: _____

GLEN R. GOOGINS
City Attorney

JOVAN D. GROGAN
City Manager
City of Santa Clara
1500 Warburton Avenue
Santa Clara, CA 95050
Telephone: (408) 615-2210
Fax: (408) 241-6771

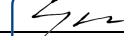
"CITY"

ADVANCED CHEMICAL TRANSPORT, INC.
a California corporation

Dated: 5/25/2023

By (Signature):

DocuSigned by:



Name:

Shawn Ball

Title:

Vice President

Principal Place of
Business Address:

967 Mabury Road, San Jose, CA 95133

Email Address:

SBall@ACTenviro.com

Telephone:

(408) 548-5050

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"CONTRACTOR"

EXHIBIT A – SCOPE OF SERVICES

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SECTION 1. GENERAL

- 1.1** Contractor shall provide hazardous waste management services, including, but not limited to, remedial and cleanup work, waste materials testing, disposal and recycling, and professional services to assist City with regulatory compliance, monitoring, and reporting for the City of Santa Clara's electric utility, Silicon Valley Power ("SVP").
- 1.2** The terms "City" and "SVP" may be used interchangeably throughout this Exhibit.
- 1.3** To the extent not inconsistent with this Agreement, the City's RFP 22-23-08 (including subsequent updates) and Contractor's proposal response dated November 15, 2022, are hereby incorporated by reference herein and shall supplement this Scope of Services and be subject to the terms and conditions of the Agreement. In the event of a conflict between the Agreement (including its Exhibits and the RFP or Contractor's proposal), the Agreement and this Exhibit shall govern.

SECTION 2. SERVICES TO BE PERFORMED

- 2.1 Waste Management Services.** Contractor shall provide hazardous waste management services to include but not limited to:
 - 2.1.1** Perform waste characterization to determine proper disposal.
 - 2.1.2** Provide packaging, handling, and transportation of hazardous waste including completion of uniform hazardous waste manifests and any other documentation required by law.
 - 2.1.3** Perform remedial and cleanup work, including containment of contamination and testing.
 - 2.1.4** Provide notifications to agencies as required (if required by regulations and/or the City of Santa Clara).
 - 2.1.5** Provide test kits to immediately determine Polychlorinated Biphenyls (PCB) content in the field and send a sample to lab for analysis.
 - 2.1.6** Transport and dispose of hazardous waste and cleanup materials compliant with all applicable laws and regulations.
 - 2.1.7** Pump and clean underground storage tanks for oily water separators, turbines, Heat Recovery Steam Generators (HRSG), wash water tanks, natural gas condensate tanks, secondary

containment vaults, manholes, and other containment devices and equipment as may be required.

2.1.8 Recycle used lubricating oil.

2.1.9 Perform a site visit to Stony Gorge and Black Butte Power Houses every 170 days for waste pickup and haul to the appropriate facility. Contractor shall restock any depleted supplies and drums.

2.1.10 Provide trained personnel to enter into confined spaces and have up-to-date training in fall protection, hazardous waste operations and emergency response (Hazwoper), air-purifying respirators, asbestos, and lead handling.

2.1.11 Track recycling and disposal revenue. Contractor shall provide a credit to the City for the recycle value.

2.2 Consulting Services. Contractor shall provide consulting services which include but are not limited to:

2.2.1 Assist City with Environmental, Health & Safety (EH&S) standards compliance.

2.2.2 Provide program management services such as tracking budget, scheduling waste, recycling pickups, and coordinating regulatory reporting as required and requested by City.

2.2.3 Provide a spill prevention and emergency response plan for all services.

2.2.4 Provide a manifest verifying that all hazardous waste has been lawfully and efficiently to permitted disposal facilities. The manifest shall meet all requirements of the California Department of Toxic Substances Control (DTSC), California Department of Transportation (DOT), United States Department of Transportation (US DOT), and Environmental Protection (EPA). All waste shall be transported under manifest using City's EPA generator identification number.

2.3 Dedicated On-site Personnel. Contractor shall designate at least one (1) dedicated personnel to assist at the City of Santa Clara Utilities Center located at 1705 Martin Ave, Santa Clara, CA, 95050, for a minimum of four (4) hours per week. Responsibilities of the on-site personnel include but are not limited to:

2.3.1 Acquire PCB oil samples from de-energized electrical equipment for lab analysis.

- 2.3.2** Transfer oil (PCB and non-PCB) into totes/drums.
- 2.3.3** Label drums/totes with appropriate hazardous waste labels.
- 2.3.4** Prepare drums/totes for shipping per DOT rules and regulations.
- 2.3.5** Coordinate the loading of oil totes and recycled equipment onto trucks.
- 2.3.6** Keep the 90-day hazardous waste area clean and orderly.
- 2.3.7** Sign weekly hazardous waste storage inspection forms.
- 2.3.8** Perform transformer management, disposal, and recycling.
- 2.3.9** Provide weekly replenishment of supplies (e.g., pumps, hoses, hand tools, flanges, etc.) or as requested by the City.
- 2.4 Services at Other Locations.** Contractor shall respond to emergency and non-emergency hazardous waste and material events at other facilities within City limits and remote locations such as, but not limited to:
 - 2.4.1** Donald Von Raesfeld (DVR) Power Plant located at 850 Duane Ave., Santa Clara, CA 95054
 - 2.4.2** Fuel Gas Compressor Building (Gas Compressor) located at 2977 Lafayette St., Santa Clara, CA 95054
 - 2.4.3** Gianera Generating Station (Gianera) located at 2339 Gianera St., Santa Clara, CA 95054
 - 2.4.4** Cogeneration Plant (Cogen) located at 524 Robert Ave., Santa Clara, CA 95050
 - 2.4.5** Stony Gorge Powerhouse located at 2550 County Road 306, Elk Creek, CA 95939
 - 2.4.6** Black Butte Powerhouse located at County Road 200, Orland, CA 95963
 - 2.4.7** High Line Canal located in Orland, CA 95316
 - 2.4.8** Orland Junction located in Orland, CA 95316

SECTION 3. SPECIFIC REQUIREMENTS

- 3.1** Contractor shall provide suitable transportation to remove waste materials and haul waste materials to the disposal location. Contractor shall comply with all applicable statutes, rules, regulations, ordinances, and laws of the

United States and all applicable state and local regulations in moving, handling, transporting, and disposing of such waste material.

- 3.2** Unless otherwise agreed upon in writing, Contractor shall be solely responsible for loading the waste materials on vehicles provided by Contractor. As to all loading activities, Contractor assumes full risk of loss as to all equipment and premises of the City and as to all transportation vehicles furnished by the Contractor.
- 3.3** Contractor shall notify the City of any leak and/or spill and shall notify all agencies required under federal, state, and local laws, rules, and regulations within the time period required by governing regulations.
- 3.4** Contractor shall transport, store, treat, recycle, and dispose of the waste materials in full compliance with all valid and applicable statutes, ordinances, rules, and regulations of the federal, state, and local governments in whose jurisdictions such activities are performed under this Agreement.
- 3.5** Any disposal facility or facilities used for disposal will have permits, licenses, certificates, or approvals required by valid and applicable statutes, ordinances, rules, and regulations of the federal, state, and local governments in which the facility is located, necessary to allow such facility accept, and store, treat, process, and dispose of the involved waste materials.
- 3.6** In the event that the disposal facility loses its permitted status or is the subject of the action of a government agency which could reasonably result in the loss of its permitted status, during the term of this agreement, Contractor will promptly notify the City of such loss, or possible loss, of permitted status.
- 3.7** Contractor shall, at its sole expense and risk, transport and dispose of hazardous waste or materials caused by work performed by Contractor, including all costs associated with the spreading or dissemination.

SECTION 4. REPORTS

- 4.1** Contractor shall provide and maintain written and electronic (e.g., online portal) reports for the City and the required agencies, including but not limited to:
 - 4.1.1** Manifest reporting for DTSC. The City shall be copied on all reports.
 - 4.1.2** Sign hazardous waste manifests, mail copies to DTSC, and maintain records.

4.1.3 Spill reports documenting Contractor's response to the event. The spill report shall include photos and any lab analysis (e.g., PCB, lead, asbestos, etc.)

4.1.4 Regulatory monthly reporting

4.1.5 Other reports that the City may request.

SECTION 5. COMPLETION OF SERVICES

The Services shall be completed in a timely, efficient manner so as to ensure the site is operational as soon as possible.

SECTION 6. HOURS AND DAYS OF SERVICE

Contractor will generally perform the required services during regular business hours which is between 7:00 AM - 7:00 PM PST/PDT, Monday through Friday. City will, at its discretion, allow access during non-business hours when required.

SECTION 7. EMERGENCY SERVICES AND RESPONSE TIMES

7.1 Emergency Services: Contractor shall provide emergency services 24 hours /day, seven (7) days per week, including holidays. Contractor shall provide a phone number for contact at any time.

7.2 Response Times: Contractor shall respond via phone or email to emergency requests and hazardous waste and material events within one (1) hour from the City's notification.

7.2.1 For the City of Santa Clara locations, Contractor shall be on-site within two (2) hours or less from notification to perform Services.

7.2.2 For locations outside of Santa Clara, Contractor shall be on-site within six (6) hours or less from notification to perform Services.

SECTION 8. APPLICABLE LAWS AND REGULATIONS

8.1 Contractor shall be informed of and comply with all applicable present and future federal, state, and local regulations, ordinances, and codes, including but not limited to the U.S Occupational Safety and Health Administration (OSHA), the California Department of Industrial Relations and the Division of Occupational Safety and Health (Cal/OSHA).

8.2 Where any applicable laws or ordinances conflict with the City's requirements, the more stringent requirement(s) shall be followed. Contractor's failure to be thoroughly familiarized with the provisions of any applicable federal, state, and local regulations, ordinances and codes shall

not relieve Contractor from compliance with the obligations and penalties resulting therefrom.

SECTION 9. WORKMANSHIP

- 9.1** Contractor shall perform all work in a professional manner and environmental responsible manner that meets or exceeds industry and professional standards of performance. All items of work shall be done by a Contractor employee skilled in the particular task to which they are assigned.
- 9.2** Poor or inferior workmanship, as determined at the sole discretion of the City, shall be removed and replaced to conform to the quality standards of the industry, or otherwise corrected to the satisfaction of the City, at Contractor's sole expense.
- 9.3** City reserves the right to inspect any work performed by Contractor and its subcontractors. Should the City determine any unsatisfactory or defective work upon inspection, Contractor must correct the work at no additional cost to the City.

SECTION 10. PERMITS AND LICENSES

Contractor shall obtain, maintain, and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

SECTION 11. CITY FURNISHED MATERIALS

Contractor shall credit the City for any City-furnished materials that are used, lost, stolen, damaged, or rendered unusable by actions of Contractor.

SECTION 12. WORK AREA

- 12.1** Contractor shall ensure that the work site is free from all surplus materials, waste materials, debris, spills, dirt and rubbish caused by Contractor's performance of services. Upon completion of the scheduled work or at the end of each day, whichever comes first, Contractor shall ensure the work area is in a clean safe condition. The City shall be the sole judge as to the adequacy of the cleanup.
- 12.2** Contractor shall follow all directions of City with regard to clean-up both during the course of, and upon completion of the services. If Contractor fails to clean up the work area within forty-eight hours (48) after demand by the City, City may charge Contractor for any costs of clean-up or other work required to adequately protect City's electrical or other facilities or to restore work area to a safe condition. City may invoice Contractor or deduct costs from Contractor's invoice at City's sole discretion.

- 12.3** Contractor must provide work and traffic signage as required to warn pedestrians and vehicular traffic of work in progress. Contractor may be required to direct pedestrians and traffic around the work area. Contractor shall also be responsible for providing all equipment and personnel necessary to properly perform the traffic control measures, including but not limited to, flaggers, cones, reflectors, electronic signs, barricades, caution tape, temporary paving, or steel plates.
- 12.4** Contractor shall make all reasonable efforts to minimize obstructions and inconvenience to SVP's operations and others who may be impacted by Contractor's work.

SECTION 13. CONTRACTOR'S EQUIPMENT, TOOLS, AND MATERIALS

- 13.1** All equipment, tools (including any specialty tooling), and materials required for the execution of the work shall be provided by Contractor. City will not loan tools or equipment to Contractor. Neither Contractor nor its workers shall attempt to borrow tools or other materials from City personnel.
- 13.2** Tools and equipment shall be kept in proper operating condition and used only for the purpose for which they were designed. City reserves the right to suspend work if improper tools or equipment are being used or operated.
- 13.3** Tools and equipment shall be safely stored overnight under lock and key. Loss of any tools or equipment shall be reported immediately to City.
- 13.4** All vehicles, equipment, and ladders shall be secured when not in use. Keys shall not be left in any vehicles or equipment when not in use.
- 13.5** City will not be responsible for the loss of tools, equipment, or materials.

SECTION 14. DISPOSAL OF WASTE & SCRAPS

- 14.1** All wastes generated or encountered in the performance of work must be managed in accordance with all applicable local, State, and federal regulations and laws. Contractor is solely responsible for arranging and implementing the proper handling, management, storage, transport, and disposal of all wastes including any hazardous materials.
- 14.2** Contractor shall provide the City with a written report of all disposal of materials within twenty-four (24) hours of disposal unless a shorter timeline is required by local, state, and/or federal regulations.
- 14.3** Contractor shall recycle all material scraps, and credit the value to the City.

SECTION 15. SAFETY

- 15.1** Safety must always be the top priority. Contractor shall take all necessary precautions for the safety of all persons on the work site. Contractor must erect and properly maintain at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of all persons and the public including posting danger signs and warnings against known or unusual hazards.
- 15.2** Contractor shall maintain an effective Injury and Illness Prevention Program (IIPP) in writing pursuant to Section 3203, Title 8 of the California Code of Regulations (CCR). The written plan shall include specific instructions with regard to hazards unique to the employee's job assignment. At City's request, a copy of Contractor's IIPP shall be submitted to the City and be made available on-site.
- 15.3** Contractor shall schedule safety inspections as necessary and as may be requested by the City to identify and correct unsafe conditions and work practices. The City reserves the right to accompany Contractor during these inspections.
- 15.4** Contractor must comply with all site-specific safety requirements and procedures including but not limited to Lockout/Tagout (LOTO), Energy Isolation, Confined Space, Fall Protection, Chemical Safety, Hazardous Waste, and Personnel Protective Equipment (PPE).
- 15.5** Contractor's employees (including any subcontractors) shall utilize appropriate Personal Protective Equipment (PPE) and Fire Resistant (FR) clothing, as required. Any required PPE and FR clothing shall be provided at the expense of Contractor.
- 15.6** When requested by the City, Contractor shall provide an on-site Safety Manager/Supervisor to ensure compliance with all applicable Safety rules and regulations, perform daily audits and submit daily reports to the City that identify discrepancies or non-compliance, provide direction in regards to safety rules and regulations to Contractor Supervisor and Contractor employees.

SECTION 16. INJURY/PROPERTY DAMAGE

Contractor shall notify the City immediately in the event of an injury or property damage that occurs during the performance of the services. Contractor shall investigate the reported injury or damage upon request from City and provide City with regular updates including all accident reports until the investigation is resolved. City reserves the right to perform its own investigation. Should City choose to conduct its own investigation, Contractor shall assist as required.

SECTION 17. CONTRACTOR'S PERSONNEL

17.1 Project Manager/On-Site Supervisor

Contractor must designate one (1) Project Manager or On-Site Supervisor to communicate with the City during performance of work. The Project Manager/On-Site Supervisor is the designated point of contact for the City to communicate work tasks and receive feedback. The Project Manager/On-Site Supervisor must be capable of communicating effectively with City staff.

17.2 Staffing

17.2.1 Contractor shall be responsible for its employees' professional and technical competence and will select appropriate individuals who are qualified, certified, and/or licensed to perform the assigned task.

17.2.2 Contractor shall ensure its employees and any subcontractors supply proper identification when requested by the City.

17.2.3 Contractor shall inform City immediately of any change in key personnel assigned to this agreement. Contractor shall submit the resumes and other qualifications of the proposed replacement employee(s) to City for review and approval.

17.3 Employee Training

17.3.1 At Contractor's sole cost and expense, Contractor shall provide recurring, periodic (no less than annual) training to its employees (including subcontractors) appropriate to the duties and responsibilities of each employee.

17.3.2 It is essential that all employees be thoroughly trained and familiar with the equipment and procedures to be followed.

17.3.3 Training shall follow Contractor's standard policies and procedures and shall be in compliance with all applicable federal, state, and local laws, including but not limited to safety and injury prevention training requirements contained in the OSHA standards.

17.3.4 Contractor shall be familiar with SVP's operating standards. All employees are required to watch SVP's safety video once per calendar year or prior to the commencement of work.

17.3.5 At the City's request, Contractor shall submit copies of training records for its employees.

17.4 Standards of Conduct

17.4.1 Contractor shall be solely responsible for its employees while on or about the work site, including but not limited to, maintaining discipline, ensuring standards of conduct are adhered to, and enforcing safety policies, procedures, and orders. Contractor shall ensure that while on or about the work site, its employees do not:

17.4.1.1 Display a discourteous, abrupt, abrasive, or belligerent attitude.

17.4.1.2 Use any prescribed or over-the-counter medications which can potentially impair the employee's ability to perform the work safely.

17.4.1.3 Present or identify themselves as employees of the City of Santa Clara.

17.4.1.4 Possess any firearms, narcotics, drugs, intoxicants, or other restricted materials while on the premises.

17.4.2 In the event a Contractor employee fails to meet these standards of conduct, Contractor shall immediately remove that employee and provide a replacement.

17.4.3 In the event that a complaint is made against a Contractor employee, Contractor shall notify the City immediately and provide a written explanation detailing how the situation was resolved.

SECTION 18. E-BUILDER

18.1 When required by City, Contractor shall use utilize e-Builder for submission of data and documents throughout the term of this agreement.

18.2 e-Builder is a web-based construction management application hosted by e-Builder, Inc. For certain projects to be defined by the City, e-Builder shall be the primary means of project information submission and management or as otherwise agreed upon with the City.

18.3 The City will establish the Contractor's access to e-Builder by providing licenses to Contractor's personnel at City's cost. The Contractor's designated users will be required to set up their computers/systems to use e-Builder in accordance to the e-Builder User Training Guide. The City reserves the right to limit the licenses issued to Contractor in the future.

18.4 Contractor is required to obtain all necessary training to use the software. The City will provide one classroom training or a web-based seminar. A training session is 1 - 2 hours.

- 18.5** e-Builder is a web-based environment and therefore it is subject to the inherent speed and connectivity limitations of the Internet. Contractor is responsible for its own connectivity to the Internet. e-Builder's response time is dependent on the Contractor's equipment, including processor speed, Internet access speed, etc., and current traffic on the Internet. The City will not be liable for any delays associated with the usage of e-Builder including, but not limited to slow response time, downtime periods, connectivity problems, or loss of information. The Contractor shall ensure connectivity to the e-Builder system whether at the home office or job site. Under no circumstances will the usage of e-Builder be grounds for a time extension or cost adjustment to the Contract.
- 18.6** Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the e-Builder system) by the City and the Contractor will be jointly owned.
- 18.7** Contractor is responsible for managing, tracking, and documenting the work to comply with the requirements of this Agreement. The City's acceptance via automated system notifications or audit logs extends only to the face value of the submitted documentation and does not constitute a validation of the Contractor's submitted information.
- 18.8** At the City's sole discretion, project documents may be processed and distributed digitally over the internet or may be required to be presented in hard copy format.
- 18.9** While regular email may still be used for communication, when requested by the City, e-Builder shall be utilized as much as possible in connection with all document and information management required in the performance of projects where City has directed the use of e-Builder. Contractor shall be responsible for scanning or otherwise converting to electronic format all project submittals and Contractor correspondence, drawings, sketches, etc., and uploading them to the e-Builder website and shall be responsible for the validity of the information placed in e-Builder. The Contractor shall utilize the existing forms and processes in e-Builder to the maximum extent possible. If a required form does not exist in e-Builder, the Contractor shall include a form of its own or one provided by the City (if available) as an attachment to a submittal or process. Documents and information to be submitted electronically include, but are not limited to:
- 18.9.1** Correspondence
- 18.9.2** Meeting Minutes
- 18.9.3** Submittals and Shop Drawings

- 18.9.4** Product Data, reports, certifications, etc. must be submitted in PDF.
(If a sample can be scanned, it is requested that a scanned PDF copy be submitted with the sample.)
- 18.9.5** Requests for Information (RFI's)
- 18.9.6** Submittals and Shop Drawings
- 18.9.7** Change Order requests and documentation, including record copies of change orders, proposals, and modifications.
- 18.9.8** Pay Applications
- 18.9.9** "Official" correspondence (such as letters) including informal correspondence, such as email.
- 18.9.10** Pre-Task Plans (PTPs)
- 18.9.11** Daily Construction Reports and other Daily Reports including Contractor Quality Control (CQC) Reports
- 18.9.12** All official reports, such as Commissioning reports
- 18.9.13** Notices and Claims
- 18.9.14** Operations and Maintenance Manuals
- 18.9.15** All Close-out documents, and
- 18.9.16** All testing results
- 18.10** Archive Copies: When requested by City, Contractor shall keep an archive copy of all digital data created by Contractor, or submitted to Contractor via e-mail, or resident on the e-Builder for the duration of the Project. Such data shall be available to City, and authorities with the jurisdiction (including funding agencies or representatives) on demand.
- 18.11** Should the City replace e-Builder with a different project management tool, Contractor, and subcontractors shall be required to utilize the new project management tool selected by the City.

EXHIBIT B

SCHEDULE OF FEES AND PAYMENT PROVISIONS

1. MAXIMUM COMPENSATION

The maximum amount of compensation to be paid to Contractor during the Term of this Agreement shall not exceed the amount in Section 6 (Compensation and Payment) of the Agreement.

2. FEES SCHEDULE

Contractor shall charge, and the City shall pay for actual services rendered. Rates for labor and fees for materials and services are listed in Table B1 – Fee Schedule, attached and incorporated by reference. Invoices made to the City must be based upon the fees listed in Table B1 Fee Schedule. Where rates are not listed in Table B1, Contractor shall submit rates to be approved by the City in writing in advance of performing services.

- 2.1. Labor Rates and Fees.** Rates and Fees listed in Table B1 are fully burdened and will remain fixed for the first two (2) years of the Agreement.
- 2.2. Rate Increase.** Rates may be negotiated no more than once annually. Contractor shall notify the City ninety (90) days in advance of any proposed rate increase. Any rate increases are subject to approval by the City and must be substantiated by the Contractor to the satisfaction of the City. All rate adjustments must be approved by the City by executing an amendment to this Agreement.
- 2.3. Definitions.** The following definitions apply to the hourly rates in Table B1:
 - 2.3.1. “Straight Time”** means the first eight (8) hours worked between Monday and Friday, excluding U.S. Federal Holidays.
 - 2.3.2. “Overtime”** means the:
 - 2.3.2.1.** hours worked in excess of eight (8) hours, from Monday through Friday, during regular hours of operation from 7:00 a.m. to 5:00 p.m. PST/PDT;
 - 2.3.2.2.** first eight (8) hours worked on Saturdays; or
 - 2.3.2.3.** hours worked while performing emergency work (excluding Sundays).
 - 2.3.3. “Double Time”** means the:

- 2.3.3.1. hours worked in excess of twelve (12) hours from Monday to Friday;
- 2.3.3.2. hours worked in excess of eight (8) hours on Saturdays;
- 2.3.3.3. hours worked during U.S. Federal Holidays; or
- 2.3.3.4. hours worked on Sundays.

2.3.4. “On-site minimum hours”

- 2.3.4.1. two (2) hours per person portal to portal from Contractor’s San Jose office.

3. CREDIT TO CITY

Contractor shall credit to the City any revenues for recycled materials listed in Table B2. The recovered value shall be credited to the City and itemized on Contractor’s invoice.

Table B2: Recycled Materials

| Description | Credit to City |
|----------------|--|
| Metal Revenue | \$100.00/ton or current market rate |
| Recycled Metal | current market rate |

4. REIMBURSABLE EXPENSES

- 4.1. Any and all reimbursable expenses shall be itemized in Contractor’s invoice. Expenses shall be reimbursable only to the extent that (1) Contractor submits sufficient documentation to City that the expenses were directly incurred in providing the required services, (2) Contractor demonstrates that such expenses are not included in the hourly rate where applicable, (3) Contractor submits receipts, invoices, or other supporting documentation demonstrating that such reimbursable costs were incurred (4) Contractor has received written approval in advance of incurring such expenses. Any reimbursement to the Contractor is limited to the expenses in Table B3.

Table B3: Reimbursable Expense Schedule

| Reimbursable Expense Schedule | | Mark Up |
|-------------------------------|--|-------------------|
| 1. | The cost of mailing, shipping and/or delivery of any documents or materials. | No Markup |
| 2. | The cost of photographing, printing, reproducing and/or copying any documents or materials. | No Markup |
| 3. | Charges for outside services and materials (including subcontractor fees, equipment, materials, and facilities not furnished directly by Contractor to the extent the City has preapproved, in writing, the cost of such services. | Not to exceed 15% |
| 4. | Other reimbursable expenses with prior written approval from the City | No Markup |

| Reimbursable Expense Schedule | | Mark Up |
|-------------------------------|---|-----------|
| 5. | Allowable mileage will be charged at the prevailing IRS rate per mile. | No Markup |
| 6. | Unless approved in writing (e-mail acceptable) in advance, meals, lodging, and related per diem shall not exceed the rates outlined by United States General Services Administration (GSA). https://www.gsa.gov/travel-resources . Airfare or rental car, where applicable shall be at economy rates. | No Markup |

- 4.2. Except in the case of emergency, Contractor will notify the City in advance when reimbursable expenses are anticipated.

5. PAYMENT PROVISIONS

- 5.1. Contractor shall provide an invoice to the City on a monthly basis for services completed in the immediately preceding month. The invoice must include the following information:
- 5.1.1. Invoice Number and Invoice Period.
 - 5.1.2. Current amount due with a time and materials breakdown: titles, hours, hourly rates, service fee, and any City approved reimbursable expenses itemized with supporting documentation.
- 5.2. **Pre-Payment.** City shall not be required to pay a deposit or any other form of pre-payment prior to Contractor beginning work.
- 5.3. **Payment Limited to Satisfactory Work.** Contractor is not entitled to any payments until the City concludes that the services and/or any furnished deliverables have been satisfactorily performed.
- 5.4. **Recalculation.** The City may recalculate and pay invoices based on the rates established in this Agreement.
- 5.5. **Disputed Invoices.** If the City in good faith disputes any portion of an invoice, the City shall pay the undisputed portion of the invoice and submit written notice to Contractor regarding the disputed amount. The notice shall include documentation supporting the disputed amount.
- 5.6. **Payment.** If there are no discrepancies or deficiencies in the submitted invoice and Contractor has submitted all required Certified Payroll, City shall process the invoice for payment. City will make payments to Contractor within thirty (30) days after the date of approval of each invoice.

TABLE B1: FEE SCHEDULE

| Labor: | | | |
|---|--------------------------------------|---------------------------------|------------------------------------|
| Classification | Straight Time Hourly Rate | Overtime Hourly Rate | Double Time Hourly Rate |
| On-site personnel (as described in Section 2.3 of Exhibit A) | \$85.00 | \$110.00 | \$134.00 |
| Chemist | \$85.00 | \$110.00 | \$134.00 |
| Professional / Consulting Services | \$125.00 | \$188.00 | \$250.00 |
| Project Manager | \$81.00 | \$125.00 | \$145.00 |
| Site Safety Officer | \$111.00 | \$130.00 | \$150.00 |
| Technician | \$85.00 | \$110.00 | \$134.00 |
| Hazardous Waste Endorsed Driver | \$95.00 | \$122.00 | \$122.00 |
| Tanker Driver (Including Tanker Truck) | \$96.00 | \$123.00 | \$145.00 |
| Project Lead Emergency Response | \$86.00 | \$110.00 | \$135.00 |
| Two-Person Emergency Response Team | \$175.00 | \$220.00 | \$268.00 |
| Other Fees: | | Standard Rate | |
| Manifest | | \$35.00 per manifest | |
| Profile | | No Charge | |
| Environmental Surcharge | | 12% of total invoice | |
| Disposal | | Standard Rate | |
| Bulk Oil | | \$0.25/Gallon | |
| Oil <10% water | | \$85.00/55-Gallon Drum | |
| Bulk Oily water | | \$1.50/Gallon | |
| Oily Debris | | \$76.00/55-Gallon Drum | |
| Aerosols | | \$168.00/55-Gallon Drum | |
| Glycol | | \$ 95.00/55-Gallon Drum | |
| Oily Water | | \$ 95.00/55 Gallon Drum | |
| PCB Transformers 0-5 parts per million (PPM) | | \$0.85/Pound | |
| PCB Transformers 5-49 PPM | | \$1.60/Pound | |
| PCB Transformers over 50 PPM | | \$5.75/Pound | |
| Transportation | | Standard Charge | |
| 5-20 Gallon | | \$21.00 per drum | |
| 30-55 Gallon | | \$38.00 per drum | |
| 275 Gallon Totes | | \$150.00 per drum | |
| Gear Truck | | \$125.00 per day | |

| Materials | Unit Cost |
|--|-----------------------|
| Personal Protective Equipment (PPE) Level D | \$13.00/each |
| Closed Top Poly Carboy | \$17.00/5-Gallon |
| Open Top Poly Drum-Reconditioned | \$20.00/5-Gallon |
| Open Top Poly Drum-Reconditioned | \$57.00/30-Gallon |
| Closed Poly Top Drum-Reconditioned | \$35.00/55-Gallon |
| Open Poly Top Drum-Reconditioned | \$47.00/55-Gallon |
| Closed Metal Top Drum-Reconditioned | \$58.00/55-Gallon |
| Open Metal Top Drum-Reconditioned | \$92.00/55-Gallon |
| On-Site Service Supplies (e.g., pumps, hoses, hand tools, flanges, etc.) | \$95.00 per week |
| pH Test Strip | \$1.00/each |
| Spilfyters | \$19.00/each |
| Volatile Organic Compound (VOC) Sampling with 5-Day Turnaround | \$105.00 per sample |
| Cam 17 Sampling with 5-Day Turnaround | \$120.00 per sample |
| PCB Field Test Kit (Emergency Response Use Only) | \$225.00 per kit |
| PCB Testing and Sampling with Same Day Turnaround for Formal Lab Testing Per Transformer During Emergency Response | \$1,200.00 per sample |
| Decontamination Kit | \$150.00 per kit |
| Pogo Pump | \$50.00 per pump |
| Stabilization Kit | \$200.00 per kit |

EXHIBIT C INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall provide and maintain in full force and effect during the period of performance of the Agreement and for twenty-four (24) months following acceptance by the City, at its sole cost and expense, the following insurance policies from insurance companies authorized to do business in the State of California. These policies shall be primary insurance as to the City of Santa Clara so that any other coverage held by the City shall not contribute to any loss under Contractor's insurance. The minimum coverages, provisions and endorsements are as follows:

1. COMMERCIAL GENERAL LIABILITY INSURANCE

- 1.1.** Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01 with no exclusion for explosion, collapse, or underground perils (XCU) and no exclusion for subcontractors. Policy limits are subject to review, but shall in no event be less than, the following:

\$5,000,000 Each Occurrence
\$5,000,000 General Aggregate Per Project
\$5,000,000 Products/Completed Operations Aggregate
\$5,000,000 Personal Injury

- 1.2.** Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.

- 1.3.** The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:

- 1.3.1.** The general aggregate limit shall, by endorsement or otherwise, provide a designated aggregate limit solely for Work performed under this contract.
- 1.3.2.** Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;
- 1.3.3.** There shall be no cross-liability exclusion which precludes coverage for claims or suits by one insured against another; and
- 1.3.4.** Coverage shall apply separately to each insured against whom a claim is made, or a suit is brought, except with respect to the limits of liability.

2. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than five million dollars (\$5,000,000) combined single limit for bodily injury and / or property damage liability including coverage for all owned (if any), non-owned and hired autos. Where hazardous or regulated substances or hazardous or regulated waste are being transported by Contractor or its subcontractors, the limits of liability shall be not less than \$5,000,000 each occurrence combined single limit and the policy shall contain endorsement MCS-90.

3. WORKERS' COMPENSATION

- 3.1.** Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
- 3.2.** The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).
- 3.3.** This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

4. POLLUTION LIABILITY

- 4.1.** In the event that this contract involves hazardous or regulated wastes and/or hazardous or regulated materials, Contractor and/or its subcontractors shall provide a Contractor's Pollution Liability Insurance policy with coverage limits not less than ten million dollars (\$10,000,000) per occurrence and ten million (\$10,000,000) aggregate limits, including claim expenses and defense in connection with the Work performed under this Contract. All activities contemplated in this agreement including ongoing and completed site operations, transportation incidents and non-owned disposal sites shall be specifically scheduled on the policy as "covered operations." Any deductible must be declared to and approved by City. Such policy shall cover, at a minimum, liability for bodily injury, damage to and loss of use of property, and clean-up costs arising from sudden, accidental and gradual pollution and remediation in connection with the Work under this Agreement. Contractor will use its best efforts to have the City, Council, officers, employees and volunteers added as additional insureds under this policy. The following provisions shall apply:

- 4.1.1. The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.
- 4.1.2. Contractor shall also ensure the licensed hazardous waste disposal facility maintain at least \$5,000,000 in pollution liability limits.
- 4.1.3. Products/completed operations coverage shall extend a minimum of Ten (10) years after project completion.
- 4.1.4. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors.
- 4.1.5. If the insured is using subcontractors the Policy must include work performed "by or on behalf" of the insured.
- 4.1.6. Policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer.

5. PROFESSIONAL LIABILITY

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against negligent acts, errors or omissions of the Contractor. Covered services as designated in the policy must specifically include work performed under this agreement. Coverage shall be in an amount of not less than three million dollars (\$3,000,000) per claim or three million dollars (\$3,000,000) aggregate. Any coverage containing a deductible or self-retention must first be approved in writing by the City Attorney's Office.

6. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

- 6.1. Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85, or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.
- 6.2. Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities

may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.

6.3. Cancellation.

6.3.1. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.

6.3.2. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

6.4. Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections 1 through 5 of this Exhibit C.

7. ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

7.1. Contractor agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to limits. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.

7.2. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of

complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

- 7.3.** The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

8. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

9. EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be e-mailed to: ctsantaclara@ebix.com

10. QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 7 (A- VII) or shall be an insurance company of equal financial stability that is approved by the City or its in insurance compliance representatives.

EXHIBIT D

LABOR COMPLIANCE

This Agreement is subject to the requirements of California Labor Code section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices, and compliance with other applicable requirements.

A. PREVAILING WAGE REQUIREMENTS

1. Contractor shall be obligated to pay not less than the General Prevailing Wage Rate, which can be found at www.dir.ca.gov and are on file with the City Clerk's office, which shall be available to any interested party upon request. Contractor is also required to have a copy of the applicable wage determination posted and/or available at each job site.
2. Specifically, contractors are reminded of the need for compliance with Labor Code Section 1774-1775 (the payment of prevailing wages and documentation of such), Section 1776 (the keeping and submission of accurate certified payrolls) and 1777.5 in the employment of apprentices on public works projects. Further, overtime must be paid for work in excess of 8 hours per day or 40 hours per week pursuant to Labor Code Section 1811-1813.
3. Special prevailing wage rates generally apply to work performed on weekends, holidays and for certain shift work. Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required. Contractors and subcontractors are on notice that information about such special rates, holidays, premium pay, shift work and travel and subsistence requirements can be found at www.dir.ca.gov.
4. Only bona fide apprentices actively enrolled in a California Division of Apprenticeship Standards approved program may be employed on the project as an apprentice and receive the applicable apprenticeship prevailing wage rates. Apprentices who are not properly supervised and employed in the appropriate ratio shall be paid the full journeyman wages for the classification of work performed.
5. As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, Contractor agrees to present to City, along with its request for payment, all applicable and necessary certified payrolls (for itself and all applicable subcontractors) for the time period covering such payment request. Contractor shall submit certified payroll through LCP Tracker or similar system as directed by

the City. The term “certified payroll” shall include all required documentation to comply with the mandates set forth in Labor Code Section 1720 et seq, as well as any additional documentation requested by the City or its designee including, but not limited to: certified payroll, fringe benefit statements and backup documentation such as monthly benefit statements, employee timecards, copies of wage statements and cancelled checks, proof of training contributions (CAC2 if applicable), and apprenticeship forms such as DAS-140 and DAS-142.

6. In addition to submitting the certified payrolls and related documentation to City, Contractor and all subcontractors shall be required to submit certified payroll and related documents electronically to the California Department of Industrial Relations. Failure to submit payrolls to the DIR when mandated by the project parameters shall also result in the withholding of progress, retention and/or final payment.
7. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
8. No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Contractors MUST be a registered “public works contractor” with the DIR AT THE TIME OF BID. Where the prime contract is less than \$15,000 for maintenance work or less than \$25,000 for construction alternation, demolition or repair work, registration is not required.
9. All contractors/subcontractors and related construction services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a “public works contractor”. Those you fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.
10. Should any contractor or subcontractors not be a registered public works contractor and perform work on the project, Contractor agrees to fully indemnify the City for any fines assessed by the California Department of Industrial Relations against the City for such violation, including all staff costs and attorney’s fee relating to such fine.
11. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

B. AUDIT RIGHTS

All records or documents required to be kept pursuant to this Agreement to verify compliance with this Addendum shall be made available for audit at no cost to City, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such records or documents shall be provided to City for audit at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

C. ENFORCEMENT

1. City shall withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., City may continue to hold sufficient funds to cover estimated wages and penalties under the Agreement.
2. Based on State funding sources, this project may be subject to special labor compliance requirements of Proposition 84.
3. The City is not obligated to make any payment due to Contractor until Contractor has performed all of its obligations under these provisions. This provision means that City can withhold all or part of a payment to Contractor until all required documentation is submitted. Any payment by the City despite Contractor's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of this Addendum.
4. City or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements. These penalties are up to \$200 per day per worker for each wage violation identified; \$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and \$25 per day per worker for any overtime violation.



Agenda Report

23-123

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on an Agreement for Services with Davey Tree Surgery Company with a Maximum Compensation of \$25,000,000 for the Initial Five-year Term and an Option to Extend for an Additional Five Years for a Total Maximum Compensation of \$60,000,000 Over the Ten-year Term

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The City of Santa Clara's Electric Department, Silicon Valley Power (SVP), requires regular tree trimming and related services to reduce threats to the integrity of SVP's electric distribution system associated with tree and related vegetation contact with power lines. Regular and emergency tree trimming services are critical to reduce power outages for SVP customers and minimize the duration of outages when they occur due to trees and other vegetation. In recognition of this hazard, SVP uses a tree trimming contractor specializing in working near electrical infrastructures to provide these services.

The City currently uses Davey Tree Surgery Company (Davey) to provide power line clearance and trimming services, including removal, maintenance, and pruning of trees and vegetation. The current agreement with Davey is the result of a competitive Request for Proposal process that was conducted in 2017, and the Agreement is set to expire on June 30, 2023. SVP has been satisfied with the services provided by Davey.

DISCUSSION

Pursuant to City Code Section 2.105.140(c), a formal Request for Proposal (RFP) was conducted with the contract award based on "best value". The RFP was published using the City's e-procurement system. Four proposals were received from Community Tree Service, LLC, Davey Tree Surgery Company, Utility Tree Service, LLC, and West Coast Arborists, Inc.

Proposals were independently evaluated by a three-member evaluation team against the criteria and weights published in the RFP. The evaluation criteria included operational capacity, the firm's experience and qualifications, qualifications of key personnel, safety, and cost. Staff recommends award of contract to Davey as the best value service provider, scoring the highest in each of the evaluation categories.

The term of the proposed Agreement will be five years beginning on or around July 1, 2023, with the City reserving the right to exercise options to extend the Agreement for up to five additional years, for a total of 10 years.

The proposed agreement includes a high-level scope of services to be provided by Davey. Davey will assign multiple crews to work on a daily basis within the City and Davey will be compensated for services on a time and materials (T&M) basis. Daily work will be assigned by SVP using methods including job tags or maps. In addition, Davey will be available to provide emergency services after hours to clear trees that have caused power outages. All work will be conducted in accordance with SVP standards as well as applicable standards and regulations, including the California Public Utility Commission's General Orders and Occupational Health and Safety Administration (OHSA) rules. Davey may also perform additional services on an as-needed basis to ensure comprehensive tree management. These include arborist services, forester services, tree trimming at locations outside of the City, tree trimming not within electrical clearance, and training.

Based on historical spending patterns, the maximum compensation for the initial five-year term is \$25,000,000. Staff recommends that the City Council authorize the City Manager to execute the agreement with Davey. Furthermore, staff recommends that City Council also authorize the City Manager to execute amendments to the agreement, which includes the option to extend the agreement for up to five additional years and to increase the maximum compensation to \$60,000,000 over a 10-year period.

ENVIRONMENTAL REVIEW

Staff recommends that the City Council determine that the actions being considered are exempt from the California Environmental Quality Act ("CEQA") pursuant section 15301 of Title 14 of the California Code of Regulations as the services involve maintenance of existing trees and vegetation around SVP's utility infrastructure.

FISCAL IMPACT

The costs associated with the proposed agreement is primarily budgeted as part of SVP's annual operating budget.

Sufficient funding for the agreement is included in the Proposed FY 2023/24 and FY 2024/25 Operating Budget in the Electric Utility Fund. Funds for the agreement in future years will be included in proposed budgets for corresponding years.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Determine the proposed actions are exempt from CEQA pursuant to Section 15301 of Title 14 of the California Code of Regulations;
2. Authorize the City Manager to execute an Agreement for Services with Davey Tree Surgery

Company for power line clearance and related tree trimming services for an initial five-year term starting on or around July 1, 2023, and ending on or around June 30, 2028, with a maximum compensation of \$25,000,000, subject to the appropriation of funds; and

3. Authorize the City Manager to take any actions as necessary to implement and administer the Agreement; and negotiate and execute amendments to the Agreement to (a) add or delete services consistent with the Agreement's scope of services; (b) adjust future rates; (c) exercise the option to extend the term for up to five additional years through June 30, 2033; and (d) increase the maximum compensation after the initial five-year term by \$35,000,000 for a maximum compensation of \$60,000,000 for the 10-year term, subject to Agreement extension, approval by the City Attorney as to form, and the appropriation of funds.

Reviewed by: Manuel Pineda, Chief Electric Utility Officer

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENT

1. Proposed Agreement Davey Tree Surgery Company

**AGREEMENT FOR SERVICES
BETWEEN THE
CITY OF SANTA CLARA, CALIFORNIA,
AND
DAVEY TREE SURGERY COMPANY**

PREAMBLE

This Agreement is entered into between the City of Santa Clara, California, a chartered California municipal corporation ("City") and Davey Tree Surgery Company, a Delaware corporation, ("Contractor"). City and Contractor may be referred to individually as a "Party" or collectively as the "Parties".

RECITALS

- A. City desires to secure the services more fully described in this Agreement, at Exhibit A, entitled "Scope of Services" ("Services");
- B. Contractor represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain Services and goods of the quality and type which meet objectives and requirements of City; and,
- C. The Parties have specified herein the terms and conditions under which such Services will be provided and paid for.

The Parties agree as follows:

AGREEMENT TERMS AND CONDITIONS

1. AGREEMENT DOCUMENTS

The documents forming the entire Agreement between City and Contractor shall consist of these Terms and Conditions and the following Exhibits, which are hereby incorporated into this Agreement by this reference:

Exhibit A – Scope of Services

Exhibit B – Schedule of Fees and Payment Provisions

Exhibit C – Insurance Requirements

Exhibit D – Labor Compliance Exhibit

Exhibit E – Work Authorization Form

This Agreement, including the Exhibits set forth above, contains all the

agreements, representations and understandings of the Parties, and supersedes and replaces any previous agreements, representations and understandings, whether oral or written. In the event of any inconsistency between the provisions of any of the Exhibits and the Terms and Conditions, the Terms and Conditions shall govern and control.

2. TERM OF AGREEMENT

- A. Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on July 1, 2023 and terminate on June 30, 2028 ("Initial Term").
- B. After the Initial Term, City reserves the right, at its sole discretion, to extend the term of this Agreement for up to five (5) additional years through June 30, 2033 ("Option Periods") in such increments as determined by City. Such extensions of term shall be authorized through an Amendment to this Agreement executed by the Parties. The Initial Term and Option Periods shall collectively be referred to as "Term".

3. SCOPE OF SERVICES & PERFORMANCE SCHEDULE

Contractor shall perform those Services specified in Exhibit A within the time stated in Exhibit A. Time is of the essence.

4. WARRANTY

In addition to those warranties contained in Exhibit A, Contractor expressly warrants that all Services and materials covered by this Agreement shall be fit for the purpose intended, shall be free from defect and shall conform to the specifications, requirements and instructions applicable to this Agreement. For a period of one (1) year following completion of the applicable Services, Contractor agrees to promptly replace or correct any incomplete, inaccurate or defective Services or materials at no further cost to City when defects are due to the negligence, errors or omissions of Contractor. If Contractor fails to promptly correct or replace Services or materials, City may make corrections or replace materials or Services and charge Contractor for the reasonable cost incurred by City.

5. QUALIFICATIONS OF CONTRACTOR - STANDARD OF CARE

Contractor represents and maintains that it has the expertise in the professional calling necessary to perform the Services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Contractor's representations regarding its skills and knowledge. Contractor shall perform such Services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

6. COMPENSATION AND PAYMENT

In consideration for Contractor's complete performance of Services, City shall pay Contractor for all Services and materials in accordance with Exhibit B, entitled "SCHEDULE OF FEES AND PAYMENT PROVISIONS." The maximum compensation of this Agreement is twenty-five million dollars (\$25,000,000), subject to budget appropriations, which includes all payments that may be authorized for the Services and for expenses, supplies, materials and equipment required to perform the Services. All Services performed or materials provided in excess of the maximum compensation shall be at Contractor's expense. Contractor shall not be entitled to any payment above the maximum compensation under any circumstance.

7. TERMINATION

- A. Termination for Convenience. City shall have the right to terminate this Agreement, without cause or penalty, by giving not less than Thirty (30) days' prior written notice to Contractor.
- B. Termination for Default. In addition to all other remedies provided by law, if either Party fails to perform any of its duties or obligations or the breach by any of the terms and conditions set forth in this Agreement, the other Party may terminate this Agreement if the defaulting party has failed to cure such default for a period of thirty (30) days after receipt of written notice from the other Party specifying in reasonable detail the nature and extent of any such failure.
- C. Upon termination, each Party shall assist the other in arranging an orderly transfer and close-out of Services. As soon as possible following the notice of termination, but no later than ten (10) days after the notice of termination, Contractor will deliver to City all City information or material that Contractor has in its possession.

8. ASSIGNMENT AND SUBCONTRACTING

City and Contractor bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Contractor shall not hire subcontractors without express written permission from City.

Contractor shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by it.

9. NO THIRD PARTY BENEFICIARY

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of

action under this Agreement for any cause whatsoever.

10. INDEPENDENT CONTRACTOR

Contractor and all person(s) employed by or contracted with Contractor to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Contractor has full rights to manage its employees in their performance of Services under this Agreement.

11. CONFIDENTIALITY OF MATERIAL

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Contractor and all other written information submitted to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Contractor which is otherwise known to Contractor or becomes generally known to the related industry shall be deemed confidential.

12. OWNERSHIP OF MATERIAL

All material, which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports, designs, technology, programming, works of authorship and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Contractor may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Contractor shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties. This Section 12 shall not apply to any existing intellectual property owned by Contractor and used during the performance of this Agreement but shall be limited to new inventions created during the performance of this Agreement. All inventions, discoveries, documents, works of authorship, methods, and the derivative works thereof, developed or created by Contractor prior to the start of the Services shall remain the sole and exclusive property of Contractor.

13. RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTOR

City, through its authorized employees, representatives or agents shall have the right during the Term and for four (4) years from the date of final payment for goods or Services provided under this Agreement, to audit the books and records of Contractor for the purpose of verifying any and all charges made by Contractor in connection with Contractor compensation under this Agreement, including termination of Contractor. Contractor agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish

the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City. Contractor shall bear the cost of the audit if the audit determines that there has been a substantial billing deviation in excess of five (5) percent adverse to the City.

Contractor shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Contractor agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Contractor's Services hereunder.

14. HOLD HARMLESS/INDEMNIFICATION

- A. To the extent permitted by law, Contractor agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and attorney's fees in providing a defense to any such claim or other action, and whether sounding in law, contract, tort, or equity, in any manner arising from, or alleged to arise in whole or in part from, or in any way connected with the Services performed by Contractor pursuant to this Agreement – including claims of any kind by Contractor's employees or persons contracting with Contractor to perform any portion of the Scope of Services – and shall expressly include passive or active negligence by City connected with the Services. However, the obligation to indemnify shall not apply if such liability is ultimately adjudicated to have arisen through the sole active negligence or sole willful misconduct of City; the obligation to defend is not similarly limited.
- B. Contractor's obligation to protect, defend, indemnify, and hold harmless in full City and City's employees, shall specifically extend to any and all employment-related claims of any type brought by employees, contractors, subcontractors or other agents of Contractor, against City (either alone, or jointly with Contractor), regardless of venue/jurisdiction in which the claim is brought and the manner of relief sought.
- C. To the extent Contractor is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Contractor warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Contractor's responsibilities under the Act.

15. INSURANCE REQUIREMENTS

During the Term, and for any time period set forth in Exhibit C, Contractor shall provide and maintain in full force and effect, at no cost to City, insurance policies as set forth in Exhibit C.

16. WAIVER

Waiver by either Party of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement. Neither City's review, acceptance nor payments for any of the Services required under this Agreement shall be constructed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

17. NOTICES

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara
Attention: Silicon Valley Power
1500 Warburton Avenue
Santa Clara, CA 95050
and by e-mail at svpcontracts@santaclaraca.gov and
manager@santaclaraca.gov

And to Contractor addressed as follows:

Davey Tree Surgery Company
Attention: Kevin Peters
2617 South Vasco Rd.
Livermore, CA 94550
And by phone at (925) 443-1723 x3240
and by e-mail at Kevin.Peters@Davey.com

The workday the e-mail was sent shall control the date notice was deemed given. An e-mail transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following business day.

18. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable laws and regulations of the federal, state and local government, including but not limited to "The Code of the City of Santa Clara, California" ("SCCC"). In particular, Contractor's attention is called to the regulations regarding Campaign Contributions (SCCC Chapter 2.130), Lobbying (SCCC Chapter 2.155), Minimum Wage (SCCC Chapter 3.20), Business Tax Certificate (SCCC section 3.40.060), and Food and Beverage Service Worker Retention (SCCC Chapter 9.60), as such Chapters or Sections may be amended from time to time or renumbered. Additionally Contractor has read and agrees to comply with City's Ethical Standards (<http://santaclaraca.gov/home/showdocument?id=58299>).

19. CONFLICTS OF INTEREST

Contractor certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Contractor and that no person associated with Contractor has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. Contractor is familiar with the provisions of California Government Code section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Contractor will advise City if a conflict arises.

20. FAIR EMPLOYMENT

Contractor shall not discriminate against any employee or applicant for employment because of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background, in violation of federal, state or local law.

21. NO USE OF CITY NAME OR EMBLEM

Contractor shall not use City's name, insignia, or emblem, or distribute any information related to Services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

22. GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

23. SEVERABILITY CLAUSE

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

24. AMENDMENTS

This Agreement may only be modified by a written amendment duly authorized and executed by the Parties.

25. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives.

CITY OF SANTA CLARA, CALIFORNIA
a chartered California municipal corporation

Approved as to Form:

Dated: _____

Office of the City Attorney
City of Santa Clara

Office of the City Manager
1500 Warburton Avenue
Santa Clara, CA 95050
Telephone: (408) 615-2210
Fax: (408) 241-6771

"CITY"

***DAVEY TREE SURGERY COMPANY**
a Delaware corporation

Dated: 5/26/2023

By (Signature): [Signature]

Name: Kevin Peters

Title: Vice President of Operations

Principal Place of Business Address: 2617 South Vasco Rd.
Livermore, CA 94550

Email Address: kevin.peters@davey.com

Telephone: (925) 443 1723 x 3840

Fax: (925) 443 1751

"CONTRACTOR"

EXHIBIT A

SCOPE OF SERVICES

The Services to be performed for the City by the Contractor under this Agreement shall consist of line clearance work as further described in this Exhibit A for the City's Electric Utility, Silicon Valley Power (SVP). The terms "City" and "SVP" are used interchangeably throughout this Exhibit.

1. GENERAL REQUIREMENTS

- 1.1.** Contractor shall furnish all supervision, labor, materials, tools, permits, equipment, personal protective gear, and supplies necessary to provide tree removal, trimming, and pruning Services for power line clearance. Services will primarily be associated with high voltage power lines, but may also include Services around communication lines, SVP structures, and other related tree-trimming Services.
- 1.2.** Contractor must provide a fully qualified supervisor to supervise field crews and meet with the SVP Representative as needed for the purposes of correcting problems/conflicts and coordinating Services schedules. The City reserves the right to request removal of any employee of the Contractor for good cause.
- 1.3.** Before starting the Services, Contractor shall designate in writing the General Foreperson who an on-site field representative shall have complete authority to act for Contractor in all matters concerning the technical and commercial aspects of the Services. An Alternate Field Representative shall also be designated for those brief periods when the Contractor's General Foreperson may be unavailable due to illness or other short-term matters. The General Foreperson or the Alternate Field Representative shall be readily available whenever Services are in progress. The General Foreperson or Alternate Field Representative shall be reachable during all working hours.
- 1.4.** Contractor shall keep the SVP Representative informed in writing as to the name, local address, and telephone number of the General Foreperson who must be available outside normal working hours and responsible for emergencies and clean up.
- 1.5.** After contract award and prior to commencement of Services, Contractor, together with the General Foreperson, shall attend a meeting with the SVP Representative and other individuals identified by the Parties to discuss the key elements of the Services.
- 1.6.** Services may take place on City-owned property, easements (including in private yards, assets or other areas as determined by SVP). This may include Services activities outside of the City limits of Santa Clara such as

at City properties in Glenn or Tehama counties.

- 1.7. Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Services.
- 1.8. Contractor shall remain informed of all existing state and federal laws and all municipal ordinances and regulations of the City that in any manner affect those engaged or employed in the Services.
- 1.9. For any deviation from specifications as may be required by unforeseen events or emergencies, Contractor must obtain prior written approval in all cases by an authorized SVP Representative.
- 1.10. Contractor shall assist with all communication with regulatory agencies when requested.
- 1.11. Contractor shall determine and follow protocols for State and City protected trees.
- 1.12. Contractor shall perform tree trimming, removal and pruning in strict accordance with the International Society of Arboriculture (ISA) guidelines for tree maintenance, the California Public Utilities Commission (CPUC) Standards for Vegetation Utility Line Clearance, and SVP Standard Document OH 1230 - Tree Clearances From Overhead Electric Lines, as may be amended by the City from time to time. Contractor shall take appropriate precautions to assure that power lines and communication lines are not cut while trimming trees.
- 1.13. Contractor shall establish a field office or yard area in the City of Santa Clara, at Contractor's expense, as a base for daily operations. City may provide staging area subject to a "Right of Entry Agreement". Contractor is responsible for all office and security needs of the field office or yard. SVP is not responsible for loss, damaged or stolen equipment, vehicles, or any other Contractor's property.

2. DEFINITIONS

- 2.1. "SVP Representative" shall mean the employee designated in overall charge of the SVP line clearance program. The SVP Representative is responsible for assigning Services to the Contractor and is the single point of contact for the Contractor under this Agreement.
- 2.2. "General Foreperson" shall mean the employee of Contractor who will be in overall charge of the Contractor's crews performing the Services. The General Foreperson will be on site, perform all customer notifications of tree trimming, coordinate all Services, and is the primary contact for

emergency response.

- 2.3. "Line Clearance Qualified Tree Trimmer (LCQTT)" shall mean a Contractor employee trained to provide Services in proximity of energized power transmission and distribution lines.
- 2.4. "Line Clearance Tree Trimmer" shall mean a Contractor employee trained as an apprentice level tree trimmer trainee (0-18 months).
- 2.5. "Line Clearance Qualified Tree Trimming Foreperson" shall mean a Contractor supervisory position who is in direct charge of Contractor's tree trimming crew, and who is journey level line clearance qualified.
- 2.6. "ISA Certified Arborist" shall mean the individuals who have achieved a level of knowledge in the art and science of tree care through experience and by passing a comprehensive examination developed by some of the nation's leading experts on tree care.
- 2.7. "Emergency Services" is defined as an unforeseen event, circumstance, or combination of circumstances that City determines to require immediate action and/or presents an ongoing danger to public health and safety and/or imperils SVP's distribution system.
- 2.8. "SVP System Operator" shall mean the City employee with 24/7 control of the SVP electric network and is responsible for dispatching resources.

3. SCOPE OF SERVICES

There are three service categories under this Agreement: Daily Work, Emergency Services, and As-Needed Services, as described below.

3.1. DAILY WORK

- 3.1.1. SVP will provide Contractor with the prioritization of Services through a Computerized Maintenance Management System and Services order list (which may include workplans and maps) on a weekly basis for Contractor to schedule daily work (Daily Work).
- 3.1.2. Contractor shall provide tree trimming Services, including, but not limited to hazardous and line clearance tree pruning, tree removal, and associated Services, including stump grinding, brush and log disposal, chipping, and all other disposal methods.
- 3.1.3. When requested by City or when otherwise discovered by Contractor, Contractor shall inspect and report any trees of concern, along SVP Right of Way (ROW) including all SVP-owned and operated lines.

- 3.1.4.** Crew Minimum Requirements: Contractor shall provide the following resources for Daily Work within the City.
 - 3.1.4.1.** Eight (8) crews of Qualified Line Clearance Tree Trimmers; two (2) persons per crew.
 - 3.1.4.2.** One (1) Qualified Line Clearance Tree Trimmer to supplement crews as needed.
 - 3.1.4.3.** One (1) General Foreperson, on-site overall supervisor of Contractor work.
- 3.1.5.** One (1) Line Clearance Tree Trimmer , two (2) person crew to be called in as needed to assist with clean-up or general tree trimming as requested by SVP.
- 3.1.6.** As Contractor becomes aware of trees presenting a public safety hazard or an increased potential to create a power outage, Contractor shall immediately notify SVP of these hazard locations.
- 3.1.7.** As SVP becomes aware of trees presenting a public safety hazard or an increased potential to create a power outage the City will provide a trimming priority list (Trimming Priority List) for these hazard locations. Contractor shall respond and begin these Services on the Trimming Priority List within one business day of the City's notification.

3.2. EMERGENCY SERVICES

- 3.2.1.** Emergency Services shall be provided as part of the Services included in this Agreement. Emergency Services are provided in instances of a threat to public health or safety, loss of or damage to property, or disruption to essential services. An emergency is defined as an unforeseen event, circumstance, or combination of circumstances that the City reasonably determines to require immediate action.
- 3.2.2.** Emergency Services may be authorized by the SVP Representative, SVP System Operator, or higher authority, through an email; provided that, if that is not possible, a verbal authorization may be made.
- 3.2.3.** Contractor shall provide 24-hour, seven-days per week, Emergency Services including holidays. Contractor shall provide a 24 X 7 answering service contact phone number at which an individual can be reached at any time.
 - 3.2.3.1.** The General Foreperson shall respond to all requests

for Emergency Services within 30 minutes of notification.

- 3.2.3.2. Once contacted, Contractor will have staff at the site of an Emergency and ready to perform Services with proper tools and equipment within 90 minutes unless otherwise authorized by SVP. Failure to respond within this timeframe may result in the termination of this Agreement, at the sole discretion of SVP.

3.3. AS NEEDED SERVICES

- 3.3.1. As needed services (As Needed Services) are services not included in Daily Work or Emergency Services (further described in Section 3.1 and 3.2 of this Exhibit), that support the City's needs such as services listed in this Section.
- 3.3.2. Additional tree trimming services not included in Daily Work or Emergency Services such as tree trimming services at remote sites.
- 3.3.3. Wildfire Mitigation Plan (WMP): City may use Contractor to perform services in accordance with SVP WMP (Attachment A-1), as amended from time to time and prepared pursuant to Public Utilities Code (PUC) section 8387. Contractor shall provide advisory and reporting Services, including but not limited to:
 - 3.3.3.1. Provide a WMP subject matter expert to provide advisory Services for the WMP annual review.
 - 3.3.3.2. Evaluate changes to regulatory requirements related to the management and documentation of vegetation control.
 - 3.3.3.3. Provide regulatory input, discovery, mitigation and improvements related to the management of the vegetation program.
 - 3.3.3.4. Provide on-call Tree Risk Assessment Qualified (TRAQ) arborist to assess Services, inspections, and reporting as required.
- 3.3.4. Forester / Arborist: SVP may request Contractor to perform an annual Forester/Arborist inventory patrol of trees in the vicinity of SVP facilities including:
 - 3.3.4.1. Perform pre-inspection and Geographic Information System (GIS) inventory of necessary vegetation

Services along the SVP Right-of-Way (ROW).

- 3.3.4.2.** Produce a report, and, if determined by inventory patrol, provide a scope of vegetation management services necessary to maintain compliance with California Public Utility Commission (CPUC) Public Resource Code (PRC) 4293 and General Order 95 for one year from date of inspection. Scope shall include Services to maintain reliability and facilitate system hardening and must be approved SVP.
- 3.3.4.3.** Store inventory results and reports in an environment provided by the Contractor and accessible to City through a web portal.
- 3.3.4.4.** These Services shall be completed between February 1st and May 31st each year.
- 3.3.4.5.** SVP will use the results of this inventory and proposed scope to assign as needed vegetation management services pursuant to this Section.
- 3.3.4.6.** Post-work inspection, documentation and final report of all tree Services shall be completed by the Contractor. All reports and inventory data shall meet the scrutiny of the California Office of Energy and any other regulatory agencies.
- 3.3.5.** Training for City staff associated with Contractor's area(s) of expertise.
- 3.3.6.** When As Needed Services are required by City, City shall request services pursuant to Section 16 (Work Authorization Process). Contractor shall submit a Proposal as defined in Section 16.2 and such Proposal shall conform with the requirements of Section 16.2.
- 3.3.7.** Contractor shall receive, respond to, and complete all Work Authorization Forms (Exhibit E) assigned by SVP.
- 3.3.8.** For As Needed Services, Contractor shall use resources other than those already assigned to the City to complete Daily Work.

4. PROCESS FOR REQUEST TO DE-ENERGIZE CONDUCTORS:

- 4.1.** When City and/or Contractor determines that an electrical hazard exists in a tree that has to be climbed and this hazard cannot be cleared with a non-conductive pole pruner or pole saw, Contractor shall request the City to de-energize and ground the circuit for the length of time required to

perform the Service.

- 4.2. If the electrical hazard is an emergency, then Contractor shall immediately communicate this to the City, and the City will de-energize the circuit as soon as possible.
- 4.3. If the work requiring conductors to be deenergized is not an emergency, Contractor shall notify SVP within the timeframe specified in SVP's requirements (typically a minimum of three weeks' notice prior to start of Service).

5. HOURS OF WORK / DAYS OF WORK

- 5.1. Regular Work Hours / Days of Work: Contractor shall perform regular, non-Emergency Services from 7:00 am through 3:30 pm Monday through Friday. No adjustment in the contract amount will be made for nonconforming work hours or workdays. Contractor shall be responsible for completing routine Services within regular work hours in a manner that is most economical and efficient to SVP with consideration of any State, Federal, or Local laws or regulations affecting pay and break or mealtimes.
- 5.2. Services exceeding eight (8) working hours shall be approved in advance, by the SVP Representative or designee. A second approval shall be required for shifts or employee work exceeding twelve (12) hours in a day or a single shift. All Services in excess of the normal working day must be paid in accordance with applicable Federal, State, and local labor laws.
- 5.3. Temporary Suspension: The SVP Representative shall have the authority to suspend Services wholly or in part, for such period as the City may deem necessary such as due to unsuitable weather or such other conditions as are considered unfavorable for the Services. Payment due will be only for those hours actually worked before the Temporary Suspension.

6. ASSIGNMENT AND SUPERVISION OF WORK SERVICES

- 6.1. Contractor shall regularly meet with the SVP Representative to assure understanding of priorities and work assignments. The timing of such meetings shall be mutually agreed to between the General Foreperson and SVP Representative.
- 6.2. Contractor shall perform the Services in an efficient and expeditious manner on a timeline mutually agreed to between City and Contractor.
- 6.3. For any portion of the Service, which is to be performed by a subcontractor, Contractor is solely responsible for managing and supervising their work, and ensuring subcontractors are fully informed of

all existing state and federal laws and all municipal ordinances and regulations of the City. Subcontractors must hold an appropriate license for their specialty. SVP has the right to request the removal or replacement of any subcontractor.

- 6.4.** Contractor is responsible for any delays caused by Contractor, its agents, or subcontractors, or caused by factors directly or indirectly under its control. No extension of time for performance shall be given for such delays. Contractor is responsible for providing warranty for subcontracted Services.
- 6.5.** The General Foreperson shall be responsible for coordinating all Service activity with the SVP Representative. Contractor shall establish a uniform time schedule for performance of routine tree Services that shall be in conformance with general work hours or special Service requirements, and as agreed to by the SVP Representative.
- 6.6.** Contractor shall submit a detailed Daily Work schedule to the SVP Representative by 6:45 a.m. of each workday to allow the SVP Representative to properly schedule inspections and any other related services. The schedule shall be neatly printed or typed and shall be signed by the Contractor's field representative.
- 6.7.** Contractor must provide for adequate supervision and inspection of all the Services performed to ensure that the requirements set forth in this Agreement are consistently met to SVP's satisfaction.
- 6.8.** Contractor shall provide an escalation process including a fully qualified and authorized representative of the Contractor with management authority of General Foreperson who will be readily available to meet with the SVP Representative, as requested, for the purpose of correcting problems, conflicts, complaints, Service schedules, personnel, and equipment requirements.
- 6.9.** SVP will always have access to the Services and may from time to time inspect adequacy of the Services. Contractor shall be available for inspections with SVP staff as needed. In the event, an inspection finds unsatisfactory Services, Contractor will immediately correct the defective Services as directed by the SVP Representative at no additional cost to the City.

7. NOTIFICATION OF PROPERTY OWNERS

- 7.1.** If work is occurring on private property, Contractor shall notify a property owner or resident a minimum of twenty-four (24) hours prior to any scheduled line clearance tree Service. If the Contractor cannot obtain permission to perform the necessary Services, Contractor shall notify the SVP Representative who will assist in notifying the property owner.

- 7.1.1.** If Emergency Services are needed, Contractor will attempt to make immediate contact with the property owner or resident. If contact is not made by the Contractor, Contractor shall leave a door hanger to notify property owner or resident that Emergency Services were required and proceed to carry out Services at that location.
- 7.2.** If a property owner or resident objects to the Services, Contractor shall delay the Services until the objection is resolved. If the objection occurs while Service is in progress, Contractor shall immediately stop Service and immediately notify the SVP Representative. Contractor shall not resume the Services until authorized by the SVP Representative.
- 7.3.** Neither Party shall be liable for any expense to the other Party arising from Services delayed by a property owner or resident's objections to the services.

8. REQUIRED MINIMUM CLEARANCES

- 8.1.** Contractor shall comply with minimum clearances as outlined in the below sections as those regulations may be amended. While the below regulations are outlined, Contractor is responsible for compliance with any and all Federal, State, and Local regulations associated with Services including any updates to regulations. Within each Work Authorization, the City may further define any additional clearance based on potential growth of the tree being trimmed.
- 8.2.** General Order of the California Public Utilities Commission (GO) 95, and Rule 3, provides minimum pruning where a service conductor shows strain or evidence of abrasion from tree contact. In instances where large branches or tree trunks are involved, Contractor shall notify the SVP Representative for possible rerouting of service drop(s) or installation of tree guard(s) by SVP.
- 8.3.** Contractor shall perform the Services in compliance with SVP Standard Document OH 1230 "Tree Clearances from Overhead Electric Lines", as may be amended from time to time, on the tree pruning zones and vegetation that may be planted near SVP Overhead lines.
- 8.4.** Contractor shall perform Services in compliance with OSHA 1910.269 and CalOSHA Title 8, Subchapter 5, Article 38.
- 8.5.** While obtaining minimum clearance, consideration shall be given to conductor sag due to changes in temperature. In any event, Contractor shall assume a minimum of a two (2) foot additional sag for 12kV and 115kV circuits. This additional clearance must be added to the applicable clearances as set forth in this section.
- 8.6.** Where conditions exist that prohibit the Contractor from obtaining the

required minimum clearances (i.e., to comply with state or local ordinances, for designated heritage trees, for major trunks or leads, etc.), clearance may be reduced, where agreed to by the SVP Representative in writing.

9. MITIGATION

- 9.1.** Contractor shall be held responsible for any damage caused by Contractor including on all unpaved roadways, SVP easements, and City rights-of-way (ROW) within the area used by the Contractor to access power lines for the purpose of line or pole clearance Services. After Contractor has completed Services, City may inspect the condition of the roadways, easements, and ROW and report any damage requiring correction to the General Foreperson. If repairs are not carried out in a timely manner, SVP reserves the right to contract the repairs to an outside vendor and deduct the amount from a future payment due to the Contractor or bill directly to the Contractor. If Contractor is invoiced pursuant to this section and fails to make payment as indicated on that invoice, SVP may withhold payment from a future invoice or withhold all payments until payment is received.
- 9.2.** Contractor shall take pictures before and after Service is completed on any unpaved roadways, easements, or ROW and report any discrepancies to the SVP Representative. Contractor shall work with SVP and other City Departments such as Public Works to identify other actions needed such as erosion control or broadcasting chips into ROW.

10. CLEANUP

- 10.1.** For normal and routine Services, Contractor shall promptly remove all tree pruning brush, wood, and debris from the Work site and properly and legally dispose of materials at its own expense.
- 10.2.** For Emergency or after-hours work, Contractor shall remove all equipment and other obstructions from that portion of the roadway open for use by public traffic and assure that any incomplete Service is left in a manner that does not present a hazard. Debris shall be hauled away the next business day.
- 10.3.** Contractor shall be entirely responsible for any damage to other trees, shrubs, etc. attributable to the conduct of its performance of the Services, and all such damage will be repaired by Contractor when and as directed by the SVP Representative, and as required to place the area in as good condition as before the commencement of the Contractor's work. Final cleanup of the Service area shall be satisfactory to the SVP Representative and affected property owner(s).

11. SAFETY

- 11.1.** Contractor shall adhere to all safety provisions in accordance with all federal, state, and local electric line clearance tree trimming, aerial device, and vehicle traffic safety orders, regulations, and standards.
- 11.2.** Contractor shall ensure all employees and equipment working within a ten (10) foot proximity of energized conductors in excess of 600 volts are compliant with the requirements identified in OSHA 1910.269 and CalOSHA Title 8, Subchapter 5, Article 38, as may be amended from time to time.
- 11.3.** Contractor shall be solely and completely responsible for conditions of the work site, including safety of all persons (including Contractor's employees), traffic control, Service conditions, and property during performance of the Services and until acceptance by SVP. Safety provisions shall conform to all applicable federal, state, county, and local laws, ordinances, regulations code (as may be amended) as well as the requirements set forth in this Agreement. Where any of these are in conflict, the more stringent requirement shall be followed. Contractor's failure to be thoroughly familiarized with the aforementioned safety provisions shall not relieve the Contractor from compliance with the obligations and penalties resulting therefrom.
- 11.4.** Contractor will comply with Minimum Approach Distance (MAD) as defined by Occupational Safety and Health Administration (OSHA). In addition to shock hazards (addressed by MAD) there exists an Arc-Flash hazard when working near energized electric lines. An Arc-Flash is a dangerous condition associated with the possible release of energy caused by an electric arc. Contractor shall perform all Services in compliance with all applicable laws and regulations to avoid exposure to these hazards.
- 11.5.** Contractor shall have established and maintain an Injury and Illness Prevention Program (IIPP) pursuant to Title 8, Section 3203 of the California Administrative Code as amended from time to time. Such program shall include, but not be limited to, a safety training program instructing Contractor's employees in general safe Service practices and shall include specific instructions with regard to hazards unique to the employee's job assignment. Contractor shall schedule periodic inspections to identify and correct unsafe conditions and Service practices. A copy of this program shall be submitted to SVP upon the effective date of the Agreement and made available on site upon request.
- 11.6.** At the end of each day's Services and at other times when tree-pruning operations are suspended for any reason, Contractor shall remove all equipment and other obstructions from that portion of the roadway open for use by public traffic and assure that any incomplete work is left in a

manner that does not present a hazard.

- 11.7.** If any person employed by the Contractor fails or refuses to carry out directives of the SVP Representative or appears to the SVP Representative to be incompetent or to act in a disorderly or improper manner, that individual shall be removed immediately on the request of the SVP Representative and such person shall not again be employed to perform Services under this Agreement.
- 11.8.** The SVP Representative may request either written or verbal verification of the qualifications of the Contractor's employees to perform the Services assigned. Any such request shall be complied with expeditiously.
- 11.9.** In the event on an injury associated with this Agreement, Contractor shall notify the SVP Representative immediately. Contractor shall provide updates to SVP as requested and permitted, perform an investigation into the cause of the accident, and provide the City with regular updates until any investigation is resolved.

12. TOOLS AND EQUIPMENT

- 12.1.** All equipment shall be operated and well-maintained in a satisfactory condition at all times and in compliance with state and federal regulations including, but not limited to OSHA.
- 12.2.** Contractor is responsible for identifying all tools and equipment necessary to perform the Services. The following outlines tools and equipment known to the City and is not intended to be a comprehensive list.
 - 12.2.1.** Contractor must maintain standard tree trimming equipment at all times and have at a minimum seven (7) aerial trucks, eight (8) chippers, and one (1) climber truck on demand. All equipment, including trucks, chippers, and other heavy equipment, must be maintained in a good operating condition and in compliance with State and Federal/OSHA regulations and manufacturer's specifications. Equipment not suitable to produce the quality of Services required by the City shall not be used.
 - 12.2.2.** Equipment used for Emergency Services at night shall be suitably equipped with warning lights and Service lights.
 - 12.2.3.** Each crew shall, in addition to having a vehicle and chipper, have all the necessary small tools, climbing lines, rigging, ropes, and lines to efficiently and safely complete routine pruning, and removal of trees for any portion of the Services which may include but is not restricted to, pole pruners, hand pruners, axes, safety saddles, hand saws, tree climbers, and a leaf blower.

- 12.2.4. In addition to the above, each truck-mounted aerial device crew shall have at least one of the each of the following: Hydraulic Pruner, Hydraulic Saw, Gas-Powered Chain Saw.
- 12.2.5. Contractor shall install signs on both sides of all trucks stating "Line Clearing Contractor for Silicon Valley Power– Call 408-615-5600".
- 12.3. Contractor shall provide appropriate smart devices (laptop, iPad, notebook computer, or similar) for access to SVP's Computerized Maintenance Management System.
- 12.4. SVP will not loan tools or equipment to the Contractor.
- 12.5. The SVP Representative may suspend the Services where they observe that proper tools and equipment are not being used to perform the Services.

13. STAFFING AND TRAINING

- 13.1. Contractor shall be solely responsible for selecting, hiring, employing, paying, supervising, training, and discharging all personnel necessary for the provision of the required Services.
- 13.2. Contractor shall employ only competent skilled workers who are appropriately trained and licensed to perform the required Services.
- 13.3. Contractor's employee training shall be at no cost to the City.

14. WORKMANSHIP

- 14.1. Contractor warrants that Services provided hereunder shall conform with the generally accepted professional practices and standards appropriate to the nature of the Services rendered, that the personnel furnishing said Services shall be qualified to perform the Services assigned to them and that the recommendations, guidance and performance of such personnel shall meet the standard of care normally practiced by contractors performing the same or similar Services.
- 14.2. Contractor shall be required to correct, at no expense to City, all deficiencies in the performance of the services that results from Contractor's failure to observe and adhere to Section 13.1 above and which are detected within one (1) year from the date of completion of the Services. Contractor shall be required to reimburse City for all expenditure of funds resulting from Contractor's deficient performance of its Services.
- 14.3. City may monitor the Services performed under this Agreement to determine whether Contractor's operation conforms to City policy and to the terms of this Agreement. City may also monitor the Services to be

performed to determine whether operations are conducted in accordance with applicable City, county, state, and federal requirements. If in the course of monitoring and evaluation, City believes it has discovered any practice, actions, procedure, or policy of Contractor which deviates from the terms of this Agreement, City may notify Contractor in writing. Contractor agrees to respond in writing to City within seven (7) calendar days regarding such action, procedure, or policy. However, if any action of Contractor constitutes a breach of this Agreement, City may terminate this Agreement.

- 14.4. Contractor shall be responsible for understanding and complying with any training and licensing requirements for the Scope of Services to be performed including Department of Transportation (DOT) requirements for commercial driver's license and required drug testing.
- 14.5. Contractor shall perform the Services in an environmentally responsible manner.
- 14.6. Contractor understands that Services performed under this Agreement is an integral part of a continuing City service to which the citizens are accustomed. All public contact shall be courteous, congenial.
- 14.7. Contractor agrees to prohibit the use or possession of alcohol, narcotics, firearms, or drugs of any nature other than prescription drugs (for which the Contractor's employee has a current doctor's prescription). Employees using medical prescriptions will not engage in any Service if such use impairs the employee's abilities to perform the Service safely.
- 14.8. All Contractor personnel shall be required to wear uniforms bearing the Contractor's company name while performing the Services. Uniforms shall consist of a shirt and/or jacket with company and employee name neatly screen printed or embroidered and conspicuous. All Contractor personnel shall be clearly identified with the name of the company on their uniform. Tank tops and shorts are not allowed. Shirts must always be worn, and personnel shall maintain a neat and clean appearance. All personnel must wear high visibility safety vests that meet ANSI standards while working in traffic areas.
- 14.9. Contractor shall provide employees with and require employees to use appropriate Personal Protective Equipment (PPE) and Fire Resistant (FR) clothing at Contractor's sole cost and expense. Contractor shall immediately remove any personnel from the Service site who are observed to be violating this provision.
- 14.10. Contractor shall take precautions to prevent damage or injury to any adjacent trees or other plant life not covered by the Services, and any other personal or real property. Any damage to property that can be

repaired shall be repaired by the Contractor to the satisfaction of the SVP Representative. In the event that damage to property cannot be repaired to the satisfaction of the SVP Representative, Contractor shall replace that damaged property at the Contractor's sole expense. Any expenses incurred by SVP to repair damage will be deducted from the any payment due to the Contractor or billed directly to the Contractor at the discretion of the City.

- 14.11.** Contractor will conduct their operations in a manner to cause the least possible obstructions and inconvenience to private property owners. These measures include but are not limited to rescheduling Services at the property owners reasonable request and removing all waste from the property unless given explicit permission from the property owner.
- 14.12.** Contractor shall conduct their operations in a manner to cause the least possible obstructions and inconvenience to public traffic. Contractor shall comply with all applicable state and local requirements for traffic control. Traffic control measures shall be in conformance with the State of California, Manual of Traffic Controls for Maintenance and Service Zones, most current version (Part 6 of California Manual of Uniform Traffic Control Devices), amended from time to time.
- 14.13.** Contractor shall provide informational Services, traffic, and other signage as required to adequately warn pedestrian and vehicular traffic of the Services in progress. Contractor may be required to direct pedestrians and traffic around the Service area.
- 14.14.** Contractor shall provide all necessary equipment and personnel to ensure that the traffic control measures are preformed appropriately, including but not limited to, flaggers, cones, reflectors, and electronic signs.
- 14.15.** Contractor will cooperate in a timely and responsible manner in resolving local community or other agency/utility complaints arising from the Contractor's Services or operations. This shall include, but not be limited to, any community complaint directed at the speed of the Contractor's vehicles arriving/departing the site; vehicular/equipment noise; dust, litter, or other contaminants; vehicle degradation of road surfaces; and actions of Contractor's staff both on and near the work site, etc. On SVP's receipt of any local community complaint, the SVP Representative will notify the Contractor as soon as reasonably possible of the nature of the complaint for the Contractor's timely resolution. If, in the reasonable opinion of the SVP Representative, the complaint is reasonable and the Contractor fails to correct the situation or moves too slowly in attempting to correct it, SVP will act in both its and the community's interest. Any ascertainable cost incurred by the City or SVP for taking any action(s) that should have rightly been performed by the Contractor to resolve the complaint, will be deducted from a future payment.

- 14.16. Contractor shall review these provisions with the personnel employed by the Contractor for the Services.
- 14.17. In the event of an injury during the course of performance of services, Contractor shall immediately notify the SVP Representative and keep SVP informed as to status as required by SVP.

15. REPORTING AND DOCUMENTATION

- 15.1. Contractor shall comply with the SVP Vegetation Clearance Workflow Procedures, see (Attachment A-2), as amended from time to time.
- 15.2. SVP will provide access to the SVP Computerized Maintenance Management System. Contractor is required to use this system and any subsequent electronic systems used by the City or maintenance or vegetation management.
- 15.3. Contractor shall complete Work Requests with all information pertaining to the Services completed on a given Work Request. The Work Request report shall include type of tree trimmed, and number of trees trimmed.
- 15.4. Contractor shall record the number of trees trimmed or removed. This record will be included in the contractor's monthly invoice.
- 15.5. Contractor shall provide all reports in an electronic format acceptable to the City and shall include the ability for the City to sort or sum reports to provide periodic data. SVP reserves the right to reasonably modify the format and submittal requirements of reports to meet the needs of future vegetation management systems.
- 15.6. Contractor shall submit reports, notifications, and applications to agencies including, but not limited to the California Department of Fish and Wildlife (CDFW), and the Santa Clara Water District (SCWD) as required and as requested by SVP.
- 15.7. The General Foreperson shall immediately report any abnormal issues such as injuries, damages, or customer issues to the SVP Representative.

16. WORK AUTHORIZATION PROCESS FOR AS NEEDED SERVICES

- 16.1. When As Needed Services are required, the City will request a Proposal from Contractor (Work Request).
- 16.2. Contractor shall prepare and submit a Proposal for each Work Request that includes:
 - 16.2.1. A work plan that includes a detailed description by task of the service(s) to be performed.

- 16.2.2.** Location where Services will be performed.
- 16.2.3.** The project timeline/schedule which shall be approved by SVP. Such schedule shall indicate any activities and/or products or materials that may impact the project timeline, including but not limited to, lead time(s) for material sourcing; shipping and receiving delays; and any other delays.
- 16.2.4.** Any required drawings or documents.
- 16.2.5.** A list of City responsibilities.
- 16.2.6.** A list of Contractor's personnel and subcontractors including Department of Industrial Relations (DIR) Number for any Subcontractors.
- 16.2.7.** Estimated cost for the requested Services, including:
 - 16.2.7.1.** Hours and rates by position and/or service as listed in Exhibit B for both Contractor and subcontractor personnel if applicable. Indicate labor subject to prevailing wage requirements.
 - 16.2.7.2.** Parts/materials
 - 16.2.7.3.** Rental and/or specialty equipment
 - 16.2.7.4.** Reimbursable expenses, in accordance with the limitations set forth in Exhibit B.
 - 16.2.7.5.** Any additional costs including, but not limited to freight, permits, fees
 - 16.2.7.6.** Estimated total amount including sales tax
- 16.2.8.** All submitted pricing shall be in accordance with the rates authorized in Exhibit B of this Agreement and the Proposal shall include sufficient information for the City to determine that rates are in accordance with the Agreement.
- 16.2.9.** Pricing for any additional equipment, parts, or services required for completion of the work as detailed in the Work Request and in Contractor's Proposal but not reflected in the Contractor's cost proposal shall be the sole responsibility of the Contractor and at no cost to the City.
- 16.2.10.** The City will review the Proposal, and may elect to approve it, reject it, or use it as a basis for further negotiations with Contractor.

- 16.2.11.** Provided that Contractor's original Proposal includes all items listed in Section 16.2.7, Contractor and City may negotiate whether the cost for the work will be fixed price (lump sum) or for based on specific rates of compensation (e.g. time and materials) for completion of the work.
- 16.2.12.** Contractor must submit a revised Proposal to the City based upon such negotiations. If a fixed fee or lump sum is authorized, a payment schedule shall be included. The final Proposal shall include a clear breakdown of materials and labor indicating taxable and non-taxable items and an estimate of sales tax.

16.3. Work Authorization:

- 16.3.1.** If the completion of Services included in the Proposal along with ongoing work activities will not exceed the maximum compensation in Section 6 of the Agreement, additional services may be authorized as set forth in this Section.
- 16.3.2.** For Proposals with a total cost exceeding \$50,000, Work Authorizations shall be issued in substantially the same format as Exhibit F. Each Work Authorization shall describe the services and deliverables the Contractor must provide, the time limit within which the Contractor must complete the service and deliverables, and the compensation for the additional services.
- 16.3.3.** Subject to the terms and conditions of this Agreement, Contractor and City will negotiate the specific scope and requirements of each approved Work Authorization. Upon execution by the Parties, the Work Authorization shall become an Approved Work Authorization (Approved Work Authorization).
- 16.3.4.** Each Approved Work Authorization shall have a purchase order attached to it.
- 16.3.5.** For Proposals with a total cost less than \$50,000, a signed Work Authorization is not required. The City will issue a purchase order authorizing work and the purchase order will serve as the Approved Work Authorization.
- 16.3.6.** Each Approved Work Authorization and purchase order shall be incorporated into the Agreement by reference and subject to its terms and conditions and the services contained therein shall be included within the Services.
- 16.3.7.** An Approved Work Authorization must be consistent with – and cannot alter - the terms and conditions of this Agreement. The terms and conditions of this Agreement shall prevail over any and

all terms and conditions contained in an Approved Work Authorization and Proposal – even if the Approved Work Authorization expressly states that it is intended to control. Any conflicting terms and conditions in an Approved Work Authorization or Proposal are invalid and unenforceable.

- 16.3.8.** If Contractor begins work or fails to dispute a Purchase Order within three (3) business days, Contractor is assumed to have accepted the terms of the Purchase Order.

16.4. Changes to Work Authorization:

- 16.4.1.** Contractor shall notify the City immediately when a situation occurs that may result in a change to the total project cost or specific line items authorized in an Approved Work Authorization. Contractor shall provide the reason for the change specific to each Work Authorization.

- 16.4.2.** If Contractor requires changes to a fixed price Work Authorization, Contractor shall only be permitted to request changes with justification such as additional scope requested by City or unanticipated field conditions. For such changes, Contractor shall submit justification demonstrating that changes in cost are associated with changes in scope. Contractor shall not be entitled to additional compensation for issues such as errors in calculation of original pricing, changes in staff, or other changes that are not directly related to changes requested by City.

- 16.4.3.** In the event that unanticipated site conditions or other issues result in costs that exceed the Work Authorization or changes to line items in the Approved Work Authorization, Contractor shall submit to the City an updated Proposal for review and approval from the City in advance of performing the work. If the change is approved, City will issue a new or amended Work Authorization and/or purchase order. Each changed Work Authorization shall amend the Services and be incorporated into the Services by reference.

- 16.5.** Contractor shall not initiate any additional Services which will extend past the term in Section 2 (TERM OF AGREEMENT) of the Agreement or exceed the maximum compensation in Section 6 (COMPENSATION AND PAYMENT) of the Agreement.

- 16.6.** Pricing and Proposals are not confidential and will not be treated as confidential even if marked confidential when submitted.

EXHIBIT B
SCHEDULE OF FEES AND PAYMENT PROVISIONS

1. MAXIMUM COMPENSATION

- 1.1. The maximum amount of compensation to be paid to Contractor under this Agreement shall not exceed the amount specified in Section 6 (COMPENSATION AND PAYMENT).
- 1.2. Any Services or materials requested by the City that exceeds the Maximum Compensation shall require the execution of an amendment to this Agreement before commencement of Services.
- 1.3. The City does not guarantee a minimum compensation under this Agreement.

2. RATES AND FEES

- 2.1. Contractor shall perform the required Services in accordance with the hourly rates specified in Table B-1 – Hourly Rates. All Proposals and invoices shall include sufficient detail to confirm that these hourly rates were charged.
- 2.2. Hourly rates are fully loaded and include wages, benefits, payroll taxes, workers' compensation, overhead, product liability, general automotive liability, and all other required insurances, permits, and taxes except sales and use taxes.
 - 2.2.1. Dump fees are not included in the rates and will be invoiced pursuant to Section 3 of this Exhibit B.
 - 2.2.2. Rates do not include state sales or use taxes. Contractor shall bill any required sales or use taxes on any applicable invoice and include an estimate of sales or use taxes on any Proposals.
- 2.3. Definitions:
 - 2.3.1. Composite Hourly Crew Rate is defined as a blended crew rate that includes qualified employees and equipment.
 - 2.3.1.1. During Regular Service Hours, the General Foreperson rate is included in the Composite Hourly Crew Rate.
 - 2.3.1.2. During Overtime and Holiday Hours, the General Foreperson shall be paid at the Overtime Rate and shall be billed separately from and in addition to the After Hours Composite Hourly Crew Rate.
 - 2.3.2. Standard Time is defined as hours worked within the Regular Work Hours and Days of Work, Monday through Friday, eight (8) consecutive hours (exclusive of lunch period) between the hours of

7:00 am through 3:30 pm Monday through Friday, excluding Holidays, and shall be paid at the Standard Rate.

- 2.3.3. Overtime is defined as hours worked outside of Regular Work Hours and Days of Work (After Hours Services), which shall be approved in advance in writing (e-mail is acceptable) by the SVP Representative or designee, and shall be paid the Overtime Rate.
- 2.3.4. Holidays include New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Day.
 - 2.3.4.1. When a holiday falls on a Saturday, the holiday is observed on the preceding Friday. When a holiday falls on a Sunday, the holiday is observed on the following Monday.
 - 2.3.4.2. If any of the above holidays fall on Saturday, the preceding Friday shall be observed as the holiday and Contractor may invoice hours worked at overtime rates. If any of the above holidays fall on Sunday, the following Monday shall be observed as the holiday.
- 2.4. Other than the annual increases specified in Table B-1, Contractor shall notify the City ninety (90) days in advance of any proposed rate increase. Rate adjustments will be made in accordance with the contractual Memorandum of Understanding (MOU) between the Contractor and the bargaining unit for rates after May 31, 2027. If the City approves such rate increase, the Parties shall execute an Amendment to this Agreement.
- 2.5. SVP shall not be required to pay a deposit or any other form of pre-payment prior to the Contractor beginning Services.
- 2.6. Job Classifications are defined in Exhibit A, Section 2.
- 2.7. Equipment and additional rates are outlined in Table B-2 – Additional Rates
- 2.8. For additional charges such as specialized equipment rental or subcontractor expenses, Contractor shall notify SVP in advance of incurring the charge and secure approval in writing before proceeding unless the Emergency provisions of Section 5.2 of Exhibit A are applicable.

3. REIMBURSABLE EXPENSES

- 3.1. Reimbursable Expenses. Contractor may submit invoices for reimbursement of expenses set forth subject to the following conditions. Any reimbursement to the Contractor is limited to the expenses set forth below in the Reimbursable Expense Schedule.

| Reimbursable Expense Schedule | | Mark Up |
|-------------------------------|--|-----------|
| 1. | Dump Fees | 15% |
| 2. | Charges for outside services (including subcontractor fees, equipment, materials, and facilities not furnished directly by Contractor to the extent the City has preapproved, in writing, the cost of such services). | 15% |
| 3. | Other reimbursable expenses with prior written approval from the City | No Markup |
| 4. | Unless approved in writing (e-mail acceptable) in advance, meals, lodging, and related per diem shall not exceed the rates outlined by United States General Services Administration (GSA). https://www.gsa.gov/travel-resources . Airfare or rental car, where applicable shall be at economy rates. | No Markup |

- 3.2. Expenses shall be reimbursable only to the extent that (1) Contractor submits sufficient documentation to City that the expenses were directly incurred in providing the required services, (2) Contractor demonstrates that such expenses aren't included in the hourly rate where applicable, (3) Contractor submits receipts, invoices, or other supporting documentation demonstrating that such reimbursable costs were incurred, and (4) where applicable, Contractor received City's prior written approval in advance of incurring such expenses.

4. INVOICING AND PAYMENT

- 4.1. Contractor shall provide an invoice to the City on a monthly basis for services completed in the preceding month. The invoice must include the following information:
- 4.1.1. Invoice Number and Invoice Period.
 - 4.1.2. For Daily, Emergency and As Needed Services provided based on time and materials:
 - 4.1.2.1. Current amount due with a time and materials breakdown: titles, hours, hourly rates, and any City approved reimbursable expenses itemized with supporting documentation.
 - 4.1.2.2. Each invoice shall provide sufficient detail for City to verify that the rates in Exhibit B are charged and invoices shall include sufficient detail to compare to certified payroll

submittals for accuracy.

4.1.3. For As Needed Services provided with a fixed price:

- 4.1.3.1. An invoice to the City based on either (a) the percentage of services completed during the previous month or (b) lump sum amount upon completion of a deliverable(s), as specified in the Work Authorization. Detailed information on the work performed on each deliverable or task completed on each project, as applicable.
- 4.1.3.2. In the event of milestone payments, each milestone payment must be invoiced in full. Contractor shall not break milestone payments into multiple invoices.

- 4.2. **Pre-Payment.** City shall not be required to pay a deposit or any other form of pre-payment prior to Contractor beginning of the Services.
- 4.3. **Payment Limited to Satisfactory Services.** Contractor is not entitled to any payments until the City concludes that the Services have been satisfactorily completed, which determination shall not be unreasonably delayed.
- 4.4. **Disputed Invoices.** If the City in good faith disputes any portion of an invoice, the City shall pay the undisputed portion of the invoice within thirty (30) days of receipt of the invoice and submit written notice to Contractor regarding the disputed amount. The notice shall include documentation supporting the disputed amount.
- 4.5. **Certified Payroll.** When applicable, Contractor shall submit all necessary certified payrolls with its request for payment, in accordance with Exhibit D and such submittals are subject to verification by City. In no event shall services subject to Certified Payroll be invoiced in advance of the services being performed.
- 4.6. **Payment.** If there are no discrepancies or deficiencies in the submitted invoice and Contractor has submitted all required Certified Payroll, City shall process the invoice for payment and pay Contractor within thirty (30) days of approval of the invoice.

Table B-1 – Hourly Rates

| UTILITY LINE CLEARANCE CERTIFIED CREW RATES | | | | | | | | |
|---|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|
| | July 1, 2023 - May 31, 2024 | | June 1, 2024 - May 31, 2025 | | June 1, 2025 - May 31, 2026 | | June 1, 2026 - May 31, 2027 | |
| Position | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate |
| General Foreperson | \$123.88 | \$180.86 | \$128.84 | \$188.09 | \$133.99 | \$195.62 | \$139.35 | \$203.44 |
| Qualified Line Clearance Tree Trimmer | \$116.39 | \$169.92 | \$121.05 | \$176.72 | \$125.89 | \$183.79 | \$130.92 | \$191.14 |
| LCQTT Foreperson | \$119.28 | \$174.15 | \$124.05 | \$181.12 | \$129.01 | \$188.36 | \$134.17 | \$195.90 |
| AS NEEDED (ARBORIST SUPPORT/NON-HIGH VOLTAGE) SERVICES RATES | | | | | | | | |
| Position | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate |
| ISA Certified Arborist | \$145.00 | \$211.70 | \$150.80 | \$220.17 | \$156.83 | \$228.97 | \$163.11 | \$238.13 |
| TRAQ Qualified/ISA Arborist | \$150.00 | \$219.00 | \$156.00 | \$227.76 | \$162.24 | \$236.87 | \$168.73 | \$246.35 |
| Wildfire Mitigation Specialist | \$145.00 | \$211.70 | \$150.80 | \$220.17 | \$156.83 | \$228.97 | \$163.11 | \$238.13 |
| General Foreperson | \$123.88 | \$180.86 | \$128.84 | \$188.09 | \$133.99 | \$195.62 | \$139.35 | \$203.44 |
| Line Clearance Tree Trimmer | \$111.41 | \$169.92 | \$115.87 | \$176.72 | \$120.50 | \$183.79 | \$125.32 | \$191.14 |
| LCQTT Foreperson | \$119.28 | \$174.15 | \$124.05 | \$181.12 | \$129.01 | \$188.36 | \$134.17 | \$195.90 |

Table B-2 – Additional Rates

| 2023 High Voltage Line LCQTT Crew Rate – SVP | | | | | | | | |
|---|-----------------------------|----------------------|-----------------------------|----------------------|-----------------------------|----------------------|-----------------------------|----------------------|
| | July 1, 2023 - May 31, 2024 | | June 1, 2024 - May 31, 2025 | | June 1, 2025 - May 31, 2026 | | June 1, 2026 - May 31, 2027 | |
| Position | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate |
| General Foreperson | \$123.88 | \$180.86 | \$128.84 | \$188.09 | \$133.99 | \$195.62 | \$139.35 | \$203.44 |
| LCQTT Foreperson | \$116.26 | \$169.73 | \$120.91 | \$176.52 | \$125.75 | \$183.58 | \$130.78 | \$190.92 |
| LCQTT Tree Trimmer | \$105.39 | \$153.87 | \$109.61 | \$160.02 | \$113.99 | \$166.43 | \$118.55 | \$173.08 |
| Equipment | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate | Standard Rate | Overtime Rate |
| Aerial Lift Truck equipped with necessary tools | \$23.91 | \$23.91 | \$24.87 | \$24.87 | \$25.86 | \$25.86 | \$26.90 | \$26.90 |
| Manual Chip Truck equipped with necessary tools | \$15.41 | \$15.41 | \$16.03 | \$16.03 | \$16.67 | \$16.67 | \$17.33 | \$17.33 |
| Field Pickup (as needed) | \$11.76 | \$11.76 | \$12.23 | \$12.23 | \$12.72 | \$12.72 | \$13.23 | \$13.23 |
| Chipper | \$6.89 | \$6.89 | \$7.17 | \$7.17 | \$7.45 | \$7.45 | \$7.75 | \$7.75 |
| Traffic Sign Board (as needed) | \$6.89 | \$6.89 | \$7.17 | \$7.17 | \$7.45 | \$7.45 | \$7.75 | \$7.75 |
| Composite Crew Rate | Regular Services | After Hours Services | Regular Services | After Hours Services | Regular Services | After Hours Services | Regular Services | After Hours Services |
| Composite Hourly Crew Rate | \$249.67 | \$364.52 | \$259.66 | \$379.10 | \$270.04 | \$394.26 | \$280.84 | \$410.03 |

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall provide and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

1. Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$5,000,000 Each occurrence
\$5,000,000 General Aggregate
\$5,000,000 Products/Completed Operations Aggregate
\$5,000,000 Personal Injury
\$5,000,000 Project Aggregate

2. Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.
3. The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:
 - a. Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;
 - b. There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and
 - c. Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than five million dollars (\$5,000,000) each accident using, or providing coverage at least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned, non-owned and hired autos.

In the event that the Work being performed under this Agreement involves transporting of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Contractor and/or its subcontractors involved in such activities shall provide coverage with a limit of two million dollars (\$2,000,000) per accident covering transportation of such materials by the addition to the Business Auto Coverage Policy of Environmental Impairment Endorsement MCS90 or Insurance Services Office endorsement form CA 99 48, which amends the pollution exclusion in the standard Business Automobile Policy to cover pollutants that are in or upon, being transported or towed by, being loaded onto, or being unloaded from a covered auto.

C. WORKERS' COMPENSATION

1. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
2. The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).
3. This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

D. POLLUTION LIABILITY

In the event that this contract involves hazardous or regulated wastes and/or hazardous or regulated materials, Contractor and/or its subcontractors shall provide a Contractor's Pollution Liability Insurance policy with coverage limits not less than two million dollars (\$2,000,000) each claim in connection with the Work performed under this Contract. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." Any deductible must be declared to and approved by City. Such policy shall cover, at a minimum, liability for bodily injury, damage to and loss of use of property, and clean-up costs arising from sudden, accidental and gradual pollution and remediation in connection with the Work under this Agreement. Contractor will use its best efforts to have the City, Council, officers, employees and volunteers added as additional insureds under this policy. The following provisions shall apply:

1. The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

2. Products/completed operations coverage shall extend a minimum of three (3) years after project completion.
3. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors.
4. If the insured is using subcontractors the Policy must include work performed "by or on behalf" of the insured.
5. Policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer.

E. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

1. Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85 or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.
2. Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnitees may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnitees may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.
3. General Aggregate. The general aggregate limits shall apply separately to Contractor's work under this Agreement providing coverage at least as broad as Insurance Services Office (ISO) Endorsement CG 2503, 1985 Edition, or insurer's equivalent (CGL);
4. Cancellation.
 - a. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of

non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.

- b. Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

- 5. Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through E of this Document 00820.

F. ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

- 1. Requirements of specific insurance coverage features described in this Agreement shall not be construed to be a limitation of liability on the part of Contractor or any of its subcontractors, nor to relieve any of them of any liability or responsibility under the Contract Documents, as a matter of law or otherwise. Such requirements are not intended by any Party to be limited to providing coverage for the vicarious liability of the City or to the supervisory role, if any, of City. All insurance coverage provided pursuant to this Agreement in any way relating to City is intended to apply to the full extent of the policies involved.
- 2. Contractor shall maintain all required insurance policies in full force and effect during entire period of performance of the Services under this Agreement of Contract Documents. Contractor shall also keep such insurance in force during warranty and guarantee periods. At time of making application for extension of time, Contractor shall submit evidence that insurance policies will be in effect during requested additional period of time.
- 3. City reserves the right, at any time during the term of this Agreement to change the amounts and types of insurance required by giving the Contractor thirty (30) days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City will negotiate in good faith additional compensation proportional to the increased benefit to City.
- 4. Any type of insurance or any increase of limits of liability not described in this Exhibit which Contractor requires for its own protection or in

compliance with applicable statutes or regulations, shall be Contractors' responsibility and at its own expense.

5. No liability insurance coverage provided by Contractor to comply with the terms of this Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to a loss. Contractor waives its right of subrogation against Indemnitees. Any property insurance policies affected by Contractor shall be endorsed to delete the subrogation condition as to indemnitees or shall specifically allow Contractor to waive subrogation prior to a loss. Contractor hereby waives any right of recovery against the indemnitees and agrees to require any subcontractor to do so.
6. Contractor agrees to ensure that subcontractors, and any other party involved with the Services who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to limits. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.
7. Contractor shall cooperate fully with City and Contractor's insurance companies in any safety and accident prevention program and claims handling procedures as established for the performance of Services under this Agreement.
8. All coverage types and limits required under this Agreement are subject to approval, modification and additional requirements by the City, as the need arises. Contractor shall not make any reductions in scope of coverage which may affect City's protection without City's prior written consent.
9. For purposes of applying insurance coverage only, all contracts pertaining to the performance of services will be deemed to be executed when finalized and any activity commences in furtherance of performance under this agreement.
10. Contractor acknowledges and agrees that any actual or alleged failure on the part of City to inform Contractor of non-compliance with any of the insurance requirements set forth in this Agreement in no way imposes any additional obligations on City nor does it waive any of the City's rights under this Agreement or any other regard.

11. Any provision in this Agreement dealing with the insurance coverage provided pursuant to these requirements, is subordinate to and superseded by the requirements contained herein. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the Parties here to be interpreted as such.
12. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.
13. Contractor agrees to obtain and provide to City evidence of Professional Liability insurance for Architects or Engineers if engaged by Contractor to perform any of the Services required under this Agreement. City shall determine the minimum coverage and policy limits required, after consultation with Contractor.
14. The City acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. The Contractor's insurance obligations under this Agreement under may be satisfied in whole or in part by adequately funded self-insurance retention, but only after approval from the City Attorney's Office upon satisfactory evidence of financial capacity.
15. The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

G. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

H. EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its

equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.

City of Santa Clara – Silicon Valley Power

P.O. Box 100085 – S2

or 1 Ebix Way

Duluth, GA 30096

John's Creek, GA 30097

Telephone number: 951-766-2280

Fax number: 770-325-0409

Email address: ctsantaclara@ebix.com

I. QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

EXHIBIT D LABOR COMPLIANCE EXHIBIT

This Agreement is subject to the requirements of California Labor Code section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices, and compliance with other applicable requirements.

A. Prevailing Wage Requirements

1. Contractor shall be obligated to pay not less than the General Prevailing Wage Rate, which can be found at www.dir.ca.gov and are on file with the City Clerk's office, which shall be available to any interested party upon request. Contractor is also required to have a copy of the applicable wage determination posted and/or available at each job site.
2. Specifically, contractors are reminded of the need for compliance with Labor Code Section 1774-1775 (the payment of prevailing wages and documentation of such), Section 1776 (the keeping and submission of accurate certified payrolls) and 1777.5 in the employment of apprentices on public works projects. Further, overtime must be paid for work in excess of 8 hours per day or 40 hours per week pursuant to Labor Code Section 1811-1813.
3. Special prevailing wage rates generally apply to work performed on weekends, holidays and for certain shift work. Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required. Contractors and subcontractors are on notice that information about such special rates, holidays, premium pay, shift work and travel and subsistence requirements can be found at www.dir.ca.gov.
4. Only bona fide apprentices actively enrolled in a California Division of Apprenticeship Standards approved program may be employed on the project as an apprentice and receive the applicable apprenticeship prevailing wage rates. Apprentices who are not properly supervised and employed in the appropriate ratio shall be paid the full journeyman wages for the classification of work performed.
5. As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, Contractor agrees to present to City, along with its request for payment, all applicable and necessary certified payrolls (for itself and all applicable subcontractors) for the time period covering such payment request. The term "certified payroll" shall include all required documentation to comply with the mandates set forth in Labor Code Section 1720 et seq, as well as any additional documentation requested by the City or its designee including, but not limited to: certified

payroll, fringe benefit statements and backup documentation such as monthly benefit statements, employee timecards, copies of wage statements and cancelled checks, proof of training contributions (CAC2 if applicable), and apprenticeship forms such as DAS-140 and DAS-142. Contractors shall submit certified payroll through LCP Tracker or similar system as directed by the City.

6. In addition to submitting the certified payrolls and related documentation to City, Contractor and all subcontractors shall be required to submit certified payroll and related documents electronically to the California Department of Industrial Relations. Failure to submit payrolls to the DIR when mandated by the project parameters shall also result in the withholding of progress, retention and/or final payment.
7. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
8. No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Contractors MUST be a registered "public works contractor" with the DIR AT THE TIME OF BID. Where the prime contract is less than \$15,000 for maintenance work or less than \$25,000 for construction alternation, demolition or repair work, registration is not required.
9. All contractors/subcontractors and related construction Services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a "public works contractor". Those who fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.
10. Should any contractor or subcontractors not be a registered public works contractor and perform work on the project, Contractor agrees to fully indemnify the City for any fines assessed by the California Department of Industrial Relations against the City for such violation, including all staff costs and attorney's fee relating to such fine.
11. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

B. Audit Rights

All records or documents required to be kept pursuant to this Agreement to verify compliance with this Addendum shall be made available for audit at no cost to City, at any time during regular business hours, upon written request by the City Attorney, City

Auditor, City Manager, or a designated representative of any of these officers. Copies of such records or documents shall be provided to City for audit at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

C. Enforcement

1. City shall withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., City may continue to hold sufficient funds to cover estimated wages and penalties under the Agreement.
2. Based on State funding sources, this project may be subject to special labor compliance requirements of Proposition 84.
3. The City is not obligated to make any payment due to Contractor until Contractor has performed all of its obligations under these provisions. This provision means that City can withhold all or part of a payment to Contractor until all required documentation is submitted. Any payment by the City despite Contractor's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of this Addendum.
4. City or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements. These penalties are up to \$200 per day per worker for each wage violation identified; \$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and \$25 per day per worker for any overtime violation.

EXHIBIT E WORK AUTHORIZATION FORM

This Work Authorization is issued by the City of Santa Clara ("City") acting by and through its **Electric Utility, Silicon Valley Power** (the "Department") to the contractor listed below. This Work Authorization shall constitute a binding legal contract between the City and Contractor. In the event of any inconsistency between this Work Authorization and the Terms and Conditions of the Agreement, the Terms and Conditions of the Agreement shall govern and control.

PART A: GENERAL INFORMATION

| | | | |
|---|---|----------------------------------|--|
| Work Authorization Number: | | Date: | |
| Work Authorization Name: | | | |
| Contractor Name: | | | |
| Agreement Name: | | | |
| Expiration Date of Agreement: | | | |
| Council Approval Required: | <input type="checkbox"/> If yes, enter RTC# _____ <input type="checkbox"/> No | | |
| Contractor's Project Manager: | Name: | Email: | |
| | | | |
| City's Project Manager | Name: | Email: | |
| | | | |
| Period of Performance for this Work Authorization: | Start Date: | Expected Completion Date: | |
| | | | |
| Maximum Work Authorization Compensation: | | | |
| Sufficient funds are available in Fund #: (to be completed by City) | | | |
| Signatures: | | | |
| Contractor Name [Print]: | | Date: | |
| _____ <i>Signature</i> | | | |
| City's Project Manager/Contract Manager Name [Print]: | | Date: | |
| _____ <i>Signature</i> | | | |
| City's Department Director Name [Print]: | | Date: | |
| _____ <i>Signature</i> | | | |

PART B: SERVICES TO BE PERFORMED FOR WORK AUTHORIZATION

The Contractor shall perform the service(s) described below in accordance with all of the Terms and Conditions of the Agreement. (Copy the table as required for additional services under the same Work Authorization.)

| | | |
|--|---|---------------------------|
| Service No.: | | |
| Description: | | |
| Scope of work to be performed | | |
| <input type="checkbox"/> See attached scope of work (use separate attachment for the scope of work if more than one page) | | |
| Deliverable(s)/Milestone(s): | | |
| Description | Completion Date | Amount¹ |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| ¹ Provide amount if payment schedule is tied to deliverable/milestone. | | |
| Completion Time: | <input type="checkbox"/> On or before the following date: _____ <input type="checkbox"/> On or before _____ Business Days from _____ | |
| Contractor Key Personnel: | | |
| Name | Area of Work/Title | Rate² |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| ² Provide rate if basis of compensation is time and materials. | | |
| Subcontractors: Whichever of the following is marked applies to this Work Authorization: | | |
| <input type="checkbox"/> The Contractor cannot use any subconsultants. | | |
| <input type="checkbox"/> The Contractor can use the following subcontractors to assist in providing the required services and deliverables: | | |
| Name | Area of Work/Title | Rate² |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| ² Provide rate if basis of compensation is time and materials. | | |
| Maximum Compensation for this service: | | |
| Basis of Compensation: <input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee | | |
| Reimbursable Expenses: | | |
| <input type="checkbox"/> No expenses are reimbursable. | | |
| <input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of: _____ | | |
| Payment Schedule: <input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Deliverable/Milestone <input type="checkbox"/> Completion of Work | | |
| Additional Information: | | |



Agenda Report

23-409

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action to Authorize the City Manager to Negotiate, Execute, and Administer an Agreement with the City of Cupertino for the Cupertino-Santa Clara Joint On-Demand Shuttle Service Project and Approval of a Related Budget Amendment

COUNCIL PILLAR

Deliver and Enhance High-Quality Efficient Services and Infrastructure

EXECUTIVE SUMMARY

In early 2022, Cupertino and Santa Clara jointly applied for State grant funding to continue Cupertino's existing on-demand shuttle program and expand service into Santa Clara with a zero emissions fleet. The State approved the grant funding and Cupertino and Santa Clara have been coordinating on how to bring this on-demand transit service to Santa Clara. A funding agreement between Cupertino and Santa Clara and a budget amendment are necessary steps to bring this service to Santa Clara.

BACKGROUND

Since October 2019, the City of Cupertino (Cupertino) has operated their Via-Cupertino Community Shuttle Program with the goal of attracting motorists to a sustainable and affordable alternative transportation option. Cupertino's shuttle program operates as an on-demand shuttle program with users calling a phone number or utilizing a smart phone application to book rides within Cupertino's city boundaries as well as three locations outside of Cupertino (Sunnyvale Caltrain Station, Kaiser Permanente Santa Clara, and Rancho San Antonio Open Space Preserve in Los Altos). Currently, Cupertino's shuttle program includes the use of nine vans and the majority of them are equipped with bicycle racks to accommodate two bicycles per van. Of the nine vans, two vans are wheelchair accessible. Shared rides are provided to users for a flat rate of \$3.50 for a one-way fare with discounted fares (seniors, students, low-income, and disabled users) of \$1.75 for a one-way fare. Weekly passes can be purchased for \$25 with discounted weekly passes at \$14. The hours of operation of the shuttle are Monday through Friday 7am to 7pm and Saturdays from 9am to 5pm. Cupertino has contracted with Nomad Transit LLC (also known as Via) to provide the shuttle service. Via was selected as Cupertino's vendor for the shuttle program under a sole source finding by the Cupertino City Council under Cupertino Municipal Code Section 3.22.060. Via provides the vehicles, fuel, and drivers and operate the shuttles during the designated operating hours.

In early 2022, Cupertino requested that Santa Clara, Sunnyvale, and San Jose partner with Cupertino on a joint application to the California State Transportation Agency (CalSTA) for Transit & Intercity Rail Capital Program (TIRCP) grant funding to provide five years of funding to continue Cupertino's On-Demand Shuttle program, expand operations into Santa Clara, Sunnyvale, and San Jose, and implement electrification of the shuttle fleet to support greenhouse gas emissions

reductions.

City staff from Cupertino, Santa Clara, Sunnyvale, and San Jose met several times and ultimately Santa Clara City Council expressed interest in the City offering shuttle service to address first and last mile connection gaps. Staff proceeded to partner with Cupertino on the TIRCP grant application.

In July 2022, CalSTA announced that Santa Clara and Cupertino would be awarded approximately \$8.5 million in TIRCP grant funds. The grant award of \$8.5 million represents 50 percent of the cost of the proposed shuttle which amounts to an approximately \$17 million on-demand shuttle service for both Cupertino and Santa Clara. On July 15, 2022, the City issued a press-release related to the TIRCP grant announcement (Attachment 1). Since July 2022, Department of Public Works staff have been coordinating with Cupertino on implementing the shuttle.

In September 2022, on behalf of the project, Cupertino accepted the \$8,465,000 in TIRCP grant funding. Additionally, on March 7, 2023, Cupertino authorized their City Manager to execute the necessary Caltrans (on behalf of CalSTA) Master Agreement to receive funding for the project and approve an agreement with Via to operate the shuttle program in Cupertino with the ability to operate in Santa Clara subject to Santa Clara's future budget and approvals.

DISCUSSION

The TIRCP grant application for the Cupertino-Santa Clara Joint On-Demand Shuttle Service project includes the following services over a five-year period: continuation of Cupertino's On-Demand Shuttle Service, expansion into Santa Clara in two phases, and utilizing an electric shuttle fleet to achieve greenhouse gas emission reductions.

Below are key aspects of the project including: 1) Phased Expansion into Santa Clara, 2) Additional Transit Stops in Mountain View, 3) Electrification of the Shuttle Fleet and Overnight Charging Stations, 4) Modification of Project Length (four fiscal years instead of five fiscal years), 5) Fares and Service Hours, 6) Project Delivery Structure, 7) Student Art and Shuttle Naming Contest, 8) Service Launch Targets, and 9) Funding Agreement.

Phased Expansion into Santa Clara: As shown in Attachment 2, Santa Clara Phase I and II Expansion Map, Phase I of the proposed expansion of shuttle service into Santa Clara is adjacent to the existing Cupertino shuttle service zone. Phase 1 comprises the southern half of Santa Clara and terminates at the existing Caltrain tracks. Phase II comprises the northern half of Santa Clara and terminates at Highway 237. It is important to note that the service boundaries of the original Via-Cupertino Community Shuttle Program will remain the same and include stops at the Sunnyvale Caltrain Station, Kaiser Permanente Santa Clara, and Rancho San Antonio Open Space Preserve in Los Altos.

Additional Transit Stops in Mountain View: Included within the TIRCP grant application are proposed shuttle stops at two key locations in Mountain View (Caltrain Station and El Camino Hospital).

Electrification of the Shuttle Fleet and Overnight Charging Stations: As the TIRCP grant requires the use of Zero Emissions Vehicles, the current fleet of vans will be replaced with Kia Niro EV's, and with three Lighting 3ZEV wheelchair accessible vehicles (WAV). Via is responsible for acquiring the necessary electric vehicle fleet. During the initial launch into Santa Clara, shuttles will be charged in

Cupertino; however, there are ongoing discussions about vehicle charging in Santa Clara as well.

Modification of Project Length (four fiscal years instead of five fiscal years): The original TIRCP grant application proposed a five-year program; however, Cupertino ridership has grown faster than anticipated since the grant application was submitted. In March 2022, the month the TIRCP application was submitted, Via-Cupertino completed 999 trips. In comparison, in January 2023, Via-Cupertino's monthly ridership reached 3,112 trips. In order to meet the increased demand and avoid long wait times, the project team proposes compressing the funding award to a four-year project schedule, which will enable scheduling more driver hours to accommodate anticipated ridership while serving the same number of trips envisioned in the original application.

As the budget is a not-to-exceed amount, if ridership declines or does not meet expectations, funds can be conserved to be used in future years to accommodate ridership fluctuations caused by external factors, such as economic or social conditions. The overall budget and estimated greenhouse gas reductions would remain unchanged. Caltrans has verbally accepted this change in project duration and Cupertino is working to formalize the change in writing with Caltrans.

Fares and Service Hours: Based on extensive discussion with Cupertino and Via, all parties concluded that shuttle fares and service days/hours should be consistent for both Cupertino and Santa Clara. As proposed, fare rates will remain modest and the same for both cities at \$3.50 for a one-way fare with discounted fares (seniors, students, low-income, and disabled users) of \$1.75 for a one-way fare. Weekly passes would cost \$25 and discounted weekly passes would cost \$14. The hours of operation of the shuttle would remain as follows: Monday through Friday 7am to 7pm and Saturdays from 9am to 5pm. Fare revenues will be collected by Via and credited against Via costs for each City.

Project Delivery Structure: Staff has coordinated with Cupertino on the proposed delivery structure as follows:

- Cupertino is the lead local agency regarding grant administration with Caltrans including agreements and reimbursements with Caltrans.
- Cupertino will enter into a service agreement with Via to operate the proposed on-demand shuttle program within the City of Cupertino and the City of Santa Clara.
- Cupertino and Santa Clara will enter into a funding agreement in which Santa Clara will reimburse Cupertino for shuttle service operations in Santa Clara.

Staff will also work with Cupertino to develop performance metrics and success indicators that will be used to evaluate the program and provide the Council with annual updates.

Student Art and Shuttle Naming Contest: In February and March 2023, the project launched a student contest to: 1) solicit art ideas for the graphic wrap for the shuttle vehicles, and 2) solicit possible names for the shuttle service. Staff from Cupertino and Santa Clara reviewed the submittals and selected a student's artwork as inspiration for the shuttle vehicle wraps. Additionally, staff from both Cities came up with a new shuttle name, Silicon Valley Hopper. Via has created mockup graphics for the shuttles as well as branding for the smartphone application as shown in Attachment 3.

Service Launch Targets: Cupertino is planning a launch date for their portion of the on-demand

shuttle program on July 1, 2023 as a continuation of their existing shuttle program. The planned expansion into Santa Clara would occur after completion of the funding agreement between Cupertino and Santa Clara. It is estimated that the Phase I service in Santa Clara could begin in July/August 2023.

Funding Agreement: The key provisions of a funding agreement with Cupertino would likely include:

- Cupertino to lead the TIRCP grant administration and coordination with Caltrans.
- Cupertino to directly contract with Via to provide on-demand shuttle services.
- Funding allocations are based on service zone square mileage per city per year.
- Santa Clara to reimburse Cupertino for Via shuttle services in Santa Clara boundaries.
- Cupertino and Santa Clara to develop and define in writing, a decision-making framework for conducting the project including roles and responsibilities.
- Cupertino will ensure and Santa Clara to verify that Via has appropriate insurance coverages to operate in Santa Clara.
- Cupertino to ensure and Santa Clara to verify that Via will provide adequate hold harmless and indemnification coverage to the benefit of Santa Clara.

ENVIRONMENTAL REVIEW

This project is exempt from CEQA under CEQA Guidelines section 15061(b)(3) ("common sense" exemption).

FISCAL IMPACT

To fully fund the City's share of the on-demand shuttle expansion into Santa Clara, \$4,007,230 is needed during the next four fiscal years (FY 2023/24 through FY 2026/27) as shown in Table 1, below.

Table 1
Cupertino-Santa Clara Joint On-Demand
Shuttle Service Project Funding Needs

| Funding | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | Total |
|-------------|-------------|-------------|-------------|-------------|--------------|
| TIRCP | \$1,622,464 | \$1,903,189 | \$2,035,136 | \$2,904,211 | \$8,465,000 |
| Cupertino | \$932,916 | \$1,094,328 | \$1,170,204 | \$1,260,312 | \$4,457,760 |
| Santa Clara | \$689,547 | \$808,855 | \$864,936 | \$1,643,892 | \$4,007,230 |
| Total | \$3,244,927 | \$3,806,372 | \$4,070,276 | \$5,808,415 | \$16,929,990 |

Currently, the City has approximately \$2 million in Silicon Valley Power (SVP) Electric Vehicle Program funding in the Electric Operating Grant Trust Fund to support this project. SVP will use restricted funds from the Low Carbon Fuel Standard program that must be used to facilitate the adoption of electric vehicles and/or provide e-mobility solutions for Disadvantaged Communities. This will provide full funding for FY 2023-24 and FY 2024-25 and partial funding in FY 2025-26 as shown in Table 2, below.

Table 2

Cupertino-Santa Clara Joint On-Demand Shuttle Service Project
Funding Needs vs. Secured Funding

| Funding Status | FY 2023-24 | FY 2024-25 | FY 2025-26 | FY 2026-27 | Total |
|-------------------------|------------|------------|-------------|---------------|---------------|
| Santa Clara Funding | \$689,547 | \$808,855 | \$864,936 | \$1,643,892 | \$4,007,230 |
| Secured Funding | \$689,547 | \$808,855 | \$501,598 | | \$2,000,000 |
| Remaining Funding Needs | | | (\$363,338) | (\$1,643,892) | (\$2,007,230) |

Additional funding will be required for the remainder of FY 2025/26 and all of FY 2026/27. Staff is exploring various options to secure the remaining unfunded amounts including potential grant opportunities, Federal and/or State funding, and developer funding. If funding is not able to be secured for the remaining need of \$2.0 million, the City would need to set aside its own funds for the remainder of the grant and agreement period or end the program.

The budget amendment below is recommended to allocate funding from the Electric Operating Grant Trust Fund to the Streets and Highways Capital Fund in the amount of \$689,547 and establish the new Cupertino-Santa Clara On-Demand Shuttle project. Funding for the project is anticipated to be carried forward to FY 2023/24 for the first year of funding. Future budget actions for year two and partial funding for year three will be brought forward as part of the FY 2024/25 Capital Improvements Project biennial budget process. The remaining funding need for the agreement is subject to the appropriation of funds and will be considered and brought to council at a later date after other funding options are explored.

| | Budget Amendment FY 2022/23 | | |
|--|--------------------------------|-------------------------|--------------|
| | Current | Increase/ (Decrease) | Revised |
| Electric Operating Grant Trust Fund | | | |
| <u>Expenditures</u> | | | |
| Electric Department | \$19,701,274 | \$(689,547) | \$19,011,727 |
| <u>Transfers To</u> | | | |
| Streets and Highways Capital Fund | \$400,000 | \$689,547 | \$1,089,547 |
| <u>Transfers From</u> | | | |
| Electric Operating Grant Trust Fund | \$400,000 | \$689,547 | \$1,089,547 |

Expenditures

| | | | |
|---|-----|-----------|-----------|
| Cupertino-Santa Clara On-Demand Shuttle Project (NEW) | \$0 | \$689,547 | \$689,547 |
|---|-----|-----------|-----------|

COORDINATION

This report has been coordinated with Silicon Valley Power, the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Authorize the City Manager to Negotiate, Execute, and Administer an Agreement with the City of Cupertino for the Cupertino-Santa Clara Joint On-Demand Shuttle Service Project up to a total not-to-exceed amount of \$4,007,230, subject to the appropriation of funds and in a final form approved by the City Attorney;
2. Authorize the City Manager to execute any and all documents necessary for or associated with the agreement, including payments to the City of Cupertino, in a final form approved by the City Attorney; and
3. Approve the following FY 2022/23 budget amendments:
 - A. In the Electric Operating Grant Trust Fund, decrease the Electric Department budget by \$689,547 and establish a transfer to the Streets and Highways Capital Fund in the same amount (majority affirmative Council votes required) ;
 - B. In the Streets and Highways Capital Fund, recognize a transfer in from the Electric Operating Grant Trust Fund of \$689,547 and establish the Cupertino-Santa Clara On-Demand Shuttle Project in the amount of \$689,547 (five affirmative Council votes required to appropriate additional revenue).

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jovan D. Grogan, City Manager

ATTACHMENTS

1. July 15, 2022 City News Release
2. Santa Clara Phase I and II Expansion Map
3. On-Demand Shuttle Service Shuttle Artwork and Smartphone App Branding

City News

News Release: \$8.5 million in Grant Funding to Expand Zero-Emission On-Demand Transit into Santa Clara

Post Date: 07/15/2022 11:13 AM

FOR IMMEDIATE RELEASE:

CONTACT: Lon Peterson, Director of Communications, 408-615-5522 or lpeterson@santaclaraca.gov

SANTA CLARA, Calif. – The City of Santa Clara is thrilled to announce that the City of Santa Clara and City of Cupertino have been awarded nearly \$8.5 million in State grant funding to expand the Via-Cupertino On-Demand Shuttle service into Santa Clara using a fleet of zero-emission vehicles.

Announced on July 7, 2022, the grant funding is part of the Transit and Intercity Rail Capital Program (TIRCP) issued by the California State Transportation Agency (CalSTA). The program aims to expand transit and intercity rail service while reducing greenhouse gas emissions.

“This is just a wonderful partnership with the City of Cupertino to bring more transit options to those in our community who need it most,” says Mayor Lisa M. Gillmor. “As our City transit becomes more interconnected to the region, it’s important we’re reaching the underserved first, and also looking to the future with more energy efficient, environmentally friendly public transit.”

Over the next 5 years, the service expansion will focus on offering improved connections between local Caltrain, Amtrak, and VTA stations to job centers and other destinations such as Kaiser Santa Clara while providing increased transit access for disadvantaged communities, high poverty zones, and senior populations.

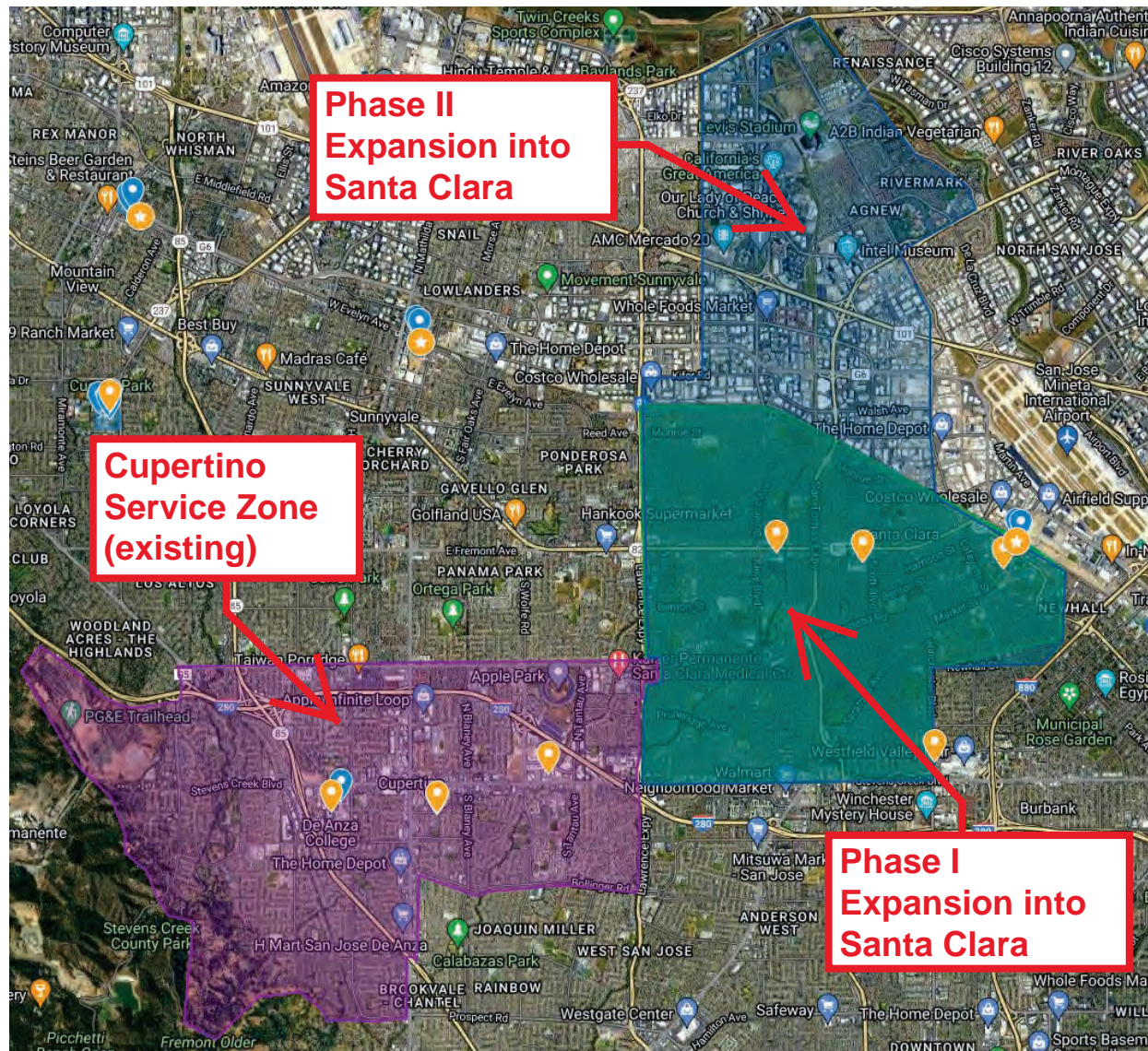
View the [full list grant awardees and project summaries](#).

About the City of Santa Clara

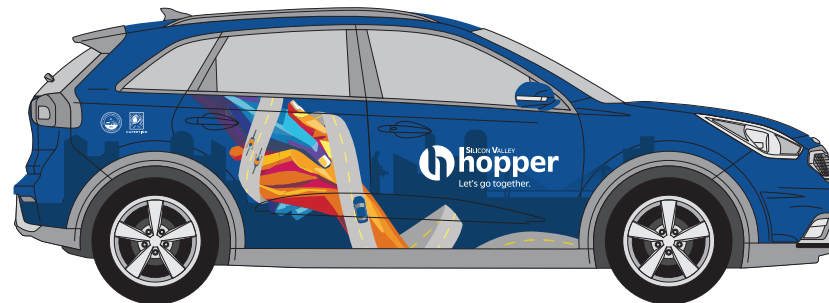
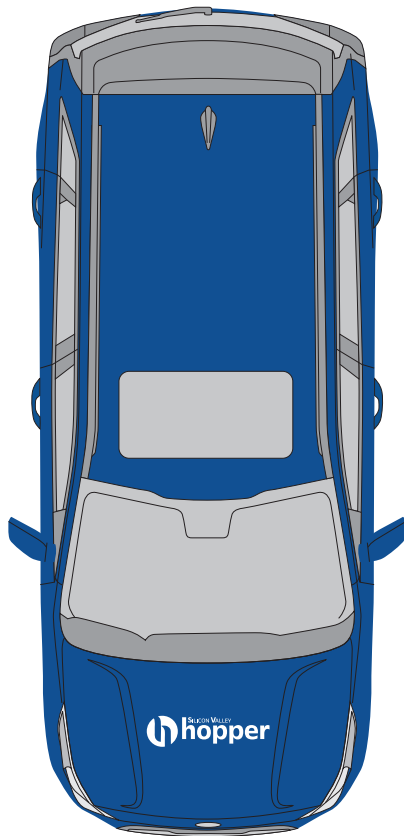
Located at the heart of Silicon Valley about 45 miles south of San Francisco, the City of Santa Clara truly is “The Center of What’s Possible.” Incorporated in 1852, Santa Clara covers an area of 19.3 square miles with an estimated population of 128,000. Santa Clara is home to an extraordinary array of high-tech companies, including Applied Materials, Intel, Nvidia, Oracle, and Ericsson. The City of Santa Clara is also home to Santa Clara University, California’s Great America Theme Park, and Levi’s® Stadium, home of the San Francisco 49ers and SB50. For more information, go to [SantaClaraCA.gov](https://www.santaclaraca.gov).

[Return to full list >>](#)

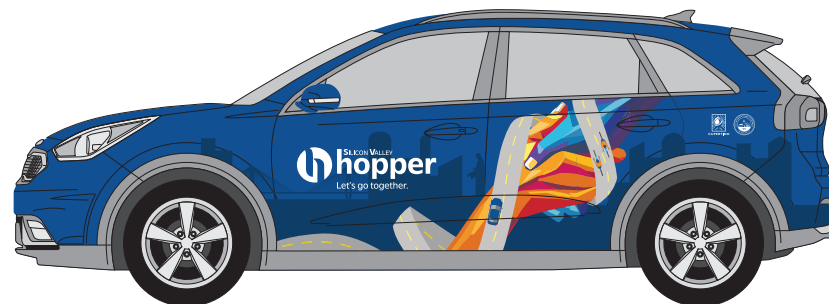
Attachment 2 - Cupertino-Santa Clara Joint On-Demand Shuttle Service Project Phase Expansion Map



- ☒ **Cupertino Service Zone**
 - Core Cupertino Zone
 - Old vehicle depot
 - De Anza College Lot B
 - Cupertino City Hall
- ☒ **Santa Clara Phase I Zone**
 - Service Zone
 - Sunnyvale Train Station - RWP
 - Sunnyvale Caltrain Station
 - RWP - Mountain View Caltrain Station
 - Mountain View Caltrain Station
 - RWP - Santa Clara Caltrain Station
 - Santa Clara Caltrain Station
 - MSP - El Camino Hospital
 - Main Entrance - Grant Road
 - Emergency Loop
 - Hospital Drive
- ☒ **Santa Clara Phase II Zone**
 - Santa Clara Initial Zone
 - Santa Clara Expansion



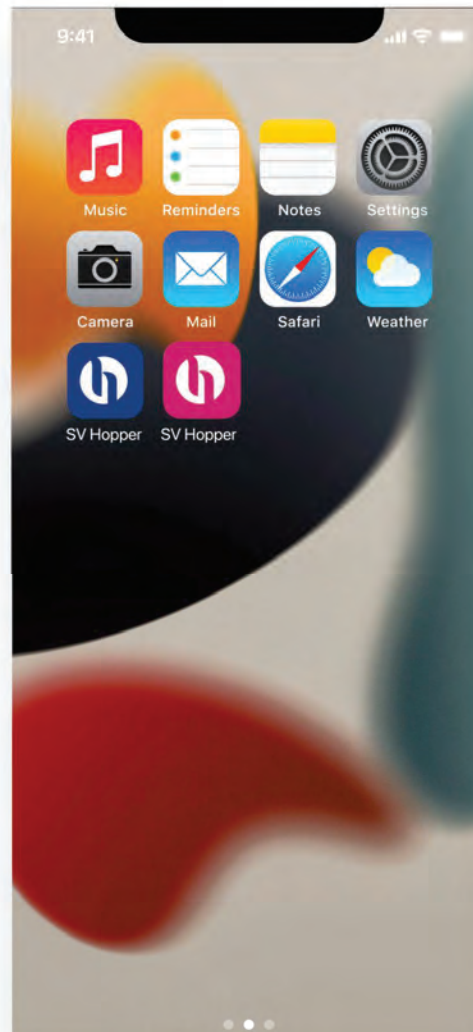
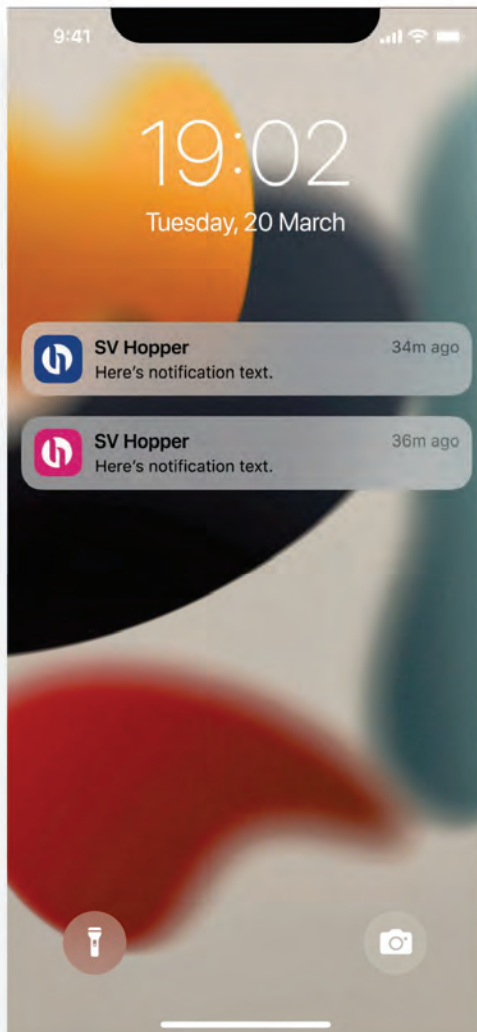
4,356.1 mm
2,700 mm Wheelbase



171.5"
106.3" Wheelbase



1:20 Scale



-Which color app launcher icon?



Hi, we're Silicon Valley
Hopper!

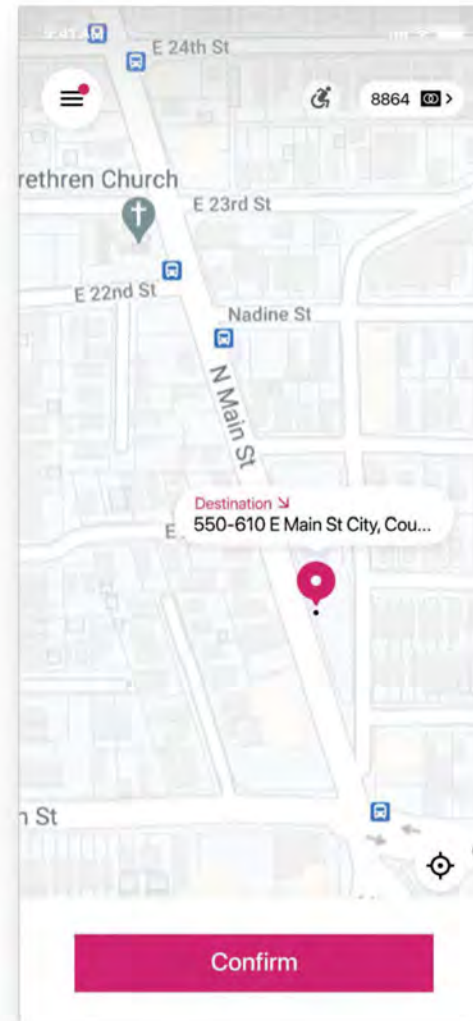
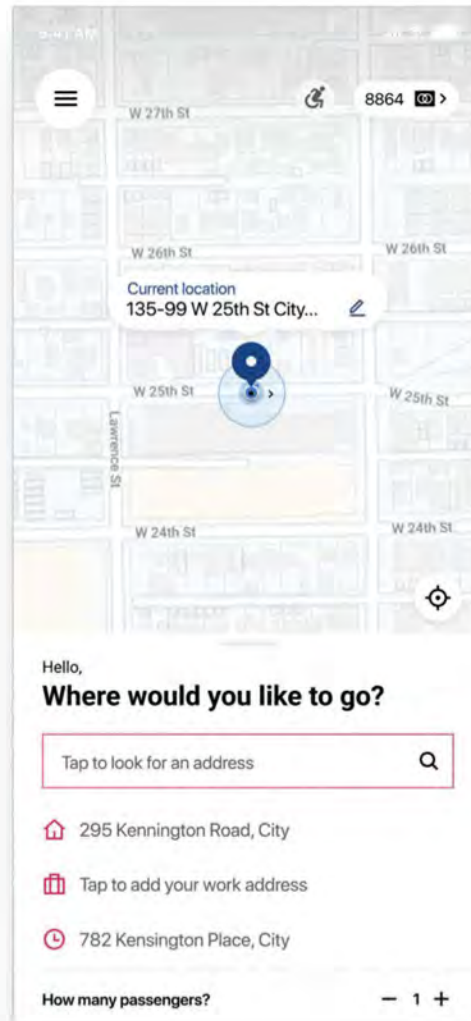
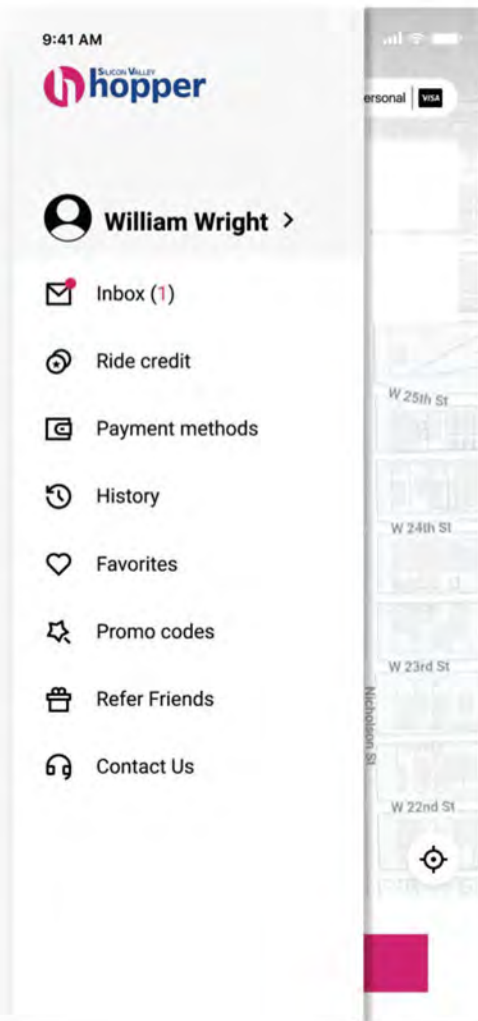
A public, on-demand ride sharing
program brought to you by the Cities of
Cupertino & Santa Clara.

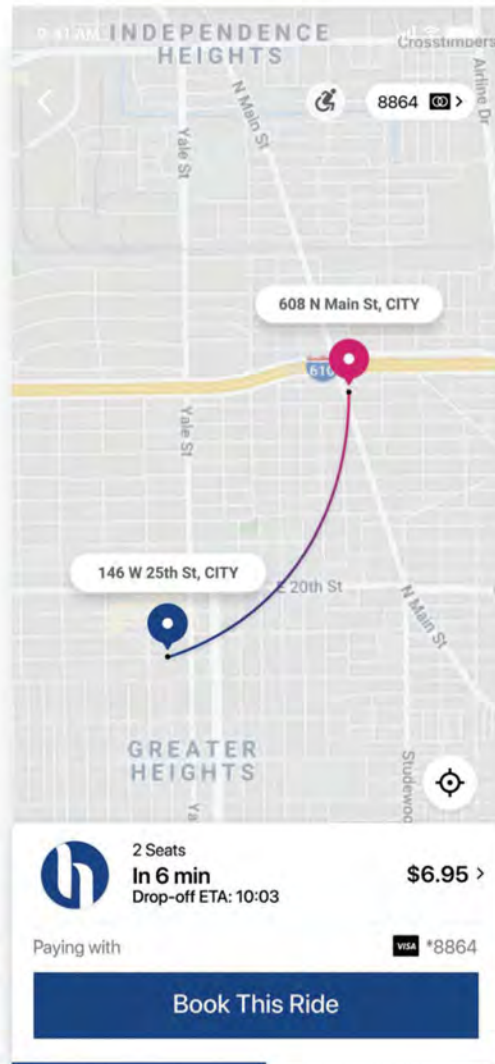
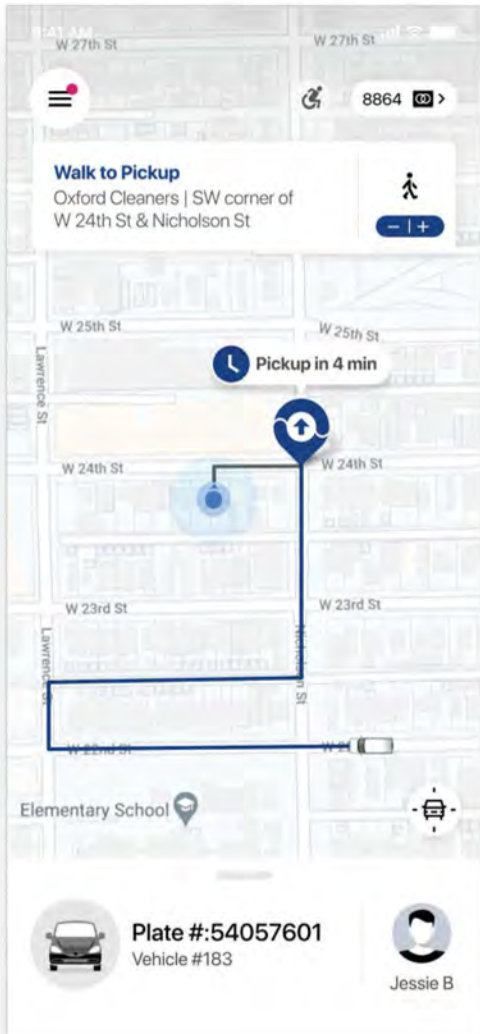


Get Started



- Includes both City logos
- Includes onboarding text supplied by Chris







Agenda Report

23-251

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on Silicon Valley Power's Public Benefit Programs for Fiscal Years 2023-2024 through 2027-2028

COUNCIL PILLAR

Sustainability

BACKGROUND

Public Utilities Code section 385 requires local publicly owned electric utilities, like the City of Santa Clara, to adopt a public benefits charge to promote energy efficiency and energy conservation, new investment in renewable energy resources and technologies, and energy efficiency services, education, weatherization, and rate discounts for low-income electricity customers. The City Council also adopted the Public Benefits Program Policy Statement which contains a list of programs to assist Santa Clara residents and businesses with energy efficiency and energy conservation and other programs. On May 29, 2018, the Council approved an extension of the current programs through June 30, 2023, subject to budget appropriations.

Among other programs, Silicon Valley Power (SVP) maintains a robust suite of energy efficiency programs that contribute to the state's goal of doubling statewide energy efficiency savings as codified in Senate Bill 350. Energy efficiency programs are intended to offer maximum benefit to the community while meeting all statutory and regulatory requirements. The requirements include the following:

- Public Utilities Code section 385 requires that the utilities collect and spend a percentage of their base retail electric revenues on qualified Public Benefits Programs which are partially listed above. The customary amount collected by public utilities in California is a minimum of 2.85 percent of annual base retail electric revenues. The funds must be spent on programs in four categories including energy efficiency, research and development, renewable energy resource development, and low-income assistance.
- Public Utilities Code section 386 requires each local publicly owned utility to ensure that low-income families have access to affordable electricity, and the level of assistance reflects the level of need. Furthermore, local publicly owned utilities shall ensure that low-income families have access to low-cost, no-cost energy efficiency measures that reduce energy consumption.
- Public Utilities Code section 9615 requires each publicly owned utility to address unmet resource needs through energy efficiency and demand response prior to procuring new sources of power.

- Public Utilities Code section 9505 requires each local publicly owned utility to annually report investments and achievements in energy efficiency and demand reduction programs. Furthermore, utilities must identify all potentially achievable cost-effective electricity efficiency saving and report savings targets to the California Energy Commission (CEC).
- Public Resources Code section 25305.2 requires the CEC to report to the state legislature a comparison of the annual energy savings targets versus the actual energy efficiency savings and demand reduction for each local publicly-owned utility.
- Public Resources Code section 25310 (c)(1) requires the CEC to set goals that will double statewide energy efficiency savings in California by 2030 and will require specific targets for SVP.

DISCUSSION

On an annual basis, SVP reviews its programs to ensure they meet the needs of its customers and the community while remaining in compliance with the above requirements. New technologies are evaluated, and programs are developed to incentivize commercially available energy efficient equipment. Program participation is evaluated, and underserved customer segments are identified. As needed, equity incentives are added to programs to ensure access to energy efficient technologies for limited income households. Grant programs are also developed to assist underserved business customer segments with energy efficiency projects. Educational and outreach programs are expanded to increase awareness of energy efficiency and building electrification technologies and benefits, renewable energy, and potential utility careers.

SVP's programs also benefit customers by paying a portion of upgrade costs to help them become more energy efficient, demonstrating new energy technologies, developing new renewable resources, and providing bill payment assistance.

In addition to the ongoing programs, the Public Benefits Program Proposal for FY 2023-2024 through 2027- 2028 includes development of the following new programs:

- Commercial Solar and/or Solar Plus Battery Storage Performance Incentive Program
- Municipal Energy Efficiency Project On-Bill Financing Program
- Scholarship Program for Income-Qualified Residents
- Income Qualified Used Electric Vehicle (EV) Rebate

Programs ending include the following:

- Residential Electric Dryer Rebate Program, which will end due to low energy savings.
- VFD Air Compressor Rebate, which will end because this is now required by Code and can no longer be incentivized.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to section 15378(b)(4) of Title 14 in that the proposed program proposal is a funding activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

FISCAL IMPACT

Expenditures for the Public Benefits Programs are required by state law to equal 2.85% of utility sales. Sufficient funds have been included in the FY 2023/24 Proposed Operating Budget in the Public Benefits Program in the Electric Operating Grant Trust Fund.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve the City of Santa Clara, Silicon Valley Power's, Public Benefit Programs Proposal for Fiscal Years 2023-2024 through 2027-2028; and
2. Delegate authority to the City Manager, or designees, to make changes to the approved proposal, including adding or modifying programs, as necessary to meet PUC requirements and/or ensure program effectiveness during the above-fiscal year periods.

Reviewed by: Manuel Pineda, Chief Electric Utility Officer

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Public Benefits Program Proposal for FY 2023-2024 through 2027- 2028

**Public Benefits Program Proposal for FY 2023-2024
through 2027- 2028**

Silicon Valley Power

City of Santa Clara



Public Benefits Program Proposal for FY 23/24 to 27/28

The City is required to collect and spend 2.85% of its electric sales revenues on cost effective energy efficiency, new renewable generation, low-income energy programs, and new electric technologies research and development. Assembly Bill 2021 (AB 2021), which passed in 2006, required the City Council to adopt energy efficiency goals for the next ten years and to report its energy efficiency savings to the California Energy Commission (CEC). The most recent energy efficiency potential study was conducted by GDS Associates, Inc. and the goals were adopted by City Council in 2021 at the following rate:

| CUMULATIVE SAVINGS | UTILITY SPECIFIED FEASIBLE GOAL IN MWH |
|--------------------|--|
| 2021-2022 | 11,584 |
| 2022-2023 | 11,536 |
| 2023-2024 | 11,013 |
| 2024-2025 | 10,604 |
| 2025-2026 | 8,913 |
| 2026-2027 | 7,305 |
| 2027-2028 | 6,651 |
| 2028-2029 | 5,808 |
| 2029-2030 | 5,817 |
| 2030-2031 | 5,372 |

Goals & Objectives

1. Implement cost-effective energy efficiency programs to lower energy use. The cost to implement energy efficiency programs should be lower than the capital cost to build new generation and benefits of the total programs should exceed costs under the Total Resource Cost (TRC) test under the methodology reviewed and approved by the Northern California Public Agency (NCPA) Demand Management Working Group, of which Silicon Valley Power's PBC program manager is a member.
2. Provide the PBC programs in a manner that creates value to the community and meets all applicable legal requirements.
3. Assist Divisions and City Departments in achieving optimal energy efficiency at City facilities and assist in implementing new energy related technologies for the benefit of the City and community.
4. Implement programs to support renewable power generation that increase resource diversity and minimize adverse environmental impacts from electric generation and operation of the electric system.
5. Support emerging technologies to speed up market acceptance therefore, allowing

energy efficiency services and products to compete in the open market.

6. Assist low-income residents in helping them to pay their electric bills and in installing energy efficient appliances and other measures.
7. Determine the best energy programs to offer Santa Clara customers by collecting input from community organizations, businesses and other City departments.

Program Summaries

Proposed New and Modified Programs for FY 22/23 to 27/28

New Programs

- *Commercial Solar and/or Solar Plus Battery Storage Performance Incentive Program:* This program will provide performance-based incentives to commercial customers who install large solar plus battery storage systems to assist in reducing the coincident peak demand and/or assist in areas where electric transmission and distribution resources are constrained. A performance-based incentive for installation of large solar systems may also be offered if there are significant grid benefits to Silicon Valley Power for installations without battery storage systems.
- *Municipal Energy Efficiency Project On-Bill Financing Program:* This program will provide on-bill financing for projects implemented at City facilities where the City is the utility account holder and that meet all other requirements of Silicon Valley Power's energy efficiency programs. Projects must have a payback period not more than 5 years after rebates. Payments will be spread across utility bills based on the payback period, not to exceed 5 years. The intent of this program is to help City departments fund energy efficiency projects through utility bill savings.
- *Scholarship Program for Income-qualified Residents:* This program will provide scholarships to customers who meet specified income requirements. Eligibility will be working age adults who enroll in a technical school or training program for a career that will support the energy industry. Examples include but are not limited to HVAC technicians, solar system installers, utility lineworkers, etc. The intent of the program is to assist those with the lowest incomes to obtain the skills and certifications necessary to obtain higher paying jobs and to support workforce development in the energy industry or industries that support energy efficiency and building electrification programs.
- *Income Qualified Used Electric Vehicle (EV) Rebate:* This program will provide an incentive for income-qualified customers to purchase a used EV or plug-in hybrid electric vehicle. Incentives will be tiered to provide a higher incentive for an EV over a plug-in hybrid, and will include an equity component with a bonus incentive for those who qualify for the LIHEAP program. An additional bonus incentive maybe included for vehicles meeting specified minimum charging efficiency (kWh per 100 miles driven). Funding for past Low Income EV Rebates came from Low Carbon Fuel Standard Credit funding, and this program will be funded under the low income category of the Public Benefits Charge.

Ongoing Programs

- *Data Center Efficiency Program:* This program targets data centers with IT server load greater than 350 kW or cooling load greater than 100 tons. The incentive is paid as a performance incentive over multiple years.
- *Customer Directed Rebate:* This program provides incentives based on actual energy saved for energy efficiency measures that do not fall into SVP's standard business rebate programs. The program also includes a performance incentive option for projects where persistence savings is questionable.
- *Commercial Lighting Rebates:* This program provides an incentive for upgrading to more efficient lighting paid based on actual energy saved.
- *Residential Pool Pump Rebate:* This program provides a rebate to residential customers installing a new variable speed pool pump with a qualifying controller.
- *Residential Heat Pump Electric Water Heater Rebate:* SVP offers a rebate for the purchase of a qualified electric heat pump water heater with bonus incentives to income-qualified customers.
- *Residential In-Home Energy Audits, Education, and Hotline:* The program encourages residents to become more energy efficient and reduce their energy bills through home audits, online and in person classes, school programs and community outreach at events. Energy audits include free items to improve home weatherization where needed. This program also includes support of the Santa Clara City libraries and schools located in the city of Santa Clara through donation of materials on the topics of energy efficiency and renewable energy for libraries and classrooms.
- *Tool Lending Library:* This program provides tools and equipment to the Santa Clara City libraries so they may be checked out to library patrons to assist in measuring energy consumption and installing energy efficient measures in their homes.
- *Tier II Advanced Power Strip Giveaway Program:* Silicon Valley Power provides free Tier II Advanced Power Strips (APS) to income-qualified customers and residents of multifamily apartment complexes. A Tier II APS is also included in the energy saving items provided during a home energy audit.
- *Financial Rate Assistance Program (FRAP):* This program provides a discount on the electric portion of utility bills for income-qualified residential customers, up to the first 800 kWh of use per month.
- *Residential Blower Door and Duct Testing Pilot Program:* In an attempt to help customers improve the efficiency and comfort of their homes through the reduction of leaks, this pilot program will be available to residential customers in single family homes who have central air conditioning. A free SVP audit will be required to determine if the home is a good candidate for the blower door test. Duct testing is a much more involved process and will be offered to those customers who are a good candidate for reducing the leaks in their air conditioning duct system, who demonstrate an interest in taking action to improve the duct work, and who are not already doing an air conditioning system upgrade where a duct test is required by building code. The service will be free to eligible customers under the pilot program. At the time of this report, this pilot program is still in the design phase and has not yet been launched.
- *Silicon Valley Power Marketplace:* The Marketplace is an online marketplace where residential customers can purchase energy saving equipment and electric yard care

equipment. Instant rebates are available on some types of equipment, with higher rebate levels available to income-qualified customers. Shipping is free on all purchases over \$50 and is a flat rate of \$5 per order for all other orders.

- *Low Income EV Charging Station Grant for Multi-family properties* – Under its low income programs, SVP offers a grant per charging station for multi-family properties where 15% of customers residing at the property qualify for SVP's low income programs.
- *Medical Rate Assistance Program*: Customers receive a 25% discount on their electric bill if they qualify due to high electric use for medical reasons. The programs are managed in-house.
- *Low Income Solar Grant Program*: This program provides a grant to income-qualified homeowners to install a solar system on their roof. The program is intended to offset up to 100% of their annual energy use.
- *Emerging Technologies Grant*: This program encourages businesses to demonstrate new products and product applications not yet commercially viable in today's marketplace, install energy efficient technologies not generally known or widely accepted, yet show potential for successful market growth, successfully apply energy efficiency solutions in new ways, or introduce energy efficiency into industries or businesses that are resistant to adopting new technologies or practices.
- *Commercial New Construction Rebate*: This program provides a rebate to customers who exceed Title 24 by 10 percent for the measure being incentivized, in line with other prescriptive rebates for retrofit projects. A Design Team Incentive matching the Investor Owned Utilities' program is provided.
- *Business Energy Audits*: Provides free energy efficiency audits to business customers. Energy & Resource Solutions administers this and other business PBC programs.
- *Business Rebates*: Encourages businesses to install energy efficient lighting, HVAC equipment, enhanced ventilation controls, food service equipment, etc. The programs are occasionally changed to match statewide programs.
- *Small Business Efficiency Services Program*: This program is targeted at small business customers, and provides assistance in identifying energy efficiency projects, selecting and managing contractors, and help with filling out rebate application paperwork. The program also provides a bonus incentive for lighting and HVAC rebates, provided that customers install the lighting measures within 6 months of program enrollment and HVAC measures within 12 months of enrollment in order to receive the additional incentive.
- *Energy Efficiency Grant for Nonprofit Organizations*: This program provides grants to nonprofit organizations to improve the energy efficiency of their facilities.
- *Energy Efficiency Grant for Homeowners Associations*: This program provides a grant for Homeowners Associations (HOAs) to upgrade to more energy efficient equipment in the common areas of their communities.
- *Community Outreach Grants for Energy Efficiency and Building Electrification Education*: This program provides an opportunity for nonprofits and community-based organizations to receive a grant up to \$10,000 to promote energy efficiency and building electrification benefits within our community. A focus on traditionally

underserved communities or diversity, equity and inclusion is required.

- *Student Grants for Energy Efficiency and Renewable Energy Projects or Awareness Campaigns:* Silicon Valley Power offers grants up to \$5,000 for high school students to create projects or awareness campaigns that will educate the Santa Clara community about energy efficiency and/or renewable energy. Examples include but are not limited to educational videos, public art displays, online resources, outreach materials, demonstration projects, webinars, or workshops.
- *Controls Program:* This program is available for projects where at least 80% of the savings come from the control strategies.
- *Building Optimization Rebate:* For buildings with HVAC systems controlled by building automation systems, a rebate is provided for reprogramming the control system to optimize HVAC performance. Typically, this involves conducting an energy assessment that provides an implementation plan for testing and making control system improvements that optimize HVAC operation.
- *Commercial Electrification Incentives:* This program provides bonus incentives for the electrification of efficient food service equipment. Incentives are also available for heat pump water heaters, heat recovery chillers, heat pump pool heaters and heat pump air conditioners.
- *Customer Directed Electrification Rebate:* This program pays an incentive based on measured and verified energy savings for any building electrification project that does not fall within the standard electrification rebates.
- *Induction Cooking Demonstration Project:* Silicon Valley Power retrofitted the Santa Clara Unified School District's Adult Education cooking classroom with induction cooktops and new cookware. This program sponsors classes once or twice per month for residents to learn to cook new cuisine while trying out an induction cooktop. Adult Education cooking instructors were provided with training on the benefits of induction cooktops and lessons they can teach to demonstrate the benefits. Handouts are also provided to all program participants.

Programs Ending

- *Residential Electric Dryer Rebate Program:* This program provided a rebate for ENERGY STAR-qualified electric clothes dryers that meet the minimum Combined Energy Factor (CEF) rating. Due to low energy savings that can be claimed, this program will end.
- *VFD Air Compressor Rebate:* This measure is for VFDs on rotary screw air compressors of 5hp – less than 25hp, as the energy code requires VFDs on compressors of 25hp or greater. Following customer outreach for this program, we found very little potential within the City of Santa Clara, so this program will be retired. If a customer has a qualifying air compressor and would like to install a variable frequency drive (VFD), an incentive can be provided under the Customer Directed Rebate program.

Third Party Programs for Business Customers

As one of the ways to enhance energy savings through the PBC programs and meet kilowatt hour and kilowatt demand reduction goals, SVP periodically embarks on an RFP process to add third party energy efficiency programs to its Public Benefit Program offering. Of the responses

received each cycle, a review team selects responses that are both cost-effective and the most likely to help customers without overlapping with programs already being provided. The most recent RFP was issued in April 2018 and an RFP is currently under development to be issued in late spring 2023. Additional programs will be added under contracts awarded through the RFP process.

Of the programs selected and implemented from the 2018 RFP, the following is still offered with an end date of June 30, 2023:

- *Small Business Exterior Lighting Program:* This program provides a free snapshot audit of exterior lighting efficiency opportunities. It then provides free LED exterior lights to eligible small businesses. The businesses are responsible for the installation cost and can use their own staff, the contractor of their choice, or one of the contractors working with the program provider.



Agenda Report

23-654

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Informational Report and Status Update on the Morse Mansion

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

On November 1, 2022, the City Council held a Real Estate and Morse Mansion Study Session (RTC 22-1155). The presentation (Attachment 1) included the background on the Morse Mansion and the following three options for City Council discussion:

1. Extend the Lease with the Sorority
2. Sale of the Property
3. Maintain for City Uses - specifically an SVP Sustainability Learning and Historical Center (SVP Center)

As part of the discussion, the City Council and community expressed interest in Option 1 and Option 3. The Council and community also expressed support for exploring other City uses; however, staff clarified that any other City options and uses would require a separate funding source than SVP. There was no discussion or direction of further exploring or analyzing the sale of Morse Mansion.

DISCUSSION

SVP Sustainability Learning and Historic Center

Staff completed an RFP for engineering services to determine the feasibility of using Morse Mansion as an SVP Center. A consultant has been selected and staff will proceed with executing a contract to complete a Feasibility Study. The contract is for an estimated \$150,000 and does not require City Council approval, however due to the Council and community interest in the project, staff is providing this informational report. The scope of work includes the following:

- Feasibility analysis detailing limitations and opportunities under the historic designation, functionality of a public Sustainability Learning and Historic Center in Morse Mansion.
- Engineering study detailing required infrastructure improvements and cost to bring the property to good operating order.
- Identify options and conceptual design scope of how an SVP Center could function within the property.
- Public outreach and community informational workshops.

Lease with the Sorority

As communicated to City Council via email on April 24, 2023, the Sorority declined to extend the lease beyond June 2024. Specifically, they would not agree to provide an on-site resident Sorority House Director. The City will need to consider if there are any other lease options or what would be needed to maintain the Mansion vacant once the lease expires.

FISCAL IMPACT

The Feasibility Study will be funded through SVP restricted funds, specifically the Public Benefits Charge. These funds are required to be used for specific purposes including research and development, and education and outreach. If an SVP Center is determined to be feasible and the City Council decides to move forward, a funding strategy would need to be developed that would need to include additional funding sources beyond SVP restricted funds.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to section 15060(c)(1) as this item is only informational and does not involve the exercise of discretionary powers.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any report to Council may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

A community meeting was held on January 25, 2023 with approximately 100 attendees.

<https://www.siliconvalleypower.com/svp-and-community/projects>

RECOMMENDATION

Note and File Informational Report on Morse Mansion

Reviewed by: Manuel Pineda, Assistant City Manager/Chief Electric Utility Officer

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Real Estate and Morse Mansion Study Session Presentation

ITEM #2





City Council

Item 2 - Real Estate and Morse Mansion Study Session

RTC 22-1155

November 1, 2022

1



Real Estate Update

- City does not have a Real Estate Manager
- Position created in 2021 to lead Real Estate, staff member left May 2022
- Position not currently being recruited
 - Work being absorbed as collateral duty by other staff
- Council has expressed interest in a more “strategic approach” to the management of the City’s real estate
- Working on two priorities
 1. 900 Lafayette and 1000 Lafayette Properties
 - Leases and management
 - Future redevelopment
 2. Morse Mansion
- Other real estate items continue to move forward (Parks, Related)

2

POST MEETING MATERIAL

1



900 and 1000 Lafayette

- Commerce and Peddlers Plaza
 - City took over buildings in late 2021 and 2022
 - 59 total available spaces for lease (95,000 SF)
 - Council Eugene Burger Management Corporation for Property Management Services
 - Significant work effort from the Housing Division, Purchasing Division, and City Attorneys Office
- Last 4 months - completed 31 of 35 leases of occupied spaces (2-year terms)
- About 65% of SF is occupied
- Completed approximately 17 Purchase Orders to allow for daily operations and maintenance
 - Elevators, lighting, electrical, clean up/dumping, signage, alarm system, security



3



900 and 1000 Lafayette

- About \$500,000 in “profit” to General Fund
- Many expenditures required to maintain building
- Significant long term capital investments needed
- Long term plan would be needed if properties were to be leased/maintained as is
 - City is not staffed to be long term landlord
- Downtown Precise Plan
 - Actively working on developing the process/options for City properties
 - Working with staff and outside Counsel
 - Future Council discussions
- Additional opportunities will be explored



4



Morse Mansion

- Purchased in 2016 for \$3,875,070
- National Register of Historic Places
- Tenant lease expires June 2024
 - Currently leased to sorority with request for lease extension (Approx. \$17,000 a month)
 - Property manager and maintenance costs
- Major capital improvements required (foundation, electrical, plumbing, roof, etc.)
 - Inspection Report 2016
 - Preservation Treatment Plan Report 2017
 - Currently estimated at \$8.0 million plus (needs update)
 - No current funding source
- Today - Council feedback on possible options
- **Robust Community Outreach will be needed**



Spring 1893

5



Morse Mansion

Option 1 – Extend Lease with Sorority

- Community concerns with the use and discussions of no future extensions
- Extending lease would require additional capital investment beyond current budgets
- Additional funding sources need to be identified

Option 2 – Sale of the Property

- Would need to go thru the surplus land act process

Option 3 – Maintain for City Uses

- Important historical property
- City typically prefers to keep property not sell
- Would require significant capital investment



6



Option 2 - Sale of The Property

Surplus Land Act

- Historic Designation limits use
- Building would be available to public agencies, schools, etc, and affordable housing providers
- Don't expect interest – limited use
- Staff research on affordable housing use/needs suggests limited interest
- Won't know for sure until process is complete

Sale on the Open Market

- Would need to hire a Realtor
- If sold the buyer would be able to use the building for residential or commercial uses
- Could consider a deed restricted sale but it would limit buyers and value



7



Option 3 – City Use

- Met with Public Works, Parks and Recreation, and Community Development to discuss options
 - No use was identified
- Capital funding would be needed (likely General Fund)
- Historical Designation limits uses
- One creative option exists for staff to explore if there is Council interest
 - SVP Sustainability Learning Center and Historical Center



8



Sustainability and Historical Center

- Staff expressed interest in the past in developing an SVP Historic Center and more recently a Sustainability Learning Center
 - Roseville has a Utility Exploration Center
 - SMUD Museum of Science and Curiosity
- Morse Mansion could be a great place to implement a learning/historic center with components such as:
 - Historical nature of the building itself
 - Demonstration of building and home electrification
 - Learning center rooms solar and battery power
 - Sustainable yard and landscape demonstration
- Could this be accomplished in a historic building?
 - Consultant study would be needed



9



SVP Sustainability and Historical Center

- Allows the historic building to be maintained within City ownership
- Restricted SVP funds (for educational and demonstration purposes) would be used – does not affect rates
- Having a funding source and proposing a creative use could make grant funding more realistic
- Reimburse General Fund for property value per updated appraisal
- Educational Sustainability and Historic center could be a destination for schools and residents
- Is it feasible? – if there is Council interest staff would need to work with consultants to determine feasibility and cost



10



Discussion

- Option 1 – Extend Lease with Sorority
 - Community concerns and funding
- Option 2 – Sale of the Property
 - Would need to go thru the surplus land act process first
- Option 3 – Maintain for City Uses
 - Council thoughts on Sustainability and Historic Center
- Other options

11



City Council

Item 2 - Real Estate and Morse Mansion Study Session

RTC 22-1155

November 1, 2022

12

11/1/2022

Item #2

From: Tahir Naim <tahirjnaim@yahoo.com>
Sent: Tuesday, November 1, 2022 7:04 PM
To: Mayor and Council <MAYORANDCOUNCIL@SantaClaraCA.gov>
Subject: Option 3 for Morse Mansion

Hi,

I heard some of this and I think it would be a lovely place for wedding rental. I wed in the historic house behind the Triton which was nice, but I suspect that if the Morse mansion had been available, we would have booked it instead.

I think a demonstration garden in partnership with Ferry-Morse seeds is worth exploring.

Sounds like we have some time before the lease is up to explore partnership and uses.

Sincerely,

Tahir J. Naim
District 2

POST MEETING MATERIAL



Agenda Report

23-738

Agenda Date: 6/6/2023

REPORT TO CITY COUNCIL

SUBJECT

Action on a Special Permit to Allow Two Occurrences of Car Shows at 958 Homestead Road (CEQA: Exempt 15304(e) Class 4 - Minor Alterations to Land)

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The applicant, Richard Peralez, of the American Legion Post 419, a non-profit organization, is requesting a Special Permit for two years to allow their annual car show at 958 Homestead Road. The 2023 event will take place on June 10, 2023, from 7:00 a.m. to 5:00 p.m. and is open to the public; the exact date of the 2024 event is to be determined. The applicant has obtained a Special Event Permit from the Parks and Recreation Department for the event as well as an encroachment permit from the Department of Public Works for the closure of Washington Street between Lexington Street and Homestead Road.

The property is currently zoned Downtown Commercial (CD). The zoning encourages commercial and office use, and the surrounding area has a mix of uses, including office, commercial and single-family and multi-family residences. The proposed temporary use, with limited duration and operations proposed, are not anticipated to adversely impact surrounding land use.

DISCUSSION

The applicant is requesting a Special Permit to allow use of the parking lot to host a social event. This use is not allowed by right within the City's Zoning Code but may be permitted on a temporary basis through the issuance of a Special Permit per City Code section 18.60.030(b). The applicant applied for and obtained a Special Event Permit, and, through the Special Event Permit review process, it was discovered that the applicant would need to also obtain a Special Permit as the event includes temporary use of the American Legion parking lot for event activities. The specific future car show event date for 2024 is currently to be determined and is also proposed for approval with this Special Permit. The 2024 car show event and date will be coordinated with the Planning Division of the Community Development Department and will also require approval of a new Special Event Permit from the Parks and Recreation Department.

The proposed event will provide entertainment and food to the community. Given the site context and limited timeframe of the proposed use, the benefit of providing entertainment to the community outweighs the potential temporary disadvantages. The proposed Conditions of Approval are provided as Attachment 1. In alignment with the City's General Plan and other policies, granting the Special Permit will further cultural activities within Santa Clara with no expected negative impacts. The Special Permit is subject to revocation should problems arise.

ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15304(e) (Class 4 - Minor Alterations to Land) as it consists of the minor temporary use of land having negligible or no permanent effects on the environment, such as carnivals and the sale of Christmas trees. The proposed car show in an existing parking lot would be consistent with such allowable temporary uses.

FISCAL IMPACT

There is no cost to the City other than administrative staff time and expense. The applicant paid for the necessary permit fees.

COORDINATION

This report has been coordinated with the City Attorney's Office

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve the use of a Class 4 Categorical Exemption, and
2. Approve the Special Permit to allow two occurrences of Car Shows at 958 Homestead Road, subject to conditions, based upon the Director of Community Development's findings set forth in the Permit.

Reviewed by: Andrew Crabtree, Director of Community Development

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Conditions of Special Permit Approval
2. Site Plan



SPECIAL PERMIT

Planning Division

Andrew Crabtree, Director of Community Development

Location: 958 Homestead Road
Applicant: American Legion Post 419
Owner: American Legion Post 419
Request: Two-Year Special Permit to use the American Legion parking lot as an event site for an annual car show.
General Plan Designation: Community Mixed Use
Zoning Designation: CD – Downtown Commercial
Environmental Determination: Categorically Exempt per Section Exempt 15304(e) Class 4 - Minor Alterations to Land)

FACTS

The Director of Community Development finds that the following are the relevant facts regarding this proposed project:

1. The project site has a Community Mixed Use General Plan land use designation.
2. The project site is zoned Downtown Commercial (CD) and is located at 958 Homestead Road in the City of Santa Clara.
3. The project is to use the American Legion parking lot as an event site and requires a Special Permit.
4. The Special Permit will be for two occurrences of an annual car show, one on June 10, 2023 and one date to be determined in 2024.

FINDINGS

The Director of Community Development finds that based on an analysis of the facts presented above, that:

(1) The facility, under the circumstances of the particular case, is essential or desirable to the public convenience or welfare in that:

- The project involves using the American Legion parking lot as an event site for a car show that is open to the public.

(2) The facility will not be detrimental to the health or safety of the persons residing in the neighborhood in that:

- The event will have measures in place to ensure health and safety of the surrounding area.

(3) The facility will not be detrimental to the property or improvements in the neighborhood in that:

- The temporary use of the parking lot for an event site does not involve physical changes or improvements to the property or surrounding neighborhood, and the site will be returned to its prior condition after conclusion of the temporary use.

(4) The facility will not impair the integrity or character of the zoning district in that:

- The proposed use is compatible with the General Plan land use designation of Community Mixed Use and zoning designation of Downtown Commercial (CD). The project will allow the American Legion to host their annual car show event over a two-year time period and is subject to conditions to preserve the integrity of the zoning district in which the property is located.

(5) The facility will not create a significant increase in the traffic to and from the premises or in the on-street parking within five hundred (500) feet in that:

- While the event is open to the public there will not be a significant increase in traffic or parking impacts, as there will still be parking available in the immediate area on-street.

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The Special Permit will be for two occurrences of an annual car show, one on June 10, 2023 and one date to be determined in 2024;
2. The applicant shall provide Planning Division staff the date of the intended 2024 car show a minimum of 30 days in advance of the event.
3. The applicant shall comply with all Zoning Ordinance regulations regarding temporary and permanent structures and obtain all necessary Building and/or Fire Department permits;
4. If proposed, the applicant shall obtain an amplified music permit and shall comply with City Code Section 9.10.040, noise and sound regulation;
5. The applicant shall obtain temporary sign permits for all temporary signs advertising events;
6. The applicant shall comply with Fire Department directives and requirements;
7. There shall be no “searchlight” beams, streamers, or roof-mounted balloons during the term of this Special Permit;
8. This permit is subject to revocation by the Planning Division for violation of any of its conditions of approval, and;
9. At the conclusion of the event, the parking lot shall be cleaned and returned to its prior condition.

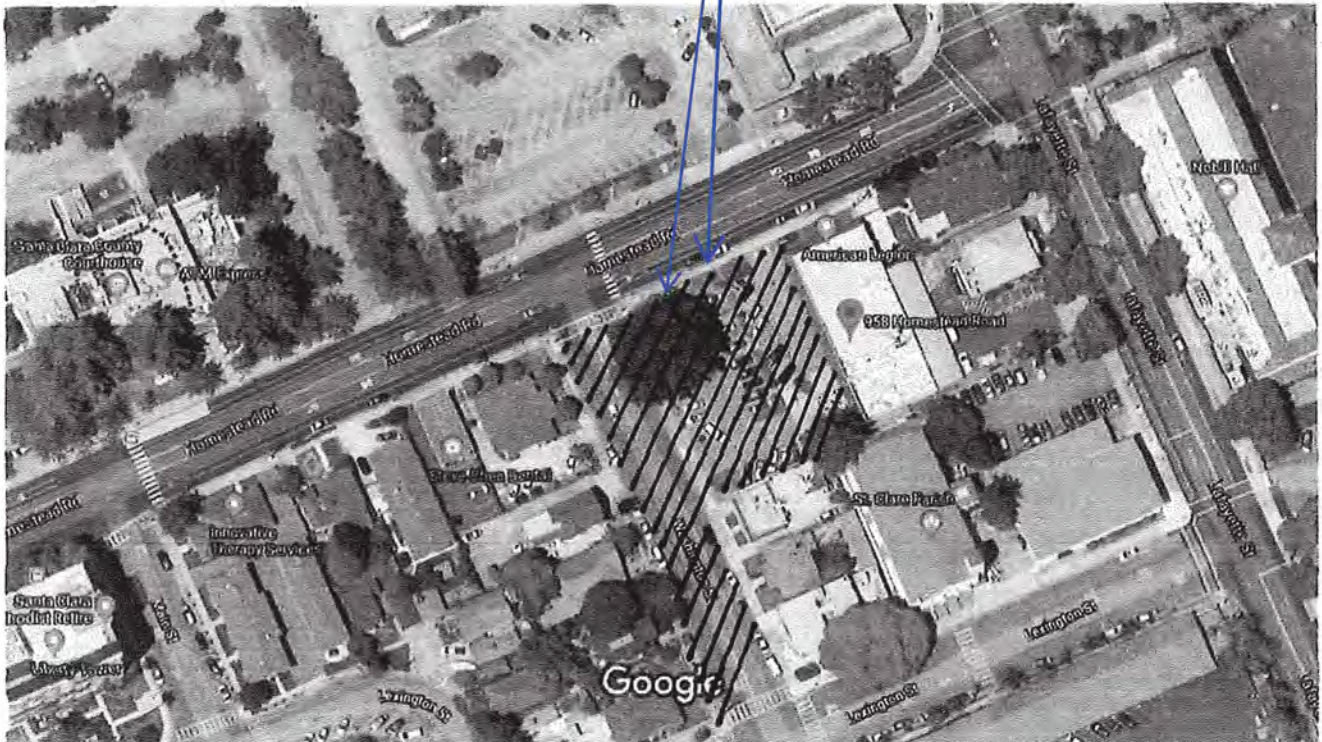
Approved:

Andrew Crabtree
Director of Community Development

Dated: June 6, 2023

Install Type 3 Barricades within parking lot at driveway to close access from Homestead Road if parking lot will be closed to public parking. Do not install barricades on sidewalk.

Google Maps 958 Homestead Rd



Imagery ©2018 CNES / Airbus, DigitalGlobe, U.S. Geological Survey, Map data ©2018 Google 50 ft



958 Homestead Rd
Santa Clara, CA 95050

Google Maps 958 Homestead Rd



Map data ©2018 Google 20 ft



958 Homestead Rd
Santa Clara, CA 95050



Agenda Report

23-530

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Informational Report Regarding Bi-Annual Project Status Report of the GIS Services Program

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The City has made significant progress in establishing an enterprise GIS program. On October 29, 2019, Arini Geographics was awarded a contract for Enterprise GIS Consulting Services. The contract was awarded as a three-year professional services agreement for the initial term of the contract, with an additional two-year term. We are in year one of the two-year term. Council has requested a bi-annual project status report of GIS services. The current reporting period is November 2022 to April 2023.

DISCUSSION

With location a common attribute across numerous city services and assets, the City's Enterprise GIS Program is a framework of people, process and technology enabling geospatial and asset information across departments managed in a single system. Integrating this information and making it available to staff and the public enables operational effectiveness, data driven decision making, cross departmental and regional coordination, citizen engagement and transparency.

Efforts are focused on (1) projects and (2) day-to-day operations as below.

Projects - Accomplishments during this reporting timeframe are noted with narratives following the table below:

| Project | Current Reporting Period Nov 2022-April 2023 | Next Reporting Period May 2023-Nov 2023 |
|--|--|---|
| Arbor Day Celebration Tree Mapping App | Complete | |
| Enterprise GIS Governance & Stakeholder Engagement - infoMap Users Support Group | Complete | |
| Sewer Video Inspection Integration | Complete | |
| Stadium Common Operational Picture Upgrade | In Progress* | Completion Planned 2024 |
| GIS-Based Pipeline Map Books | In Progress | Completion Planned 2024 |

| | | |
|--|-------------|--------------------|
| Water Lateral Data Collection | In Progress | Completion Planned |
| Parkways and Boulevards Asset Management | | Completion Planned |
| Parcel Document Access via infoMap | | Initiate |
| SVP 20-Year Load Impact Estimate | | Initiate |
| Web Map Viewer Upgrade: infoMap 4.0 | | Initiate |

*Continued from the last period

- **Earth Day and Arbor Day Celebration Tree Mapping App:** To support the Arbor Day Celebration held by the city, an interactive tool was created to introduce schoolchildren to mapping technology. Using ArcGIS Online and the ArcGIS Field Maps mobile app, we allowed the young event attendees to map trees in Santa Clara's Central Park. Staff led groups of school children in a tree mapping exercise. Over 200 local school children from 5 local schools participated in the event.
- **Enterprise GIS Governance - infoMap User Support Group:** Created an internal cross departmental infoMap User Group. infoMap, is the City's internal web map viewer. These monthly meetings allow the GIS team to educate and communicate directly with users citywide, collecting improvement suggestions and tracking reported issues. This group allows users to collaborate and request new datasets and for the GIS team to communicate upgrades and new features.
- **Sewer Video Inspection System Integration (ITpipes):** Per request from the Water and Sewer Department, the Sewer Video Inspection System was integrated into Enterprise GIS. By adding maps and data to the mobile pipeline inspection management system, Water and Sewer can now track progress of the inspections and proactively locate areas of improvement, enabling informed preventative maintenance. The ITpipes application has been upgraded to take full advantage of this GIS integration.

Projects In Progress

- **Complete the Upgrade to the Stadium Common Operational Picture:** The COP is a comprehensive real-time web-based application providing multi agency coordination and a shared view of stadium operations. This reduces response times, improves situational awareness, and enhances overall coordination. The GIS team provides live situational awareness critical to public safety for events at Levi's Stadium. This upgrade effort started in August 2021 to align with enterprise GIS technology upgrades completed last year and will continue to completion through the 2023 - 2024 NFL Season. These efforts will also help prepare the public safety response for the upcoming major events based on the city's successful use of the COP during Super Bowl 50.
- **GIS-Based Utility Pipeline Map Books:** To improve the timeliness, quality and upkeep of GIS data and pipeline utility network models and asset inventories, managed by the Water & Sewer Department (WSD). Currently the map books are updated manually in AutoCAD. WSD requested the IT department to provide GIS-based production of printed map books used by field crews and engineers to maintain assets or construct new assets. Replacing the current CAD-based

production process with GIS will make for more accurate datasets as asset updates are captured faster, reduce duplication of effort, and ensure that printed map books are closer to the digital representation use by field inspection teams. Phase 1, the update of the Sanitary Sewer System data, is due to be completed in the next reporting period.

- **Water Service Lateral Data Collection:** to fulfill a federal EPA mandate for the Water and Sewer Department to collect information on lead-based service lines within the city-maintained water system. WSD Department reached out to IT team to create a GIS based data collection application that will support field teams to input and record the required data at the water meters and service connection line, using mobile devices, which connect to a cloud-based GIS database. This will allow the Water and Sewer Department to efficiently collect and submit the data to the federal government. The development of the mobile app has been completed with feedback from the Water and Sewer Department. Launch is planned in the next reporting period including technical assistance and data collection progress tracking.

Planned projects over the next six months

- **Parkways and Boulevards Asset Management:** Working with the Department of Public Works Streets Division, this initiative will catalog all boulevard islands and parkways in the City. Over 300 features will be digitized and made available for workorder generation through enterprise asset management. This allows the Streets Division to track all work performed on each feature and tally the cost of all maintenance activities for these city-owned assets. This project is targeted for completion in 2023.
- **Parcel Document Access via infoMap:** To enable quick location-based access to documents related to City current and historical parcels through infoMap leading to significant City staff productivity gains and better customer service. Per request from the Community Development Division, an integration will be implemented between infoMap and the Electronic Document Management System (Laserfiche) repository where City documents are stored. This integration will provide access to documents which reside in Laserfiche but are not available through the city's online permitting portal.
- **Silicon Valley Power 20-Year Load Impact Estimate:** Through geospatial analysis, this proposed project is anticipated to produce a better estimation of the potential energy consumption at the individual parcel level.
- **Web Map Viewer Upgrade infoMap 4.0:** infoMap, the City's internal web map viewer, allows for easy web-based access to all GIS data layers and contains a one-click analysis tools that generates mailing lists, locate addresses, and parcels, in addition to creating property reports containing all city data for each home in Santa Clara. This upgrade will ensure that this access is maintained and continues to function efficiently and smoothly.

Day-to-Day Operations

By maintaining and improving data for most city departments into one centralized database known as the Enterprise Geospatial Repository (EGR), the GIS team supports critical City workflows and daily data-based decision-making. The EGR is the system of record for geolocated assets, supporting public safety, utilities operations, community development, parks maintenance, capital investments,

and public outreach. It is currently comprised of over 280 diverse layers of geospatial and attribute information, covering the city and beyond. Layers include but are not limited to pipeline utilities, trees, public safety, city facilities, General Plan, parks assets and more.

City Enterprise GIS Basemap - The core of the EGR, the Enterprise GIS Basemap is the City's foundational map data layers (including but not limited to addresses, streets, parcels, ownership, general plan and zoning designations, multiyear aerial imagery and key-related attributes). These layers make daily city business possible, from building permits to field work orders to environmental compliance and sustainability to core public safety activities such as 911 calls.

Statistics and information related to Enterprise GIS activities can be found in the infographic below (Attachment 1), indicating Enterprise GIS Basemap updates since October 16, 2022, records count in the EGR by department, as well as infoMap usage statistics by functionality.

System Updates and Data - critical system updates are continually being performed in several areas, listed below.

- **MapSantaClara** : A web-based application providing tailored access and reporting functionality to the public (<https://map.santaclaraca.gov/>). This popular app received over 20,000 visits over the current reporting period offering insights to the public on GIS related data. The property report and census data workflows were updated during this reporting period.
- **Open Data Geospatial Portal** : A web-based repository providing public access to GIS datasets, the Open Data Portal benefits the community by providing access to important datasets for mapping, analysis and reporting (<https://public-gis-missioncity.opendata.arcgis.com/>). In this reporting period, data was updated to match current records, including commonly requested data such as parcels, addresses, zoning codes, and streets.
- **Story Maps**: Specialized web-based GIS interactive maps that facilitate information dissemination and increase the level of service to the public, including Development Projects (<http://santaclaraca.gov/devprojects>) and Live Traffic Cameras (<http://santaclaraca.gov/trafficcams>). Partnering with the Comms Team and Community Development Department, the Development Projects application was updated to showcase how the city is growing. In addition, the Live Traffic Cameras story map, having been successfully operational for the past decade, has a refreshed application architecture in support of live public camera access and reliability.
- **Public Safety**: GIS integrations and dedicated datasets are in place supporting the Police and Fire Departments, and are being maintained with regularity, including map data for the Computer Aided Dispatch (CAD) system and police mobile data computers (MDCs). The GIS team supports GPS functionality built into every response vehicle, as well as the central command capabilities for events at Levi's Stadium and around the city.
- **Enterprise Permitting**: GIS integration with the Enterprise Permit Management System provides location validation for over 500,000 existing permit records. Using web map data services, Basemap datasets are available for search to confirm the status of addresses and parcels where citizens require permits to build or modify their homes and businesses.

- Enterprise Asset Management (EAM) : New assets continue to be mapped and added to the EAM Program, including boulevard islands, which will allow work orders to be assigned to these City areas and maintenance activities to be tracked. This in turn works to enhance preventative maintenance efforts, in addition to keeping the city clean.
- Regional GIS Collaboration and Coordination : Collaboration with neighboring cities, the County of Santa Clara, and other government agencies to ensure regional timely and quality data acquisition and sharing. Through an ongoing agreement, the City receives fresh annual high-resolution aerial imagery, which is the foundational GIS layer for the City Basemap.
- Steady State GIS: Fulfilled numerous requests from departments, including the Council Districts boundary update; printable wall maps of Police Beats to aid new officers during their training, orientation, operations, and reporting; analysis and map of available undeveloped City-owned properties North of US 101; map of citywide permitted accessory dwelling units; geospatial and property ownership data request to aid the Housing Element Update program; and General Plan Amendment updates.

ENVIRONMENTAL REVIEW

This is an informational report only and no action is being taken by the City Council, and no environmental review under the California Environmental Quality Act ("CEQA") is required.

FISCAL IMPACT

There is no cost to the City associated with this report other than administrative time and expense.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Note and file the Informational Report regarding the Bi-annual Project Status Report of the GIS Services Program.

Reviewed by: Gaurav Garg, Director of Information Technology/CIO

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Infographic - Enterprise Geospatial Program Activity

Enterprise Geospatial Program Activity

Enterprise Geospatial Repository

November 1, 2022 - April 15, 2023

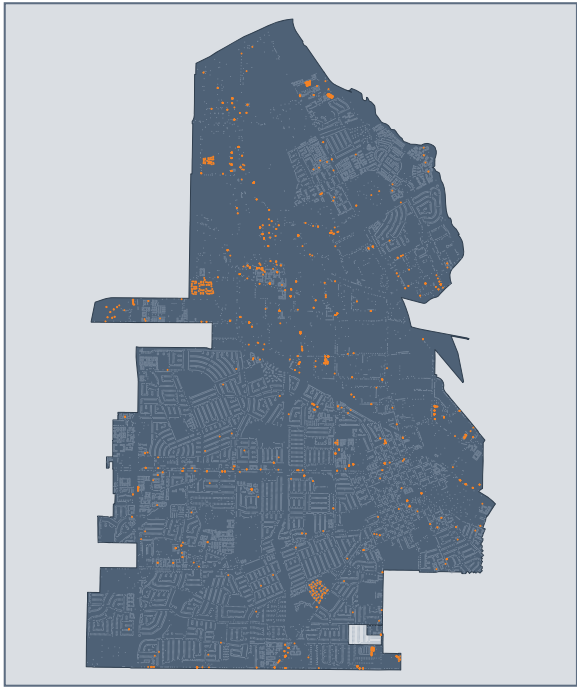
InfoMap (<http://infomap.santaclaraca.gov/>) provides City Staff easy access to up-to-date and accurate GIS data, and printable maps and reports. These services and their supporting data facilitate operations in land records, public works, fire services, emergency management, law enforcement, planning and development, elections, health and human services, and many others.

MapSantaClara (<https://map.santaclaraca.gov/>), an interactive city map, provides the City's residents, businesses, and developers with quick access to information about Santa Clara.

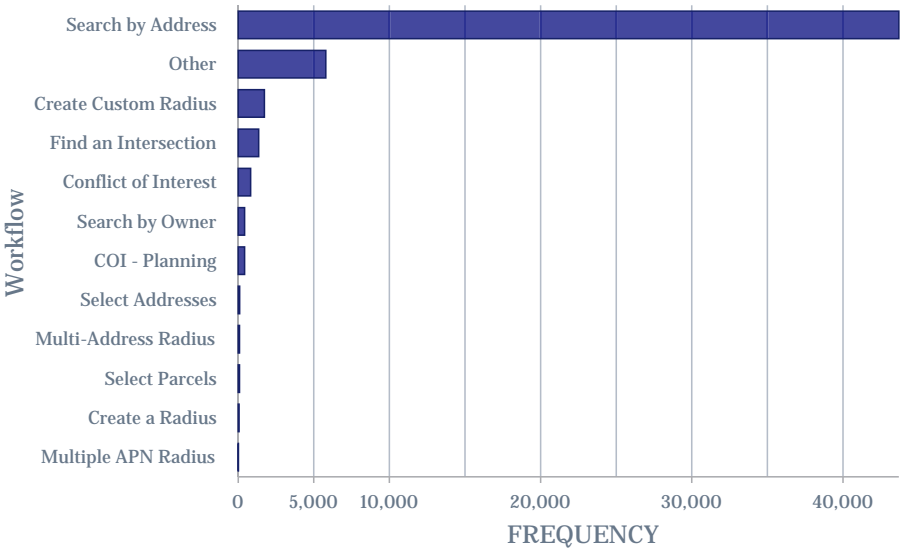
Addresses Updated

2,761 Address Updates

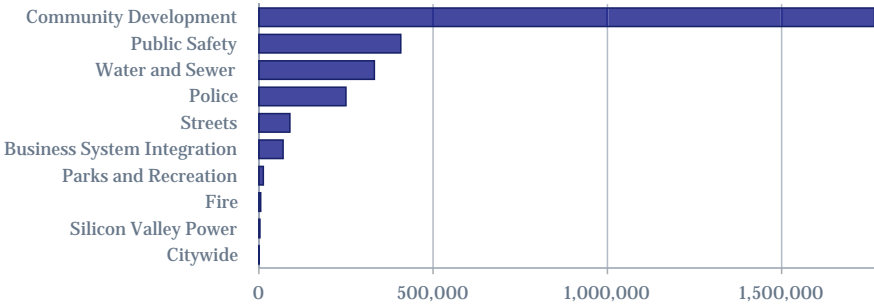
The number of addresses updated represents address points that have been edited. An edit includes when an address is newly created, repositioned, or has an attribute change. This value is dependent on requests from stakeholders.



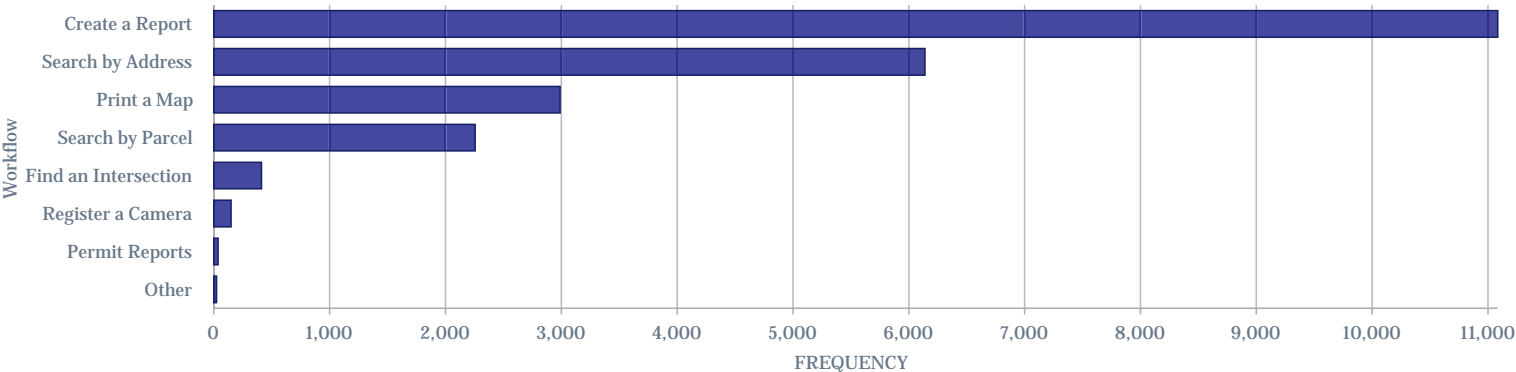
InfoMap Usage by Functionality



EGR Record Count by Department



MapSantaClara Usage by Functionality





Agenda Report

23-601

Agenda Date: 6/6/2023

REPORT TO STADIUM AUTHORITY BOARD

SUBJECT

Action on Stadium Authority Bills and Claims for the Month of April 2023

BOARD PILLARS

Enhance Community Engagement and Transparency

Ensure Compliance with Measure J and Manage Levi's Stadium

BACKGROUND

Disbursements made by the Stadium Authority are based on invoices submitted for payment. Prior to payment, staff reviews all disbursement documents to ensure that the invoiced goods or services have been provided.

The Bills and Claims listing represents the cash disbursements required of normal and usual operations during April 2023. Budget control is set by the Stadium Authority Board through the budget adoption process.

DISCUSSION

Effective August 31, 2022, the Stadium Authority and Stadium Manager agreed to the timely payment of Shared Stadium Expenses and other budgeted expenses in accordance with the Annual Stadium Authority Budget, except for buffet expenses invoiced pursuant to Section 4.6.1 of the Stadium Lease. The Stadium Authority maintains the right to confirm and dispute submitted charges from the 2021-22 fiscal year and subsequent years during a fiscal-year-end reconciliation/true-up. This is primarily done to address any concerns regarding improper allocation, calculation, lack of support, or failure to comply with applicable contracts or laws, among other reasons. The Stadium Authority may raise such questions with respect to any charge at any time before a fiscal year-end reconciliation/true-up and the Stadium Manager must assess and respond to such questions in good faith.

At its March 7, 2023 meeting, the Stadium Authority Board adopted the Santa Clara Stadium Authority Fiscal Year 2023-24 Operating, Debt Service, and Capital Budget which runs from April 1, 2023 to March 31, 2024. Expenses paid in April 2023 include:

- Payments totaling \$141,875.53 to the City of Santa Clara for reimbursement of General and Administrative (G&A) City payroll costs (e.g.: Executive Director's Office (City Manager's Office), Counsel's Office (City Attorney's Office), and Treasurer's Office (Finance Department))
- Payment totaling \$1,381,156.04 to Forty Niners Stadium Management Co, LLC for April 2023 Stadium Manager Expenses
- Payment totaling \$20,844,381.00 to Stadium Funding Trust for Term A Loan - Principal & Interest

- Payment totaling \$105,432.27 to Cupertino Electric for CapEx Project - Distribution - High Voltage (PMSGT, Battery & 12KV Main Circuit Breakers)
- Payment totaling \$8,542.33 to Dell Marketing L.P. for CapEx Project - IT: Replacement of end-of-life end User Equipment
- Payment totaling \$389,291.00 to Devcon Construction, Inc for CapEx Project - New Seating (Bowl Padded Seat Replacement)
- Payment totaling \$58,840.45 to EyeP Solutions, Inc for the following:
 - \$15,500.00 for CapEx Project - Software Upgrade to Genetec 5.8
 - \$41,486.66 for CapEx Project - Bowl Camera Upgrade/Refurbishment
 - \$1,853.79 for CapEx Project - License Plate Reader at Vehicle Entry Gates
- Payment to Hanson Bridgett LLP for Legal Services (March 2023)
- Payment totaling \$4,863.99 to InTWO, Inc for FMS Monthly Services (March 2023)
- Payment totaling \$17,519.75 to M. Arthur Gensler Jr. & Associates, Inc for the following:
 - \$1,710.00 for CapEx Project - Smoke Evacuation System - Fire Smoke Curtain Replacement
 - \$1,925.00 for CapEx Project - Overhead Doors, Motors, Sensors, and Track Replacements
 - \$13,884.75 for CapEx Project - Concrete Replacements
- Payment totaling \$1,319.76 to Pivot Interiors for an Office Chair (SCSA)

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to section 15378(b)(4) of Title 14 of the California Code of Regulations in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

The fiscal impact to the Stadium Authority is itemized above.

COORDINATION

This report has been coordinated with the Stadium Authority Counsel’s Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the list of Stadium Authority Bills and Claims for April 2023.

Reviewed by: Kenn Lee, Treasurer

Approved by: Jōvan D. Grogan, Executive Director

ATTACHMENTS

1. April 2023 SCSA Bills and Claims

Santa Clara Stadium Authority
Bills and Claims
Expenses Paid by Wire or ACH Transfer
For the Month of April 2023

| Payment Date | Vendor | Invoice No. | Description | Fund | Amount | |
|-------------------------|---|----------------|---|--------------|------------|---------------|
| 4/17/2023 | Bank of America | N/A | March 2023 Bank Fees (Account 0444) | CapEx | 1,613.84 | |
| 4/17/2023 | Bank of America | N/A | March 2023 Bank Fees (Account 0425) | Operating | 323.68 | |
| | | | | | | 1,937.52 |
| 4/19/2023 | City of Santa Clara | N/A | B2306 SCSA Admin Payroll Costs | Operating | 78,260.99 | |
| 4/28/2023 | City of Santa Clara | N/A | B2307 SCSA Admin Payroll Costs | Operating | 63,614.54 | |
| | | | | | | 141,875.53 |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Security | Operating | 119,983.70 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Stadium Ops | Operating | 348,892.49 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Engineering | Operating | 206,615.90 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Guest Services | Operating | 49,481.86 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Groundskeeping | Operating | 49,879.59 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - SBL Sales & Service | Operating | 179,299.00 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Insurance | Operating | 69,787.22 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Utilities | Operating | 247,842.84 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Use of StadCo TI | Operating | 538.22 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Naming Rights | Operating | 46,808.74 | |
| 4/3/2023 | Forty Niners Stadium Management Co, LLC | SLS-23967 | April 2023 Stadium Manager Expenses - Other G&A | Operating | 62,026.48 | |
| | | | | | | 1,381,156.04 |
| 4/15/2023 | Stadium Funding Trust | N/A | Term A Loan - Principal & Interest | Debt Service | | 20,844,381.00 |
| 4/12/2023 | Cupertino Electric | 90081 | CapEx Project - Distribution - High Voltage (PMSGT, Battery & 12KV Main Circuit Breakers) | CapEx | 50,974.20 | |
| 4/12/2023 | Cupertino Electric | 91683 | CapEx Project - Distribution - High Voltage (PMSGT, Battery & 12KV Main Circuit Breakers) | CapEx | 54,458.07 | |
| | | | | | | 105,432.27 |
| 4/18/2023 | Dell Marketing L.P. | 10647699784 | CapEx Project - IT: Replacement of end-of-life end User Equipment | CapEx | 1,556.47 | |
| 4/18/2023 | Dell Marketing L.P. | 10653785166 | CapEx Project - IT: Replacement of end-of-life end User Equipment | CapEx | 6,985.86 | |
| | | | | | | 8,542.33 |
| 4/10/2023 | Devcon Construction, Inc | 87899 | CapEx Project - New Seating (Bowl Padded Seat Replacement) | CapEx | | 389,291.00 |
| 4/10/2023 | EyeP Solutions, Inc | 23-83 | CapEx Project - Software Upgrade to Genetec 5.8 | CapEx | 15,500.00 | |
| 4/10/2023 | EyeP Solutions, Inc | 23-84 | CapEx Project - Bowl Camera Upgrade/Refurbishment | CapEx | 41,486.66 | |
| 4/10/2023 | EyeP Solutions, Inc | 23-114 | CapEx Project - License Plate Reader at Vehicle Entry Gates | CapEx | 1,853.79 | |
| | | | | | | 58,840.45 |
| 4/28/2023 | Hanson Bridgett LLP | 1344905 | March 2023 Legal Services | Operating | | |
| 4/18/2023 | InTWO, Inc | 29978 | FMS Monthly Services (March 2023) | Operating | | 4,863.99 |
| 4/10/2023 | M. Arthur Gensler Jr. & Associates, Inc | 1051368 | CapEx Project - Smoke Evacuation System - Fire Smoke Curtain Replacement | CapEx | 1,140.00 | |
| 4/10/2023 | M. Arthur Gensler Jr. & Associates, Inc | 1054617 | CapEx Project - Smoke Evacuation System - Fire Smoke Curtain Replacement | CapEx | 570.00 | |
| 4/10/2023 | M. Arthur Gensler Jr. & Associates, Inc | 1051369 | CapEx Project - Overhead Doors, Motors, Sensors, and Track Replacements | CapEx | 1,400.00 | |
| 4/10/2023 | M. Arthur Gensler Jr. & Associates, Inc | 1054621 | CapEx Project - Overhead Doors, Motors, Sensors, and Track Replacements | CapEx | 525.00 | |
| 4/10/2023 | M. Arthur Gensler Jr. & Associates, Inc | 1054625 | CapEx Project - Concrete Replacements | CapEx | 13,884.75 | |
| | | | | | | 17,519.75 |
| 4/10/2023 | Pivot Interiors | PJIN-000083755 | Office Chair (SCSA) | Operating | | 1,319.76 |
| April 2023 Total | | | | | | |



Agenda Report

23-206

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Public Hearing: Adoption of a Resolution Approving the Levy of Benefit Assessment upon the City of Santa Clara Parking Maintenance District No. 122 - Franklin Square

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

Parking Maintenance District No. 122 (PMD 122) was formed in 1965 for the parking lots, arcades, fountains, sidewalks, landscaping, irrigation, lights, and utilities within Franklin Square, which is bounded by Benton Street, Homestead Road (formerly known as Liberty Street), Monroe Street, and Jackson Street. From 1965 - 2002, the cost of maintenance and operation of PMD 122 was divided between the City and property owners. There have been several changes in how maintenance and operation costs have been collected over the years and in 2002 the City Council passed a motion at a public hearing in which the City assumed all future costs for operation and maintenance and in May 2003 adopted Resolution 7026. Under the collection method contained in Resolution 7026, the property owners contribute annually to pay for capital repairs of the parking lot and associated walkways. The fixed annual contribution from the property owners totals \$14,200, less the earned interest on the accumulating balance. The City, through the General Fund, is responsible for covering the costs for annual maintenance and operations of PMD 122 and that has continued to be the arrangement through the present day.

On April 18, 2023, Council adopted a Resolution of Intention (Resolution No. 23-9217) related to the proposed maintenance assessments for PMD 122. In addition, the Resolution established June 6, 2023 as the date that City Council would hear testimony and act upon the attached Resolution (Attachment 1) and Director's Report (Attachment 2).

DISCUSSION

The proposed FY 2023/24 assessment to property owners will be \$12,019. Per the terms of PMD 122, accrued interest earned in FY 2021/22 in the amount of \$2,181 will be used to reach the \$14,200 annual requirement. These funds are placed into an account that generates interest income and are used to pay for capital repair projects as needs arise. At the end of FY 2021/22 the interest-bearing account contained \$156,961.

The final recommended operating budget is \$136,990 for FY 2023/24, which is \$531 less than the FY 2022/23 expenditure budget, primarily due to a small decrease to interfund services which includes overhead. The operating budget includes funding for routine maintenance and operation performed by the Department of Public Works as well as contractors, which is all funded by the General Fund. This includes regular maintenance for landscaping, trees, and parking lot/walkway sweeping. There

are no proposed Capital outlay expenditures to cover maintenance and improvements of parking lots and associated walkways in FY 2023/24. Both parking lots at the complex were resurfaced and striped during the summer of 2019. The work was funded by previously collected property owner assessments.

Proposition 218 requires that written ballots be sent and returned if there are proposed increases greater than any previously approved assessments. Since the proposed assessments of \$12,019 (\$14,200 minus \$2,181 in interest) for FY 2023/24 are less than the greatest previously approved assessments, no ballots and approvals are required from the property owners. Therefore, staff recommends overruling any protests if received. The assessments to the property owners cannot be sent out until the Director's Report is approved at a public hearing.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

Approval of the assessment maintains the funding source for future capital repairs to parking lots and walkways located within Franklin Square. The City's General Fund remains as the funding source for routine maintenance and operating costs for the Downtown Parking Maintenance District. The total proposed FY 2023/24 expenditure budget for Parking Maintenance District No. 122 is \$136,990.

COORDINATION

This report has been coordinated with the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

On May 24, 2023, the Notice of Public Hearing for the June 6, 2023 Council meeting was published in the Santa Clara Weekly. In addition, the notice was posted at the City Clerk's Office, as well as at the public information desk at each City of Santa Clara public library and mailed to all property owners within the District.

ALTERNATIVES

1. Adopt a Resolution approving the levy of benefit assessment upon the City of Santa Clara Parking Maintenance District No. 122 and approving, confirming, and adopting the Director's Report for FY 2023/24.
2. Do not adopt a Resolution to move forward with collecting the property owner assessments for FY 2023/24.

RECOMMENDATION

Alternative 1: Adopt a Resolution approving the levy of benefit assessment upon the City of Santa Clara Parking Maintenance District No. 122 and approving, confirming, and adopting the Director's Report for FY 2023/24.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Resolution
2. Director's Report FY 2023/24
3. Notice of Public Hearing

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
APPROVING THE LEVY OF BENEFIT ASSESSMENT UPON THE
CITY OF SANTA CLARA PARKING MAINTENANCE DISTRICT
NO. 122 AND APPROVING, CONFIRMING AND ADOPTING
DIRECTOR'S REPORT FOR FISCAL YEAR 2023/24**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, pursuant to Chapter 16.10, Article VI, Sections 16.10.490 and 16.10.500 of the Santa Clara City Code ("City Code"), on May 6, 2003, Council adopted Resolution No. 7026, "A Resolution of Intention to Order that the Alternative Method for the Levy of Benefit Assessment be made Applicable to City of Santa Clara Parking Maintenance District No. 122, Providing for Notice of Hearing Thereon, Approving Director's Report and Providing for Notice of Hearing on Director's Report;"

WHEREAS, the Council did declare in Resolution No. 23-9217 its intention to order that the amount necessary to pay the costs and expenses of the maintenance and operation of the public automobile parking places, covered pedestrian lanes and walkways, fountains and landscaping in the District be raised by an annual special benefit assessment apportioned according to benefits among the several lots or parcels of property within the City of Santa Clara Parking Maintenance District ("District") in accordance with the formula therefore, and more particularly set forth in the Resolution of Intention in accordance with and pursuant to the City Code;

WHEREAS, notice of hearing any and all protests in relation to the levy of benefit assessments and the formula and Report was given by causing a copy of the Resolution of Intention to be duly posted, published and mailed in the time, form and manner provided by in the Code all as more particularly appears from the certificates and affidavits thereof on file in the office of the City Clerk; whereupon the hearing thereon was duly and regularly held at the time and place advertised in the Resolution of Intention;

WHEREAS, pursuant to Sections 10107 and 10108 of Chapter 2, Division 12 of the Streets and

Highways Code of the State of California, and Chapter 26 of Part 3 of Division 7 of said Code, all as provided in Chapter 16.10 of the Code of the City of Santa Clara, on the 30th day of March, 1965, this Council adopted its Resolution No. 1581, a Resolution creating "City of Santa Clara Parking Maintenance District No. 122" ("Parking Maintenance District") in the City for the purpose of paying the costs and expenses of acquiring, constructing, reconstructing, installing, extending, enlarging, repairing, improving, maintaining and operating public automobile parking places, covered pedestrian lanes and walkways, fountains, and landscaping therein then existing or thereafter to be constructed in and for the Parking Maintenance District, and of benefit to said maintenance district, but not of benefit to the City of Santa Clara as a whole, including the cost of necessary repairs, replacements, water, fuel, power, gas, electric current, care, supervision and any and all other items necessary for the proper maintenance and operation thereof, and all additions, improvements and enlargements thereto which may thereafter be made;

WHEREAS, said proceedings provided that this Council shall, in addition to all other taxes, annually fix and levy a special assessment tax upon the real property (land and improvements) within the Parking Maintenance District as therein provided, sufficient to raise a determined amount of money to pay all or part of said costs of maintenance and operation;

WHEREAS, the Director of Public Works ("Director") did cause a written report ("Report") to be prepared and filed with the City Clerk of the City, which provides the basis for the levy of benefit assessments for the cost and expenses of maintenance and operation on all lots or parcels of property within the District which the Report sets forth the amounts to be provided in the budget for maintenance and operation, a description of each lot or parcel of property by a legal description, assessor's parcel number or other description sufficient to identify the same, and the amount of the assessment to be levied for the fiscal year 2022/23 against each lot or parcel of property;

WHEREAS, Proposition 218 passed on November 5, 1996, added Articles XIII C and XIII D to

the State of California Constitution which requires the property owners within a Maintenance District to approve the continuation of the Maintenance District, and annually approve any increase in assessments. On June 24, 1997, a sufficient vote of ballots was received as revised in order to approve the continuation of the Maintenance District;

WHEREAS, procedures of approval require the preparation of a report on how the assessments were prepared and based, but this year a written ballot need not be returned to the Director's Office in order to determine the approval of the proposed assessment for the Maintenance District because this year's assessment is not greater than the greatest previously approved assessment amount;

WHEREAS, persons interested, objecting thereto, filed written protests with the Director at or before the time set for hearing, and all persons interested, desiring to be heard were given an opportunity to be heard and all matters and things pertaining thereto were fully heard and considered by the Council;

WHEREAS, the Council has remedied and corrected any errors or informalities in the Director's Report and has revised and corrected any of the acts or determinations of the various City officials as contained therein, and is fully informed of the contents; and,

WHEREAS, said Council is fully informed in the matter.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That a weighted vote, based on the assessment to each property, was not needed to approve the proposed annual assessments for said District because this year's assessment is less than the greatest previously approved assessment.
2. That all written protests, objections and other written communications regarding the amount of the assessment, the formula for the assessment levy, and the Director's Report were read at a noticed public hearing and all persons desiring to be heard were fully heard, and each of them are hereby overruled.

3. That the public interest and convenience require that the cost and expenses of acquiring, constructing, reconstructing, installing, extending, enlarging, repairing, improving, maintaining, and operating public automobile parking places, covered pedestrian lanes and walkways, fountains and landscaping therein now existing or hereafter to be constructed in and for the District and of benefit to the District, but not of benefit to the City as a whole, including the cost of necessary repairs, replacements, water, fuel, power, gas, electric current, care, supervision and any and all other items necessary for the proper maintenance and operation thereof, and of all additions, improvements and enlargements thereto which may hereafter be made, be raised by an annual special benefit assessment in accordance with and pursuant to the provisions for the alternative method for the levy of benefit assessments in maintenance districts in said City as provided in Chapter 16.10, Article VI, of the Code on all lots or parcels of property within the District.

4. That the costs and expenses of capital repairs to the parking lots and internal walkways within the District shall annually be assessed either partly or wholly upon the several lots and parcels of property within the District benefited thereby by apportioning the costs and expenses according to benefits among the several lots or parcels of property within the District in accordance with the following formula:

A. Each assessment shall be determined on the basis of the gross floor area of the building located upon the lot or parcel of property assessed.

B. For the purposes of the formula herein, gross floor area shall mean that area computed from the outside dimensions of the building, including all and not excluding corridors and other design features, and aggregated for each additional story or mezzanine floor and any basement area.

5. That the formula for the apportionment of benefits in the annual assessment levies be, and it is hereby, finally approved, confirmed, and adopted by this Council.

6. That the Director's Report and assessment roll, and each of the assessments therein as

duly revised and corrected be, and they are hereby, approved, confirmed, and adopted.

7. That the special benefit assessments shall be levied and collected annually upon the last equalized secured and utility tax rolls upon which ad valorem property taxes are collected. They shall be in addition to all other ad valorem property taxes levied, and shall be collected together with, and not separate therefrom, and enforced in the same manner and by the same person and at the same time and with the same penalties and interest as are said ad valorem property taxes. All laws applicable to the collection and enforcement of ad valorem property taxes shall be applicable to the special benefit assessment levy, and the assessed lot or parcel of property, if sold for taxes, shall be subject to redemption in the same manner as such real property is redeemed from the sale for ad valorem property taxes, and if not redeemed, shall in like manner pass to the purchaser.

8. That the Report together with the certificate of the City Clerk as to the fact and date of approval, confirmation and adoption by this Council, shall forthwith be delivered to the Director of Finance of this City who shall thereafter deliver the Report to the officer of the County of Santa Clara designated by law to extend ad valorem property taxes upon the tax roll, and the proper County officer shall cause to be posted to the tax rolls, in the column provided therefor, the amount of each of the special benefit assessments proposed to be levied and collected for said fiscal year as set forth in said Report as confirmed.

9. That the City Clerk shall forward a certified copy of this Resolution to the Director of Finance of the City and to the officer designated by law to extend ad valorem property taxes upon the tax roll on which they are collected.

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10. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED
AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING
THEREOF HELD ON THE ____ DAY OF _____, 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Director's Report FY 2023/24

DIRECTOR'S REPORT
CITY OF SANTA CLARA
PARKING DISTRICT NO. 122 MAINTENANCE DISTRICT
FISCAL YEAR 2023/24

June 6, 2023

ASSESSMENT FORMULA

Fiscal Year 2023/24
City of Santa Clara, California

Parking District No. 122 Maintenance District

The formula upon which the annual assessment levy, for the payment of the costs and expenses of maintaining and operating the improvements, and providing funds for future parking lots and associated walkways, exceptional maintenance and improvements, within Parking District No. 122 Maintenance District, including the costs and expenses incidental thereto, will be apportioned according to benefits among the several lots or parcels of property within the Maintenance District for the Fiscal Year 2023/24 is as follows:

- Costs and expenses are to be shared between the City and property owners as below:

- a. City shall pay for the operation and maintenance cost on a 100% basis.
- b. Property owners shall pay \$14,200 annually, less interest from prior years' property owners operation and maintenance assessments as of June 30, 2002, to be kept in a fund to be used towards future exceptional maintenance and improvements of parking lots and associated walkways and appurtenances.

- Each assessment shall be determined on the basis of the gross floor area of the building located upon the lot or parcel of property assessed.

- For the purposes of the formula herein, gross floor area shall mean that area computed from the outside dimensions of the building and not excluding corridors and other design features and aggregated for each additional story or mezzanine floor and any basement area.

DIRECTOR'S REPORT

ASSESSMENT for Fiscal Year 2023/24 City of Santa Clara, California

Parking District No. 122 Maintenance District

I, Craig Mobeck, Director of Public Works for the City of Santa Clara, California, pursuant to the provisions of Section 16.10.490 of the Code of the City of Santa Clara, hereby make this report and following benefit assessment to cover the costs and expenses of maintaining and operating the improvement within Parking District No. 122 Maintenance District of said City, including the costs and expenses incidental thereto, to be paid by said Maintenance District.

The amount to be paid therefor by said Maintenance District for the Fiscal Year 2023/24 is as follows:

| <u>Expenditures</u> | <u>As Preliminarily Approved</u> | <u>As Finally Approved</u> |
|-------------------------------------|---|---------------------------------------|
| Routine Maintenance & Operation | \$ 133,269.00 | \$ 136,990.00 |
| Exceptional Maintenance and Repairs | \$ 0.00 | \$ 0.00 |
| TOTAL COST | \$ 133,269.00 | \$ 136,990.00 |

Funding for FY 2023/24 Expenditures

| | | |
|--|----------------------|----------------------|
| Exceptional Maintenance & Improvement From Fund Balance Reserve | \$0.00 | \$ 0.00 |
| Contribution from City General Fund (001) | \$ 133,269.00 | \$ 136,990.00 |
| TOTAL | \$ 133,269.00 | \$ 136,990.00 |

Property Owner Assessment

| | | |
|--|--------------------|--------------------|
| Owner's Annual Assessment | \$14,200.00 | \$14,200.00 |
| Less Accrued Interest of Owner's Fund Balance | [\$2,181.00] | [\$2,181.00] |
| TOTAL NET ASSESSMENT | \$12,019.00 | \$12,019.00 |
| <i>(Goes to Fund Balance Reserve)</i> | | |

And I do hereby assess and apportion the amount said costs and expenses, including the costs and expenses incidental thereto, upon the several lots or parcels of property liable therefor and benefited thereby, in proportion to the benefits to be received by such lots or parcels of property, from the maintenance and operation thereof and more particularly set forth in the list hereto attached and by reference made a part hereof.

Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the assessor's maps of the County of Santa Clara for the Fiscal Year 2023/24 to the right of the parcel numbers and include all of such parcel.

Date: _____

Craig Mobeck, Director of Public Works

BUDGET

Fiscal Year 203/24
City of Santa Clara, California

Parking District No. 122 Maintenance District

| <u>Expenditures</u> | <u>As Preliminarily Approved</u> | <u>As Finally Approved</u> | |
|--|---|---------------------------------------|--|
| Maintenance & Operation: | \$ 133,269.00 | \$ 136,990.00 | Labor, materials, supplies, and equipment to maintain Parking Maintenance District No. 122 including, but not limited to water, sewer, and electrical costs, sweeping of parking lots and mall area, maintenance of pavement, striping, landscaping, mall fountains, City supervision (50% of labor and fringe benefits of Street Maintenance Worker III). |
| Exceptional Maintenance and Improvements of Parking Lots and Associated Walkways | \$ 0.00 | \$ 0.00 | |
| TOTAL COST | \$ 133,269.00 | \$ 136,990.00 | |

Funding for FY 2023/24 Expenditure

| | | |
|---|-----------------------|-----------------------|
| Owner's Reserve for Exceptional Maintenance & Improvement Fund Balance: | [\$ 0.00] | [\$ 0.00] |
| Contribution from City General Fund (001): | <u>[\$133,269.00]</u> | <u>[\$136,990.00]</u> |
| Owner's Annual Assessment | \$14,200.00 | \$14,200.00 |
| Less Accrued Interest on Owners' Fund Balance: | <u>[\$2,181.00]</u> | <u>[\$2,181.00]</u> |
| Total Net Assessment: | \$12,019.00 | \$12,019.00 |

ASSESSMENT

Fiscal Year 2023/24
City of Santa Clara, California

Parking District No. 122 Maintenance District

| Name & Address of Owner | Assessor's Parcel Number | (2) As Finally Confirmed | (1) As Preliminarily Approved | Gross Floor Area (sq. ft.) | % of Total Floor Area |
|--|---|---|--|---------------------------------------|----------------------------------|
| Green Valley Corporation 777 N. First Street, 5 th Floor San Jose, CA 95112 | 269-22-111 | \$2,512.81 | \$2,512.81 | 13,305.22 | 20.907 |
| Ramiro Hermosillo Trust 3121 Riddle Rd. San Jose, CA 95117 | 269-22-110 | \$1,328.46 | \$1,328.46 | 7,034.13 | 11.053 |
| John DeMartini Trustee & Et al. 477 9 th Avenue Ste 107 San Mateo, CA 94402 | 269-22-108 | \$1,607.90 | \$1,607.90 | 8,513.76 | 13.378 |
| David DeLozier Trustee 1162 Carmel Way Santa Clara, CA 95050 | 269-22-098 | \$1,406.22 | \$1,406.22 | 7,445.88 | 11.700 |
| T & I Real Estate Solutions 364 Appian Way Union City, CA 94587 | 269-22-103 | \$ 262.01 | \$ 262.01 | 1,387.35 | 2.180 |
| Alice May-Wan Chan 20015 Bella Vista Saratoga, CA 95070 | 269-22-102 | \$ 151.20 | \$ 151.20 | 800.59 | 1.258 |
| Ross L. Peterson Et al. 10 Enterprise Dr. Corte Madera, CA 94925 | 269-22-105 | \$ 378.48 | \$ 378.48 | 2,004.02 | 3.149 |

ASSESSMENT

Fiscal Year 2023/24
City of Santa Clara, California

Parking District No. 122 Maintenance District

| Name & Address of Owner | Assessor's Parcel Number | (2) As Finally Confirmed | (1) As Preliminarily Approved | Gross Floor Area (sq. ft.) | % of Total Floor Area |
|---|---|-------------------------------------|--|---------------------------------------|----------------------------------|
| Robert Freitas Et al. 255 Washington Street Milpitas, CA 95035 | 269-22-104 | \$ 314.42 | \$ 314.42 | 1,664.82 | 2.616 |
| Gillmor Properties LLC 1201 Franklin Mall Santa Clara, CA 95050 | 269-22-113 | \$ 406.36 | \$ 406.36 | 2,151.67 | 3.381 |
| Thomas Mitchell Trustee & Et al. 1291 Franklin Mall Santa Clara, CA 95050 | 269-22-106 | \$1,506.35 | \$1,506.35 | 7,976.00 | 12.533 |
| Vitarelli Family LP 925 Circle Drive Santa Clara, CA 95050 | 269-22-101 | \$ 416.46 | \$ 416.46 | 2,205.13 | 3.465 |
| Vitarelli Family LP 925 Circle Drive Santa Clara, CA 95050 | 269-22-100 | \$ 232.93 | \$ 232.93 | 1,233.34 | 1.938 |
| Gillmor Properties LLC 1201 Franklin Mall Santa Clara, CA 95050 | 269-22-115 | \$1,138.08 | \$1,138.08 | 6,026.07 | 9.469 |
| Gillmor Properties LLC 1201 Franklin Mall Santa Clara, CA 95050 | 269-22-114 | \$ 357.32 | \$ 357.32 | 1,892.02 | 2.973 |
| TOTAL | | \$12,019.00 | \$12,019.00 | 63,640.00 | 100% |

I, the Assistant City Clerk of the City of Santa Clara, hereby certify that the foregoing assessment in the amounts set forth in Column (2) unless Column (2) is blank, in which event the amounts in Column (1) apply, was approved and confirmed by the City Council of said City on _____, 2023.

Nora Pimentel, MMC
Assistant City Clerk
City of Santa Clara

City of Santa Clara

Regarding the Levy of Benefit Assessment Applicable to the Santa Clara Parking Maintenance District No. 122, and Approval of Distribution of Director's Report Fiscal Year 2023/24

NOTICE IS HEREBY GIVEN that the Director of Public Works has requested a report, in writing, to be prepared and filed with the City Clerk, which provides the basis for the levy of benefit assessments for the costs of maintenance and operation on all lots or parcels of property within said maintenance district. Said report sets forth the amounts to be provided in the budget for maintenance and operation; a description of each lot or parcel of property in the maintenance district, by a legal description, assessor's parcel number or other description sufficient to identify the same; and the amount of assessment to be levied for the fiscal year 2023/24 against each lot or parcel of property. Said report is open to public inspection.

Said report will be heard by the Council at its meeting to be held on Tuesday, June 6, 2023, at 7:00 p.m. or as soon as thereafter as the matter may be heard in chambers and virtually, at which time said Council will examine said report and hear all persons interested therein. The City of Santa Clara is conducting City Council meetings in a hybrid manner in-person (City Hall Council Chambers, 1500 Warburton Avenue, Santa Clara) and continues to have methods for the public to participate remotely.

- o Via Zoom:
- o <https://santaclaraca.zoom.us/j/99706759306> Meeting ID: 997-0675-9306
- o Phone 1(669) 900-6833

How to Submit Written Public Comment Before City Council Meeting:

1. Use the eComment tab located on the City Council Agenda page

<https://santaclarala.legistar.com/Calendar.aspx>.

eComments are directly sent to the iLegislate application used by City Council and staff, and become part of the public record. eComment closes 15 minutes before the start of a meeting.

2. By email to clerk@santaclaraca.gov by 12 p.m. the day of the meeting. Those emails will be forwarded to the Council and will be uploaded to the City Council Agenda as supplemental meeting material. Emails received after the 12 p.m. cutoff time up through the end of the meeting will form part of the meeting record. Please identify the Agenda Item Number in the subject line of your email.

NOTE: Please note eComments and Emails received as public comment will not be read aloud during the meeting.

Any interested owner, objecting to the amount of the assessment on any lot or parcel of property owned by him, may file with the City Clerk at or before the hour fixed for hearing a protest, in writing, signed by him, describing the lot or parcel of property so that it may be identified, and stating the grounds of his/her protest, and may appear at said hearing and be heard in regard thereto.

Americans with Disabilities Act (ADA): In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1-408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.

Please see the above-mentioned options citizens may participate in the upcoming

hearing. Submit written and/or oral comments directly to the City Clerk, 1500 Warburton Avenue, Santa Clara, California, 95050; telephone 408-615-2220.
Nora Pimentel, MMC, Assistant City Clerk



Agenda Report

23-209

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Public Hearing: Adoption of a Resolution Approving the Levy of Benefit Assessment Upon the Santa Clara Convention Center Complex - Maintenance District No. 183

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

The original lease agreements between the Redevelopment Agency of the City of Santa Clara, Santa Clara Convention Hotel Limited Partnership (Hotel) and SCCC Associates II (Techmart) provided for the formation of the Santa Clara Convention Center Complex - Maintenance District No. 183 (MD 183). These agreements also served to apportion the funds necessary to maintain and operate the common improvements serving the Convention Center, Hotel, and Techmart. Hudson Techmart Commerce Center LLC currently owns Techmart, Hyatt Regency Santa Clara is the current Hotel owner, and the Convention Center building is owned by the City of Santa Clara. Each of these three parties are responsible for a share of the maintenance assessment, which is set by the annual budget.

In June 1986, Council Adopted Resolution 5081 that formed MD 183 and established the mechanism for funding maintenance and operations on an annual basis. There are two components of this annual funding. The first component is the overall cost of maintaining and operating the general infrastructure consisting of things such as pavement, sidewalk, walkways, covered walkways, signs, landscaping etc. In addition to the cost of maintaining and operating the common areas, the proposed total cost includes expenses relating to the City's cost to administer MD 183, insurance, and utilities. The cost for these items is split by 39.64 percent to the City of Santa Clara (City), 22.94 percent to the Hyatt Regency Hotel (Hyatt), and 37.42 percent to Hudson Techmart Commerce Center LLC (Techmart). The second component includes the cost of maintaining and operating permanent parking controls such as fixed signage, electronic signage, and other parking related equipment. The costs for these items are allocated 30.04 percent to the City, 22.12 percent to the Hyatt, and 47.84 percent to Techmart. The third and final component includes the costs for maintaining and operating temporary parking controls such as moveable barriers, temporary parking attendants and guards, adjustable gates, and signage. The costs for these items are allocated by 78.72 percent to the City, 10.64 percent to the Hyatt, and 10.64 percent to Techmart.

A Director's Report for each maintenance district is required to be prepared each fiscal year by the Director of Public Works, setting forth the budget for the ensuing year, the formula for the annual assessment levy and a description of each property, including the amount of assessment to be levied against each lot. A copy of the Director's Report for the District for FY 2023/24 has been prepared and is attached (Attachment 1). This Report has also been filed with the City Clerk.

Proposition 218, passed by the voters of California in November 1996, made significant changes to the method and manner of approving assessments for maintenance districts. Proposition 218 requires that written ballots be sent and returned if there are proposed increases greater than any previously approved assessments. A written majority of ballots, weighted according to the proportional financial obligation, needs to be received to approve any proposed annual increase. Copies of the Director's Report were mailed to each of the owners in Maintenance District No. 183 apprising them of the proposed formula, including the amount of the individual assessment. Staff notified property owners and any interested tenants about scheduled meetings on April 5, 2023 and May 3, 2023 to discuss the Director's Report and the assessment district procedures.

DISCUSSION

On April 18, 2023, the City Council adopted a Resolution of Intention (Resolution No. 23-9218, Attachment 2) related to the proposed FY 2023/24 special benefit assessments for MD 183, which is bounded by Tasman Drive, Great America Parkway, and San Tomas Aquino Creek. In addition, the Resolution of Intention established June 6, 2023 as the date that City Council would hear testimony and act upon the attached report prepared by the Director of Public Works.

Per Proposition 218 requirements, since the proposed FY 2023/24 operational and maintenance costs of \$1,774,119 is approximately \$104,000 less than the greatest previously approved assessments, ballots and approvals are not required from all members of MD 183. Decreases are due to the proposed road work which was already budgeted in FY 2022/23 and scheduled for completion in FY 2023/24. Members of PMD 183 reviewed and discussed the proposed budget.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

The total expenditure budget in the FY 2023/24 Proposed Operating Budget for the Convention Center Maintenance District Fund is \$1,919,119. Of that, \$145,000 is prior year's surplus that is budgeted in FY 2023/24 for asphalt paving rehabilitation work. The remaining budget of \$1,774,119 reflects a decrease in the total cost for operation and maintenance. In FY 2023/24, the proposed budget includes the assessments from the three property owners totaling \$1,774,119.

The proposed assessments by property owner are as follows: \$805,383 from the City of Santa Clara (Santa Clara Convention Center); \$374,265 from the Hyatt Regency Hotel; and \$594,471 from the Hudson Techmart Commerce Center. The funds to pay for the proposed assessment for the City's portion (formerly that of the Redevelopment Agency) are budgeted as a transfer from the General Fund.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board

outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

Copies of the Director's Report were mailed to each of the owners in Maintenance District No. 183 apprising them of the proposed formula, including the amount of the individual assessment. Staff notified property owners and any interested tenants about scheduled meetings on April 5, 2023 and May 3, 2023 to discuss the Director's Report and the assessment district procedures.

ALTERNATIVES

1. Adopt a resolution approving the levy of benefit assessment upon the Santa Clara Convention Center Complex - Maintenance District No.183, and approving, confirming, and adopting the Director's Report for FY 2023/24.
2. Do not adopt a Resolution to move forward with collecting the property owner assessments and provide Staff with further direction on funding the assessments.

RECOMMENDATION

Alternative 1:

Adopt a resolution approving the levy of benefit assessment upon the Santa Clara Convention Center Complex - Maintenance District No. 183, and approving, confirming, and adopting the Director's Report for FY 2023/24.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Director's Report FY 2023/24
2. Resolution No. 23-9218
3. Notice of Public Hearing
4. Resolution

DIRECTOR'S REPORT
CITY OF SANTA CLARA
SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
FISCAL YEAR 2023/2024

4/18/23

COUNCIL APPROVED: (proposed June 6, 2023)

Director of Public Works/City Engineer

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California
SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023/2024
DIRECTOR'S REPORT**

The Director of Public Works/City Engineer of the City of Santa Clara, California, pursuant to the provisions of Section 16.10.490 of the Code of the City of Santa Clara, hereby makes this report and the following special benefit assessment to cover the costs and expenses of maintaining and operating the improvements within Santa Clara Convention Center Complex Maintenance District No. 183 of said City, including the costs and expenses incidental thereto, to be paid by said Maintenance District. The amount to be paid therefore by said Maintenance District for the Fiscal Year 2023-24 is as follows:

| | <u>As Finally Confirmed</u> |
|--|-----------------------------|
| Maintenance and Operations | \$1,639,119 |
| Permanent Parking Controls | \$15,000 |
| Reserve for Dynamic Parking Controls | \$265,000 |
| Exceptional Improvements | \$0 |
| Funds Advanced by and to be Repaid to City | \$0 |
| TOTAL COST | \$1,919,119 |
| Less Amount of Surplus From Prior Years: | |
| Convention Center | \$57,478 |
| Hyatt Corporation - A Delaware Limited Liability Corporation | \$33,263 |
| Hudson Techmart Commerce Center L.L.C | \$54,259 |
| Amount of Reserves: | \$0 |
| Amount of Contribution: | \$0 |
| BALANCE OF ASSESSMENT | \$1,774,119 |

And I do thereby assess and apportion the amount of said costs and expenses, including the costs and expenses incidental thereto, upon the several lots or parcels of property liable therefore and specially benefited thereby, in proportion to the benefits to be received by each lot or parcel of property, from the maintenance and operation thereof and more particularly set forth in the list hereto attached and by reference made a part hereof.

Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the assessor's maps of the County of Santa Clara for Effective Roll Year 2023-24 to the right of the parcel numbers and include all of such parcel.

I hereby certify to the best of my professional knowledge and experience that each of the identified benefiting properties located within the District receives a special benefit over and above the benefits conferred to the public at large and that the amount of the assessment is proportional to the benefits specially received or enjoyed by each parcel or property within the District.

Date: _____
Director of Public Works
City of Santa Clara

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183**
City of Santa Clara, California
SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-24

DIRECTOR'S REPORT

TABLE 1. BUDGET

| Category | Estimated Cost | Description Of Category |
|--|--------------------|---|
| Maintenance and Operation | 1,639,119 | Labor, materials, supplies and equipment to maintain and operate Maintenance District No. 183 including, but not limited to water, sewer, electrical and other utility costs, sweeping of parking lots, maintenance of pavement and sidewalks, pavement striping, signs, fountains, landscaping, storm drains, lighting, space frames, parking structure, bridges, other common improvements, City supervision and management of maintenance district, insurance, contingencies, and incidental expenses. |
| Permanent Parking Controls | \$15,000 | Labor, materials, supplies and equipment to maintain and operate fixed directional signs, electronic signs, automatic vehicle counting devices, cashiering stations, ticket printer, dispensers, card readers, cashier booths, including regularly scheduled parking attendants and guards. |
| Dynamic Parking Controls | \$265,000 | Labor, materials, supplies and equipment to maintain and operate movable barriers and barrier placement, special parking attendants and guards, implementation of adjustable gates, special directional signs, and implementation of electronic signs. |
| Exceptional Improvements | \$0 | Special improvement project benefiting special parcel. |
| Funds Advanced by and to be Repaid to City | \$0 | For deficits which occurred in prior years |
| TOTAL COST | \$1,919,119 | |

| | | |
|------------------------------|---------------------------------------|--------------------|
| Less | Amount of Surplus From Prior Years: | |
| | City of Santa Clara | \$57,478 |
| | Hyatt Regency Hotel Santa Clara | \$33,263 |
| | Hudson Techmart Commerce Center L.L.C | \$54,259 |
| | Amount of Reserves: | \$0 |
| | Amount of Contribution: | \$0 |
| | | |
| BALANCE OF ASSESSMENT | | \$1,774,119 |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

**SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-24
DIRECTOR'S REPORT**

TABLE 2. PROPERTY OWNERS TO BE ASSESSED

| Name & Address of Owner | Assessor's Parcel Number | As Preliminarily Approved | As Finally Confirmed |
|--|--------------------------------|---------------------------------|-------------------------|
| City of Santa Clara 1500 Warburton Avenue Santa Clara, CA 95050 Santa Clara Convention Center (Convention Center) | 104-55-017 | \$862,861 | \$805,383 |
| Hyatt Corporation as agent of IA Lodging Santa Clara TRS, L.L.C dba Hyatt Regency Santa Clara Erin Henry – General Manager 5101 Great America Parkway Santa Clara, CA 95054 (Hotel) | 104-55-005 104-55-012 | \$407,528 | \$374,265 |
| Hudson Techmart Commerce Center L.L.C Rebecca Agbuya, Senior Director 2055 Gateway Place, Suite 200 San Jose, CA 95110 (Techmart) | 104-55-013 | \$648,730 | \$594,471 |
| TOTAL | | \$1,919,119 | \$1,774,119 |
| <p>Also Send Copy of Director's Report To:</p> <p>Hyatt Regency Santa Clara Erin Henry– General Manager 5101 Great America Parkway Santa Clara, CA 95054</p> <p>Hudson Techmart Commerce Center L.L.C Rebecca Agbuya, Senior Director 2055 Gateway Place, Suite 200 San Jose, CA 95110</p> | | | |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-2024

DIRECTOR'S REPORT

TABLE 3. BUDGET/ASSESSMENT COMPARISON

| | Budget for Fiscal Year 2022-2023 | | | Budget for Fiscal Year 2023-2024 | | |
|--|----------------------------------|--|--------------------|----------------------------------|--|--------------------|
| | Total Assessment | Reduced by Proportion From Prior Year's Surplus | Net Assessment | Total Assessment | Reduced by Proportion From Prior Year's Surplus | Net Assessment |
| City of Santa Clara (Convention Center) | \$842,700 | \$0 | \$842,700 | \$862,861 | \$57,478 | \$805,383 |
| Hyatt Regency Hotel Santa Clara | \$399,353 | \$0 | \$399,353 | \$407,528 | \$33,263 | \$374,265 |
| Hudson Techmart Commerce Center L.L.C | \$636,066 | \$0 | \$636,066 | \$648,730 | \$54,259 | \$594,471 |
| TOTAL | \$1,878,119 | \$0 | \$1,878,119 | \$1,919,119 | \$145,000 | \$1,774,119 |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

**SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-2024
DIRECTOR'S REPORT**

TABLE 4. FORMULA FOR ASSESSMENT LEVY

| | Category | Estimated Expenditure | City of Santa Clara (Conv. Center) | Hyatt Regency Hotel Santa Clara | Hudson Techmart Commerce Center |
|------|--|-----------------------|------------------------------------|---------------------------------|---------------------------------|
| | | | 39.64% | 22.94% | 37.42% |
| I. | Maintenance and Operations | 1,494,119 | \$592,269 | \$342,751 | \$559,099 |
| | | | 30.04% | 22.12% | 47.84% |
| II. | Permanent Parking Controls | \$15,000 | \$4,506 | \$3,318 | \$7,176 |
| | | | 78.72% | 10.64% | 10.64% |
| III. | Dynamic Parking Controls | \$265,000 | \$208,608 | \$28,196 | \$28,196 |
| | | | | | |
| IV. | Exceptional Improvements | \$0 | \$0 | \$0 | \$0 |
| | | | | | |
| V. | Funds Advanced by/to be Repaid to City | \$0 | \$0 | \$0 | \$0 |
| | | | | | |
| VI. | Surplus Funds from Prior Year | \$0 | \$57,478 | \$33,263 | \$54,259 |
| | TOTAL ASSESSMENT | | \$862,861 | \$407,528 | \$648,730 |

RESOLUTION NO. 23-9218

A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA, OF INTENTION TO ORDER THAT THE ALTERNATIVE METHOD FOR THE LEVY OF BENEFIT ASSESSMENT BE MADE APPLICABLE TO CITY OF SANTA CLARA CONVENTION CENTER COMPLEX MAINTENANCE DISTRICT NO. 183, PROVIDING FOR NOTICE OF HEARING THEREON, APPROVING THE DISTRIBUTION OF THE DIRECTOR'S REPORT, AND PROVIDING FOR NOTICE OF HEARING ON DIRECTOR'S REPORT FOR FISCAL YEAR 2023-24

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, pursuant to Chapter 16.10 of "The Code of the City of Santa Clara, California" ("City Code"), the City Council of the City of Santa Clara, California ("Council") adopted Resolution No. 5081 on June 3, 1986, creating "City of Santa Clara Convention Center Complex Maintenance District No. 183" ("District") in the City of Santa Clara, California ("City"). Resolution No. 5081 also ordered that the costs and expenses of maintaining and operating the on-site public improvements ("Public Improvements") on the property within the District, including the cost of necessary repairs, replacements, fuel, power, electrical current, care, supervision and any and all other items necessary for the proper maintenance and operation of the Public Improvements be raised by the levy of an annual special benefit assessment apportioned according to special benefits conferred among the parcels of property within the District in accordance with a formula set forth in Resolution No. 5081, and in accordance with and pursuant to the provisions for the alternative method for the levy of benefit assessments in maintenance districts in the City as provided in the City Code;

WHEREAS, the Council adopted Ordinance No. 1401 on April 8, 1980, which provided for an alternative method for annually fixing and levying a special benefit assessment within maintenance districts located in the City for said purpose;

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WHEREAS, in the opinion of this Council, the annual costs of maintenance and operation of the Public Improvements shall be appropriately financed pursuant to the provisions of Ordinance No. 1401 and Resolution No. 5081 and related provisions of the City Code;

WHEREAS, pursuant to the provisions of Resolution No. 5081, the City's Director of Public Works has made and filed with the City Clerk a written report ("Director's Report") setting forth the budget, the formula for the annual assessment levy, a description of each lot or parcel of property to be assessed and the amount of the assessment to be levied against each lot or parcel of property in accordance with said formula for Fiscal Year 2023-24. The costs of operation, maintenance, and servicing of improvements to be funded by the District are apportioned to each parcel in proportion to the special benefit it receives;

WHEREAS, City Staff met with the affected property owners on March 1, 2023 to discuss the Director's Report;

WHEREAS, Articles XIIC and XIID of the California Constitution (Proposition 218) requires majority approval of the property owners within the District for any increase in the rate used to calculate the assessment or changes in the methodology by which the assessment is calculated, if that change increases the amount of the assessment imposed on any person or parcel;

WHEREAS, the Director's Report, Ballot, and public hearing notice are to be sent out at least 45 days in advance of the public hearing to all property owners, and any tenants within the District who are responsible for paying each assessment;

WHEREAS, in the event of an assessment that is greater than any previous assessment, a majority weighted vote of the Ballots (weighting determined by an amount of assessment paid), must be received in order to approve any proposed increase in assessment;

WHEREAS, for Fiscal Year 2023-24, the assessments are not increasing and therefore, Proposition 218 requirements does not apply; and

WHEREAS, the Council has duly considered the Director's Report and finds that it is sufficient and does not require modification.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the recitals set forth above are true and correct and by this reference, the Council makes them a part hereof.

2. That the public interest and convenience require and this Council hereby orders that the costs and expenses of acquiring, constructing, reconstructing, installing, extending, enlarging, repairing, improving, maintaining and operating the Public Improvements now existing or hereafter to be constructed in and for the District which benefit the District as a whole, including the cost of necessary repairs, replacements, water, fuel, power, gas, electric current, care, supervision and any and all other items necessary for the proper maintenance and operation thereof, and of all additions, improvements and enlargements thereto which may hereafter be made, be raised by an annual special benefit assessment in accordance with and pursuant to the provisions for the alternative method for the levy of benefit assessments in maintenance districts in the City, as provided in Section 16.10.490 and Section 16.10.500 of the City Code, on all lots or parcels of property within the District.

3. That the costs and expenses of maintaining and operating the Public Improvements within the District shall annually be assessed, either partly or wholly, upon the benefited lots and parcels of property within the District by apportioning the costs and expenses according to benefits in proportion to the special benefits received by each lot or parcel of property within the District in accordance with the formula set forth in EXHIBIT "B" of Resolution No. 5081.

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4. That the City Manager caused a budget to be prepared for the costs of the expenses of maintaining and operating the Public Improvements during fiscal year 2023-24 and the Director of Public Works prepared and filed a Director's Report with the City Clerk which provides the basis for the levy of benefit assessments for the cost of maintenance and operation on all lots or parcels of property within the District.

5. NOTICE IS HEREBY GIVEN that on Tuesday, June 6, 2023, at 4:00 p.m., at its regular meeting place in the Council Chambers at City Hall, 1500 Warburton Avenue, Santa Clara, California, the Council will hold a public hearing during which it will hear any and all evidence and protests relating to said alternative method for the levy of benefit assessments and said formula for the District, and if the assessment is greater than any previous assessment, certify any ballots received and determine any weighted vote necessary, examine said Director's Report and hear all persons interested therein. Any interested property owner, who objects to the alternative method for the levy of benefit assessments, the formula, or to the amount of the assessment on any lot or parcel of property owned by him/her, may file a signed written protest with the City Clerk before the commencement of the Council meeting during which the public hearing will be held, describing the lot or parcel of property owned by him/her so that it may be identified and stating the grounds of his/her protest. The property owner may appear at the hearing and be heard with regard to his/her protest.

6. The City Clerk is hereby authorized and directed to a) post a copy of notice of hearing on or near the Council Chamber door or any bulletin board in or adjacent to the City Hall and b) publish a copy of notice of hearing at least once in a newspaper of general circulation, pursuant to City Code Section 16.10.490(p).

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7. The Director of Public Works is hereby authorized and directed to give notice of said hearing by mailing a copy of this Resolution of Intention and Director's Report, postage prepaid to record owners of any lot or parcel of property subject to a benefit assessment to pay said costs of maintenance and operation, as determined by the last assessment roll. This Resolution will be available for public inspection in the City Clerk's office; and said mailing shall be done at least forty-five (45) days, and posting and publication shall be completed not less than ten (10) days, prior to the date fixed (June 6, 2023) for the hearing.

8. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A AND A REGULAR MEETING THEREOF HELD ON THE 18TH DAY OF APRIL, 2023, BY THE FOLLOWING VOTE:

| | | |
|------------|-------------|--|
| AYES: | COUNCILORS: | Becker, Chahal, Hardy, Jain, Park, and Watanabe, and Mayor Gillmor |
| NOES: | COUNCILORS: | None |
| ABSENT: | COUNCILORS: | None |
| ABSTAINED: | COUNCILORS: | None |

ATTEST:



NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:
1. Director's Report

DIRECTOR'S REPORT
CITY OF SANTA CLARA
SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
FISCAL YEAR 2023/2024

4/18/23

COUNCIL APPROVED: (proposed June 6, 2023)

Director of Public Works/City Engineer

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California
SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023/2024
DIRECTOR'S REPORT**

The Director of Public Works/City Engineer of the City of Santa Clara, California, pursuant to the provisions of Section 16.10.490 of the Code of the City of Santa Clara, hereby makes this report and the following special benefit assessment to cover the costs and expenses of maintaining and operating the improvements within Santa Clara Convention Center Complex Maintenance District No. 183 of said City, including the costs and expenses incidental thereto, to be paid by said Maintenance District. The amount to be paid therefore by said Maintenance District for the Fiscal Year 2023-24 is as follows:

| | <u>As Finally Confirmed</u> |
|--|-----------------------------|
| Maintenance and Operations | \$1,639,119 |
| Permanent Parking Controls | \$15,000 |
| Reserve for Dynamic Parking Controls | \$265,000 |
| Exceptional Improvements | \$0 |
| Funds Advanced by and to be Repaid to City | \$0 |
| TOTAL COST | \$1,919,119 |
| Less Amount of Surplus From Prior Years: | |
| Convention Center | \$57,478 |
| Hyatt Corporation - A Delaware Limited Liability Corporation | \$33,263 |
| Hudson Techmart Commerce Center L.L.C | \$54,259 |
| Amount of Reserves: | \$0 |
| Amount of Contribution: | \$0 |
| BALANCE OF ASSESSMENT | \$1,774,119 |

And I do thereby assess and apportion the amount of said costs and expenses, including the costs and expenses incidental thereto, upon the several lots or parcels of property liable therefore and specially benefited thereby, in proportion to the benefits to be received by each lot or parcel of property, from the maintenance and operation thereof and more particularly set forth in the list hereto attached and by reference made a part hereof.

Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the assessor's maps of the County of Santa Clara for Effective Roll Year 2023-24 to the right of the parcel numbers and include all of such parcel.

I hereby certify to the best of my professional knowledge and experience that each of the identified benefiting properties located within the District receives a special benefit over and above the benefits conferred to the public at large and that the amount of the assessment is proportional to the benefits specially received or enjoyed by each parcel or property within the District.

Date: _____
Director of Public Works
City of Santa Clara

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183**
City of Santa Clara, California
SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-24

DIRECTOR'S REPORT

TABLE 1. BUDGET

| Category | Estimated Cost | Description Of Category |
|--|--------------------|---|
| Maintenance and Operation | 1,639,119 | Labor, materials, supplies and equipment to maintain and operate Maintenance District No. 183 including, but not limited to water, sewer, electrical and other utility costs, sweeping of parking lots, maintenance of pavement and sidewalks, pavement striping, signs, fountains, landscaping, storm drains, lighting, space frames, parking structure, bridges, other common improvements, City supervision and management of maintenance district, insurance, contingencies, and incidental expenses. |
| Permanent Parking Controls | \$15,000 | Labor, materials, supplies and equipment to maintain and operate fixed directional signs, electronic signs, automatic vehicle counting devices, cashiering stations, ticket printer, dispensers, card readers, cashier booths, including regularly scheduled parking attendants and guards. |
| Dynamic Parking Controls | \$265,000 | Labor, materials, supplies and equipment to maintain and operate movable barriers and barrier placement, special parking attendants and guards, implementation of adjustable gates, special directional signs, and implementation of electronic signs. |
| Exceptional Improvements | \$0 | Special improvement project benefiting special parcel. |
| Funds Advanced by and to be Repaid to City | \$0 | For deficits which occurred in prior years |
| TOTAL COST | \$1,919,119 | |

| | | |
|------|---------------------------------------|--------------------|
| Less | Amount of Surplus From Prior Years: | |
| | City of Santa Clara | \$57,478 |
| | Hyatt Regency Hotel Santa Clara | \$33,263 |
| | Hudson Techmart Commerce Center L.L.C | \$54,259 |
| | Amount of Reserves: | \$0 |
| | Amount of Contribution: | \$0 |
| | | |
| | BALANCE OF ASSESSMENT | \$1,774,119 |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

**SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-24
DIRECTOR'S REPORT**

TABLE 2. PROPERTY OWNERS TO BE ASSESSED

| Name & Address of Owner | Assessor's Parcel Number | As Preliminarily Approved | As Finally Confirmed |
|--|--------------------------------|---------------------------------|-------------------------|
| City of Santa Clara 1500 Warburton Avenue Santa Clara, CA 95050 Santa Clara Convention Center (Convention Center) | 104-55-017 | \$862,861 | \$805,383 |
| Hyatt Corporation as agent of IA Lodging Santa Clara TRS, L.L.C dba Hyatt Regency Santa Clara Eron Hodges – General Manager 5101 Great America Parkway Santa Clara, CA 95054 (Hotel) | 104-55-005 104-55-012 | \$407,528 | \$374,265 |
| Hudson Techmart Commerce Center L.L.C Rebecca Agbuya, Senior Director 2055 Gateway Place, Suite 200 San Jose, CA 95110 (Techmart) | 104-55-013 | \$648,730 | \$594,471 |
| TOTAL | | \$1,919,119 | \$1,774,119 |
| <p>Also Send Copy of Director's Report To:</p> <p>Hyatt Regency Santa Clara Eron Hodges – General Manager 5101 Great America Parkway Santa Clara, CA 95054</p> <p>Hudson Techmart Commerce Center L.L.C Rebecca Agbuya, Senior Director 2055 Gateway Place, Suite 200 San Jose, CA 95110</p> | | | |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-2024

DIRECTOR'S REPORT

TABLE 3. BUDGET/ASSESSMENT COMPARISON

| | Budget for Fiscal Year 2022-2023 | | | Budget for Fiscal Year 2023-2024 | | |
|--|----------------------------------|--|--------------------|----------------------------------|--|--------------------|
| | Total Assessment | Reduced by Proportion From Prior Year's Surplus | Net Assessment | Total Assessment | Reduced by Proportion From Prior Year's Surplus | Net Assessment |
| City of Santa Clara (Convention Center) | \$842,700 | \$0 | \$842,700 | \$862,861 | \$57,478 | \$805,383 |
| Hyatt Regency Hotel Santa Clara | \$399,353 | \$0 | \$399,353 | \$407,528 | \$33,263 | \$374,265 |
| Hudson Techmart Commerce Center L.L.C | \$636,066 | \$0 | \$636,066 | \$648,730 | \$54,259 | \$594,471 |
| TOTAL | \$1,878,119 | \$0 | \$1,878,119 | \$1,919,119 | \$145,000 | \$1,774,119 |

**SANTA CLARA CONVENTION CENTER COMPLEX
MAINTENANCE DISTRICT NO. 183
City of Santa Clara, California**

**SPECIAL BENEFIT ASSESSMENT for Fiscal Year 2023-2024
DIRECTOR'S REPORT**

TABLE 4. FORMULA FOR ASSESSMENT LEVY

| | Category | Estimated Expenditure | City of Santa Clara (Conv. Center) | Hyatt Regency Hotel Santa Clara | Hudson Techmart Commerce Center |
|------|--|-----------------------|------------------------------------|---------------------------------|---------------------------------|
| | | | 39.64% | 22.94% | 37.42% |
| I. | Maintenance and Operations | 1,494,119 | \$592,269 | \$342,751 | \$559,099 |
| | | | 30.04% | 22.12% | 47.84% |
| II. | Permanent Parking Controls | \$15,000 | \$4,506 | \$3,318 | \$7,176 |
| | | | 78.72% | 10.64% | 10.64% |
| III. | Dynamic Parking Controls | \$265,000 | \$208,608 | \$28,196 | \$28,196 |
| | | | | | |
| IV. | Exceptional Improvements | \$0 | \$0 | \$0 | \$0 |
| | | | | | |
| V. | Funds Advanced by/to be Repaid to City | \$0 | \$0 | \$0 | \$0 |
| | | | | | |
| VI. | Surplus Funds from Prior Year | \$0 | \$57,478 | \$33,263 | \$54,259 |
| | TOTAL ASSESSMENT | | \$862,861 | \$407,528 | \$648,730 |

City of Santa Clara

Notice of Public Hearing Regarding the Levy of Benefit Assessments Applicable to the Santa Clara Convention Center Maintenance District No. 183, and Approval of Distribution of Director's Report Fiscal Year 2023-24

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Clara has determined and fixed its regularly scheduled meeting of June 6, 2023 at 7:00 p.m., or as soon thereafter as the matter may be heard in chambers and virtually as the location, date and time to conduct a public hearing to consider the passage of a resolution as follows: "a Resolution of the City of Santa Clara, California, approving the levy of benefit assessment upon the Santa Clara Convention Center Complex Maintenance District No. 183, and approving, confirming and adopting Director's Report for Fiscal Year 2023 -2024."

The purpose of the public hearing is to provide City staff with an opportunity to present the City Council and the public with information concerning the proposed assessments (\$968,736 total) to the property operators, to pay towards maintenance repairs of the Santa Clara Convention Maintenance District No. 183 and the proposed determination of the City to pay all of the remaining costs (\$805,383) for routine maintenance and operation of the property and improvements of the Santa Clara Maintenance District No. 183. A total of 3 operators pay for the assessments. The public may submit written comments prior to, or make oral presentations, at the public meeting.

The City of Santa Clara is conducting City Council meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- o Via Zoom:
- o <https://santaclaraca.zoom.us/j/99706759306> Meeting ID: 997-0675-9306
- o Phone 1(669) 900-6833

How to Submit Written Public Comment Before City Council Meeting:

1. Use the eComment tab located on the City Council Agenda page

<https://santaclara.legistar.com/Calendar.aspx>.

eComments are directly sent to the iLegislate application used by City Council and staff, and become part of the public record. eComment closes 15 minutes before the start of a meeting.

2. By email to clerk@santaclaraca.gov by 12 p.m. the day of the meeting. Those emails will be forwarded to the Council and will be uploaded to the City Council Agenda as supplemental meeting material. Emails received after the 12 p.m. cutoff time up through the end of the meeting will form part of the meeting record. Please identify the Agenda Item Number in the subject line of your email. **NOTE:** Please note eComments and Emails received as public comment will not be read aloud during the meeting. As always, the public may view the meetings on SantaClaraCA.gov, Santa Clara City Television (Comcast cable channel 15 or AT&T U-verse channel 99), or the livestream on the City's YouTube channel or Facebook page.

A copy of the above Resolution and Director's Report will be made available for public inspection in the City Clerk's Office, City Hall, 1500 Warburton Avenue, Santa Clara, California.

Americans with Disabilities Act (ADA): In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1-408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.

Please see the above-mentioned options citizens may participate in the upcoming hearing. Submit written and/or oral comments directly to the City Clerk, 1500 Warburton Avenue, Santa Clara, California, 95050; telephone 408-615-2220.

Nora Pimentel, Assistant City Clerk

RESOLUTION NO. 23-

**A RESOLUTION OF THE CITY OF SANTA CLARA,
CALIFORNIA, APPROVING THE LEVY OF BENEFIT
ASSESSMENT UPON THE SANTA CLARA CONVENTION
CENTER COMPLEX MAINTENANCE DISTRICT NO. 183, AND
APPROVING, CONFIRMING, AND ADOPTING DIRECTOR'S
REPORT FOR FISCAL YEAR 2023-24**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, pursuant to the provisions of Chapter 16, Article II, Division 5.1 of the Santa Clara City Code ("City Code") on May 13, 1986, Council adopted Resolution No. 5068, "A Resolution of Intention to Form Santa Clara Convention Center Complex Maintenance District No. 183 and to Order that the Alternative Method for the Levy of Benefit Assessments be Made Applicable Thereto;"

WHEREAS, after proceedings to that end duly held on June 3, 1986, the Council adopted Resolution No. 5081, "A Resolution of Intention to Order that the Alternative Method for the Levy of Benefit Assessments be Made Applicable to City of Santa Clara Convention Center Complex Maintenance District No. 183, Providing for Notice of Hearing Thereon, Approving Director's Report, and Providing for Notice of Hearing on Director's Report;"

WHEREAS, pursuant to Article VI of Chapter 16.10 of the City Code), the City Manager or designee has caused to be prepared a budget for the costs and expenses of maintaining and operating within the City of Santa Clara Convention Center Complex Maintenance District No. 183 ("District") the local public improvements for the fiscal year 2023-24, including (a) the gross amount required for the costs and expenses of maintaining and operating the improvements; (b) the surplus balance available at the end of the preceding fiscal year for such purposes; (c) the amount, if any, to be contributed to pay any part of the costs and expenses; (d) the amount, if any, to be repaid to the City for funds advanced by it to pay deficiencies which occurred in prior years; and (e) the balance of the amount necessary to pay the costs and expenses;

WHEREAS, pursuant to Resolution No. 23-9218 and the City Code, the Director of Public

Works has made and filed with the City Clerk a written report ("Director's Report") for fiscal year 2023-24, which provides the basis for the levy of benefit assessments for the cost of maintenance and operation on all lots or parcels of property within the District, and the Director's Report sets forth the budget, the formula or formulae for the annual assessment levy, a description of each lot or parcel of property in the District, Assessor's Parcel Number or other description sufficient to identify the same, the amount of assessment to be levied for fiscal year 2023-24 against each lot or parcel of property, and such other information as will be necessary or useful in applying the formula or formulae;

WHEREAS, on April 18, 2023 this Council duly considered the Director's Report and found that each and every part thereof was sufficient and that neither the Director's Report nor any part thereof required modification, and ordered that the Director's Report shall be open to public inspection;

WHEREAS, Proposition 218 passed on November 5, 1996, added Articles XIII C and XIII D to the State of California Constitution which requires property owners within the District to annually approve any assessment increase that is more than any previous assessment;

WHEREAS, procedures of approval required the preparation of a Director's Report on how the assessments were prepared and based;

WHEREAS, pursuant to Resolution No. 23-9218 and the provisions of the City Code, notice of hearing any and all protests in relation to the Director's Report and any of the matters contained therein was given by causing notice of public hearing to be posted at Santa Clara City Hall on April 21, 2023, published in the Santa Clara Weekly, a newspaper of general circulation, on May 24, 2023, and mailed to all property owners in the Maintenance District on April 21, 2023, as provided by the City Code, all as more particularly appears from the certificates and affidavits thereof on file in the office of the City Clerk of the City, whereupon the hearing on the Report was duly and regularly held at the time and place advertised in the notice and in Resolution No. 23-9218;

WHEREAS, the Director's Report, and public hearing meeting notice were timely provided to the entities within the District who are responsible for paying the assessments;

WHEREAS, for Fiscal Year 2023-24, the assessments are not increasing and therefore, Proposition 218 ballot requirements do not apply;

WHEREAS, persons interested, objecting thereto, filed written protests with the City at or before the time set for hearing, and all persons interested, desiring to be heard were given an opportunity to be heard and all matters and things pertaining thereto were fully heard and considered by the Council; and

WHEREAS, the Council has remedied and corrected any errors or informalities in the Director's Report and has revised and corrected any of the acts or determinations of the various City officials as contained therein and is fully informed of the contents.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That a weighted vote, based on the assessment to each property, was not needed to approve the proposed annual assessments for said District because this year's assessment is not greater than the greatest previously approved assessment.
2. That all written protests, objections and other written communications were read at a noticed public hearing and all persons desiring to be heard were fully heard, and that no majority protest exists.
3. That the Director's Report and each and every part thereof contained all the matters and things called for by Resolution No. 5081 and the City Code, including the budget, the formula or formulae for the annual assessment levy, Assessor's Parcel Number or other description sufficient to identify the same, the amount of the assessment to be levied against each lot or parcel of land in accordance with the formula or formulae, and such other information as will be necessary or useful in applying the formula adopted by the Council.

4. That the Director's Report and assessment roll, and each of the assessments therein as duly revised and corrected be, and they are hereby approved, confirmed and adopted.

5. That the special benefit assessments shall be levied and collected annually upon the last equalized secured and utility tax rolls upon which ad valorem property taxes are collected. They shall be in addition to all other ad valorem property taxes levied, and shall be collected together with, and not separate therefrom, and enforced in the same manner and by the same persons and at the same time and with the same penalties and interest as are ad valorem property taxes. All laws applicable to the collection and enforcement of the ad valorem property taxes shall be applicable to the special benefit assessment levy, and the assessed lot or parcel of property, if sold for taxes, shall be subject to redemption in the same manner as such real property is redeemed from the sale for ad valorem property taxes, and if not redeemed, shall in like manner pass to the purchaser.

6. That the Director's Report, together with a certified copy of this Resolution, shall forthwith be delivered to the Director of Finance of this City, who shall thereafter deliver the Director's Report to the officer of the County of Santa Clara designated by law to extend ad valorem property taxes upon the tax roll. Proper County officer shall cause to be posted to the tax rolls, in a column provided therefor, the amount of each of the special benefit assessments proposed to be levied and collected for the fiscal year as set forth in the Director's Report as confirmed.

7. That the City Clerk shall forward a certified copy of this Resolution and Director's Report to the City Manager, Director of Public Works, and Director of Finance of this City and to the officer designated by law to extend ad valorem property taxes upon the tax roll on which they are collected.

8. Constitutionality, severability. If any section, subsection, sentence, clause, phrase, or word of this resolution is for any reason held by a court of competent jurisdiction to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the

remaining portions of the resolution. The City of Santa Clara, California, hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, phrase, and word thereof, irrespective of the fact that any one or more section(s), subsection(s), sentence(s), clause(s), phrase(s), or word(s) be declared invalid.

9. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 6 DAY OF JUNE 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST:

NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Director's Report



Agenda Report

23-447

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Public Hearing: Action on Resolutions Approving Water, Sewer and Recycled Water Amended Rates to be Effective July 1, 2023

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

In November 1996, California voters approved Proposition 218, which amended the State Constitution to establish a new category of fees and charges referred to as “property-related fees and charges” and created new procedural requirements for their adoption. Under these requirements, water, sewer, and recycled water service proposed fees or charges are subject to a written notice and public hearing not less than 45 days after the mailing of the notice, and protest procedure for their approval. At the public hearing, all protests against the proposed fees or charges are tabulated and if protests are presented by a majority of utility customers (50% plus 1), the fees or charges cannot be imposed. If there is not a majority of utility customers protesting the proposed fees or charges, Council can make and act on a motion to approve increases. The required number of protests needed to deny Council the option to approve rate increases is 11,910.

The City updates the rates it charges Santa Clara residents and businesses for water, sewer, and recycled water services on an annual basis. Each of these three utilities is self-sustaining and rates are adopted to pay for revenue requirements associated with operations and maintenance (O&M) costs, capital improvement program (CIP) projects and, when possible and feasible, the funding for reserves associated with the respective utility systems.

Staff is seeking approval of the attached resolutions assigning water and recycled water rates (Attachment 1), and sewer rates (Attachment 2) to be effective July 1, 2023.

The Water & Sewer Utilities Department engaged Black & Veatch Management Consulting, LLC (Black & Veatch) to conduct an ongoing study of water, sewer, and recycled water rates charged to City residents and businesses.

DISCUSSION

In the fall of 2021, the City conducted a competitive procurement, and in December 2021, entered into a new agreement with Black & Veatch for consulting services related to rate setting for the next five (5) years.

As in years past, Black & Veatch conducted a cost-of-service analysis for all three utilities, projected three years of rates and created a ten-year financial plan to fund O&M and capital expenditures with

adequate reserves. Black & Veatch also updated the Rate Study (Attachment 3) to reflect funding reserves analysis and financial plans on cost-of-service analyses. The methodology in the rate study allocates cost components of each utility's operation and capital costs to customers and customer classes within each utility based on their use of the respective utilities.

Water Rates

The potable water rates charged to Santa Clara residents and businesses are primarily driven by wholesale water purchases, O&M costs, and capital improvements for rehabilitation and replacement of aging infrastructure. The San Francisco Public Utilities Commission (SFPUC) voted on May 9, 2023 to raise the rates it charges to its wholesale customers by 9.7% for FY 2023/24. On May 16, 2023, the Santa Clara Valley Water District (Valley Water) Board adopted a 14.5% increase for FY 2023/24. The City's Water Utility is proposing to complete approximately \$20.3 million in CIP projects over the next five years to address aging infrastructure and ensure ongoing water quality standards are met. These costs, including O&M costs, have resulted in the need to propose an 8.7% increase in the potable water rate. For an average residential customer that uses 12 units (1 unit=1 HCF=748 gallons) of water, the monthly water bill will increase by \$7.68. In addition, there is a 5.9% average increase in minimum monthly charges for the water meter based on its size.

Sewer Rates

The sewer rates charged to Santa Clara customers are primarily driven by the City's contribution to the capital and O&M costs at the San José-Santa Clara Regional Wastewater Facility (RWF), of which the City is a co-owner. O&M and capital costs on the City's collection system are also drivers of sewer rates. The RWF has been undergoing a large rehabilitation/replacement project that may last upwards of 30 years. Santa Clara's share of this project's costs is currently budgeted to be approximately \$98 million over the next five (5) years. The Sewer Utility issued \$50 million in financing in 2020, in the form of a rolling line of credit to mitigate the rate impacts of the RWF capital project and to ensure generational equity as the project is funded; \$20 million has been drawn to date. The City is currently working on the competitive process to re-finance that debt in the form of a fixed-rate credit facility and will return to Council in July for consideration on that issuance. The costs associated with the Sewer Utility have resulted in the need to propose a 3.1% increase for single family residential customers. Based on the cost-of-service analysis, multi-family residential customers, will see a proposed 2.7% increase to their sewer rate. Non-residential customers will see a proposed average 8.0% increase to their sewer rates, however the actual increase for individual customers will be based on their customer class.

If proposed rates are adopted, single family residential customers will see their monthly sewer bill increase by \$1.46 and multi-family residential customers will see their monthly sewer bill increase by \$1.19.

Recycled Water Rates

The recycled water rates charged to City customers are primarily driven by wholesale rates charged by the City of San José through South Bay Water Recycling (SBWR). SBWR's rates are tied to the groundwater charge levied by Valley Water. Per SBWR's letter dated May 15, 2023, the rates charged to the City of Santa Clara to purchase recycled water will increase by 15.4%. These costs along with O&M costs, have resulted in the need to propose a 10.0% increase in the recycled water rate. Recycled water is used by non-residential customers for irrigation, dual plumbing, and various industrial processes.

ENVIRONMENTAL REVIEW

The action being considered is not subject to the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273 as it concerns the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges that are for the purpose of (A) meeting operating expenses, (B) purchasing or leasing supplies, equipment, or materials, (C) meeting financial reserve needs and requirements, or (D) obtaining funds for capital projects necessary to maintain service within existing service areas. As described above, the proposed rate increases will cover operations and maintenance (O&M) costs, capital improvement program (CIP) projects and the funding of reserves associated with the respective utilities' systems.

FISCAL IMPACT

The proposed rates are assumed in the FY2023/2024 Proposed Operating Budget. Failure to adopt the proposed rates will result in lower than expected revenues and the need to amend the upcoming budgets by further drawing down reserve funds for the three utilities and to change the ten-year financial outlook for each of the utilities.

COORDINATION

This report has been coordinated with the Finance Department and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> .

Additionally, On April 11, 2023, which is not less than 45 days before the public hearing, as required by Article XIII D of the California Constitution (Proposition 218), notices were mailed to all 23,817 current utility customers in the City Utility Billing System. Also, staff reached out to utility customers via social media platforms and through the utility rates page on the City's website.

ALTERNATIVES

1. Adopt the Proposed Resolutions Establishing Water Rate Schedule 2023-01, Recycled Water Rate Schedule 2023-02 and Sewer Rate Schedule S-23
2. Do Not Adopt the Proposed Resolutions Establishing Water Rate Schedule 2023-01, Recycled Water Rate Schedule 2023-02 and Sewer Rate Schedule S-23 and Direct Staff to Return to Council with Necessary Budget Amendments.

RECOMMENDATION

Alternative 1: Adopt the Proposed Resolutions Establishing Water Rate Schedule 2023-01, Recycled Water Rate Schedule 2023-02 and Sewer Rate Schedule S-23

Reviewed by: Gary Welling, Director, Water & Sewer Utilities

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Proposed Resolution Establishing Water Rate Schedule 2023-01 & Recycled Water Rate Schedule 2023-02
2. Proposed Resolution Establishing Sewer Rate Schedule S-23
3. Draft 2023 Water and Sewer Rate Study Report by Black & Veatch Management Consulting, LLC

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
ESTABLISHING WATER RATE SCHEDULE 2023-01 AND
RECYCLED WATER RATE SCHEDULE 2023-02 FOR CITY
SERVICE**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, all water furnished to utility customers by the City of Santa Clara shall be charged, paid for and supplied only in accordance with such applicable schedules, rules and regulations as the City Council shall adopt pursuant to the provision of Section 13.15.020 [entitled "Water Rates to be Determined by City Council"] of "The Code of the City of Santa Clara, California" ("SCCC") and the Rules and Regulations for Water Service of the City of Santa Clara;

WHEREAS, Article XIII D of the California Constitution requires that increases to property related fees and charges, including water service rates, be approved by the City Council at a Public Hearing conducted not less than 45 days after mailing notice of the proposed rate increase;

WHEREAS, notice of a Public Hearing to be held on June 6, 2023 was mailed to water utility customers on April 11, 2023, which is more than 45 days prior to the Public Hearing;

WHEREAS, the notice was sent to 23,817 utility customers;

WHEREAS, the Council has reviewed the Water Rate Schedule 2023-01 and Recycled Water Rate Schedule 2023-02 (the "Rate Schedules") attached and incorporated into this Resolution by reference;

WHEREAS, the amounts shown on the Rate Schedules reflect the actual costs to provide utility services; and,

WHEREAS, on June 6, 2023, the Council conducted a Public Hearing, at which it reviewed all protests regarding the proposed rate increases.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That based on a tabulation of all the protests received prior to the close of the Public Hearing, **XXXX** protests were received, which does not constitute a majority of affected water utility customers.

2. In accordance with Article XIID § 6 of the California Constitution and as set forth in the accompanying Agenda Report, incorporated herein by this reference, the City Council finds:

A. The revenue derived from the Water Rates and Recycled Water Rates, as stated in the attached Rate Schedules, do not exceed the funds required to cover the operating and capital improvement project expenses for the provision of water;

B. The revenue derived from the Water Rates and Recycled Water Rates will not be used for any purpose other than the provision of water and recycled water and related capital improvement projects;

C. The Water Rates and Recycled Water Rates will not exceed the proportional cost of the service attributable to each parcel;

D. The Water Rates and Recycled Water Rates are only charged for water service and programs that are currently available;

E. The Water Rates and Recycled Water Rates are not charged for general governmental services.

3. That Water Rate Schedule 2023-01 and Recycled Water Rate Schedule 2023-02, attached to this Resolution and incorporated by this reference, are hereby adopted and shall be effective per Section 4 of this Resolution.

4. All previously adopted water rate schedules, to the extent that they are inconsistent with those contained herein, are superseded by those charges provided for hereinabove as follows: Commencing with the billing cycle for water service provided on or after July 1, 2023, and each subsequent billing cycle thereafter as set forth in Water Rate Schedule 2023-01 and Recycled Water Rate 2023-02.

5. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 6th DAY OF JUNE, 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Water Rate Schedule 2023-01
2. Recycled Water Rate Schedule 2023-02

CITY OF SANTA CLARA
WATER RATE SCHEDULE 2023-01
(Replaces Water Rate Schedule 2022-01)
ADOPTED BY RESOLUTION NO. 23-XXX, June 6, 2023

RATE W-1. METERED POTABLE WATER SERVICE

Applicable to all metered potable water service provided by the City of Santa Clara

(1) **MONTHLY QUANTITY CHARGES:**

All potable water use, \$7.97 per Hundred Cubic Feet (HCF). The Monthly Quantity Charge recovers the annual cost to operate the Water Utility, including groundwater charges, treated water purchased from others for resale, and energy for pumping.

(2) **MINIMUM MONTHLY METER RATES:**

The minimum monthly meter rate includes a consumption allowance to recover fixed cost elements and accommodate water considered essential for health and safety.

| <u>WATER METER SIZE</u> | <u>MINIMUM CHARGE(\$)</u> |
|--------------------------------|----------------------------------|
| 5/8 x 3/4 inch | 21.48 |
| 1 inch | 33.66 |
| 1 ½ inch | 64.10 |
| 2inch | 100.64 |
| 3inch | 198.07 |
| 4inch | 307.67 |
| 6inch | 612.14 |
| 8 inch | 977.49 |
| 10inch | 1,464.63 |
| 12inch | 2,058.33 |

RATE W-2. FIRE SERVICE

(1) **MONTHLY FIRE SERVICE CHARGE:**

| <u>SERVICE SIZE</u> | <u>MONTHLY CHARGE(\$)</u> |
|----------------------------|----------------------------------|
| 2 inch | 2.95 |
| 4 inch | 16.71 |
| 6 inch | 49.15 |
| 8 inch | 104.68 |
| 10 inch | 188.23 |
| 12 inch | 304.21 |

(2) SPECIAL CONDITIONS:

Fire Service charges are imposed for maintenance and operation of the metering components, including capital replacement. No charge will be made for water used to extinguish fires or for testing. Any other usage of water through leakage or for general use shall result in the imposition of regular water service rates (RATE W-1) for a minimum of three (3) billing cycles or longer, until such time as illicit use of water through the fire service connection has ceased.

Continued water usage through a fire service is a violation of City's Rules and Regulations and may cause interruption of service.

RATE W-3. CROSS CONNECTION CONTROLS

Applicability - Applicable to all service connections where a public cross connection control device has been required by the City or County Health Department.

(1) MONTHLY CHARGE:

| <u>SIZE OF SERVICE</u> | <u>MONTHLY CHARGE (\$)</u> |
|------------------------|----------------------------|
| 1 inch | 6.73 |
| 2 inch | 10.78 |
| 3 inch | 21.55 |
| 4 inch | 33.67 |
| 6inch | 67.34 |
| 8 inch | 107.75 |
| 10 inch | 161.63 |

CITY OF SANTA CLARA
RECYCLED WATER RATE SCHEDULE 2023-02
(Replaces Recycled Water Rate Schedule 2022-02)
ADOPTED BY RESOLUTION NO. 23-XXX, June 6, 2023

RATE RW-1. METERED RECYCLED WATER SERVICE

Applicable to all metered service connections served by the City of Santa Clara Recycled Water System, except for those specified recycled water uses described in Rate RW-2.

(1) MONTHLY QUANTITY CHARGES:

All use: **\$4.53** per Hundred Cubic Feet (HCF).

(2) MINIMUM MONTHLY METER RATES:

The minimum monthly meter rate includes a consumption allowance to recover fixed cost elements and accommodate water considered essential for health and safety.

| <u>WATER METER SIZE</u> | <u>MINIMUM CHARGE(\$)</u> |
|-------------------------|---------------------------|
| 5/8 x 3/4 inch | 16.64 |
| 1 inch | 27.03 |
| 1 ½ inch | 53.02 |
| 2inch | 84.21 |
| 3inch | 167.37 |
| 4inch | 260.93 |
| 6inch | 520.82 |
| 8 inch | 832.68 |
| 10inch | 1,248.50 |
| 12inch | 1,755.27 |

RATE W-2. FIRE SERVICES

Applicable to separate fire services (automatic sprinklers, private fire hydrants, etc.) required by the City of Santa Clara or insurance underwriters.

(1) MONTHLY FIRE SERVICE CHARGE:

| <u>SERVICE SIZE</u> | <u>MONTHLY CHARGE(\$)</u> |
|---------------------|---------------------------|
| 2 inch | 2.95 |
| 4 inch | 16.71 |
| 6 inch | 49.15 |
| 8 inch | 104.68 |
| 10 inch | 188.23 |
| 12 inch | 304.21 |

(2) SPECIAL CONDITIONS:

Fire Service charges are imposed for maintenance and operation of the metering components, including capital replacement. No charge will be made for water used to extinguish fires or for testing. Any other usage of water through leakage or for general use shall result in the imposition of regular water service rates (RATE W-1) for a minimum of three (3) billing cycles or longer, until such time as illicit use of water through the fire service connection has ceased.

Continued water usage through a fire service is a violation of City's Rules and Regulations and may cause interruption of service.

RATE W-3. CROSS CONNECTION CONTROLS

Applicable to all service connections where a public cross connection control device has been required by the City or County Health Department.

(1) MONTHLY CHARGE:

| <u>SIZE OF SERVICE</u> | <u>MONTHLY CHARGE (\$)</u> |
|------------------------|----------------------------|
| 1 inch | 6.73 |
| 2 inch | 10.78 |
| 3 inch | 21.55 |
| 4 inch | 33.67 |
| 6inch | 67.34 |
| 8 inch | 107.75 |
| 10 inch | 161.63 |

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
ESTABLISHING MONTHLY SEWER SERVICE CHARGES AND
SEWER RATE SCHEDULE S-23**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, Section 13.10.090, entitled "Rates – Users Within the City", of "The Code of the City of Santa Clara" ("SCCC"), provides that the City Council may by resolution establish and amend the monthly sewer service charges;

WHEREAS, Article XIII D of the California Constitution requires that utility customers be given a minimum of 45 days notice of any proposed rate increase;

WHEREAS, notice of a Public Hearing to be held on June 6, 2023 was mailed to utility customers on April 11, 2023, which is more than 45 days prior to the Public Hearing;

WHEREAS, the notice was sent to 23,817 utility customers;

WHEREAS, the Council has reviewed the Sewer Rate Schedule S-23 (attached) and incorporated into this Resolution by reference;

WHEREAS, the amounts shown on the Schedule S-23 reflect the actual costs to provide utility services; and,

WHEREAS, on June 6, 2023, the Council conducted a Public Hearing, at which it reviewed all protests regarding the proposed rate increases.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That based on a tabulation of all protests received prior to the close of the Public Hearing, XX protests were received, which do not constitute a majority of affected utility customers.

2. That, In accordance with Article XIID § 6 of the California Constitution and as set forth in the accompanying Agenda Report, incorporated herein by this reference:

A. The revenues derived from the Sewer Rates, as stated in the attached Schedule S-23, do not exceed the funds required to cover the operating and capital improvement project expenses for the provision of sewer services;

B. The revenues derived from the Sewer Rates will not be used for any purpose other than the provision of sewer services and related capital improvement projects;

C. The Sewer Rates will not exceed the proportional cost of the service attributable to each customer class;

D. The Sewer Rates are only charged for sewer programs that are currently available;

E. The Sewer Rates are not charged for general governmental services.

3. That Sewer Rate Schedule S-23, attached to this Resolution and incorporated by this reference, are hereby adopted and shall be effective per Section 4 of this Resolution.

4. All previously adopted sewer rate schedules, to the extent that they are inconsistent with those contained herein, are superseded by those charges provided for hereinabove as follows: Commencing with the billing cycle for sewer service provided on or after July 1, 2023, and each subsequent billing cycle thereafter as set forth in Sewer Rate Schedule S-23.

5. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED
AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING
THEREOF HELD ON THE 6th DAY OF JUNE, 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:
1. Sewer Rate Schedule S-23

SCHEDULE S-23
MONTHLY SEWER SERVICE CHARGES
EFFECTIVE JULY 1, 2023
(REPLACES SCHEDULE S-22)

A. Residential Users:

Single Family dwelling units including accessory dwellings: \$48.28 per month

Multiple dwelling unit structures including, but not limited to, duplexes, retirement homes, mobile home courts, college dormitories, and apartments: \$45.88 per month per dwelling unit

B. Miscellaneous Users:

For all users other than residential users and major commercial and industrial users, the monthly service charges per month shall be as follows, depending on the appropriate North American Industrial Classification System (NAICS) class:

| NAICS CLASS | DESCRIPTION | SERVICE CHARGE \$/HCF ¹ | SEWAGE VOLUME AS A PERCENTAGE OF METERED WATER USE |
|--|--------------------------------|------------------------------------|--|
| 111998, 311XXX, 3121XX | Food and Kindred Products | \$13.45 | 70% |
| 322:XXX | Paper | \$13.82 | 80% |
| 211112, 325:XXX | Industrial Chemical | \$10.02 | 90% |
| 332812, 332813 | Metal Plating | \$4.50 | 90% |
| 332XXX, 333:XXX, 3341 IX, (excepting 332812, 332813, 333314) | Machinery Manufacturers | \$8.16 | 90% |
| 334XXX, 335XXX, 33632X (excepting 33451X, 33411X, 334611) | Electric & Electronic Equip. | \$5.55 | 90% |
| 4411XX, 4412XX, 4471XX | Auto Dealers & Service Station | \$6.76 | 90% |
| 722110, 722410 | Restaurants | \$13.70 | 90% |
| 721XXX | Motels & Hotels | \$7.09 | 90% |
| 561740, 811490, 8123XX | Laundries | \$6.02 | 90% |

¹ References the volume of sewage discharged. HCF=one hundred cubic feet=748 gallons

| | | | |
|---|--------------------------------|--------|-----|
| 8111XX, 812930 | Repair Shops & Car Washes | \$5.15 | 90% |
| 713:XXX | Amusement Parks | \$6.15 | 90% |
| 621:XXX, 622XXX, 623:XXX | Hospitals & Convalescent Homes | \$6.72 | 90% |
| 611:XXX | Schools & Colleges | \$6.54 | 24% |
| 8131XX | Churches | \$5.55 | 35% |
| Commercial/Industrial/Miscellaneous not otherwise specified in this schedule of charges | | \$5.87 | 90% |

In no case shall the minimum charge be less than \$48.28 per month.

C. Major Commercial and Industrial Users are those having (1) a sewage discharge of at least 25,000 gallons per day, or (2) having a daily discharge which is intermittent or irregular in strength, amount or nature. Major Commercial and Industrial Users shall have monthly sewer charges, which may consist of any or all of the following charges:

Annual Capital Cost Recovery:

Volume: \$1,147,617 per million gallons per day of flow capacity
BOD²: \$85,145 per 1,000 pounds per day of BOD removal capacity
SS³: \$77,042 per 1,000 pounds per day of SS removal capacity
NH₃⁴: \$466.740 per 1,000 pounds per day of NH₃ removal capacity

Operating and Maintenance Cost Recovery:

Volume: \$3,315 per million gallons
BOD: \$502 per 1,000 pounds
SS: \$625 per 1,000 pounds
NH₃: \$5,125 per 1,000 pounds

² Biochemical Oxygen Demand: This is the quantity of oxygen utilized in the biological oxidation of organic matter under standard laboratory conditions for 5 days at a temperature of 20 degrees Centigrade. The determination of the charge for BOD is as follows: BOD in parts per million x 8.34 x volume in million gallons = pounds of BOD.

³ Suspended Solids – That which either floats on the surface or is in suspension in sewage and which is determined by laboratory filtering. The determination of the charge for Suspended Solids is as follows: SS in parts per million x 8.34 x volume in million gallons = pounds of Suspended Solids

⁴ Ammonia is that form of nitrogen in the tri-negative oxidation state which is chemically definable as the compound NH₃. The determination of the charge for Ammonia is as follows: NH₃ in parts per million x 8.34 x volume in million gallons = pounds of Ammonia.

The volume of sewage shall be based upon a fixed percentage of water usage noted, or based on standard methods acceptable to the Director.

The City may require the installation of special metering and sampling devices whenever the Director deems that such devices are required to determine the volume and/or strength of the sewage discharge. A customer may also request the installation of a special metering device. Whenever special metering devices are installed, they shall be devices approved by the Director, and the cost of furnishing and installing said devices shall be borne by the customer.

DRAFT

WATER AND SEWER RATE STUDY

BLACK & VEATCH PROJECT NO. 410918

PREPARED FOR



City of Santa Clara, CA

6 JUNE 2023



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Legal Notice

Black & Veatch has prepared this report for the City, and it is based on information not within the control of Black & Veatch. The City has not requested Black & Veatch to make an independent analysis, verify the information provided to us, or render an independent judgment of the validity of the information provided by others. Because of this, Black & Veatch cannot, and does not, guarantee the accuracy thereof to the extent that such information, data, or opinions were based on information provided by others.

In conducting these analyses and in forming an opinion of the projection of future financial operations summarized in this report, Black & Veatch made certain assumptions on the conditions, events, and circumstances that may occur in the future. The methodology utilized in performing the analyses follows generally accepted practices for such projections. Such assumptions and methodologies are reasonable and appropriate for the purpose for which they are used. While we believe the assumptions are reasonable and the projection methodology valid, actual results may differ materially from those projected, as influenced by the conditions, events, and circumstances that occur. Such factors may include the utilities' ability to execute the capital improvement program as scheduled and within budget, regional climate and weather conditions affecting the demand for water, discharge of sewage flow, and adverse legislative, regulatory, or legal decisions (including environmental laws and regulations) affecting the utilities' ability to manage the system and meet water quality requirements.

1.0 Executive Summary

The City of Santa Clara (City) commissioned Black & Veatch Management Consulting, LLC (Black & Veatch) to perform an update of the Water and Sewer Rate Study (Study) for its Water, Recycled Water, and Sewer Utilities. The Study included the development of a three-year financial plan, a cost-of-service analysis, and the design of rates. In addition, a ten-year financial plan was developed to provide the City with a high-level view of each utility's operations. The specific objectives of the Study were to:

- Evaluate the adequacy of projected revenues under existing rates to meet projected revenue requirements.
- Develop sound financial plans for the utilities covering a three and ten-year period for both ongoing operations and planned capital improvements.
- Allocate the utilities' projected revenue requirements to the various customer classes in accordance with their respective service requirements.
- Develop a suitable rate schedule that produces revenues adequate to meet financial needs while recognizing customer costs of service and regulatory considerations such as Proposition 218 and applicable judicial decisions.

1.1 Water System

The Water Utility provides water services to approximately 26,000 residential, commercial, irrigation, educational, and agricultural customers. The City obtains potable water from three primary sources: local groundwater, surface water from the Santa Clara Valley Water District (Valley Water) and imported water from the Hetch Hetchy watershed through the San Francisco Public Utilities Commission (SFPUC). The water system infrastructure consists of 335 miles of transmission and distribution mains, 7 storage tanks totaling 28.8 million gallons of storage capacity, 19 active wells, and 3 booster pump stations.

1.2 Recycled Water System

The Recycled Water Utility, operating since 1989, provides recycled water services to over 361 commercial, irrigation, and industrial customers. The City obtains recycled water from South Bay Water Recycling. The recycled water comes from the San Jose-Santa Clara Regional Wastewater Facility (RWF), an advanced tertiary treatment facility located in San Jose, of which the City is a co-owner. The recycled water infrastructure within the City limit boundary mainly consists of 33 miles of recycled water pipelines. A portion of the recycled water from the RWF supplies the Valley Water's Silicon Valley Advanced Water Purification Center for advanced treatment (microfiltration, reverse osmosis, and advanced oxidation) to create a mix of high-quality recycled water that is blended back into the recycled water system.

1.3 Sewer System

The Sewer Utility provides sewer services to approximately 26,000 residential, commercial, industrial, and municipal customers. Services include the construction and maintenance of the sewer system and installing sewer lateral clean-outs at the property line. Sanitary sewer flows in the City are collected and transported through more than 288 miles of sewer main by way of six pumping stations to the San Jose-Santa Clara Regional Wastewater Facility. The RWF is a regional treatment facility that receives waste from seven agencies in Santa Clara County and can treat 167 million gallons a day (MGD) of liquid waste.

1.4 Financial Plan

The City operates the utilities as individual self-supporting enterprises. Therefore, the utilities must develop financial plans that provide sufficient revenues to meet all operation and maintenance expenses, water purchases, wastewater treatment, debt service requirements, capital improvements funded from current revenues, and other expenditures.

The Study develops financial plans that project operating revenue, expenses, and capital financing costs for the utilities over a ten-year planning period beginning July 1, 2023 and ending June 30, 2033. This report will focus on a three-year planning period for discussion, beginning July 1, 2023 and ending June 30, 2026. The full ten-year financial plans can be found in Appendix A.

The financial plans project future rate revenues under existing rates, operations, and maintenance (O&M) expenses, principal and interest expense on debt, transfers, and capital improvement program (CIP) requirements. In the projection of rate revenues, annual projections of customers and water consumption rely upon the City's historical data and estimates of growth. In addition, the Water Utility's forecast incorporates efforts to continue to meet the conservation goals as established by the State Senate Bill 7x-7 (SB7x-7) and the City's Water Shortage Contingency Plan.

On July 12, 2021, the City declared a Drought Emergency and moved into Stage 2 of the Water Shortage Contingency Plan. It amended the City's Water Use Rules and Regulations, calling for an ongoing voluntary 20% reduction based on 2013 water usage. The City took this action as of result of Valley Water's action on June 9, 2021, which called for a mandatory 15% reduction in water usage countywide.¹ With water conservation restrictions in place and despite the growth projections, the Water Utility will continue to be under the conservation levels set forth by SB7x-7. On May 9, 2023, the City Council took action to terminate the Drought Emergency that had been declared, but also took action to remain in Stage 2 of the Water Shortage Contingency Plan to align with state actions and to encourage water conservation as a way of life in Santa Clara. Council also took action to call for a 15% voluntary reduction in water usage to align with Valley Water.

1.4.1 Water Utility

The Water Utility's revenue requirements are summarized below:

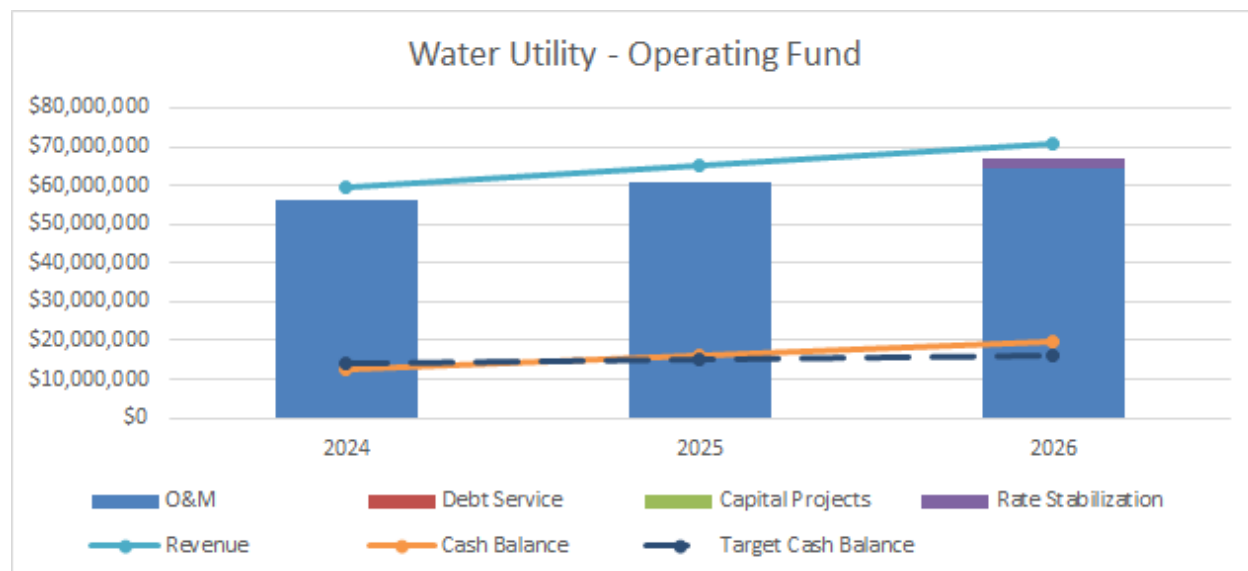
- Operation and Maintenance Expenses: The Water Utility anticipates O&M expenses to increase from \$56.2M in FY 2024 to \$64.6M in FY 2026. Water production and water purchases account for most of this increase, representing an average of 64.4% of O&M expenses.
- Debt Service: The Water Utility has no existing debt service, and no future debt is planned.
- Capital Improvements: The Water Utility plans to execute an average of \$4.5M per year in capital projects from FY 2024 to FY 2026.
- Reserves: The Water Utility plans to continue funding the operating fund reserve, construction fund reserve, rate stabilization fund reserve, and pension stabilization reserve.
 - The operating fund reserve is to help cover fluctuations in day-to-day expenses. The scheduled target is 90 days of O&M expenses.

¹ On March 28, 2022, Governor Newsom called on local water suppliers to move to level 2 of their Water Shortage Contingency Plans. Valley Water had implemented level 2 in June of 2021; therefore, the water projections already incorporate a level of conservation. Any further restrictions are not part of the baseline analysis.

- The construction fund reserve is to help maintain enough funds on hand to help mitigate unexpected capital costs. The scheduled target is 12-months of the following year's CIP.
- The rate stabilization fund reserve is to help mitigate future increases in drought-stricken years. The scheduled target is 10% of the prior year's rate revenues.
- The pension fund reserve is to pay for the unfunded pension liabilities and the increase in the City's share of pension costs due to factors such as higher CalPERS rates and negotiated pay increases.

The Water Utility is proposing revenue adjustments to allow it to operate the enterprise on a revenue-neutral basis and meet reserve targets, as shown in Figure 1-1.

Figure 1-1 Water Operating Cashflow



1.4.2 Recycle Water Utility

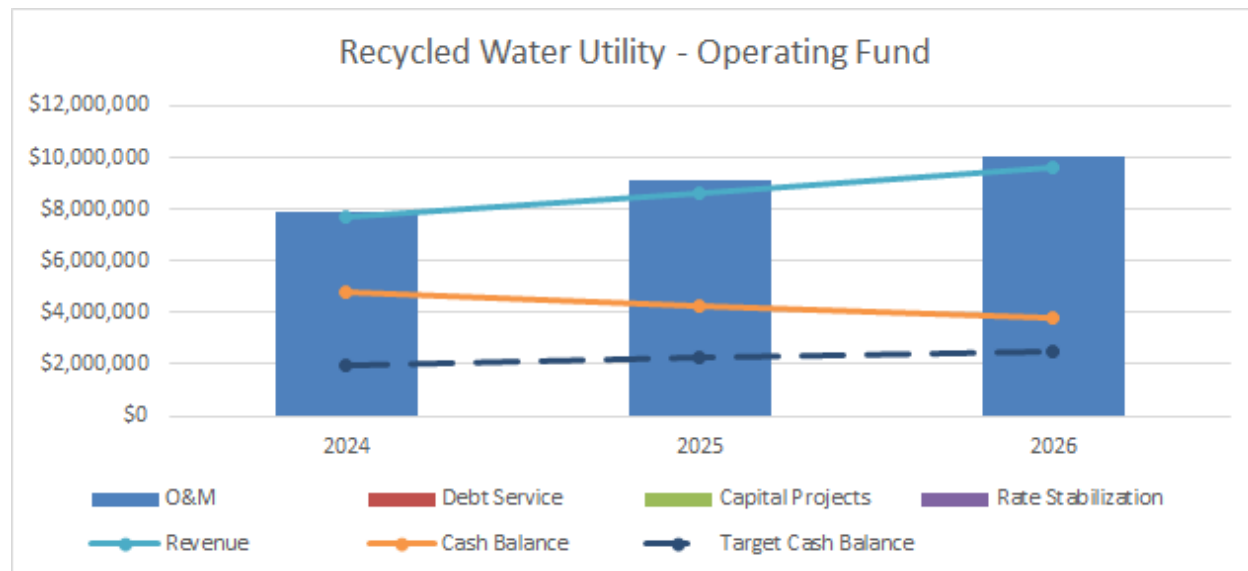
The Recycled Water Utility's revenue requirements are summarized below:

- **Operation and Maintenance Expenses:** The Recycled Water Utility anticipates O&M expenses to increase from \$7.9M in FY 2024 to \$10.1M in FY 2026. Recycled water purchase costs constitute most of the increase, averaging 86.2% of O&M expenses.
- **Debt Service:** The Recycled Water Utility has no existing debt service, and no future debt is planned.
- **Capital Improvements:** The Recycled Water Utility plans to execute an average of \$53.9k per year in capital projects from FY 2024 to FY 2026.
- **Reserves:** The City plans to continue funding the operating fund reserve, construction fund reserve, rate stabilization fund reserve, and pension stabilization reserve.
 - The operating fund reserve is to help cover fluctuations in day-to-day expenses. The scheduled target is 90 days of O&M expenses.
 - The construction fund reserve is to help maintain enough funds on hand to help mitigate unexpected capital costs. The scheduled target is 12-months of the following year's CIP.

- The rate stabilization fund reserve is to help mitigate future increases in drought-stricken years. The scheduled target is 10% of the prior year's rate revenues.
- The pension fund reserve is to pay for the unfunded pension liabilities and the increase in the City's share of pension costs due to factors such as higher CalPERS rates and negotiated pay increases

The Recycled Water Utility is proposing revenue adjustments and drawing down on reserves to allow it to operate the enterprise on a revenue-neutral basis and meet reserve targets, as shown in Figure 1-2.

Figure 1-2 Recycled Water Operating Cash Flow



1.4.3 Sewer Utility

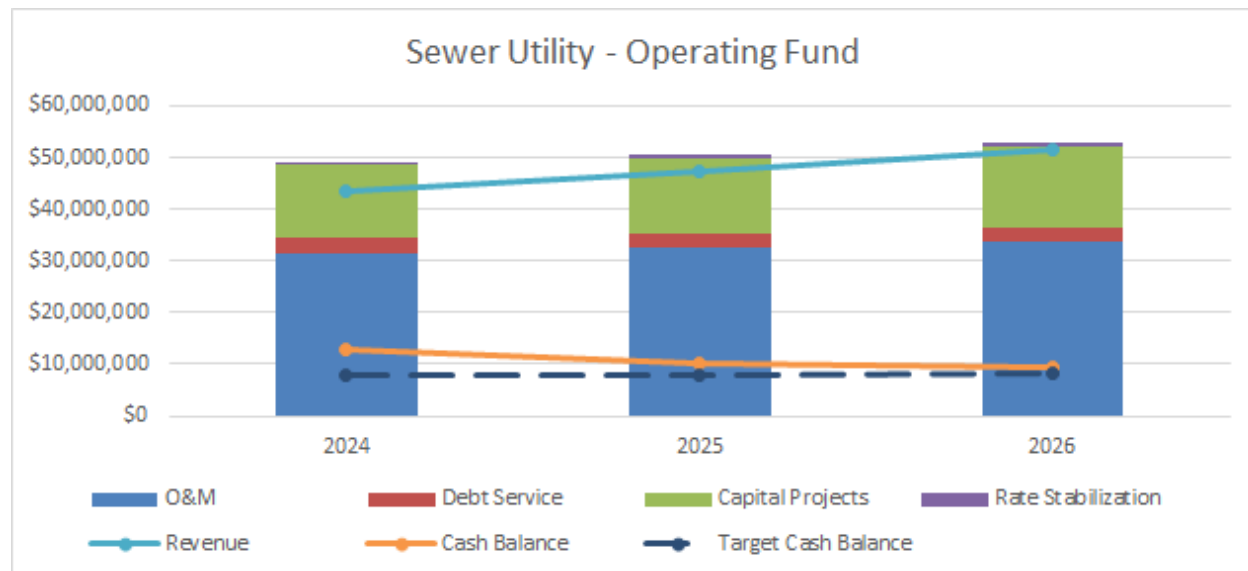
The Sewer Utility's revenue requirements are summarized below:

- **Operation and Maintenance Expenses:** The Sewer Utility anticipates O&M expenses to increase from \$30.1M in FY 2024 to \$32.1M in FY 2026. RWF-related costs represent an average of 63.0% of O&M expenses.
- **Debt Service:** The Sewer Utility anticipates an average debt service payment of \$2.8M per year from FY 2024 to FY 2026 associated with existing and proposed debt issuances. The City anticipates no debt issuances from FY 2024 to FY 2026.
- **Capital Improvements:** The Sewer Utility plans to execute an average of \$17.0M per year in capital projects from FY 2024 to FY 2026.
- **Reserves:** The Sewer Utility plans to continue funding the operating fund reserve, construction fund reserve, rate stabilization fund reserve, and pension stabilization reserve.
 - The operating fund reserve is to help cover fluctuations in day-to-day expenses. The scheduled target is 90 days of O&M expenses.
 - The construction fund reserve is to help maintain enough funds on hand to help mitigate unexpected capital costs. The scheduled target is 12-months of the following year's City CIP and 6-months of the following year's SJSCRWF CIP.

- The rate stabilization fund reserve is to help mitigate future increases in drought-stricken years. The scheduled target is 10% of the prior year's rate revenues.
- The pension fund reserve is to pay for the unfunded pension liabilities and the increase in the City's share of pension costs due to factors such as higher CalPERS rates and negotiated pay increases.

The Sewer Utility is proposing revenue adjustments and drawing down on reserves to allow it to operate the enterprise on a revenue-neutral basis and meet reserve targets, as shown in Figure 1-3.

Figure 1-3 Sewer Operating Cash Flow



1.5 Adequacy of Existing Rates to Meet Costs of Service

Based on the financial plans, Black & Veatch recommends the revenue adjustments shown in Table 1-1 to meet the projected revenue requirements for FY 2024 to FY 2026. These do not represent proposed rate increases to customers. Rather, these represent the overall revenue increases the utilities need to meet their overall obligations and maintain current service levels.

Table 1-1 Proposed Revenue Adjustments

| Fiscal Year | Effective Month | Water Utility | Recycled Water | Sewer Utility |
|-------------|-----------------|---------------|----------------|---------------|
| FY 2024 | July | 8.35% | 10.00% | 6.25% |
| FY 2025 | July | 9.00% | 11.00% | 9.00% |
| FY 2026 | July | 9.00% | 11.00% | 9.00% |

1.6 Cost of Service Analysis

The cost-of-service analysis allocates the costs to the various customer classes of service in a fair and equitable manner. The methodologies used in the Study are specific to the respective utility operations. The following is a brief description of the methodologies.

The water and recycled water cost-of-service allocation performed in this Study uses the Base-Extra Capacity Method endorsed by the American Water Works Association (AWWA) Principles of Water Rates, Fees, and Charges, M1 (M1) manual. Under cost-of-service principles, costs are allocated to the different customer classes in proportion to their water system use. As recommended by AWWA, Black & Veatch distributed functional costs to the base (average load conditions), extra capacity (peaking), and customer-related parameters. This allocation methodology produces unit costs for allocation to individual customer classes based on the projected customer service requirements.

The sewer cost-of-service allocation performed in this Study follows the Functional Cost Allocation Method endorsed by the Water Environment Federation (WEF) Financing and Charges for Wastewater Systems, Manual of Practice 27 (MoP27) manual. Like the methodology used for water systems, the sewer cost of service analysis allocates costs to the different customer classes in proportion to their use of the sewer system. As recommended by WEF, Black & Veatch distributed functional costs to volume, strength, and customer-related parameters. This allocation methodology produces unit costs for allocation to individual customer classes based on the projected customer service requirements.

1.7 Rate Design

The Right to Vote on Taxes Act, also known as Proposition 218, was passed by California voters in 1996 and added Article XIII C and Article XIII D to the California Constitution. These articles provide the regulatory framework that guides and informs the rate-setting process. The cost-of-service analyses provide the cost nexus for the proposed rate structures. The regulatory framework helps ensure cost recovery is proportionate to the cost of providing the service.

1.7.1 Water and Recycled Water Utilities

To minimize impacts, retain simplicity, and ensure the reasonable stability of revenue, Black & Veatch recommends the following rate structure.

- **Monthly Service Charge:** The Water and Recycled Water Utilities should retain the minimum monthly service charge based on meter sizes for all customer classes. The minimum monthly service charge includes a minimum consumption allowance and recovers portions of fixed cost elements such as operating and capital components, meter maintenance and services, meter reading, issuing bills, and maintenance and capacity costs associated with public fire protection. The minimum consumption allowance accommodates water considered essential for health and safety.
- **Consumption Charge:** The Water and Recycled Water Utilities should maintain the uniform consumption charge for all customer classes. The consumption charge recovers costs associated with the base and extra capacity demands.
- **Fire Service Charge:** The Water Utility should continue to utilize the fire service charge based on meter size for private fire service connections. The fire service charge will recover maintenance and capacity costs associated with private fire protection costs.
- **Cross Connection Charge:** The Water Utility should continue to utilize the cross-connection charge based on meter size for backflow connections. The cross-connection charge will recover the costs of maintenance associated with backflow devices.

Table 1-2 summarizes the recommended three-year rate schedules for all Water Utility components.

Table 1-2 Proposed Three-Year Water Rate Schedule

| Customer Class | Proposed | | |
|---|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Minimum Monthly Meter Rates (\$/Month) | \$/month | \$/month | \$/month |
| 5/8" x 3/4" | 21.48 | 23.36 | 25.42 |
| 1" | 33.66 | 36.73 | 40.05 |
| 1-1/2" | 64.10 | 70.16 | 76.63 |
| 2" | 100.64 | 110.28 | 120.53 |
| 3" | 198.07 | 217.27 | 237.60 |
| 4" | 307.67 | 337.63 | 369.29 |
| 6" | 612.14 | 671.96 | 735.12 |
| 8" | 977.49 | 1,073.16 | 1,174.12 |
| 10" | 1,464.63 | 1,608.10 | 1,759.44 |
| 12" | 2,058.33 | 2,260.05 | 2,472.81 |
| Fire Service (\$/Month) | \$/month | \$/month | \$/month |
| 2" | 2.95 | 3.12 | 3.29 |
| 4" | 16.71 | 17.66 | 18.67 |
| 6" | 49.15 | 51.93 | 54.91 |
| 8" | 104.68 | 110.61 | 116.97 |
| 10" | 188.23 | 198.89 | 210.32 |
| 12" | 304.21 | 321.45 | 339.92 |
| Cross Connection (\$/Month) | \$/month | \$/month | \$/month |
| 1" | 6.73 | 6.97 | 7.39 |
| 2" | 10.78 | 11.15 | 11.82 |
| 3" | 21.55 | 22.29 | 23.64 |
| 4" | 33.67 | 34.83 | 36.94 |
| 6" | 67.34 | 69.67 | 73.88 |
| 8" | 107.75 | 111.47 | 118.21 |
| 10" | 161.63 | 167.20 | 177.32 |
| Consumption Charges (\$/HCF) | | | |
| General Customer | 7.97 | 8.70 | 9.49 |

Table 1-3 summarizes the recommended three-year rate schedules for all Recycled Water Utility components.

Table 1-3 Proposed Three-Year Recycled Water Rate Schedule

| Customer Class | Proposed | | |
|---|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Minimum Monthly Meter Rates (\$/Month) | \$/month | \$/month | \$/month |
| 5/8" x 3/4" | 16.64 | 18.28 | 20.23 |
| 1" | 27.03 | 29.78 | 33.02 |
| 1-1/2" | 53.02 | 58.53 | 64.99 |
| 2" | 84.21 | 93.03 | 103.36 |
| 3" | 167.37 | 185.04 | 205.69 |
| 4" | 260.93 | 288.55 | 320.80 |
| 6" | 520.82 | 576.08 | 640.55 |
| 8" | 832.68 | 921.11 | 1,024.26 |
| 10" | 1,248.50 | 1,381.16 | 1,535.87 |
| 12" | 1,755.27 | 1,941.83 | 2,159.39 |
| Consumption Charges (\$/HCF) | | | |
| General Customers | 4.53 | 5.03 | 5.58 |

1.7.2 Sewer Utility

To minimize impacts, retain simplicity, and ensure the reasonable stability of revenue, Black & Veatch recommends the following rate structure.

- **Monthly Service Charge:** The Sewer Utility should retain the monthly service charge based on equivalent dwelling units (EDUs) for all residential customer classes. In addition, the monthly service charge serves as the base amount, or minimum, for all non-residential customer classes.
- **Consumption Charge:** The Sewer Utility should retain its uniform consumption charges for each non-residential customer class. The recommended rate structure should be based on customer class.
- **Major Commercial and Industrial Users:** The Sewer Utility should retain the major commercial and industrial user charge for customers with high discharge quantities and/or high strength loadings.

Table 1-4 summarizes the recommended three-year rate schedules for all Sewer Utility components.

Table 1-4 Proposed Three-Year Sewer Rate Schedules

| Line No. | Customer Class | Proposed | | |
|----------|--|-----------|-----------|-----------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | Monthly Service Charge (\$/EDU) | \$/month | \$/month | \$/month |
| 1 | Single Family | 48.28 | 53.06 | 57.82 |
| 2 | Multi-Family | 45.88 | 50.38 | 54.90 |
| | Minimum Commercial Bill Charge (\$/Month | \$/month | \$/month | \$/month |
| 3 | All Customers | 48.28 | 53.06 | 57.82 |
| | Commodity Charge (\$/HCF) | \$/HCF | \$/HCF | \$/HCF |
| 1 | Amusement Parks | 6.15 | 6.53 | 7.15 |
| 2 | Auto Dealers & Service Station | 6.76 | 7.30 | 7.96 |
| 3 | Churches | 5.55 | 5.87 | 6.44 |
| 4 | Com/Ind/Misc | 5.87 | 6.22 | 6.82 |
| 5 | Electric & Electronic Equip. | 5.55 | 5.80 | 6.40 |
| 6 | Food and Kindred Products | 13.45 | 15.27 | 16.31 |
| 7 | Hospitals & Convalescent Homes | 6.72 | 7.22 | 7.87 |
| 8 | Industrial Chemical | 10.02 | 11.14 | 12.00 |
| 9 | Laundries | 6.02 | 6.39 | 7.00 |
| 10 | Machinery Manufacturers | 8.16 | 8.99 | 9.72 |
| 11 | Metal Plating | 4.50 | 4.63 | 5.13 |
| 12 | Motels & Hotels | 7.09 | 7.66 | 8.33 |
| 13 | Paper | 13.82 | 15.70 | 16.77 |
| 14 | Repair Shops & Car Washes | 5.15 | 5.52 | 6.01 |
| 15 | Restaurants | 13.70 | 15.57 | 16.63 |
| 16 | Schools & Colleges | 6.54 | 7.02 | 7.66 |
| | Major Commercial and Industrial Users | | | |
| | Operating and Maintenance Cost Recovery | | | |
| 1 | Volume (\$/MG) | 3,314.83 | 3,810.64 | 4,219.49 |
| 2 | BOD (\$/1,000 lbs) | 501.88 | 575.41 | 635.86 |
| 3 | SS (\$/1,000 lbs) | 625.18 | 716.78 | 792.12 |
| 4 | NH3 (\$/1,000 lbs) | 5,124.55 | 5,875.81 | 6,493.18 |
| | Annual Capital Cost Recovery | | | |
| 5 | Volume (\$/MGD) | 1,147,617 | 1,029,684 | 1,145,855 |
| 6 | BOD (\$/1,000 lbs/day) | 85,145 | 113,507 | 105,097 |
| 7 | SS (\$/1,000 lbs/day) | 77,042 | 97,947 | 91,665 |
| 8 | NH3 (\$/1,000 lbs/day) | 466,740 | 556,410 | 528,615 |

Water and Recycled Water Utilities

2.0 Revenue and Revenue Requirements

To meet the costs associated with providing water services to its customers, the Water and Recycled Water Utilities derive revenue from a variety of sources, including water user charges (rates), developer contributions, solar water heating, interest earned from the investment of available funds, engineering fees, and other miscellaneous revenues. Both utilities are constantly looking for other sources of revenue, such as grants, to fund infrastructure investments. Black & Veatch has projected the level of future revenue generated in the Study through an analysis of historical and future system growth in terms of the number of bills and water consumption. This section also projects the expenses, or revenue requirements, necessary to operate and maintain the system, invest in capital improvements, make debt service payments, and cover other water and recycled water systems expenses.

2.1 Customer and Water Consumption

2.1.1 Customer Classes

The Water Utility's customer base includes both residential and non-residential accounts. The City has three distinct customer classes: General Customer, Fire Service, and Cross Connection.

The Recycled Water Utility's customers are mainly non-residential. All Recycled Water customers are in the General Customer class.

2.1.2 Minimum Bills

The City provides potable water services to approximately 26,000 customers and recycled water services to 361 customers. All customers connected to the water and recycled water systems do so through metered connections. The City bills customers based on water consumption, but several bills do not meet the consumption allowance identified by meter size. Therefore, the City refers to these bills as minimum monthly service bills. Since the City bills customers based on minimum bills generated, the analysis included a review of historical bill patterns for customers and anticipated growth within the City. The projected total number of bills is expected to increase by an average of 0.3% per year for the Water Utility and an average of 1.6% for the Recycled Water Utility.

Table 2-1 summarizes the projected number of minimum bills for the Water and Recycled Water Utilities.

Table 2-1 Minimum Bills

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-------------------------------|-------------------|-----------------------------|---------|---------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (Bills) | (Bills) | (Bills) |
| Water Utility | | | | |
| 1 | General Customers | 47,758 | 47,878 | 47,998 |
| 2 | Total | 47,758 | 47,878 | 47,998 |
| Recycled Water Utility | | | | |
| 3 | General Customers | 601 | 613 | 620 |
| 4 | Total | 601 | 613 | 620 |

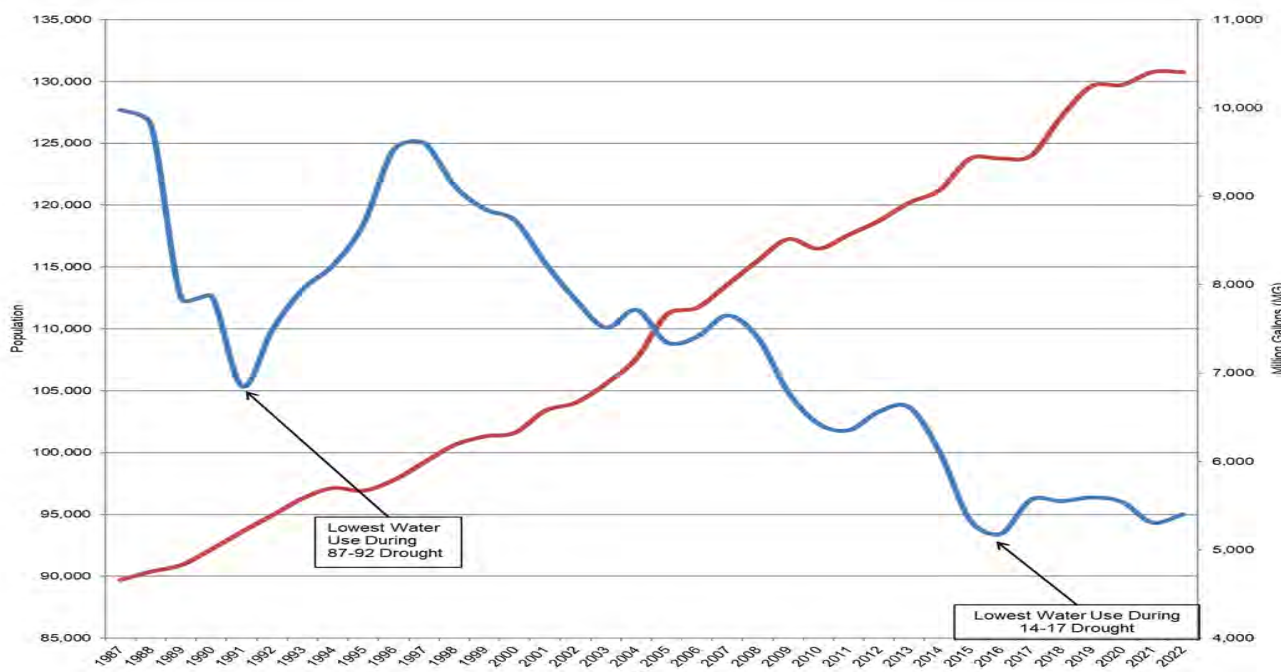
2.1.3 Water Consumption

Table 2-2 shows the projected water and recycled water consumption for the Study period. In determining the projected water and recycled water consumption, Black & Veatch analyzed historical water consumption patterns in conjunction with future water conservation requirements set by the City's Water Shortage Contingency Plan and the continual requirement of SB 7x-7. In 2017, the State of California formally lifted the water restrictions as it declared the drought over. Unfortunately, in 2022 after another three year of dry weather, Governor Newsom called for local water suppliers to move to Level 2 of their Water Shortage Contingency Plans to drive water conservation. The City has been operating in Level 2 since June 2021 when Valley Water moved to Level 2. The State of California and Governor continue to monitor drought conditions which can lead to further water cutbacks and conservation measures for water consumption.

Many factors have contributed to the City's steady decline in consumption. The City's primary conservation goals can be found in the Water Shortage Contingency Plan, and Santa Clara's Council codified the continuing goal to conserve in July of 2017. The City offers a rain barrel rebate program and works with the Valley Water on other outreach and rebate programs for water conservation. Expanding the use of recycled water to existing and new customers is important for the City in supplementing the use of potable water. Overall, customers have done well to increase efficiency in the use of water resources.

Figure 2-1 below represents the population growth and a decline in water consumption.

Figure 2-1 Water Sales



Recognizing that the City has met SB 7x-7 requirements and water consumption was at historic lows, the City anticipates a steady increase of 0.4% per year for the Water Utility and 1.1% per year for the Recycled Water Utility over the Study period. The City currently bills water consumption in hundred cubic feet (HCF) and only charges for consumption more than the allowance.

Table 2-2 Billed Water Consumption

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-------------------------------|-------------------|-----------------------------|-----------|-----------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (HCF) | (HCF) | (HCF) |
| Water Utility | | | | |
| 1 | General Customers | 6,643,364 | 6,676,580 | 6,693,272 |
| 2 | Total Usage (HCF) | 6,643,364 | 6,676,580 | 6,693,272 |
| 3 | Total Usage (AF) | 15,251 | 15,327 | 15,366 |
| Recycled Water Utility | | | | |
| 4 | General Customers | 1,570,538 | 1,588,899 | 1,604,788 |
| 5 | Total | 1,570,538 | 1,588,899 | 1,604,788 |
| 6 | Total Usage (AF) | 3,605 | 3,648 | 3,684 |

2.2 Revenue under Existing Rates

Water and recycled water user rates serve as the primary source of revenue for the Water and Recycled Water Utilities. Therefore, the level of future rate revenue is important in developing a long-range financial plan. To determine rate revenue, the projected system growth in terms of the number of minimum bills and billed water consumption is multiplied by the applicable rates to determine water and recycled water rate revenue.

Table 2-3 shows the current Water and Recycled Water Utilities rate schedules. It is important to note that the minimum monthly service charge applies to customers that do not exceed the consumption allowance within the meter sizes. Therefore, the minimum monthly service charge serves as a baseline cost that the City needs to recover.

Table 2-3 Existing Water and Recycled Water Rates

| Description | All City FY 2023 | Description | All City FY 2023 |
|------------------------------------|---------------------|-------------------------------|---------------------|
| Minimum Monthly Meter Rates | (\$/mo) | Consumption Charges | |
| 5/8" x 3/4" | 20.54 | Water Utility | (\$/HCF) |
| 1" | 32.00 | General Customers | 7.33 |
| 1-1/2" | 60.65 | Recycled Water Utility | (\$/HCF) |
| 2" | 95.03 | General Customers | 4.12 |
| 3" | 186.71 | Industrial Process | 4.12 |
| 4" | 289.85 | | |
| 6" | 576.36 | | |
| 8" | 920.17 | | |
| 10" | 1,378.58 | | |
| 12" | 1,937.26 | | |
| Fire Service Charges | (\$/mo) | | |
| 2" | 2.87 | | |
| 4" | 16.25 | | |
| 6" | 47.80 | | |
| 8" | 101.82 | | |
| 10" | 183.09 | | |
| 12" | 295.91 | | |
| Cross Connection Charges | (\$/mo) | | |
| 1" | 7.33 | | |
| 2" | 11.73 | | |
| 3" | 23.47 | | |
| 4" | 36.67 | | |
| 6" | 73.33 | | |
| 8" | 117.33 | | |
| 10" | 175.99 | | |

Table 2-4 summarizes projected water and recycled water rate revenue under existing rates. As shown, the revenue generated is projected to increase over the Study period in conjunction with the increase in the number of minimum bills and water consumption. The projected Water Utility revenues increase from \$52.7M in FY 2024 to \$53.1M in FY 2026, representing an overall increase of 0.7% over the three-year study period. The projected Recycled Water Utility revenue increases from \$6.5M in FY 2024 to \$6.7M in FY 2026, reflecting an overall increase of 2.2% over the three-year Study period.

Table 2-4 Projected Revenue under Existing Rates

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-------------------------------|-------------------|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| Water Utility | | | | |
| 1 | General Customers | 50,593,500 | 50,841,700 | 50,968,800 |
| 2 | Fire Service | 1,003,600 | 1,004,500 | 1,005,500 |
| 3 | Cross Connection | 1,140,700 | 1,141,900 | 1,143,200 |
| 4 | Total | \$ 52,737,800 | \$ 52,988,100 | \$ 53,117,500 |
| Recycled Water Utility | | | | |
| 5 | General Customers | 6,533,500 | 6,610,300 | 6,676,400 |
| 6 | Total | \$ 6,533,500 | \$ 6,610,300 | \$ 6,676,400 |

2.3 Other Revenue

Other sources of operating revenue include charges for hydrant flow tests, meter tests, engineering plan review, water installation and relocation, interest on investments, and other miscellaneous revenues. In total, other operating revenues represent 3.3% of the Water Utility's total revenue and 6.2% of the Recycled Water Utility's total revenue. The City anticipates that these revenues will remain relatively constant for the duration of the Study period.

2.4 Operating and Maintenance Expenses

Table 2-5 summarizes the Water and Recycled Water Utilities' projected O&M expense for the Study period. These expenses include costs related to salaries and benefits, materials and supplies, contract and professional services, water supply costs, indirect and direct costs, and routine capital outlay. The City anticipates that all O&M expenditures, excluding water supply costs, will increase on average by 3.3% annually for the Water Utility and an average of 4.5% annually for the Recycled Water Utility from the FY 2024.

Water supply costs include water produced and water purchased costs. In the case of the Water Utility, the City has three main sources of water: 1) groundwater pumped from City-owned wells; 2) surface water from the Valley Water and 3) imported water from the Hetch Hetchy watershed from SFPUC. The City operates 26 groundwater wells that tap the underground aquifers, which make up a targeted amount of approximately 59% of the City's water supply. The City imports the remainder of its water supplies from the two wholesale water agencies. Based on estimates of groundwater and wholesale rates provided by Valley Water and SFPUC, the City expects water production and purchased water costs to increase by at least 19.8% over the Study period.

Recycled water is a reliable drought-proof source of water that helps offset the use of potable sources, especially in drought-prone years in California. In the case of the Recycled Water Utility, the City has one main source of recycled water: The San Jose-Santa Clara Regional Wastewater Facility. This facility produces highly treated water delivered through separate pipelines. Based on estimates from the facility, the City expects purchased recycled water costs to increase by at least 30.1% over the Study period.

Table 2-5 O&M Expenses

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-------------------------------|-----------------------------|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| Water Utility | | | | |
| 1 | Salaries | 6,134,300 | 6,318,300 | 6,507,600 |
| 2 | Benefits | 3,540,600 | 3,720,300 | 3,909,300 |
| 3 | Materials/Services/Supplies | 3,205,700 | 3,269,600 | 3,335,000 |
| 4 | Interfund Services | 7,905,910 | 8,306,610 | 8,436,460 |
| 5 | Resource & Production | 35,426,000 | 39,377,500 | 42,439,200 |
| 6 | Capital Outlay | 0 | 0 | 0 |
| 7 | Total | \$ 56,212,510 | \$ 60,992,310 | \$ 64,627,560 |
| Recycled Water Utility | | | | |
| 8 | Salaries | 410,800 | 433,000 | 450,800 |
| 9 | Benefits | 236,500 | 248,700 | 261,500 |
| 10 | Materials/Services/Supplies | 39,300 | 40,000 | 40,700 |
| 11 | Interfund Services | 493,430 | 525,005 | 535,723 |
| 12 | Resource & Production | 6,738,500 | 7,861,400 | 8,764,300 |
| 13 | Capital Outlay | 0 | 0 | 0 |
| 14 | Total | \$ 7,918,530 | \$ 9,108,105 | \$ 10,053,023 |

As shown in Table 2-5, the Water Utility's O&M expenses increase from \$56.2M in FY 2024 to \$64.6M in FY 2026, while the Recycled Water Utility's O&M expenses increase from \$7.9M in FY 2024 to \$10.1M in FY 2026.

2.5 Capital Improvement Program

The Water and Recycled Water Utilities develop five-year Capital Improvement Plans annually to identify water and recycled water system needs, including assessments, inspections, maintenance, and rehabilitation and replacement requirements.

Table 2-6 summarizes the Water and Recycled Water Utilities CIP for FY 2024 through FY 2026. The Water Utility is projecting \$13.4M in CIP, and the Recycled Water Utility is projecting \$161.7k in CIP over the Study period, which includes both capital and replacement projects. The City has posted the CIP Budget on its website for complete details associated with each CIP project.

Table 2-6 Capital Improvement Projects

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-------------------------------|--------------------------------------|-----------------------------|--------------|--------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| Water Utility | | | | |
| 1 | 7005 Buildings and Grounds | 1,572,300 | 791,700 | 318,600 |
| | 7054 Distribution System | | | |
| 2 | Replacement/Restoration | 2,075,700 | 2,154,200 | 2,235,700 |
| 3 | 7057 Asset Management Program | 155,700 | 161,600 | 167,700 |
| 4 | 7058 SCADA Improvements | 518,900 | 538,600 | 558,900 |
| 5 | 7059 New and Replacement Wells | 1,037,800 | 538,600 | 558,900 |
| 6 | Total | \$ 5,360,400 | \$ 4,184,700 | \$ 3,839,800 |
| Recycled Water Utility | | | | |
| | 7505 Recycled Water System Mains and | | | |
| 7 | Services | 51,900 | 53,900 | 55,900 |
| 8 | Total | \$ 51,900 | \$ 53,900 | \$ 55,900 |

2.5.1 Capital Improvement Financing Plan

The City funds annual expenditures for the CIP from a combination of available funds on hand, connection charges, developer contributions, and revenues derived from user rates. As shown in Table 2-7 and Table 2-8, the average annual CIP expenditure is \$4.5M for the Water Utility and \$53.9k for the Recycled Water Utility. There is no planned annual CIP contribution from the Water Utility Operating Fund and Recycled Water Utility over the Study period. The CIP will be funded through funds on hand.

Table 2-7 Construction Fund Financing Plan (Water)

| Line No. | Description | Fiscal Year Ending June 30, | | |
|------------------------|---|-----------------------------|--------------|--------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| Source of Funds | | | | |
| 1 | Intra Transfer In - Debt Financing | 0 | 0 | 0 |
| 2 | Intra Transfer In - Customer Service Charge | 0 | 0 | 0 |
| 3 | Connection Charges | 0 | 0 | 0 |
| 4 | Developer Contributions | 0 | 0 | 0 |
| 5 | Total Sources | \$ 0 | \$ 0 | \$ 0 |
| Use of Funds | | | | |
| 6 | Improvements Projects | 5,360,400 | 4,184,700 | 3,839,800 |
| 7 | Total Uses | \$ 5,360,400 | \$ 4,184,700 | \$ 3,839,800 |
| 8 | Net Annual Cash Balance | (5,360,400) | (4,184,700) | (3,839,800) |
| 9 | Beginning Unrestricted Fund Balance | 17,146,900 | 11,786,500 | 7,601,800 |
| 10 | Net Cumulative Fund Balance | \$ 11,786,500 | \$ 7,601,800 | \$ 3,762,000 |
| 11 | Minimum Construction Reserves | \$ 4,184,700 | \$ 3,839,800 | \$ 3,985,100 |

Table 2-8 Construction Fund Financing Plan (Recycled Water)

| Line No. | Description | Fiscal Year Ending June 30, | | |
|------------------------|---|-----------------------------|--------------|--------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| Source of Funds | | | | |
| 1 | Intra Transfer In - Debt Financing | 0 | 0 | 0 |
| 2 | Intra Transfer In - Customer Service Charge | 0 | 0 | 0 |
| 3 | Connection Charges | 0 | 0 | 0 |
| 4 | Developer Contributions | 0 | 0 | 0 |
| 5 | Total Sources | \$ 0 | \$ 0 | \$ 0 |
| Use of Funds | | | | |
| 6 | Improvements Projects | 51,900 | 53,900 | 55,900 |
| 7 | Total Uses | \$ 51,900 | \$ 53,900 | \$ 55,900 |
| 8 | Net Annual Cash Balance | (51,900) | (53,900) | (55,900) |
| 9 | Beginning Unrestricted Fund Balance | 1,922,900 | 1,871,000 | 1,817,100 |
| 10 | Net Cumulative Fund Balance | \$ 1,871,000 | \$ 1,817,100 | \$ 1,761,200 |
| 11 | Minimum Construction Reserves | \$ 53,900 | \$ 55,900 | \$ 58,000 |

2.6 Transfers

The Water and Recycled Water Utilities will each conduct transfers from their respective Operating Funds and other funds over the Study period. Table 2-9, Lines 18 to 20 for the Water Utility and Table 2-10, Lines 15 to 17 for Recycled Water Utility summarize these associated amounts, respectively. The other funds consist of the Rate Stabilization Fund, Pension Stabilization Fund, and Construction Fund. See Section 2.7 for further explanation on Rate Stabilization and Pension Stabilization Funds. The Construction Fund transfers represent money to cover planned CIP project expenditures. These transfers do not represent direct operating expenses for either enterprise; therefore, Black & Veatch includes these costs as “below-the-line” cash flow items and does not include them as O&M expenses.

2.7 Reserves

A utility typically establishes reserves for several reasons, such as covering shortfalls in operating revenues, maintaining strong bond ratings, covering day-to-day operating costs, and easing the burden on ratepayers associated with large rate increases. Per the reserve level recommendations, the Water and Recycled Water Utilities will maintain the following four reserves:

- Operating Reserve represents working capital maintained by the Operating Fund to cover day-to-day expenses and maintain enough funds to cover accounts receivables if there are supplier issues, periods of lower-than-expected water sales, or unforeseen cost increases. The reserve will maintain a minimum balance of 90 days of operating expenses once fully funded
- Construction Reserve represents funds used for unforeseen and unbudgeted capital costs. Once fully funded, this reserve will maintain a minimum balance of 12-months of the following year’s planned CIP.
- Rate Stabilization Reserve represents funds used to absorb revenue shortfall due to short-term decreases in water sales. This reserve stabilizes water and recycled water rate revenue and is an

effort to avoid wide swings in rates charged to customers over time. The reserve will maintain a minimum balance of 10% of water and recycled water sales revenue when fully funded.

- Pension Stabilization Reserve represents funds used to pay for the unfunded pension liabilities and the increase in the City's share of pension costs due to factors such as higher CalPERS rates and negotiated pay increases. The reserve target is \$3.0M for the Water Utility and \$150,000 for the Recycled Water Utility by FY 2030.

Appropriate reserve levels help the Water and Recycled Water Utilities with liquidity, provide operational flexibility, and demonstrate fiscal responsibility to the rating agencies, which allows the City to access lower-cost funds.

2.8 Projected Operating Results

The revenue requirements of the Water and Recycled Water Utilities consist of O&M expenses, debt service, capital expenditures, and reserve requirements.

To fully understand the current condition of the Water and Recycled Water Utilities, it is important to examine the cash flow projections under the status quo scenario. As shown in Figure 2-2 and Figure 2-3, the status quo conditions would project that both utilities would operate from an annual deficit position, thus requiring the use of reserves to keep operating. In this scenario, the Water and Recycled Water Utilities would not impose any revenue increases over the Study Period and continue to incur O&M expenses, pay for the execution of the planned CIP, and transfer to reserves.

Figure 2-2 Status Quo Operating Cash Flow (Water)

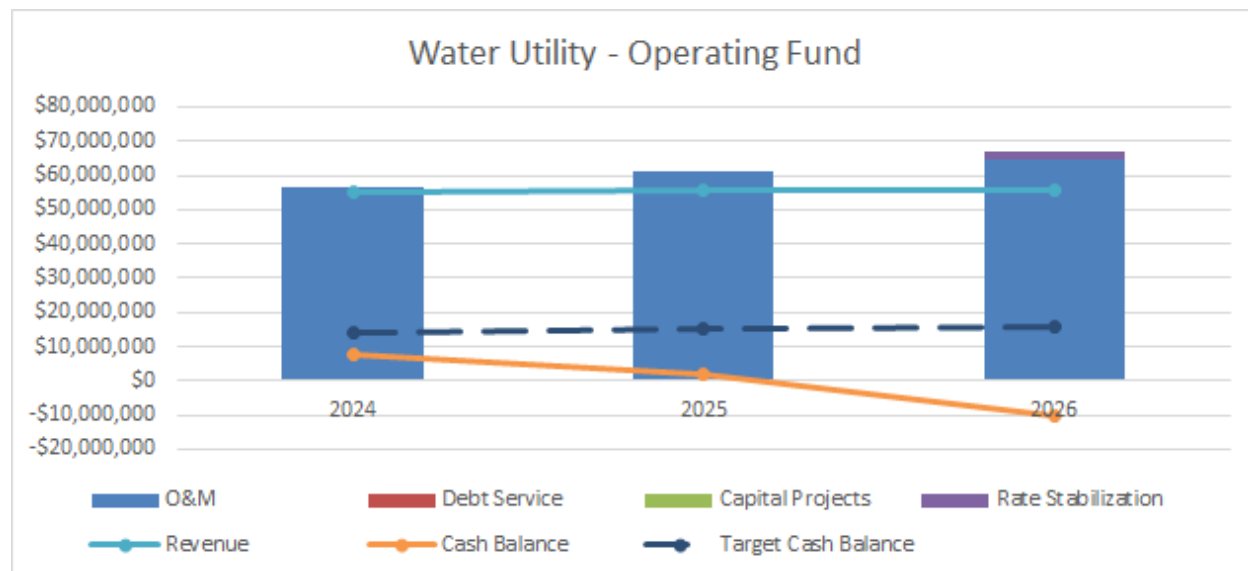
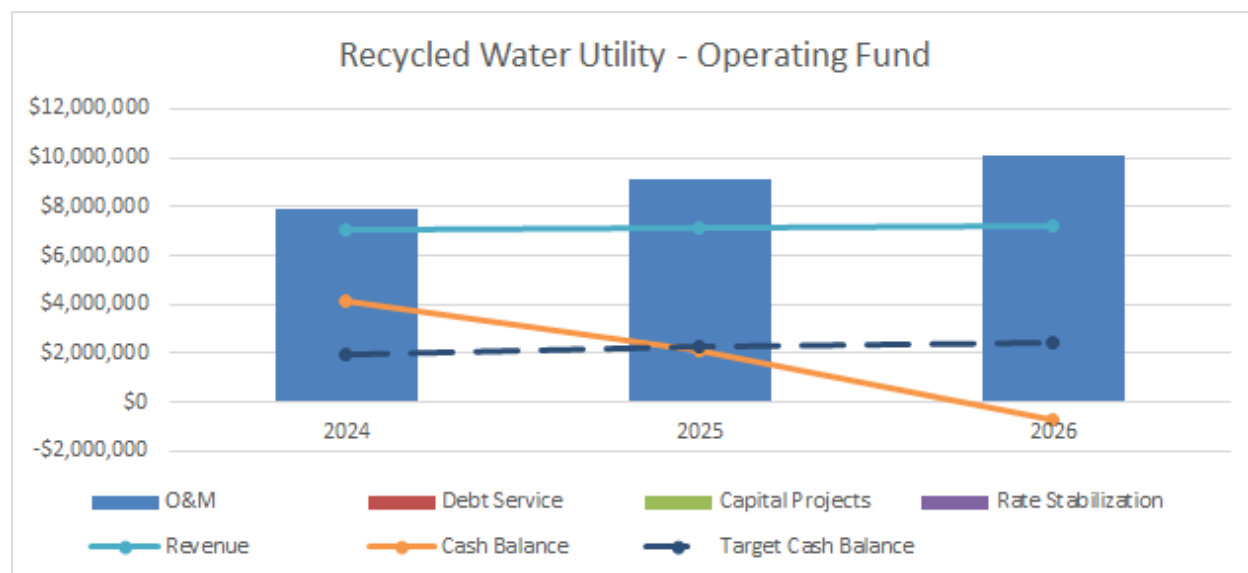


Figure 2-3 Status Quo Operating Cash Flow (Recycled Water)

The analyses performed for the Study indicate that the City should implement the proposed revenue increases shown in Table 2-9 and Table 2-10 if it wishes to keep the Water and Recycled Water Utilities in a balance financial condition. The revenue increases represent the overall total revenue adjustment needed to meet revenue requirements. The revenue adjustment does not represent adjustments to the individual rates but reflects the overall level of revenue needed to meet the Water and Recycled Water Utilities' obligations.

The suggested revenue increases help the Water and Recycled Water Utilities meet the following goals:

- Meet budgeted operating obligations in the three FYs.
- Meet planned capital investments in the three FYs.
- Maintain an operating reserve of 90 days of operating expenses.
- Maintain construction reserve of 12-months of next year's CIP.
- Continue transfers for the rate stabilization reserve to meet the goal of 10% of rate revenues.
- Continue transfers for the pension stabilization reserve to meet the FY 2030 goal.

Table 2-9 and Table 2-10 summarize proposed Operating Funds for the Study Period. The Operating Funds consist of 1) Revenue and 2) Revenue Requirements.

Revenue

- Line 1 is the revenue under existing rates.
- Lines 2 through 4 are the additional revenues generated from the required annual revenue increases. The additional revenue generated is a direct reflection of the number of months the increase is effective for, and therefore amount might calculate at less than that stated amount.
- Line 6 is the total revenue generated from user charges.
- Line 14 for the Water Utility and Line 9 for the Recycled Water Utility represent other operating revenues.

- Line 11 for the Recycled Water Utility represents transfers into operating.
- Line 15 for the Water Utility and Line 12 for the Recycled Water Utility represent total revenues for the enterprises.

Revenue Requirements

- Line 17 for the Water Utility and Line 14 for the Recycled Water Utility represent O&M expenses. The O&M expenses include water production and water purchase.
- Line 21 for the Water Utility and Line 18 for the Recycled Water Utility represent transfers. The transfers include money to the Rate Stabilization Fund, Pension Fund, and Construction Fund.
- Line 22 for the Water Utility and Line 19 for the Recycled Water Utility represent total revenue requirements for the enterprises.

Line 25 for the Water Utility and Line 22 for the Recycled Water Utility represent the net cumulative cash balance within the Operating Funds. The net cumulative cash balance intends to match, to the extent possible, Line 26 for the Water Utility and Line 23 for the Recycled Water Utility. The cash balance reserve is required to ensure the Operation Fund can continue in the event of a supplier interruption, market price fluctuations of critical equipment or supplies, or an abrupt drop in account receivables. The reserve target minimum is 90 days of O&M expenses.

Table 2-9 Operating Fund (Water)

| Line No. | Description | | | Fiscal Year Ending June 30, | | |
|-------------------------|---|------------------|----------|-----------------------------|---------------|---------------|
| | | | | FY 2024 | FY 2025 | FY 2026 |
| | | | | (\$) | (\$) | (\$) |
| Revenue | | | | | | |
| Rate Revenue | | | | | | |
| 1 | Revenue from Existing Rates | | | 53,104,700 | 53,356,800 | 53,487,100 |
| | Year | Months Effective | Rate Adj | | | |
| 2 | FY 2024 | 12 | 8.35% | 4,434,200 | 4,455,300 | 4,466,200 |
| 3 | FY 2025 | 12 | 9.00% | | 5,203,100 | 5,215,800 |
| 4 | FY 2026 | 12 | 9.00% | | | 5,685,200 |
| 5 | Increased Revenue Due to Adjustments | | | 4,434,200 | 9,658,400 | 15,367,200 |
| 6 | Subtotal Rate Revenue | | | \$ 57,538,900 | \$ 63,015,200 | \$ 68,854,300 |
| Other Operating Revenue | | | | | | |
| 7 | Solar System Maintenance | | | 80,100 | 80,100 | 80,100 |
| 8 | Water System Maintenance | | | 1,070,500 | 1,070,500 | 1,070,500 |
| 9 | Water Construction | | | 0 | 0 | 0 |
| 10 | Water System Operations | | | 0 | 0 | 0 |
| 11 | Administration Design | | | 905,400 | 912,300 | 919,300 |
| 12 | Water Quality | | | 0 | 0 | 0 |
| 13 | Water Resources | | | 76,900 | 76,900 | 76,900 |
| 14 | Subtotal Other Operating Revenue | | | \$ 2,132,900 | \$ 2,139,800 | \$ 2,146,800 |
| 15 | Total Revenue | | | \$ 59,671,800 | \$ 65,155,000 | \$ 71,001,100 |
| Revenue Requirements | | | | | | |
| Operating & Maintenance | | | | | | |
| 16 | O&M Expenses | | | 56,212,500 | 60,992,300 | 64,627,600 |
| 17 | Subtotal O&M | | | \$ 56,212,500 | \$ 60,992,300 | \$ 64,627,600 |
| Transfers | | | | | | |
| 18 | Transfer to Rate Stabilization Fund | | | 0 | 0 | 2,250,000 |
| 19 | Transfer to Pensiotn Stabilization Fund | | | 199,400 | 199,400 | 199,400 |
| 20 | Transfer to Water Construction Fund | | | 0 | 0 | 0 |
| 21 | Total Transfers | | | \$ 199,400 | \$ 199,400 | \$ 2,449,400 |
| 22 | Total Revenue Requirements | | | \$ 56,411,900 | \$ 61,191,700 | \$ 67,077,000 |
| 23 | Net Annual Cash Balance | | | 3,259,900 | 3,963,300 | 3,924,100 |
| 24 | Beginning Fund Balance | | | 9,386,600 | 12,367,600 | 16,052,000 |
| 25 | Net Cumulative Fund Balance | | | \$ 12,646,500 | \$ 16,330,900 | \$ 19,976,100 |
| 26 | Minimum Operating Reserves (90 Days) | | | \$ 13,860,600 | \$ 15,039,200 | \$ 15,935,600 |

Table 2-10 Operating Fund (Recycled Water)

| Line No. | Description | | | Fiscal Year Ending June 30, | | |
|-------------------------|--|------------------|----------|-----------------------------|--------------|---------------|
| | | | | FY 2024 | FY 2025 | FY 2026 |
| | | | | (\$) | (\$) | (\$) |
| Revenue | | | | | | |
| Rate Revenue | | | | | | |
| 1 | Revenue from Existing Rates | | | 6,533,500 | 6,610,300 | 6,676,400 |
| | Year | Months Effective | Rate Adj | | | |
| 2 | FY 2024 | 12 | 10.00% | 653,400 | 661,000 | 667,600 |
| 3 | FY 2025 | 12 | 11.00% | | 799,800 | 807,800 |
| 4 | FY 2026 | 12 | 11.00% | | | 896,700 |
| 5 | Increased Revenue Due to Adjustments | | | 653,400 | 1,460,800 | 2,372,100 |
| 6 | Subtotal Rate Revenue | | | \$ 7,186,900 | \$ 8,071,100 | \$ 9,048,500 |
| Other Operating Revenue | | | | | | |
| 7 | System Maintenance | | | 94,700 | 96,600 | 98,500 |
| 8 | South Bay Water Recycling System Maintenan | | | 421,500 | 438,400 | 453,900 |
| 9 | Subtotal Other Operating Revenue | | | \$ 516,200 | \$ 535,000 | \$ 552,400 |
| Transfers From | | | | | | |
| 10 | RW Capital Fund | | | 0 | 0 | 0 |
| 11 | Subtotal Transfers From | | | \$ - | \$ - | \$ - |
| 12 | Total Revenue | | | \$ 7,703,100 | \$ 8,606,100 | \$ 9,600,900 |
| Revenue Requirements | | | | | | |
| Operating & Maintenance | | | | | | |
| 13 | O&M Expenses | | | 7,918,500 | 9,108,100 | 10,053,000 |
| 14 | Subtotal O&M | | | 7,918,500 | 9,108,100 | 10,053,000 |
| Transfers | | | | | | |
| 15 | Transfer to Rate Stabilization Fund | | | 0 | 0 | 0 |
| 16 | Transfer to Pensiotn Stabilization Fund | | | 0 | 0 | 9,800 |
| 17 | Transfer to Recycled Water Const Fund | | | 0 | 0 | 0 |
| 18 | Total Transfers | | | 0 | 0 | 9,800 |
| 19 | Total Revenue Requirements | | | \$ 7,918,500 | \$ 9,108,100 | \$ 10,062,800 |
| 20 | Net Annual Cash Balance | | | (215,400) | (502,000) | (461,900) |
| 21 | Beginning Fund Balance | | | 4,980,400 | 4,765,000 | 4,263,000 |
| 22 | Net Cumulative Fund Balance | | | \$ 4,765,000 | \$ 4,263,000 | \$ 3,801,100 |
| 23 | Minimum Operating Reserves (90 Days) | | | \$ 1,952,500 | \$ 2,245,800 | \$ 2,478,800 |

Figure 2-4 presents the proposed Water Utility Operating Fund, and Figure 2-5 presents the Recycled Water Utility Operating Fund.

Figure 2-4 Water Operating Cash Flow

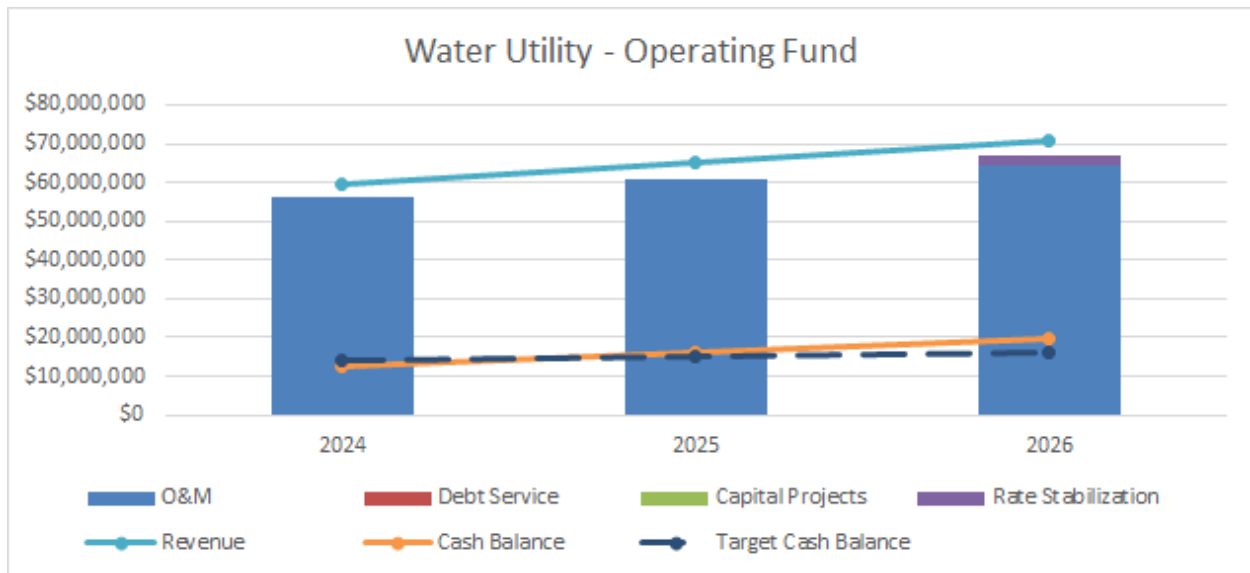
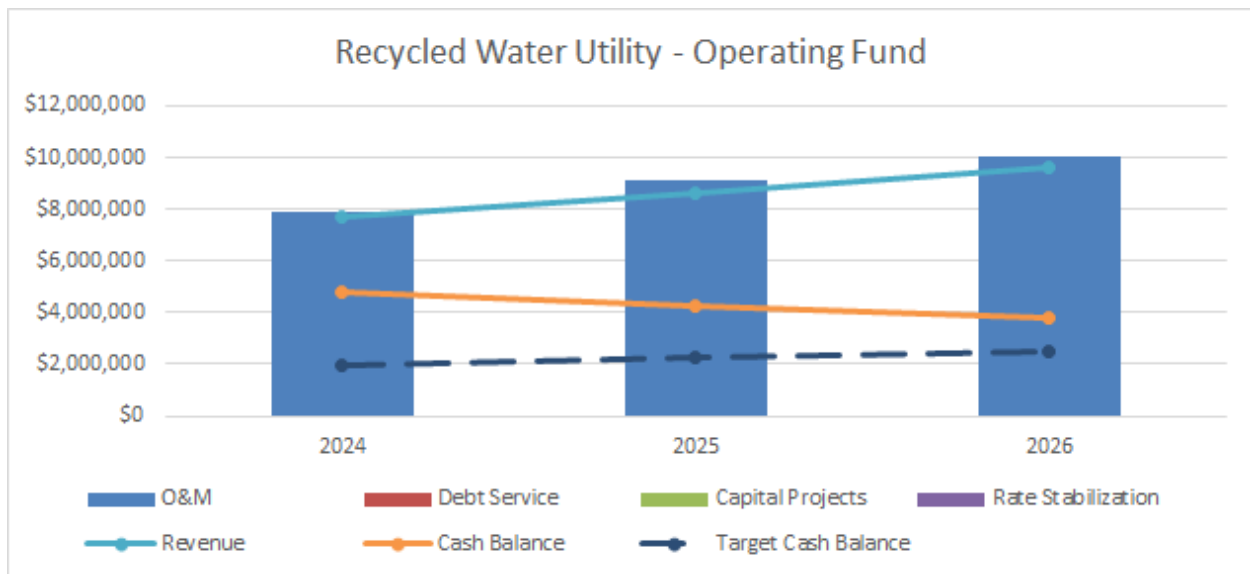


Figure 2-5 Recycled Water Operating Cash Flow



3.0 Cost of Service Analysis

The cost-of-service analysis requires recovery of the City's needed revenues from water and recycled water service rates, allocated to customer classes according to the service rendered. An equitable rate structure allocates the capture of revenue requirements to customer classes based on the quantity of water consumed, peak flows, the number of customer connections, and other relevant factors.

In analyzing the Water and Recycled Water Utilities' cost of service for allocation to its customer classes, Black & Veatch selected the annual revenue requirements for FY 2024 as the Test Year (TY) requirements to demonstrate the development of cost-of-service water and recycled water rates. Table 3-1 summarizes the total costs of service that need to be recovered from water user rates. Table 3-2 summarizes the total costs of service that need to be recovered from recycled water user rates. Both tables represent TY 2024.

Table 3-1 Cost of Service Revenue from Rates (Water)

| Line No. | Description | Operating Expense | Capital Cost | Total Cost |
|---|--|-------------------|--------------|---------------|
| | | (\$) | (\$) | (\$) |
| Revenue Requirements | | | | |
| 1 | O&M Expenses | 56,212,500 | 0 | 56,212,500 |
| 2 | Debt Service | 0 | 0 | 0 |
| 3 | Transfers | 478,300 | 0 | 478,300 |
| 4 | Subtotal | 56,690,800 | 0 | 56,690,800 |
| Less Revenue Requirements Met from Other Sources | | | | |
| 5 | Solar System Maintenance | 80,100 | 0 | 80,100 |
| 6 | Water System Maintenance | 1,070,500 | 0 | 1,070,500 |
| 7 | Water Construction | 0 | 0 | 0 |
| 8 | Water System Operations | 0 | 0 | 0 |
| 9 | Administration Design | 905,400 | 0 | 905,400 |
| 10 | Water Quality | 0 | 0 | 0 |
| 11 | Water Resources | 76,900 | 0 | 76,900 |
| 12 | Subtotal | 2,132,900 | 0 | 2,132,900 |
| Adjustments | | | | |
| 13 | Adjustment for Annual Cash Balance | (2,981,000) | 0 | (2,981,000) |
| 14 | Subtotal | (2,981,000) | 0 | (2,981,000) |
| 15 | Cost of Service to be Recovered from Rates | \$ 57,538,900 | \$ 0 | \$ 57,538,900 |

Table 3-2 Cost of Service Revenue from Rates (Recycled Water)

| Line No. | Description | Operating Expense (\$) | Capital Cost (\$) | Total Cost (\$) |
|---|--|---------------------------|----------------------|--------------------|
| Revenue Requirements | | | | |
| 1 | O&M Expenses | 7,918,500 | 0 | 7,918,500 |
| 2 | Debt Service | 0 | 0 | 0 |
| 3 | Transfers | 0 | 0 | 0 |
| 4 | Subtotal | 7,918,500 | 0 | 7,918,500 |
| Less Revenue Requirements Met from Other Sources | | | | |
| 5 | System Maintenance | 94,700 | 0 | 94,700 |
| 6 | South Bay Water Recycling System Maintenance | 421,500 | 0 | 421,500 |
| 7 | Subtotal | 516,200 | 0 | 516,200 |
| Adjustments | | | | |
| 8 | Adjustment for Annual Cash Balance | 215,400 | 0 | 215,400 |
| 9 | Subtotal | 215,400 | 0 | 215,400 |
| 10 | Cost of Service to be Recovered from Rates | \$ 7,186,900 | \$ 0 | \$ 7,186,900 |

The total revenue requirement is shown in Line 4, which corresponds with Table 2-9, Line 22, and Table 2-10, Line 19. As shown in Line 12 for the Water Utility and Line 7 for the Recycled Water Utility, we deduct revenues from other sources to derive the net revenue requirement recovered through rates, which correspond with Table 2-9, Line 14 and Table 2-10, Lines 9 and 10, respectively.

Line 13 for the Water Utility and Line 8 for the Recycled Water Utility represent the net annual cash balance during the TY. If the enterprise is drawing down funds already in the Operating Fund, this number is positive. The number will be negative if the enterprise is replacing funds. In the case of the Water Utility, the \$3.0M figure indicates that the forecast is projecting a positive cash balance for the year. In the case of the Recycled Water Utility, the \$215.4k figure indicates that the forecast is projecting a negative cash balance for the year.

3.1 Functional Cost Components

The first step in conducting a cost-of-service analysis involves analyzing the cost of providing water and recycled water service by system function to properly allocate the costs to the various customer classes and, subsequently, design rates. As a basis for allocating costs of service among customer classes, the study separates costs into the following four basic functional cost components: (1) Base; (2) Extra Capacity; (3) Customer; and (4) Direct Assignment, described as follows:

- Base costs represent operating and capital costs of the system associated with service to customers to the extent required under constant or average annual load conditions without the elements necessary to meet water consumption variations or peak demands.
- Extra Capacity costs represent those operating and capital costs incurred in meeting peaking demands. Peaking demands represent water consumption more than the average rate of use.
- Customer costs are those expenditures that tend to vary in proportion to the number of customers connected to the system. These include meter reading, billing, collecting, accounting, maintenance, and capital costs associated with meters and services.

- Directly assigned costs are specifically identified as those incurred to serve specific customers. These costs include fire protection and cross-connections for the Water Utility. The Recycled Water Utility has no direct assigned categories.

3.2 Allocation to Cost Components

The next step of the cost-of-service process involves allocating each cost element to functional cost components based on the parameter or parameters having the most significant influence on the magnitude of that cost element. O&M expenses are allocated directly to appropriate cost components. A detailed allocation of related capital investment is used as a proxy for allocating capital and replacement costs. The separation of costs into functional components provides a means for distributing such costs to the various classes of customers based on their respective responsibilities for each type of service.

3.2.1 System Base, Max Day, and Max Hour Allocations

The water and recycled water systems consist of various facilities designed and operated to fulfill a given function. For the systems to provide adequate service to its customers, it must be capable of meeting the annual volume requirements and the maximum demand rates placed on the system. Because not all customers and types of customers exert maximum demand at the same time, the capacities of the various facilities must meet the maximum coincidental demand of all classes of customers. Each water and recycled water service facility within the systems has an underlying average demand exerted by the customers for whom the base cost component applies. For those facilities designed solely to meet average day demand, 100% of the costs go to the base cost component. Extra capacity requirements associated with coincidental demands more than average use consist of maximum daily and maximum hourly demand subcomponents.

The first step in determining the allocation percentages for volume-related cost allocations is to assign system peaking factors. The base element is equal to the average daily demand (ADD) and assigned a value of 1.0. Based on the City's 2002 Water Master Plan, the Water Utility's maximum day (max day) demand is 1.5 times the ADD. The maximum hourly (max hour) demand is 1.8 times the ADD. Based on the City's 2014 Strategic and Master Planning Report, 2002 Water Master Plan, the Recycled Water Utility's max day demand is 1.7 times the ADD. The max hour demand is 2.38 times the ADD.

The costs associated with facilities required to meet maximum day demand are allocable to base and maximum day extra capacity as shown below for the Water Utility. Recycled Water Utility would use a similar allocation based on its respective max day and max hour ratios.

- $\text{Base} = (1.0/1.5) \times 100 = 66.7\%$
- $\text{Max Day} = (1.5 - 1.0)/1.5 \times 100 = 33.3\%$

These calculations indicate that the average or base use requires 66.7% of the capacity of facilities designed and generated to meet maximum day demand, and the remaining 33.3% meets maximum day extra capacity requirements.

The costs associated with facilities required to meet maximum hour demand are allocable to base, maximum day extra capacity and maximum hour extra capacity as follows:

- $\text{Base} = (1.0/1.8) \times 100 = 55.6\%$
- $\text{Max Day} = (1.5 - 1.0)/1.8 \times 100 = 27.7\%$
- $\text{Max Hour} = (1.8 - 1.5)/1.8 \times 100 = 16.7\%$

3.2.2 Allocation of Operating and Maintenance Expenses

In allocating O&M expenses for TY 2024, costs are directly allocated to the cost components to the extent possible. The Water and Recycled Water Utilities book operating costs by functional categories. Therefore, Black & Veatch used the factors noted in Section 3.1 to allocate the operating expenses to the cost components. The study based the allocation of Administration and Transfer cost elements on the average of all other costs. The direct assignment represents fire protection and cross-connections for the Water Utility. Table 3-3 and Table 3-4 represent the allocation of O&M to the cost components. Next, revenues are subtracted from other sources as shown in Table 3-1, Lines 12 and 15 and Table 3-2, Lines 7 and 10. The analysis deducts any drawdown of available cash balances and normalizes the rate adjustments for a full year to determine the net O&M costs for each utility.

Table 3-3 Allocation of O&M Expenditures (Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | | Fire Protection | Cross Connection |
|--------------------|----------------------------------|---------------|-------------------------|----------------|--------------|--------------|--------------|-----------------|------------------|
| | | | Base | Extra Capacity | | Customer | | | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. | | |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Water Utility | | | | | | | | | |
| Operating Expenses | | | | | | | | | |
| | 1532 Solar System Maintenance | 283,900 | 0 | 0 | 0 | 283,900 | 0 | 0 | 0 |
| 1 | 1422 Water System Maintenance | | | | | | | | |
| 2 | Customer Service | 325,500 | 0 | 0 | 0 | 0 | 325,500 | 0 | 0 |
| 3 | Backflow Prevention | 845,000 | 0 | 0 | 0 | 0 | 0 | 0 | 845,000 |
| 4 | All Other | 689,300 | 376,500 | 191,000 | 114,900 | 0 | 0 | 6,900 | 0 |
| | 1423 Water Construction | 3,806,500 | 2,079,100 | 1,054,900 | 634,400 | 0 | 0 | 38,100 | 0 |
| 5 | 1424 Water System Operations | | | | | | | | |
| 6 | Generation & Pumping | 1,153,200 | 758,200 | 383,500 | 0 | 0 | 0 | 11,500 | 0 |
| 7 | Customer Billing & Meter Reading | 745,400 | 0 | 0 | 0 | 0 | 745,400 | 0 | 0 |
| 8 | Meters | 357,700 | 0 | 0 | 0 | 357,700 | 0 | 0 | 0 |
| | Hydrants | 1,385,400 | 0 | 0 | 0 | 0 | 0 | 1,385,400 | 0 |
| 9 | All Other | 7,017,100 | 3,832,700 | 1,944,700 | 1,169,500 | 0 | 0 | 70,200 | 0 |
| 10 | 1411 Administration Design | 4,459,200 | 3,029,600 | 308,000 | 165,300 | 630,600 | 92,300 | 160,600 | 72,800 |
| 11 | 1412 Water Quality | 270,800 | 216,600 | 0 | 0 | 51,500 | 0 | 2,700 | 0 |
| 12 | 1413 Water Resources | | | | | | | | |
| | Water Purchase | 34,272,800 | 27,418,300 | 0 | 0 | 6,511,800 | 0 | 342,700 | 0 |
| 13 | All Other | 600,700 | 480,600 | 0 | 0 | 114,100 | 0 | 6,000 | 0 |
| 14 | Transfers | 478,300 | 325,100 | 33,000 | 17,700 | 67,600 | 9,900 | 17,200 | 7,800 |
| 15 | Total O&M Expenses | \$ 56,690,800 | \$ 38,516,700 | \$ 3,915,100 | \$ 2,101,800 | \$ 8,017,200 | \$ 1,173,100 | \$ 2,041,300 | \$ 925,600 |
| Less Other Revenue | | | | | | | | | |
| 16 | Miscellaneous Revenues | 2,132,900 | 1,449,200 | 147,300 | 79,100 | 301,600 | 44,100 | 76,800 | 34,800 |
| 17 | Other Adjustments | (2,981,000) | (2,025,300) | (205,900) | (110,500) | (421,600) | (61,700) | (107,300) | (48,700) |
| 18 | Net Operating Expenses | \$ 57,538,900 | \$ 39,092,800 | \$ 3,973,700 | \$ 2,133,200 | \$ 8,137,200 | \$ 1,190,700 | \$ 2,071,800 | \$ 939,500 |

Table 3-4 Allocation of O&M Expenditures (Recycled Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | |
|------------------------|---------------------------------------|--------------|-------------------------|----------------|-----------|------------|------------|
| | | | Base | Extra Capacity | | Customer | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Recycled Water Utility | | | | | | | |
| Operating Expenses | | | | | | | |
| 1 | 1522 System Maintenance | | | | | | |
| 2 | Water Purchase | 6,738,500 | 6,738,500 | 0 | 0 | 0 | 0 |
| 3 | Customer Billing & Meter Reading | 3,700 | 0 | 0 | 0 | 0 | 3,700 |
| 4 | Meters | 477,200 | 0 | 0 | 0 | 477,200 | 0 |
| 5 | All Other | 343,200 | 144,200 | 100,900 | 98,100 | 0 | 0 |
| 6 | 1525 South Bay Water Recycling System | 355,900 | 209,400 | 146,500 | 0 | 0 | 0 |
| 7 | Transfers | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Total O&M Expenses | \$ 7,918,500 | \$ 7,092,100 | \$ 247,400 | \$ 98,100 | \$ 477,200 | \$ 3,700 |
| Less Other Revenue | | | | | | | |
| 9 | Miscellaneous Revenues | 516,200 | 462,400 | 16,100 | 6,400 | 31,100 | 200 |
| 10 | Other Adjustments | 215,400 | 192,900 | 6,700 | 2,700 | 13,000 | 100 |
| 11 | Net Operating Expenses | \$ 7,186,900 | \$ 6,436,800 | \$ 224,600 | \$ 89,000 | \$ 433,100 | \$ 3,400 |

3.2.3 Allocation of Capital Investments

In allocating the capital investment for TY 2024, the existing fixed assets (which serve as a proxy for the current capital investments) are allocated directly to cost components to the extent possible. The allocation of costs in this manner provides a basis for annual investment in water and recycled water system facilities. Plan capital costs can be allocated using the distribution of total net system investment across the functional cost components. Table 3-5 and Table 3-6 show the total allocation of existing system investment serving water and recycled water customers. The total net system investment of \$61.8M shown on Line 11 for the Water Utility and \$1.1M on Line 9 for the Recycled Water Utility represents the Test Year original cost less accumulated depreciation of the system in service. The total net system investment reflects the Water and Recycled Water Utilities fixed asset listing ending June 30, 2022. This value represents the original cost (book value) of the assets.

Table 3-5 Allocation of Capital Costs (Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | | Fire Protection | Cross Connection |
|--------------------|-----------------------------|--------------|-------------------------|----------------|--------------|--------------|------------|-----------------|------------------|
| | | | Base | Extra Capacity | | Customer | | | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. | | |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Water Utility | | | | | | | | | |
| Plant Assets | | | | | | | | | |
| 1 | Water Production | 20,088,400 | 16,070,700 | 0 | 0 | 3,816,800 | 0 | 200,900 | 0 |
| 2 | Pumping | 3,262,100 | 2,144,700 | 1,084,800 | 0 | 0 | 0 | 32,600 | 0 |
| 3 | Treatment | 1,870,500 | 1,229,700 | 622,100 | 0 | 0 | 0 | 18,700 | 0 |
| 4 | Transmission & Distribution | 27,476,400 | 15,007,600 | 7,614,600 | 4,579,400 | 0 | 0 | 274,800 | 0 |
| 5 | Meters & Services | 6,993,600 | 0 | 0 | 0 | 6,993,600 | 0 | 0 | 0 |
| 6 | Fire Hydrants | 563,600 | 0 | 0 | 0 | 0 | 0 | 563,600 | 0 |
| 7 | General Plant | 1,584,500 | 906,000 | 245,100 | 120,400 | 284,300 | 0 | 28,700 | 0 |
| 8 | Total Plant Assets | \$61,839,100 | \$35,358,700 | \$ 9,566,600 | \$ 4,699,800 | \$11,094,700 | \$ 0 | \$ 1,119,300 | \$ 0 |
| Less Other Revenue | | | | | | | | | |
| 9 | Miscellaneous Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Other Adjustments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | Net Capital Expenses | \$61,839,100 | \$35,358,700 | \$ 9,566,600 | \$ 4,699,800 | \$11,094,700 | \$ 0 | \$ 1,119,300 | \$ 0 |

Table 3-6 Allocation of Capital Costs (Recycled Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | |
|------------------------|-----------------------------|--------------|-------------------------|----------------|------------|----------|------------|
| | | | Base | Extra Capacity | | Customer | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Recycled Water Utility | | | | | | | |
| Plant Assets | | | | | | | |
| 1 | Water Production | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Pumping | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Treatment | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Transmission & Distribution | 1,097,700 | 461,200 | 322,900 | 313,600 | 0 | 0 |
| 5 | Meters | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Total Plant Assets | \$ 1,097,700 | \$ 461,200 | \$ 322,900 | \$ 313,600 | \$ 0 | \$ 0 |
| Less Other Revenue | | | | | | | |
| 7 | Miscellaneous Revenues | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Other Adjustments | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Net Capital Expenses | \$ 1,097,700 | \$ 461,200 | \$ 322,900 | \$ 313,600 | \$ 0 | \$ 0 |

3.3 Units of Service

To properly recognize the cost of service, each customer class receives its share of base, maximum day, peak hour, and customer costs. Following the allocation of costs, the total cost responsibility for each customer class is developed using unit costs of service for each cost function and subsequently assigning those costs to the customer classes based on the respective service requirements of each. The

number of units of service required by each customer class provides a means for the proportionate distribution of costs previously allocated to respective cost categories.

Table 3-7 summarizes the estimated TY 2024 units of service for the various customers. Base costs vary with the volume of water consumed and distributed to the customers on that basis. Extra Capacity costs are those associated with meeting peak demand rates of water use and distributed to the customers based on the respective class capacity requirements more than average rates of use. Black & Veatch followed the capacity factor methodology outlined in Appendix A of the AWWA M1 Manual to derive peak consumption information from the monthly consumption records in the City's Customer Information System which helps provide the basis for estimating maximum day and peak hour ratios. The number of bills for each customer serves as the basis for distributing customer billing requirements. Customer meter requirements are allocated on an equivalent meter's basis for each customer. The estimated number of equivalent meters for each customer relies on the total number of meters serving respective classes and the hydraulic capacity ratio of the meters to the 5/8 x 3/4-inch meter. The equivalent meter ratios adopted in this analysis are consistent with the AWWA M1 Manual. Private fire-protection costs allocations use equivalent fire hydrants.

3.4 Cost of Service Allocations

The Study applies the unit costs of service to each customer class's respective service requirements to determine the cost of service for each customer class. The total unit costs of service applied to the respective requirements for each customer class results in the total cost of service for each customer class.

3.4.1 Units Costs of Service

The TY 2024 unit cost of service for each functional cost component is simply the total cost divided by the applicable units of service, as shown in Table 3-8 and Table 3-10. On Line 4, the total costs represent the cost that rates need to recover, as demonstrated in Table 3-1, Line 16 for the Water Utility, and Table 3-2, Line 11 for the Recycled Water Utility. The net O&M cost includes O&M (including water purchase) less revenue from other sources and adjustments. The total capital cost includes debt service payments and transfers to the Construction Fund. Line 6 represents the unit costs for the entire water and recycled water systems regardless of customer classes. After that, the unit costs are used to allocate the costs to the specific customer classes.

3.4.2 Distribution of Costs of Service to Customer Classes

Applying the unit costs to the units for each customer class produces the customer class costs. This process is illustrated in Table 3-9 and Table 3-11, in which unit costs are applied to the customer class units of service for TY 2024. The costs attributable to each customer class reflect the functional cost components described in Section 3.1. Each customer class places a burden on the system in different ways, and thus the allocation of the units is representative of this burden.

An example of the application of unit costs is shown below for illustrative purposes.

| | Base Component |
|--|-----------------|
| Unit Cost (Table 3-5, Line 6) | \$ 5.83 per HCF |
| General Customer Consumption (Table 3-6, Line 2) | 6,704,673 HCF |
| Total Allocated Cost | \$ 39,092,800 |

Please note that the numbers within the tables are rounded, yet the calculations are done based on non-rounded values; therefore, results might vary.

Table 3-7 Units of Service (Water and Recycled Water)

| Line No. | Description | Consumption | | Maximum Day | | | Maximum Day | | | Meters | Cust/Bills | Fire Protection | Cross Connection |
|-------------------------------|--------------------|-------------|-----------|-------------|-----------|-----------|-------------|-----------|-----------|--------|------------|-----------------|------------------|
| | | Annual | Avg. Day | Factor | Total | Extra | Factor | Total | Extra | | | | |
| | Column Reference | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| | Units of Measure | (HCF) | (HCF/day) | | (HCF/day) | (HCF/day) | | (HCF/day) | (HCF/day) | (EMs) | (bills) | (EHs) | (EMs) |
| Water Utility | | | | | | | | | | | | | |
| 1 | General Customer | 6,704,673 | 18,369 | 168% | 30,860 | 12,491 | 252% | 46,290 | 15,430 | 45,924 | 321,646 | 0 | 0 |
| 2 | Subtotal | 6,704,673 | 18,369 | | 30,860 | 12,491 | | 46,290 | 15,430 | 45,924 | 321,646 | | |
| Fire Service | | | | | | | | | | | | | |
| 3 | Public Fire | 0 | 0 | | 558 | 558 | | 4,465 | 3,907 | 0 | 0 | 3,437 | 0 |
| 4 | Private Fire | 0 | 0 | | 284 | 284 | | 2,273 | 1,989 | 0 | 15,354 | 1,750 | 0 |
| 5 | Subtotal | 0 | 0 | | 842 | 842 | | 6,738 | 5,896 | 0 | 15,354 | 5,187 | 0 |
| Cross Connection | | | | | | | | | | | | | |
| 6 | Cross Connection | | | | | | | | | | 33,665 | 0 | 8,102 |
| 7 | Subtotal | 0 | 0 | | 0 | 0 | | 0 | 0 | 0 | 33,665 | 0 | 8,102 |
| 8 | Total Water System | 6,704,673 | 18,369 | | 31,702 | 13,333 | | 53,028 | 21,326 | 45,924 | 370,665 | 5,187 | 8,102 |
| Recycled Water Utility | | | | | | | | | | | | | |
| 9 | General Customer | 1,570,538 | 4,303 | 133% | 5,723 | 1,420 | 200% | 8,606 | 2,883 | 2,315 | 3,257 | 0 | 0 |
| 10 | Subtotal | 1,570,538 | 4,303 | | 5,723 | 1,420 | | 8,606 | 2,883 | 2,315 | 3,257 | 0 | 0 |

Table 3-8 Units Cost of Service (Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | | Fire Protection | Cross Connection |
|---------------|--------------------------|---------------|-------------------------|----------------|--------------|---------------|--------------|-----------------|------------------|
| | | | Base | Extra Capacity | | Customer | | | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust./Bill. | | |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | |
| Water Utility | | | | | | | | | |
| 1 | Net Operating Expense | 57,538,900 | 39,092,800 | 3,973,700 | 2,133,200 | 8,137,200 | 1,190,700 | 2,071,800 | 939,500 |
| 2 | Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Capital Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Total Cost of Service | \$ 57,538,900 | \$ 39,092,800 | \$ 3,973,700 | \$ 2,133,200 | \$ 8,137,200 | \$ 1,190,700 | \$ 2,071,800 | \$ 939,500 |
| 5 | Units of Service (Total) | | 6,704,673 | 13,333 | 21,326 | 45,924 | 370,665 | 5,187 | 8,102 |
| | | | HCF | HCF/Day | HCF/Day | Eq. Meters | Bills | Eq. Hydrants | Eq. Meters |
| 6 | Cost per Unit | | \$ 5.83 | \$ 298.03 | \$ 100.03 | \$ 177.19 | \$ 3.21 | \$ 399.46 | \$ 115.96 |
| | | | per HCF | per HCF/Day | per HCF/Day | per Eq. Meter | per Bill | per Eq. Hydrant | per Eq. Meter |

Table 3-9 Distribution of Costs to Customer Classes (Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | | Fire Protection | Cross Connection |
|----------|--------------------------------|---------------|-------------------------|----------------|--------------|--------------|--------------|-----------------|------------------|
| | | | Base | Extra Capacity | | Customer | | | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. | | |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | |
| | Water Utility | | | | | | | | |
| | General Customer | | | | | | | | |
| 1 | Units | | 6,704,673 | 12,491 | 15,430 | 45,924 | 321,646 | 0 | 0 |
| 2 | Allocation of costs of service | 53,529,500 | 39,092,800 | 3,722,700 | 1,543,500 | 8,137,200 | 1,033,300 | 0 | 0 |
| | Public Fire | | | | | | | | |
| 3 | Units | | 0 | 558 | 3,907 | 0 | 0 | 3,437 | 0 |
| 4 | Allocation of costs of service | 1,930,000 | 0 | 166,300 | 390,800 | 0 | 0 | 1,372,900 | 0 |
| | Private Fire | | | | | | | | |
| 5 | Units | | 0 | 284 | 1,989 | 0 | 15,354 | 1,750 | 0 |
| 6 | Allocation of costs of service | 1,031,800 | 0 | 84,700 | 198,900 | 0 | 49,300 | 698,900 | 0 |
| | Cross Connection | | | | | | | | |
| 7 | Units | | 0 | 0 | 0 | 0 | 33,665 | 0 | 8,102 |
| 8 | Allocation of costs of service | 1,047,600 | 0 | 0 | 0 | 0 | 108,100 | 0 | 939,500 |
| 7 | TOTAL COSTS OF SERVICE | \$ 57,538,900 | \$ 39,092,800 | \$ 3,973,700 | \$ 2,133,200 | \$ 8,137,200 | \$ 1,190,700 | \$ 2,071,800 | \$ 939,500 |

Table 3-10 Units Cost of Service (Recycled Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | |
|-------------------------------|--------------------------|--------------|-------------------------|----------------|-------------|---------------|------------|
| | | | Base | Extra Capacity | | Customer | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Recycled Water Utility | | | | | | | |
| 1 | Net Operating Expense | 7,186,900 | 6,436,800 | 224,600 | 89,000 | 433,100 | 3,400 |
| 2 | Debt Service | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Capital Costs | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Total Cost of Service | \$ 7,186,900 | \$ 6,436,800 | \$ 224,600 | \$ 89,000 | \$ 433,100 | \$ 3,400 |
| 5 | Units of Service (Total) | | 1,570,538 | 1,420 | 2,883 | 2,315 | 3,257 |
| | | | HCF | HCF/Day | HCF/Day | Eq. Meters | Bills |
| 6 | Cost per Unit | | \$ 4.10 | \$ 158.18 | \$ 30.87 | \$ 187.12 | \$ 1.04 |
| | | | per HCF | per HCF/Day | per HCF/Day | per Eq. Meter | per Bill |

Table 3-11 Distribution of Costs to Customer Classes (Recycled Water)

| Line No. | Description | Total Costs | Common to All Customers | | | | |
|-------------------------------|--------------------------------|--------------|-------------------------|----------------|-----------|------------|------------|
| | | | Base | Extra Capacity | | Customer | |
| | | | Base | Max. Day | Max. Hour | Meters | Cust/Bill. |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Recycled Water Utility | | | | | | | |
| General Customer | | | | | | | |
| 1 | Units | | 1,570,538 | 1,420 | 2,883 | 2,315 | 3,257 |
| 2 | Allocation of costs of service | 7,186,900 | 6,436,800 | 224,600 | 89,000 | 433,100 | 3,400 |
| 3 | TOTAL COSTS OF SERVICE | \$ 7,186,900 | \$ 6,436,800 | \$ 224,600 | \$ 89,000 | \$ 433,100 | \$ 3,400 |

4.0 Rate Design

The initial consideration in the derivation of rate schedules for water and recycled water service is establishing equitable charges to the customers commensurate with the cost of providing that service. While the cost-of-service allocations to customer classes should not be construed as literal or exact determinations, they offer a guide to the necessity for, and the extent of, rate adjustments. Practical considerations sometimes modify rate adjustments by considering additional factors such as the extent of bill impacts, existing contracts, and historical local policies and practices.

4.1 Existing Rates

The existing rates of the Water and Recycled Water Utilities consist of a fixed component in the form of a minimum monthly service charge and a variable component in the form of a consumption charge. The minimum monthly service charge is based on meter size and applied when consumption does not exceed the consumption allowance. The consumption charge is based on units of consumption (1 unit = 1 HCF = 748 gallons). The City has separate fixed charges for fire services and cross-connections. Table 2-3, presented earlier in this report, summarizes the existing water and recycled water rates.

4.2 Proposed Rates

The cost-of-service analysis described in the preceding sections of this report provides a basis for the design of water and recycled water rates.

4.2.1 Monthly Service Charge

Black & Veatch used meter ratios based on maximum operating capacities by meter size as shown in AWWA M1, Table B-1, which recognizes that as meter size increases, so does the capacity. For example, customers with a 4" meter expects to be able to use more water (at a higher flow capacity) than customers with a ¾" meter. Consequently, the City's water system must maintain assets sized accordingly and capable of providing customers the level of service expected from their meter connection when the tap turns on. The minimum monthly service charge recovers a portion of the costs associated with wholesale water purchase, meter maintenance and services, meter reading, bill issuance, and maintenance and capacity costs associated with public fire protection regardless of the level of water consumed.

Table 4-1 demonstrates the water cost elements incorporated into the minimum monthly service charge for FY 2024. Table 4-2 shows the Water Utility three-year fixed service charge rate schedule.

Table 4-1 Costs within the Minimum Monthly Service Charge for FY 2024 (Water)

| Meter Size | Meter & Public Fire Protection | | | | Billing | | | Total Service Charge |
|-------------|--------------------------------|--------------|-------------|--------------------|-----------|------------|--------------------|----------------------|
| | Mtr Unit Cost | FP Unit Cost | Meter Ratio | Adjusted Unit Cost | Unit Cost | Bill Ratio | Adjusted Unit Cost | |
| | per EM | per EM | | \$ | per Bill | | \$ | \$/Month |
| 5/8" x 3/4" | 14.77 | 3.50 | 1.00 | 18.27 | 3.21 | 1.00 | 3.21 | 21.48 |
| 1" | 14.77 | 3.50 | 1.67 | 30.45 | 3.21 | 1.00 | 3.21 | 33.66 |
| 1-1/2" | 14.77 | 3.50 | 3.33 | 60.89 | 3.21 | 1.00 | 3.21 | 64.10 |
| 2" | 14.77 | 3.50 | 5.33 | 97.43 | 3.21 | 1.00 | 3.21 | 100.64 |
| 3" | 14.77 | 3.50 | 10.67 | 194.86 | 3.21 | 1.00 | 3.21 | 198.07 |
| 4" | 14.77 | 3.50 | 16.67 | 304.46 | 3.21 | 1.00 | 3.21 | 307.67 |
| 6" | 14.77 | 3.50 | 33.33 | 608.92 | 3.21 | 1.00 | 3.21 | 612.14 |
| 8" | 14.77 | 3.50 | 53.33 | 974.28 | 3.21 | 1.00 | 3.21 | 977.49 |
| 10" | 14.77 | 3.50 | 80.00 | 1,461.41 | 3.21 | 1.00 | 3.21 | 1,464.63 |
| 12" | 14.77 | 3.50 | 112.50 | 2,055.11 | 3.21 | 1.00 | 3.21 | 2,058.33 |

Table 4-2 Proposed Minimum Monthly Service Charge (Water)

| Customer Class | Proposed | | |
|---|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Minimum Monthly Meter Rates (\$/Month) | \$/month | \$/month | \$/month |
| 5/8" x 3/4" | 21.48 | 23.36 | 25.42 |
| 1" | 33.66 | 36.73 | 40.05 |
| 1-1/2" | 64.10 | 70.16 | 76.63 |
| 2" | 100.64 | 110.28 | 120.53 |
| 3" | 198.07 | 217.27 | 237.60 |
| 4" | 307.67 | 337.63 | 369.29 |
| 6" | 612.14 | 671.96 | 735.12 |
| 8" | 977.49 | 1,073.16 | 1,174.12 |
| 10" | 1,464.63 | 1,608.10 | 1,759.44 |
| 12" | 2,058.33 | 2,260.05 | 2,472.81 |

Table 4-3 demonstrates the recycled water cost elements incorporated into the minimum monthly service charge for FY 2024. Table 4-4 shows the Recycled Water Utility three-year fixed service charge rate schedule.

Table 4-3 Costs within the Minimum Monthly Service Charge for FY 2024 (Recycled Water)

| Meter Size | Meter Services | | | Billing | | | Total Service Charge |
|-------------|----------------|-------------|--------------------|-----------|------------|--------------------|----------------------|
| | Mtr Unit Cost | Meter Ratio | Adjusted Unit Cost | Unit Cost | Bill Ratio | Adjusted Unit Cost | |
| | per EM | | \$ | per Bill | | \$ | \$/Month |
| 5/8" x 3/4" | 15.59 | 1.00 | 15.59 | 1.04 | 1.00 | 1.04 | 16.64 |
| 1" | 15.59 | 1.67 | 25.99 | 1.04 | 1.00 | 1.04 | 27.03 |
| 1-1/2" | 15.59 | 3.33 | 51.98 | 1.04 | 1.00 | 1.04 | 53.02 |
| 2" | 15.59 | 5.33 | 83.16 | 1.04 | 1.00 | 1.04 | 84.21 |
| 3" | 15.59 | 10.67 | 166.33 | 1.04 | 1.00 | 1.04 | 167.37 |
| 4" | 15.59 | 16.67 | 259.89 | 1.04 | 1.00 | 1.04 | 260.93 |
| 6" | 15.59 | 33.33 | 519.77 | 1.04 | 1.00 | 1.04 | 520.82 |
| 8" | 15.59 | 53.33 | 831.64 | 1.04 | 1.00 | 1.04 | 832.68 |
| 10" | 15.59 | 80.00 | 1,247.45 | 1.04 | 1.00 | 1.04 | 1,248.50 |
| 12" | 15.59 | 112.50 | 1,754.23 | 1.04 | 1.00 | 1.04 | 1,755.27 |

Table 4-4 Proposed Minimum Monthly Service Charge (Recycled Water)

| Customer Class | Proposed | | |
|---|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Minimum Monthly Meter Rates (\$/Month) | \$/month | \$/month | \$/month |
| 5/8" x 3/4" | 16.64 | 18.28 | 20.23 |
| 1" | 27.03 | 29.78 | 33.02 |
| 1-1/2" | 53.02 | 58.53 | 64.99 |
| 2" | 84.21 | 93.03 | 103.36 |
| 3" | 167.37 | 185.04 | 205.69 |
| 4" | 260.93 | 288.55 | 320.80 |
| 6" | 520.82 | 576.08 | 640.55 |
| 8" | 832.68 | 921.11 | 1,024.26 |
| 10" | 1,248.50 | 1,381.16 | 1,535.87 |
| 12" | 1,755.27 | 1,941.83 | 2,159.39 |

4.2.2 Fire Service

The fire service charge includes costs of issuing bills and maintenance and capacity costs associated with private fire protection. The fire service charge increases as pipeline diameter size increases. The Water Utility provides fire service to approximately 1,280 private fire service accounts. These customers have a water line connection to the water system specifically for fire protection. The Water Utility must design, operate, and maintain a water system that can meet peak fire demand requirements to meet fire protection demands. The Water Utility charges these accounts a fire service charge based on the diameter of the line that connects their fire protection system to the water system. Table 4-5 demonstrates the costs incorporated into the fire service charge, and Table 4-6 shows the three-year rate schedule based on unit costs in future years.

Table 4-5 Costs within the Fire Service Charge for FY 2024

| Meter Size | Private Fire Protection | | | Total Service Charge |
|------------|-------------------------|-------------|--------------------|----------------------|
| | Unit Cost | Meter Ratio | Adjusted Unit Cost | |
| | per EH | | | \$/Month |
| 2" | 49.15 | 0.06 | 2.95 | 2.95 |
| 4" | 49.15 | 0.34 | 16.71 | 16.71 |
| 6" | 49.15 | 1.00 | 49.15 | 49.15 |
| 8" | 49.15 | 2.13 | 104.68 | 104.68 |
| 10" | 49.15 | 3.83 | 188.23 | 188.23 |
| 12" | 49.15 | 6.19 | 304.21 | 304.21 |

Table 4-6 Proposed Fire Service Charge

| Customer Class | Proposed | | |
|--------------------------------|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Fire Service (\$/Month) | \$/month | \$/month | \$/month |
| 2" | 2.95 | 3.12 | 3.29 |
| 4" | 16.71 | 17.66 | 18.67 |
| 6" | 49.15 | 51.93 | 54.91 |
| 8" | 104.68 | 110.61 | 116.97 |
| 10" | 188.23 | 198.89 | 210.32 |
| 12" | 304.21 | 321.45 | 339.92 |

4.2.3 Cross Connection

The cross-connection charge includes costs of issuing bills and maintenance and replacement costs associated with backflow devices. The cross-connection charge increases as pipeline diameter size increases. The Water Utility provides backflow services to approximately 2,805 accounts. These customers have a backflow device that prevents possible contaminated water from entering the water system. The Water Utility maintains and replaces the devices accordingly to ensure that the devices are working properly. The Water Utility charges the accounts a cross-connection charge based on the diameter of the line that connects their service to the water system. Table 4-7 demonstrates the costs incorporated into the cross-connection charge, and Table 4-8 shows the three-year rate schedule.

Table 4-7 Costs within the Cross-Connection Charge for FY 2024

| Meter Size | Cross Connection | | | Total Service Charge |
|------------|------------------|-------------|--------------------|----------------------|
| | Unit Cost | Meter Ratio | Adjusted Unit Cost | |
| | per EM | | | \$/Month |
| 1" | 10.78 | 0.63 | 6.73 | 6.73 |
| 2" | 10.78 | 1.00 | 10.78 | 10.78 |
| 3" | 10.78 | 2.00 | 21.55 | 21.55 |
| 4" | 10.78 | 3.13 | 33.67 | 33.67 |
| 6" | 10.78 | 6.25 | 67.34 | 67.34 |
| 8" | 10.78 | 10.00 | 107.75 | 107.75 |
| 10" | 10.78 | 15.00 | 161.63 | 161.63 |

Table 4-8 Proposed Cross Connection Charge

| Customer Class | Proposed | | |
|------------------------------------|----------|----------|----------|
| | FY 2024 | FY 2025 | FY 2026 |
| Cross Connection (\$/Month) | \$/month | \$/month | \$/month |
| 1" | 6.73 | 6.97 | 7.39 |
| 2" | 10.78 | 11.15 | 11.82 |
| 3" | 21.55 | 22.29 | 23.64 |
| 4" | 33.67 | 34.83 | 36.94 |
| 6" | 67.34 | 69.67 | 73.88 |
| 8" | 107.75 | 111.47 | 118.21 |
| 10" | 161.63 | 167.20 | 177.32 |

4.2.4 Consumption Charge

This consumption charge is designed to recover costs associated with the base and extra capacity demands. These costs include fixed and variable costs incurred by the water and recycled water system while providing the average annual usage and peaking demands. While most of the costs are fixed, such as personnel and direct and indirect charges, variable costs represent most of the costs through water production and water purchase. Table 4-9 shows the three-year rate schedule for both the Water and Recycled Water Utilities. For the Recycled Water Utility, the industrial process is part of general customers.

Table 4-9 Proposed Consumption Charges

| Customer Class | Proposed | | |
|-------------------------------------|----------|---------|---------|
| | FY 2024 | FY 2025 | FY 2026 |
| | \$/HCF | \$/HCF | \$/HCF |
| Consumption Charges (\$/HCF) | | | |
| Water Utility | | | |
| General Customer | 7.97 | 8.70 | 9.49 |
| Recycled Water Utility | | | |
| General Customers | 4.53 | 5.03 | 5.58 |

4.3 Typical Monthly Costs under Proposed Charges

Table 4-10 and Table 4-11 compare typical monthly costs under existing rates and the proposed schedule of water and recycled water user rates derived in this study.

Table 4-10 Typical Monthly Bill (Water)

| Customer Class | Typical Monthly Usage (HCF) | FY 2023 Existing Rates (\$) | FY 2024 Proposed Rates (\$) |
|----------------------|--------------------------------|--------------------------------|--------------------------------|
| Water Utility | | | |
| General Customer | 0 | \$20.54 | \$21.48 |
| | 3 | \$20.54 | \$21.48 |
| | 5 | \$36.65 | \$39.84 |
| | 10 | \$73.30 | \$79.67 |
| | 12 | \$87.96 | \$95.61 |
| | 20 | \$146.60 | \$159.34 |
| | 30 | \$219.90 | \$239.02 |
| | 40 | \$293.20 | \$318.69 |
| | 50 | \$366.50 | \$398.36 |

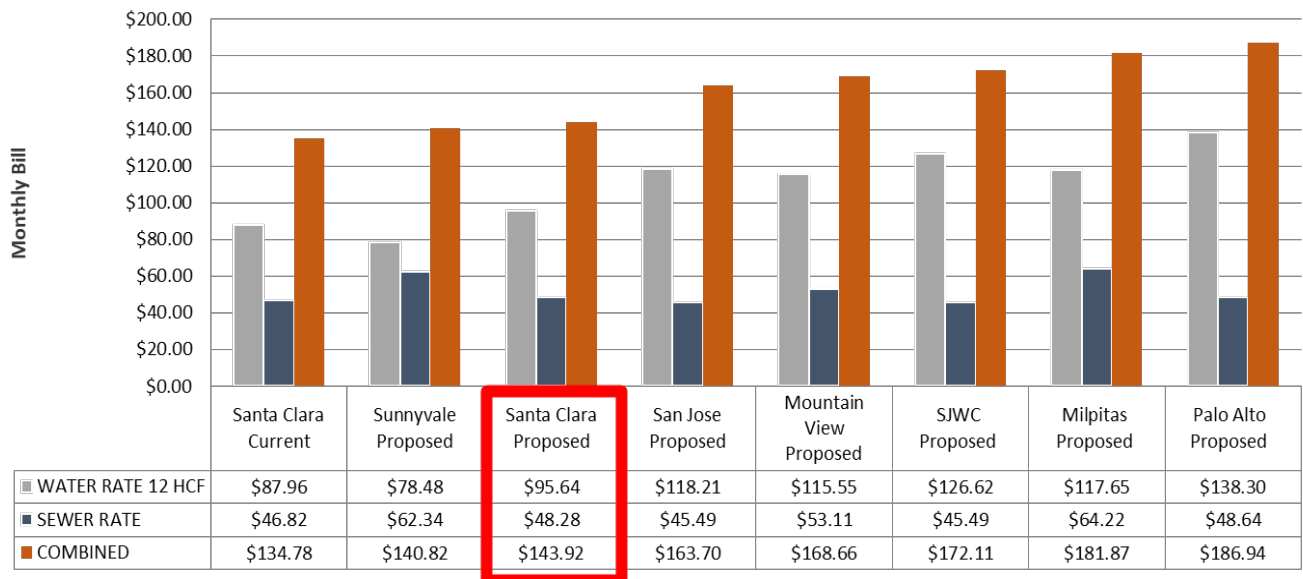
Table 4-11 Typical Monthly Bill (Recycled Water)

| Customer Class | Typical Monthly Usage (HCF) | FY 2023 Existing Rates (\$) | FY 2024 Proposed Rates (\$) |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Recycled Water Utility | | | |
| General Customer | 0 | \$15.50 | \$16.64 |
| | 3 | \$15.50 | \$16.64 |
| | 5 | \$20.60 | \$22.66 |
| | 10 | \$41.20 | \$45.33 |
| | 12 | \$49.44 | \$54.39 |
| | 20 | \$82.40 | \$90.65 |
| | 30 | \$123.60 | \$135.98 |
| | 40 | \$164.80 | \$181.31 |
| | 50 | \$206.00 | \$226.64 |

4.4 Neighboring Water Utilities

Presented in Figure 4-1 are the proposed rates compared to rates of neighboring cities for a single-family residential customer with a 5/8" x 3/4" meter consuming 12 units of water. Based on the comparison, the City is currently one of the lowest water providers in the area. With the proposed rate increases, the City remains the lowest water provider of the surveyed communities. All surveyed community rates are current as of June 1, 2023.

Figure 4-1 Comparison to Neighboring Water Utilities



Sewer Utility

5.0 Revenue and Revenue Requirements

To meet the costs associated with providing sewer services to its customers, the Sewer Utility derives revenue from a variety of sources, including sewer user charges (rates), outlet charges, conveyance fees, connection charges, interest earned from the investment of available funds, engineering fees, and other miscellaneous revenues. The Sewer Utility is constantly looking for other sources of revenue, such as loans, bonds, and grants. Black & Veatch has projected the level of future revenue generated in the Study through an analysis of historical and future system growth in terms of the number of EDUs, bills, and contributed sewage flow. This section also projects the expenses, or revenue requirements, necessary to operate and maintain the system, invest in capital improvements, make debt service payments, and cover other sewer system expenses.

5.1 CUSTOMER AND WATER CONSUMPTION PROJECTIONS

5.1.1 Customer Classes

The Sewer Utility's customers include both residential and non-residential customers. The City has the following customer classes:

- Residential: Single-family residential and multi-family residential.
- Non-Residential: Amusement Parks; Auto Dealers & Service Stations; Churches; Electric & Electronic Equipment; Food & Kindred Products; Hospitals & Convalescent Homes; Industrial Chemical; Industrial Water Treatment; Laundries; Machinery Manufacturers; Metal Plating; Motels & Hotels; Paper; Repair Shops & Car Washes; Restaurants; Schools & Colleges; and Commercial/Industrial/Miscellaneous (catch-all for remainder of non-residential customers).
- Major Users: Major Users customer class is composed of major commercial and industrial users who are identified based on the following:²
 - Have a sewage discharge of at least 25,000 gallons per day; or
 - Have a daily discharge that is intermittent or irregular in strength, amount, or nature.

5.1.2 Equivalent Dwelling Units

The City provides sewer services to approximately 26,000 customers. All customers generating sewage flow connect to the sewer system. Since the City bills residential customers based on EDUs, a review of historical EDUs patterns for customers, and anticipated growth within the City, the projected total number of EDUs is expected to grow at 0.1% annually over the Study period. An EDU represents a single-family residential customer equivalent with a flow of 245 gallons per day and strengths of 250 mg/L of Biological Oxygen Demand (BOD), 250 mg/L of Total Suspended Solids (TSS), and 35 mg/L of Ammonia (NH₃).

Table 5-1 summarizes the projected number of EDUs for the Sewer Utility.

² City Website, Schedule S-16 Monthly Sewer Service Charges, <<http://www.santaclaraca.gov/government/departments/water-sewer-utilities/water-sewer-and-recycled-water-rates/sewer-rates>>

Table 5-1 EDUs

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|---------------|-----------------------------|---------|---------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (EDUs) | (EDUs) | (EDUs) |
| 1 | Single Family | 247,975 | 248,223 | 248,471 |
| 2 | Multi Family | 297,188 | 297,485 | 297,782 |
| 3 | Total | 545,163 | 545,708 | 546,253 |

5.1.3 Minimum Bills

The City bills non-residential customers primarily on contributed sewage flow and imposes a minimum bill on those whose flow charges do not exceed the included volume allowance within the monthly service charge. The City refers to these bills as minimum monthly service bills. Therefore, a review of historical minimum bills patterns for non-residential customers and anticipated growth within the City, the projected total number of minimum bills are expected to grow 0.5% annually over the Study period.

Table 5-2 summarizes the projected number of minimum monthly service bills for the Sewer Utility.

Table 5-2 Minimum Monthly Service Bills

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|-------------------------------------|-----------------------------|---------|---------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (Bills) | (Bills) | (Bills) |
| 1 | Amusement Parks | 111 | 112 | 113 |
| 2 | Auto Dealers & Service Station | 370 | 372 | 374 |
| 3 | Churches | 238 | 239 | 240 |
| 4 | Commercial/Industrial/Miscellaneous | 9,710 | 9,759 | 9,808 |
| 5 | Electric & Electronic Equip. | 396 | 398 | 400 |
| 6 | Food and Kindred Products | 24 | 24 | 24 |
| 7 | Hospitals & Convalescent Homes | 299 | 300 | 302 |
| 8 | Industrial Chemical | 47 | 47 | 47 |
| 9 | Laundries | 121 | 122 | 123 |
| 10 | Machinery Manufacturers | 671 | 674 | 677 |
| 11 | Metal Plating | 91 | 91 | 91 |
| 12 | Motels & Hotels | 43 | 43 | 43 |
| 13 | Paper | 13 | 13 | 13 |
| 14 | Repair Shops & Car Washes | 462 | 464 | 466 |
| 15 | Restaurants | 234 | 235 | 236 |
| 16 | Schools & Colleges | 500 | 503 | 506 |
| 17 | Total | 13,330 | 13,396 | 13,463 |

5.1.4 Contributed Sewage Flow

The City charges all its non-residential customers based on contributed sewage flow, which is determined by multiplying water consumption by a return factor. In determining the projected sewage flow, Black & Veatch analyzed historical sewage flow patterns in conjunction with a projected estimate of future water consumption. Since 2016, water consumption has slowly increased from historic lows experienced during mandated drought restrictions. Despite the increase, the City's Water Shortage Contingency Plan remains in effect, and customers have made conservation a way of life. The Water Utility, therefore, expects consumption to continue to rebound slowly. Experience would indicate that after strict water

conservation measures are lifted, the rebound in consumption is usually associated with discretionary water such as irrigation. Much of this water does not make it to the sewer system; therefore, the City projects that sewage flow will grow by 0.5% annually over the Study period.

Table 5-3 shows the projected sewage flow generated for the Study period. The City contributed sewage flow in units of HCF for non-residential customers.

Table 5-3 Contributed Sewage Flow

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|-------------------------------------|-----------------------------|-----------|-----------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (HCF) | (HCF) | (HCF) |
| 1 | Amusement Parks | 67,971 | 68,311 | 68,653 |
| 2 | Auto Dealers & Service Station | 23,321 | 23,438 | 23,555 |
| 3 | Churches | 16,517 | 16,600 | 16,683 |
| 4 | Commercial/Industrial/Miscellaneous | 1,251,602 | 1,257,860 | 1,264,149 |
| 5 | Electric & Electronic Equip. | 462,397 | 464,709 | 467,033 |
| 6 | Food and Kindred Products | 17,978 | 18,067 | 18,158 |
| 7 | Hospitals & Convalescent Homes | 91,140 | 91,596 | 92,054 |
| 8 | Industrial Chemical | 13,642 | 13,711 | 13,780 |
| 9 | Laundries | 24,340 | 24,462 | 24,584 |
| 10 | Machinery Manufacturers | 37,858 | 38,047 | 38,237 |
| 11 | Metal Plating | 6,682 | 6,715 | 6,749 |
| 12 | Motels & Hotels | 107,455 | 107,992 | 108,532 |
| 13 | Paper | 140,821 | 141,525 | 142,233 |
| 14 | Repair Shops & Car Washes | 11,309 | 11,366 | 11,423 |
| 15 | Restaurants | 75,560 | 75,938 | 76,318 |
| 16 | Schools & Colleges | 42,427 | 42,639 | 42,852 |
| 17 | Total (HCF) | 2,391,020 | 2,402,976 | 2,414,993 |
| 18 | Total (AF) | 5,489 | 5,516 | 5,544 |

5.1.5 Major Users

The City charges major commercial and industrial sewer customers based on contributed sewage flow and strength loadings. Major users are identified individually, as each customer places different burdens on the sewer system. The City had one identified Major User customer.

Table 5-4 shows the flow and loadings associated with this customer over the Study period.

Table 5-4 Major Users

| Line No. | Description | Fiscal Year Ending June 30, | | |
|---|---------------------|-----------------------------|---------|---------|
| | | FY 2024 | FY 2025 | FY 2026 |
| Major Users | | | | |
| Operating and Maintenance Cost Recovery | | | | |
| 1 | Volume (MG) | 95 | 95 | 95 |
| 2 | BOD (1,000 lbs) | 989 | 989 | 989 |
| 3 | SS (1,000 lbs) | 443 | 443 | 443 |
| 4 | NH3 (1,000 lbs) | 8 | 8 | 8 |
| Annual Capital Cost Recovery | | | | |
| 5 | Volume (MGD) | 0.26 | 0.26 | 0.26 |
| 6 | BOD (1,000 lbs/day) | 2.71 | 2.71 | 2.71 |
| 7 | SS (1,000 lbs/day) | 1.21 | 1.21 | 1.21 |
| 8 | NH3 (1,000 lbs/day) | 0.02 | 0.02 | 0.02 |

5.2 Revenue under Existing Rates

Sewer user rates serve as the primary source of revenue for the Sewer Utility. Therefore, the level of future rate revenue is important in developing a long-range financial plan. Rate revenue is determined by multiplying the projected system growth in terms of the number of EDUs, minimum monthly service bills, contributed sewage flow, and major user flow and loadings by the applicable rates to determine sewer rate revenue.

Table 5-5 shows the Sewer Utility's current schedule of charges. It is important to note that the minimum monthly service charge applies to non-residential customers that do not exceed the base amount. Therefore, the minimum monthly service charge serves as a baseline cost that the City needs to recover. The City maintains a separate schedule of rates based on the customer classes identified in Section 5.1.

Table 5-5 Existing Sewer Rates

| Description | Existing FY 2023 | Description | Existing FY 2023 |
|--------------------------------|---------------------|--|---------------------|
| Residential | (\$/EDU) | Major Commercial and Industrial Users | |
| Single Family | 46.82 | Annual Capital Cost Recovery | |
| Multi-Family | 44.69 | Volume (per MGD) | 1,087,371 |
| Non-Residential [1] | (\$/HCF) | BOD [2] (per 1,000 lbs/day) | 75,537 |
| Amusement Parks | 5.67 | SS [3] (per 1,000 lbs/day) | 52,105 |
| Auto Dealers & Service Station | 6.17 | NH3 [4] (per 1,000 lbs/day) | 178,596 |
| Churches | 5.15 | Operating and Maintenance Cost Recovery | |
| Com/Ind/Misc | 5.41 | Volume (per MG) | 2,993.84 |
| Electric & Electronic Equip. | 5.11 | BOD [2] (per 1,000 lbs) | 497.33 |
| Food and Kindred Products | 12.60 | SS [3] (per 1,000 lbs) | 628.54 |
| Hospitals & Convalescent Homes | 6.21 | NH3 [4] (per 1,000 lbs) | 5,159.79 |
| Industrial Chemical | 9.29 | | |
| Laundries | 5.57 | | |
| Machinery Manufacturers | 7.57 | | |
| Metal Plating | 4.14 | | |
| Motels & Hotels | 6.59 | | |
| Paper | 12.94 | | |
| Repair Shops & Car Washes | 4.77 | | |
| Restaurants | 12.83 | | |
| Schools & Colleges | 6.00 | | |

1. In no case shall the minimum charge be less than \$46.82 per month.

Table 5-6 summarizes projected sewer rate revenue under existing rates. As shown, the revenue generated stays relatively flat over the Study period in conjunction with the number of EDUs, minimum bills, billed sewage flow, and major user volume and loadings. The projected Sewer Utility revenues increase from \$39.8M in FY 2024 to \$40.0M in FY 2026.

Table 5-6 Projected Revenue under Existing Rates

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|--------------------------------|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| 1 | Single Family | 11,735,700 | 11,747,400 | 11,759,200 |
| 2 | Multi-Family | 13,281,700 | 13,295,000 | 13,308,300 |
| 3 | Amusement Parks | 390,600 | 392,500 | 394,600 |
| 4 | Auto Dealers & Service Station | 161,200 | 162,000 | 162,800 |
| 5 | Churches | 96,200 | 96,700 | 97,100 |
| 6 | Com/Ind/Misc | 7,225,800 | 7,261,900 | 7,298,200 |
| 7 | Electric & Electronic Equip. | 2,381,300 | 2,393,300 | 2,405,200 |
| 8 | Food and Kindred Products | 178,000 | 179,000 | 179,800 |
| 9 | Hospitals & Convalescent Homes | 580,000 | 582,800 | 585,800 |
| 10 | Industrial Chemical | 67,200 | 67,500 | 67,900 |
| 11 | Laundries | 141,300 | 142,000 | 142,700 |
| 12 | Machinery Manufacturers | 318,000 | 319,600 | 321,200 |
| 13 | Metal Plating | 32,000 | 32,100 | 32,200 |
| 14 | Motels & Hotels | 710,100 | 713,700 | 717,200 |
| 15 | Paper | 1,213,100 | 1,219,200 | 1,225,300 |
| 16 | Repair Shops & Car Washes | 75,500 | 75,900 | 76,300 |
| 17 | Restaurants | 980,400 | 985,300 | 990,200 |
| 18 | Schools & Colleges | 278,000 | 279,400 | 280,800 |
| 19 | Major Users - Customer 1 | 0 | 0 | 0 |
| 20 | Total | \$ 39,846,100 | \$ 39,945,300 | \$ 40,044,800 |

5.3 Other Revenue

Other operating sources include charges for revenue from other agencies served by Santa Clara, sewer lateral video inspections, sewer clean-out installations, interest on investments, and other miscellaneous revenues. In total, other operating revenues represent 2.5% of the Sewer Utility's total revenue. The City anticipates that these revenues will remain relatively constant for the duration of the Study period.

5.4 Operating and Maintenance Expenses

Table 5-7 summarizes the Sewer Utility's projected O&M expenses for the Study Period. These expenses include costs related to salaries and benefits, materials and supplies, contract and professional services, RWF costs, indirect and direct costs, and routine capital outlay. The City anticipates that all O&M expenditures, excluding Water Pollution Control Plant costs, will increase on average by 4.1% annually from the FY 2024.

The Sewer Utility receives treatment services from the RWF operated and maintained by the City of San Jose. While the City has an ownership stake in the RWF, the City must still pay for O&M associated with operating the facility. Based on the City of San Jose estimates, the City expects RWF O&M costs to increase by approximately 3.0% annually over the Study period.

Table 5-7 O&M Expenses

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|-----------------------------|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| 1 | Salaries | 3,151,900 | 3,296,900 | 3,415,600 |
| 2 | Benefits | 1,756,500 | 1,842,300 | 1,934,200 |
| 3 | Materials/Services/Supplies | 589,000 | 600,800 | 612,800 |
| 4 | Interfund Services | 3,404,925 | 3,532,405 | 3,685,255 |
| 5 | Resource & Production | 19,912,900 | 20,510,300 | 21,125,600 |
| 6 | Capital Outlay | 1,248,000 | 1,297,900 | 1,349,800 |
| 7 | Total | \$ 30,063,225 | \$ 31,080,605 | \$ 32,123,255 |

As shown in Table 5-7, the Sewer Utility's O&M expenses increase from \$30.1M in FY 2024 to \$32.1M in FY 2026.

5.5 Debt Service Requirements

Table 5-8 represents the Sewer Utility's existing and proposed debt service obligations. This table shows the combined principal and interest requirements on the existing debt over the Study period. It is common practice for utilities to debt finance large capital improvement projects, such as in the case of Trimble Road sewer trunk line replacement in Santa Clara. By financing the cost of the projects, the City can fund large projects immediately and spread the payment over a specified time frame, thereby helping to offset the impact on ratepayers.

Table 5-8 Long-Term Debt Service

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|-----------------------------------|-----------------------------|--------------|--------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| 1 | Existing Short and Long-Term Loan | 2,842,600 | 2,842,900 | 2,843,400 |
| 2 | Proposed Short-Term and Rev Bonds | 0 | 0 | 0 |
| 3 | Total | \$ 2,842,600 | \$ 2,842,900 | \$ 2,843,400 |

5.6 Capital Improvement Program

The Sewer Utility annually develops a five-year Capital Improvement Plan to identify sewer system needs, including ongoing assessments, maintenance, and renewal and replacement requirements.

Table 5-9 summarizes the Sewer Utility's CIP for FY 2024 through FY 2026. The Sewer Utility is projecting \$51.5M in CIP over the Study period, including capital and replacement projects. The City has posted the CIP Budget on its website for complete details associated with each CIP project.

Table 5-9 Capital Improvement Projects

| Line No. | Description | Fiscal Year Ending June 30, | | |
|----------|--|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | | (\$) | (\$) | (\$) |
| 1 | 1908 SJ-SC Regional Wastewater Facility | 12,886,300 | 15,614,300 | 11,342,900 |
| 2 | 1909 Sanitary Sewer Capacity Improvements | 217,400 | 225,600 | 234,200 |
| 3 | 1911 Sanitary Sewer System Condition Assessment | 518,900 | 538,600 | 0 |
| 4 | 1912 Sanitary Sewer System Improvements | 6,746,000 | 0 | 2,235,700 |
| 5 | 1919 Sanitary Sewer Hydraulic Modeling As Needed Support | 124,500 | 129,300 | 335,400 |
| 6 | Total | \$ 20,493,100 | \$ 16,507,800 | \$ 14,148,200 |

5.6.1 Capital Improvement Financing Plan

The City funds annual expenditures for the CIP from a combination of available funds on hand, outlet charges, conveyance fees, debt financing, connection charges, developer contributions, and revenues derived from user rates. As shown in Table 5-10, the average annual CIP expenditure is \$17.1 for the Sewer Utility. The planned average annual CIP contribution from the Sewer Utility Operating Fund is \$11.3M per year over the Study period.

Table 5-10 Construction Fund Financing Plan

| Line No. | Description | Fiscal Year Ending June 30, | | |
|-----------------|---|-----------------------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 |
| Source of Funds | | | | |
| 1 | Sanitary Outlet Charge | 0 | 0 | 0 |
| 2 | Sewer Conveyance Fee | 3,500,000 | 3,500,000 | 3,500,000 |
| 3 | Intra Transfer In - Debt Financing | 0 | 0 | 0 |
| 4 | Intra Transfer In - Customer Service Charge | 14,000,000 | 14,000,000 | 15,000,000 |
| 5 | Refund from San Jose/Cupertino | 0 | 0 | 0 |
| 6 | Total Sources | \$ 17,500,000 | \$ 17,500,000 | \$ 18,500,000 |
| Use of Funds | | | | |
| 7 | Improvements Projects | 7,389,400 | 667,900 | 2,571,100 |
| 8 | Total Uses | \$ 7,389,400 | \$ 667,900 | \$ 2,571,100 |
| 9 | Net Annual Cash Balance | 10,110,600 | 16,832,100 | 15,928,900 |
| 10 | Beginning Unrestricted Fund Balance | 12,097,062 | 9,321,362 | 10,539,162 |
| 11 | Net Cumulative Fund Balance | \$ 22,207,662 | \$ 26,153,462 | \$ 26,468,062 |
| 12 | Minimum Construction Reserves | \$ 8,475,050 | \$ 8,242,550 | \$ 17,316,300 |

5.7 Transfers

The Sewer Utility will perform transfers over the Study period from the Operating Fund and other funds. The other funds consist of the Rate Stabilization Fund, Pension Stabilization Fund, and Construction

Fund. See Section 5.8 for further explanation on Rate Stabilization and Pension Stabilization Funds. The Construction Fund transfers represent money to cover planned CIP project expenditures. All these transfers do not represent direct operating expenses for the enterprise. Therefore Black & Veatch includes these costs as “below-the-line” cash flow items and not included as O&M expenses. Table 5-11, Lines 19 to 21 for the Sewer Utility reflect these associated amounts.

5.8 Reserves

A utility typically establishes reserves for several reasons, such as covering shortfalls in operating revenues, maintaining strong bond ratings, covering day-to-day operating costs, and easing the burden on ratepayers associated with large rate increases. Per the reserve policy, the Sewer Utility will maintain the following four reserves:

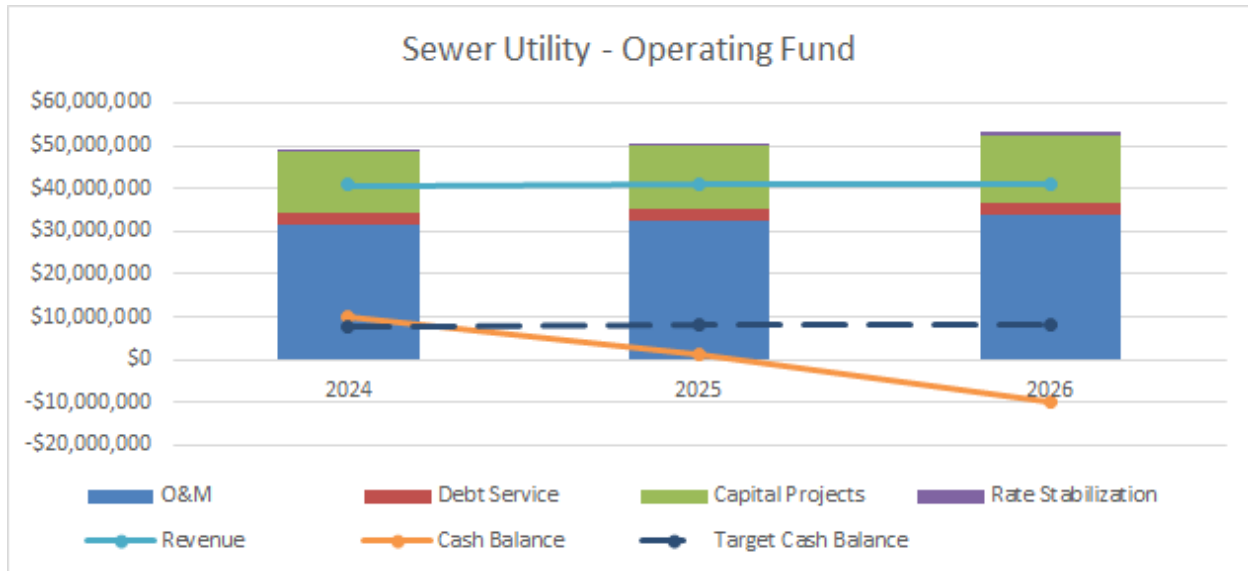
- Operating Reserve represents working capital maintained by the Operating Fund to cover day-to-day expenses and maintain enough funds to cover accounts receivables if there are supplier issues, periods of lower-than-expected sewer revenues, or unforeseen cost increases. The reserve will maintain a minimum balance of 90 days of operating expenses once fully funded
- Construction Reserve represents funds used for unforeseen and unbudgeted capital costs. Once fully funded, this reserve will maintain a minimum balance of 12-months of the following year’s planned City CIP and 6-months of the following year’s planned RWF CIP.
- Rate Stabilization Reserve represents funds used to absorb revenue shortfalls due to short-term decreases in sewer sales. This reserve is designed to stabilize sewer rate revenue and avoid wide swings in rates charged to customers over time. The reserve will maintain a minimum balance of 10% of sewer rate revenue when fully funded.
- Pension Stabilization Reserve represents funds used to pay for the unfunded pension liabilities and the increase in the City’s share of pension costs due to factors such as higher CalPERS rates and negotiated pay increases. The reserve target is \$1.2M for the Sewer Utility by FY 2030.

Appropriate reserve levels help the Sewer Utility maintain liquidity and demonstrate to the rating agencies that the City’s financial policies and practices are focused on maintaining a balanced financial position.

5.9 Projected Operating Results

The revenue requirements of the Sewer Utility consist of O&M expenses, debt service, capital expenditures, and reserve requirements.

It is important to examine the cash flow projections under the status quo scenario to fully understand the current condition of the Sewer Utility and the need for revenue adjustments. As shown in Figure 5-1, the status quo conditions would project that the Sewer Utility would operate from an annual deficit position, thus tapping into its reserves. In this scenario, the Sewer Utility would not impose any revenue increases over the Study Period and continue to incur O&M expenses, pay for the execution of the planned CIP, and transfer to reserves.

Figure 5-1 **Status Quo Operating Cash Flow**

The Sewer Utility will fall into a deficit position if the City does not implement the revenue increases, as shown in Figure 5-1. The revenue increases represent the overall total revenue adjustment needed to meet revenue requirements. The revenue adjustment does not represent adjustments to the individual rates but reflects the overall level of revenue needed to meet the Sewer Utility's obligations.

The suggested revenue increases help the Sewer Utility meet the following goals:

- Meet budgeted operating obligations in the three FYs.
- Meet planned capital investments in the three FYs.
- Maintain an operating reserve of 90 days of operating expenses.
- Maintain construction reserve of 12-months of next year's CIP for City projects and 6-months of next year's CIP for the RWF.
- Continue to fund the rate stabilization reserve to reach its goal of 10% of rate revenues.
- Continue transfers for the pension stabilization reserve to meet the FY 2030 goal.

Shown in Table 5-11 is a summary of the proposed Operating Fund for the Study Period. The Operating Fund consists of 1) Revenue and 2) Revenue Requirements.

Revenue

- Line 1 is the revenue under existing rates.
- Lines 2 through 4 are the additional revenue generated from the required annual revenue increases. The additional revenue generated is a direct reflection of the number of months the increase is effective for, and therefore amount might calculate at less than that stated amount.
- Line 6 is the total revenue generated from user charges.
- Line 12 represents other operating revenues.
- Line 13 represents total revenues for the enterprises.

Revenue Requirements

- Line 15 represents O&M expenses. The O&M expenses include RWF costs.
- Line 18 represents debt service payments.
- Line 22 represents transfers. The transfers include money to the Rate Stabilization Fund, Other Fund, Pension Fund, and Construction Fund.
- Line 23 represents total revenue requirements.

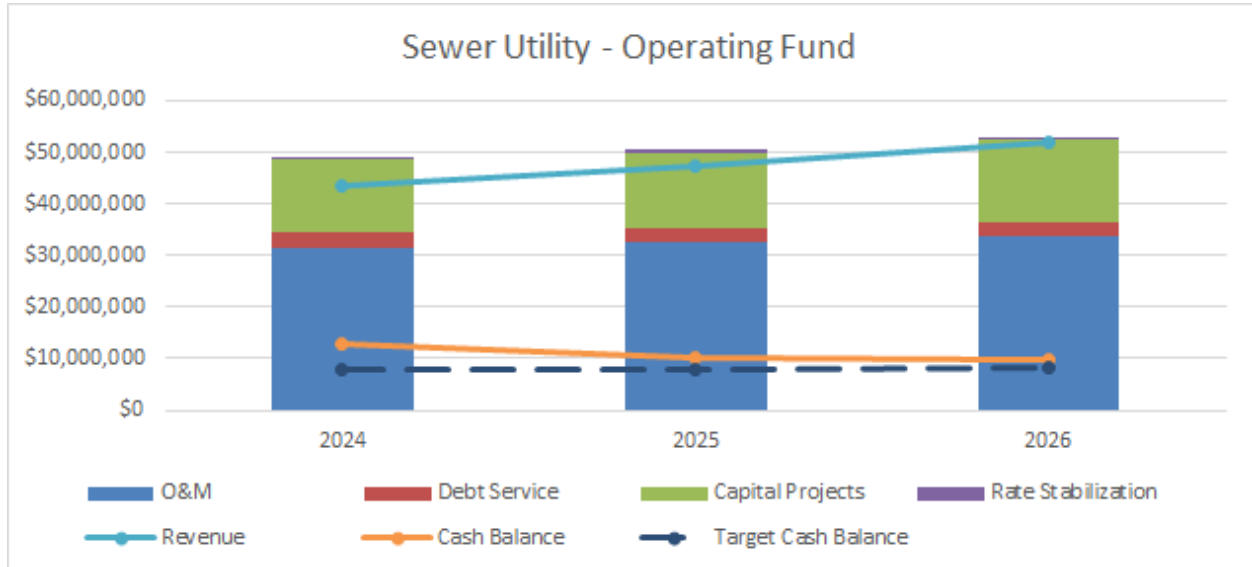
Line 26 represents the net cumulative cash balance within the Operating Funds. The net cumulative cash balance intends to match, to the extent possible, Line 27. The cash balance reserve is required to ensure the Operation Fund can continue in the event of a supplier interruption, market price fluctuations of critical equipment or supplies or an abrupt drop in account receivables. The reserve target minimum is 90 days of O&M expenses. Line 28 represents the debt service coverage. Currently, the City does not have debt coverage requirements for the short-term loans, but the operating cash flow is set up to achieve a debt service coverage of 1.25x requirement is met in all years. The requirement will come into effect when long-term debt is used to refinance the short-term loans. The lending financial institution sets the debt service coverage ratio via a rate covenant that will also obligate the City to increase revenues as needed to meet the minimum debt service coverage requirement.

Table 5-11 Operating Fund (Sewer)

| Line No. | Description | Fiscal Year Ending June 30, | | | | |
|-------------------------|---|-----------------------------|------------|---------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 | | |
| Revenue | | | | | | |
| Rate Revenue | | | | | | |
| 1 | Revenue from Existing Rates | 39,888,000 | 39,987,300 | 40,086,800 | | |
| Months | | | | | | |
| | Year | Effective | Rate Adj | | | |
| 2 | 2024 | 12 | 6.25% | 2,493,000 | 2,499,200 | 2,505,400 |
| 3 | 2025 | 12 | 9.00% | | 3,823,800 | 3,833,300 |
| 4 | 2026 | 12 | 9.00% | | | 4,178,300 |
| 5 | Increased Revenue Due to Adjustments | | | 2,493,000 | 6,323,000 | 10,517,000 |
| 6 | Subtotal Rate Revenue | | | \$ 42,381,000 | \$ 46,310,300 | \$ 50,603,800 |
| Other Operating Revenue | | | | | | |
| 7 | System Administration (Interest Income) | | | 622,300 | 633,800 | 645,600 |
| 8 | System Maintenance | | | 98,300 | 98,300 | 98,300 |
| 9 | Operations | | | 350,000 | 350,000 | 350,000 |
| 10 | SJ SC Water Pollution Control Plant | | | 0 | 0 | 0 |
| 11 | Storm Pump Maintenance | | | 0 | 0 | 0 |
| 12 | Subtotal Other Operating Revenue | | | \$ 1,070,600 | \$ 1,082,100 | \$ 1,093,900 |
| 13 | Total Revenue | | | \$ 43,451,600 | \$ 47,392,400 | \$ 51,697,700 |
| Revenue Requirements | | | | | | |
| Operating & Maintenance | | | | | | |
| 14 | O&M Expenses | | | 31,491,500 | 32,537,500 | 33,609,300 |
| 15 | Subtotal O&M | | | \$ 31,491,500 | \$ 32,537,500 | \$ 33,609,300 |
| Debt Service | | | | | | |
| 16 | Existing Loans/Bonds | | | 2,842,600 | 2,842,900 | 2,843,400 |
| 17 | Proposed Loans/Bonds | | | 0 | 0 | 0 |
| 18 | Total Debt Service | | | \$ 2,842,600 | \$ 2,842,900 | \$ 2,843,400 |
| Transfers | | | | | | |
| 19 | Transfer to Rate Stabilization Fund | | | 250,000 | 500,000 | 750,000 |
| 20 | Transfer to Pension Stabilization Fund | | | 78,200 | 78,200 | 78,200 |
| 21 | Transfer to Sewer Construction Fund | | | 14,000,000 | 14,000,000 | 15,000,000 |
| 22 | Total Transfers | | | \$ 14,328,200 | \$ 14,578,200 | \$ 15,828,200 |
| 23 | Total Revenue Requirements | | | \$ 48,662,300 | \$ 49,958,600 | \$ 52,280,900 |
| 24 | Net Annual Cash Balance | | | (5,210,700) | (2,566,200) | (583,200) |
| 25 | Beginning Fund Balance | | | 17,925,987 | 12,715,287 | 10,149,087 |
| 26 | Net Cumulative Fund Balance | | | \$ 12,715,287 | \$ 10,149,087 | \$ 9,565,887 |
| 27 | Minimum Operating Reserves (90 Days) | | | \$ 7,765,000 | \$ 8,022,900 | \$ 8,287,200 |
| 28 | Debt Service Coverage (Min 1.25) | | | 4.21 | 5.23 | 6.36 |

Figure 5-2 presents the proposed Operating Fund.

Figure 5-2 Sewer Operating Cash Flow



6.0 Cost of Service Analysis

The cost-of-service analysis requires that the utility recover needed revenues from rates for sewer service, which are allocated to customer classes according to the service rendered. An equitable rate structure allocates the capture of revenue requirements to customer classes based on contributed sewage volume, strengths, number of customer connections, and other relevant factors.

In analyzing the Sewer Utility's cost of service for allocation to its customer classes, Black & Veatch selected the annual revenue requirements for FY 2024 as the Test Year requirements to demonstrate the development of cost-of-service sewer rates. Table 6-1 summarizes the total costs of service that need to be recovered from sewer user rates. The table represents TY 2024.

Table 6-1 Cost of Service Revenue from Rates

| Line No. | Description | Operating Expense | Capital Cost | Total Cost |
|--|--|-------------------|---------------|---------------|
| | | (\$) | (\$) | (\$) |
| Revenue Requirements | | | | |
| 1 | O&M Expense | 31,491,500 | 0 | 31,491,500 |
| 2 | Debt Service Requirements | 0 | 2,842,600 | 2,842,600 |
| 3 | Transfers | 328,200 | 14,000,000 | 14,328,200 |
| 4 | Subtotal | \$ 31,819,700 | \$ 16,842,600 | \$ 48,662,300 |
| Less Revenue Requirements Met from Other Sources | | | | |
| 5 | System Administration | 622,300 | 0 | 622,300 |
| 6 | System Maintenance | 98,300 | 0 | 98,300 |
| 7 | Operations | 350,000 | 0 | 350,000 |
| 8 | SJ SC Water Pollution Control Plant | 0 | 0 | 0 |
| 9 | Storm Pump Maintenance | 0 | 0 | 0 |
| 10 | Subtotal | \$ 1,070,600 | \$ 0 | \$ 1,070,600 |
| Adjustments | | | | |
| 11 | Adjustment for Annual Cash Balance | 5,210,700 | 0 | 5,210,700 |
| 12 | Subtotal | \$ 5,210,700 | \$ 0 | \$ 5,210,700 |
| 13 | Cost of Service to be Recovered from Rates | \$ 25,538,400 | \$ 16,842,600 | \$ 42,381,000 |

To derive the net revenue requirement recovered through rates, it is necessary to deduct revenues from other sources as shown in Line 10 which corresponds with Table 5-11, Line 12. Shown in Line 4 is the total revenue requirement that corresponds with Table 5-11, Line 23. Line 11 represents the net annual cash balance during the TY. If the enterprise is drawing down funds already in the Operating Fund, this number is positive. The number will be negative if the enterprise is replacing funds. In the case of the Sewer Utility, the \$5.2M figure indicates that the forecast is projecting a negative cash balance for the year.

6.1 Functional Cost Components

The first step in conducting a cost-of-service analysis involves analyzing the cost of providing sewer service by system function to properly allocate the costs to the various customer classes and, subsequently, design rates. As a basis for allocating costs of service among customer classes, costs are

separated into the following four basic functional cost components: (1) Base; (2) Strength; (3) Customer; and (4) Direct Assignment, described as follows:

- Base costs represent operating and capital costs of the system associated with collection. The collection costs vary directly with the quantity of sewage flow.
- Strength costs represent those operating and capital costs associated with treatment. The treatment costs are specifically related to strength parameters such as Biological Oxygen Demand, Total Suspended Solids, and Ammonia.
- Customer costs are those expenditures that tend to vary in proportion to the number of customers connected to the system. These include meter reading, billing, collecting, accounting, maintenance, and capital costs associated with meters and services.
- Directly assigned costs are specifically identified as those incurred to serve specific customers. The Sewer Utility has no directly assigned categories.

6.2 Allocation to Cost Components

The next step of the cost-of-service process involves allocating each cost element to functional cost components based on the parameter or parameters having the most significant influence on the magnitude of that element of cost. O&M expense items are allocated directly to appropriate cost components. A detailed allocation of related capital investment is used as a proxy for allocating capital and replacement costs. The separation of costs into functional components provides a means for distributing such costs to the various classes of customers based on their respective responsibilities for each type of service.

6.2.1 Volume and Strength Allocations

The sewer system consists of various facilities designed and operated to fulfill a given function. For the system to provide adequate service to its customers, it must be capable of meeting not only the annual volume requirements but also the strength loading demands placed on the system. Because not all customers and types of customers exert volume and strength loading demands similarly, the capacities of the various facilities must be designed to accommodate the demands of all classes of customers. Each sewer service facility within the system has an underlying volume demand exerted by all customers for whom the base cost component applies. For those facilities designed solely to meet volume demand, 100% of the costs go to the base cost component. For facilities designed to meet strength loading demands, the percentage of the costs is allocated to the different strength cost components based on their specific function.

6.2.2 Allocation of Operating and Maintenance Expenses

The Sewer Utility books operating costs by functional categories. Therefore, Black & Veatch used the factors noted in Section 5.1 to allocate the operating expenses to the cost components. In allocating O&M expenses for TY 2024, the costs are directly allocated to the cost components to the extent possible. The allocation of Administration and Transfer cost elements is based on the average of all other costs. Table 6-2 represents the allocation of O&M to the cost components. Revenues are subtracted from other sources as shown in Table 6-1, Lines 10, and any drawdown of the cash balance is deducted and normalized for partial rate adjustments as shown in Line 13 to determine the net O&M costs.

Table 6-2 Allocation of O&M Expenditures

| Line No. | Description | Total Cost | Common to All Customers | | | | |
|-------------------------|--|---------------|-------------------------|--------------|--------------|--------------|------------|
| | | | Volume | BOD | TSS | NH3 | Customer |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Operation & Maintenance | | | | | | | |
| 1 | 1511 System Administration | 5,119,600 | 2,582,400 | 814,700 | 821,000 | 835,500 | 66,000 |
| 2 | 1512 System Maintenance | 3,914,100 | 3,914,100 | 0 | 0 | 0 | 0 |
| 3 | 1514 Operations | 1,437,900 | 1,437,900 | 0 | 0 | 0 | 0 |
| 4 | 1515 SJ SC Water Pollution Control Plant | | | | | | |
| 5 | Treatment | 19,359,500 | 6,629,800 | 4,196,800 | 4,229,100 | 4,303,800 | 0 |
| 6 | Customer Billing & Meter Reading | 340,100 | 0 | 0 | 0 | 0 | 340,100 |
| 7 | All Other | 1,135,500 | 1,135,500 | 0 | 0 | 0 | 0 |
| 8 | 1516 Storm Pump Maintenance | 184,800 | 184,800 | 0 | 0 | 0 | 0 |
| 9 | Transfers | 328,200 | 165,600 | 52,200 | 52,600 | 53,600 | 4,200 |
| 10 | Total O&M Expenses | \$ 31,819,700 | \$ 16,050,100 | \$ 5,063,700 | \$ 5,102,700 | \$ 5,192,900 | \$ 410,300 |
| Less Other Revenue | | | | | | | |
| 11 | Miscellaneous Revenues | 1,070,600 | 540,000 | 170,400 | 171,700 | 174,700 | 13,800 |
| 12 | Other Adjustments | 5,210,700 | 2,628,300 | 829,200 | 835,600 | 850,400 | 67,200 |
| 13 | Net Operating Expenses | \$ 25,538,400 | \$ 12,881,800 | \$ 4,064,100 | \$ 4,095,400 | \$ 4,167,800 | \$ 329,300 |

6.2.3 Allocation of Capital Investments

In allocating the capital investment for TY 2024, the existing fixed assets (which serve as a proxy for the current capital investments) are allocated directly to cost components to the extent possible. Plan capital costs can be allocated using the distribution of total net system investment across the functional cost components. The allocation of costs in this manner provides a basis for annual investment in sewer system facilities. Table 6-3 shows the total allocation of existing system investment serving sewer customers for the TY 2024. The total net system investment of \$1.3M shown on Line 7 represents the Test Year original cost less accumulated depreciation of the system in service. The total net system investment reflects the Sewer Utility's fixed asset listing ending June 30, 2022. This value represents the original cost (book value) of the assets.

Table 6-3 Allocation of Capital Costs

| Line No. | Description | Total Cost | Common to All Customers | | | | |
|--------------------|------------------------|--------------|-------------------------|------|------|------|----------|
| | | | Volume | BOD | TSS | NH3 | Customer |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Plant Assets | | | | | | | |
| 1 | Collection | 956,600 | 956,600 | 0 | 0 | 0 | 0 |
| 2 | Lift Station | 275,800 | 275,800 | 0 | 0 | 0 | 0 |
| 3 | General Plant | 101,100 | 101,100 | 0 | 0 | 0 | 0 |
| 4 | Total Plant Assets | \$ 1,333,500 | \$ 1,333,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Less Other Revenue | | | | | | | |
| 5 | Miscellaneous Revenues | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Other Adjustments | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Net Operating Expenses | \$ 1,333,500 | \$ 1,333,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |

6.3 Units of Service

To properly recognize the cost of service, each customer class receives its share of base, strength, and customer costs. Following the allocation of costs, the total cost responsibility for each customer class is developed using unit costs of service for each cost function and subsequently assigning those costs to the customer classes based on the respective service requirements of each. The number of units of service required by each customer class provides a means for the proportionate distribution of costs previously allocated to respective cost categories.

Table 6-4 summarizes the estimated Test Year units of service for the various customer classes. Base costs vary with the volume of sewage flow produced and distributed to customer classes on that basis. Black & Veatch derived sewage flow information from the monthly water consumption records in the City's CIS multiplied by a return factor. Strength costs are those associated with pollutant characteristics, and the Study allocated these costs to customer classes based on loadings. The pollutant loadings for each customer class come from recommendations of the State Water Resources Control Board, Revenue Program Guidelines, Appendix G, and the City of San Jose. The City's commercial and industrial class consists of 17 distinct types of businesses such as retail, offices, restaurants, and hospitals. Since sampling is not an immediate possibility, the City has relied on industry standards used by the State of California. The number of bills for each customer class serves as the basis for distributing customer billing requirements.

6.4 Cost of Service Allocations

Unit costs of service are applied to each customer class's respective service requirements to determine the cost of service for each customer class. The total unit costs of service applied to the respective requirements for each customer class results in the total cost of service for each customer class.

6.4.1 Units Costs of Service

The TY 2024 unit cost of service for each functional cost component is simply the total cost divided by the applicable units of service, as shown in Table 6-5. The capital costs on Line 3 and 4 are associated with City projects and RWF projects. These costs have been separated to determine the collection and treatment costs independently. On Line 5, the total costs represent the cost that rates need to recover, as demonstrated in Table 6-1, Line 14. The net O&M cost includes O&M (including the RWF) less revenue from other sources and adjustments. The total capital cost includes debt service payments and transfers to the Construction Fund. Line 6 represents the unit costs for the entire sewer system regardless of customer classes. After that, these unit costs are applied in allocating the costs to the specific customer classes.

6.4.2 Distribution of Costs of Service to Customer Classes

Applying the unit costs to the units for each customer class produces the customer class costs. This process is illustrated in Table 6-6, in which the study applies the unit costs to the customer class units of service. The costs attributable to each customer class are based on the functional cost components described in Section 6.1. Each customer class places a burden on the system in different ways, and thus the allocation of the units is representative of this burden.

An example of the application of unit costs is shown below for illustrative purposes.

| | Vol Component |
|--|-----------------|
| Unit Cost (Table 6-5, Line 7) | \$ 4.77 per HCF |
| General Customer Consumption (Table 6-6, Line 5) | 67,971 HCF |
| Total Allocated Cost | \$ 324,200 |

Please note that the numbers within the tables are rounded, yet the calculations are done based on non-rounded values; therefore, results might vary.

Table 6-4 Units of Service

| Line No. | Description | Contributed | Contributed | BOD Loadings | | TSS Loadings | | NH3 Loadings | | Bills |
|----------|--------------------------------|----------------|-------------|--------------|-----------|--------------|-----------|--------------|---------|---------|
| | | Units | Volume | Factor | Loading | Factor | Loading | Factor | Loading | |
| | Units of Measure | (EDUs/M Bills) | (HCF) | (mg/L) | (lbs) | (mg/L) | (lbs) | (mg/L) | (lbs) | (bills) |
| 1 | Single Family | 251,549 | 1,358,265 | 250 | 2,118,500 | 250 | 2,118,500 | 35 | 296,600 | 248,070 |
| 2 | Multi-Family | 297,200 | 1,578,510 | 250 | 2,462,000 | 250 | 2,462,000 | 35 | 344,700 | 27,589 |
| 3 | Amusement Parks | 111 | 67,971 | 130 | 55,100 | 80 | 33,900 | 11 | 4,700 | 284 |
| 4 | Auto Dealers & Service Station | 370 | 23,321 | 180 | 26,200 | 280 | 40,700 | 11 | 1,600 | 727 |
| 5 | Churches | 238 | 16,517 | 130 | 13,400 | 80 | 8,200 | 11 | 1,100 | 599 |
| 6 | Com/Ind/Misc | 9,710 | 1,251,602 | 130 | 1,015,100 | 80 | 624,700 | 11 | 85,900 | 21,251 |
| 7 | Electric & Electronic Equip. | 396 | 462,397 | 30 | 86,500 | 15 | 43,300 | 15 | 43,300 | 1,583 |
| 8 | Food and Kindred Products | 24 | 17,978 | 1,120 | 125,600 | 690 | 77,400 | 0 | 0 | 166 |
| 9 | Hospitals & Convalescent Homes | 299 | 91,140 | 230 | 130,800 | 85 | 48,300 | 15 | 8,500 | 795 |
| 10 | Industrial Chemical | 47 | 13,642 | 360 | 30,600 | 720 | 61,300 | 0 | 0 | 112 |
| 11 | Laundries | 121 | 24,340 | 150 | 22,800 | 110 | 16,700 | 5 | 800 | 352 |
| 12 | Machinery Manufacturers | 671 | 37,858 | 290 | 68,500 | 550 | 129,900 | 0 | 0 | 1,694 |
| 13 | Metal Plating | 91 | 6,682 | 10 | 400 | 60 | 2,500 | 1 | 0 | 199 |
| 14 | Motels & Hotels | 43 | 107,455 | 310 | 207,800 | 121 | 81,100 | 7 | 4,700 | 523 |
| 15 | Paper | 13 | 140,821 | 1,250 | 1,098,200 | 560 | 492,000 | 10 | 8,800 | 48 |
| 16 | Repair Shops & Car Washes | 462 | 11,309 | 180 | 12,700 | 280 | 19,800 | 0 | 0 | 687 |
| 17 | Restaurants | 234 | 75,560 | 1,250 | 589,200 | 560 | 264,000 | 10 | 4,700 | 2,094 |
| 18 | Schools & Colleges | 500 | 42,427 | 130 | 34,400 | 100 | 26,500 | 30 | 7,900 | 1,074 |
| 19 | Major Users - Customer 1 | | 0 | | 0 | | 0 | | 0 | 0 |
| 20 | Total | | 5,327,795 | | 8,097,800 | | 6,550,800 | | 813,300 | 307,847 |

Table 6-5 Units Cost of Service

| Line No. | Description | Total Cost | Common to All Customers | | | | |
|----------|-----------------------|---------------|-------------------------|--------------------|--------------------|--------------------|---------------------|
| | | | Volume | BOD | TSS | NH3 | Customer |
| 1 | Net Operating Expense | 25,538,400 | 12,881,800 | 4,064,100 | 4,095,400 | 4,167,800 | 329,300 |
| 2 | Debt Service | 2,842,600 | 973,500 | 616,200 | 621,000 | 631,900 | 0 |
| 3 | Capital Costs (City) | 5,196,600 | 5,196,600 | 0 | 0 | 0 | 0 |
| 4 | Capital Costs (SJSC) | 8,803,400 | 6,360,800 | 1,272,800 | 761,700 | 408,100 | 0 |
| 5 | Total Cost of Service | \$ 42,381,000 | \$ 25,412,700 | \$ 5,953,100 | \$ 5,478,100 | \$ 5,207,800 | \$ 329,300 |
| 6 | Units of Service | | 5,327,795 HCF | 8,097,800 lbs | 6,550,800 lbs | 813,300 lbs | 307,847 bills |
| 7 | Cost per Unit | | \$ 4.77 per HCF | \$ 0.74 per lbs | \$ 0.84 per lbs | \$ 6.40 per lbs | \$ 1.07 per bill |

Table 6-6 Distribution of Costs to Customer Classes

| Line No. | Description | Total Cost | Common to All Customers | | | | |
|--------------------------------|--------------------------------|------------|-------------------------|--------------------|--------------------|--------------------|---------------------|
| | | | Volume | BOD | TSS | NH3 | Customer |
| 1 | Cost per Unit | | \$ 4.77 per HCF | \$ 0.74 per lbs | \$ 0.84 per lbs | \$ 6.40 per lbs | \$ 1.07 per bill |
| Single Family | | | | | | | |
| 2 | Units | | 1,358,265 | 2,118,500 | 2,118,500 | 296,600 | 248,070 |
| 3 | Allocation of costs of service | 11,972,300 | 6,478,700 | 1,557,200 | 1,771,600 | 1,899,400 | 265,400 |
| Multi-Family | | | | | | | |
| 4 | Units | | 1,578,510 | 2,462,000 | 2,462,000 | 344,700 | 27,589 |
| 5 | Allocation of costs of service | 13,634,600 | 7,529,200 | 1,809,900 | 2,058,800 | 2,207,200 | 29,500 |
| Amusement Parks | | | | | | | |
| 6 | Units | | 67,971 | 55,100 | 33,900 | 4,700 | 284 |
| 7 | Allocation of costs of service | 423,400 | 324,200 | 40,500 | 28,300 | 30,100 | 300 |
| Auto Dealers & Service Station | | | | | | | |
| 8 | Units | | 23,321 | 26,200 | 40,700 | 1,600 | 727 |
| 9 | Allocation of costs of service | 175,500 | 111,200 | 19,300 | 34,000 | 10,200 | 800 |
| Churches | | | | | | | |
| 10 | Units | | 16,517 | 13,400 | 8,200 | 1,100 | 599 |
| 11 | Allocation of costs of service | 103,200 | 78,800 | 9,900 | 6,900 | 7,000 | 600 |
| Com/Ind/Misc | | | | | | | |
| 12 | Units | | 1,251,602 | 1,015,100 | 624,700 | 85,900 | 21,251 |
| 13 | Allocation of costs of service | 7,811,300 | 5,969,900 | 746,300 | 522,400 | 550,000 | 22,700 |
| Electric & Electronic Equip. | | | | | | | |
| 14 | Units | | 462,397 | 86,500 | 43,300 | 43,300 | 1,583 |
| 15 | Allocation of costs of service | 2,584,400 | 2,205,600 | 63,600 | 36,200 | 277,300 | 1,700 |
| Food and Kindred Products | | | | | | | |
| 16 | Units | | 17,978 | 125,600 | 77,400 | 0 | 166 |
| 17 | Allocation of costs of service | 243,000 | 85,800 | 92,300 | 64,700 | 0 | 200 |
| Hospitals & Convalescent Homes | | | | | | | |
| 18 | Units | | 91,140 | 130,800 | 48,300 | 8,500 | 795 |
| 19 | Allocation of costs of service | 626,600 | 434,700 | 96,200 | 40,400 | 54,400 | 900 |

Table 6-6 Distribution of Costs to Customer Classes (Con't)

| Line No. | Description | Total Cost | Common to All Customers | | | | |
|----------|--------------------------------|---------------|-------------------------|--------------------|--------------------|--------------------|---------------------|
| | | | Volume | BOD | TSS | NH3 | Customer |
| 1 | Cost per Unit | | \$ 4.77 per HCF | \$ 0.74 per lbs | \$ 0.84 per lbs | \$ 6.40 per lbs | \$ 1.07 per bill |
| | Industrial Chemical | | | | | | |
| 20 | Units | | 13,642 | 30,600 | 61,300 | 0 | 112 |
| 21 | Allocation of costs of service | 139,000 | 65,100 | 22,500 | 51,300 | 0 | 100 |
| | Laundries | | | | | | |
| 22 | Units | | 24,340 | 22,800 | 16,700 | 800 | 352 |
| 23 | Allocation of costs of service | 152,400 | 116,100 | 16,800 | 14,000 | 5,100 | 400 |
| | Machinery Manufacturers | | | | | | |
| 24 | Units | | 37,858 | 68,500 | 129,900 | 0 | 1,694 |
| 25 | Allocation of costs of service | 341,400 | 180,600 | 50,400 | 108,600 | 0 | 1,800 |
| | Metal Plating | | | | | | |
| 26 | Units | | 6,682 | 400 | 2,500 | 0 | 199 |
| 27 | Allocation of costs of service | 34,500 | 31,900 | 300 | 2,100 | 0 | 200 |
| | Motels & Hotels | | | | | | |
| 28 | Units | | 107,455 | 207,800 | 81,100 | 4,700 | 523 |
| 29 | Allocation of costs of service | 763,800 | 512,500 | 152,800 | 67,800 | 30,100 | 600 |
| | Repair Shops & Car Washes | | | | | | |
| 30 | Units | | 11,309 | 12,700 | 19,800 | 0 | 687 |
| 31 | Allocation of costs of service | 80,500 | 53,900 | 9,300 | 16,600 | 0 | 700 |
| | Restaurants | | | | | | |
| 32 | Units | | 75,560 | 589,200 | 264,000 | 4,700 | 2,094 |
| 33 | Allocation of costs of service | 1,046,700 | 360,400 | 433,200 | 220,800 | 30,100 | 2,200 |
| | Schools & Colleges | | | | | | |
| 34 | Units | | 42,427 | 34,400 | 26,500 | 7,900 | 1,074 |
| 35 | Allocation of costs of service | 301,600 | 202,400 | 25,300 | 22,200 | 50,600 | 1,100 |
| 36 | TOTAL COSTS OF SERVICE | \$ 42,381,000 | \$ 25,412,700 | \$ 5,953,100 | \$ 5,478,100 | \$ 5,207,800 | \$ 329,300 |

7.0 Rate Design

The initial consideration in the derivation of rate schedules for sewer service is establishing equitable charges to the customers commensurate with the cost of providing that service. While the cost-of-service allocations to customer classes should not be construed as literal or exact determinations, they offer a guide to the necessity for, and the extent of, rate adjustments. Practical considerations sometimes modify rate adjustments by considering additional factors such as the extent of bill impacts, existing contracts, and historical local policies and practices.

7.1 Existing Rates

The Sewer Utility's existing rates consist of a fixed component in the form of a monthly service charge and a variable component in the form of a consumption charge. The monthly service charge is a flat fee based on EDUs and is applied to residential customers. The monthly service charge also is a minimum for non-residential customers and applies when the consumption charge is less than the monthly service charge. Non-residential customers also have a consumption charge based on units of water consumption (1 unit = 1 HCF = 748 gallons) multiplied by a return factor. The City has separate charges for major users consisting of O&M and capital components. Table 5 5, presented earlier in this report, summarizes the current sewer rates.

7.2 Proposed Rates

The costs of service analysis described in the preceding sections of this report provide a basis for designing sewer rates.

7.2.1 Monthly Service Charge

The monthly service charge is designed to recover residential costs associated with contributed sewage flow, strength loadings, billing, collecting, accounting, and maintenance and capital costs. The charge is a flat monthly fee based on EDUs. An EDU is defined in Section 5.1. In FY 2023, the multi-family rate was separated from single-family and became a stand-alone customer class. In FY 2022, the City obtained EDU information for the multi-family customers, enabling a separation of the customer classes.

The monthly service charge also serves as the minimum monthly service charge for non-residential customers. The minimum service charge will recover non-residential costs associated with volume, strength, meter reading, billing, collecting, accounting, and maintenance and capital costs. The minimum monthly service charge incorporates an allowance for sewage flow. Once a customer exceeds the allowance, the minimum monthly service charge goes away.

Table 7-1 shows the forecasted proposed three-year monthly service charge rate schedule.

Table 7-1 Proposed Monthly Service Charge

| Line No. | Customer Class | Proposed | | |
|----------|--|----------|----------|----------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | Monthly Service Charge (\$/EDU) | \$/month | \$/month | \$/month |
| 1 | Single Family | 48.28 | 53.06 | 57.82 |
| 2 | Multi-Family | 45.88 | 50.38 | 54.90 |
| | Minimum Commercial Bill Charge (\$/Month) | \$/month | \$/month | \$/month |
| 3 | All Customers | 48.28 | 53.06 | 57.82 |

7.2.2 Consumption Charge

The consumption charges are designed to recover the remainder of the cost component costs not recovered through the monthly service charge for non-residential customers. Table 7-2 shows the forecasted proposed three-year rate schedule for the Sewer Utility.

Table 7-2 Proposed Consumption Charges

| Line No. | Customer Class | Proposed | | |
|----------|--------------------------------|----------|---------|---------|
| | | FY 2024 | FY 2025 | FY 2026 |
| | Commodity Charge (\$/HCF) | \$/HCF | \$/HCF | \$/HCF |
| 1 | Amusement Parks | 6.15 | 6.53 | 7.15 |
| 2 | Auto Dealers & Service Station | 6.76 | 7.30 | 7.96 |
| 3 | Churches | 5.55 | 5.87 | 6.44 |
| 4 | Com/Ind/Misc | 5.87 | 6.22 | 6.82 |
| 5 | Electric & Electronic Equip. | 5.55 | 5.80 | 6.40 |
| 6 | Food and Kindred Products | 13.45 | 15.27 | 16.31 |
| 7 | Hospitals & Convalescent Homes | 6.72 | 7.22 | 7.87 |
| 8 | Industrial Chemical | 10.02 | 11.14 | 12.00 |
| 9 | Laundries | 6.02 | 6.39 | 7.00 |
| 10 | Machinery Manufacturers | 8.16 | 8.99 | 9.72 |
| 11 | Metal Plating | 4.50 | 4.63 | 5.13 |
| 12 | Motels & Hotels | 7.09 | 7.66 | 8.33 |
| 13 | Paper | 13.82 | 15.70 | 16.77 |
| 14 | Repair Shops & Car Washes | 5.15 | 5.52 | 6.01 |
| 15 | Restaurants | 13.70 | 15.57 | 16.63 |
| 16 | Schools & Colleges | 6.54 | 7.02 | 7.66 |

7.2.3 Major Users

The major commercial and industrial user charge is designed to recover the costs associated with O&M and capital for major users. Major users are classified based on requirements in Section 5.1. These customers are monitored monthly for volume and strength loadings. Major users are charged the unit charges identified in Table 6-5, Line 7. Note that the major user charges are specifically identified O&M and capital components. Charges for all other customers incorporate these charges, but the City has combined them into a single rate for simplicity. Table 7-3 shows the three-year rate schedule based on unit costs in future years.

Table 7-3 Proposed Major User Charges

| Line No. | Customer Class | Proposed | | |
|---|------------------------|-----------|-----------|-----------|
| | | FY 2024 | FY 2025 | FY 2026 |
| Major Commercial and Industrial Users | | | | |
| Operating and Maintenance Cost Recovery | | | | |
| 1 | Volume (\$/MG) | 3,314.83 | 3,810.64 | 4,219.49 |
| 2 | BOD (\$/1,000 lbs) | 501.88 | 575.41 | 635.86 |
| 3 | SS (\$/1,000 lbs) | 625.18 | 716.78 | 792.12 |
| 4 | NH3 (\$/1,000 lbs) | 5,124.55 | 5,875.81 | 6,493.18 |
| Annual Capital Cost Recovery | | | | |
| 5 | Volume (\$/MGD) | 1,147,617 | 1,029,684 | 1,145,855 |
| 6 | BOD (\$/1,000 lbs/day) | 85,145 | 113,507 | 105,097 |
| 7 | SS (\$/1,000 lbs/day) | 77,042 | 97,947 | 91,665 |
| 8 | NH3 (\$/1,000 lbs/day) | 466,740 | 556,410 | 528,615 |

7.3 Typical Monthly Costs under Proposed Charges

Table 7-4 compares typical monthly costs under existing rates and the proposed schedule of sewer user rates derived in this study for residential and non-residential customers.

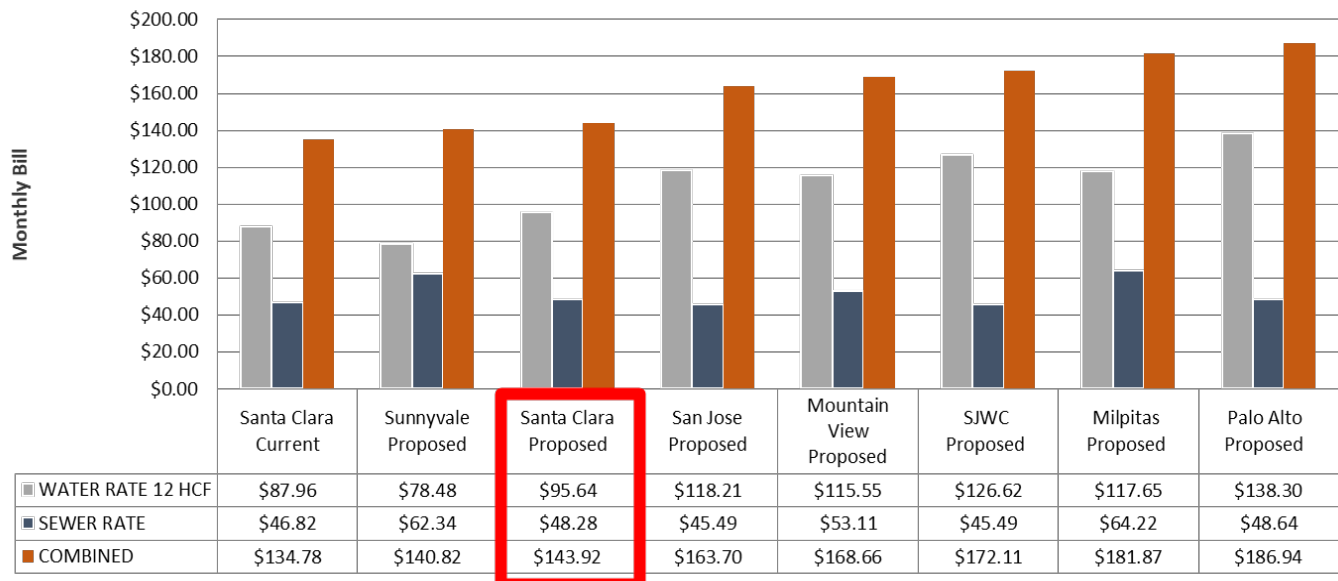
Table 7-4 Typical Monthly Bill

| Customer Class | Typical Monthly Usage | FY 2023 Existing Rates | FY 2024 Proposed Rates |
|-----------------|-----------------------|------------------------|------------------------|
| | (HCF) | (\$) | (\$) |
| Residential | | \$46.82 | \$48.28 |
| Non-Residential | 0 | \$46.82 | \$48.28 |
| | 10 | \$62.02 | \$70.15 |
| | 20 | \$124.04 | \$140.31 |
| | 30 | \$186.05 | \$210.46 |
| | 40 | \$248.07 | \$280.62 |
| | 50 | \$310.09 | \$350.77 |
| | 100 | \$620.18 | \$701.55 |
| | 250 | \$1,550.46 | \$1,753.86 |

7.4 Neighboring Sewer Utilities

Presented in Figure 7-1 is the proposed rates compared to rates of neighboring jurisdictions, for a single-family residential customer. Based on the comparison, the City is currently a higher cost sewer provider in the area. With the proposed rate increases, the City remains one of the higher sewer providers of the surveyed communities. All surveyed community rates are best estimates as of June 1, 2023.

Figure 7-1 Comparison to Neighboring Sewer Utilities



Appendix A – Ten-Year Financial Plan

Water Utility

| Line No. | Description | Fiscal Year Ending June 30, | | | | | | | | | |
|-----------------------------|--|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| | | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | FY 2033 |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Revenue | | | | | | | | | | | |
| Rate Revenue | | | | | | | | | | | |
| 1 | Revenue from Existing Rates | 53,104,700 | 53,356,800 | 53,487,100 | 53,617,500 | 53,748,200 | 53,879,600 | 54,011,000 | 54,142,900 | 54,274,900 | 54,407,300 |
| 2 | Increased Revenue Due to Adjustments | 4,434,200 | 9,658,400 | 15,367,200 | 20,581,400 | 26,210,100 | 31,884,800 | 37,121,000 | 41,779,200 | 46,689,000 | 49,839,100 |
| 3 | Subtotal Rate Revenue | \$ 57,538,900 | \$ 63,015,200 | \$ 68,854,300 | \$ 74,198,900 | \$ 79,958,300 | \$ 85,764,400 | \$ 91,132,000 | \$ 95,922,100 | \$ 100,963,900 | \$ 104,246,400 |
| Other Operating Revenue | | | | | | | | | | | |
| 4 | Solar System Maintenance | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 | 80,100 |
| 5 | Water System Maintenance | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 | 1,070,500 |
| 6 | Water Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Water System Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Administration Design | 905,400 | 912,300 | 919,300 | 926,400 | 933,700 | 941,100 | 948,700 | 956,400 | 964,300 | 972,300 |
| 9 | Water Quality | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Water Resources | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 | 76,900 |
| 11 | Subtotal Other Operating Revenue | \$ 2,132,900 | \$ 2,139,800 | \$ 2,146,800 | \$ 2,153,900 | \$ 2,161,200 | \$ 2,168,600 | \$ 2,176,200 | \$ 2,183,900 | \$ 2,191,800 | \$ 2,199,800 |
| 12 | Total Revenue | \$ 59,671,800 | \$ 65,155,000 | \$ 71,001,100 | \$ 76,352,800 | \$ 82,119,500 | \$ 87,933,000 | \$ 93,308,200 | \$ 98,106,000 | \$ 103,155,700 | \$ 106,446,200 |
| Revenue Requirements | | | | | | | | | | | |
| Operating & Maintenance | | | | | | | | | | | |
| 13 | O&M Expenses | 56,212,500 | 60,992,300 | 64,627,600 | 68,777,000 | 73,639,900 | 78,822,800 | 84,464,400 | 88,866,800 | 93,529,700 | 98,194,100 |
| 14 | Subtotal O&M | \$ 56,212,500 | \$ 60,992,300 | \$ 64,627,600 | \$ 68,777,000 | \$ 73,639,900 | \$ 78,822,800 | \$ 84,464,400 | \$ 88,866,800 | \$ 93,529,700 | \$ 98,194,100 |
| Debt Service | | | | | | | | | | | |
| 15 | Existing Loans/Bonds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | Proposed Loans/Bonds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | Total Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfers | | | | | | | | | | | |
| 18 | Transfer to Rate Stabilization Fund | 0 | 0 | 2,250,000 | 2,250,000 | 2,250,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| 19 | Transfer to Pension Stabilization Fund | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 | 199,400 |
| 20 | Transfer to Water Construction Fund | 0 | 0 | 0 | 6,000,000 | 6,000,000 | 6,000,000 | 6,000,000 | 6,000,000 | 7,000,000 | 7,000,000 |
| 21 | Total Transfers | \$ 199,400 | \$ 199,400 | \$ 2,449,400 | \$ 8,449,400 | \$ 8,449,400 | \$ 6,699,400 | \$ 6,699,400 | \$ 6,699,400 | \$ 7,699,400 | \$ 7,699,400 |
| 22 | Total Revenue Requirements | \$ 56,411,900 | \$ 61,191,700 | \$ 67,077,000 | \$ 77,226,400 | \$ 82,089,300 | \$ 85,522,200 | \$ 91,163,800 | \$ 95,566,200 | \$ 101,229,100 | \$ 105,893,500 |
| 23 | Net Annual Cash Balance | 3,259,900 | 3,963,300 | 3,924,100 | (873,600) | 30,200 | 2,410,800 | 2,144,400 | 2,539,800 | 1,926,600 | 552,700 |
| 24 | Beginning Fund Balance | 9,386,600 | 12,367,600 | 16,052,000 | 19,697,200 | 18,544,700 | 18,296,000 | 20,427,900 | 22,293,400 | 24,554,300 | 26,202,000 |
| 25 | Net Cumulative Fund Balance | \$ 12,646,500 | \$ 16,330,900 | \$ 19,976,100 | \$ 18,823,600 | \$ 18,574,900 | \$ 20,706,800 | \$ 22,572,300 | \$ 24,833,200 | \$ 26,480,900 | \$ 26,754,700 |
| 26 | Minimum Operating Reserves (90 Days) | \$ 13,860,600 | \$ 15,039,200 | \$ 15,935,600 | \$ 16,958,700 | \$ 18,157,800 | \$ 19,435,800 | \$ 20,826,800 | \$ 21,912,400 | \$ 23,062,100 | \$ 24,212,200 |

Recycled Water Utility

| Line No. | Description | Fiscal Year Ending June 30, | | | | | | | | | |
|-----------------------------|---|-----------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | FY 2033 |
| | | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) | (\$) |
| Revenue | | | | | | | | | | | |
| Rate Revenue | | | | | | | | | | | |
| 1 | Revenue from Existing Rates | 6,533,500 | 6,610,300 | 6,676,400 | 6,743,200 | 6,810,800 | 6,879,000 | 6,947,800 | 7,017,400 | 7,087,600 | 7,158,400 |
| 2 | Increased Revenue Due to Adjustments | 653,400 | 1,460,800 | 2,372,100 | 3,446,900 | 4,665,100 | 6,102,800 | 7,737,200 | 9,594,300 | 10,529,300 | 11,524,100 |
| 3 | Subtotal Rate Revenue | \$ 7,186,900 | \$ 8,071,100 | \$ 9,048,500 | \$ 10,190,100 | \$ 11,475,900 | \$ 12,981,800 | \$ 14,685,000 | \$ 16,611,700 | \$ 17,616,900 | \$ 18,682,500 |
| Other Operating Revenue | | | | | | | | | | | |
| 4 | System Maintenance | 94,700 | 96,600 | 98,500 | 100,500 | 102,500 | 104,600 | 106,700 | 108,800 | 111,000 | 113,200 |
| 5 | South Bay Water Recycling System Maintena | 421,500 | 438,400 | 453,900 | 466,800 | 479,800 | 493,100 | 506,800 | 520,800 | 535,400 | 550,400 |
| 6 | Subtotal Other Operating Revenue | \$ 516,200 | \$ 535,000 | \$ 552,400 | \$ 567,300 | \$ 582,300 | \$ 597,700 | \$ 613,500 | \$ 629,600 | \$ 646,400 | \$ 663,600 |
| Transfers From | | | | | | | | | | | |
| 7 | RW Capital Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Subtotal Transfers From | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 9 | Total Revenue | \$ 7,703,100 | \$ 8,606,100 | \$ 9,600,900 | \$ 10,757,400 | \$ 12,058,200 | \$ 13,579,500 | \$ 15,298,500 | \$ 17,241,300 | \$ 18,263,300 | \$ 19,346,100 |
| Revenue Requirements | | | | | | | | | | | |
| Operating & Maintenance | | | | | | | | | | | |
| 10 | O&M Expenses | 7,918,500 | 9,108,100 | 10,053,000 | 11,092,200 | 12,242,600 | 13,516,900 | 14,928,700 | 15,987,600 | 17,123,000 | 18,340,400 |
| 11 | Subtotal O&M | 7,918,500 | 9,108,100 | 10,053,000 | 11,092,200 | 12,242,600 | 13,516,900 | 14,928,700 | 15,987,600 | 17,123,000 | 18,340,400 |
| Debt Service | | | | | | | | | | | |
| 12 | Existing Loans/Bonds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | Proposed Loans/Bonds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | Total Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | | | | | | | | | | | |
| 15 | Transfer to Rate Stabilization Fund | 0 | 0 | 0 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 150,000 |
| 16 | Transfer to Pensiotn Stabilization Fund | 0 | 0 | 9,800 | 9,800 | 9,800 | 9,800 | 9,800 | 9,800 | 9,800 | 9,800 |
| 17 | Transfer to Recycled Water Const Fund | 0 | 0 | 0 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| 18 | Total Transfers | 0 | 0 | 9,800 | 9,800 | 209,800 | 209,800 | 209,800 | 209,800 | 209,800 | 259,800 |
| 19 | Total Revenue Requirements | \$ 7,918,500 | \$ 9,108,100 | \$ 10,062,800 | \$ 11,102,000 | \$ 12,452,400 | \$ 13,726,700 | \$ 15,138,500 | \$ 16,197,400 | \$ 17,332,800 | \$ 18,600,200 |
| 20 | Net Annual Cash Balance | (215,400) | (502,000) | (461,900) | (344,600) | (394,200) | (147,200) | 160,000 | 1,043,900 | 930,500 | 745,900 |
| 21 | Beginning Fund Balance | 4,980,400 | 4,765,000 | 4,263,000 | 3,801,100 | 3,456,500 | 3,062,300 | 2,915,100 | 3,075,100 | 4,119,000 | 5,049,500 |
| 22 | Net Cumulative Fund Balance | \$ 4,765,000 | \$ 4,263,000 | \$ 3,801,100 | \$ 3,456,500 | \$ 3,062,300 | \$ 2,915,100 | \$ 3,075,100 | \$ 4,119,000 | \$ 5,049,500 | \$ 5,795,400 |
| 23 | Minimum Operating Reserves (90 Days) | \$ 1,952,500 | \$ 2,245,800 | \$ 2,478,800 | \$ 2,735,100 | \$ 3,018,700 | \$ 3,332,900 | \$ 3,681,000 | \$ 3,942,100 | \$ 4,222,100 | \$ 4,522,300 |

Sewer Utility

| Line No. | Description | Fiscal Year Ending June 30, | | | | | | | | | |
|-------------------------|---|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | FY 2033 |
| Revenue | | | | | | | | | | | |
| Rate Revenue | | | | | | | | | | | |
| 1 | Revenue from Existing Rates | 39,888,000 | 39,987,300 | 40,086,800 | 40,186,800 | 40,287,600 | 40,388,000 | 40,489,400 | 40,591,000 | 40,692,800 | 40,795,200 |
| 2 | Increased Revenue Due to Adjustments | 2,493,000 | 6,323,000 | 10,517,000 | 14,094,400 | 17,938,900 | 19,151,100 | 20,393,000 | 20,444,000 | 20,495,300 | 20,546,900 |
| 3 | Subtotal Rate Revenue | \$ 42,381,000 | \$ 46,310,300 | \$ 50,603,800 | \$ 54,281,200 | \$ 58,226,500 | \$ 59,539,100 | \$ 60,882,400 | \$ 61,035,000 | \$ 61,188,100 | \$ 61,342,100 |
| Other Operating Revenue | | | | | | | | | | | |
| 4 | System Administration (Interest Income) | 622,300 | 633,800 | 645,600 | 657,600 | 669,800 | 682,300 | 695,000 | 708,000 | 721,200 | 734,700 |
| 5 | System Maintenance | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 | 98,300 |
| 6 | Operations | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| 7 | SJ SC Water Pollution Control Plant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Storm Pump Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Subtotal Other Operating Revenue | \$ 1,070,600 | \$ 1,082,100 | \$ 1,093,900 | \$ 1,105,900 | \$ 1,118,100 | \$ 1,130,600 | \$ 1,143,300 | \$ 1,156,300 | \$ 1,169,500 | \$ 1,183,000 |
| 10 | Total Revenue | \$ 43,451,600 | \$ 47,392,400 | \$ 51,697,700 | \$ 55,387,100 | \$ 59,344,600 | \$ 60,669,700 | \$ 62,025,700 | \$ 62,191,300 | \$ 62,357,600 | \$ 62,525,100 |
| Revenue Requirements | | | | | | | | | | | |
| Operating & Maintenance | | | | | | | | | | | |
| 11 | O&M Expenses | 31,491,500 | 32,537,500 | 33,609,300 | 34,692,000 | 35,806,900 | 37,068,400 | 38,376,000 | 39,730,900 | 41,135,300 | 42,481,900 |
| 12 | Subtotal O&M | \$ 31,491,500 | \$ 32,537,500 | \$ 33,609,300 | \$ 34,692,000 | \$ 35,806,900 | \$ 37,068,400 | \$ 38,376,000 | \$ 39,730,900 | \$ 41,135,300 | \$ 42,481,900 |
| Debt Service | | | | | | | | | | | |
| 13 | Existing Loans/Bonds | 2,842,600 | 2,842,900 | 2,843,400 | 2,842,400 | 2,844,900 | 2,845,700 | 2,844,700 | 2,846,900 | 1,904,800 | 1,908,300 |
| 14 | Proposed Loans/Bonds | 0 | 0 | 0 | 1,314,300 | 2,253,000 | 2,253,000 | 2,253,000 | 2,253,000 | 2,253,000 | 2,253,000 |
| 15 | Total Debt Service | \$ 2,842,600 | \$ 2,842,900 | \$ 2,843,400 | \$ 4,156,700 | \$ 5,097,900 | \$ 5,098,700 | \$ 5,097,700 | \$ 5,099,900 | \$ 4,157,800 | \$ 4,161,300 |
| Transfers | | | | | | | | | | | |
| 16 | Transfer to Rate Stabilization Fund | 250,000 | 500,000 | 750,000 | 750,000 | 500,000 | 300,000 | 300,000 | 100,000 | 100,000 | 0 |
| 17 | Transfer to Pension Stabilization Fund | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 | 78,200 |
| 18 | Transfer to Sewer Construction Fund | 14,000,000 | 14,000,000 | 15,000,000 | 15,000,000 | 20,000,000 | 15,000,000 | 20,000,000 | 15,000,000 | 10,000,000 | 10,000,000 |
| 19 | Total Transfers | \$ 14,328,200 | \$ 14,578,200 | \$ 15,828,200 | \$ 15,828,200 | \$ 20,578,200 | \$ 15,378,200 | \$ 20,378,200 | \$ 15,178,200 | \$ 10,178,200 | \$ 10,078,200 |
| 20 | Total Revenue Requirements | \$ 48,662,300 | \$ 49,958,600 | \$ 52,280,900 | \$ 54,676,900 | \$ 61,483,000 | \$ 57,545,300 | \$ 63,851,900 | \$ 60,009,000 | \$ 55,471,300 | \$ 56,721,400 |
| 21 | Net Annual Cash Balance | (5,210,700) | (2,566,200) | (583,200) | 710,200 | (2,138,400) | 3,124,400 | (1,826,200) | 2,182,300 | 6,886,300 | 5,803,700 |
| 22 | Beginning Fund Balance | 17,925,987 | 12,715,287 | 10,149,087 | 9,565,887 | 10,276,087 | 8,137,687 | 11,262,087 | 9,435,887 | 11,618,187 | 18,504,487 |
| 23 | Net Cumulative Fund Balance | \$ 12,715,287 | \$ 10,149,087 | \$ 9,565,887 | \$ 10,276,087 | \$ 8,137,687 | \$ 11,262,087 | \$ 9,435,887 | \$ 11,618,187 | \$ 18,504,487 | \$ 24,308,187 |
| 24 | Minimum Operating Reserves (90 Days) | 7,765,000 | 8,022,900 | 8,287,200 | 8,554,200 | 8,829,100 | 9,140,200 | 9,462,600 | 9,796,700 | 10,143,000 | 10,475,000 |
| 25 | Debt Service Coverage (Min 1.25) | 4.21 | 5.23 | 6.36 | 4.98 | 4.62 | 4.63 | 4.64 | 4.40 | 5.10 | 4.82 |



Agenda Report

23-740

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Public Hearing: Waive Second Reading and Adopt Ordinance No. 2060 to Repeal Chapter 15.45 (Prevention of Flood Damage Code) and Adopt the New Floodplain Management Ordinance Establishing a New Chapter 15.45 (Floodplain Management Regulations) of the Santa Clara City Code. (CEQA: Exempt Pursuant to CEQA Guidelines Section 15061(b)(3), Projects Which Do Not Have the Potential for Causing a Significant Effect on the Environment)

COUNCIL PILLAR

Promote Sustainability and Environmental Protection

BACKGROUND

At the May 9, 2023 Council meeting, proposed Ordinance No. 2060 was passed for the purpose of publication. Pursuant to City Charter Sections 808 and 812 and Government Code Section 50022.3, a summary of proposed Ordinance No. 2060 was published to the Santa Clara Weekly on May 24, 2023, and May 31, 2023, and copies were posted in three public places.

DISCUSSION

Proposed Ordinance No. 2060 would replace the City's existing floodplain regulations with new regulations recommended by the Federal Emergency Management Authority (FEMA) in order to maintain the City's "Community Rating System" rating, which affects flood insurance rates. Among other things, the new ordinance will clarify that a one foot freeboard requirement applies to all residential buildings constructed or reconstructed in a special flood hazard area. The ordinance will repeal existing City Code Chapter 15.45 (Prevention of Flood Damage Code) and replace it with a new Chapter 15.45 (Floodplain Management Regulations) to coordinate with the California Building Standards Code; adopt flood hazard maps; and designate a floodplain administrator.

ENVIRONMENTAL REVIEW

The proposed ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. As the ordinance will strengthen floodplain protections for property within the City limits, there are no reasonably foreseeable adverse impacts from this ordinance and there is no possibility that the activity in question would have a significant effect on the environment.

FISCAL IMPACT

There is no fiscal impact to the City.

COORDINATION

This report has been coordinated with the City Manager's Office, the Community Development Department, and the City Attorney's Office.

PUBLIC CONTACT

A summary of proposed Ordinance No. 2060 was published to the Santa Clara Weekly on May 24, 2023, and May 31, 2023, and copies were posted in three public places and made available for public inspection at the City Clerk's Office.

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve the Use of CEQA Exemption Pursuant to CEQA Guidelines Section 15061(b)(3), Projects Which Do Not Have the Potential for Causing a Significant Effect on the Environment
2. Waive Second Reading and Adopt Ordinance No. 2060 to Repeal Chapter 15.45 (Prevention of Flood Damage Code) and Adopt the New Floodplain Management Ordinance Establishing a New Chapter 15.45 (Floodplain Management Regulations) of the Santa Clara City Code.

Reviewed by: Andrew Crabtree, Director of Community Development Department

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. May 9, 2023 Report to Council
2. Ordinance No. 2060 (Intro)



Agenda Report

23-138

Agenda Date: 5/9/2023

REPORT TO COUNCIL

SUBJECT

Waive First Reading and take Action on the Introduction of an Ordinance to Repeal Chapter 15.45 (Prevention of Flood Damage Code) and Adopt the New Floodplain Management Ordinance Establishing a New Chapter 15.45 (Floodplain Management Regulations) of the Santa Clara City Code. (CEQA: Exempt Pursuant to CEQA Guidelines Section 15061(b)(3), Projects Which Do Not Have the Potential for Causing a Significant Effect on the Environment)

COUNCIL PILLAR

Promote Sustainability and Environmental Protection

BACKGROUND

In 1999, the City of Santa Clara (City) joined the National Flood Insurance Program (NFIP) administered under the Federal Emergency Management Agency (FEMA). The NFIP is implemented through affiliated insurance companies that provide flood insurance to property owners, renters and businesses. Participation in the NFIP requires local communities to adopt and enforce floodplain management regulations that help mitigate flooding effects. Participation in the NFIP allows Santa Clara property owners to purchase flood insurance at set rates, including those with properties within areas designated as Special Flood Hazard Areas (SFHAs). The SFHA designation is given to land areas that have the highest probability of flooding in any given year and for which the Floodplain Management provisions apply.

The City voluntarily participates in the Community Rating System (CRS) program of the NFIP. The CRS allows Santa Clara residents and businesses to earn flood insurance premium discounts by having the City promote flood-risk reduction practices, provide floodplain management, and encourage the purchase of flood insurance. These activities go above and beyond the normal enforcement of floodplain regulations. The City has maintained a CRS Class 7 rating (on a scale of 1 to 10, where a lower number is a more desirable rating), allowing property owners in SFHA to receive a 15% discount on flood insurance premiums for all new or renewed flood insurance policies.

Every five years, communities have a “cycle visit” by FEMA staff to confirm/determine their CRS rating. Communities have until their next scheduled cycle visit to update floodplain management ordinances to remain at their current CRS ratings. The City’s next cycle visit is scheduled for November 2023.

DISCUSSION

In advance of the upcoming cycle visit, FEMA reviewed the City’s current ordinances and communicated their finding to the City that to maintain the City’s CRS rating of Class 7, the City’s floodplain ordinance should be updated to incorporate specific language provided in the CRS guidelines related to FEMA floodplain requirements.

The CRS guidelines were updated in January 2021 to add the prerequisite requirement for Class 8 or better for communities to adopt a floodplain management ordinance enforcing a minimum one-foot freeboard for all residential buildings constructed, substantially improved or reconstructed in SFHA, due to the likelihood of substantial safety risk and damage. This freeboard requirement means the finished floor of a building must be constructed one-foot above the base-flood elevation, providing an additional measure of safety to those

residing in the buildings and lowering risk of property damage. This freeboard standard exceeds the minimum NFIP requirements for insurance purposes and thus allows for a rating of Class 8 or better.

It should be noted that the most substantive part of the FEMA floodplain requirements, the one-foot freeboard requirement, has already been incorporated into the City's ordinances. Every three years, the City adopts the most recent cycle of the California Building Standards Code (CBSC) (CCR Title 24; inclusive of the California Building Code and California Residential Code). On November 2, 2022, the City adopted the most recent version of the CBSC. This version includes the one-foot freeboard requirement for both residential and commercial buildings. However, there are some discrepancies between the language used in the CBSC and the language used in the FEMA requirements. Other provisions included within the CRS guidelines primarily address the City's enforcement process.

As the City has adopted the CBSC, which also regulates new construction within floodplains, the City is addressing two sets of standards with potential differences in wording and in minor details, but which generally are intended to achieve the same outcome. The California Department of Water Resources (DWR) prepared a FEMA CRS Model Floodplain Management Ordinance ("Model Ordinance") to resolve the potential issue of different wording between the FEMA CRS guidelines and the CBSC.

Adoption of the recommended Floodplain Management Ordinance (Attachment 1) will replace Chapter 15.45 (Prevention of Flood Damage Code), with similar standards that are based on the Model Ordinance and thus both align with the CBSC and the FEMA CRS guidelines. Using the Model Ordinance as the guide for the City's Floodplain Management Ordinance provides the following benefits:

- Meets the CRS requirements for the City to maintain a Class 7 rating;
- Clearly indicates that the Building Code sets the finished floor elevation of the building at the base-flood elevation plus 1' freeboard;
- Grants authority to the Floodplain Administrator to review development in the Special Flood Hazard Areas, issue permits, implement NFIP requirements, and enforce provisions of the City Code;
- Satisfies the NFIP;
- Eases the City's burden to draft new ordinance language on its own by comprehensively and inclusively addressing all requirements and guidelines with the benefit of already having approval from FEMA;
- Allows for specific language appropriate for the City; and
- Furthers the flood resiliency of the City and provides for the minimum standards necessary for the City's purpose in the implementation of floodplain management.

Adoption of the proposed Ordinance will also implement several General Plan goals and policies, including:

Goal 5.10.5 G4 City codes and regulations that are consistent with applicable regional, State and federal regulations for safety.

Policy 5.10.5 P12 Continue to participate in the National Flood Insurance Program and encourage all property owners within flood hazard areas to carry flood insurance.

For these reasons staff recommends that the City Council move forward with adoption of the proposed Amendment to Chapter 15.45 of the City Code.

ENVIRONMENTAL REVIEW

The proposed ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) as the activity is covered by the general rule that

CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. As the ordinance will strengthen floodplain protections for property within the City limits, there are no reasonably foreseeable adverse impacts from this ordinance and there is no possibility that the activity in question would have a significant effect on the environment.

FISCAL IMPACT

There is no fiscal impact to the City.

COORDINATION

This report has been coordinated with the City Manager's Office, the Community Development Department, City Attorney's Office and FEMA.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Repeal Chapter 15.45 (Prevention of Flood Damage Code) and adopt the new Floodplain Management Ordinance establishing a new Chapter 15.45 (Floodplain Management Regulations)
2. Provide alternative direction.

RECOMMENDATION

Alternative 1: Repeal Chapter 15.45 (Prevention of Flood Damage Code) and adopt the new Floodplain Management Ordinance establishing a new Chapter 15.45 (Floodplain Management Regulations).

Reviewed by: Andrew Crabtree, Director, Community Development Department

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Floodplain Management Ordinance (Chapter 15.45 Floodplain Management Regulations)

ORDINANCE NO. 2060

AN ORDINANCE OF THE CITY OF SANTA CLARA, CALIFORNIA, TO AMEND TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE "CODE OF THE CITY OF SANTA CLARA, CALIFORNIA" BY REPEALING CHAPTER 15.45 (PREVENTION OF FLOOD DAMAGE CODE) AND ADOPTING A NEW CHAPTER 15.45 (FLOODPLAIN MANAGEMENT REGULATIONS) TO COORDINATE WITH THE CALIFORNIA BUILDING STANDARDS CODE; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR; AND FOR OTHER PURPOSES

BE IT ORDAINED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, the Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800; and Sections 17922, 17958, 17958.5 and 17958.7 of the California Health and Safety Code, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry;

WHEREAS, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Santa Clara and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare;

WHEREAS, the City of Santa Clara, California was accepted for participation in the National Flood Insurance Program on July 16, 1980 and the City Council desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation;

WHEREAS, pursuant to the California Health and Safety Code, Division 13, Part 1.5 and Part 2.5, the City of Santa Clara is required to administer and enforce the California Building Standards Code, and such building codes contain certain provisions that apply to the design and construction of buildings and structures in flood hazard areas; and

WHEREAS, the City Council has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the California Building Standards Code.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY OF SANTA CLARA AS FOLLOWS:

SECTION 1: RECITALS. The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

SECTION 2: Chapter 15.45 (Prevention of Flood Damage Code) of Title 15 (Buildings and Construction) of "The Code of the City of Santa Clara, California" is hereby repealed in its entirety and replaced with the following:

"Chapter 15.45

FLOODPLAIN MANAGEMENT REGULATIONS

ARTICLE I. Scope and Administration

15.45.010 Title. These regulations, in combination with the flood provisions of California Code of Regulations Title 24, the California Building Standards Code (hereinafter "building codes," consisting of the Part 2 (building) and Part 2 Appendix G (hereinafter "Appendix G"), Part 2.5 (residential), and Part 10 (existing building), shall be known as the Floodplain Management Regulations of the City of Santa Clara (hereinafter "these regulations").

15.45.020 Statutory authority. Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800; and Sections 17922, 17958, 17958.5 and 17958.7 of the California Health and Safety Code, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

15.45.030 Scope. These regulations, in combination with the flood provisions of the building codes shall apply to all proposed development in flood hazard areas established in Section 15.45.120 of these regulations.

15.45.040 Purposes and objectives. The purposes and objectives of these regulations and the flood load and flood resistant construction requirements of the building codes are to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific flood hazard areas through the establishment of comprehensive regulations for management of flood hazard areas, designed to:

(a) Prevent unnecessary disruption of commerce, access and public service during times of flooding.

(b) Manage the alteration of natural floodplains, stream channels and shorelines.

(c) Manage filling, grading, dredging and other development which may increase flood damage or erosion potential.

(d) Prevent or regulate the construction of flood barriers which will divert floodwater or increase flood hazards.

(e) Contribute to improved construction techniques in the floodplain.

- (f) Minimize damage to public and private facilities and utilities.
- (g) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas.
- (h) Minimize the need for rescue and relief efforts associated with flooding.
- (i) Ensure that property owners, occupants, and potential owners are aware of property located in flood hazard areas.
- (j) Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events.
- (k) Meet the requirements of the National Flood Insurance Program for community participation set forth in Title 44 Code of Federal Regulations, Section 59.22.

15.45.050 Coordination with Building Codes. Pursuant to the requirement established in State statute that the City of Santa Clara administer and enforce the State building codes, the City Council of the City of Santa Clara does hereby acknowledge that the building codes contain certain provisions that apply to the design and construction of buildings and structures in flood hazard areas. Therefore, these regulations are intended to be administered and enforced in conjunction with the building codes.

15.45.060 Adoption of CCR Title 24 Part 2 Appendix G. CCR Title 24 Part 2 Appendix G Flood-Resistant Construction is hereby adopted and made a part of the California Building Standards Code and shall apply in flood hazard areas.

15.45.070 Warning. The degree of flood protection required by these regulations and the building codes is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. Enforcement of these regulations and

the building codes does not imply that land outside the special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with these regulations.

15.45.080 Disclaimer of liability. These regulations shall not create liability on the part of the City Council of the City of Santa Clara, any officer or employee thereof, the State of California, or the Federal Emergency Management Agency, for any flood damage that results from reliance on these regulations or any administrative decision lawfully made hereunder. The Floodplain Administrator and any employee charged with the enforcement of these regulations, while acting for the community in good faith and without malice in the discharge of the duties required by these regulations or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of these regulations shall be defended by a legal representative of the community until the final termination of the proceedings. The Floodplain Administrator and any subordinate shall not be liable for cost

in any action, suit or proceeding that is instituted in pursuance of the provisions of these regulations.

15.45.090 Other laws. The provisions of these regulations shall not be deemed to nullify any provisions of local, State or federal law.

15.45.100 Abrogation and greater restrictions. These regulations supersede any ordinance in effect in flood hazard areas. However, these regulations are not intended to repeal or abrogate any existing ordinances including land development regulations, subdivision regulations, zoning ordinances, stormwater management regulations, or building codes. In the event of a conflict between these regulations and any other ordinance, code, or regulation, the more restrictive shall govern.

ARTICLE II. Applicability

15.45.110 General applicability. These regulations, in conjunction with the building codes, provide minimum requirements for development located in flood hazard areas, including the subdivision of land and other developments; site improvements and installation of utilities; placement and replacement of manufactured homes; placement of recreational vehicles; new construction and alterations, repair, reconstruction, rehabilitation or additions of existing buildings and structures; substantial improvement of existing buildings and structures, including repair of substantial damage; installation of tanks; temporary structures and temporary or permanent storage; utility and miscellaneous Group U buildings and structures; and certain building work exempt from permit under the building codes; and other buildings and development activities.

15.45.120 Establishment of Flood Hazard Areas. The Flood Insurance Study for Santa Clara County, California and Incorporated Areas dated July 16, 1980, and all

subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are hereby adopted by reference as a part of these regulations and serve as the basis for establishing flood hazard areas. Where the building code establishes flood hazard areas, such areas are established by this section. Additional maps and studies, when specifically adopted, supplement the FIS and FIRMs to establish additional flood hazard areas. Maps and studies that establish flood hazard areas are on file at the Department of Public Works, 1500 Warburton Avenue, Santa Clara, California 95050.

15.45.130 Interpretation. In the interpretation and application of these regulations, all provisions shall be:

- (a) Considered as minimum requirements.
- (b) Liberally construed in favor of the governing body.
- (c) Deemed neither to limit nor repeal any other powers granted under state statutes.

ARTICLE III. Duties and Powers of the Floodplain Administrator

15.45.140 Designation. The Community Development Director is designated the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees. Where Appendix G refers to the Building Official, each such reference shall refer to the Floodplain Administrator. The Floodplain Administrator is authorized and directed to administer and enforce the provisions of Appendix G.

15.45.150 General authority. The Floodplain Administrator is authorized and directed to administer the provisions of these regulations. The Floodplain Administrator shall have

the authority to render interpretations of these regulations consistent with the intent and purpose of these regulations and to establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be consistent with the intent and purpose of these regulations and the flood provisions of the building code and shall not have the effect of waiving specific requirements without the granting of a variance pursuant to Appendix G.

15.45.160 Coordination. The Floodplain Administrator shall coordinate with and provide comments to the Building Official to administer and enforce the flood provisions of the building code and to ensure compliance with the applicable provisions of these regulations. The Floodplain Administrator and the Building Official have the authority to establish written procedures for reviewing applications and conducting inspections for buildings and for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 15.45.190 of these regulations.

15.45.170 Duties. The duties of the Floodplain Administrator shall include but are not limited to:

(a) Review all permit applications to determine whether proposed development is located in flood hazard areas established in Section 15.45.120 of these regulations.

(b) Require development in flood hazard areas to be reasonably safe from flooding and to be designed and constructed with methods, practices and materials that minimize flood damage.

(c) Interpret flood hazard area boundaries, provide available flood elevation and flood hazard information.

(d) Determine whether additional flood hazard data shall be obtained or developed.

(e) Review all applications and plans for development in flood hazard areas for compliance with these regulations.

(f) Complete the appropriate section of the Department of Housing and Community Development Floodplain Ordinance Compliance Certification for Manufactured Home/Mobilehome Installations when submitted by applicants.

(g) Review, in conjunction with the Building Official, required certifications and documentation specified by these regulations and the building code to determine that such certifications and documentations are complete.

(h) Establish, in coordination with the Building Official, written procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 15.45.190 of these regulations.

(i) Coordinate with the Building Official and others to identify and investigate damaged buildings located in flood hazard areas and inform owners of the requirement to obtain permits for repairs.

(j) Review requests submitted to the Building Official seeking approval to modify the strict application of the flood load and flood resistant construction requirements of the building code, to determine whether such requests require consideration as a variance pursuant to Appendix G.

(k) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps when the analyses propose to

change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available.

(l) Require applicants who propose alteration of a watercourse to notify adjacent jurisdictions and the NFIP State Coordinating Agency, and to submit copies of such notifications to the Federal Emergency Management Agency (FEMA).

(m) Inspect development within the scope of Appendix G and inspect flood hazard areas to determine if development is undertaken without issuance of permits.

(n) Prepare comments and recommendations for consideration when applicants seek variances in accordance with Appendix G.

(o) Cite violations.

(p) Notify the Federal Emergency Management Agency when the corporate boundaries of City of Santa Clara have been modified.

15.45.180 Other permits required. The applicant shall obtain all other required state and federal permits prior to initiating work authorized by these regulations and shall provide documentation of such permits to the Floodplain Administrator. Such permits include but are not limited to:

(a) Reserved.

(b) California State Water Resources Control Board for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.

15.45.190 Substantial improvement and substantial damage determinations. For applications for building permits to improve buildings and structures, including alterations, movement, repair, additions, rehabilitations, renovations, substantial improvements,

repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(a) Estimate the market value, or require the applicant to obtain a professional appraisal prepared by a qualified independent appraiser, of the market value of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.

(b) Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, where applicable, to the market value of the building or structure.

(c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.

(d) Notify the applicant when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage.

15.45.200 Department records. In addition to the requirements of the building code and Appendix G, and regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of these regulations and the flood provisions of the building codes, including Flood

Insurance Studies, Flood Insurance Rate Maps; documents from FEMA that amend or revise FIRMs; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required certifications and documentation specified by the building codes and these regulations; notifications to adjacent communities, FEMA, and the State related to alterations of watercourses; assurance that the flood carrying capacity of altered waterways will be maintained; documentation related to variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to these regulations and the flood resistant provisions of the building codes.

ARTICLE IV. Site Plans and Documentation

15.45.210 Additional site plan information. In addition to the site plan requirements of the building code and Appendix G, site plans shall include, as applicable to the proposed development:

(a) Location of the proposed activity and proposed structures; locations of water supply, sanitary sewer, and other utilities; and locations of existing buildings and structures.

(b) Location, extent, amount, and proposed final grades of any filling, grading, or excavation.

(c) Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.

(d) Reserved.

(e) Existing and proposed alignment of any proposed alteration of a watercourse.

15.45.220 Additional engineering data. When additional hydrologic, hydraulic or other engineering data, studies, and additional data and analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a qualified registered professional engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant. Provided FEMA issues a Conditional Letter of Map Revision, construction of proposed flood control projects and land preparation for development are permitted, including clearing, excavation, grading, and filling. Permits for construction of buildings shall not be issued until the applicant satisfies the FEMA requirements for issuance of a Letter of Map Revision.

ARTICLE V. Variances

15.45.230 Variances, in addition. In addition to the variance provisions of Appendix G:

(a) The considerations and conditions for variances set forth in Appendix G are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be issued for a parcel of property with physical characteristics so unusual that complying with the requirements of these regulations would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared

by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners. The issuance of a variance is for floodplain management purposes only. Federal flood insurance premium rates are determined by the National Flood Insurance Program according to actuarial risk and will not be modified by the granting of a variance.

(b) It is the duty of the City Council of the City of Santa Clara to promote public health, safety and welfare and minimize losses from flooding. This duty is so compelling and the implications of property damage and the cost of ensuring a structure built below flood level are so serious that variances from the elevation or other requirements in the building codes should be quite rare. The long-term goal of preventing and reducing flood loss and damage, and minimizing recovery costs, inconvenience, danger, and suffering, can only be met when variances are strictly limited. Therefore, the variance requirements in these regulations are detailed and contain multiple provisions that must be met before a variance can be properly issued. The criteria are designed to screen out those situations in which alternatives other than a variance are more appropriate.

15.45.240 Reserved.

ARTICLE VI. Violations

15.45.250 Violations, general. In addition to the violation provisions of the building code and Appendix G, any development in any flood hazard area that is being performed without an issued permit or that is in conflict with an issued permit shall be deemed a violation.

15.45.260 Buildings and structures. A building or structure without the documentation of the elevation of the lowest floor, other required design certifications, or

other evidence of compliance required by these regulations or the building code, is presumed to be a violation until such time as required documentation is submitted. Violation of the requirements shall constitute a misdemeanor.

15.45.270 Authority. The Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of property involved, to the owner's agent, or to the person or persons doing the work for development that is not within the scope of the building codes, but is regulated by these regulations and that is determined to be a violation.

15.45.280 Unlawful continuance. Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

ARTICLE VII. Definitions

15.45.290 General. The following words and terms shall, for the purposes of these regulations, have the meanings shown herein. Other terms are defined in the Building Code and Appendix G and terms are defined where used in the Residential Code (rather than in the definitions section). Where terms are not defined, such terms shall have ordinarily accepted meanings such as the context implies.

15.45.300 Definitions

(a) "Accessory Structure". A structure on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For floodplain management purposes, the term includes only accessory structures used for parking and storage.

(b) "Agricultural Structure." A walled and roofed structure used exclusively for agricultural purposes or uses in connection with the production, harvesting, storage, raising, or drying of agricultural commodities and livestock, including aquatic organisms. Structures that house tools or equipment used in connection with these purposes or uses are also considered to have agricultural purposes or uses.

(c) "Alteration of a Watercourse." A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

(d) "Development." Any manmade change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of materials, mining, dredging, filling, grading, paving, excavations, drilling operations and other land-disturbing activities.

(e) "Encroachment." The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

(f) "Exceptional Hardship." For the purpose of variances from these regulations or the building code, the exceptional difficulty that would result from a failure to grant a requested variance. Mere economic or financial hardship is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one's neighbors do not, as a rule, qualify as exceptional hardships. All of these circumstances can be resolved through other means without granting variances,

even when the alternatives are more expensive or require the property owner to build elsewhere or put the parcel to a different use than originally intended.

(g) "Existing Manufactured Home Park or Subdivision." A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before May 13, 1980.

(h) "Expansion to an Existing Manufactured Home Park or Subdivision." The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

(i) "Flood Control Project." A dam or barrier design and constructed to keep water away from or out of a specified area, including but not limited to levees, floodwalls, and channelization.

(j) "Fraud or Victimization." For the purpose of variances from these regulations or the building code, the intentional use of deceit to deprive another of rights or property, making a victim of the deprived person or the public. As it pertains to buildings granted variances to be constructed below the elevation required by the building code, future owners or tenants of such buildings and the community as a whole may bear the burden of increased risk of damage from floods, increased cost of flood insurance, and increased recovery costs, inconvenience, danger, and suffering.

(k) “Letter of Map Change (LOMC)”. An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study.

Letters of Map Change include:

(1) “Letter of Map Amendment (LOMA)”: An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

(2) “Letter of Map Revision (LOMR)”: A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

(3) “Letter of Map Revision Based on Fill (LOMR-F)”: A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.

(4) “Conditional Letter of Map Revision (CLOMR)”: A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

(l) "Light-Duty Truck." As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of forty-five (45) square feet or less, which is:

(1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or

(2) Designed primarily for transportation of persons and has a capacity of more than twelve (12) persons; or

(3) Available with special features enabling off-street or off-highway operation and use.

(m) "Market Value." The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in these regulations, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value shall be determined by one of the following methods:

(1) Actual Cash Value (replacement cost depreciated for age and quality of construction),

(2) Tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser, or

(3) Established by a qualified independent appraiser.

(n) "New Manufactured Home Park or Subdivision." A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the

manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed on or after May 13, 1980.

(o) "Nuisance." That which is injurious to safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

(p) "Riverine." Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

(q) "Sand Dunes." Naturally occurring accumulations of sand in ridges or mounds landward of the beach.

(r) "Watercourse." A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

ARTICLE VIII. Subdivisions

15.45.310 Subdivisions, in addition. In addition to the subdivision provisions in Appendix G, the following requirements apply:

(a) In Zones AH and AO, adequate drainage paths shall be provided to guide floodwater around and away from proposed structures.

(b) When fill will be placed to support buildings, the fill shall be placed in accordance with the building code and approval of the subdivision shall require submission of as-built elevations for each filled pad certified by a licensed land surveyor or registered civil engineer.

ARTICLE IX. Site Improvement

15.45.320 Site improvement, in addition. In addition to the site improvement provisions in Appendix G, the requirements of this section shall apply.

15.45.330 Limitations on placement of fill. Where the placement of fill is permitted by the building code, Appendix G, or these regulations, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, when intended to support buildings and structures, fill shall comply with the requirements of the building code. The placement of fill intended to change base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs shall be subject to the requirements of Section 15.45.220 of these regulations.

15.45.340 Reserved.

15.45.350 Reserved.

ARTICLE X. Manufactured Homes

15.45.360 Installation, in addition. In addition to the provisions for manufactured homes in Appendix G:

(a) All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to the Business and Professions Code and shall comply with the requirements of the Department of Housing and Community Development (HCD) and the requirements of these regulations.

(b) In addition to permits pursuant to Appendix G, permits from the HCD are required where the HCD is the enforcement agency for installation of manufactured homes.

(c) Upon completion of installation and prior to the final inspection by the Floodplain Administrator, the installer shall submit certification of the elevation of the manufactured home, prepared by a licensed land surveyor or registered civil engineer, to the Floodplain Administrator.

15.45.370 Reserved.

ARTICLE XI. Accessory Structures

15.45.380 Detached garages and accessory storage structures. The provision in Appendix G for garages and accessory structures shall be replaced with this section. Detached garages and accessory storage structures used only for parking or storage are permitted below the base flood elevation provided the garages and accessory storage structures:

(a) Are one story and not larger than 600 square feet in area when located in special flood hazard areas other than coastal high hazard areas.

(b) Reserved.

(c) Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.

(d) Have flood openings in accordance with the building code.

(e) Have flood damage-resistant materials used below the base flood elevation.

(f) Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to or above the base flood elevation.

ARTICLE XII. Flood Control Projects

15.45.390 Flood control projects; general. In addition to applicable Federal, State and other local permits, a permit for floodplain development is required for construction of flood control projects. The purpose for the permit is to examine the impact on flood hazard areas, floodways, and base flood elevations shown on the FIRM. Unless otherwise authorized by separate regulations, issuance of this permit does not address the sufficiency of the structural elements of the proposed flood control project. Permits for floodplain development and building permits in areas affected by proposed flood control projects shall not be issued based on Conditional Letters of Map Revision issued by FEMA.

15.45.400 Flood control projects; applications. Applications for permits for flood control projects shall include documentation including but not limited to:

(a) Site plan or document showing the existing topography and the boundaries of the flood hazard areas, floodway boundaries, and base flood elevations shown on the FIRM.

(b) Site plan or document showing the proposed topography and the proposed changes to the boundaries of the flood hazard areas, floodway boundaries, and base flood elevations.

(c) The documentation submitted to FEMA for a Conditional Letter of Map Revision (CLOMR) and, if issued, the Conditional Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant. A CLOMR is required when a proposed flood control project alters a floodway and increases base flood elevations more than greater than 0.00 feet, or alters a watercourse a riverine flood

hazard area for which base flood elevations are included in the Flood Insurance Study or on the FIRM and floodways have not been designated and increases base flood elevations more than 1.0 foot.”

SECTION 3: Applicability. For the purposes of jurisdictional applicability, this ordinance shall apply in the City of Santa Clara. This ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after the effective date of this ordinance.

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SECTION 4: SEVERABILITY. Where any section, subsection, sentence, clause, or phrase of these regulations is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof, other than the part so declared.

SECTION 5: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its final adoption, however, prior to its final adoption it shall be published in accordance with the requirements of California Government Code Section 50022.3 and Section 808 and 812 of "The Charter of the City of Santa Clara, California."

PASSED FOR THE PURPOSE OF PUBLICATION this 9TH day of MAY, 2023,
by the following vote:

AYES: COUNCILORS: Becker, Chahal, Hardy, Jain, Park, and
Watanabe, and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference: None



Agenda Report

23-575

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on Approval of the West Portal Early Works Construction Transportation Management Plan for the Valley Transportation Authority's BART Phase II Extension Project

COUNCIL PILLAR

Promote and Enhance Economic, Housing and Transportation Development

EXECUTIVE SUMMARY

The VTA is moving forward with early construction activities on their Newhall Maintenance Yard property as a part of their project delivery for the BART Phase II Extension Project (Project). This property (located within the City of Santa Clara and City of San Jose) is the future launch site for the Project's tunnel boring machine (TBM) and staging area during major construction and tunneling operations for the entire Project. VTA has prepared a Construction Transportation Management Plan to address potential temporary effects to multimodal transportation circulation, access, and emergency vehicle access needs during this early phase work. Due to the VTA's request to have nighttime operations and utilize Brokaw Road (near Costco) for truck hauling access this item is being brought forward to Council for discussion and consideration.

BACKGROUND

This project is the Santa Clara Valley Transportation Authority's (VTA) BART Phase II Extension Project (Project) which is a four station, six-mile long extension of the BART system. The Project begins at the Berryessa/North San Jose BART Station and extends into San Jose with three stations in San Jose (28th Street/Little Portugal, Downtown San Jose, and Diridon Stations), a final station in Santa Clara (i.e. Santa Clara BART Station), and a train maintenance and storage facility also known as the Newhall Maintenance Yard, see Attachment 1 for Project location maps.

The City Council held previous study sessions related to the Project on April 23, 2019, January 5, 2022, May 10, 2022, and March 21, 2023. Additionally, the City has entered into a Master Agreement and two Cooperative Agreements with the VTA and adopted the findings of the Final Supplemental Environmental Impact Report (FSEIR) completed by the VTA for the Project.

Upcoming Project Construction Activity Near Santa Clara: As highlighted during the March 21, 2023 Council study session, the VTA is moving forward with design and construction efforts in multiple packages. In May 2022, VTA awarded the Project's Tunnel and Trackwork contract (Contract Package 2 or CP2) to the joint venture of Kiewit Shea Traylor (KST). The initial phase of work for KST is to prepare the West Portal site, located at VTA's Newhall Yard property, as this will be the launch site for the Project's tunnel boring machine (TBM) and staging area during major construction and tunneling operations.

At the West Portal site, KST will be moving forward with early construction site preparation activities including site grading, temporary utility installation, construction of access roads, temporary field offices, tunneling shaft, an excavated materials bin, a tunnel lining factory, a precast concrete plant, a grout plant, and a tunnel lining segment storage area, and assembly of the TBM (Attachment 2, West Portal Early Works Site Maps). The anticipated sequencing for construction activities at the West Portal site includes multiple stages of work lasting from Summer 2023 through early 2025.

As required by the VTA, KST prepared a West Portal Early Works Construction Transportation Management Plan (CTMP) focused on analyzing and coordinating multimodal transportation circulation, access, and emergency vehicle access needs within and around construction areas. The CTMP also identifies and reduces to the extent possible construction-related transportation impacts. It is important to note that the majority of construction activities on the West Portal site are within the City of San Jose's jurisdiction and the San Jose City Council approved the CTMP on May 23, 2023.

Future CTMPs: It is important to note that this CTMP is for West Portal Early Works construction only. Future CTMPs will be prepared and reviewed by the City of Santa Clara and City of San Jose for tunneling muck removal and off-haul as well as other Project specific contract packages that affect San Jose and Santa Clara.

DISCUSSION

Due to the VTA's request to have nighttime operations and utilize Brokaw Road (near Costco) for truck hauling access, this item is being brought forward to Council for discussion and consideration. Below is key information related to the CTMP.

The West Portal Early Works CTMP identifies and reduces to the extent possible construction related impacts. Notable components of this CTMP are as follows:

- Construction sequencing and staging
- Working hours and days of operation
- Noise and Nighttime Work
- Employee parking
- Detour routes, construction access, and truck volume/distribution
- Transportation operational Level of Service analysis
- Coordination with PayPal Park events and operations
- Coordination with on-going nearby development projects construction (i.e. Gateway Crossings) and existing businesses (i.e. Costco).

Construction Sequencing and Staging: The CTMP provides information related to how the VTA and KST plan to sequence and stage construction activities on the West Portal site. Table 1 (below) provides a breakdown of the four construction stages and the period of construction for each stage. The estimated full duration of early works is 19 months.

Table 1, Construction Sequencing and Staging

| Stage | Construction Activity | Estimated Duration |
|-------|--|-----------------------------------|
| 1 | Site Grading | Summer 2023 for 5 Months |
| 2 | Site Development | Summer 2023 for 9 Months |
| 3 | Precast Plant and TBM Segment Storage Area | Summer 2023 for 13 Months |
| 4 | TBM Shaft and Muck Bin Excavation | Beginning Fall 2023 for 17 Months |

Working Hours and Days of Operation: VTA and KST have indicated that due to the level of effort needed to complete Early Works construction, the overall Project schedule, and the need to have continuous operations at the West Portal site, construction activities will require a mix of single-shift, double-shift, and Saturday work. Table 2 below provides a high-level summary of proposed working hours and days for this Early Works construction.

Table 2, Working Hours and Days

| Shift | Hours | Days | Estimated Duration |
|-------------------------|------------|----------|------------------------------|
| Single Shift (12 hours) | 6am to 6pm | M-F | Mid-2023 through late 2023 |
| Double Shift (22 hours) | 6am to 4am | M-F, Sat | Late 2023 through early 2025 |

Specific construction activities, such as concrete pours require a 22-hour double-shift truck hauling schedule to deliver and install continuous concrete and are anticipated to start in late 2023 for 15 months. Attachment 3, Proposed Working Hours and Haul Hours, provides a more detailed summary of the planned working hours, hauling hours, and days of operation.

The CTMP also indicates that there will be no hauling on major holidays (day before Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Independence Day, and Labor Day) as no construction work is anticipated on those days, unless emergency work is required on-site. City staff has also discussed with the VTA the need to monitor traffic along Brokaw Road and Coleman Road during the holiday season and adjust as necessary.

Noise and Nighttime Work:

The City's Noise Ordinance requires that any construction within 300 feet of any residentially zoned property occur between 7am and 6pm on weekdays (Monday through Friday), and within the hours of 9am and 6pm on Saturdays. No construction is permitted within of 300 feet of residentially zoned properties on Sundays and holidays. The City's Cooperative Agreement with the VTA regarding the Project states that the City may authorize night hours of construction adjacent to residential uses.

Immediately adjacent to the West Portal site is the Gateway Crossings development. This development is being completed in multiple phases with Phase I currently under construction. Although the development site is within 300-feet, Phase 1 of the development is located greater than 300-feet away from the West Portal site. Consequently, there will not be any Early Works construction on the West Portal site within 300-feet of occupied residential units although it is

expected that nighttime work will result in hauling on Brokaw Road.

KST is completing a pre-construction noise assessment to establish ambient noise conditions surrounding the site. A Noise and Vibration Control Plan is currently being prepared, separate from this CTMP, to specify noise reduction and mitigation measures to ensure that surrounding land uses will not be impacted by construction noise.

Employee Parking: Approximately 300 employee parking stalls will be provided at the southwest end of the project site and are projected to be sufficient during Early Works construction.

Detour Routes: Roadway detour routes are not anticipated for any early construction activities at the West Portal site. No sidewalk, shoulder, or lane closures are anticipated other than potential temporary lane closures for the installation of utilities.

Construction Access: Construction trucks accessing the West Portal site will originate from and depart to Interstate 880 and use project haul routes along Coleman Avenue, Newhall Drive (San Jose), and Brokaw Road (Santa Clara) to access the site. Attachment 4 provides a map of the proposed truck haul routes.

Truck Volume and Distribution: The CTMP estimates a high of 140 average daily trucks for four months of the 19-month duration. Peak truck volumes (typically five days a month) are estimated at a high of 340 trucks per day for ten months of the 19-month duration. Attachment 5, Truck Volumes by Month, provides a more detailed summary of truck volume for the early works to occur on the site. Construction access to the site is from Newhall Drive in San Jose and Brokaw Road in Santa Clara. Based on staff concerns related to current congestion issues on Brokaw Road due to Costco, the CTMP limits weekday (Monday through Friday) truck volumes on Brokaw Road to 25 percent of total truck volume. The remaining 75 percent of trucks will access the site from Newhall Road in San Jose. On Saturdays, during non-PayPal Park event days, truck volume on Brokaw Road will reduce to 10 percent, with the remaining 90 percent of truck volume using Newhall Drive.

Transportation Operational Level of Service Analysis: The CTMP includes a transportation operational Level of Service (LOS) analysis of nearby intersections to determine the effects that truck hauling is projected to have on the transportation network. The LOS analyses analyzed nearby intersections in Santa Clara including the intersections of Coleman Avenue and Brokaw Road and Brokaw Road and Costco Driveway (new signalized intersection at the Brokaw Road access to Costco). The LOS analysis indicates that the addition of average and peak project trucks to these two intersections will affect signal operations at these intersections. Staff is coordinating with the VTA on potential signal timing adjustments to address this as much as possible.

Coordination with PayPal Park Events and Operations: VTA and KST have ongoing coordination meetings with the City of San Jose, City of Santa Clara, and PayPal Park management and traffic staff to coordinate construction activities during PayPal Park events. An Event Management Plan is being prepared to determine and minimize potential impacts from trucking activities during PayPal event ingress and egress.

Coordination with On-Going Nearby Development Projects: The CTMP includes information about concurrent construction activities and work on nearby development projects. Additionally, VTA has had communication with surrounding property owners, businesses (example Costco), and developers

related to Early Works construction.

Additional Follow Up Efforts: VTA and KST will continue to monitor traffic and develop/refine the following plans.

- Trucker Management Plan: In coordination with the City of San Jose and City of Santa Clara, the VTA will prepare a Trucker Management Plan to manage the truck drivers using the approved haul routes and maintain the agreed-upon distribution of truck traffic between Newhall Drive and Brokaw Road.
- Traffic Contingency Plan: In coordination with the City of San Jose and City of Santa Clara, the VTA shall prepare a Traffic Contingency Plan to outline lines of communication, processes, and route options to address hauling activities if Newhall/Coleman or Brokaw/Coleman intersections are blocked due to unforeseen events or congestion.

Business Resource Program (BRP): It is worth noting that for the entire BART Phase II Extension Project, VTA is developing a BRP to minimize disruption to small businesses near above-ground construction areas. The BRP will include elements such as 1) Signage and Wayfinding, 2) Shop Local Marketing, 3) Small Business Resource Connections and Support, and 4) Direct Financial Assistance.

The VTA is seeking the City's approval of the West Portal Early Works CTMP (Attachment 6) to support an anticipated construction start in Summer 2023.

ENVIRONMENTAL REVIEW

On April 5, 2018, the VTA, as lead agency under the California Environmental Quality Act of 1970, certified the Project's FSEIR and adopted findings as required by CEQA. On July 13, 2021, the City adopted Resolution No. 21-8990 which adopted the Findings of the FSEIR completed by VTA for the BART Silicon Valley Phase II Extension Project. The City's review and approval of the West Portal Early Works CTMP is within the scope of the FSEIR.

FISCAL IMPACT

The City and VTA have entered into a Master Agreement and two Cooperative Agreements related to VTA's reimbursement of City's staff time spent on the Project.

COORDINATION

The Project regularly conducts public outreach and engagement activities to ensure that local stakeholders and community members are kept up to date on the Project. This is done through various tabling events, meetings with local stakeholders, quarterly BART Phase II Community Working Group meetings, and the distribution of electronic communications (e.g., email blasts, electronic newsletters, social media, and blog posts) for Project milestones. On March 15 and 16, 2023, VTA hosted in-person and virtual public meetings for the community to learn about the early construction activities, ask questions, and provide feedback. In addition, VTA has engaged with stakeholders whose local street network would be most affected by Project haul routes, including Costco, Hunter Partners, and the San José Earthquakes/PayPal Park.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website

and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Approve the West Portal Early Works Construction Transportation Management Plan for the VTA's BART Phase II Extension Project
2. Provide other direction to staff and the VTA on the West Portal Early Works Construction Transportation Management Plan for the VTA's BART Phase II Extension Project

RECOMMENDATION

Alternative 1: Approve the West Portal Early Works Construction Transportation Management Plan for the VTA's BART Phase II Extension Project

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Project Location Maps
2. West Portal Early Works Site Maps
3. Proposed Working Hours and Haul Hours
4. Truck Haul Routes Map
5. Truck Volumes by Month
6. VTA's BART Phase II Extension, West Portal Early Works CTMP

ATTACHMENT 1, PROJECT LOCATION MAPS

VTA BART Silicon Valley Extension Program



ATTACHMENT 1, PROJECT LOCATION MAPS

Phase II Extension (Map 1)



ATTACHMENT 1, PROJECT LOCATION MAPS

Phase II Extension (Map 2)

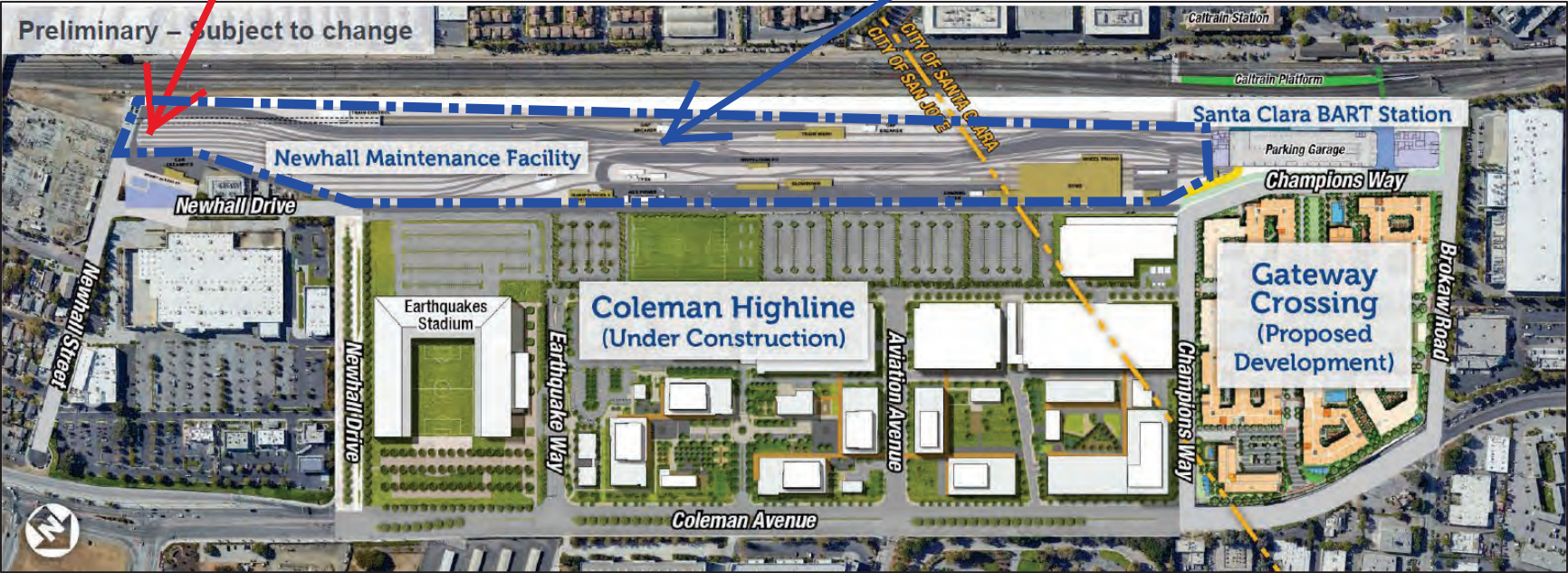


ATTACHMENT 1, PROJECT LOCATION MAPS

Santa Clara Station Map

West Portal

Early Works
Project Location



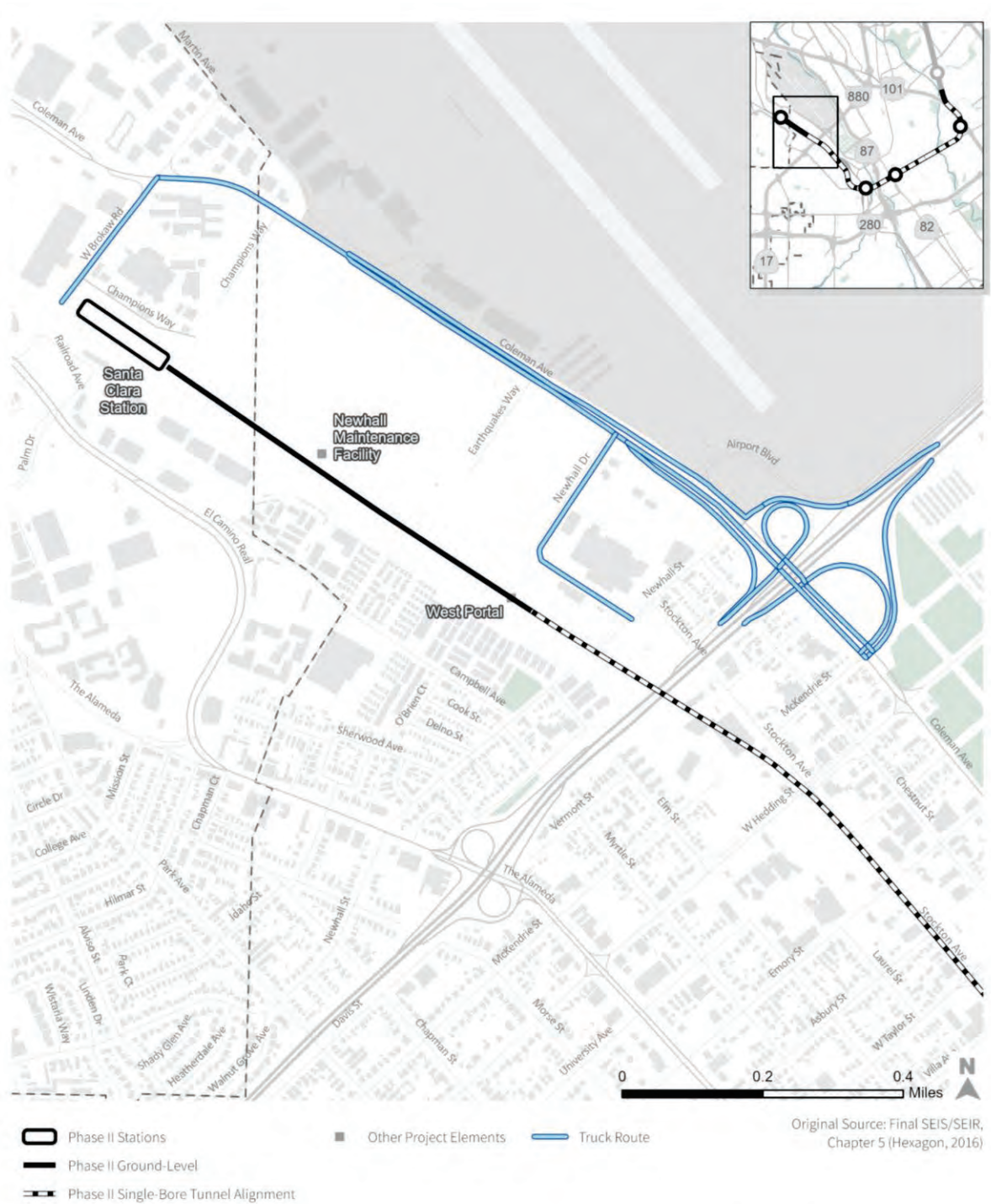
ATTACHMENT 3, PROPOSED WORKING HOURS AND HAUL HOURS

| Early Work Activities | Single Shift | Double Shift | Work Hours | Haul Hours |
|--|--------------|--------------|------------|------------|
| Stage 1 – Site Grading (Beginning Summer 2023, 6 Months) | | | | |
| Site grading | X | | 6AM – 6PM | 6AM – 4PM |
| Stage 2 – Site Development (Beginning Summer 2023, 9 Months) | | | | |
| Construction of site roads | X | | 6AM – 6PM | 6AM – 4PM |
| Installation of site offices | X | | 6AM – 6PM | 6AM – 4PM |
| Stage 3 – Precast Plant and TBM Segment Storage Area (Beginning Summer 2023, 13 Months) | | | | |
| Construction of precast plant | X | | 6AM – 6PM | 6AM – 4PM |
| Stage 4 – TBM Shaft and Muck Bin Excavation (Beginning Fall 2023, 17 Months) | | | | |
| Muck bin excavation | X | | 6AM – 6PM | 6AM – 4PM |
| Support of excavation – slurry walls | | X | 6AM – 4AM | 6AM – 4AM |
| TBM shaft and ramp excavation | | X | 6AM – 4AM | 6AM – 4AM |
| TBM shaft concrete pour | | X | 6AM – 4AM | 6AM – 4AM |
| TBM supporting facilities | X | | 6AM – 6PM | 6AM – 4PM |
| TBM assembly | | X | 6AM – 4AM | 6AM – 4PM |
| Start production of the precast plant | | X | 6AM – 11PM | 6AM – 4PM |
| Construction of interior concrete build-out area and equipment foundations | X | | 6AM – 6PM | 6AM – 4PM |
| Construction of grout plant | X | | 6AM – 6PM | 6AM – 4PM |

Notes:

1. Construction activities will be 6 days a week.

ATTACHMENT 4 - TRUCK HAUL ROUTES MAP



Haul Routes Near Project Elements
West Portal

Figure 2 - Haul Routes

ATTACHMENT 5 TRUCK VOLUMES BY MONTH

| Date | Average Daily Truck Volume (Trucks/Day) | | | | | Peak Truck Volume (Typical 5 days/month) (Trucks/Day) | | | | |
|-----------------|--|---------|---------|---------|------------|--|---------|---------|---------|------------|
| | Stage 1 | Stage 2 | Stage 3 | Stage 4 | Total | Stage 1 | Stage 2 | Stage 3 | Stage 4 | Total |
| Month 1 | 73 | 8 | 1 | 0 | 82 | 200 | 20 | 40 | 0 | 260 |
| Month 2 | 73 | 8 | 1 | 0 | 82 | 200 | 20 | 40 | 0 | 260 |
| Month 3 | 73 | 8 | 37 | 21 | 139 | 200 | 20 | 80 | 40 | 340 |
| Month 4 | 73 | 0 | 37 | 21 | 131 | 200 | 0 | 100 | 40 | 340 |
| Month 5 | 73 | 2 | 37 | 21 | 133 | 200 | 10 | 90 | 40 | 340 |
| Month 6 | 73 | 2 | 37 | 0 | 112 | 200 | 10 | 130 | 0 | 340 |
| Month 7 | 0 | 2 | 27 | 0 | 29 | 0 | 50 | 170 | 0 | 220 |
| Month 8 | 0 | 2 | 27 | 79 | 108 | 0 | 50 | 170 | 120 | 340 |
| Month 9 | 0 | 2 | 27 | 82 | 111 | 0 | 10 | 100 | 230 | 340 |
| Month 10 | 0 | 0 | 27 | 113 | 140 | 0 | 0 | 100 | 240 | 340 |
| Month 11 | 0 | 0 | 27 | 113 | 140 | 0 | 0 | 100 | 240 | 340 |
| Month 12 | 0 | 0 | 27 | 113 | 140 | 0 | 0 | 100 | 240 | 340 |
| Month 13 | 0 | 0 | 27 | 113 | 140 | 0 | 0 | 100 | 240 | 340 |
| Month 14 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 60 | 60 |
| Month 15 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 65 | 65 |
| Month 16 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 65 | 65 |
| Month 17 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 65 | 65 |
| Month 18 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 65 | 65 |
| Month 19 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 0 | 65 | 65 |

Notes:

Truck volumes include excavation and off-haul for site grading, imported fill material, deliveries of raw materials such as cement and aggregate, and deliveries of equipment, etc.



Agenda Report

23-682

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Note and File the Resolutions of the Salary Setting Commission Establishing as Unchanged the Salary for the positions of Mayor and Council and City Clerk, and increasing the Salary for the Position of Police Chief to \$313,692/annually; and Action to Adopt a Resolution Approving and Adopting the Updated Unclassified/Elected Salary Plan for the position of Police Chief for the Period of July 1, 2023 through June 30, 2025

COUNCIL PILLAR

Enhance Communication Engagement and Transparency

BACKGROUND

The Salary Setting Commission, consisting of five members appointed by the Civil Service Commission is responsible for establishing the compensation for the Mayor and Council Members (Charter Section 702), City Clerk (SCCC 2.20.015), and Police Chief (SCCC 2.80.015). For 2023, three Commissioners attended all scheduled meetings. A fourth Commissioner was appointed by the Civil Service Commission in April but did not attend the two remaining sessions.

In its evaluation, the Salary Setting Commission would be free to utilize any data and information that it deemed appropriate in setting the compensation for these positions, but in no event would any increases in salary granted by the Commission exceed 10 percent of the previous figure. After completing its discussion and analysis, the Commission adopted Resolutions holding unchanged the salaries of Mayor and Councilmember, and City Clerk. The Commission increased the salary for the position of Chief of Police by 10%, but held benefits associated with the position unchanged.

When there are changes to the compensation, California Code Regulations Section 570.5 governs and requires the adoption of updated publicly available salary schedules by the governing body.

The City of Santa Clara contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for employees in both classified and unclassified positions. When modifications are made to the salary schedules for its classified or unclassified positions, the City Council must approve and adopt the publicly available salary plans to comply with California Code of Regulations (CCR) section 570.5. If the City Council does not approve these resolutions, the City will be non-compliant with CalPERS record keeping and reporting requirements. The City of Santa Clara is a contracting agency with CalPERS and is required to comply with its requirements.

As an elected department head, not subject to the Meyers-Milias-Brown Act, the Police Chief qualifies as a "local agency executive" under Government Code §3511.1. Government Code §54953 (c)(3) requires that before taking final action (in this case, to approve the updated salary schedules) there shall be an oral report provided of the new compensation level.

DISCUSSION

The Commission met on seven (7) occasions from February 2023, through May 2023, to discuss the salaries for the position of Mayor and Council Members, City Clerk and Police Chief for the period of July 1, 2023, up to and including June 30, 2025. As part of this evaluation, the Commission was presented with information including, but not limited to: the history of salary increases for these positions; comparator agency salary levels; requirements for the position of the City Clerk and Police Chief under the City Charter; recently negotiated agreements the City's bargaining units, and City budget projections. Upon thorough review and consideration of the various data, the Commission approved three resolutions.

- 1) On March 13, 2023, the Commission approved a resolution to leave the current salary of the Mayor and Council Members unchanged for the period of July 1, 2023, up to and including June 30, 2025. The salary for the Mayor shall remain at \$2,500/month and the salary for the Council Members shall remain at \$2,000/month.
- 2) On March 29, 2023, the Commission approved to leave the current salary of \$1,500/month for the City Clerk unchanged, for the period of July 1, 2023, up to and including June 30, 2025.
- 3) On May 8, 2023, the Commission approved for the period of July 1, 2023, to June 30, 2025, to increase the monthly salary for the position of Police Chief from \$26,141.00/monthly (\$313,692/annually) to \$28,755.00/monthly (\$345,060/annually), a 10% increase; continue to provide benefits equivalent to those currently received by members of the Unclassified Police Management (Unit 9A) under the Memorandum of Understanding set to expire on December 25, 2023; and continue to freeze any accrued leave balances held by the Police Chief (i.e. shall neither accrue increase in leave balances, nor be subject to decreases in those balances, during his/her term of elected office).

The City Code allocates the right and responsibility for reaching this decision to the Salary Setting Commission. The City Council does not have the legal authority to overturn or modify this decision. However, the City Code does state that "The City Council shall take all necessary legislative action to implement the salary set by the Salary Setting Commission." In accordance with CalPERS regulations, the adoption of an updated salary schedule is a necessary legislative action.

The recommendation includes to note and file the Commission's Resolutions, and separately approve a Resolution that amends the Unclassified/Elected Salary Plan for the position of Police Chief.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

Maintaining the current salaries for the positions of Mayor and Council, and City Clerk results in no cost increase and no additional increase to the costs included in the Biennial FY 2023/24 and FY 2024/25 Proposed Operating Budget. For the Police Chief position, the total compensation cost of the 10% increase is approximately \$50,000 annually; this amount is approximately \$16,000 higher than assumed in the Proposed Budget. It is anticipated that this additional cost will be absorbed within the Police Department budget.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Note and file the Resolutions of the Salary Setting Commission establishing the salary for the positions of Mayor and Council, Police Chief, and City Clerk; and
2. Adopt a Resolution to approve the revised Unclassified/Elected Salary Plan for the position of Police Chief, which reflects the salary increase granted by the Salary Setting Commission, to satisfy the requirements of California Code of Regulations Section 570.5, effective July 1, 2023.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Police Chief Total Compensation Survey
2. Resolution No. 23-1 of the Salary Setting Commission Setting the Compensation of the Mayor and Council Members
3. Resolution No. 23-2 of the Salary Setting Commission Setting the Compensation of the City Clerk
4. Resolution No. 23-3 of the Salary Setting Commission Setting the Compensation of the Chief of Police
5. Unclassified_Elected Salary Plan (effective 7-1-2023) approved 6-6-2023
6. Resolution Updated Salary Plan

Total Compensation Survey
Police Chief
(2023)

| Police Chief Agency | Top Step Salary | Insurance (Family) | | | | | Social Security Medicare (Base Pay Only) | (Classic) | | Deferred Comp | Auto Allow. | Prof. Devel. | POST Pay (%) (Adv.) | POST pay (\$) (Adv.) | Uniform Allowance | Retiree Medical | Total Compensation |
|------------------------|--------------------|--------------------|-------------|-----------|----------|----------|--|--|--------------------|------------------|-------------|--------------|---------------------------|----------------------------|----------------------|--------------------|-----------------------|
| | | Life | Medical | Dental | LTD | Vision | | Employer Total Retire. Rate (Base Pay + POST Only) | ER Paid EE Ret. | | | | | | | | |
| City of Santa Clara | \$ 26,141.00 | \$ 3.82 | \$ 1,113.74 | \$ 22.22 | \$ - | \$ 9.00 | \$ 400.90 | \$ 16,630.77 | \$ - | \$ 150.00 | \$ - | \$ - | 5.0% | \$ 1,307.05 | \$ 50.00 | \$ 406.00 | \$ 46,234.50 |
| City of Hayward | \$ 22,314.93 | \$ - | \$ 2,901.63 | \$ 184.04 | \$ - | \$ 28.70 | \$ 323.57 | \$ 10,626.93 | \$ - | \$ 200.00 | \$ - | \$ - | 7.5% | \$ 1,673.62 | \$ 36.67 | \$ 508.00 | \$ 38,798.08 |
| City of Milpitas | \$ 25,964.14 | \$ 7.00 | \$ 2,375.72 | \$ 221.22 | \$ 19.50 | \$ 17.05 | \$ 376.48 | \$ 15,360.39 | \$ - | \$ 75.00 | \$ 550.00 | \$ - | 0.0% | \$ - | \$ 112.50 | \$ - | \$ 45,079.00 |
| City of Mountain View | \$ 29,393.72 | \$ 24.98 | \$ 2,809.40 | \$ 224.76 | \$ 37.91 | \$ - | \$ 426.21 | \$ 13,730.39 | \$ - | \$ - | \$ - | \$ 83.33 | 0.0% | \$ - | \$ 37.50 | \$ 2,584.65 | \$ 49,352.85 |
| City of Palo Alto | \$ 28,211.73 | \$ 29.62 | \$ 2,260.00 | \$ 187.65 | \$ 37.20 | \$ 15.38 | \$ 409.07 | \$ 20,665.23 | \$ - | \$ 2,500.00 | \$ - | \$ 500.00 | 7.5% | \$ 2,115.88 | \$ - | \$ 2,124.00 | \$ 59,055.77 |
| City of Redwood City | \$ 26,507.00 | \$ 34.46 | \$ 2,002.25 | \$ 113.67 | \$ 66.27 | \$ 11.83 | \$ 384.35 | \$ 14,488.73 | \$ - | \$ 530.14 | \$ 400.00 | \$ 62.50 | 0.0% | \$ - | \$ 66.67 | \$ 762.74 | \$ 45,430.60 |
| County of Alameda | \$ 23,535.20 | \$ 4.71 | \$ 2,080.86 | \$ 123.88 | \$ - | \$ - | \$ - | \$ 5,610.79 | \$ 706.06 | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ 104.17 | \$ 616.12 | \$ 32,781.78 |
| County of San Mateo | \$ 27,615.47 | \$ 3.58 | \$ 1,897.00 | \$ 121.76 | \$ 14.47 | \$ 16.52 | \$ 410.00 | \$ 21,003.29 | \$ - | \$ - | \$ 513.00 | \$ - | 7.5% | \$ 2,071.16 | \$ 108.33 | \$ 400.00 | \$ 54,174.58 |
| County of Santa Clara | \$ 27,603.27 | \$ 110.59 | \$ 3,048.97 | \$ 117.50 | \$ 44.18 | \$ 9.64 | \$ 2,111.65 | \$ 14,453.07 | \$ - | \$ 1,708.33 | \$ 200.00 | \$ 375.00 | 0.0% | \$ - | \$ - | \$ 2,111.65 | \$ 51,893.85 |

Figures highlighted in green are updated from prior total compensation survey from March 2023

| | | | | | | | | | | | | | | | | | |
|-----------------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| Average (No CSC) | \$ 26,975.79 | | | | | | | | | | | | | | | | \$ 47,070.81 |
| Average (Below/Above) | -3.09% | | | | | | | | | | | | | | | | -1.78% |

RESOLUTION NO. 23-1

**A RESOLUTION OF THE SALARY SETTING COMMISSION OF
THE CITY OF SANTA CLARA, CALIFORNIA SETTING THE
SALARIES OF THE POSITIONS OF MAYOR AND CITY
COUNCIL MEMBER FOR THE PERIOD OF JULY 1, 2023, TO
JUNE 30, 2025, INCLUSIVE, PURSUANT TO CITY CHARTER
SECTION 702**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of three qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in February 2023;

WHEREAS, pursuant to the City Charter, the Salary Setting Commission is charged with establishing the compensation of the Mayor and Council Members for the period commencing on July 1, 2023, and ending on June 30, 2025;

WHEREAS, the Salary Setting Commission met on three occasions in February and March of 2023, during which the compensation levels for the positions of Mayor and Council Member were discussed in detail;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation received by Mayor and Council, comparator agency salary levels, and City's current fiscal outlook; and

WHEREAS, the final decision of the Salary Setting Commission as to the compensation for the positions of Mayor and Council Member, as set forth in this Resolution, is based upon the following:

1. The Commission finds that the pertinent history of the positions of the Mayor and Council Member compensation is as follows:
 - a. In the 2000 special election, the voters passed Measure J amending Charter Section 702 to set the salary of the Council Members at \$600 per month and salary of the Mayor at \$1,000 per month, and allowed for an automatic annual

salary increase in the amount of the local Consumer Price Index.

- b. By the time of the 2016 general election, as a result of the automatic CPI increases, the salary of the Council Members was \$855.27 per month and the salary of the Mayor was \$1,425.47 per month.
 - c. In the 2016 general election, the voters passed Measure O, which again amended Charter Section 702 to set the salary of the Council Members at \$2,000 per month and salary of the Mayor at \$2,500 per month. These salary increases more than doubled the Council Members' salaries and increased the Mayor's salary by approximately 75%.
 - d. In 2019 and in 2021, the Salary Setting Commission resolved to keep unchanged the compensation for the positions of the Mayor and Council Member for the period of July 1, 2019 through June 30, 2023.
2. The Mayor and Council Members are not "regular" employees of the City, subject to internal performance review. Rather, the Mayor and Council Members are elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holders.
Accordingly, the role of the Salary Setting Commission is to set the salary for the positions of Mayor and Council Members, irrespective of the identities of the current office holders.
3. The positions of Mayor and Council Member are service-oriented, executive-level, positions paid a monthly stipend. There are no formal requirements for number of hours worked in City service per week, and the office holders may hold separate full-time employment in addition to service in their elected position.
4. The salary levels for the positions of Mayor (\$2,500 per month) and Council Member (\$2,000) currently exceed the total compensation levels for these positions in some of the comparator agencies reviewed by the Salary Setting Commission.

5. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.
 - a. The Covid-19 pandemic has, among other things, drastically reduced available revenue sources, resulting in a present budget deficit in excess of \$27 million, with the expectation of ongoing (albeit significantly smaller) budget deficits over the next several fiscal years.
 - b. To address these fiscal challenges, the City has taken measures such as instituting a hiring freeze, eliminating as-needed staff positions, limiting expenditures, and renegotiating collective bargaining agreements.
 - c. The City has reached agreements with the City's bargaining units whereby the employees represented by said units agreed to status quo compensation for a period of two years, in order to reduce ongoing general fund budget deficits; effectively, employees represented by some of these bargaining units were subject to a salary freeze for a period of two years.
6. The Commission discussed the possibility of a reduction in compensation for the positions of Mayor and Council Member – which was, by no means, intended to be a commentary on performance – in light of the City's ongoing fiscal challenges. Upon consideration of various factors, including those described below, the Commission ultimately decided not to reduce the compensation.
 - a. The voters, in passing Charter Section 702, stated clearly that the compensation for Mayor and Councilmember should be \$2,500 and \$2,000 respectively.
 - b. The voters included a limitation on the Commission's ability to increase compensation but did not include any language addressing or permitting a reduction in compensation.
 - c. State law, extended to the City of Santa Clara, does not allow for reduction of the

salary of an elected official during that official's current term of office. Any reduction of salary should be prospective in nature, applying only to the following term of the elected official.

- d. The Commission did not wish to make a compensation decision that would be applicable to some, but not all, of the councilmembers equally. Therefore, there was no action taken that would be applicable only to those councilmembers elected in the 2024 election.
- e. The current Salary Setting Commission will not take an action to set salaries in a manner that results in impairing the decision-making ability of future Salary Setting Commissions. Therefore, there was no action taken that would be applicable to Mayor and Councilmember positions beginning after the 2026 election (at which time all council districts would have been subject to an election for a new representative).
- f. Given the scope of the projected budget deficit as compared with the total amount of annual compensation for these elected positions, a reduction in compensation would not make a meaningful impact on the City's fiscal outlook.
- g. The Commission observed that an amendment to the Charter language to clearly address the issue of a potential decrease in compensation would likely be helpful to future Commissions in the discharge of their duties.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING
COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:**

- 1. That the salary of the position of Mayor shall remain at its current level (\$2,500 per month) for the period July 1, 2023, to June 30, 2025.
- 2. That the salary of the position of Council Member shall remain at its current level (\$2,000 per month) for the period July 1, 2023, to June 30, 2025.
- 3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED
AND ADOPTED BY THE SALARY SETTING COMMISSION, AT A SPECIAL MEETING
THEREOF HELD ON THE 13th DAY OF MARCH, 2023, BY THE FOLLOWING VOTE:

AYES: 3 COUNCILORS: Kumar, Sontag, and Lawson

NOES: 0 COUNCILORS:

ABSENT: 0 COUNCILORS:

ABSTAINED: 0 COUNCILORS:

ATTEST:



MV KUMAR
CHAIR

RESOLUTION NO. 23-2

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE SALARY FOR THE POSITION OF CITY CLERK FOR THE PERIOD JULY 1, 2023, TO JUNE 30, 2025, INCLUSIVE, PURSUANT TO CITY CHARTER SECTION 702 AND SANTA CLARA CITY CODE SECTION 2.20.015

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of three qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in February 2023;

WHEREAS, pursuant to City Code Section 2.20.015, the Salary Setting Commission is charged with establishing the compensation of the elected position of City Clerk for the period commencing on July 1, 2023, and ending on June 30, 2025;

WHEREAS, the Salary Setting Commission met during the months of February and March of 2023, during which time the compensation level for the position of City Clerk was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation received by the City Clerk, comparator agency salary levels, modification of the duties of the City Clerk under the Charter and the City Code, and City budget projections; and

WHEREAS, the final decision of the Salary Setting Commission as to the compensation for the position of City Clerk, as set forth in this Resolution, is based upon the following:

1. Charter Section 903 sets forth generally the various duties of a City Clerk including attending Council meetings and maintaining the minutes of said meetings, maintaining the official contracts entered into by the City, acting as custodian of the City seal, and having charge of all City elections.
2. In July 2018, the City Council by ordinance (SCCC 2.20.020) reduced the scope of the elected City Clerk's duties to having charge of City elections and acting as custodian of

the City seal; the remainder of the duties listed in the Charter were assigned to the Assistant City Clerk (SCCC 2.20.030).

3. The primary duty of the City Clerk is to manage (i.e., "have charge of") the City elections. Because elections are generally held every two years, the Commission understands that the position will be subject to a biennial increase in time commitment. The Commission further understands that in non-election years, the time commitment associated with discharging the duties of the position will be minimal. Additionally, the Assistant City Clerk performs much of the work associated with the elections.
4. Concurrently with the reduction in scope of official duties of the City Clerk in 2018, the City Council also reduced the salary associated with the position to the sum of \$2,000 per month, which is the same salary earned by Council Members.
5. In 2019, the Salary Setting Commission approved a decrease in the salary for the position of City Clerk to the sum of \$1,500 per month, for the reasons set forth in Commission Resolution 19-3.
6. The City Clerk is not a "regular" employee of the City, subject to internal performance review. Rather, the City Clerk is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of City Clerk, irrespective of the identity or performance of the current office holder.
7. The position of City Clerk is similar to that of Council Member in that it is an elected, part-time, executive-level position, and the office holder may hold separate full-time employment in addition to service in his/her elected position. However, unlike the position of Council Member, the City Clerk has no formal requirements for meeting attendance or other specific activities related to his/her City service.
8. At the current fully loaded rate of \$2,125.05 per month, the total compensation for the

position of City Clerk is below average current total compensation for the position in the two comparator agencies reviewed by the Commission.

9. The Commission appreciates the importance of the position of City Clerk as it relates to properly managing the City elections and strives to strike a balance between acting in a fiscally responsible manner, properly aligning compensation with the duties of the position, and attracting capable candidates for this important position.

10. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.

a. The Covid-19 pandemic has, among other things, drastically reduced available revenue sources, resulting in a present budget deficit in excess of \$27 million, with the expectation of ongoing (albeit significantly smaller) budget deficits over the next several fiscal years.

b. To address these fiscal challenges, the City has taken measures such as instituting a hiring freeze, eliminating as-needed staff positions, limiting expenditures, and renegotiating existing collective bargaining agreements.

c. The City has reached agreements with the City's bargaining units whereby the employees represented by said units agreed to status quo compensation for a period of two years, in order to reduce ongoing general fund budget deficits; effectively, employees represented by some of these bargaining units were subject to a salary freeze for a period of two years.

11. The Commission discussed the possibility of a reduction in compensation for the position of City Clerk – which was, by no means, intended to be a commentary on performance – in order to clearly communicate the Commission's opinion that salary reductions for all positions should be considered as a means to address the budget shortfall. Upon consideration of various factors – including timing of the reduction, key legal

considerations, and the practical impact of such a reduction being negligible to the general fund – the Commission ultimately decided not to reduce the compensation.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING

COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the salary for the position of City Clerk shall remain at its current level (\$1,500 per month) for the period July 1, 2023, to June 30, 2025, inclusive.
2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 29th DAY OF MARCH, 2023, BY THE FOLLOWING VOTE:

AYES: 3 COMMISSIONERS: Kumar, Sontag, Lawson

NOES: 0 COMMISSIONERS:

ABSENT: 0 COMMISSIONERS:

ABSTAINED: 0 COMMISSIONERS:

ATTEST:



MV KUMAR, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None

RESOLUTION NO. 23-3

**A RESOLUTION OF THE SALARY SETTING COMMISSION OF
THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE
COMPENSATION FOR THE POSITION OF CHIEF OF POLICE
FOR THE PERIOD JULY 1, 2023, TO JUNE 30, 2025,
INCLUSIVE, PURSUANT TO CITY CODE SECTION 2.80.015
AND CHARTER SECTION 702**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in February 2023;

WHEREAS, pursuant to City Code Section 2.80.015 and City Charter Section 702, the Salary Setting Commission is charged with establishing the compensation of the Chief of Police for the period commencing on July 1, 2023, and ending on June 30, 2025;

WHEREAS, the Salary Setting Commission met during the months of February through May of 2021, during which the compensation level for the position of Chief of Police was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation for the position of Chief of Police; comparator agency salary levels; comparisons of the positions of Chief of Police and Assistant Chief of Police under the City Charter, City Code, and job specifications; compensation levels for the position of Assistant Chief of Police; City budget projections; potential impacts upon decision-making of future commissions; and

WHEREAS, the final decision of the Salary Setting Commission as to compensation for the Chief of Police, as set forth in this Resolution, is based upon the following:

1. In the 2000 special election, the voters passed Measure I, adding Section 701.1 to the City Charter, which imposed upon candidates for the office of Chief of Police a requirement to meet the minimum eligibility and qualification requirements imposed by state law upon candidates for the office of county sheriff.

- a. The minimum qualifications for the office of sheriff require only a California POST advanced certificate, and a combination of education (ranging from high school diploma to master's degree) and work experience (ranging from one to four years).
 - b. These Charter requirements are the only official substantive requirements for the position; because the position is elected, there exists no further job description or other requirement for seeking, or holding, the position of Chief of Police.
2. The Chief of Police, akin to a county sheriff, is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of Chief of Police, irrespective of the identity, experience, or performance of the current office holder.
3. Unlike the other elected positions in the City, the position of Chief of Police is a full time regular employee of the City.
4. Currently, the salary level of \$26,141 per month is approximately 3% lower than the average salary level for the position in the comparator agencies reviewed by the Salary Setting Commission. When taking into consideration medical and other benefits, the current total compensation is approximately 2% lower than the average total compensation paid by the comparator agencies.
5. Currently, the average salary of the two incumbents in the position of Assistant Chief of Police Salary is approximately \$29,000, which is approximately 11% higher than the current monthly salary for the position of Chief of Police. The Unit 9A Memorandum of Understanding ("MOU"), which covers the position of Assistant Chief of Police, expires in December 2023 and a successor MOU may result in a wage increase for that position. The Salary Setting Commission is concerned about the potential consequences of continuation and exacerbation of compaction of the salaries for these two positions.

6. The next Salary Setting Commission will meet in early 2025 to again analyze the salary level for the position of Chief of Police. By that time, if the Assistant Chief of Police position receives a wage increase under the new MOU (and in light of the 10% maximum salary increase under Charter Section 702), the Salary Setting Commission may not be in a position to adequately or meaningfully address compaction.
7. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision. The Commission does not believe that the salary increase granted to the position of Chief of Police will negatively impact, in any meaningful way, the City's financial position.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. In accordance with Resolution 21-3 of the Salary Setting Commission, up to and including June 30, 2023, the monthly salary for the position of Chief of Police shall be \$26,141.00. For the period July 1, 2023, to June 30, 2025, inclusive, the monthly salary for the position of Chief of Police shall be increased by 10% for a new monthly salary of \$28,755.00.
2. That for the period July 1, 2023, to June 30, 2025, inclusive, the position of the Chief of Police shall continue to receive benefits equivalent to those currently received by members of the Unclassified Police Management Unit (9A) under the Memorandum of Understanding set to expire on December 25, 2023.
3. That for the period July 1, 2023, to June 30, 2025, inclusive, any accrued leave balances held by the Chief of Police shall continue to be "frozen" as of the date he/she takes office (i.e., shall neither accrue increases in leave balances, nor be subject to decreases in those balances, during his/her term of elected office).
4. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED

AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA,
CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 8th DAY OF MAY, 2023,
BY THE FOLLOWING VOTE:

AYES: 3 COMMISSIONERS: Kumar, Sontag, Lawson

NOES: 0 COMMISSIONERS:

ABSENT: 1 COMMISSIONERS: Humphries

ABSTAINED: 0 COMMISSIONERS:

ATTEST:



MV KUMAR, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None

City of Santa Clara
Unclassified/Elected Salary Plan

Effective 7/1/2023
Approved 6/6/2023

| Job Title | Job Code | Union Code | Minimum Salary | | | Maximum Salary | | |
|--------------------------------|----------|------------|----------------|--------------|---------------|----------------|--------------|---------------|
| | | | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| ACCOUNTING DIVISION MANAGER | 109 | 9 | \$ 80.131673 | \$ 13,889.49 | \$ 166,673.88 | \$ 103.698692 | \$ 17,974.44 | \$ 215,693.28 |
| ASST BUILDING OFFICIAL | 222 | 9 | \$ 85.410288 | \$ 14,804.45 | \$ 177,653.40 | \$ 110.539731 | \$ 19,160.22 | \$ 229,922.64 |
| ASST CITY ATTORNEY | 015 | 9 | \$ 99.266654 | \$ 17,206.22 | \$ 206,474.64 | \$ 128.467096 | \$ 22,267.63 | \$ 267,211.56 |
| ASST CITY CLERK | 010 | 9 | \$ 66.393519 | \$ 11,508.21 | \$ 138,098.52 | \$ 85.920692 | \$ 14,892.92 | \$ 178,715.04 |
| ASST CITY LIBRARIAN | 012 | 9 | \$ 86.493404 | \$ 14,992.19 | \$ 179,906.28 | \$ 111.934038 | \$ 19,401.90 | \$ 232,822.80 |
| ASST CITY MANAGER | 016 | 9 | \$ 134.505115 | \$ 23,314.22 | \$ 279,770.64 | \$ 174.057404 | \$ 30,169.95 | \$ 362,039.40 |
| ASST DIR OF COMMUNITY DEV | 038 | 9 | \$ 97.761288 | \$ 16,945.29 | \$ 203,343.48 | \$ 127.089346 | \$ 22,028.82 | \$ 264,345.84 |
| ASST DIR OF ELECTRIC UTIL | 021 | 9 | \$ 117.181558 | \$ 20,311.47 | \$ 243,737.64 | \$ 151.648154 | \$ 26,285.68 | \$ 315,428.16 |
| ASST DIR OF FINANCE | 022 | 9 | \$ 93.259731 | \$ 16,165.02 | \$ 193,980.24 | \$ 120.692365 | \$ 20,920.01 | \$ 251,040.12 |
| ASST DIR OF HUMAN RESOURCES | 018 | 9 | \$ 93.259731 | \$ 16,165.02 | \$ 193,980.24 | \$ 120.692365 | \$ 20,920.01 | \$ 251,040.12 |
| ASST DIR OF PUB WORKS/CITY ENG | 071 | 9 | \$ 102.845885 | \$ 17,826.62 | \$ 213,919.44 | \$ 133.098346 | \$ 23,070.38 | \$ 276,844.56 |
| ASST DIR OF WATER & SEWER UTIL | 014 | 9 | \$ 92.307346 | \$ 15,999.94 | \$ 191,999.28 | \$ 119.466058 | \$ 20,707.45 | \$ 248,489.40 |
| ASST FIRE CHIEF | 024 | 9B | \$ 135.770596 | \$ 23,533.57 | \$ 282,402.84 | \$ 175.712019 | \$ 30,456.75 | \$ 365,481.00 |
| ASST FIRE MARSHAL | 026 | 9B | \$ 104.134962 | \$ 18,050.06 | \$ 216,600.72 | \$ 134.762885 | \$ 23,358.90 | \$ 280,306.80 |
| ASST POLICE CHIEF | 027 | 9A | \$ 141.537173 | \$ 24,533.11 | \$ 294,397.32 | \$ 183.163154 | \$ 31,748.28 | \$ 380,979.36 |
| ASST TO THE CITY MANAGER | 028 | 9 | \$ 91.168154 | \$ 15,802.48 | \$ 189,629.76 | \$ 117.978346 | \$ 20,449.58 | \$ 245,394.96 |
| AUDIT MANAGER | 201 | 9 | \$ 77.143788 | \$ 13,371.59 | \$ 160,459.08 | \$ 99.833077 | \$ 17,304.40 | \$ 207,652.80 |
| BATTALION CHIEF | 036 | 9B | \$ 112.191058 | \$ 19,446.45 | \$ 233,357.40 | \$ 145.180327 | \$ 25,164.59 | \$ 301,975.08 |
| BATTALION CHIEF 24 HRS | 036S | 9BS | \$ 76.320453 | \$ 18,520.43 | \$ 222,245.16 | \$ 98.762143 | \$ 23,966.28 | \$ 287,595.36 |
| BUDGET & TREASURY DIVISION MGR | 113 | 9 | \$ 80.131673 | \$ 13,889.49 | \$ 166,673.88 | \$ 103.698692 | \$ 17,974.44 | \$ 215,693.28 |
| BUILDING MAINTENANCE MANAGER | 041 | 9 | \$ 70.962519 | \$ 12,300.17 | \$ 147,602.04 | \$ 91.834269 | \$ 15,917.94 | \$ 191,015.28 |
| BUILDING OFFICIAL | 042 | 9 | \$ 93.956885 | \$ 16,285.86 | \$ 195,430.32 | \$ 121.588731 | \$ 21,075.38 | \$ 252,904.56 |
| CEMETERY OPERATIONS MANAGER | 045 | 9 | \$ 56.745115 | \$ 9,835.82 | \$ 118,029.84 | \$ 73.433827 | \$ 12,728.53 | \$ 152,742.36 |
| CHIEF ASST CITY ATTORNEY | 037 | 9 | \$ 114.156346 | \$ 19,787.10 | \$ 237,445.20 | \$ 147.737192 | \$ 25,607.78 | \$ 307,293.36 |
| CHIEF ELECTRIC UTILITY OFFICER | 108 | 9 | \$ 154.685885 | \$ 26,812.22 | \$ 321,746.64 | \$ 200.176615 | \$ 34,697.28 | \$ 416,367.36 |
| CHIEF OPERATING OFFICER | 311 | 9 | \$ 154.685885 | \$ 26,812.22 | \$ 321,746.64 | \$ 200.176615 | \$ 34,697.28 | \$ 416,367.36 |
| CITY ATTORNEY | 060 | Appointed | | | | \$ 165.865385 | \$ 28,750.00 | \$ 345,000.00 |
| CITY AUDITOR | 067 | 9 | \$ 93.259731 | \$ 16,165.02 | \$ 193,980.24 | \$ 120.692365 | \$ 20,920.01 | \$ 251,040.12 |

City of Santa Clara
Unclassified/Elected Salary Plan

Effective 7/1/2023
Approved 6/6/2023

| Job Title | Job Code | Union Code | Minimum Salary | | | Maximum Salary | | |
|--------------------------------|----------|------------|----------------|--------------|---------------|----------------|--------------|---------------|
| | | | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| CITY CLERK | 063 | Elected | | | | | \$ 1,500.00 | \$ 18,000.00 |
| CITY COUNCIL MEMBER | CNCL | Elected | | | | | \$ 2,000.00 | \$ 24,000.00 |
| CITY LIBRARIAN | 066 | 9 | \$ 108.105865 | \$ 18,738.35 | \$ 224,860.20 | \$ 139.902058 | \$ 24,249.69 | \$ 290,996.28 |
| CITY MANAGER | 069 | Appointed | \$ 194.738654 | \$ 33,754.70 | \$ 405,056.40 | \$ 232.647058 | \$ 40,325.49 | \$ 483,905.88 |
| COMMUNICATIONS & OUTREACH MGR | 083 | 9 | \$ 64.420327 | \$ 11,166.19 | \$ 133,994.28 | \$ 83.362327 | \$ 14,449.47 | \$ 173,393.64 |
| COMMUNICATIONS OPERATIONS MGR | 068 | 9 | \$ 72.998077 | \$ 12,653.00 | \$ 151,836.00 | \$ 94.467288 | \$ 16,374.33 | \$ 196,491.96 |
| COMPLIANCE MANAGER | 081 | 9 | \$ 65.434904 | \$ 11,342.05 | \$ 136,104.60 | \$ 84.675750 | \$ 14,677.13 | \$ 176,125.56 |
| CONTRACTS MANAGER | 342 | 9 | \$ 72.132808 | \$ 12,503.02 | \$ 150,036.24 | \$ 93.340673 | \$ 16,179.05 | \$ 194,148.60 |
| DEPUTY CITY ATTORNEY I | 170 | 9 | \$ 62.036192 | \$ 10,752.94 | \$ 129,035.28 | \$ 80.281038 | \$ 13,915.38 | \$ 166,984.56 |
| DEPUTY CITY ATTORNEY II | 172 | 9 | \$ 72.375577 | \$ 12,545.10 | \$ 150,541.20 | \$ 93.664327 | \$ 16,235.15 | \$ 194,821.80 |
| DEPUTY CITY CLERK | 178 | 9 | \$ 55.873673 | \$ 9,684.77 | \$ 116,217.24 | \$ 72.313327 | \$ 12,534.31 | \$ 150,411.72 |
| DEPUTY CITY MANAGER | 079 | 9 | \$ 100.287519 | \$ 17,383.17 | \$ 208,598.04 | \$ 129.774288 | \$ 22,494.21 | \$ 269,930.52 |
| DEPUTY FIRE CHIEF | 080 | 9B | \$ 123.427212 | \$ 21,394.05 | \$ 256,728.60 | \$ 159.739442 | \$ 27,688.17 | \$ 332,258.04 |
| DEPUTY PARKS & REC DIRECTOR | 175 | 9 | \$ 81.040500 | \$ 14,047.02 | \$ 168,564.24 | \$ 104.875154 | \$ 18,178.36 | \$ 218,140.32 |
| DEPUTY PUBLIC WORKS DIRECTOR | 176 | 9 | \$ 81.183635 | \$ 14,071.83 | \$ 168,861.96 | \$ 105.061904 | \$ 18,210.73 | \$ 218,528.76 |
| DEVELOPMENT PROJECT MANAGER | 158 | 9 | \$ 81.178327 | \$ 14,070.91 | \$ 168,850.92 | \$ 105.052904 | \$ 18,209.17 | \$ 218,510.04 |
| DEVELOPMENT REVIEW OFFICER | 144 | 9 | \$ 78.538154 | \$ 13,613.28 | \$ 163,359.36 | \$ 101.638269 | \$ 17,617.30 | \$ 211,407.60 |
| DIRECTOR OF COMMUNITY DEVELOPM | 090 | 9 | \$ 118.849846 | \$ 20,600.64 | \$ 247,207.68 | \$ 153.808212 | \$ 26,660.09 | \$ 319,921.08 |
| DIRECTOR OF FINANCE | 087 | 9 | \$ 118.613308 | \$ 20,559.64 | \$ 246,715.68 | \$ 153.496962 | \$ 26,606.14 | \$ 319,273.68 |
| DIRECTOR OF HUMAN RESOURCES | 088 | 9 | \$ 109.344577 | \$ 18,953.06 | \$ 227,436.72 | \$ 141.501808 | \$ 24,526.98 | \$ 294,323.76 |
| DIRECTOR OF INF TECHNOLOGY/CIO | 089 | 9 | \$ 112.830404 | \$ 19,557.27 | \$ 234,687.24 | \$ 146.020962 | \$ 25,310.30 | \$ 303,723.60 |
| DIRECTOR OF PUBLIC WORKS | 091 | 9 | \$ 125.715750 | \$ 21,790.73 | \$ 261,488.76 | \$ 162.690923 | \$ 28,199.76 | \$ 338,397.12 |
| DIRECTOR OF WTR & SEWER UTILS | 102 | 9 | \$ 113.944673 | \$ 19,750.41 | \$ 237,004.92 | \$ 147.452654 | \$ 25,558.46 | \$ 306,701.52 |
| ELEC DIV MGR - ENGINEERING | 104Q | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC DIV MGR - GENERATION | 104R | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC DIV MGR - OPERATIONS | 104P | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC DIV MGR - SUBSTATIONS | 104M | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC DIV MGR - TRANSM, DISTRIB | 104S | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |

City of Santa Clara
Unclassified/Elected Salary Plan

Effective 7/1/2023
Approved 6/6/2023

| Job Title | Job Code | Union Code | Minimum Salary | | | Maximum Salary | | |
|--------------------------------|----------|------------|----------------|--------------|---------------|----------------|--------------|---------------|
| | | | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| ELEC DIV MGR-MKT A & P | 107F | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC DIVISION MANAGER | 104 | 9 | \$ 96.838962 | \$ 16,785.42 | \$ 201,425.04 | \$ 125.329788 | \$ 21,723.83 | \$ 260,685.96 |
| ELEC PROGRAM MANAGER | 424 | 9 | \$ 84.215135 | \$ 14,597.29 | \$ 175,167.48 | \$ 108.977308 | \$ 18,889.40 | \$ 226,672.80 |
| ELEC UTIL CHIEF OPER OFFICER | 116 | 9 | \$ 128.902846 | \$ 22,343.16 | \$ 268,117.92 | \$ 166.818000 | \$ 28,915.12 | \$ 346,981.44 |
| ELEC UTIL RISK CONTROL ANALYST | 697 | 9 | \$ 75.419481 | \$ 13,072.71 | \$ 156,872.52 | \$ 97.604596 | \$ 16,918.13 | \$ 203,017.56 |
| EMERGENCY SERVICES OFFICER | 106 | 9 | \$ 87.663635 | \$ 15,195.03 | \$ 182,340.36 | \$ 113.440442 | \$ 19,663.01 | \$ 235,956.12 |
| ENVIRONMENTAL PROGRAMS MGR | 461 | 9 | \$ 65.434904 | \$ 11,342.05 | \$ 136,104.60 | \$ 84.675750 | \$ 14,677.13 | \$ 176,125.56 |
| EXECUTIVE ASSISTANT | 187 | 9 | \$ 55.033327 | \$ 9,539.11 | \$ 114,469.32 | \$ 71.217808 | \$ 12,344.42 | \$ 148,133.04 |
| FIELD FOREPERSON | 114 | 9 | \$ 79.253942 | \$ 13,737.35 | \$ 164,848.20 | \$ 102.559558 | \$ 17,776.99 | \$ 213,323.88 |
| FIRE CHIEF | 117 | 9B | \$ 147.659538 | \$ 25,594.32 | \$ 307,131.84 | \$ 191.078769 | \$ 33,120.32 | \$ 397,443.84 |
| FIRE MARSHAL | 120 | 9B | \$ 112.190423 | \$ 19,446.34 | \$ 233,356.08 | \$ 145.176346 | \$ 25,163.90 | \$ 301,966.80 |
| FLEET MANAGER | 034 | 9 | \$ 67.613596 | \$ 11,719.69 | \$ 140,636.28 | \$ 87.495577 | \$ 15,165.90 | \$ 181,990.80 |
| HOUSING & COMM SVC DIV MGR | 075 | 9 | \$ 81.252115 | \$ 14,083.70 | \$ 169,004.40 | \$ 105.155308 | \$ 18,226.92 | \$ 218,723.04 |
| HOUSING DEVELOPMENT OFFICER | 749 | 9 | \$ 63.810288 | \$ 11,060.45 | \$ 132,725.40 | \$ 82.578000 | \$ 14,313.52 | \$ 171,762.24 |
| HUMAN RESOURCES DIV MGR | 139 | 9 | \$ 80.131673 | \$ 13,889.49 | \$ 166,673.88 | \$ 103.698692 | \$ 17,974.44 | \$ 215,693.28 |
| INFORMATION TECHNOLOGY SVC MGR | 112 | 9 | \$ 75.207808 | \$ 13,036.02 | \$ 156,432.24 | \$ 97.318269 | \$ 16,868.50 | \$ 202,422.00 |
| INSPECTION MANAGER | 134 | 9 | \$ 80.480250 | \$ 13,949.91 | \$ 167,398.92 | \$ 104.159308 | \$ 18,054.28 | \$ 216,651.36 |
| LEGAL EXECUTIVE ASSISTANT | 185 | 9 | \$ 55.033327 | \$ 9,539.11 | \$ 114,469.32 | \$ 71.217808 | \$ 12,344.42 | \$ 148,133.04 |
| LIBRARY DIV MGR -SUPPORT SVCS | 127G | 9 | \$ 67.563808 | \$ 11,711.06 | \$ 140,532.72 | \$ 87.445788 | \$ 15,157.27 | \$ 181,887.24 |
| MANAGEMENT ANALYST | 008 | 9 | \$ 55.873673 | \$ 9,684.77 | \$ 116,217.24 | \$ 72.313327 | \$ 12,534.31 | \$ 150,411.72 |
| MAYOR | MAYOR | Elected | | | | | \$ 2,500.00 | \$ 30,000.00 |
| MUNICIPAL SERVICES DIV MGR | 110 | 9 | \$ 80.131673 | \$ 13,889.49 | \$ 166,673.88 | \$ 103.698692 | \$ 17,974.44 | \$ 215,693.28 |
| PARK MAINT & OPERATIONS SUPERV | 131 | 9 | \$ 66.785712 | \$ 11,576.19 | \$ 138,914.28 | \$ 86.418692 | \$ 14,979.24 | \$ 179,750.88 |
| PARKS & RECREATION DIRECTOR | 132 | 9 | \$ 110.172462 | \$ 19,096.56 | \$ 229,158.72 | \$ 142.566231 | \$ 24,711.48 | \$ 296,537.76 |
| PARKS CONST, MTC & REPAIR MGR | 130 | 9 | \$ 66.785712 | \$ 11,576.19 | \$ 138,914.28 | \$ 86.418692 | \$ 14,979.24 | \$ 179,750.88 |
| PERFORMANCE AUDITOR I | 203 | 9 | \$ 46.561385 | \$ 8,070.64 | \$ 96,847.68 | \$ 60.261115 | \$ 10,445.26 | \$ 125,343.12 |
| PERFORMANCE AUDITOR II | 204 | 9 | \$ 55.873673 | \$ 9,684.77 | \$ 116,217.24 | \$ 72.313327 | \$ 12,534.31 | \$ 150,411.72 |
| PLAN REVIEW MANAGER | 629 | 9 | \$ 81.345462 | \$ 14,099.88 | \$ 169,198.56 | \$ 105.261115 | \$ 18,245.26 | \$ 218,943.12 |

City of Santa Clara
Unclassified/Elected Salary Plan

Effective 7/1/2023
Approved 6/6/2023

| Job Title | Job Code | Union Code | Minimum Salary | | | Maximum Salary | | |
|--------------------------------|----------|------------|----------------|--------------|---------------|----------------|--------------|---------------|
| | | | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| PLANNING MANAGER | 072 | 9 | \$ 84.831346 | \$ 14,704.10 | \$ 176,449.20 | \$ 109.780269 | \$ 19,028.58 | \$ 228,342.96 |
| POLICE CAPTAIN | 138 | 9A | \$ 134.809558 | \$ 23,366.99 | \$ 280,403.88 | \$ 174.454212 | \$ 30,238.73 | \$ 362,864.76 |
| POLICE CHIEF | 141 | Elected | | | | | \$ 28,755.00 | \$ 345,060.00 |
| POLICE RECORDS MANAGER | 647 | 9 | \$ 57.554365 | \$ 9,976.09 | \$ 119,713.08 | \$ 74.485788 | \$ 12,910.87 | \$ 154,930.44 |
| POWER SYSTEM SCHEDULER/TRADER | 674 | 9 | \$ 72.226212 | \$ 12,519.21 | \$ 150,230.52 | \$ 93.471346 | \$ 16,201.70 | \$ 194,420.40 |
| POWER TRADER | 673 | 9 | \$ 92.307346 | \$ 15,999.94 | \$ 191,999.28 | \$ 119.466058 | \$ 20,707.45 | \$ 248,489.40 |
| PRINCIPAL ACCOUNTANT | 148 | 9 | \$ 72.132808 | \$ 12,503.02 | \$ 150,036.24 | \$ 93.340673 | \$ 16,179.05 | \$ 194,148.60 |
| PRINCIPAL ELECTRIC UTILITY ENG | 145 | 9 | \$ 92.238865 | \$ 15,988.07 | \$ 191,856.84 | \$ 119.366423 | \$ 20,690.18 | \$ 248,282.16 |
| PRINCIPAL ENG - WATER & SEWER | 142W | 9 | \$ 89.437673 | \$ 15,502.53 | \$ 186,030.36 | \$ 115.743635 | \$ 20,062.23 | \$ 240,746.76 |
| PRINCIPAL ENG/CITY SURVEYOR | 140 | 9 | \$ 93.909692 | \$ 16,277.68 | \$ 195,332.16 | \$ 121.532654 | \$ 21,065.66 | \$ 252,787.92 |
| PRINCIPAL ENGINEER | 142 | 9 | \$ 89.437673 | \$ 15,502.53 | \$ 186,030.36 | \$ 115.743635 | \$ 20,062.23 | \$ 240,746.76 |
| PRINCIPAL FINANCIAL ANALYST | 149 | 9 | \$ 72.132808 | \$ 12,503.02 | \$ 150,036.24 | \$ 93.340673 | \$ 16,179.05 | \$ 194,148.60 |
| PRINCIPAL PLANNER | 143 | 9 | \$ 72.132808 | \$ 12,503.02 | \$ 150,036.24 | \$ 93.340673 | \$ 16,179.05 | \$ 194,148.60 |
| PRINCIPAL POWER ANALYST | 154 | 9 | \$ 72.132808 | \$ 12,503.02 | \$ 150,036.24 | \$ 93.340673 | \$ 16,179.05 | \$ 194,148.60 |
| PRINCIPAL UTIL INFO SYSTEM MGR | 146 | 9 | \$ 92.307346 | \$ 15,999.94 | \$ 191,999.28 | \$ 119.466058 | \$ 20,707.45 | \$ 248,489.40 |
| PUBLIC INFORMATION OFFICER | 077 | 9 | \$ 87.663635 | \$ 15,195.03 | \$ 182,340.36 | \$ 113.440442 | \$ 19,663.01 | \$ 235,956.12 |
| PUBLIC RECORDS MANAGER | 082 | 9 | \$ 55.873673 | \$ 9,684.77 | \$ 116,217.24 | \$ 72.313327 | \$ 12,534.31 | \$ 150,411.72 |
| PURCHASING DIVISION MANAGER | 147 | 9 | \$ 77.143788 | \$ 13,371.59 | \$ 160,459.08 | \$ 99.833077 | \$ 17,304.40 | \$ 207,652.80 |
| RECREATION MANAGER | 150 | 9 | \$ 72.817500 | \$ 12,621.70 | \$ 151,460.40 | \$ 94.230750 | \$ 16,333.33 | \$ 195,999.96 |
| RISK MANAGER | 700 | 9 | \$ 77.143788 | \$ 13,371.59 | \$ 160,459.08 | \$ 99.833077 | \$ 17,304.40 | \$ 207,652.80 |
| SR DEPUTY CITY ATTORNEY | 161 | 9 | \$ 76.932115 | \$ 13,334.90 | \$ 160,018.80 | \$ 99.565442 | \$ 17,258.01 | \$ 207,096.12 |
| SR ELEC DIV MGR | 173 | 9 | \$ 106.518519 | \$ 18,463.21 | \$ 221,558.52 | \$ 137.860327 | \$ 23,895.79 | \$ 286,749.48 |
| SR ELEC DIV MGR-MKT A&P | 174A | 9 | \$ 106.518519 | \$ 18,463.21 | \$ 221,558.52 | \$ 137.860327 | \$ 23,895.79 | \$ 286,749.48 |
| SR INFORMATION TECH SVCS MGR | 743 | 9 | \$ 82.409942 | \$ 14,284.39 | \$ 171,412.68 | \$ 106.649250 | \$ 18,485.87 | \$ 221,830.44 |
| SR MANAGEMENT ANALYST | 742 | 9 | \$ 61.460885 | \$ 10,653.22 | \$ 127,838.64 | \$ 79.544481 | \$ 13,787.71 | \$ 165,452.52 |
| SR PERFORMANCE AUDITOR | 202 | 9 | \$ 65.434904 | \$ 11,342.05 | \$ 136,104.60 | \$ 84.675750 | \$ 14,677.13 | \$ 176,125.56 |
| SR POWER SYSTEM SCHEDLR/TRADER | 772 | 9 | \$ 77.629327 | \$ 13,455.75 | \$ 161,469.00 | \$ 100.467981 | \$ 17,414.45 | \$ 208,973.40 |
| STREET SUPERINTENDENT | 159 | 9 | \$ 73.801038 | \$ 12,792.18 | \$ 153,506.16 | \$ 95.513077 | \$ 16,555.60 | \$ 198,667.20 |

City of Santa Clara
Unclassified/Elected Salary Plan

Effective 7/1/2023
Approved 6/6/2023

| Job Title | Job Code | Union Code | Minimum Salary | | | Maximum Salary | | |
|------------------------------|----------|------------|----------------|--------------|---------------|----------------|--------------|---------------|
| | | | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| TRANSPORTATION MANAGER | 171 | 9 | \$ 90.253154 | \$ 15,643.88 | \$ 187,726.56 | \$ 116.801827 | \$ 20,245.65 | \$ 242,947.80 |
| UTILITY BUSINESS SYSTEMS MGR | 898 | 9 | \$ 72.014538 | \$ 12,482.52 | \$ 149,790.24 | \$ 93.191250 | \$ 16,153.15 | \$ 193,837.80 |
| UTILITY OPERATIONS ENGINEER | 155 | 9 | \$ 76.023288 | \$ 13,177.37 | \$ 158,128.44 | \$ 98.376462 | \$ 17,051.92 | \$ 204,623.04 |
| WATER & SEWER OPERATIONS MGR | 180 | 9 | \$ 74.722327 | \$ 12,951.87 | \$ 155,422.44 | \$ 96.708231 | \$ 16,762.76 | \$ 201,153.12 |
| WATER & SEWER SUPERINTENDENT | 029 | 9 | \$ 67.563808 | \$ 11,711.06 | \$ 140,532.72 | \$ 87.445788 | \$ 15,157.27 | \$ 181,887.24 |
| WEB & DIGITAL MEDIA MANAGER | 073 | 9 | \$ 64.420327 | \$ 11,166.19 | \$ 133,994.28 | \$ 83.362327 | \$ 14,449.47 | \$ 173,393.64 |

RESOLUTION NO. 23- _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
TO ADOPT THE AMENDED UNCLASSIFIED/ELECTED SALARY
PLAN FOR THE POSITION OF POLICE CHIEF WITH AN
APPROVAL DATE OF JUNE 6, 2023**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, the City of Santa Clara contracts with CalPERS to provide retirement benefits;

WHEREAS, to comply with the California Code Regulations section 570.5, the City of Santa Clara shall among other things, have salary plans approved and adopted by the City Council; and indicate an effective date and date of any revisions;

WHEREAS, the Salary Setting Commission adopted a resolution setting an increased salary level for the position of Police Chief, pursuant to its authority under SCCC 2.80.015;

WHEREAS, as required by the California Code Regulations section 570.5 and as mandated by CalPERS, the City Council deems it to be in the best interests of the City to adopt the Amended Unclassified/Elected Salary Plan for the position of Police Chief to align with the action taken by the Salary Setting Commission, with an approval date of June 6, 2023 and an effective date of July 1, 2023.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS
FOLLOWS:**

1. That the City hereby adopts the Amended Unclassified/Elected Salary Plan for the Police Chief position.

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2. Effective date. In accordance with the California Code Regulations section 570.5 and to comply with CalPERS, the revised Unclassified/Elected Salary Plan shall be effective July 1, 2023 and adopted with an approval date of June 6, 2023.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE ____ DAY OF ____, 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Unclassified_Elected Salary Plan (effective 7-1-2023) approved 6-6-2023



Agenda Report

23-689

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Action on a Written Petition (Council Policy 030), Submitted by Howard Myers Requesting to Place an Agenda Item on a Future Council Meeting to Request that Councilmember Becker Resign from the Council

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Council Policy 030 - Adding an Item on the Agenda (Attachment 1) sets forth the procedure for written petitions. Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the Council. Per the policy, the written request will be submitted on the agenda, in the form substantially provided by the requestor, without any staff analysis, including fiscal review, legal review and policy review. If a simple majority of the City Council supports further study of the request, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council.

DISCUSSION

The City Clerk's Office received a Written Petition on May 4, 2023, from Howard Myers, requesting to place an agenda item on a future council meeting to request that Councilmember Becker resign from the Council. (Attachment 2).

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is an administrative activity that will not result in direct or indirect physical changes to the environment.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any report to council may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Set a future Council meeting date to take action on the Written Petition received.
2. Take no action.
3. Any other City Council Action, as determined by the City Council.

RECOMMENDATION

Staff makes no recommendation.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Jōvan D. Grogan, City Manager

ATTACHMENTS

1. Policy and Procedure 030 - Adding an Item on the Agenda
2. Written Petition submitted by Howard Myers dated May 4, 2023

RESOLUTION NO. 20-8895

**A RESOLUTION OF THE CITY OF SANTA CLARA,
CALIFORNIA TO REPEAL RESOLUTION NO. 20-8809,
AMEND COUNCIL POLICY 030 ENTITLED “ADDING AN ITEM
ON THE AGENDA,” AND APPROVE THE COUNCIL ITEM
REQUEST FORM**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, amending the policy on adding an item on the agenda to establish a clear, effective and easily understood process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on a meeting agenda;

WHEREAS, the amended version of the Adding an Item on the Agenda policy expands on the current policy language by clearly stating that, when a written request is first considered, discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item; and,

WHEREAS, the amended Adding an Item on the Agenda policy, attached hereto as Attachment 1, includes a Council Item Request Form for the City Council’s use when requesting an item for inclusion on a Council meeting agenda and adds the procedure for written requests from members of the City Council.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS
FOLLOWS:**

1. That Resolution No. 20-8809 is hereby rescinded in its entirety.
2. That amended Council Policy 030 entitled “Adding an Item on the Agenda” with the Council Item Request Form, attached hereto as Attachment 1, is hereby approved and adopted, and the City Manager is directed to number (and renumber, as appropriate) the Council Policy Manual such that they are organized in a logical fashion.

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3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 27TH DAY OF OCTOBER, 2020, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Chahal, Davis, Hardy, O'Neill, and Watanabe,
and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:


NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 030 entitled "Adding an Item on the Agenda"



ADDING AN ITEM ON THE AGENDA

PURPOSE

To establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

POLICY

Members of the City Council:

The Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet. At the meeting where the request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item.

Referral from a Council Committee:

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.

Items Referred During a Council Meeting:

By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.



ADDING AN ITEM ON THE AGENDA

Written Petitions and Public Presentations:

Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the City Council to be heard under the **“Written Petition”** section of the City Council's regular agenda within two (2) Council meetings after received. After the initial Written Petition is placed on the agenda, a majority vote of the City Council may add the item to a future Council meeting for action. Any member of the public may address the City Council under the **“Public Presentations”** section of the agenda. If the presentation includes a request of the Council, a majority vote of the City Council may refer the item to the City Manager to be properly added to a future meeting, in compliance with the Brown Act.

PROCEDURE FOR WRITTEN PETITIONS

1. All requests to address the City Council shall be submitted in writing. Written Petition forms are available for the petitioner's convenience on the City's website and in the City Manager's Office, City Clerk's Office, and the Mayor and Council Offices. Alternatively, an email may be submitted to clerk@santaclaraca.gov.
2. Once the Written Petition is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (request and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.



ADDING AN ITEM ON THE AGENDA

**PROCEDURE
FOR WRITTEN
REQUESTS
FROM CITY
COUNCIL**

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Once the Council Item Request Form is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

CONTACT INFORMATION

Requesting Member of City Council _____

Contact E-mail _____

Contact Phone _____

Today's Date _____

WRITTEN REQUEST

I, _____, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:



**City of
Santa Clara**
The Center of What's Possible

CITY OF SANTA CLARA
2023 MAY -4 PM 12: 52

CITY COUNCIL WRITTEN PETITION

Please provide the information requested below. When complete, submit to the City Clerk's Office, 1500 Warburton Avenue, Santa Clara, CA 95050 or email to: clerk@santaclaraca.gov

Date: May 4, 2023

I, Howard A. Myers, am hereby requesting to be placed on the Santa Clara City Council Agenda for the following purpose:

Our city council member, and almost mayor, Anthony Becker has been the center of a media circus for months. He has been officially indicted for lying under oath, a felony. If Mr. Becker is convicted, and some of the rumors about influenced council votes are shown to be true, we could see law suits seeking to overturn votes where his was the swing vote.

To avoid this I, and the residents listed below, request we ask Mr. Becker to resign.
Frank Giacomelli, Carolyn McAllister, Debbie Algieri, Debbie Tryforos, Lee Broughman, Mike Tryforos, Burt Field, Rich Bonito

I understand that it is important I attend the meeting in the event there are questions the City Council wishes to ask me.

SIGNED: Howard Myers
Digitally signed by Howard Myers
DN: cn=Howard Myers, o, ou,
email=1hmyers1@comcast.net, c=US
Date: 2023.05.04 11:38:24 -07'00'

NAME: Howard Myers

ADDRESS: 1398 Las Palmas Drive
Street

Santa Clara 95051
City Zip Code

TELEPHONE: * 4089851942
Optional

EMAIL: 1hmyers1@comcast.net

DATE: May 4, 2023

***NOTE:** This is a public document. If your telephone number is unlisted or if you do not want it to be public, please provide an alternate number where you can be reached.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

23-606

Agenda Date: 6/6/2023

REPORT TO COUNCIL

SUBJECT

Tentative Meeting Agenda Calendar (TMAC)

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND AND DISCUSSION

The purpose of the TMAC is to provide the public advanced notifications of tentative dates of Council Study Sessions, Joint Council/Commission meetings, as well as Council Public Hearing and General Business agenda items. It is important to note that the TMAC is a Tentative Calendar planning tool and reports listed are subject to change due to Public Hearing publication requirements and agenda management.



City of Santa Clara

Tentative Meeting Agenda Calendar

Note: *These proposed dates are tentative and subject to change based on staff capacity, meeting management, and deferred items by Council requiring other items to free up agenda meeting time.*

June 13, 2023 Annual Boards/Commission Interview/Appointment – 5:30 PM

Senior Advisory Commission
Cultural Commission
Historical and Landmarks Commission
Planning Commission

Tuesday, June 27, 2023 - Council and Authorities Concurrent Meeting

Special Orders of Business

- 23-485** Recognition of the Santa Clara Women's League donation of \$8,000 to support the Senior Center Health & Wellness Case Management Program and the "Be Strong, Live Long 2023" Health & Wellness Fair

Public Hearing/General Business

- 23-1349** Action on the Waiver of the First Reading and Introduction of an Ordinance Approving Rules and Regulations for the Mission City Memorial Park (Cemetery)
- 23-144** Public Hearing: Action on the Adoption of the Proposed FY 2023/24 & FY 2024/25 Biennial Operating Budget and FY 2023/24 Capital Improvement Program Changes
- 23-519** Action on a Resolution Establishing the Fiscal Year 2023/24 Appropriations Limit
- 23-734** Overview of the Citywide Risk Assessment and Proposed 2023 and 2024 Internal Audit Work Plans

Tuesday, July 11, 2023 – Joint Council and Authorities Concurrent and Stadium Authority Meeting

Special Orders of Business

- 23-592** Responses to Councilmember Questions Regarding the Cleanup Campaign Alternatives and Community Survey Results Presentation from the April 18, 2023 City Council Meeting (File# 23-1171)

Public Hearing/General Business

- 23-186** Public Hearing: Action on a Resolution Confirming the 2023 Weed Abatement Program and Assessment

23-757 Receive Silicon Valley Power Quarterly Update

Tentative Tuesday, July 17, 2023 – Special Council Meeting – 5:30 PM

Interviews:

Bicycle and Pedestrian Advisory Committee Applicants

Civil Service Commission Applicants

Parks and Recreation Commission Applicants

Tuesday, July 18, 2023 – Council and Authorities Concurrent and Meeting

Public Hearing/General Business

23-492 Adopt a Resolution to Modify Parking Regulations on Lafayette Street related to the Lafayette Street Class IV Bikeway Project

COUNCIL RECESS JULY 19 – AUGUST 21, 2023

Tuesday, August 22, 2023 – Council and Authorities Concurrent and Meeting

Special Order of Business

23-277 Proclamation of September 2023 as Community Preparedness Month

Tuesday, September 12, 2023 – Council and Authorities Concurrent and Meeting

23-743 Joint Dinner Meeting with Senior Advisory Commission