

Public Works

Budget Unit	Program	2019 Proposed Budget
Public Works Administration		\$ 938,583
100-80-800	Public Works Administration	\$ 938,583
Environmental Programs		\$ 4,221,886
520-81-801	Resource Recovery	\$ 3,501,101
230-81-802	Non-Point Source	\$ 720,785
Developmental Services		\$ 2,037,012
100-82-804	Plan Review	\$ 1,297,073
100-82-806	CIP Administration	\$ 739,939
Service Center		\$ 1,234,946
100-83-807	Service Center Administration	\$ 1,234,946
Grounds		\$ 4,530,150
100-84-808	McClellan Ranch Park	\$ 84,009
100-84-809	Memorial Park	\$ 760,345
100-84-812	School Site Maintenance	\$ 1,128,886
100-84-813	Neighborhood Parks	\$ 1,629,502
100-84-814	Sport Fields Jollyman, Creekside	\$ 665,541
100-84-815	Civic Center Maintenance	\$ 261,867
Streets		\$ 11,543,751
100-85-818	Storm Drain Maintenance	\$ 476,503
270-85-820	Sidewalk Curb and Gutter	\$ 1,195,876
270-85-821	Street Pavement Maintenance	\$ 6,832,574
270-85-822	Street Sign Marking	\$ 661,889
100-85-848	Street Lighting	\$ 588,241
630-85-849	Equipment Maintenance	\$ 1,593,660
100-85-850	Environmental Materials	\$ 195,008
Trees and Right of Way		\$ 2,915,737
100-86-824	Overpasses and Medians	\$ 1,251,274
100-86-825	Street Tree Maintenance	\$ 1,194,987
100-86-826	Weekend Work Program	\$ 469,476
Total		\$ 34,457,686

Budget Unit	Program	2019 Proposed Budget
Facilities and Fleet		\$ 4,099,897
100-87-827	City Hall Maintenance	\$ 619,750
100-87-828	Library Maintenance	\$ 338,834
100-87-829	Service Center Maintenance	\$ 262,132
100-87-830	Quinlan Community Center Maintenance	\$ 466,416
100-87-831	Senior Center Maintenance	\$ 241,686
100-87-832	McClellan Ranch Maintenance	\$ 178,993
100-87-833	Monta Vista Community Center Maintenance	\$ 227,890
100-87-834	Wilson Park Maintenance	\$ 63,164
100-87-835	Portal Park Maintenance	\$ 37,207
570-87-836	Sports Center Maintenance	\$ 490,076
100-87-837	Creekside Park Maintenance	\$ 65,790
100-87-838	Community Hall Maintenance	\$ 251,328
100-87-839	Teen Center Maintenance	\$ 96,024
100-87-840	Park Bathrooms Maintenance	\$ 168,860
100-87-841	Blackberry Farm Maintenance	\$ 556,114
100-87-852	Franco Traffic Operations Center	\$ 35,633
Transportation		\$ 2,397,724
100-88-844	Traffic Engineering	\$ 1,424,695
100-88-845	Traffic Signal Maintenance	\$ 526,530
100-88-846	Safe Routes 2 School	\$ 446,499
Non-Departmental		\$ 538,000
210-90-978	Minor Storm Drain Improvement	-
630-90-985	Fixed Assets Acquisition	\$ 538,000
Total		\$ 34,457,686

Department Overview

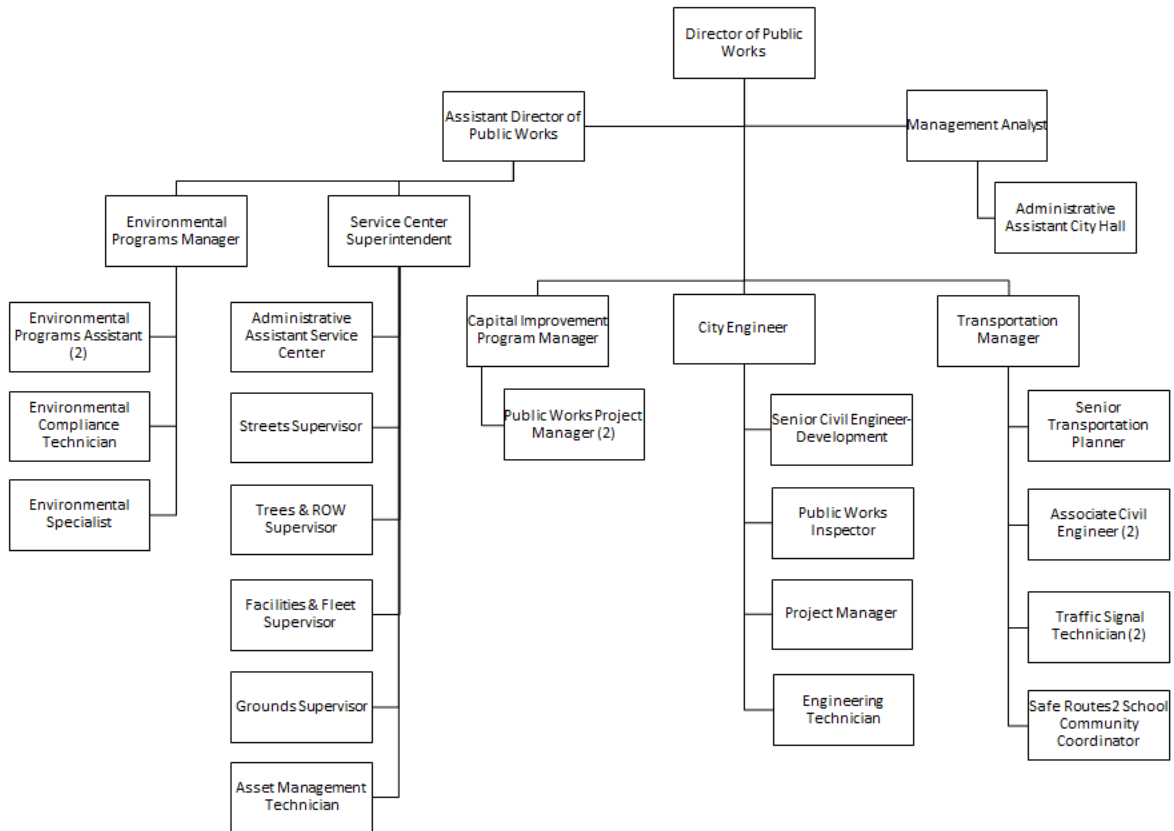
Budget at a Glance

2019 Proposed Budget

Total Revenues	\$ 10,144,763
Total Expenditure	\$ 34,457,686
Fund Balance	\$ (3,011,554)
General Fund Costs	\$ 21,311,369
% Funded by General Fund	61.8 %
Total Staffing	84.95 FTE

Organization

Timm Borden, Director of Public Works



Performance Measures

Capital Project Delivery

Goal: Deliver capital projects on time and within budget.

Benefit: Residents and businesses are assured their community is being improved by efficient use of taxes and fees.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
Projects are on budget	100% (5)	100% (7)	80%
Projects are on time	80% (4)	100% (7)	80%

Development Services

Goal: Provide timely review and permitting of privately completed improvements within the public right of way.

Benefit: Customers receive quality reviews and permitting on a defined schedule.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	98%	99%	100%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	100%	100%	95%

Dependable Infrastructure

Goal: Maintain timely levels of service to meet community and environment requirements at optimal life-cycle costs.

Benefit: Cupertino has well maintained infrastructure and programs that meets the needs of the community.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	78	81	82
Respond to reported issues within one (1) business day:			
Storm drain system	100%	100%	100%
Street markings & signs	100%	100%	100%
Sidewalk and pathway	100%	100%	100%
Playground equipment	100%	100%	100%
Respond to reported issues within two (2) business days:			
Remove graffiti	100%	100%	100%
Streetlight outages	100%	100%	100%
Respond within one (1) hour on any reported safety issue regarding traffic signals	100%	100%	100%

Environment

Goal: Protect our natural environment for current and future generations.

Benefit: Current and future residents enjoy a healthy, sustainable environment.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Dec	Ongoing Target
Respond to reports of actual or potential discharge the same business day	97%	95%	80%
Percent of businesses in compliance during annual proactive inspections	87%	N/A ⁵	75%
Tons of waste entering landfill (does not include self-haul or material to landfills other than Newby Island)	30,140	14,917	<= 27,000
Diversion Rates rate			
By employment ¹ :	72%	N/A	75%
By population ¹ :	56%	21% ³	75%
Commercial only ² :	47%	55% ³	60%
Number of all business and multifamily accounts separating organics	28% (135/488)	30% (144/483)	50%
Number of outreach site visits, workshops, events and activities to inform residents and businesses	198	65	150
% of street, median, and park trees maintained according to the Urban Forest Workplan ⁴	164%	68%	100%
Number of trees planted compared to number of trees removed	Removed: 68 Planted: 118 173%	Removed: 67 Planted: 53 79%	110%
All new vehicle purchases are to be hybrid and/or electric only models	90%	90%	90%

¹ CalRecycle has a 12 month lag in reporting. Data is for calendar year 2016.

² Does not include business donations, back haul, or other source reduction, etc.

³ For FY 2018, Recology began breaking out multi-family from commercial tonnage. Our data for FY 2018 July-Dec displays the diversion rates for the multi-family and commercial sector respectively.

⁴ Urban Forest Workplan Updated November 2016

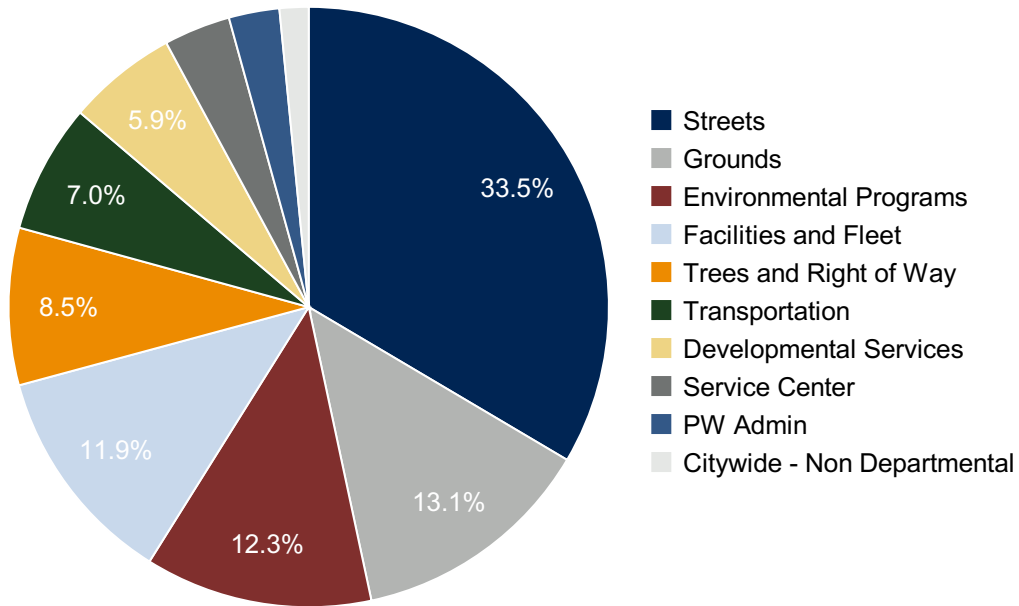
⁵ Proactive inspections are primarily conducted during Q3 and Q4 each year

Proposed Budget

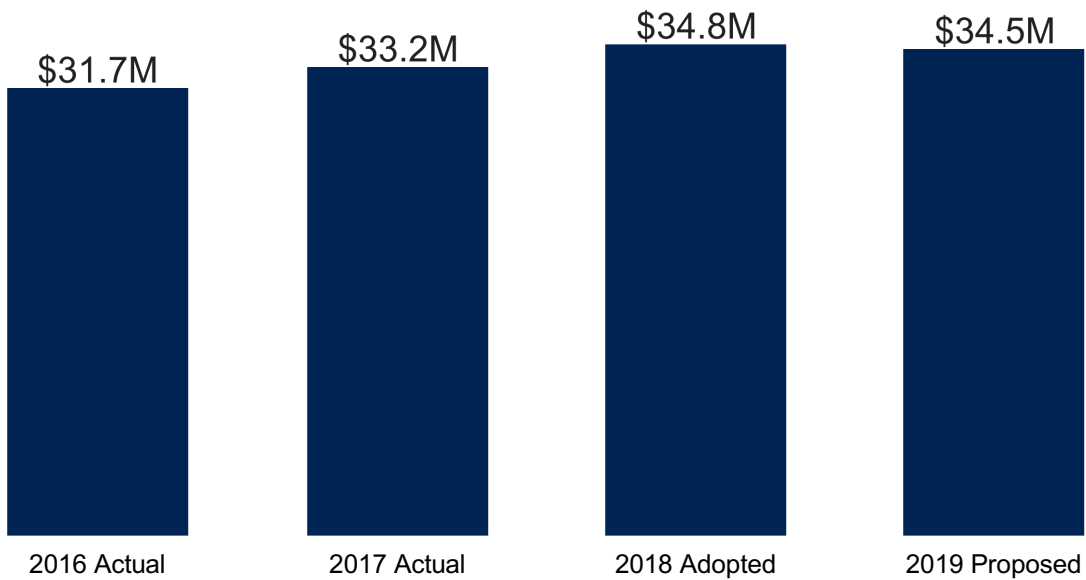
It is recommended that a budget of \$34,457,686 be approved for the Public Works department. This represents a decrease of \$336,533 (-1.0%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of various special projects and changes in how the city applied cost allocation charges. This decrease is offset by a request to add a full-time Engineering Technician, increases in training and instruction, as well as gas, electric and water service rate increases. Capital outlay for the annual asphalt program is adjusted for SB1 grant revenue.

Proposed Expenditures by Division



Department Expenditure History



Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	\$ 177,122	\$ 201,564	\$ 236,700	\$ 196,500
Intergovernmental Revenue	-	\$ 245,288	\$ 1,816,000	\$ 2,547,439
Charges for Services	\$ 5,853,628	\$ 8,921,040	\$ 6,821,074	\$ 7,089,624
Fines and Forfeitures	\$ 6,387	\$ 10,071	\$ 6,000	\$ 9,000
Miscellaneous Revenue	\$ 167,843	\$ 778,328	\$ 211,460	\$ 302,200
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 6,204,979	\$ 10,156,291	\$ 9,091,234	\$ 10,144,763
Expenditures				
Employee Compensation	\$ 6,638,218	\$ 6,909,698	\$ 7,944,977	\$ 8,323,673
Employee Benefits	\$ 3,096,342	\$ 3,981,715	\$ 3,721,114	\$ 3,826,260
Materials	\$ 2,689,509	\$ 2,793,264	\$ 3,558,012	\$ 3,906,934
Contract Services	\$ 4,436,018	\$ 4,720,719	\$ 5,273,301	\$ 5,335,001
Cost Allocation	\$ 2,667,888	\$ 4,465,674	\$ 3,470,186	\$ 3,725,691
Capital Outlay	\$ 768,785	\$ 930,147	\$ 1,969,400	\$ 1,771,379
Special Projects	\$ 11,403,533	\$ 9,384,259	\$ 8,436,269	\$ 7,220,000
Appropriations for Contingency	-	-	\$ 420,960	\$ 348,748
Total Expenditures	\$ 31,700,292	\$ 33,185,476	\$ 34,794,219	\$ 34,457,686
Fund Balance	\$ (6,913,651)	\$ (4,599,336)	\$ (4,220,221)	\$ (3,011,554)
General Fund Costs	\$ 18,581,662	\$ 18,429,849	\$ 21,482,764	\$ 21,311,369

Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 938,583
Fund Balance	-
General Fund Costs	\$ 938,583
% Funded by General Fund	100.0 %
Total Staffing	3.25 FTE

Program Overview

The Public Works Department is comprised of the following eight divisions:

- Development Services (including inspection services)
- Capital Improvement Program Administration
- Environmental Programs
- Transportation
- Facilities and Fleet
- Trees and Right-of-Way
- Grounds
- Streets

Service Objectives

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, storm water quality compliance, and public works maintenance services in a responsive and efficient manner by continuously adapting programs and resources to meet the community's expectations.
- Provide response within 24 hours to the community on complaints and requests for services. Plan and program maintenance of the City's public facilities and infrastructure.
- Program and deliver Capital Improvement Projects in a timely and cost-efficient manner. Work with operating departments and the community to ensure projects meet expectations.
- Collaborate with Community Development to efficiently deliver predictable, responsive and efficient development services.
- Represent the City on county and regional issues such as congestion management, and mobility and transit planning.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

Proposed Budget

It is recommended that a budget of \$938,583 be approved for the Public Works Administration program. This represents an increase of \$171,868 (22.4%) from the FY 2018 Adopted Budget.

This increase is primarily due to an adjustment for janitorial services for the minimum wage increase in January 2017. Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018.

This program is adding a part-time Human Resources Technician to assist with Public Works recruitment, interviewing, onboarding and managing the Public Works Department training program.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 209,628	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 209,628	-	-
Expenditures				
Employee Compensation	\$ 390,476	\$ 443,380	\$ 496,848	\$ 548,195
Employee Benefits	\$ 158,765	\$ 199,386	\$ 177,553	\$ 181,962
Materials	\$ 14,438	\$ 15,171	\$ 18,839	\$ 24,339
Contract Services	\$ 2,297	\$ 2,073	\$ 2,000	\$ 104,800
Cost Allocation	\$ 57,828	\$ 801,902	\$ 69,802	\$ 72,830
Capital Outlay	\$ 115,000	\$ 18,077	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,673	\$ 6,457
Total Expenditures	\$ 738,804	\$ 1,479,987	\$ 766,715	\$ 938,583
Fund Balance	-	-	-	-
General Fund Costs	\$ 738,804	\$ 1,270,359	\$ 766,715	\$ 938,583

Staffing

Total current authorized positions - 3.25

There are no changes to the current level of staffing.

Total recommended positions - 3.25

Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 2,268,000
Total Expenditures	\$ 3,501,101
Fund Balance	\$ (1,233,101)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	4.3 FTE

Program Overview

The Resource Recovery program manages the City's garbage and recycling franchised hauler contract and provides garbage and recycling customer service for residents and business owners; develops and implements programs and policy to comply with AB 939 source reduction and recycling mandates; manages the City's state-permitted residential household hazardous waste (HHW) door-to-door collection and disposal service; oversees the free compost giveaway at Stevens Creek Quarry and the associated property lease and trucking agreement for the compost site; and represents the City on countywide committees. The public education and outreach programs led by this division include visits to businesses and apartment complexes to provide recycling instruction, kitchen containers and visual materials; presentations at events and schools and employee training for businesses on-site as needed. The program coordinates many complimentary activities with the Sustainability program in the Office of the City Manager.

Service Objectives

- Meet State AB 939 requirements to divert a minimum of 50% of Citywide waste from landfill and achieve the State (AB 341) goal of 75% diversion by 2020. Help businesses implement the City's Mandatory Organics Recycling ordinance (6.24.037) which ensures compliance with AB 1826. Assist businesses and multi-family properties with preparations to recycle organics. Provide landlords and property owners with support and educational materials for their tenants. Visit the management of each multi-family complex via a knock and talk campaign to distribute free kitchen pails and guidance to help residents sort kitchen waste for their central garbage and recycling area. Conduct waste characterization studies to determine future services.
- Provide contract oversight and customer service for garbage and recycling collection, yard waste processing, composting and household hazardous waste collection. Manage community events such as the citywide Garage Sale and the spring and summer free compost give-away for residents. Assist CUSD and high school teachers and students with student recycling and composting projects related to teachers' curriculum and the City's environmental initiatives.

Proposed Budget

It is recommended that a budget of \$3,501,101 be approved for the Resource Recovery program. This represents an increase of \$231,339 (7.1%) from the FY 2018 Adopted Budget.

The increase is due primarily to special projects described in the table below. Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. Increases in cost allocations are due to a change in allocation methodology for IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Waste Characterization Study	\$105,000	\$105,000	Resource Recovery	Study to determine future services
Waste Tonnage Audit	\$45,000	\$45,000	Resource Recovery	Audit to more accurately track annual tonnage
Total	\$150,000	\$150,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	\$ 25,000	\$ 30,000
Intergovernmental Revenue	-	-	\$ 15,000	\$ 15,000
Charges for Services	\$ 2,514,936	\$ 2,650,895	\$ 2,150,000	\$ 2,157,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	\$ 56,000	\$ 66,000
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 2,514,936	\$ 2,650,895	\$ 2,246,000	\$ 2,268,000
Expenditures				
Employee Compensation	\$ 391,163	\$ 436,602	\$ 470,408	\$ 512,003
Employee Benefits	\$ 133,047	\$ 287,981	\$ 208,450	\$ 218,021
Materials	\$ 23,280	\$ 22,872	\$ 23,410	\$ 28,410
Contract Services	\$ 2,368,232	\$ 2,087,822	\$ 2,401,000	\$ 2,406,000
Cost Allocation	\$ 81,476	\$ 155,904	\$ 166,494	\$ 186,667
Capital Outlay	-	-	-	-
Special Projects	-	-	-	\$ 150,000
Appropriations for Contingency	-	-	-	-
Total Expenditures	\$ 2,997,198	\$ 2,991,181	\$ 3,269,762	\$ 3,501,101
Fund Balance	\$ (482,262)	\$ (287,072)	\$ (1,023,762)	\$ (1,233,101)
General Fund Costs	-	\$ 53,215	-	-

Staffing

Total current authorized positions - 4.30

There are no changes to the current level of staffing.

Total recommended positions - 4.30

Non-Point Source

Budget Unit 230-81-802

Env Mgmt Cln Creek Storm Drain - Environmental Programs - Non-Point Source

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 379,000
Total Expenditures	\$ 720,785
Fund Balance	\$ 94,215
General Fund Costs	\$ 436,000
% Funded by General Fund	60.5 %
Total Staffing	1.9 FTE

Program Overview

The Non-Point Source program manages the City's compliance with its State-mandated Municipal Regional Stormwater NPDES Permit; provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; conducts annual interdepartmental staff training, scheduled business and construction site inspections and review of private development plans to ensure compliance with low impact development (LID); and new Green Infrastructure Plan development requirements. The program is responsible for calculating storm drain fees annually to submit to the County for collection on property tax bills, writing an annual report to the Regional Water Quality Control Board to verify and document the City's compliance with Clean Water Act mandates; and engaging and educating the public via articles in the Cupertino Scene, webpage development, visits to businesses and presentations at local schools, De Anza College and community events. Public participation events include two or more annual volunteer creek cleanup days, a water quality monitoring day at Blackberry Farm, Earth Day and various countywide collaborative events. Implementation and annual progress assessment of the City's eight-year litter reduction plan are among the requirements of the City's Non-Point Source program.

Service Objectives

- Oversee the City's compliance with the Municipal Regional Stormwater Permit (MRP 2.0) with regard to water pollution prevention, erosion control, conserving water as a resource (e.g. infiltration rather than runoff), and low impact development (LID) via the City's permit application process and conditions of approval.
- Coordinate urban runoff pollution and erosion prevention activities with other departments divisions and private businesses. Mandated activities include: catch basin cleaning; postconstruction oversight of permanent stormwater treatment measures installed at private new and redeveloped sites; implementation of, and annual progress assessments for the eight-year litter reduction plan; oversight of construction best management practices during private and public construction; inspection of grease-generating and wet-waste food facilities and other businesses to prevent water polluting discharges; complaint response and investigation to protect water quality; and education of staff and local businesses on best management practices for outdoor storage and activities.
- Represent the City on county and regional committees to prevent creek and San Francisco Bay pollution,

erosion and illegal dumping.

Proposed Budget

It is recommended that a budget of \$720,785 be approved for the Non-Point Source program. This represents a decrease of \$40,935 (-5.4%) from the FY 2018 Adopted Budget.

The decrease in salary and benefits is due to the position reallocation of staff time to better reflect actual time spent in this program.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 159,743	\$ 380,000	\$ 370,000
Fines and Forfeitures	\$ 6,387	\$ 10,071	\$ 6,000	\$ 9,000
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 6,387	\$ 169,814	\$ 386,000	\$ 379,000
Expenditures				
Employee Compensation	\$ 164,321	\$ 193,261	\$ 225,172	\$ 216,320
Employee Benefits	\$ 72,062	\$ 93,366	\$ 135,524	\$ 100,686
Materials	\$ 6,119	\$ 2,717	\$ 8,027	\$ 8,027
Contract Services	\$ 201,567	\$ 236,357	\$ 307,000	\$ 307,000
Cost Allocation	\$ 52,980	\$ 68,655	\$ 66,387	\$ 73,001
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 19,610	\$ 15,751
Total Expenditures	\$ 497,048	\$ 594,356	\$ 761,720	\$ 720,785
Fund Balance	\$ (361,985)	\$ (267,708)	\$ (291,598)	\$ 94,215
General Fund Costs	\$ 128,676	\$ 156,834	\$ 84,122	\$ 436,000

Staffing

Total current authorized positions - 1.87

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 1.90

Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 556,000
Total Expenditures	\$ 1,297,073
Fund Balance	-
General Fund Costs	\$ 741,073
% Funded by General Fund	57.1 %
Total Staffing	5.5 FTE

Program Overview

The Development Services Division is comprised of two areas:

- Development Services - reviews plans for private developments and utility encroachments to ensure conformance with City standards and policies.
- Inspection Services - ensures compliance with City standards and approved plans on all public and private developments, and utility projects.

Service Objectives

- Ensure that private development projects provide necessary supporting infrastructure, and that potential impacts on the community are mitigated.
- Place safety of the general public, City employees and construction workers as the highest priority on construction sites.
- Inspect utility encroachment permits for work within the City right-of-way and return streets and sidewalks to City standards.
- Ensure compliance with stormwater permit and prevent runoff from polluting nearby watersheds. Work closely with the Environmental Programs Division to continue inspecting jobsites before, during and after each rain event and conduct annual inspections of all Post Construction Treatments and Stormwater Pollution Prevention Plan (SWPPP) compliance.
- Respond to public inquiries or complaints in a timely manner.
- Provide aid and information to other City Divisions and Departments, including Community Development, Building, Capital Improvements, City Attorney's Office, Service Center and Recreation and Community Services, as needed to facilitate private developments and public infrastructure projects.

Proposed Budget

It is recommended that a budget of \$1,297,073 be approved for the Plan Review program. This represents a decrease of \$820,643 (-38.8%) from the FY 2018 Adopted Budget.

The decrease in special projects is attributed to the near completion of the Apple Campus 2 project. Increases in compensation and benefits is due to the request to add an Engineering Technician position in Plan Review to assist the City Engineer with development and permit center tasks.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Apple Campus 2	\$20,500	\$20,500	Pass through revenues	Apple Campus 2
Total	\$20,500	\$20,500		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 2,046,228	\$ 1,372,398	\$ 1,233,069	\$ 531,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 129,330	\$ 158,167	\$ 141,460	\$ 24,500
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 2,175,557	\$ 1,530,565	\$ 1,374,529	\$ 556,000
Expenditures				
Employee Compensation	\$ 514,173	\$ 499,174	\$ 566,226	\$ 703,106
Employee Benefits	\$ 235,705	\$ 240,399	\$ 247,636	\$ 321,042
Materials	\$ 14,342	\$ 14,163	\$ 13,768	\$ 18,868
Contract Services	\$ 102,565	\$ 148,639	\$ 62,000	\$ 58,400
Cost Allocation	\$ 60,408	\$ 162,021	\$ 179,733	\$ 171,369
Capital Outlay	-	-	-	-
Special Projects	\$ 1,158,550	\$ 1,024,916	\$ 1,043,069	\$ 20,500
Appropriations for Contingency	-	-	\$ 5,284	\$ 3,788
Total Expenditures	\$ 2,085,742	\$ 2,089,312	\$ 2,117,716	\$ 1,297,073
Fund Balance	-	-	-	-
General Fund Costs	\$ (89,815)	\$ 558,746	\$ 743,187	\$ 741,073

Staffing

Total current authorized positions - 4.50

One full-time Engineering Technician position is requested to assist the City Engineer with development and permit center tasks.

In addition, staff requests for the 3-year limited-term Associate Engineer position, funded 25% in this program, to be converted from a limited-term to full-time permanent position.

With the 2016 Budget, a 2 year limited-term Associate Engineer position was created to manage and assist with various new active transportation efforts included in the adopted 2018 Pedestrian Master Plan, the Traffic Impact Fee development, and the Bicycle Transportation Plan implementation.

With the adoption of the 2018 Budget, the City Council added additional funding of \$3 million to an already aggressive implementation schedule for the 2016 Bicycle Transportation Plan. This includes implementation of notable projects such as the McClellan Avenue Protected Bike Lanes, the Junipero Serra Trail, the UPRR Trail, the

Regnart Trail, and the Bike Boulevard network. In the fall of 2017, a donation of an additional \$1.8 million was made for the implementation of the first phase of the Stevens Creek Boulevard Protected Bike Lanes. Additionally, with the completion of the Pedestrian Master Plan and follow-on projects, and the eventual programming of revenues generated from the Transportation Impact Fee, this position is necessary and sustainable within the organization for the foreseeable future.

Total recommended positions - 5.50

CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 739,939
Fund Balance	-
General Fund Costs	\$ 739,939
% Funded by General Fund	100.0 %
Total Staffing	3.0 FTE

Program Overview

The Capital Improvement Program (CIP) provides design and construction administration for all capital improvement projects including streets, storm drainage, buildings, parks, and other public facilities.

Service Objectives

- Ensure that all public improvements are designed and constructed in accordance with community expectations and City standards.
- Provide quarterly CIP status reports to Council and the community.
- Place safety of the general public, City employees and workers as the highest priority in the delivery of capital projects.
- Respond to public inquiries or complaints in a timely manner.

Proposed Budget

It is recommended that a budget of \$739,939 be approved for the CIP Administration program. This represents a decrease of \$114,490 (-13.4%) from the FY 2018 Adopted Budget.

This decrease is primarily attributed to reallocating preliminary planning and design funds to the Capital Improvement program fund. Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. Decreases in cost allocation are due to a change in methodology for equipment, IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 6,750	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 6,750	-	-	-
Expenditures				
Employee Compensation	\$ 383,109	\$ 374,231	\$ 476,833	\$ 499,204
Employee Benefits	\$ 131,209	\$ 112,010	\$ 155,321	\$ 169,383
Materials	\$ 8,365	\$ 7,185	\$ 13,300	\$ 13,300
Contract Services	\$ 199,300	\$ 99,025	\$ 103,000	\$ 3,000
Cost Allocation	\$ 44,796	\$ 306,973	\$ 87,944	\$ 54,237
Capital Outlay	-	\$ 5,000	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 18,031	\$ 815
Total Expenditures	\$ 766,779	\$ 904,424	\$ 854,429	\$ 739,939
Fund Balance	-	-	-	-
General Fund Costs	\$ 760,029	\$ 904,424	\$ 854,429	\$ 739,939

Staffing

Total current authorized positions - 3.00

There are no changes to the current level of staffing.

Total recommended positions - 3.00

Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 50,000
Total Expenditures	\$ 1,234,946
Fund Balance	-
General Fund Costs	\$ 1,184,946
% Funded by General Fund	96.0 %
Total Staffing	2.55 FTE

Program Overview

The Service Center Administration program manages Public Works maintenance operations that include the major divisions of streets, grounds, trees, medians, facilities and fleet, as well as the minor divisions of signs/markings, storm drain, sidewalk, curb and gutter, overpasses and storm water; provides administrative support for personnel timesheets, general training prioritization and assignment of service calls; provides oversight of various contracted services including street sweeping, janitorial and crossing guard in addition to the weekend work furlough program; and collaborates with Public Works Engineering for asset improvements beyond routine maintenance.

Service Objectives

- Create a positive environment that fosters efficiency and innovation for service center employees.
- Ensure proper documentation and inventory for trees, sidewalk repair, striping and legends, street signs, vehicle and equipment, streetlights and storm water pollution.
- Maintain records of all complaints and requests for services by tracking responses through computer programs and written service request forms.
- Maintain productivity units of measure for key tasks performed.
- Support Public Works Engineering in the collection of field data, review of improvement drawings and development of capital improvement projects.
- Timely manage completion of employee performance reviews, as well as provide timely progressive discipline per City policy when necessary.
- Maintain, lead and implement all elements of the Injury and Illness Prevention Program.
- Maintain positive, accountable relations with employee bargaining groups.

Proposed Budget

It is recommended that a budget of \$1,234,946 be approved for the Service Center Administration program. This represents a decrease of \$569,966 (-31.6%) from the FY 2018 Adopted Budget.

This decrease is primarily attributed to the crossing guard contract services moved to the Safe Routes 2 School program budget as well as a decrease in special project requests. Decreases in compensation and benefits are due to staff time being reallocated to better reflect actual time spent in this program.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Office Improvements	\$175,000	\$175,000	General Fund	City-wide work area improvements
Total	\$175,000	\$175,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	\$ 30,853	\$ 58,706	\$ 69,000	\$ 25,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 410,000	-	\$ 25,000
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 30,853	\$ 468,706	\$ 69,000	\$ 50,000
Expenditures				
Employee Compensation	\$ 319,502	\$ 319,515	\$ 406,163	\$ 369,310
Employee Benefits	\$ 128,424	\$ 171,300	\$ 168,973	\$ 135,667
Materials	\$ 56,236	\$ 61,268	\$ 74,845	\$ 84,045
Contract Services	\$ 161,961	\$ 239,519	\$ 217,500	\$ 121,000
Cost Allocation	\$ 150,276	\$ 554,100	\$ 644,091	\$ 339,672
Capital Outlay	\$ 266	\$ 239,087	\$ 70,000	\$ 175,000
Special Projects	-	-	\$ 200,000	-
Appropriations for Contingency	-	-	\$ 23,340	\$ 10,252
Total Expenditures	\$ 816,665	\$ 1,584,789	\$ 1,804,912	\$ 1,234,946
Fund Balance	-	-	-	-
General Fund Costs	\$ 785,812	\$ 1,116,084	\$ 1,735,912	\$ 1,184,946

Staffing

Total current authorized positions - 3.05

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 2.55

McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 84,009
Fund Balance	-
General Fund Costs	\$ 84,009
% Funded by General Fund	100.0 %
Total Staffing	0.3 FTE

Program Overview

McClellan Ranch Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, and graffiti removal.
- Provide twice annually the mowing of fire breaks per Fire Marshal request in a manner in which wildlife is least impacted.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Recreation and Community Services Department for all of the City's special events.

Proposed Budget

It is recommended that a budget of \$84,009 be approved for the McClellan Ranch Park program. This represents an increase of \$1,162 (1.4%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 23,472	\$ 26,137	\$ 28,466	\$ 29,587
Employee Benefits	\$ 11,499	\$ 14,777	\$ 15,262	\$ 14,587
Materials	\$ 12,038	\$ 13,072	\$ 16,577	\$ 18,713
Contract Services	\$ 6,530	\$ 18,750	\$ 8,000	\$ 8,000
Cost Allocation	\$ 3,336	\$ 4,228	\$ 956	\$ 11,786
Capital Outlay	-	-	\$ 12,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,586	\$ 1,336
Total Expenditures	\$ 56,875	\$ 76,964	\$ 82,847	\$ 84,009
Fund Balance	-	-	-	-
General Fund Costs	\$ 56,875	\$ 76,964	\$ 82,847	\$ 84,009

Staffing

Total current authorized positions - 0.30

There are no staffing changes to the current level of staffing.

Total recommended positions - 0.30

Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 760,345
Fund Balance	-
General Fund Costs	\$ 760,345
% Funded by General Fund	100.0 %
Total Staffing	3.0 FTE

Program Overview

Memorial Park is one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Memorial Park is the largest and most utilized park in Cupertino.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and preparation of athletic fields for seasonal use.
- Maintain all playgrounds in accordance with California playground safety requirements.
- Minimize the negative effects of waterfowl to park patrons.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Recreation and Community Development Department for all the City's special events.
- Oversight of contracted tree trimming and fence repairs.

Proposed Budget

It is recommended that a budget of \$760,345 be approved for the Memorial Park program. This represents an increase of \$13,248 (1.8%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year. The increase in compensation is due to the request to add one part-time position to provide continuity of service in the grounds division.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	\$ 14,000	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	\$ 14,000	-
Expenditures				
Employee Compensation	\$ 201,483	\$ 213,740	\$ 238,386	\$ 265,139
Employee Benefits	\$ 98,722	\$ 126,841	\$ 126,360	\$ 126,643
Materials	\$ 134,821	\$ 113,597	\$ 166,231	\$ 233,774
Contract Services	\$ 7,821	\$ 67,602	\$ 37,550	\$ 37,550
Cost Allocation	\$ 49,668	\$ 42,976	\$ 29,474	\$ 83,673
Capital Outlay	-	\$ 6,829	\$ 135,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 14,096	\$ 13,566
Total Expenditures	\$ 492,515	\$ 571,584	\$ 747,097	\$ 760,345
Fund Balance	-	-	-	-
General Fund Costs	\$ 492,515	\$ 571,584	\$ 733,097	\$ 760,345

Staffing

Total current authorized positions - 3.00

There are no changes to the current level of full-time staffing positions. One part-time Maintenance Worker I position is requested to provide continuity of service in the grounds division.

Total recommended positions - 3.00

School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 135,000
Total Expenditures	\$ 1,128,886
Fund Balance	-
General Fund Costs	\$ 993,886
% Funded by General Fund	88.0 %
Total Staffing	4.3 FTE

Program Overview

Under a joint use agreement with Cupertino Union School District, nine athletic fields and landscape areas, constituting approximately 52 acres, are managed by the Grounds Division of the Public Works Department. These sites include Hyde and Kennedy Middle Schools, Collins, Eaton, Lincoln, Regnart, Faria, Stevens Creek and Garden Gate Elementary Schools.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / athletic fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and other maintenance.
- Provide quarterly maintenance that may include fertilization, aerating, over-seeding, top dressing and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing athletic fields for seasonal use.
- Maintain school sites for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

Proposed Budget

It is recommended that a budget of \$1,128,886 be approved for the School Site Maintenance program. This represents an increase of \$131,994 (13.2%) from the FY 2018 Adopted Budget.

This increase is due to a 3% cost of inflation increase on general supplies, an increase in training budget, and special projects described in the table below. Increases in cost allocation are due to a change in methodology for equipment and IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Baseball Field Renovation	\$35,000	\$35,000	General Fund	Hyde, Kennedy and Regnart Schools
Total	\$35,000	\$35,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	\$ 135,000	\$ 135,000
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	\$ 135,000	\$ 135,000
Expenditures				
Employee Compensation	\$ 275,904	\$ 269,451	\$ 319,050	\$ 321,950
Employee Benefits	\$ 144,726	\$ 160,860	\$ 170,335	\$ 170,579
Materials	\$ 149,970	\$ 250,176	\$ 314,458	\$ 437,660
Contract Services	\$ 8,087	\$ 12,000	\$ 20,500	\$ 33,500
Cost Allocation	\$ 122,388	\$ 60,537	\$ 85,733	\$ 106,639
Capital Outlay	\$ 10,000	-	\$ 25,000	\$ 35,000
Special Projects	-	-	\$ 50,000	-
Appropriations for Contingency	-	-	\$ 11,816	\$ 23,558
Total Expenditures	\$ 711,075	\$ 753,023	\$ 996,892	\$ 1,128,886
Fund Balance	-	-	-	-
General Fund Costs	\$ 711,075	\$ 753,023	\$ 861,892	\$ 993,886

Staffing

Total current authorized positions - 4.30

There are no changes to the current level of staffing.

Total recommended positions - 4.30

Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 1,629,502
Fund Balance	-
General Fund Costs	\$ 1,629,502
% Funded by General Fund	100.0 %
Total Staffing	8.3 FTE

Program Overview

Neighborhood Parks include 14 of the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Neighborhood park sites include Linda Vista, Mary Ave. Dog Park, Monta Vista, Portal, Somerset, Varian, Wilson, Three Oaks, Hoover, Canyon Oak (Little Rancho), Franco Park, Sterling/Barnhart, Oak Valley and Blackberry Farms.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and basic play structure inspections and maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Recreation and Community Services Department for all the City's special events.

Proposed Budget

It is recommended that a budget of \$1,629,502 be approved for the Neighborhood Parks program. This represents an increase of \$74,704 (4.8%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Baseball Field Renovation	\$35,000		General Fund	Wilson Park
Cement mow band	\$12,000		General Fund	Sterling Barnhart Park
Total	\$47,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 1,755	\$ 2,548	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 1,755	\$ 2,548	-	-
Expenditures				
Employee Compensation	\$ 540,786	\$ 508,284	\$ 577,040	\$ 596,485
Employee Benefits	\$ 296,827	\$ 307,028	\$ 304,154	\$ 303,765
Materials	\$ 294,425	\$ 288,310	\$ 357,671	\$ 400,798
Contract Services	\$ 130,361	\$ 152,412	\$ 72,000	\$ 72,000
Cost Allocation	\$ 198,540	\$ 115,540	\$ 105,213	\$ 165,814
Capital Outlay	-	\$ 32,861	\$ 110,000	\$ 47,000
Special Projects	-	-	-	\$ 20,000
Appropriations for Contingency	-	-	\$ 28,720	\$ 23,640
Total Expenditures	\$ 1,460,938	\$ 1,404,435	\$ 1,554,798	\$ 1,629,502
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,459,184	\$ 1,401,887	\$ 1,554,798	\$ 1,629,502

Staffing

Total current authorized positions - 8.10

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 8.30

Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 665,541
Fund Balance	-
General Fund Costs	\$ 665,541
% Funded by General Fund	100.0 %
Total Staffing	3.1 FTE

Program Overview

The sport fields at Jollyman and Creekside parks are among the 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Sport fields at these two parks are heavily used and enjoyed by the community.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas / sports fields in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas, programmed play structure inspections and other maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications and preparing sport fields for seasonal use.
- Maintain sport fields for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize weekend work furlough program as needed to assist in weekend and weekday cleanup.
- Provide logistical support to the Recreation and Community Services Department for all the City's special events.

Proposed Budget

It is recommended that a budget of \$665,541 be approved for the Sport Fields Jollyman, Creekside program. This represents an increase of \$71,937 (12.1%) from the FY 2018 Adopted Budget.

Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. General supplies budget was increased by 3% for cost of inflation of materials. Contract services increased for tree work and concrete bench pads.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Cement mowband	\$10,000	\$10,000	General Fund	Creekside Park
Total	\$10,000	\$10,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 197,408	\$ 174,057	\$ 213,745	\$ 221,793
Employee Benefits	\$ 103,371	\$ 101,740	\$ 107,631	\$ 108,479
Materials	\$ 159,866	\$ 151,535	\$ 174,238	\$ 223,972
Contract Services	\$ 12,774	\$ 38,038	\$ 16,000	\$ 22,000
Cost Allocation	\$ 71,292	\$ 40,885	\$ 42,072	\$ 66,998
Capital Outlay	\$ 42,378	-	\$ 28,000	\$ 10,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 11,918	\$ 12,299
Total Expenditures	\$ 587,088	\$ 506,255	\$ 593,604	\$ 665,541
Fund Balance	-	-	-	-
General Fund Costs	\$ 587,088	\$ 506,255	\$ 593,604	\$ 665,541

Staffing

Total current authorized positions - 2.90

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 3.10

Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 193,990
Total Expenditures	\$ 261,867
Fund Balance	-
General Fund Costs	\$ 67,877
% Funded by General Fund	25.9 %
Total Staffing	1.0 FTE

Program Overview

The Civic Center grounds are one of 19 parks and open space areas managed by the Grounds Division of the Public Works Department. Due to the close proximity to City Hall, Community Hall and the Library, the Civic Center grounds are well utilized. Civic Center maintenance includes the adjacent Library Field.

Service Objectives

- The main objective of the Grounds Division is to provide the citizens of Cupertino with the cleanest and safest recreational areas to enjoy in the Bay Area.
- Provide daily general clean up, trash removal, graffiti removal, irrigation adjustments and repairs and other maintenance.
- Provide weekly maintenance that may include mowing and edging of turf areas and general maintenance.
- Provide quarterly maintenance that may include fertilization applications, aerating, over-seeding, top dressing and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material and pre-emergent applications.
- Maintain Library Field for recreational activities including soccer, cricket and a variety of other sports.
- Reduce water consumption wherever practicable.
- Provide logistical support to all City Departments for special events.

Proposed Budget

It is recommended that a budget of \$261,867 be approved for the Civic Center Maintenance program. This represents an increase of \$70,425 (36.8%) from the FY 2018 Adopted Budget.

The increase is primarily due to the 20% water service rate increase and a 3% cost of inflation increase for general supplies. Increases in cost allocation are due a change in allocation methodology for equipment and IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 180,929	\$ 175,467	\$ 193,990
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 180,929	\$ 175,467	\$ 193,990
Expenditures				
Employee Compensation	\$ 74,304	\$ 72,628	\$ 82,966	\$ 82,722
Employee Benefits	\$ 39,124	\$ 44,116	\$ 46,850	\$ 46,435
Materials	\$ 31,089	\$ 40,891	\$ 48,760	\$ 102,364
Contract Services	-	\$ 5,800	\$ 3,000	\$ 3,000
Cost Allocation	\$ 16,056	\$ 368,947	\$ 7,006	\$ 22,078
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 2,860	\$ 5,268
Total Expenditures	\$ 160,573	\$ 532,383	\$ 191,442	\$ 261,867
Fund Balance	-	-	-	-
General Fund Costs	\$ 160,573	\$ 351,454	\$ 15,975	\$ 67,877

Staffing

Total current authorized positions - 1.00

There are no changes to the current level of staffing.

Total recommended positions - 1.00

Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 476,503
Fund Balance	-
General Fund Costs	\$ 476,503
% Funded by General Fund	100.0 %
Total Staffing	1.2 FTE

Program Overview

Maintenance of storm drain system to provide the efficient flow of storm water and to comply with storm water pollution prevention requirements.

Service Objectives

- Provide effective and timely inspection and maintenance of the storm drain system including inlet and outfall structures, 2,216 storm drain inlets and collection system.
- Provide annual cleaning and inspection of all inlets.

Proposed Budget

It is recommended that a budget of \$476,503 be approved for the Storm Drain Maintenance program. This represents an increase of \$26,553 (5.9%) from the FY 2018 Adopted Budget.

The increase in cost allocation is due to a change in allocation methodology for equipment, IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 1,259	\$ 1,700	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 1,259	\$ 1,700	-
Expenditures				
Employee Compensation	\$ 112,993	\$ 131,084	\$ 121,029	\$ 127,538
Employee Benefits	\$ 46,263	\$ 62,203	\$ 50,051	\$ 51,389
Materials	\$ 7,441	\$ 7,408	\$ 16,260	\$ 16,720
Contract Services	\$ 122,423	\$ 176,410	\$ 225,000	\$ 225,000
Cost Allocation	\$ 14,448	\$ 31,359	\$ 33,530	\$ 43,770
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 4,080	\$ 12,086
Total Expenditures	\$ 303,568	\$ 408,465	\$ 449,950	\$ 476,503
Fund Balance	-	-	-	-
General Fund Costs	\$ 303,568	\$ 407,206	\$ 448,250	\$ 476,503

Staffing

Total current authorized positions - 1.20

There are no changes to the current level of staffing.

One part-time Maintenance Worker I position is requested to provide continuity of service in the Storm Drain Maintenance program.

Total recommended positions - 1.20

Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 1,057,060
Total Expenditures	\$ 1,195,876
Fund Balance	\$ 661,184
General Fund Costs	\$ 800,000
% Funded by General Fund	66.9 %
Total Staffing	1.3 FTE

Program Overview

Maintain sidewalks, curb and gutter to a standard that is functional and improves accessibility and minimizes liability. Optimize the use of available funds by coordinating with other improvement projects.

Service Objectives

- Timely maintain concrete improvements in response to citizen complaints and coordinate with programmed asphalt improvements.

Proposed Budget

It is recommended that a budget of \$1,195,876 be approved for the Sidewalk Curb and Gutter program. This represents an increase of \$110,351 (10.2%) from the FY 2018 Adopted Budget.

The increase is primarily due to special projects described in the table below. Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. A decrease in cost allocation is due to changes in allocation methodology for equipment, IT, city clerk, city manager, finance and human resources charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Annual Sidewalk Curb & Gutter Project	\$850,000	\$850,000	Transportation Fund	Annual sidewalk, curb and gutter maintenance
Sidewalk Grinding	\$50,000	\$50,000	Transportation Fund	Annual sidewalk, curb and gutter maintenance
Total	\$900,000	\$930,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	\$ 1,200	-
Intergovernmental Revenue	-	\$ 21,104	\$ 209,600	\$ 1,057,060
Charges for Services	-	\$ 19,183	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 40,288	\$ 210,800	\$ 1,057,060
Expenditures				
Employee Compensation	\$ 69,900	\$ 71,599	\$ 104,240	\$ 129,339
Employee Benefits	\$ 34,970	\$ 39,037	\$ 59,175	\$ 67,319
Materials	\$ 4,935	\$ 142	\$ 3,729	\$ 3,729
Contract Services	-	-	-	\$ 31,000
Cost Allocation	\$ 66,816	\$ 44,435	\$ 68,111	\$ 62,753
Capital Outlay	-	-	\$ 850,000	-
Special Projects	\$ 815,555	\$ 825,140	-	\$ 900,000
Appropriations for Contingency	-	-	\$ 270	\$ 1,736
Total Expenditures	\$ 992,176	\$ 980,352	\$ 1,085,525	\$ 1,195,876
Fund Balance	\$ (992,176)	\$ (133,087)	\$ (24,725)	\$ 661,184
General Fund Costs	-	\$ 806,977	\$ 850,000	\$ 800,000

Staffing

Total current authorized positions - 1.30

There are no changes to the current level of staffing.

Total recommended positions - 1.30

Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 1,525,379
Total Expenditures	\$ 6,832,574
Fund Balance	\$ (307,195)
General Fund Costs	\$ 5,000,000
% Funded by General Fund	73.2 %
Total Staffing	3.35 FTE

Program Overview

This program maintains streets to a standard that balances preventative maintenance with stop gap measures while minimizing liability.

Service Objectives

- Perform preventative maintenance activities of fog seal and crack fill.
- Perform stop gap maintenance of arterial, collector and residential streets.
- Oversee and manage contracted pavement maintenance projects.

Proposed Budget

It is recommended that a budget of \$6,832,574 be approved for the Street Pavement Maintenance program. This represents an increase of \$88,190 (1.3%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Pavement maintenance (Special Project)	\$5,000,000	\$5,000,000	Transportation Fund	Annual asphalt project
Pavement maintenance (Capital Outlay)	\$978,379	\$978,379	SB1 Grant Funding	Annual asphalt project
Total	\$5,978,379	\$5,978,379		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	\$ 224,184	\$ 1,324,000	\$ 1,340,379
Charges for Services	-	\$ 3,096	\$ 4,100	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 1,709	\$ 148,639	-	\$ 185,000
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 1,709	\$ 375,919	\$ 1,328,100	\$ 1,525,379
Expenditures				
Employee Compensation	\$ 254,714	\$ 254,147	\$ 254,727	\$ 289,040
Employee Benefits	\$ 126,995	\$ 138,331	\$ 134,377	\$ 141,026
Materials	\$ 46,648	\$ 37,675	\$ 62,080	\$ 62,080
Contract Services	\$ 8,916	\$ 137,388	\$ 136,000	\$ 176,000
Cost Allocation	\$ 89,364	\$ 149,849	\$ 145,640	\$ 174,145
Capital Outlay	\$ 37,315	\$ 51,830	-	\$ 978,379
Special Projects	\$ 8,192,611	\$ 6,625,393	\$ 6,000,000	\$ 5,000,000
Appropriations for Contingency	-	-	\$ 11,560	\$ 11,904
Total Expenditures	\$ 8,756,565	\$ 7,394,614	\$ 6,744,384	\$ 6,832,574
Fund Balance	\$ (2,754,856)	\$ (1,999,208)	\$ 583,716	\$ (307,195)
General Fund Costs	\$ 6,000,000	\$ 5,019,487	\$ 6,000,000	\$ 5,000,000

Staffing

Total current authorized positions - 3.35

There are no changes to the current level of staffing.

Total recommended positions - 3.35

Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 661,889
Fund Balance	\$ (661,889)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	3.5 FTE

Program Overview

This program maintains street regulatory and informational signs, street striping, markings and legends, as well as removes graffiti within street right-of-way in a timely manner.

Service Objectives

- Respond to regulatory and informational sign issues in a timely manner.
- Coordinate and respond to work orders from the Traffic Engineer.
- Maintain street sign and traffic marking assets in compliance with the Manual of Uniform Traffic Control Devices.
- Remove graffiti in a timely manner.

Proposed Budget

It is recommended that a budget of \$661,889 be approved for the Street Sign Marking program. This represents a decrease of \$170,101 (-20.4%) from the FY 2018 Adopted Budget.

The decrease is primarily due to a change in cost allocation methodology for equipment, IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	\$ 800	-
Intergovernmental Revenue	-	-	\$ 132,400	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	\$ 133,200	-
Expenditures				
Employee Compensation	\$ 273,014	\$ 272,138	\$ 269,284	\$ 268,072
Employee Benefits	\$ 138,601	\$ 149,858	\$ 138,319	\$ 145,723
Materials	\$ 102,840	\$ 98,676	\$ 109,228	\$ 109,228
Contract Services	\$ 4,870	\$ 8,596	\$ 17,000	\$ 17,000
Cost Allocation	\$ 243,384	\$ 116,492	\$ 268,028	\$ 115,555
Capital Outlay	-	-	-	-
Special Projects	-	-	\$ 22,000	-
Appropriations for Contingency	-	-	\$ 8,131	\$ 6,311
Total Expenditures	\$ 762,709	\$ 645,761	\$ 831,990	\$ 661,889
Fund Balance	\$ (762,709)	\$ (622,243)	\$ (698,790)	\$ (661,889)
General Fund Costs	-	\$ 23,518	-	-

Staffing

Total current authorized positions - 3.50

There are no changes to the current level of staffing.

Total recommended positions - 3.50

Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 588,241
Fund Balance	-
General Fund Costs	\$ 588,241
% Funded by General Fund	100.0 %
Total Staffing	0.95 FTE

Program Overview

Maintain city owned streetlights (2,950), parking lot lights and park lighting.

Service Objectives

- Respond to outages in a timely manner.
- Conserve electricity through the conversion of older less efficient light technology to current and tested technologies.
- Replace direct buried wiring with wiring in conduits as failures occur.

Proposed Budget

It is recommended that a budget of \$588,241 be approved for the Street Lighting program. This represents a decrease of \$17,119 (-2.8%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Street light pole replacement	\$80,000		General Fund	
Park pathway light poles	\$17,000		General Fund	Linda Vista & Wilson Parks
Total	\$97,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 14,385	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 14,385	-	-
Expenditures				
Employee Compensation	\$ 29,014	\$ 32,362	\$ 92,841	\$ 90,688
Employee Benefits	\$ 14,907	\$ 16,544	\$ 44,907	\$ 44,497
Materials	\$ 218,774	\$ 237,323	\$ 256,476	\$ 277,769
Contract Services	\$ 19,928	\$ 3,367	\$ 50,500	\$ 24,000
Cost Allocation	\$ 12,108	\$ 19,259	\$ 22,437	\$ 39,199
Capital Outlay	\$ 127,890	\$ 35,260	\$ 118,000	\$ 97,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 20,199	\$ 15,088
Total Expenditures	\$ 422,620	\$ 344,115	\$ 605,360	\$ 588,241
Fund Balance	-	-	-	-
General Fund Costs	\$ 422,620	\$ 329,730	\$ 605,360	\$ 588,241

Staffing

Total current authorized positions - 0.95

There are no changes to the current level of staffing.

Total recommended positions - 0.95

Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 1,056,968
Total Expenditures	\$ 1,593,660
Fund Balance	\$ (536,692)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	3.0 FTE

Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (102), rolling stock (55), trailers (19), riding mowers (12), and all power equipment (234). The division also manages above ground fuel storage tank at Service Center.

Service Objectives

- Maintain all city vehicles and equipment to reduce operating costs and increase safety.
- Fabricate, weld and repair equipment that includes vehicles, apparatus, structures, facilities for function and safety.
- Develop specifications and bid per City policy the purchases of trucks, tractors and other significant equipment.
- Maintain surplus vehicles and other equipment per City policy.
- Ensure all vehicles conform to State of California emission regulations.
- Maintain / inspect above ground fuel tanks as required.
- Maintain accurate inventory of fleet/equipment assets.
- Maintain a safe and clean working environment be approved for the equipment mechanics and welding.

Proposed Budget

It is recommended that a budget of \$1,593,660 be approved for the Equipment Maintenance program. This represents an increase of \$342,421 (27.4%) from the FY 2018 Adopted Budget.

The increase is primarily due to a change in cost allocation methodology for equipment, IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	\$ 1,056,968
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	\$ 1,056,968
Expenditures				
Employee Compensation	\$ 174,354	\$ 230,249	\$ 275,327	\$ 278,161
Employee Benefits	\$ 89,303	\$ 492,022	\$ 121,280	\$ 126,268
Materials	\$ 252,632	\$ 460,611	\$ 323,639	\$ 331,679
Contract Services	\$ 125,268	\$ 147,496	\$ 140,000	\$ 140,000
Cost Allocation	\$ 470,242	\$ 141,965	\$ 358,774	\$ 693,968
Capital Outlay	-	\$ 10,486	-	-
Special Projects	\$ 24,809	-	-	-
Appropriations for Contingency	-	-	\$ 32,219	\$ 23,584
Total Expenditures	\$ 1,136,608	\$ 1,482,830	\$ 1,251,239	\$ 1,593,660
Fund Balance	\$ (1,136,608)	\$ (1,473,362)	\$ (1,251,239)	\$ (536,692)
General Fund Costs	-	\$ 9,468	-	-

Staffing

Total current authorized positions - 3.00

There are no changes to the current level of staffing.

Total recommended positions - 3.00

Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 195,008
Fund Balance	-
General Fund Costs	\$ 195,008
% Funded by General Fund	100.0 %
Total Staffing	0.65 FTE

Program Overview

This program manages Service Center solid waste disposal, Service Center safety inspections, handling/disposal/reporting of City generated hazardous waste and materials – including waste that may be illegally deposited upon the right-of-way. Provide street cleaning for unforeseen events such as debris from trucks or other sources.

Service Objectives

- Coordinate disposal of solid waste collection.
- Adhere to the requirements of hazardous waste/materials storage, handling and reporting.
- Comply with Fire Marshal safety inspection requirements for Service Center facilities.
- Inspect and maintain below ground fuel tanks as required.
- Clean up traffic debris that may become deposited on streets while reducing traffic hazards.

Proposed Budget

It is recommended that a budget of \$195,008 be approved for the Environmental Materials program. This represents an increase of \$9,792 (5.3%) from the FY 2018 Adopted Budget.

The increase is primarily due to a change in cost allocation methodology for equipment, IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 46,032	\$ 46,095	\$ 52,920	\$ 56,542
Employee Benefits	\$ 20,306	\$ 21,334	\$ 28,170	\$ 28,383
Materials	\$ 24,545	\$ 29,460	\$ 44,480	\$ 44,480
Contract Services	\$ 4,474	\$ 5,354	\$ 4,500	\$ 5,000
Cost Allocation	\$ 31,560	\$ 21,986	\$ 52,137	\$ 58,129
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 3,009	\$ 2,474
Total Expenditures	\$ 126,918	\$ 124,230	\$ 185,216	\$ 195,008
Fund Balance	-	-	-	-
General Fund Costs	\$ 126,918	\$ 124,230	\$ 185,216	\$ 195,008

Staffing

Total current authorized positions - 0.65

There are no changes to the current level of staffing.

Total recommended positions - 0.65

Overpasses and Medians

Budget Unit 100-86-824

General Fund - Trees and Right of Way - Overpasses and Medians

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 1,251,274
Fund Balance	-
General Fund Costs	\$ 1,251,274
% Funded by General Fund	100.0 %
Total Staffing	6.3 FTE

Program Overview

The Overpasses and Medians program maintains 31.54 developed areas of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way and the landscaped area of the Don Burnett Bridge.

Service Objectives

- Maintain and improve median islands, landscape strips, trails, landscaped roadsides and public right-of-ways.
- Maintain and improve water efficient programming of irrigation systems.
- Meet all Department of Pesticide Regulation requirements for weed and pest control.
- Timely pruning of plant material to promote plant health, maximize aesthetics and to reduce future maintenance requirements.
- Plant and care for new plant stock to help ensure future plant health and reduce future maintenance requirements.
- Conserve water through planting of appropriate plant stock.

Proposed Budget

It is recommended that a budget of \$1,251,274 be approved for the Overpasses and Medians program. This represents a decrease of \$202,519 (-13.9%) from the FY 2018 Adopted Budget.

The decrease is primarily due to a reallocation of water service costs to better reflect costs in programs. Decreases in cost allocation are due to a change in allocation methodology for equipment, IT, finance and human resources.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 23,107	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 25,900	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 23,107	\$ 25,900	-	-
Expenditures				
Employee Compensation	\$ 472,409	\$ 433,708	\$ 492,530	\$ 474,434
Employee Benefits	\$ 248,076	\$ 240,466	\$ 249,277	\$ 250,023
Materials	\$ 233,581	\$ 149,526	\$ 353,920	\$ 201,920
Contract Services	\$ 14,841	\$ 67,654	\$ 83,000	\$ 83,000
Cost Allocation	\$ 181,872	\$ 298,283	\$ 248,423	\$ 227,651
Capital Outlay	-	\$ 288	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 26,643	\$ 14,246
Total Expenditures	\$ 1,150,779	\$ 1,189,925	\$ 1,453,793	\$ 1,251,274
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,127,672	\$ 1,164,025	\$ 1,453,793	\$ 1,251,274

Staffing

Total current authorized positions - 6.30

There are no changes to the current level of staffing.

Total recommended positions - 6.30

Street Tree Maintenance

Budget Unit 100-86-825

General Fund - Trees and Right of Way - Street Tree Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 12,000
Total Expenditures	\$ 1,194,987
Fund Balance	-
General Fund Costs	\$ 1,192,987
% Funded by General Fund	99.8 %
Total Staffing	7.4 FTE

Program Overview

The Trees Division maintains the safety, health and appearance of approximately 14,000 Street and Right-of-Way trees, as well as promotes disease free trees to enhance the City's urban forest.

Service Objectives

- Proactively perform the activities of trimming, spraying, staking, pest management and other tree health related functions.
- Respond to citizen requests to perform the trimming or other tree health related services in a timely manner.
- Remove diseased and damaged trees as needed.
- Plant replacement trees for trees removed due to disease and damage.
- Continue activities to maintain standing as a Tree City USA program.
- Update the annual forestry work plan to document our urban forest and to establish goals and objectives be approved for the care and planting of trees.
- Affix and maintain tree identification badges on all City-owned and maintained street trees.
- Provide educational flyers to all residents with street trees adjacent to their property.
- Oversees stump grinding contracts.

Proposed Budget

It is recommended that a budget of \$1,194,987 be approved for the Street Tree Maintenance program. This represents a decrease of \$56,155 (-4.5%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year. The decrease in cost allocation is due to a change in methodology for equipment, IT, finance, and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 5,880	\$ 14,616	\$ 10,000	\$ 12,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 5,880	\$ 14,616	\$ 10,000	\$ 12,000
Expenditures				
Employee Compensation	\$ 388,394	\$ 442,495	\$ 510,300	\$ 503,748
Employee Benefits	\$ 195,900	\$ 247,231	\$ 265,583	\$ 296,273
Materials	\$ 57,596	\$ 110,534	\$ 123,000	\$ 118,000
Contract Services	\$ 23,673	\$ 18,241	\$ 20,000	\$ 27,400
Cost Allocation	\$ 244,584	\$ 104,808	\$ 253,459	\$ 232,296
Capital Outlay	\$ 4,645	\$ 8,107	-	-
Special Projects	\$ 4,408	\$ 5,315	\$ 70,000	\$ 10,000
Appropriations for Contingency	-	-	\$ 8,800	\$ 7,270
Total Expenditures	\$ 919,200	\$ 936,730	\$ 1,251,142	\$ 1,194,987
Fund Balance	-	-	-	-
General Fund Costs	\$ 913,320	\$ 922,114	\$ 1,241,142	\$ 1,192,987

Staffing

Total current authorized positions - 7.40

There are no changes to the current level of staffing.

Total recommended positions - 7.40

Weekend Work Program

Budget Unit 100-86-826

General Fund - Trees and Right of Way - Weekend Work Program

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 469,476
Fund Balance	-
General Fund Costs	\$ 469,476
% Funded by General Fund	100.0 %
Total Staffing	2.3 FTE

Program Overview

The Weekend Work Program supplements existing Service Center staffing with individuals in a sentencing alternative program. Participants of the program perform manual labor type duties. The work performed by this program reduces the number of full time maintenance workers required.

Service Objectives

- Efficiently administer and schedule the Weekend Work Program for a variety of nonskilled activities, including trash pick-up, weed control, right-of-way maintenance and sand bag filling.
- Offset manual work currently performed by skilled labor so as to increase overall productivity at the Service Center.

Proposed Budget

It is recommended that a budget of \$469,476 be approved for the Weekend Work Program program. This represents an increase of \$28,198 (6.4%) from the FY 2018 Adopted Budget.

The increase is primarily due to a change in cost allocation methodology for equipment, IT, finance, and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 217,292	\$ 233,914	\$ 249,050	\$ 266,225
Employee Benefits	\$ 109,488	\$ 115,487	\$ 103,848	\$ 96,495
Materials	\$ 9,674	\$ 4,225	\$ 10,760	\$ 10,600
Contract Services	-	\$ 45	-	\$ 2,300
Cost Allocation	\$ 63,516	\$ 74,860	\$ 76,840	\$ 93,211
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 780	\$ 645
Total Expenditures	\$ 399,971	\$ 428,531	\$ 441,278	\$ 469,476
Fund Balance	-	-	-	-
General Fund Costs	\$ 399,971	\$ 428,531	\$ 441,278	\$ 469,476

Staffing

Total current authorized positions - 2.70

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 2.30

City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 303,250
Total Expenditures	\$ 619,750
Fund Balance	-
General Fund Costs	\$ 316,500
% Funded by General Fund	51.1 %
Total Staffing	1.0 FTE

Program Overview

Maintain City Hall building to ensure efficient operations, employee satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment for the public and city employees.
- Respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$619,750 be approved for the City Hall Maintenance program. This represents a decrease of \$9,988 (-1.6%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Partial exterior painting	\$15,000		General Fund	City Hall
Total	\$15,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 718,539	\$ 382,657	\$ 303,250
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 718,539	\$ 382,657	\$ 303,250
Expenditures				
Employee Compensation	\$ 91,678	\$ 92,865	\$ 92,691	\$ 99,201
Employee Benefits	\$ 45,063	\$ 49,491	\$ 47,282	\$ 46,712
Materials	\$ 186,787	\$ 172,426	\$ 216,670	\$ 229,935
Contract Services	\$ 182,624	\$ 114,738	\$ 157,000	\$ 157,000
Cost Allocation	\$ 23,472	\$ 58,577	\$ 34,135	\$ 52,555
Capital Outlay	\$ 1,235	\$ 4,300	\$ 55,000	\$ 15,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 26,960	\$ 19,347
Total Expenditures	\$ 530,859	\$ 492,397	\$ 629,738	\$ 619,750
Fund Balance	-	-	-	-
General Fund Costs	\$ 530,859	\$ (226,142)	\$ 247,081	\$ 316,500

Staffing

Total current authorized positions - 1.00

There are no changes to the current level of staffing.

Total recommended positions - 1.00

Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 550,800
Total Expenditures	\$ 338,834
Fund Balance	-
General Fund Costs	\$ (211,966)
% Funded by General Fund	-
Total Staffing	0.8 FTE

Program Overview

Maintain Library building to ensure public and employee satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment for the public and county employees.
- Timely response to requests made by County staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$338,834 be approved for the Library Maintenance program. This represents an increase of \$4,229 (1.3%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Window replacements	\$10,000	\$10,000	General Funds	Library
Granite polishing	\$6000	\$6000	General Funds	Library
Total	\$16,000	\$16,000		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	\$ 146,269	\$ 142,858	\$ 140,700	\$ 141,500
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 2,700	\$ 586,459	\$ 152,921	\$ 409,300
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 148,969	\$ 729,317	\$ 293,621	\$ 550,800
Expenditures				
Employee Compensation	\$ 57,107	\$ 60,200	\$ 63,430	\$ 65,911
Employee Benefits	\$ 32,229	\$ 35,744	\$ 34,551	\$ 34,540
Materials	\$ 12,307	\$ 3,406	\$ 14,356	\$ 14,356
Contract Services	\$ 5,965	\$ 47,863	\$ 175,000	\$ 175,000
Cost Allocation	\$ 12,972	\$ 263,432	\$ 11,541	\$ 23,259
Capital Outlay	\$ 17,338	\$ 113,890	\$ 23,000	\$ 10,000
Special Projects	\$ 432	-	-	\$ 6,000
Appropriations for Contingency	-	-	\$ 12,727	\$ 9,768
Total Expenditures	\$ 138,349	\$ 524,536	\$ 334,605	\$ 338,834
Fund Balance	-	-	-	-
General Fund Costs	\$ (10,620)	\$ (204,781)	\$ 40,984	\$ (211,966)

Staffing

Total current authorized positions - 0.80

There are no changes to the current level of staffing.

Total recommended positions - 0.80

Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 323,466
Total Expenditures	\$ 262,132
Fund Balance	-
General Fund Costs	\$ (61,334)
% Funded by General Fund	-
Total Staffing	0.7 FTE

Program Overview

This program maintains the Service Center buildings to ensure employee satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely response to requests made by Service Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$262,132 be approved for the Service Center Maintenance program. This represents a decrease of \$52,522 (-16.7%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects as well as decreased costs in cost allocation for vehicle and equipment replacements and a change in allocation methodology for IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 511,696	\$ 429,314	\$ 323,466
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 511,696	\$ 429,314	\$ 323,466
Expenditures				
Employee Compensation	\$ 58,748	\$ 58,659	\$ 58,102	\$ 59,410
Employee Benefits	\$ 31,788	\$ 33,395	\$ 30,932	\$ 30,638
Materials	\$ 52,383	\$ 59,199	\$ 98,215	\$ 103,269
Contract Services	\$ 31,522	\$ 35,366	\$ 40,000	\$ 40,000
Cost Allocation	\$ 63,624	\$ 65,008	\$ 63,292	\$ 21,652
Capital Outlay	\$ 150,339	\$ 3,149	\$ 15,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 9,113	\$ 7,163
Total Expenditures	\$ 388,404	\$ 254,775	\$ 314,654	\$ 262,132
Fund Balance	-	-	-	-
General Fund Costs	\$ 388,404	\$ (256,921)	\$ (114,660)	\$ (61,334)

Staffing

Total current authorized positions - 0.70

There are no changes to the current level of staffing.

Total recommended positions - 0.70

Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 181,950
Total Expenditures	\$ 466,416
Fund Balance	-
General Fund Costs	\$ 284,466
% Funded by General Fund	61.0 %
Total Staffing	0.8 FTE

Program Overview

This program maintains Quinlan Community Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Parks & Recreation Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$466,416 be approved for the Quinlan Community Center Maintenance program. This represents a decrease of \$38,231 (-7.6%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects. Increased costs in gas, electric and water services are due to rate increases. Increases in cost allocation are due to a change in allocation methodology for equipment and IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Changing tables	\$10,000		General Fund	
Automated bottle fillers	\$12,000		General Fund	
Track lighting	\$12,000		General Fund	Historical Society Museum
Office window	\$15,000		General Fund	
Automatic door opener	\$20,000		General Fund	ADA upgrade
Total	\$69,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 251,129	\$ 228,304	\$ 181,950
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 251,129	\$ 228,304	\$ 181,950
Expenditures				
Employee Compensation	\$ 61,616	\$ 65,784	\$ 64,479	\$ 67,958
Employee Benefits	\$ 31,274	\$ 32,024	\$ 31,176	\$ 30,721
Materials	\$ 130,898	\$ 123,144	\$ 142,962	\$ 153,700
Contract Services	\$ 96,777	\$ 107,885	\$ 100,000	\$ 100,000
Cost Allocation	\$ 10,872	\$ 19,502	\$ 8,793	\$ 32,352
Capital Outlay	\$ 30,464	\$ 64,729	\$ 140,000	\$ 69,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 17,237	\$ 12,685
Total Expenditures	\$ 361,901	\$ 413,067	\$ 504,647	\$ 466,416
Fund Balance	-	-	-	-
General Fund Costs	\$ 361,901	\$ 161,938	\$ 276,343	\$ 284,466

Staffing

Total current authorized positions - 0.80

There are no changes to the current level of staffing.

Total recommended positions - 0.80

Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 181,950
Total Expenditures	\$ 241,686
Fund Balance	-
General Fund Costs	\$ 59,736
% Funded by General Fund	24.7 %
Total Staffing	0.8 FTE

Program Overview

Maintain Senior Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely response to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$241,686 be approved for the Senior Center Maintenance program. This represents a decrease of \$6,971 (-2.8%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 270,705	\$ 241,641	\$ 181,950
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	\$ 18,689	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 289,394	\$ 241,641	\$ 181,950
Expenditures				
Employee Compensation	\$ 57,197	\$ 48,692	\$ 58,731	\$ 56,694
Employee Benefits	\$ 29,359	\$ 26,807	\$ 32,192	\$ 30,975
Materials	\$ 54,039	\$ 59,700	\$ 61,040	\$ 67,916
Contract Services	\$ 55,048	\$ 78,520	\$ 60,000	\$ 66,000
Cost Allocation	\$ 9,888	\$ 39,661	\$ 1,912	\$ 13,387
Capital Outlay	\$ 8,984	\$ 87,214	\$ 26,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 8,782	\$ 6,714
Total Expenditures	\$ 214,515	\$ 340,595	\$ 248,657	\$ 241,686
Fund Balance	-	-	-	-
General Fund Costs	\$ 214,515	\$ 51,202	\$ 7,016	\$ 59,736

Staffing

Total current authorized positions - 0.80

There are no changes to the current level of staffing.

Total recommended positions - 0.80

McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 1,700
Total Expenditures	\$ 178,993
Fund Balance	-
General Fund Costs	\$ 177,293
% Funded by General Fund	99.1 %
Total Staffing	0.6 FTE

Program Overview

This program maintains McClellan Ranch buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$178,993 be approved for the McClellan Ranch Maintenance program. This represents an increase of \$32,549 (22.2%) from the FY 2018 Adopted Budget.

The increase is primarily due to special projects described in the table below.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Repaint building exterior	\$12,000		General Fund	Environmental Education Center
Rodent controls-gift shop	\$30,000		General Fund	Building reinforcement
Total	\$42,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	\$ 1,700
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	\$ 1,700
Expenditures				
Employee Compensation	\$ 43,541	\$ 45,976	\$ 47,945	\$ 47,885
Employee Benefits	\$ 21,454	\$ 23,585	\$ 24,296	\$ 23,964
Materials	\$ 12,762	\$ 11,378	\$ 20,867	\$ 22,392
Contract Services	\$ 30,501	\$ 35,456	\$ 26,000	\$ 26,000
Cost Allocation	\$ 5,448	\$ 8,432	\$ 5,736	\$ 12,832
Capital Outlay	\$ 7,410	\$ 10,942	\$ 18,000	\$ 12,000
Special Projects	-	-	-	\$ 30,000
Appropriations for Contingency	-	-	\$ 3,600	\$ 3,920
Total Expenditures	\$ 121,116	\$ 135,770	\$ 146,444	\$ 178,993
Fund Balance	-	-	-	-
General Fund Costs	\$ 121,116	\$ 135,770	\$ 146,444	\$ 177,293

Staffing

Total current authorized positions - 0.60

There are no changes to the current level of staffing.

Total recommended positions - 0.60

Monta Vista Community Center Maintenance

Budget Unit 100-87-833

General Fund - Facilities and Fleet - Monta Vista Community Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 121,300
Total Expenditures	\$ 227,890
Fund Balance	-
General Fund Costs	\$ 106,590
% Funded by General Fund	46.8 %
Total Staffing	0.4 FTE

Program Overview

This program maintains Monta Vista Community Center and adjacent buildings to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$227,890 be approved for the Monta Vista Community Center Maintenance program. This represents an increase of \$77,203 (51.2%) from the FY 2018 Adopted Budget.

The increase is primarily due to an increase in special projects. The increase in cost allocation is due to a change in allocation methodology for equipment and IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Replace gymnastic area floors	\$48,000		General Fund	Monta Vista Community Center
Preschool kitchenette remodel	\$45,000		General Fund	Monta Vista Community Center
Total	\$93,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 166,597	\$ 151,450	\$ 121,300
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 166,597	\$ 151,450	\$ 121,300
Expenditures				
Employee Compensation	\$ 32,121	\$ 33,138	\$ 34,502	\$ 35,911
Employee Benefits	\$ 16,886	\$ 18,101	\$ 17,318	\$ 16,993
Materials	\$ 24,796	\$ 23,784	\$ 30,959	\$ 33,573
Contract Services	\$ 31,236	\$ 31,084	\$ 35,000	\$ 35,000
Cost Allocation	\$ 5,448	\$ 23,099	\$ 2,868	\$ 9,984
Capital Outlay	\$ 7,040	\$ 11,849	\$ 25,000	\$ 93,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 5,040	\$ 3,429
Total Expenditures	\$ 117,527	\$ 141,055	\$ 150,687	\$ 227,890
Fund Balance	-	-	-	-
General Fund Costs	\$ 117,527	\$ (25,542)	\$ (763)	\$ 106,590

Staffing

Total current authorized positions - 0.40

There are no changes to the current level of staffing.

Total recommended positions - 0.40

Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 63,164
Fund Balance	-
General Fund Costs	\$ 63,164
% Funded by General Fund	100.0 %
Total Staffing	0.2 FTE

Program Overview

This program maintains Wilson Park pottery building to ensure efficient operations, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$63,164 be approved for the Wilson Park Maintenance program. This represents a decrease of \$4,327 (-6.4%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects. Increases in cost allocation is due to a change in allocation methodology for equipment and IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 18,104	\$ 17,999	\$ 17,831	\$ 18,167
Employee Benefits	\$ 8,768	\$ 9,890	\$ 10,168	\$ 10,361
Materials	\$ 11,533	\$ 12,594	\$ 13,959	\$ 15,217
Contract Services	\$ 22,565	\$ 12,506	\$ 10,000	\$ 10,000
Cost Allocation	\$ 3,228	\$ 2,814	\$ 5,737	\$ 8,158
Capital Outlay	-	\$ 1,200	\$ 8,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,796	\$ 1,261
Total Expenditures	\$ 64,199	\$ 57,002	\$ 67,491	\$ 63,164
Fund Balance	-	-	-	-
General Fund Costs	\$ 64,199	\$ 57,002	\$ 67,491	\$ 63,164

Staffing

Total current authorized positions - 0.20

There are no changes to the current level of staffing.

Total recommended positions - 0.20

Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 37,207
Fund Balance	-
General Fund Costs	\$ 37,207
% Funded by General Fund	100.0 %
Total Staffing	0.1 FTE

Program Overview

This program maintains Portal Park building to ensure user efficient operations, satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$37,207 be approved for the Portal Park Maintenance program. This represents a decrease of \$21,559 (-36.7%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects. Increases in gas and water services are due to rate increases. Increases in cost allocations are due to a change in allocation methodology for equipment and IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 8,887	\$ 8,939	\$ 8,815	\$ 8,909
Employee Benefits	\$ 4,336	\$ 4,930	\$ 5,084	\$ 5,182
Materials	\$ 4,424	\$ 3,789	\$ 7,613	\$ 8,606
Contract Services	\$ 2,955	\$ 3,123	\$ 8,251	\$ 8,251
Cost Allocation	\$ 2,112	\$ 1,420	\$ 2,869	\$ 5,416
Capital Outlay	-	\$ 2,200	\$ 25,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,134	\$ 843
Total Expenditures	\$ 22,713	\$ 24,401	\$ 58,766	\$ 37,207
Fund Balance	-	-	-	-
General Fund Costs	\$ 22,713	\$ 24,401	\$ 58,766	\$ 37,207

Staffing

Total current authorized positions - 0.10

There are no changes to the current level of staffing.

Total recommended positions - 0.10

Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 490,076
Fund Balance	\$ (490,076)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	0.7 FTE

Program Overview

This program maintains Sport Center facilities to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$490,076 be approved for the Sports Center Maintenance program. This represents an increase of \$5,453 (1.1%) from the FY 2018 Adopted Budget.

This budget remains relatively unchanged from the prior fiscal year.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Paint lower level floor & stairwell	\$30,000		Sport Center Enterprise Fund	
Paint racquetball and gym	\$30,000		Sport Center Enterprise Fund	
Panel replacement in lower level	\$15,000		Sport Center Enterprise Fund	
Total	\$75,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 65,935	\$ 66,612	\$ 63,612	\$ 65,543
Employee Benefits	\$ 27,338	\$ 30,439	\$ 34,254	\$ 34,021
Materials	\$ 101,913	\$ (36,612)	\$ 145,167	\$ 158,778
Contract Services	\$ 52,493	\$ 67,112	\$ 60,000	\$ 60,000
Cost Allocation	\$ 100,543	\$ 68,055	\$ 71,054	\$ 86,476
Capital Outlay	\$ 45,826	\$ 16,450	\$ 95,000	-
Special Projects	-	-	-	\$ 75,000
Appropriations for Contingency	-	-	\$ 15,536	\$ 10,258
Total Expenditures	\$ 394,048	\$ 212,055	\$ 484,623	\$ 490,076
Fund Balance	\$ (394,048)	\$ 192,562	\$ (484,623)	\$ (490,076)
General Fund Costs	-	\$ 404,617	-	-

Staffing

Total current authorized positions - 0.70

There are no changes to the current level of staffing.

Total recommended positions - 0.70

Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 60,650
Total Expenditures	\$ 65,790
Fund Balance	-
General Fund Costs	\$ 5,140
% Funded by General Fund	7.8 %
Total Staffing	0.2 FTE

Program Overview

This program maintains Creekside Park building to ensure efficient operations, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$65,790 be approved for the Creekside Park Maintenance program. This represents a decrease of \$70,123 (-51.6%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects. Increases in electric and water service are due to rate increases. The increase in cost allocation is due to a change in allocation methodology for equipment and IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 89,958	\$ 81,781	\$ 60,650
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 89,958	\$ 81,781	\$ 60,650
Expenditures				
Employee Compensation	\$ 17,574	\$ 18,722	\$ 19,509	\$ 20,025
Employee Benefits	\$ 8,784	\$ 9,813	\$ 10,022	\$ 9,616
Materials	\$ 9,688	\$ 8,889	\$ 13,755	\$ 16,324
Contract Services	\$ 10,483	\$ 13,168	\$ 10,000	\$ 10,000
Cost Allocation	\$ 3,336	\$ 12,290	\$ 2,868	\$ 8,509
Capital Outlay	\$ 14,617	\$ 192	\$ 78,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,759	\$ 1,316
Total Expenditures	\$ 64,481	\$ 63,074	\$ 135,913	\$ 65,790
Fund Balance	-	-	-	-
General Fund Costs	\$ 64,481	\$ (26,884)	\$ 54,132	\$ 5,140

Staffing

Total current authorized positions - 0.20

There are no changes to the current level of staffing.

Total recommended positions - 0.20

Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 202,167
Total Expenditures	\$ 251,328
Fund Balance	-
General Fund Costs	\$ 49,161
% Funded by General Fund	19.6 %
Total Staffing	0.5 FTE

Program Overview

This program maintains Community Hall and interactive fountain to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by City Hall staff.
- Manage and responsibly coordinate work completed by contractors.
- Ensure water quality and functionality of interactive fountain.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$251,328 be approved for the Community Hall Maintenance program. This represents a decrease of \$15,931 (-6.0%) from the FY 2018 Adopted Budget.

The decrease is primarily due to the completion of special projects. The increase in electric and water services are due to rate increases. The increase in cost allocation is due to a change in allocation methodology for equipment and IT charges. This budget includes \$10,000 in annual maintenance for the Civic Center fountain.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 275,140	\$ 250,130	\$ 202,167
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 275,140	\$ 250,130	\$ 202,167
Expenditures				
Employee Compensation	\$ 35,133	\$ 32,122	\$ 36,837	\$ 36,262
Employee Benefits	\$ 19,576	\$ 19,386	\$ 20,717	\$ 20,686
Materials	\$ 41,646	\$ 44,090	\$ 59,800	\$ 66,425
Contract Services	\$ 23,102	\$ 33,471	\$ 95,000	\$ 105,000
Cost Allocation	\$ 5,556	\$ 7,020	\$ 3,825	\$ 14,384
Capital Outlay	\$ 1,410	\$ 54,296	\$ 45,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 6,080	\$ 8,571
Total Expenditures	\$ 126,424	\$ 190,385	\$ 267,259	\$ 251,328
Fund Balance	-	-	-	-
General Fund Costs	\$ 126,424	\$ (84,755)	\$ 17,129	\$ 49,161

Staffing

Total current authorized positions - 0.50

There are no changes to the current level of staffing.

Total recommended positions - 0.50

Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 80,867
Total Expenditures	\$ 96,024
Fund Balance	-
General Fund Costs	\$ 15,157
% Funded by General Fund	15.8 %
Total Staffing	0.1 FTE

Program Overview

This program maintains Teen Center area below the Sports Center to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$96,024 be approved for the Teen Center Maintenance program. This represents an increase of \$48,991 (104.2%) from the FY 2018 Adopted Budget.

The increase is primarily due to gas, electric and water service rate increases, special projects and cost allocation increases due to a change in allocation methodology for equipment and IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Projects	Appropriation	Revenue	Funding Source	Description
Painting	\$30,000		General Fund	Teen Center
Carpet replacement	\$20,000		General Fund	Teen Center
Total	\$50,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 44,312	\$ 97,866	\$ 80,867
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 44,312	\$ 97,866	\$ 80,867
Expenditures				
Employee Compensation	\$ 8,887	\$ 9,270	\$ 9,015	\$ 9,009
Employee Benefits	\$ 4,319	\$ 4,981	\$ 5,084	\$ 5,182
Materials	\$ 11,513	\$ 11,581	\$ 9,446	\$ 10,173
Contract Services	\$ 20,914	\$ 19,411	\$ 14,000	\$ 14,000
Cost Allocation	\$ 1,116	\$ 6,082	\$ 2,869	\$ 3,951
Capital Outlay	-	-	\$ 5,000	-
Special Projects	-	-	-	\$ 50,000
Appropriations for Contingency	-	-	\$ 1,619	\$ 3,709
Total Expenditures	\$ 46,748	\$ 51,325	\$ 47,033	\$ 96,024
Fund Balance	-	-	-	-
General Fund Costs	\$ 46,748	\$ 7,012	\$ (50,833)	\$ 15,157

Staffing

Total current authorized positions - 0.10

There are no changes to the current level of staffing.

Total recommended positions - 0.10

Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 168,860
Fund Balance	-
General Fund Costs	\$ 168,860
% Funded by General Fund	100.0 %
Total Staffing	0.2 FTE

Program Overview

This program maintains park restrooms to ensure efficient operations, user satisfaction and community pride.

Service Objectives

- Provide for clean and functioning restrooms at various park locations.
- Timely response to requests made by the users of the park.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$168,860 be approved for the Park Bathrooms Maintenance program. This represents an increase of \$13,895 (9.0%) from the FY 2018 Adopted Budget.

The increase is due primarily to special projects and increase in cost allocation due to a change in allocation methodology for IT charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Projects	Appropriation	Revenue	Funding Source	Description
New floor, plumbing fixtures, paint and wallcovering	\$30,000		General Fund	Creekside Park Restrooms
Total	\$30,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	\$ 14,108	\$ 15,689	\$ 16,290	\$ 16,897
Employee Benefits	\$ 6,402	\$ 7,346	\$ 8,283	\$ 8,477
Materials	\$ 18,743	\$ 26,196	\$ 25,080	\$ 25,080
Contract Services	\$ 22,637	\$ 28,604	\$ 75,000	\$ 75,000
Cost Allocation	-	\$ 2,932	\$ 1,912	\$ 8,402
Capital Outlay	\$ 2,000	\$ 3,305	\$ 20,400	\$ 30,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 8,000	\$ 5,004
Total Expenditures	\$ 63,889	\$ 84,071	\$ 154,965	\$ 168,860
Fund Balance	-	-	-	-
General Fund Costs	\$ 63,889	\$ 84,071	\$ 154,965	\$ 168,860

Staffing

Total current authorized positions - 0.20

There are no changes to the current level of staffing.

Total recommended positions - 0.20

Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 444,766
Total Expenditures	\$ 556,114
Fund Balance	-
General Fund Costs	\$ 111,348
% Funded by General Fund	20.0 %
Total Staffing	0.9 FTE

Program Overview

This program maintains Blackberry Farm buildings and facilities to ensure efficient operations, employee satisfaction, user satisfactions and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment for the public and employees.
- Timely response to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$556,114 be approved for the Blackberry Farm Maintenance program. This represents an increase of \$257,906 (86.5%) from the FY 2018 Adopted Budget.

The increase is primarily due to gas, electric and water service rate increases, special projects and increases in cost allocation due to a change in allocation methodology for equipment charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Replaster pools	\$200,000		General Fund	Blackberry Farm Park
Total	\$200,000			

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	\$ 380,515	\$ 568,674	\$ 444,766
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	\$ 380,515	\$ 568,674	\$ 444,766
Expenditures				
Employee Compensation	\$ 52,402	\$ 55,440	\$ 64,595	\$ 66,363
Employee Benefits	\$ 27,040	\$ 33,282	\$ 37,810	\$ 38,538
Materials	\$ 100,054	\$ 97,435	\$ 95,882	\$ 104,601
Contract Services	\$ 63,569	\$ 54,148	\$ 55,000	\$ 55,000
Cost Allocation	\$ 2,220	\$ 52,724	\$ 8,606	\$ 83,822
Capital Outlay	\$ 57,988	\$ 16,288	\$ 25,000	\$ 200,000
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 11,315	\$ 7,790
Total Expenditures	\$ 303,273	\$ 309,317	\$ 298,208	\$ 556,114
Fund Balance	-	-	-	-
General Fund Costs	\$ 303,273	\$ (71,198)	\$ (270,466)	\$ 111,348

Staffing

Total current authorized positions - 0.90

There are no changes to the current level of staffing.

Total recommended positions - 0.90

Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 35,633
Fund Balance	-
General Fund Costs	\$ 35,633
% Funded by General Fund	100.0 %
Total Staffing	0 FTE

Program Overview

This program maintains the Traffic Operations Center on Franco Court to ensure efficient operations, user satisfaction and community pride.

Service Objectives

- Provide for a safe, clean and productive working environment for city employees.
- Respond to requests made by Traffic Operations Center staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity and gas.

Proposed Budget

It is recommended that a budget of \$35,633 be approved for the Franco Traffic Operations Center program. This represents an increase of \$17,633 (98.0%) from the FY 2018 Adopted Budget.

The increase is due primarily to a change in allocation methodology for equipment and IT charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	\$ 35,633
Capital Outlay	-	-	\$ 18,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
Total Expenditures	-	-	\$ 18,000	\$ 35,633
Fund Balance	-	-	-	-
General Fund Costs	-	-	\$ 18,000	\$ 35,633

Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00

Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

Budget at a Glance

	2019 Proposed Budget
Total Revenues	\$ 458,500
Total Expenditures	\$ 1,424,695
Fund Balance	-
General Fund Costs	\$ 966,195
% Funded by General Fund	67.8 %
Total Staffing	3.5 FTE

Program Overview

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage all modes of travel within the City's street and trail network. This includes responding to citizen requests and concerns regarding traffic issues, developing plans for the installation of traffic signals, traffic signs, and pavement markings, and developing design standards. The Division assists in the preparation of the General Plan, street plan lines and the capital improvement program related to street improvements. Division staff are active on Santa Clara Valley Transportation Authority (VTA) subcommittees and working groups and keeps abreast regarding current developments in the field as well as grant funding opportunities for large projects.

The Transportation Division also participates in the review of private development proposals to identify potential traffic impacts and to require necessary mitigations to maintain levels of service and safe and efficient traffic operations.

Service Objectives

- Ensure the efficiency and safety of the street system for all modes of travel through continual observation of traffic patterns, traffic signals and other traffic control devices.
- Review traffic collision reports, traffic flow patterns, and neighborhood traffic issues and respond as needed.
- Cooperate with neighboring jurisdictions on regional issues that affect both traffic safety and traffic efficiency at City boundaries.
- Continue training personnel in traffic engineering by encouraging attendance at classes and seminars.
- Encourage the use of alternate modes of transportation to the single occupancy vehicle through implementation of recommendations contained within the Bicycle and Pedestrian Transportation Plans.
- Supports transit initiatives, ride-share programs, carpool programs, and transportation planning work for all modes of transportation.

Proposed Budget

It is recommended that a budget of \$1,424,695 be approved for the Traffic Engineering program. This represents an increase of \$423,671 (42.3%) from the FY 2018 Adopted Budget.

Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. The increase in meeting and training costs is to support staff development and certifications. Increases in cost allocation are due to a change in allocation methodology for IT, finance and human resources charges.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Traffic Signal System Upgrade	\$400,000		General Funds	Replace obsolete traffic signal hardware
AC2 Staff Time Pass Through	\$20,500	\$20,500	Pass Through	
Total	\$400,000	\$20,500		

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 1,230,461	\$ 924,468	\$ 282,000	\$ 458,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 1,230,461	\$ 924,468	\$ 282,000	\$ 458,500
Expenditures				
Employee Compensation	\$ 297,999	\$ 395,224	\$ 462,698	\$ 466,791
Employee Benefits	\$ 114,510	\$ 165,368	\$ 183,851	\$ 193,270
Materials	\$ 8,512	\$ 8,492	\$ 9,655	\$ 11,555
Contract Services	\$ 153,013	\$ 271,058	\$ 216,700	\$ 214,800
Cost Allocation	\$ 22,991	\$ 82,633	\$ 92,467	\$ 106,461
Capital Outlay	-	-	-	-
Special Projects	\$ 1,200,000	\$ 898,279	\$ 22,000	\$ 420,500
Appropriations for Contingency	-	-	\$ 13,653	\$ 11,318
Total Expenditures	\$ 1,797,024	\$ 1,821,054	\$ 1,001,024	\$ 1,424,695
Fund Balance	-	-	-	-
General Fund Costs	\$ 566,563	\$ 896,587	\$ 719,024	\$ 966,195

Staffing

Total current authorized positions - 3.50

There are no changes to the current level of staffing.

The Department is requesting for the 3-year limited-term Associate Engineer position, funded 75% in this program, to be converted to a full-time permanent position.

With the 2016 Budget, a 2 year limited-term Associate Engineer position was created to manage and assist with various new active transportation efforts included in the adopted 2018 Pedestrian Master Plan, the Traffic Impact Fee development, and the Bicycle Transportation Plan implementation.

With the adoption of the 2018 Budget, the City Council added additional funding of \$3 million to an already aggressive implementation schedule for the 2016 Bicycle Transportation Plan. This includes implementation of notable projects such as the McClellan Avenue Protected Bike Lanes, the Junipero Serra Trail, the UPRR Trail, the Regnart Trail, and the Bike Boulevard network. In the fall of 2017, a donation of an additional \$1.8 million was

made for the implementation of the first phase of the Stevens Creek Boulevard Protected Bike Lanes. Additionally, with the completion of the Pedestrian Master Plan and follow-on projects, and the eventual programming of revenues generated from the Transportation Impact Fee, this position is necessary and sustainable within the organization for the foreseeable future.

Total recommended positions - 3.50

Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 526,530
Fund Balance	-
General Fund Costs	\$ 526,530
% Funded by General Fund	100.0 %
Total Staffing	2.0 FTE

Program Overview

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City's 60 traffic signals, including eight traffic signals owned by the State of California. The Division also maintains the traffic signal communication infrastructure, such as the fiber optic network and the traffic operation center hub.

Service Objectives

- Ensure the continuous and safe operation of the City's traffic signal system on a continuous 24-hour basis with full-time and on-call staff, which is accomplished by regularly performing preventative maintenance, diagnosing malfunctions and repairs, investigating citizen complaints, replacing or upgrading obsolete hardware, inspecting the work of contractors, responding to knockdowns and power outages, and adjusting signal timing parameters.
- Continue training, maintaining proficiency of traffic signal technicians and on-call staff by encouraging attendance at classes and seminars.

Proposed Budget

It is recommended that a budget of \$526,530 be approved for the Traffic Signal Maintenance program. This represents a decrease of \$187,203 (-26.2%) from the FY 2018 Adopted Budget.

Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. Decreases in contract services are due to reallocating budget to better reflect actual expenses in this program. Decreases in cost allocation are due to a change in allocation methodology for IT, finance, and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	\$ 30,316	\$ 89,777	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 30,316	\$ 89,777	-	-
Expenditures				
Employee Compensation	\$ 202,968	\$ 206,118	\$ 215,420	\$ 227,033
Employee Benefits	\$ 88,927	\$ 94,818	\$ 92,563	\$ 100,910
Materials	\$ 43,855	\$ 47,234	\$ 56,690	\$ 61,984
Contract Services	\$ 104,728	\$ 94,617	\$ 201,000	\$ 42,000
Cost Allocation	\$ 68,124	\$ 66,029	\$ 127,856	\$ 84,404
Capital Outlay	\$ 36,499	\$ 128,318	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 20,204	\$ 10,199
Total Expenditures	\$ 545,100	\$ 637,134	\$ 713,733	\$ 526,530
Fund Balance	-	-	-	-
General Fund Costs	\$ 514,784	\$ 547,357	\$ 713,733	\$ 526,530

Staffing

Total current authorized positions - 2.00

There are no changes to the current level of staffing.

Total recommended positions - 2.00

Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 446,499
Fund Balance	-
General Fund Costs	\$ 446,499
% Funded by General Fund	100.0 %
Total Staffing	1.0 FTE

Program Overview

Safe Routes 2 School seeks to engage local schools, school districts, parent organizations, community groups, and the Santa Clara County Sheriff's Office in the mission of reducing Singular Occupancy Vehicle (SOV) travel to and from school in order to reduce carbon emission and car traffic, and increase student safety. The program seeks to achieve these objectives through education, encouragement, enforcement, and engineering infrastructure changes in and around Cupertino schools.

Service Objectives

- Help to improve the health and well-being of children by increasing the number of students who walk or bike to school.
- Develop partnerships with school administrators, staff, parents, and children.
- Encourage and empower more students and families to walk, bike, carpool, and take alternative transit to school.
- Adjust signage and infrastructure surrounding Cupertino schools to facilitate a safer environment for bicycle and pedestrian travel.
- Educate students and families about the benefits of walking and bicycling to school; health, environmental protection, academic improvements, community building and more.
- Minimize gaps in communication between City, School Districts, and Schools and collaborate on efforts to increase student safety.

Proposed Budget

It is recommended that a budget of \$446,499 be approved for the Safe Routes 2 School program. This represents an increase of \$299,738 (204.2%) from the FY 2018 Adopted Budget.

Safe Routes 2 School is a new program that was funded in the Traffic Engineering program in previous fiscal years. Increase in contract services is attributed to the crossing guard contract being moved from the Service Center Administration program. Increases in compensation and benefits are due to negotiated salary and benefit changes due to take effect in July 2018. In previous fiscal years, all materials and supplies were budgeted in 700-

702, general contract services. The increase in materials is due to the budget being reallocated to line items where the expenses actually occur. Increases in cost allocation are due to a change in allocation methodology for IT, finance and human resources charges.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	-	-	\$ 86,924	\$ 106,103
Employee Benefits	-	-	\$ 36,495	\$ 40,829
Materials	-	-	\$ 2,200	\$ 32,575
Contract Services	-	-	\$ 9,800	\$ 235,000
Cost Allocation	-	-	\$ 9,562	\$ 18,613
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	\$ 1,780	\$ 13,379
Total Expenditures	-	-	\$ 146,761	\$ 446,499
Fund Balance	-	-	-	-
General Fund Costs	-	-	\$ 146,761	\$ 446,499

Staffing

Total current authorized positions - 1.00

There are no changes to the current level of staffing.

Total recommended positions - 1.00

Minor Storm Drain Improvement

Budget Unit 210-90-978

Storm Drain Improvement - Non-Departmental - Minor Storm Drain Improvement

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	-
Fund Balance	-
General Fund Costs	-
% Funded by General Fund	-
<hr/>	
Total Staffing	0 FTE

Program Overview

This program provides funding for drainage repairs as needed in various locations.

Service Objectives

- Provide storm drain repairs throughout the City on an annual basis.

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	\$ 28,300	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	\$ 28,300	-	-	-
Expenditures				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	\$ 50,141	\$ 4,000	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
Total Expenditures	\$ 50,141	\$ 4,000	-	-
Fund Balance	\$ (21,841)	\$ (4,000)	-	-
General Fund Costs	-	-	-	-

Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00

Fixed Assets Acquisition

Budget Unit 630-90-985

Vehicle/Equip Replacement - Non-Departmental - Fixed Assets Acquisition

Budget at a Glance

	2019 Proposed Budget
Total Revenues	-
Total Expenditures	\$ 538,000
Fund Balance	\$ (538,000)
General Fund Costs	-
% Funded by General Fund	-
Total Staffing	0 FTE

Program Overview

This program purchases equipment having a value greater than \$5,000 and expected life of more than one year. Equipment users are charged for the use of these assets through a depreciation schedule. Equipment used by Special Revenue and Enterprise funds are charged to the respective funds.

Service Objectives

- Obtain quality equipment through competitive bidding.
- Purchase energy efficient vehicles whenever practical.
- Purchase quiet, ergonomic and environmentally friendly equipment whenever practical.

Proposed Budget

It is recommended that a budget of \$538,000 be approved for the Fixed Assets Acquisition program. This represents a decrease of \$491,200 (-47.7%) from the FY 2018 Adopted Budget.

The decrease is attributed to replacement of several vehicles in past fiscal years. Replacement vehicles and equipment are described in the table below.

Special Projects

The following table shows the special projects for the fiscal year.

Replacement Vehicles	Cost
Replace #37 Crown Victoria	\$35,000
Replace #23 Ranger	\$55,000
Replace #44 F350	\$55,000
Replace #26 Crown Victoria	\$35,000
Replace #43 Crown Victoria	\$50,000
Replace #33 F250	\$45,000
Replace #1 F150	\$35,000
Replace #164 Dingo	\$30,000
Replace #39 F350	\$80,000
Replace #84 F350	\$80,000
Total Replacement Vehicle	\$500,000
Replacement Equipment	
Replace #146 mower	\$25,000
Replace #105 aerator attachment	\$13,000
Total Replacement Equipment	\$38,000
Grand Total	\$538,000

Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year:

Category	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
Revenues				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
Total Revenues	-	-	-	-
Expenditures				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	\$ 7,167	\$ 5,217	\$ 1,029,200	\$ 538,000
Appropriations for Contingency	-	-	-	-
Total Expenditures	\$ 7,167	\$ 5,217	\$ 1,029,200	\$ 538,000
Fund Balance	\$ (7,167)	\$ (5,217)	\$ (1,029,200)	\$ (538,000)
General Fund Costs	-	-	-	-

Staffing

Total current authorized positions - 0.00

There is no staffing associated with this program.

Total recommended positions - 0.00