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# CITY OF CUPERTINO, CALIFORNIA

Fiscal Year 2019-20

## CITY COUNCIL



Steven Scharf  
*Mayor*



Liang Chao  
*Vice Mayor*



Darcy Paul  
*Council member*



Rod Sinks  
*Council member*



Jon Willey  
*Council member*

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Timm Borden – Interim City Manager

Vacant – Assistant City Manager

Heather Minner – City Attorney (Contract)

Kristina Alfaro – Director of Administrative Services

Bill Mitchell – Chief Technology Officer

Roger Lee – Acting Director of Public Works

Jeff Milkes – Director of Parks and Recreation

**CITY OF CUPERTINO, CALIFORNIA**  
**Fiscal Year 2019-20**  
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Cupertino  
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For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Excellence Award for Fiscal Year 2018-2019 Operating Budget***

*Presented to the*

***City of Cupertino***

For meeting the criteria established to achieve the CSMFO Excellence Award for Budgeting.

***December 19, 2018***



*Margaret Moggia*

***Margaret Moggia  
CSMFO President***

*Sara J. Roush*

***Sara Roush, Chair  
Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***



May 1, 2019

To the Residents of Cupertino, Honorable Mayor, and Members of the City Council:

I am pleased to inform the community that the City of Cupertino's healthy financial position of years past will continue into Fiscal Year 2019-2020. With revenues continuing to outpace expenditures in the short term, coupled with the City's conservative budgeting approach, the City is able to maintain excellent service, high-quality programs and initiatives, and healthy reserves. The City prides itself on being a financially stable organization, so it is a pleasure to submit a balanced budget for Fiscal Year 2019-2020.

The City's top three sources of revenue continue to be sales, property, and transient occupancy taxes. All three revenue streams are expected to grow, although the pace of that growth will slow. The last five years were a boon to the City's coffers due to major development projects, such as Main Street and Apple Park. However, these were one-off projects that have been completed. As large-scale development begins to decline in Cupertino, the City will see the effects of that in reduced short-term revenue.

This year, the City conducted a zero-base budget in which all expenses were justified for Fiscal Year 2019-2020. The process starts from a "zero base" and every function of the City is analyzed for its needs and costs. The budget is then built around what is needed for the upcoming period, regardless of whether each budget is higher or lower than the previous fiscal year. In addition to increased transparency and more accurate forecasts, this best practice resulted in total City base budget savings of approximately \$3.6 million over the previous fiscal year's budget.

City staff continued to include a medium-term (5 year) and a long-term (20 year) budget projection. While long-term projections are inherently less reliable than short-term projections, they can help detect structural budget issues that can be mitigated if identified early. In the next 10 years, our projections show healthy operating surpluses despite consistent, yet modest, declines year-over-year due to expenditure growth outpacing revenue growth.

Expenditure growth is being driven by pension liability costs that are projected to increase by more than 36% in the next five years of the forecast. Although pension costs are projected to level off in future years, the City's contract with the Santa Clara County Sheriff's Office is expected to continue increasing at a much faster rate of approximately 5.9% per year.

## **Executive Highlights**

The City, through focus and effort, was able to accomplish a lot together in the past year.

### *Parks and Recreation System Master Plan*

The citywide Parks and Recreation System Master Plan is nearing completion and will be a blueprint for future development of our parks. Our parks offer green space, respite, and protected natural resources, as well as facilities, programs and events that support community celebrations, health, and lifelong learning. The Master Plan integrates the community's vision and aspiration into a cohesive strategy to guide development, management, and renovation of our City's parks and recreation facilities.

### *Transportation*

The City also continued to move forward with alternative transportation projects that will give residents a choice when it comes to traveling for work or pleasure. Cupertino kicked off the McClellan Road Separated Bike Lanes project in May 2019. The City's first leg of a new network of separated bike lanes was built on McClellan Road from Imperial Avenue to Stelling Road. Cupertino's separated bike lanes will physically separate cyclists from motor vehicles using posts and curbs, bringing an extra level of safety to Cupertino's roadways. In addition, the City will be pursuing an on-demand community shuttle pilot program, which was endorsed by Council in April 2019.

### *Policy and Software Applications to Ensure Financial Safety*

In the fall of 2018, the Parks and Recreation Department implemented a new management software suite which significantly improved service to the public and increased efficiency in processing and administering activities for the community. In addition to the enhanced software system, City staff implemented a new cash handling policy for the purpose of establishing and maintaining an internal control system designed to ensure financial safety and high-level customer service.

Furthermore, City staff implemented a Debt Management Policy to establish guidelines for the effective issuance and management of the City's debt as well as to support the City's strategic and capital plan objectives through the most cost-effective means of debt issuance in accordance with guidelines prescribed by the Government Finance Officers Association (GFOA) and California Government Code.



### *Community Engagement on Budget Process*

The City Council requested that staff work to create a community budget event to educate and inform our residents about the budget, budget process, and how they might get involved. The City's Budget Team took this opportunity to showcase important aspects of the budget like major funding sources and expenditures on social media through fun, yet informative posts and videos. The posts also served to market the City's first community budget workshop. The event titled "Budget & Bites" as well as the social media take over leading up to the event were both great successes. Social media hits including views, reactions and comments far exceeded anything the City had ever seen. This really provided the City a new platform to engage our residents. The event itself had over forty participants and highlighted the City's financial transparency portal and utilized Open City Hall for a practical in person exercise.

### *Increased Efforts to Work on Cupertino's Interest*

In order to support Cupertino's interest, the City is working to contract with a lobbying firm to support the City's priorities at the State level. The lobbying firm will support the City by providing the following services:

- Legislative tracking, updates, and analysis
- Legislative strategy development
- Legislative advocacy and lobbying

During the selection process, special consideration will be given to firms with experience with housing and transportation legislation. Staff plans to engage the City's Legislative Review Committee and the City Council to discuss proposed legislation as well as recommend positions on bills affecting the City.

### *Capital Investment Needs*

Over the last five years, the City's budget has mainly focused on operational needs such as staffing, software systems and prudent investments in long term unfunded liabilities associated with retiree health and retirement benefits. In regard to capital needs, some dollars went toward major capital initiatives such as improving the City's pavement condition index (PCI) and other smaller projects throughout the City. The current proposed budget does not include funding to capital investments as those will have been discussed the day prior to the printing of this document on April 30, 2019 at a study session on the Capital Improvement Program (CIP). This section of the budget message will be updated as part of the printing of the final budget document.

### *Maintaining Existing Talent*

The Bay Area provides the City of Cupertino with many benefits such as a large talent pool of highly skilled candidates. However, there are multiple challenges that the City faces in recruiting and retaining top talent. For example, the Bay Area's housing costs are among the

most expensive in the country, making housing options difficult for employees. Additionally, Cupertino is in direct competition with other government agencies and private sector companies such as Apple Inc, Google, and Facebook. Furthermore, with PEPRA (Public Employees' Pension Reform Act) that took effect for all new employees hired after December 31, 2012, retirement benefits which historically attracted people to government have been reduced. In anticipation of PEPRA going into effect, the City decided to adopt a new retirement tier. What seemed like a prudent move at the time has further impacted the City's ability to recruit and retain top talent. Experienced personnel coming to the City of Cupertino will in most cases have a significantly reduced retirement benefit coming to Cupertino unless they've been employed with Cupertino in the past in tier 1.

When we look to retention of employees a few issues are at play. First, other cities in the area do have the ability to hire and place classic employees into tier 1. Second, Cupertino is a transit desert with no easy access to high-speed transit such as BART or Caltrain, making the commute to Cupertino difficult, with little to no alternatives. Lastly, instability at top leadership levels over the past year creates a level of uncertainty within the organization.

### **Pension Liability Funding**

Cupertino, like most California cities, provides retirement benefits for its employees through the California Public Employee's Retirement System (CalPERS), which administers benefits for its more than 1.5 million members. The CalPERS retirement plan is structured as a defined benefit plan. This means the plan provides benefits that are calculated using a formula, rather than accounting for individual member's contributions and earnings in a savings plan, which occurs with a 401k.

During the recession, CalPERS investment assets decreased substantially and actuarial methods and economic and demographic assumptions were adjusted, significantly decreasing asset valuations. Together, the investment decline and actuarial changes created a gap between pension assets and liabilities. This gap is known as an "Unfunded Accrued Liability" (UAL).

Prior to 2014, CalPERS agencies received their retirement rate as a percentage of payroll that included both the normal and UAL costs. In 2014, CalPERS separated the UAL from the normal annual service cost in the annual valuation report, in addition to moving from a percent of pay to a flat amount for UAL, normal cost rates remained unchanged as a percent of pay calculation.

Two years later, in December 2016, the CalPERS Board voted to decrease the rate of return on investments, also known as the discount rate, from 7.5% to 7.0%. Since then, cities across the state have been faced with an unprecedented escalation in employee pension costs. Each city has chosen to confront the challenge in its own way. The City of Cupertino decided last fiscal

year to increase our CalPERS retirement reserve from \$4.8 million to \$8 million. This approach, based on a 20-year projection, should allow the City to weather the significant projected increases to employer retirement rates while minimizing its impact on City operations. In addition, should rates exceed those currently forecasted by CalPERS due to investment returns or assumption changes, the City will be able to utilize these dollars to offset any unexpected cost. If rates stabilize, these dollars could be used as a direct payment to offset UAL costs and result in the City reaching an 80% funded status in a shorter time frame.

In Fiscal Year 2018-2019, the City formally established a Section 115 Pension Trust (Pension Rate Stabilization Program) and used the PERS reserve to fund the trust with an initial investment of \$8,000,000. The purpose of this trust is to mitigate potential impacts of pension rate volatility on the General Fund's operating budget. Despite these efforts to improve the City's posture in the face of the pension issue, these costs will become increasingly unaffordable without growing revenues through sales, property, and other taxes that have yet to be approved by the electorate.

### **Efficiencies Gained Through Technology**

Along with its investments in physical infrastructure, the City recently focused on four key initiatives:

1. Implementing business applications that provide enhanced accessibility and transparency to its residents
2. Strengthening the City's cybersecurity posture
3. Enhancing citizen engagement
4. Solidifying business continuity and disaster recovery plans

Over the past few years, the City acquired and implemented new applications to improve operational efficiencies and customer service, including an enterprise resource planning software for budget, payroll, and human resources processes, land management application, a Recreation software, an Asset Management module; along with transparency platforms like OpenGov.

Citizen engagement, always a priority with Cupertino staff, will continue to be enhanced through the Open City Hall application. This application is utilized to inform and involve citizens by sharing information more effectively and collecting broader resident feedback. Community engagement is also improved through the use of social media platforms and provides community members with a view into City projects and processes while also providing an opportunity for feedback.

**Conclusion**

The FY 2019-20 Proposed Budget is a balanced and fiscally responsible spending plan. Although the growth of the City's expenditures is forecasted to outpace the growth of its revenues, through fiscally responsible initiatives in recent years, the City is well-positioned to make decisions that ensure continued financial stability in the future. Lastly, I would like to thank the hard work and collaboration from City employees and the leadership and direction of the City Council that made this operating budget possible.

Respectfully submitted,



Timm Borden  
Interim City Manager

# Notable Accomplishments and New Initiatives

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## NOTABLE ACCOMPLISHMENTS IN FISCAL YEAR 2018-19

### *Recruitment Software Implementation*

NeoGov, an online system for recruitment and applicant tracking, as well as onboarding, is being implemented to streamline the recruitment and hiring process for all departments. Implementation includes staff training, and inputting recruitment, salary, and job specifications into the test module. The system will be more user-friendly for job candidates and hiring managers. Staff will complete implementation of the recruitment and application tracking model by the end of the fiscal year.

### *Tree City USA Growth Award Designation*

The City of Cupertino celebrated its 7th straight year as being designated a Tree City USA, and its 5th year of obtaining a Growth Award. The Growth Award recognizes higher levels of tree care by participating Tree City USA communities. The Growth Award highlights innovative programs and projects as well as increased commitment of resources for urban forestry. It also provides an opportunity to share new ideas and successes across the country.

### *DeAnza Boulevard Medians*

The Public Works Department completed work on a project to renovate the De Anza median islands between Bollinger Road and Rodrigues Ave. The project consisted of replacing the existing arbors, reducing the height of the berm and installing water efficient irrigation facilities in order to reduce water use, and replacing the ground level planting with drought tolerant, California native plants.

### *McClellan Road Sidewalk Infill*

The Public Works Department completed a sidewalk infill project on McClellan Road, between Byrne Ave and Homestead Rd. The project involved filling in unimproved frontage gaps in order to provide a more continuous sidewalk to enhance pedestrian safety for residents in the area and students walking to Monta Vista High School, Lincoln Elementary and Kennedy Middle School. The project involved extensive neighborhood outreach and coordination, and in some cases relied upon the donation of land from adjacent property owners in order to complete the project.

### *Various Landscaping Renovation projects*

The Public Works Trees and Right of Way division undertook numerous projects to enhance and renovate landscaping with the public right of way. The medians along Vicksburg Dr and the southwest corner of Lazaneo Dr and Vista Dr were both renovated by removing cobbles and other hardscape features and replacing them with drought tolerant plants, thus enhancing stormwater quality and beautifying the areas. The existing landscaping on E. Homestead Road, between DeAnza Blvd and Bluejay Dr was replaced with drought tolerant plants, and the irrigation systems were updated with drip irrigation to enhance water conservation efforts.

### *McClellan Road Class IV (separated) Bike Lanes Phase 1*

The Public Works Capital Improvement Program will begin construction of the McClellan Road Bicycle Boulevard Phase 1. This project consists of constructing separated bike lanes along McClellan Road, from Imperial Ave to just east of Stelling Road. Modifications and enhancements to the Bubb Rd/McClellan Ave and Stelling Rd/ McClellan Ave traffic signals will also occur. The project will begin construction in earnest at the end of the school season and will continue through the summer. In order to minimize impacts to residents and school commuters, the project is anticipated to be complete prior to the start of school next year.

### *18-month Bicycle Share Pilot Program*

An 18-month bike share pilot program has been approved and allows bike sharing vendors to operate within Cupertino. City will be accepting applications from qualified vendors and will be monitoring the public e-assist bicycle fleet through FY19-20.

### *City Receives "Volunteer of the Year" Award*

On December 3, 2018, the City received one of the Santa Clara Valley Water District's "Volunteer of the Year" awards for showing outstanding performance in taking on a leadership role in coordinated creek cleanups in Santa Clara County. The award recognized the City of Cupertino for removing trash and recyclables from our creeks as well as regularly drawing in over 90 community volunteers of all ages. Cupertino's Volunteer Creek Cleanup events are held on the third Saturday of May and September from 9am to noon.

### *Recognition of the Safe Routes 2 School (SR2S) Program*

As part of the City of Cupertino's Volunteer Fair, Cupertino Safe Routes to School was recognized by Assembly member Marc Berman, and Senator Jim Beall, for Safe Routes to School's commitment and dedication to serving the community. Specifically, Assembly member Berman thanked the Cupertino Safe Routes to School team for the opportunities they have created and the time and services that the program has dedicated to bettering the community. Senator Beall recognized Cupertino Safe Routes to School for the program's commitment to going above and beyond to serve Cupertino.

### *Comprehensive Annual Financial Report (CAFR) Builder Module*

During FY 2018-19, the City's Finance staff began implementation of its CAFR Builder module. This module will assist in the compilation of the City's Comprehensive Annual Financial Report. While system implementations require significant staff resources, this reporting module will provide opportunities for efficiency as well as cost-savings in the production of the report.

### *Investment Management Services*

Through a formal Request for Proposal (RFP) process, the Finance Division engaged Chandler Asset Management for investment management services in FY 2018-19. Under the City's Treasurer's direction, Chandler Asset Management will be managing the City's investment portfolio with three key principles in mind: safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs and a market rate of return consistent with the investment program. The performance objective for the City's portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark index. In order to achieve these objectives, the portfolio invests in high quality fixed income securities consistent with the City's investment policy and California Government Code.

### *Budget Community Workshop*

The City's Budget Team held a Community Workshop in the spring of FY 2018-19 to provide an overview on the City's budget process. Promoted through social media outreach and engagement, this event also included an interactive exercise where participants were provided the opportunity to balance their own version of the City's budget. This workshop was also available to attendees through Facebook live streaming and Open City Hall.

### *Emergency Operations Plan*

An Emergency Services Coordinator was hired in 2017 to prepare the City for any natural disaster or emergency. In FY 2018-19, the Coordinator completed a new, updated Emergency Operations Plan and a Continuity of Government Plan while focusing on volunteer and employee support and development and greater communication processes.

### *Audio/Visual Environments*

The Innovation and Technology Department completed a two-year total rebuild of the City's compute and audio visual (AV) environments. Areas of attention included cybersecurity, server/storage environments, wired and wireless networks, phone system, City Hall A/V Control Room, Community Hall AV elements and conference room within City Hall. Additionally, business continuity and disaster recovery technologies were significantly enhanced. Projects include:

- Hyperconverged solution for the City's server and storage environment

- Replacement of all wired switches and wireless access points. Extended the network to include Monta Vista Preschool and the Teen Center
- Cybersecurity – total replacement of all security components from endpoints, firewalls, and virtual LANs. Started a citywide mandatory cybersecurity training and added staff photos to all internal mail as an additional security step
- Replaced twenty-year old phone system with a Voice over IP phone system
- Replaced all large scale multi-function printers throughout City facilities
- Complete rebuild to the City’s Teen Center computer environment

### *Application Upgrades*

The Innovation and Technology Department replaced, enhanced, or modified a majority of the City’s software applications including:

- ActiveNet – Parks and Recreation application for class registration and facilities rental
- Accela – Land Management System that includes urban planning, permitting and building inspections. Accela is the main application for the Community Development Department
- Trafficware ATMS – Utilized by the Traffic Engineering team for traffic control and monitoring
- Bid Management – This application was developed by City staff and utilized by Public Works Department for major CIP projects
- ZoneIQ – three dimensional planning tool to envision changes to the Zoning Code
- BossDesk – Helpdesk application utilized by Innovation and Technology staff

### *Ongoing Software Modifications*

- Cityworks – City’s Asset Management Application
- Addition of storeroom module
- Update to Aerial mapping and impervious surface imagery
- Update to Storm Drain data
- City wide tree inventory collection (25,084 trees)
- Cupertino Awarded the Cityworks Excellence in Departmental Practice Award.
- New World – City’s Financial System
  - Integration to ActiveNet, Accela and ProjectDox
  - Annual Upgrade



### *Department Name Change*

The realignment of Code Enforcement, Emergency Management, Block Leaders/Neighborhood Watch and Leadership Training from the Recreation and Community Services Department last fall has allowed staff to focus on a more traditional Parks & Recreation mission. As a result, effective May 1, 2019, the name of the department will revert to the Cupertino Parks and Recreation Department. It is our hope that this will clear up confusion in the community over the name as well as maintain alignment with the Parks & Recreation Commission's name.

### *New Recreation Software*

On October 2, 2018, the Recreation Department went "Live" with a new Recreation Management Software Suite. Support for the current management software, "CLASS," is soon to be discontinued, necessitating the change. The new system will significantly improve service to the public and create ease on the staff side. All activity registration, membership management, facility reservations, and Point of Sale transactions are now integrated into one system. In addition to increased functionality, staff will benefit from improved reporting capabilities.

One of the greater improvements for the department and customers is that all of our facilities are now on the same system and in real time. Previously, we had been working out of four different systems. On the public side, community members can now enroll in memberships, reserve picnic spaces, and register for classes online without staff assistance. Staff expects this will result in a greater online presence for registration.

Implementation of any major recreation software system requires a phased approach, and staff will continue to implement new and different parts of the system over the next year. This project had many champions and was a seamless transition for our community due to the tremendous efforts of staff from the Parks and Recreation Department and the Innovation and Technology Department.

### *Neighborhood Events*

The "mobile" Neighborhood Events program was introduced as a pilot program with the goal of offering events at neighborhood parks throughout the city. The program operated from June-September 2018 and offered activities at 11 different sites, including two partner sites. The program included themed activities, 9 Movies, 15 Concerts, 12 Free Fitness in the Parks classes (Zumba, Qi Gong and Yoga), 4 Music/Art in the park Parent/Child classes. It also included dance lessons, music lessons, art classes and recreational activities for all ages. Attendance was slightly under 6,000. We also offered events highlighting celebrity guests, non-profits, and local partnerships. This program fulfilled our mission to enhance the quality of people's lives through recreational, educational, and cultural experiences.

### *Teen Offerings*

Teen programs were enhanced to address the teen stress levels in Cupertino through innovative, collaborative and educational approaches while addressing community livability amongst the teens.

- *Bobatino* - the Teen Commission and the Mayor's Office organized Bobatino, a youth and teen event which provided Cupertino students ages 12-18 a platform to socialize with friends and enjoy a day out with various activities while drinking free milk tea provided by the City. Bobatino was presented as a way for teens to have a respite from daily stresses and discover mental health resources. Event partners included Main Street, TP Tea, Café LaTTea, Kaiser Permanente, San Jose Sharks, Adolescent Counseling Services, the LGBTQ Youth Space, DeAnza College, McClellan Ranch Preserve, and YES! For Schools Bay Area. Activities for teens included a Chill on the Hill space, Caffeinated Letters, a Slime Station, Sharks Slapshot Booth, and free Boba milk tea. The event saw 700 youth and teens coming from various Cupertino High Schools.
- *Lawson Middle School-Satellite Teen Program* - From October 15<sup>th</sup> – November 8<sup>th</sup>, the Parks and Recreation Department and Lawson Middle School partnered in a mobile recreational pilot program to bring the Cupertino Teen Center to teens in a space that is easily accessible and familiar. Recreation staff brought various activities and games to Lawson Middle School with the goal of introducing youth to recreational activities that are stress-reducing, engaging, and fun. The space is also meant to provide a haven for teens who may not have the ability to participate in afterschool programs.
- *Youth Activity Board* - The YAB was formally created in September 2018 with the purpose of creating activities for youth and teens and encouraging them to de-stress and socialize. To achieve their vision, the YAB will work with Recreation staff to develop ideas, implement youth and teen programs, and encourage youth and teen involvement in their community.

### *Volunteers, Wellness, and Collaboration*

The Senior Center strives to create a culture of collaboration and engages the community at all levels—this can be noted in the diverse program offerings at the facility. The Cupertino Senior Center celebrated the commitment of its 230 volunteers who have devoted 24,750 hours to serving the community through various volunteer opportunities at the Senior Center. *The Smart Living and Wellness Health Fair* provided valuable information and services to the 50+ community on how best to maintain a healthy and independent lifestyle, coordinated by our own Case Management team. Lastly, connections were made as local youth performed musical classics from the past and present. These innovative services for the 50+ population continue to respond to our changing community needs.

### *Economic Development Strategic Plan*

As part of the Economic Development Strategic Plan (EDSP) adopted by Council in October 2016, the EDSP is framed around eleven core strategies to strengthen existing businesses, foster a healthy economy, and maintain a healthy fiscal position. In early 2018, three specific project initiatives were started to implement the identified strategies:

- Mobile Vendors Regulations (Strategy 9 Action 9.4 & 9.5). Develop new regulations and policies to allow mobile vendors to provide their services in designated areas of the City.
- Incubator and Co-working Space Use (Strategy 4 Action 4.1). Allow for and encourage creation of space for smaller-sized start-up businesses with shared on-site resources and amenities.
- Innovation District Vision Plan (Strategy 3 and 3.4). Develop a long-term vision for transforming the Bubb Road Special Area into a vibrant district that expands opportunities for emerging and small businesses and supports significant pedestrian activity and associated amenities.

With public outreach and further direction from Council, City staff will be completing the Plan's core strategies which is anticipated by Winter 2020.

### **NEW INITIATIVES FOR FISCAL YEAR 2019-20**

#### *Internal Audit Function*

The Finance Division will be conducting a formal Request for Proposal (RFP) for an internal audit function. This function will assist the City in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

#### *Workforce Planning*

Administration and Human Resource Divisions staff are implementing a Workforce Planning program to use data in the City's enterprise resource planning system and several City documents such as the budget, Capital Improvement Program, and City Work Program to identify key positions needed and how to attract, retain, and train staff to ensure the availability of those positions when needed.

#### *Parks and Recreation Marketing Plan and Program Review*

Parks and Recreation staff will be implementing a plan to place a greater emphasis on business functions within the Parks and Recreation Department to include completion of a program review of programs and activities offered as well as a marketing plan. A contract for service was awarded in 2018 and is slated for completion in the winter of 2019.

### *Recreation Activities and Events*

*Kids Challenge*, an obstacle course/parkour team challenge that will emphasize fitness for children; *Corridor Stroll*—community members will stroll along the Stevens Creek Corridor for an evening of leisurely activities, entertainment and wine/food pairings; *Winter Ball*, a family friendly dance for youth including meal, crafts, and of course music and dancing; *Cultures of the World*—a youth and family event that will showcase the diversity of the world we live in by encouraging community participation and inclusion. The Senior Center will offer a *Classics Concert Series*, *Asian film series* and a *50+ Art show*.

### *Blacksmith Shop at McClellan Ranch*

Our newly renovated replica of Charlie Baers Blacksmith Shop will begin offering demonstrations, workshops, classes and new opportunities for volunteering.

### *Emergency Services Continuity of Operations Plan (COOP)*

In FY 2018-19, an Emergency Operations Plan (EOP) was completed and served as a precursor to the COOP. Staff will be retaining a contractor to provide service to establish and complete the COOP for purposes of resuming and continuing operations of the City after a major emergency. The project is anticipated to be completed in the summer of 2020.

### *Public Safety Surveillance Support*

Innovation and Technology and City Manager's Office will be working with Santa Clara County Sheriff's Office to update and replace the City's currently antiquated closed-circuit television (CCTV) system. Staff will be implementing surveillance cameras for safety and anti-crime practices for the benefit of both community members and City staff.

### *Enterprise Content Management (ECM)*

The Innovation and Technology Department began a major planning exercise for Enterprise Content Management in FY 2018-19 that will be carried out during FY 2019-20. The City prides itself on its paperless initiative and this is one more step in ensuring data is captured in an efficient and effective manner. Innovation and Technology will continue to enhance the City's access to information over the web providing access to more services and information. Data transparency, along with data analytics will be improved to allow for data driven decision making.

### *Lawn Buster Drought Tolerant Planting Pilot*

The City's Manager's Office has begun the process to develop a program that allows residents to easily elect water-wise turf conversion, including pre-set landscape plans, pre-approved contractors, and fixed prices. Staff are working on a Request for Quotation (RFQ) to identify suitable partners, program design and firms prior to formally launching the program in the summer or fall of 2019.

### *Shuttle Bus Pilot Program*

Pursuant to City Council direction, staff will be pursuing a shuttle bus pilot program in FY 2019-20. Upon authorization of funding and completion of the Request for Proposal (RFP) process, City staff will begin work on system planning, which includes details such as fares, fare programs, system area, operations, etc. Staff anticipates that after an agreement is negotiated, service would begin within a three-month period, with service as early as summer 2019. Staff will monitor the effectiveness of the program and will provide Council updates on the shuttle with information including overall ridership at the midpoint of the pilot, and again several months prior to the end of the pilot to discuss ongoing shuttle service.

### *Bike Implementation Plan Projects*

The Public Works Department will undertake various bicycle related infrastructure projects in this fiscal year:

- Stevens Creek Boulevard Bike Lanes – Begin construction of Phase 1
- McClellan Separated Bikelane Projects – Continue to work with property owners on land acquisitions for phases 2 & 3.
- Bicycle Boulevard Phase 1 & 2 - If authorized by Council, complete design and construction.
- Regnart Creek Trail – If authorized by Council, proceed with design and construction.
- Junipero Serra Trail (I-280 Trail) – If authorized by Council, proceed with design and work with stakeholders and the community.
- UPRR Trail Feasibility Study – Develop alternatives in coordination with UPRR.

### *City Hall*

Implement Council decision on City Hall project and initiate design and construction of interim City Hall.

### *Regnart Road Rehabilitation*

Design and begin construction on Priority #1 and #2 as defined in the Regnart Road Investigation Report.

### *Byrne Avenue Sidewalk Infill Project*

Begin construction of the infill project to create continuous pedestrian access for residents and students.

### *Lawrence-Mitty Property Purchase*

If authorized by Council, Staff will negotiate the purchase of the Lawrence-Mitty property and begin the process of annexing the property into Cupertino's jurisdiction.

*School Walk Audit*

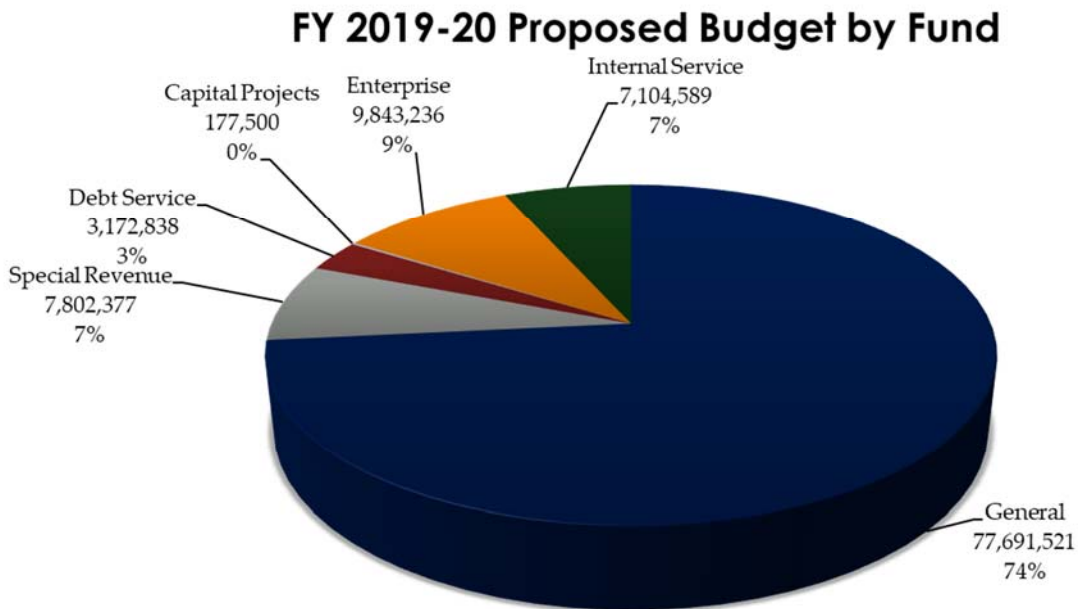
If authorized by Council, design and construct recommended improvements in coordination with the schools throughout the City.

# Proposed Budget Overview

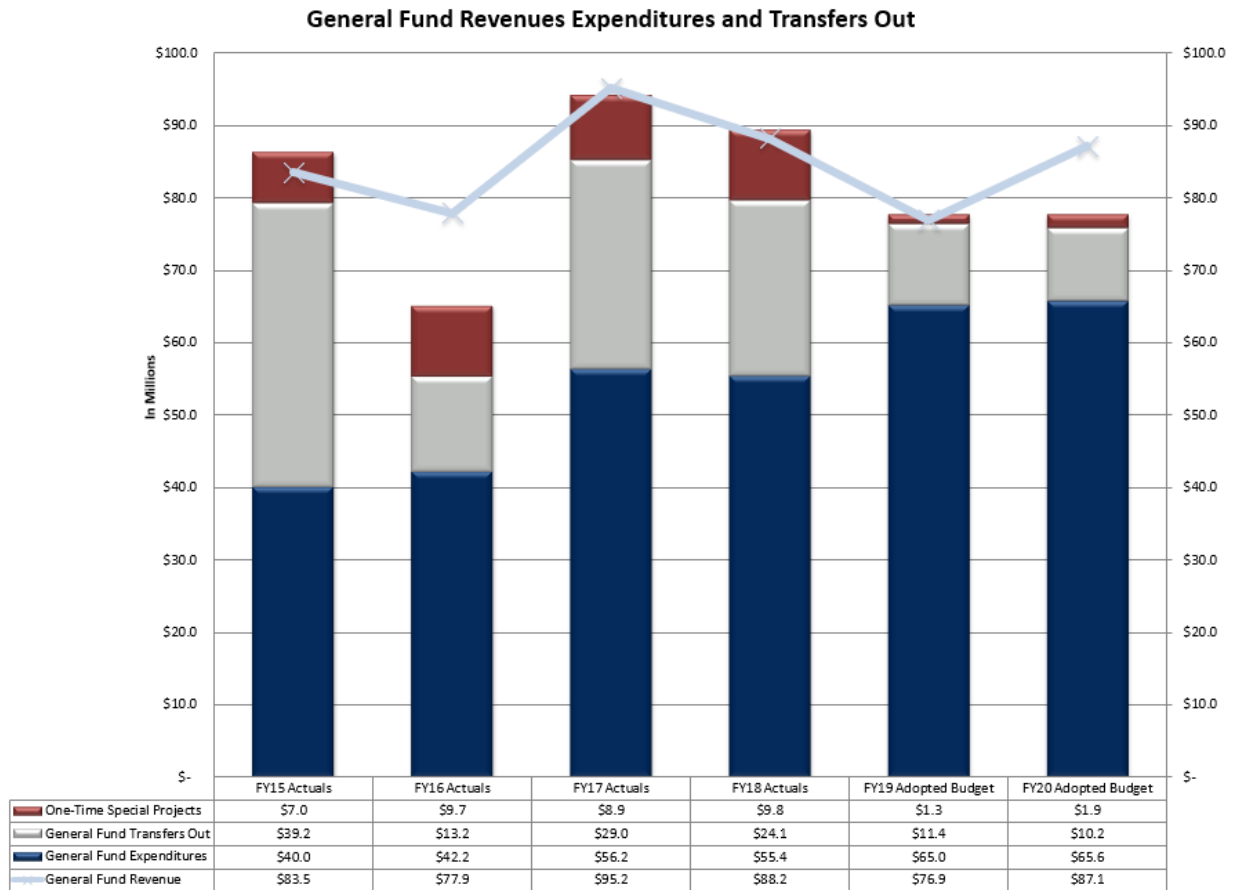
The Proposed Budget reflects a total City budget of \$105.8 million, a decrease of \$25.9 million or 19.7% when compared to the FY 2019 Adopted Budget. The City's General Fund is proposed at \$77.7 million, and remained consistent with the FY 2019 Adopted Budget. The General Fund is balanced through the use of General Fund revenue of \$87.1 million and is projected to end FY 2020 with approximately \$9.4 million in unassigned fund balance that may be transferred to the Capital Reserve per the Reserve and One Time Use Policy as part of the City's FY19-20 Mid-Year Financial Report. The transfer is not reflected in the Proposed Budget.

Fund Type	Total Adopted Expenditures	Total Adopted Revenue	Change in Fund Balance/Net Position
General	\$ 77,691,521	\$ 87,100,152	\$ 9,408,631
Special Revenue	\$ 7,802,377	\$ 9,906,203	\$ 2,103,826
Debt Service	\$ 3,172,838	\$ 3,172,838	\$ -
Capital Projects	\$ 177,500	\$ -	\$ (177,500)
Enterprise	\$ 9,843,236	\$ 8,091,827	\$ (1,751,409)
Internal Service	\$ 7,104,589	\$ 8,129,553	\$ 1,024,964
<b>Total</b>	<b>\$ 105,792,061</b>	<b>\$ 116,400,573</b>	<b>\$ 10,608,512</b>

As shown in the chart below, the Proposed Budget's largest fund is the General fund at 74%.



The graph below summarizes the changes in the City's General Fund for a five-year period:



A total of 201.25 positions are proposed in FY 2019-20, this includes two new positions being requested as part of the proposed budget. These new positions will: (1) achieve staff continuity and administrative efficiencies through a conversion of two part-time staff to one full-time staff; and (2) provide sufficient resources for tree maintenance.

<b>FY 2018-19 Adopted Budget</b>		<b>201.75</b>
Limited Term Public Works Project Manager (Council Item)		1.00
Senior Office Assistant (1st Quarter)		1.00
HR Manager 6-month Double Fill (1st Quarter)		0.50
City Attorney Office Outsourcing		-4.00
Building Inspector (Term Ended)		-1.00
<b>FY 2019-20 Proposed Budget</b>		
Senior Office Assistant		1.00
Maintenance Worker I/II		1.00
<b>FY 2019-20 Benefitted Positions</b>		<b>201.25</b>



In the past, staff recommended adding positions only on a limited term basis unless staff was confident that the needed level of service would be permanent, or ongoing revenues could support the position long term, or staff could not recruit and/or retain the staff resource on a limited term basis. Staff believes that the need for both positions will be on a permanent basis.

### **Changes to the Budget and Policies**

City staff performed a zero-base budget for the FY 2020 budget document in which all expenses were justified and every function within the City was analyzed for its needs and costs. Below are a few highlights from the budget and process:

### **Revised Fees and Cost Allocation Plan (CAP)**

While the Cost Allocation Plan remained relatively consistent over the previous fiscal year, a change in methodology was implemented in the FY 2019-20 model. Costs attributable to grounds and facilities are now being charged out for more equitable and reasonable cost sharing among service providers in the City.

Additionally, City Council approved the fee schedules effective for FY 2019-20 on April 16, 2019. The increases to the various fee schedules are estimated to result in increased revenues of approximately \$215,000 over the previous fiscal year.

### **Investment Policy**

The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy will be available on the City website as part of the May 14, 2019 City Council agenda packet.

### **GANN Appropriations Limit**

For FY 2020, the City's estimated appropriations of proceeds from taxes, less statutory exclusions, are unchanged as of the Proposed Budget. Data needed to calculate the FY 2020 appropriations limit will not be available until mid-May. If a city exceeds the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The appropriations limit is not expected to present a constraint on current or future budget deliberations. This reflects the prior year limit and will not be updated until the Adopted Budget when the information required for this calculation is available.

### **Revised Community Funding Policy**

The first Community Funding policy was adopted by City Council in FY 2012-13, and the most recent policy was adopted as part of the FY 2015-16 Adopted Budget. At the Budget Adoption hearing in June 2018, City Council requested that the Community Funding Program be updated in order to assure that all applications received due consideration and that City Council is provided with all information necessary to make final funding decisions. At that meeting, City

Council requested that the Parks and Recreation Commission evaluate all grant applications, and provide funding recommendations to Council for consideration. All grant applications are first reviewed by the Administrative Services Department for compliance with eligibility criteria. As a result of these changes, the Parks and Recreation Commission, along with staff, have made further revisions to the Policy for Council consideration as part of the FY 2019-20 budget process.

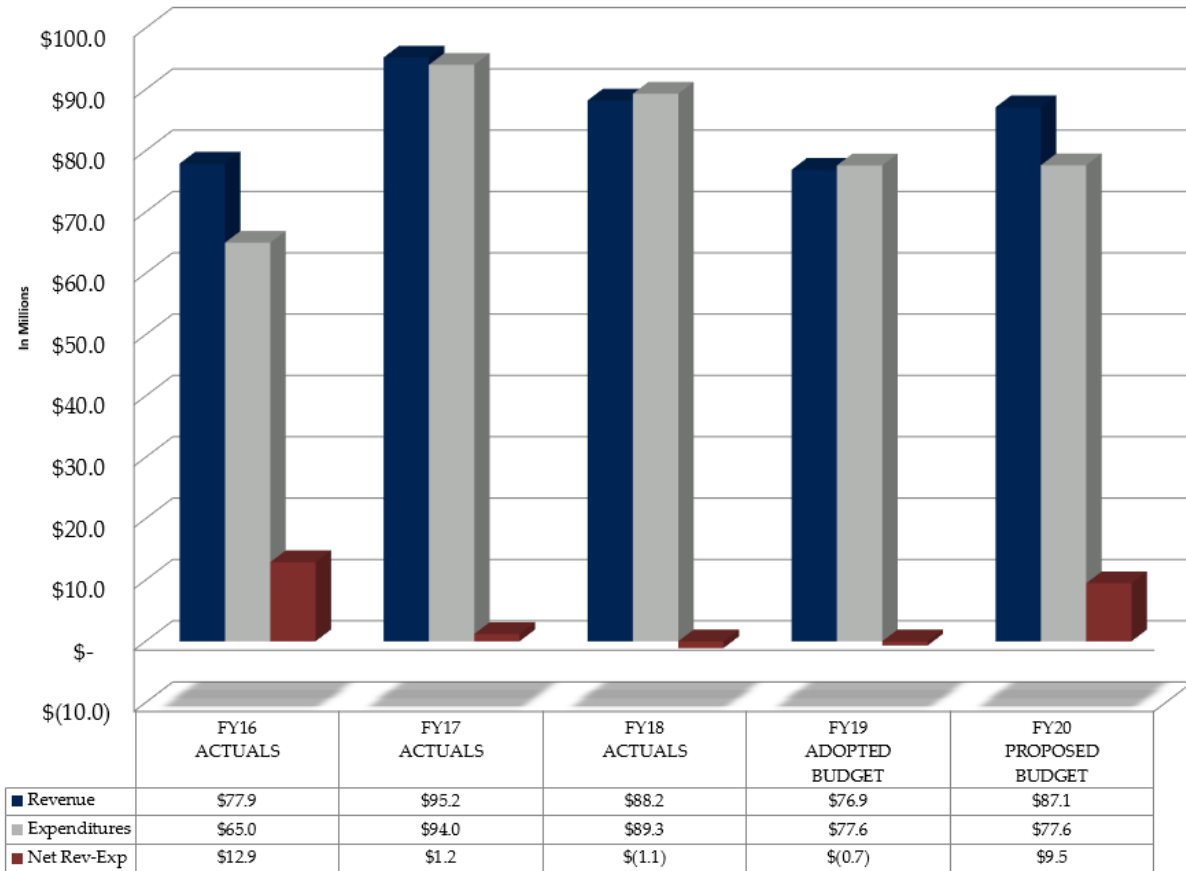
## **Budget by Fund**

### ***General Fund***

The General Fund pays for core services such as public safety, recreation and community services, planning and community development, streets and trees, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, transient occupancy tax, charges for service, and a variety of other discretionary sources.

General Fund revenue is estimated at \$87.1 million in the FY 2020 Proposed Budget. This is an overall increase of \$10.2 million (13.3%) when compared to the FY 2019 Adopted Budget. In recent years, the City has experienced local economic boom that had driven strong gains in sales tax, property tax, and transient occupancy tax revenues, which were partially offset by decreases in development-related fees. While the General Fund's revenues and expenditures continue to return to a trend of normalcy, FY 2020 is projected to experience growth in its primary revenue generators. Sales tax, property tax, transient occupancy tax are projected to increase \$2.0 million (8%), \$1.9 million (9%), and \$1.4 million, (17%), respectively. Moderate local economic growth, continued assessed property value growth, new hotels opening within the City, as well as short-term rental collections are the primary factors causing the increase. A change in methodology for allocating internal charges for facilities and grounds is also contributing \$3.8 million to the increase. The following chart shows four years of total revenue, expenditures and changes to fund balance for the General Fund:

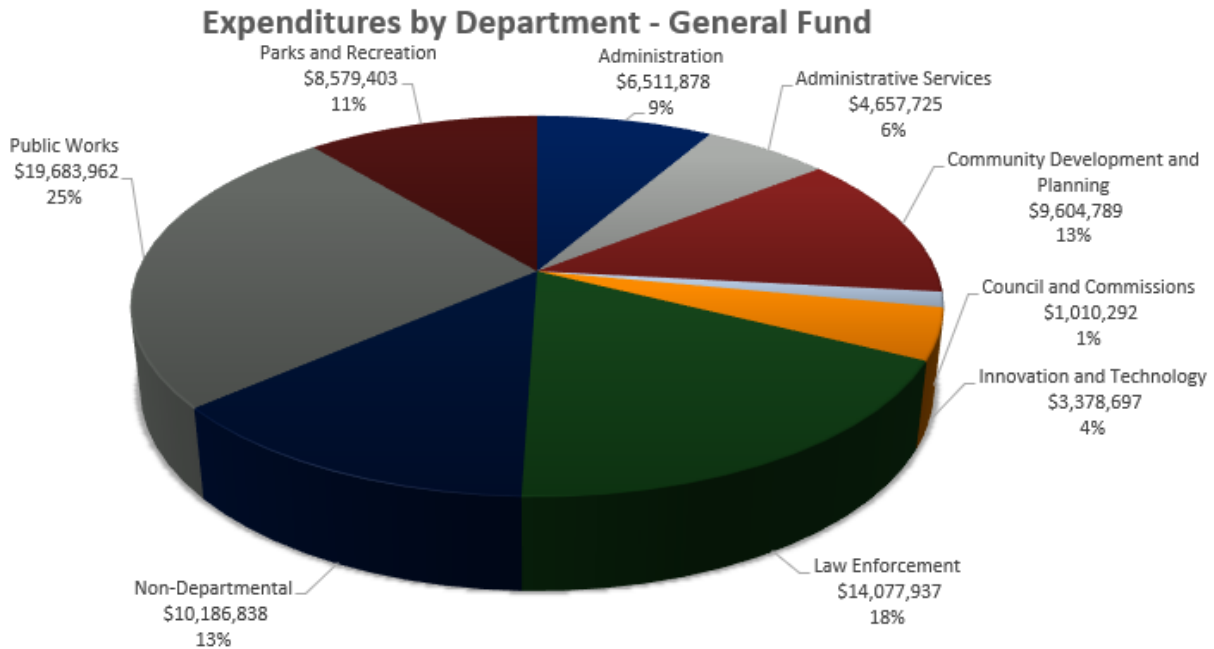
### General Fund Revenue, Expenditures and Changes in Fund Balance



The General Fund unassigned fund balance is projected to increase from the current year estimate of \$6.2 million to \$15.3 million in FY 2020. As shown in the chart below, the FY 2020 ending fund balance is estimated to be \$49.0 million, or 24% higher than the FY 2019 year-end estimate. This is primarily attributable to significant appropriation carryovers from FY 2018 that are projected to be spent in FY 2019.

GENERAL FUND FUND BALANCE					
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Percent
Classification	Actual	Actual	Estimated	Proposed	Change
Unassigned	\$28,057,799	\$21,704,922	\$ 6,241,291	\$15,255,948	144%
All Other Classification	25,531,891	30,805,535	33,390,499	33,784,473	1%
<b>Total Fund Balance</b>	<b>\$53,589,690</b>	<b>\$52,510,457</b>	<b>\$39,631,790</b>	<b>\$49,040,421</b>	<b>24%</b>

As shown in the graph below, the majority of city resources are used to support Public Works (25%), Non-Departmental expenditures (13%), Law Enforcement (18%), Parks and Recreation (11%), and Community Development and Planning (13%).



#### ***Special Revenue Funds***

Special Revenue Funds are a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds account for 7% of the citywide expenditure budget. The largest Special Revenue Fund accounts for streets, roads, and transportation. Other funds account for storm drain management, affordable housing programs, and park development. The Proposed Budget for Special Revenue Funds for FY 2020 is \$7.8 million, which is a \$5.9 million decrease from FY 2019 Adopted Budget primarily due to a temporary absence of capital projects which will be included in the FY 2020 Adopted Budget.

Budgets within the Special Revenue Funds are funded by \$8.6 million in restricted department revenue, and \$1.3 million in transfers, bringing total funding sources for the fund to \$9.9 million. This will result in a projected increase to fund balance of \$2.1 million. The Special Revenue Funds are projected to end the year with fund balances of \$13.7 million.

#### ***Capital Projects Funds***

The Capital Improvement Project Fund, Stevens Creek Corridor Park Fund, and Capital Reserve Fund are currently in the Capital Projects Fund type category. This fund type is typically used to account for financial resources that are used for the acquisition or construction of major capital facilities or to provide facilities for City departments, and are identified in the five-year Capital Improvement Program (CIP).

The Proposed Budget for the Capital Projects Funds for FY 2020 is \$177,500. The FY 2020 budget is \$17.7 million lower than FY 2019 Adopted Budget appropriations until the Capital Improvement Program budget is incorporated in the Adopted Budget.

### ***Enterprise Funds***

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

The Proposed Budget for Enterprise Funds for FY 2020 is \$9.8 million, a decrease of \$1.1 million from the FY 2019 Adopted Budget. Budgets within the Enterprise Funds are funded by \$6.0 million in program revenue and \$2.1 million in transfers from the General Fund. The Enterprise Funds also rely on \$7.1 million of prior year fund balance, bringing total funding sources for the funds to \$15.2 million. The Enterprise Funds are projected to begin the fiscal year with \$7.1 million in retained earnings and are projected to end the year with retained earnings of \$5.4 million.

### ***Internal Service Funds***

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

The Proposed Budget for the Internal Service Funds is \$7.1 million, which is \$1.4 million lower than the FY 2019 Adopted Budget. Budgets within Internal Service Funds are funded by \$4.1 million in department revenue, \$3.5 million from the General Fund, and \$473,000 from a combination of depreciation reserves and retained earnings. The Internal Service Funds are projected to begin the fiscal year with \$4.7 million in retained earnings and are projected to end the year with retained earnings of \$5.7 million.

### ***Special Projects***

The FY 2020 Adopted Budget includes funding for several one-time Special Projects. These projects are identified as part of the Special Project section within each program and are summarized in the table on the next page. This list excludes one-time capital outlays and ongoing pavement management costs.

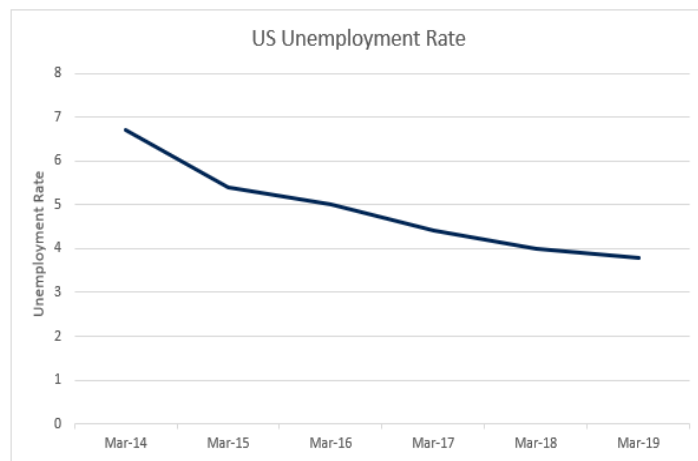
FY 2019-20 Special Projects				
Program Budget	Project Name	Expenditure	Funding Source	Work Program
126 Public Affairs	Public Relations	\$ 50,000	General Fund	Yes
305 Video	Cupertino Room Audio/Video Upgrade	\$ 155,000	General Fund	
310 Infrastructure	City Facility Security and Video	\$ 110,500	Internal Service Fund	Yes
620 Outdoor Recreation	Sports & Outdoor Field Use Analysis	\$ 30,500	Enterprise Fund	Yes
621 Sports Center Operations	Health & Safety Equipment	\$ 27,000	Enterprise Fund	
633 Disaster Preparedness	Continuity of Operations Contract	\$ 75,000	General Fund	Yes
701 Current Planning	Short Term Rentals Outreach	\$ 8,500	General Fund	Yes
702 Mid and Long Term Planning	Urban Village	\$ 250,000	General Fund	Yes
702 Mid and Long Term Planning	Municipal Code Updates	\$ 25,000	General Fund	Yes
702 Mid and Long Term Planning	Dark Sky	\$ 5,000	General Fund	Yes
702 Mid and Long Term Planning	General Plan Amendment Authorization Applications	\$ 1,000,000	General Fund	Yes
711 BMR Affordable Housing Fund	Housing Strategies	\$ 20,000	Housing Fund	Yes
711 BMR Affordable Housing Fund	Homelessness	\$ 10,000	Housing Fund	Yes
711 BMR Affordable Housing Fund	Habitat for Humanity	\$ 150,000	Housing Fund	Yes
714 Construction Plan Check	Green Building Code Standards	\$ 35,000	General Fund	Yes
801 Resources Recovery	Solid Waste Hauler Franchise Agreement	\$ 250,000	Enterprise Fund	Yes
807 Service Center Administration	Office Reconfigurations	\$ 75,000	Enterprise Fund	
812 School Site Maintenance	Kennedy Middle School Field Maintenance	\$ 19,500	General Fund	
812 School Site Maintenance	BBF Windmill & Fence Refinishing	\$ 12,610	General Fund	
820 Sidewalk Curb and Gutter	Annual Sidewalk Curb & Gutter Project	\$ 1,100,000	Transportation Fund	
821 Street Pavement Maintenance	Pavement Maintenance	\$ 2,000,000	Transportation Fund	
825 Street Tree Maintenance	Street Tree Maintenance	\$ 12,000	General Fund	
830 Building Maintenance Quinlan	Quinlan Community Center Reception Remodel	\$ 40,000	General Fund	
831 Building Maintenance Senior Center	Senior Center Exterior Deck Resealing	\$ 12,000	General Fund	
832 Building Maintenance McClellan Ranch	Environmental Education Center HVAC	\$ 30,000	General Fund	
836 Sports Center Maintenance	Sports Center Water Bottle Filler/Fountains	\$ 14,000	Enterprise Fund	
839 Teen Center Maintenance	Infinity Room Glass Door Installation	\$ 17,000	General Fund	
848 Street Lighting	Torre Ave Streetlight LED Upgrade	\$ 11,500	General Fund	
852 Franco Traffic Operations Center	Traffic Box Art Coating	\$ 7,500	General Fund	
985 Fixed Assets Acquisition	Vehicle Replacement	\$ 594,100	Internal Service Fund	
<b>TOTAL</b>		<b>\$ 6,146,710</b>		

## Current Economic Update

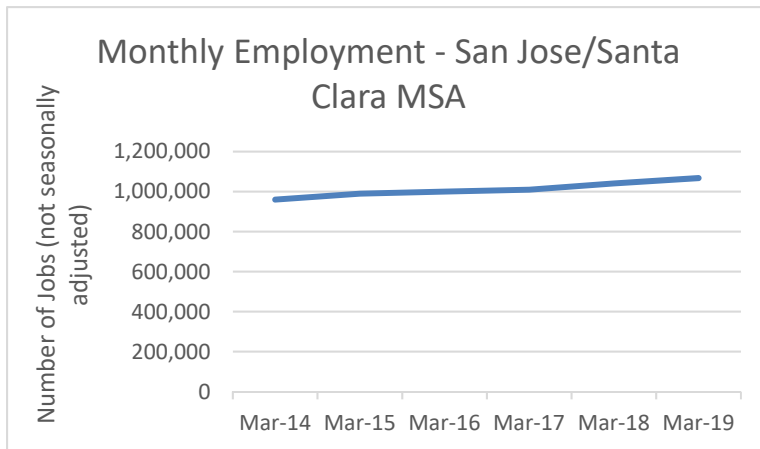
### *National and State Economic Conditions*

The U.S. economy is continuing to show steady growth. U.S. Gross Domestic Product (GDP) increased by 2.2% in 2018 according to the Bureau of Economic Analysis, compared with an increase of 2.9% in 2017. The increase in real GDP in 2018 primarily reflected positive contributions from personal consumption, local and federal government spending, and exports that were partially offset by contractions in residential gross private domestic investment as well as non-residential structures.

Unemployment is continuing to hit record lows while over two and a half million jobs were created in 2018. The U.S. unemployment rate stood at 3.8% in March 2019 representing a 0.3% percentage point drop compared to the March 2018 unemployment rate of 4.1%, according to the Bureau of Labor Statistics. The unemployment rate has improved significantly from a high of 9.6% in 2010 and is at the full employment level.



Consumer confidence, as reflected by the Conference Board Consumer Confidence Index, decreased over the previous year and stands at 124.1 as of March 2019, including a 7.3 point decrease over the previous month. The year-over-year decrease is the result of consumers having to weather volatility in the financial markets, a partial government shutdown and a volatile jobs report. Despite these dynamics, consumers remain confident that the economy will continue expanding in the near term; however, the overall trend in confidence has been softening since last summer, pointing to a moderation in economic growth.



California's unemployment rate fell to 4.2% in March 2019, an improvement compared to last year's unemployment rate of 4.3%. Per capita personal income increased 4.3% in 2018 over 2017, mostly due to faster growth in wages. Growth in the housing market slowed over the prior year with the prices of single family homes up 2.2% and sales down 5.6% compared to February of last

year according to the California Association of Realtors (CAR). Recognizing that the state has a chronic housing shortage and understanding that inadequate housing has the potential to impede economic growth, state legislators have succeeded in passing a legislative housing package that has the potential to make a difference.

### ***Cupertino Economic Conditions***

Strong economic performance continues in Silicon Valley and Cupertino. Data from the State of California Employment Development Department paints a similar picture. Employment in the San José/Sunnyvale/Santa Clara Metropolitan Statistical Area (MSA) continues to increase. The preliminary estimate of the March 2019 employment level in the MSA was 1.06 million, virtually unchanged from the March 2018 level. The March 2019 preliminary unemployment rate of 3.0% has increased slightly from the 2.8% rate experienced a year ago. Our local unemployment rate is lower than the national unemployment rate of 3.8%.

Housing prices remain strong compared to the same period in 2019. In March 2019, single family homes sold for a median home price of \$1.92 million, a notable decrease over the past year. Despite the decrease in the median home price, property tax revenue is expected to increase slightly compared to last year due to reassessments of development projects, and additional TEA property tax share. Construction activity, although strong in previous years, will continue to flatten out as development projects, particularly Apple Park, are completed.

## **Key Budget Assumptions**

### ***Revenue Assumptions***

The FY 2020 Proposed Budget assumes moderate economic growth. Revenue projections for each category were based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Revenue assumptions are discussed in detail in the Fund Summary section under Financial Policies and Schedules.

### ***Personnel Assumptions***

The City is currently in negotiations with its bargaining groups, CEA and OE3. The only increases in compensation in the FY 2020 Proposed Budget include step increases as well as benefit increases in retirement and health.

In addition, budgeted personnel expenditures factor in salary step increases for approximately 54% of employees who have yet to reach the top step in their classification's salary range. Typically, a step increase is equivalent to a five percent increase in salary with a range of five salary steps. These projections do not include any cost of living (COLA) or equity adjustments.

### ***Non-Personnel Assumptions***

Non-Personnel budgets were developed based on actual expenditures in prior years, and then adjusted for FY 2020 funding needs. In addition, one-time projects have been separated out in FY 2020 to ensure that expenditure trends reflect ongoing expenditure needs. Contingency budgets are remaining consistent with the prior year at 5% of the total General Fund budget for contractual services and supplies and materials for operating programs. Consistent with past budgets, an additional 5% is allocated to the City Manager's discretionary budget to cover unanticipated program expenses.

## **Ongoing Challenges**

### ***Retirement Benefits***

Cupertino provides retirement benefits for its employees through the California Public Employee's Retirement System (CalPERS). Poor investment returns during the Great Recession and actuarial assumption changes have increased the gap between the pension system's assets and liabilities, resulting in the overall funded status of the system falling significantly. The funded status as of June 30, 2018 is estimated at 71%, up from 68% over the prior year due to lower than expected investment returns.

As a result, the CalPERS Board has adopted revised actuarial policies to improve the financial sustainability of the system. In February 2018, the CalPERS board voted to decrease the amortization period for new pension liabilities from 30 years to 20 years, effective July 1, 2019. In addition, in December 2016, the CalPERS Board voted to reduce the discount rate, also known as the assumed rate of return for investments, by 0.5 percentage points to 7.0%. The result of this change is significant and will result in considerable increases in retirement costs well above what the City had previously forecasted for retirement expenses as noted in the table below. The FY 2020 Proposed Budget includes these additional expenses. As part of the FY 2019 Adopted Budget, City Council approved the creation of a Pension Rate Stabilization



Program (PRSP), a Section 115 Trust that will act to stabilize pension rate volatility and minimize the impact on the General Fund’s operating budget from year to year. During FY 2019, the City contributed an initial investment of \$8.0 million to the trust. The FY 2020 Proposed Budget includes this \$8.0 million as restricted fund balance to provide stabilization through the following ramp-up period as necessary:

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Projected Payroll	\$ 17,811,423	\$ 18,256,790	\$ 18,758,851	\$ 19,274,720	\$ 19,804,775	\$ 20,349,407
Normal Cost (%)	10.7%	11.4%	11.4%	11.4%	11.4%	11.4%
Normal Cost	\$ 1,897,095	\$ 2,081,274	\$ 2,138,509	\$ 2,197,318	\$ 2,257,744	\$ 2,319,832
UAL Payment	\$ 3,192,065	\$ 3,557,000	\$ 3,952,000	\$ 4,288,000	\$ 4,505,000	\$ 4,720,000
Total Contribution	\$ 5,089,160	\$ 5,638,274	\$ 6,090,509	\$ 6,485,318	\$ 6,762,744	\$ 7,039,832
Total Contribution (%)	28.6%	30.9%	32.5%	33.6%	34.1%	34.6%

***Revenue Volatility***

The City’s revenue mix is heavily reliant on volatile business-to-business sales tax, which makes up a large portion of the City’s annual General Fund revenues. Business-to-business sales taxes are very sensitive to economic fluctuations as evidenced by Cupertino’s experience during the dotcom bust from 2000-2004. Our heavy reliance on the volatile high tech industry also makes us vulnerable. The loss of one of our top three sales tax producers in FY 2013-14 only made the City more reliant on a single tax producer, making us more vulnerable to its business volatility.

***Health Benefits***

There is uncertainty around potential repeal and replacement of the Affordable Care Act (ACA) and how it would affect health care costs. Rate increases have stabilized with the implementation of the ACA.

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## OUR MISSION

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*The mission of the City of Cupertino is to provide exceptional service, encourage all members of the community to take responsibility for one another, and support the values of education, innovation, and collaboration.*

# Elements of the Budget Document

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The budget is the City's fundamental policy document. It describes the City's goals and details how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operations guide and a communications tool.

The budget guide provides an overview of the elements of the budget document. It includes a glossary of budget terminology. The budget document includes the following key elements:

1. **Budget Message:** This section includes the City Manager's transmittal letter submitting the budget to the City Council. The Budget Message also summarizes the City's current and long-term financial position, highlights new programs and organizational changes addressed in the budget and outlines both short and long-term goals of our city government.
2. **Fiscal Strategic Plan:** The Fiscal Strategic Plan Committee was formed to analyze current funding gaps and present a more accurate financial picture. The committee identifies one-time, non-recurring revenue.
3. **Budget Guide:** This section includes the City's Mission and other tools to assist the reader in identifying key terminology in the budget document.
4. **Community Profile:** This section describes Cupertino's history, the economic and city profiles, community statistics, recreation and community services, education, and additional areas of interest in the city.
5. **Financial Policies and Schedules:** This section provides financial information on projected revenues, expenditures, fund balances and reserves. It includes the Budget Summary of Funds as well as detailed fund descriptions and information on all revenue sources and expenditure projections.

This section also includes fund balance trends and detailed revenue and expenditure projections for the next five years.

Additionally, this section includes an analysis of all City revenues by category. Our major revenue projections are based on trends, current economic indicators and other agency input. Sales tax projections are based on input from our sales tax consultants, industry trends and major company forecasts. Property tax revenues are projected by the county and adjusted by staff based on known trends. Park dedication fees are estimated based on current development projects and other taxes are reviewed quarterly and budgets are based on this trend analysis.

6. **Departmental Operating Budgets:** This section details historical and proposed expenditures by operating department. The City is organized into seven key operating functions, including Administration, Law Enforcement, Innovation and Technology, Administrative Services, Parks and Recreation, Community Development, and Public Works. Each department budget includes a summary narrative, financial information regarding the department and each of its major divisions and personnel information.

Expenditures for employee compensation and benefits are based on negotiated contracts. The materials categories of expenditures are based on trends. Contract services and capital outlay are justified each year by the departments. Special Projects include any one time projects or costs.

Departmental expenditures are divided into the following categories:

Employee Compensation represents permanent full-time and part-time salary costs and overtime.

Employee Benefits represents PERS retirement, health insurance costs, and other benefits.

Materials represents items purchased for repair and maintenance, operational activities such as books, uniforms and recreation supplies, and office supplies.

Contract Services represents legal, consulting and other professional services, contract repair and maintenance, utility charges, training and memberships, equipment rentals, insurance and employment services.

Cost Allocation represents Cost Allocation and Internal Service charges to user departments

Appropriations for Contingency represent 5% of total budgeted materials and contract costs and is designed for unexpected expenditures and/or emergencies.

Capital Outlay represents expenditures for tangible fixed assets including land, buildings, furniture, equipment and City vehicles.

Special Projects represent any one time projects or costs.

Debt Service/Other represents principal and interest payments on outstanding debt and interfund transfers.

7. **Non-Departmental Operating Budgets:** This section details historical and proposed expenditures for the functions of interfund transfers and debt service.

8. **Capital Improvements:** The Capital Improvements section is in a separate document called Capital Improvement Program that details the proposed capital projects for the next five fiscal years. These projects are organized into five categories: Parks, Buildings, Streets, Traffic Facilities, and Storm Drainage. The five-year budget denotes funding sources and a description of each project. The City Council approves funding of Capital Improvements on a total project basis. The project may expend the funds over multiple years.

## Glossary of Budget Terminology

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The City's budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terminology is found below.

**Accrual** – A basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period in which they are incurred.

**Adopted Budget** – Revenues and appropriations approved by the City Council in June for the following fiscal year.

**Allocated Costs** – An expense charged by one department/division to another for services performed or expenditures of a general nature that are charged to one main account and allocated to other departments/divisions by a specified formula.

**Appropriation** – An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

**Balanced Budget** – A balanced budget requires that the amount of budgeted expenditures be equal to or less than the amount of projected revenues for the budget year.

**Budget** – A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budget Amendment** – A legal procedure utilized by the City Manager to revise a budget appropriation. Adjustments to expenditures within or between departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balances or from new revenue sources.

**Capital Improvement Program** – A plan for capital expenditures to provide for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred over a fixed period of several future years.

**Capital Outlay** – Expenditures relating to the purchase of equipment, land and other fixed assets.

**Cost Allocation Plan** – A plan that details how indirect costs are calculated and allocated to user departments.

**Cost Recovery** – The establishment of user fees that is equal to the full cost of providing services.

**Department** – A major administrative segment of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Division** – A unit of organization that reports to a department.

**Enterprise Fund** – A fund established to account for activities that are financed and operated in a manner similar to private business enterprises, in which costs of providing services are primarily recovered through user fees.

**Estimated Budget** – The status of appropriations between July 1 and June 30 includes the adopted budget, budget amendments, prior year encumbrances, approved carryovers, and transfers between objects, divisions and departments.

**Expenditure** – Utilization of fund resources. Expenditures include operating expenses, debt service and capital outlays.

**Expenditure Category** – A basis for distinguishing types of expenditures. The major expenditure categories used by the City are: employee compensation, employee benefits, materials, contract services, appropriations for contingency, special projects, capital outlay and debt service.

**Fiscal Year** – A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 for its fiscal year.

**Full-Time Equivalent (FTE)** – The ratio of a position in comparison to the amount of time a regular, full-time employee normally works in a year. A full-time employee (1.00 FTE) is paid for 2,080 hours a year. Positions budgeted to work less than full-time are expressed as a percent of full-time.

**Fund** – A fiscal and accounting entity for which the recording of financial transactions is made for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources.

**Fund Balance** – The net effect of assets less liabilities at any given point in time.

**General Fund** – The fund used to account for the major operating revenues and expenditures of the City, except for those financial resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes.

**Goal** – Broad mission statements that define the purpose of a department.

**Governmental Fund** – Account for activities that are primarily tax-supported operations or other mandatory payments. Reported using the current financial resources measurement focus and the modified accrual basis of accounting.

**Infrastructure** – Long lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roadways, bridges, and drainage systems.

**Internal Service Fund** – A fund used to account for the services provided by one department to other departments on a cost-reimbursement basis.

**Modified Accrual** – Under the modified accrual basis of accounting, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

**Operating Budget** – A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as employee compensation, materials, contract services, capital outlay and debt service. It does not include Capital Improvement Project expenditures.

**Reserve** – An account used to designate a portion of the fund balance for a specific future use and is, therefore, not available for general appropriation.

**Revenue** – Increases in fund resources. Revenues include income from user fees, taxes, permits, and other sources.

**Section** – A unit or organization that reports to a division.

**Self-Supporting Activity** – An enterprise activity where all service costs (including principal and interest debt payments) are primarily covered solely from the earnings of the enterprise.

**Subsidy** – Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**Transfer Out** – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**User Fees** – Fees charged to users of a particular service provided by the City.



# Commonly Used Acronyms

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<b>ABAG</b>	Association of Bay Area Governments
<b>AYSO</b>	American Youth Soccer Organization
<b>B/PAC</b>	Bicycle/Pedestrian Advisory Committee
<b>BAAQMD</b>	Bay Area Air Quality Management District
<b>BMR</b>	Below Market Rate
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CAP</b>	Cost Allocation Plan
<b>CMTA</b>	California Municipal Treasures Association
<b>CPI</b>	Consumer Price Index
<b>CPUC</b>	California Public Utilities Commission
<b>CSMFO</b>	California Society of Municipal Finance
<b>CYSA</b>	California Youth Soccer Association
<b>EAP</b>	Employee Assistance Program
<b>EIR</b>	Environmental Impact Statement
<b>EOC</b>	Emergency Operations Center
<b>ERAF</b>	Education Revenue Augmentation Fund
<b>FEMA</b>	Federal Emergency Management Agency
<b>FLSA</b>	Fair Labor Standards Act
<b>FPPC</b>	Fair Political Practices Commission
<b>FSA</b>	Flexible Spending Account
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Governmental Finance Officers Association
<b>HVAC</b>	Heating Ventilation and Air Conditioning
<b>IPM</b>	Integrated Pest Management
<b>JPA</b>	Joint Powers Authority
<b>LTD</b>	Long Term Disability
<b>MOU</b>	Memorandum of Understanding
<b>MTC</b>	Metropolitan Transportation Commission
<b>OES</b>	Office of Emergency Services
<b>OPEB</b>	Other-Post Employment Benefits
<b>PC</b>	Planning Commission
<b>PEMHCA</b>	Public Employees' Medical and Hospital Care Act
<b>PERS</b>	(aka CalPERS) Public Employees' Retirement Systems
<b>PIO</b>	Public Information Officer
<b>PTA</b>	Parent Teacher Association
<b>RDA</b>	Redevelopment Agency
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Requests for Qualifications
<b>RHNA</b>	Regional Housing Needs Allocation
<b>RMS</b>	Records Management System

**RWQCB** Regional Water Quality Control Board  
**UBC** Uniform Building Code  
**YAC** Youth Advisory Commission  
**VSP** Vision Service Plan

# Revenues, Expenditures, and Fund Balance Table

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## Example

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Adopted Budget
<b>Revenues</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>Total Revenues</b>	-	-	-	-
<b>Expenditures</b>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
<b>Fund Balance (Usage)</b>	-	-	-	-
<b>General Fund Contribution</b>	-	-	-	-

## Glossary

**Taxes** – Money received from tax revenue

**Licenses and Permits** – Money received from license and permit fees

**Use of Money and Property** – Interest earnings, facility and concession rents

**Intergovernmental Revenue** – Funds received from Federal, State or Local government such as grants

**Charges for Services** – Fees collected for services provided by the department

**Fines and Forfeitures** – Money received from fines and penalties

**Miscellaneous Revenue** – Money received from various sources such as donations, salvage and legal settlement

**Interdepartmental Revenue** – Interdepartmental service charges and transfers

**Total Revenues** – Total of all revenue categories

**Employee Compensation** – Full-time and part-time salaries

**Employee Benefits** – Employee benefits including health insurance and retirement

**Materials** – All material, conference and training costs

**Contract Services** – All contracted goods and services

**Cost Allocation** – Cost of services from other City departments and depreciation expenses

**Capital Outlay** – Land, buildings, vehicles, infrastructure and assets used in operation beyond one year

**Special Projects** – One-time projects or costs

**Appropriations for Contingency** – Fund for unexpected expenses and emergencies

**Total Expenditures** – Total of all expenditure categories

**Fund Balance** – The net effect of assets less liabilities at any given point in time

**General Fund Contribution** – Total Expenditures minus Total Revenues minus Fund Balance

# History

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*“This place of San Joseph Cupertino has good water and much firewood, but nothing suitable for a settlement because it is among the hills very near to the range of cedars which I mentioned yesterday, and lacks level lands.”*

When Spanish explorer San Juan Bautista De Anza traveled through California in 1776, he and his party documented these words about the land surrounding Stevens Creek, named back then as Arroyo San Joseph Cupertino. However, first impressions can often be misleading. Underneath the spiny, overgrown bush was a completely different land waiting to be uncovered. During this time, the area was populated by Native Americans who hunted and gathered, prospering from the abundant resources the land had to offer.

It wasn't until 1848 when the first American settler, Elijah Stephens, a blacksmith from South Carolina, moved to the area—at this time, named simply 'West Side' and primarily owned by the government. After crossing over the Sierra Nevada in wagons, he discovered the true value of the land underneath the bush, and proceeded to purchase over 300 acres of farmland to grow grapes and blackberries. Stephens pioneered the way for farmers, which established West Side as an agricultural hot spot. The land Stephens owned eventually became Blackberry Farm, and the road, creek, and reservoir were all named after him, although misspelled.

In early West Side, many of the newest advances in agriculture were being developed. Settlers were drawn to the land because of its rich earth, where they were able to grow products that competed on the world market. Once the bush had been cleared, they grew grapes, which covered the West Valley area with vineyards by the late 1800s. By the 1900s, a plant louse called Phylloxera spread throughout the vineyards, attacking the roots of the grape vines, killing the grapes and putting a halt to wine production. As a solution, nearly everything was replanted with fruit orchards. When the fruit trees blossomed, visitors would come to the orchards for “The Valley of Heart's Delight” festivals, which celebrated the prosperous agriculture of the West Valley area.

Apart from the farmland, West Side was primarily known as a crossroads, an intersection between Saratoga-Sunnyvale Road and Stevens Creek. This served as a way station for travelers to pass through while going from town to town. As more people came to West Side to take advantage of the rich farm land, more family holdings gathered around the cross-roads. Starting off as just a post office and home union store, West Side's humble cross-roads brought many diverse communities, all attracted by the preferable climate and profitable market for crops.

As more people were drawn to the area around the cross-roads, the orchards were gradually replaced with modern houses for workers. The population steadily grew, and the face of West Side changed, progressing to a more modern town. The community wanted to rename the city, as to not confuse it with other cities, as well as establish a unique identity. John T. Doyle, a

lawyer from San Francisco, and writer of historical anthologies on the area, chose the name “Cupertino” after the original name of the creek.

After the post-World War II population boom, the growing community petitioned for Cupertino to become an incorporated town. Members of the community were worried that the alternative to incorporation was to have parts of Cupertino annexed by surrounding cities, splitting up the community and erasing the local culture. To preserve the rural atmosphere, lower taxes for farmers, start a local government, and prepare for growth, Cupertino voted for incorporation. In 1955, Cupertino officially became the 13th city in Santa Clara County.

By the 1970s, Cupertino once again began to undergo dramatic changes. The growing community attracted several large technology corporations. Lockheed Martin, HP, Intel, and many other big names established themselves in the Silicon Valley. Apple Inc. was founded in Cupertino in 1976 and quickly grew into the tech giant it’s known for today.

In the late 20th century, Cupertino and the surrounding areas experienced another surge in population growth, this time due to the immigration of people from Asian countries. Immigration laws at the time were in the favor of families looking to move to the Silicon Valley. People immigrated here for a variety of reasons—whether they were aspiring for career prospects with major tech companies, or striving for a quality education for their children, everyone who immigrated here had a common goal: to find opportunities to work hard for a better life for themselves and their families.

## **2019 Community Economic Profile**

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Cupertino, with a population of 64,344 and City limits stretching across 13 square miles, is considered one of the most prestigious cities to live and work in the Bay Area.

Economic health is an essential component to maintaining a balanced city, which provides high-level opportunities and services that create and help sustain a sense of community and quality of life. Public and private interests must be mutual so that success as a partnership is a direct reflection of success as a community. The cornerstone of this partnership is a cooperative and responsive government that fosters residential and business prosperity and strengthens working relationships among all sectors of the community.

Because Cupertino is a mature, 93% built-out city, the City of Cupertino focuses on business retention and revitalization. Cupertino is world renowned as the home of high-tech giants, such as Apple, Inc. and Seagate Technologies, and as a community with stellar public schools. De Anza College, one of the largest single-campus community colleges in the country, is another major employer and a magnet for attracting local and international students. The City’s proactive economic development efforts have resulted in an innovative environment for start-ups and growing companies to thrive. The City strives to retain and attract local companies through active outreach and a responsive and customer-oriented entitlement process.

Cupertino is excited to have a number of new mixed-use development projects offering more retail and dining options, as well as provide additional housing opportunities to meet the needs of the growing community.



The Main Street and Nineteen800 mixed-use developments have created a vibrant downtown area for Cupertino, offering a large selection of restaurants and retailers, including Alexander's Steakhouse, Eureka!, Rootstock Wine Bar, Oren's Hummus, Lazy Dog, Chef Hung, HaiDiLao Hot Pot Restaurant, Pressed Juicery, Orangetheory, 85 Degree Bakery, Target Express, Steins Beer Garden, Kura Sushi, Vitality Bowls, Doppio Zero, Koja Kitchen, Bishops Cuts & Colors, Capezio, Howard's Shoes, and Meet Fresh. Housing, office, and a new Residence Inn by Marriott are available to support the thriving area. Benihana, Bowlmore, and Ice Center Cupertino also serve as anchors.

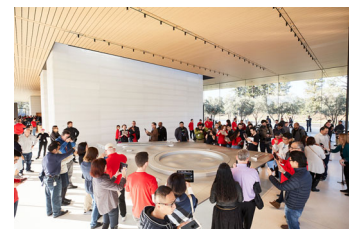
The construction of new retail and commercial development strengthens existing popular venues in Cupertino, including The Marketplace. The Marketplace has a variety of stores and restaurants popular with students, families, and working professionals. They include Daiso, Marukai Groceries, Super Cue, La Patisserie Bakery, Beard Papa's, Legend's Pizza, Aloha Fresh, Merlion Restaurant, Icicles, Kumino, Garlic Mediterranean Grill, Rori Rice, and Erik's DeliCafé.

Cupertino Village is undergoing renovations to upgrade existing buildings, construct new buildings, parking, and open-courtyard space. The shopping center is home to 99 Ranch Market, Starbucks, Gogigo Korean BBQ, Creamistry, MOD Pizza, Ten Ren Tea, Fantasia Coffee & Tea, Happy Lemon, Joy Luck Palace, Kee Wah Bakery, and many other Asian restaurants, bakeries, and shops.

Cupertino features many other retail opportunities, including TJ Maxx and Home Goods, Whole Foods, Target, and over 180 restaurants to serve residents and the local workforce. There are now seven hotels providing over 1,000 rooms, to serve the area: The Aloft Cupertino, Cupertino Hotel, Hilton Garden Inn, Juniper Hotel operated by Curio, Marriott Courtyard, the Residence Inn by Marriott, and the newest addition is the Hyatt House.

The redevelopment of the Homestead Square Shopping Center, located at Homestead Road and De Anza Boulevard, includes a 24-hour Safeway, Ulta Beauty, Ross Stores, Stein Mart, Pet Club, Michael's, Rite Aid, FedEx Kinko's and numerous restaurants, such as Fish's Wild, 1000 Degrees Neapolitan Pizzeria, Yayoi Teishoku Japanese Restaurant, Starbucks, and Chipotle.

Apple completed construction of its new corporate campus, Apple Park, which includes approximately 2.8 million square feet of office and R&D space north of Highway 280 between Wolfe Road and Tantau Avenue. A state of the art Visitors Center, Observation Deck, flagship retail store and café are open to the public seven days a week.



# 2019 City Profile

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The City of Cupertino operates as a general law city with a City Council-City Manager form of government. Five council members serve four year, overlapping terms, with elections held every two years. The Council meets twice a month on the first and third Tuesday at 6:45 p.m. in Cupertino Community Hall. The meetings can be viewed on the City website.

The City has 201.25 authorized full-time benefited employee positions. City departments include Administration (City Council, Commissions, City Manager, City Attorney, City Clerk, Economic Development, Sustainability, Public Affairs); Administrative Services (Finance, Human Resources); Community Development (Planning, Building, Housing Services, Code Enforcement); Parks and Recreation; Public Works (Engineering, Maintenance, Transportation, Solid Waste, Environmental Programs, Storm Drain Management); and Innovation & Technology (IT, GIS, Website and Applications, Video). Public safety services are provided by the Santa Clara County Sheriff's Department and the Santa Clara County Fire District.

Assisting the City Council are several citizen advisory commissions/committee including:

- Audit Committee
- Fine Arts Commission
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission
- Public Safety Commission
- Sustainability Commission
- Teen Commission
- Technology, Information and Communication Commission

Members of the volunteer commissions are appointed by the City Council and vacancies are announced so that interested residents can apply for the positions. For more information, visit [cupertino.org/commissions](http://cupertino.org/commissions).

## Housing

The median sales price for an existing single-family home was \$2,130,000 in January 2019. For housing programs in Cupertino, please see "Programs & Applications."

## Community Health Care Facilities

Cupertino is served by the Cupertino Medical Clinic, NovaCare Occupational Health Services. Nearby hospitals include Kaiser Permanente Medical Center in Santa Clara, El Camino Hospital in Mountain View, O'Connor Hospital in San Jose, Community Hospital of Los Gatos, Stanford Hospital in Palo Alto, and the Saratoga Walk-in Clinic in Saratoga.



## **Utilities**

*Gas & Electric*

Pacific Gas and Electric, 800-743-5000

*Phone*

AT&T residential service, 800-894-2355

AT&T business service, 800-750-2355

*Cable*

Comcast, 800- 945-2288

*Solid Waste & Recycling*

Recology, 408-588-7200

*Water*

San Jose Water Company, 408-279-7900

California Water Service, 650-917-0152

*Sewer Service*

Cupertino Sanitary District, 408-253-7071

## **Tax Rates and Government Services**

Residential, commercial, and industrial property is appraised at full market value as it existed on March 1, 1975, with increases limited to a maximum of 2% annually. Property created or sold since March 1, 1975 bears full cash value as of the time created or sold, plus the 2% annual increase. The basic tax rate is \$1.00 per \$100 (full cash value) plus any tax levied to cover bonded indebtedness for county, city, school, and other taxing agencies. Assessed valuations and tax rates are published annually after July 1.

*Assessed Valuation (Secured and Unsecured)*

Cupertino: \$22,531,311,774 (7/18)

County: \$483,246,439,238 (7/18)

*Retail Sales Tax*

Grand Total = 9.00%.

Breakdown = Cupertino 1.00%, State 6%, County Transportation 0.25%, County General .125%, Local District (Valley Transportation Authority) 1.625%.

## **Transportation**

*Rail:* The CalTrain station is four miles north of city. The Amtrak station is 10 miles south.

*Air:* The San Francisco International Airport is located roughly 30 miles north, and the Mineta San Jose International Airport is located approximately 11 miles south.

*Bus:* Cupertino is served by the Santa Clara Valley Transportation Authority. The routes listed below pass through the City. For Cupertino-specific schedules and maps visit their online website:

Route 23 San Jose – Mountain View/Palo Alto

Route 25 San Jose – De Anza College

Route 26 Eastridge – Lockheed

Route 36 East San Jose – Vallco

Route 51 Vallco – Moffett/Ames

Route 53 Westgate – Sunnyvale

Route 55 De Anza – Great America  
Route 81 East San Jose – Vallco  
Express 101 Camden/Branham – Palo Alto  
Express 501 Palo Alto – I.B.M Bailey

*Car:* The City of Cupertino is in the heart of the world-renowned Silicon Valley. The major highway transportation facilities are Interstate Route 280 and State Route 85 freeways. The City is linked internally by several principal arterials and Santa Clara County expressways. Principal arterials are De Anza Boulevard, Stevens Creek Boulevard, and Wolfe Road. Nearby expressways are Lawrence Expressway and Foothill Expressway.

### **Sister Cities**

City of Cupertino recognizes the value of developing people-to-people contacts by strengthening the partnerships between the city and its four sister cities of Copertino, Italy; Hsinchu, Taiwan; Toyokawa, Japan, and Bhubaneswar, India. Cupertino's Sister City partnerships have proven successful in fostering educational, technical, economic, and cultural exchanges. Over the years, there have been many delegations visiting both the cities as well as many local students participating in annual student exchange programs.

## **Education**

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Winners of numerous state and national awards for excellence, Cupertino's schools are widely acknowledged as models of quality instruction.

Cupertino Union School District serves over 18,000 students in a 26 square mile area that includes Cupertino and portions of five other cities. The district has 20 elementary schools and five middle schools, including several choice programs. Eighteen schools have received state and/or national awards for educational excellence.



Student achievement is exceptionally high. Historically, district test scores place Cupertino among the premier public school districts in California. The district is a leader in the development of standards-based system of education and is nationally recognized for leadership in the use of technology as an effective tool for learning. Quality teaching and parent involvement are the keys to the district's success.

The Fremont Union High School District serves 10,000 students in a 42 square mile area covering all of Cupertino, most of Sunnyvale, and portions of San Jose, Los Altos, Saratoga, and Santa Clara. The five high schools of the district have garnered many awards and recognition based on both the achievement of students and the programs designed to support student achievements. Many high schools in the district exceed their established achievement targets for the State Academic Performance Index. District students are encouraged to volunteer and

provide service to organizations within the community. During their senior year, if students complete 80 hours of service to a non-profit community organization, they are recognized with a "Community Service Award" medal that may be worn at their graduation ceremonies.

Building on its tradition of excellence and innovation, De Anza College challenges students of every background to develop their intellect, character, and abilities; to achieve their educational goals; and to serve their community in a diverse and changing world.



De Anza College offers a wide range of quality programs and services to meet the work force development needs of our region. The college prepares current and future employees of Silicon Valley in traditional classroom settings and customized training arranged by employers. Several De Anza programs encourage economic development through college credit courses, short-term programs, services for manufacturers, technical assistance, and/or recruitment

and retention services.

## Programs & Applications

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### Community Outreach Programs

#### *Leadership 95014*

Leadership 95014 is a program designed by the City of Cupertino, Wilfred Jarvis Institute, and other local sponsors to offer an exciting adult program that is guaranteed to enhance the participants' leadership skills. The ten full-day sessions feature inside looks at local governments, the social sector, local non-profit organizations, and educational institutions. This 9-month program is offered annually, September to May, and applications can be found online.

#### *Neighborhood Block Leader Program*



Good neighborhoods are those where neighbors work together on common issues and look out for each other. Block leaders take extra steps to connect neighbors and build community, making our neighborhoods safer and more harmonious. The Block Leader Program teaches residents how to get to know their neighbors and how to organize activities so neighbors can more easily communicate with each other. Block leaders are vital links between City Hall and the neighborhoods, and leaders gain the inside track on neighborhood development activities.

#### *Neighborhood Watch*

Neighborhood Watch is a crime prevention program that enlists the active participation of citizens in cooperation with law enforcement to reduce crime in our communities. It involves: neighbors getting to know each other and working together in a program of mutual assistance; citizens being trained to recognize and report suspicious activities in their neighborhoods; and implementation of crime prevention techniques such as home security and operation

identification. To organize a Neighborhood Watch program in your neighborhood, please contact the Neighborhood Watch Coordinator at 408.777.3177.

#### *eCAP*

Email Community Alert Program (eCAP) was created by the Santa Clara County Sheriff's Office to prevent and reduce crime by raising community awareness, minimizing opportunities for crime, and increasing the possibility of solving crimes with the public's help. Cupertino residents may voluntarily register their email addresses with the Sheriff's Office for community alert messages. Citizens can sign-up at a Neighborhood Watch meeting or log-on to the City of Cupertino's eCAP online registration.

#### **Affordable Housing: BMR (Below Market Rate) Program**

The City of Cupertino requires 15% of all new construction be affordable to households below 120% of the County median income. Rental units are affordable to very low and low-income households while ownership units are affordable to median and moderate-income households.

The City of Cupertino contracts with West Valley Community Services (WVCS) to screen and place qualified households in most of the city's BMR units. WVCS maintains a waiting list of interested persons for these BMR units. If interested, please call 408.255.8033. More information can be found online.

#### **Smart Phone Applications**



##### *Mobile 95014*

City of Cupertino's Mobile 95014 app offers latest listing of Cupertino news and events as well as local parks, schools, and recreation offerings in the city. This app showcases environmental services and community services such as Block Leaders and Neighborhood Watch programs. Users can learn about public safety and contact City Council members and City officials. The app also offers links to Cupertino's social media sites.

##### *Trees 95014*

Trees 95014 is an iPhone/iPad and Android app which provides details about the city-planted trees in Cupertino. Users can search for trees by street name or by current location. The search results show the picture of the tree and details such as location, height, diameter, and species. Cupertino residents can also sign up their tree, name their tree, and request tree service through this app.

##### *Eats 95014*

Eats 95014 is the local restaurant app that showcases Cupertino's dining options such as restaurants, grocery stores, farmers' markets, and vineyards. The app provides information on the services offered at such eating places including store hours, parking information, noise level, directions, and website link.



### Ready 95014

Ready 95014 is an app that puts safety information into the hands of Cupertino residents. Steps to prepare and respond to emergencies including earthquakes, floods, fires, and pandemics are outlined in an easy-to-understand format. The app also streams Cupertino’s own AM radio station (1670 AM) and has a map of the City’s Area Resource Centers, satellite locations opened after disasters to provide public assistance.

### Website Applications

[Cupertino.org/ShopAndDine](http://Cupertino.org/ShopAndDine)

This interactive website app offers users mapping features of current Cupertino businesses and restaurants.

## Community Statistics

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### Facts and Figures<sup>1</sup>

Population in City Limits	64,344
Average Household Income	\$228,515
Average Age	40
Registered Voters	28539
Democrats	11,113
Republicans	4648
American Independent	402
Other	218
No Political Party Designated	12,158

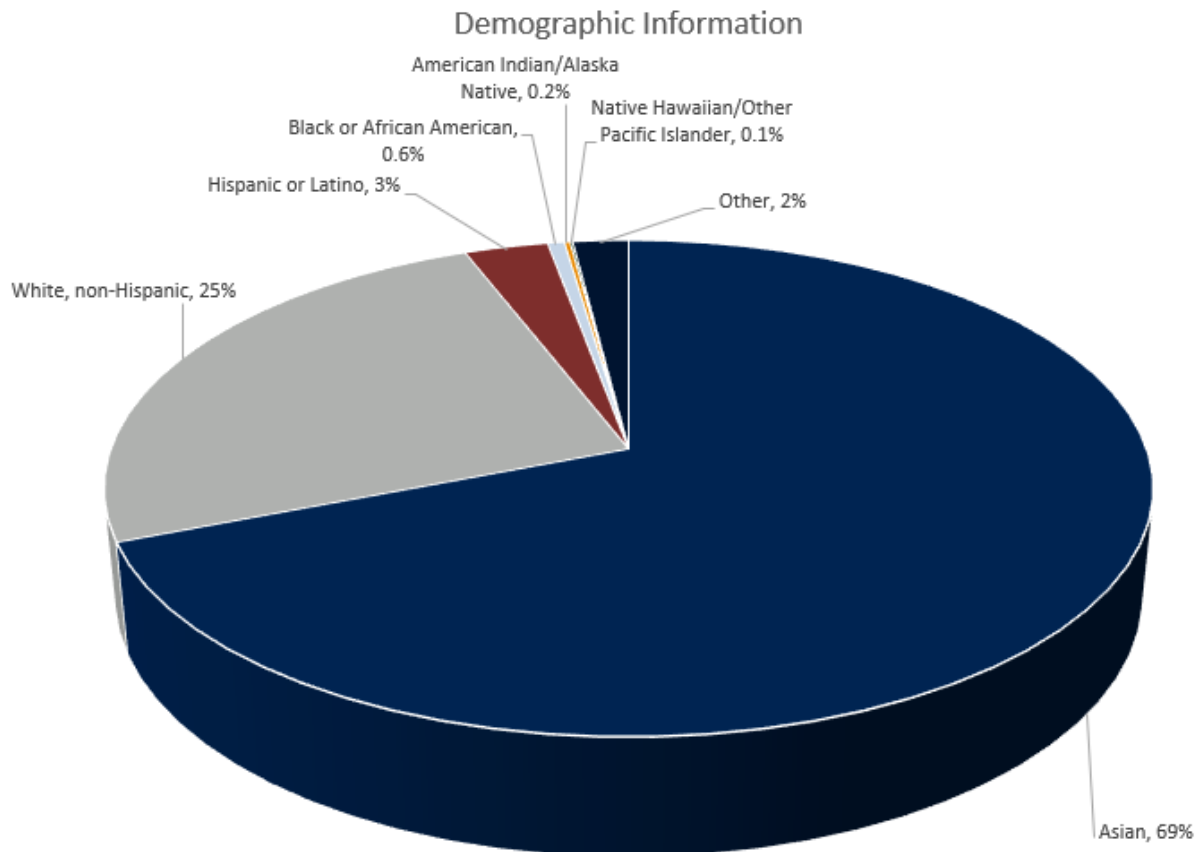
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<sup>1</sup> Claritas 2019 Estimates and California Statewide Direct Primary Election June 5, 2018

## Top 40 Sales Tax Producers

Third Quarter 2018, in Alphabetical Order

Apple	Cloud Trekkers Technologies	Lazy Dog Cafe	Shane Company
7 Eleven	Dental Arts of California	Marina Food	Shell Station
76 Station	Dynasty Seafood Restaurant	Marukai Supermarket	Sherry Precision Dental Art
99 Ranch Market	Estel Group	Mirapath	Target
Alexander's Steak House	Galpao Gaucho	Pro Installations	TJ Maxx
Alliance	Haidilao Hot Pot	Ross	Ulta Beauty
Aqui Cal Mex	Huawei Technologies	Rotten Robbie	Valero
Argonaut Window & Door	Insight Direct	Safeway	Vardys Jewelers
Benihana	Insight Public Sector	Scandinavian Designs	Vikhar Inc.
BJs Restaurant & Brewhouse	Kura Revolving Sushi Bar	Seagate Technology	Whole Foods Market



# Community and Recreation Services

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## *Blackberry Farm*

Blackberry Farm has been upgraded and restored to improve the natural habitat for native trees, animals, and fish. Improvements to the park include construction of a new ticket kiosk, replastered pools, a new water slide, bocce ball, horseshoe courts, and numerous upgrades to the west bank picnic area. The park is located at 21979 San Fernando Avenue. Telephone: 408-777-3140.

*The Blackberry Farm Golf Course* is located at 22100 Stevens Creek Boulevard. Telephone: 408-253-9200.

## *The Quinlan Community Center*

The City of Cupertino's Quinlan Community Center is a 27,000 square foot facility that provides a variety of recreational opportunities.

Most prominent is the Cupertino Room - a multi-purpose room that can accommodate 300 people in a banquet format.

Telephone: 408-777-3120.

## *Cupertino Sports Center*

The Sports Center is a great place to meet friends. The facility features 17 tennis courts, complete locker room facilities, and a fully-equipped fitness center featuring free weights, Cybex, and cardio equipment. A teen center and a child-watch center are also included. The center is located at the corner of Stevens Creek Boulevard and Stelling Road. Telephone: 408-777-3160.

## *Cupertino Senior Center*

The Senior Center provides a welcome and friendly environment for adults over age 50. There is a full calendar of opportunities for learning, volunteering, and enjoying life. There are exercise classes, computer lab classes, and English as a second language classes, and cultural and special interest classes. The center also coordinates trips and socials.

The Senior Center is located at 21251 Stevens Creek Boulevard and is open Monday through Friday, 8 a.m. to 5 p.m. Telephone: 408-777-3150.

## *Civic Center and Library*

The complex has a 6,000 square foot Community Hall, plaza with fountain, trees, and seating areas. City Council meetings, Planning Commission sessions, and Parks and Recreation Commission sessions are held in the Community Hall.

The 54,000 square foot library continues to be one of the busiest libraries in the Santa Clara County Library system. For more information, call 408-446-1677.

### ***McClellan Ranch Park***

A horse ranch during the 1930's and 40's, this 18-acre park has the appearance of a working ranch. Preserved on the property are the original ranch house, milk barn, livestock barn, and two historic buildings: Baer's Blacksmith Shop, originally located at DeAnza and Stevens Creek, and the old water tower from the Parish Ranch, now the site of Memorial Park. Rolling Hills 4-H Club members raise rabbits, chickens, sheep, swine, and cattle. The Junior Nature Museum, which features small live animal exhibits and dispenses information about bird, animal, and plant species of the area, is also located at the ranch. The newly opened Environmental Education Center has Open House hours on Friday, Saturday, and Sunday. McClellan Ranch is located at 22221 McClellan Road. Telephone: 408-777-3120.

## **Things to Do and See**

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### ***Euphrat Museum of Art***

The highly regarded Euphrat Museum of Art, at its new location next to the new Visual Arts and Performance Center at De Anza College, presents one-of-a-kind exhibitions, publications, and events reflecting the rich diverse heritage of our area. The Museum prides itself on its changing exhibitions of national and international stature emphasizing Bay Area artists. Museum hours are 10 a.m. – 3 p.m. Monday through Thursday. Telephone: 408-864-5464

### ***Fujitsu Planetarium***

The Fujitsu Planetarium on the De Anza College campus is a must-visit Cupertino facility for stargazers. It hosts a variety of planetarium shows and events, including educational programs for school groups and family astronomy evenings. For more information, visit the website at <http://planetarium.deanza.edu> or call 408-864-8814.

### ***Flint Center***

The cultural life of the Peninsula and South Bay is enhanced by programs presented at the Flint Center for Performing Arts located at 21250 Stevens Creek Boulevard in the De Anza College campus. The center opened in 1971 and was named in honor of Calvin C. Flint, the first chancellor of the Foothill-De Anza Community College District. The box office is open 10 a.m. – 4 p.m. Tuesday through Friday and 1.5 hours prior to any performance. Box office: 408-864-8816; administrative office: 408-864-8820.

### ***Cupertino Historical Society***

The Cupertino Historical Society was founded in 1966 by a group of 177 longtime residents and is dedicated to the preservation and exhibition of the city's history. Their museum, located at the Quinlan Community Center, develops and expands the learning opportunities that it offers to the ethnically diverse community of the City of Cupertino. Telephone: 408-973-1495.





### *Farmers' Markets*

There are two farmers' markets located in the City of Cupertino. One is held on Fridays from 9:00 a.m. to 1:00 p.m. at Creekside Park, and the other is held every Sunday from 9:00 a.m. to 1:00 p.m. at The Oaks Shopping Center, 21275 Stevens Creek Blvd.

### *California History Center*

The California History Center and Foundation is located on the De Anza College campus. The center has published 37 volumes on California history and has a changing exhibit program. The center's Stockmeir Library Archives boast a large collection of books, pamphlet files, oral history tapes, videotapes, and a couple thousand student research papers. The library's collection is for reference only. Heritage events focusing on California's cultural and/or natural history are offered by the center each quarter. For more information, call 408-864-8987. The center is open September through June, Tuesday through Thursday, from 9:30 a.m. to noon and 1:00 p.m. to 4:00 p.m.

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# The Annual Budget Process

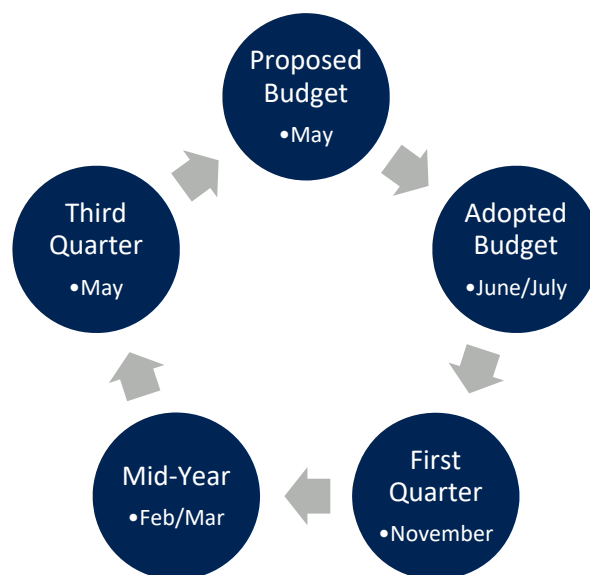
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The City's annual budget is prepared on a July 1 to June 30 fiscal year basis. However, the budget process is an ongoing process that occurs throughout the year and includes the phases of development, proposal, adoption, monitoring, and amendment.

The budget development phase begins in December with the preparation of budget instructions and work program development by the City Council and City Manager. During March, departments prepare the budgets for which they are responsible. These proposed department budgets are reviewed by the Finance Division using current and prior year trends data. The City Manager then reviews the proposals with the Director of Administrative Services and departmental staff and makes final decisions which form the basis of the City Manager's Proposed Budget. The proposed budget is then submitted to the City Council in May.

During the months of May and June, the City Council considers the budget proposals at a study session and public hearing. At these times, the Council hears from Boards, Commissions, community groups, and the public regarding budget requests and recommendations. The adopted budget is adopted by resolution in June and takes effect on July 1.

The following chart illustrates the City's budget reporting cycle. Staff reports to Council on a quarterly basis in addition to the annual proposed and adopted budget. Should amendments to the budget be required outside of this cycle, staff will bring budget amendments as separate Council staff reports.



**Budget Amendment Process**

After the budget is adopted, the City enters the budget monitoring phase. Throughout the year, expenditures are monitored by the Finance Division staff and department managers to ensure that funds are used in an approved manner. Adjustments to expenditures within or between departmental budgets are accomplished on an as-needed basis administratively throughout the year. The City Manager and Department Heads can transfer funds between their line items and/or divisions as needed.

City Council approval is required for additional appropriations from fund balances or from new revenue sources.

# Structure of City Finances

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## **Cost Accounting**

The City of Cupertino has five internal service funds that account for innovation & technology, equipment replacement, workers compensation, long-term disability and compensated absence, and retiree health costs experienced by City departments. Fund costs are allocated to user departments or operating funds based on salaries, equipment and software purchase price, actuarial studies and actual and projected service level. Please view the Cost Allocation Plan and Changes to the Internal Service Fund section of this document for details.

Other employee fringe benefits such as medical, dental, life insurance, and pensions are directly added to department costs as a percentage of salaries. Staff salary and benefit costs are split among departments and related funds based on the anticipated percentage of time spent working in various departments.

## **Overhead Cost Allocation**

All overhead costs are allocated to the appropriate program within the limits of local, State and federal laws. The City utilizes a two-step method (double step down method) where costs are first allocated among the central service department support programs to arrive at the total costs of central service programs. Beginning in FY 2014 overhead/indirect costs associated with service departments in the General Fund were allocated based on a Cost Allocation Plan (CAP).

These total costs are then allocated to the departments and funds that are benefiting from these expenses. The corresponding revenue is collected by the General Fund for indirect/overhead costs associated with the Cost Allocation Plan (CAP) and Internal Service Funds and allocated directly to the department providing the service.

## **Basis of Budgeting**

Basis of Budgeting refers to the method used to recognize revenues and expenditures in the budget. For the City of Cupertino, the basis of budgeting is the same basis used for accounting. The modified accrual basis is followed in the Governmental Funds, including the General, Capital, Debt Service, and Special Revenue funds. Under this basis, revenues are recognized when they become "susceptible to accrual", which means they are both measurable and available. Measurable means the transaction can be determined.

The budget is split into nine Departments: City Council and Commissions, Administration, Law Enforcement, Innovation and Technology, Administrative Services, Parks and Recreation,

Planning and Community Development, Public Works, Non Departmental (includes budget that are not attributable to any specific division) and Capital Projects. These departments are further split into divisions then programs. The programs within the divisions are balanced at the department level within a given fund.

### **Comprehensive Annual Financial Report (CAFR)**

The Comprehensive Annual Financial Report (CAFR) is prepared by Crowe and Horwath, the City's Auditors and according to "Generally Accepted Accounting Principles" (GAAP).

### **Citizen Participation**

Every two years the City of Cupertino has a Community Survey completed by Godbe Research to measure resident's satisfaction with living in the City, City Services and to identify issues facing the City. In addition, the budget study session and budget hearings are public meetings where citizens are given the opportunity to comment on the budget. The public can also provide feedback to two Council sub-committees, the Fiscal Strategic Planning and Audit Committees.

# Fund Structure

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For accounting purposes, a state or local government is not treated as a single, integrated entity. Rather, a government is viewed as a collection of smaller separate businesses known as 'funds'. Fund accounting is an accounting system emphasizing accountability rather than profitability. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

The City's finances are structured in a variety of funds that are the basic accounting and reporting entities in governmental accounting. The funds that comprise the FY 2019-20 budget are grouped into two major categories, Governmental Funds and Proprietary Funds. The purpose of each of the various funds within these two categories is described below:

## **Governmental Funds**

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (except those accounted for in the proprietary funds) are accounted for through governmental funds. Governmental funds include Tax Supported Funds, Special Revenue Funds and Federal Grant Funds. They are accounted for under the modified accrual basis of accounting.

## **Tax Supported Funds**

Tax Supported Funds include the General and Capital Improvement Funds. The General Fund is the primary operating fund for governmental services. The Capital Improvement Fund is utilized for the acquisition or construction of major capital facilities.

<b>Tax Supported Funds</b>	<b>Purpose</b>
General	The General Fund is used to pay for core services such as public safety, parks and recreation, planning and community development, public works, and a host of other vital services. The revenue used to pay for these services comes primarily from local taxes such as property tax and sales tax, franchise fees, charges for services, and a variety of other discretionary sources.
Capital Improvement	
Capital Improvement Projects	This fund pays for the acquisition and/or construction of major capital facilities.
Stevens Creek Corridor Park Capital Projects	This fund pays for the design and construction of the Stevens Creek Corridor Park projects.

**Special Revenue Funds**

Special Revenue Funds is a fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, Environmental Management/ Clean Creeks funds and Housing and Community Development.

<b>Special Revenue Funds</b>	<b>Purpose</b>
Storm Drain Improvement	This fund pays for the construction and maintenance of storm drain facilities, including drainage and sanitary sewer facilities.
Park Dedication	This fund pays for the activity granted by the business and professions code of the State of California in accordance with the open space and conservation element of the City’s General Plan.
Environmental Management/Clean Creek/Storm Drain	This fund pays for all activities related to operating the Non-Point Source pollution program.
Transportation	This fund pays for expenditures related to the maintenance and construction of City streets.
Housing & Community Development	This fund pays for the Federal Housing and Community Development Grant Program activities administered by the City. This fund also pays for activities related to the Below Market Rate Housing Program.



### **Federal Grant Funds**

Federal Grant Funds include the Community Development Block Grant program. The Community Development Block Grant is a federally funded program for housing assistance and public improvements.

<b>Federal Grant Funds</b>	<b>Purpose</b>
Community Development Block Grant	This fund pay for activities related to the Community Development Block Grant (CDBG).

### **Proprietary Funds**

Proprietary Funds are used to account for “business-type” activities. Proprietary Funds include Enterprise Funds and Internal Service funds. They are accounted for under the full accrual basis of accounting.

### **Enterprise Funds**

Enterprise Funds are set up for specific services that are funded directly by fees charged for goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

<b>Enterprise Fund</b>	<b>Purpose</b>
Resource Recovery	This fund pays for operating costs related to the collection, disposal, and recycling of solid waste performed under a franchise agreement with Recology.
Blackberry Farm Golf Course	This fund pays for operating costs related to the Blackberry Farm Golf Course.
Sports Center	This fund pays for operating costs related to the Sports Center.
Recreation Programs	This fund pays for operating costs related to the City's community centers and park facilities.

### Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Innovation & Technology, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

<b>Internal Service Funds</b>	<b>Purpose</b>
Innovation & Technology	This fund pays for all technology related expenses for the citywide management of information services. This fund pays for the replacement of existing hardware and software and the funding of new hardware and software needs city-wide. Equipment is depreciated based on the acquisition or historical costs for the useful life of the asset using the straight line method.
Workers' Compensation	This fund pays for claims and insurance premiums related to workers' compensation.
Equipment Maintenance and Fixed Asset Acquisition	This fund pays for the purchase and maintenance of fleet and general equipment having a value greater than \$5,000 and expected life of more than one year. Assets are depreciated based on the acquisition or historical costs for the useful life of the asset and using the straight line method.
Compensated Absences & Long Term Disability	This fund pays for liabilities associated with employees retiring or leaving service and claims and premiums associated with long term disability.
Retiree Medical	This fund pays for Retiree Medical costs.

# Fiscal Policies – Revenue Policies

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## PURPOSE

To establish revenue policies that assist the City in striving for and maintaining a diversified and stable revenue system to prevent undue or unbalanced reliance on any one source of funds. This revenue diversity will shelter the City from short-run fluctuations in any one revenue source.

## SCOPE

All revenue sources across all funds.

## POLICY

To the extent possible, maximize investment yield while maintaining a high level of liquidity for the City's anticipated capital costs.

Identify and recommend sources of revenue necessary to maintain the services desired by the community and to maintain the City's quality of life.

Perform ongoing evaluations of existing sources of revenue to maximize the City's revenue base.

Recover costs of special services through user fees.

Pursue full cost recovery and reduce the General Fund fee subsidy to the degree feasible.

Allocate all internal service and Cost Allocation Plan charges to appropriate user departments and

Ensure that Enterprise activities remain self-supporting in the long term.

# Fiscal Policies – Expenditure Policies

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## PURPOSE

To establish expenditure control policies through the appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted or amended budget.

## SCOPE

All expenditure categories across all funds.

## POLICY

Each Department or Division Manager will be responsible for the administration of their department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limits.

Accurately charge expenditures to the appropriate chart of accounts;

Maintain operating activities at levels which are offset by revenues;

The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and tax payers are cost effective and efficient;

Evaluate expenditures at the department and project levels to ensure control;

Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed assets or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years;

All compensation planning and collective bargaining will include analysis of total cost of compensation which includes analysis of salary increases, health benefits, pension contributions, fringe benefits and other personnel costs. The City will only propose operating personnel costs which can be sustained by on-going operating revenues;

Reduce costs and improve productivity through the use of efficiency and effective measures. -

Structure debt financing to provide the necessary capital while minimizing future debt service costs.

# Fiscal Policies – Capital Improvement Policy

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## PURPOSE

To establish a Capital Improvement Policy to assist in future planning.

## SCOPE

All anticipated Capital Improvement Projects for the current fiscal year plus four additional fiscal years.

## POLICY

The City will prepare and update a five year Capital Improvement Plan (CIP) encompassing all City facilities.

Projects included in the CIP will have complete information on the need for the project (project justification), description and scope of work, total cost estimates, future cost estimates, future operating and maintenance costs and how the project will be funded.

An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a priority ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.

Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Manager and City Council approval.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.

The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.

The City will utilize "pay-as-you-go" funding for capital improvement expenditures considered recurring, operating or maintenance in nature. The City may also utilize "pay-as-you-go" funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City's credit rating.

The City will consider the use of debt financing for capital projects under the following circumstances:

- When the project's useful life will exceed the terms of the financing
- When resources are deemed sufficient and reliable to service the long-term debt
- When market conditions present favorable interest rates for City financing
- When the issuance of debt will not adversely affect the City's credit rating and debt coverage ratios.

# Fiscal Policies – Information Technology Replacement and Capitalization Policy

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## PURPOSE

The purpose of this policy is to establish guidelines for replacing and capitalizing technology equipment and systems. Replacement is indicated when a product has run its useful life and updating/upgrading is no longer an option. Capitalization of equipment requires the set aside of funding for future replacement.

Generally, technology equipment with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Software with an expected life of at least 7 years or a cost of over \$10,000 shall also be capitalized. Software-as-a-Service (SaaS) contracts are not capitalizable and are expensed as incurred.

Technology upgrades are determined by the Innovation Technology Department and user departments based on functionality, vendor support, and industry standards.

## SCOPE

This policy covers the City of Cupertino: network infrastructure (routers, switches, firewalls, security appliances); server infrastructure (files servers, database servers, mail servers, web servers, etc); user laptops and workstations; mission-critical systems, telephone system (telephone equipment not already listed previously); desktop software; enterprise software; workgroup software; and broadcast video and audiovisual equipment.

Cell phones, printers, and tablet devices are not covered by this policy as these items do not meet the minimum criteria for capitalization. Replacement of these items are at the discretion of the Innovation Technology Department in concert with the user Department.

## POLICY

All technology shall be replaced according to the following:

**Network infrastructure** (routers, switches, firewalls) shall be replaced when no longer functional, as determined by the Innovation Technology Department Division (IT), or when parts or support are no longer available from the manufacturer. Replacement needs will be determined by IT annually as part of the operating budget process. Network infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

**Server infrastructure** shall be replaced when it is no longer functional (defined as not being able to meet its intended purpose), or when parts or support are no longer available from the manufacturer. These needs are evaluated annually by IT and user departments as part of the operating budget process. Servers are evaluated as they approach 3 years in service, and placed on the schedule accordingly. Server lifetime may be extended by the purchase of additional memory or disk. Server infrastructure with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized.

**User workstations** shall be replaced, on average, after 4 years as is industry standard. Zero Client work stations shall be replaced, on average, every 8 years. IT will determine the need for specific replacements. User workstations shall not be capitalized as they do not meet the minimum criteria for capitalization.

**Interoperable systems** are defined as a group of interdependent and/or interoperable components that together form a single functional unit. These components may be interconnected by their structural relationships, their common functional behavior, or by both. Generally, for a system to be eligible for capitalization, the cumulative value of its components should be at least \$5,000 and have a life expectancy of five years or more. A common example of such system would be a telephone system or network. Individual component or replacement costs are not capitalizable unless they are greater than \$5,000 and increase the value of the asset.

**Enterprise Software** replacement shall be determined individually by IT and the end users. Only those large enterprise systems (on-site or on premise) with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized. SaaS contracts are not capitalizable and are to be expenses as incurred.

**Desktop Software** is replaced/updated according to Microsoft's releases of Windows and Office. Software shall not be more than one version out of date to ensure functionality and vendor support. IT will generally wait at least 90 days after a new release to roll out new versions. Only software with an expected life of at least 7 years or a cost of over \$10,000 shall be capitalized. Desktop software generally does not meet this criterion.

**Broadcast Video and Audiovisual Equipment/Systems** shall be repaired or replaced when determined no longer functional. Replacement will occur on average after 10 years. Broadcast video and audiovisual equipment/systems with a life expectancy of at least 5 years and a total cost of over \$5,000 shall be capitalized. Equipment that does not meet these criteria may still be capitalized if the item is a component of interoperable systems.



# Fiscal Policies – Pension and Retirement Funding Policy

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## PURPOSE

To establish a policy for the funding of Retirement and Retiree health.

## SCOPE

Retirement and Retiree Health costs citywide, across all funds.

## POLICY

Fund all current pension liabilities on an annual basis.

Monitor certain health and dental care benefits for retired employees. Funding the liability for future retiree benefits will be determined by City Council action.

# Fiscal Policies – Long Term Financial Stability Policies

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## PURPOSE

To establish a policy for Long Term Financial Stability

## SCOPE

All programs across all funds

## POLICY

Ensure ongoing productivity through employee training and retention programs.

Pursue consolidation of resources and activities with other agencies and jurisdictions where beneficial.

Ensure financial planning flexibility by maintaining adequate fund balances and reserves.

Provide for major maintenance and repair of City buildings and facilities on a timely basis.

Provide for infrastructure asset preservation that maximizes the performance of these assets at minimum life-cycle costs.

Continually evaluate and implement long-term financial planning including technology automation, multiple year capital improvement programs, revenue and expenditure forecasting, automating and streamlining service delivery, stabilizing and repositioning revenue sources, and decreasing expenditures and risk exposure.

# Fiscal Policies – Committed, Unassigned Fund Balance, and Use of One Time Funds Policy

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## PURPOSE

To establish assigned and unassigned fund balance and one time use policies.

## SCOPE

The General Fund and Capital Funds.

## POLICY

To maintain sufficient committed and unassigned fund balance (general fund only) in each fund for the ability to meet following economic uncertainties:

**Economic Uncertainty** – \$19,000,000 and represents two months of General Fund (GF) operating expenditures excluding transfers out plus a two year drop in total general fund revenue of 13% or approximately 1.5 months, excluding the use of reserves. Transfers out are primarily used to fund Capital Projects and do not represent on-going expenditures. This assignment will change from year to year based on budgeted general fund expenditures and revenues.

- Mitigate short-term economic downturns and volatility in revenues (2 years or less)
- Sustain city services in the event of an emergency
- Meet requirements for debt reserves
- Meet operating cash flow requirements as a result of delay in the receipt of taxes, grant proceeds and other operating revenues

**PERS** – \$8,000,000 and represents the initial investment into the City's Pension Rate Stabilization Program (PRSP). As a result of the significant increase in retirement costs based on the most recent actuarial forecast, the City elects to establish and fund a secondary pension trust to assist in stabilizing the potential impact of pension cost volatility on the City's operating budget. Annual contributions subsequent to the initial funding are determined by calculating the difference between CalPERS' current discount rate and a more conservative rate determined by the City. This difference is to be transferred to the pension trust and to be used solely for the benefit of members in the plan.

**Sustainability Reserve** – Cupertino’s Sustainability Division oversees the City’s Climate Action Plan (CAP), which defines strategies to reduce greenhouse gas emissions, and provides residents, businesses and schools with programs and services focused on energy efficiency, renewable energy, water conservation, alternative transportation and other sustainable actions. The City receives rebates for projects that successfully meet the eligibility requirements such as energy or water efficiency. If the rebates were not initially budgeted, they are categorized as committed fund balance in the General Fund. The purpose of this reserve is to help support future sustainability projects/programs.

**Unassigned** – \$500,000 and represents 1% of the total general fund operating budget. This assignment may change from year to year based on budgeted general fund expenditures.

- Absorb unanticipated operating needs that arise during the fiscal year that were not anticipated during the budget process
- Absorb unexpected claims or litigation settlements

**Capital Improvement** – \$5,000,000 and represents average dollars spent for capital projects in the last three fiscal years. This assignment may change from year to year based on actuals dollars spent on capital projects and anticipated future capital project needs.

- Meet future capital project needs so as to minimize future debt obligations

The City shall not use fund balances/reserves in lieu of revenues to pay for ongoing expenses except as specifically provided in the City’s reserve policy.

The chart below summarizes reserve policy levels as described above:

Funding Priority	Reserve	Reserve Level	Escalator <sup>1</sup>	Description
<b>GENERAL FUND</b>				
1	Economic Uncertainty	\$19,000,000	GF Budgeted Operating Expenditures <sup>2</sup> GF Budget Revenue <sup>3</sup>	For economic downturns and major revenue changes.
2	PERS	\$8,000,000	Budgeted Citywide Retirement Costs	For pension cost increases.
3	Sustainability Reserve	\$122,754	GF Budget Revenue <sup>3</sup>	For future sustainability projects/programs.

4	Unassigned	\$500,000	Budgeted GF Operating Expenditures <sup>2</sup>	For mid-year budget adjustments and redeployment into the five year budget.
<b>CAPITAL PROJECTS FUNDS</b>				
5	Capital Improvement	\$5,000,000	None	Reserves set aside for future capital projects.

<sup>1</sup> Rounded to the nearest hundred thousand

<sup>2</sup> Excludes Transfers Out

<sup>3</sup> Excludes the use of reserves

**Changes to Committed Fund Balance** – All reserves listed in this policy are classified as Committed Fund Balance under Government Accounting Standards Board (GASB) Statement 54. Committed fund balance is comprised of amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. Changes to committed fund balances must be approved by City Council. This policy will be reviewed annually as part of the budget process.

**Replenishment process** – Should the City need to utilize any of the committed fund balances listed in this policy, recommendation will be brought to City Council for approval and a plan to replenish the committed balance will be developed in conjunction with its use.

**Excess** – Funding of these reserves will come generally from one-time revenues, annual net income, and transfers from other reserves that exceed policy levels. They will be funded in the following priority order with any remaining funds to be placed in the Capital Reserve:

- 1) Economic Uncertainty
- 2) PERS
- 3) Sustainability Reserve
- 4) Unassigned

## **Fiscal Policies – Investment Policy**

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The City Council annually updates and adopts a City Investment Policy that is in compliance with State statutes on allowable investments. By policy, the Audit Committee reviews the policy and acts as an oversight committee on investments. The policy directs that an external auditor perform agreed-upon procedures to review City compliance with the policy. The full policy is available on the City website as part of the May 14, 2019 City Council agenda packet.

# Fiscal Policies – Community Funding Policy

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## PURPOSE

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. This policy establishes a standard application process whereby funding decisions of non-profit requests can be addressed on a fair and consistent basis by establishing a set of criteria for evaluating requests, ensuring that all entities follow a formal application process and pre-approving a dollar limit for those requests.

## SCOPE

All requests for funding must comply with this policy.

## POLICY

The applicant should identify the services provided, purpose for the funds, how the expenditure aligns to City priorities and how the funds will be used to benefit the Cupertino community.

A recurring organization should state how prior year funds, if any, were used.

The applicant should include information about the organization, its budget and its purpose.

Non-profit organizations which serve multi-jurisdictions should state what they have requested from other cities/organizations they service in regards to this program request.

Cupertino does not fund ongoing operational costs. Requests should be for one-time, project specific needs.

The organization must show that their staff has the experience to implement and manage the project. More than 75% of the budget must go to direct service costs versus administrative costs.

Staff should include all requests and funding recommendations for Council consideration.

Non-profits will be notified of our process in advance and no proposals will be entertained after **March 1 of each year.**

City Council will make the final decision as part of the budget process.

# Appropriations & Legal Debt Limit Margin

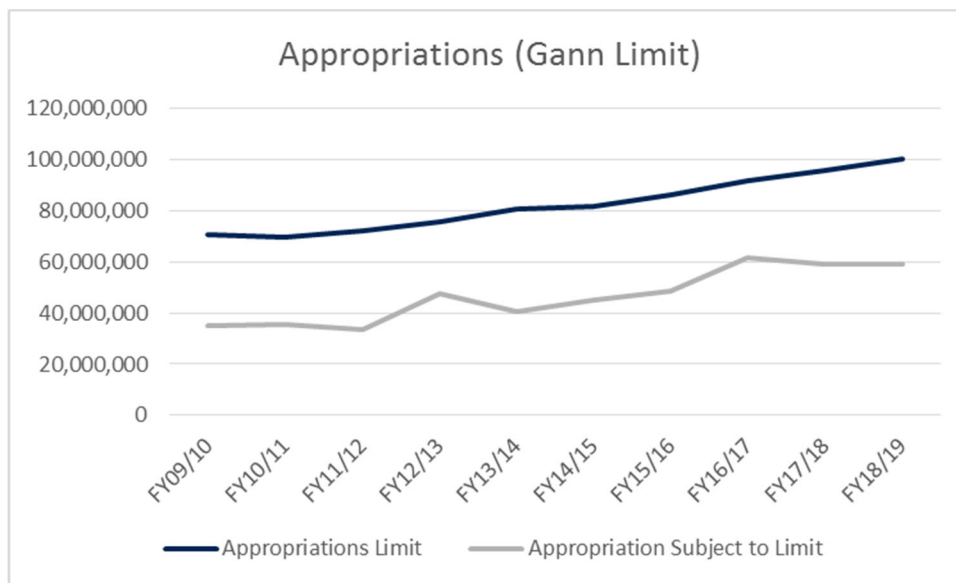
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## Gann Appropriations Limit

Fiscal Year 2019-20

Article XIII B of the California State Constitution as enacted by Proposition 4, the Gann initiative of 1979, mandates a limit on the amount of proceeds of taxes that state and local governments can receive and appropriate (authorize to spend) each year. The purpose of this law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. The original Article XIII B was further modified by Proposition 111 and SB 88 approved by California voters in June of 1990. Proposition 111 allows cities more flexibility in choosing certain inflation and population factors to calculate the limit.

## Appropriations Subject to Limit



The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified those factors to allow cities to choose either the growth in California Per Capita Income or the growth in non-residential assessed valuation due to new construction in the city. Alternatively, the city could select a population growth factor represented by the population growth in Santa Clara County. Each year the city establishes its appropriations limit for the following fiscal year.



The City's appropriations limit for FY 2018-19 was \$100,538,305, \$4,509,818 or 4.7% higher than the FY 2017-18 limit of \$96,028,488. Information to calculate the City's appropriations limit for FY 2019-20 will not become available until May 2019 and will be included in the Adopted Budget hearing in June 2019.

### Legal Debt Margin

Fiscal Year 2019-20

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Effective with the 1981-82 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computation shown below reflects a conversion of assessed valuation data for fiscal year 2018-19 from the current full valuation perspective to the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the State.

Description	Amount	Formula
Secured Property Assessed Value, Net of Exempt Real Property (1)	\$22,531,311,774	
Adjusted Valuation - 25% of Assessed Valuation (2)	\$ 5,632,827,944	(1) * 25%
Debt Limit - 15% of Adjusted Valuation	\$ 844,924,192	(2) * 15%
Total City Bonded Debt (3)	\$ 29,300,000	
Less: Certificates of Participation Not Subject to Debt Limit (4)	\$ (29,300,000)	
Amount of Debt Subject to Limit	-	(3) - (4)
Legal Debt Margin	\$ 844,924,192	

## Fiscal Year 2019-20 Proposed Budget Financial Overview by Fund

Revenue Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2019-20 Proposed Budget Total
Sales Tax	\$ 25,637,093	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,637,093
Property Tax	\$ 24,703,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,703,218
Transient Occupancy	\$ 9,666,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,666,056
Utility Tax	\$ 3,198,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,198,644
Franchise Fees	\$ 3,162,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,162,457
Other Taxes	\$ 1,181,050	\$ 453,404	\$ -	\$ -	\$ -	\$ -	\$ 1,634,454
Licenses & Permits	\$ 2,524,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,524,000
Use of Money & Property	\$ 1,330,579	\$ 15,700	\$ -	\$ -	\$ 28,000	\$ -	\$ 1,374,279
Intergovernmental	\$ 354,547	\$ 7,554,533	\$ -	\$ -	\$ 15,000	\$ -	\$ 7,924,080
Charges for Services	\$ 13,233,225	\$ 391,045	\$ -	\$ -	\$ 5,859,827	\$ 4,083,901	\$ 23,567,998
Fines & Forfeitures	\$ 615,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 625,000
Miscellaneous	\$ 882,283	\$ 163,521	\$ -	\$ -	\$ 66,000	\$ -	\$ 1,111,804
Transfers In/Other Financing Uses	\$ 612,000	\$ 1,318,000	\$ 3,172,838	\$ -	\$ 2,123,000	\$ 4,045,652	\$ 11,271,490
<b>TOTAL REVENUE</b>	<b>\$ 87,100,152</b>	<b>\$ 9,906,203</b>	<b>\$ 3,172,838</b>	<b>\$ -</b>	<b>\$ 8,091,827</b>	<b>\$ 8,129,553</b>	<b>\$ 116,400,573</b>

Appropriation Categories	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	2019-20 Proposed Budget Total
Employee Compensation	\$ 18,821,823	\$ 1,025,568	\$ -	\$ -	\$ 1,942,661	\$ 1,336,390	\$ 23,126,442
Employee Benefits	\$ 7,825,956	\$ 504,775	\$ -	\$ -	\$ 564,863	\$ 1,596,993	\$ 10,492,587
Materials	\$ 5,668,631	\$ 728,939	\$ -	\$ -	\$ 463,844	\$ 916,106	\$ 7,777,520
Contract Services	\$ 21,683,411	\$ 727,897	\$ -	\$ 175,000	\$ 4,644,862	\$ 1,538,116	\$ 28,769,286
Cost Allocation	\$ 9,786,477	\$ 486,532	\$ -	\$ -	\$ 1,651,322	\$ 847,459	\$ 12,771,790
Capital Outlays	\$ 37,050	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,037,050
Special Projects	\$ 1,840,610	\$ 3,280,000	\$ -	\$ -	\$ 321,500	\$ 704,600	\$ 6,146,710
Contingencies	\$ 1,057,516	\$ 36,666	\$ -	\$ 2,500	\$ 254,184	\$ 164,925	\$ 1,515,791
Transfers Out	\$ 10,186,838	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 10,198,838
Debt Service/Other Uses	\$ 783,209	\$ -	\$ 3,172,838	\$ -	\$ -	\$ -	\$ 3,956,047
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,691,521</b>	<b>\$ 7,802,377</b>	<b>\$ 3,172,838</b>	<b>\$ 177,500</b>	<b>\$ 9,843,236</b>	<b>\$ 7,104,589</b>	<b>\$ 105,792,061</b>

<b>Net Increase (Decrease) in Fund Balance/Retained Earnings</b>	<b>\$ 9,408,631</b>	<b>\$ 2,103,826</b>	<b>\$ -</b>	<b>\$ (177,500)</b>	<b>\$ (1,751,409)</b>	<b>\$ 1,024,964</b>	<b>\$ 10,608,512</b>
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# Fiscal Year 2019-20 Proposed Budget

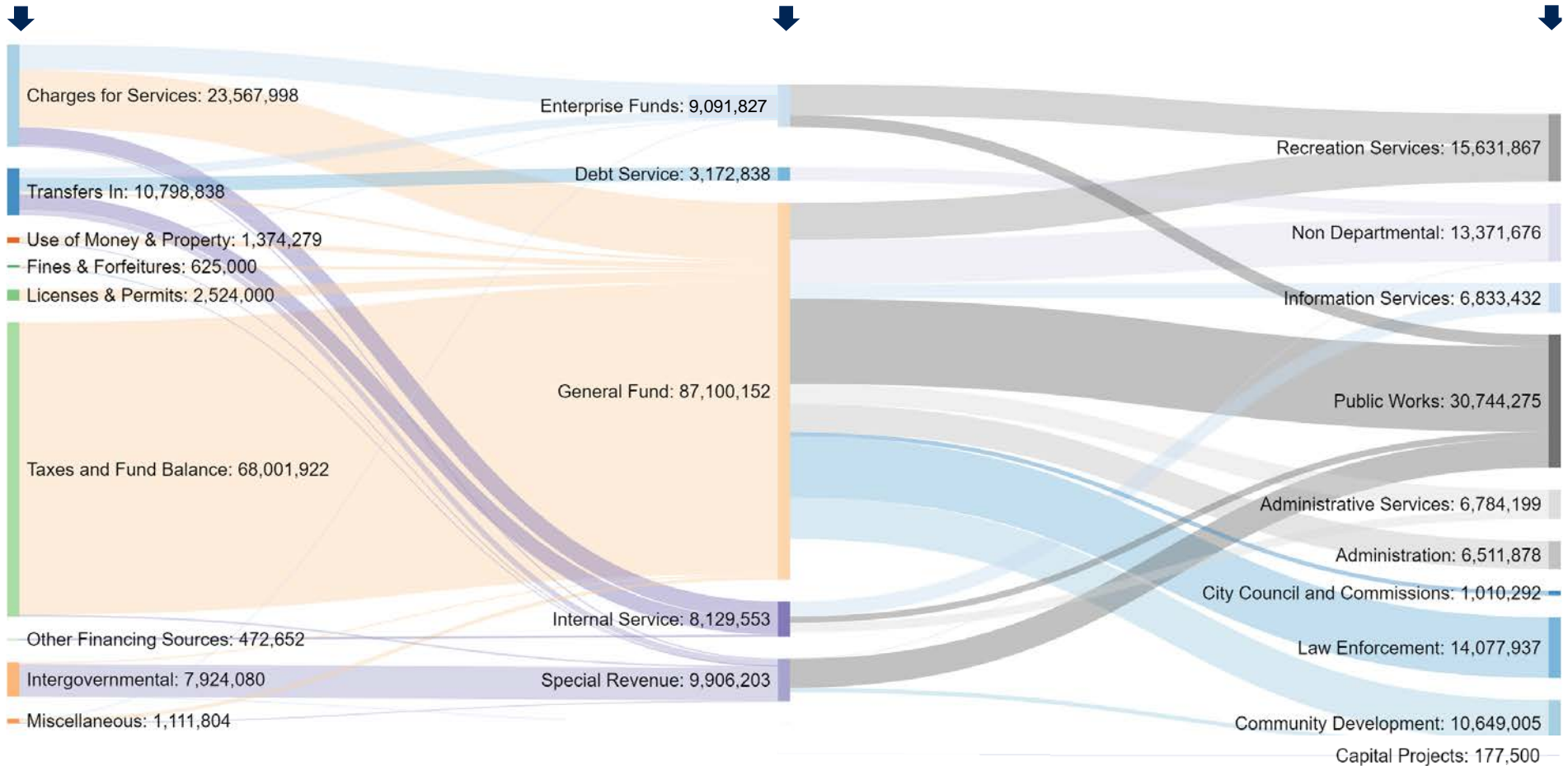
## Flow of Funds Chart

### SOURCE OF FUNDS

Revenue  
by Object

Revenues by  
Fund

Appropriations  
by Department



# Fiscal Year 2019-20 Proposed Budget

## General Fund Contribution Schedule

Fund Type	Proposed Budget Expenditures	Proposed Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage)	Proposed General Fund Contribution
<b>General Fund</b>				
<b>10 City Council</b>				
100 City Council	423,311	586,473	-	(163,162)
101 Community Funding	90,587	-	-	90,587
110 Sister Cities	86,046	-	-	86,046
<b>11 Commissions</b>				
131 Telecommunication Commission	7,028	-	-	7,028
140 Library Commission	23,346	-	-	23,346
142 Fine Arts Commission	54,541	-	-	54,541
150 Public Safety Commission	22,738	-	-	22,738
155 Bike/Ped Safety Commission	1,244	-	-	1,244
160 Recreation Commission	51,443	-	-	51,443
165 Teen Commission	64,019	-	-	64,019
170 Planning Commission	109,787	-	-	109,787
175 Housing Commission	38,251	-	-	38,251
180 Sustainability Commission	37,951	-	-	37,951
<b>12 City Manager</b>				
120 City Manager	1,261,257	429,117	-	832,140
122 Sustainability Division	555,663	13,000	-	542,663
126 Public Affairs	669,107	268,373	-	400,734
632 Comm Outreach & Neigh Watch	174,348	-	-	174,348
633 Disaster Preparedness	393,149	-	-	393,149
705 Economic Development	330,580	-	-	330,580
<b>13 City Clerk</b>				
130 City Clerk	503,685	65,544	-	438,141
132 Duplicating/Mail Services	42,945	-	-	42,945
133 Elections	257	-	-	257
<b>14 City Manager Discretion</b>				
123 City Manager Contingency	486,353	-	-	486,353
<b>15 City Attorney</b>				
141 City Attorney	2,094,534	399,766	-	1,694,768
<b>20 Law Enforcement</b>				
200 Law Enforcement SC Sheriff	14,026,201	1,070,979	-	12,955,222
201 Interoperability Project	51,736	-	-	51,736
<b>31 I&amp;T Video</b>				
305 Video	1,358,099	9,600	-	1,348,499
307 Public Access Support	76,947	-	-	76,947
<b>32 I&amp;T Applications</b>				
308 Applications	1,943,651	-	-	1,943,651
<b>40 Administrative Services</b>				
400 Admin Services Administration	861,586	71,556	-	790,030
<b>41 Finance</b>				
405 Accounting	1,345,670	1,673,028	-	(327,358)
406 Business Licenses	217,481	-	-	217,481
<b>44 Human Resources</b>				
412 Human Resources	1,340,837	959,351	-	381,486
417 Insurance Administration	892,151	959,351	-	(67,200)
<b>60 Recreation &amp; Community Service</b>				
601 Rec & Comm Svcs Administration	1,230,112	-	-	1,230,112
634 Park Planning and Restoration	-	-	-	-
636 Library Services	798,040	-	-	798,040

# Fiscal Year 2019-20 Proposed Budget

## General Fund Contribution Schedule

Fund Type	Proposed Budget Expenditures	Proposed Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage)	Proposed General Fund Contribution
<b>61 Business and Community Services</b>				
602 Administration	742,506	-	-	742,506
605 Cultural Events	302,859	-	-	302,859
630 Facilities	480,243	539,282	-	(59,039)
<b>62 Recreation and Education</b>				
608 Administration	813,804	25,000	-	788,804
623 Youth, Teen and Senior Adult Rec	1,416,331	430,150	-	986,181
639 Youth and Teen Programs	258,870	7,500	-	251,370
640 Neighborhood Events	169,568	5,000	-	164,568
<b>63 Sports, Safety &amp; Outdoor Rec</b>				
612 Park Facilities	2,252,892	384,000	-	1,868,892
615 Administration	114,178	-	-	114,178
<b>70 Planning &amp; Community Development</b>				
700 Community Development Admin	724,623	-	-	724,623
<b>71 Planning</b>				
701 Current Planning	2,482,756	1,175,000	-	1,307,756
702 Mid Long Term Planning	1,880,744	225,000	-	1,655,744
704 Annexations	-	-	-	-
<b>72 Housing Services</b>				
712 Gen Fund Human Services Grants	107,840	-	-	107,840
<b>73 Building</b>				
713 General Building	791,261	300,000	-	491,261
714 Construction Plan Check	1,457,036	1,049,539	-	407,497
715 Building Inspection	1,175,096	1,200,000	-	(24,904)
718 Muni-Bldg Code Enforcement	97,781	-	-	97,781
<b>74 Code Enforcement</b>				
202 Code Enforcement	887,652	265,000	-	622,652
<b>80 PW Admin</b>				
800 Public Works Admin	935,441	-	-	935,441
<b>82 Developmental Services</b>				
804 Plan Review	1,316,596	1,661,242	-	(344,646)
806 CIP Administration	1,208,694	-	-	1,208,694
<b>83 Service Center</b>				
807 Service Center Administration	1,251,830	85,000	-	1,166,830
<b>84 Grounds</b>				
808 McClellan Ranch Park	91,617	-	-	91,617
809 Memorial Park	783,072	-	-	783,072
812 School Site Maintenance	1,161,318	135,000	-	1,026,318
813 Neighborhood Parks	1,837,003	-	-	1,837,003
814 Sport Fields Jollyman CRK	721,573	-	-	721,573
815 Civic Center Ground Maint	248,980	204,590	-	44,390
<b>85 Streets</b>				
818 Storm Drain Maintenance	434,095	-	-	434,095
848 Street Lighting	497,044	-	-	497,044
850 Environmental Materials	166,103	-	-	166,103
<b>86 Trees and Right of Way</b>				
824 Overpasses and Medians	1,251,590	-	-	1,251,590
825 Street Tree Maintenance	1,338,934	22,577	-	1,316,357
826 Weekend Work Program	449,792	-	-	449,792
<b>87 Facilities and Fleet</b>				
827 Bldg Maint City Hall	642,985	459,503	-	183,482
828 Bldg Maint Library	595,393	1,072,854	-	(477,461)
829 Bldg Maint Service Center	289,389	262,382	-	27,007
830 Bldg Maint Quinlan Center	512,732	385,272	-	127,460

# Fiscal Year 2019-20 Proposed Budget

## General Fund Contribution Schedule

Fund Type	Proposed Budget Expenditures	Proposed Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage)	Proposed General Fund Contribution
831 Bldg Maint Senior Center	321,242	264,330	-	56,912
832 Bldg Maint McClellan Ranch	209,024	98,885	-	110,139
833 Bldg Maint Monta Vista Ct	158,634	118,070	-	40,564
834 Bldg Maint Wilson	97,162	77,225	-	19,937
835 Bldg Maint Portal	39,323	41,483	-	(2,160)
837 Bldg Maint Creekside	87,022	47,545	-	39,477
838 Comm Hall Bldg Maint	301,343	233,028	-	68,315
839 Teen Center Bldg Maint	55,445	21,469	-	33,976
840 Park Bathrooms	143,869	85,967	-	57,902
841 BBF Facilities Maintenance	450,915	322,155	-	128,760
852 Franco Traffic Operations Center	52,243	-	-	52,243
<b>88 Transportation</b>				
844 Traffic Engineering	925,023	966,184	-	(41,161)
845 Traffic Signal Maintenance	554,759	-	-	554,759
846 Safe Routes 2 School	553,777	-	-	553,777
<b>90 Citywide - Non Departmental</b>				
001 No Department	10,186,838	-	-	10,186,838
502 EE Housing Loan	-	-	-	-
<b>GENERAL FUND SUBTOTAL I</b>	<b>\$ 77,691,521</b>	<b>\$ 18,676,370</b>	<b>\$ -</b>	<b>\$ 59,015,151</b>
<b>General Fund Revenue/Fund Balance</b>				
General Fund Revenue	-	68,423,782	-	(68,423,782)
Unassigned Fund Balance	-	-	\$ 9,408,631	9,408,631
<b>GENERAL FUND SUBTOTAL II</b>	<b>\$ -</b>	<b>\$ 68,423,782</b>	<b>\$ 9,408,631</b>	<b>\$ (59,015,151)</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 77,691,521</b>	<b>\$ 87,100,152</b>	<b>\$ 9,408,631</b>	<b>\$ -</b>
<b>Special Revenue Fund</b>				
Non Point Source	743,278	380,000	296,722	660,000
HCD General Administration	69,277	72,319	3,042	-
CDBG- Capital Grants	240,202	238,338	(1,864)	-
Public Service Grants	50,000	54,240	4,240	-
Below Market Rate Housing	684,737	3,000	(681,737)	-
Sidewalk, Curb and Gutter Maint	1,377,406	-	(1,156,406)	221,000
Street Pavement Maintenance	3,906,202	6,068,826	2,162,624	-
Street Signs/Markings	719,275	-	(719,275)	-
Tree Fund	12,000	-	(12,000)	-
CIP - Storm Drain MP Implementation	-	-	-	437,000
Non-Departmental	-	1,771,480	1,771,480	-
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 7,802,377</b>	<b>\$ 8,588,203</b>	<b>\$ 1,666,826</b>	<b>\$ 1,318,000</b>
<b>Debt Service</b>				
Public Facilities Corporation	3,172,838	-	-	3,172,838
<b>TOTAL DEBT SERVICE</b>	<b>\$ 3,172,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,172,838</b>
<b>Capital Projects Funds</b>				
CIP - Preliminary Planning and Design	125,000	-	(125,000)	-
CIP - Capital Project Support	52,500	-	(52,500)	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>\$ 177,500</b>	<b>\$ -</b>	<b>\$ (177,500)</b>	<b>\$ -</b>

# Fiscal Year 2019-20 Proposed Budget

## General Fund Contribution Schedule

Fund Type	Proposed Budget Expenditures	Proposed Program Revenues	Proposed Budget Fund Balance/ Retained Earnings (Usage)	Proposed General Fund Contribution
<b><u>Enterprise Funds</u></b>				
Resources Recovery	2,361,667	1,351,000	(1,010,667)	
Golf Course	677,336	327,000	259,664	610,000
Sports Center	2,539,938	2,051,500	459,562	948,000
Sports Center Maintenance	429,105	-	(429,105)	
Youth Teen Recreation	2,355,386	1,037,390	(752,996)	565,000
Outdoor Recreation	1,479,804	1,201,937	(277,867)	
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 9,843,236</b>	<b>\$ 5,968,827</b>	<b>\$ (1,751,409)</b>	<b>\$ 2,123,000</b>
<b><u>Internal Service Funds</u></b>				
Information Services Admin	297,998	235,631	(62,367)	-
Information Technology	2,060,644	1,629,376	(359,268)	72,000
GIS	1,096,093	866,694	(229,399)	-
Equipment Maintenance	929,280	1,352,200	422,920	-
Equipment Fixed Asset Acquisition	594,100	-	(594,100)	-
Workers' Compensation Claims	257,389	472,652	215,263	-
Disability Claims	159,134	-	(159,134)	-
Leave Payouts	632,689	-	476,311	1,109,000
Retiree Medical Insurance	1,077,262	-	1,314,738	2,392,000
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 7,104,589</b>	<b>\$ 4,556,553</b>	<b>\$ 1,024,964</b>	<b>\$ 3,573,000</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 105,792,061</b>	<b>\$ 106,213,735</b>	<b>\$ 10,171,512</b>	<b>\$ 10,186,838</b>

# Fiscal Year 2019-20 Proposed Budget Fund Balance Report

Fund	Fund		Proposed Budget Revenue	Proposed Budget Expenditures	Projected Fund Balance 7/1/2020
	Balance 7/1/2018	Projected Fund Balance 7/1/2019			
100 <b>GENERAL FUND</b>	\$ 52,510,457	\$ 39,631,790	\$ 87,100,152	\$ 77,691,521	\$ 49,040,421
<b>SPECIAL REVENUE FUNDS</b>					
210, 215 Storm Drain Improvement	\$ 1,808,822	\$ 638,587	\$ 511,741	\$ -	\$ 1,150,328
230 Environmental Management/ Clean Creek / Storm Drain	239,529	269,528	1,040,900	743,278	567,150
260, 261 Housing & Community Development	8,519,770	7,777,696	379,397	1,044,216	7,112,877
265					
270 Transportation	8,803,725	2,269,713	7,577,457	6,002,883	3,844,287
280, 281 Park Dedication	9,859,784	602,496	396,708	12,000	987,204
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 29,231,630</b>	<b>\$ 11,558,020</b>	<b>\$ 9,906,203</b>	<b>\$ 7,802,377</b>	<b>\$ 13,661,846</b>
<b>DEBT SERVICE FUND</b>					
365 Public Facilities Corporation	\$ 1,586,987	\$ 1,586,987	\$ 3,172,838	\$ 3,172,838	\$ 1,586,987
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$ 1,586,987</b>	<b>\$ 1,586,987</b>	<b>\$ 3,172,838</b>	<b>\$ 3,172,838</b>	<b>\$ 1,586,987</b>
<b>CAPITAL PROJECTS FUNDS</b>					
420 Capital Improvement Fund	14,947,914	7,433,359	-	177,500	7,255,859
427 Stevens Creek Corridor Park	226,593	138,879	-	-	138,879
429 Capital Reserve	13,955,109	13,504,359	-	-	13,504,359
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>\$ 29,129,616</b>	<b>\$ 21,076,597</b>	<b>\$ -</b>	<b>\$ 177,500</b>	<b>\$ 20,899,097</b>
<b>ENTERPRISE FUNDS</b>					
520 Resource Recovery	\$ 5,314,631	\$ 3,939,084	\$ 1,351,000	\$ 2,361,667	\$ 2,928,417
560 Blackberry Farm	229,684	(111,043)	937,000	677,336	148,621
570 Sports Center	1,396,706	978,616	2,999,500	2,969,043	1,009,073
580 Recreation Programs	2,707,688	2,312,054	2,804,327	3,835,190	1,281,191
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 9,648,709</b>	<b>\$ 7,118,711</b>	<b>\$ 8,091,827</b>	<b>\$ 9,843,236</b>	<b>\$ 5,367,302</b>
<b>INTERNAL SERVICE FUNDS</b>					
610 Information Technology	\$ 2,150,973	\$ 1,343,908	\$ 2,803,701	\$ 3,454,735	\$ 692,874
620 Workers' Compensation	1,910,468	1,910,468	472,652	257,389	2,125,731
630 Equipment	2,115,506	1,058,718	1,352,200	1,523,380	887,538
641 Compensated Absence & LTD	386,351	410,579	1,109,000	791,823	727,756
642 Retiree Medical	(25,280)	(21,811)	2,392,000	1,077,262	1,292,927
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 6,538,018</b>	<b>\$ 4,701,861</b>	<b>\$ 8,129,553</b>	<b>\$ 7,104,589</b>	<b>\$ 5,726,825</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 128,645,417</b>	<b>\$ 85,673,965</b>	<b>\$ 116,400,573</b>	<b>\$ 105,792,061</b>	<b>\$ 96,282,477</b>



# General Fund Summary

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

For FY 2019-20, General Fund revenue estimates (excluding fund balance) total \$87.1 million, representing a \$10.2 million, or 13.3% increase from the FY 2018-19 Adopted Budget, mostly due to an increase in sales tax, property tax, transient occupancy tax, and our cost allocation to our City’s facilities division. When fund balance carryover is included, General Fund resources total \$49.0 million, which is slightly higher than the FY 2018-19 Adopted Budget of \$45.2 million.

General Fund expenditure estimates total \$77.7 million, which is consistent with the FY 2018-19 Adopted Budget. The General Fund’s ending fund balance is projected to increase by 24% from FY 2018-19 estimated ending fund balance. This is due to significant carryover appropriations from FY 2017-18 that are anticipated to be spent in FY 2018-19, thereby having a larger impact on the estimated ending fund balance in FY 2018-19.

GENERAL FUND OPERATING SUMMARY					
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Percent
	Actual	Actual	Estimated	Proposed	Change
Beginning Fund Balance	52,194,840	53,589,690	52,510,457	39,631,790	-25%
Operating Revenue	95,163,736	88,226,833	84,404,277	87,100,152	3%
Operating Expenditures	(94,040,212)	(89,309,589)	(97,282,944)	(77,691,521)	-20%
Net Revenue/Expenditures	1,123,524	(1,082,756)	(12,878,667)	9,408,631	-173%
Committed/Other	25,531,891	30,805,535	33,437,754	33,784,473	1%
Unassigned	28,057,799	21,704,922	6,194,036	15,255,948	146%
Total Ending Fund Balance	53,589,690	52,510,457	39,631,790	49,040,421	24%

This section provides information on the FY 2019-20 General Fund budget including expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

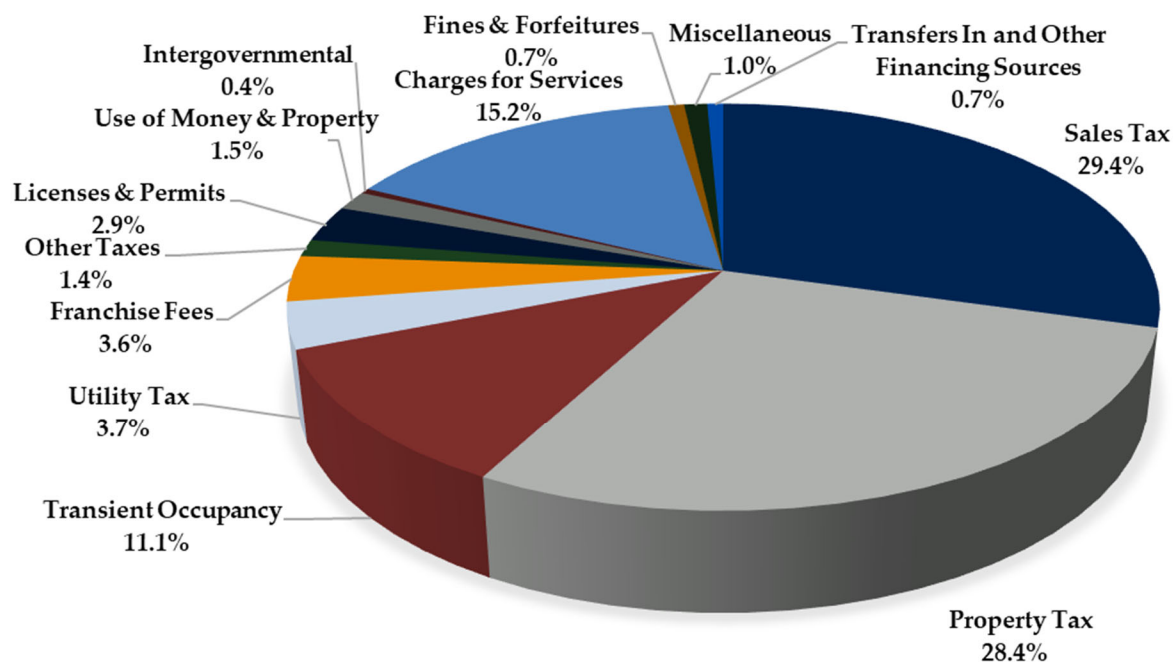
## General Fund Revenue

Estimates for the FY 2019-20 beginning fund balance and General Fund revenue sources are based upon a careful examination of collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. FY 2019-20 revenue estimates are based on the anticipated increase or decrease in activity and receipts over the current year. Each source of revenue can be influenced by external (outside of the City's control) and/or internal factors. The FY 2019-20 revenue estimates are built on the assumption of moderate economic growth that continues to positively impact on the City's tax revenues, while uncertainty surrounding development activities reduces development-related fees and charges.

As shown in the chart below, FY 2019-20 revenues are estimated at \$87.1 million, a 13.3% increase over the FY 2018-19 Adopted Budget.

GENERAL FUND REVENUE SUMMARY					
REVENUES	FY 16-17 Actuals	FY 17-18 Actuals	FY 18-19 Adopted	FY 19-20 Proposed	Percent Change
Sales Tax	26,932,012	26,164,531	23,637,000	25,637,093	8.5%
Property Tax	20,219,077	22,433,806	22,766,000	24,703,218	8.5%
Transient Occupancy	6,023,681	6,810,718	8,252,000	9,666,056	17.1%
Utility Tax	3,082,408	3,146,398	3,200,000	3,198,644	0.0%
Franchise Fees	3,409,572	3,563,820	3,042,000	3,162,457	4.0%
Other Taxes	2,981,883	1,339,860	1,150,000	1,181,050	2.7%
Licenses & Permits	2,536,924	2,757,929	2,685,000	2,524,000	-6.0%
Use of Money & Property	1,210,231	1,342,626	692,000	1,330,579	92.3%
Intergovernmental	330,107	1,000,777	326,000	354,547	8.8%
Charges for Services	17,913,165	10,548,179	9,419,276	13,233,225	40.5%
Fines & Forfeitures	593,122	575,032	615,000	615,000	0.0%
Miscellaneous	1,822,762	1,009,090	244,200	882,283	261.3%
Transfers In and Other Financing Sources	8,108,792	7,550,882	860,000	612,000	-28.8%
<b>TOTAL REVENUES</b>	<b>\$95,163,735</b>	<b>\$88,243,646</b>	<b>\$76,888,476</b>	<b>\$87,100,152</b>	<b>13.3%</b>

The majority of Cupertino's General Fund operating revenues are generated by sales taxes (29%) and property taxes (28%), followed by charges for services (15%) and the transient occupancy tax (11%). The chart on the next page illustrates the sources of General Fund revenue by category.



The FY 2019-20 General Fund revenue estimates are discussed by category in the material that follows.

SALES & USE TAX	
FY 17-18 Actual	26,164,531
FY 18-19 Adopted	23,637,000
FY 18-19 Estimate	24,537,000
FY 19-20 Proposed	25,637,093
% of General Fund	29.44%
% Change from FY 18-19 Adopted	8.46%

Sales and Use Tax commonly referred to as just the “sales tax” has two components: (1) an excise tax imposed on retailers for the privilege of selling tangible personal property, and (2) an excise tax imposed on a person and applies to purchases from out-of-state vendors that are not required to collect tax on their sales. The proceeds of sales and use taxes imposed within the boundaries of Cupertino are distributed by the State to various agencies, with the City of Cupertino receiving one percent, as shown in the chart to the right. Staff will continue to monitor the impact of the CASA Compact and the initiative’s ¼ cent sales tax

Agency	Sales Tax Distribution
State	6.250%
Valley Transportation Authority	1.125%
City of Cupertino	1.000%
County Transportation	0.500%
County General Purpose	0.125%
<b>Total:</b>	<b>9.000%</b>

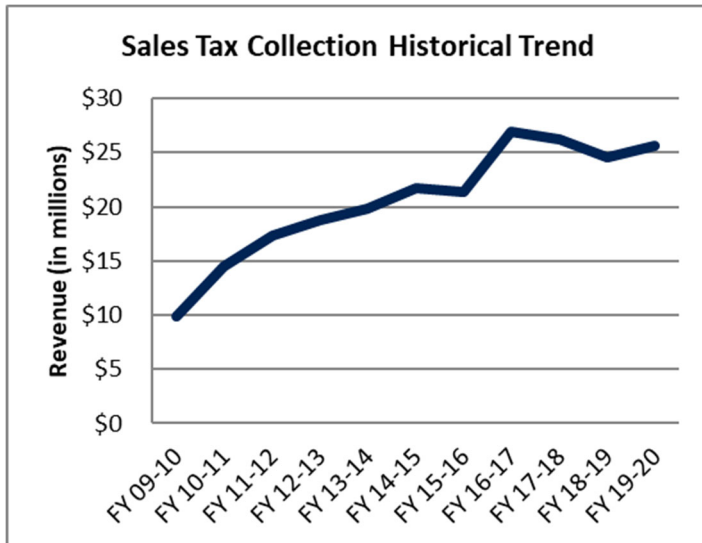
will continue to monitor the impact of the CASA Compact and the initiative’s ¼ cent sales tax

imposed on local governments as a potential new source of revenue for affordable housing. Should the City decide to include a similar measure on the ballot in November 2020, and subject to voter approval, the City has an opportunity to retain local control over the additional sales tax proceeds.

The City's sales tax revenues are generated from five principal economic categories: business-to-business 67.0% (includes electronic equipment and software manufacturers and distributors), state and county pools 17%, restaurants and hotels 6%, general retail 4%, and fuel and service stations 3%.

Our two largest sales tax payers in the business-to-business category represent a large part of that sector and therefore can significantly affect sales tax trends. The top tax payer's corporate and business technology spending has driven growth in this sector. Sales tax activity has increased across most sectors with a decrease primarily in construction. This decrease is attributed to the winding down of construction projects in the City, particularly, the Apple Park campus development. Given these trends, the City's FY 2019-20 sales tax revenue is projected to show a more modest increase going forward.

Sales tax receipts increased by 26.1% in FY 2016-17 due to a onetime \$3.5 million payment related

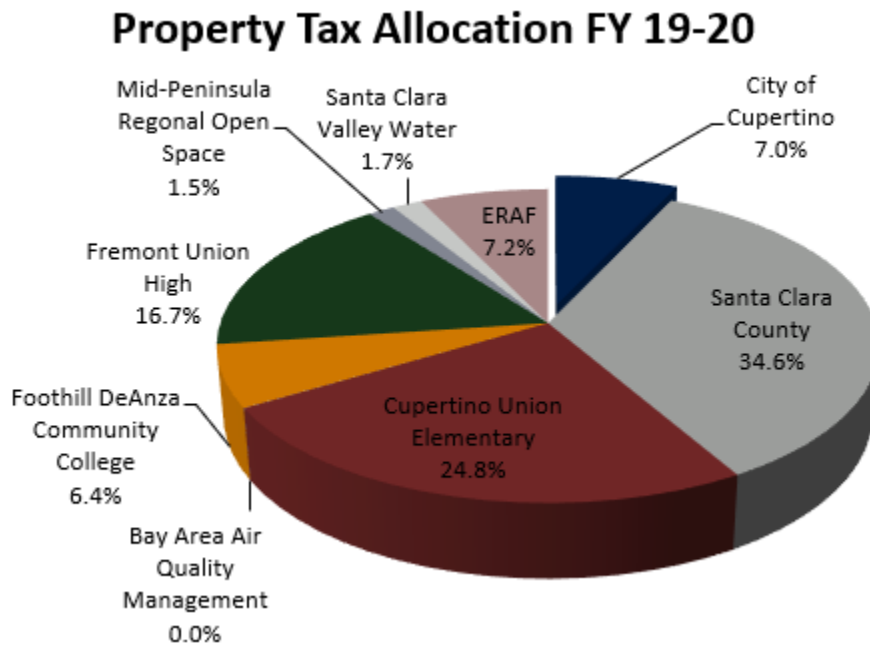


to the close out of the triple flip and took a slight dip of 2.8% in FY 17-18. Sales tax revenue is expected to drop 6.2% in FY 2018-19 which is primarily due to double payments received in FY 2017-18. Sales tax revenues are estimated to generate \$25.6 million in FY 2019-20, which is up 8.5% from the FY 2018-19 Adopted Budget.

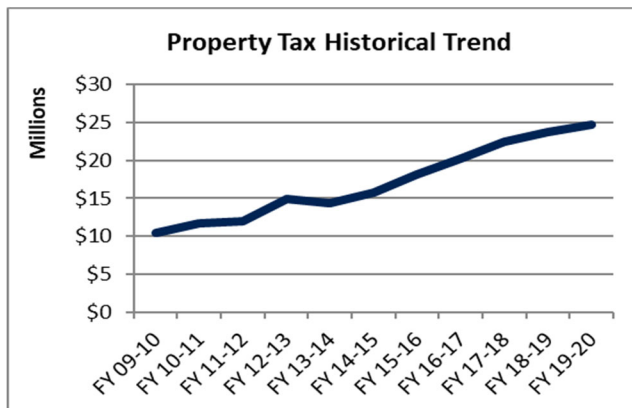
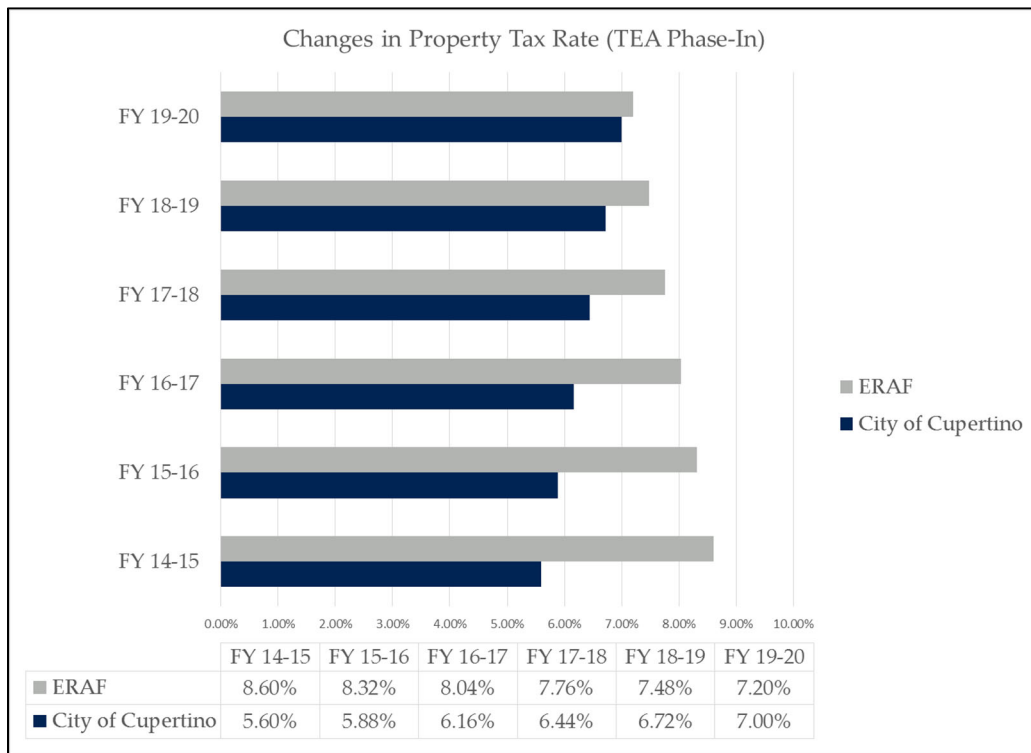
PROPERTY TAX	
FY 17-18 Actual	22,433,806
FY 18-19 Adopted	22,766,000
FY 18-19 Estimate	23,766,000
FY 19-20 Proposed	24,703,218
% of General Fund	28.37%
% Change from FY 18-19 Adopted	8.51%

Under current law, property is assessed at actual full cash value with the maximum levy being 1% of the assessed valuation. The assessed value of real property that has not changed ownership can be adjusted by the change in the California Consumer Price Index (CCPI) up to a maximum of 2% per year. Property which changes ownership, property which is substantially altered, newly-constructed property, State-assessed property, and personal property are assessed at the full market value in the first year and subject to the two percent cap, thereafter.

In 1978, voters approved the passage of Proposition 13, which froze property tax rates and limited the amount that rates could increase each year. Cupertino had one of the lowest property tax rates in Santa Clara County receiving only \$0.02 for every \$1.00 paid. Subsequent legislation required Counties to provide “no/low tax” cities with a Tax Equity Allocation (TEA) equal to 7% of the property tax share, however, the property tax distribution for the no/low tax cities in Santa Clara County was limited to 55% of what other TEA cities in the state received.



In FY 2006-07 West Valley cities won the passage of State legislation which restored a portion of TEA property tax revenue. This TEA change provided an additional \$1.35 million in property tax annually and increased the City's share of property taxes to 5.6%. Cupertino, in conjunction with three other West Valley cities, continued legislative efforts to gain parity with other no/low property tax cities in the state. In FY 2015-16, Governor Brown agreed to restore TEA revenues over a five-year period. As shown in the graph above, TEA will be fully restored and Cupertino will keep 7.0% of property tax revenues in FY 2019-20 compared to 6.72% in FY 2018-19. Additionally, Educational Revenue Augmentation Fund (ERAF), a mechanism, enacted in July of 1992 by the State Legislature to shift local tax revenues from cities, counties, and special districts to a State control ERAF, absorbs the shift-back of the TEA as illustrated in the chart below.



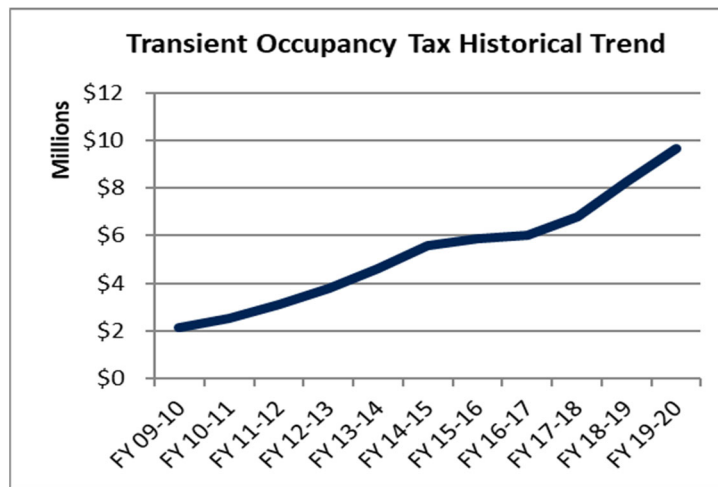
The City experienced a net taxable value increase of 8.83% for the 2018-2019 tax roll, which resulted in an increase of \$1.6 million in property taxes received. The bulk of the increase was due to increases in residential properties by \$527,000, or 5.5%. This category makes up 59% of property tax revenues. Unsecured property tax increased by \$448,000, or 60%. This category makes up 7.4% of property tax revenues. Lastly increases in commercial property values

increased by \$327,000, or 7%. This category makes up 30% of property tax revenues. The

remaining \$300,000 is made up of changes in a variety of other property tax categories and an increase to the City's property tax share, up from 6.44% in FY 2017-18 to 6.72% in FY 2018-19.

<b>TRANSIENT OCCUPANCY TAX</b>	
FY 17-18 Actual	6,810,718
FY 18-19 Adopted	8,252,000
FY 18-19 Estimate	8,252,000
FY 19-20 Proposed	9,666,056
% of General Fund	11.10%
% Change from FY 18-19 Adopted	17.14%

Transient occupancy taxes (TOT) are levied on hotels and short-term room rentals located in the City at the rate of 12% of room revenues. In November 2011, 83% of voters approved increasing the rate from 10% to 12%. This rate increase contributed to the upward trend shown in the TOT Historical Trend graph to the right. TOT is expected to increase by 17.1% in FY 2019-20 mostly due to the opening of Hyatt House and collection of short-term rental TOT which commenced first quarter of FY 2018-19.

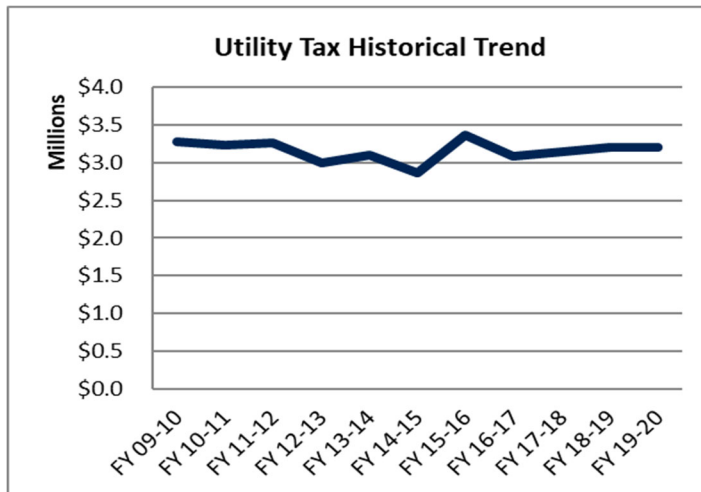


<b>UTILITY TAX</b>	
FY 17-18 Actual	3,146,398
FY 18-19 Adopted	3,200,000
FY 18-19 Estimate	3,200,000
FY 19-20 Proposed	3,198,644
% of General Fund	3.67%
% Change from FY 18-19 Adopted	-0.04%

The utility user tax (UUT), approved by voters in 1990, is assessed on gas, electricity and telecommunication services provided within the City’s jurisdiction at a rate of 2.4% of billed charges. Revenues generated from this tax can be used for general City purposes.

Utility User Tax Comparison				
	Gas/Electric	Cable	Water	Telecom
Sunnyvale	2.0%	-	-	2.0%
Cupertino	2.4%	-	-	2.4%
Mountain View	3.0%	-	-	3.0%
Los Altos	3.5%	3.2%	3.5%	3.2%
Palo Alto	5.0%	-	5.0%	5.0%
Gilroy	5.0%	4.5%	-	4.5%
San Jose	5.0%	-	5.0%	4.5%

The City’s tax rate is generally lower than that of other cities within Santa Clara County, as shown in the chart above. In March 2002, voters approved extending the utility tax’s sunset date from 2015 to 2030. This extension corresponded with the extended debt maturity date resulting from the refinancing of debt for capital improvement projects. To maintain tax revenues currently received from telecom services, voters passed a measure in 2009 to update the ordinance to the changing technology in this area.



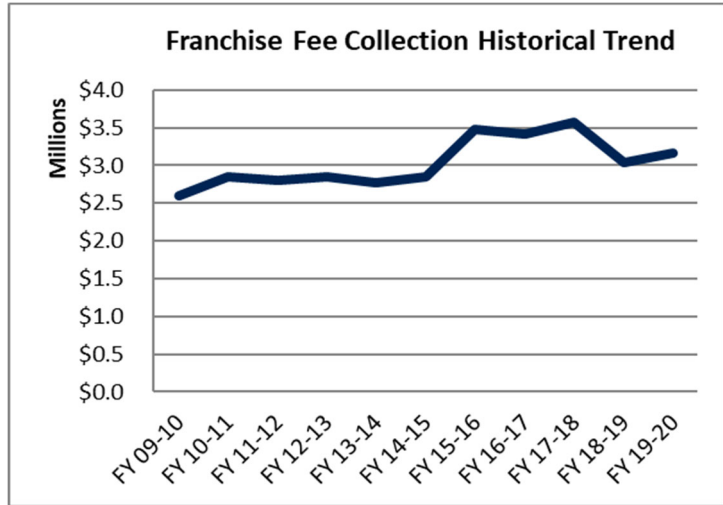
In FY 2017-18, UUT revenues increased by 2.1% compared to FY 2016-17 and are estimated to increase 1.7% FY18-19. Budgeted revenues are expected to remain at \$3.2 million for FY 2019-20 and beyond. This revenue source will be monitored closely as the fiscal year progresses.

FRANCHISE FEES	
FY 17-18 Actual	3,563,820
FY 18-19 Adopted	3,042,000
FY 18-19 Estimate	3,042,000
FY 19-20 Proposed	3,162,457
% of General Fund	3.63%
% Change from FY 18-19 Adopted	3.96%

Franchise fees are received from cable, solid waste, water, gas and electricity franchisees that operate in the City. The fees range from 1% to 12% of the franchisee’s gross revenues depending on each particular agreement. As shown in the graph below, these revenues are relatively steady and not sensitive to economic fluctuations.

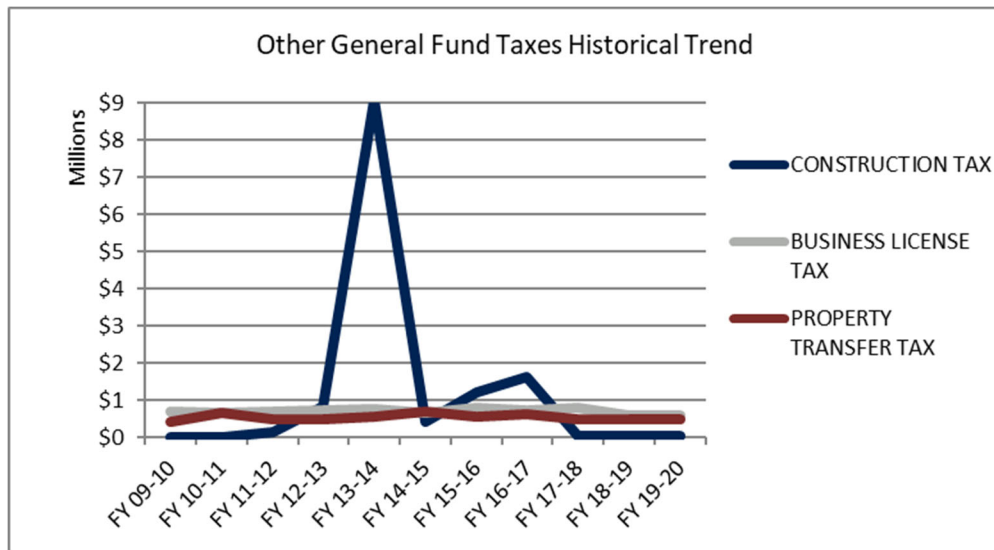


Franchise fee revenues increased by 4.5% in FY 2017-18 from the prior year. In FY 2018-19, franchise fee revenues are trending down 14.6% partially due to the winding down of development resulting in lower solid waste revenues. Budgeted revenues are expected to remain at approximately \$3 million for FY 2019-20. This revenue source will be monitored closely as the fiscal year progresses.



OTHER TAXES	
FY 17-18 Actual	1,339,860
FY 18-19 Adopted	1,150,000
FY 18-19 Estimate	1,150,000
FY 19-20 Proposed	1,181,050
% of General Fund	1.36%
% Change from FY 18-19 Adopted	2.70%

Other taxes are comprised mainly of business license taxes, construction taxes, and property transfer taxes. As shown in the graph, business license and property transfer taxes are relatively steady while construction taxes are extremely volatile and sensitive to economic fluctuations.

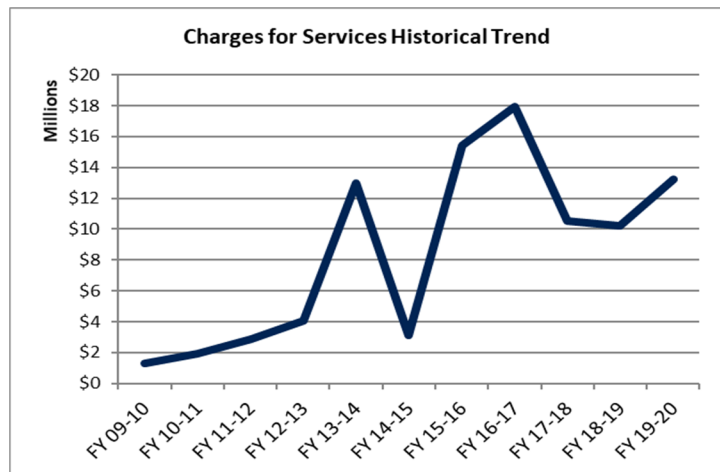


With the influx of several major construction projects beginning in 2012, revenues began increasing. The largest of the projects included the Apple Park and Main Street developments. These projects coupled with a strong housing recovery created a record year for revenues in FY 2013-14. These revenues have since returned to historic levels. In FY 2019-20, these revenues are expected to be \$1.2 million.

<b>CHARGES FOR SERVICE</b>	
FY 17-18 Actual	10,548,179
FY 18-19 Adopted	9,419,276
FY 18-19 Estimate	10,234,276
FY 19-20 Proposed	13,233,225
% of General Fund	15.19%
% Change from FY 18-19 Adopted	40.49%

This category accounts for charges to users of City services funded by the General Fund as well as internal City-wide overhead. The City attempts to recover the cost of the services, including planning, zoning, and engineering permit processing for new property development as well as some recreation-related fees. As such, this revenue source is sensitive to economic fluctuations, as shown in the graph below. Apple Park and other large developments generated large one-time revenues in FY 2013-14 as well as FY 2015-16 and FY 2016-17.

In addition, beginning in FY 2013-14, enterprise funds, internal service funds, and special funds began charging for overhead services previously subsidized by the General Fund. Some internal strategic support services (HR, Finance, City Clerk, etc.) also began charging internal departments for their services to accurately capture the true cost of providing various programs and services within City operations. After a comprehensive cost allocation plan



(CAP) was approved by Council in April 2016, new CAP charges were included to capture internal strategic support services that were previously excluded (City Council, Facilities, Maintenance, etc.). In FY 2015-16, the City's administration changed its methodology for tracking developer deposits driven by increased developer activity and, as a result, both budgets for revenues and expenses were increased by anticipated deposit amounts leading to another large increase in revenue.

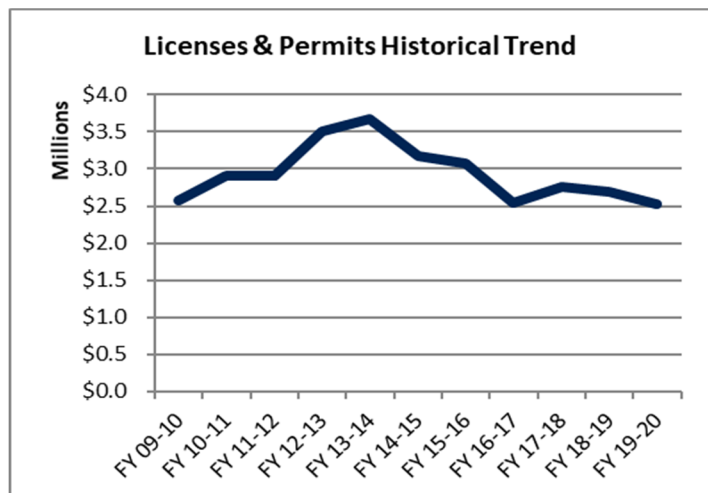
For FY 2019-20, Charges for Services will increase to \$13.2 million largely due to an increase in CAP charges allocated to Facilities. In addition, updated fee schedules for FY 2019-20 have been

approved by council and are estimated to increase approximately \$215,000 over the previous fiscal year.

<b>LICENCES AND PERMITS</b>	
FY 17-18 Actual	2,757,929
FY 18-19 Adopted	2,685,000
FY 18-19 Estimate	2,685,000
FY 19-20 Proposed	2,524,000
% of General Fund	2.90%
% Change from FY 18-19 Adopted	-6.00%

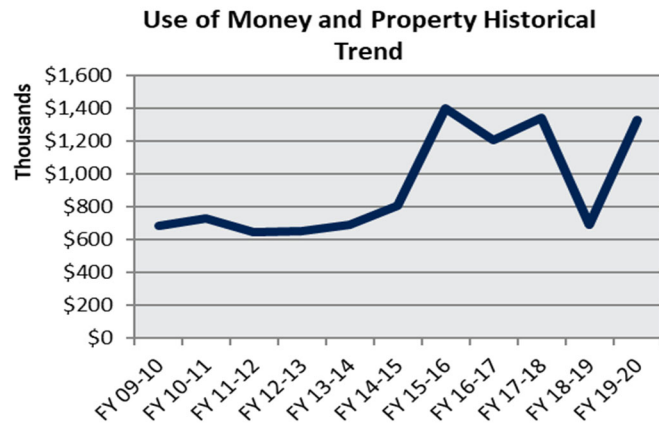
Licenses and permits include fees for reviewing building plans, building inspections, construction, tenant improvements, and commercial/residential installations for compliance with state and municipal building codes.

The Apple Park project and large residential projects (Rosebowl, Biltmore expansion, Main Street) generated significant permitting revenues in FY 2013-14. Since then, activity has slowed. FY 2017-18 revenues came in 8.7% higher and another 2.6% drop was projected as part of the FY 2018-19 Adopted Budget due to the winding down of construction projects in the City. Revenue estimates for FY 2019-20 are down 6%.



<b>USE OF MONEY AND PROPERTY</b>	
FY 17-18 Actual	1,342,626
FY 18-19 Adopted	692,000
FY 18-19 Estimate	692,000
FY 19-20 Proposed	1,330,579
% of General Fund	1.53%
% Change from FY 18-19 Adopted	92.28%

The use of money and property category is comprised of General Fund interest earnings as well as facility and concession rental income of City-owned property. The City's portfolio is approximately \$138.0 million. Fluctuations in this revenue category are a result of investment earnings, as rental income is fairly steady.

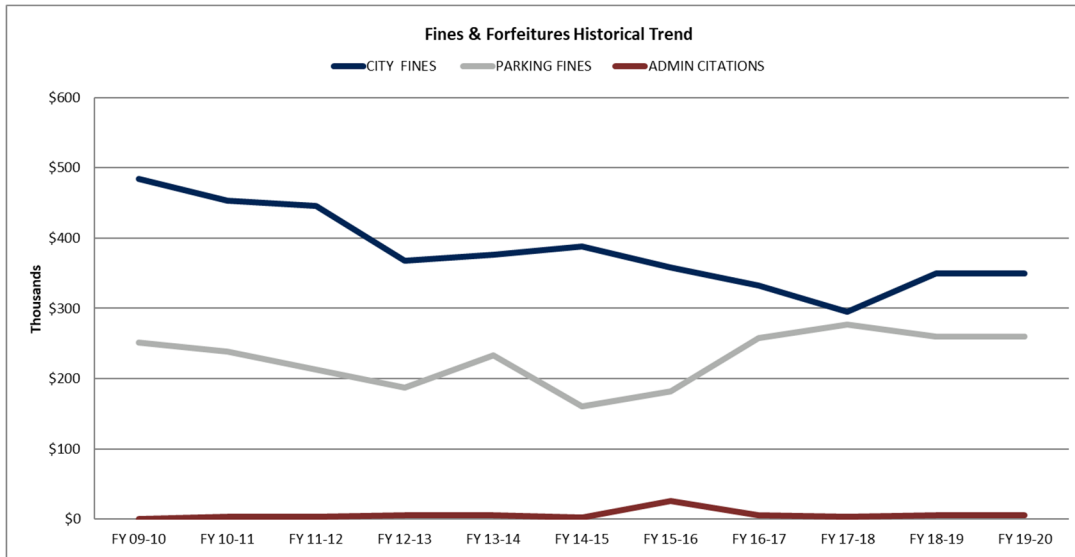


Investment earnings are a function of the amount of excess cash available for investment, current interest rates, and composition of investments. The City's investment policy requires investments to be made in this order of priority: safety, liquidity, and yield. The unprecedented turmoil in the financial markets and state cash flow problems necessitated a weighting of the portfolio toward safety and lower average yields. In March 2019, the Federal Reserve left short-term interest rates at 2.5%, the same as the previous quarter and 1% higher than the previous year.

Economists predict interest rates will remain relatively consistent over the near term with slight chances of additional minor rate hikes. Due to the increases in rates over the previous fiscal year as well as the outsourcing of the City's investment management function, the City estimates a \$639,000, or 92%, increase over the previously conservative budgeted amount. Given the high levels of uncertainty, City staff will continue to monitor interest rates as well as economic factors in both the local as well as the national economy.

FINES AND FORFEITURES	
FY 17-18 Actual	575,032
FY 18-19 Adopted	615,000
FY 18-19 Estimate	615,000
FY 19-20 Proposed	615,000
% of General Fund	0.71%
% Change from FY 18-19 Adopted	0.00%

Fines and forfeitures account for revenues generated from vehicle, parking, and miscellaneous code violations issued by the County Sheriff and the City's Code Enforcement officers. Parking fine revenues have increased with the addition of a part-time Code Enforcement Officer. Fines and forfeiture revenue is projected to remain relatively flat in FY 2018-19. In FY 2019-20 revenues are expected to remain at this level.



<b>INTERGOVERNMENTAL</b>	
FY 17-18 Actual	1,000,777
FY 18-19 Adopted	326,000
FY 18-19 Estimate	326,000
FY 19-20 Proposed	354,547
% of General Fund	0.41%
% Change from FY 18-19 Adopted	8.76%

Intergovernmental revenues are made up of federal, state, and regional grants, including miscellaneous intergovernmental revenue. Current year actuals may come in higher compared to budgeted levels due to anticipated State mandate reimbursements. In FY 2019-20, revenues of \$354,547 are anticipated.

<b>MISCELLANEOUS REVENUE</b>	
FY 17-18 Actual	8,559,972
FY 18-19 Adopted	1,104,200
FY 18-19 Estimate	5,905,001
FY 19-20 Proposed	1,494,283
% of General Fund	1.72%
% Change from FY 18-19 Adopted	35.33%

Miscellaneous revenues account for the sale of land and other miscellaneous revenues such as administrative fees. FY 2018-19 miscellaneous revenue is estimated to come in about \$4.8 million higher than budgeted due to refundable deposit revenue associated with development projects and a donation from Apple for Law Enforcement Services in the amount of \$558,000. Miscellaneous revenue is expected to decline and is projected to be \$1.5 million for FY 2019-20.

## General Fund Expenditures

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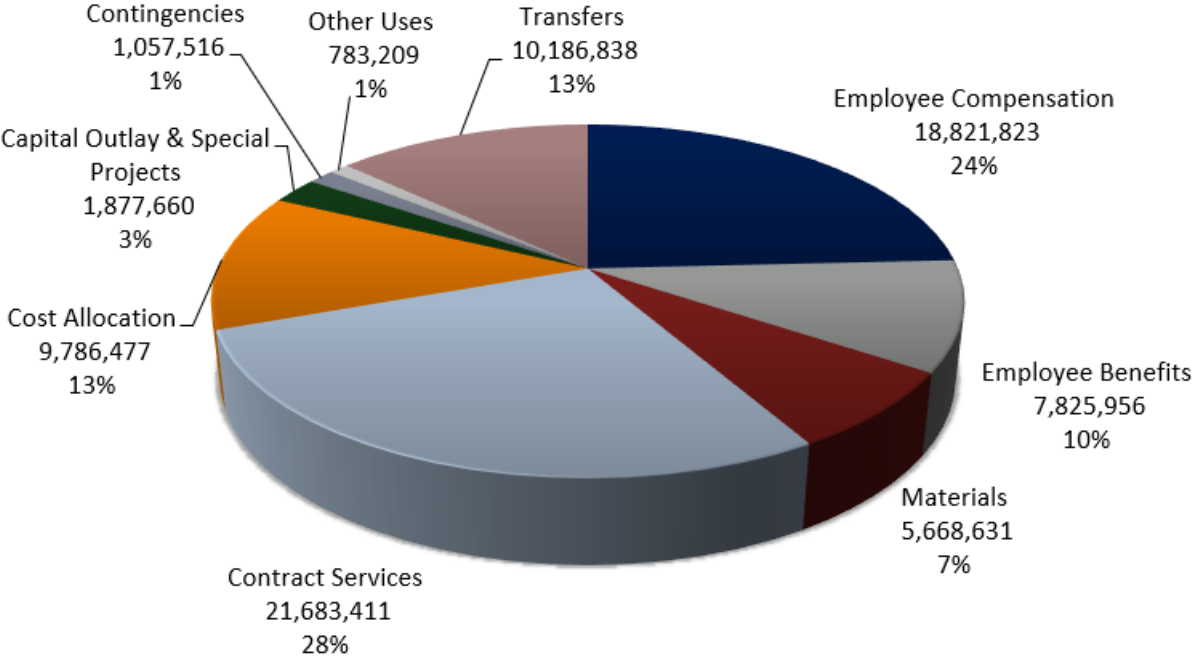
Estimates for the FY 2019-20 General Fund expenditures are based upon anticipated personnel and non-personnel cost increases. This year, department budgets reflect a zero-base budget in which all expenses were justified, removing any one-time costs, and accounting for changes in personnel costs and any other anticipated/known increased costs in FY 2019-20. In the zero-base process, every function of the City is analyzed for its needs and costs. The budget is then built around what is needed for the upcoming period, regardless of whether each budget is higher or lower than the previous fiscal year.

In addition, most budgets were given additional funds for any unexpected expenditures that are accounted for in the contingency account. Lastly, per the City's Reserve policy, an unassigned General Fund balance above the \$500,000 maximum balance will be transferred to the Capital Fund for future capital and infrastructure projects, after year-end close and as part of the mid-year budget. As shown in the chart on the next page, FY 2019-20 expenditures are estimated at \$77.7 million, which remains relatively similar to the adopted budget from the prior year. This budget reflects a decrease in Employee Compensation and Benefits due to a more accurate reflection of part-time staff charges and a decrease in four fulltime positions in the City Attorney's Office due to that function being provided through a contract with an outside law firm. There is also a slight decrease in Materials primarily due to the zero-base budget process which provides a more accurate reflection of actual expenditures. Additionally, there is an increase in Contract Services primarily attributed to an increase in General Service Agreements for outsourcing City Attorney functions as well as an increase in Law Enforcement Services for Apple Park and annual increases to the City's Law Enforcement contract with Santa Clara County Sheriff as per the agreement. These increases are offset by a decrease in Capital Outlay and Special Projects due to completion of previously funded special projects and costs of project scope and costs differing from year to year.

GENERAL FUND EXPENDITURE SUMMARY					
	2016-2017	2017-2018	2018-2019	2019-2020	%
EXPENDITURES	Actuals	Actuals	Adopted	Proposed	Change
Employee Compensation	15,019,952	16,974,470	19,349,144	18,821,823	-3%
Employee Benefits	6,522,993	7,109,183	8,059,818	7,825,956	-3%
<b>Total Personnel Costs</b>	<b>21,542,944</b>	<b>24,083,653</b>	<b>27,408,962</b>	<b>26,647,779</b>	<b>-3%</b>
<b>Non-Personnel Costs</b>					
Materials	3,637,591	4,985,037	5,772,556	5,668,631	-2%
Contract Services	17,366,277	17,853,413	19,461,836	21,683,411	11%
Cost Allocation	13,459,891	8,101,838	9,368,223	9,786,477	4%
Capital Outlay & Special Projects	8,919,870	9,847,615	2,161,298	1,877,660	-13%
Contingencies	1,186	911	1,197,933	1,057,516	-12%
Other Uses	146,722	307,751	910,000	783,209	-14%
<b>Total Non-Personnel</b>	<b>43,531,537</b>	<b>41,096,565</b>	<b>38,871,846</b>	<b>40,856,904</b>	<b>5%</b>
<b>Transfers</b>	<b>28,965,731</b>	<b>24,129,372</b>	<b>11,358,912</b>	<b>10,186,838</b>	<b>-10%</b>
<b>TOTAL EXPENDITURES</b>	<b>94,040,212</b>	<b>89,309,589</b>	<b>77,639,720</b>	<b>77,691,521</b>	<b>0%</b>

The largest General Fund operating expenditure categories include Employee Compensation and Benefits (34%), Contract Services (28%), Cost Allocation (13%), and Transfers Out (13%) as illustrated in the FY 2019-20 General Fund Expenditures by Category chart.

### General Fund Expenditures by Category



## Personnel Costs

Personnel costs total \$26.6 million in FY 2019-20, comprising 34% of General Fund expenditures. These costs are made up of salaries and compensation for benefitted and part-time staff (71%), retirement benefits (17%), and other fringe benefits (12%), including health coverage.

Costs were calculated by taking an extract of payroll system information. This individual position-level information was then reviewed, corrected, and updated by each department to include current vacancies and filled positions, accurate salary step status, as well as any position reallocations. Also, all categories of benefit costs in the coming year were projected. The most recent retirement plan and health plan information for each position was also updated from the payroll system. Not included in personnel costs, is the ongoing contribution for retiree healthcare which is included in the transfers category. Costs in salary and benefits are down primarily due to the zero-base process which provides a more accurate reflection of part-time staff charges, a decrease in four full-time positions in the City Attorney's Office due to outsourcing City Attorney functions, and no cost of living increase or equity negotiated as part of the labor agreements.

CalPERS retirement rates are projected to increase 6.3%, as per the most recent actuarial valuation report from CalPERS. In addition, the CalPERS discount rate is projected to remain at 7% as the CalPERS board has not made any additional changes since December 2017. Future actuarial assumptions project changes to the discount rate and these projections are reflected in the General Fund forecast section of the budget.

A total of 201.25 FTEs are budgeted in FY 2019-20, down from 201.75 in FY 2018-19. This decrease of .5 FTEs represents a 0.25% decrease in staffing. The change in positions is summarized below:

<b>FY 2018-19 Adopted Budget</b>	<b>201.75</b>
Limited Term Public Works Project Manager (Council Item)	1.00
Senior Office Assistant (1st Quarter)	1.00
HR Manager 6-month Double Fill (1st Quarter)	0.50
City Attorney Office Outsourcing	-4.00
Building Inspector (Term Ended)	-1.00
<b>FY 2019-20 Proposed Budget</b>	
Senior Office Assistant	1.00
Maintenance Worker I/II	1.00
<b>FY 2019-20 Benefitted Positions</b>	<b>201.25</b>

Positions requested as part of the Adopted Budget are summarized below:



Department(s)	Classification	Salaries	Benefits	Total Costs	Funding Source/Purpose
Public Works	Senior Office Assistant	\$64,725	\$37,772	\$102,497	General Fund
					Replace 2 Part-time Staff Currently Working on Administrative Duties
Public Works	Maintenance Worker I/II	\$60,267	\$36,796	\$97,063	General Fund
					Additional City Trees Were Discovered
<b>POSITIONS FUNDED BY THE GENERAL FUND</b>		<b>\$124,992</b>	<b>\$74,568</b>	<b>\$199,560</b>	

### Non-Personnel

Non-personnel costs total \$40.9 million in FY 2019-20, comprising 53% of General Fund budgeted appropriations. These costs are primarily made up of Contract Services (28%), Cost Allocation charges (13%), Materials (7%), Capital Outlays and Special Projects (3%) and Contingencies (1%). Costs were developed based on the new zero-base budget process with adjustments for FY 2019-20 funding needs. One-time projects were moved to a separate category in FY 2013-14 to ensure that expenditure trends reflect ongoing expenditure needs. In FY 2017-18, a concerted effort was made to differentiate costs related to special projects and capital outlays that are required to be depreciated. A special projects series was created in the contracts section of accounts for any new special projects going forward.

Contingencies totaling 5% of the total General Fund and 5% of Material and Contract budgets have been established. This contingency level is within the recommended range by the Government Finance Officers Association. Contingencies have been allocated proportionately amongst operating programs based on each program's share of General Fund budget for contractual services and supplies and materials. The remaining is allocated to the City Manager's Discretionary Program. Program contingency budgets may be used to cover unanticipated program expenses at the department's discretion, while the use of the City Manager's Discretionary Program will require City Manager approval. The 5% is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommends a 5-15% contingency. The Sheriff's and City Attorney services contracts are excluded from the contingency calculation.

## General Fund Transfers

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Transfers out represent transfers of monies out of the General Fund to various other funds. These transfers provide resources to the receiving fund to support operating and capital project costs. For Fiscal Year 2019-20, budgets have been established for the following transfers.

<b>Transfer Out from General Fund</b>	<b>Description</b>	<b>Amount</b>
Special Revenue Funds	Storm Drain, Non-Point Source, Sidewalk, Curb and Gutter Maintenance	\$ 1,318,000.00
Debt Service Funds	Annual Debt Payment	<b>\$ 3,172,838.00</b>
Enterprise Funds	Blackberry Farm Golf Course, Sports Center Operation, Outdoor Recreation	\$ 2,123,000.00
Internal Service Funds	IT Infrastructure, General Fund Subsidy of Compensated Absences and Retiree Medical	<b>\$ 3,573,000.00</b>
	<b>TOTAL GENERAL FUND TRANSFERS OUT</b>	<b>\$ 10,186,838.00</b>

# General Fund Fund Balance

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As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balances for governmental funds are made up of the following:

Nonspendable Fund Balance – includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: prepaid items, property held for resale and long-term notes receivable.

Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

Committed Fund Balance – includes amounts that can only be used for the specific purposes determined by a formal action of the City’s highest level of decision-making authority, the City Council. Commitments may be changed or lifted only by the City taking the same formal action (resolution) that imposed the constraint originally.

Assigned Fund Balance – comprises amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Intent is expressed by the City Council or official to which the City Council has delegated the authority to assign amounts to be used for specific purposes. Through the adopted budget, the City Council establishes assigned fund balance policy levels and also sets the means and priority for the City Manager to fund these levels.

Unassigned Fund Balance – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

In circumstances when an expenditure may be made for which amounts are available in multiple fund balance classifications, the fund balance in General Fund will generally be used in the order of restricted, unassigned, and then assigned reserves. In other governmental funds, the order will generally be restricted and then assigned.

# Fiscal Year 2019-20 Proposed Budget

## General Fund Classification of Fund Balance

CLASSIFICATION	Actuals 2016-17	Actuals 2017-18	Adopted Budget 2018-19	Year End Projection 2018-19	Proposed 2019-20
<u>Non Spendable</u>					
Loans Receivable	851,714	458,893	460,047	455,000	455,000
Prepaid Items	25,225	6,000	6,000	6,000	-
<b>Total Non Spendable</b>	<b>876,939</b>	<b>464,893</b>	<b>466,047</b>	<b>461,000</b>	<b>455,000</b>
<u>Restricted</u>					
Public Access Television	1,016,771	1,254,578	843,000	843,000	843,000
<b>Total Restricted</b>	<b>1,016,771</b>	<b>1,254,578</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</b>
<u>Committed</u>					
Economic Uncertainty	19,000,000	19,000,000	19,000,000	19,000,000	19,000,000
Sustainability Reserve	-	122,754	75,499	122,754	122,754
PERS	-	4,793,000	8,000,000	8,000,000	8,000,000
<b>Total Committed</b>	<b>19,000,000</b>	<b>23,915,754</b>	<b>27,075,499</b>	<b>27,122,754</b>	<b>27,122,754</b>
<u>Assigned</u>					
Library Expansion	-	-	-	-	352,719
PERS	100,000	-	-	-	-
Reserve for Encumbrances	4,538,181	5,170,310	7,932,000	5,011,000	5,011,000
<b>Total Assigned</b>	<b>4,638,181</b>	<b>5,170,310</b>	<b>7,932,000</b>	<b>5,011,000</b>	<b>5,363,719</b>
<b>Total Unassigned</b>	<b>28,057,799</b>	<b>21,704,922</b>	<b>8,893,982</b>	<b>6,194,036</b>	<b>15,255,948</b>
<b>TOTAL FUND BALANCE</b>	<b>53,589,690</b>	<b>52,510,457</b>	<b>45,210,528</b>	<b>39,631,790</b>	<b>49,040,421</b>

# All Funds Summary

This section provides information on the FY 2019-20 Special Revenue, Debt Service, Capital Project, Enterprise and Internal Service Funds budgets including, expenditure and revenue highlights, transfers to other funds, reserve funds and the financial forecast.

## Revenue Estimates

Estimates for FY 2019-20 fund balance and individual revenue accounts are based upon a careful examination of the collection history and patterns as they relate to such factors as seasonality and performance in the economic environment that the City is most likely to encounter in the coming year. Each source of revenue can be influenced by external (outside of the City's control) and/or internal factors. The FY 2019-20 revenue estimates are built on the assumption that the economy will continue to experience modest growth.

## Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Park Dedication, Transportation, Storm Drain, and Environmental Management/Clean Creeks funds.

## Revenue

Revenue sources for special revenue funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Other Taxes	603,792	3,000	453,404
Use of Money & Property	198,968	89,310	15,700
Intergovernmental	2,321,520	3,822,881	7,554,533
Charges for Services	416,777	370,000	391,045
Miscellaneous Revenue	819,265	185,000	163,521
Fines and Forfeitures	27,902	9,000	10,000
Transfers In	12,804,291	8,086,000	1,318,000
<b>Total Revenue Sources</b>	<b>\$17,192,514</b>	<b>\$12,565,191</b>	<b>\$9,906,203</b>

Revenues are projected to decrease by \$2.7 million dollars, largely due to a reduction in one-time transfers in from the General Fund that is offset with an increase in SB1 funding.

## Expenditures

Expenditure uses for special revenue funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Employee Compensation	985,135	1,004,387	1,025,568
Employee Benefits	482,739	503,891	504,775
Materials	616,759	1,188,972	728,939
Contract Services	515,546	1,150,817	727,897
Cost Allocation	550,748	425,454	486,532
Capital Outlays	2,632,816	16,604,531	1,000,000
Special Projects	13,447,889	9,190,048	3,280,000
Contingencies	-	35,702	36,666
Transfers Out	2,505,604	135,000	12,000
<b>Total Expenditures Uses</b>	<b>\$21,737,235</b>	<b>\$30,238,802</b>	<b>\$7,802,377</b>

Expenditures are projected to decrease by \$22.4 million dollars primarily due to the Capital Improvement Program not being incorporated in the Proposed Budget due to the timing of preparation of the documents. Decreases are also attributable to a switch from improving City roads to maintaining City roads.

## Fund Balance

Fund balance represents fund savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Beginning Balance	33,776,352	29,231,630	11,558,020
Net Increase (Decrease) in Fund Balance	(4,544,722)	(17,673,611)	2,103,826
<b>Ending Balance</b>	<b>\$29,231,630</b>	<b>\$11,558,020</b>	<b>\$13,661,846</b>

## Debt Service Fund

The Debt Service Fund provides for the payment of principal, interest, and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Community Hall/Library Certificates of Participation (COP) that will be paid off by July 1, 2030.

## Revenue

Revenue sources for the Debt Service Funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Use of Money & Property	19,037	-	-
Transfers In	3,167,544	3,169,438	3,172,838
<b>Total Revenue Sources</b>	<b>\$3,186,581</b>	<b>\$3,169,438</b>	<b>\$3,172,838</b>

Revenues are expected to remain relatively unchanged.

## Expenditures

Expenditure uses for Debt Service Funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Debt Service	3,196,828	3,169,438	3,172,838
<b>Total Expenditures Uses</b>	<b>\$3,196,828</b>	<b>\$3,169,438</b>	<b>\$3,172,838</b>

Expenditures are expected to remain relatively unchanged. This represents a repayment of debt and payments which are fixed for the life of the loan.

## Fund Balance

Fund balance represents fund savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.

CHANGES TO FUND BALANCE	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Beginning Balance	1,597,234	1,586,987	1,586,987
Net Increase (Decrease) in Fund Balance	(10,247)	-	-
<b>Ending Balance</b>	<b>\$1,586,987</b>	<b>\$1,586,987</b>	<b>\$1,586,987</b>

### Capital Project Funds

This fund pays for the acquisition of major capital facilities and/or construction of major capital projects.

### Revenue

Revenue sources for Capital Project Funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Miscellaneous	1,800,000	-	-
Charges for Services	216,668	-	-
Transfers In	22,234,400	23,602,250	-
<b>Total Revenue Sources</b>	<b>\$ 24,251,069</b>	<b>\$ 23,602,250</b>	<b>\$ -</b>

Revenue is projected to decrease by \$23.6 million. This decrease is due to a reduction in transfers in from the General Fund due to the timing of the preparation of the Capital Improvement Program budget.

### Expenditures

Expenditure uses for Capital Project Funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Employee Compensation	41,450	-	-
Employee Benefits	16,700	-	-
Materials	100,247	-	-
Contract Services	62,977	4,246,602	175,000
Capital Outlays	3,092,103	10,381,417	-
Transfers Out	17,113,949	17,027,250	2,500
<b>Total Expenditures Uses</b>	<b>\$20,427,427</b>	<b>\$31,655,269</b>	<b>\$177,500</b>

Expenditures are projected to decrease by \$31.5 million dollars due to the Capital Improvement Program not being incorporated in the Proposed Budget document. The Capital Improvement Program will be taken to City Council at a separate time and included in the Adopted Budget.

### Fund Balance

Fund balance represents fund savings and is calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending fund balance.



CHANGES TO FUND BALANCE	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Beginning Balance	25,305,974	29,129,616	21,076,597
Net Increase (Decrease) in Fund Balance	3,823,642	(8,053,019)	(177,500)
<b>Ending Balance</b>	<b>\$29,129,616</b>	<b>\$21,076,597</b>	<b>\$20,899,097</b>

### Enterprise Funds

Enterprise Funds are set up for the provision of specific services that are funded directly by fees charged for those goods or services. Enterprise Funds include the Resource Recovery, Sports Center, Blackberry Farm Golf Course and Recreation funds.

### Revenue

Revenue sources for Enterprise Funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Use of Money & Property	271,414	317,000	28,000
Intergovernmental	14,781	15,000	15,000
Charges for Services	7,546,219	6,871,400	5,859,827
Miscellaneous Revenue	69,114	66,000	66,000
Transfers In	799,996	75,000	2,123,000
<b>Total Revenue Sources</b>	<b>\$8,701,523</b>	<b>\$7,344,400</b>	<b>\$8,091,827</b>

Revenue is projected to increase by \$747,000, this is primarily driven by anticipated decreases in charges for services due to amendments to the City's contract with Recology and the use of dump boxes. Additionally, an increase in transfers due to the department using unassigned fund balance to cover operational shortages. As part of the budget process each fund is evaluated. Funds that are bringing in less revenue than they are expending require the use of fund balance or a subsidy from the General Fund.

## Expenditures

Expenditure uses for Enterprise Funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Employee Compensation	1,865,184	1,902,484	1,942,661
Employee Benefits	709,060	566,178	564,863
Materials	487,364	568,109	463,844
Contract Services	4,881,152	5,017,998	4,644,862
Contingencies	-	207,732	254,184
Cost Allocation	759,543	906,362	1,651,322
Special Projects	21,192	385,026	321,500
Transfers Out	1,300,494	320,509	-
<b>Total Expense Uses</b>	<b>\$10,023,989</b>	<b>\$9,874,398</b>	<b>\$9,843,236</b>

Expenditures are projected to decrease by approximately \$31,000, remaining relatively consistent over the previous fiscal year.

## Retained Earnings

Enterprise funds carry retained earning instead of fund balance. Retained earnings are calculated by taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending retained earnings. However, some of these resources are not liquid and represent capital assets. These monies are generally accumulated to support capital replacement and/or expansion needs.

CHANGES TO RETAINED EARNINGS	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Beginning Balance	10,971,174	9,648,709	7,118,711
Net Increase (Decrease) in Retained Earnings	(1,322,465)	(2,529,998)	(1,751,409)
<b>Ending Balance</b>	<b>\$9,648,709</b>	<b>\$7,118,711</b>	<b>\$5,367,302</b>

### Internal Service Funds

Internal Service Funds are used for areas where goods or services are provided to other departments or governments on a cost-reimbursement basis. Internal Service Funds include the Information Technology, City Channel and Website, Equipment, Workers Compensation, Long-Term Disability/Compensated Absence, and Retiree Medical funds.

### Revenue

Revenue sources for Internal Service Funds are summarized in the table below and discussed in greater detail following the table:

REVENUE SOURCES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Use of Money & Property	41,844	-	-
Intergovernmental	-	-	-
Charges for Services	4,037,046	4,973,162	4,083,901
Miscellaneous Revenue	8,026	-	-
Transfers In	3,427,712	1,578,474	3,573,000
Other Financing Uses	667,467	472,652	472,652
<b>Total Revenue Sources</b>	<b>\$8,182,095</b>	<b>\$7,024,288</b>	<b>\$8,129,553</b>

Revenues are projected to increase by \$1.1 million due to increased transfers from the General Fund for compensated absence and retiree medical payments for FY 2019-20.

### Expenditures

Expenditure uses for Internal Service Funds are summarized in the table below and discussed in greater detail following the table:

EXPENDITURE USES	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Employee Compensation	1,259,151	1,366,347	1,336,390
Employee Benefits	1,697,584	1,696,384	1,596,993
Materials	893,036	982,397	916,106
Contract Services	1,182,750	2,054,183	1,538,116
Contingencies	-	147,882	164,925
Cost Allocation	1,244,493	727,082	847,459
Special Projects	19,560	1,186,819	704,600
Transfers Out	-	699,351	-
<b>Total Expenditures Uses</b>	<b>\$6,296,574</b>	<b>\$8,860,445</b>	<b>\$7,104,589</b>

Total expenditures is projected to decrease \$1.8 million as a result of a reduction in the acquisition of fixed assets over the previous fiscal year.

### Retained Earnings

Internal Service Funds carry retained earning instead of fund balance. Retained earnings are calculated in the same manner as fund balance, taking the beginning balance and then adding the difference between revenue and expenditures to arrive at the ending retained earnings. However, some of the resources are not liquid and represent capital assets. These monies are generally accumulated to support capital replacement and/or expansion needs.

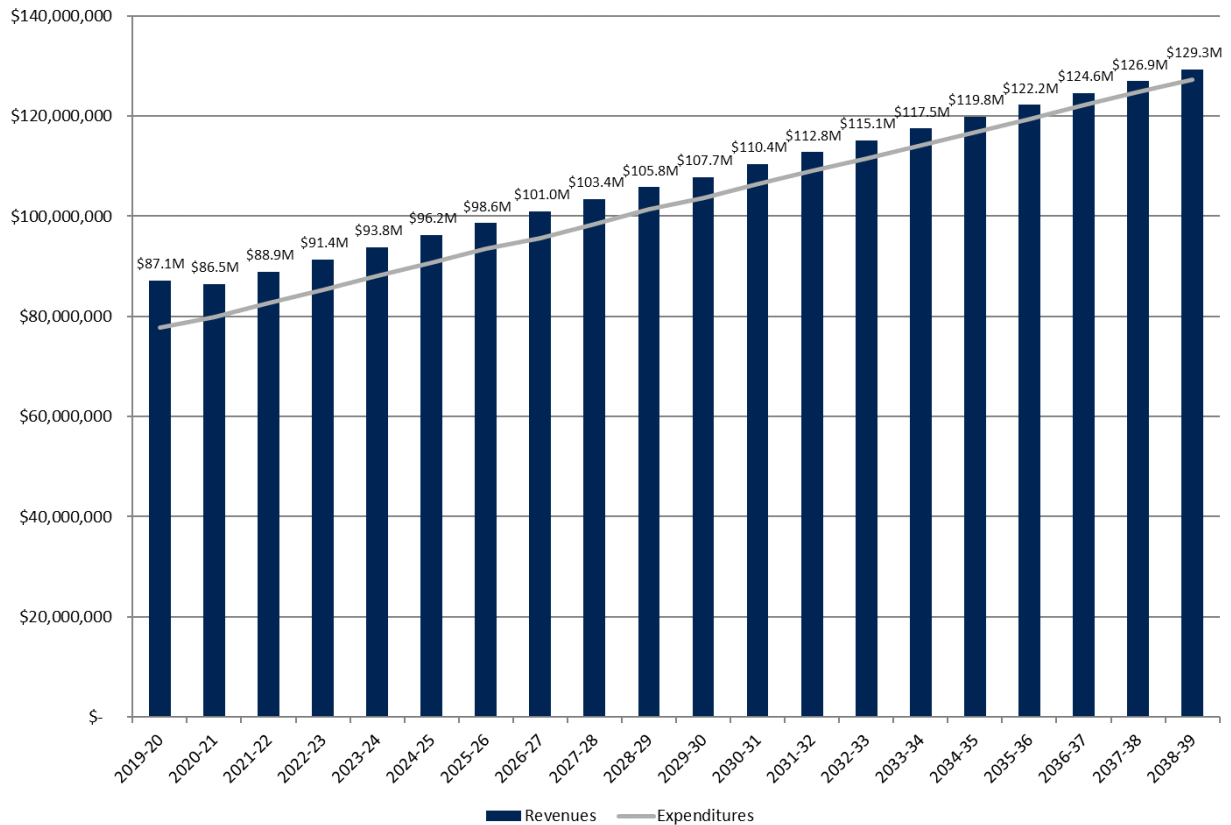
CHANGES TO RETAINED EARNINGS	2017-18	2018-19	2019-20
	Actuals	Projected	Proposed Budget
Beginning Balance	4,652,496	6,538,018	4,701,861
Net Increase (Decrease) in Retained Earnings	1,885,522	(1,836,157)	1,024,964
<b>Ending Balance</b>	<b>\$6,538,018</b>	<b>\$4,701,861</b>	<b>\$5,726,825</b>

# 5-Year and 20-Year General Fund Forecast

## Overview

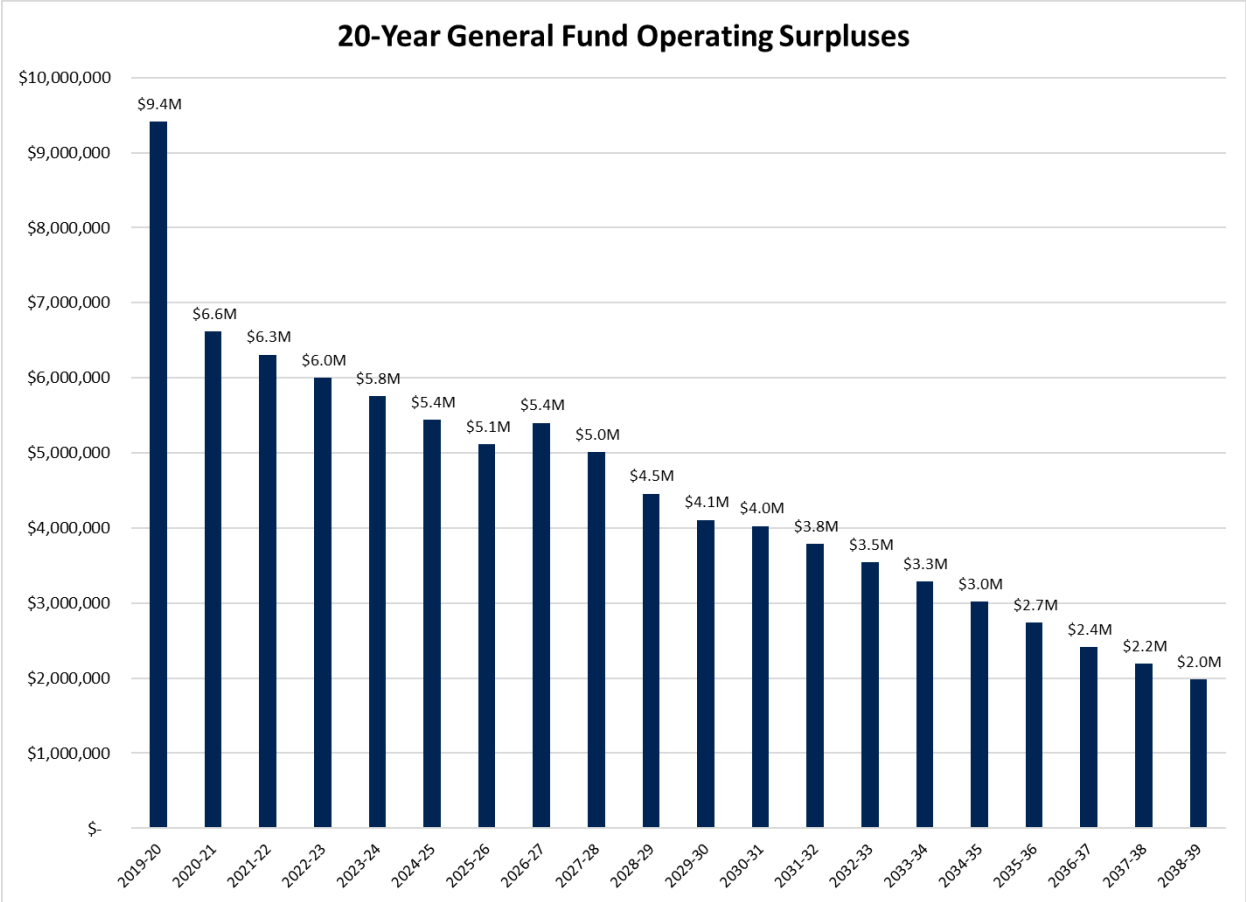
City staff has continued to develop medium-term (5-year) and long-term (20-year) forecasts as part of the budget process. While long-term projections are inherently less reliable than short-term projections, they can help detect structural budget issues that can be mitigated if identified early. As shown in the following chart, in the next 20 years, our projections show healthy operating surpluses despite consistent, yet modest, declines year-over-year due to revenues growing at a slower rate than expenditures.

### 20-Year General Fund Financial Forecast



In the forecast, revenue growth is primarily driven by sales, property, and transient occupancy taxes. Revenue growth will be slower than in the past due to the completion of large-scale development projects, such as Main Street and Apple Park, in the City. Expenditure growth is primarily driven by increases in pension liability costs and the City's Law Enforcement contract with the Santa Clara County Sheriff's Office.

Operating surpluses are projected to decrease from \$9.4 M in FY 2019-20 to \$2.0 M in FY 2038-39 as revenues grow at a slower pace than expenditures, as shown in the following chart.



### Forecast Methodology

The financial forecast is a planning tool that helps staff identify important trends and anticipate the longer term consequences of budget decisions. The forecast is instrumental in modeling the effects of retirement costs, employee compensation, and revenues on the City’s budget.

The forecast is not a plan, but a model based on cost and revenue assumptions that are updated regularly as new information becomes available. Of these components, cost projections, which are based on known costs, are relatively reliable. Revenue forecasts, on the other hand, are based on assumptions related to future economic conditions, which are fraught with uncertainty. Economic forecasts in the financial markets and the media change frequently and demonstrate the difficulties of committing to a particular prediction of the future. For this reason, the forecast is updated regularly.

While economic conditions are the primary drivers for economically-sensitive revenues such as sales tax and property tax, performance is primarily driven by other factors for non-economically sensitive categories such as the utility user tax and franchise fees. These revenue categories are more heavily impacted by utility rate changes, energy prices, and consumption levels. Collections from local, State, and federal agencies are primarily driven by grant and reimbursement funding

available from these agencies. As a result, these revenues experience no significant net gain or loss during economic expansions or slowdowns. All revenue projections are based upon a careful examination of the collection history and patterns as they relate to seasonality and the economic environment the City is most likely to encounter in the future.

A discussion of both the national and local economic outlooks used to develop the revenue estimates for the FY 2018-19 forecast is included below. To develop the revenue forecasts, the City reviewed national, State, and regional economic forecasts from multiple sources including the Congressional Budget Office, California's Legislative Analyst's Office (LAO), and economist Steven Levy of the Center for Continuing Study of the California Economy (CCSCE). To develop the sales tax, property tax, and transient occupancy tax (TOT) revenue projections, the City worked with HdL Companies, a tax consultant. In February 2019, the City began working with UFI (Urban Futures, Inc.), a financial advisory and consulting firm, to:

- review, update, and enhance the City's baseline financial forecast;
- evaluate fiscal strategies including potential local revenue measures;
- develop capital financing options, structures and estimates for identified projects; and
- prepare analysis of city charter costs/benefits related to fiscal activities.

This forecast includes the updates and enhancements that UFI has made to the City's baseline financial forecast.

## **National Economic Outlook**

Both locally and nationally, uncertainty is the main theme among forecasts. Although the risk of a downturn is rising, most forecasts still project slower but stable growth. It's important to note that the national economy has been expanding since June 2009, as defined by the National Bureau of Economic Research (NBER). If the expansion continues until June, it will be tied for the longest on record. According to the non-partisan Congressional Budget Office (CBO), annual economic growth is expected to slow after 2019 and average 1.8 percent per year from 2024 to 2029 because the labor force is expected to grow more slowly. Similarly, the Federal Open Market Committee (FOMC) forecasts GDP growth of 2.1 percent in 2019, 1.9 percent in 2020, and 1.8 percent in 2021. The broad consensus among economists is modest expansion until 2020, after which growth is expected to decrease.

## **Cupertino Economic Outlook**

The outlook for Cupertino and Silicon Valley overall is positive, with steady growth in this forecast. Sales taxes continue to be very strong, driven by business-to-business (B2B) sales in the City's technology sector. Property taxes have also performed well over the last several years, but are expected to stabilize as interest rates begin to rise during the forecast period. The limited supply of housing may eventually dampen growth as well.

In recent years, large construction projects, such as Main Street and Apple Park, have generated strong development-related revenue for the City's coffers. However, large-scale development-related activity has started to decrease. No other major development projects are forecasted at this time. Development projects that have yet to be approved and permitted are not included in

this forecast out of prudence. It would be risky to rely on such one-time revenues given their uncertainty.

In summary, the steady recovery from the great recession is expected to continue impacting the City's revenue performance. Economically sensitive revenues, such as sales tax and property tax receipts, are expected to experience moderate growth over the forecast period. Development-related revenue such as licenses and permits, construction tax, and charges for services have declined from the peak experienced in FY 2013-14 due to the completion of large-scale one-time projects but will increase slightly throughout the forecast.

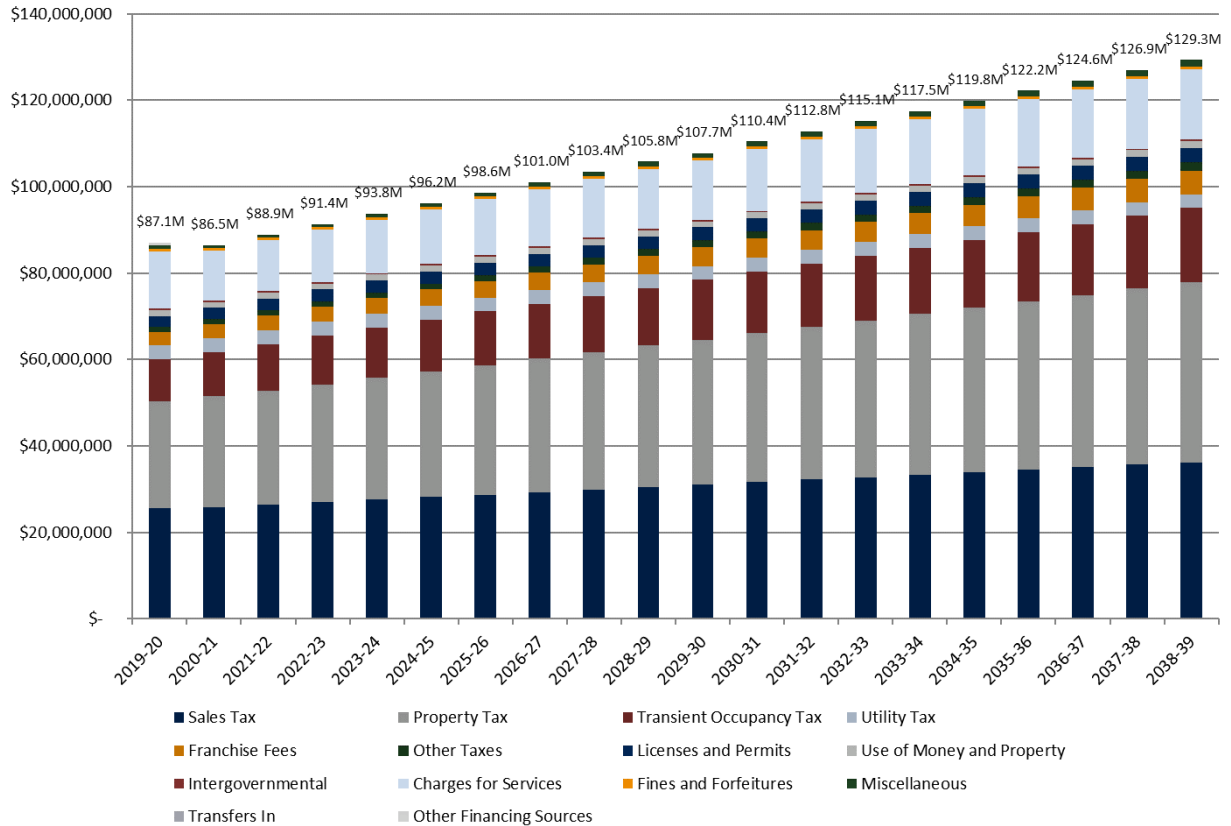
Per the City's One Time Use and Reserve Policy, any additional unassigned fund balance above the \$500,000 threshold will be transferred to the Capital Reserve at the end of the year. In FY 2018-19, the City established a Section 115 Trust as part of a long-term strategy to improve the financial sustainability of the City's pension system and reduce the effect of pension rate volatility on the City's operating budget.



## Revenues

The City's top three revenue sources continue to be property tax, sales tax, and transient occupancy tax (TOT). All three revenue sources are expected to grow, although that pace of growth is projected to slow. In the last five years, major development projects, such as Main Street and Apple Park, were a large source of revenue. As large-scale development begins to decline in Cupertino, the City will see the effects of that in reduced revenue growth.

### 20-Year General Fund Revenue Forecast by Revenue Category



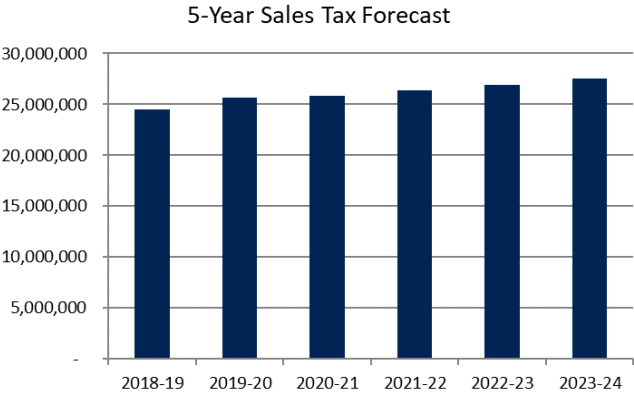
FIVE-YEAR GENERAL FUND REVENUES FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>REVENUES</b>						
Sales Tax	24,537,000	25,637,093	25,866,206	26,394,889	26,956,022	27,539,055
Property Tax	23,766,000	24,703,218	25,575,683	26,445,523	27,303,761	28,170,040
Transient Occupancy Tax	8,252,000	9,666,056	10,204,000	10,732,653	11,218,092	11,660,650
Utility Tax	3,200,000	3,198,644	3,197,286	3,195,927	3,194,567	3,193,206
Franchise Fees	3,042,000	3,162,457	3,282,914	3,403,370	3,523,827	3,644,283
Other Taxes	1,150,000	1,181,050	1,225,339	1,265,776	1,305,015	1,344,165
Licenses and Permits	2,685,000	2,524,000	2,604,329	2,641,328	2,691,862	2,733,542
Use of Money and Property	692,000	1,330,579	1,337,232	1,343,918	1,350,638	1,357,391
Intergovernmental	326,000	354,547	356,320	358,101	359,892	361,691
Charges for Services	10,234,276	13,233,225	11,500,933	11,774,523	12,061,203	12,350,036
Fines and Forfeitures	615,000	615,000	615,000	615,000	615,000	615,000
Miscellaneous	1,356,457	882,283	696,736	735,754	776,220	818,136
Transfers In	10,000	12,000	-	-	-	-
Other Financing Sources	4,538,544	600,000	-	-	-	-
<b>TOTAL REVENUES</b>	<b>84,404,277</b>	<b>87,100,152</b>	<b>86,461,978</b>	<b>88,906,763</b>	<b>91,356,099</b>	<b>93,787,195</b>

**Sales Tax**

FIVE-YEAR SALES TAX FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Adopted	Forecast	Forecast	Forecast	Forecast
Sales Tax	24,537,000	25,637,093	25,866,206	26,394,889	26,956,022	27,539,055

Currently, Sales tax is the City’s largest revenue source. Sales taxes are collected at the point of sale and remitted to the California Department of Tax and Fee Administration (formerly the Board of Equalization), which allocates tax revenue owed to the City in monthly payments.

Sales tax is projected to be lower in FY 2018-19 compared to FY 2017-18 due to the completion of Apple Park, then increase modestly in subsequent years. Sales tax is projected to grow by an



average annual growth rate of 1.7% in the long-term forecast. Moderate forecasts were used for general consumer goods, restaurants and hotels, and state and county pools; conservative forecasts were used for business and industry and other categories. Business-to-business (B2B) revenue is the largest portion of the City’s sales tax base, so the City’s sales tax revenue is sensitive to economic forces. In particular, the City’s two largest sales tax sources—both technology companies—

account for a large portion of the City’s total sales tax base. Sales tax revenue is reported two

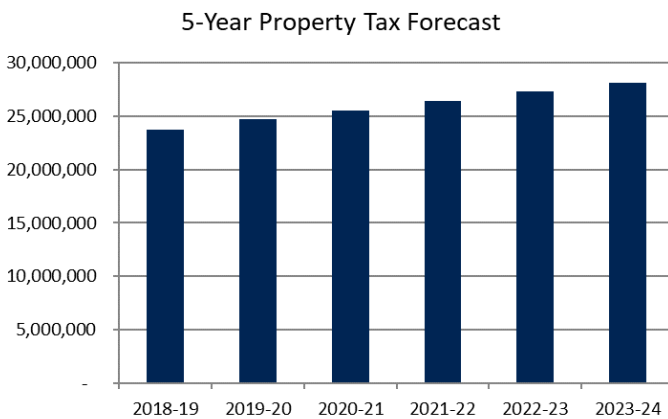
quarters in arrears thus providing the City with about six months to react if this revenue source starts to decline.

Given the volatility of B2B revenue, which accounts for the majority of the City’s sales tax revenue, a key goal of the City’s long-term fiscal strategic plan is to diversify its sales tax base by promoting the general retail and food product sectors. Recently completed development projects such as Nineteen800 and Main Street are expected to boost retail sales and reduce the City’s reliance on B2B revenue.

### Property Tax

FIVE-YEAR PROPERTY TAX FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Adopted	Forecast	Forecast	Forecast	Forecast
Property Tax	23,766,000	24,703,218	25,575,683	26,445,523	27,303,761	28,170,040

Property tax revenues are projected to increase by an average annual growth rate of 3.3% in our



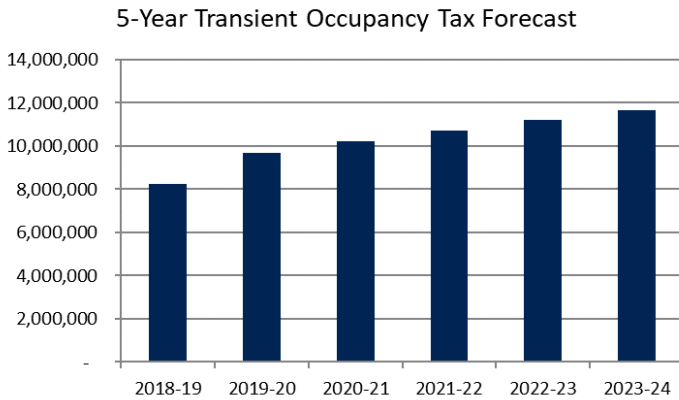
forecast. This moderate forecast is based on a combination of factors including historical trends for the City and forecasts for the region. Historically, property tax has increased at an average annual growth rate of 11.6%. However, this moderate forecast projects a much lower growth rate to account for the fact that no major development projects are expected in the City. The reduction in development activity will reduce the City’s property tax growth in the future.

Major development projects, such as Main Street and Apple Park, were a significant contributor to the historical growth in property tax revenues.

### Transient Occupancy Tax

FIVE-YEAR TRANSIENT OCCUPANCY TAX FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Adopted	Forecast	Forecast	Forecast	Forecast
Transient Occupancy Tax	8,252,000	9,666,056	10,204,000	10,732,653	11,218,092	11,660,650

Transient occupancy tax (TOT) revenues for FY 2018-19 are projected to be higher than FY 2017-18



primarily due to the opening of the 180-room Residence Inn by Marriott hotel at Main Street. The forecast also assumes the opening of the 148-room Hyatt House hotel in northeast Cupertino in spring 2019. In the forecast, TOT is projected to increase at an average annual growth rate of 5.0%. The City used a moderate forecast based on historical tax collections. This moderate forecast assumes slower growth compared to historical trends

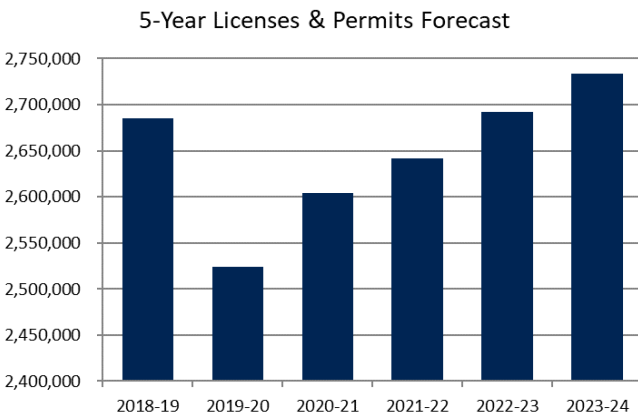
given that no additional hotels are expected to open after 2019.

TOT revenues are impacted by the tax rate charged on hotels in the City, the occupancy rate of the hotels, and the average daily room rates (ADR) of the hotels. TOT revenues are highly correlated with B2B revenue, as TOT revenues in Cupertino are primarily driven by business travel. Occupancy rates are currently at record levels given our strong local economy. However, given the large amount of business travel in the City, a decline in the economy could have a significant impact on this revenue source.

### Licenses and Permits

FIVE-YEAR LICENSES & PERMITS FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Licenses and Permits	2,685,000	2,524,000	2,604,329	2,641,328	2,691,862	2,733,542

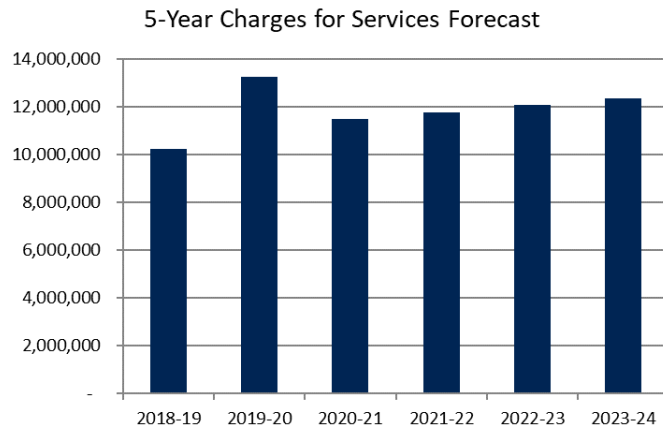
Licenses and permits are forecasted to decrease in FY 2019-20 due to reduced development activity but increase in the out-years. Revenue is projected to increase by an average annual growth rate of 1.0%. The forecasts were based on forecasts of California residential building permits, non-residential building permits, and construction payrolls from the UCLA Anderson Forecasts for the Nation and California. Out of prudence, this forecast does not reflect any major development projects that are awaiting approval. If new development projects are approved, this forecast will be updated accordingly.



## Charges for Services

	FIVE-YEAR CHARGES FOR SERVICES FORECAST					
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Charges for Services	10,234,276	13,233,225	11,500,933	11,774,523	12,061,203	12,350,036

Revenues from charges for services have decreased from their levels in FY 2016-17, primarily due



to a decrease in development activity. Starting in FY 2020-21, revenue is projected to increase at an average annual growth rate of 5.1%. Other Service Fees, General Service Fees, and Enterprise Service Fees are projected to increase by 2.5% based on full-time salary growth. Planning Fees and Engineering Fees are based on construction and development factors including California residential building permits, non-residential building permits, and construction payrolls from

the UCLA Anderson Forecasts for the Nation and California. This forecast does not assume any major development projects that are awaiting approval.

## Other Revenue

	FIVE-YEAR FORECAST - OTHER REVENUE					
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Utility Tax	3,200,000	3,198,644	3,197,286	3,195,927	3,194,567	3,193,206
Franchise Fees	3,042,000	3,162,457	3,282,914	3,403,370	3,523,827	3,644,283
Other Taxes	1,150,000	1,181,050	1,225,339	1,265,776	1,305,015	1,344,165
Use of Money and Property	692,000	1,330,579	1,337,232	1,343,918	1,350,638	1,357,391
Intergovernmental	326,000	354,547	356,320	358,101	359,892	361,691
Fines & Forfeitures	615,000	615,000	615,000	615,000	615,000	615,000
Miscellaneous	1,356,457	882,283	696,736	735,754	776,220	818,136
Transfers In	10,000	12,000	-	-	-	-
Other Financing Sources	4,538,544	600,000	-	-	-	-
<b>TOTAL</b>	<b>14,930,001</b>	<b>11,336,560</b>	<b>10,710,827</b>	<b>10,917,846</b>	<b>11,125,158</b>	<b>11,333,873</b>

**Utility taxes** are forecasted to decrease by -0.4% each year based on historical trends. In recent years, increases in rates have been offset by decreases in consumption.

**Franchise fees** are projected to increase by an average annual growth rate of 3.4% based on a trend of historical data.

*Other taxes* are made up of construction, property transfer, and business license tax revenue. Revenue is projected to increase by an average of State and County CPI at an average annual growth rate of 3.0%.

*Use of money and property* is expected to grow at a rate of 0.5% each year based on the City's current conservative investment strategy and low interest rates.

*Intergovernmental revenues* are projected to grow at a rate of 0.5% each year.

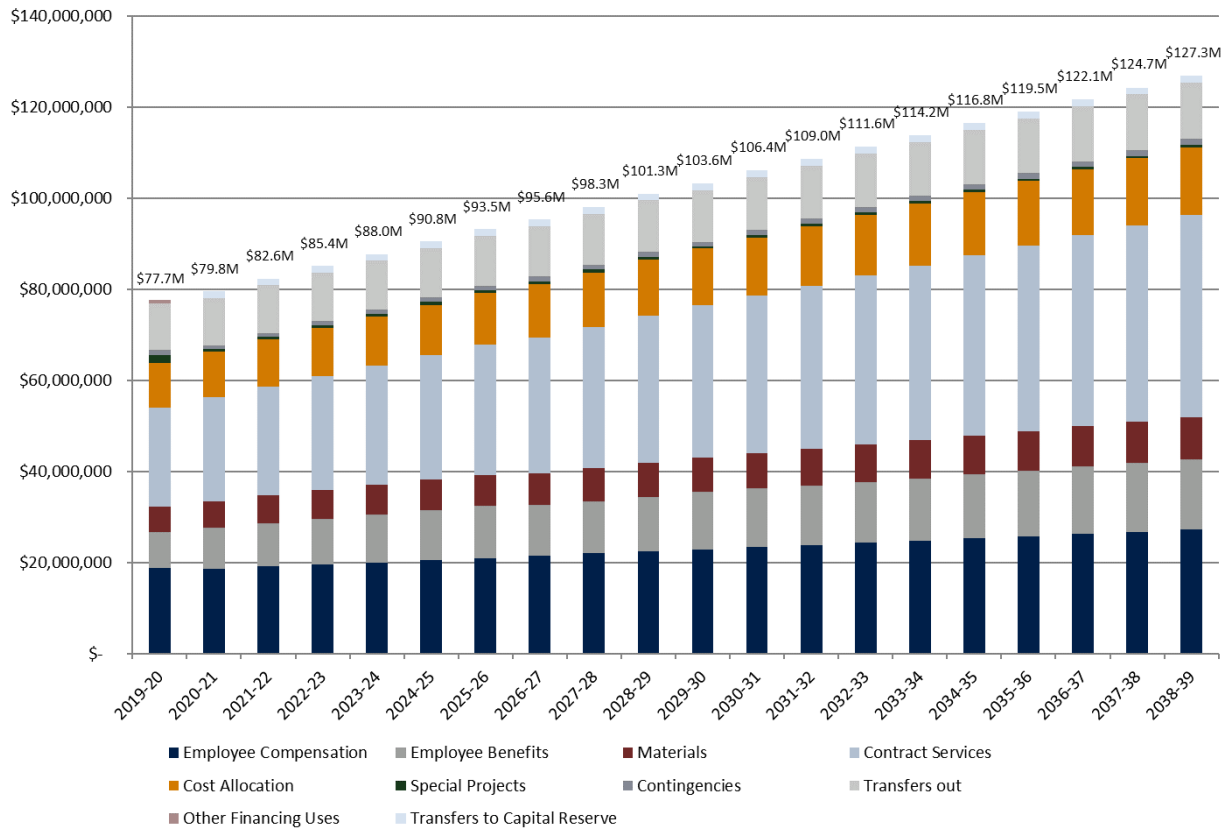
*Fines and Forfeitures* are forecasted to remain constant in the forecast.

*Miscellaneous revenues* are forecasted to increase by CPI.

*Non-operational revenues (Transfers and Other Financing Sources)* are not assumed in the forecast.

## Expenditures

**20-Year General Fund Expenditure Forecast by Category**



For FY 2019-20, the City developed a zero-base budget in which all expenses were justified. The process starts from a “zero base” and every function of the City is analyzed for its needs and costs. The budget is then built around what is needed for the upcoming period, regardless of whether each budget is higher or lower than the previous fiscal year. This best practice resulted in base budget savings from the prior year.

The forecast was developed based on actual expenditures in prior years, and then adjusted for FY 2019-20 funding needs. The forecast also included the following factors: State and County CPI, construction and development activity, and CalPERS Normal Cost and Unfunded Liability projections. The forecast is adjusted to account for one-time changes and annualize partial year allocations that were included in the FY 2018-19 Adopted Budget.

As displayed in the chart above, General Fund expenditures are projected to decrease from \$102.3 million in FY 2018-19 to \$77.7 million in FY 2019-20 and increase each year in the forecast. The main drivers of expenditure growth are employee benefits and contract services due to rising retirement rates and Law Enforcement costs. The following discussion focuses on the assumptions used for estimating each of the expenditure categories in the General Fund Forecast.

<b>FIVE-YEAR GENERAL FUND EXPENDITURES FORECAST</b>						
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	<b>Estimate</b>	<b>Proposed</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>EXPENDITURES</b>						
Employee Compensation	19,359,298	18,821,823	18,664,618	19,110,017	19,566,183	20,033,422
Employee Benefits	8,133,834	7,825,956	8,927,008	9,548,758	10,112,858	10,563,751
<b>Personnel Costs</b>	<b>27,493,132</b>	<b>26,647,779</b>	<b>27,591,626</b>	<b>28,658,775</b>	<b>29,679,041</b>	<b>30,597,173</b>
Materials	6,619,015	5,668,631	5,881,205	6,075,284	6,263,618	6,451,527
Contract Services	23,104,164	21,683,411	22,821,233	23,911,505	25,024,294	26,166,991
Cost Allocation	9,368,223	9,786,477	10,031,139	10,281,917	10,538,965	10,802,439
Capital Outlay	1,804,192	37,050	266,378	275,169	283,699	292,210
Special Projects	12,225,436	1,840,610	532,756	550,337	567,398	584,420
Contingencies	1,197,933	1,057,516	852,410	880,540	907,836	935,071
Other Uses	1,122,937	783,209	-	-	-	-
<b>Non-Personnel Costs</b>	<b>55,441,900</b>	<b>40,856,904</b>	<b>40,385,121</b>	<b>41,974,752</b>	<b>43,585,811</b>	<b>45,232,658</b>
<b>Transfers</b>	<b>19,358,912</b>	<b>10,186,838</b>	<b>10,368,976</b>	<b>10,465,615</b>	<b>10,592,570</b>	<b>10,699,604</b>
<b>Transfers to Capital Reserve</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>TOTAL EXPENDITURES</b>	<b>102,293,944</b>	<b>77,691,521</b>	<b>79,845,724</b>	<b>82,599,142</b>	<b>85,357,422</b>	<b>88,029,435</b>

## Personnel Expenditures

### Salaries

The City is currently in negotiations with its bargaining groups, CEA and OE3. The only increases in compensation in these forecasts include step increases as well as known benefit increases in retirement and health.

Increases in salaries are primarily due to employees below Step 5 progressing to higher salary steps. Full-time salaries are projected to grow at a rate of 2.5% per year, which is based on historical trends in step increases. It is slightly lower than the presumed rate of growth by CalPERS. Part-time salaries are forecasted to grow at a rate of 1.5% as they generally grow at a slower pace than full-time salaries. These projections do not include any cost of living (COLA) or equity adjustments.

Four limited-term positions are forecasted to end in FY 2020-21 and one in FY 2022-23, which will result in up to \$1 million in ongoing salary savings.

### **Health Benefits**

Health benefits account for about 9% of all personnel costs in the General Fund, mostly due to health insurance costs. The City pays employees a fixed amount for health and dental insurance costs, as opposed to covering a percentage of premiums. In October 2016, City Council approved labor contracts that resulted in significant increases to the City's health insurance contributions. For the duration of a contract, cost increases in health and dental premiums above the negotiated amounts are fully absorbed by employees. The City is currently in negotiations with its bargaining groups, CEA and OE3.

While not factored into the forecast, there is uncertainty about the fate of the Affordable Care Act (ACA). Rate increases have stabilized with the implementation of the ACA. Still looming is the so-called "Cadillac Tax" which, beginning in 2022, will impose an excise tax for any employer-sponsored health coverage whose value exceeds \$10,200 per year for individuals and \$27,500 for families. A 40% excise tax will be imposed on the amount that exceeds the predetermined thresholds. Most of the City's current health plans would fall under the definition of a Cadillac plan, which could increase the City's cost of providing health benefits to employees. The City's health care administrator, CalPERS, has given assurances that coverage plans will fall below the Cadillac Tax threshold.

### **Retirement Benefits**

Rising retirement costs are driving the increase in employee benefits. Cupertino provides retirement benefits for its employees through the California Public Employee's Retirement System (CalPERS). Poor investment returns during the Great Recession and actuarial assumption changes have increased the gap between the pension system's assets and liabilities, resulting in the overall funded status of the system falling significantly. As of the June 30, 2017 valuation, which was issued in July 2018, the funded status of the CalPERS Public Employees Retirement Fund (PERF) is 71%, an increase from 68% the prior year.

The City's pension plan has an Unfunded Accrued Liability (UAL) of \$40.5 million and a funded ratio of 68.1%, according to the latest CalPERS actuarial valuation report as of June 30, 2017.



CalPERS Plan Status		
	6/30/2016	6/30/2017
Present Value of Projected Benefits	\$ 138,600,233	\$ 150,083,854
Entry Age Normal Accrued Liability	\$ 118,489,119	\$ 127,138,300
Market Value of Assets	\$ 77,919,876	\$ 86,617,172
Unfunded Accrued Liability	\$ 40,569,243	\$ 40,521,128
Funded Ratio	65.8%	68.1%

A defined-benefit plan is considered adequately funded if its assets equal or exceed the value of its future liabilities. The funded ratio is the ratio of assets to liabilities. When the funded ratio is lower than 100%, the plan has insufficient assets to pay all future liabilities. After a thorough analysis, CalPERS actuaries determined that the retirement system was at significant risk of falling to dangerously low funded status levels under existing actuarial policies.

In December 2016, the CalPERS Board of Administration lowered the discount rate from 7.5% to 7.0% with a three year phase-in beginning in FY 2018-19. This change will result in significant increases in retirement costs but was implemented to improve the financial stability of the pension system. As a result of the discount rate reduction, the City's CalPERS costs are projected to increase by over 38% from FY 2019-20 to FY 2024-25 as shown in the table below.<sup>3</sup>

	Projected CalPERS Contributions					
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<b>Projected Payroll</b>	\$ 17,811,423	\$ 18,256,790	\$ 18,758,851	\$ 19,274,720	\$ 19,804,775	\$ 20,349,407
<b>Normal Cost (%)</b>	10.651%	11.400%	11.400%	11.400%	11.400%	11.400%
<b>Normal Cost</b>	\$ 1,897,095	\$ 2,081,274	\$ 2,138,509	\$ 2,197,318	\$ 2,257,744	\$ 2,319,832
<b>UAL Payment</b>	\$ 3,192,065	\$ 3,557,000	\$ 3,952,000	\$ 4,288,000	\$ 4,505,000	\$ 4,720,000
<b>Total Contribution (%)</b>	<b>28.600%</b>	<b>30.900%</b>	<b>32.500%</b>	<b>33.600%</b>	<b>34.100%</b>	<b>34.600%</b>
<b>Total Contribution</b>	<b>\$ 5,089,160</b>	<b>\$ 5,638,274</b>	<b>\$ 6,090,509</b>	<b>\$ 6,485,318</b>	<b>\$ 6,762,744</b>	<b>\$ 7,039,832</b>

In addition, it is unclear if CalPERS investment returns will be able to meet this new rate of return and many experts speculate that CalPERS will need to lower the discount rate again in the future. As part of a budget-balancing strategy, the City adopted a Pension Rate Stabilization Program (PRSP), also known as a Section 115 Trust, in FY 2018-19. The Section 115 Trust would help the City to offset the costs of any further discount rate changes, address the UAL earlier than required by CalPERS, and attain a funded status of at least 80% within 20 years. During FY 2018-19, the City contributed an initial investment of \$8.0 million to the trust. The FY 2019-20 Proposed Budget includes this \$8.0 million as restricted fund balance.

The City's retirement rates are based on a blend of all three tiers (2.7% @ 55, 2% @ 60, and 2% @ 62). Although employees pay a different rate depending on their tier, the City's costs are the same for all 3 tiers. The table below shows the current breakdown of City employees amongst the three retirement tiers. Since FY 2018-2019, the number of employees in Tier 1 has decreased while the number of employees in Tier 3 has increased. The majority of employees in the City are currently

covered under Tier 3. Savings from the lower-cost Tier 2 and Tier 3 plans are not expected to be substantial for several years.

CalPERS Plan Breakdown by Tier						
Tier #	Employees	Benefit Formula	Compensation Period	Employer Share	Employee Share	Total Rate
I	90	2.7% @ 55	Highest Year	28.57%	8.00%	36.57%
II	15	2% @ 60	Highest 3 Year Average	28.57%	7.00%	35.57%
III	93	2% @ 62	Highest 3 Year Average	28.57%	6.25%	34.82%

### Other Benefits

The forecast assumes an annual 2% cost escalator for life insurance, long-term disability insurance, and the employee assistance program. Workers' compensation costs vary widely depending on the number and type of claims, which makes these costs very hard to predict. The forecast assumes a 2% annual increase. No increases were forecasted for the following benefits: car allowance, internet allowance, standby pay and wellness credit.

### Non-Personnel Expenditures

Non-Personnel budgets were developed based on actual expenditures in prior years, and then adjusted for FY 2019-20 funding needs. In addition, one-time projects have been excluded in FY 2019-20 to ensure that expenditure trends reflect ongoing expenditure needs.

For the out-years of the forecast, a growth rate based on an average of State and County CPI is assumed from the baseline. The average growth rate for State and County CPI is 3.00%. The CPI estimates are based on the following forecasts:

- UCLA Anderson Forecast for the Nation and California and
- California Department of Transportation's California County-Level Economic Forecast.

*Materials* costs are forecasted to increase by CPI in the out-years of the forecast.

*Contract Services* costs are projected to grow by CPI in the out-years of the forecast with the exception of the Law Enforcement contract with the Santa Clara County Sheriff's Office. Increases to the City's Law Enforcement costs are a primary driver in the City's expenditure growth. Law Enforcement costs are projected to grow by CPI plus 2%, at an average annual growth rate of 5.9%. The major increase in contracts is driven by increases in CalPERS costs at the Santa Clara County Sheriff's Office that will be passed on to the City per the contract's terms.

*Cost Allocation* is projected to grow by 2.5% in the out-years. This estimate is conservative as savings may materialize in department budgets that may drive these costs down.

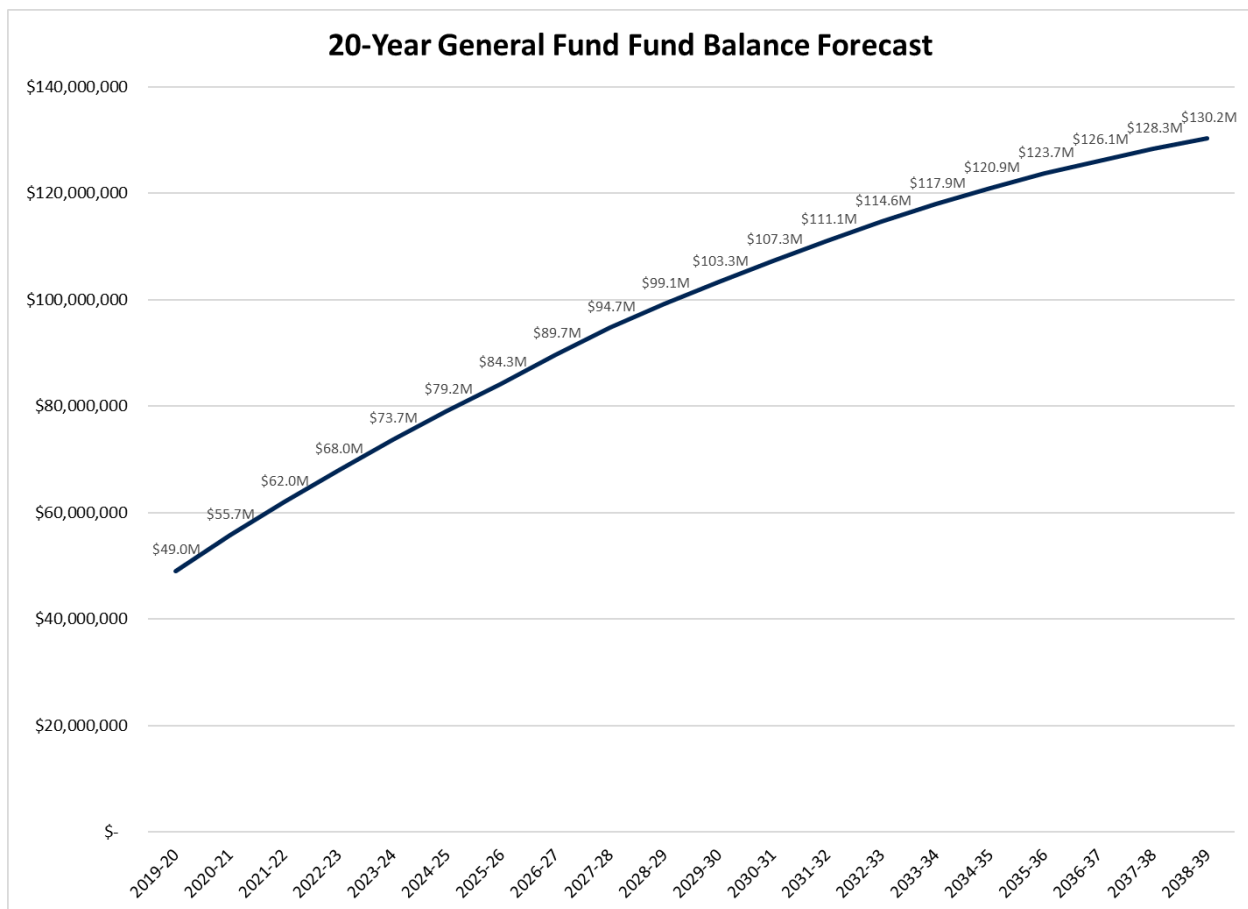
*Capital Outlays* are projected to increase by CPI from a baseline of \$250,000 while *Special Projects* are projected to increase by CPI from a baseline of \$500,000. In the last five years, the City has spent about \$2 million per year in capital outlay and special project costs excluding development projects that include pass thru revenue.

*Appropriations for Contingency* are projected to be \$800,000 and increase by CPI in the forecast. The City has historically underspent in this category and use of these funds would require pre-approval by the City Manager or his/her designee should departments want to utilize these funds.

*Transfers* represent the General Fund’s contributions to other City funds to support debt payments, pay retiree health costs, finance capital projects, replenish capital project reserves, acquire new equipment, and subsidize enterprises and operations. With the implementation of the full cost allocation plan in FY 2015-16, General Fund expenses will be shifted to other City funds causing some of those funds’ revenues to fall short of expenses and necessitating the use of fund balances to cover expenses. The General Fund benefits in the near term with the cost shift, however, after fund balances in those other funds are drawn down to minimum levels, and absent aggressive revenue or cost actions in those other funds, General Fund subsidies are projected to kick in and remain flat in the forecast in order to maintain those fund balance minimums.

## Fund Balance

The General Fund’s fund balance is projected to increase each year in the forecast period due to modest operating surpluses. This is driven by the City’s strong revenues and the City’s conservative approach to expenditure growth.



Throughout the forecast, fund balance starts to grow at a slower rate as the size of the operating surpluses decrease.

FIVE-YEAR GENERAL FUND FUND BALANCE FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Beginning Fund Balance</b>	52,510,457	39,631,790	49,040,421	55,656,675	61,964,296	67,962,974
Operating Revenue	84,404,277	87,100,152	86,461,978	88,906,763	91,356,099	93,787,195
Operating Expenditures	102,293,944	77,691,521	79,845,724	82,599,142	85,357,422	88,029,435
<b>Net Revenues - Expenditures</b>	<b>(17,889,667)</b>	<b>9,408,631</b>	<b>6,616,254</b>	<b>6,307,621</b>	<b>5,998,678</b>	<b>5,757,760</b>
Unassigned	6,194,036	15,255,948	21,872,202	28,179,823	34,178,501	39,936,261
All Other Classifications	33,437,754	33,784,473	33,784,473	33,784,473	33,784,473	33,784,473
<b>TOTAL FUND BALANCE</b>	<b>39,631,790</b>	<b>49,040,421</b>	<b>55,656,675</b>	<b>61,964,296</b>	<b>67,962,974</b>	<b>73,720,734</b>

FIVE-YEAR GENERAL FUND FUND BALANCE FORECAST						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
<b>Non-Spendable</b>						
Loans Receivable	455,000	455,000	455,000	455,000	455,000	455,000
Prepaid Items	6,000	-	-	-	-	-
<b>Total Non-Spendable</b>	<b>461,000</b>	<b>455,000</b>	<b>455,000</b>	<b>455,000</b>	<b>455,000</b>	<b>455,000</b>
<b>Restricted</b>						
Public Access Television	843,000	843,000	843,000	843,000	843,000	843,000
Section 115 Trust	-	-	-	-	-	-
<b>Total Restricted</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</b>	<b>843,000</b>
<b>Committed</b>						
Economic Uncertainty	19,000,000	19,000,000	19,000,000	19,000,000	19,000,000	19,000,000
Sustainability Reserve	122,754	122,754	122,754	122,754	122,754	122,754
PERS	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
<b>Total Committed</b>	<b>27,122,754</b>	<b>27,122,754</b>	<b>27,122,754</b>	<b>27,122,754</b>	<b>27,122,754</b>	<b>27,122,754</b>
<b>Assigned</b>						
Library Expansion	-	352,719	352,719	352,719	352,719	352,719
Reserve for Encumbrances	5,011,000	5,011,000	5,011,000	5,011,000	5,011,000	5,011,000
<b>Total Assigned</b>	<b>5,011,000</b>	<b>5,363,719</b>	<b>5,363,719</b>	<b>5,363,719</b>	<b>5,363,719</b>	<b>5,363,719</b>
<b>Total Unassigned</b>	<b>6,194,036</b>	<b>15,255,948</b>	<b>21,872,202</b>	<b>28,179,823</b>	<b>34,178,501</b>	<b>39,936,261</b>
<b>TOTAL FUND BALANCE</b>	<b>39,631,790</b>	<b>49,040,421</b>	<b>55,656,675</b>	<b>61,964,296</b>	<b>67,962,974</b>	<b>73,720,734</b>

It is anticipated that any unassigned fund balance over the \$500,000 threshold will be transferred to the Capital Reserve, the CalPERS Reserve, or the Section 115 Trust. In FY 2018-19, the City adopted a Section 115 Trust to stabilize the potential impact of pension cost volatility on the City's operating budget. The City will be able to use funds from the Section 115 Trust to offset unexpected increases in retirement contributions. Funds in the Section 115 Trust are restricted and can only be used to pay CalPERS or reimburse the City for pension contributions.

## Budget-Balancing Strategies

Historically, the City's budget has been structurally sound with revenues exceeding expenditures in most years. When revenues have exceeded expenditures, excess fund balance was transferred to the Capital Reserve per the City's One Time Use and Reserve Policy. The current 5-year and 20-year forecasts anticipate operating surpluses each year. However, the size of the operating surpluses are projected to decrease each year as revenues grow at a slower pace than expenditures. As a result, the following strategies may be used to assist in balancing the budget over the next 20 years.

Strategy	Description	Potential Impact
<b>Revenues</b>		
Employer-Based business license tax	Introduced as part of City Council Work Plan	Unknown at this time
Storm Water Fee Increase	Introduced as part of the City Council Work Plan. Rates have not increased in many years and would be brought to cost recovery levels, thereby eliminating a General Fund subsidy.	Unknown at this time
<b>Expenditures</b>		
Section 115 Trust	Smoothing mechanism for years when CalPERS does not meet discount rate projections or assumption changes	Varies based on investment returns and investment strategy

### Additional Potential Strategies

The following potential strategies, although not recommended at this time, may be considered in future years if sharp declines in revenues or increases in expenditures cause a large structural deficit.

Potential Strategy	Description	Potential Impact
Employee cost-sharing of increases to CalPERS	Negotiate to share costs of increases to CalPERS employer rates with employees	\$250,000 approximate based on 5% rate increase
Furloughs	Employees would take up to 20 hours or the equivalent of a 1% decrease in pay in exchange for 2.5 unpaid furlough days	\$300,000 approximate based on 1% decrease
Salary and benefit savings through attrition	Keep non-essential positions unfilled as they become vacant.	Up to \$2 million from 10 positions

No extension of limited term positions	Eliminates potential ongoing salary and benefit costs associated limited term positions	Up to \$1,000,000 from 5 positions
No new positions	Cost containment strategy	\$0
Reduction in force	The City would identify what positions could be reduced (laid off) based on provisions in the MOUs where applicable and service level needs in the City	Varies
Reduction in capital outlays and special projects	Cost containment strategy	Up to \$1.5 million
Reduction in contingencies	Cost containment strategy	Up to \$400,000

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - General Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
Sales Tax	26,164,531	23,637,000	24,537,000	25,637,093	25,866,206	26,394,889	26,956,022	27,539,055
Property Tax	22,433,806	22,766,000	23,766,000	24,703,218	25,575,683	26,445,523	27,303,761	28,170,040
Transient Occupancy Tax	6,810,718	8,252,000	8,252,000	9,666,056	10,204,000	10,732,653	11,218,092	11,660,650
Utility Tax	3,146,398	3,200,000	3,200,000	3,198,644	3,197,286	3,195,927	3,194,567	3,193,206
Franchise Fees	3,563,820	3,042,000	3,042,000	3,162,457	3,282,914	3,403,370	3,523,827	3,644,283
Other Taxes	1,339,860	1,150,000	1,150,000	1,181,050	1,225,339	1,265,776	1,305,015	1,344,165
Licenses and Permits	2,757,929	2,685,000	2,685,000	2,524,000	2,604,329	2,641,328	2,691,862	2,733,542
Use of Money and Property	1,342,626	692,000	692,000	1,330,579	1,337,232	1,343,918	1,350,638	1,357,391
Intergovernmental	1,000,777	326,000	326,000	354,547	356,320	358,101	359,892	361,691
Charges for Services	10,548,179	9,419,276	10,234,276	13,233,225	11,500,933	11,774,523	12,061,203	12,350,036
Fines and Forfeitures	575,032	615,000	615,000	615,000	615,000	615,000	615,000	615,000
Miscellaneous	1,009,090	244,200	1,356,457	882,283	696,736	735,754	776,220	818,136
Other Financing Sources and Transfers In	7,550,882	860,000	4,548,544	612,000	-	-	-	-
<b>TOTAL REVENUES</b>	<b>88,243,646</b>	<b>76,888,476</b>	<b>84,404,277</b>	<b>87,100,152</b>	<b>86,461,978</b>	<b>88,906,763</b>	<b>91,356,099</b>	<b>93,787,195</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - General Fund Expenditures

Classification	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Actual	Adopted	Estimate	Proposed	Forecast	Forecast	Forecast	Forecast
Employee Compensation	16,974,470	19,349,144	19,359,298	18,821,823	18,664,618	19,110,017	19,566,183	20,033,422
Employee Benefits	7,109,183	8,059,818	8,133,834	7,825,956	8,927,008	9,548,758	10,112,858	10,563,751
<b>Personnel Costs</b>	<b>24,083,653</b>	<b>27,408,962</b>	<b>27,493,132</b>	<b>26,647,779</b>	<b>27,591,626</b>	<b>28,658,775</b>	<b>29,679,041</b>	<b>30,597,173</b>
Materials	4,985,037	5,772,556	6,619,015	5,668,631	5,881,205	6,075,284	6,263,618	6,451,527
Contract Services	17,853,413	19,461,836	23,104,164	21,683,411	22,821,233	23,911,505	25,024,294	26,166,991
Cost Allocation	8,101,838	9,368,223	9,368,223	9,786,477	10,031,139	10,281,917	10,538,965	10,802,439
Capital Outlays	3,307,912	793,000	1,804,192	37,050	266,378	275,169	283,699	292,210
Special Projects	6,539,703	1,368,298	12,225,436	1,840,610	532,756	550,337	567,398	584,420
Contingencies	911	1,197,933	1,197,933	1,057,516	852,410	880,540	907,836	935,071
Other Uses	307,751	910,000	1,122,937	783,209	-	-	-	-
<b>Non-Personnel Costs</b>	<b>41,096,565</b>	<b>38,871,846</b>	<b>55,441,900</b>	<b>40,856,904</b>	<b>40,385,121</b>	<b>41,974,752</b>	<b>43,585,811</b>	<b>45,232,658</b>
<b>Transfers</b>	<b>24,129,372</b>	<b>11,358,912</b>	<b>19,358,912</b>	<b>10,186,838</b>	<b>10,368,976</b>	<b>10,465,615</b>	<b>10,592,570</b>	<b>10,699,604</b>
<b>Transfers to Capital Reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>TOTAL EXPENDITURES</b>	<b>89,309,589</b>	<b>77,639,720</b>	<b>102,293,944</b>	<b>77,691,521</b>	<b>79,845,724</b>	<b>82,599,142</b>	<b>85,357,422</b>	<b>88,029,435</b>



## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - General Fund Fund Balance

Classification		2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>GENERAL FUND</b>									
	<b>Beginning Balance</b>	53,589,690	45,961,772	52,510,457	39,631,790	49,040,421	55,656,675	61,964,296	67,962,974
Unassigned		21,704,922	8,893,982	6,194,036	15,255,948	21,872,202	28,179,823	34,178,501	39,936,261
All Other Classifications		30,805,535	36,316,546	33,437,754	33,784,473	33,784,473	33,784,473	33,784,473	33,784,473
	<b>Ending Balance</b>	52,510,457	45,210,528	39,631,790	49,040,421	55,656,675	61,964,296	67,962,974	73,720,734

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Special Revenue Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>STORM DRAIN IMPROVEMENT (FUNDS 210, 215)</b>								
406-Taxes	74,718	-	-	74,741	74,741	74,741	74,741	74,741
420-Use of Money	29,002	-	-	-	-	-	-	-
421-Transfer In	1,700,004	1,100,000	1,100,000	437,000	-	-	-	-
480-Miscellaneous Revenue	39,490	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,843,214</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>511,741</b>	<b>74,741</b>	<b>74,741</b>	<b>74,741</b>	<b>74,741</b>
<b>ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN (FUND 230)</b>								
420-Use of Money	988	900	900	900	-	-	-	-
421-Transfer In	84,120	436,000	436,000	660,000	-	-	-	-
430-Fines and Forfeitures	27,902	9,000	9,000	10,000	10,000	10,000	10,000	10,000
450-Charges for Services	369,443	370,000	370,000	370,000	370,000	370,000	370,000	370,000
<b>TOTAL</b>	<b>482,453</b>	<b>815,900</b>	<b>815,900</b>	<b>1,040,900</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>
<b>HOUSING &amp; COMMUNITY DEVELOPMENT (FUNDS 260, 261, 265)</b>								
406-Taxes	165,324	3,000	3,000	3,000	3,000	3,000	3,000	3,000
420-Use of Money	56,551	10,910	10,910	14,800	14,800	14,800	14,800	14,800
421-Transfer In	-	175,000	175,000	-	-	-	-	-
440-Intergovernmental	316,687	311,942	311,942	361,597	361,597	361,597	361,597	361,597
450-Charges for Services	1,960	-	-	-	-	-	-	-
460-Refundable Deposit Revenue	32,175	-	-	-	-	-	-	-
480-Miscellaneous Revenue	4,754	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>577,451</b>	<b>500,852</b>	<b>500,852</b>	<b>379,397</b>	<b>379,397</b>	<b>379,397</b>	<b>379,397</b>	<b>379,397</b>
<b>TRANSPORTATION (FUND 270)</b>								
420-Use of Money	49,184	77,500	77,500	-	-	-	-	-
421-Transfer In	10,987,992	5,800,000	5,800,000	221,000	5,800,000	5,800,000	221,000	221,000
440-Intergovernmental	2,004,832	3,510,939	3,510,939	7,192,936	3,165,000	3,165,000	3,165,000	3,165,000
450-Charges for Services	24,942	-	-	-	-	-	-	-
480-Miscellaneous Revenue	775,021	185,000	185,000	163,521	-	-	-	-
<b>TOTAL</b>	<b>13,841,971</b>	<b>9,573,439</b>	<b>9,573,439</b>	<b>7,577,457</b>	<b>8,965,000</b>	<b>8,965,000</b>	<b>3,386,000</b>	<b>3,386,000</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Special Revenue Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>PARK DEDICATION/TREE (FUNDS 280, 281)</b>								
406-Taxes	363,750	-	-	375,663	375,663	375,663	375,663	375,663
420-Use of Money	63,242	-	-	-	-	-	-	-
421-Transfer In	-	575,000	575,000	-	-	-	-	-
450-Charges for Services	20,432	-	-	21,045	21,045	21,045	21,045	21,045
<b>TOTAL</b>	<b>447,424</b>	<b>575,000</b>	<b>575,000</b>	<b>396,708</b>	<b>396,708</b>	<b>396,708</b>	<b>396,708</b>	<b>396,708</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>								
	<b>17,192,513</b>	<b>12,565,191</b>	<b>12,565,191</b>	<b>9,906,203</b>	<b>10,195,846</b>	<b>10,195,846</b>	<b>4,616,846</b>	<b>4,616,846</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Debt Service Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>PUBLIC FACILITIES CORPORATION (FUND 365)</b>								
420-Use of Money	19,037	-	-	-	-	-	-	-
421-Transfer In	3,167,544	3,169,438	3,169,438	3,172,838	3,169,138	3,168,488	3,170,738	3,170,738
<b>TOTAL</b>	<b>3,186,581</b>	<b>3,169,438</b>	<b>3,169,438</b>	<b>3,172,838</b>	<b>3,169,138</b>	<b>3,168,488</b>	<b>3,170,738</b>	<b>3,170,738</b>
<b>TOTAL DEBT SERVICE FUNDS</b>								
	<b>3,186,581</b>	<b>3,169,438</b>	<b>3,169,438</b>	<b>3,172,838</b>	<b>3,169,138</b>	<b>3,168,488</b>	<b>3,170,738</b>	<b>3,170,738</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Capital Project Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>CAPITAL IMPROVEMENT PROJECTS (FUND 420)</b>								
420-Use of Money	(78,761)	-	-	-	-	-	-	-
421-Transfer In	8,795,756	9,051,500	11,251,500	-	-	-	-	-
450-Charges for Services	144,687	-	-	-	-	-	-	-
480-Miscellaneous Revenue	1,800,000	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>10,661,682</b>	<b>9,051,500</b>	<b>11,251,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL RESERVE (FUND 429)</b>								
420-Use of Money	(20,678)	-	-	-	-	-	-	-
421-Transfer In	13,438,644	-	12,350,750	-	1,500,000	1,500,000	1,500,000	1,500,000
<b>TOTAL</b>	<b>13,438,644</b>	<b>-</b>	<b>12,350,750</b>	<b>-</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>24,100,326</b>	<b>9,051,500</b>	<b>23,602,250</b>	<b>-</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>

Note: The FY 2019-20 Proposed Budget doesn't currently include funding for capital projects as those will be discussed the day prior to the printing of this document on April 30, 2019 at a study session on the Capital Improvement Program (CIP). The Capital Project Fund projections will be updated as part of the printing of the final budget document.

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Enterprise Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>RESOURCE RECOVERY (FUND 520)</b>								
420-Use of Money	40,662	30,000	30,000	-	-	-	-	-
440-Intergovernmental	14,781	15,000	15,000	15,000	-	-	-	-
450-Charges for Services	2,475,967	2,157,000	2,157,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000
480-Miscellaneous Revenue	69,114	66,000	66,000	66,000	-	-	-	-
<b>TOTAL</b>	<b>2,600,524</b>	<b>2,268,000</b>	<b>2,268,000</b>	<b>1,351,000</b>	<b>1,270,000</b>	<b>1,270,000</b>	<b>1,270,000</b>	<b>1,270,000</b>
<b>BLACKBERRY FARM GOLF COURSE (FUND 560)</b>								
420-Use of Money	38,157	-	-	27,000	27,000	27,000	27,000	27,000
421-Transfer In	300,000	75,000	75,000	610,000	610,000	610,000	610,000	610,000
450-Charges for Services	314,754	335,000	335,000	300,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>652,911</b>	<b>410,000</b>	<b>410,000</b>	<b>937,000</b>	<b>937,000</b>	<b>937,000</b>	<b>937,000</b>	<b>937,000</b>
<b>SPORTS CENTER (FUND 570)</b>								
420-Use of Money	13,147	-	-	1,000	1,000	1,000	1,000	1,000
421-Transfer In	99,996	-	-	948,000	948,000	948,000	948,000	948,000
450-Charges for Services	2,402,491	2,100,500	2,100,500	2,050,500	2,050,500	2,050,500	2,050,500	2,050,500
<b>TOTAL</b>	<b>2,515,634</b>	<b>2,100,500</b>	<b>2,100,500</b>	<b>2,999,500</b>	<b>2,999,500</b>	<b>2,999,500</b>	<b>2,999,500</b>	<b>2,999,500</b>
<b>RECREATION PROGRAMS (FUND 580)</b>								
420-Use of Money	179,447	287,000	287,000	-	-	-	-	-
421-Transfer In	400,000	-	-	565,000	2,796,992	2,796,992	2,796,992	2,796,992
450-Charges for Services	2,353,008	2,278,900	2,278,900	2,239,327	2,239,327	2,239,327	2,239,327	2,239,327
<b>TOTAL</b>	<b>2,932,455</b>	<b>2,565,900</b>	<b>2,565,900</b>	<b>2,804,327</b>	<b>5,036,319</b>	<b>5,036,319</b>	<b>5,036,319</b>	<b>5,036,319</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>8,701,524</b>	<b>7,344,400</b>	<b>7,344,400</b>	<b>8,091,827</b>	<b>10,242,819</b>	<b>10,242,819</b>	<b>10,242,819</b>	<b>10,242,819</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Internal Service Fund Revenues

Classification	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>INFORMATION TECHNOLOGY (FUND 610)</b>								
420-Use of Money	19,524	-	-	-	-	-	-	-
421-Transfer In	549,708	-	-	72,000	-	-	-	-
450-Charges for Services	2,356,724	3,753,928	3,753,928	2,731,701	2,731,701	2,731,701	2,731,701	2,731,701
480-Miscellaneous Revenue	901	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2,926,857</b>	<b>3,753,928</b>	<b>3,753,928</b>	<b>2,803,701</b>	<b>2,731,701</b>	<b>2,731,701</b>	<b>2,731,701</b>	<b>2,731,701</b>
<b>WORKERS' COMPENSATION (FUND 620)</b>								
420-Use of Money	20,278	-	-	-	-	-	-	-
450-Charges for Services	313,486	-	-	-	-	-	-	-
490-Other Sources	607,752	472,652	472,652	472,652	-	-	-	-
<b>TOTAL</b>	<b>941,516</b>	<b>472,652</b>	<b>472,652</b>	<b>472,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT (FUND 630)</b>								
450-Charges for Services	1,211,860	1,056,968	1,056,968	1,352,200	1,352,200	1,352,200	1,352,200	1,352,200
480-Miscellaneous Revenue	7,125	-	-	-	-	-	-	-
490-Other Sources	59,715	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,278,700</b>	<b>1,056,968</b>	<b>1,056,968</b>	<b>1,352,200</b>	<b>1,352,200</b>	<b>1,352,200</b>	<b>1,352,200</b>	<b>1,352,200</b>
<b>COMPENSATED ABSENCE &amp; LONG-TERM DISABILITY (FUND 641)</b>								
420-Use of Money	1,808	-	-	-	-	-	-	-
421-Transfer In	509,520	447,000	447,000	1,109,000	150,000	150,000	150,000	150,000
450-Charges for Services	154,976	162,266	162,266	-	83,875	83,875	83,875	83,875
<b>TOTAL</b>	<b>666,304</b>	<b>609,266</b>	<b>609,266</b>	<b>1,109,000</b>	<b>233,875</b>	<b>233,875</b>	<b>233,875</b>	<b>233,875</b>
<b>RETIREE MEDICAL (FUND 642)</b>								
420-Use of Money	234	-	-	-	-	-	-	-
421-Transfer In	2,368,484	1,131,474	1,131,474	2,392,000	2,392,000	2,392,000	2,392,000	2,392,000
<b>TOTAL</b>	<b>2,368,718</b>	<b>1,131,474</b>	<b>1,131,474</b>	<b>2,392,000</b>	<b>2,392,000</b>	<b>2,392,000</b>	<b>2,392,000</b>	<b>2,392,000</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>8,182,095</b>	<b>7,024,288</b>	<b>7,024,288</b>	<b>8,129,553</b>	<b>6,709,776</b>	<b>6,709,776</b>	<b>6,709,776</b>	<b>6,709,776</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Special Revenue Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>STORM DRAIN IMPROVEMENT (FUND 210, 215)</b>								
210-90-978 Minor Storm Drain Impv	9,000	-	92,828	-	-	-	-	-
210-90-980 SD Master Plan Update	103,933	-	36,067	-	-	-	-	-
210-90-981 Calabazas Creek Outfall Repair	135,000	-	-	-	-	-	-	-
210-99-042 Strm Drn Improv-Fthill & Cup Rd	1,210,663	-	641,340	-	-	-	-	-
210-99-060 Storm Drain Improv-Byrne & SCB	1,500,000	-	-	-	-	-	-	-
210-99-071 Storm Drain MP Implementation	-	1,500,000	1,500,000	-	-	-	-	-
215-90-982 Bubb Road/Elm Court SD Improvement	178,255	-	-	-	-	-	-	-
215-90-983 Monta Vista Storm Drain System	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>3,136,851</b>	<b>1,500,000</b>	<b>2,270,235</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENVIRON. MGMT./CLEAN CREEKS/STORM DRAIN (FUND 230)</b>								
230-81-802 Non Point Source	640,161	720,785	861,018	743,278	743,278	743,278	743,278	743,278
<b>TOTAL</b>	<b>640,161</b>	<b>720,785</b>	<b>861,018</b>	<b>743,278</b>	<b>743,278</b>	<b>743,278</b>	<b>743,278</b>	<b>743,278</b>
<b>HOUSING &amp; COMMUNITY DEVELOPMENT (FUND 260, 261, 265)</b>								
260-72-707 CDBG General Admin	60,128	65,871	65,871	69,277	69,277	69,277	69,277	69,277
260-72-709 CDBG Capital/Housing Projects	224,461	210,892	451,094	240,202	240,202	240,202	240,202	240,202
260-72-710 CDBG Public Service Grants	47,983	47,983	103,414	50,000	50,000	50,000	50,000	50,000
265-72-711 BMR Affordable Housing Fund	4,209,280	818,427	874,647	684,737	475,000	475,000	475,000	475,000
<b>TOTAL</b>	<b>4,541,852</b>	<b>1,143,173</b>	<b>1,495,026</b>	<b>1,044,216</b>	<b>834,479</b>	<b>834,479</b>	<b>834,479</b>	<b>834,479</b>
<b>TRANSPORTATION (FUND 270)</b>								
270-85-820 Sidewalk Curb and Gutter	1,139,478	1,195,876	1,210,757	1,377,406	1,377,406	1,377,406	1,377,406	1,377,406
270-85-821 Street Pavement Maintenance	9,860,821	6,832,574	10,356,935	3,906,202	3,906,202	3,906,202	3,906,202	3,906,202
270-85-822 Street Sign Marking	867,363	661,889	679,149	719,275	719,275	719,275	719,275	719,275
270-90-954 Monument Gateway Sign	-	-	25,859	-	-	-	-	-
270-90-958 Orange and Byrne Sidewalk Impv	248,706	-	3,582,855	-	-	-	-	-
270-90-960 Bridge Rehab Minor	11,999	-	681,745	-	-	-	-	-
270-90-961 St Median Irrg Plant Repl	348,911	-	1,014,439	-	-	-	-	-
270-90-962 Bicycle Ped Facility Impr	779,760	-	-	-	-	-	-	-
270-90-976 Ph 2 Mcl Sidewalk Improv	89,559	-	1,499,266	-	-	-	-	-
270-99-044 Traffic Calm Rodrigues/Pacifica	24,000	-	-	-	-	-	-	-
270-99-046 Sidewalk Renovation-SCB	47,589	-	-	-	-	-	-	-



## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Special Revenue Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>TOTAL</b>	13,418,186	8,690,339	19,051,005	6,002,883	6,002,883	6,002,883	6,002,883	6,002,883
<b>PARK DEDICATION/TREE (FUNDS 280, 281)</b>								
280-99-009 Lawrence-Mitty Park	188	-	8,227,099	-	-	-	-	-
280-99-066 MRP Community Grdn Improv-Const	-	1,500,000	1,500,000	-	-	-	-	-
280-99-067 MRP EEC Aquatic Habitat	-	125,000	125,000	-	-	-	-	-
281-90-001 No Department	-	10,000	10,000	12,000	-	-	-	-
<b>TOTAL</b>	188	1,635,000	9,862,099	12,000	-	-	-	-
<b>TOTAL SPECIAL REVENUE FUNDS</b>								
	21,737,238	13,689,297	33,539,383	7,802,377	7,580,640	7,580,640	7,580,640	7,580,640

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Capital Project Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>CAPITAL IMPROVEMENT PROJECTS (FUND 420)</b>								
420-90-880 Env Edu Facility	1,435	-	3,365	-	-	-	-	-
420-90-897 Spt Ctr Tennis Court Ret Wall	50,000	-	-	-	-	-	-	-
420-90-898 SCCP Chain MP-MCLN TO SCB	-	75,000	203,727	-	-	-	-	-
420-90-904 Spt Ctr Resurf Tennis Cts	-	-	2,000	-	-	-	-	-
420-90-938 Pub Bldg Solar Service Center	3,268	-	25,355	-	-	-	-	-
420-90-969 DeAnza/McClellan Signal Maint	-	-	145,700	-	-	-	-	-
420-90-971 STLG/280 Ped Bridge Lighting	-	-	46,450	-	-	-	-	-
420-90-999 Green Bike Lanes	-	-	95,000	-	-	-	-	-
420-99-002 BBF Splash Pad	70,000	-	-	-	-	-	-	-
420-99-003 MR Construct Trash Enclosure	13,418	-	139,972	-	-	-	-	-
420-99-004 MR Community Garden Improvements	62,233	-	42,574	-	-	-	-	-
420-99-005 Memorial Park MP and Parking	150,000	-	-	-	-	-	-	-
420-99-007 ADA Improvements	176,984	75,000	143,015	-	-	-	-	-
420-99-014 Stevens Crk Bank Repair Concept	-	-	100,000	-	-	-	-	-
420-99-015 Tennis Court Resurfacing Parks	802,125	-	-	-	-	-	-	-
420-99-017 Sports Center Exterior Upgrades	339,209	830,000	1,230,300	-	-	-	-	-
420-99-018 Sports Center Interior Upgrades	-	-	20,000	-	-	-	-	-
420-99-023 QCC Fire Alarm Control Panel Upg	59,872	-	49,831	-	-	-	-	-
420-99-027 Pasadena Ave Pub Imp Granada	1,236	-	-	-	-	-	-	-
420-99-028 Traffic Signal Foothill-I280 SB	100,000	-	-	-	-	-	-	-
420-99-030 MCClellan West-Parking Lot Impro	94,917	-	867,956	-	-	-	-	-
420-99-031 Rec Facilities Monument Signs	-	-	385,000	-	-	-	-	-
420-99-033 City Hall - Turf Reduction	103,642	-	42,574	-	-	-	-	-
420-99-034 Svc Ctr - Shed No. 3 Improvement	90,642	600,000	992,257	-	-	-	-	-
420-99-035 Stockmeir Hse-New Sewer Lateral	50,000	-	-	-	-	-	-	-
420-99-036 2016 Bike Plan Implementation	723,141	1,800,000	8,087,191	-	-	-	-	-
420-99-037 Bikeway Enhncmnts & Brnding Stdy	49,973	-	-	-	-	-	-	-
420-99-038 Fiber Network Ext to Svc Ctr	325,857	-	-	-	-	-	-	-
420-99-039 Pedestrian Master Plan	52,547	-	-	-	-	-	-	-
420-99-040 Retaining Wall Repair-Cordova Rd	1,074	-	298,343	-	-	-	-	-
420-99-041 Retaining Wall Repl - Regnart Rd	468,726	-	-	-	-	-	-	-
420-99-043 Svc Ctr-New Admin Bldg Feas Stdy	32,385	-	-	-	-	-	-	-
420-99-045 Citywide Park & Recreation MP	103,576	100,000	284,747	-	-	-	-	-

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Capital Project Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
420-99-047 CIP Prelim Planning & Design	62,977	125,000	125,000	125,000	-	-	-	-
420-99-048 Capital Project Support	2,217	50,000	50,000	52,500	-	-	-	-
420-99-049 Int'l Cricket Ground-Feasibility	20,000	-	-	-	-	-	-	-
420-99-051 Inclusive Play Area - Planning	15,953	-	14,047	-	-	-	-	-
420-99-054 Senior Ctr Walkway Replacement	47,966	-	16,033	-	-	-	-	-
420-99-055 Outfall Rpr/Slope Stblz-Regnart	400,000	-	-	-	-	-	-	-
420-99-056 St Light Install - Annual Infill	-	30,000	60,000	-	-	-	-	-
420-99-057 McClellan Sdwlk-RB to Hwy85 Over	-	-	430,000	-	-	-	-	-
420-99-058 St Light Install-Randy & Larry	7,050	-	359,950	-	-	-	-	-
420-99-059 Senior Center Repairs	10,446	-	189,553	-	-	-	-	-
420-99-063 CW Bldg Condition Assess Impl	-	1,000,000	1,000,000	-	-	-	-	-
420-99-064 Creek Infall/Outfall Restoration	-	160,000	160,000	-	-	-	-	-
420-99-065 DeAnza Med Islnd Landscaping Ph2	-	1,546,500	1,546,500	-	-	-	-	-
420-99-068 Regnart Road Improvements	-	150,000	150,000	-	-	-	-	-
420-99-069 School Walk Audit Implementation	-	250,000	250,000	-	-	-	-	-
420-99-070 SCB/Bandley Signal & Median Imps	-	150,000	150,000	-	-	-	-	-
420-99-072 St Light Replacement CW (labor)	-	200,000	200,000	-	-	-	-	-
420-99-074 Interim City Hall	-	-	500,000	-	-	-	-	-
420-99-075 New City Hall	-	-	3,500,000	-	-	-	-	-
420-99-885 Golf Irrigation Upgrades	493,000	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>4,985,869</b>	<b>7,141,500</b>	<b>21,906,440</b>	<b>177,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL RESERVE (FUND 429)</b>								
429-90-001 Transfer to Capital Improvement	15,259,920	10,726,500	12,801,500	-	-	-	-	-
<b>TOTAL</b>	<b>15,259,920</b>	<b>10,726,500</b>	<b>12,801,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STEVENS CREEK CORRIDOR PARK (FUND 427)</b>								
427-90-870 SC Corridor Park Ph 1	-	-	38,115	-	-	-	-	-
427-90-881 Phs II SC Corridor Park	81,394	-	70,099	-	-	-	-	-
<b>TOTAL</b>	<b>81,394</b>	<b>-</b>	<b>108,214</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROJECT FUNDS</b>								
	<b>20,327,183</b>	<b>17,868,000</b>	<b>34,816,154</b>	<b>177,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Note: The FY 2019-20 Proposed Budget doesn't currently include funding for capital projects as those will be discussed the day prior to the printing of this document on April 30, 2019 at a study session on the Capital Improvement Program (CIP). The Capital Project Fund projections will be updated as part of the printing of the final budget document.

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Debt Service Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>PUBLIC FACILITIES CORPORATION (FUND 365)</b>								
365-90-001 No Department	23,790	-	-	-	-	-	-	-
365-90-500 Facility Lease	3,173,038	3,169,438	3,169,438	3,172,838	3,169,138	3,168,488	3,170,738	3,170,738
<b>TOTAL</b>	<b>3,196,828</b>	<b>3,169,438</b>	<b>3,169,438</b>	<b>3,172,838</b>	<b>3,169,138</b>	<b>3,168,488</b>	<b>3,170,738</b>	<b>3,170,738</b>
<b>TOTAL DEBT SERVICE FUNDS</b>								
	<b>3,196,828</b>	<b>3,169,438</b>	<b>3,169,438</b>	<b>3,172,838</b>	<b>3,169,138</b>	<b>3,168,488</b>	<b>3,170,738</b>	<b>3,170,738</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Enterprise Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>RESOURCE RECOVERY (FUND 520)</b>								
520-81-801 Resources Recovery	2,594,511	3,501,101	3,694,972	2,361,667	2,361,667	2,361,667	2,361,667	2,361,667
<b>TOTAL</b>	<b>2,594,511</b>	<b>3,501,101</b>	<b>3,694,972</b>	<b>2,361,667</b>	<b>2,361,667</b>	<b>2,361,667</b>	<b>2,361,667</b>	<b>2,361,667</b>
<b>BLACKBERRY FARM GOLF COURSE (FUND 560)</b>								
560-63-616 BBF Golf Course	675,109	687,939	722,827	677,336	677,336	677,336	677,336	677,336
560-90-885 Golf Irrigation Upgrades	381,002	-	-	-	-	-	-	-
560-99-061 BBF Entrnc Rd Improv-Feasibility	-	75,000	75,000	-	-	-	-	-
<b>TOTAL</b>	<b>1,056,111</b>	<b>762,939</b>	<b>797,827</b>	<b>677,336</b>	<b>677,336</b>	<b>677,336</b>	<b>677,336</b>	<b>677,336</b>
<b>SPORTS CENTER (FUND 570)</b>								
570-63-621 Sports Center Operation	2,196,215	2,460,735	2,516,798	2,539,938	2,539,938	2,539,938	2,539,938	2,539,938
570-87-836 Bldg Maint Sports Center	437,533	490,076	565,743	429,105	429,105	429,105	429,105	429,105
570-99-032 Spt Ctr - Children's Play Area	470,000	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>3,103,748</b>	<b>2,950,811</b>	<b>3,082,541</b>	<b>2,969,043</b>	<b>2,969,043</b>	<b>2,969,043</b>	<b>2,969,043</b>	<b>2,969,043</b>
<b>RECREATION PROGRAMS (FUND 580)</b>								
580-62-613 Youth Teen Recreation	1,959,948	2,040,825	2,068,689	2,355,386	2,355,386	2,355,386	2,355,386	2,355,386
580-63-620 Outdoor Recreation	1,272,466	1,598,350	1,598,350	1,479,804	1,479,804	1,479,804	1,479,804	1,479,804
580-99-019 Blacksmith Forge Restoration Des	37,206	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>3,269,620</b>	<b>3,639,175</b>	<b>3,667,039</b>	<b>3,835,190</b>	<b>3,835,190</b>	<b>3,835,190</b>	<b>3,835,190</b>	<b>3,835,190</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>10,023,990</b>	<b>10,854,026</b>	<b>11,242,379</b>	<b>9,843,236</b>	<b>9,843,236</b>	<b>9,843,236</b>	<b>9,843,236</b>	<b>9,843,236</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - Internal Service Fund Expenditures

Program	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>INFORMATION TECHNOLOGY (FUND 610)</b>								
610-30-300 Administration	246,981.00	405,034.00	405,034.00	297,998.00	297,998.00	297,998.00	297,998.00	297,998.00
610-34-310 Infrastructure	1,848,120	2,668,918	3,190,692	2,060,644	2,060,644	2,060,644	2,060,644	2,060,644
610-35-986 GIS	836,032	1,107,071	1,140,298	1,096,093	1,096,093	1,096,093	1,096,093	1,096,093
<b>TOTAL</b>	<b>2,931,133</b>	<b>4,181,023</b>	<b>4,736,024</b>	<b>3,454,735</b>	<b>3,454,735</b>	<b>3,454,735</b>	<b>3,454,735</b>	<b>3,454,735</b>
<b>WORKERS' COMPENSATION (FUND 620)</b>								
620-44-418 Workers Compensation Insurance	355,830	472,652	472,652	257,389	257,389	257,389	257,389	257,389
<b>TOTAL</b>	<b>355,830</b>	<b>472,652</b>	<b>472,652</b>	<b>257,389</b>	<b>257,389</b>	<b>257,389</b>	<b>257,389</b>	<b>257,389</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT (FUND 630)</b>								
630-85-849 Equipment Maintenance	1,571,185	1,593,660	1,593,660	929,280	929,280	929,280	929,280	929,280
630-90-985 Fixed Assets Acquisition	(57,290)	538,000	760,221	594,100	594,100	594,100	594,100	594,100
<b>TOTAL</b>	<b>1,513,895</b>	<b>2,131,660</b>	<b>2,353,881</b>	<b>1,523,380</b>	<b>1,523,380</b>	<b>1,523,380</b>	<b>1,523,380</b>	<b>1,523,380</b>
<b>COMPENSATED ABSENCE &amp; LONG-TERM DISABILITY (FUND 641)</b>								
641-44-419 Long Term Disability	152,508	162,266	162,266	159,134	159,134	159,134	159,134	159,134
641-44-420 Compensated Absence	278,434	422,772	422,772	632,689	632,689	632,689	632,689	632,689
<b>TOTAL</b>	<b>430,942</b>	<b>585,038</b>	<b>585,038</b>	<b>791,823</b>	<b>791,823</b>	<b>791,823</b>	<b>791,823</b>	<b>791,823</b>
<b>RETIREE MEDICAL (FUND 642)</b>								
642-44-414 HR Retiree Benefits	1,064,773	1,128,005	1,128,005	1,077,262	1,077,262	1,077,262	1,077,262	1,077,262
<b>TOTAL</b>	<b>1,064,773</b>	<b>1,128,005</b>	<b>1,128,005</b>	<b>1,077,262</b>	<b>1,077,262</b>	<b>1,077,262</b>	<b>1,077,262</b>	<b>1,077,262</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>6,296,573</b>	<b>8,498,378</b>	<b>9,275,600</b>	<b>7,104,589</b>	<b>7,104,589</b>	<b>7,104,589</b>	<b>7,104,589</b>	<b>7,104,589</b>

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - All Funds Fund Balance/Retained Earnings

Fund Type		2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>GENERAL FUND</b>									
	<b>Beginning Balance</b>	53,589,690	45,961,772	52,510,457	39,631,790	49,040,421	55,656,675	61,964,296	67,962,974
Unassigned		21,704,922	8,893,982	6,194,036	15,255,948	21,872,202	28,179,823	34,178,501	39,936,261
All Other Classifications		30,805,535	36,316,546	33,437,754	33,784,473	33,784,473	33,784,473	33,784,473	33,784,473
	<b>Ending Balance</b>	52,510,457	45,210,528	39,631,790	49,040,421	55,656,675	61,964,296	67,962,974	73,720,734
<b>SPECIAL REVENUE</b>									
	<b>Beginning Balance</b>	33,776,352	4,219,674	29,231,630	11,558,020	13,661,846	16,277,052	18,892,258	15,928,464
Assigned		29,231,630	3,095,568	11,558,020	13,661,846	16,277,052	18,892,258	15,928,464	12,964,670
Unassigned		-	-	-	-	-	-	-	-
	<b>Ending Balance</b>	29,231,630	3,095,568	11,558,020	13,661,846	16,277,052	18,892,258	15,928,464	12,964,670
<b>DEBT SERVICE</b>									
	<b>Beginning Balance</b>	1,597,234	1,597,234	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987
Assigned		1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987
Unassigned		-	-	-	-	-	-	-	-
	<b>Ending Balance</b>	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987	1,586,987
<b>CAPITAL PROJECT</b>									
	<b>Beginning Balance</b>	25,305,974	13,588,436	29,129,616	21,076,597	20,899,097	22,399,097	23,899,097	25,399,097
Assigned		29,129,616	4,771,936	21,076,597	20,899,097	22,399,097	23,899,097	25,399,097	26,899,097
Unassigned		-	-	-	-	-	-	-	-
	<b>Ending Balance</b>	29,129,616	4,771,936	21,076,597	20,899,097	22,399,097	23,899,097	25,399,097	26,899,097
<b>ENTERPRISE</b>									
	<b>Beginning Balance</b>	10,971,174	8,174,527	9,648,709	7,118,711	5,367,302	5,766,885	6,166,468	6,566,051
Assigned		9,648,709	4,664,901	7,118,711	5,367,302	5,766,885	6,166,468	6,566,051	6,965,634
Unassigned		-	-	-	-	-	-	-	-
	<b>Ending Balance</b>	9,648,709	4,664,901	7,118,711	5,367,302	5,766,885	6,166,468	6,566,051	6,965,634

## Fiscal Year 2019-20 Proposed Budget Five-Year Forecast - All Funds Fund Balance/Retained Earnings

Fund Type		2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Proposed	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
<b>INTERNAL SERVICE</b>									
	<b>Beginning Balance</b>	4,652,496	13,767,907	6,538,018	4,701,861	5,726,825	5,332,012	4,937,199	4,542,386
Assigned		6,538,018	12,293,817	4,701,861	5,726,825	5,332,012	4,937,199	4,542,386	4,147,573
Unassigned		-	-	-	-	-	-	-	-
	<b>Ending Balance</b>	6,538,018	12,293,817	4,701,861	5,726,825	5,332,012	4,937,199	4,542,386	4,147,573



# Council and Commissions

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
<b>City Council</b>		<b>\$ 599,944</b>
100-10-100	City Council	\$ 423,311
100-10-101	Community Funding	\$ 90,587
100-10-110	Sister Cities	\$ 86,046
<b>Commissions</b>		<b>\$ 410,348</b>
100-11-131	Technology, Information & Communications Commission	\$ 7,028
100-11-140	Library Commission	\$ 23,346
100-11-142	Fine Arts Commission	\$ 54,541
100-11-150	Public Safety Commission	\$ 22,738
100-11-155	Bicycle and Pedestrian Commission	\$ 1,244
100-11-160	Parks and Recreation Commission	\$ 51,443
100-11-165	Teen Commission	\$ 64,019
100-11-170	Planning Commission	\$ 109,787
100-11-175	Housing Commission	\$ 38,251
100-11-180	Sustainability Commission	\$ 37,951
<b>Total</b>		<b>\$ 1,010,292</b>

# Department Overview

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 586,473
Total Expenditures	\$ 1,010,292
Fund Balance	\$ -
General Fund Costs	\$ 423,819
% Funded by General Fund	42.0%
Total Staffing	7.51 FTE

## Organization

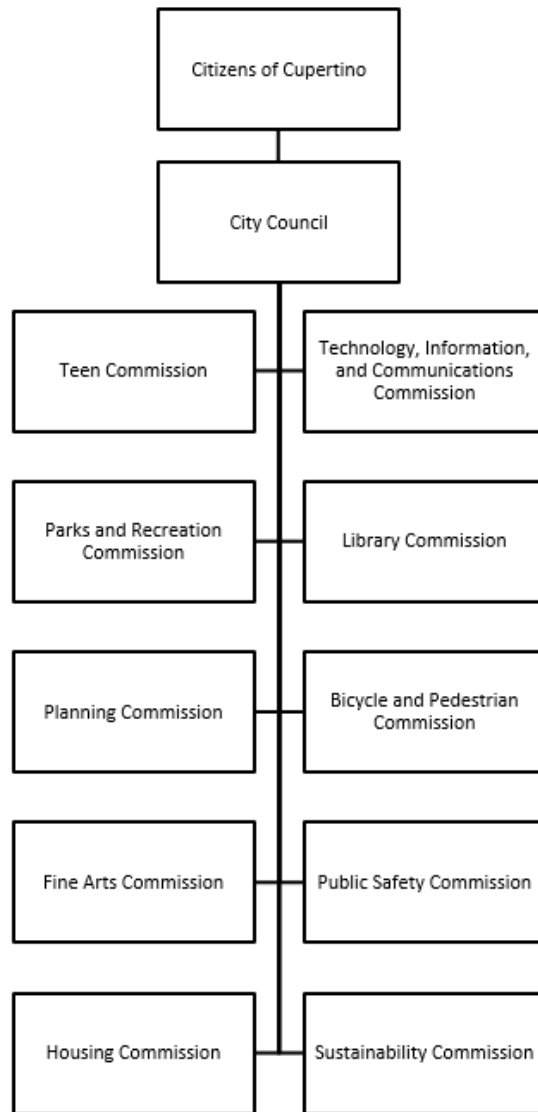
**Steven Scharf**, Mayor

**Liang Chao**, Vice Mayor

**Rod Sinks**, Council Member

**Darcy Paul**, Council Member

**Jon Willey**, Council Member

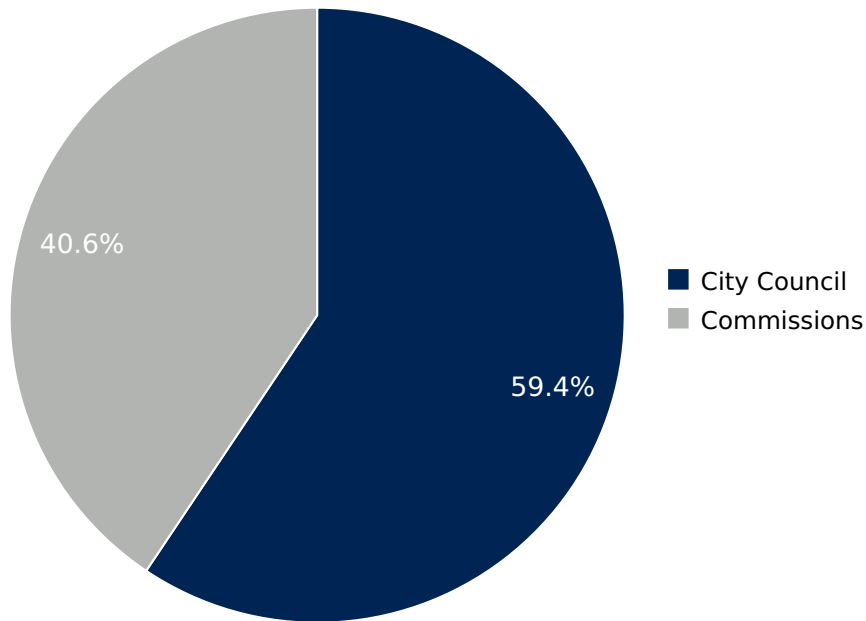


## Proposed Budget

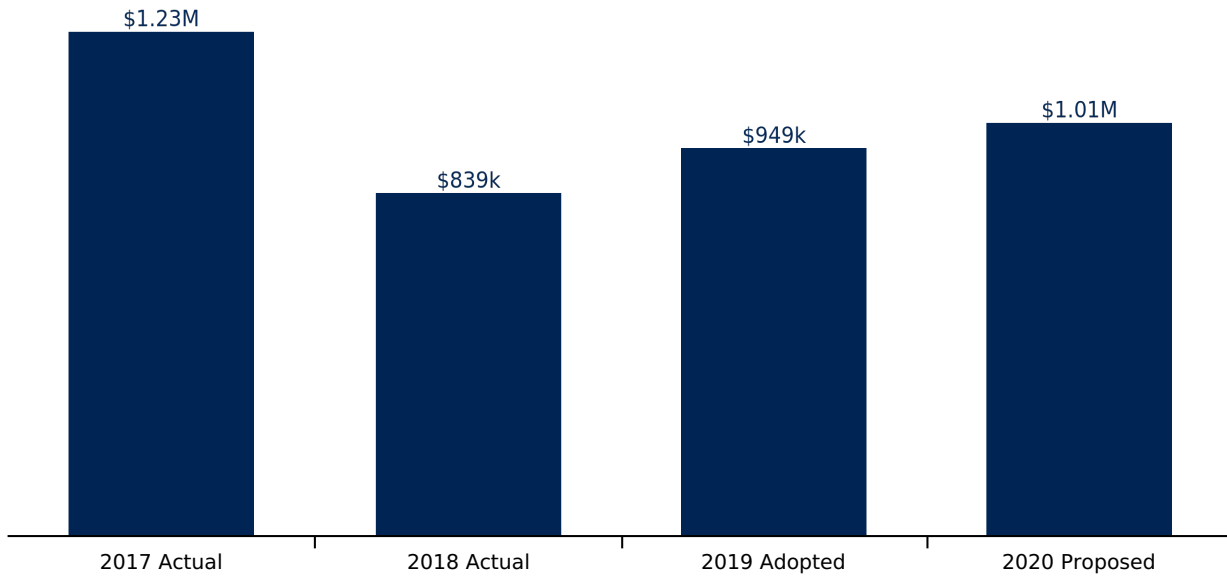
It is recommended that City Council approve a budget of \$1,010,292 for the Council and Commissions department. This represents an increase of \$61,640 (6.5%) from the FY 2019 Adopted Budget.

This increase is primarily due to the base budgeting process and the proper allocation of Council material expenditures in the correct accounts. In addition, contract services show an increase due to additional proposed Community Funding Grants to support non-profit organizations.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 749,064	\$ 535,636	\$ 406,858	\$ 586,473
Miscellaneous Revenue	\$ 586	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 749,650</b>	<b>\$ 535,636</b>	<b>\$ 406,858</b>	<b>\$ 586,473</b>
<b>Expenditures</b>				
Employee Compensation	\$ 193,987	\$ 268,117	\$ 297,392	\$ 319,262
Employee Benefits	\$ 136,199	\$ 176,246	\$ 203,020	\$ 178,986
Materials	\$ 132,055	\$ 130,106	\$ 174,163	\$ 210,864
Contract Services	\$ 87,032	\$ 82,544	\$ 107,287	\$ 138,050
Cost Allocation	\$ 683,989	\$ 176,865	\$ 157,166	\$ 150,923
Special Projects	\$ -	\$ 4,857	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 9,624	\$ 12,207
<b>Total Expenditures</b>	<b>\$ 1,233,262</b>	<b>\$ 838,735</b>	<b>\$ 948,652</b>	<b>\$ 1,010,292</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 483,614</b>	<b>\$ 303,099</b>	<b>\$ 541,794</b>	<b>\$ 423,819</b>

# City Council

Budget Unit 100-10-100

General Fund - City Council - City Council

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 586,473
Total Expenditures	\$ 423,311
Fund Balance	\$ -
General Fund Costs	\$ (163,162)
% Funded by General Fund	-38.5%
Total Staffing	5.85 FTE

## Program Overview

The Mayor and councilmembers, acting as the elected representatives of the residents of Cupertino, establish public policies to meet the community needs of the City.

## Service Objectives

- The City Council objectives are carried out by City staff under the sole direction of the City Manager.

## Proposed Budget

It is recommended that City Council approve a budget of \$423,311 for the City Council program. This represents an increase of \$5,399 (1.3%) from the FY 2019 Adopted Budget.

Increases in material and contract costs are due to the base budgeting process and the proper allocation of expenditures in the correct accounts. In addition, \$5,000 was added to the Mayor's discretionary fund to accommodate the level of events that mayors have been holding in the last few years. This increase will also serve as an escalator as the Mayor's Fund has typically defaulted to \$10,000 since it began in 2007. These are offset by a reduction in employee benefits due to the waiving of health care coverage by three employees 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Charges for Services	\$ 749,064	\$ 535,636	\$ 406,858	\$ 586,473
Miscellaneous Revenue	\$ 86	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 749,150</b>	<b>\$ 535,636</b>	<b>\$ 406,858</b>	<b>\$ 586,473</b>
<b>Expenditures</b>				
Employee Compensation	\$ 73,084	\$ 126,516	\$ 135,690	\$ 132,309
Employee Benefits	\$ 87,719	\$ 112,616	\$ 136,846	\$ 97,804
Materials	\$ 98,854	\$ 94,066	\$ 86,500	\$ 140,310
Contract Services	\$ 6,490	\$ 227	\$ 387	\$ 6,250
Cost Allocation	\$ 520,918	\$ 94,665	\$ 54,145	\$ 39,560
Contingencies	\$ -	\$ -	\$ 4,344	\$ 7,078
<b>Total Expenditures</b>	<b>\$ 787,065</b>	<b>\$ 428,090</b>	<b>\$ 417,912</b>	<b>\$ 423,311</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 37,915</b>	<b>\$ (107,546)</b>	<b>\$ 11,054</b>	<b>\$ (163,162)</b>

## Staffing

Total current authorized positions - 6.05 FTE

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

Total recommended positions - 5.85 FTE

# Community Funding

Budget Unit 100-10-101

General Fund - City Council - Community Funding

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 90,587
Fund Balance	\$ -
General Fund Costs	\$ 90,587
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Community Funding program provides funding for various community activities and community-based organizations throughout the fiscal year.

## Service Objectives

- Provide funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public.
- Grant funding requests in a fair and equitable manner.
- Grant funding requests per the Community Funding Policy adopted by City Council on April 2, 2013.

## Proposed Budget

It is recommended that City Council approve a budget of \$90,587 for the Community Funding program. This represents an increase of \$37,156 (69.5%) from the FY 2019 Adopted Budget.

The increase is due to increased community funding to support non-profit organizations. This budget includes \$89,800 for Community Funding Grants. As part of last year's Final Budget Hearing and Adoption, City Council directed Staff to revise the existing process for the Community Funding Program along with a more robust outreach effort. The Parks & Recreation Commission, with assistance from Budget staff, reviewed proposals and recommended funding non-profit organizations as shown below. Although Cupertino Historical Society is not listed on the chart below, the Parks & Recreation Commission recommends that City Council guarantee funding to Cupertino Historical Society each Fiscal Year. If considered, this guaranteed funding amount would be determined by City Council.



<b>Non-Profit Organization</b>	<b>FY 2019 Funding</b>	<b>FY 2020 Funding</b>
Friends of Deer Hollow Farm	\$15,000	\$15,000
Rotary - Cupertino Fall Festival	\$12,000	\$12,000
Euphrat Museum of Art - Museum	\$10,000	\$10,000
Bay Area Chrysanthemum - Show	N/A <sup>1</sup>	\$1,300
Cupertino Symphonic Band - Equipment	N/A <sup>1</sup>	\$2,000
Santa Clara Audubon Society - Wildlife & Harvest Day	N/A <sup>1</sup>	\$10,000
Cupertino De Anza Lion's Charities - Ride4Diabetes	N/A <sup>1</sup>	\$10,000
Heart of the Valley - Reaching Hearts	N/A <sup>1</sup>	\$7,000
West Valley Community Services - Pantry Overhang	N/A <sup>1</sup>	\$20,000
Breathe CA - Seniors Breath	N/A <sup>1</sup>	\$2,500
Cupertino Historical Society	\$15,000	N/A <sup>2</sup>
Iranian Federated Women's Club	\$400	N/A <sup>3</sup>
<b>Total</b>	<b>\$52,400</b>	<b>\$89,800</b>

<sup>1</sup> Organization did not apply for Community Grant Funding in FY19.

<sup>2</sup> Parks & Recreation Commission recommends guaranteed funding to the Cupertino Historical Society each Fiscal Year.

<sup>3</sup> Organization did not apply for Community Grant Funding in FY20.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 40,750	\$ 52,400	\$ 52,400	\$ 89,800
Cost Allocation	\$ 403	\$ 411	\$ 1,031	\$ 787
<b>Total Expenditures</b>	<b>\$ 41,153</b>	<b>\$ 52,811</b>	<b>\$ 53,431</b>	<b>\$ 90,587</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 41,153</b>	<b>\$ 52,811</b>	<b>\$ 53,431</b>	<b>\$ 90,587</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Sister Cities

Budget Unit 100-10-110

General Fund - City Council - Sister Cities

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 86,046
Fund Balance	\$ -
General Fund Costs	\$ 86,046
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.40 FTE

## Program Overview

Cupertino has four active sister cities registered with Sister Cities International; Toyokawa, Japan; Hsinchu, Taiwan; Cupertino, Italy; and Bhubaneswar, India.

## Service Objectives

- To further international communication and understanding through the Sister City Program
- To foster educational, technical, economic and cultural exchanges
- To encourage student exchange programs to promote communication and understanding among people of different cultures

## Proposed Budget

It is recommended that City Council approve a budget of \$86,046 for the Sister Cities program. This represents an increase of \$28,694 (50.0%) from the FY 2019 Adopted Budget.

The increase is primarily due to the allocation of a Senior Office Assistant to handle Sister City, Friendship City, and international delegation related activities. This increase is offset by a decrease in contract costs due to the City funding the adult delegation visit once every five years. This funding was allocated as part of the FY 18-19 Final Budget.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 3,540	\$ 8,727	\$ 13,702	\$ 32,741
Employee Benefits	\$ 1,588	\$ 3,591	\$ 5,456	\$ 15,022
Materials	\$ 962	\$ 397	\$ 4,100	\$ 5,605
Contract Services	\$ 9,320	\$ 11,573	\$ 25,000	\$ 20,000
Cost Allocation	\$ 2,342	\$ 2,936	\$ 9,094	\$ 11,398
Special Projects	\$ -	\$ 4,857	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ -	\$ 1,280
<b>Total Expenditures</b>	<b>\$ 17,752</b>	<b>\$ 32,081</b>	<b>\$ 57,352</b>	<b>\$ 86,046</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 17,753</b>	<b>\$ 32,080</b>	<b>\$ 57,352</b>	<b>\$ 86,046</b>

## Staffing

Total current authorized positions - 0.10 FTE

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

Total recommended positions - 0.40 FTE

# Technology, Information & Communications Commission

Budget Unit 100-11-131

General Fund - Commissions - Technology, Information & Communications Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 7,028
Fund Balance	\$ -
General Fund Costs	\$ 7,028
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.05 FTE

## Program Overview

The Technology, Information & Communications Commission (TICC) advises the City Council and informs the community about issues relating to the rapidly changing fields of communication and technology. Commissioners also serve as a resource for the Planning Commission in offering technical guidance for antenna sightings. The Chief Technology Officer serves as staff liaison. The commission also supports public and educational access to cable services.

## Service Objectives

- Continue to work with appropriate companies in bringing advanced services to interested residents.
- Monitor AT&T and Comcast services and revenue.
- Negotiate and manage public access provider KMVT to ensure maximum programming value for Cupertino residents.
- Work with Community Development and Public Works regarding antenna placement and negotiate agreements for communication services that serve Cupertino.

## Proposed Budget

It is recommended that City Council approve a budget of \$7,028 for the Technology, Information & Communications Commission program. This represents an increase of \$388 (5.8%) from the FY 2019 Adopted Budget.

The increase is primarily due to staff time being allocated to this budget to better reflect actual time spent on 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 3,230	\$ -	\$ -	\$ 3,972
Employee Benefits	\$ 1,518	\$ -	\$ -	\$ 1,849
Materials	\$ 88	\$ 13	\$ 750	\$ -
Contract Services	\$ 10,000	\$ -	\$ -	\$ -
Cost Allocation	\$ 9,538	\$ 8,159	\$ 5,852	\$ 1,207
Contingencies	\$ -	\$ -	\$ 38	\$ -
<b>Total Expenditures</b>	<b>\$ 24,374</b>	<b>\$ 8,172</b>	<b>\$ 6,640</b>	<b>\$ 7,028</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 24,374</b>	<b>\$ 8,172</b>	<b>\$ 6,640</b>	<b>\$ 7,028</b>

## Staffing

Total current authorized positions - 0.00 FTE

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

Total recommended positions - 0.05 FTE

# Library Commission

Budget Unit 100-11-140

General Fund - Commissions - Library Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 23,346
Fund Balance	\$ -
General Fund Costs	\$ 23,346
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.03 FTE

## Program Overview

The Library Commission is a five-member commission appointed by the City Council to review and make recommendations related to the operations and services of the Cupertino Library. The Cupertino Library is operated by Santa Clara County Library Services. The building is provided by the City of Cupertino. County Library management serve as Commission staff and Recreation and Community Services personnel serve as City liaison.

## Service Objectives

- Monitor the various service activities of the library and make recommendations for improvements to appropriate bodies.
- Support library advocacy groups, including Friends of the Cupertino Library and Cupertino Library Foundation.
- Advocate library funding and service levels at the City, County, and state levels.
- Represent the Cupertino library in the local community.
- Participate in state and local library workshops and conferences.
- Participate in the long-range planning of quality library services for the City.
- Develop potential resources to expand volunteer efforts in the library.
- Investigate ways to expand access to non-traditional media.
- Continue library advocacy in Cupertino activities and with other organizations.
- Initiate and coordinate the Cupertino Poet Laureate program.
- Continue emphasis on integrating additional technology into library services.

## Proposed Budget

It is recommended that City Council approve a budget of \$23,346 for the Library Commission program. This represents a decrease of \$4,004 (-14.6%) from the FY 2019 Adopted Budget.

The decrease is primarily due to reallocation of staff time and changes in materials and contract services expenses to more accurately reflect projected costs, based on past actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 7,272	\$ 7,876	\$ 8,145	\$ 6,706
Employee Benefits	\$ 3,087	\$ 3,377	\$ 3,665	\$ 2,672
Materials	\$ 215	\$ 1,260	\$ 700	\$ 370
Contract Services	\$ 211	\$ 525	\$ 4,700	\$ 2,000
Cost Allocation	\$ 9,794	\$ 7,253	\$ 9,870	\$ 11,479
Contingencies	\$ -	\$ -	\$ 270	\$ 119
<b>Total Expenditures</b>	<b>\$ 20,579</b>	<b>\$ 20,291</b>	<b>\$ 27,350</b>	<b>\$ 23,346</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 20,579</b>	<b>\$ 20,291</b>	<b>\$ 27,350</b>	<b>\$ 23,346</b>

## Staffing

Total current authorized positions - 0.05 FTE

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

Total recommended positions - 0.03 FTE



# Fine Arts Commission

Budget Unit 100-11-142

General Fund - Commissions - Fine Arts Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 54,541
Fund Balance	\$ -
General Fund Costs	\$ 54,541
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.15 FTE

## Program Overview

The Fine Arts Commission advances the arts in the City through a number of activities and programs. These include overseeing the "Quarter Percent for Art" requirement for developments over 50,000 square feet; promoting art in public places; making recommendations to City Council regarding arts opportunities; awarding grants to individuals and organizations; selecting winners for the "Energized by Art" Utility Box Contest to transform gray utility boxes into student eco-art canvasses; and selecting the "Distinguished Artist of the Year," the "Emerging Artist of the Year" and the "Young Artists of the Year."

## Service Objectives

- Foster, encourage and assist the realization, preservation, advancement, and development of fine arts for the benefit of the citizens of Cupertino.
- Act as a catalyst for the promotion of fine arts activities and provide liaison and coordination between fine arts activities, groups, and facilities.
- Enhance the interaction between arts, local schools, private property owners and businesses through personal outreach.
- Review and approve public art proposals.
- Encourage and facilitate "art in unexpected places" through the donation of underutilized spaces, such as blank walls or utility screens, for private installation of art.

## Proposed Budget

It is recommended that City Council approve a budget of \$54,541 for the Fine Arts Commission program. This represents an increase of \$10,192 (23.0%) from the FY 2019 Adopted Budget.

The increase is due to the installation of murals on City owned properties at Blackberry Farm and Cupertino Sports Center.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 15,362	\$ 16,469	\$ 16,906	\$ 17,247
Employee Benefits	\$ 6,334	\$ 6,739	\$ 7,075	\$ 7,125
Materials	\$ 2,320	\$ 2,109	\$ 7,200	\$ 7,125
Contract Services	\$ 327	\$ 770	\$ 950	\$ 10,000
Cost Allocation	\$ 21,650	\$ 11,492	\$ 11,810	\$ 12,688
Contingencies	\$ -	\$ -	\$ 408	\$ 356
<b>Total Expenditures</b>	<b>\$ 45,993</b>	<b>\$ 37,579</b>	<b>\$ 44,349</b>	<b>\$ 54,541</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 45,993</b>	<b>\$ 37,579</b>	<b>\$ 44,349</b>	<b>\$ 54,541</b>

## Staffing

Total current authorized positions - 0.15 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.15 FTE

# Public Safety Commission

Budget Unit 100-11-150

General Fund - Commissions - Public Safety Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 22,738
Fund Balance	\$ -
General Fund Costs	\$ 22,738
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.05 FTE

## Program Overview

The Public Safety Commission (PSC), a five-member board appointed by the City Council, assists the Council by reviewing and recommending public safety services associated with police, fire, emergency planning, and traffic. The Sheriff's West Valley Patrol Division Commander, who is the City's Chief of Police, serves as staff liaison.

## Service Objectives

- Review safety issues and concerns and make recommendations to the City Council.
- Promote public education programs concerning safety issues.
- Provide assistance in implementing public safety programs approved by the City Council.
- Work with various city departments to resolve issues and concerns related to public safety.

## Proposed Budget

It is recommended that City Council approve a budget of \$22,738 for the Public Safety Commission program. This represents a decrease of \$6,207 (-21.4%) from the FY 2019 Adopted Budget.

This decrease is primarily due to salary savings associated with the liaison for the Commission changing from the Deputy City Manager to the Emergency Services Coordinator.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ 8,157	\$ 4,654
Employee Benefits	\$ -	\$ -	\$ 3,097	\$ 2,055
Materials	\$ 690	\$ 1,982	\$ 5,000	\$ 4,320
Contract Services	\$ 15,059	\$ 10,000	\$ 10,000	\$ 10,000
Cost Allocation	\$ 4,962	\$ 1,148	\$ 1,941	\$ 993
Contingencies	\$ -	\$ -	\$ 750	\$ 716
<b>Total Expenditures</b>	<b>\$ 20,711</b>	<b>\$ 13,130</b>	<b>\$ 28,945</b>	<b>\$ 22,738</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 20,711</b>	<b>\$ 13,130</b>	<b>\$ 28,945</b>	<b>\$ 22,738</b>

## Staffing

Total current authorized positions - 0.05 FTE

Public Safety Commission is now being managed by the Emergency Services Coordinator.

Total recommended positions - 0.05 FTE

# Bicycle and Pedestrian Commission

Budget Unit 100-11-155

General Fund - Commissions - Bicycle and Pedestrian Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,244
Fund Balance	\$ -
General Fund Costs	\$ 1,244
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Bicycle and Pedestrian Commission (BPC) is a five-member board appointed by the City Council, which assists the Council by reviewing, monitoring, and making recommendations on City transportation matters pertaining to bicycle and pedestrian traffic, parking, education, and recreation within Cupertino. The City's Transportation Manager serves as staff liaison.

## Service Objectives

- Review and make recommendations on City transportation infrastructure, development standards, public and private development projects, and citizen outreach and education efforts as they affect bicycle and pedestrian traffic in the City of Cupertino.
- Promote safe, efficient, and enjoyable travel for bicycle and pedestrian traffic within Cupertino.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,244 for the Bicycle and Pedestrian Commission program. This represents a decrease of \$5,034 (-80.2%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a reallocation of funds related to the Bike Rodeo event to other the Safe Routes to Schools Program budget in Public Works.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ -	\$ 396	\$ 300	\$ 416
Contract Services	\$ -	\$ -	\$ 4,000	\$ -
Cost Allocation	\$ 1,623	\$ 292	\$ 1,763	\$ 807
Contingencies	\$ -	\$ -	\$ 215	\$ 21
<b>Total Expenditures</b>	<b>\$ 1,623</b>	<b>\$ 688</b>	<b>\$ 6,278</b>	<b>\$ 1,244</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,623</b>	<b>\$ 688</b>	<b>\$ 6,278</b>	<b>\$ 1,244</b>

## Staffing

Total current authorized positions - 0.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.00 FTE

# Parks and Recreation Commission

Budget Unit 100-11-160

General Fund - Commissions - Parks and Recreation Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 51,443
Fund Balance	\$ -
General Fund Costs	\$ 51,443
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.12 FTE

## Program Overview

The Parks and Recreation Commission is a five-member commission appointed by the City Council to make recommendations pertaining to parks, recreation, and community services. The Director of Recreation and Community Services serves as staff liaison.

## Service Objectives

- Engage the public in dialog regarding the design of new programs and facilities.
- Make recommendations regarding these projects to the City Council.
- Work with staff and the public to draft and/or revise policies for use of Recreation and Community Services facilities.
- Consider public input regarding the operation of Recreation and Community Services facilities and make recommendations for their improvement.
- Participate in special committees dealing with Recreation and Community Services.
- Serve as ambassadors for the Recreation and Community Services Department.

## Proposed Budget

It is recommended that City Council approve a budget of \$51,443 for the Parks and Recreation Commission program. This represents an increase of \$10,753 (26.4%) from the FY 2019 Adopted Budget.

The increased budget is primarily due to changes in staff allocation to better reflect actual time spent.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 6,922	\$ 13,323	\$ 14,283	\$ 19,836
Employee Benefits	\$ 2,836	\$ 5,504	\$ 6,120	\$ 8,154
Materials	\$ 326	\$ 2,032	\$ 9,981	\$ 10,750
Contract Services	\$ -	\$ -	\$ 500	\$ -
Cost Allocation	\$ 15,956	\$ 9,670	\$ 9,282	\$ 12,165
Contingencies	\$ -	\$ -	\$ 524	\$ 538
<b>Total Expenditures</b>	<b>\$ 26,040</b>	<b>\$ 30,529</b>	<b>\$ 40,690</b>	<b>\$ 51,443</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 26,041</b>	<b>\$ 30,529</b>	<b>\$ 40,690</b>	<b>\$ 51,443</b>

## Staffing

Total current authorized positions - 0.10 FTE

Increase allocation of Director of Parks and Recreation by .02 to this program to better reflect actual time spent.

Total recommended positions - 0.12 FTE



# Teen Commission

Budget Unit 100-11-165

General Fund - Commissions - Teen Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 64,019
Fund Balance	\$ -
General Fund Costs	\$ 64,019
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.30 FTE

## Program Overview

The Teen Commission is comprised of nine teens representing grades 8-11. The Teen Commission advises the City Council and staff on teen issues. A Recreation and Community Services Department Recreation Coordinator serves as the staff liaison.

## Service Objectives

- Engage the public in dialogue regarding the design of new programs, and make recommendations regarding these projects to City staff.
- Assist staff with the programming and promotion of the Teen Center.
- Assist staff with the evaluation of teen programming.
- Work with staff and the public to create new avenues to interact with teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$64,019 for the Teen Commission program. This represents a decrease of \$7,552 (-10.6%) from the FY 2019 Adopted Budget.

The decrease is primarily due to one time purchases that were needed last year, but not this year. Also, historically, new teen events may be unknown at the time budget is prepared and new requests for teen programs will need to be reviewed at mid-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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 500	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 21,916	\$ 25,293	\$ 25,377	\$ 25,880
Employee Benefits	\$ 9,226	\$ 11,133	\$ 11,751	\$ 11,732
Materials	\$ 5,181	\$ 8,571	\$ 15,897	\$ 9,218
Contract Services	\$ -	\$ -	\$ 1,100	\$ -
Cost Allocation	\$ 26,324	\$ 7,666	\$ 16,596	\$ 16,728
Contingencies	\$ -	\$ -	\$ 850	\$ 461
<b>Total Expenditures</b>	<b>\$ 62,647</b>	<b>\$ 52,663</b>	<b>\$ 71,571</b>	<b>\$ 64,019</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 62,147</b>	<b>\$ 52,663</b>	<b>\$ 71,571</b>	<b>\$ 64,019</b>

## Staffing

Total current authorized positions - 0.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.30 FTE

# Planning Commission

Budget Unit 100-11-170

General Fund - Commissions - Planning Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 109,787
Fund Balance	\$ -
General Fund Costs	\$ 109,787
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.31 FTE

## Program Overview

The Planning Commission is a five-member citizen board appointed by the City Council. The functions of the Planning Commission are as follows:

- Advise the City Council on land use and development policy related to the General Plan;
- Implement the General Plan through review and administration of specific plans and related ordinances;
- Review land use applications for conformance with the General Plan and ordinances; and
- Promote the coordination of local plans and programs with regional and other agencies.

## Service Objectives

- Conduct periodic reviews of the General Plan. These reviews test the fundamental goals and measure the performance of short-term objectives.
- Conduct public hearings for approximately 80 land development applications every year. Ensure that decisions are made fairly and expeditiously in accordance with adopted General Plan policies, zoning ordinances, development plans, and design guidelines.
- Review specific plans, zoning ordinance amendments, and amendments to the General Plan and make recommendations to Council.
- Serve on the Planning Commission Design Review Committee, the Environmental Review Committee, and in an advisory role to the Housing Commission and Economic Development Committee.

## Proposed Budget

It is recommended that City Council approve a budget of \$109,787 for the Planning Commission program. This represents a decrease of \$17,691 (-13.9%) from the FY 2019 Adopted Budget.

The decrease is to better reflect prior year actuals in the materials expense category.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 37,169	\$ 40,799	\$ 46,650	\$ 45,735
Employee Benefits	\$ 13,627	\$ 14,807	\$ 15,901	\$ 17,918
Materials	\$ 22,112	\$ 19,001	\$ 35,260	\$ 26,200
Contract Services	\$ 4,875	\$ 7,049	\$ 8,250	\$ -
Cost Allocation	\$ 52,626	\$ 20,717	\$ 19,241	\$ 18,624
Contingencies	\$ -	\$ -	\$ 2,176	\$ 1,310
<b>Total Expenditures</b>	<b>\$ 130,409</b>	<b>\$ 102,373</b>	<b>\$ 127,478</b>	<b>\$ 109,787</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 130,409</b>	<b>\$ 102,374</b>	<b>\$ 127,478</b>	<b>\$ 109,787</b>

## Staffing

Total current authorized positions - 0.30 FTE

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

Total recommended positions - 0.31 FTE

# Housing Commission

Budget Unit 100-11-175

General Fund - Commissions - Housing Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 38,251
Fund Balance	\$ -
General Fund Costs	\$ 38,251
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.15 FTE

## Program Overview

The Cupertino Housing Commission (CHC) is a five-member board appointed by the City Council to assist the Planning Commission and the City Council in developing housing policies and strategies for implementation of General Plan Housing Element goals. The Commission also oversees the Community Development Block Grant (CDBG) program.

## Service Objectives

- Develop housing policies and strategies for implementation of General Plan Housing Element goals.
- Develop affordable housing proposals, innovative approaches to affordable housing development and number and type of affordable units and the target groups to be served.
- Identify sources of funds to develop and build affordable housing.
- Evaluate funding requests from CDBG and the Affordable Housing funds, possible fee waivers or other incentives.
- Propose CDBG Action Plan.
- Review Cupertino's Housing Element.

## Proposed Budget

It is recommended that City Council approve a budget of \$38,251 for the Housing Commission program. This represents an increase of \$1,686 (4.6%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 12,116	\$ 13,127	\$ 15,705	\$ 16,618
Employee Benefits	\$ 5,717	\$ 7,040	\$ 7,899	\$ 8,125
Materials	\$ 243	\$ 76	\$ 975	\$ 950
Cost Allocation	\$ 17,853	\$ 10,544	\$ 11,937	\$ 12,510
Contingencies	\$ -	\$ -	\$ 49	\$ 48
<b>Total Expenditures</b>	<b>\$ 35,929</b>	<b>\$ 30,787</b>	<b>\$ 36,565</b>	<b>\$ 38,251</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 35,929</b>	<b>\$ 30,787</b>	<b>\$ 36,565</b>	<b>\$ 38,251</b>

## Staffing

Total current authorized positions - 0.15 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.15 FTE

# Sustainability Commission

Budget Unit 100-11-180

General Fund - Commissions - Sustainability Commission

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 37,951
Fund Balance	\$ -
General Fund Costs	\$ 37,951
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.10 FTE

## Program Overview

The Sustainability Commission is a five-member board appointed by the City Council to serve in an advisory capacity by providing expertise and guidance on major policy and programmatic areas related to the environmental, economic and societal goals noted within Cupertino's Climate Action Plan and General Plan Environmental Resources/Sustainability Element.

## Service Objectives

- Monitor and update the CAP based upon quantified metrics to measure and evaluate mitigated impacts and community benefits.
- Suggest recommendations, review, and monitor the City's General Plan Environmental Resources/Sustainability Element and its intersections with the CAP.
- Advise the City Council how to strategically accelerate Cupertino's progress towards sustainability and recommend priorities to promote continued regional leadership in sustainability.
- Periodically review policies governing specific practices and programs, such as greenhouse gas emissions reduction, water conservation, renewable energy, energy efficiency, materials management, and urban forestry. Illustrative examples include the creation of infrastructure for low emissions vehicles, installation of renewable energy or energy efficiency technologies, drafting of water conservation or waste reduction policies, delivery of habitat restoration and conservation programs, design and roll-out of pollution prevention campaigns, etc.
- Make recommendations regarding the allocation of funds for infrastructure and technology improvements to elevate the operational performance of City facilities, businesses, educational institutions, and homes by reducing costs, improving public health, and serving community needs.
- Accept public input on the subject areas noted above and advise the City Council on ways to drive community awareness, behavior change, education and participation in City programs modeled upon the field's best practices.
- Review and make recommendations to the City Council on Federal, State and regional policies related to sustainability that have the potential to impact City Council's goals and policies.
- Pursue any other activity or scope that may be deemed appropriate and necessary by the City Council.

## Proposed Budget

It is recommended that City Council approve a budget of \$37,951 for the Sustainability Commission program. This represents an increase of \$7,860 (26.1%) from the FY 2019 Adopted Budget.

This decrease is due to a reduction in materials and supplies.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 13,376	\$ 15,987	\$ 12,777	\$ 13,564
Employee Benefits	\$ 4,547	\$ 11,439	\$ 5,210	\$ 6,530
Materials	\$ 1,064	\$ 203	\$ 7,500	\$ 5,600
Cost Allocation	\$ -	\$ 1,912	\$ 4,604	\$ 11,977
Contingencies	\$ -	\$ -	\$ -	\$ 280
<b>Total Expenditures</b>	<b>\$ 18,987</b>	<b>\$ 29,541</b>	<b>\$ 30,091</b>	<b>\$ 37,951</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 18,987</b>	<b>\$ 29,541</b>	<b>\$ 30,091</b>	<b>\$ 37,951</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE



# Administration

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
<b>City Manager</b>		<b>\$ 3,384,104</b>
100-12-120	City Manager	\$ 1,261,257
100-12-122	Sustainability	\$ 555,663
100-12-126	Public Affairs	\$ 669,107
100-12-632	Community Outreach and Neighborhood Watch	\$ 174,348
100-12-633	Disaster Preparedness	\$ 393,149
100-12-705	Economic Development	\$ 330,580
<b>City Clerk</b>		<b>\$ 546,887</b>
100-13-130	City Clerk	\$ 503,685
100-13-132	Duplicating and Mail Services	\$ 42,945
100-13-133	Elections	\$ 257
<b>City Manager Discretionary</b>		<b>\$ 486,353</b>
100-14-123	City Manager Contingency	\$ 486,353
<b>City Attorney</b>		<b>\$ 2,094,534</b>
100-15-141	City Attorney	\$ 2,094,534
<b>Total</b>		<b>\$ 6,511,878</b>

# Department Overview

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,175,800
Total Expenditures	\$ 6,511,878
Fund Balance	\$ -
General Fund Costs	\$ 5,336,078
% Funded by General Fund	81.9%
<hr/>	
Total Staffing	14.15 FTE

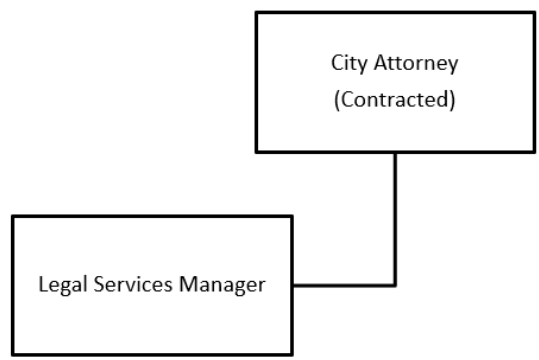
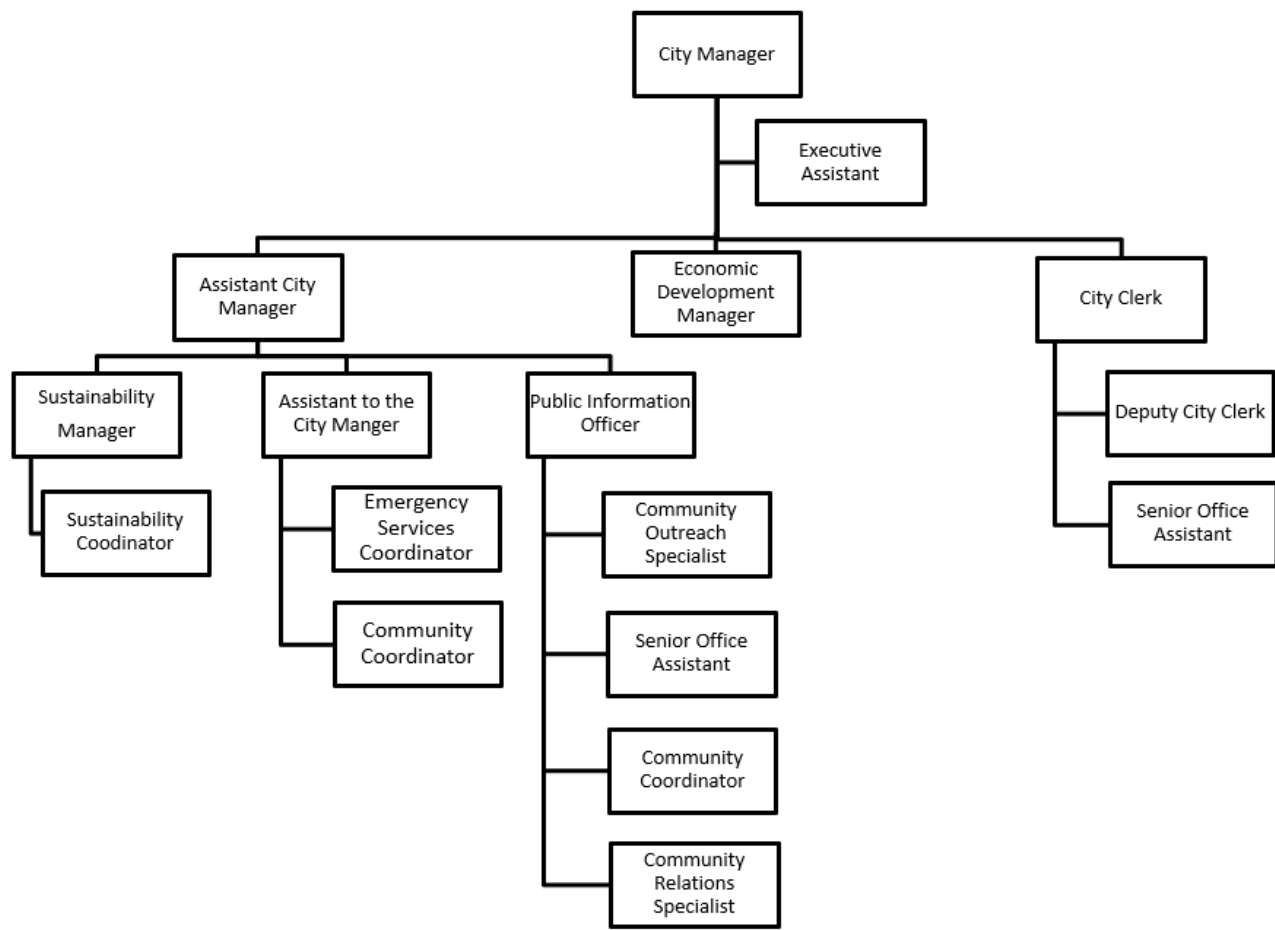
## Organization

**Timm Borden**, Interim City Manager

**Vacant**, Assistant City Manager

**Heather Minner**, City Attorney (Contract)

**Grace Schmidt**, City Clerk



## Performance Measures

### City Clerk

Goal: Streamline information processing for Council, staff and community members for compliance with State requirements and facilitate independent and transparent access to public information.

Benefit: All can fully participate in local government to achieve the community & organizational goals.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
City Council minutes for regular meetings presented for Council approval by the following regular meeting	100%	100%	100%	100%
Adopted City Council resolutions and ordinances processed and scanned to Laserfiche within a week of Clerk's office receipt of final, signed document	100%	100%	100%	100%
Public Record Act requests responded to by the Statutory deadline date	100%	100%	95%	100%

### Public Affairs

Goal: Promote and increase interest and participation in City services, programs, initiatives, and projects while building community pride and positive identification with the City among its residents.

Benefit: Residents have access to timely, engaging, and important information.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Social media engagement: total number of followers including City Hall Nextdoor, Facebook, Twitter, and Instagram accounts	19,250	23,655	25,233	10% annual increase
Social media engagement: average number of engagements (reactions, comments, shares, and clicks <sup>1</sup> ) per post on City Hall Facebook account	39.6	87.9	53.6	10% annual increase
Cupertino 311: Average response time to customers organization-wide (in days) <sup>2</sup> :	N/A	Average Close Time 7.3 days	Average Close Time 4.6 days	Average Close Time 5 days

<sup>1</sup> Clicks have now been added to the engagement metric, which will bump up the average number.

<sup>2</sup> The performance measure for Access Cupertino: Average response time to customers organization-wide was revised as Access Cupertino was replaced by Cupertino 311 in September 2017. The Cupertino 311 Application is administered through the IT Department, but each individual department is responsible for responding to its own requests. Response times are organized by request category.

## Sustainability

Goal: Implement Cupertino's Climate Action Plan and General Plan Sustainability Element to achieve quantifiable emissions reductions, conserve finite resources, and achieve utility cost avoidance and savings across municipal operations and community partners.

Benefit: Cupertino is a healthy, resilient, environmentally-vibrant city for current and future residents to live, work, learn and play.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
% community-wide emissions reduced from baseline of 307,288 MT CO2e/yr <sup>1</sup>	2015 inventory: 13.1% decrease in emissions from baseline (294,281 MT CO2e/yr)			15% reduction by 2020 (261,195 MT CO2e/yr)
Initiate and implement all Climate Action Plan near-term measures:				
x% initiated	100%	100%	100%	100%
x% complete or ongoing	45%	55%	70%	100%
% municipal operations emissions reduced from baseline of 1,865 MT CO2e/yr	2015 inventory: 22.8% reduction in emissions from baseline: 1,440 MTCO2e			15% reduction by 2020

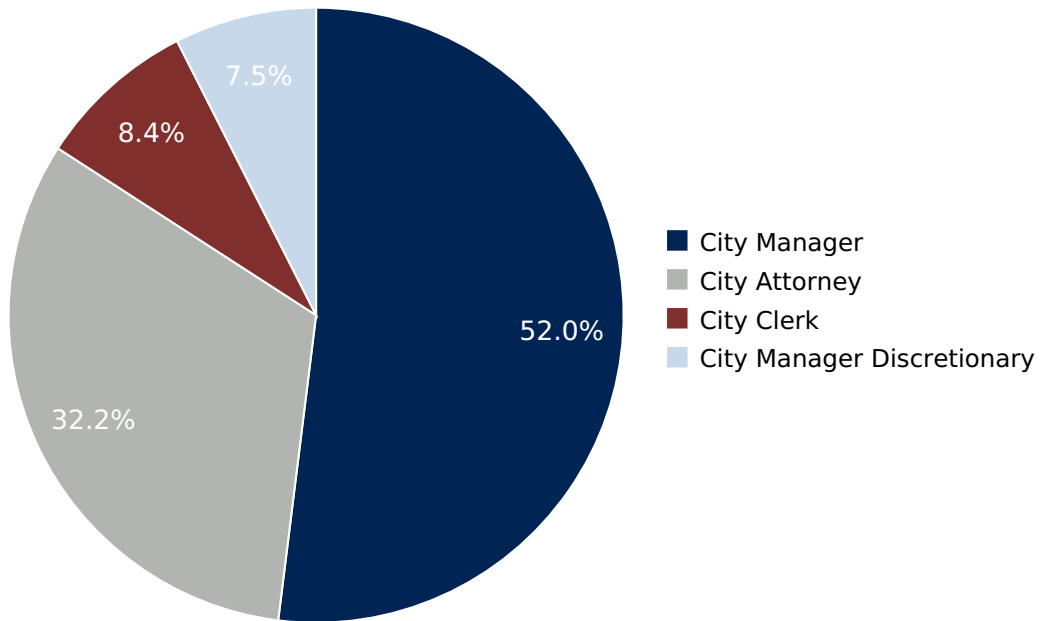
<sup>1</sup> Cupertino's GHG inventories are conducted roughly every 3-5 years. The next one is scheduled for Spring 2019.

## Proposed Budget

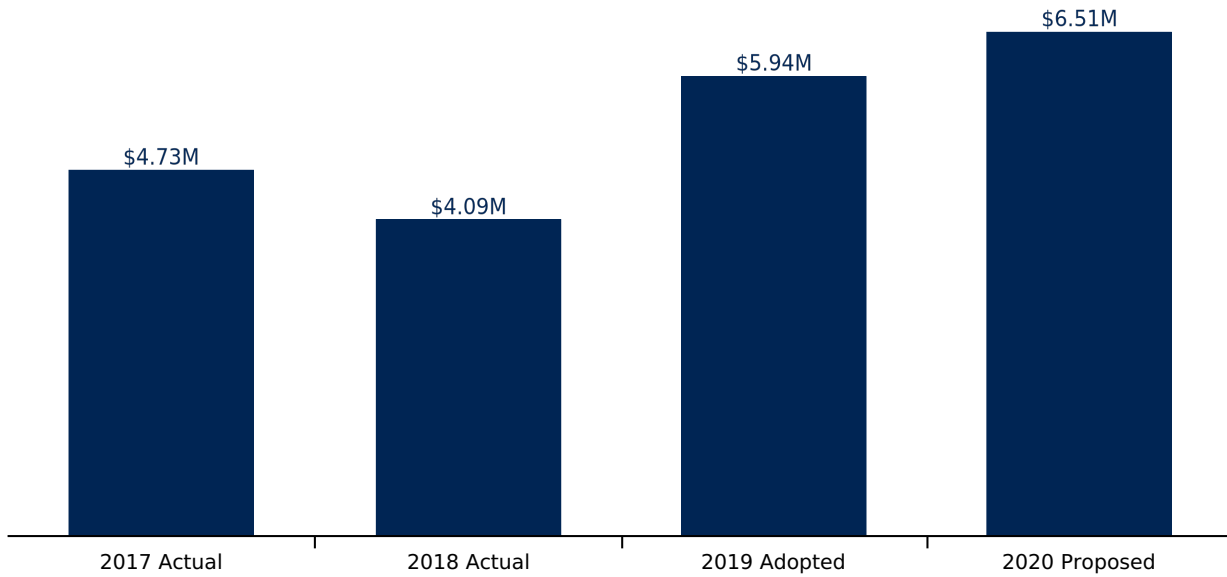
It is recommended that City Council approve a budget of \$6,511,878 for the Administration department. This represents an increase of \$572,090 (9.6%) from the FY 2019 Adopted Budget.

The increase is primarily due to an increase in contract cost due to the City Outsourcing the City Attorney function in fiscal year 2018-19. This increase is offset by decreases in full time salary and benefit costs due to the elimination of four attorney positions.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 27,592
Charges for Services	\$ 3,367,273	\$ 813,509	\$ 712,070	\$ 1,127,708
Miscellaneous Revenue	\$ 53,958	\$ 40,418	\$ 500	\$ 20,500
<b>Total Revenues</b>	<b>\$ 3,421,231</b>	<b>\$ 853,927</b>	<b>\$ 712,570</b>	<b>\$ 1,175,800</b>
<b>Expenditures</b>				
Employee Compensation	\$ 1,712,430	\$ 1,944,122	\$ 2,301,666	\$ 1,876,732
Employee Benefits	\$ 614,505	\$ 780,889	\$ 940,051	\$ 739,163
Materials	\$ 273,459	\$ 280,122	\$ 327,766	\$ 405,089
Contract Services	\$ 1,121,823	\$ 642,397	\$ 1,021,775	\$ 2,385,409
Cost Allocation	\$ 979,665	\$ 376,097	\$ 422,346	\$ 469,747
Special Projects	\$ 25,242	\$ 65,510	\$ 264,470	\$ 125,000
Contingencies	\$ 1,186	\$ 911	\$ 661,714	\$ 510,738
<b>Total Expenditures</b>	<b>\$ 4,728,310</b>	<b>\$ 4,090,048</b>	<b>\$ 5,939,788</b>	<b>\$ 6,511,878</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,307,081</b>	<b>\$ 3,236,119</b>	<b>\$ 5,227,218</b>	<b>\$ 5,336,078</b>

# City Manager

Budget Unit 100-12-120

General Fund - City Manager - City Manager

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 429,117
Total Expenditures	\$ 1,261,257
Fund Balance	\$ -
General Fund Costs	\$ 832,140
% Funded by General Fund	66.0%
<hr/>	
Total Staffing	3.90 FTE

## Program Overview

The City Manager is responsible to the City Council for the effective and efficient operation of the City. Under the direction of the City Council as a whole, the City Manager carries out the City's goals and objectives. The City Manager oversees Sustainability and Public Affairs.

## Service Objectives

- Accomplish the City Council's work program.
- Manage City operations.
- Ensure all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses, and privileges granted by the City are faithfully performed and observed.
- Advise the City Council on policy, and the financial conditions and needs of the City.
- Investigate all complaints concerning the operation of the City.
- Prepare reports and initiate recommendations as may be desirable or as requested by the City Council.
- Ensure that the City's policies and procedures provide a foundation for a secure financial position.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,261,257 for the City Manager program. This represents an increase of \$268,139 (27.0%) from the FY 2019 Adopted Budget.

This increase is primarily due to changes in staff responsibilities that have resulted in a reallocation of City Manager's Office staff that were previously spread across various programs to be fully allocated in this City Manager program. This budget also proposes funding for City Work Program approved items on tobacco related policies that will be entirely offset by grant funding from Santa Clara County and funding for a contract lobbyist to assist in ensuring the City's interests are heard at the State.



## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 27,592
Charges for Services	\$ 1,027,154	\$ 319,144	\$ 332,342	\$ 401,525
Miscellaneous Revenue	\$ -	\$ 770	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,027,154</b>	<b>\$ 319,914</b>	<b>\$ 332,342</b>	<b>\$ 429,117</b>
<b>Expenditures</b>				
Employee Compensation	\$ 590,452	\$ 620,086	\$ 626,760	\$ 758,600
Employee Benefits	\$ 209,668	\$ 234,891	\$ 247,959	\$ 286,460
Materials	\$ 44,281	\$ 42,119	\$ 45,580	\$ 77,045
Contract Services	\$ 32,772	\$ 15,569	\$ 14,540	\$ 95,792
Cost Allocation	\$ 397,676	\$ 31,937	\$ 55,273	\$ 40,423
Contingencies	\$ 868	\$ 911	\$ 3,006	\$ 2,937
<b>Total Expenditures</b>	<b>\$ 1,275,717</b>	<b>\$ 945,513</b>	<b>\$ 993,118</b>	<b>\$ 1,261,257</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 248,564</b>	<b>\$ 625,599</b>	<b>\$ 660,776</b>	<b>\$ 832,140</b>

## Staffing

Total current authorized positions - 3.72 FTE

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

Total recommended positions - 3.90 FTE

# Sustainability

Budget Unit 100-12-122

General Fund - City Manager - Sustainability

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 13,000
Total Expenditures	\$ 555,663
Fund Balance	\$ -
General Fund Costs	\$ 542,663
% Funded by General Fund	97.7%
<hr/>	
Total Staffing	1.40 FTE

## Program Overview

The Sustainability Division works to bring environmental awareness across departments and engage staff, students, residents, and businesses in building public good through activities that reduce greenhouse gas emissions, help to mitigate financial and regulatory risk, provide utility cost assurances, conserve scarce resources, prioritize public health and prepare for the impacts of climate change. In this capacity, the program teams with regional partners and adjacent jurisdictions to develop collective approaches to implement the City's ambitious Climate Action Plan.

## Service Objectives

- Collect and analyze relevant data to demonstrate municipal compliance with current and burgeoning state and federal regulations.
- Serve as a technical resource on sustainability initiatives by preparing staff reports, developing local policies and ordinances, coordinating educational events, and making presentations to Council, City departments, and applicable outside organizations.
- Coordinate municipal and community-wide greenhouse gas emissions inventories, develop emissions targets, execute a community-wide climate action plan, and track progress to achieve emissions reductions over time.
- Expand existing compliance-focused environmental services to offer innovative energy, water, and resource conservation programs that effectively engage employees and community members.
- Evaluate existing departmental programs and benchmark environmental achievements on an ongoing basis.
- Research tools and best practices for efficient utility management and conservation and adapt these to the City's organizational culture, operations, and budgets.
- Manage or perform resource audits, identify energy conservation and renewable energy generation opportunities, calculate feasibility and develop projects that are cost-effective and conserve resources.
- Work with schools to expand successful municipal programs into educational institutions through effective partnerships that empower students as environmental leaders.

## Proposed Budget

It is recommended that City Council approve a budget of \$555,663 for the Sustainability program. This represents a decrease of \$332,603 (-37.4%) from the FY 2019 Adopted Budget.

This increase is due to slight increase in salaries , benefits and cost allocation. Staff is not proposing any new special projects this fiscal year, as they focus on implementation of last year's special projects including the City's Climate Action Plan (CAP).

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 103,442	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 53,658	\$ 39,648	\$ -	\$ 13,000
<b>Total Revenues</b>	<b>\$ 157,100</b>	<b>\$ 39,648</b>	<b>\$ -</b>	<b>\$ 13,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 151,981	\$ 163,835	\$ 210,120	\$ 172,185
Employee Benefits	\$ 66,474	\$ 80,863	\$ 89,005	\$ 82,848
Materials	\$ 27,475	\$ 28,837	\$ 36,225	\$ 36,182
Contract Services	\$ 77,637	\$ 161,313	\$ 147,000	\$ 138,850
Cost Allocation	\$ 125,220	\$ 191,006	\$ 155,255	\$ 116,846
Special Projects	\$ 25,242	\$ 65,510	\$ 241,500	\$ -
Contingencies	\$ -	\$ -	\$ 9,161	\$ 8,752
<b>Total Expenditures</b>	<b>\$ 474,029</b>	<b>\$ 691,364</b>	<b>\$ 888,266</b>	<b>\$ 555,663</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 316,929</b>	<b>\$ 651,715</b>	<b>\$ 888,266</b>	<b>\$ 542,663</b>

## Staffing

Total current authorized positions - 1.45 FTE

Staff time is being reallocated to better reflect actual time spent in other City programs.

Total recommended positions - 1.40 FTE

# Public Affairs

Budget Unit 100-12-126

General Fund - City Manager - Public Affairs

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 268,373
Total Expenditures	\$ 669,107
Fund Balance	\$ -
General Fund Costs	\$ 400,734
% Funded by General Fund	59.9%
<hr/>	
Total Staffing	2.65 FTE

## Program Overview

The Public Affairs program is responsible for community outreach to ensure that residents have access to timely, useful, and important information. The Public Affairs program oversees and maintains many of the City's lines of communication with residents, including the City's website, social media accounts, monthly newsletter, videos, event tabling, flyers, and press releases. Public Affairs also acts as a liaison between various City departments and the community when it comes to communicating information about projects and events.

## Service Objectives

- Serve as the communications link between the City of Cupertino and residents
- Ensure that the community has easy access to important, useful, and timely information through various forms of media including print, online, and video
- Build community pride and positive identification with the City among residents
- Increase interest and participation in City services, projects, and activities
- Promote City Council and departmental goals, initiatives, programs, and services
- Assist in creating better internal and external communication
- Enhance the City's relationship with the news media

## Proposed Budget

It is recommended that City Council approve a budget of \$669,107 for the Public Affairs program. This represents an increase of \$119,205 (21.7%) from the FY 2019 Adopted Budget.

The increase is primarily the addition of one full-time front desk staff that was added to Public Affairs at First Quarter and special projects that were approved as part of the City Work Program. These special projects are described in the following section.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
<b>Public Relations Project</b>	\$50,000	\$50,000	General Fund	Contract with an outside firm to create public relations materials and campaigns to address misinformation concerning Cupertino and enhance its reputation. The campaigns would include, but not be limited to, the City's efforts in entitling affordable housing in Cupertino.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 97,618	\$ 150,385	\$ 121,818	\$ 260,873
Miscellaneous Revenue	\$ -	\$ -	\$ 500	\$ 7,500
<b>Total Revenues</b>	<b>\$ 97,618</b>	<b>\$ 150,385</b>	<b>\$ 122,318</b>	<b>\$ 268,373</b>
<b>Expenditures</b>				
Employee Compensation	\$ 164,032	\$ 196,961	\$ 226,234	\$ 256,668
Employee Benefits	\$ 64,581	\$ 83,865	\$ 96,034	\$ 110,723
Materials	\$ 92,562	\$ 100,954	\$ 122,874	\$ 118,790
Contract Services	\$ 68,566	\$ 26,983	\$ 26,000	\$ 96,710
Cost Allocation	\$ 56,787	\$ 60,307	\$ 70,741	\$ 28,441
Special Projects	\$ -	\$ -	\$ -	\$ 50,000
Contingencies	\$ -	\$ -	\$ 8,019	\$ 7,775
<b>Total Expenditures</b>	<b>\$ 446,528</b>	<b>\$ 469,070</b>	<b>\$ 549,902</b>	<b>\$ 669,107</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 348,910</b>	<b>\$ 318,685</b>	<b>\$ 427,584</b>	<b>\$ 400,734</b>

## Staffing

Total current authorized positions - 3.15 FTE

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

Total recommended positions - 2.65 FTE

# Community Outreach and Neighborhood Watch

Budget Unit 100-12-632

General Fund - City Manager - Community Outreach and Neighborhood Watch

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 174,348
Fund Balance	\$ -
General Fund Costs	\$ 174,348
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.75 FTE

## Program Overview

Community Outreach programs facilitate communication and enhance cultural understanding in Cupertino neighborhoods. Block Leaders are instrumental in building connected communities, delivering timely and pertinent information to neighbors, and providing input to the City. Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff's Office.

## Service Objectives

- Aid in the development, implementation, and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.
- Get Block Leaders involved in the Parks and Recreation System Master Plan.
- Create and implement Neighborhood Watch meetings and groups.
- Disseminate important City news and safety information.
- Organize and conduct annual National Night Out initiative.

## Proposed Budget

It is recommended that City Council approve a budget of \$174,348 for the Community Outreach and Neighborhood Watch program.

Due to a reorganization, the Community Outreach and Neighborhood Watch program has been moved into the City Manager's Office. This restructuring will ensure a stronger working relationship with other divisions within the City Manager's Office, particularly Public Affairs.

## Special Projects

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

Title	Objective	Budget
<b>Neighborhood Engagement</b>	Increase membership in, and engagement with, neighborhood groups and members. Provide support for Council members who want to conduct town hall/office hour meetings with residents.	\$2,000

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 89,316
Employee Benefits	\$ -	\$ -	\$ -	\$ 29,200
Materials	\$ -	\$ -	\$ -	\$ 10,943
Contract Services	\$ -	\$ -	\$ -	\$ 1,789
Cost Allocation	\$ -	\$ -	\$ -	\$ 43,100
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ 174,348
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ -	\$ -	\$ 174,348

## Staffing

Total current authorized positions - 0.75 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.75 FTE

# Disaster Preparedness

Budget Unit 100-12-633

General Fund - City Manager - Disaster Preparedness

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 393,149
Fund Balance	\$ -
General Fund Costs	\$ 393,149
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.95 FTE

## Program Overview

The mission of the Office of Emergency Services is to lead and direct the City in prevention, preparation, mitigation, response, and recovery from all emergencies, hazards, incidents, and events.

## Service Objectives

- Develop and implement the goals and objectives of Cupertino's Office of Emergency Services.
- Maintain the City's Emergency Operations Center (EOC) in a perpetual state of operational readiness.
- Support Citizen Corps, Cupertino Amateur Radio Emergency Service (CARES), Medical Reserve Corps (MRC), and Community Emergency Response Team (CERT).
- Prepare, test and revise emergency response and recovery policies, plans, and procedures in compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).
- Coordinate training of City staff in personal preparedness, SEMS/NIMS, and EOC functions.
- Maintain effective liaison with local, state, and national emergency management organizations and/or allied disaster preparedness and response agencies.

## Proposed Budget

It is recommended that City Council approve a budget of \$393,149 for the Disaster Preparedness program.

This budget includes funding for disaster preparedness training's and exercises as well as the maintenance of emergency equipment such as fire extinguishers and AEDs. An increase is reflected in Employee Compensation due to part time employee costs that were inadvertently missed as part of last years budget and increased Contract Services as the Disaster Preparedness program is planning on contracting out the creation of the City's Continuity of Operations Plan at a cost of \$75,000.

## Special Projects

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



Special Project	Appropriation	Revenue	Funding Source	Description
Continuity of Operations Contract	\$75,000	\$75,000	General Fund	Continuity of Operations Contract
<b>Total</b>	<b>\$75,000</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 127,596
Employee Benefits	\$ -	\$ -	\$ -	\$ 39,525
Materials	\$ -	\$ -	\$ -	\$ 38,835
Contract Services	\$ -	\$ -	\$ -	\$ 6,000
Cost Allocation	\$ -	\$ -	\$ -	\$ 106,193
Special Projects	\$ -	\$ -	\$ -	\$ 75,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 393,149</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 393,149</b>

## Staffing

Total current authorized positions - 1.00 FTE

Public Safety Commission is now being managed by the Emergency Services Coordinator and 0.05 of their time is allocated in the Public Safety Commission budget.

Total recommended positions - 0.95 FTE

# Economic Development

Budget Unit 100-12-705

General Fund - City Manager - Economic Development

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 330,580
Fund Balance	\$ -
General Fund Costs	\$ 330,580
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	1.00 FTE

## Program Overview

The Economic Development program specifically targets business retention, expansion, and attraction with a focus on small business development, in order to support the City's financial stability.

## Service Objectives

Provide assistance and support to businesses to enable job creation, new business formation, private investment, and industry evolution.

- Conduct outreach to existing small businesses to create strong working relationships.
- Collaborate with internal city team members to keep the needs of businesses in the forefront when reviewing applications and projects.
- Partner with local business associations, agencies, and organizations to create a strong and cohesive network offering business support and assistance.
- Provide the public with current data and information easily accessible online or in printed format.
- Assist with policy formation to align with business and community goals.

## Proposed Budget

It is recommended that City Council approve a budget of \$330,580 for the Economic Development program.

The increase in the Economic Development budget is due to the addition of a \$50,000 annual contract with Buxton (a customer analytics vendor), which will provide essential data and targeted reports to assist with business recruitment and retention. Deliverables would include, but not limited to, the following:

- Develop profile of residents, daytime population and visitors, leveraging mobile analytics and transactional (purchasing) data.
- Understand current retail and restaurant economic conditions.
- Profile new mover population and provide predictive projections.
- Develop and qualify a list of potential retailers and restaurants matching Cupertino's community profile.

- Assemble individualized marketing packages for up to 20 targeted retailers.
- Up to 100 monthly subscriptions for use of Buxton's Local Store Marketing (LSM) program which allows individual small business owners and franchisees to execute marketing campaigns via mobile devices free of charge.

Also contributing to the increase in the Economic Development budget is the increase in membership dues and subscription services (e.g., SVEDA dues and CoStar subscription); increase meeting expenses (special event/luncheon ticket costs); as well as an increase budget to accommodate higher attendance at business meetings, events, and workshops.

Added to Council's 2019-2020 work program is exploring the viability of establishing a small business development center and Cupertino Visitors Center. These will likely entail research and development of operations and a marketing strategy.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 79,716
Employee Benefits	\$ -	\$ -	\$ -	\$ 23,632
Materials	\$ -	\$ -	\$ -	\$ 53,085
Contract Services	\$ -	\$ -	\$ -	\$ 141,988
Cost Allocation	\$ -	\$ -	\$ -	\$ 32,159
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ 330,580
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ -	\$ -	\$ 330,580

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# City Clerk

Budget Unit 100-13-130

General Fund - City Clerk - City Clerk

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 65,544
Total Expenditures	\$ 503,685
Fund Balance	\$ -
General Fund Costs	\$ 438,141
% Funded by General Fund	87.0%
<hr/>	
Total Staffing	2.50 FTE

## Program Overview

The City Clerk's office responsibilities include administrative duties associated with the City Council's agenda and actions; publishing legal notices; posting notice of all commission vacancies; processing codification of City's Municipal Code; records management; compliance with Public Records Act requests; and provides partial mail service for all City Departments.

## Service Objectives

- Ensure compliance with the Brown Act open meetings requirements, Maddy Act Commission vacancy requirements and the Public Records Act, to accurately process documents and maintain a records management system that facilitates timely access to information, including digital access to City records.
- Provide complete, accurate and timely information to the public, staff and City Council.
- Respond to internal routing requests within two working days; respond to internal requests requiring archival research within five working days.
- Respond to Public Record Act requests within the time specified by State law.
- Provide a digital City Council packet to members of the City Council and staff for use on mobile devices.
- Process and sort routine incoming and outgoing mail and packages daily for each department.

## Proposed Budget

It is recommended that City Council approve a budget of \$503,685 for the City Clerk program. This represents a decrease of \$99,513 (-16.5%) from the FY 2019 Adopted Budget.

The decrease is primarily due to the reduction of part time staff costs due to the reallocation of full time to 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 453,952	\$ 80,948	\$ 63,559	\$ 65,544
Miscellaneous Revenue	\$ 300	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 454,252</b>	<b>\$ 80,948</b>	<b>\$ 63,559</b>	<b>\$ 65,544</b>
<b>Expenditures</b>				
Employee Compensation	\$ 312,309	\$ 316,102	\$ 342,977	\$ 292,467
Employee Benefits	\$ 121,263	\$ 125,429	\$ 125,997	\$ 116,739
Materials	\$ 30,527	\$ 25,342	\$ 25,441	\$ 23,894
Contract Services	\$ 34,434	\$ 37,394	\$ 57,531	\$ 33,380
Cost Allocation	\$ 237,115	\$ 53,590	\$ 47,103	\$ 34,341
Contingencies	\$ -	\$ -	\$ 4,149	\$ 2,864
<b>Total Expenditures</b>	<b>\$ 735,648</b>	<b>\$ 557,857</b>	<b>\$ 603,198</b>	<b>\$ 503,685</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 281,396</b>	<b>\$ 476,909</b>	<b>\$ 539,639</b>	<b>\$ 438,141</b>

## Staffing

Total current authorized positions - 2.40 FTE

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

Total recommended positions - 2.50 FTE

# Duplicating and Mail Services

Budget Unit 100-13-132

General Fund - City Clerk - Duplicating and Mail Services

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 42,945
Fund Balance	\$ -
General Fund Costs	\$ 42,945
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Duplicating and Mail budget provides paper, envelope, and postage supplies Citywide, and is responsible for the maintenance costs of the postage and folder-inserter machines.

## Service Objectives

- Supply paper, envelope, and postage Citywide and maintain postage and folder-inserter machines.

## Proposed Budget

It is recommended that City Council approve a budget of \$42,945 for the Duplicating and Mail Services program. This represents a decrease of \$55,966 (-56.6%) from the FY 2019 Adopted Budget.

This decrease is primarily due to centralizing mail services for satellite facilities and reallocation of mail service responsibilities to the City Clerk program. In addition, the purchase of a postage and folder-inserter machine brought down maintenance of equipment cost.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 16,156	\$ 19,907	\$ 22,941	\$ -
Employee Benefits	\$ 442	\$ 7,219	\$ 12,417	\$ -
Materials	\$ 38,930	\$ 37,376	\$ 33,000	\$ 35,000
Contract Services	\$ 13,866	\$ 13,781	\$ 5,630	\$ 5,900
Cost Allocation	\$ -	\$ -	\$ 21	\$ -
Special Projects	\$ -	\$ -	\$ 22,970	\$ -
Contingencies	\$ -	\$ -	\$ 1,932	\$ 2,045
<b>Total Expenditures</b>	<b>\$ 69,394</b>	<b>\$ 78,283</b>	<b>\$ 98,911</b>	<b>\$ 42,945</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 69,394</b>	<b>\$ 78,282</b>	<b>\$ 98,911</b>	<b>\$ 42,945</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Elections

Budget Unit 100-13-133

General Fund - City Clerk - Elections

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 257
Fund Balance	\$ -
General Fund Costs	\$ 257
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The City Clerk's office administers the legislative process including management of local elections and filings of Fair Political Practices Commission documents.

## Service Objectives

- Administer elections and Fair Political Practices Commission filings in compliance with State law.
- Conduct a local election in even-numbered years and ballot measure elections as necessary, in compliance with the California Elections Code.
- Facilitate timely filing of required and voluntary documentation from candidates and election committees, including Nomination Papers, Candidate Statements of Qualification, Campaign Financial Disclosure Statements, and Statements of Economic Interest, as well as candidate biographies and photographs.
- Make election-related information available to the public and news media in a timely manner.

## Proposed Budget

It is recommended that City Council approve a budget of \$257 for the Elections program. This represents a decrease of \$82,483 (-99.7%) from the FY 2019 Adopted Budget.

This decrease is primarily due to there being no regular election for Council seats as that occurs in even-numbered years.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ 6,484	\$ 254	\$ 5,100	\$ 245
Contract Services	\$ 307,736	\$ -	\$ 73,700	\$ -
Cost Allocation	\$ -	\$ 188	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,940	\$ 12
<b>Total Expenditures</b>	<b>\$ 314,220</b>	<b>\$ 442</b>	<b>\$ 82,740</b>	<b>\$ 257</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 314,220</b>	<b>\$ 442</b>	<b>\$ 82,740</b>	<b>\$ 257</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# City Manager Contingency

Budget Unit 100-14-123

General Fund - City Manager Discretionary - City Manager Contingency

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 486,353
Fund Balance	\$ -
General Fund Costs	\$ 486,353
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The City Manager Contingency fund was established to meet citywide unexpected expenses that may occur during the year. In FY 2014, an Appropriations for Contingency expenditure category was added to each General Fund department to serve as a contingency for any unexpected expenditures that might occur. This category is 5% of each program's budgeted materials and contract services. A second level of contingency was also established for unexpected expenditures that may occur over the 5% contingency. For all programs within the General Fund, 5% of the total budgeted materials and contract services were placed in this program. This brings total Appropriations for Contingencies for the General Fund to 10% of total budgeted materials and contract services. This percentage is consistent with best practices adopted by the Governmental Accounting Standards Board (GASB) which recommended 5-15% contingency. Any unspent contingency funds will go to fund balance at the end of the year.

## Proposed Budget

It is recommended that City Council approve a budget of \$486,353 for the City Manager Contingency program. This represents a decrease of \$107,308 (-18.1%) from the FY 2019 Adopted Budget.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Cost Allocation	\$ -	\$ 821	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 593,661	\$ 486,353
<b>Total Expenditures</b>	\$ -	\$ 821	\$ 593,661	\$ 486,353
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ 821	\$ 593,661	\$ 486,353

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# City Attorney

Budget Unit 100-15-141

General Fund - City Attorney - City Attorney

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 399,766
Total Expenditures	\$ 2,094,534
Fund Balance	\$ -
General Fund Costs	\$ 1,694,768
% Funded by General Fund	80.9%
<hr/>	
Total Staffing	1.00 FTE

## Program Overview

The City Attorney is appointed by the City Council to manage the legal affairs of the City, including the operation of the City Attorney's Office. The City Attorney's Office provides all legal services that are needed to support the City Council, City Commissions, City Manager, department directors, and City staff.

## Service Objectives

The mission of the City Attorney's Office is to protect and defend the City by all legal and ethical means and to provide the municipal corporation with high-quality legal service and advice. These legal services include the following:

- Prosecute and defend the City in any legal action such as civil matters involving personal injury or property damage, employment practices, code enforcement, or any administrative action arising out of City business.
- Manage all liability claims filed against the City including investigation and disposition.
- Attend City Council, Planning Commission, and other public meetings as requested.
- Prepare and review proposed legislation including ordinances and resolutions.
- Draft and/or review contracts, agreements, and other legal documents.
- Conduct legal research and analysis, and prepare legal memoranda.
- Provide legal support for special projects, among other things.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,094,534 for the City Attorney program. This represents a decrease of \$35,458 (-1.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged from last fiscal year. The outsourcing of City Attorney services resulted in reduced costs in employee salaries and benefits due to the elimination of all but one position. This is offset by an increase in contract City Attorney services and anticipated demand for legal services in Fiscal Year 2019-20.

The following table shows contract attorney services for the fiscal year.

<b>Legal Service</b>	<b>Appropriation</b>
General City Attorney Services	\$1,200,000
Specialized Attorney Services	\$165,000
Litigation and Related Services	\$500,000
<b>Total</b>	<b>\$1,865,000</b>

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Charges for Services	\$ 1,685,107	\$ 263,032	\$ 194,351	\$ 399,766
<b>Total Revenues</b>	<b>\$ 1,685,107</b>	<b>\$ 263,032</b>	<b>\$ 194,351</b>	<b>\$ 399,766</b>
<b>Expenditures</b>				
Employee Compensation	\$ 477,500	\$ 627,231	\$ 872,634	\$ 100,184
Employee Benefits	\$ 152,077	\$ 248,622	\$ 368,639	\$ 50,036
Materials	\$ 33,200	\$ 45,240	\$ 59,546	\$ 11,070
Contract Services	\$ 586,812	\$ 387,357	\$ 697,374	\$ 1,865,000
Cost Allocation	\$ 162,867	\$ 38,248	\$ 93,953	\$ 68,244
Contingencies	\$ 318	\$ -	\$ 37,846	\$ -
<b>Total Expenditures</b>	<b>\$ 1,412,774</b>	<b>\$ 1,346,698</b>	<b>\$ 2,129,992</b>	<b>\$ 2,094,534</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (272,332)</b>	<b>\$ 1,083,666</b>	<b>\$ 1,935,641</b>	<b>\$ 1,694,768</b>

## Staffing

Total current authorized positions - 1.00 FTE

In FY 2019, outsourcing City Attorney services resulted in the elimination of 4 FTE positions.

Total recommended positions - 1.00 FTE

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# Law Enforcement

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
<b>Law Enforcement</b>		<b>\$ 14,077,937</b>
100-20-200	Law Enforcement	\$ 14,026,201
100-20-201	Interoperability Project	\$ 51,736
100-20-202	Code Enforcement	\$ -
<b>Total</b>		<b>\$ 14,077,937</b>

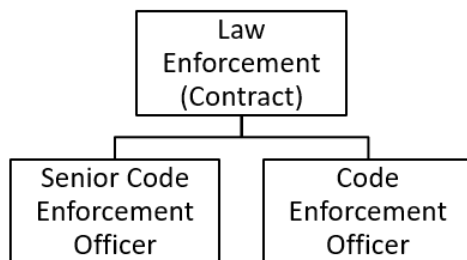
# Department Overview

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 1,070,979
Total Expenditures	\$ 14,077,937
Fund Balance	\$ -
General Fund Costs	\$ 13,006,958
% Funded by General Fund	92.4%
Total Staffing	0.00 FTE

## Organization

**Captain Rich Urena**, Office of the Sheriff



## Performance Measures

Goal: Maintain a safe environment to live, work, learn and play.

Benefit: All members of the community are safe, informed, empowered and supported.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Response time for emergency calls				
Priority 1	5.07	4.14	3.95	5 minutes
Priority 2	8.00	7.14	6.33	9 minutes
Priority 3	15.79	14.36	13.23	20 minutes
% programs maintaining minimum attendance				
Teen Academy	85%	100%	100%	80%
Citizen Academy	55%	100%	N/A	80%

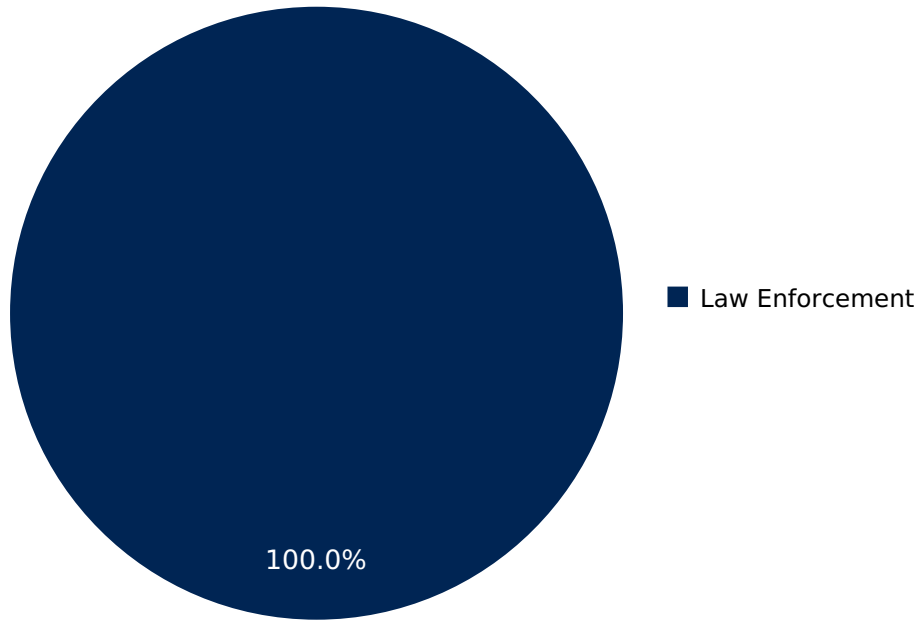


## Proposed Budget

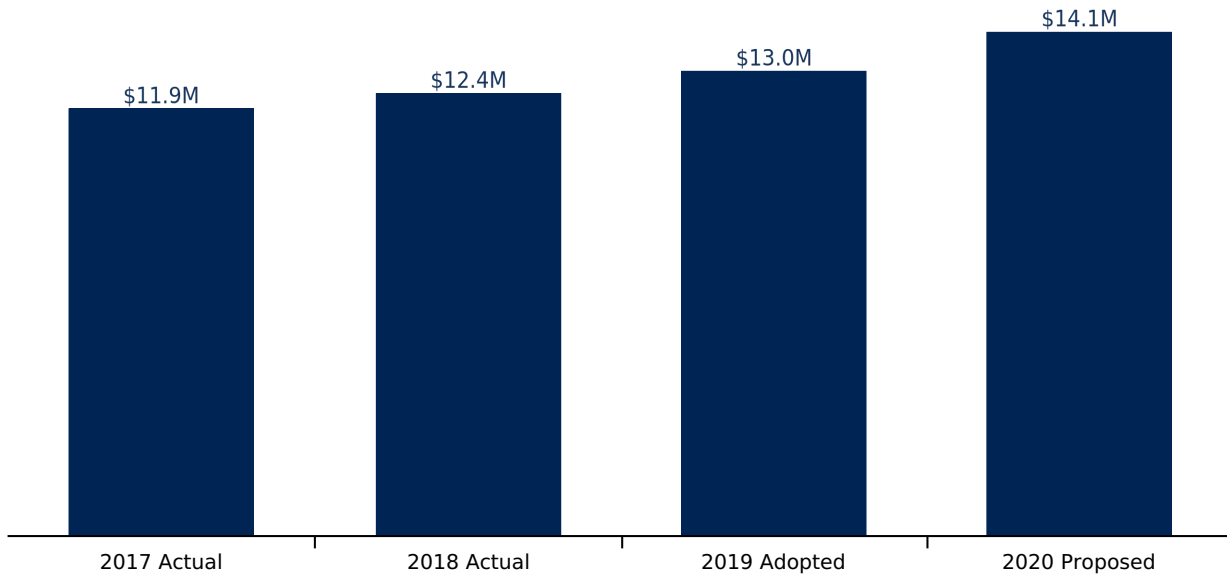
It is recommended that City Council approve a budget of \$14,077,937 for the Law Enforcement department. This represents an increase of \$1,089,584 (8.4%) from the FY 2019 Adopted Budget.

The increase is primarily due to increases in the City's Law Enforcement contract with the Santa Clara County Sheriff's Office.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 129,324	\$ 139,416	\$ 100,000	\$ 100,500
Charges for Services	\$ 292	\$ 131,842	\$ 60,000	\$ 61,500
Fines and Forfeitures	\$ 593,122	\$ 575,032	\$ 615,000	\$ 350,000
Miscellaneous Revenue	\$ 85,795	\$ -	\$ -	\$ 558,979
<b>Total Revenues</b>	<b>\$ 808,533</b>	<b>\$ 846,290</b>	<b>\$ 775,000</b>	<b>\$ 1,070,979</b>
<b>Expenditures</b>				
Employee Compensation	\$ 226,592	\$ 236,925	\$ 243,838	\$ -
Employee Benefits	\$ 86,879	\$ 97,924	\$ 101,379	\$ -
Materials	\$ 61,638	\$ 92,046	\$ 68,578	\$ 51,803
Contract Services	\$ 11,390,393	\$ 11,772,706	\$ 12,482,024	\$ 13,965,319
Cost Allocation	\$ 173,593	\$ 163,020	\$ 72,847	\$ 58,388
Special Projects	\$ -	\$ -	\$ 7,328	\$ -
Contingencies	\$ -	\$ -	\$ 12,359	\$ 2,427
<b>Total Expenditures</b>	<b>\$ 11,939,095</b>	<b>\$ 12,362,621</b>	<b>\$ 12,988,353</b>	<b>\$ 14,077,937</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 11,130,560</b>	<b>\$ 11,516,331</b>	<b>\$ 12,213,353</b>	<b>\$ 13,006,958</b>

# Law Enforcement

Budget Unit 100-20-200

General Fund - Law Enforcement - Law Enforcement

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,070,979
Total Expenditures	\$ 14,026,201
Fund Balance	\$ -
General Fund Costs	\$ 12,955,222
% Funded by General Fund	92.4%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Law Enforcement program provides law enforcement, emergency communications, School Resource Officers, and the Youth Probation Program. Law enforcement services are provided by the Santa Clara County Sheriff's Office, while communications services are provided by the Santa Clara County General Services Administration. The County's Youth Probation Program, also managed by the Sheriff's Office, is funded through a partnership with the Cupertino Union School District and the City of Cupertino. Other services include general law enforcement (patrol), traffic enforcement and investigation, detective services, and additional resources from specialized units.

The State allocates the Citizens Option for Public Safety (COPS) grant to cities and counties for front-line law enforcement purposes. Funding is allocated proportionately based on population size with a minimum allocation of \$100,000 per jurisdiction. This grant will be used to partially offset the cost of a second School Resource Officer that was added in the FY 2017 school year.

## Service Objectives

- Protect life and property through innovative and progressive policing methods.
- Respond to Priority 1 emergency situations within an average of fewer than five minutes.
- Enforce the vehicle code with the goal of increasing traffic safety.
- Divert first time/minor youth offenders from the juvenile justice system.
- Provide daily on-site interaction with our youth.

## Proposed Budget

It is recommended that City Council approve a budget of \$14,026,201 for the Law Enforcement program. This represents an increase of \$1,722,172 (14.0%) from the FY 2019 Adopted Budget.

This increase is related to increases in the City's Law Enforcement contract with the Santa Clara County Sheriff's Office and increased service levels due to the addition of a traffic deputy that is funded by a donation from Apple Inc.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 129,324	\$ 139,416	\$ 100,000	\$ 100,500
Charges for Services	\$ -	\$ 129,610	\$ 60,000	\$ 61,500
Fines and Forfeitures	\$ 332,383	\$ 295,283	\$ 350,000	\$ 350,000
Miscellaneous Revenue	\$ 85,795	\$ -	\$ -	\$ 558,979
<b>Total Revenues</b>	<b>\$ 547,502</b>	<b>\$ 564,309</b>	<b>\$ 510,000</b>	<b>\$ 1,070,979</b>
<b>Expenditures</b>				
Materials	\$ 51,709	\$ 51,483	\$ 51,803	\$ 51,803
Contract Services	\$ 11,124,953	\$ 11,505,817	\$ 12,203,080	\$ 13,916,780
Cost Allocation	\$ 68,322	\$ 70,655	\$ 41,818	\$ 57,618
Special Projects	\$ -	\$ -	\$ 7,328	\$ -
<b>Total Expenditures</b>	<b>\$ 11,244,984</b>	<b>\$ 11,627,955</b>	<b>\$ 12,304,029</b>	<b>\$ 14,026,201</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 10,697,482</b>	<b>\$ 11,063,646</b>	<b>\$ 11,794,029</b>	<b>\$ 12,955,222</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Interoperability Project

Budget Unit 100-20-201

General Fund - Law Enforcement - Interoperability Project

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 51,736
Fund Balance	\$ -
General Fund Costs	\$ 51,736
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Silicon Valley Regional Interoperability Authority (SVRIA) was formed under the Joint Exercise of Powers Act (JPA) to provide interoperable communications solutions to its members. The SVRIA represents the interests of all public safety agencies in Santa Clara County through its members. It services the Santa Clara Operational Area which includes the County of Santa Clara, its fifteen cities and towns, and all special districts.

## Service Objectives

- SVRIA exists to identify, coordinate, and implement communications interoperability solutions to its member agencies. The purpose of these projects is to seamlessly integrate voice and data communications between law enforcement, the fire and rescue service, emergency medical services, and emergency management for routine operations, critical incidents, and disaster response and recovery.

## Proposed Budget

It is recommended that City Council approve a budget of \$51,736 for the Interoperability Project program. This represents an increase of \$2,138 (4.3%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 48,359	\$ 48,359	\$ 48,539	\$ 48,539
Cost Allocation	\$ 268	\$ 274	\$ 1,059	\$ 770
Contingencies	\$ -	\$ -	\$ -	\$ 2,427
<b>Total Expenditures</b>	<b>\$ 48,627</b>	<b>\$ 48,633</b>	<b>\$ 49,598</b>	<b>\$ 51,736</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 48,627</b>	<b>\$ 48,633</b>	<b>\$ 49,598</b>	<b>\$ 51,736</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Code Enforcement

Budget Unit 100-20-202

General Fund - Law Enforcement - Code Enforcement

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to a new Code Enforcement division in Planning and Community Development as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-74-202. This program will remain in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 292	\$ 2,232	\$ -	\$ -
Fines and Forfeitures	\$ 260,739	\$ 279,749	\$ 265,000	\$ -
<b>Total Revenues</b>	<b>\$ 261,031</b>	<b>\$ 281,981</b>	<b>\$ 265,000</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 226,592	\$ 236,925	\$ 243,838	\$ -
Employee Benefits	\$ 86,879	\$ 97,924	\$ 101,379	\$ -
Materials	\$ 9,929	\$ 40,563	\$ 16,775	\$ -
Contract Services	\$ 217,081	\$ 218,530	\$ 230,405	\$ -
Cost Allocation	\$ 105,003	\$ 92,091	\$ 29,970	\$ -
Contingencies	\$ -	\$ -	\$ 12,359	\$ -
<b>Total Expenditures</b>	<b>\$ 645,484</b>	<b>\$ 686,033</b>	<b>\$ 634,726</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 384,451</b>	<b>\$ 404,052</b>	<b>\$ 369,726</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

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# Innovation and Technology

Budget Unit	Program	2020 Proposed Budget
<b>I&amp;T Administration</b>		<b>\$ 297,998</b>
100-30-300	Innovation & Technology Administration	\$ -
610-30-300	Innovation & Technology Administration	\$ 297,998
100-30-304	Cupertino Scene	\$ -
<b>Video</b>		<b>\$ 1,435,046</b>
100-31-305	Video	\$ 1,358,099
100-31-307	Public Access Support	\$ 76,947
<b>Applications</b>		<b>\$ 1,943,651</b>
100-32-308	Applications	\$ 1,943,651
<b>Infrastructure</b>		<b>\$ 2,060,644</b>
610-34-310	Infrastructure	\$ 2,060,644
<b>GIS</b>		<b>\$ 1,096,093</b>
610-35-986	GIS	\$ 1,096,093
<b>Non-Departmental</b>		<b>\$ -</b>
610-90-989	Network Upgrade	\$ -
<b>Total</b>		<b>\$ 6,833,432</b>

# Department Overview

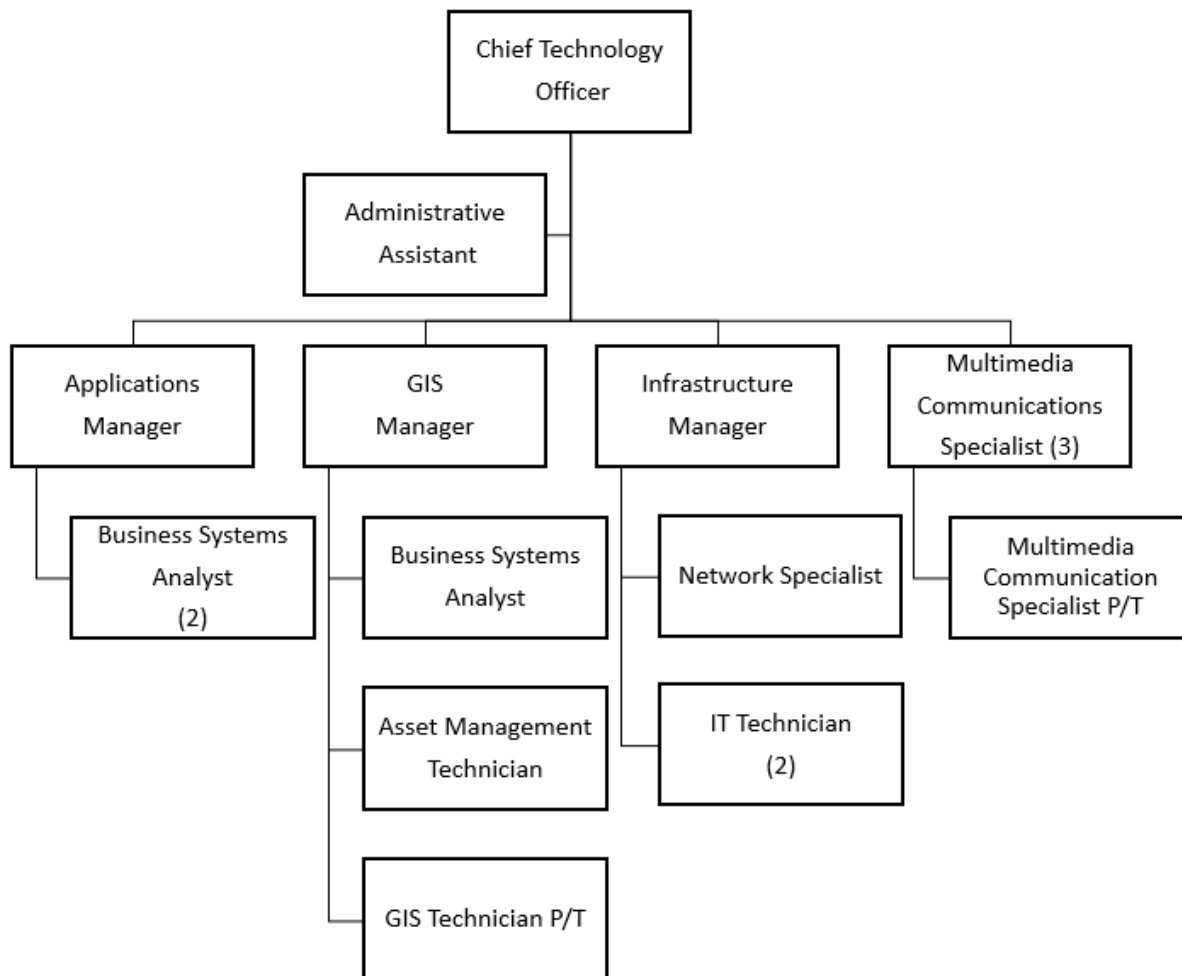
## Budget at a Glance

### 2020 Proposed Budget

Total Revenues	\$ 2,741,301
Total Expenditures	\$ 6,833,432
Fund Balance	\$ (651,034)
General Fund Costs	\$ 3,441,097
% Funded by General Fund	50.4%
Total Staffing	14.95 FTE

## Organization

**Bill Mitchell**, Chief Technology Officer



## Performance Measures

Goal: Provide superior delivery of information and technology services to city employees and constituents while continually enhancing levels of engagement.

Benefit: Integrated information services enable customer access to the tools and information they need, when and where they need it.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
GIS: Open Data site visits per month	170	200	202	140
GIS: Hours Spent Developing Applications	Not tracked	Not tracked	Not tracked	600
GIS: Number of annual requests (map, data, Web applications, Cityworks, schema, other) completed	325	360	175	400
GIS: Property Information site visits per month	190	369/No Data	349/No Data	200
GIS: Cityworks utilization - number of assets maintained / number of active users in the system	30/23	36/32	40/36	30/30
Video: Percentage of total video productions performed vs scheduled productions <sup>1</sup>	235% 40/17	455% 50/11	148% 34/23	100%
Video: Percentage of total engineering projects vs scheduled projects <sup>1</sup>	129% 9/7	143% 10/7	117% 7/6	100%
Video: Total video views on Youtube and Granicus platforms combined <sup>1</sup>	135,836	138,723	79,144	5% annual increase
Infrastructure: Percentage based upon number of scheduled projects/Number of projects completed on time	84%	160% 8/5	100% 6/6	100%
Infrastructure: Percentage based upon number of HelpDesk KACE tickets/SLA measurements	94%	99%	99%	90%
Infrastructure: % Customer satisfaction based upon Satisfaction Rate from KACE tickets	100%	100%	99.30%	85%
Infrastructure: % of network uptime (not including planned maintenance)	99.99%	99.99%	99.80%	99.99%

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Applications: % of citywide-enterprise application project management performed on time and on budget	95%	96%	95%	95%
Applications: Number of website visits/hits <sup>2</sup>	1,001,398	1,573,821	802,899	5% annual increase

<sup>1</sup> Tracking started in FY 2017 Q2

<sup>2</sup> Corrected to include total number of visits/hits

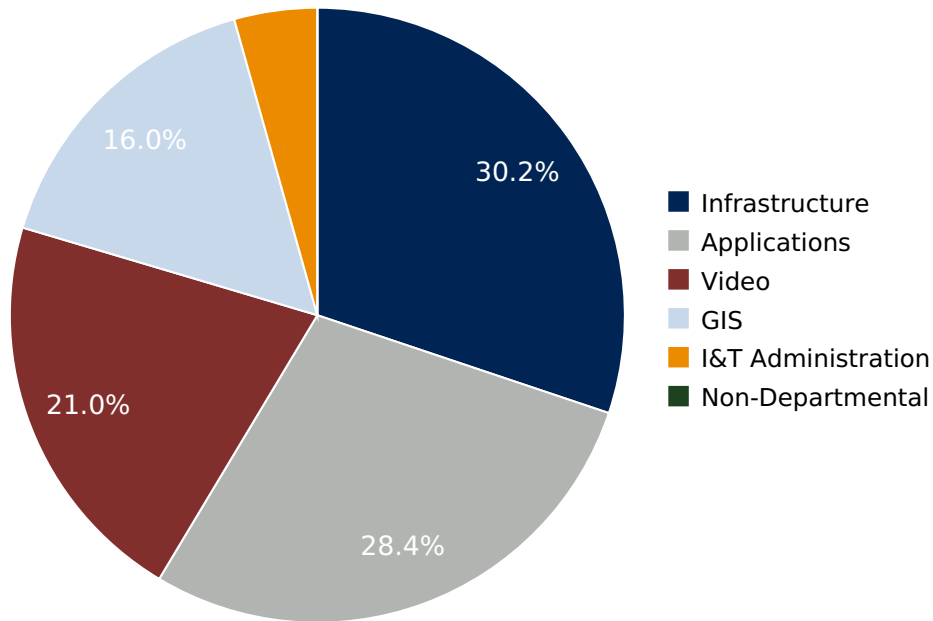
## Proposed Budget

It is recommended that City Council approve a budget of \$6,833,432 for the Innovation and Technology department. This represents a decrease of \$1,061,854 (-13.4%) from the FY 2019 Adopted Budget.

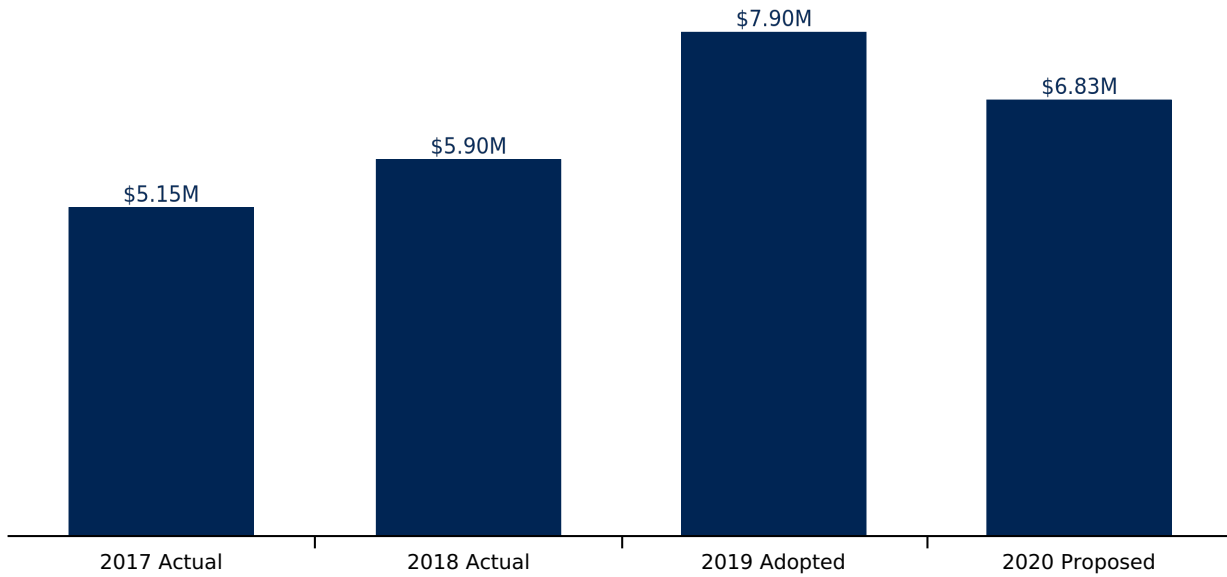
For the past two years, the Innovation Technology (IT) Department has totally re-engineered the compute and applications infrastructure for the City. Improvements include the total rebuild of the City's wired/wireless network, server, audio/visual, telephone, and storage environments. Additionally, solid cyber-security and disaster recovery solutions were implemented. Finally, the replacement or enhancements to all the City's main applications were also achieved. These include implementing a new Parks & Recreation application (ACTIVENet), a new Land Management System (Accela), and additional modules for both our Financial ERP (New World) and Asset and Work Order Management System (Cityworks). IT, as a Department has evolved from a reactive help desk posture to an integrated business partner.

For FY 2019-20 IT will move from building to enhancing and managing the environment we have spent the last two years building. IT staff will learn to master the intricacies of the various applications and hardware elements with an eye to providing even better service and support to City residents, customers and staff. The decrease in budget requests aligns with moving from a build to maintain/support function.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 113,150	\$ 10,491	\$ 3,753,928	\$ 2,741,301
<b>Total Revenues</b>	<b>\$ 113,150</b>	<b>\$ 10,491</b>	<b>\$ 3,753,928</b>	<b>\$ 2,741,301</b>
<b>Expenditures</b>				
Employee Compensation	\$ 1,565,084	\$ 1,875,708	\$ 2,048,366	\$ 2,075,295
Employee Benefits	\$ 658,485	\$ 800,653	\$ 833,134	\$ 818,509
Materials	\$ 144,653	\$ 1,509,073	\$ 1,552,252	\$ 1,497,068
Contract Services	\$ 1,136,355	\$ 741,129	\$ 1,433,822	\$ 940,743
Cost Allocation	\$ 945,462	\$ 781,281	\$ 1,195,485	\$ 1,133,538
Capital Outlays	\$ -	\$ 19,565	\$ -	\$ -
Special Projects	\$ 698,479	\$ 172,360	\$ 686,500	\$ 265,500
Contingencies	\$ -	\$ -	\$ 145,727	\$ 102,779
<b>Total Expenditures</b>	<b>\$ 5,148,518</b>	<b>\$ 5,899,769</b>	<b>\$ 7,895,286</b>	<b>\$ 6,833,432</b>
<b>Fund Balance</b>	<b>\$ (2,241,076)</b>	<b>\$ (2,381,425)</b>	<b>\$ (427,095)</b>	<b>\$ (651,034)</b>
<b>General Fund Costs</b>	<b>\$ 5,150,664</b>	<b>\$ 3,507,850</b>	<b>\$ 3,714,263</b>	<b>\$ 3,441,097</b>



# Innovation & Technology Administration

Budget Unit 100-30-300

General Fund - I&T Administration - Innovation & Technology Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<b>Total Staffing</b>	<b>0.00 FTE</b>

## Program Overview

In FY 2017, this program was largely split between Innovation & Technology Administration and the Public Affairs Program within the City Manager's Office as part of a department reorganization. A discussion of the Innovation & Technology Administration program can be found under Budget Unit 610-30-300. This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Cost Allocation	\$ 3,880	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 3,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 3,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Innovation & Technology Administration

Budget Unit 610-30-300

Information Technology - I&T Administration - Innovation & Technology Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 235,631
Total Expenditures	\$ 297,998
Fund Balance	\$ (62,367)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.55 FTE

## Program Overview

The Innovation & Technology Department Administration Division is responsible for the management, strategic planning, governance, policy setting and leadership in the use of computer, video, radio, GIS, and telecommunications technologies to support the delivery of cost-effective services to the City of Cupertino. Additionally, Administration is responsible for budget development, procurement, and administrative services.

## Service Objectives

- Develop a roadmap to effectively leverage existing technology and adopt emerging technology to meet business needs.
- Create and sustain a workplace atmosphere that promotes a balance between employee innovation, accountability and business needs.
- Ensure two-way communication between and among the City organization and stakeholders.
- Improve user experience including ease of use, availability, and accessibility within the context of compliance with industry standards.
- Ensure transparent and easy access to City information and services via multiple technologies, e.g. social media, TV, web, and radio.

## Proposed Budget

It is recommended that City Council approve a budget of \$297,998 for the Innovation & Technology Administration program. This represents a decrease of \$107,036 (-26.4%) from the FY 2019 Adopted Budget.

For the past two years the Innovation Technology (IT) Department has totally re-engineered the compute and applications infrastructure for the City. This monumental task aligns with the the City's 2016 strategic plan. The majority (93%) of the elements are now complete. The reduction in budget reflects moving from a build to maintain/support function.

## Special Projects

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

The City's current IT Strategic Plan is 93% complete. The IT Administration Division will create a new three-year strategic plan for FY 2020-2023.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 111,225	\$ -	\$ 359,741	\$ 235,631
<b>Total Revenues</b>	<b>\$ 111,225</b>	<b>\$ -</b>	<b>\$ 359,741</b>	<b>\$ 235,631</b>
<b>Expenditures</b>				
Employee Compensation	\$ 114,473	\$ 143,639	\$ 94,970	\$ 81,057
Employee Benefits	\$ 51,036	\$ 66,242	\$ 45,504	\$ 33,737
Materials	\$ 16,716	\$ 14,004	\$ 17,901	\$ 17,223
Contract Services	\$ 12,435	\$ 3,017	\$ 152,200	\$ 75,223
Cost Allocation	\$ 100,818	\$ 20,080	\$ 85,954	\$ 89,236
Contingencies	\$ -	\$ -	\$ 8,505	\$ 1,522
<b>Total Expenditures</b>	<b>\$ 295,478</b>	<b>\$ 246,982</b>	<b>\$ 405,034</b>	<b>\$ 297,998</b>
<b>Fund Balance</b>	<b>\$ (43,523)</b>	<b>\$ (246,981)</b>	<b>\$ (45,293)</b>	<b>\$ (62,367)</b>
<b>General Fund Costs</b>	<b>\$ 140,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.70 FTE

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

Total recommended positions - 0.55 FTE

# Cupertino Scene

Budget Unit 100-30-304

General Fund - I&T Administration - Cupertino Scene

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2017, the Cupertino Scene program was moved into Administration - Public Affairs as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-12-126. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<hr/>				
<b>Revenues</b>				
<hr/>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<hr/>				
<b>Expenditures</b>				
Cost Allocation	\$ 479	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 479	\$ -	\$ -	\$ -
<hr/>				
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<hr/>				
<b>General Fund Costs</b>	\$ 479	\$ -	\$ -	\$ -

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Video

Budget Unit 100-31-305

General Fund - Video - Video

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 9,600
Total Expenditures	\$ 1,358,099
Fund Balance	\$ -
General Fund Costs	\$ 1,348,499
% Funded by General Fund	99.3%
Total Staffing	3.25 FTE

## Program Overview

The primary goal of the Video Division is to increase public awareness, interest, understanding, and participation in the issues, programs, and services presented by the city of Cupertino. The staff promotes city services and programs through its 24/7 government access channel, radio station, digital signage network, city website, and numerous online video platforms. In addition, the video staff provides multimedia production services and technical support for all city departments. Video staff also oversees the design, maintenance, and engineering of the City's broadcast and audiovisual systems.

## Service Objectives

Video staff works together to manage and maintain the following city services:

- City Channel, the government access television channel which provides 24/7 information to Cupertino residents, includes full coverage of city meetings, community events, town hall forums, press conferences, election coverage, and local speaker series, as well as educational programming and state government affairs programming
- Webcasting and video on demand services for live streaming city meetings, events and other programs of interest
- Radio Cupertino for emergency and community information for public service announcements, traffic alerts, and weather forecasts
- Digital signage to promote city programs and events via electronic displays in city facilities
- Multimedia production services and maintenance of city video equipment

## Proposed Budget

It is recommended that City Council approve a budget of \$1,358,099 for the Video program. This represents a decrease of \$199,473 (-12.8%) from the FY 2019 Adopted Budget.

For the past two years the Video Division has totally re-engineered the audio visual (A/V) infrastructure for the City. Improvements include the City's video control room, Community Hall AV environment, as well as implementing new AV solution for several conference rooms.

For FY 2019-20, the Video Division will move from building to enhancing and managing the environment we have spent the last two years building.

## Special Projects

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

One area that still requires AV upgrades is the Cupertino Room located at Quinlan Community Center. Additionally, staff will upgrade an 10 year old video server.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,925	\$ 10,491	\$ -	\$ 9,600
<b>Total Revenues</b>	<b>\$ 1,925</b>	<b>\$ 10,491</b>	<b>\$ -</b>	<b>\$ 9,600</b>
<b>Expenditures</b>				
Employee Compensation	\$ 431,236	\$ 501,030	\$ 493,990	\$ 505,959
Employee Benefits	\$ 164,099	\$ 184,147	\$ 187,251	\$ 189,897
Materials	\$ 32,127	\$ 37,688	\$ 78,050	\$ 107,040
Contract Services	\$ 58,543	\$ 86,141	\$ 121,900	\$ 110,468
Cost Allocation	\$ 253,380	\$ 204,749	\$ 344,883	\$ 280,610
Special Projects	\$ 348,273	\$ 126,281	\$ 321,500	\$ 155,000
Contingencies	\$ -	\$ -	\$ 9,998	\$ 9,125
<b>Total Expenditures</b>	<b>\$ 1,287,658</b>	<b>\$ 1,140,036</b>	<b>\$ 1,557,572</b>	<b>\$ 1,358,099</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 3,161,304</b>	<b>\$ 1,129,545</b>	<b>\$ 1,557,572</b>	<b>\$ 1,348,499</b>

## Staffing

Total current authorized positions - 3.20 FTE

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

Total recommended positions - 3.25 FTE



# Public Access Support

Budget Unit 100-31-307

General Fund - Video - Public Access Support

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 76,947
Fund Balance	\$ -
General Fund Costs	\$ 76,947
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The City assists in the funding of the KMVT Community Access Television Program.

## Service Objectives

- Encourage Cupertino-based individuals and groups to use the community television production facilities for the purpose of expressing their interests, concerns, and ideas in a socially responsible manner.
- Provide professional training in hands-on video production by providing access to television equipment, computers, and software that would be otherwise out of reach of the average person.
- Provide workshops on all aspects of television production--including how to run a video camera, photography, editing, visual effects, social media, podcasting, and video blogging.
- Assist individuals and community groups to develop and produce programs for broadcast on the community access channel.

## Proposed Budget

It is recommended that City Council approve a budget of \$76,947 for the Public Access Support program. This represents an increase of \$3,444 (4.7%) from the FY 2019 Adopted Budget.

This budget reflects the City's partnership with KMVT.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 65,586	\$ 68,121	\$ 71,542	\$ 71,542
Cost Allocation	\$ 842	\$ 893	\$ 1,961	\$ 1,828
Contingencies	\$ -	\$ -	\$ -	\$ 3,577
<b>Total Expenditures</b>	<b>\$ 66,428</b>	<b>\$ 69,014</b>	<b>\$ 73,503</b>	<b>\$ 76,947</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 66,428</b>	<b>\$ 69,014</b>	<b>\$ 73,503</b>	<b>\$ 76,947</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Applications

Budget Unit 100-32-308

General Fund - Applications - Applications

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,943,651
Fund Balance	\$ -
General Fund Costs	\$ 1,943,651
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	3.45 FTE

## Program Overview

The Applications Division is responsible for the development, procurement, project management, implementation and ongoing maintenance of all enterprise level applications, e.g., Financial Enterprise Resource Planning (ERP), Land Based Management System, and Recreation Software. Additionally, the Applications Division is responsible for the City's website, Intranet, mobile apps and e-services applications like permit, contract management and bid management applications.

## Service Objectives

- Deliver business solutions that meet customer requirements and integrate within the City's application framework.
- Assist departments in developing streamlined and effective business processes that are easy to understand and translate into existing and new enterprise applications.
- Work closely with City staff and members of the community to ensure that the City's enterprise applications are relevant and provide value to all the stakeholders.
- Collaborate with various city departments to determine that the City's enterprise applications meet the functional requirements and long-term application implementation strategy of the organization.
- Create and maintain effective online and mobile user access to municipal information and services.
- Enable and facilitate the use of communication and technical resources by nontechnical staff and customers.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,943,651 for the Applications program. This represents a decrease of \$139,537 (-6.7%) from the FY 2019 Adopted Budget.

During the last fiscal year, the Application division implemented large enterprise applications as well as various other applications. This fiscal year, the Application team will support and maintain these applications by doing application integrations and building custom reporting to help run city's business processes more

smoothly and seamlessly. The Application staff will focus on using Business Intelligence tools to perform data analysis and building custom dashboards thus developing the data analysis functionality layer on top of citywide applications.

## Special Projects

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

Description	FY 2020 One Time	FY 2020 Ongoing
<b>Materials</b>		
Laserfiche Server Upgrade Public Port to Laserfiche Server - Mitigate licensing constraints	\$ 20,000.00	\$ 3,000.00
PDOX Upgrade - Current version support end Dec 2019, Project Flow, Accela Integration. Needs to be done by Q2	\$ 55,000.00	\$ 8,250
Smarsh	\$ 60,000.00	\$ 40,000.00
Legistar & Vision Integration - Calendar	\$ 5,000.00	\$ 0
GovDelivery - Solve Notification Errors	\$11,500.00	\$ 7,500.00
	<b>\$ 151,500.00</b>	<b>\$ 59,500.00</b>
<b>Contract Services</b>		
Laserfiche - Vision Integration (Calendar)	\$ 5,000.00	\$ 0
GovDelivery - Vision - eNotification	\$ 11,500.00	\$ 7,500.00
	<b>\$ 16,500.00</b>	<b>\$ 7,500.00</b>

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 253,732	\$ 425,079	\$ 495,445	\$ 506,539
Employee Benefits	\$ 76,533	\$ 152,025	\$ 203,014	\$ 172,493
Materials	\$ 27,593	\$ 872,533	\$ 824,604	\$ 776,401
Contract Services	\$ 77,544	\$ 214,457	\$ 357,800	\$ 267,502
Cost Allocation	\$ 57,569	\$ 84,240	\$ 143,205	\$ 178,096
Special Projects	\$ 13,330	\$ 11,250	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 59,120	\$ 42,620
<b>Total Expenditures</b>	<b>\$ 506,301</b>	<b>\$ 1,759,584</b>	<b>\$ 2,083,188</b>	<b>\$ 1,943,651</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 987,103</b>	<b>\$ 1,759,583</b>	<b>\$ 2,083,188</b>	<b>\$ 1,943,651</b>

## Staffing

Total current authorized positions - 3.45 FTE

Total recommended positions - 3.45 FTE

# Infrastructure

Budget Unit 610-34-310

Information Technology - Infrastructure - Infrastructure

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,629,376
Total Expenditures	\$ 2,060,644
Fund Balance	\$ (359,268)
General Fund Costs	\$ 72,000
% Funded by General Fund	3.5%
Total Staffing	4.50 FTE

## Program Overview

The IT Infrastructure Division is responsible for technology-related expenses for the citywide management of information technology services. The Infrastructure Manager and staff are responsible for computer helpdesk, network availability, and performance, security and compliance, incident response, disaster recovery and business continuity, project management of implementations and upgrades, purchasing and inventory control, technical training, and maintenance of systems. Infrastructure is also tasked with ensuring that the City continues to follow best practices in technology adoption and security practices.

## Service Objectives

- Provide and continuously improve helpdesk support as this function is often the face of IT that staff interacts with on a daily basis.
- Maintain standards and procedures for the replacement, support, and maintenance of all City-owned computing devices, printers, networks, peripherals and systems defined by City policy.
- Continue innovation and outreach to ensure the City follows best IT practices relating to equipment, policy, and security practices.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,060,644 for the Infrastructure program. This represents a decrease of \$608,274 (-22.8%) from the FY 2019 Adopted Budget.

Over the past two years the Infrastructure Division has totally re-engineered the compute and applications infrastructure for the City. Improvements include the total rebuild of the City's wired/wireless network, server, telephone, and storage environments. Additionally, solid cyber security and disaster recovery solutions were implemented.

For FY19/20 IT will move from build to enhance/manage the environment we have spent the last two years building. Infrastructure staff will learn to master the intricacies of the various applications and hardware elements with an eye to provide even better service and support to City residents, customers and staff. The decrease in budget request aligns with moving from a build to maintain/support posture. While the overall

budget is reduced significantly, addition funds are requested in the areas of additional conferences. IT Conferences provide formal training, expert/peer networking, best practices as well as proposed road maps for future direction. The opportunity to achieve all of these within one setting is invaluable.

## Special Projects

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

<b>Special Projects/Capital Outlays</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Laserfiche Data WORM Replication	\$50,000	\$50,000	Internal Service Fund	Maintenance and storage solution
Plotter and Scanner (Large Format Printer) Replacement	\$11,000	\$11,000	Internal Service Fund	Replace 7 year old plotter
Building Security and Video	\$49,500	\$49,500	Internal Service Fund	Security and surveillance enhancements
Total	\$110,500			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ 2,284,031	\$ 1,629,376
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,284,031</b>	<b>\$ 1,629,376</b>
<b>Expenditures</b>				
Employee Compensation	\$ 502,547	\$ 445,632	\$ 536,002	\$ 527,859
Employee Benefits	\$ 240,731	\$ 235,859	\$ 228,253	\$ 251,652
Materials	\$ 57,253	\$ 503,552	\$ 455,037	\$ 431,601
Contract Services	\$ 698,090	\$ 254,464	\$ 579,600	\$ 306,254
Cost Allocation	\$ 446,391	\$ 373,784	\$ 453,294	\$ 398,216
Special Projects	\$ -	\$ 34,829	\$ 365,000	\$ 110,500
Contingencies	\$ -	\$ -	\$ 51,732	\$ 34,562
<b>Total Expenditures</b>	<b>\$ 1,945,012</b>	<b>\$ 1,848,120</b>	<b>\$ 2,668,918</b>	<b>\$ 2,060,644</b>
<b>Fund Balance</b>	<b>\$ (1,910,446)</b>	<b>\$ (1,298,412)</b>	<b>\$ (384,887)</b>	<b>\$ (359,268)</b>
<b>General Fund Costs</b>	<b>\$ 34,567</b>	<b>\$ 549,708</b>	<b>\$ -</b>	<b>\$ 72,000</b>

## Staffing

Total current authorized positions - 4.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 4.50 FTE



# GIS

Budget Unit 610-35-986

Information Technology - GIS - GIS

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 866,694
Total Expenditures	\$ 1,096,093
Fund Balance	\$ (229,399)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	3.20 FTE

## Program Overview

The Geographic Information Systems (GIS) program captures, manages, analyzes, and displays all forms of geographically referenced information for the City of Cupertino. Through maps, globes, reports, and charts we provide ways to view, understand, question, interpret, and visualize, our City in ways that reveal relationships, patterns, and trends. The GIS Program works to help our staff, citizens, business, and development communities answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared – on a map!

## Service Objectives

- Cupertino GIS works to provide and support state-of-the-art GIS mapping services and applications in the rapidly evolving and expanding field of geospatial technology.
- Create, collect, maintain, and distribute high quality, up-to-date, and complete geospatial data.
- Ensure that the City’s GIS systems and data are available for day-to-day City and regional purposes.
- Share the City’s GIS data and services as widely as possible.
- Raise the awareness of GIS.
- Integrate spatial technology into Cupertino’s business processes and applications.
- Support emergency planning, response, and recovery.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,096,093 for the GIS program. This represents a decrease of \$10,978 (-1.0%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ 1,110,156	\$ 866,694
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,110,156</b>	<b>\$ 866,694</b>
<b>Expenditures</b>				
Employee Compensation	\$ 263,096	\$ 360,328	\$ 427,959	\$ 453,881
Employee Benefits	\$ 126,086	\$ 162,380	\$ 169,112	\$ 170,730
Materials	\$ 10,964	\$ 81,296	\$ 176,660	\$ 164,803
Contract Services	\$ 224,157	\$ 114,929	\$ 150,780	\$ 109,754
Cost Allocation	\$ 82,103	\$ 97,535	\$ 166,188	\$ 185,552
Capital Outlays	\$ -	\$ 19,565	\$ -	\$ -
Special Projects	\$ 7,725	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 16,372	\$ 11,373
<b>Total Expenditures</b>	<b>\$ 714,131</b>	<b>\$ 836,033</b>	<b>\$ 1,107,071</b>	<b>\$ 1,096,093</b>
<b>Fund Balance</b>	<b>\$ 42,044</b>	<b>\$ (836,032)</b>	<b>\$ 3,085</b>	<b>\$ (229,399)</b>
<b>General Fund Costs</b>	<b>\$ 756,173</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.20 FTE

# Network Upgrade

Budget Unit 610-90-989

Information Technology - Non-Departmental - Network Upgrade

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<b>Total Staffing</b>	<b>0.00 FTE</b>

## Program Overview

In FY 2018, this program was transferred into Infrastructure as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 610-34-310. This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Special Projects	\$ 329,151	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 329,151</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ (329,151)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Administrative Services

Budget Unit	Program	2020 Proposed Budget
<b>Administrative Services</b>		<b>\$ 861,586</b>
100-40-400	Administrative Services Administration	\$ 861,586
<b>Finance</b>		<b>\$ 1,563,151</b>
100-41-405	Accounting	\$ 1,345,670
100-41-406	Business Licenses	\$ 217,481
<b>Human Resources</b>		<b>\$ 4,359,462</b>
100-44-412	Human Resources	\$ 1,340,837
642-44-414	Retiree Benefits	\$ 1,077,262
100-44-417	Insurance Administration	\$ 892,151
620-44-418	Workers Compensation Insurance	\$ 257,389
641-44-419	Short Term and Long Term Disability	\$ 159,134
641-44-420	Compensated Absences	\$ 632,689
<b>Total</b>		<b>\$ 6,784,199</b>

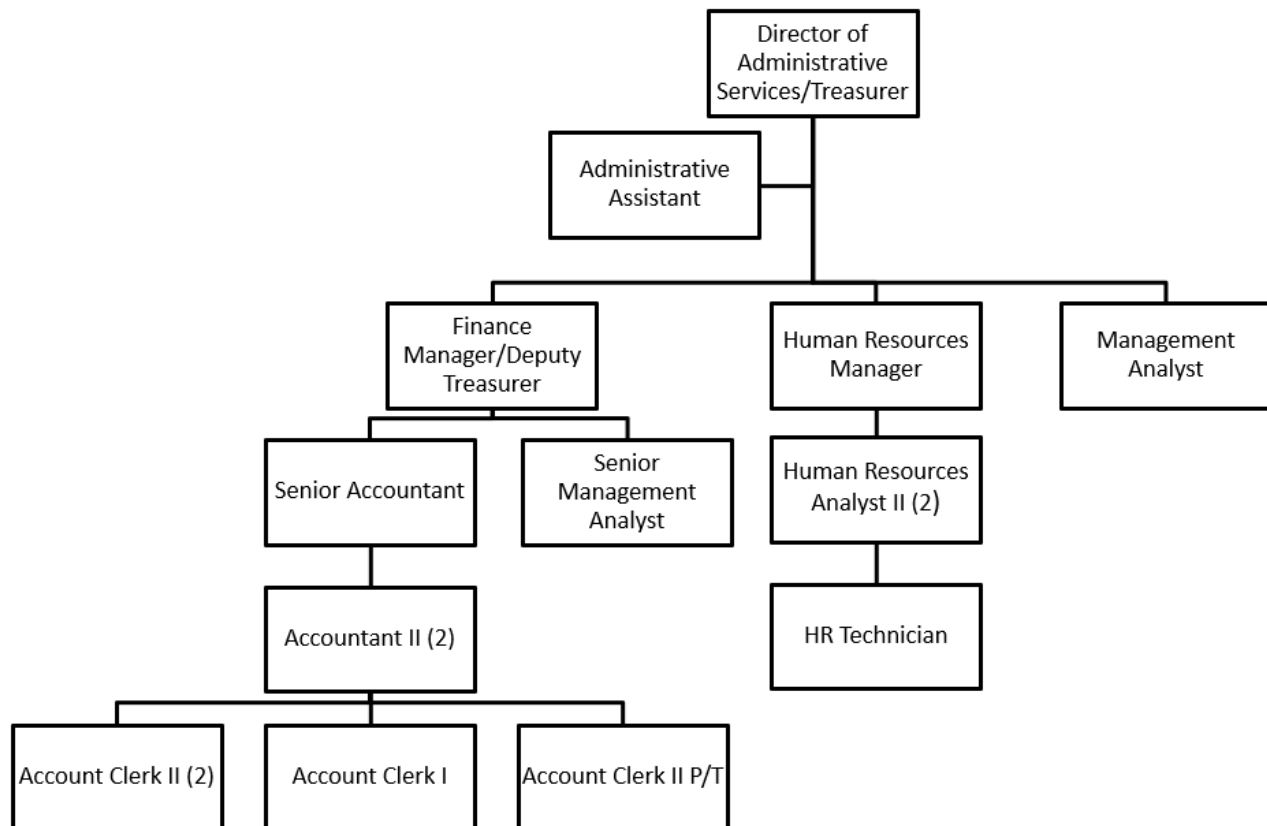
# Department Overview

## Budget at a Glance

2020 Proposed Budget	
Total Revenues	\$ 4,135,938
Total Expenditures	\$ 6,784,199
Fund Balance	\$ 1,847,178
General Fund Costs	\$ 4,495,439
% Funded by General Fund	66.3%
<hr/>	
Total Staffing	15.50 FTE

## Organization

**Kristina Alfaro**, Director of Administrative Services



## Performance Measures

### Finance

Goal: Financial Stability - Provide a sustainable level of core services that are funded from ongoing and stable revenue sources.

Benefit: Citizens can enjoy high quality of services that meet community priorities.

<b>Measure</b>	<b>FY 2017 Jul-Jun</b>	<b>FY 2018 Jul-Jun</b>	<b>FY 2019 Jul-Dec</b>	<b>Ongoing Target</b>
General fund balance as a % of budgeted appropriations	53%	55%	45%	35%
Credit Rating	AA+	AA+	AA+	AA+
Funding allocated to high priority services (Public Works, Community Development, Law Enforcement)	49%	45%	55%	63%
Actual revenue vs. budget (within x% budget)	24%	4%	43%	10%
Actual expenditures (% below budget)	14%	13%	60%	5%

### Human Resources

Goal: To create a thriving organization with meaningful careers in public service.

Benefit: The agency supports a professional and engaged workforce offering diverse and quality community services.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
# of Worker's Compensation Cases	12	16	4	0
Total Recordable Injury Rate YTD	5.2%	6.4%	1.6%	0%
% absenteeism (% of total annual work hours)	2.3%	4%	2%	2%
% turnover rate	9.06%	6%	4%	1%
% employee satisfaction	N/A	N/A	N/A	100%
% employee participation in wellness activities	63%	63%	53%	75%
Average # of applications received per recruitment	76	40	54	50
Recruitment timeline - # days from hiring request to offer letter	81	82	70	60
# of employees using the Telework program	17	15	14	17
% utilization of full-service employee portal	100%	100%	100%	100%

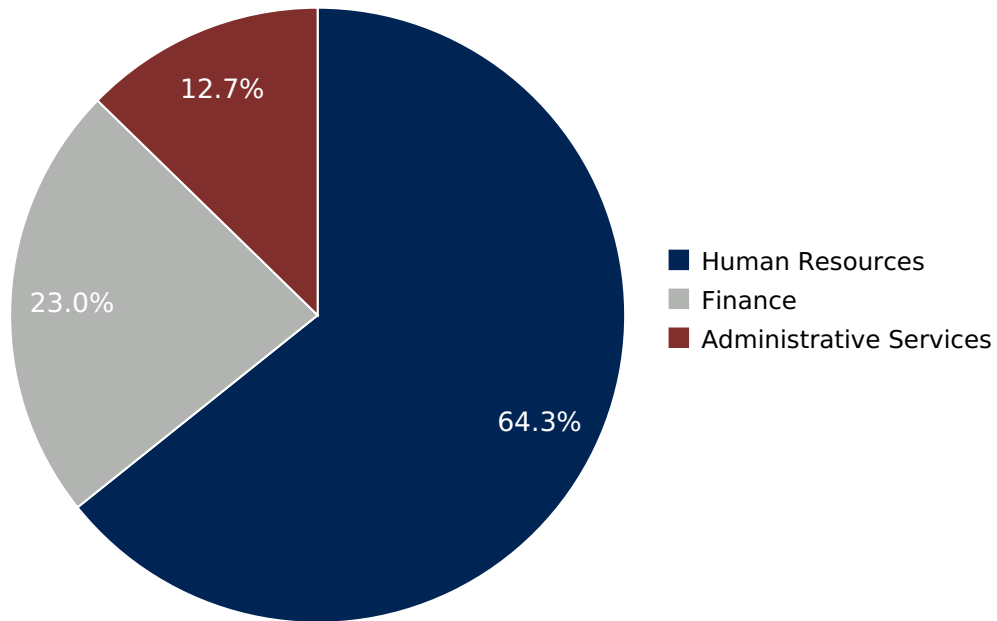
## Proposed Budget

It is recommended that City Council approve a budget of \$6,784,199 for the Administrative Services department. This represents a decrease of \$8,057 (-0.1%) from the FY 2019 Adopted Budget.

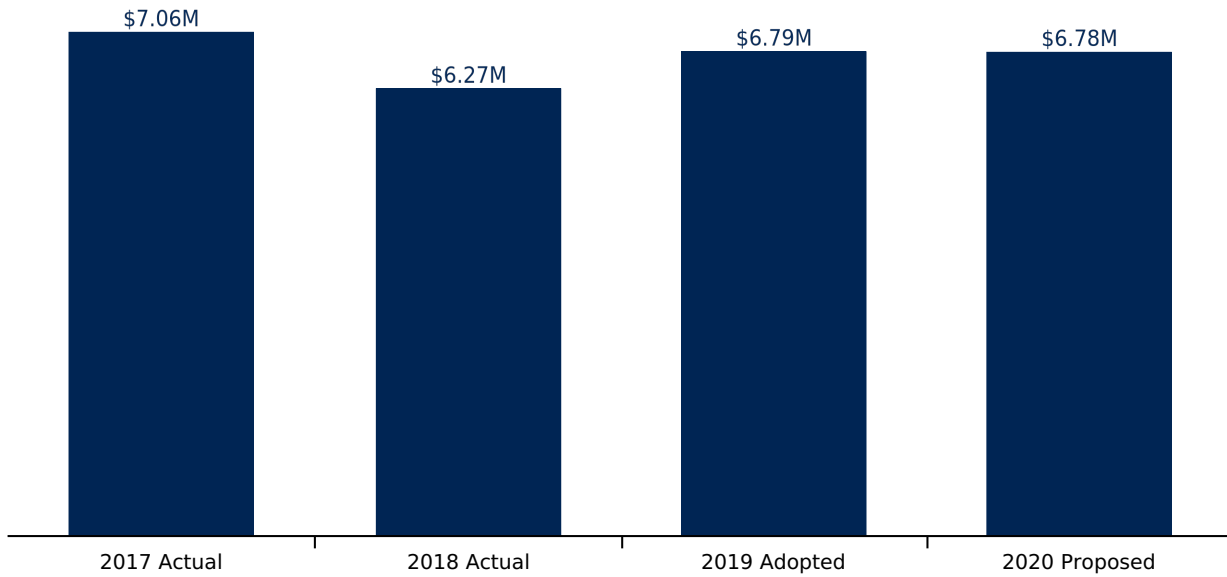
The overall decrease is due to a reduction of class and compensation study and expenses for chief negotiator, decrease in claims costs for Workers' Compensation trending lower in most recent years. This is offset by increase in contract services as a result of a new internal audit function as well as the outsourcing of the City's investment management.



## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 3,563,702	\$ 3,322,468	\$ 3,295,912	\$ 4,133,645
Miscellaneous Revenue	\$ 3,488	\$ 22,178	\$ 9,000	\$ 2,293
<b>Total Revenues</b>	<b>\$ 3,567,190</b>	<b>\$ 3,344,646</b>	<b>\$ 3,304,912</b>	<b>\$ 4,135,938</b>
<b>Expenditures</b>				
Employee Compensation	\$ 1,336,351	\$ 1,480,663	\$ 1,758,713	\$ 1,896,380
Employee Benefits	\$ 1,734,874	\$ 1,738,589	\$ 1,951,996	\$ 1,812,700
Materials	\$ 148,459	\$ 155,416	\$ 130,274	\$ 290,702
Contract Services	\$ 2,139,135	\$ 2,620,686	\$ 2,519,543	\$ 2,340,001
Cost Allocation	\$ 1,689,699	\$ 277,742	\$ 299,513	\$ 266,331
Capital Outlays	\$ 8,783	\$ -	\$ -	\$ -
Special Projects	\$ 7,505	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 132,217	\$ 178,085
<b>Total Expenditures</b>	<b>\$ 7,064,806</b>	<b>\$ 6,273,096</b>	<b>\$ 6,792,256</b>	<b>\$ 6,784,199</b>
<b>Fund Balance</b>	<b>\$ (1,842,791)</b>	<b>\$ 1,947,697</b>	<b>\$ (134,569)</b>	<b>\$ 1,847,178</b>
<b>General Fund Costs</b>	<b>\$ 1,654,826</b>	<b>\$ 4,876,147</b>	<b>\$ 3,352,775</b>	<b>\$ 4,495,439</b>

# Administrative Services Administration

Budget Unit 100-40-400

General Fund - Administrative Services - Administrative Services Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 71,556
Total Expenditures	\$ 861,586
Fund Balance	\$ -
General Fund Costs	\$ 790,030
% Funded by General Fund	91.7%
<hr/>	
Total Staffing	3.80 FTE

## Program Overview

The Administrative Services Administration program oversees and coordinates the Human Resources/Risk Management, Finance, Budget, and Treasury divisions. Staff support is provided to the Fiscal Strategic and Audit Committees, as well as the Santa Clara County Leadership Academy.

## Service Objectives

- Manage the City's investment portfolio to obtain safety of funds, liquidity and a reasonable rate of return.
- Provide short and long-term fiscal planning including the implementation of the Fiscal Strategic Plan.
- Perform special projects for the City Manager.
- Manage the City's Contract for Law Enforcement Services with the Santa Clara County Sheriff's Office.
- Manage the City's budget process.
- Provide staff support to the Santa Clara County Leadership Academy

## Proposed Budget

It is recommended that City Council approve a budget of \$861,586 for the Administrative Services Administration program. This represents a decrease of \$104,549 (-10.8%) from the FY 2019 Adopted Budget.

The decrease is due to a more accurate reflection of prior year actuals in contract services, as well as reallocation of staff time to better reflect time spent. Additionally, the Santa Clara County Leadership Academy has been moved from the Parks & Recreation Department to the Administrative Services Department.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Charges for Services	\$ 266,505	\$ 67,900	\$ 49,347	\$ 69,263
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 2,293
<b>Total Revenues</b>	<b>\$ 266,505</b>	<b>\$ 67,900</b>	<b>\$ 49,347</b>	<b>\$ 71,556</b>
<b>Expenditures</b>				
Employee Compensation	\$ 336,640	\$ 417,410	\$ 547,116	\$ 503,097
Employee Benefits	\$ 139,709	\$ 179,213	\$ 251,438	\$ 221,239
Materials	\$ 50,196	\$ 67,560	\$ 31,924	\$ 93,817
Contract Services	\$ 42,252	\$ 50,855	\$ 81,977	\$ 3,500
Cost Allocation	\$ 327,462	\$ 55,459	\$ 47,985	\$ 35,067
Capital Outlays	\$ 8,783	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 5,695	\$ 4,866
<b>Total Expenditures</b>	<b>\$ 905,042</b>	<b>\$ 770,497</b>	<b>\$ 966,135</b>	<b>\$ 861,586</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 638,536</b>	<b>\$ 702,597</b>	<b>\$ 916,788</b>	<b>\$ 790,030</b>

## Staffing

Total current authorized positions - 4.80 FTE

Staff time has been reallocated to another division to better reflect actual time spent in these programs.

Total recommended positions - 3.80 FTE

# Accounting

Budget Unit 100-41-405

General Fund - Finance - Accounting

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,673,028
Total Expenditures	\$ 1,345,670
Fund Balance	\$ -
General Fund Costs	\$ (327,358)
% Funded by General Fund	-24.3%
<hr/>	
Total Staffing	5.90 FTE

## Program Overview

The Finance Division oversees all financial accounting and treasury functions for the City. Accurate and timely maintenance of all City financial records, including financial reporting, revenue collection, banking and investments, disbursement of all funds, and payroll processing are handled by the Finance Division. All required Federal, State and other regulatory reporting with respect to the City's financial condition are prepared in the Accounting program of Finance. In addition, Finance monitors the City's two investment policies, manages budget-to-actual activities for both operational and capital budgets, performs all financial analyses, conducts research, and prepares reports on all fiscal matters of the City for internal and external customers.

## Service Objectives

- Process all financial transactions of the City of Cupertino, including general ledger accounting, cash management and investment of City funds, payroll, accounts payable, revenue collections, banking, and miscellaneous billing.
- Record all City financial transactions prudently and within all regulatory requirements.
- Produce timely and accurate financial reports.
- Maintain a high level of professionalism when fulfilling the City's financial policies, processing its financial transactions, and representing the City to its residents.
- Respond promptly to inquiries from the public and other City departments.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,345,670 for the Accounting program. This represents an increase of \$50,739 (3.9%) from the FY 2019 Adopted Budget.

Employee compensation and benefits is decreasing slightly due to a re-organization of staffing to the Business Licenses program to more accurately reflect actual staff resources. Contract services is increasing as a result of a new internal audit function as well as the outsourcing of the City's investment management.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,156,570	\$ 906,996	\$ 1,197,427	\$ 1,673,028
Miscellaneous Revenue	\$ -	\$ 7,977	\$ 9,000	\$ -
<b>Total Revenues</b>	<b>\$ 1,156,570</b>	<b>\$ 914,973</b>	<b>\$ 1,206,427</b>	<b>\$ 1,673,028</b>
<b>Expenditures</b>				
Employee Compensation	\$ 541,522	\$ 564,178	\$ 667,528	\$ 654,531
Employee Benefits	\$ 231,570	\$ 232,070	\$ 293,358	\$ 267,738
Materials	\$ 23,839	\$ 29,587	\$ 36,171	\$ 37,322
Contract Services	\$ 324,623	\$ 833,287	\$ 205,104	\$ 312,220
Cost Allocation	\$ 569,026	\$ 80,321	\$ 80,706	\$ 58,882
Special Projects	\$ 7,505	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 12,064	\$ 14,977
<b>Total Expenditures</b>	<b>\$ 1,698,085</b>	<b>\$ 1,739,443</b>	<b>\$ 1,294,931</b>	<b>\$ 1,345,670</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 541,515</b>	<b>\$ 824,469</b>	<b>\$ 88,504</b>	<b>\$ (327,358)</b>

## Staffing

Total current authorized positions - 5.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.90 FTE

# Business Licenses

Budget Unit 100-41-406

General Fund - Finance - Business Licenses

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 217,481
Fund Balance	\$ -
General Fund Costs	\$ 217,481
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	1.10 FTE

## Program Overview

The Business Licenses program monitors business licensing activity for compliance with the City Municipal Code and applicable state law.

## Service Objectives

- Issue business licenses to entities conducting business within the city limits of Cupertino.
- Collect appropriate business license fees.
- Monitor compliance with the Business License Tax Code and provide useful information related to business activity to City departments.
- Identify non-compliant business activity.

## Proposed Budget

It is recommended that City Council approve a budget of \$217,481 for the Business Licenses program. This represents an increase of \$28,297 (15.0%) from the FY 2019 Adopted Budget.

Salary and benefits have increased due to a re-organization of 0.5 FTE positions from Finance to Business Licenses for purposes of more accurately reflecting staff 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 41,361	\$ 54,515	\$ 48,757	\$ 80,383
Employee Benefits	\$ 20,451	\$ 24,387	\$ 22,941	\$ 42,069
Materials	\$ 1,026	\$ 905	\$ 6,022	\$ -
Contract Services	\$ 87,866	\$ 6,271	\$ 34,196	\$ -
Cost Allocation	\$ 106,815	\$ 99,764	\$ 75,257	\$ 95,029
Contingencies	\$ -	\$ -	\$ 2,011	\$ -
<b>Total Expenditures</b>	<b>\$ 257,519</b>	<b>\$ 185,842</b>	<b>\$ 189,184</b>	<b>\$ 217,481</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 257,519</b>	<b>\$ 185,842</b>	<b>\$ 189,184</b>	<b>\$ 217,481</b>

## Staffing

Total current authorized positions - 1.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.10 FTE



# Human Resources

Budget Unit 100-44-412

General Fund - Human Resources - Human Resources

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 959,351
Total Expenditures	\$ 1,340,837
Fund Balance	\$ -
General Fund Costs	\$ 381,486
% Funded by General Fund	28.5%
<hr/>	
Total Staffing	4.35 FTE

## Program Overview

The Human Resources Division is responsible for the administration of human resource, employee benefits, and labor relation programs including personnel selection, classification, compensation, equal employment opportunity, labor negotiations, employee relations, employee training and development, benefits, and retirement. In addition, Human Resources administers risk management, safety and wellness programs, and a self-insured workers' compensation program. Funding for retiree medical insurance is also covered in the Human Resources budget.

## Service Objectives

- Provide a working environment where respect for the individual is encouraged and safeguarded.
- Provide timely personnel services to departments and divisions in a fair, objective, and equitable manner.
- Enter into agreements with employee groups concerning terms and conditions of employment.
- Provide an employee development program addressing immediate and long-term training needs.
- Provide departments a listing of qualified persons for employment consideration within sixty days of an authorized vacant position.
- Ensure equal employment opportunities.
- Administer classification plan.
- Administer employee benefits.
- Provide personnel services consistent with the operational needs of the user department.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,340,837 for the Human Resources program. This represents an increase of \$139,412 (11.6%) from the FY 2019 Adopted Budget.

The increase is due to a reallocation of staff and the double fill of the City's Human Resources Manager position. As part of the FY 18-19 First Quarter Financial Report the City Council approved double filling the HR Manager position for six months. After an unsuccessful recruitment in early 2019, the department will

relaunch the recruitment mid fiscal year. Also included in this budget is the launch of the City's "BEST" (Building Employee Skills through Training) program, which includes succession development, assessment and development of home-grown talent, and training and professional development opportunities for staff. Additionally, Human Resources will be responsible for administering citywide employee events such as Years of Service Awards and Holiday event. These events were previously administered by the City Manager's Office.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 2,140,627	\$ 708,224	\$ 788,243	\$ 959,351
Miscellaneous Revenue	\$ 500	\$ 14,201	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,141,127</b>	<b>\$ 722,425</b>	<b>\$ 788,243</b>	<b>\$ 959,351</b>
<b>Expenditures</b>				
Employee Compensation	\$ 376,686	\$ 398,729	\$ 453,609	\$ 616,234
Employee Benefits	\$ 181,240	\$ 222,405	\$ 249,068	\$ 262,695
Materials	\$ 73,377	\$ 57,355	\$ 56,153	\$ 159,563
Contract Services	\$ 234,705	\$ 286,428	\$ 363,761	\$ 240,962
Cost Allocation	\$ 657,056	\$ 18,646	\$ 57,838	\$ 42,307
Contingencies	\$ -	\$ -	\$ 20,996	\$ 19,076
<b>Total Expenditures</b>	<b>\$ 1,523,064</b>	<b>\$ 983,563</b>	<b>\$ 1,201,425</b>	<b>\$ 1,340,837</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (618,062)</b>	<b>\$ 261,139</b>	<b>\$ 413,182</b>	<b>\$ 381,486</b>

## Staffing

Total current authorized positions - 3.45 FTE

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

Total recommended positions - 4.35 FTE

# Retiree Benefits

Budget Unit 642-44-414

Retiree Medical - Human Resources - Retiree Benefits

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,077,262
Fund Balance	\$ 1,314,738
General Fund Costs	\$ 2,392,000
% Funded by General Fund	222.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Retiree Benefits program administers the City's Other Post Employment Benefits (OPEB).

## Service Objectives

- Provide investment oversight and appropriate funding for the City's retiree medical liability. The City established a trust account with Public Agency Retirement Services (PARS) that will fund the future liability. Annual contributions from the City are deposited into the trust and invested in a portfolio of equity, bond, and money market funds.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,077,262 for the Retiree Benefits program. This represents a decrease of \$50,743 (-4.5%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Benefits	\$ 1,104,232	\$ 1,059,248	\$ 1,116,765	\$ 1,000,000
Contract Services	\$ -	\$ -	\$ 5,495	\$ 20,000
Cost Allocation	\$ 5,840	\$ 5,525	\$ 5,745	\$ 6,262
Contingencies	\$ -	\$ -	\$ -	\$ 51,000
<b>Total Expenditures</b>	<b>\$ 1,110,072</b>	<b>\$ 1,064,773</b>	<b>\$ 1,128,005</b>	<b>\$ 1,077,262</b>
<b>Fund Balance</b>	<b>\$ (1,110,072)</b>	<b>\$ 1,303,711</b>	<b>\$ 3,469</b>	<b>\$ 1,314,738</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 2,368,484</b>	<b>\$ 1,131,474</b>	<b>\$ 2,392,000</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Insurance Administration

Budget Unit 100-44-417

General Fund - Human Resources - Insurance Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 959,351
Total Expenditures	\$ 892,151
Fund Balance	\$ -
General Fund Costs	\$ (67,200)
% Funded by General Fund	-7.5%
<hr/>	
Total Staffing	0.15 FTE

## Program Overview

The Insurance Administration program manages Risk Management safety programs and self-insured Workers' Compensation and General Liability programs.

## Service Objectives

- Satisfy statutory regulations regarding Workers' Compensation and employee safety.
- Promote work environment that emphasizes safe work practices.

## Proposed Budget

It is recommended that City Council approve a budget of \$892,151 for the Insurance Administration program. This represents a decrease of \$62,735 (-6.6%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ 718,110	\$ 788,243	\$ 959,351
Miscellaneous Revenue	\$ 2,988	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,988</b>	<b>\$ 718,110</b>	<b>\$ 788,243</b>	<b>\$ 959,351</b>
<b>Expenditures</b>				
Employee Compensation	\$ 16,575	\$ 17,488	\$ 17,133	\$ 17,310
Employee Benefits	\$ 7,629	\$ 7,759	\$ 8,059	\$ 8,327
Materials	\$ 8	\$ 9	\$ 4	\$ -
Contract Services	\$ 660,798	\$ 715,994	\$ 875,230	\$ 817,833
Cost Allocation	\$ 2,103	\$ 956	\$ 10,698	\$ 7,789
Contingencies	\$ -	\$ -	\$ 43,762	\$ 40,892
<b>Total Expenditures</b>	<b>\$ 687,113</b>	<b>\$ 742,206</b>	<b>\$ 954,886</b>	<b>\$ 892,151</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 684,126</b>	<b>\$ 24,096</b>	<b>\$ 166,643</b>	<b>\$ (67,200)</b>

## Staffing

Total current authorized positions - 0.10 FTE

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

Total recommended positions - 0.15 FTE

# Workers Compensation Insurance

Budget Unit 620-44-418

Workers' Compensation - Human Resources - Workers Compensation Insurance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 472,652
Total Expenditures	\$ 257,389
Fund Balance	\$ 215,263
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.20 FTE

## Program Overview

This program provides oversight of the Workers' Compensation program, including claims, proactive Risk Management, return to work accommodations and excess workers compensation insurance.

## Service Objectives

- Manage employee personal injuries and illnesses and provide proactive risk management for disability avoidance.
- Monitor costs associated with claims.
- Analyze and implement proactive measures to curtail costs.
- Implement a return to work policy.

## Proposed Budget

It is recommended that City Council approve a budget of \$257,389 for the Workers Compensation Insurance program. This represents a decrease of \$215,263 (-45.5%) from the FY 2019 Adopted Budget.

This decrease is due to better reflect prior year actual costs.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ 921,238	\$ 472,652	\$ 472,652
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 921,238</b>	<b>\$ 472,652</b>	<b>\$ 472,652</b>
<b>Expenditures</b>				
Employee Compensation	\$ 23,567	\$ 28,343	\$ 24,570	\$ 24,825
Employee Benefits	\$ 50,043	\$ 13,507	\$ 10,367	\$ 10,632
Materials	\$ 13	\$ -	\$ -	\$ -
Contract Services	\$ 388,768	\$ 300,538	\$ 400,780	\$ 195,486
Cost Allocation	\$ 18,117	\$ 13,442	\$ 16,896	\$ 16,672
Contingencies	\$ -	\$ -	\$ 20,039	\$ 9,774
<b>Total Expenditures</b>	<b>\$ 480,508</b>	<b>\$ 355,830</b>	<b>\$ 472,652</b>	<b>\$ 257,389</b>
<b>Fund Balance</b>	<b>\$ (479,316)</b>	<b>\$ 565,408</b>	<b>\$ -</b>	<b>\$ 215,263</b>
<b>General Fund Costs</b>	<b>\$ 1,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.15 FTE

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

Total recommended positions - 0.20 FTE



# Short Term and Long Term Disability

Budget Unit 641-44-419

Compensated Absence/LTD - Human Resources - Short Term and Long Term Disability

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 159,134
Fund Balance	\$ (159,134)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

This program oversees claims and premiums associated with Long and Short Term Disability.

## Service Objectives

- Obtain and manage insurance policies
- Negotiate rates
- Coordination of claims

## Proposed Budget

It is recommended that City Council approve a budget of \$159,134 for the Short Term and Long Term Disability program. This represents a decrease of \$3,132 (-1.9%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 128,812	\$ 151,893	\$ 153,000	\$ 150,000
Cost Allocation	\$ 607	\$ 615	\$ 1,616	\$ 1,634
Contingencies	\$ -	\$ -	\$ 7,650	\$ 7,500
<b>Total Expenditures</b>	<b>\$ 129,419</b>	<b>\$ 152,508</b>	<b>\$ 162,266</b>	<b>\$ 159,134</b>
<b>Fund Balance</b>	<b>\$ (129,419)</b>	<b>\$ (152,508)</b>	<b>\$ (162,266)</b>	<b>\$ (159,134)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Compensated Absences

Budget Unit 641-44-420

Compensated Absence/LTD - Human Resources - Compensated Absences

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 632,689
Fund Balance	\$ 476,311
General Fund Costs	\$ 1,109,000
% Funded by General Fund	175.3%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

This program provides for payment of liabilities associated with employees retiring or leaving service.

## Service Objectives

- Properly account and disburse benefits as set forth in the employee contracts.

## Proposed Budget

It is recommended that City Council approve a budget of \$632,689 for the Compensated Absences program. This represents an increase of \$209,917 (49.7%) from the FY 2019 Adopted Budget.

This budget is set on an annual basis by taking total leave hours with a cash value and assuming half of those costs.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 271,311	\$ 275,420	\$ 400,000	\$ 600,000
Cost Allocation	\$ 2,673	\$ 3,014	\$ 2,772	\$ 2,689
Contingencies	\$ -	\$ -	\$ 20,000	\$ 30,000
<b>Total Expenditures</b>	<b>\$ 273,984</b>	<b>\$ 278,434</b>	<b>\$ 422,772</b>	<b>\$ 632,689</b>
<b>Fund Balance</b>	<b>\$ (123,984)</b>	<b>\$ 231,086</b>	<b>\$ 24,228</b>	<b>\$ 476,311</b>
<b>General Fund Costs</b>	<b>\$ 150,000</b>	<b>\$ 509,520</b>	<b>\$ 447,000</b>	<b>\$ 1,109,000</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Parks and Recreation

Budget Unit	Program	2020 Proposed Budget
<b>Administration</b>		<b>\$ 2,028,152</b>
100-60-601	Recreation Administration	\$ 1,230,112
100-60-634	Park Planning and Restoration	\$ -
100-60-636	Library Services	\$ 798,040
<b>Business and Community Services</b>		<b>\$ 1,525,608</b>
100-61-602	Administration	\$ 742,506
100-61-605	Cultural Events	\$ 302,859
100-61-630	Facilities	\$ 480,243
100-61-632	Community Outreach & Neighborhood Watch	\$ -
<b>Recreation and Education</b>		<b>\$ 5,013,959</b>
100-62-608	Administration	\$ 813,804
580-62-613	Youth Teen Recreation	\$ 2,355,386
100-62-623	Senior Center	\$ 1,416,331
100-62-639	Teen Programs	\$ 258,870
100-62-640	Neighborhood Events	\$ 169,568
<b>Sports, Safety and Outdoor Recreation</b>		<b>\$ 7,064,148</b>
100-63-612	Park Facilities	\$ 2,252,892
100-63-615	Administration	\$ 114,178
560-63-616	Blackberry Farm Golf Course	\$ 677,336
580-63-620	Outdoor Recreation	\$ 1,479,804
570-63-621	Sports Center Operations	\$ 2,539,938
100-63-633	Disaster Preparedness	\$ -
<b>Total</b>		<b>\$ 15,631,867</b>

# Department Overview

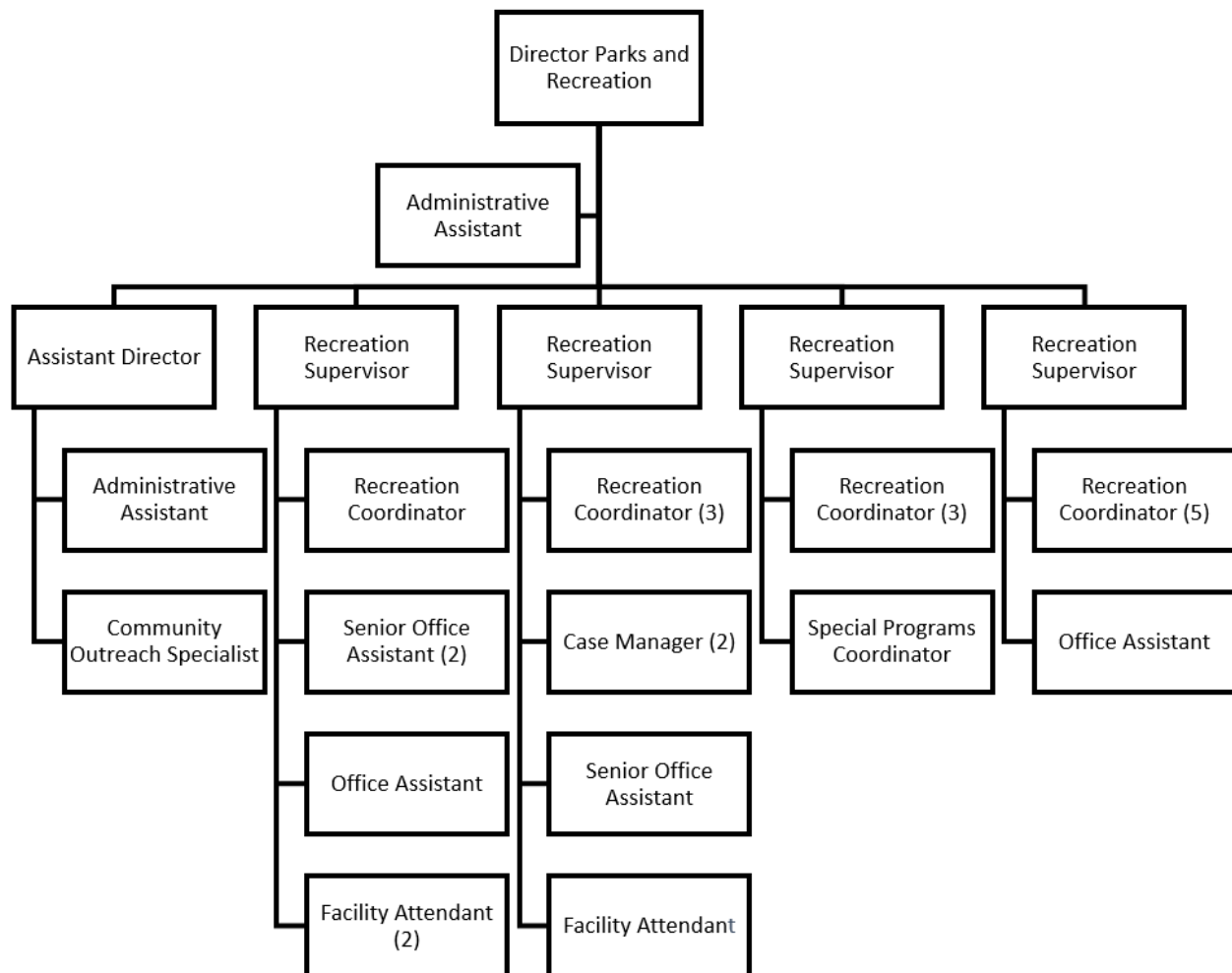
## Budget at a Glance

### 2020 Proposed Budget

Total Revenues	\$ 6,008,759
Total Expenditures	\$ 15,631,867
Fund Balance	\$ (311,637)
General Fund Costs	\$ 9,311,471
% Funded by General Fund	59.6%
Total Staffing	32.10 FTE

## Organization

Jeff Milkes, Director of Parks and Recreation



## Performance Measures

Goal: Create a positive, healthy and connected community.

Benefit: Cupertino has an exceptional system of parks & services that align with community values.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
% of Recreation and Community Services Department customers surveyed who rate services as good or excellent	95%	97% <sup>1</sup>	97%	85%
% of programs maintaining minimum registration	71%	70% <sup>1</sup>	59%	80%
% Department's total cost recovery for all (direct and indirect) costs	49%	63% <sup>1</sup>	41.5%	40%
# of new programs or events offered	132	119 <sup>1</sup>	76	50
% change in participants	-6%	22% <sup>1</sup>	67%	+1%

<sup>1</sup> Due to a server crash in FY 2017-18, activity, facility, and customer information is estimated for the period January – June 2018.

## Proposed Budget

It is recommended that City Council approve a budget of \$15,631,867 for the Parks and Recreation department. This represents a decrease of \$1,810,565 (-10.4%) from the FY 2019 Adopted Budget.

The budget primarily decreased as a result of a city reorganization, reallocating Disaster Preparedness to 100-612-633, Community Outreach and Neighborhood Watch to 100-12-632, and Park Planning and Restoration to Public Works 100-82-806.

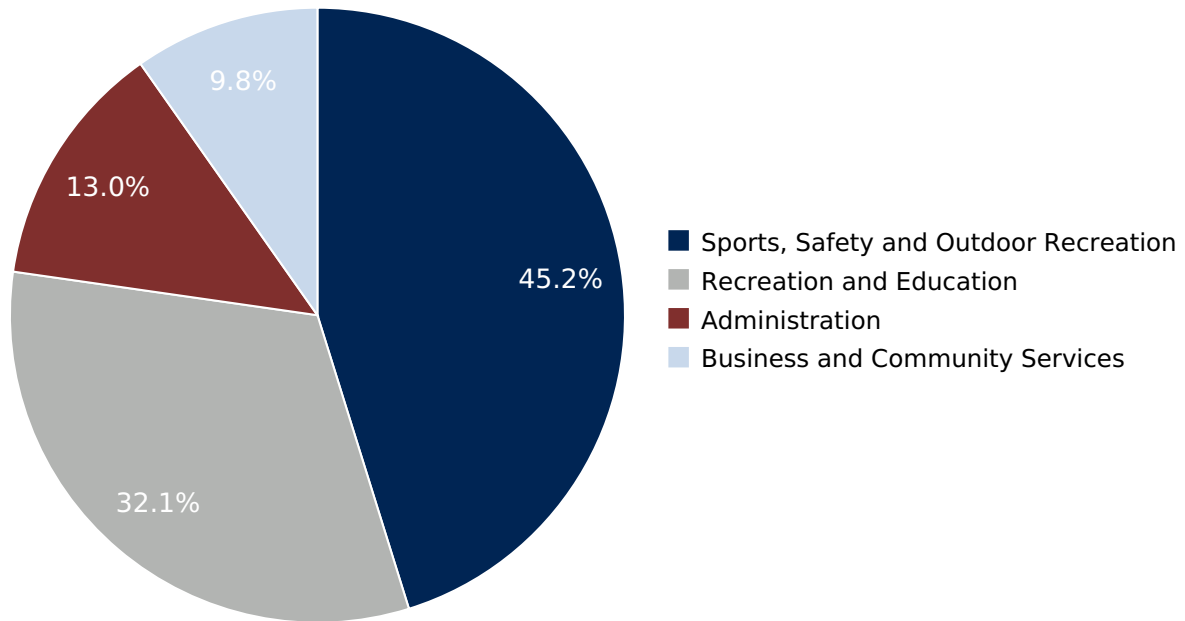
The department budget represents a zero based budget approach which resulted in a more accurate description of actual proposed expenditures. The budget was “trued up”, primarily accounting for the remaining reduction in the budget this includes a large reduction in part time salary costs. Overall, compared to actual expenditures in 2018, the budget remained relatively unchanged.

The Budget for Parks & Recreation proposes funding to support initiatives in the 2019/2020 Council Work Plan that includes \$30,500 to update the athletic fields policy and programs to better engage with and meet the needs of Cupertino teens through formation of a Youth Activity Board (\$13,000). This budget also proposes funding to further partnerships with the Cupertino Union School District to provide a satellite teen program at Lawson Middle School (\$74,310) and weekly open gym opportunities at two schools (\$61,780).

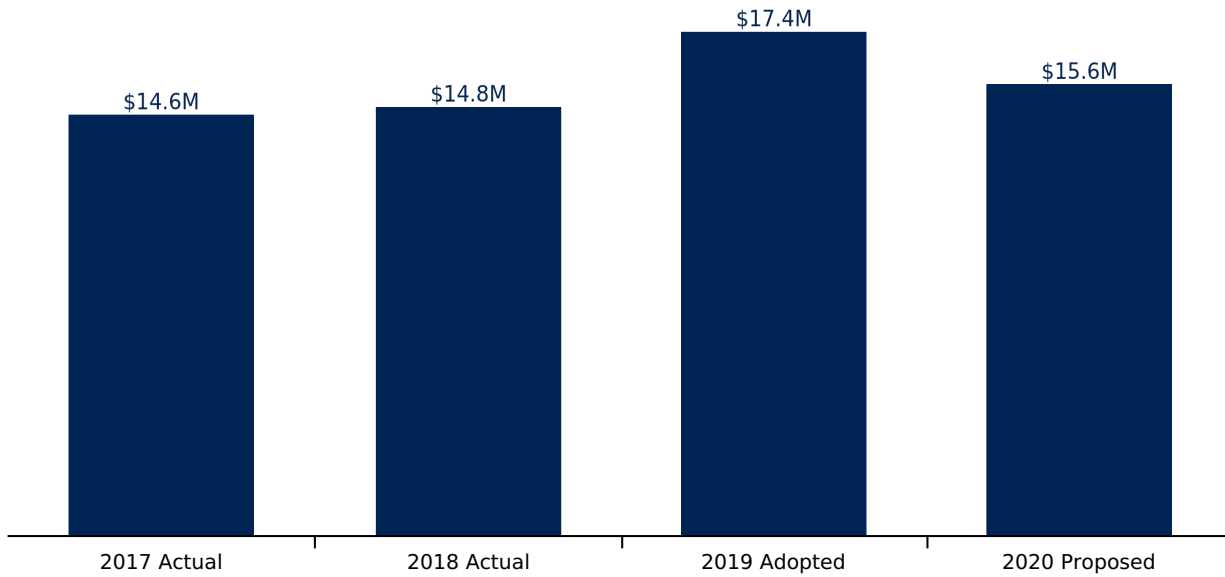
This budget proposes funding to complete needed repairs and removal of declining trees on the Blackberry Farm Golf Course (\$27,360) and funding to open and operate the Blacksmith Shop at McClellan Ranch Preserve (\$8,492).

While this budget does not propose new staffing for the department, it does propose funding the reclassification of a facility attendant to a facility coordinator, pending appropriate classification.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 676,453	\$ 538,585	\$ 754,500	\$ 400,000
Charges for Services	\$ 6,185,731	\$ 6,189,628	\$ 5,925,832	\$ 5,608,759
Miscellaneous Revenue	\$ 49,575	\$ 43,850	\$ 56,000	\$ -
<b>Total Revenues</b>	<b>\$ 6,911,759</b>	<b>\$ 6,772,063</b>	<b>\$ 6,736,332</b>	<b>\$ 6,008,759</b>
<b>Expenditures</b>				
Employee Compensation	\$ 3,770,679	\$ 4,559,850	\$ 5,185,708	\$ 4,673,165
Employee Benefits	\$ 1,185,468	\$ 1,544,745	\$ 1,583,600	\$ 1,423,806
Materials	\$ 869,264	\$ 780,270	\$ 1,062,056	\$ 775,552
Contract Services	\$ 3,659,176	\$ 4,151,481	\$ 4,756,614	\$ 4,181,011
Cost Allocation	\$ 4,998,615	\$ 3,652,570	\$ 4,461,823	\$ 4,303,176
Capital Outlays	\$ 313	\$ -	\$ -	\$ -
Special Projects	\$ 91,082	\$ 146,362	\$ 133,000	\$ 57,500
Contingencies	\$ -	\$ -	\$ 259,631	\$ 217,657
<b>Total Expenditures</b>	<b>\$ 14,574,597</b>	<b>\$ 14,835,278</b>	<b>\$ 17,442,432</b>	<b>\$ 15,631,867</b>
<b>Fund Balance</b>	<b>\$ 678,906</b>	<b>\$ (476,286)</b>	<b>\$ (1,786,449)</b>	<b>\$ (311,637)</b>
<b>General Fund Costs</b>	<b>\$ 8,341,742</b>	<b>\$ 7,586,928</b>	<b>\$ 8,919,651</b>	<b>\$ 9,311,471</b>

# Recreation Administration

Budget Unit 100-60-601

General Fund - Administration - Recreation Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,230,112
Fund Balance	\$ -
General Fund Costs	\$ 1,230,112
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	4.55 FTE

## Program Overview

The Recreation Administration program provides overall department administration, project management, community outreach, and support to the Parks and Recreation and Library Commissions.

## Service Objectives

- Provide overall department administration, budget control, policy development, and employee development and evaluation.
- Support the Planning and Public Works Departments in the development, renovation, and improvements of parks and open spaces.
- Complete long-term and strategic plans for the Department including the Parks and Recreation System Master Plan and 3 Year Strategic Plan.
- Monitor and facilitate partnerships in regards to Library and other community organizations.
- Outreach to the community in conjunction with programs and the Parks and Recreation System Master Plan.
- Promote partnerships with Cupertino Union School District, Fremont Union High School District, and De Anza College with quarterly meetings and joint projects.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,230,112 for the Recreation Administration program. This represents an increase of \$425,974 (53.0%) from the FY 2019 Adopted Budget.

The Revenues were reduced by \$42,000 due to the realignment of the Leadership Academy Program to the Administrative Services Department, in program 100-40-400. The increase in Materials was primarily due to the reallocation of printing and distribution of expenses for the Department's recreation brochure from 100-61-630, 580-62-613 & 580-63-620 and consolidation of the department's training budget. The increase in Contract Services was primarily due to the requirement to purchase Sexual Abuse and Molestation Insurance. Employee compensation and benefits were increased due to the reallocation of 70% of a Community Outreach Specialist from 100-61-602.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 43,200	\$ 39,600	\$ 42,000	\$ -
<b>Total Revenues</b>	<b>\$ 43,200</b>	<b>\$ 39,600</b>	<b>\$ 42,000</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 145,714	\$ 301,717	\$ 462,975	\$ 658,554
Employee Benefits	\$ 78,966	\$ 107,447	\$ 186,440	\$ 278,883
Materials	\$ 72,451	\$ 50,180	\$ 74,521	\$ 181,301
Contract Services	\$ 27,960	\$ 27,050	\$ 40,500	\$ 72,912
Cost Allocation	\$ 658,797	\$ 36,814	\$ 35,426	\$ 27,563
Special Projects	\$ 2,468	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,276	\$ 10,899
<b>Total Expenditures</b>	<b>\$ 986,356</b>	<b>\$ 523,208</b>	<b>\$ 804,138</b>	<b>\$ 1,230,112</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 943,156</b>	<b>\$ 483,608</b>	<b>\$ 762,138</b>	<b>\$ 1,230,112</b>

## Staffing

Total current authorized positions - 3.85 FTE

Due to a reorganization within the Department, the increase in Staffing is primarily due to the reallocation of 70% of a Community Outreach Specialist from 100-61-602 to this program budget.

Total recommended positions - 4.55 FTE

# Park Planning and Restoration

Budget Unit 100-60-634

General Fund - Administration - Park Planning and Restoration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to Public Works. A complete discussion of this program can be found under Budget Unit 100-82-806. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 143,496	\$ 151,063	\$ 153,090	\$ -
Employee Benefits	\$ 57,721	\$ 63,248	\$ 65,777	\$ -
Materials	\$ 2,461	\$ 2,354	\$ 11,500	\$ -
Contract Services	\$ -	\$ 1,050	\$ 10,000	\$ -
Cost Allocation	\$ 34,794	\$ 16,662	\$ 27,182	\$ -
<b>Total Expenditures</b>	<b>\$ 238,472</b>	<b>\$ 234,377</b>	<b>\$ 267,549</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 238,472</b>	<b>\$ 234,377</b>	<b>\$ 267,549</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Library Services

Budget Unit 100-60-636

General Fund - Administration - Library Services

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 798,040
Fund Balance	\$ -
General Fund Costs	\$ 798,040
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

This budget augments the existing hours of library service currently provided to our community through the Santa Clara County (SCC) Library Joint Powers Authority.

## Service Objectives

- Provide 12 extra hours per week of library service for our constituents.
- Explore partnerships with the SCC Library for recreation and community programs.

## Proposed Budget

It is recommended that City Council approve a budget of \$798,040 for the Library Services program. This represents a decrease of \$171,465 (-17.7%) from the FY 2019 Adopted Budget.

The decrease in Contract Services is primarily due to year one of a two year decrease in the City's funding of 12 additional operating hours for the Library. This was a result of an increase in the Santa Clara County's staffing budget for the Library. The remaining costs in this budget fund an expansion to the Go Biblio program. The City will also be setting aside \$352,719 in savings to help fund a library room expansion as part of the City's assigned fund balance classification.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 443,106	\$ 449,295	\$ 468,023	\$ 117,000
Cost Allocation	\$ 715,712	\$ 334,021	\$ 501,482	\$ 681,040
<b>Total Expenditures</b>	<b>\$ 1,158,818</b>	<b>\$ 783,316</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,158,818</b>	<b>\$ 783,316</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Administration

Budget Unit 100-61-602

General Fund - Business and Community Services - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 742,506
Fund Balance	\$ -
General Fund Costs	\$ 742,506
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	5.00 FTE

## Program Overview

The Business Division supports department programs and services through the provision of customer service and analytical support, development, and administration of policies, and administration of recreation management software. The division is also responsible for the department's community outreach programs, including community festivals and City events at Memorial Park. This division also manages Quinlan Community Center (QCC) and Community Hall, as well as facility and park picnic rentals.

## Service Objectives

- Provide first-rate customer service through the implementation of consistent policies, procedures, and performance standards.
- Administer and manage recreation software system for customer registration, memberships, point-of-sale, and facility rentals.
- Collect and analyze data from customer satisfaction surveys and program and revenue reports to improve programs and services.
- Increase participation at City events including 4th of July, Summer Concerts, Cinema at Sundown, Shakespeare in the Park, and the Tree Lighting Ceremony.
- Issue parks and facilities permits for individual customers as well as community festivals and events that promote our diverse culture and connected community.
- Maintain a positive relationship with neighborhoods adjacent to our facilities and parks.

## Proposed Budget

It is recommended that City Council approve a budget of \$742,506 for the Administration program. This represents a decrease of \$181,487 (-19.6%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a reorganization within the Parks and Recreation Department and the City. The Recreation Manager and Community Outreach Specialist positions were reallocated to the administration account, 100-60-601. This has resulted in decreased costs of \$155,925 per 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 363,454	\$ 432,066	\$ 495,491	\$ 391,823
Employee Benefits	\$ 178,886	\$ 221,792	\$ 252,608	\$ 200,351
Materials	\$ 14,163	\$ 8,687	\$ 30,170	\$ 2,321
Contract Services	\$ 1,063	\$ 3,811	\$ 8,500	\$ -
Cost Allocation	\$ 166,746	\$ 130,188	\$ 135,290	\$ 147,895
Special Projects	\$ -	\$ 5,313	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,934	\$ 116
<b>Total Expenditures</b>	<b>\$ 724,312</b>	<b>\$ 801,857</b>	<b>\$ 923,993</b>	<b>\$ 742,506</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 724,312</b>	<b>\$ 801,857</b>	<b>\$ 923,993</b>	<b>\$ 742,506</b>

## Staffing

Total current authorized positions - 5.45 FTE

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

Total recommended positions - 5.00 FTE

# Cultural Events

Budget Unit 100-61-605

General Fund - Business and Community Services - Cultural Events

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 302,859
Fund Balance	\$ -
General Fund Costs	\$ 302,859
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.50 FTE

## Program Overview

The Business and Community Service Division's events program produces the City's special events including 4th of July festivities and those hosted at Memorial Park and Quinlan Community Center including the Summer Concert Series, Cinema at Sundown, Shakespeare in the Park, and Tree Lighting. This staff also serves as liaison and issues permits for community and cultural events at Memorial Park including the Cherry Blossom Festival, World Journal Festival, Kids 'N Fun Festival, Fall Festival, Veteran's Day Memorial Ceremony, Diwali Festival, and more.

## Service Objectives

- Provide a summer concert series at Memorial Park.
- Produce a summer movie series at Memorial Park.
- Partner with the San Francisco Shakespeare Company to produce Free Shakespeare in the Park in Cupertino.
- Organize and facilitate the 4th of July Independence Day celebration and fireworks show.
- Bring the community together with the annual Tree Lighting celebration.
- Serve as liaison and issue special event permits to nonprofit organization event producers to ensure successful community and cultural festivals in Memorial Park.

## Proposed Budget

It is recommended that City Council approve a budget of \$302,859 for the Cultural Events program. This represents a decrease of \$343,759 (-53.2%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the neighborhood events program being moved to 100-62-640. The decrease is primarily due to a decrease in part time salaries, materials and contracts to align the budget with prior year historical expenditures. Special projects were decreased due to one time purchases (\$40,000) in 2018.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 90,421	\$ 103,939	\$ 264,053	\$ 64,735
Employee Benefits	\$ 33,619	\$ 40,295	\$ 45,493	\$ 26,264
Materials	\$ 3,717	\$ 12,872	\$ 23,850	\$ 7,798
Contract Services	\$ 85,402	\$ 144,543	\$ 217,496	\$ 153,207
Cost Allocation	\$ 37,289	\$ 42,685	\$ 45,209	\$ 43,037
Special Projects	\$ 1,582	\$ -	\$ 40,000	\$ -
Contingencies	\$ -	\$ -	\$ 10,517	\$ 7,818
<b>Total Expenditures</b>	<b>\$ 252,030</b>	<b>\$ 344,334</b>	<b>\$ 646,618</b>	<b>\$ 302,859</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 252,030</b>	<b>\$ 344,334</b>	<b>\$ 646,618</b>	<b>\$ 302,859</b>

## Staffing

Total current authorized positions - 0.57 FTE

Staff time is being reallocated to better reflect actual time spent in this program in addition to the Community Outreach Specialist being reallocated to the Administration account, 100-60-601.

Total recommended positions - 0.50 FTE

# Facilities

Budget Unit 100-61-630

General Fund - Business and Community Services - Facilities

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 539,282
Total Expenditures	\$ 480,243
Fund Balance	\$ -
General Fund Costs	\$ (59,039)
% Funded by General Fund	-12.3%
<hr/>	
Total Staffing	2.50 FTE

## Program Overview

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility rental space available for a variety of activities including business meetings, community events, and Cupertino Library programs. The Quinlan Community Center houses the administrative office of the Parks and Recreation Department and serves as facility space for rentals and a variety of recreational, social, and community activities.

## Service Objectives

- Provide a rental facility for community meetings, business functions, social events, and other similar activities.
- Provide a facility for City Channel programming, and City Council, Planning Commission, Parks & Recreation Commission and other City meetings.
- Offer in-person and online registration for recreation programs.
- Schedule facility space for contractual and staff-run classes and camps.
- House the Cupertino Historical Society.
- Serve as an Emergency Operations Shelter in case of disasters.

## Proposed Budget

It is recommended that City Council approve a budget of \$480,243 for the Facilities program. This represents a decrease of \$204,119 (-29.8%) from the FY 2019 Adopted Budget.

The decrease was primarily due to reductions in employee compensation and benefits, materials, and contracts to better project actual expenses.

This budget proposes funding to support the 30th anniversary celebration of the Quinlan Community Center (\$4,500).

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 289,115	\$ 116,757	\$ 245,000	\$ 138,000
Charges for Services	\$ 825,501	\$ 489,372	\$ 458,382	\$ 401,282
<b>Total Revenues</b>	<b>\$ 1,114,616</b>	<b>\$ 606,129</b>	<b>\$ 703,382</b>	<b>\$ 539,282</b>
<b>Expenditures</b>				
Employee Compensation	\$ 290,439	\$ 306,411	\$ 330,663	\$ 285,429
Employee Benefits	\$ 102,430	\$ 106,126	\$ 102,437	\$ 99,285
Materials	\$ 51,386	\$ 56,656	\$ 68,465	\$ 30,110
Contract Services	\$ 15,028	\$ 8,210	\$ 17,000	\$ 5,220
Cost Allocation	\$ 546,269	\$ 85,157	\$ 151,524	\$ 58,657
Capital Outlays	\$ 313	\$ -	\$ -	\$ -
Special Projects	\$ 5,694	\$ -	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,273	\$ 1,542
<b>Total Expenditures</b>	<b>\$ 1,011,559</b>	<b>\$ 562,560</b>	<b>\$ 684,362</b>	<b>\$ 480,243</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (103,057)</b>	<b>\$ (43,569)</b>	<b>\$ (19,020)</b>	<b>\$ (59,039)</b>

## Staffing

Total current authorized positions - 2.63 FTE

Staff time is being reallocated to better reflect the actual time spent in this program. The Community Outreach Specialist was moved to the Recreation Administration account, 100-60-601.

Total recommended positions - 2.50 FTE

# Community Outreach & Neighborhood Watch

Budget Unit 100-61-632

General Fund - Business and Community Services - Community Outreach & Neighborhood Watch

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to the City Manager's Office. A complete discussion of this program can be found under Budget Unit 100-12-632. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 127,900	\$ 116,904	\$ 99,003	\$ -
Employee Benefits	\$ 43,967	\$ 42,824	\$ 32,968	\$ -
Materials	\$ 9,588	\$ 8,166	\$ 19,250	\$ -
Contract Services	\$ 3,181	\$ 1,769	\$ 9,500	\$ -
Cost Allocation	\$ 51,725	\$ 42,400	\$ 39,142	\$ -
Contingencies	\$ -	\$ -	\$ 1,388	\$ -
<b>Total Expenditures</b>	<b>\$ 236,361</b>	<b>\$ 212,063</b>	<b>\$ 201,251</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 236,361</b>	<b>\$ 212,063</b>	<b>\$ 201,251</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 25,000
Total Expenditures	\$ 813,804
Fund Balance	\$ -
General Fund Costs	\$ 788,804
% Funded by General Fund	96.9%
<hr/>	
Total Staffing	3.35 FTE

## Program Overview

This program includes administrative support of senior programs offered at the senior center. Administrative duties support the facility and senior programs that focus on enhancing a healthy lifestyle through quality education, recreation, travel, socials, case management services, volunteer opportunities, and facility rentals.

## Service Objectives

- Provide management and supervision of all programs, activities, personnel, and facilities within the senior services division .
- Establish program goals and priorities.
- Ensure operational hours accommodate community desires.
- Provide first-rate customer service and manage customer registration, memberships, point-of-sale, and facility rentals at the Senior Center.

## Proposed Budget

It is recommended that City Council approve a budget of \$813,804 for the Administration program. This represents a decrease of \$467,212 (-36.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to reductions in cost allocations charges related to building maintenance.

## 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:



<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 5,017	\$ 22,455	\$ 20,000	\$ 25,000
Miscellaneous Revenue	\$ 6,375	\$ 4,250	\$ 14,000	\$ -
<b>Total Revenues</b>	<b>\$ 11,392</b>	<b>\$ 26,705</b>	<b>\$ 34,000</b>	<b>\$ 25,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 430,150	\$ 425,324	\$ 358,084	\$ 357,732
Employee Benefits	\$ 197,044	\$ 168,223	\$ 144,312	\$ 127,224
Materials	\$ 20,666	\$ 40,374	\$ 53,851	\$ 13,310
Contract Services	\$ 10,216	\$ 20,840	\$ 30,750	\$ 2,800
Cost Allocation	\$ 494,790	\$ 452,107	\$ 690,664	\$ 311,932
Special Projects	\$ -	\$ 45,506	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,355	\$ 806
<b>Total Expenditures</b>	<b>\$ 1,152,866</b>	<b>\$ 1,152,374</b>	<b>\$ 1,281,016</b>	<b>\$ 813,804</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,141,474</b>	<b>\$ 1,125,669</b>	<b>\$ 1,247,016</b>	<b>\$ 788,804</b>

## Staffing

Total current authorized positions - 3.20 FTE

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

Total recommended positions - 3.35 FTE

# Youth Teen Recreation

Budget Unit 580-62-613

Recreation Program - Recreation and Education - Youth Teen Recreation

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,037,390
Total Expenditures	\$ 2,355,386
Fund Balance	\$ (1,317,996)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	1.60 FTE

## Program Overview

This program encompasses fee-based youth and teen programs such as academic and enrichment classes, STEAM programming, recreational camps, preschool, and special events, enrichment classes for adults, and special interest programming.

## Service Objectives

- Provide a preschool program, summer camps, and an extensive variety of contract classes for youth, teens, and adults, while collaborating with the Cupertino Union School District and Fremont Union High School District on select program offerings.
- Promote programs through social media to increase community awareness and interest in programs.
- Increase the number of youth and teen Science Technology Engineering Art, and Math (STEAM) programs offered.
- Expand all-day summer camp offerings to meet daycare needs of working families.
- Provide family-oriented programs designed to increase community engagement.
- Provide safe, fun, life-long learning activities that promote the foundations of self-confidence, skill development, and personal growth.
- Provide programs that enhance cultural awareness to youth and teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,355,386 for the Youth Teen Recreation program. This represents an increase of \$314,561 (15.4%) from the FY 2019 Adopted Budget.

This increase is primarily due to increases in cost allocation. However, the increase was offset by a decrease in materials and contract expenses, primarily due to the loss of the after school enrichment programs which included the loss of three contractors.

The budget proposes funding to increase outreach in support of hiring part time staff (\$2,800) in a difficult labor market.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,441,395	\$ 1,468,822	\$ 1,444,500	\$ 1,037,390
<b>Total Revenues</b>	<b>\$ 1,441,395</b>	<b>\$ 1,468,822</b>	<b>\$ 1,444,500</b>	<b>\$ 1,037,390</b>
<b>Expenditures</b>				
Employee Compensation	\$ 397,589	\$ 495,400	\$ 432,339	\$ 461,639
Employee Benefits	\$ (1,545)	\$ 134,393	\$ 71,556	\$ 73,364
Materials	\$ 71,123	\$ 72,296	\$ 79,988	\$ 23,627
Contract Services	\$ 859,700	\$ 900,752	\$ 1,049,500	\$ 797,672
Cost Allocation	\$ 305,794	\$ 357,107	\$ 351,973	\$ 962,308
Contingencies	\$ -	\$ -	\$ 55,469	\$ 36,776
<b>Total Expenditures</b>	<b>\$ 1,632,661</b>	<b>\$ 1,959,948</b>	<b>\$ 2,040,825</b>	<b>\$ 2,355,386</b>
<b>Fund Balance</b>	<b>\$ 257,692</b>	<b>\$ (491,126)</b>	<b>\$ (596,325)</b>	<b>\$ (1,317,996)</b>
<b>General Fund Costs</b>	<b>\$ 448,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 1.60 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.60 FTE

# Senior Center

Budget Unit 100-62-623

General Fund - Recreation and Education - Senior Center

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 430,150
Total Expenditures	\$ 1,416,331
Fund Balance	\$ -
General Fund Costs	\$ 986,181
% Funded by General Fund	69.6%
<hr/>	
Total Staffing	4.65 FTE

## Program Overview

This program includes the coordination and delivery of program services for seniors at the Senior Center. Staff coordinates a well-maintained Senior Center for adults age 50+; and senior adult recreation programs such as enrichment classes, educational presentations, group trips and tours, and social events. In addition, the Senior Center team leverages members to support programs and services through over 24,000 hours of volunteer service annually and coordinates Case Management services to assist seniors in remaining independent and safe in their own homes.

The Youth and Teen programs have been removed from this budget and reallocated to other accounts, showing a reduction of almost \$1 million.

## Service Objectives

- Enhance partnerships with Fremont Union High School District Adult Education, the Santa Clara County Library District, De Anza College, and other local nonprofit agencies.
- Provide appreciation events for senior volunteers who support the Parks and Recreation Department throughout the year.
- Provide multi-lingual senior case management services.
- Offer fitness and enrichment courses, educational presentations, group trips and tours, and socialization opportunities to adults age 50+.
- Provide volunteer service opportunities for adults age 50+.
- Provide a senior focused annual health fair.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,416,331 for the Senior Center program. This represents a decrease of \$619,778 (-30.4%) from the FY 2019 Adopted Budget.

In FY 18/19 the Youth and Teen programs were transferred to 100-62-639, Youth and Teen programs, as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-639. Increase include an update to the 50+ Scene to be more consistent with the branding guidelines of the

city (\$7,194). The Cupertino Scene was revitalized in 2017. In order to make the 50+ Scene look more similar to the Cupertino Scene and stay consistent with branding, the proposal for an update in layout which would increase in pages and to allow color print. The proposed changes would amount to \$7,194 which covers 6 bi-monthly newsletters for the year. This cost would be on-going. Part time salary costs, materials and contracted expenses were decreased to more accurately reflect prior year actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 4,788	\$ 1,833	\$ 3,500	\$ -
Charges for Services	\$ 572,307	\$ 470,818	\$ 578,050	\$ 430,150
<b>Total Revenues</b>	<b>\$ 577,095</b>	<b>\$ 472,651</b>	<b>\$ 581,550</b>	<b>\$ 430,150</b>
<b>Expenditures</b>				
Employee Compensation	\$ 449,507	\$ 581,360	\$ 818,614	\$ 535,164
Employee Benefits	\$ 142,146	\$ 186,248	\$ 238,292	\$ 194,081
Materials	\$ 341,397	\$ 127,725	\$ 220,985	\$ 122,694
Contract Services	\$ 98,398	\$ 256,676	\$ 317,220	\$ 191,875
Cost Allocation	\$ 588,869	\$ 552,901	\$ 415,210	\$ 357,244
Contingencies	\$ -	\$ -	\$ 25,788	\$ 15,273
<b>Total Expenditures</b>	<b>\$ 1,620,317</b>	<b>\$ 1,704,910</b>	<b>\$ 2,036,109</b>	<b>\$ 1,416,331</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,043,222</b>	<b>\$ 1,232,258</b>	<b>\$ 1,454,559</b>	<b>\$ 986,181</b>

## Staffing

Total current authorized positions - 4.85 FTE

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

Total recommended positions - 4.65 FTE

# Teen Programs

Budget Unit 100-62-639

General Fund - Recreation and Education - Teen Programs

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 7,500
Total Expenditures	\$ 258,870
Fund Balance	\$ -
General Fund Costs	\$ 251,370
% Funded by General Fund	97.1%
<hr/>	
Total Staffing	0.35 FTE

## Program Overview

This program supports teen programs and services for the Recreation and Education Division. It provides for the supervision and operation of the Cupertino Teen Center, the satellite Teen Center at Lawson Middle School, the Youth Activity Board, the Cupertino Teen Leadership Academy, and the teen summer volunteer program.

## Service Objectives

- Empower youth by creating enriching and stress-free programs that foster physical, mental, and social development.
- Provide an exclusive space for Cupertino Teens to de-stress, create, study, and to socially develop.
- Create opportunities for youth and teens to build their leadership abilities by creating activities, events, and programs by teens for teens.
- Create reciprocal engagement and outreach efforts between the City of Cupertino and Cupertino teens.
- Develop teen leadership skills and career growth opportunities by providing an interactive teen leadership program.
- Provide the opportunity for teens to gain applied skills and develop leadership abilities by volunteering in a summer camp and/or an Aquatic Learn -to Swim program.
- Establish a partnership with Lawson Middle School to bring the Cupertino Teen Center to a local school community.
- Create programs which support mental health and wellness in youth and teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$258,870 for the Teen Programs program.

This budget primarily provides support for the Cupertino Teen Center facility, including the Teen Center at Lawson (\$74,310), and a variety of teen programs such as the Cupertino Teen Leadership Academy, the Summer Volunteer Program (Leaders in Training, Swim Instructor training), and the Youth Activity Board

(\$13,400). The budget proposes increasing cultural programs at the Quinlan Community Center (\$6,200). This program was reallocated from 100-62-623 to 100-62-639 in FY 18/19. This is a new program budget added to better capture revenues and expenses for Teen Programs.

These initiatives are intended to meet the needs of Cupertino Teens as directed in the 2019/20 City Council approved work plan.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ -	\$ -	\$ 5,000
Charges for Services	\$ -	\$ -	\$ -	\$ 2,500
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 197,431
Employee Benefits	\$ -	\$ -	\$ -	\$ 16,352
Materials	\$ -	\$ -	\$ -	\$ 37,205
Contract Services	\$ -	\$ -	\$ -	\$ 7,882
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,870</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,370</b>

## Staffing

Total current authorized positions - 0.35 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.35 FTE

# Neighborhood Events

Budget Unit 100-62-640

General Fund - Recreation and Education - Neighborhood Events

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 5,000
Total Expenditures	\$ 169,568
Fund Balance	\$ -
General Fund Costs	\$ 164,568
% Funded by General Fund	97.1%
<hr/>	
Total Staffing	0.10 FTE

## Program Overview

The Neighborhood Programs provide a varied schedule of summer events in neighborhood parks. Events include outdoor concerts, outdoor movies, performances, and free arts and fitness programs in the parks. These programs are designed to engage new customers and to promote current programs. This program will continue to develop partnerships with local agencies, businesses, and non-profits to better engage our community.

## Service Objectives

- To provide outdoor summer concerts in neighborhood parks.
- To provide outdoor summer movies in neighborhood parks.
- To provide outdoor summer fitness opportunities in neighborhood parks.
- To provide outdoor summer arts opportunities in neighborhood parks.
- To provide an array of outdoor cultural special events in neighborhood parks.
- To provide activities for kids and families of all ages.
- To build community through partnerships with local agencies, businesses and non-profits.

## Proposed Budget

It is recommended that City Council approve a budget of \$169,568 for the Neighborhood Events program.

This is a new program budget to better capture revenues & expenses for the Neighborhood Programs. The budget includes expenditures of \$90,514 in employee compensation and benefits, \$20,033 for supplies and equipment and \$58,847 for contracted services, primarily bands and entertainment.

Revenues-The Neighborhood Events program will provide support for the Cupertino Campout at Creekside Park, which is targeted to bring \$5,000 in revenues (\$7,913 in expenditures).



## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 5,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 84,022
Employee Benefits	\$ -	\$ -	\$ -	\$ 6,666
Materials	\$ -	\$ -	\$ -	\$ 20,033
Contract Services	\$ -	\$ -	\$ -	\$ 58,847
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,568</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,568</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Park Facilities

Budget Unit 100-63-612

General Fund - Sports, Safety and Outdoor Recreation - Park Facilities

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 384,000
Total Expenditures	\$ 2,252,892
Fund Balance	\$ -
General Fund Costs	\$ 1,868,892
% Funded by General Fund	83.0%
<hr/>	
Total Staffing	3.28 FTE

## Program Overview

Blackberry Farm provides the community with recreational space to swim, picnic, enjoy ranger-led activities, and the Stevens Creek Trail. McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, nature programs, and is the location of the Community Garden program and non-profit operations such as Grassroots Ecology, Santa Clara Valley Audubon Society, UCCE Master Gardeners, and Rolling Hills 4-H Club. The Creekside Park building provides community members with facility space which can be used for a variety of activities. The Monta Vista Recreation Center is home to a diverse array of recreational activities including gymnastics classes and preschool.

## Service Objectives

Blackberry Farm Picnic Grounds and Pools:

- Provide the community with two recreational pools for drop-in use.
- Offer a Junior Lifeguard course for teens, ages 13 -15.
- Engage and provide the community with annual 4th of July and Pooch Plunge events.
- Partner with the Audubon Society to provide Wildlife & Harvest Day at Blackberry Farm.
- Increase residential usage of the facility.
- Continue to offer Park Ranger-led activities such as interpretive walks, star-gazing events, and implement a Stevens Creek Corridor volunteer program.

McClellan Ranch Preserve:

- Continue to offer drop-in visitor hours at the Environmental Education Center and Blacksmith Shop on Saturdays, Sundays, and some school holidays.
- Develop park management internship opportunities in partnership with the West Valley Community College Park Management Program.
- Partner with SCVAS, Grassroots Ecology, Watershed Stewardship Program Members, Santa Clara Valley Audubon Society, Rolling Hills 4H and UCCE Master Gardeners in providing public education programs.
- Expand programming opportunities for teens.

- Increase volunteer/docent opportunities at McClellan Ranch.
- Develop and increase community garden programming.

Creekside Park Building:

- Rent facility for nonprofit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contract and staff-run classes and camps.
- Provide space for year-round farmers' market

Monta Vista Recreation Center:

- Provide gymnastics classes via a certified gymnastics business.
- Offer department run preschool program.
- Provide contract and staff-run classes and camps.
- Make space available for co-sponsored clubs and rentals.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,252,892 for the Park Facilities program. This represents a decrease of \$129,502 (-5.4%) from the FY 2019 Adopted Budget.

The decrease in materials and supplies is primarily due the transfer out of telephone charges on Innovation and Technology and decreased data charges, coupled with a smaller office supply budget and general supply budget based on prior year actuals.

The increase in Contract Services is a result of an increase in bank charges, and several new programs and events added to this division. July 4th is the 10th Anniversary of the re-opening of Blackberry Farm. Event-themed staff t-shirts, decorate-your-own canvas tote giveaways, and a steel drum band would be added to the current event offerings. With the popularity of the recently implemented park ranger programs along the corridor, the new Corridor Stroll, would take place along the whole corridor from McClellan Ranch to the Stocklemeir property. For young and old alike, the corridor comes alive with blacksmith demonstrations, nature crafts, magicians, acoustic performers, snacks and wine tastings, to name a few. Signing with Santa is an event like no other in the bay area. This event features cocoa and cookies with a Santa who only communicates via sign language. This is the first event offered in an ongoing effort to add more adaptive needs programs to our department. Costs for this event would be offset by the registration fee of \$10 per person, which we anticipate to offset the event cost by \$500. Merchandise for sale will be added to the Blackberry Farm Cafe. The cost to purchase items will be offset by the profit made from sales. We anticipate sales to generate an additional \$2,200 in revenue.

The increase in Contract Services is due to the Blacksmith contract and a \$75,000 transfer of funding from a one-time, limited special project for habitat restoration at McClellan Ranch Preserve to the ongoing watering and maintenance of the meadow restoration project.

This budget proposes funding to support the 10th anniversary celebration of Blackberry Farm (\$2,850), Stevens Creek Corridor Stroll activities (\$3,448), and to operate the Blacksmith Shop at the McClellan Ranch Preserve (\$6,997).

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 69,631	\$ 201,787	\$ 199,000	\$ 204,000
Charges for Services	\$ 152,130	\$ 197,733	\$ 175,000	\$ 180,000
<b>Total Revenues</b>	<b>\$ 221,761</b>	<b>\$ 399,520</b>	<b>\$ 374,000</b>	<b>\$ 384,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 586,441	\$ 585,928	\$ 730,520	\$ 709,998
Employee Benefits	\$ 112,901	\$ 114,806	\$ 130,493	\$ 147,805
Materials	\$ 96,656	\$ 110,726	\$ 136,073	\$ 94,435
Contract Services	\$ 10,427	\$ 48,532	\$ 31,700	\$ 89,251
Cost Allocation	\$ 815,707	\$ 954,759	\$ 1,277,319	\$ 1,202,972
Special Projects	\$ 55,071	\$ 62,643	\$ 68,000	\$ -
Contingencies	\$ -	\$ -	\$ 8,289	\$ 8,431
<b>Total Expenditures</b>	<b>\$ 1,677,203</b>	<b>\$ 1,877,394</b>	<b>\$ 2,382,394</b>	<b>\$ 2,252,892</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,455,442</b>	<b>\$ 1,477,874</b>	<b>\$ 2,008,394</b>	<b>\$ 1,868,892</b>

## Staffing

Total current authorized positions - 3.43 FTE

Staff time has been reallocated to better reflect actual time spent in this program.

Total recommended positions - 3.28 FTE

# Administration

Budget Unit 100-63-615

General Fund - Sports, Safety and Outdoor Recreation - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 114,178
Fund Balance	\$ -
General Fund Costs	\$ 114,178
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.40 FTE

## Program Overview

This program supports all facets of the Sports, Safety, and Outdoor Recreation Division. It provides for the supervision and operation of the Cupertino Sports Center, Blackberry Farm Golf Course, Blackberry Farm picnic area and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center and Creekside Park building. The Sports, Safety, and Outdoor Recreation Division includes a diverse offering of recreation programs for all ages including sports leagues, camps/classes, nature programs, volunteer opportunities, drop-in activities, special events, aquatics, golf, and specialty classes.

## Service Objectives

- Efficiently manage the Cupertino Sports Center, Blackberry Farm Golf Course, Blackberry Farm picnic sites and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center, Creekside Park building, nine school sites and various City fields.
- Continue to improve coordination among staff within the Stevens Creek Corridor in order to enhance customer service and the experience for park visitors.
- Oversee marketing, budget development, and program plans for all locations.
- Continue to expand the aquatics program.

## Proposed Budget

It is recommended that City Council approve a budget of \$114,178 for the Administration program. This represents a decrease of \$76,556 (-40.1%) from the FY 2019 Adopted Budget.

The decrease in this budget is primarily due to reduced cost allocation expenses and the movement of several line items to other accounts. The conference and training funds have moved to the department administration account, 100-60-601 and supplies and materials have moved to the accounts where the two supervisors are geographically located.

This budget proposes replacement of two failing lifeguard stands (\$6,000) for the Blackberry Farm pool deck.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 88,077	\$ 186,622	\$ 54,513	\$ 46,034
Employee Benefits	\$ 39,767	\$ 69,295	\$ 20,550	\$ 16,279
Materials	\$ 4,620	\$ 6,228	\$ 6,755	\$ 8,465
Contract Services	\$ 388	\$ 3,889	\$ -	\$ -
Cost Allocation	\$ 105,013	\$ 87,147	\$ 108,578	\$ 43,392
Contingencies	\$ -	\$ -	\$ 338	\$ 8
<b>Total Expenditures</b>	<b>\$ 237,865</b>	<b>\$ 353,181</b>	<b>\$ 190,734</b>	<b>\$ 114,178</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 237,865</b>	<b>\$ 353,181</b>	<b>\$ 190,734</b>	<b>\$ 114,178</b>

## Staffing

Total current authorized positions - 0.40 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.40 FTE

# Blackberry Farm Golf Course

Budget Unit 560-63-616

Blackberry Farm - Sports, Safety and Outdoor Recreation - Blackberry Farm Golf Course

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 327,000
Total Expenditures	\$ 677,336
Fund Balance	\$ 259,664
General Fund Costs	\$ 610,000
% Funded by General Fund	90.1%
<hr/>	
Total Staffing	1.05 FTE

## Program Overview

Blackberry Farm Golf Course provides a nine-hole golf facility to the community that serves all ages.

## Service Objectives

- Increase the golfer base through private golf instruction, family events, and high school golf team partnerships.
- Operate a golf course concession where customers may purchase golfing accessories and golf instruction.

## Proposed Budget

It is recommended that City Council approve a budget of \$677,336 for the Blackberry Farm Golf Course program. This represents a decrease of \$10,603 (-1.5%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

The increase in Contract Services is primarily due to necessary improvements to rebuild the tee area on hole #1 and hole #9 (\$6,180 per tee). The additional funds (\$15,000) would also allow us to add five days of tree work on the course each year, to help address the maintenance of over 100 trees located on the course. The decrease in Materials and Supplies is due to conference and meeting costs being removed from this account to account 100-60-601 and a more accurate reflection of the cost of maintaining merchandise after a full year of responsibility for this operation, and the completion of one-time purchases, including tables and umbrellas, a new counter, and merchandise display in the pro shop.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 19,791	\$ 30,910	\$ -	\$ 27,000
Charges for Services	\$ 305,435	\$ 314,754	\$ 335,000	\$ 300,000
<b>Total Revenues</b>	<b>\$ 325,226</b>	<b>\$ 345,664</b>	<b>\$ 335,000</b>	<b>\$ 327,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 147,505	\$ 136,361	\$ 150,811	\$ 168,337
Employee Benefits	\$ 47,658	\$ 50,556	\$ 37,632	\$ 42,698
Materials	\$ 24,148	\$ 98,956	\$ 124,693	\$ 106,249
Contract Services	\$ 267,036	\$ 258,776	\$ 244,200	\$ 267,345
Cost Allocation	\$ 88,300	\$ 97,561	\$ 102,158	\$ 76,259
Special Projects	\$ 22,758	\$ 32,900	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 18,445	\$ 16,448
<b>Total Expenditures</b>	<b>\$ 597,405</b>	<b>\$ 675,110</b>	<b>\$ 687,939</b>	<b>\$ 677,336</b>
<b>Fund Balance</b>	<b>\$ 60,753</b>	<b>\$ (29,446)</b>	<b>\$ (352,939)</b>	<b>\$ 259,664</b>
<b>General Fund Costs</b>	<b>\$ 332,931</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 610,000</b>

## Staffing

Total current authorized positions - 0.90 FTE

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

Total recommended positions - 1.05 FTE



# Outdoor Recreation

Budget Unit 580-63-620

Recreation Program - Sports, Safety and Outdoor Recreation - Outdoor Recreation

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,201,937
Total Expenditures	\$ 1,479,804
Fund Balance	\$ 287,133
General Fund Costs	\$ 565,000
% Funded by General Fund	38.2%
Total Staffing	2.52 FTE

## Program Overview

This program encompasses the coordination and delivery of a wide range of sports, fitness, and outdoor activities for youth and adults.

## Service Objectives

- Operate a summer learn-to-swim program for infants, children, teens, and adults.
- Coordinate spring, summer, and fall adult softball leagues.
- Provide sports, dance, fitness, and wellness classes for youth, teens, and adults.
- Offer a 5k, community walk, and kids' fun run in the spring.
- Manage user group field rentals under the Cupertino Union School District/City Joint Use Agreement.
- Increase nature, blacksmithing, and environmental classes for parent/child, teen, and adult demographics.
- Increase youth and teen activities to better accommodate working parents.
- Provide an afternoon summer nature program to provide all-day camp options for families.
- Offer fee-based gardening programs for youth and adults.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,479,804 for the Outdoor Recreation program. This represents a decrease of \$118,546 (-7.4%) from the FY 2019 Adopted Budget.

The decrease is primarily due to reductions in cost allocation.

The increase in Contract Services can be attributed to several new programs. The aquatics program has moved from Cupertino High School to Monta Vista High School, to provide a longer day of lessons. This includes 2 more group lessons each session, 48 additional private lessons, and a new lap swim program at lunch. While this move involves an increase in rent expenses of \$16,000, we anticipate generating an additional \$20,000 in revenue. A new Drop-In Basketball program at two CUSD schools would also involve renting gym space at a cost of \$51,000. Participants would be charged a fee of \$10 each to play, resulting in an approximate off-setting revenue of \$19,200. The addition of these programs as well as a new Kid's Challenge event, also results

in a slight increase in materials and supplies. The above mentioned revenue will help to offset those events mentioned. 200 children participate in the kid's run at the Big Bunny 5k each year. Looking to add another fitness-oriented event for kids, the Kid's Challenge will offer a ninja warrior, parkour type challenge to be held in September (\$8,545). A registration fee of \$20 per participant will be charged, with a goal of \$2,000 in off-setting revenue.

This budget proposes adding PT pool staff to ensure a safe aquatics experience (\$20,328), and also proposes an update to the athletic field use policy (\$30,500). The latter initiative is included in the 2019/20 City Council approved work plan.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Sports & Outdoor Field Use Analysis	\$30,500	\$30,500	Enterprise Fund	Cost of consulting services
Total	\$30,500			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 287,318	\$ 163,670	\$ 287,000	\$ -
Charges for Services	\$ 756,005	\$ 845,638	\$ 834,400	\$ 1,201,937
<b>Total Revenues</b>	<b>\$ 1,043,323</b>	<b>\$ 1,009,308</b>	<b>\$ 1,121,400</b>	<b>\$ 1,201,937</b>
<b>Expenditures</b>				
Employee Compensation	\$ 168,563	\$ 335,428	\$ 401,676	\$ 364,143
Employee Benefits	\$ 64,633	\$ 101,340	\$ 113,131	\$ 103,062
Materials	\$ 102,762	\$ 112,440	\$ 90,367	\$ 68,194
Contract Services	\$ 498,388	\$ 464,655	\$ 701,125	\$ 720,311
Cost Allocation	\$ 205,271	\$ 258,603	\$ 253,026	\$ 157,520
Special Projects	\$ 595	\$ -	\$ -	\$ 30,500
Contingencies	\$ -	\$ -	\$ 39,025	\$ 36,074
<b>Total Expenditures</b>	<b>\$ 1,040,212</b>	<b>\$ 1,272,466</b>	<b>\$ 1,598,350</b>	<b>\$ 1,479,804</b>
<b>Fund Balance</b>	<b>\$ 11,467</b>	<b>\$ (263,159)</b>	<b>\$ (476,950)</b>	<b>\$ 287,133</b>
<b>General Fund Costs</b>	<b>\$ 8,355</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 565,000</b>

## Staffing

Total current authorized positions - 2.45 FTE

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

Total recommended positions - 2.52 FTE

# Sports Center Operations

Budget Unit 570-63-621

Sports Center - Sports, Safety and Outdoor Recreation - Sports Center Operations

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 2,051,500
Total Expenditures	\$ 2,539,938
Fund Balance	\$ 459,562
General Fund Costs	\$ 948,000
% Funded by General Fund	37.3%
<hr/>	
Total Staffing	2.25 FTE

## Program Overview

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, child care, and a wide assortment of fitness classes, youth sports classes, and a variety of racquet sports, including tennis, table tennis, pickle ball, and badminton classes, camps, and programs.

## Service Objectives

- Increase memberships, participation in fitness classes, and enrollment in contract camps and classes.
- Market programs through social media, the recreation schedule, a new electronic sign on Stevens Creek Blvd., and the City website.
- Collaborate with Public Works to ensure successful implementation of Capital Improvement Projects.
- Explore new program offerings each quarter.
- Offer special classes for International Yoga Day and the annual Open House.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,539,938 for the Sports Center Operations program. This represents an increase of \$79,203 (3.2%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last year and supports the operations at the Cupertino Sports Center. This includes staffing, fitness programs, exercise classes, tennis, child care, racquetball, and a variety of camps and classes for all ages. The decrease in some operating costs is a direct result of conference and training expenses being moved to the department administration account, 100-60-601, the discontinuation of a summer camp program, and a one-time special piece of equipment purchase in the last fiscal year. The annual equipment replacement of two treadmills is proposed at a cost of \$13,000.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 793	\$ 1,173	\$ -	\$ 1,000
Charges for Services	\$ 2,132,958	\$ 2,402,491	\$ 2,100,500	\$ 2,050,500
<b>Total Revenues</b>	<b>\$ 2,133,751</b>	<b>\$ 2,403,664</b>	<b>\$ 2,100,500</b>	<b>\$ 2,051,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 305,387	\$ 308,350	\$ 340,112	\$ 348,124
Employee Benefits	\$ 86,232	\$ 103,327	\$ 91,817	\$ 91,492
Materials	\$ 39,705	\$ 39,774	\$ 86,600	\$ 59,810
Contract Services	\$ 1,338,511	\$ 1,561,619	\$ 1,606,100	\$ 1,696,689
Cost Allocation	\$ 170,485	\$ 183,146	\$ 246,571	\$ 233,357
Special Projects	\$ 481	\$ -	\$ 5,000	\$ 27,000
Contingencies	\$ -	\$ -	\$ 84,535	\$ 83,466
<b>Total Expenditures</b>	<b>\$ 1,940,801</b>	<b>\$ 2,196,216</b>	<b>\$ 2,460,735</b>	<b>\$ 2,539,938</b>
<b>Fund Balance</b>	<b>\$ 348,994</b>	<b>\$ 307,445</b>	<b>\$ (360,235)</b>	<b>\$ 459,562</b>
<b>General Fund Costs</b>	<b>\$ 156,045</b>	<b>\$ 99,996</b>	<b>\$ -</b>	<b>\$ 948,000</b>

## Staffing

Total current authorized positions - 2.27 FTE

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

Total recommended positions - 2.25 FTE

# Disaster Preparedness

Budget Unit 100-63-633

General Fund - Sports, Safety and Outdoor Recreation - Disaster Preparedness

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to the City Manager's Office. A complete discussion of this program can be found under Budget Unit 100-12-633. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 36,036	\$ 92,977	\$ 93,764	\$ -
Employee Benefits	\$ 1,043	\$ 34,825	\$ 50,094	\$ -
Materials	\$ 14,421	\$ 32,836	\$ 34,988	\$ -
Contract Services	\$ 372	\$ 14	\$ 5,000	\$ -
Cost Allocation	\$ 13,054	\$ 21,312	\$ 81,069	\$ -
Special Projects	\$ 2,433	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,999	\$ -
<b>Total Expenditures</b>	<b>\$ 67,359</b>	<b>\$ 181,964</b>	<b>\$ 266,914</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 67,359</b>	<b>\$ 181,964</b>	<b>\$ 266,914</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

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# Planning and Community Development

Budget Unit	Program	2020 Proposed Budget
<b>Planning &amp; Community Development</b>		<b>\$ 724,623</b>
100-70-700	Community Development Administration	\$ 724,623
<b>Planning</b>		<b>\$ 4,363,500</b>
100-71-701	Current Planning	\$ 2,482,756
100-71-702	Mid and Long Term Planning	\$ 1,880,744
100-71-704	Annexations	\$ -
100-71-705	Economic Development	\$ -
<b>Housing Services</b>		<b>\$ 1,152,056</b>
260-72-707	CDBG General Admin	\$ 69,277
260-72-709	CDBG Capital/Housing Projects	\$ 240,202
260-72-710	CDBG Public Service Grants	\$ 50,000
265-72-711	BMR Affordable Housing Fund	\$ 684,737
100-72-712	Human Service Grants	\$ 107,840
<b>Building</b>		<b>\$ 3,521,174</b>
100-73-713	General Building	\$ 791,261
100-73-714	Building Plan Review	\$ 1,457,036
100-73-715	Building Code Enforcement	\$ 1,175,096
100-73-718	Muni Code Enforcement	\$ 97,781
<b>Code Enforcement</b>		<b>\$ 887,652</b>
100-74-202	Code Enforcement	\$ 887,652
<b>Total</b>		<b>\$ 10,649,005</b>

# Department Overview

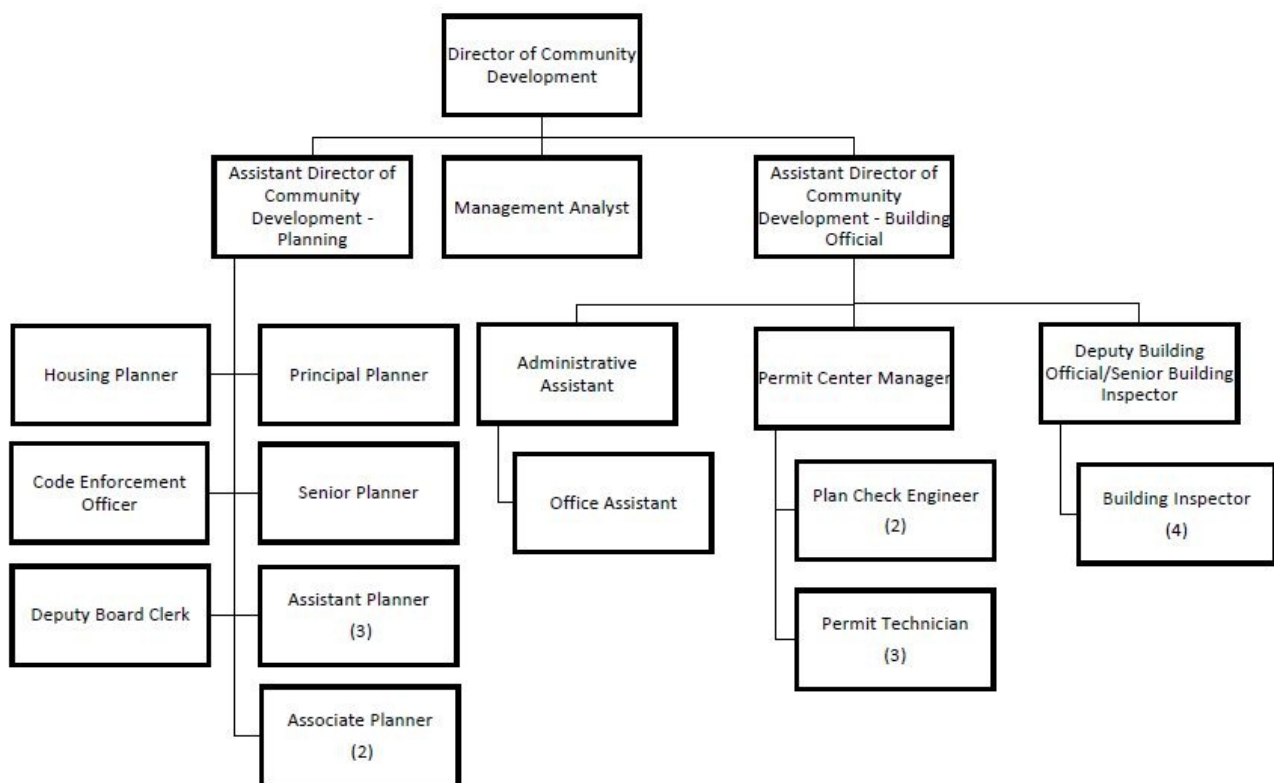
## Budget at a Glance

### 2020 Proposed Budget

Total Revenues	\$ 4,582,436
Total Expenditures	\$ 10,649,005
Fund Balance	\$ (676,319)
General Fund Costs	\$ 5,390,250
% Funded by General Fund	50.6%
Total Staffing	28.29 FTE

## Organization

**Benjamin Fu**, Acting Director of Community Development



## Performance Measures

Goal: Review and guide development activity to ensure compliance with relevant codes and policies, and alignment with community values to promote and enhance Cupertino's community-wide quality of life.

Benefit: Cupertino is a thriving city to live, work, learn and play.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
Building permit applications shall be plan reviewed within 15 business days <sup>1</sup>	93.18%	95%	90%	96%
Customer/Applicants visiting the Building Permit Counter shall be assisted within 15 minutes	N/A	100%	100%	80%
Planning application reviews completed by 30-day deadline	65%	91%	84%	50%
Building permit applications reviewed over-the-counter (OTC)	76.55%	65%	58%	80%
Average number of days to initiate investigation of code complaints	0.97	1.96	1.6	< 7
Code enforcement cases resolved without issuance of citations	98.30%	92.98%	90%	80%
Landlord-tenant counseling and dispute resolution cases provided	115	70	23	100 per year
Below market rate rental and purchase vacancies filled	22	30	16	15 per year
Housing resources and referrals provided	600	1040	520	400 per year
Complimentary/courtesy prelim app reviews completed within 3 weeks <sup>2</sup>	Not tracked	Not tracked	Not tracked	80%
Public Outreach Events <sup>2</sup>	Not tracked	Not tracked	Not tracked	12 per year

<sup>1</sup> We will be able to report the percentage of building plan reviews completed within 15 business days and the percentage of building inspections requested online when the new land use and permitting software goes live.

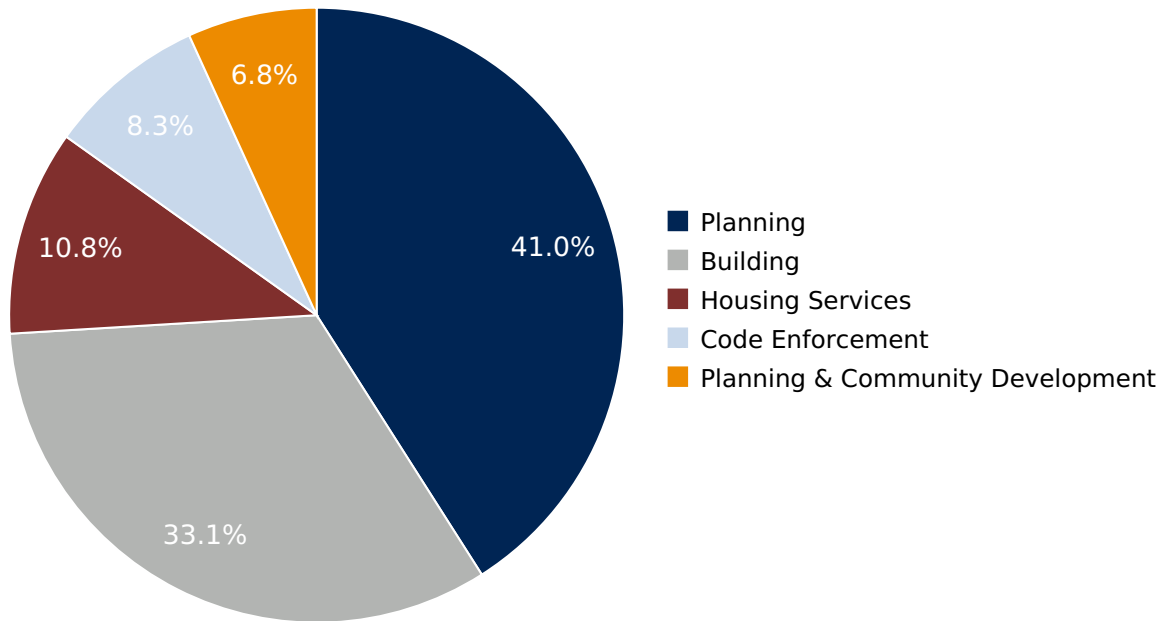
<sup>2</sup> Will start tracking this Performance Measure in FY19/20

## Proposed Budget

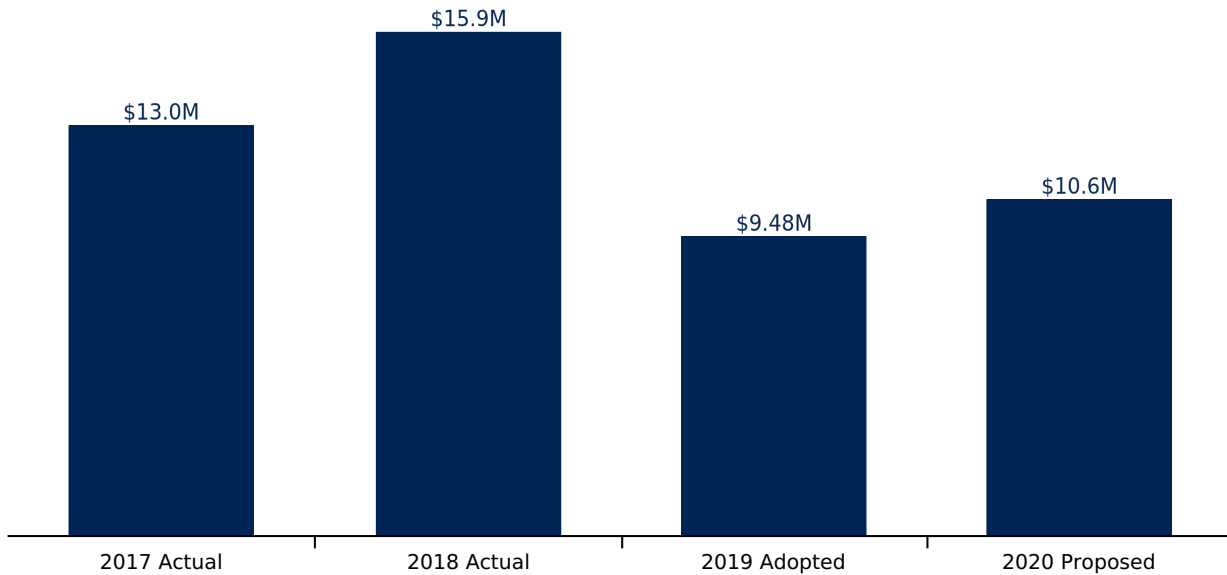
It is recommended that City Council approve a budget of \$10,649,005 for the Planning and Community Development department. This represents an increase of \$1,172,949 (12.4%) from the FY 2019 Adopted Budget.

This increase is primarily due to increases in special projects costs for the General Plan Update.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Taxes	\$ 3,000	\$ 165,324	\$ 3,000	\$ 3,000
Licenses and Permits	\$ 2,513,489	\$ 2,728,492	\$ 2,661,000	\$ 2,500,000
Use of Money and Property	\$ -	\$ 3,265	\$ 2,966	\$ 3,300
Intergovernmental Revenue	\$ -	\$ 316,688	\$ 311,942	\$ 361,597
Charges for Services	\$ 8,181,779	\$ 5,830,945	\$ 1,550,000	\$ 1,310,000
Fines and Forfeitures	\$ -	\$ -	\$ -	\$ 265,000
Miscellaneous Revenue	\$ 866,473	\$ 683,494	\$ 127,500	\$ 139,539
<b>Total Revenues</b>	<b>\$ 11,564,741</b>	<b>\$ 9,728,208</b>	<b>\$ 4,656,408</b>	<b>\$ 4,582,436</b>
<b>Expenditures</b>				
Employee Compensation	\$ 2,816,088	\$ 3,051,272	\$ 3,444,529	\$ 3,448,362
Employee Benefits	\$ 1,157,412	\$ 1,254,973	\$ 1,383,973	\$ 1,441,002
Materials	\$ 578,574	\$ 595,759	\$ 955,765	\$ 753,792
Contract Services	\$ 922,986	\$ 316,008	\$ 550,450	\$ 563,170
Cost Allocation	\$ 1,841,670	\$ 2,069,309	\$ 3,022,110	\$ 2,923,486
Special Projects	\$ 5,673,286	\$ 8,659,121	\$ 100,000	\$ 1,503,500
Contingencies	\$ -	\$ -	\$ 19,229	\$ 15,693
<b>Total Expenditures</b>	<b>\$ 12,990,016</b>	<b>\$ 15,946,442</b>	<b>\$ 9,476,056</b>	<b>\$ 10,649,005</b>
<b>Fund Balance</b>	<b>\$ (991,255)</b>	<b>\$ (4,017,687)</b>	<b>\$ (825,265)</b>	<b>\$ (676,319)</b>
<b>General Fund Costs</b>	<b>\$ 434,020</b>	<b>\$ 2,200,550</b>	<b>\$ 3,994,383</b>	<b>\$ 5,390,250</b>

# Community Development Administration

Budget Unit 100-70-700

General Fund - Planning & Community Development - Community Development Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 724,623
Fund Balance	\$ -
General Fund Costs	\$ 724,623
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.60 FTE

## Program Overview

The Community Development Administration program manages general office and oversight functions for the Community Development Department.

## Service Objectives

- Coordinate and direct general office affairs related to community development functions.
- Manage professional and administrative staff.
- Prepare and implement the department budget.
- Coordinate as necessary with other departments in the City.
- Review and evaluate City and department goals and objectives.

## Proposed Budget

It is recommended that City Council approve a budget of \$724,623 for the Community Development Administration program. This represents a decrease of \$62,132 (-7.9%) from the FY 2019 Adopted Budget.

The decrease is due to decreased costs allocation charges related to room usage at Quinlan Community Center and Community Hall.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 89,927	\$ 101,233	\$ 103,703	\$ 100,414
Employee Benefits	\$ 48,437	\$ 38,455	\$ 40,676	\$ 39,127
Materials	\$ 14,222	\$ 14,886	\$ 30,450	\$ 23,955
Contract Services	\$ 2,215	\$ 3,727	\$ 107,000	\$ 100,000
Cost Allocation	\$ 65,577	\$ 146,586	\$ 498,053	\$ 454,929
Contingencies	\$ -	\$ -	\$ 6,873	\$ 6,198
<b>Total Expenditures</b>	<b>\$ 220,378</b>	<b>\$ 304,887</b>	<b>\$ 786,755</b>	<b>\$ 724,623</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 220,378</b>	<b>\$ 304,887</b>	<b>\$ 786,755</b>	<b>\$ 724,623</b>

## Staffing

Total current authorized positions - 0.55 FTE

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

Total recommended positions - 0.60 FTE

# Current Planning

Budget Unit 100-71-701

General Fund - Planning - Current Planning

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,175,000
Total Expenditures	\$ 2,482,756
Fund Balance	\$ -
General Fund Costs	\$ 1,307,756
% Funded by General Fund	52.7%
Total Staffing	7.48 FTE

## Program Overview

The Current Planning program serves to review projects and implement City ordinances and the General Plan goals and objectives through the permitting process.

## Service Objectives

- Maintain a high level of customer service.
- Provide assistance at the public counter, over the telephone, or via email.
- Implement the City's General Plan and Zoning Ordinance.
- Evaluate Planning applications for consistency with City ordinance, General Plan goals, and applicable State and Federal regulations.
- Coordinate internal review of Planning applications with other City departments.
- Conduct an environmental review of projects in compliance with California Environmental Quality Act (CEQA) and applicable regional, State and Federal regulations.
- Provide technical analysis and recommendations to the Council, Planning Commission and Design Review Committee.
- Administer the review of projects including finalizing building permits related to Planning requirements.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,482,756 for the Current Planning program. This represents a decrease of \$371,494 (-13.0%) from the FY 2019 Adopted Budget.

This decrease is mainly due to decreased salary cost due a reduction in part time salary costs and reduced contract services that align the budget more closely with prior year actuals.

## Special Projects

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



Special Project	Appropriation	Revenue	Funding Source	Description
Short-term Rentals Outreach	\$8,500	\$8,500	General Fund	Short-term Rentals Outreach
<b>Total</b>	<b>\$8,500</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 2,696,004	\$ 1,400,389	\$ 1,350,000	\$ 1,100,000
Miscellaneous Revenue	\$ 44,856	\$ 88,813	\$ 112,500	\$ 75,000
<b>Total Revenues</b>	<b>\$ 2,740,860</b>	<b>\$ 1,489,202</b>	<b>\$ 1,462,500</b>	<b>\$ 1,175,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 770,528	\$ 856,419	\$ 1,082,667	\$ 957,430
Employee Benefits	\$ 306,148	\$ 330,183	\$ 391,998	\$ 357,547
Materials	\$ 24,665	\$ 19,957	\$ 42,330	\$ 31,430
Contract Services	\$ 100,953	\$ 22,705	\$ 20,750	\$ -
Cost Allocation	\$ 801,190	\$ 725,723	\$ 1,313,601	\$ 1,126,277
Special Projects	\$ 104,618	\$ 282,993	\$ -	\$ 8,500
Contingencies	\$ -	\$ -	\$ 2,904	\$ 1,572
<b>Total Expenditures</b>	<b>\$ 2,108,102</b>	<b>\$ 2,237,980</b>	<b>\$ 2,854,250</b>	<b>\$ 2,482,756</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (632,759)</b>	<b>\$ 748,778</b>	<b>\$ 1,391,750</b>	<b>\$ 1,307,756</b>

## Staffing

Total current authorized positions - 7.43 FTE

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

Total recommended positions - 7.48 FTE

# Mid and Long Term Planning

Budget Unit 100-71-702

General Fund - Planning - Mid and Long Term Planning

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 225,000
Total Expenditures	\$ 1,880,744
Fund Balance	\$ -
General Fund Costs	\$ 1,655,744
% Funded by General Fund	88.0%
<hr/>	
Total Staffing	2.19 FTE

## Program Overview

The Mid- and Long-Term Planning program assists the community in preparing, reviewing and amending documents including the General Plan, Specific Plans, Conceptual Plans, and the Municipal Code, including the Zoning Ordinance. Additionally, the program anticipates and evaluates trends, and develops strategies and plans to help the City address change.

## Service Objectives

- Review and amend the City's General Plan, Housing Element, and Municipal Code, including the Zoning Ordinance, Specific, Conceptual and Master Plans.
- Ensure City processes and regulations are in compliance with State and Federal regulations.
- Review and implement policies in the General Plan, Housing Element, Zoning Ordinance, Specific, Conceptual and Master Plans.
- Coordinate with various regional, State and Federal agencies on projects.
- Facilitate the planning and implementation of the City Council's annual community development goals and objectives.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,880,744 for the Mid and Long Term Planning program. This represents an increase of \$1,141,266 (154.3%) from the FY 2019 Adopted Budget.

This increase is mainly due to the General Plan update. This has resulted in ongoing increase cost of \$1,017,449 for FY 19-20.

## Special Projects

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

Special Projects	Appropriations	Revenue	Funding Source Description	Description
General Plan Update	\$1,000,000	\$1,000,000	General Fund	General Plan Update
Urban Village	\$250,000	\$250,000	General Fund	Urban Village
MuniCode Updates	\$25,000	\$25,000	General Fund	MuniCode Updates
Dark City	\$5,000	\$5,000	General Fund	Dark City
<b>Total</b>	<b>\$1,275,000</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 26,350	\$ 1,467,516	\$ 200,000	\$ 210,000
Miscellaneous Revenue	\$ 2,904	\$ 150,591	\$ 15,000	\$ 15,000
<b>Total Revenues</b>	<b>\$ 29,254</b>	<b>\$ 1,618,107</b>	<b>\$ 215,000</b>	<b>\$ 225,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 244,400	\$ 289,923	\$ 340,279	\$ 309,606
Employee Benefits	\$ 96,177	\$ 111,372	\$ 133,587	\$ 116,272
Materials	\$ 4,359	\$ 4,659	\$ 5,210	\$ 4,100
Contract Services	\$ 140,821	\$ 2,550	\$ 2,350	\$ -
Cost Allocation	\$ 194,605	\$ 151,267	\$ 157,674	\$ 170,561
Special Projects	\$ 62,988	\$ 1,496,955	\$ 100,000	\$ 1,280,000
Contingencies	\$ -	\$ -	\$ 378	\$ 205
<b>Total Expenditures</b>	<b>\$ 743,350</b>	<b>\$ 2,056,726</b>	<b>\$ 739,478</b>	<b>\$ 1,880,744</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 714,097</b>	<b>\$ 438,619</b>	<b>\$ 524,478</b>	<b>\$ 1,655,744</b>

## Staffing

Total current authorized positions - 2.15 FTE

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

Total recommended positions - 2.19 FTE

# Annexations

Budget Unit 100-71-704

General Fund - Planning - Annexations

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Annexations program was created in FY 2014-15 to account for annexations of property from outside city limits.

## Service Objectives

- Identify and process annexations

## Proposed Budget

There is no budget requested for this program.

The decrease is mainly due to the pending Lawrence Mitty Annexation which is in the Public Works work 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Cost Allocation	\$ 837	\$ 141	\$ 903	\$ -
<b>Total Expenditures</b>	\$ 837	\$ 141	\$ 903	\$ -
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ 837	\$ 141	\$ 903	\$ -

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Economic Development

Budget Unit 100-71-705

General Fund - Planning - Economic Development

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to Administration as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-12-705. This program will remain in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 87,571	\$ 95,026	\$ 79,390	\$ -
Employee Benefits	\$ 26,680	\$ 29,480	\$ 24,903	\$ -
Materials	\$ 32,981	\$ 16,576	\$ 40,570	\$ -
Contract Services	\$ 403	\$ 44,893	\$ 49,000	\$ -
Cost Allocation	\$ 2,345	\$ 28,270	\$ 33,676	\$ -
Special Projects	\$ -	\$ 75,083	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,093	\$ -
<b>Total Expenditures</b>	<b>\$ 149,980</b>	<b>\$ 289,328</b>	<b>\$ 231,632</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 149,980</b>	<b>\$ 289,328</b>	<b>\$ 231,632</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# CDBG General Admin

Budget Unit 260-72-707

CDBG - Housing Services - CDBG General Admin

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 72,319
Total Expenditures	\$ 69,277
Fund Balance	\$ 3,042
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.39 FTE

## Program Overview

The General Administration of the Community Development Block Grant (CDBG) federal entitlement program consists of the overall program administration costs, including staff time and employee benefits. The CDBG program is a federal entitlement program which serves low and very-low income Cupertino residents.

## Service Objectives

- Prepare and submit an Annual Plan yearly to the Department of Housing and Urban Development (HUD).
- Prepare and submit CAPER on annual basis to HUD.
- Prepare and submit to HUD a Consolidated Plan every 5-7 years.
- Meet quarterly with Santa Clara County CDBG Coordinators.
- Conduct two public hearings per year to allocate CDBG funding.

## Proposed Budget

It is recommended that City Council approve a budget of \$69,277 for the CDBG General Admin program. This represents an increase of \$3,406 (5.2%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year. CDBG Administration funds represent 20% of the entitlement amount plus program income.

## 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:



<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 60,128	\$ 62,388	\$ 72,319
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 60,128</b>	<b>\$ 62,388</b>	<b>\$ 72,319</b>
<b>Expenditures</b>				
Employee Compensation	\$ 42,151	\$ 37,917	\$ 43,007	\$ 45,758
Employee Benefits	\$ 21,457	\$ 22,211	\$ 22,864	\$ 23,519
Contract Services	\$ 283	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 63,891</b>	<b>\$ 60,128</b>	<b>\$ 65,871</b>	<b>\$ 69,277</b>
<b>Fund Balance</b>	<b>\$ (61,948)</b>	<b>\$ -</b>	<b>\$ (3,483)</b>	<b>\$ 3,042</b>
<b>General Fund Costs</b>	<b>\$ 1,942</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.39 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.39 FTE

# CDBG Capital/Housing Projects

Budget Unit 260-72-709

CDBG - Housing Services - CDBG Capital/Housing Projects

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 238,338
Total Expenditures	\$ 240,202
Fund Balance	\$ (1,864)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## Program Overview

This portion of the CDBG program encompasses grants and loans to non-profit developers and agencies to purchase land and units for affordable housing.

## Service Objectives

- Issue RFPs on an annual basis for affordable housing development projects.
- Make funding recommendations to Housing Commission and City Council.
- Coordinate entitlement process with the Planning Division for affordable development projects.
- Monitor project progress of grantees through the construction phase.
- Coordinate CEQA/NEPA process for all affordable developments.
- Review quarterly reports from developers and enter data into HUD IDIS program.
- Coordinate preparation of all grant and loan agreements, Deeds of Trust, Promissory Notes, and Regulatory Agreements.

## Proposed Budget

It is recommended that City Council approve a budget of \$240,202 for the CDBG Capital/Housing Projects program. This represents an increase of \$29,310 (13.9%) from the FY 2019 Adopted Budget.

The increase is mainly due to the HUD CDBG entitlement change each year. CDBG Capital Housing Project funds represent 65% of the entitlement amount plus program income.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ 3,265	\$ 2,966	\$ 3,300
Intergovernmental Revenue	\$ -	\$ 208,577	\$ 202,763	\$ 235,038
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 211,842</b>	<b>\$ 205,729</b>	<b>\$ 238,338</b>
<b>Expenditures</b>				
Materials	\$ 284,484	\$ 224,461	\$ 210,892	\$ 240,202
<b>Total Expenditures</b>	<b>\$ 284,484</b>	<b>\$ 224,461</b>	<b>\$ 210,892</b>	<b>\$ 240,202</b>
<b>Fund Balance</b>	<b>\$ (284,484)</b>	<b>\$ (12,620)</b>	<b>\$ (5,163)</b>	<b>\$ (1,864)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# CDBG Public Service Grants

Budget Unit 260-72-710

CDBG - Housing Services - CDBG Public Service Grants

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 54,240
Total Expenditures	\$ 50,000
Fund Balance	\$ 4,240
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

This portion of the City of Cupertino's CDBG entitlement is reserved for grants to nonprofit agencies serving low and moderate income Cupertino residents. The agencies provide services such as food assistance, job training, emergency housing, legal assistance, etc.

## Service Objectives

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient awarded funding through this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Make funding recommendations to Housing Commission and City Council.
- On an annual basis, prepare grant agreements or amend grant agreements for each grantee.

## Proposed Budget

It is recommended that City Council approve a budget of \$50,000 for the CDBG Public Service Grants program. This represents an increase of \$2,017 (4.2%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year. CDBG Public Service funds represent 15% of the entitlement amount plus program income.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 47,983	\$ 46,791	\$ 54,240
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 47,983</b>	<b>\$ 46,791</b>	<b>\$ 54,240</b>
<b>Expenditures</b>				
Materials	\$ 47,187	\$ 47,983	\$ 47,983	\$ 50,000
<b>Total Expenditures</b>	<b>\$ 47,187</b>	<b>\$ 47,983</b>	<b>\$ 47,983</b>	<b>\$ 50,000</b>
<b>Fund Balance</b>	<b>\$ (47,187)</b>	<b>\$ -</b>	<b>\$ (1,192)</b>	<b>\$ 4,240</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# BMR Affordable Housing Fund

Budget Unit 265-72-711

BMR Housing - Housing Services - BMR Affordable Housing Fund

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 3,000
Total Expenditures	\$ 684,737
Fund Balance	\$ (681,737)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.41 FTE

## Program Overview

This program covers administration of the Below Market Rate (BMR) Housing program.

## Service Objectives

- Contract with BMR Program administrator on an annual basis for services relating to rental and ownership units.
- Prepare and monitor agreement for services between the City of Cupertino and administrator.
- Process monthly reimbursement requests from the administrator.
- Provide technical assistance to the administrator.
- Review and maintain "Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units."
- Review and maintain Housing Mitigation Manual.

## Proposed Budget

It is recommended that City Council approve a budget of \$684,737 for the BMR Affordable Housing Fund program. This represents a decrease of \$133,690 (-16.3%) from the FY 2019 Adopted Budget.

The decrease is mainly due to the completion of special projects.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Housing Strategies	\$20,000	\$20,000	General Fund	Housing Strategies
Homelessness	\$10,000	\$10,000	General Fund	Homelessness
Habitat for Humanity	\$150,000	\$150,000	General Fund	Habitat for Humanity
<b>Total</b>	<b>\$180,000</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Taxes	\$ 3,000	\$ 165,324	\$ 3,000	\$ 3,000
Charges for Services	\$ -	\$ 34,135	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ 4,754	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 3,000</b>	<b>\$ 204,213</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 21,473	\$ 32,733	\$ 44,817	\$ 47,152
Employee Benefits	\$ 10,950	\$ 18,681	\$ 23,530	\$ 24,237
Materials	\$ 130,808	\$ 183,393	\$ 413,180	\$ 232,150
Contract Services	\$ 439,077	\$ 177,626	\$ 336,900	\$ 201,170
Cost Allocation	\$ -	\$ 2,582	\$ -	\$ 28
Special Projects	\$ -	\$ 3,794,265	\$ -	\$ 180,000
<b>Total Expenditures</b>	<b>\$ 602,308</b>	<b>\$ 4,209,280</b>	<b>\$ 818,427</b>	<b>\$ 684,737</b>
<b>Fund Balance</b>	<b>\$ (597,636)</b>	<b>\$ (4,005,067)</b>	<b>\$ (815,427)</b>	<b>\$ (681,737)</b>
<b>General Fund Costs</b>	<b>\$ 1,672</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.41 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.41 FTE

# Human Service Grants

Budget Unit 100-72-712

General Fund - Housing Services - Human Service Grants

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 107,840
Fund Balance	\$ -
General Fund Costs	\$ 107,840
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The City of Cupertino sets aside \$100,000 from its General Fund for non-profit agencies providing services to low and moderate income Cupertino residents.

## Service Objectives

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient of this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Make funding recommendations to Housing Commission and City Council.
- On an annual basis, prepare or amend grant agreements for each grantee.

## Proposed Budget

It is recommended that City Council approve a budget of \$107,840 for the Human Service Grants program. This represents an increase of \$4,830 (4.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ -	\$ 40,000	\$ 100,000	\$ 100,000
Contract Services	\$ 39,999	\$ -	\$ -	\$ -
Cost Allocation	\$ 1,910	\$ 1,836	\$ 3,010	\$ 2,840
Contingencies	\$ -	\$ -	\$ -	\$ 5,000
<b>Total Expenditures</b>	<b>\$ 41,909</b>	<b>\$ 41,836</b>	<b>\$ 103,010</b>	<b>\$ 107,840</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 41,909</b>	<b>\$ 41,836</b>	<b>\$ 103,010</b>	<b>\$ 107,840</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# General Building

Budget Unit 100-73-713

General Fund - Building - General Building

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 300,000
Total Expenditures	\$ 791,261
Fund Balance	\$ -
General Fund Costs	\$ 491,261
% Funded by General Fund	62.1%
<hr/>	
Total Staffing	2.92 FTE

## Program Overview

The General Building program establishes the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, accessibility, sanitation, adequate lighting and ventilation and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.

## Service Objectives

- Provide efficient and friendly service that will assist customers with their building permit goals and objectives.
- Continue to streamline the workflow process to provide efficient and friendly customer service.
- Work proactively to enhance the public interface and information systems.
- Continue efforts to create a more effective records management system and land use data system using Geographic Information System (GIS).
- Increase staff knowledge through in-house training, meetings, and seminars

## Proposed Budget

It is recommended that City Council approve a budget of \$791,261 for the General Building program. This represents a decrease of \$62,944 (-7.4%) from the FY 2019 Adopted Budget.

The decrease is mainly due to decreases part time staff costs and reduced charges for IT services.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Licenses and Permits	\$ 827,887	\$ 305,951	\$ 460,000	\$ 300,000
Charges for Services	\$ 599,583	\$ 350	\$ -	\$ -
Miscellaneous Revenue	\$ 89,737	\$ 53	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,517,207</b>	<b>\$ 306,354</b>	<b>\$ 460,000</b>	<b>\$ 300,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 329,712	\$ 332,847	\$ 394,220	\$ 359,785
Employee Benefits	\$ 132,365	\$ 136,400	\$ 156,152	\$ 152,528
Materials	\$ 20,740	\$ 18,852	\$ 23,900	\$ 19,240
Contract Services	\$ 7,200	\$ 3,650	\$ 7,850	\$ -
Cost Allocation	\$ 193,138	\$ 236,112	\$ 270,495	\$ 258,746
Special Projects	\$ 27,020	\$ 13,053	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,588	\$ 962
<b>Total Expenditures</b>	<b>\$ 710,175</b>	<b>\$ 740,914</b>	<b>\$ 854,205</b>	<b>\$ 791,261</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (807,031)</b>	<b>\$ 434,561</b>	<b>\$ 394,205</b>	<b>\$ 491,261</b>

## Staffing

Total current authorized positions - 2.90 FTE

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

Total recommended positions - 2.92 FTE

# Building Plan Review

Budget Unit 100-73-714

General Fund - Building - Building Plan Review

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,049,539
Total Expenditures	\$ 1,457,036
Fund Balance	\$ -
General Fund Costs	\$ 407,497
% Funded by General Fund	28.0%
<hr/>	
Total Staffing	5.90 FTE

## Program Overview

The Building Plan Review program is responsible for the timely and accurate review and approval of construction drawings for all residential, commercial and industrial permit applications for buildings and structures to ensure the proposed design meets or exceeds the minimum life safety, plumbing, mechanical, electrical, accessibility, energy and structural safety standards of the California Building Code and all governing local amendments.

## Service Objectives

- Provide a streamlined building plan review system that will ensure plans comply with all applicable state and local codes and ordinances.
- Continue to streamline the internal application processing system and permit review process.
- Confer with design professionals on project application and pre-application meetings.
- Provide general code information for property owners, design professionals, developers, contractors and the general public.
- Assist building inspectors in difficult or unusual code interpretation as it applies to various buildings and structures.
- Assist in training of building inspectors and permit technicians in conducting residential and minor commercial plan review.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,457,036 for the Building Plan Review program. This represents an increase of \$115,450 (8.6%) from the FY 2019 Adopted Budget.

The increase is mainly due to increased salary and benefit costs as employees progress through the City's five step salary schedule. Increases in contract services and on call contracts make up the remainder of the increase.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Green Building Code standards	\$35,000	\$35,000	General Fund	Consultant to generate Green Building Code standards
<b>Total</b>	<b>\$35,000</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Licenses and Permits	\$ 535,637	\$ 927,741	\$ 751,000	\$ 1,000,000
Charges for Services	\$ 847,914	\$ 463,108	\$ -	\$ -
Miscellaneous Revenue	\$ 127,187	\$ 69,466	\$ -	\$ 49,539
<b>Total Revenues</b>	<b>\$ 1,510,738</b>	<b>\$ 1,460,315</b>	<b>\$ 751,000</b>	<b>\$ 1,049,539</b>
<b>Expenditures</b>				
Employee Compensation	\$ 538,905	\$ 596,332	\$ 641,202	\$ 658,969
Employee Benefits	\$ 218,927	\$ 271,670	\$ 301,147	\$ 302,174
Materials	\$ 7,333	\$ 6,437	\$ 10,600	\$ 6,865
Contract Services	\$ 97,678	\$ 6,802	\$ 9,400	\$ -
Cost Allocation	\$ 231,492	\$ 349,802	\$ 378,237	\$ 453,685
Special Projects	\$ 1,042,907	\$ 459,558	\$ -	\$ 35,000
Contingencies	\$ -	\$ -	\$ 1,000	\$ 343
<b>Total Expenditures</b>	<b>\$ 2,137,242</b>	<b>\$ 1,690,601</b>	<b>\$ 1,341,586</b>	<b>\$ 1,457,036</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 626,504</b>	<b>\$ 230,287</b>	<b>\$ 590,586</b>	<b>\$ 407,497</b>

## Staffing

Total current authorized positions - 5.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.90 FTE

# Building Code Enforcement

Budget Unit 100-73-715

General Fund - Building - Building Code Enforcement

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,200,000
Total Expenditures	\$ 1,175,096
Fund Balance	\$ -
General Fund Costs	\$ (24,904)
% Funded by General Fund	-2.1%
Total Staffing	5.15 FTE

## Program Overview

The Building Inspection program is established to enforce certain minimum standards pursuant to the California Building Code and all local amendments for all new and existing buildings and structures within the City of Cupertino jurisdiction. These minimum standards include public safety, health and general welfare through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire, hurricane, and other hazards attributed to the built environment. These include alteration, repair, removal, demolition, use, and occupancy of buildings, structures or premises. The Building Inspections Division also regulates the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems. The program also responds to stormwater pollution protection, emergency situations and complaints of unsafe structures, work without permits, and prepares Notices of Violation as necessary. Unabated cases are referred to the Code Enforcement Division for further action.

## Service Objectives

- Build and maintain a positive working relationship with co-workers, other city employees and the general public using principles of quality customer service.
- Build and maintain a partnership with property owners, developers, and contractors to help our customers meet their building occupancy goals.
- Perform building inspections within 48 hours of receiving the request.
- Consistently and accurately document non-complying code issues to ensure proper and safe installation of routine and complex building systems.
- Ensure that minimum building code safety requirements are met in all phases of construction for structural, electrical, plumbing, mechanical and accessibility installations.
- Educate community members about life and safety inspection issues as they occur before and during the construction process.
- Work with owners, developers, and contractors to implement principles of green building as required in the CALGreen Building Code and Cupertino green building requirements.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,175,096 for the Building Code Enforcement program. This represents an increase of \$16,256 (1.4%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged from last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Licenses and Permits	\$ 1,149,965	\$ 1,494,800	\$ 1,450,000	\$ 1,200,000
Charges for Services	\$ 4,011,928	\$ 2,465,447	\$ -	\$ -
Miscellaneous Revenue	\$ 601,789	\$ 369,817	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 5,763,682</b>	<b>\$ 4,330,064</b>	<b>\$ 1,450,000</b>	<b>\$ 1,200,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 575,808	\$ 582,740	\$ 587,187	\$ 582,979
Employee Benefits	\$ 248,290	\$ 242,557	\$ 233,592	\$ 267,646
Materials	\$ 9,423	\$ 15,776	\$ 24,700	\$ 28,250
Contract Services	\$ 80,926	\$ 52,726	\$ 9,400	\$ -
Cost Allocation	\$ 262,655	\$ 317,989	\$ 302,256	\$ 294,808
Special Projects	\$ 4,435,753	\$ 2,537,214	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,705	\$ 1,413
<b>Total Expenditures</b>	<b>\$ 5,612,855</b>	<b>\$ 3,749,002</b>	<b>\$ 1,158,840</b>	<b>\$ 1,175,096</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (150,827)</b>	<b>\$ (581,061)</b>	<b>\$ (291,160)</b>	<b>\$ (24,904)</b>

## Staffing

Total current authorized positions - 5.15 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.15 FTE

# Muni Code Enforcement

Budget Unit 100-73-718

General Fund - Building - Muni Code Enforcement

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 97,781
Fund Balance	\$ -
General Fund Costs	\$ 97,781
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.25 FTE

## Program Overview

The Community Development Code Enforcement program provides enforcement of various provisions of the municipal code relating to nonconforming land use and building code compliance. These activities include building without permits, unpermitted removal of protected trees, nonconforming accessory structures, various use permit violations, private residential fence height/setback violations, and nonconforming signs. Assistance is provided to Planning and Building Division staff in the resolution of different code violations and land use concerns, which are contrary to the municipal code.

## Service Objectives

- Respond to citizen, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.

## Proposed Budget

It is recommended that City Council approve a budget of \$97,781 for the Muni Code Enforcement program. This represents a decrease of \$164,443 (-62.7%) from the FY 2019 Adopted Budget.

In FY 2018-19, a new program was created to combine Building Code Enforcement and Law Enforcement Code Enforcement. The decrease is mainly due to the transfer of 1 full-time Code Enforcement position to the new program Code Enforcement.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 115,613	\$ 126,102	\$ 128,057	\$ 28,636
Employee Benefits	\$ 47,981	\$ 53,964	\$ 55,524	\$ 13,028
Materials	\$ 2,372	\$ 2,779	\$ 5,950	\$ -
Contract Services	\$ 13,431	\$ 1,329	\$ 7,800	\$ -
Cost Allocation	\$ 87,921	\$ 109,001	\$ 64,205	\$ 56,117
Contingencies	\$ -	\$ -	\$ 688	\$ -
<b>Total Expenditures</b>	<b>\$ 267,318</b>	<b>\$ 293,175</b>	<b>\$ 262,224</b>	<b>\$ 97,781</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 267,318</b>	<b>\$ 293,174</b>	<b>\$ 262,224</b>	<b>\$ 97,781</b>

## Staffing

Total current authorized positions - 0.25 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.25 FTE

# Code Enforcement

Budget Unit 100-74-202

General Fund - Code Enforcement - Code Enforcement

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 265,000
Total Expenditures	\$ 887,652
Fund Balance	\$ -
General Fund Costs	\$ 622,652
% Funded by General Fund	70.1%
Total Staffing	3.00 FTE

## Program Overview

The Code Enforcement program provides enforcement of various provisions of the municipal code relating to parking citations, noise, animal control, zoning and building, and other compliance areas. Assistance is provided to the Sheriff Department in the areas of traffic control and other complaint responses.

## Service Objectives

- Respond to resident, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.
- Manage the animal control services contract with the City of San José.

## Proposed Budget

It is recommended that City Council approve a budget of \$887,652 for the Code Enforcement program.

In FY 2018-19, Law Enforcement Code Enforcement was transferred to Community Development. This program was created to combine Building Code Enforcement and Law Enforcement Code Enforcement as division of Community Development.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Fines and Forfeitures	\$ -	\$ -	\$ -	\$ 265,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 357,633
Employee Benefits	\$ -	\$ -	\$ -	\$ 144,924
Materials	\$ -	\$ -	\$ -	\$ 17,600
Contract Services	\$ -	\$ -	\$ -	\$ 262,000
Cost Allocation	\$ -	\$ -	\$ -	\$ 105,495
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887,652</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 622,652</b>

## Staffing

Total current authorized positions - 3.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.00 FTE

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# Public Works

Budget Unit	Program	2020 Proposed Budget
<b>Public Works Administration</b>		<b>\$ 935,441</b>
100-80-800	Public Works Administration	\$ 935,441
<b>Environmental Programs</b>		<b>\$ 3,104,945</b>
520-81-801	Resource Recovery	\$ 2,361,667
230-81-802	Non-Point Source	\$ 743,278
<b>Developmental Services</b>		<b>\$ 2,525,290</b>
100-82-804	Plan Review	\$ 1,316,596
100-82-806	CIP Administration	\$ 1,208,694
<b>Service Center</b>		<b>\$ 1,251,830</b>
100-83-807	Service Center Administration	\$ 1,251,830
<b>Grounds</b>		<b>\$ 4,843,563</b>
100-84-808	McClellan Ranch Park	\$ 91,617
100-84-809	Memorial Park	\$ 783,072
100-84-812	School Site Maintenance	\$ 1,161,318
100-84-813	Neighborhood Parks	\$ 1,837,003
100-84-814	Sport Fields Jollyman, Creekside	\$ 721,573
100-84-815	Civic Center Maintenance	\$ 248,980
<b>Streets</b>		<b>\$ 8,029,405</b>
100-85-818	Storm Drain Maintenance	\$ 434,095
270-85-820	Sidewalk Curb and Gutter	\$ 1,377,406
270-85-821	Street Pavement Maintenance	\$ 3,906,202
270-85-822	Street Sign Marking	\$ 719,275
100-85-848	Street Lighting	\$ 497,044
630-85-849	Equipment Maintenance	\$ 929,280
100-85-850	Environmental Materials	\$ 166,103
<b>Trees and Right of Way</b>		<b>\$ 3,039,916</b>
100-86-824	Overpasses and Medians	\$ 1,251,590
100-86-825	Street Tree Maintenance	\$ 1,338,534
<b>Total</b>		<b>\$ 30,743,875</b>

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
100-86-826	Weekend Work Program	\$ 449,792
<b>Facilities and Fleet</b>		<b>\$ 4,385,826</b>
100-87-827	City Hall Maintenance	\$ 642,985
100-87-828	Library Maintenance	\$ 595,393
100-87-829	Service Center Maintenance	\$ 289,389
100-87-830	Quinlan Community Center Maintenance	\$ 512,732
100-87-831	Senior Center Maintenance	\$ 321,242
100-87-832	McClellan Ranch Maintenance	\$ 209,024
100-87-833	Monta Vista Community Center Maintenance	\$ 158,634
100-87-834	Wilson Park Maintenance	\$ 97,162
100-87-835	Portal Park Maintenance	\$ 39,323
570-87-836	Sports Center Maintenance	\$ 429,105
100-87-837	Creekside Park Maintenance	\$ 87,022
100-87-838	Community Hall Maintenance	\$ 301,343
100-87-839	Teen Center Maintenance	\$ 55,445
100-87-840	Park Bathrooms Maintenance	\$ 143,869
100-87-841	Blackberry Farm Maintenance	\$ 450,915
100-87-852	Franco Traffic Operations Center	\$ 52,243
<b>Transportation</b>		<b>\$ 2,033,559</b>
100-88-844	Traffic Engineering	\$ 925,023
100-88-845	Traffic Signal Maintenance	\$ 554,759
100-88-846	Safe Routes 2 School	\$ 553,777
<b>Non-Departmental</b>		<b>\$ 594,100</b>
210-90-978	Minor Storm Drain Improvement	\$ -
630-90-985	Fixed Assets Acquisition	\$ 594,100
<b>Total</b>		<b>\$ 30,743,875</b>

# Department Overview

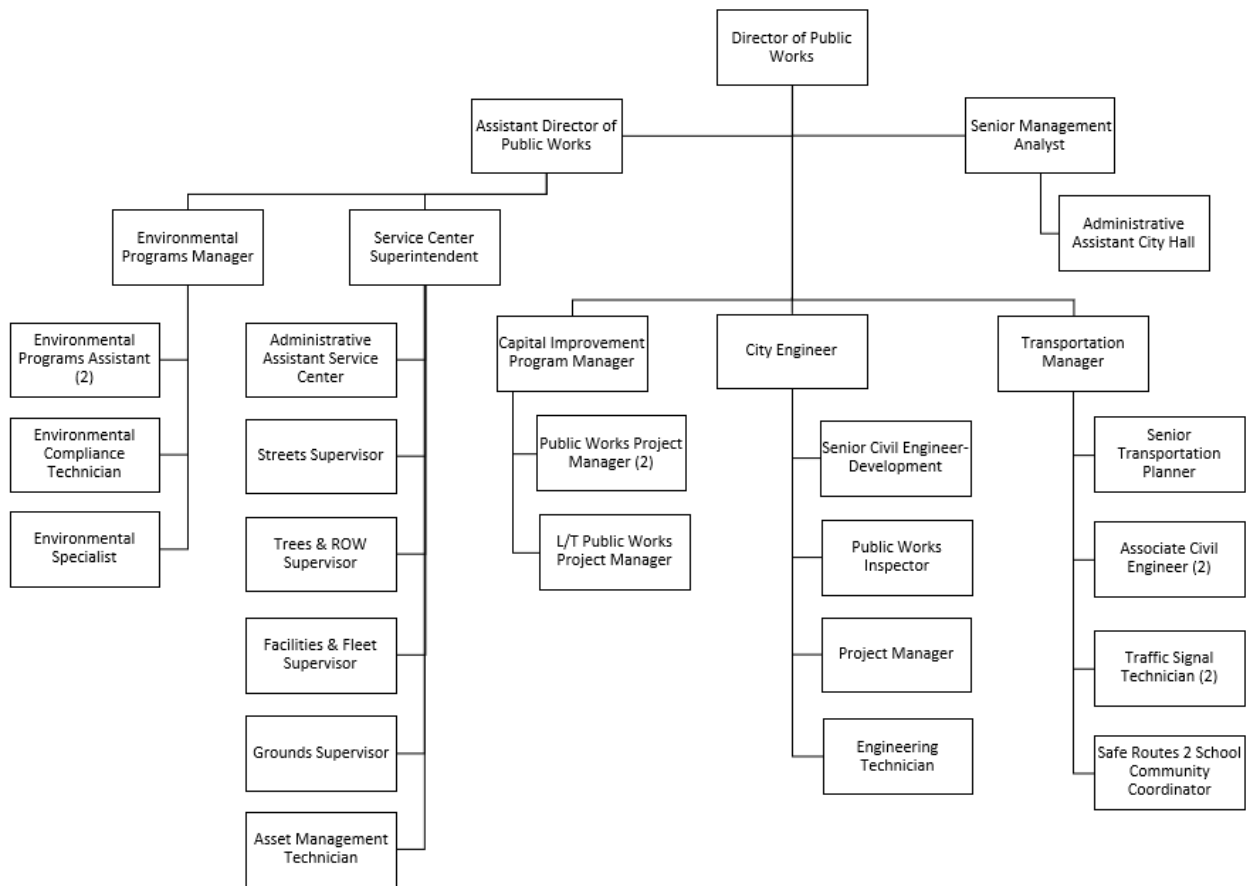
## Budget at a Glance

### 2020 Proposed Budget

Total Revenues	\$ 15,716,787
Total Expenditures	\$ 30,743,875
Fund Balance	\$ (1,027,287)
General Fund Costs	\$ 14,000,201
% Funded by General Fund	45.5%
Total Staffing	88.75 FTE

## Organization

**Roger Lee**, Acting 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-Jun	FY 2019 Jul-Dec	Ongoing Target
Projects are on budget	100% (5)	100% (7)	100% (4)	80%
Projects are on time	80% (4)	100% (7)	75% (3 of 4)	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-Jun	FY 2019 Jul-Dec	Ongoing Target
Respond to complete plan submittals or applications within two (2) weeks	98%	99%	94%	100%
Respond to complete encroachment permit applications within (2) weeks	Not tracked	Not tracked	New	90%
Respond to public inquiries at the Public Works counter in City Hall within 15 minutes.	100%	100%	97%	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-Jun	FY 2019 Jul-Dec	Ongoing Target
Pavement condition index (PCI) > or equal to 82	78	81	83	90
Respond to reported issues within one (1) business day:				
Storm drain system	100%	100%	95%	100%
Street markings & signs	100%	100%	95%	95%
Sidewalk and pathway	100%	100%	95%	100%
Playground equipment	100%	100%	95%	100%
Respond to reported issues within two (2) business days: Streetlight outages caused by mechanical failures (Investigated/Resolved)	100%	100%	95%	95%
Number of regionally-significant intersections within Cupertino that meet Cupertino Level of Service goals for vehicle delay as state in the General Plan, Policy M-1.2, reported every other year.	Not tracked	Not tracked	New	100%
Percent reduction of bicycle- and pedestrian-related injuries over previous reporting year.	Not tracked	Not tracked	New	10%
Annual mileage increase of separated bicycle and pedestrian paths.	Not tracked	Not tracked	New	1 mile

## 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-Jun	FY 2019 Jul-Dec	Ongoing Target
Respond to reports of actual or potential discharge the same business day	97%	95%	92%	80%
Percent of businesses in compliance during annual proactive inspections	87%	N/A <sup>5</sup>	N/A <sup>1</sup>	75%
Tons of waste entering landfill (does not include self-haul or material to landfills other than Newby Island)	30,140	14,917	7251 <sup>2</sup>	<= 27,000
Diversion Rates rate				
By employment <sup>1</sup> :	72%	N/A	TBD	75%
By population <sup>1</sup> :	56%	21% <sup>3</sup>	TBD	75%
Commercial only <sup>2</sup> :	47%	55% <sup>3</sup>	58% <sup>5</sup>	60%
Number of all business and multifamily accounts separating organics out of 496	28% (135/488)	30% (144/483)	56% <sup>6</sup> 264/472	50%
Number of outreach site visits, workshops, events and activities to inform residents and businesses	198	65	48 <sup>7</sup>	150
% of street, median, and park trees maintained according to the Urban Forest Workplan <sup>4</sup>	164%	68%	57.3%	100%
Number of trees planted compared to number of trees removed	Removed: 68 Planted: 118 173%	Removed: 67 Planted: 53 79%	Removed: 85 Planted: 105 123%	110%
All new vehicle purchases are to be hybrid and/or electric only models	90%	100%	55%	90%

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

<sup>2</sup> Does not include business donations, back haul, or other source reduction, etc.

<sup>3</sup> 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.

<sup>4</sup> Urban Forest Workplan Updated November 2016

<sup>5</sup> Proactive inspections are primarily conducted during Q3 and Q4 each year

<sup>6</sup>As of the end of October 2018

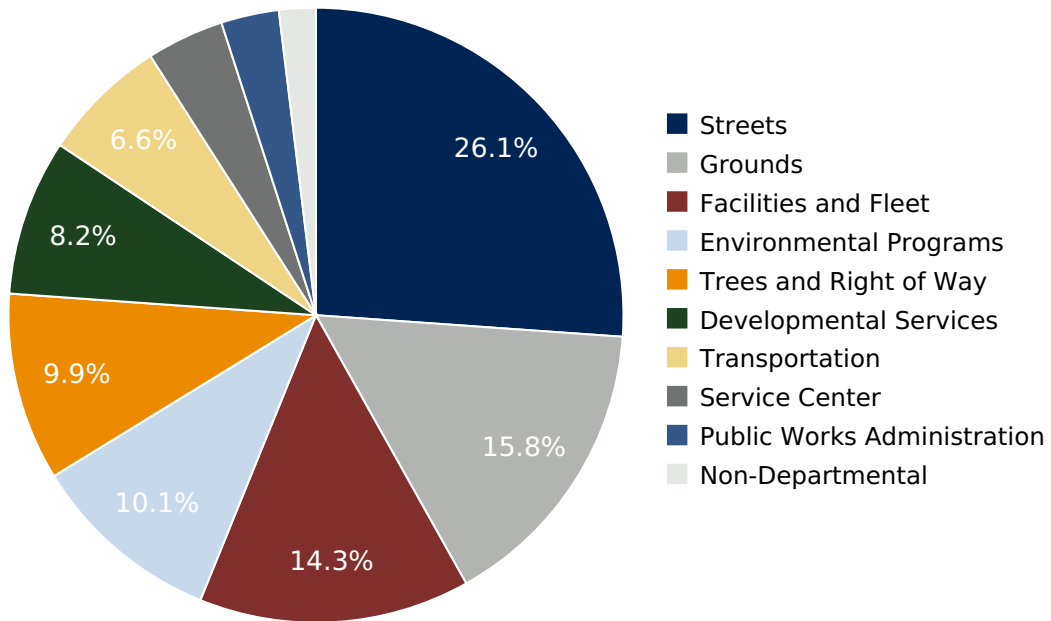
<sup>7</sup>An additional 786 site visits were conducted at single-family homes to determine cart contents for a pilot project to increase organics collection of food scraps in the organics cart.

## Proposed Budget

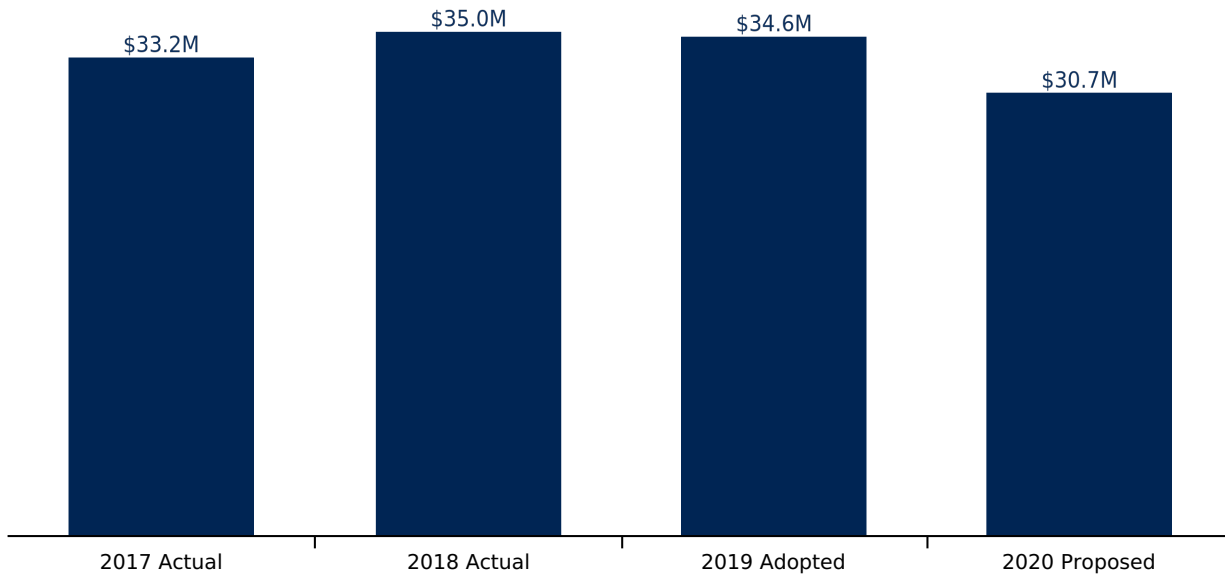
It is recommended that City Council approve a budget of \$30,743,875 for the Public Works department. This represents a decrease of \$3,885,811 (-11.2%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a decrease in funding for the annual pavement maintenance project as a result of achieving a high PCI rating and a decrease in expenditures due to the restructuring of debris box fee collections.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 201,564	\$ 275,069	\$ 196,500	\$ 210,770
Intergovernmental Revenue	\$ 245,288	\$ 955,327	\$ 2,547,439	\$ 6,055,305
Charges for Services	\$ 8,921,042	\$ 6,838,460	\$ 7,089,624	\$ 9,050,219
Fines and Forfeitures	\$ 10,071	\$ 27,902	\$ 9,000	\$ 10,000
Miscellaneous Revenue	\$ 778,328	\$ 964,867	\$ 302,200	\$ 390,493
<b>Total Revenues</b>	<b>\$ 10,156,293</b>	<b>\$ 9,061,625</b>	<b>\$ 10,144,763</b>	<b>\$ 15,716,787</b>
<b>Expenditures</b>				
Employee Compensation	\$ 6,909,700	\$ 7,617,713	\$ 8,323,673	\$ 8,837,246
Employee Benefits	\$ 3,981,717	\$ 3,589,800	\$ 3,826,260	\$ 4,078,421
Materials	\$ 2,793,262	\$ 3,433,779	\$ 3,906,934	\$ 3,792,250
Contract Services	\$ 4,720,718	\$ 4,104,863	\$ 5,507,001	\$ 4,080,583
Cost Allocation	\$ 4,465,674	\$ 3,860,953	\$ 3,725,691	\$ 4,249,410
Capital Outlays	\$ 930,147	\$ 1,411,552	\$ 1,771,379	\$ 1,037,050
Special Projects	\$ 9,384,260	\$ 10,949,821	\$ 7,220,000	\$ 4,195,210
Contingencies	\$ -	\$ -	\$ 348,748	\$ 473,705
<b>Total Expenditures</b>	<b>\$ 33,185,478</b>	<b>\$ 34,968,481</b>	<b>\$ 34,629,686</b>	<b>\$ 30,743,875</b>
<b>Fund Balance</b>	<b>\$ (4,599,335)</b>	<b>\$ (5,551,988)</b>	<b>\$ (3,011,554)</b>	<b>\$ (1,027,287)</b>
<b>General Fund Costs</b>	<b>\$ 18,429,849</b>	<b>\$ 20,354,869</b>	<b>\$ 21,483,369</b>	<b>\$ 14,000,201</b>

# Public Works Administration

Budget Unit 100-80-800

General Fund - Public Works Administration - Public Works Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 935,441
Fund Balance	\$ -
General Fund Costs	\$ 935,441
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	3.05 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, stormwater 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 a 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 City Council approve a budget of \$935,441 for the Public Works Administration program. This represents a decrease of \$153,142 (-14.1%) from the FY 2019 Adopted Budget.

The decrease in contract services is primarily attributable to a grant administrator contract position requested in the previous 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 209,628	\$ 13,843	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 209,628</b>	<b>\$ 13,843</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 443,380	\$ 492,767	\$ 548,195	\$ 546,007
Employee Benefits	\$ 199,386	\$ 173,702	\$ 181,962	\$ 191,458
Materials	\$ 15,171	\$ 23,015	\$ 24,339	\$ 32,600
Contract Services	\$ 2,073	\$ 844	\$ 254,800	\$ 105,525
Cost Allocation	\$ 801,902	\$ 69,802	\$ 72,830	\$ 52,945
Capital Outlays	\$ 18,077	\$ 23,803	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,457	\$ 6,906
<b>Total Expenditures</b>	<b>\$ 1,479,989</b>	<b>\$ 783,933</b>	<b>\$ 1,088,583</b>	<b>\$ 935,441</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,270,359</b>	<b>\$ 770,090</b>	<b>\$ 1,088,583</b>	<b>\$ 935,441</b>

## Staffing

Total current authorized positions - 3.05 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.05 FTE

# Resource Recovery

Budget Unit 520-81-801

Resource Recovery - Environmental Programs - Resource Recovery

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,351,000
Total Expenditures	\$ 2,361,667
Fund Balance	\$ (1,010,667)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	4.20 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 giveaway 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 City Council approve a budget of \$2,361,667 for the Resource Recovery program. This represents a decrease of \$1,139,434 (-32.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the restructuring of debris box fee collections.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Solid Waste Hauler RFP Development	\$250,000	\$250,000	Resource Recovery	Solid Waste Hauler RFP Development
Total	\$250,000			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ 71,114	\$ 30,000	\$ -
Intergovernmental Revenue	\$ -	\$ 14,781	\$ 15,000	\$ 15,000
Charges for Services	\$ 2,650,895	\$ 2,475,967	\$ 2,157,000	\$ 1,270,000
Miscellaneous Revenue	\$ -	\$ 69,114	\$ 66,000	\$ 66,000
<b>Total Revenues</b>	<b>\$ 2,650,895</b>	<b>\$ 2,630,976</b>	<b>\$ 2,268,000</b>	<b>\$ 1,351,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 436,602	\$ 514,086	\$ 512,003	\$ 534,397
Employee Benefits	\$ 287,981	\$ 276,031	\$ 218,021	\$ 220,152
Materials	\$ 22,872	\$ 32,959	\$ 28,410	\$ 75,796
Contract Services	\$ 2,087,822	\$ 1,604,941	\$ 2,406,000	\$ 1,045,724
Cost Allocation	\$ 155,904	\$ 166,494	\$ 186,667	\$ 179,522
Special Projects	\$ -	\$ -	\$ 150,000	\$ 250,000
Contingencies	\$ -	\$ -	\$ -	\$ 56,076
<b>Total Expenditures</b>	<b>\$ 2,991,181</b>	<b>\$ 2,594,511</b>	<b>\$ 3,501,101</b>	<b>\$ 2,361,667</b>
<b>Fund Balance</b>	<b>\$ (287,072)</b>	<b>\$ 36,464</b>	<b>\$ (1,233,101)</b>	<b>\$ (1,010,667)</b>
<b>General Fund Costs</b>	<b>\$ 53,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 4.30 FTE

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

Total recommended positions - 4.20 FTE

# Non-Point Source

Budget Unit 230-81-802

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 380,000
Total Expenditures	\$ 743,278
Fund Balance	\$ 296,722
General Fund Costs	\$ 660,000
% Funded by General Fund	88.8%
Total Staffing	1.90 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 City Council approve a budget of \$743,278 for the Non-Point Source program. This represents an increase of \$22,493 (3.1%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ 255	\$ -	\$ -
Charges for Services	\$ 159,743	\$ 369,443	\$ 370,000	\$ 370,000
Fines and Forfeitures	\$ 10,071	\$ 27,902	\$ 9,000	\$ 10,000
<b>Total Revenues</b>	<b>\$ 169,814</b>	<b>\$ 397,600</b>	<b>\$ 379,000</b>	<b>\$ 380,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 193,261	\$ 210,662	\$ 216,320	\$ 221,319
Employee Benefits	\$ 93,366	\$ 96,863	\$ 100,686	\$ 101,711
Materials	\$ 2,717	\$ 3,169	\$ 8,027	\$ 32,848
Contract Services	\$ 236,357	\$ 263,079	\$ 307,000	\$ 299,841
Cost Allocation	\$ 68,655	\$ 66,387	\$ 73,001	\$ 70,925
Contingencies	\$ -	\$ -	\$ 15,751	\$ 16,634
<b>Total Expenditures</b>	<b>\$ 594,356</b>	<b>\$ 640,160</b>	<b>\$ 720,785</b>	<b>\$ 743,278</b>
<b>Fund Balance</b>	<b>\$ (267,708)</b>	<b>\$ (158,441)</b>	<b>\$ 94,215</b>	<b>\$ 296,722</b>
<b>General Fund Costs</b>	<b>\$ 156,834</b>	<b>\$ 84,120</b>	<b>\$ 436,000</b>	<b>\$ 660,000</b>

## Staffing

Total current authorized positions - 1.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.90 FTE

# Plan Review

Budget Unit 100-82-804

General Fund - Developmental Services - Plan Review

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,661,242
Total Expenditures	\$ 1,316,596
Fund Balance	\$ -
General Fund Costs	\$ (344,646)
% Funded by General Fund	-26.2%
<hr/>	
Total Staffing	5.50 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 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 permits and prevent runoff from polluting nearby watersheds. Work closely with the Environmental Programs Division to continue inspecting job sites 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 City Council approve a budget of \$1,316,596 for the Plan Review program. This represents an increase of \$19,523 (1.5%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ -	\$ -	\$ 9,270
Charges for Services	\$ 1,372,398	\$ 1,011,940	\$ 531,500	\$ 1,521,160
Miscellaneous Revenue	\$ 158,167	\$ 93,509	\$ 24,500	\$ 130,812
<b>Total Revenues</b>	<b>\$ 1,530,565</b>	<b>\$ 1,105,449</b>	<b>\$ 556,000</b>	<b>\$ 1,661,242</b>
<b>Expenditures</b>				
Employee Compensation	\$ 499,174	\$ 572,352	\$ 703,106	\$ 724,006
Employee Benefits	\$ 240,399	\$ 241,255	\$ 321,042	\$ 309,231
Materials	\$ 14,163	\$ 19,851	\$ 18,868	\$ 10,585
Contract Services	\$ 148,639	\$ 118,379	\$ 58,400	\$ 90,388
Cost Allocation	\$ 162,021	\$ 179,733	\$ 171,369	\$ 177,337
Special Projects	\$ 1,024,916	\$ 563,781	\$ 20,500	\$ -
Contingencies	\$ -	\$ -	\$ 3,788	\$ 5,049
<b>Total Expenditures</b>	<b>\$ 2,089,312</b>	<b>\$ 1,695,351</b>	<b>\$ 1,297,073</b>	<b>\$ 1,316,596</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 558,746</b>	<b>\$ 589,902</b>	<b>\$ 741,073</b>	<b>\$ (344,646)</b>

## Staffing

Total current authorized positions - 5.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.50 FTE

# CIP Administration

Budget Unit 100-82-806

General Fund - Developmental Services - CIP Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,208,694
Fund Balance	\$ -
General Fund Costs	\$ 1,208,694
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	5.00 FTE

## Program Overview

The Capital Improvement Program (CIP) provides design and construction administration for all capital improvement projects including streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements 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 City Council approve a budget of \$1,208,694 for the CIP Administration program. This represents an increase of \$468,755 (63.4%) from the FY 2019 Adopted Budget.

The increase is primarily due to the re-assignment of the Park Restoration and Improvement Manager Position from Recreation and Community Services to the Capital Improvement 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 374,231	\$ 374,747	\$ 499,204	\$ 777,241
Employee Benefits	\$ 112,010	\$ 127,546	\$ 169,383	\$ 326,658
Materials	\$ 7,185	\$ 9,675	\$ 13,300	\$ 15,102
Contract Services	\$ 99,025	\$ 26,010	\$ 3,000	\$ 15,904
Cost Allocation	\$ 306,973	\$ 87,944	\$ 54,237	\$ 72,239
Capital Outlays	\$ 5,000	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 815	\$ 1,550
<b>Total Expenditures</b>	<b>\$ 904,424</b>	<b>\$ 625,922</b>	<b>\$ 739,939</b>	<b>\$ 1,208,694</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 904,424</b>	<b>\$ 625,922</b>	<b>\$ 739,939</b>	<b>\$ 1,208,694</b>

## Staffing

Total current authorized positions - 5.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 5.00 FTE



# Service Center Administration

Budget Unit 100-83-807

General Fund - Service Center - Service Center Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 85,000
Total Expenditures	\$ 1,251,830
Fund Balance	\$ -
General Fund Costs	\$ 1,166,830
% Funded by General Fund	93.2%
Total Staffing	3.65 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 of trees, sidewalk repair, striping and legends, street signs, vehicle and equipment, streetlights and stormwater 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 City Council approve a budget of \$1,251,830 for the Service Center Administration program. This represents an increase of \$16,884 (1.4%) from the FY 2019 Adopted Budget.

The decrease in contract services is primarily attributable to an insurance settlement in the previous fiscal year.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Facilities Office Reconfiguration - Various Sites	\$75,000	\$75,000	General Fund	Facilities Office Reconfiguration - Various Sites
<b>Total</b>	<b>\$75,000</b>			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 58,706	\$ 59,867	\$ 25,000	\$ 60,000
Miscellaneous Revenue	\$ 410,000	\$ 12,517	\$ 25,000	\$ 25,000
<b>Total Revenues</b>	<b>\$ 468,706</b>	<b>\$ 72,384</b>	<b>\$ 50,000</b>	<b>\$ 85,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 319,515	\$ 398,819	\$ 369,310	\$ 421,033
Employee Benefits	\$ 171,300	\$ 153,860	\$ 135,667	\$ 184,434
Materials	\$ 61,268	\$ 107,892	\$ 84,045	\$ 76,162
Contract Services	\$ 239,519	\$ 262,909	\$ 121,000	\$ 8,557
Cost Allocation	\$ 554,100	\$ 644,091	\$ 339,672	\$ 482,408
Capital Outlays	\$ 239,087	\$ 39,438	\$ 175,000	\$ -
Special Projects	\$ -	\$ 103,147	\$ -	\$ 75,000
Contingencies	\$ -	\$ -	\$ 10,252	\$ 4,236
<b>Total Expenditures</b>	<b>\$ 1,584,789</b>	<b>\$ 1,710,156</b>	<b>\$ 1,234,946</b>	<b>\$ 1,251,830</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,116,084</b>	<b>\$ 1,637,772</b>	<b>\$ 1,184,946</b>	<b>\$ 1,166,830</b>

## Staffing

Total current authorized positions - 2.50 FTE

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

Staff requests to convert two (2) part-time office assistant positions one (1) FTE Senior Office Assistant position in the Service Center Administration division.

Total recommended positions - 3.65 FTE

# McClellan Ranch Park

Budget Unit 100-84-808

General Fund - Grounds - McClellan Ranch Park

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 91,617
Fund Balance	\$ -
General Fund Costs	\$ 91,617
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.30 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 City Council approve a budget of \$91,617 for the McClellan Ranch Park program. This represents an increase of \$7,608 (9.1%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 26,137	\$ 29,393	\$ 29,587	\$ 30,356
Employee Benefits	\$ 14,777	\$ 13,758	\$ 14,587	\$ 14,665
Materials	\$ 13,072	\$ 15,354	\$ 18,713	\$ 16,635
Contract Services	\$ 18,750	\$ 10,750	\$ 8,000	\$ 10,080
Cost Allocation	\$ 4,228	\$ 956	\$ 11,786	\$ 18,545
Contingencies	\$ -	\$ -	\$ 1,336	\$ 1,336
<b>Total Expenditures</b>	<b>\$ 76,964</b>	<b>\$ 70,211</b>	<b>\$ 84,009</b>	<b>\$ 91,617</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 76,964</b>	<b>\$ 70,210</b>	<b>\$ 84,009</b>	<b>\$ 91,617</b>

## Staffing

Total current authorized positions - 0.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.30 FTE

# Memorial Park

Budget Unit 100-84-809

General Fund - Grounds - Memorial Park

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 783,072
Fund Balance	\$ -
General Fund Costs	\$ 783,072
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	3.00 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 City Council approve a budget of \$783,072 for the Memorial Park program. This represents an increase of \$22,727 (3.0%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ 14,000	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 213,740	\$ 233,435	\$ 265,139	\$ 279,167
Employee Benefits	\$ 126,841	\$ 122,804	\$ 126,643	\$ 128,531
Materials	\$ 113,597	\$ 172,237	\$ 233,774	\$ 186,484
Contract Services	\$ 67,602	\$ 26,216	\$ 37,550	\$ 24,652
Cost Allocation	\$ 42,976	\$ 29,474	\$ 83,673	\$ 153,681
Capital Outlays	\$ 6,829	\$ 57,801	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 13,566	\$ 10,557
<b>Total Expenditures</b>	<b>\$ 571,585</b>	<b>\$ 641,967</b>	<b>\$ 760,345</b>	<b>\$ 783,072</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 571,584</b>	<b>\$ 627,966</b>	<b>\$ 760,345</b>	<b>\$ 783,072</b>

## Staffing

Total current authorized positions - 3.00 FTE

There are not changes to the current level of staffing.

Total recommended positions - 3.00 FTE

# School Site Maintenance

Budget Unit 100-84-812

General Fund - Grounds - School Site Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 135,000
Total Expenditures	\$ 1,161,318
Fund Balance	\$ -
General Fund Costs	\$ 1,026,318
% Funded by General Fund	88.4%
<hr/>	
Total Staffing	4.30 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 City Council approve a budget of \$1,161,318 for the School Site Maintenance program. This represents an increase of \$32,432 (2.9%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.



## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Kennedy School Field Upgrade	\$19,500	\$19,500	General Fund	Six (6) dugout fence & roof replacements
Total	\$19,500			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 135,000	\$ 135,000	\$ 135,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 269,451	\$ 310,059	\$ 321,950	\$ 335,106
Employee Benefits	\$ 160,860	\$ 160,866	\$ 170,579	\$ 177,090
Materials	\$ 250,176	\$ 357,372	\$ 437,660	\$ 386,127
Contract Services	\$ 12,000	\$ 16,556	\$ 33,500	\$ 17,217
Cost Allocation	\$ 60,537	\$ 85,733	\$ 106,639	\$ 206,111
Capital Outlays	\$ -	\$ 143,717	\$ 35,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 19,500
Contingencies	\$ -	\$ -	\$ 23,558	\$ 20,167
<b>Total Expenditures</b>	<b>\$ 753,024</b>	<b>\$ 1,074,303</b>	<b>\$ 1,128,886</b>	<b>\$ 1,161,318</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 753,023</b>	<b>\$ 939,303</b>	<b>\$ 993,886</b>	<b>\$ 1,026,318</b>

## Staffing

Total current authorized positions - 4.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 4.30 FTE

# Neighborhood Parks

Budget Unit 100-84-813

General Fund - Grounds - Neighborhood Parks

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,837,003
Fund Balance	\$ -
General Fund Costs	\$ 1,837,003
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	8.30 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 with 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 City Council approve a budget of \$1,837,003 for the Neighborhood Parks program. This represents an increase of \$207,501 (12.7%) from the FY 2019 Adopted Budget.

## Special Projects

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

This budget includes several one-time projects as listed in the following table:

<b>Special Projects/Capital Outlays</b>	<b>Appropriations</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Blackberry Farm Windmill & Fence Refinishing (Special Project)	\$12,610	\$12,610	General Fund	Preventative maintenance for windmill & fence at Blackberry Farm
Monta Vista Community Center Sidewalk Replacement (Capital Outlay)	\$25,000	\$25,000	General Fund	Sidewalk repair for ADA compliance & risk mitigation
Wilson Park and Monta Vista Park Field Upgrades (Capital Outlay)	\$12,050	\$12,050	General Fund	Six (6) dugout fence & roof replacements at Wilson Park Two (2) dugout fence & roof replacements at Monta Vista Park
Total	\$49,660			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 2,548	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 2,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 508,284	\$ 548,016	\$ 596,485	\$ 601,627
Employee Benefits	\$ 307,028	\$ 277,329	\$ 303,765	\$ 318,627
Materials	\$ 288,310	\$ 380,745	\$ 400,798	\$ 407,429
Contract Services	\$ 152,412	\$ 78,994	\$ 72,000	\$ 72,428
Cost Allocation	\$ 115,540	\$ 105,213	\$ 165,814	\$ 363,239
Capital Outlays	\$ 32,861	\$ 112,474	\$ 47,000	\$ 37,050
Special Projects	\$ -	\$ -	\$ 20,000	\$ 12,610
Contingencies	\$ -	\$ -	\$ 23,640	\$ 23,993
<b>Total Expenditures</b>	<b>\$ 1,404,435</b>	<b>\$ 1,502,771</b>	<b>\$ 1,629,502</b>	<b>\$ 1,837,003</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,401,887</b>	<b>\$ 1,502,772</b>	<b>\$ 1,629,502</b>	<b>\$ 1,837,003</b>

## Staffing

Total current authorized positions - 8.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 8.30 FTE

# Sport Fields Jollyman, Creekside

Budget Unit 100-84-814

General Fund - Grounds - Sport Fields Jollyman, Creekside

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 721,573
Fund Balance	\$ -
General Fund Costs	\$ 721,573
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	3.10 FTE

## Program Overview

The sports 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. Sports 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 and 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 sports fields for seasonal use.
- Maintain sports fields for recreational activities including soccer, baseball, cricket, track and field, softball and a variety of other sports.
- Maintain all playgrounds in accordance with 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 City Council approve a budget of \$721,573 for the Sport Fields Jollyman, Creekside program. This represents an increase of \$56,032 (8.4%) from the FY 2019 Adopted Budget.

The increase is primarily due to increases in cost allocation plan charges due to increased equipment reimbursement costs and allocation of charges that were not previously charged to 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 174,057	\$ 198,514	\$ 221,793	\$ 222,133
Employee Benefits	\$ 101,740	\$ 97,168	\$ 108,479	\$ 115,509
Materials	\$ 151,535	\$ 206,416	\$ 223,972	\$ 223,001
Contract Services	\$ 38,038	\$ 300	\$ 22,000	\$ 315
Cost Allocation	\$ 40,885	\$ 42,072	\$ 66,998	\$ 149,449
Capital Outlays	\$ -	\$ 12,600	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 12,299	\$ 11,166
<b>Total Expenditures</b>	<b>\$ 506,255</b>	<b>\$ 557,070</b>	<b>\$ 665,541</b>	<b>\$ 721,573</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 506,255</b>	<b>\$ 557,069</b>	<b>\$ 665,541</b>	<b>\$ 721,573</b>

## Staffing

Total current authorized positions - 3.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.10 FTE

# Civic Center Maintenance

Budget Unit 100-84-815

General Fund - Grounds - Civic Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 204,590
Total Expenditures	\$ 248,980
Fund Balance	\$ -
General Fund Costs	\$ 44,390
% Funded by General Fund	17.8%
<hr/>	
Total Staffing	1.00 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 City Council approve a budget of \$248,980 for the Civic Center Maintenance program. This represents a decrease of \$12,887 (-4.9%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 180,929	\$ 175,468	\$ 193,990	\$ 204,590
<b>Total Revenues</b>	<b>\$ 180,929</b>	<b>\$ 175,468</b>	<b>\$ 193,990</b>	<b>\$ 204,590</b>
<b>Expenditures</b>				
Employee Compensation	\$ 72,628	\$ 82,372	\$ 82,722	\$ 84,111
Employee Benefits	\$ 44,116	\$ 44,406	\$ 46,435	\$ 46,391
Materials	\$ 40,891	\$ 66,936	\$ 102,364	\$ 70,934
Contract Services	\$ 5,800	\$ -	\$ 3,000	\$ -
Cost Allocation	\$ 368,947	\$ 7,006	\$ 22,078	\$ 43,997
Contingencies	\$ -	\$ -	\$ 5,268	\$ 3,547
<b>Total Expenditures</b>	<b>\$ 532,382</b>	<b>\$ 200,720</b>	<b>\$ 261,867</b>	<b>\$ 248,980</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 351,454</b>	<b>\$ 25,252</b>	<b>\$ 67,877</b>	<b>\$ 44,390</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE



# Storm Drain Maintenance

Budget Unit 100-85-818

General Fund - Streets - Storm Drain Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 434,095
Fund Balance	\$ -
General Fund Costs	\$ 434,095
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	1.20 FTE

## Program Overview

Maintenance of storm drain system to provide the efficient flow of stormwater and to comply with stormwater 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 City Council approve a budget of \$434,095 for the Storm Drain Maintenance program. This represents a decrease of \$42,408 (-8.9%) from the FY 2019 Adopted Budget.

The decrease is primarily related to decreased contract costs to better align the budget with prior year actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,259	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 131,084	\$ 117,112	\$ 127,538	\$ 129,294
Employee Benefits	\$ 62,203	\$ 52,053	\$ 51,389	\$ 52,724
Materials	\$ 7,408	\$ 8,162	\$ 16,720	\$ 9,776
Contract Services	\$ 176,410	\$ 176,175	\$ 225,000	\$ 185,436
Cost Allocation	\$ 31,359	\$ 33,530	\$ 43,770	\$ 47,104
Contingencies	\$ -	\$ -	\$ 12,086	\$ 9,761
<b>Total Expenditures</b>	<b>\$ 408,464</b>	<b>\$ 387,032</b>	<b>\$ 476,503</b>	<b>\$ 434,095</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 407,206</b>	<b>\$ 387,031</b>	<b>\$ 476,503</b>	<b>\$ 434,095</b>

## Staffing

Total current authorized positions - 1.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.20 FTE

# Sidewalk Curb and Gutter

Budget Unit 270-85-820

Transportation Fund - Streets - Sidewalk Curb and Gutter

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,377,406
Fund Balance	\$ (1,156,406)
General Fund Costs	\$ 221,000
% Funded by General Fund	16.0%
<hr/>	
Total Staffing	1.30 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 City Council approve a budget of \$1,377,406 for the Sidewalk Curb and Gutter program. This represents an increase of \$181,530 (15.2%) from the FY 2019 Adopted Budget.

This increase is mainly due to an additional \$150,000 allocation for the annual sidewalk, curb and gutter maintenance work.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Annual Sidewalk Curb & Gutter Project	\$1,100,000	\$1,100,000	Transportation Fund	Annual Sidewalk Curb & Gutter Project
Total	\$1,100,000			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ 21,104	\$ -	\$ 1,057,060	\$ -
Charges for Services	\$ 19,183	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 40,287</b>	<b>\$ -</b>	<b>\$ 1,057,060</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 71,599	\$ 102,099	\$ 129,339	\$ 134,552
Employee Benefits	\$ 39,037	\$ 50,970	\$ 67,319	\$ 67,722
Materials	\$ 142	\$ 3,833	\$ 3,729	\$ 5,195
Contract Services	\$ -	\$ 80	\$ 31,000	\$ -
Cost Allocation	\$ 44,435	\$ 68,111	\$ 62,753	\$ 69,677
Capital Outlays	\$ -	\$ 35,000	\$ -	\$ -
Special Projects	\$ 825,140	\$ 879,385	\$ 900,000	\$ 1,100,000
Contingencies	\$ -	\$ -	\$ 1,736	\$ 260
<b>Total Expenditures</b>	<b>\$ 980,353</b>	<b>\$ 1,139,478</b>	<b>\$ 1,195,876</b>	<b>\$ 1,377,406</b>
<b>Fund Balance</b>	<b>\$ (133,087)</b>	<b>\$ (289,482)</b>	<b>\$ 661,184</b>	<b>\$ (1,156,406)</b>
<b>General Fund Costs</b>	<b>\$ 806,977</b>	<b>\$ 849,996</b>	<b>\$ 800,000</b>	<b>\$ 221,000</b>

## Staffing

Total current authorized positions - 1.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.30 FTE

# Street Pavement Maintenance

Budget Unit 270-85-821

Transportation Fund - Streets - Street Pavement Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 6,068,826
Total Expenditures	\$ 3,906,202
Fund Balance	\$ 2,162,624
General Fund Costs	\$ -
% Funded by General Fund	0.0%
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 City Council approve a budget of \$3,906,202 for the Street Pavement Maintenance program. This represents a decrease of \$2,926,372 (-42.8%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a \$3,000,000 decrease in funding for the annual pavement maintenance project as a result of achieving a high PCI rating.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Pavement Maintenance (Special Project)	\$2,000,000	\$2,000,000	Transportation Fund	Annual Asphalt Project
Pavement Maintenance (Capital Outlay)	\$1,000,000	\$1,000,000	SB1 Grant Funding	Annual Asphalt Project
<b>Total</b>	<b>\$3,000,000</b>			

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Intergovernmental Revenue	\$ 224,184	\$ 750,546	\$ 1,340,379	\$ 5,905,305
Charges for Services	\$ 3,096	\$ 22,261	\$ -	\$ -
Miscellaneous Revenue	\$ 148,639	\$ 772,596	\$ 185,000	\$ 163,521
<b>Total Revenues</b>	<b>\$ 375,919</b>	<b>\$ 1,545,403</b>	<b>\$ 1,525,379</b>	<b>\$ 6,068,826</b>
<b>Expenditures</b>				
Employee Compensation	\$ 254,147	\$ 275,484	\$ 289,040	\$ 297,698
Employee Benefits	\$ 138,331	\$ 135,934	\$ 141,026	\$ 141,722
Materials	\$ 37,675	\$ 33,406	\$ 62,080	\$ 38,761
Contract Services	\$ 137,388	\$ 35,426	\$ 176,000	\$ 192,570
Cost Allocation	\$ 149,849	\$ 145,640	\$ 174,145	\$ 223,884
Capital Outlays	\$ 51,830	\$ 479,999	\$ 978,379	\$ 1,000,000
Special Projects	\$ 6,625,393	\$ 8,754,931	\$ 5,000,000	\$ 2,000,000
Contingencies	\$ -	\$ -	\$ 11,904	\$ 11,567
<b>Total Expenditures</b>	<b>\$ 7,394,613</b>	<b>\$ 9,860,820</b>	<b>\$ 6,832,574</b>	<b>\$ 3,906,202</b>
<b>Fund Balance</b>	<b>\$ (1,999,208)</b>	<b>\$ (2,315,418)</b>	<b>\$ (307,195)</b>	<b>\$ 2,162,624</b>
<b>General Fund Costs</b>	<b>\$ 5,019,487</b>	<b>\$ 6,000,000</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.35 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.35 FTE

# Street Sign Marking

Budget Unit 270-85-822

Transportation Fund - Streets - Street Sign Marking

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 719,275
Fund Balance	\$ (719,275)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	3.50 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 City Council approve a budget of \$719,275 for the Street Sign Marking program. This represents an increase of \$57,386 (8.7%) from the FY 2019 Adopted Budget.

The increase is primarily due to increases in material and contracts to better align the budget with prior year's actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ 2,680	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 2,680</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 272,138	\$ 276,727	\$ 268,072	\$ 279,089
Employee Benefits	\$ 149,858	\$ 143,452	\$ 145,723	\$ 145,864
Materials	\$ 98,676	\$ 120,513	\$ 109,228	\$ 129,783
Contract Services	\$ 8,596	\$ 39,335	\$ 17,000	\$ 34,316
Cost Allocation	\$ 116,492	\$ 268,028	\$ 115,555	\$ 122,018
Special Projects	\$ -	\$ 19,308	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 6,311	\$ 8,205
<b>Total Expenditures</b>	<b>\$ 645,760</b>	<b>\$ 867,363</b>	<b>\$ 661,889</b>	<b>\$ 719,275</b>
<b>Fund Balance</b>	<b>\$ (622,243)</b>	<b>\$ (864,683)</b>	<b>\$ (661,889)</b>	<b>\$ (719,275)</b>
<b>General Fund Costs</b>	<b>\$ 23,518</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.50 FTE

# Street Lighting

Budget Unit 100-85-848

General Fund - Streets - Street Lighting

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 497,044
Fund Balance	\$ -
General Fund Costs	\$ 497,044
% Funded by General Fund	100.0%
<hr/>	
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 City Council approve a budget of \$497,044 for the Street Lighting program. This represents a decrease of \$91,197 (-15.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of one-time special projects.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Torre Ave Street Light LED Replacement	\$11,500	\$11,500	General Fund	Torre Ave Street Light LED Replacement
Total	\$11,500			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 14,385	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 14,385</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 32,362	\$ 66,064	\$ 90,688	\$ 105,751
Employee Benefits	\$ 16,544	\$ 31,914	\$ 44,497	\$ 44,216
Materials	\$ 237,323	\$ 256,096	\$ 277,769	\$ 269,806
Contract Services	\$ 3,367	\$ 2,588	\$ 24,000	\$ 2,429
Cost Allocation	\$ 19,259	\$ 22,437	\$ 39,199	\$ 49,730
Capital Outlays	\$ 35,260	\$ 46,129	\$ 97,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 11,500
Contingencies	\$ -	\$ -	\$ 15,088	\$ 13,612
<b>Total Expenditures</b>	<b>\$ 344,115</b>	<b>\$ 425,228</b>	<b>\$ 588,241</b>	<b>\$ 497,044</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 329,730</b>	<b>\$ 425,228</b>	<b>\$ 588,241</b>	<b>\$ 497,044</b>

## Staffing

Total current authorized positions - 0.95 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.95 FTE

# Equipment Maintenance

Budget Unit 630-85-849

Vehicle/Equip Replacement - Streets - Equipment Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,352,200
Total Expenditures	\$ 929,280
Fund Balance	\$ 422,920
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	3.00 FTE

## Program Overview

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (103), 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 City Council approve a budget of \$929,280 for the Equipment Maintenance program. This represents a decrease of \$664,380 (-41.7%) from the FY 2019 Adopted Budget.

This budget reflects a decrease in budget allocation for materials and supplies due to newer fleet vehicles and equipment that require less maintenance and repair.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ 1,056,968	\$ 1,352,200
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,056,968</b>	<b>\$ 1,352,200</b>
<b>Expenditures</b>				
Employee Compensation	\$ 230,249	\$ 281,210	\$ 278,161	\$ 248,768
Employee Benefits	\$ 492,022	\$ 160,348	\$ 126,268	\$ 130,242
Materials	\$ 460,611	\$ 294,185	\$ 331,679	\$ 302,479
Contract Services	\$ 147,496	\$ 82,489	\$ 140,000	\$ 81,399
Cost Allocation	\$ 141,965	\$ 730,497	\$ 693,968	\$ 147,198
Capital Outlays	\$ 10,486	\$ 22,456	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 23,584	\$ 19,194
<b>Total Expenditures</b>	<b>\$ 1,482,829</b>	<b>\$ 1,571,185</b>	<b>\$ 1,593,660</b>	<b>\$ 929,280</b>
<b>Fund Balance</b>	<b>\$ (1,473,362)</b>	<b>\$ (1,571,185)</b>	<b>\$ (536,692)</b>	<b>\$ 422,920</b>
<b>General Fund Costs</b>	<b>\$ 9,468</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 3.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 3.00 FTE

# Environmental Materials

Budget Unit 100-85-850

General Fund - Streets - Environmental Materials

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 166,103
Fund Balance	\$ -
General Fund Costs	\$ 166,103
% Funded by General Fund	100.0%
<hr/>	
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.
- 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 City Council approve a budget of \$166,103 for the Environmental Materials program. This represents a decrease of \$28,905 (-14.8%) from the FY 2019 Adopted Budget.

The decrease is primarily related to decreased material and contract costs to better align the budget with prior year actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 46,095	\$ 54,331	\$ 56,542	\$ 57,735
Employee Benefits	\$ 21,334	\$ 25,434	\$ 28,383	\$ 28,261
Materials	\$ 29,460	\$ 18,445	\$ 44,480	\$ 24,620
Contract Services	\$ 5,354	\$ 9,125	\$ 5,000	\$ -
Cost Allocation	\$ 21,986	\$ 52,137	\$ 58,129	\$ 54,256
Contingencies	\$ -	\$ -	\$ 2,474	\$ 1,231
<b>Total Expenditures</b>	<b>\$ 124,229</b>	<b>\$ 159,472</b>	<b>\$ 195,008</b>	<b>\$ 166,103</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 124,230</b>	<b>\$ 159,471</b>	<b>\$ 195,008</b>	<b>\$ 166,103</b>

## Staffing

Total current authorized positions - 0.65 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.65 FTE

# Overpasses and Medians

Budget Unit 100-86-824

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,251,590
Fund Balance	\$ -
General Fund Costs	\$ 1,251,590
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	6.30 FTE

## Program Overview

The Overpasses and Medians program maintains 31.54 developed acres of median island hardscapes and softscapes as well as 21.69 undeveloped acres of city right-of-way, the landscaped area of the Lawrence trail, 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 the planting of appropriate plant stock.
- Undertake a special project to safely evaluate all public trees adjacent to the pathway along the Lawrence trail.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,251,590 for the Overpasses and Medians program. This represents an increase of \$316 (0.0%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

## Special Projects

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



Special Project	Appropriation	Revenue	Funding Source	Description
Tree Risk Assessment and Mitigation for Lawrence trail	\$19,725	\$19,725	General Fund	Tree risk assessment and resulting mitigation for Lawrence trail
Total	\$19,725			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 25,900	\$ 791	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 25,900</b>	<b>\$ 791</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 433,708	\$ 443,892	\$ 474,434	\$ 471,560
Employee Benefits	\$ 240,466	\$ 236,388	\$ 250,023	\$ 244,647
Materials	\$ 149,526	\$ 195,719	\$ 201,920	\$ 230,260
Contract Services	\$ 67,654	\$ 64,134	\$ 83,000	\$ 19,725
Cost Allocation	\$ 298,283	\$ 248,423	\$ 227,651	\$ 273,248
Capital Outlays	\$ 288	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 14,246	\$ 12,150
<b>Total Expenditures</b>	<b>\$ 1,189,925</b>	<b>\$ 1,188,556</b>	<b>\$ 1,251,274</b>	<b>\$ 1,251,590</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,164,025</b>	<b>\$ 1,187,766</b>	<b>\$ 1,251,274</b>	<b>\$ 1,251,590</b>

## Staffing

Total current authorized positions - 6.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 6.30 FTE

# Street Tree Maintenance

Budget Unit 100-86-825

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 22,577
Total Expenditures	\$ 1,338,534
Fund Balance	\$ -
General Fund Costs	\$ 1,316,357
% Funded by General Fund	98.3%
<hr/>	
Total Staffing	8.40 FTE

## Program Overview

The Trees Division maintains the safety, health and appearance of approximately 23,300 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 City Council approve a budget of \$1,338,534 for the Street Tree Maintenance program. This represents an increase of \$143,547 (12.0%) from the FY 2019 Adopted Budget.

This budget increase is due primarily to the request to add one (1) FTE Maintenance Worker I/II Position to the Street Tree Maintenance 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 14,616	\$ 12,382	\$ 12,000	\$ 22,577
<b>Total Revenues</b>	<b>\$ 14,616</b>	<b>\$ 12,382</b>	<b>\$ 12,000</b>	<b>\$ 22,577</b>
<b>Expenditures</b>				
Employee Compensation	\$ 442,495	\$ 485,290	\$ 503,748	\$ 589,848
Employee Benefits	\$ 247,231	\$ 261,940	\$ 296,273	\$ 317,417
Materials	\$ 110,534	\$ 116,910	\$ 118,000	\$ 126,665
Contract Services	\$ 18,241	\$ 11,850	\$ 27,400	\$ 11,130
Cost Allocation	\$ 104,808	\$ 253,459	\$ 232,296	\$ 274,584
Capital Outlays	\$ 8,107	\$ -	\$ -	\$ -
Special Projects	\$ 5,315	\$ 6,751	\$ 10,000	\$ 12,000
Contingencies	\$ -	\$ -	\$ 7,270	\$ 6,890
<b>Total Expenditures</b>	<b>\$ 936,731</b>	<b>\$ 1,136,200</b>	<b>\$ 1,194,987</b>	<b>\$ 1,338,534</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 922,114</b>	<b>\$ 1,123,818</b>	<b>\$ 1,192,987</b>	<b>\$ 1,316,357</b>

## Staffing

Total current authorized positions - 7.40 FTE

Staff requests to add one (1) FTE Maintenance Worker I/II Position to the Street Tree Maintenance program.

Total recommended positions - 8.40 FTE

# Weekend Work Program

Budget Unit 100-86-826

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 449,792
Fund Balance	\$ -
General Fund Costs	\$ 449,792
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	2.30 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 sandbag 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 City Council approve a budget of \$449,792 for the Weekend Work Program program. This represents a decrease of \$19,684 (-4.2%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 233,914	\$ 243,924	\$ 266,225	\$ 233,423
Employee Benefits	\$ 115,487	\$ 98,122	\$ 96,495	\$ 85,910
Materials	\$ 4,225	\$ 6,350	\$ 10,600	\$ 10,276
Contract Services	\$ 45	\$ -	\$ 2,300	\$ -
Cost Allocation	\$ 74,860	\$ 76,840	\$ 93,211	\$ 119,669
Contingencies	\$ -	\$ -	\$ 645	\$ 514
<b>Total Expenditures</b>	<b>\$ 428,531</b>	<b>\$ 425,236</b>	<b>\$ 469,476</b>	<b>\$ 449,792</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 428,531</b>	<b>\$ 425,236</b>	<b>\$ 469,476</b>	<b>\$ 449,792</b>

## Staffing

Total current authorized positions - 2.30 FTE

There are no changes to the current level of staffing.

Total recommended positions - 2.30 FTE

# City Hall Maintenance

Budget Unit 100-87-827

General Fund - Facilities and Fleet - City Hall Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 459,503
Total Expenditures	\$ 642,985
Fund Balance	\$ -
General Fund Costs	\$ 183,482
% Funded by General Fund	28.5%
<hr/>	
Total Staffing	1.00 FTE

## Program Overview

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

## Service Objectives

- Provide 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 City Council approve a budget of \$642,985 for the City Hall Maintenance program. This represents an increase of \$23,235 (3.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 718,539	\$ 355,380	\$ 303,250	\$ 459,503
<b>Total Revenues</b>	<b>\$ 718,539</b>	<b>\$ 355,380</b>	<b>\$ 303,250</b>	<b>\$ 459,503</b>
<b>Expenditures</b>				
Employee Compensation	\$ 92,865	\$ 92,817	\$ 99,201	\$ 102,628
Employee Benefits	\$ 49,491	\$ 44,258	\$ 46,712	\$ 46,496
Materials	\$ 172,426	\$ 181,854	\$ 229,935	\$ 157,101
Contract Services	\$ 114,738	\$ 139,195	\$ 157,000	\$ 235,389
Cost Allocation	\$ 58,577	\$ 34,135	\$ 52,555	\$ 81,746
Capital Outlays	\$ 4,300	\$ 27,341	\$ 15,000	\$ -
Contingencies	\$ -	\$ -	\$ 19,347	\$ 19,625
<b>Total Expenditures</b>	<b>\$ 492,397</b>	<b>\$ 519,600</b>	<b>\$ 619,750</b>	<b>\$ 642,985</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (226,142)</b>	<b>\$ 164,220</b>	<b>\$ 316,500</b>	<b>\$ 183,482</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# Library Maintenance

Budget Unit 100-87-828

General Fund - Facilities and Fleet - Library Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,072,854
Total Expenditures	\$ 595,393
Fund Balance	\$ -
General Fund Costs	\$ (477,461)
% Funded by General Fund	-80.2%
<hr/>	
Total Staffing	0.80 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and County employees.
- Respond 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 City Council approve a budget of \$595,393 for the Library Maintenance program. This represents an increase of \$256,559 (75.7%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for expanded library hours and increase in minimum wage.

## 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:



<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 142,858	\$ 143,833	\$ 141,500	\$ 141,500
Charges for Services	\$ 586,459	\$ 375,124	\$ 409,300	\$ 931,354
<b>Total Revenues</b>	<b>\$ 729,317</b>	<b>\$ 518,957</b>	<b>\$ 550,800</b>	<b>\$ 1,072,854</b>
<b>Expenditures</b>				
Employee Compensation	\$ 60,200	\$ 61,052	\$ 65,911	\$ 67,075
Employee Benefits	\$ 35,744	\$ 33,476	\$ 34,540	\$ 34,928
Materials	\$ 3,406	\$ 11,452	\$ 14,356	\$ 30,143
Contract Services	\$ 47,863	\$ 308,529	\$ 175,000	\$ 376,614
Cost Allocation	\$ 263,432	\$ 11,541	\$ 23,259	\$ 45,986
Capital Outlays	\$ 113,890	\$ 20,259	\$ 10,000	\$ -
Special Projects	\$ -	\$ -	\$ 6,000	\$ -
Contingencies	\$ -	\$ -	\$ 9,768	\$ 40,647
<b>Total Expenditures</b>	<b>\$ 524,535</b>	<b>\$ 446,309</b>	<b>\$ 338,834</b>	<b>\$ 595,393</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (204,781)</b>	<b>\$ (72,649)</b>	<b>\$ (211,966)</b>	<b>\$ (477,461)</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# Service Center Maintenance

Budget Unit 100-87-829

General Fund - Facilities and Fleet - Service Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 262,382
Total Expenditures	\$ 289,389
Fund Balance	\$ -
General Fund Costs	\$ 27,007
% Funded by General Fund	9.3%
<hr/>	
Total Staffing	0.70 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond 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 City Council approve a budget of \$289,389 for the Service Center Maintenance program. This represents an increase of \$27,257 (10.4%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 511,696	\$ 429,316	\$ 323,466	\$ 262,382
<b>Total Revenues</b>	<b>\$ 511,696</b>	<b>\$ 429,316</b>	<b>\$ 323,466</b>	<b>\$ 262,382</b>
<b>Expenditures</b>				
Employee Compensation	\$ 58,659	\$ 56,660	\$ 59,410	\$ 61,583
Employee Benefits	\$ 33,395	\$ 29,160	\$ 30,638	\$ 30,664
Materials	\$ 59,199	\$ 71,207	\$ 103,269	\$ 95,620
Contract Services	\$ 35,366	\$ 42,010	\$ 40,000	\$ 46,505
Cost Allocation	\$ 65,008	\$ 63,292	\$ 21,652	\$ 40,518
Capital Outlays	\$ 3,149	\$ 34,369	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 7,163	\$ 14,499
<b>Total Expenditures</b>	<b>\$ 254,776</b>	<b>\$ 296,698</b>	<b>\$ 262,132</b>	<b>\$ 289,389</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (256,921)</b>	<b>\$ (132,617)</b>	<b>\$ (61,334)</b>	<b>\$ 27,007</b>

## Staffing

Total current authorized positions - 0.70 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.70 FTE

# Quinlan Community Center Maintenance

Budget Unit 100-87-830

General Fund - Facilities and Fleet - Quinlan Community Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 385,272
Total Expenditures	\$ 512,732
Fund Balance	\$ -
General Fund Costs	\$ 127,460
% Funded by General Fund	24.9%
Total Staffing	0.80 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$512,732 for the Quinlan Community Center Maintenance program. This represents an increase of \$46,316 (9.9%) from the FY 2019 Adopted Budget.

The increase in contract services is primarily attributable to additional budget allocation for janitorial services due to increase in minimum wage and increase contract costs to better align the budget with prior year actual expenditures.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Reception Area Remodel	\$40,000	\$40,000	General Fund	Reception Area Remodel
Total	\$40,000	\$40,000		

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 251,129	\$ -	\$ 181,950	\$ 385,272
<b>Total Revenues</b>	<b>\$ 251,129</b>	<b>\$ -</b>	<b>\$ 181,950</b>	<b>\$ 385,272</b>
<b>Expenditures</b>				
Employee Compensation	\$ 65,784	\$ 64,935	\$ 67,958	\$ 70,702
Employee Benefits	\$ 32,024	\$ 29,986	\$ 30,721	\$ 30,531
Materials	\$ 123,144	\$ 139,419	\$ 153,700	\$ 127,597
Contract Services	\$ 107,885	\$ 126,426	\$ 100,000	\$ 160,513
Cost Allocation	\$ 19,502	\$ 8,793	\$ 32,352	\$ 55,406
Capital Outlays	\$ 64,729	\$ 66,102	\$ 69,000	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 40,000
Contingencies	\$ -	\$ -	\$ 12,685	\$ 27,983
<b>Total Expenditures</b>	<b>\$ 413,068</b>	<b>\$ 435,661</b>	<b>\$ 466,416</b>	<b>\$ 512,732</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 161,938</b>	<b>\$ 435,660</b>	<b>\$ 284,466</b>	<b>\$ 127,460</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 264,330
Total Expenditures	\$ 321,242
Fund Balance	\$ -
General Fund Costs	\$ 56,912
% Funded by General Fund	17.7%
<hr/>	
Total Staffing	0.80 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$321,242 for the Senior Center Maintenance program. This represents an increase of \$79,556 (32.9%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services due to an increase in minimum wage, an increase in contingency for unforeseen maintenance and a change in cost allocation methodology.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Exterior Deck Resealing	\$12,000	\$12,000	General Fund	Exterior Deck Resealing

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 270,705	\$ 241,640	\$ 181,950	\$ 262,630
Miscellaneous Revenue	\$ 18,689	\$ -	\$ -	\$ 1,700
<b>Total Revenues</b>	<b>\$ 289,394</b>	<b>\$ 241,640</b>	<b>\$ 181,950</b>	<b>\$ 264,330</b>
<b>Expenditures</b>				
Employee Compensation	\$ 48,692	\$ 51,115	\$ 56,694	\$ 61,994
Employee Benefits	\$ 26,807	\$ 28,660	\$ 30,975	\$ 31,625
Materials	\$ 59,700	\$ 74,913	\$ 67,916	\$ 69,717
Contract Services	\$ 78,520	\$ 104,793	\$ 66,000	\$ 94,301
Cost Allocation	\$ 39,661	\$ 1,912	\$ 13,387	\$ 35,231
Capital Outlays	\$ 87,214	\$ 35,586	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 12,000
Contingencies	\$ -	\$ -	\$ 6,714	\$ 16,374
<b>Total Expenditures</b>	<b>\$ 340,594</b>	<b>\$ 296,979</b>	<b>\$ 241,686</b>	<b>\$ 321,242</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 51,202</b>	<b>\$ 55,339</b>	<b>\$ 59,736</b>	<b>\$ 56,912</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE

# McClellan Ranch Maintenance

Budget Unit 100-87-832

General Fund - Facilities and Fleet - McClellan Ranch Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 98,885
Total Expenditures	\$ 209,024
Fund Balance	\$ -
General Fund Costs	\$ 110,139
% Funded by General Fund	52.7%
<hr/>	
Total Staffing	0.60 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$209,024 for the McClellan Ranch Maintenance program. This represents an increase of \$30,031 (16.8%) from the FY 2019 Adopted Budget.

The increase in contract services is primarily attributable to better align the budget with prior year actual expenditures.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
HVAC for Environmental Education Center	\$30,000	\$30,000	General Fund	HVAC for Environmental Education Center
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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 95,425
Miscellaneous Revenue	\$ -	\$ 840	\$ 1,700	\$ 3,460
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 840</b>	<b>\$ 1,700</b>	<b>\$ 98,885</b>
<b>Expenditures</b>				
Employee Compensation	\$ 45,976	\$ 46,139	\$ 47,885	\$ 53,002
Employee Benefits	\$ 23,585	\$ 23,658	\$ 23,964	\$ 24,255
Materials	\$ 11,378	\$ 15,407	\$ 22,392	\$ 16,263
Contract Services	\$ 35,456	\$ 15,129	\$ 26,000	\$ 52,007
Cost Allocation	\$ 8,432	\$ 5,736	\$ 12,832	\$ 26,690
Capital Outlays	\$ 10,942	\$ 1,837	\$ 12,000	\$ -
Special Projects	\$ -	\$ -	\$ 30,000	\$ 30,000
Contingencies	\$ -	\$ -	\$ 3,920	\$ 6,807
<b>Total Expenditures</b>	<b>\$ 135,769</b>	<b>\$ 107,906</b>	<b>\$ 178,993</b>	<b>\$ 209,024</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 135,770</b>	<b>\$ 107,065</b>	<b>\$ 177,293</b>	<b>\$ 110,139</b>

## Staffing

Total current authorized positions - 0.60 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.60 FTE

# Monta Vista Community Center Maintenance

Budget Unit 100-87-833

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 118,070
Total Expenditures	\$ 158,634
Fund Balance	\$ -
General Fund Costs	\$ 40,564
% Funded by General Fund	25.6%
<hr/>	
Total Staffing	0.40 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 a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$158,634 for the Monta Vista Community Center Maintenance program. This represents a decrease of \$69,256 (-30.4%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 166,597	\$ 148,708	\$ 121,300	\$ 118,070
<b>Total Revenues</b>	<b>\$ 166,597</b>	<b>\$ 148,708</b>	<b>\$ 121,300</b>	<b>\$ 118,070</b>
<b>Expenditures</b>				
Employee Compensation	\$ 33,138	\$ 32,743	\$ 35,911	\$ 36,912
Employee Benefits	\$ 18,101	\$ 15,945	\$ 16,993	\$ 16,916
Materials	\$ 23,784	\$ 27,023	\$ 33,573	\$ 27,979
Contract Services	\$ 31,084	\$ 35,244	\$ 35,000	\$ 47,217
Cost Allocation	\$ 23,099	\$ 2,868	\$ 9,984	\$ 22,103
Capital Outlays	\$ 11,849	\$ 19,688	\$ 93,000	\$ -
Contingencies	\$ -	\$ -	\$ 3,429	\$ 7,507
<b>Total Expenditures</b>	<b>\$ 141,055</b>	<b>\$ 133,511</b>	<b>\$ 227,890</b>	<b>\$ 158,634</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (25,542)</b>	<b>\$ (15,197)</b>	<b>\$ 106,590</b>	<b>\$ 40,564</b>

## Staffing

Total current authorized positions - 0.40 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.40 FTE

# Wilson Park Maintenance

Budget Unit 100-87-834

General Fund - Facilities and Fleet - Wilson Park Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 77,225
Total Expenditures	\$ 97,162
Fund Balance	\$ -
General Fund Costs	\$ 19,937
% Funded by General Fund	20.5%
<hr/>	
Total Staffing	0.20 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$97,162 for the Wilson Park Maintenance program. This represents an increase of \$33,998 (53.8%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 77,225
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,225</b>
<b>Expenditures</b>				
Employee Compensation	\$ 17,999	\$ 19,031	\$ 18,167	\$ 18,565
Employee Benefits	\$ 9,890	\$ 10,089	\$ 10,361	\$ 10,338
Materials	\$ 12,594	\$ 14,070	\$ 15,217	\$ 16,156
Contract Services	\$ 12,506	\$ 13,952	\$ 10,000	\$ 37,013
Cost Allocation	\$ 2,814	\$ 5,737	\$ 8,158	\$ 12,432
Capital Outlays	\$ 1,200	\$ 24,446	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,261	\$ 2,658
<b>Total Expenditures</b>	<b>\$ 57,003</b>	<b>\$ 87,325</b>	<b>\$ 63,164</b>	<b>\$ 97,162</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 57,002</b>	<b>\$ 87,325</b>	<b>\$ 63,164</b>	<b>\$ 19,937</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Portal Park Maintenance

Budget Unit 100-87-835

General Fund - Facilities and Fleet - Portal Park Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 41,483
Total Expenditures	\$ 39,323
Fund Balance	\$ -
General Fund Costs	\$ (2,160)
% Funded by General Fund	-5.5%
<hr/>	
Total Staffing	0.10 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$39,323 for the Portal Park Maintenance program. This represents an increase of \$2,116 (5.7%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 41,483
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,483</b>
<b>Expenditures</b>				
Employee Compensation	\$ 8,939	\$ 9,250	\$ 8,909	\$ 9,002
Employee Benefits	\$ 4,930	\$ 4,981	\$ 5,182	\$ 5,169
Materials	\$ 3,789	\$ 5,790	\$ 8,606	\$ 6,268
Contract Services	\$ 3,123	\$ 5,218	\$ 8,251	\$ 9,623
Cost Allocation	\$ 1,420	\$ 2,869	\$ 5,416	\$ 8,466
Capital Outlays	\$ 2,200	\$ 18,800	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 843	\$ 795
<b>Total Expenditures</b>	<b>\$ 24,401</b>	<b>\$ 46,908</b>	<b>\$ 37,207</b>	<b>\$ 39,323</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 24,401</b>	<b>\$ 46,908</b>	<b>\$ 37,207</b>	<b>\$ (2,160)</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Sports Center Maintenance

Budget Unit 570-87-836

Sports Center - Facilities and Fleet - Sports Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 429,105
Fund Balance	\$ (429,105)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.70 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$429,105 for the Sports Center Maintenance program. This represents a decrease of \$60,971 (-12.4%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Water Bottle Filler/Fountains	\$14,000	\$14,000	General Fund	Water Bottle Filler/Fountain
Total	\$14,000			



## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 66,612	\$ 75,499	\$ 65,543	\$ 66,021
Employee Benefits	\$ 30,439	\$ 43,295	\$ 34,021	\$ 34,095
Materials	\$ (36,612)	\$ 130,940	\$ 158,778	\$ 130,168
Contract Services	\$ 67,112	\$ 90,409	\$ 60,000	\$ 117,121
Cost Allocation	\$ 68,055	\$ 90,098	\$ 86,476	\$ 42,356
Capital Outlays	\$ 16,450	\$ 7,292	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ 75,000	\$ 14,000
Contingencies	\$ -	\$ -	\$ 10,258	\$ 25,344
<b>Total Expenditures</b>	<b>\$ 212,056</b>	<b>\$ 437,533</b>	<b>\$ 490,076</b>	<b>\$ 429,105</b>
<b>Fund Balance</b>	<b>\$ 192,562</b>	<b>\$ (437,533)</b>	<b>\$ (490,076)</b>	<b>\$ (429,105)</b>
<b>General Fund Costs</b>	<b>\$ 404,617</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.70 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.70 FTE

# Creekside Park Maintenance

Budget Unit 100-87-837

General Fund - Facilities and Fleet - Creekside Park Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 47,545
Total Expenditures	\$ 87,022
Fund Balance	\$ -
General Fund Costs	\$ 39,477
% Funded by General Fund	45.4%
<hr/>	
Total Staffing	0.20 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$87,022 for the Creekside Park Maintenance program. This represents an increase of \$21,232 (32.3%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage and a change in cost allocation methodology.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 89,958	\$ 80,300	\$ 60,650	\$ 47,545
<b>Total Revenues</b>	<b>\$ 89,958</b>	<b>\$ 80,300</b>	<b>\$ 60,650</b>	<b>\$ 47,545</b>
<b>Expenditures</b>				
Employee Compensation	\$ 18,722	\$ 16,642	\$ 20,025	\$ 20,391
Employee Benefits	\$ 9,813	\$ 8,664	\$ 9,616	\$ 9,656
Materials	\$ 8,889	\$ 10,218	\$ 16,324	\$ 10,345
Contract Services	\$ 13,168	\$ 15,372	\$ 10,000	\$ 26,546
Cost Allocation	\$ 12,290	\$ 2,868	\$ 8,509	\$ 17,199
Capital Outlays	\$ 192	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,316	\$ 2,885
<b>Total Expenditures</b>	<b>\$ 63,074</b>	<b>\$ 53,764</b>	<b>\$ 65,790</b>	<b>\$ 87,022</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (26,884)</b>	<b>\$ (26,536)</b>	<b>\$ 5,140</b>	<b>\$ 39,477</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Community Hall Maintenance

Budget Unit 100-87-838

General Fund - Facilities and Fleet - Community Hall Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 233,028
Total Expenditures	\$ 301,343
Fund Balance	\$ -
General Fund Costs	\$ 68,315
% Funded by General Fund	22.7%
<hr/>	
Total Staffing	0.50 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 a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$301,343 for the Community Hall Maintenance program. This represents an increase of \$50,015 (19.9%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services for the increase in minimum wage and a change in cost allocation methodology.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 275,140	\$ 27,280	\$ 202,167	\$ 233,028
<b>Total Revenues</b>	<b>\$ 275,140</b>	<b>\$ 27,280</b>	<b>\$ 202,167</b>	<b>\$ 233,028</b>
<b>Expenditures</b>				
Employee Compensation	\$ 32,122	\$ 33,952	\$ 36,262	\$ 38,039
Employee Benefits	\$ 19,386	\$ 19,540	\$ 20,686	\$ 20,927
Materials	\$ 44,090	\$ 45,005	\$ 66,425	\$ 71,214
Contract Services	\$ 33,471	\$ 66,422	\$ 105,000	\$ 132,750
Cost Allocation	\$ 7,020	\$ 3,825	\$ 14,384	\$ 28,215
Capital Outlays	\$ 54,296	\$ 94,760	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 8,571	\$ 10,198
<b>Total Expenditures</b>	<b>\$ 190,385</b>	<b>\$ 263,504</b>	<b>\$ 251,328</b>	<b>\$ 301,343</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (84,755)</b>	<b>\$ 236,225</b>	<b>\$ 49,161</b>	<b>\$ 68,315</b>

## Staffing

Total current authorized positions - 0.50 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.50 FTE

# Teen Center Maintenance

Budget Unit 100-87-839

General Fund - Facilities and Fleet - Teen Center Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 21,469
Total Expenditures	\$ 55,445
Fund Balance	\$ -
General Fund Costs	\$ 33,976
% Funded by General Fund	61.3%
<hr/>	
Total Staffing	0.10 FTE

## Program Overview

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

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- 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 City Council approve a budget of \$55,445 for the Teen Center Maintenance program. This represents a decrease of \$40,579 (-42.3%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Storefront Door Installation	\$17,000	\$17,000	General Fund	Storefront Door Installation
Total	\$17,000			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 44,312	\$ 97,868	\$ 80,867	\$ 21,469
<b>Total Revenues</b>	<b>\$ 44,312</b>	<b>\$ 97,868</b>	<b>\$ 80,867</b>	<b>\$ 21,469</b>
<b>Expenditures</b>				
Employee Compensation	\$ 9,270	\$ 9,957	\$ 9,009	\$ 9,746
Employee Benefits	\$ 4,981	\$ 5,037	\$ 5,182	\$ 5,169
Materials	\$ 11,581	\$ 6,413	\$ 10,173	\$ 40
Contract Services	\$ 19,411	\$ -	\$ 14,000	\$ 17,049
Cost Allocation	\$ 6,082	\$ 2,869	\$ 3,951	\$ 5,587
Special Projects	\$ -	\$ -	\$ 50,000	\$ 17,000
Contingencies	\$ -	\$ -	\$ 3,709	\$ 854
<b>Total Expenditures</b>	<b>\$ 51,325</b>	<b>\$ 24,276</b>	<b>\$ 96,024</b>	<b>\$ 55,445</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 7,012</b>	<b>\$ (73,592)</b>	<b>\$ 15,157</b>	<b>\$ 33,976</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Park Bathrooms Maintenance

Budget Unit 100-87-840

General Fund - Facilities and Fleet - Park Bathrooms Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 85,967
Total Expenditures	\$ 143,869
Fund Balance	\$ -
General Fund Costs	\$ 57,902
% Funded by General Fund	40.2%
<hr/>	
Total Staffing	0.20 FTE

## Program Overview

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

## Service Objectives

- Provide clean and functioning restrooms at various park locations.
- Respond 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 City Council approve a budget of \$143,869 for the Park Bathrooms Maintenance program. This represents a decrease of \$24,991 (-14.8%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 85,967
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,967</b>
<b>Expenditures</b>				
Employee Compensation	\$ 15,689	\$ 16,726	\$ 16,897	\$ 17,697
Employee Benefits	\$ 7,346	\$ 8,511	\$ 8,477	\$ 8,448
Materials	\$ 26,196	\$ 12,451	\$ 25,080	\$ 13,279
Contract Services	\$ 28,604	\$ 29,459	\$ 75,000	\$ 84,961
Cost Allocation	\$ 2,932	\$ 1,912	\$ 8,402	\$ 14,572
Capital Outlays	\$ 3,305	\$ 28,152	\$ 30,000	\$ -
Contingencies	\$ -	\$ -	\$ 5,004	\$ 4,912
<b>Total Expenditures</b>	<b>\$ 84,072</b>	<b>\$ 97,211</b>	<b>\$ 168,860</b>	<b>\$ 143,869</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 84,071</b>	<b>\$ 97,211</b>	<b>\$ 168,860</b>	<b>\$ 57,902</b>

## Staffing

Total current authorized positions - 0.20 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.20 FTE

# Blackberry Farm Maintenance

Budget Unit 100-87-841

General Fund - Facilities and Fleet - Blackberry Farm Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 322,155
Total Expenditures	\$ 450,915
Fund Balance	\$ -
General Fund Costs	\$ 128,760
% Funded by General Fund	28.6%
Total Staffing	0.90 FTE

## Program Overview

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

## Service Objectives

- Provide 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 City Council approve a budget of \$450,915 for the Blackberry Farm Maintenance program. This represents a decrease of \$105,199 (-18.9%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of special projects.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 380,515	\$ 339,664	\$ 444,766	\$ 322,155
<b>Total Revenues</b>	<b>\$ 380,515</b>	<b>\$ 339,664</b>	<b>\$ 444,766</b>	<b>\$ 322,155</b>
<b>Expenditures</b>				
Employee Compensation	\$ 55,440	\$ 59,840	\$ 66,363	\$ 71,727
Employee Benefits	\$ 33,282	\$ 39,467	\$ 38,538	\$ 40,026
Materials	\$ 97,435	\$ 105,132	\$ 104,601	\$ 110,107
Contract Services	\$ 54,148	\$ 76,745	\$ 55,000	\$ 86,582
Cost Allocation	\$ 52,724	\$ 8,606	\$ 83,822	\$ 122,841
Capital Outlays	\$ 16,288	\$ 74,498	\$ 200,000	\$ -
Contingencies	\$ -	\$ -	\$ 7,790	\$ 19,632
<b>Total Expenditures</b>	<b>\$ 309,317</b>	<b>\$ 364,288</b>	<b>\$ 556,114</b>	<b>\$ 450,915</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (71,198)</b>	<b>\$ 24,624</b>	<b>\$ 111,348</b>	<b>\$ 128,760</b>

## Staffing

Total current authorized positions - 0.90 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.90 FTE

# Franco Traffic Operations Center

Budget Unit 100-87-852

General Fund - Facilities and Fleet - Franco Traffic Operations Center

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 52,243
Fund Balance	\$ -
General Fund Costs	\$ 52,243
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 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 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 City Council approve a budget of \$52,243 for the Franco Traffic Operations Center program. This represents an increase of \$16,610 (46.6%) from the FY 2019 Adopted Budget.

This increase is mainly due to special project requests and a change in cost allocation methodology.

## Special Projects

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

<b>Special Project</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Funding Source</b>	<b>Description</b>
Traffic Box Art Coating	\$7,500	\$7,500	General Fund	Traffic Box Art Coating
Total	\$7,500			

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ -	\$ -	\$ -	\$ 137
Cost Allocation	\$ -	\$ -	\$ 35,633	\$ 44,599
Special Projects	\$ -	\$ -	\$ -	\$ 7,500
Contingencies	\$ -	\$ -	\$ -	\$ 7
<b>Total Expenditures</b>	\$ -	\$ -	\$ 35,633	\$ 52,243
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	\$ -	\$ -	\$ 35,633	\$ 52,243

## Staffing

Total current authorized positions - 0.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.00 FTE

# Traffic Engineering

Budget Unit 100-88-844

General Fund - Transportation - Traffic Engineering

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 966,184
Total Expenditures	\$ 925,023
Fund Balance	\$ -
General Fund Costs	\$ (41,161)
% Funded by General Fund	-4.4%
<hr/>	
Total Staffing	3.50 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 the implementation of recommendations from 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 City Council approve a budget of \$925,023 for the Traffic Engineering program. This represents a decrease of \$521,672 (-36.1%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the completion of several special projects.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$ -	\$ 55,000	\$ -	\$ -
Charges for Services	\$ 924,468	\$ 659,196	\$ 458,500	\$ 966,184
<b>Total Revenues</b>	<b>\$ 924,468</b>	<b>\$ 714,196</b>	<b>\$ 458,500</b>	<b>\$ 966,184</b>
<b>Expenditures</b>				
Employee Compensation	\$ 395,224	\$ 376,704	\$ 466,791	\$ 474,818
Employee Benefits	\$ 165,368	\$ 149,555	\$ 193,270	\$ 198,781
Materials	\$ 8,492	\$ 14,422	\$ 11,555	\$ 105,292
Contract Services	\$ 271,058	\$ 147,477	\$ 236,800	\$ 13,546
Cost Allocation	\$ 82,633	\$ 92,467	\$ 106,461	\$ 126,644
Special Projects	\$ 898,279	\$ 679,808	\$ 420,500	\$ -
Contingencies	\$ -	\$ -	\$ 11,318	\$ 5,942
<b>Total Expenditures</b>	<b>\$ 1,821,054</b>	<b>\$ 1,460,433</b>	<b>\$ 1,446,695</b>	<b>\$ 925,023</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 896,587</b>	<b>\$ 746,237</b>	<b>\$ 988,195</b>	<b>\$ (41,161)</b>

## Staffing

Total current authorized positions - 3.50 FTE

There are no changes to the level of staffing.

Total recommended positions - 3.50 FTE

# Traffic Signal Maintenance

Budget Unit 100-88-845

General Fund - Transportation - Traffic Signal Maintenance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 554,759
Fund Balance	\$ -
General Fund Costs	\$ 554,759
% Funded by General Fund	100.0%
Total Staffing	2.00 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 City Council approve a budget of \$554,759 for the Traffic Signal Maintenance program. This represents an increase of \$28,229 (5.4%) from the FY 2019 Adopted Budget.

The increase in materials is primarily attributable to better align the budget with prior year actual expenditures.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 89,777	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 89,777</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 206,118	\$ 184,997	\$ 227,033	\$ 222,997
Employee Benefits	\$ 94,818	\$ 78,508	\$ 100,910	\$ 95,775
Materials	\$ 47,234	\$ 97,897	\$ 61,984	\$ 103,612
Contract Services	\$ 94,617	\$ 41,657	\$ 42,000	\$ 43,377
Cost Allocation	\$ 66,029	\$ 127,856	\$ 84,404	\$ 81,649
Capital Outlays	\$ 128,318	\$ (23,995)	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 10,199	\$ 7,349
<b>Total Expenditures</b>	<b>\$ 637,134</b>	<b>\$ 506,920</b>	<b>\$ 526,530</b>	<b>\$ 554,759</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 547,357</b>	<b>\$ 506,921</b>	<b>\$ 526,530</b>	<b>\$ 554,759</b>

## Staffing

Total current authorized positions - 2.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 2.00 FTE

# Safe Routes 2 School

Budget Unit 100-88-846

General Fund - Transportation - Safe Routes 2 School

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 553,777
Fund Balance	\$ -
General Fund Costs	\$ 553,777
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	1.00 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 City Council approve a budget of \$553,777 for the Safe Routes 2 School program. This represents an increase of \$107,278 (24.0%) from the FY 2019 Adopted Budget.

This increase is mainly due to additional budget allocation for crossing guard services, including the increase in minimum wage and and a change in cost allocation methodology.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ 1,500	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ 98,299	\$ 106,103	\$ 110,126
Employee Benefits	\$ -	\$ 34,867	\$ 40,829	\$ 41,440
Materials	\$ -	\$ 20,926	\$ 32,575	\$ 19,888
Contract Services	\$ -	\$ 16,646	\$ 235,000	\$ 281,833
Cost Allocation	\$ -	\$ 9,562	\$ 18,613	\$ 85,404
Contingencies	\$ -	\$ -	\$ 13,379	\$ 15,086
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 180,300</b>	<b>\$ 446,499</b>	<b>\$ 553,777</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 178,801</b>	<b>\$ 446,499</b>	<b>\$ 553,777</b>

## Staffing

Total current authorized positions - 1.00 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.00 FTE

# Minor Storm Drain Improvement

Budget Unit 210-90-978

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Total Revenues	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Capital Outlays	\$ 4,000	\$ 9,000	\$ -	\$ -
Total Expenditures	\$ 4,000	\$ 9,000	\$ -	\$ -
Fund Balance	\$ (4,000)	\$ (9,000)	\$ -	\$ -
General Fund Costs	\$ -	\$ -	\$ -	\$ -

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Fixed Assets Acquisition

Budget Unit 630-90-985

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 594,100
Fund Balance	\$ (594,100)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 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 City Council approve a budget of \$594,100 for the Fixed Assets Acquisition program. This represents an increase of \$56,100 (10.4%) from the FY 2019 Adopted Budget.

## Special Projects

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

<b>Replacement Vehicles</b>	<b>Cost</b>
Replace #92 Crown Victoria	\$40,000
Replace #3 Ranger	\$55,000
Replace #77 Ranger	\$55,000
Replace #45 F250	\$55,000
Replace #27 F350	\$70,000
<b>Total Replacement Vehicle</b>	<b>\$275,000</b>
<b>Replacement Equipment</b>	
Replace #117 loader	\$159,100
Replace #122 Bandit	\$90,000
Replace #191 Club Car	\$15,000
Replace #147 message board	\$22,000
Replace #177 Walker	\$18,000
Replace #187 Club Car	\$15,000
<b>Total Replacement Equipment</b>	<b>\$319,100</b>
<b>Grand Total</b>	<b>\$594,100</b>

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Special Projects	\$ 5,217	\$ (57,290)	\$ 538,000	\$ 594,100
<b>Total Expenditures</b>	<b>\$ 5,217</b>	<b>\$ (57,290)</b>	<b>\$ 538,000</b>	<b>\$ 594,100</b>
<b>Fund Balance</b>	<b>\$ (5,217)</b>	<b>\$ 57,290</b>	<b>\$ (538,000)</b>	<b>\$ (594,100)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

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# Non-Departmental

<b>Budget Unit</b>	<b>Program</b>	<b>2020 Proposed Budget</b>
<b>Non-Departmental</b>		<b>\$ 13,371,676</b>
100-90-001	General Fund Transfers Out	\$ 10,186,838
281-90-001	Tree Fund Transfers Out	\$ 12,000
429-90-001	Capital Reserve Transfers Out	\$ -
365-90-500	Facility Lease Debt Service	\$ 3,172,838
100-90-502	Employee Housing Assistance	\$ -
<b>Total</b>		<b>\$ 13,371,676</b>

# Department Overview

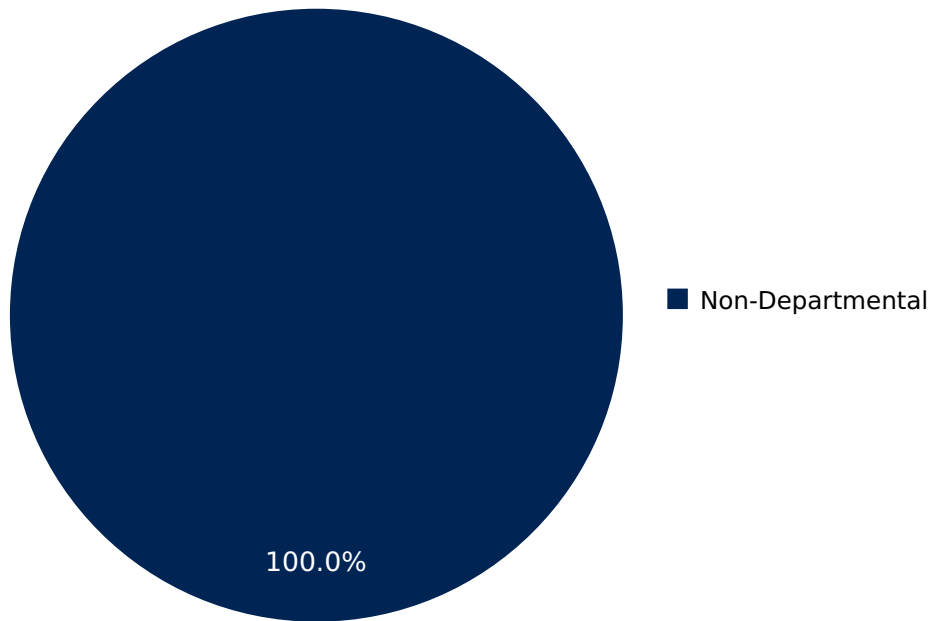
## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 21,045
Total Expenditures	\$ 13,371,676
Fund Balance	\$ (3,163,793)
General Fund Costs	\$ 10,186,838
% Funded by General Fund	76.2%
Total Staffing	0.00 FTE

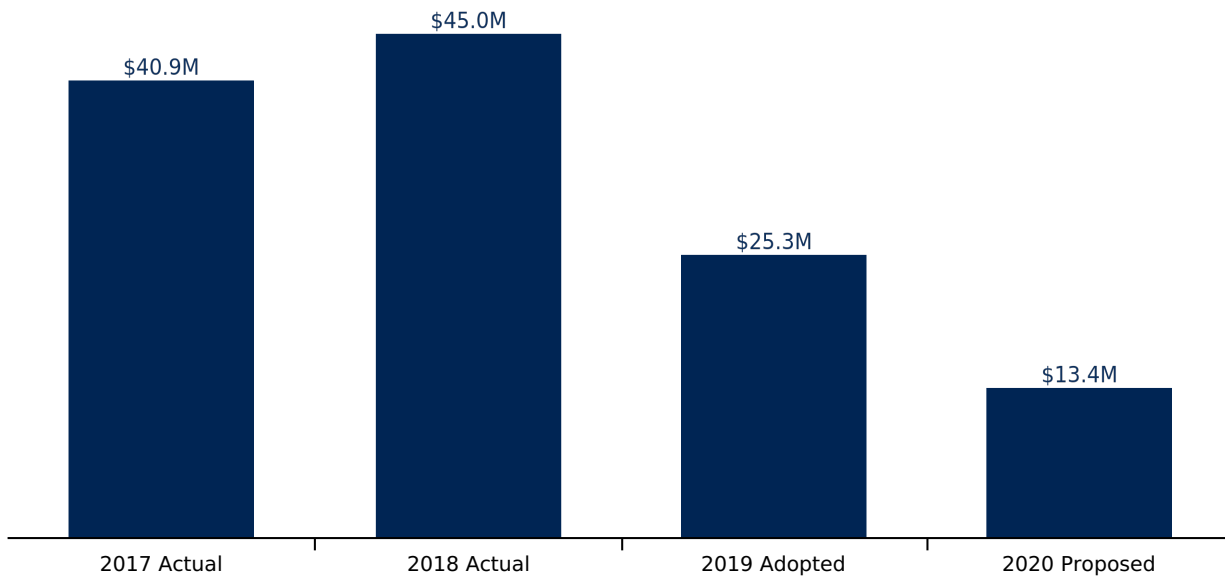
## Proposed Budget

It is recommended that City Council approve a budget of \$13,371,676 for the Non-Departmental department. This represents a decrease of \$11,893,174 (-47.1%) from the FY 2019 Adopted Budget.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ (43,531)	\$ (19,707)	\$ -	\$ -
Charges for Services	\$ 2,700	\$ 20,432	\$ -	\$ 21,045
<b>Total Revenues</b>	<b>\$ (40,831)</b>	<b>\$ 725</b>	<b>\$ -</b>	<b>\$ 21,045</b>
<b>Expenditures</b>				
Materials	\$ 7,471	\$ 5,625	\$ -	\$ -
Contract Services	\$ -	\$ 1,050	\$ -	\$ -
Cost Allocation	\$ 40,842,577	\$ 42,562,330	\$ 25,264,850	\$ 13,371,676
Capital Outlays	\$ -	\$ 2,450,108	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 40,850,048</b>	<b>\$ 45,019,113</b>	<b>\$ 25,264,850</b>	<b>\$ 13,371,676</b>
<b>Fund Balance</b>	<b>\$ 6,249,861</b>	<b>\$ (1,826,044)</b>	<b>\$ (10,736,500)</b>	<b>\$ (3,163,793)</b>
<b>General Fund Costs</b>	<b>\$ 47,140,740</b>	<b>\$ 43,192,343</b>	<b>\$ 14,528,350</b>	<b>\$ 10,186,838</b>

# General Fund Transfers Out

Budget Unit 100-90-001

General Fund - Non-Departmental - General Fund Transfers Out

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 10,186,838
Fund Balance	\$ -
General Fund Costs	\$ 10,186,838
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Service Objectives

Transfers out are evaluated each year to ensure funds outside of the General Fund remain with a minimum fund balance of 15% of budgeted operating expenses. These transfers are normally for Special Revenue and Enterprise funds requiring a subsidy due to revenues falling short of full program costs. In addition, the City has reoccurring transfers to fund the total budget costs associated with Annual Debt Payment, Compensated Absences, and Retiree Health.

## Proposed Budget

It is recommended that City Council approve a budget of \$10,186,838 for the General Fund Transfers Out program. This represents a decrease of \$1,172,074 (-10.3%) from the FY 2019 Adopted Budget.

The General Fund transfers out for FY 2019-20 are as follows:

<b>Transfer Out from the General Fund</b>	<b>Description</b>	<b>Amount</b>
Special Revenue Funds	Storm Drain, Non-Point Source, Sidewalk, Curb and Gutter Maintenance	\$1,318,000
Debt Service Funds	Annual Debt Payment	\$3,172,838
Enterprise Funds	Blackberry Farm Golf Course, Sports Center Operation, Outdoor Recreation	\$2,123,000
Internal Service Funds	IT Infrastructure, General Fund Subsidy of Compensated Absences and Retiree Medical	\$3,573,000
	<b>Total General Fund Transfers Out</b>	<b>\$10,186,838</b>

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ -	\$ (2,071)	\$ -	\$ -
Cost Allocation	\$ 28,965,731	\$ 24,129,372	\$ 11,358,912	\$ 10,186,838
Capital Outlays	\$ -	\$ 2,450,108	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 28,965,731</b>	<b>\$ 26,577,409</b>	<b>\$ 11,358,912</b>	<b>\$ 10,186,838</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 28,965,731</b>	<b>\$ 26,577,409</b>	<b>\$ 11,358,912</b>	<b>\$ 10,186,838</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Tree Fund Transfers Out

Budget Unit 281-90-001

Tree Fund - Non-Departmental - Tree Fund Transfers Out

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 21,045
Total Expenditures	\$ 12,000
Fund Balance	\$ 9,045
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Service Objectives

Funds are to be used for the planting and replacement cost of trees within the Right of Way and other areas throughout the City where Public Works is responsible for planting and maintaining trees.

## Proposed Budget

It is recommended that City Council approve a budget of \$12,000 for the Tree Fund Transfers Out program. This represents an increase of \$2,000 (20.0%) from the FY 2019 Adopted Budget.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 857	\$ 971	\$ -	\$ -
Charges for Services	\$ 2,700	\$ 20,432	\$ -	\$ 21,045
<b>Total Revenues</b>	<b>\$ 3,557</b>	<b>\$ 21,403</b>	<b>\$ -</b>	<b>\$ 21,045</b>
<b>Expenditures</b>				
Cost Allocation	\$ -	\$ -	\$ 10,000	\$ 12,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 12,000</b>
<b>Fund Balance</b>	<b>\$ 3,557</b>	<b>\$ 21,403</b>	<b>\$ (10,000)</b>	<b>\$ 9,045</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE



# Capital Reserve Transfers Out

Budget Unit 429-90-001

Capital Reserve - Non-Departmental - Capital Reserve Transfers Out

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Service Objectives

Transfers out from the Capital Reserve vary from year to year depending on the projects selected in the Capital Improvement Plan. In addition, funding sources for each project are reviewed and then allocated appropriately. After this review, the remaining balance of the project left to fund is then transferred from the Capital Reserve Fund.

## Proposed Budget

There is no budget requested for this program.

City Council will be holding a study session on April 30, 2019. The results of that study session will update funding for capital projects. This budget will be updated as part of the final budget hearing and adoption.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ (44,388)	\$ (20,678)	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ (44,388)</b>	<b>\$ (20,678)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Cost Allocation	\$ 8,704,608	\$ 15,259,920	\$ 10,726,500	\$ -
<b>Total Expenditures</b>	<b>\$ 8,704,608</b>	<b>\$ 15,259,920</b>	<b>\$ 10,726,500</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ 6,251,004</b>	<b>\$ (1,841,953)</b>	<b>\$ (10,726,500)</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 15,000,000</b>	<b>\$ 13,438,644</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Facility Lease Debt Service

Budget Unit 365-90-500

Public Facilities Corp - Non-Departmental - Facility Lease Debt Service

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 3,172,838
Fund Balance	\$ (3,172,838)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The Debt Service Program provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

## Service Objectives

The majority of the borrowings occurred in early 1990 to acquire additional park real estate and expand community facilities. A breakdown of the capital acquisitions follows:

- Increased 90 acres of park real estate to 190 acres, a 111% increase
- Increased 26,031 sq ft of recreation building space to 84,460 sq ft, a 224% increase

Specific purchases included:

- Blackberry Farm - \$18 million, voter-approved debt;
- Creekside Park - \$12 million voter-approved debt;
- Sports Center - \$8 million;
- Quinlan Community Center, including park real estate - \$6.1 million;
- Wilson Park and improvements - \$5.6 million;
- Jollyman Park development - \$1 million;
- City Hall renovation/improvements - \$1.7 million;
- Library renovation/improvements - \$1.7 million;
- New library/community center - \$10 million.

In May 2012, the Corporation refinanced its \$44 million in outstanding debt to lower the interest rate and save approximately \$350,000 per year in debt payments.

## Schedule of Lease Payments

Payment Date	Principal Component	Interest Component	Total Lease Payment	Annual Lease Payment
12/15/12		687,643.15	687,643.15	
6/15/13	1,920,000.00	567,778.75	2,487,778.75	3,175,421.90
12/15/13		564,418.75	564,418.75	
6/15/14	2,040,000.00	564,418.75	2,604,418.75	3,168,837.50
12/15/14		559,318.75	559,318.75	
6/15/15	2,055,000.00	559,318.75	2,614,318.75	3,173,637.50
12/15/15		538,768.75	538,768.75	
6/15/16	2,090,000.00	538,768.75	2,628,768.75	3,167,537.50
12/15/16		517,868.75	517,868.75	
6/15/17	2,135,000.00	517,868.75	2,652,868.75	3,170,737.50
12/15/17		496,518.75	496,518.75	
6/15/18	2,180,000.00	496,518.75	2,676,518.75	3,173,037.50
12/15/18		474,718.75	474,718.75	
6/15/19	2,220,000.00	474,718.75	2,694,718.75	3,169,437.50
12/15/19		441,418.75	441,418.75	
6/15/20	2,290,000.00	441,418.75	2,731,418.75	3,172,837.50
12/15/20		407,068.75	407,068.75	
6/15/21	2,355,000.00	407,068.75	2,762,068.75	3,169,137.50
12/15/21		371,743.75	371,743.75	
6/15/22	2,425,000.00	371,743.75	2,796,743.75	3,168,487.50
12/15/22		335,368.75	335,368.75	
6/15/23	2,500,000.00	335,368.75	2,835,368.75	3,170,737.50
12/15/23		297,868.75	297,868.75	
6/15/24	2,575,000.00	297,868.75	2,872,868.75	3,170,737.50
12/15/24		259,243.75	259,243.75	
6/15/25	2,655,000.00	259,243.75	2,914,243.75	3,173,487.50
12/15/25		219,418.75	219,418.75	
6/15/26	2,730,000.00	219,418.75	2,949,418.75	3,168,837.50
12/15/26		178,468.75	178,468.75	
6/15/27	2,815,000.00	178,468.75	2,993,468.75	3,171,937.50
12/15/27		136,243.75	136,243.75	

<b>Payment Date</b>	<b>Principal Component</b>	<b>Interest Component</b>	<b>Total Lease Payment</b>	<b>Annual Lease Payment</b>
6/15/28	2,900,000.00	136,243.75	3,036,243.75	3,172,487.50
12/15/28		92,743.75	92,743.75	
6/15/29	2,985,000.00	92,743.75	3,077,743.75	3,170,487.50
12/15/29		47,968.75	47,968.75	
6/15/30	3,070,000.00	47,968.75	3,117,968.75	3,165,937.50
<b>Total</b>	<b>43,940,000.00</b>	<b>13,133,759.40</b>	<b>57,073,759.40</b>	<b>57,073,759.40</b>

## Proposed Budget

It is recommended that City Council approve a budget of \$3,172,838 for the Facility Lease Debt Service program. This represents an increase of \$3,400 (0.1%) from the FY 2019 Adopted Budget.

## 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:

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Cost Allocation	\$ 3,172,238	\$ 3,173,038	\$ 3,169,438	\$ 3,172,838
<b>Total Expenditures</b>	<b>\$ 3,172,238</b>	<b>\$ 3,173,038</b>	<b>\$ 3,169,438</b>	<b>\$ 3,172,838</b>
<b>Fund Balance</b>	<b>\$ (4,700)</b>	<b>\$ (5,494)</b>	<b>\$ -</b>	<b>\$ (3,172,838)</b>
<b>General Fund Costs</b>	<b>\$ 3,167,538</b>	<b>\$ 3,167,544</b>	<b>\$ 3,169,438</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Employee Housing Assistance

Budget Unit 100-90-502

General Fund - Non-Departmental - Employee Housing Assistance

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

The recruitment and hiring of top quality department heads are essential to the efficient operation of the City. Housing costs in Silicon Valley tend to act as a disincentive to persons relocating to the area, and therefore, as an obstacle to the recruitment, hiring, and retention of such top quality personnel. To assist in this end, the Council adopted the housing assistance program for department heads.

## Service Objectives

The housing assistance program for department heads provides housing loans for their primary residence at interest rates indexed with the 11th District cost of funds with an optional deferred interest feature for the first five years. There is assistance with half of the closing costs. The City may assist in the purchase by acquiring up to thirty percent of the equity share in the residence.

## 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	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ 7,471	\$ 7,696	\$ -	\$ -
Contract Services	\$ -	\$ 1,050	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 7,471</b>	<b>\$ 8,746</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 7,471</b>	<b>\$ 8,746</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

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## Fiscal Year 2019-20 Proposed Budget Personnel Summary

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Change	FY 19-20
<b>CITY COUNCIL/COMMISSIONS</b>								
City Council	0.50	0.50	0.45	0.30	1.15	1.05	-0.20	0.85
Sister Cities	0.00	0.00	0.05	0.05	0.10	0.10	0.30	0.40
Fine Arts Commission	0.10	0.15	0.15	0.15	0.15	0.15	0.00	0.15
Technology, Information & Communications Commission	0.10	0.10	0.10	0.10	0.00	0.00	0.05	0.05
Parks and Recreation Commission	0.10	0.05	0.10	0.10	0.10	0.10	0.02	0.12
Teen Commission	0.25	0.25	0.25	0.30	0.30	0.30	0.00	0.30
Housing Commission	0.05	0.15	0.15	0.15	0.15	0.15	0.00	0.15
Library Commission	0.05	0.05	0.05	0.05	0.05	0.05	-0.02	0.03
Sustainability Commission	0.00	0.00	0.00	0.10	0.10	0.10	0.00	0.10
Public Safety Commission	0.00	0.00	0.00	0.00	0.00	0.05	0.00	0.05
Planning Commission	0.42	0.30	0.30	0.25	0.25	0.30	0.01	0.31
	<b>1.57</b>	<b>1.55</b>	<b>1.60</b>	<b>1.55</b>	<b>2.35</b>	<b>2.35</b>	<b>0.16</b>	<b>2.51</b>
<b>ADMINISTRATION</b>								
City Clerk	3.60	3.60	3.00	3.00	3.10	2.90	-0.40	2.50
City Manager	2.55	2.55	3.30	3.02	3.37	3.62	1.28	4.90
Community Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.75
Disaster Prep	0.00	0.00	0.00	0.00	0.00	0.00	0.95	0.95
Economic Development	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00
Public Affairs	0.00	0.00	0.00	0.00	1.85	2.15	0.50	2.65
Sustainability	0.60	0.60	1.55	1.55	1.80	1.80	-0.40	1.40
Legal Services	3.00	3.00	3.00	3.00	4.00	5.00	-4.00	1.00
	<b>10.75</b>	<b>10.75</b>	<b>10.85</b>	<b>10.57</b>	<b>14.12</b>	<b>15.47</b>	<b>-0.32</b>	<b>15.15</b>
<b>INNOVATION &amp; TECHNOLOGY</b>								
Administration	1.80	1.80	1.15	2.45	0.85	0.70	-0.15	0.55
Cupertino Scene	0.35	0.35	0.35	0.30	0.00	0.00	0.00	0.00
Video (formerly Government Channel)	3.15	3.15	2.95	3.40	3.25	3.20	0.05	3.25
Applications (formerly City Website)	0.95	0.95	0.95	0.80	3.20	3.45	0.00	3.45
GIS	0.00	0.00	2.00	2.30	2.65	3.20	0.00	3.20
Infrastructure (formerly Information Technology)	4.00	4.00	4.00	4.70	4.60	4.50	0.00	4.50
Community Outreach	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>11.00</b>	<b>10.25</b>	<b>11.40</b>	<b>13.95</b>	<b>14.55</b>	<b>15.05</b>	<b>-0.10</b>	<b>14.95</b>
<b>ADMINISTRATIVE SERVICES</b>								
Administration	2.70	1.80	2.50	2.50	2.80	3.80	0.00	3.80
Accounting	4.50	5.60	5.20	5.75	5.40	6.40	-0.50	5.90
Business Licensing	0.50	0.50	1.10	0.55	0.60	0.60	0.50	1.10
Human Resources	2.95	3.75	3.15	3.15	2.85	2.85	1.50	4.35
Insurance Administration	0.35	0.35	0.35	0.35	0.35	0.35	0.00	0.35
	<b>11.00</b>	<b>12.00</b>	<b>12.30</b>	<b>12.30</b>	<b>12.00</b>	<b>14.00</b>	<b>1.50</b>	<b>15.50</b>
<b>PARKS AND RECREATION</b>								
Administration	2.05	3.05	2.95	2.85	2.90	3.85	0.70	4.55
Business and Community Services	9.80	9.85	8.85	9.55	10.60	10.30	-2.30	8.00
Recreation and Education	4.58	4.53	5.58	11.85	10.70	10.00	0.05	10.05
Sports, Safety and Outdoor Recreation	6.05	6.00	6.00	8.83	10.93	10.65	-1.15	9.50
Senior Center/Stevens Creek Trail/Blue Pheasant	7.00	7.10	8.10	0.00	0.00	0.00	0.00	0.00
Community Outreach	0.00	0.75	0.70	0.00	0.00	0.00	0.00	0.00
	<b>29.48</b>	<b>31.28</b>	<b>32.18</b>	<b>33.08</b>	<b>35.13</b>	<b>34.80</b>	<b>-2.70</b>	<b>32.10</b>
<b>COMMUNITY DEVELOPMENT AND PLANNING</b>								
Administration	1.41	0.90	0.90	0.55	0.55	0.55	0.05	0.60
Planning	8.84	9.10	8.60	10.63	10.63	10.58	-0.91	9.67
Housing Services	0.68	0.80	0.80	0.80	0.80	0.80	0.00	0.80
Building	12.25	12.25	13.30	13.95	13.85	13.95	0.02	13.97
Economic Development/RDA Successor Agency	0.00	0.00	1.00	1.00	1.00	1.00	-1.00	0.00
Muni/Building Code Enforcement	1.65	1.75	2.70	1.25	1.25	1.25	-1.00	0.25
Code Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00
	<b>24.83</b>	<b>24.80</b>	<b>27.30</b>	<b>28.18</b>	<b>28.08</b>	<b>28.13</b>	<b>0.16</b>	<b>28.29</b>

## Fiscal Year 2019-20 Proposed Budget Personnel Summary

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Change	FY 19-20
<b>PUBLIC WORKS</b>								
Administration	10.15	3.25	3.25	3.25	3.25	3.25	-1.20	2.05
Environmental Programs	3.67	4.17	6.22	6.22	6.27	6.20	-0.10	6.10
Development Services	0.00	7.40	7.40	7.40	7.50	8.50	2.00	10.50
Service Center	2.00	2.30	2.70	3.70	3.05	2.55	1.10	3.65
Grounds	18.75	19.75	19.75	19.75	19.60	20.00	0.00	20.00
Streets	13.15	13.10	13.65	13.65	13.95	13.95	0.00	13.95
Trees and Right of Way	15.40	16.40	16.40	16.40	16.40	16.00	1.00	17.00
Facilities and Fleet	7.15	7.15	8.15	8.15	8.00	8.00	0.00	8.00
Transportation	3.85	3.60	4.60	5.60	6.50	6.50	0.00	6.50
	<b>74.12</b>	<b>77.12</b>	<b>82.12</b>	<b>84.12</b>	<b>84.52</b>	<b>84.95</b>	<b>2.80</b>	<b>87.75</b>
<b>LAW ENFORCEMENT</b>								
Code Enforcement	2.00	2.00	2.00	2.00	2.00	2.00	-2.00	0.00
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-2.00</b>	<b>0.00</b>
<b>Total Benefitted Positions</b>								
	<b>164.75</b>	<b>169.75</b>	<b>179.75</b>	<b>185.75</b>	<b>192.75</b>	<b>196.75</b>	<b>-0.50</b>	<b>196.25</b>
<b>Total Benefitted Positions (including Councilmembers)</b>								
	<b>169.75</b>	<b>174.75</b>	<b>184.75</b>	<b>190.75</b>	<b>197.75</b>	<b>201.75</b>	<b>4.50</b>	<b>201.25</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Administration				
12 City Manager				
120 City Manager				
05 - Employee compensation				
500.501 - Salaries Full Time	561,859	604,080	619,860	728,221
500.502 - Salaries Part Time	21,716	8,926	0	20,895
500.505 - Overtime	376	6	0	1,000
500.506 - Car Allowance	6,381	7,074	6,854	8,484
500.507 - Taxable Life Premium	0	0	46	0
500.513 - Sick Leave	120	0	0	0
<b>05 - Employee compensation Total</b>	<b>590,452</b>	<b>620,086</b>	<b>626,760</b>	<b>758,600</b>
10 - Employee benefits				
501.500 - Retirement System	144,710	153,979	167,436	195,041
501.502 - Pers 1959 Surv Empr	202	206	218	237
501.505 - Health Insurance	38,457	48,845	50,007	58,789
501.506 - Dental Insurance	4,975	5,360	5,463	5,994
501.507 - Medicare	8,473	8,795	9,164	10,862
501.508 - Life Insurance	2,670	2,434	2,550	2,778
501.509 - Long Term Disability	2,986	3,930	4,199	4,818
501.510 - Workers Compensation	2,700	10,725	8,271	5,659
501.511 - Vision Insurance	636	617	651	706
501.513 - Rec Bucks	0	0	0	1,576
501.516 - Hra City Contribution	3,859	0	0	0
<b>10 - Employee benefits Total</b>	<b>209,668</b>	<b>234,891</b>	<b>247,959</b>	<b>286,460</b>
15 - Materials				
600.601 - General Office Supplies	449	65	1,500	500
600.602 - Printing and Duplication	277	280	200	34,400
600.605 - Meeting Expenses	917	1,587	2,180	6,600
600.608 - Sml Tools and Equipment	6,708	0	2,000	1,200
600.613 - General Supplies	4,918	4,686	5,100	150
600.629 - Conference and Training	13,151	16,220	14,000	15,260
600.632 - Mileage Reimbursement	12	14	500	300
600.635 - Special Departmental Exp	15,046	15,349	16,200	0
600.636 - WV Mayors CM Meeting	0	0	300	4,000
600.642 - Telephone and Data Services	2,803	3,918	3,600	4,180
600.647 - Memberships and Dues	0	0	0	10,455
<b>15 - Materials Total</b>	<b>44,281</b>	<b>42,119</b>	<b>45,580</b>	<b>77,045</b>
20 - Contract services				
700.702 - General Service Agreement	30,750	14,850	12,500	95,792
700.703 - Maintenance of Equipment	2,022	718	2,040	0
<b>20 - Contract services Total</b>	<b>32,772</b>	<b>15,569</b>	<b>14,540</b>	<b>95,792</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	179	331

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	41,361	31,937	55,094	40,092
800.805 - CC CAP Allocation	11,096	0	0	0
800.806 - CM CAP Allocation	2,057	0	0	0
800.809 - City Clerk CAP Alloc	26,516	0	0	0
800.810 - City Attorney CAP Alloc	204,079	0	0	0
800.814 - Finance CAP Alloc	11,070	0	0	0
800.815 - Human resources CAP Alloc	38,446	0	0	0
800.817 - Community Hall/Quinlan CAP	21,019	0	0	0
800.820 - Grounds Maintenance CAP	2,952	0	0	0
800.821 - Building Maintenance CAP	39,080	0	0	0
<b>25 - Cost allocation Total</b>	<b>397,676</b>	<b>31,937</b>	<b>55,273</b>	<b>40,423</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	868	911	3,006	2,937
<b>35 - Contingencies Total</b>	<b>868</b>	<b>911</b>	<b>3,006</b>	<b>2,937</b>
120 City Manager Total	1,275,718	945,513	993,118	1,261,257

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
122 Sustainability Division				
05 - Employee compensation				
500.501 - Salaries Full Time	151,519	158,712	200,120	160,321
500.502 - Salaries Part Time	461	5,123	10,000	9,864
500.505 - Overtime	0	0	0	2,000
<b>05 - Employee compensation Total</b>	<b>151,981</b>	<b>163,835</b>	<b>210,120</b>	<b>172,185</b>
10 - Employee benefits				
501.500 - Retirement System	39,017	40,579	53,794	42,879
501.502 - Pers 1959 Surv Empr	91	97	93	84
501.505 - Health Insurance	19,110	28,661	21,932	30,316
501.506 - Dental Insurance	2,242	2,532	2,312	2,152
501.507 - Medicare	2,166	2,275	2,903	2,325
501.508 - Life Insurance	1,164	1,100	1,260	1,018
501.509 - Long Term Disability	1,266	1,573	1,954	1,637
501.510 - Workers Compensation	391	3,756	4,484	1,617
501.511 - Vision Insurance	284	290	273	254
501.513 - Rec Bucks	0	0	0	566
501.516 - Hra City Contribution	745	0	0	0
<b>10 - Employee benefits Total</b>	<b>66,474</b>	<b>80,863</b>	<b>89,005</b>	<b>82,848</b>
15 - Materials				
600.601 - General Office Supplies	2,389	545	2,225	1,675
600.602 - Printing and Duplication	6,569	15,240	15,200	11,300
600.605 - Meeting Expenses	0	0	0	1,480
600.608 - Sml Tools and Equipment	0	63	500	1,700
600.613 - General Supplies	7,003	6,451	5,200	2,915
600.618 - Utilities and Phone	0	0	1,000	0
600.619 - Advertising and Legal Notices	4,058	563	6,600	5,100
600.629 - Conference and Training	5,242	4,478	5,000	5,000
600.632 - Mileage Reimbursement	220	585	500	600
600.642 - Telephone and Data Services	1,994	912	0	912
600.647 - Memberships and Dues	0	0	0	5,500
<b>15 - Materials Total</b>	<b>27,475</b>	<b>28,837</b>	<b>36,225</b>	<b>36,182</b>
20 - Contract services				
700.702 - General Service Agreement	73,530	159,491	145,000	134,850
700.703 - Maintenance of Equipment	490	169	0	0
700.704 - Insurance Fees, Claims, Premiums	3,617	1,652	2,000	4,000
<b>20 - Contract services Total</b>	<b>77,637</b>	<b>161,313</b>	<b>147,000</b>	<b>138,850</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	95	95
800.802 - IT Reimbursement	21,732	31,077	27,740	20,187
800.805 - CC CAP Allocation	8,915	6,172	3,483	5,316
800.806 - CM CAP Allocation	2,415	1,972	1,459	1,955
800.810 - City Attorney CAP Alloc	29,155	25,051	20,458	52,133

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	9,382	11,489	17,647	20,816
800.815 - Human resources CAP Alloc	37,704	35,432	37,632	12,145
800.817 - Community Hall/Quinlan CAP	0	56,063	33,796	0
800.820 - Grounds Maintenance CAP	1,301	0	0	0
800.821 - Building Maintenance CAP	14,616	23,750	12,945	4,199
<b>25 - Cost allocation Total</b>	<b>125,220</b>	<b>191,006</b>	<b>155,255</b>	<b>116,846</b>
31 - Special projects				
750.018 - Climate Action Plan	0	65,510	191,000	0
750.019 - Employee Commute Program	0	0	50,500	0
900.943 - Climate Action Plan	25,242	0	0	0
<b>31 - Special projects Total</b>	<b>25,242</b>	<b>65,510</b>	<b>241,500</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	9,161	8,752
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>9,161</b>	<b>8,752</b>
122 Sustainability Division Total	474,029	691,363	888,266	555,663

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
126 Public Affairs				
05 - Employee compensation				
500.501 - Salaries Full Time	164,032	195,992	221,054	254,168
500.502 - Salaries Part Time	0	828	4,940	0
500.505 - Overtime	0	3	0	2,500
500.506 - Car Allowance	0	138	240	0
<b>05 - Employee compensation Total</b>	<b>164,032</b>	<b>196,961</b>	<b>226,234</b>	<b>256,668</b>
10 - Employee benefits				
501.500 - Retirement System	40,093	50,612	59,501	67,979
501.502 - Pers 1959 Surv Empr	104	117	129	160
501.505 - Health Insurance	14,760	17,658	20,367	25,967
501.506 - Dental Insurance	2,615	3,045	3,274	4,072
501.507 - Medicare	2,331	2,821	3,284	3,685
501.508 - Life Insurance	1,104	1,342	1,480	1,679
501.509 - Long Term Disability	1,385	1,955	2,231	2,569
501.510 - Workers Compensation	1,172	5,963	5,381	3,061
501.511 - Vision Insurance	323	351	387	480
501.513 - Rec Bucks	0	0	0	1,071
501.516 - Hra City Contribution	695	0	0	0
<b>10 - Employee benefits Total</b>	<b>64,581</b>	<b>83,865</b>	<b>96,034</b>	<b>110,723</b>
15 - Materials				
600.601 - General Office Supplies	1,722	24	4,130	153
600.602 - Printing and Duplication	48,174	42,967	52,188	47,349
600.604 - Postage	30,159	37,000	37,000	38,325
600.606 - Software	110	249	3,450	0
600.608 - Sml Tools and Equipment	2,198	0	552	0
600.613 - General Supplies	4,218	13,394	8,069	22,301
600.619 - Advertising and Legal Notices	2,176	5,047	5,000	3,117
600.629 - Conference and Training	1,695	0	7,000	3,577
600.632 - Mileage Reimbursement	0	0	345	0
600.635 - Special Departmental Exp	560	0	1,500	0
600.642 - Telephone and Data Services	1,551	2,274	3,640	2,281
600.647 - Memberships and Dues	0	0	0	1,687
<b>15 - Materials Total</b>	<b>92,562</b>	<b>100,954</b>	<b>122,874</b>	<b>118,790</b>
20 - Contract services				
700.701 - Training and Instruction	0	2,622	3,000	0
700.702 - General Service Agreement	67,594	24,023	20,500	96,710
700.703 - Maintenance of Equipment	973	338	2,500	0
<b>20 - Contract services Total</b>	<b>68,566</b>	<b>26,983</b>	<b>26,000</b>	<b>96,710</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	114	180
800.802 - IT Reimbursement	5,731	42,550	28,966	21,078
800.805 - CC CAP Allocation	687	1,124	3,483	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.806 - CM CAP Allocation	192	353	1,451	0
800.809 - City Clerk CAP Alloc	6,308	0	0	0
800.810 - City Attorney CAP Alloc	24,358	0	0	0
800.811 - Public Affairs CAP Alloc	0	4,664	4,727	7,183
800.814 - Finance CAP Alloc	17,768	6,941	20,536	0
800.815 - Human resources CAP Alloc	785	2,164	10,769	0
800.817 - Community Hall/Quinlan CAP	46	0	0	0
800.820 - Grounds Maintenance CAP	73	0	0	0
800.821 - Building Maintenance CAP	840	2,511	695	0
<b>25 - Cost allocation Total</b>	<b>56,787</b>	<b>60,307</b>	<b>70,741</b>	<b>28,441</b>
31 - Special projects				
750.054 - Public Relations	0	0	0	50,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	8,019	7,775
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>8,019</b>	<b>7,775</b>
126 Public Affairs Total	446,528	469,070	549,902	669,107



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
632 Comm Outreach & Neigh Watch				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	49,661
500.502 - Salaries Part Time	0	0	0	36,815
500.505 - Overtime	0	0	0	2,840
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,316</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	13,761
501.502 - Pers 1959 Surv Empr	0	0	0	61
501.505 - Health Insurance	0	0	0	9,798
501.506 - Dental Insurance	0	0	0	1,537
501.507 - Medicare	0	0	0	1,254
501.508 - Life Insurance	0	0	0	727
501.509 - Long Term Disability	0	0	0	553
501.510 - Workers Compensation	0	0	0	924
501.511 - Vision Insurance	0	0	0	181
501.513 - Rec Bucks	0	0	0	404
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,200</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	256
600.602 - Printing and Duplication	0	0	0	511
600.613 - General Supplies	0	0	0	9,665
600.629 - Conference and Training	0	0	0	358
600.647 - Memberships and Dues	0	0	0	153
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,943</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	0	1,789
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,789</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	4
800.802 - IT Reimbursement	0	0	0	6,761
800.805 - CC CAP Allocation	0	0	0	3,016
800.806 - CM CAP Allocation	0	0	0	1,060
800.811 - Public Affairs CAP Alloc	0	0	0	4,641
800.814 - Finance CAP Alloc	0	0	0	15,782
800.815 - Human resources CAP Alloc	0	0	0	8,795
800.821 - Building Maintenance CAP	0	0	0	3,041
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,100</b>
<b>632 Comm Outreach &amp; Neigh Watch Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>174,348</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
633 Disaster Preparedness				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	88,435
500.502 - Salaries Part Time	0	0	0	36,630
500.505 - Overtime	0	0	0	2,000
500.507 - Taxable Life Premium	0	0	0	531
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127,596</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	24,129
501.502 - Pers 1959 Surv Empr	0	0	0	58
501.505 - Health Insurance	0	0	0	9,308
501.506 - Dental Insurance	0	0	0	1,460
501.507 - Medicare	0	0	0	1,282
501.508 - Life Insurance	0	0	0	691
501.509 - Long Term Disability	0	0	0	944
501.510 - Workers Compensation	0	0	0	1,097
501.511 - Vision Insurance	0	0	0	172
501.513 - Rec Bucks	0	0	0	384
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,525</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	500
600.602 - Printing and Duplication	0	0	0	1,850
600.605 - Meeting Expenses	0	0	0	2,900
600.608 - Sml Tools and Equipment	0	0	0	8,364
600.613 - General Supplies	0	0	0	13,900
600.629 - Conference and Training	0	0	0	7,000
600.632 - Mileage Reimbursement	0	0	0	1,270
600.642 - Telephone and Data Services	0	0	0	2,726
600.647 - Memberships and Dues	0	0	0	325
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,835</b>
20 - Contract services				
700.701 - Training and Instruction	0	0	0	6,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	54,351
800.802 - IT Reimbursement	0	0	0	19,254
800.805 - CC CAP Allocation	0	0	0	2,624
800.806 - CM CAP Allocation	0	0	0	921
800.811 - Public Affairs CAP Alloc	0	0	0	4,052
800.814 - Finance CAP Alloc	0	0	0	14,658
800.815 - Human resources CAP Alloc	0	0	0	7,678
800.821 - Building Maintenance CAP	0	0	0	2,655
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,193</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
31 - Special projects				
750.053 - Continuity of Operations Annex	0	0	0	75,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,000</b>
633 Disaster Preparedness Total	0	0	0	393,149

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
705 Economic Development				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	79,716
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,716</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	21,321
501.507 - Medicare	0	0	0	1,156
501.510 - Workers Compensation	0	0	0	1,155
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,632</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	250
600.602 - Printing and Duplication	0	0	0	9,750
600.605 - Meeting Expenses	0	0	0	1,845
600.608 - Sml Tools and Equipment	0	0	0	4,740
600.613 - General Supplies	0	0	0	24,800
600.629 - Conference and Training	0	0	0	3,600
600.632 - Mileage Reimbursement	0	0	0	200
600.635 - Special Departmental Exp	0	0	0	7,900
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,085</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	0	141,988
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,988</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	197
800.802 - IT Reimbursement	0	0	0	12,524
800.805 - CC CAP Allocation	0	0	0	2,037
800.806 - CM CAP Allocation	0	0	0	756
800.814 - Finance CAP Alloc	0	0	0	10,728
800.815 - Human resources CAP Alloc	0	0	0	4,397
800.821 - Building Maintenance CAP	0	0	0	1,520
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,159</b>
705 Economic Development Total	0	0	0	330,580
<b>12 City Manager Total</b>	<b>2,196,275</b>	<b>2,105,947</b>	<b>2,431,286</b>	<b>3,384,104</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
13 City Clerk				
130 City Clerk				
05 - Employee compensation				
500.501 - Salaries Full Time	306,922	309,090	288,103	281,437
500.502 - Salaries Part Time	0	0	48,418	0
500.505 - Overtime	2,387	4,012	3,456	8,000
500.506 - Car Allowance	3,000	3,000	3,000	3,030
<b>05 - Employee compensation Total</b>	<b>312,309</b>	<b>316,102</b>	<b>342,977</b>	<b>292,467</b>
10 - Employee benefits				
501.500 - Retirement System	75,838	77,553	82,162	75,273
501.502 - Pers 1959 Surv Empr	172	162	150	152
501.505 - Health Insurance	26,069	24,379	23,678	24,495
501.506 - Dental Insurance	4,262	4,214	3,805	3,842
501.507 - Medicare	4,528	4,531	4,925	4,081
501.508 - Life Insurance	2,118	1,848	1,728	1,745
501.509 - Long Term Disability	2,258	2,862	2,871	2,801
501.510 - Workers Compensation	3,894	9,396	6,228	2,887
501.511 - Vision Insurance	544	485	450	453
501.513 - Rec Bucks	0	0	0	1,010
501.516 - Hra City Contribution	1,580	0	0	0
<b>10 - Employee benefits Total</b>	<b>121,263</b>	<b>125,429</b>	<b>125,997</b>	<b>116,739</b>
15 - Materials				
600.601 - General Office Supplies	1,695	1,053	1,744	1,600
600.602 - Printing and Duplication	0	0	122	105
600.608 - Sml Tools and Equipment	284	0	150	164
600.613 - General Supplies	1,562	1,594	1,200	943
600.619 - Advertising and Legal Notices	16,961	12,427	14,000	13,000
600.629 - Conference and Training	4,522	5,161	3,002	5,290
600.632 - Mileage Reimbursement	161	25	423	0
600.642 - Telephone and Data Services	5,341	5,081	4,800	2,232
600.647 - Memberships and Dues	0	0	0	560
<b>15 - Materials Total</b>	<b>30,527</b>	<b>25,342</b>	<b>25,441</b>	<b>23,894</b>
20 - Contract services				
700.701 - Training and Instruction	1,522	3,564	2,795	0
700.702 - General Service Agreement	30,654	33,027	51,639	33,380
700.703 - Maintenance of Equipment	2,258	803	3,097	0
<b>20 - Contract services Total</b>	<b>34,434</b>	<b>37,394</b>	<b>57,531</b>	<b>33,380</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	5,780	143	169
800.802 - IT Reimbursement	48,063	47,810	46,960	34,172
800.805 - CC CAP Allocation	11,511	0	0	0
800.806 - CM CAP Allocation	2,988	0	0	0
800.809 - City Clerk CAP Alloc	9,041	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.810 - City Attorney CAP Alloc	95,237	0	0	0
800.814 - Finance CAP Alloc	17,157	0	0	0
800.815 - Human resources CAP Alloc	24,616	0	0	0
800.817 - Community Hall/Quinlan CAP	341	0	0	0
800.820 - Grounds Maintenance CAP	2,285	0	0	0
800.821 - Building Maintenance CAP	25,876	0	0	0
<b>25 - Cost allocation Total</b>	<b>237,115</b>	<b>53,590</b>	<b>47,103</b>	<b>34,341</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	0	0	4,149	2,864
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>4,149</b>	<b>2,864</b>
130 City Clerk Total	735,648	557,857	603,198	503,685

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
132 Duplicating/Mail Services				
05 - Employee compensation				
500.501 - Salaries Full Time	0	14,445	22,941	0
500.502 - Salaries Part Time	15,629	5,383	0	0
500.505 - Overtime	0	12	0	0
500.513 - Sick Leave	527	67	0	0
<b>05 - Employee compensation Total</b>	<b>16,156</b>	<b>19,907</b>	<b>22,941</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	203	3,701	6,168	0
501.502 - Pers 1959 Surv Empr	0	15	24	0
501.505 - Health Insurance	0	2,435	3,789	0
501.506 - Dental Insurance	0	427	609	0
501.507 - Medicare	239	282	333	0
501.508 - Life Insurance	0	115	173	0
501.509 - Long Term Disability	0	154	253	0
501.510 - Workers Compensation	0	43	996	0
501.511 - Vision Insurance	0	48	72	0
<b>10 - Employee benefits Total</b>	<b>442</b>	<b>7,219</b>	<b>12,417</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	10,584	13,093	9,000	11,000
600.604 - Postage	28,346	24,283	24,000	24,000
<b>15 - Materials Total</b>	<b>38,930</b>	<b>37,376</b>	<b>33,000</b>	<b>35,000</b>
20 - Contract services				
700.703 - Maintenance of Equipment	13,866	13,781	5,630	5,900
<b>20 - Contract services Total</b>	<b>13,866</b>	<b>13,781</b>	<b>5,630</b>	<b>5,900</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	21	0
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	22,970	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>22,970</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,932	2,045
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,932</b>	<b>2,045</b>
<b>132 Duplicating/Mail Services Total</b>	<b>69,394</b>	<b>78,282</b>	<b>98,911</b>	<b>42,945</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
133 Elections				
15 - Materials				
600.601 - General Office Supplies	12	254	100	245
600.619 - Advertising and Legal Notices	6,472	0	5,000	0
<b>15 - Materials Total</b>	<b>6,484</b>	<b>254</b>	<b>5,100</b>	<b>245</b>
20 - Contract services				
700.702 - General Service Agreement	307,736	0	73,700	0
<b>20 - Contract services Total</b>	<b>307,736</b>	<b>0</b>	<b>73,700</b>	<b>0</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	0	18	0	0
800.806 - CM CAP Allocation	0	6	0	0
800.814 - Finance CAP Alloc	0	164	0	0
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>188</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,940	12
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,940</b>	<b>12</b>
133 Elections Total	314,220	442	82,740	257
<b>13 City Clerk Total</b>	<b>1,119,262</b>	<b>636,582</b>	<b>784,849</b>	<b>546,887</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
14 City Manager Discretionary				
123 City Manager Contingency				
25 - Cost allocation				
800.814 - Finance CAP Alloc	0	821	0	0
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>821</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	593,661	486,353
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>593,661</b>	<b>486,353</b>
123 City Manager Contingency Total	0	821	593,661	486,353
<b>14 City Manager Discretionary Total</b>	<b>0</b>	<b>821</b>	<b>593,661</b>	<b>486,353</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
15 City Attorney				
141 City Attorney				
05 - Employee compensation				
500.501 - Salaries Full Time	424,719	627,231	872,634	100,184
500.502 - Salaries Part Time	52,028	0	0	0
500.513 - Sick Leave	752	0	0	0
<b>05 - Employee compensation Total</b>	<b>477,500</b>	<b>627,231</b>	<b>872,634</b>	<b>100,184</b>
10 - Employee benefits				
501.500 - Retirement System	107,270	160,171	234,586	26,795
501.502 - Pers 1959 Surv Empr	127	215	300	61
501.505 - Health Insurance	21,409	54,028	90,160	16,657
501.506 - Dental Insurance	3,093	5,471	7,610	1,537
501.507 - Medicare	7,201	9,037	12,656	1,453
501.508 - Life Insurance	1,678	2,518	3,600	727
501.509 - Long Term Disability	2,078	4,038	6,371	1,066
501.510 - Workers Compensation	5,610	12,516	12,456	1,155
501.511 - Vision Insurance	393	627	900	181
501.513 - Rec Bucks	0	0	0	404
501.516 - Hra City Contribution	3,217	0	0	0
<b>10 - Employee benefits Total</b>	<b>152,077</b>	<b>248,622</b>	<b>368,639</b>	<b>50,036</b>
15 - Materials				
600.601 - General Office Supplies	2,509	6,008	11,750	1,000
600.602 - Printing and Duplication	0	0	0	300
600.608 - Sml Tools and Equipment	281	2,079	3,000	2,000
600.613 - General Supplies	18,483	21,914	20,154	2,310
600.618 - Utilities and Phone	0	0	12,867	0
600.629 - Conference and Training	385	0	10,525	5,000
600.632 - Mileage Reimbursement	212	528	1,250	0
600.642 - Telephone and Data Services	11,330	14,711	0	460
<b>15 - Materials Total</b>	<b>33,200</b>	<b>45,240</b>	<b>59,546</b>	<b>11,070</b>
20 - Contract services				
700.701 - Training and Instruction	648	2,430	5,300	0
700.702 - General Service Agreement	517,066	347,914	627,377	1,865,000
700.703 - Maintenance of Equipment	5,166	3,611	5,000	0
700.706 - Rent Expense	63,932	33,402	59,697	0
<b>20 - Contract services Total</b>	<b>586,812</b>	<b>387,357</b>	<b>697,374</b>	<b>1,865,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	264	68
800.802 - IT Reimbursement	42,063	38,248	93,689	68,176
800.805 - CC CAP Allocation	15,475	0	0	0
800.806 - CM CAP Allocation	4,233	0	0	0
800.809 - City Clerk CAP Alloc	40,916	0	0	0
800.814 - Finance CAP Alloc	13,722	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.815 - Human resources CAP Alloc	22,002	0	0	0
800.820 - Grounds Maintenance CAP	1,994	0	0	0
800.821 - Building Maintenance CAP	22,462	0	0	0
<b>25 - Cost allocation Total</b>	<b>162,867</b>	<b>38,248</b>	<b>93,953</b>	<b>68,244</b>
35 - Contingencies				
719.705 - Contingencies	318	0	37,846	0
<b>35 - Contingencies Total</b>	<b>318</b>	<b>0</b>	<b>37,846</b>	<b>0</b>
141 City Attorney Total	1,412,775	1,346,698	2,129,992	2,094,534
<b>15 City Attorney Total</b>	<b>1,412,775</b>	<b>1,346,698</b>	<b>2,129,992</b>	<b>2,094,534</b>
<b>Administration Total</b>	<b>4,728,312</b>	<b>4,090,047</b>	<b>5,939,788</b>	<b>6,511,878</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Administrative services				
40 Administrative Services				
400 Admin Services Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	318,823	385,852	544,235	500,188
500.502 - Salaries Part Time	15,435	24,159	0	0
500.505 - Overtime	0	4,519	0	0
500.506 - Car Allowance	2,382	2,880	2,881	2,909
<b>05 - Employee compensation Total</b>	<b>336,640</b>	<b>417,410</b>	<b>547,116</b>	<b>503,097</b>
10 - Employee benefits				
501.500 - Retirement System	82,904	101,618	146,247	133,780
501.502 - Pers 1959 Surv Empr	152	177	228	231
501.505 - Health Insurance	37,772	52,364	75,050	60,436
501.506 - Dental Insurance	3,786	4,353	6,276	5,840
501.507 - Medicare	4,791	6,410	7,995	7,253
501.508 - Life Insurance	1,903	1,987	3,024	2,618
501.509 - Long Term Disability	2,202	3,043	4,899	4,469
501.510 - Workers Compensation	4,404	8,760	6,975	4,389
501.511 - Vision Insurance	479	501	744	688
501.513 - Rec Bucks	0	0	0	1,535
501.516 - Hra City Contribution	1,317	0	0	0
<b>10 - Employee benefits Total</b>	<b>139,709</b>	<b>179,213</b>	<b>251,438</b>	<b>221,239</b>
15 - Materials				
600.601 - General Office Supplies	3,892	4,971	8,660	1,525
600.602 - Printing and Duplication	17,393	16,888	10,000	15,694
600.605 - Meeting Expenses	576	882	1,000	45,290
600.608 - Sml Tools and Equipment	4,922	6,011	2,000	300
600.613 - General Supplies	2,307	2,887	3,400	2,550
600.629 - Conference and Training	16,047	31,108	5,000	22,239
600.632 - Mileage Reimbursement	44	163	200	0
600.642 - Telephone and Data Services	5,015	4,651	1,664	3,534
600.647 - Memberships and Dues	0	0	0	2,685
<b>15 - Materials Total</b>	<b>50,196</b>	<b>67,560</b>	<b>31,924</b>	<b>93,817</b>
20 - Contract services				
700.701 - Training and Instruction	6,679	11,639	15,000	340
700.702 - General Service Agreement	34,376	38,444	66,277	3,160
700.703 - Maintenance of Equipment	1,197	772	700	0
<b>20 - Contract services Total</b>	<b>42,252</b>	<b>50,855</b>	<b>81,977</b>	<b>3,500</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	148	257
800.802 - IT Reimbursement	67,552	55,459	47,837	34,810
800.805 - CC CAP Allocation	8,405	0	0	0
800.806 - CM CAP Allocation	2,179	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.809 - City Clerk CAP Alloc	4,973	0	0	0
800.810 - City Attorney CAP Alloc	72,887	0	0	0
800.814 - Finance CAP Alloc	111,244	0	0	0
800.815 - Human resources CAP Alloc	11,524	0	0	0
800.817 - Community Hall/Quinlan CAP	28,318	0	0	0
800.820 - Grounds Maintenance CAP	1,662	0	0	0
800.821 - Building Maintenance CAP	18,718	0	0	0
<b>25 - Cost allocation Total</b>	<b>327,462</b>	<b>55,459</b>	<b>47,985</b>	<b>35,067</b>
30 - Capital outlays				
900.905 - Facility Improvements	8,783	0	0	0
<b>30 - Capital outlays Total</b>	<b>8,783</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	5,695	4,866
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>5,695</b>	<b>4,866</b>
400 Admin Services Administration Total	905,041	770,497	966,135	861,586
<b>40 Administrative Services Total</b>	<b>905,041</b>	<b>770,497</b>	<b>966,135</b>	<b>861,586</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
41 Finance				
405 Accounting				
05 - Employee compensation				
500.501 - Salaries Full Time	534,739	511,499	627,423	596,858
500.502 - Salaries Part Time	5,865	51,531	40,105	57,673
500.505 - Overtime	918	771	0	0
500.513 - Sick Leave	0	377	0	0
<b>05 - Employee compensation Total</b>	<b>541,522</b>	<b>564,178</b>	<b>667,528</b>	<b>654,531</b>
10 - Employee benefits				
501.500 - Retirement System	132,066	130,350	165,004	160,385
501.502 - Pers 1959 Surv Empr	302	308	384	359
501.505 - Health Insurance	55,488	58,555	80,502	68,098
501.506 - Dental Insurance	7,233	7,942	9,741	9,067
501.507 - Medicare	7,533	8,474	9,682	9,492
501.508 - Life Insurance	3,741	3,427	4,392	3,999
501.509 - Long Term Disability	3,879	5,196	6,557	6,071
501.510 - Workers Compensation	9,867	16,908	15,944	6,814
501.511 - Vision Insurance	924	910	1,152	1,069
501.513 - Rec Bucks	0	0	0	2,384
501.516 - Hra City Contribution	10,537	0	0	0
<b>10 - Employee benefits Total</b>	<b>231,570</b>	<b>232,070</b>	<b>293,358</b>	<b>267,738</b>
15 - Materials				
600.601 - General Office Supplies	3,678	3,394	8,581	4,552
600.602 - Printing and Duplication	221	2,360	3,500	1,900
600.606 - Software	0	0	273	0
600.608 - Sml Tools and Equipment	1,152	2,852	822	3,300
600.613 - General Supplies	1,294	1,422	609	1,650
600.618 - Utilities and Phone	0	0	1,599	0
600.629 - Conference and Training	15,376	17,726	20,000	25,920
600.632 - Mileage Reimbursement	67	21	162	0
600.642 - Telephone and Data Services	2,051	1,810	625	0
<b>15 - Materials Total</b>	<b>23,839</b>	<b>29,587</b>	<b>36,171</b>	<b>37,322</b>
20 - Contract services				
700.701 - Training and Instruction	265	6,944	13,600	0
700.702 - General Service Agreement	322,334	825,057	190,750	312,220
700.703 - Maintenance of Equipment	1,995	1,286	754	0
700.707 - Bank Charges	30	0	0	0
<b>20 - Contract services Total</b>	<b>324,623</b>	<b>833,287</b>	<b>205,104</b>	<b>312,220</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	338	399
800.802 - IT Reimbursement	80,620	80,321	80,368	58,483
800.805 - CC CAP Allocation	17,222	0	0	0
800.806 - CM CAP Allocation	4,454	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.809 - City Clerk CAP Alloc	43,732	0	0	0
800.810 - City Attorney CAP Alloc	330,413	0	0	0
800.814 - Finance CAP Alloc	13,814	0	0	0
800.815 - Human resources CAP Alloc	36,380	0	0	0
800.820 - Grounds Maintenance CAP	3,457	0	0	0
800.821 - Building Maintenance CAP	38,934	0	0	0
<b>25 - Cost allocation Total</b>	<b>569,026</b>	<b>80,321</b>	<b>80,706</b>	<b>58,882</b>
31 - Special projects				
900.906 - Financial Software	7,505	0	0	0
<b>31 - Special projects Total</b>	<b>7,505</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	12,064	14,977
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>12,064</b>	<b>14,977</b>
405 Accounting Total	1,698,085	1,739,443	1,294,931	1,345,670

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
406 Business Licenses				
05 - Employee compensation				
500.501 - Salaries Full Time	41,361	54,508	48,757	80,383
500.505 - Overtime	0	7	0	0
<b>05 - Employee compensation Total</b>	<b>41,361</b>	<b>54,515</b>	<b>48,757</b>	<b>80,383</b>
10 - Employee benefits				
501.500 - Retirement System	10,775	13,658	13,109	21,500
501.502 - Pers 1959 Surv Empr	31	41	36	66
501.505 - Health Insurance	6,023	5,959	5,684	14,208
501.506 - Dental Insurance	779	1,025	914	1,690
501.507 - Medicare	605	777	708	1,166
501.508 - Life Insurance	349	389	361	655
501.509 - Long Term Disability	351	536	526	870
501.510 - Workers Compensation	1,150	1,884	1,495	1,270
501.511 - Vision Insurance	99	118	108	200
501.513 - Rec Bucks	0	0	0	444
501.516 - Hra City Contribution	290	0	0	0
<b>10 - Employee benefits Total</b>	<b>20,451</b>	<b>24,387</b>	<b>22,941</b>	<b>42,069</b>
15 - Materials				
600.601 - General Office Supplies	0	0	222	0
600.618 - Utilities and Phone	0	0	800	0
600.642 - Telephone and Data Services	1,026	905	5,000	0
<b>15 - Materials Total</b>	<b>1,026</b>	<b>905</b>	<b>6,022</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	300	0	0	0
700.702 - General Service Agreement	81,306	0	30,000	0
700.703 - Maintenance of Equipment	200	129	90	0
700.707 - Bank Charges	6,060	6,143	4,106	0
<b>20 - Contract services Total</b>	<b>87,866</b>	<b>6,271</b>	<b>34,196</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	32	74
800.802 - IT Reimbursement	7,711	5,737	5,062	3,683
800.805 - CC CAP Allocation	3,349	2,603	1,460	1,853
800.806 - CM CAP Allocation	854	782	627	666
800.813 - Admin Serv CAP Allocation	69,895	67,899	49,347	69,263
800.814 - Finance CAP Alloc	7,788	8,738	11,538	13,009
800.815 - Human resources CAP Alloc	8,003	6,483	3,720	4,816
800.820 - Grounds Maintenance CAP	753	0	0	0
800.821 - Building Maintenance CAP	8,462	7,522	3,471	1,665
<b>25 - Cost allocation Total</b>	<b>106,815</b>	<b>99,764</b>	<b>75,257</b>	<b>95,029</b>
35 - Contingencies				
719.705 - Contingencies	0	0	2,011	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>2,011</b>	<b>0</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
406 Business Licenses Total	257,519	185,842	189,184	217,481
<b>41 Finance Total</b>	<b>1,955,604</b>	<b>1,925,285</b>	<b>1,484,115</b>	<b>1,563,151</b>
44 Human Resources				
412 Human Resources				
05 - Employee compensation				
500.501 - Salaries Full Time	355,940	352,865	345,495	582,407
500.502 - Salaries Part Time	19,388	45,145	107,394	33,100
500.503 - Excess Med Pay	17	0	0	0
500.505 - Overtime	122	0	0	0
500.506 - Car Allowance	1,218	720	720	727
<b>05 - Employee compensation Total</b>	<b>376,686</b>	<b>398,729</b>	<b>453,609</b>	<b>616,234</b>
10 - Employee benefits				
501.500 - Retirement System	93,911	88,205	113,703	155,576
501.502 - Pers 1959 Surv Empr	183	204	172	264
501.505 - Health Insurance	37,589	50,404	46,137	77,217
501.506 - Dental Insurance	4,577	5,376	4,339	6,684
501.507 - Medicare	3,889	4,018	4,975	6,147
501.508 - Life Insurance	(4,379)	2,690	2,053	3,163
501.509 - Long Term Disability	2,565	3,312	3,451	5,497
501.510 - Workers Compensation	7,988	8,916	7,125	5,602
501.511 - Vision Insurance	581	615	513	788
501.512 - Employee Asst Program	8,852	9,178	0	0
501.513 - Rec Bucks	21,000	49,489	66,600	1,757
501.516 - Hra City Contribution	4,483	0	0	0
<b>10 - Employee benefits Total</b>	<b>181,240</b>	<b>222,405</b>	<b>249,068</b>	<b>262,695</b>
15 - Materials				
600.601 - General Office Supplies	24,754	28,980	29,218	0
600.602 - Printing and Duplication	0	139	100	0
600.605 - Meeting Expenses	311	25	640	20,093
600.608 - Sml Tools and Equipment	351	1,798	2,000	500
600.613 - General Supplies	34,320	17,374	19,135	94,501
600.629 - Conference and Training	10,837	6,516	2,855	19,990
600.632 - Mileage Reimbursement	148	176	205	0
600.635 - Special Departmental Exp	0	0	0	23,836
600.642 - Telephone and Data Services	2,656	2,347	2,000	643
<b>15 - Materials Total</b>	<b>73,377</b>	<b>57,355</b>	<b>56,153</b>	<b>159,563</b>
20 - Contract services				
700.701 - Training and Instruction	16,646	20,831	30,133	49,700
700.702 - General Service Agreement	205,666	231,018	324,000	108,546
700.703 - Maintenance of Equipment	1,399	900	626	0
700.704 - Insurance Fees, Claims, Premiums	10,995	33,679	9,002	0
700.706 - Rent Expense	0	0	0	82,716
<b>20 - Contract services Total</b>	<b>234,705</b>	<b>286,428</b>	<b>363,761</b>	<b>240,962</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation</b>				
800.801 - Equipment Reimbursement	0	0	151	329
800.802 - IT Reimbursement	76,666	18,646	57,687	41,978
800.805 - CC CAP Allocation	14,159	0	0	0
800.806 - CM CAP Allocation	132,345	0	0	0
800.810 - City Attorney CAP Alloc	145,773	0	0	0
800.813 - Admin Serv CAP Allocation	209,685	0	0	0
800.814 - Finance CAP Alloc	24,319	0	0	0
800.815 - Human resources CAP Alloc	21,567	0	0	0
800.817 - Community Hall/Quinlan CAP	5,640	0	0	0
800.820 - Grounds Maintenance CAP	2,194	0	0	0
800.821 - Building Maintenance CAP	24,708	0	0	0
<b>25 - Cost allocation Total</b>	<b>657,056</b>	<b>18,646</b>	<b>57,838</b>	<b>42,307</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	0	0	20,996	19,076
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>20,996</b>	<b>19,076</b>
<b>412 Human Resources Total</b>	<b>1,523,064</b>	<b>983,564</b>	<b>1,201,425</b>	<b>1,340,837</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
414 HR Retiree Benefits				
10 - Employee benefits				
501.514 - Retirees Health Insurance	956,571	1,059,248	1,116,765	1,000,000
501.515 - Retiree Health Long Term	147,661	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,104,232</b>	<b>1,059,248</b>	<b>1,116,765</b>	<b>1,000,000</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	5,495	20,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>5,495</b>	<b>20,000</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	3,969	3,504	2,761	3,073
800.806 - CM CAP Allocation	1,192	1,270	1,355	1,312
800.814 - Finance CAP Alloc	679	751	1,629	1,877
<b>25 - Cost allocation Total</b>	<b>5,840</b>	<b>5,525</b>	<b>5,745</b>	<b>6,262</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	51,000
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,000</b>
<b>414 HR Retiree Benefits Total</b>	<b>1,110,072</b>	<b>1,064,773</b>	<b>1,128,005</b>	<b>1,077,262</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
417 Insurance Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	16,568	17,488	17,133	17,310
500.503 - Excess Med Pay	1	0	0	0
500.505 - Overtime	6	0	0	0
<b>05 - Employee compensation Total</b>	<b>16,575</b>	<b>17,488</b>	<b>17,133</b>	<b>17,310</b>
10 - Employee benefits				
501.500 - Retirement System	4,320	4,376	4,608	4,630
501.502 - Pers 1959 Surv Empr	9	9	11	9
501.505 - Health Insurance	1,906	2,211	2,326	2,656
501.506 - Dental Insurance	214	233	231	231
501.507 - Medicare	154	160	161	251
501.508 - Life Insurance	116	108	109	108
501.509 - Long Term Disability	128	167	187	182
501.510 - Workers Compensation	678	468	399	173
501.511 - Vision Insurance	27	27	27	27
501.513 - Rec Bucks	0	0	0	60
501.516 - Hra City Contribution	79	0	0	0
<b>10 - Employee benefits Total</b>	<b>7,629</b>	<b>7,759</b>	<b>8,059</b>	<b>8,327</b>
15 - Materials				
600.601 - General Office Supplies	0	0	4	0
600.632 - Mileage Reimbursement	8	9	0	0
<b>15 - Materials Total</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>0</b>
20 - Contract services				
700.703 - Maintenance of Equipment	0	0	30	0
700.704 - Insurance Fees, Claims, Premiums	660,798	715,994	875,200	817,833
<b>20 - Contract services Total</b>	<b>660,798</b>	<b>715,994</b>	<b>875,230</b>	<b>817,833</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	8	11
800.802 - IT Reimbursement	2,103	956	10,690	7,778
<b>25 - Cost allocation Total</b>	<b>2,103</b>	<b>956</b>	<b>10,698</b>	<b>7,789</b>
35 - Contingencies				
719.705 - Contingencies	0	0	43,762	40,892
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>43,762</b>	<b>40,892</b>
<b>417 Insurance Administration Total</b>	<b>687,114</b>	<b>742,206</b>	<b>954,886</b>	<b>892,151</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
418 Workers Compensation Insurance				
05 - Employee compensation				
500.501 - Salaries Full Time	23,566	28,343	24,570	24,825
500.503 - Excess Med Pay	1	0	0	0
<b>05 - Employee compensation Total</b>	<b>23,567</b>	<b>28,343</b>	<b>24,570</b>	<b>24,825</b>
10 - Employee benefits				
501.500 - Retirement System	46,626	9,371	6,610	6,640
501.502 - Pers 1959 Surv Empr	12	12	12	12
501.505 - Health Insurance	1,940	2,508	2,228	2,553
501.506 - Dental Insurance	285	312	306	307
501.507 - Medicare	251	264	268	360
501.508 - Life Insurance	156	144	145	145
501.509 - Long Term Disability	180	236	263	261
501.510 - Workers Compensation	452	624	498	237
501.511 - Vision Insurance	37	36	37	36
501.513 - Rec Bucks	0	0	0	81
501.516 - Hra City Contribution	105	0	0	0
<b>10 - Employee benefits Total</b>	<b>50,043</b>	<b>13,507</b>	<b>10,367</b>	<b>10,632</b>
15 - Materials				
600.632 - Mileage Reimbursement	13	0	0	0
<b>15 - Materials Total</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	750	26,498
700.703 - Maintenance of Equipment	67	43	30	123,988
700.704 - Insurance Fees, Claims, Premiums	388,701	300,495	400,000	45,000
<b>20 - Contract services Total</b>	<b>388,768</b>	<b>300,538</b>	<b>400,780</b>	<b>195,486</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	11	14
800.802 - IT Reimbursement	2,804	1,434	3,037	2,210
800.805 - CC CAP Allocation	3,380	524	1,493	1,405
800.806 - CM CAP Allocation	987	159	700	564
800.814 - Finance CAP Alloc	7,816	8,638	9,041	10,600
800.815 - Human resources CAP Alloc	1,455	1,244	1,352	1,396
800.820 - Grounds Maintenance CAP	137	0	0	0
800.821 - Building Maintenance CAP	1,538	1,443	1,262	483
<b>25 - Cost allocation Total</b>	<b>18,117</b>	<b>13,442</b>	<b>16,896</b>	<b>16,672</b>
35 - Contingencies				
719.705 - Contingencies	0	0	20,039	9,774
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>20,039</b>	<b>9,774</b>
<b>418 Workers Compensation Insurance Total</b>	<b>480,508</b>	<b>355,830</b>	<b>472,652</b>	<b>257,389</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
419 Long Term Disability				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	128,812	151,893	153,000	150,000
<b>20 - Contract services Total</b>	<b>128,812</b>	<b>151,893</b>	<b>153,000</b>	<b>150,000</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	336	313	322	440
800.806 - CM CAP Allocation	101	114	158	188
800.814 - Finance CAP Alloc	170	188	1,136	1,006
<b>25 - Cost allocation Total</b>	<b>607</b>	<b>615</b>	<b>1,616</b>	<b>1,634</b>
35 - Contingencies				
719.705 - Contingencies	0	0	7,650	7,500
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>7,650</b>	<b>7,500</b>
<b>419 Long Term Disability Total</b>	<b>129,419</b>	<b>152,508</b>	<b>162,266</b>	<b>159,134</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
420 Compensated Absence				
20 - Contract services				
700.704 - Insurance Fees, Claims, Premiums	271,311	275,420	400,000	600,000
<b>20 - Contract services Total</b>	<b>271,311</b>	<b>275,420</b>	<b>400,000</b>	<b>600,000</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	1,746	1,885	681	804
800.806 - CM CAP Allocation	524	683	334	343
800.814 - Finance CAP Alloc	403	446	1,757	1,542
<b>25 - Cost allocation Total</b>	<b>2,673</b>	<b>3,014</b>	<b>2,772</b>	<b>2,689</b>
35 - Contingencies				
719.705 - Contingencies	0	0	20,000	30,000
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>30,000</b>
420 Compensated Absence Total	273,984	278,434	422,772	632,689
<b>44 Human Resources Total</b>	<b>4,204,162</b>	<b>3,577,315</b>	<b>4,342,006</b>	<b>4,359,462</b>
<b>Administrative services Total</b>	<b>7,064,808</b>	<b>6,273,096</b>	<b>6,792,256</b>	<b>6,784,199</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Capital projects				
90 Citywide - Non Departmental				
001 No Department				
45 - Transfer out				
800.902 - Transfers Out	5,374	0	0	0
<b>45 - Transfer out Total</b>	<b>5,374</b>	<b>0</b>	<b>0</b>	<b>0</b>
001 No Department Total	5,374	0	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
870 SC Corridor Park Ph 1				
30 - Capital outlays				
900.905 - Facility Improvements	3,679	0	0	0
<b>30 - Capital outlays Total</b>	<b>3,679</b>	<b>0</b>	<b>0</b>	<b>0</b>
870 SC Corridor Park Ph 1 Total	3,679	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
880 Env Edu Facility				
30 - Capital outlays				
900.905 - Facility Improvements	3,608	1,435	0	0
<b>30 - Capital outlays Total</b>	<b>3,608</b>	<b>1,435</b>	<b>0</b>	<b>0</b>
880 Env Edu Facility Total	3,608	1,435	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
881 Phs II SC Corridor Park				
30 - Capital outlays				
900.905 - Facility Improvements	22,840	81,394	0	0
<b>30 - Capital outlays Total</b>	<b>22,840</b>	<b>81,394</b>	<b>0</b>	<b>0</b>
881 Phs II SC Corridor Park Total	22,840	81,394	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
885 Golf Irrigation Upgrades				
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	(18,998)	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>(18,998)</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	400,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>
885 Golf Irrigation Upgrades Total	0	381,002	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
897 Spt Ctr Tennis Court Ret Wall				
45 - Transfer out				
800.902 - Transfers Out	0	50,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
897 Spt Ctr Tennis Court Ret Wall Total	0	50,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
898 SCCP Chain MP-MCLN TO SCB				
30 - Capital outlays				
900.905 - Facility Improvements	143	0	75,000	0
<b>30 - Capital outlays Total</b>	<b>143</b>	<b>0</b>	<b>75,000</b>	<b>0</b>
898 SCCP Chain MP-MCLN TO SCB Total	143	0	75,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
904 Spt Ctr Resurf Tennis Cts				
30 - Capital outlays				
900.905 - Facility Improvements	418,016	0	0	0
<b>30 - Capital outlays Total</b>	<b>418,016</b>	<b>0</b>	<b>0</b>	<b>0</b>
904 Spt Ctr Resurf Tennis Cts Total	418,016	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
938 Pub Bldg Solar Service Center				
30 - Capital outlays				
900.905 - Facility Improvements	6,230	3,268	0	0
<b>30 - Capital outlays Total</b>	<b>6,230</b>	<b>3,268</b>	<b>0</b>	<b>0</b>
938 Pub Bldg Solar Service Center Total	6,230	3,268	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
954 Monument Gateway Sign				
30 - Capital outlays				
900.905 - Facility Improvements	35,000	0	0	0
<b>30 - Capital outlays Total</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
954 Monument Gateway Sign Total	35,000	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
958 Orange and Byrne Sidewalk Impv				
05 - Employee compensation				
500.501 - Salaries Full Time	856	12,764	0	0
<b>05 - Employee compensation Total</b>	<b>856</b>	<b>12,764</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	220	3,172	0	0
501.502 - Pers 1959 Surv Empr	0	5	0	0
501.506 - Dental Insurance	11	139	0	0
501.507 - Medicare	13	177	0	0
501.508 - Life Insurance	5	53	0	0
501.509 - Long Term Disability	10	90	0	0
501.511 - Vision Insurance	1	15	0	0
<b>10 - Employee benefits Total</b>	<b>259</b>	<b>3,652</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	55,250	232,290	0	0
<b>30 - Capital outlays Total</b>	<b>55,250</b>	<b>232,290</b>	<b>0</b>	<b>0</b>
<b>958 Orange and Byrne Sidewalk Impv Total</b>	<b>56,366</b>	<b>248,706</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
960 Bridge Rehab Minor				
05 - Employee compensation				
500.501 - Salaries Full Time	4,800	4,212	0	0
<b>05 - Employee compensation Total</b>	<b>4,800</b>	<b>4,212</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,216	1,090	0	0
501.502 - Pers 1959 Surv Empr	2	2	0	0
501.506 - Dental Insurance	56	52	0	0
501.507 - Medicare	69	61	0	0
501.508 - Life Insurance	30	26	0	0
501.509 - Long Term Disability	29	46	0	0
501.511 - Vision Insurance	7	6	0	0
501.516 - Hra City Contribution	14	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,423</b>	<b>1,282</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	6,505	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>6,505</b>	<b>0</b>	<b>0</b>
960 Bridge Rehab Minor Total	6,223	11,999	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
961 St Median Irrg Plant Repl				
05 - Employee compensation				
500.501 - Salaries Full Time	0	11,106	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>11,106</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	2,743	0	0
501.502 - Pers 1959 Surv Empr	0	4	0	0
501.506 - Dental Insurance	0	117	0	0
501.507 - Medicare	0	153	0	0
501.508 - Life Insurance	0	49	0	0
501.509 - Long Term Disability	0	86	0	0
501.511 - Vision Insurance	0	13	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>3,166</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	33,836	334,639	0	0
<b>30 - Capital outlays Total</b>	<b>33,836</b>	<b>334,639</b>	<b>0</b>	<b>0</b>
961 St Median Irrg Plant Repl Total	33,836	348,911	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
962 Bicycle Ped Facility Impr				
30 - Capital outlays				
900.905 - Facility Improvements	121,351	0	0	0
<b>30 - Capital outlays Total</b>	<b>121,351</b>	<b>0</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	779,760	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>779,760</b>	<b>0</b>	<b>0</b>
962 Bicycle Ped Facility Impr Total	121,351	779,760	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
971 STLG/280 Ped Bridge Lighting				
30 - Capital outlays				
900.905 - Facility Improvements	50	0	0	0
<b>30 - Capital outlays Total</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>
971 STLG/280 Ped Bridge Lighting Total	50	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
974 Fiber Ntwk Signal Interco				
30 - Capital outlays				
900.905 - Facility Improvements	335	0	0	0
<b>30 - Capital outlays Total</b>	<b>335</b>	<b>0</b>	<b>0</b>	<b>0</b>
974 Fiber Ntwk Signal Interco Total	335	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
975 Speed Bump Vista Lazaneo				
30 - Capital outlays				
900.905 - Facility Improvements	1,600	0	0	0
<b>30 - Capital outlays Total</b>	<b>1,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
975 Speed Bump Vista Lazaneo Total	1,600	0	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
976 Ph 2 Mcl Sidewalk Improv				
05 - Employee compensation				
500.501 - Salaries Full Time	13,556	13,141	0	0
<b>05 - Employee compensation Total</b>	<b>13,556</b>	<b>13,141</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	3,383	3,448	0	0
501.502 - Pers 1959 Surv Empr	6	6	0	0
501.506 - Dental Insurance	154	151	0	0
501.507 - Medicare	193	192	0	0
501.508 - Life Insurance	82	69	0	0
501.509 - Long Term Disability	89	119	0	0
501.511 - Vision Insurance	19	18	0	0
501.516 - Hra City Contribution	47	0	0	0
<b>10 - Employee benefits Total</b>	<b>3,973</b>	<b>4,003</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	400,574	72,415	0	0
<b>30 - Capital outlays Total</b>	<b>400,574</b>	<b>72,415</b>	<b>0</b>	<b>0</b>
976 Ph 2 Mcl Sidewalk Improv Total	418,103	89,559	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
980 SD Master Plan Update				
05 - Employee compensation				
500.501 - Salaries Full Time	0	319	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>319</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	83	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.506 - Dental Insurance	0	4	0	0
501.507 - Medicare	0	5	0	0
501.508 - Life Insurance	0	2	0	0
501.509 - Long Term Disability	0	4	0	0
501.511 - Vision Insurance	0	0	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>98</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	65,753	103,515	0	0
<b>30 - Capital outlays Total</b>	<b>65,753</b>	<b>103,515</b>	<b>0</b>	<b>0</b>
980 SD Master Plan Update Total	65,753	103,933	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
981 Calabazas Creek Outfall Repair				
30 - Capital outlays				
900.905 - Facility Improvements	0	135,000	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>135,000</b>	<b>0</b>	<b>0</b>
981 Calabazas Creek Outfall Repair Total	0	135,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
982 Bubb Rd Elm Ct Sd Improv				
45 - Transfer out				
800.902 - Transfers Out	0	178,255	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>178,255</b>	<b>0</b>	<b>0</b>
982 Bubb Rd Elm Ct Sd Improv Total	0	178,255	0	0
<b>90 Citywide - Non Departmental Total</b>	<b>1,198,507</b>	<b>2,413,221</b>	<b>75,000</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
99 CIP				
002 BBF Splash Pad				
45 - Transfer out				
800.902 - Transfers Out	0	70,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>70,000</b>	<b>0</b>	<b>0</b>
002 BBF Splash Pad Total	0	70,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
003 MR Construct Trash Enclosure				
30 - Capital outlays				
900.905 - Facility Improvements	610	13,418	0	0
<b>30 - Capital outlays Total</b>	<b>610</b>	<b>13,418</b>	<b>0</b>	<b>0</b>
003 MR Construct Trash Enclosure Total	610	13,418	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
004 MR Community Garden Improvements				
05 - Employee compensation				
500.501 - Salaries Full Time	0	5,712	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>5,712</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	1,397	0	0
501.502 - Pers 1959 Surv Empr	0	2	0	0
501.505 - Health Insurance	0	744	0	0
501.506 - Dental Insurance	0	59	0	0
501.507 - Medicare	0	73	0	0
501.508 - Life Insurance	0	22	0	0
501.509 - Long Term Disability	0	39	0	0
501.511 - Vision Insurance	0	7	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>2,344</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	54,177	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>54,177</b>	<b>0</b>	<b>0</b>
<b>004 MR Community Garden Improvements Total</b>	<b>0</b>	<b>62,233</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
005 Memorial Park MP and Parking				
45 - Transfer out				
800.902 - Transfers Out	0	150,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>
005 Memorial Park MP and Parking Total	0	150,000	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
007 ADA Improvements				
30 - Capital outlays				
900.905 - Facility Improvements	0	176,984	75,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>176,984</b>	<b>75,000</b>	<b>0</b>
007 ADA Improvements Total	0	176,984	75,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
009 Lawrence-Mitty Park				
05 - Employee compensation				
500.501 - Salaries Full Time	3,784	0	0	0
<b>05 - Employee compensation Total</b>	<b>3,784</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	955	16	0	0
501.502 - Pers 1959 Surv Empr	2	0	0	0
501.506 - Dental Insurance	41	1	0	0
501.507 - Medicare	54	1	0	0
501.508 - Life Insurance	24	0	0	0
501.509 - Long Term Disability	35	1	0	0
501.511 - Vision Insurance	6	0	0	0
501.516 - Hra City Contribution	23	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,139</b>	<b>19</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	22,115	169	0	0
<b>30 - Capital outlays Total</b>	<b>22,115</b>	<b>169</b>	<b>0</b>	<b>0</b>
009 Lawrence-Mitty Park Total	27,039	188	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
015 Tennis Court Resurfacing Parks				
05 - Employee compensation				
500.501 - Salaries Full Time	0	69	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>69</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	18	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.505 - Health Insurance	0	5	0	0
501.506 - Dental Insurance	0	1	0	0
501.507 - Medicare	0	1	0	0
501.511 - Vision Insurance	0	0	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	300,875	328,036	0	0
<b>30 - Capital outlays Total</b>	<b>300,875</b>	<b>328,036</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	473,995	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>473,995</b>	<b>0</b>	<b>0</b>
<b>015 Tennis Court Resurfacing Parks Total</b>	<b>300,875</b>	<b>802,125</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
017 Sports Center Exterior Upgrades				
30 - Capital outlays				
900.905 - Facility Improvements	490	339,209	830,000	0
<b>30 - Capital outlays Total</b>	<b>490</b>	<b>339,209</b>	<b>830,000</b>	<b>0</b>
017 Sports Center Exterior Upgrades Total	490	339,209	830,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
019 Blacksmith Forge Restoration Des				
05 - Employee compensation				
500.501 - Salaries Full Time	4,427	62	0	0
<b>05 - Employee compensation Total</b>	<b>4,427</b>	<b>62</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,194	72	0	0
501.502 - Pers 1959 Surv Empr	2	0	0	0
501.505 - Health Insurance	536	36	0	0
501.506 - Dental Insurance	47	2	0	0
501.507 - Medicare	62	3	0	0
501.508 - Life Insurance	28	1	0	0
501.509 - Long Term Disability	27	4	0	0
501.511 - Vision Insurance	7	0	0	0
501.516 - Hra City Contribution	32	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,936</b>	<b>117</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	37,026	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>37,026</b>	<b>0</b>	<b>0</b>
<b>019 Blacksmith Forge Restoration Des Total</b>	<b>6,363</b>	<b>37,206</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
023 QCC Fire Alarm Control Panel Upg				
05 - Employee compensation				
500.501 - Salaries Full Time	4,831	5,234	0	0
<b>05 - Employee compensation Total</b>	<b>4,831</b>	<b>5,234</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,238	1,362	0	0
501.502 - Pers 1959 Surv Empr	2	2	0	0
501.505 - Health Insurance	604	805	0	0
501.506 - Dental Insurance	52	61	0	0
501.507 - Medicare	66	72	0	0
501.508 - Life Insurance	30	28	0	0
501.509 - Long Term Disability	37	44	0	0
501.511 - Vision Insurance	7	7	0	0
501.516 - Hra City Contribution	27	0	0	0
<b>10 - Employee benefits Total</b>	<b>2,064</b>	<b>2,381</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	16,250	52,257	0	0
<b>30 - Capital outlays Total</b>	<b>16,250</b>	<b>52,257</b>	<b>0</b>	<b>0</b>
<b>023 QCC Fire Alarm Control Panel Upg Total</b>	<b>23,145</b>	<b>59,872</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
025 Service Center Parking Lot Mods				
05 - Employee compensation				
500.501 - Salaries Full Time	1,801	0	0	0
<b>05 - Employee compensation Total</b>	<b>1,801</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	578	0	0	0
501.502 - Pers 1959 Surv Empr	1	0	0	0
501.506 - Dental Insurance	18	0	0	0
501.507 - Medicare	33	0	0	0
501.508 - Life Insurance	15	0	0	0
501.509 - Long Term Disability	7	0	0	0
501.511 - Vision Insurance	4	0	0	0
501.516 - Hra City Contribution	38	0	0	0
<b>10 - Employee benefits Total</b>	<b>693</b>	<b>0</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	89,538	0	0	0
<b>30 - Capital outlays Total</b>	<b>89,538</b>	<b>0</b>	<b>0</b>	<b>0</b>
025 Service Center Parking Lot Mods Total	92,031	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
026 Bicycle Transportation Plan Upda				
30 - Capital outlays				
900.905 - Facility Improvements	2,210	0	0	0
<b>30 - Capital outlays Total</b>	<b>2,210</b>	<b>0</b>	<b>0</b>	<b>0</b>
026 Bicycle Transportation Plan Upda Total	2,210	0	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
027 Pasadena Ave Pub Imp Granada				
05 - Employee compensation				
500.501 - Salaries Full Time	5,482	0	0	0
<b>05 - Employee compensation Total</b>	<b>5,482</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,507	0	0	0
501.502 - Pers 1959 Surv Empr	3	0	0	0
501.506 - Dental Insurance	60	0	0	0
501.507 - Medicare	86	0	0	0
501.508 - Life Insurance	38	0	0	0
501.509 - Long Term Disability	35	0	0	0
501.511 - Vision Insurance	9	0	0	0
501.516 - Hra City Contribution	53	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,791</b>	<b>0</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	520,220	0	0	0
<b>30 - Capital outlays Total</b>	<b>520,220</b>	<b>0</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	1,236	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>1,236</b>	<b>0</b>	<b>0</b>
<b>027 Pasadena Ave Pub Imp Granada Total</b>	<b>527,492</b>	<b>1,236</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
028 Traffic Signal Foothill-I280 SB				
45 - Transfer out				
800.902 - Transfers Out	0	100,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
028 Traffic Signal Foothill-I280 SB Total	0	100,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
030 MCClellan West-Parking Lot Impro				
05 - Employee compensation				
500.501 - Salaries Full Time	4,247	7,828	0	0
<b>05 - Employee compensation Total</b>	<b>4,247</b>	<b>7,828</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,058	1,976	0	0
501.502 - Pers 1959 Surv Empr	2	3	0	0
501.505 - Health Insurance	568	1,086	0	0
501.506 - Dental Insurance	48	86	0	0
501.507 - Medicare	57	104	0	0
501.508 - Life Insurance	25	39	0	0
501.509 - Long Term Disability	32	62	0	0
501.511 - Vision Insurance	6	10	0	0
501.516 - Hra City Contribution	13	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,808</b>	<b>3,367</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	46,071	83,721	0	0
<b>30 - Capital outlays Total</b>	<b>46,071</b>	<b>83,721</b>	<b>0</b>	<b>0</b>
030 MCClellan West-Parking Lot Impro Total	52,126	94,917	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
032 Spt Ctr - Children's Play Area				
45 - Transfer out				
800.902 - Transfers Out	0	470,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>470,000</b>	<b>0</b>	<b>0</b>
032 Spt Ctr - Children's Play Area Total	0	470,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
033 City Hall - Turf Reduction				
05 - Employee compensation				
500.501 - Salaries Full Time	475	0	0	0
<b>05 - Employee compensation Total</b>	<b>475</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	129	0	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.506 - Dental Insurance	5	0	0	0
501.507 - Medicare	7	0	0	0
501.508 - Life Insurance	3	0	0	0
501.511 - Vision Insurance	1	0	0	0
<b>10 - Employee benefits Total</b>	<b>145</b>	<b>0</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	300,064	103,642	0	0
<b>30 - Capital outlays Total</b>	<b>300,064</b>	<b>103,642</b>	<b>0</b>	<b>0</b>
033 City Hall - Turf Reduction Total	300,684	103,642	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
034 Svc Ctr - Shed No. 3 Improvement				
05 - Employee compensation				
500.501 - Salaries Full Time	4,033	6,767	0	0
<b>05 - Employee compensation Total</b>	<b>4,033</b>	<b>6,767</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,003	1,767	0	0
501.502 - Pers 1959 Surv Empr	2	3	0	0
501.505 - Health Insurance	538	1,011	0	0
501.506 - Dental Insurance	45	80	0	0
501.507 - Medicare	54	93	0	0
501.508 - Life Insurance	24	37	0	0
501.509 - Long Term Disability	32	58	0	0
501.511 - Vision Insurance	6	9	0	0
501.516 - Hra City Contribution	13	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,716</b>	<b>3,058</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	11,351	80,817	600,000	0
<b>30 - Capital outlays Total</b>	<b>11,351</b>	<b>80,817</b>	<b>600,000</b>	<b>0</b>
<b>034 Svc Ctr - Shed No. 3 Improvement Total</b>	<b>17,100</b>	<b>90,642</b>	<b>600,000</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
035 Stocklmeir Hse-New Sewer Lateral				
45 - Transfer out				
800.902 - Transfers Out	0	50,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
035 Stocklmeir Hse-New Sewer Lateral Total	0	50,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
036 2016 Bike Plan Implementation				
30 - Capital outlays				
900.905 - Facility Improvements	159,319	723,141	1,800,000	0
<b>30 - Capital outlays Total</b>	<b>159,319</b>	<b>723,141</b>	<b>1,800,000</b>	<b>0</b>
036 2016 Bike Plan Implementation Total	159,319	723,141	1,800,000	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
037 Bikeway Enhncmnts & Brnding Stdy				
30 - Capital outlays				
900.905 - Facility Improvements	136	49,973	0	0
<b>30 - Capital outlays Total</b>	<b>136</b>	<b>49,973</b>	<b>0</b>	<b>0</b>
037 Bikeway Enhncmnts & Brnding Stdy Total	136	49,973	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
038 Fiber Network Ext to Svc Ctr				
05 - Employee compensation				
500.501 - Salaries Full Time	3,670	4,880	0	0
<b>05 - Employee compensation Total</b>	<b>3,670</b>	<b>4,880</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	863	1,343	0	0
501.502 - Pers 1959 Surv Empr	1	3	0	0
501.505 - Health Insurance	0	23	0	0
501.506 - Dental Insurance	42	62	0	0
501.507 - Medicare	49	75	0	0
501.508 - Life Insurance	21	33	0	0
501.509 - Long Term Disability	17	54	0	0
501.511 - Vision Insurance	4	8	0	0
<b>10 - Employee benefits Total</b>	<b>998</b>	<b>1,600</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	19,475	272,469	0	0
<b>30 - Capital outlays Total</b>	<b>19,475</b>	<b>272,469</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	46,908	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>46,908</b>	<b>0</b>	<b>0</b>
038 Fiber Network Ext to Svc Ctr Total	24,142	325,857	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
039 Pedestrian Master Plan				
30 - Capital outlays				
900.905 - Facility Improvements	67,453	52,547	0	0
<b>30 - Capital outlays Total</b>	<b>67,453</b>	<b>52,547</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	0	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
039 Pedestrian Master Plan Total	67,453	52,547	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
040 Retaining Wall Repair-Cordova Rd				
05 - Employee compensation				
500.501 - Salaries Full Time	428	830	0	0
<b>05 - Employee compensation Total</b>	<b>428</b>	<b>830</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	110	215	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.506 - Dental Insurance	5	10	0	0
501.507 - Medicare	6	12	0	0
501.508 - Life Insurance	3	3	0	0
501.509 - Long Term Disability	4	2	0	0
501.511 - Vision Insurance	0	1	0	0
<b>10 - Employee benefits Total</b>	<b>128</b>	<b>244</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	25	0	0	0
<b>30 - Capital outlays Total</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>040 Retaining Wall Repair-Cordova Rd Total</b>	<b>581</b>	<b>1,074</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
041 Retaining Wall Repl - Regnart Rd				
05 - Employee compensation				
500.501 - Salaries Full Time	917	5,171	0	0
<b>05 - Employee compensation Total</b>	<b>917</b>	<b>5,171</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	204	1,370	0	0
501.502 - Pers 1959 Surv Empr	0	2	0	0
501.506 - Dental Insurance	10	64	0	0
501.507 - Medicare	12	76	0	0
501.508 - Life Insurance	5	30	0	0
501.509 - Long Term Disability	7	51	0	0
501.511 - Vision Insurance	1	7	0	0
<b>10 - Employee benefits Total</b>	<b>239</b>	<b>1,600</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	30,157	450,407	0	0
<b>30 - Capital outlays Total</b>	<b>30,157</b>	<b>450,407</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	11,548	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>11,548</b>	<b>0</b>	<b>0</b>
<b>041 Retaining Wall Repl - Regnart Rd Total</b>	<b>31,313</b>	<b>468,726</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
042 Strm Drn Improv-Fthill & Cup Rd				
05 - Employee compensation				
500.501 - Salaries Full Time	11,184	7,972	0	0
<b>05 - Employee compensation Total</b>	<b>11,184</b>	<b>7,972</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,910	2,063	0	0
501.502 - Pers 1959 Surv Empr	5	4	0	0
501.506 - Dental Insurance	123	97	0	0
501.507 - Medicare	164	115	0	0
501.508 - Life Insurance	71	45	0	0
501.509 - Long Term Disability	82	74	0	0
501.511 - Vision Insurance	16	11	0	0
501.516 - Hra City Contribution	68	0	0	0
<b>10 - Employee benefits Total</b>	<b>2,439</b>	<b>2,408</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	34,373	1,200,283	0	0
<b>30 - Capital outlays Total</b>	<b>34,373</b>	<b>1,200,283</b>	<b>0</b>	<b>0</b>
<b>042 Strm Drn Improv-Fthill &amp; Cup Rd Total</b>	<b>47,995</b>	<b>1,210,663</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
043 Svc Ctr-New Admin Bldg Feas Stdy				
05 - Employee compensation				
500.501 - Salaries Full Time	3,192	255	0	0
<b>05 - Employee compensation Total</b>	<b>3,192</b>	<b>255</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	819	66	0	0
501.502 - Pers 1959 Surv Empr	2	0	0	0
501.505 - Health Insurance	470	41	0	0
501.506 - Dental Insurance	37	3	0	0
501.507 - Medicare	44	3	0	0
501.508 - Life Insurance	20	0	0	0
501.509 - Long Term Disability	27	0	0	0
501.511 - Vision Insurance	5	0	0	0
501.516 - Hra City Contribution	8	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,432</b>	<b>114</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	14,000	26,000	0	0
<b>30 - Capital outlays Total</b>	<b>14,000</b>	<b>26,000</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	6,016	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>6,016</b>	<b>0</b>	<b>0</b>
<b>043 Svc Ctr-New Admin Bldg Feas Stdy Total</b>	<b>18,624</b>	<b>32,385</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
044 Traffic Calm Rodrigues/Pacifica				
30 - Capital outlays				
900.905 - Facility Improvements	0	24,000	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>24,000</b>	<b>0</b>	<b>0</b>
044 Traffic Calm Rodrigues/Pacifica Total	0	24,000	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
045 Citywide Park & Recreation MP				
15 - Materials				
600.613 - General Supplies	841	0	0	0
<b>15 - Materials Total</b>	<b>841</b>	<b>0</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	90,012	103,576	100,000	0
<b>30 - Capital outlays Total</b>	<b>90,012</b>	<b>103,576</b>	<b>100,000</b>	<b>0</b>
045 Citywide Park & Recreation MP Total	90,853	103,576	100,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
046 Sidewalk Renovation-SCB				
05 - Employee compensation				
500.501 - Salaries Full Time	4,724	0	0	0
<b>05 - Employee compensation Total</b>	<b>4,724</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	1,212	0	0	0
501.502 - Pers 1959 Surv Empr	2	0	0	0
501.506 - Dental Insurance	58	0	0	0
501.507 - Medicare	69	0	0	0
501.508 - Life Insurance	29	0	0	0
501.509 - Long Term Disability	36	0	0	0
501.511 - Vision Insurance	7	0	0	0
501.516 - Hra City Contribution	5	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,418</b>	<b>0</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	196,268	0	0	0
<b>30 - Capital outlays Total</b>	<b>196,268</b>	<b>0</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	47,589	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>47,589</b>	<b>0</b>	<b>0</b>
<b>046 Sidewalk Renovation-SCB Total</b>	<b>202,410</b>	<b>47,589</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
047 CIP Prelim Planning & Design				
20 - Contract services				
700.702 - General Service Agreement	0	62,977	0	125,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>62,977</b>	<b>0</b>	<b>125,000</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	0	125,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>125,000</b>	<b>0</b>
047 CIP Prelim Planning & Design Total	0	62,977	125,000	125,000

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
048 Capital Project Support				
20 - Contract services				
700.702 - General Service Agreement	0	0	0	50,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	2,217	50,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>2,217</b>	<b>50,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	2,500
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>
<b>048 Capital Project Support Total</b>	<b>0</b>	<b>2,217</b>	<b>50,000</b>	<b>52,500</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
049 Int'l Cricket Ground-Feasibility				
05 - Employee compensation				
500.501 - Salaries Full Time	0	2,150	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>2,150</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	556	0	0
501.502 - Pers 1959 Surv Empr	0	1	0	0
501.505 - Health Insurance	0	287	0	0
501.506 - Dental Insurance	0	26	0	0
501.507 - Medicare	0	29	0	0
501.508 - Life Insurance	0	8	0	0
501.509 - Long Term Disability	0	13	0	0
501.511 - Vision Insurance	0	3	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>923</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	15,600	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>15,600</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	0	1,327	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>1,327</b>	<b>0</b>	<b>0</b>
<b>049 Int'l Cricket Ground-Feasibility Total</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
051 Inclusive Play Area - Planning				
30 - Capital outlays				
900.905 - Facility Improvements	0	15,953	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>15,953</b>	<b>0</b>	<b>0</b>
051 Inclusive Play Area - Planning Total	0	15,953	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
054 Senior Ctr Walkway Replacement				
05 - Employee compensation				
500.501 - Salaries Full Time	0	447	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>447</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	116	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.505 - Health Insurance	0	72	0	0
501.506 - Dental Insurance	0	5	0	0
501.507 - Medicare	0	6	0	0
501.508 - Life Insurance	0	2	0	0
501.509 - Long Term Disability	0	2	0	0
501.511 - Vision Insurance	0	1	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>204</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	47,315	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>47,315</b>	<b>0</b>	<b>0</b>
<b>054 Senior Ctr Walkway Replacement Total</b>	<b>0</b>	<b>47,966</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
055 Outfall Rpr/Slope Stblz-Regnart				
45 - Transfer out				
800.902 - Transfers Out	0	400,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>
055 Outfall Rpr/Slope Stblz-Regnart Total	0	400,000	0	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
056 St Light Install - Annual Infill				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	30,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>
056 St Light Install - Annual Infill Total	0	0	30,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
058 St Light Install-Randy & Larry				
30 - Capital outlays				
900.905 - Facility Improvements	0	7,050	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>7,050</b>	<b>0</b>	<b>0</b>
058 St Light Install-Randy & Larry Total	0	7,050	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
059 Senior Center Repairs				
05 - Employee compensation				
500.501 - Salaries Full Time	0	2,106	0	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>2,106</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	0	504	0	0
501.502 - Pers 1959 Surv Empr	0	1	0	0
501.505 - Health Insurance	0	270	0	0
501.506 - Dental Insurance	0	20	0	0
501.507 - Medicare	0	26	0	0
501.508 - Life Insurance	0	6	0	0
501.509 - Long Term Disability	0	10	0	0
501.511 - Vision Insurance	0	2	0	0
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>840</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	7,500	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b>059 Senior Center Repairs Total</b>	<b>0</b>	<b>10,446</b>	<b>0</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
060 Storm Drain Improv-Byrne & SCB				
45 - Transfer out				
800.902 - Transfers Out	0	1,500,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>
060 Storm Drain Improv-Byrne & SCB Total	0	1,500,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
061 BBF Entrnc Rd Improv-Feasibility				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	75,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>
061 BBF Entrnc Rd Improv-Feasibility Total	0	0	75,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
063 CW Bldg Condition Assess Impl				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	1,000,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>
063 CW Bldg Condition Assess Impl Total	0	0	1,000,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
064 Creek Infall/Outfall Restoration				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	160,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>160,000</b>	<b>0</b>
064 Creek Infall/Outfall Restoration Total	0	0	160,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
065 DeAnza Med Islnd Landscaping Ph2				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	1,546,500	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>1,546,500</b>	<b>0</b>
065 DeAnza Med Islnd Landscaping Ph2 Total	0	0	1,546,500	0



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
066 MRP Community Grdn Improv-Const				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	1,500,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>
066 MRP Community Grdn Improv-Const Total	0	0	1,500,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
067 MRP EEC Aquatic Habitat				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	125,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>125,000</b>	<b>0</b>
067 MRP EEC Aquatic Habitat Total	0	0	125,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
068 Regnart Road Improvements				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	150,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>
068 Regnart Road Improvements Total	0	0	150,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
069 School Walk Audit Implementation				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	250,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>
069 School Walk Audit Implementation Total	0	0	250,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
070 SCB/Bandley Signal & Median Imps				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	150,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>
070 SCB/Bandley Signal & Median Imps Total	0	0	150,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
071 Storm Drain MP Implementation				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	1,500,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>
071 Storm Drain MP Implementation Total	0	0	1,500,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
072 St Light Replacement CW (labor)				
30 - Capital outlays				
900.905 - Facility Improvements	0	0	200,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>
072 St Light Replacement CW (labor) Total	0	0	200,000	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
885 Golf Irrigation Upgrades				
45 - Transfer out				
800.902 - Transfers Out	0	493,000	0	0
<b>45 - Transfer out Total</b>	<b>0</b>	<b>493,000</b>	<b>0</b>	<b>0</b>
885 Golf Irrigation Upgrades Total	0	493,000	0	0
<b>99 CIP Total</b>	<b>1,992,993</b>	<b>8,220,812</b>	<b>10,266,500</b>	<b>177,500</b>
<b>Capital projects Total</b>	<b>3,191,500</b>	<b>10,634,033</b>	<b>10,341,500</b>	<b>177,500</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Community development				
70 Planning & Community Development				
700 Community Development Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	89,027	100,333	102,802	99,323
500.506 - Car Allowance	900	900	901	1,091
<b>05 - Employee compensation Total</b>	<b>89,927</b>	<b>101,233</b>	<b>103,703</b>	<b>100,414</b>
10 - Employee benefits				
501.500 - Retirement System	23,229	25,351	27,636	26,565
501.502 - Pers 1959 Surv Empr	31	34	34	36
501.505 - Health Insurance	6,473	7,903	8,075	7,937
501.506 - Dental Insurance	776	868	839	922
501.507 - Medicare	1,321	1,463	1,504	1,441
501.508 - Life Insurance	421	396	396	436
501.509 - Long Term Disability	460	624	698	747
501.510 - Workers Compensation	2,972	1,716	1,395	693
501.511 - Vision Insurance	98	100	99	108
501.513 - Rec Bucks	0	0	0	242
501.516 - Hra City Contribution	12,656	0	0	0
<b>10 - Employee benefits Total</b>	<b>48,437</b>	<b>38,455</b>	<b>40,676</b>	<b>39,127</b>
15 - Materials				
600.601 - General Office Supplies	395	337	500	400
600.602 - Printing and Duplication	0	0	4,000	0
600.605 - Meeting Expenses	748	623	2,000	500
600.608 - Sml Tools and Equipment	266	0	2,000	0
600.613 - General Supplies	790	1,017	2,000	1,440
600.629 - Conference and Training	9,576	10,736	13,500	12,640
600.632 - Mileage Reimbursement	87	69	200	100
600.635 - Special Departmental Exp	0	99	4,250	4,250
600.642 - Telephone and Data Services	2,360	2,005	2,000	2,300
600.647 - Memberships and Dues	0	0	0	2,325
<b>15 - Materials Total</b>	<b>14,222</b>	<b>14,886</b>	<b>30,450</b>	<b>23,955</b>
20 - Contract services				
700.701 - Training and Instruction	186	487	5,300	0
700.702 - General Service Agreement	919	3,005	700	0
700.703 - Maintenance of Equipment	1,111	235	1,000	0
700.707 - Bank Charges	0	0	100,000	100,000
<b>20 - Contract services Total</b>	<b>2,215</b>	<b>3,727</b>	<b>107,000</b>	<b>100,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	30	41
800.802 - IT Reimbursement	16,416	8,605	38,049	27,687
800.805 - CC CAP Allocation	3,455	2,498	1,346	1,929
800.806 - CM CAP Allocation	913	775	574	724

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.809 - City Clerk CAP Alloc	20,455	18,452	18,486	9,683
800.814 - Finance CAP Alloc	8,944	9,700	11,812	13,681
800.815 - Human resources CAP Alloc	6,548	5,253	3,625	10,020
800.817 - Community Hall/Quinlan CAP	1,307	79,322	392,579	340,078
800.820 - Grounds Maintenance CAP	616	0	0	0
800.821 - Building Maintenance CAP	6,923	21,981	31,552	51,086
<b>25 - Cost allocation Total</b>	<b>65,577</b>	<b>146,586</b>	<b>498,053</b>	<b>454,929</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	0	0	6,873	6,198
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>6,873</b>	<b>6,198</b>
700 Community Development Admin Total	220,378	304,887	786,755	724,623
<b>70 Planning &amp; Community Development Total</b>	<b>220,378</b>	<b>304,887</b>	<b>786,755</b>	<b>724,623</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
71 Planning				
701 Current Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	720,775	811,739	944,384	899,219
500.502 - Salaries Part Time	45,358	40,583	131,800	47,193
500.505 - Overtime	3,422	3,190	3,000	10,000
500.506 - Car Allowance	828	828	829	1,018
500.513 - Sick Leave	144	78	2,654	0
<b>05 - Employee compensation Total</b>	<b>770,528</b>	<b>856,419</b>	<b>1,082,667</b>	<b>957,430</b>
10 - Employee benefits				
501.500 - Retirement System	188,427	209,872	254,910	241,119
501.502 - Pers 1959 Surv Empr	447	446	488	451
501.505 - Health Insurance	65,339	57,076	71,753	62,680
501.506 - Dental Insurance	10,252	11,221	12,375	11,495
501.507 - Medicare	11,109	12,229	15,623	13,723
501.508 - Life Insurance	5,235	5,127	5,854	5,440
501.509 - Long Term Disability	5,667	7,471	9,253	8,815
501.510 - Workers Compensation	14,774	25,452	20,278	9,448
501.511 - Vision Insurance	1,306	1,288	1,464	1,355
501.513 - Rec Bucks	0	0	0	3,021
501.516 - Hra City Contribution	3,591	0	0	0
<b>10 - Employee benefits Total</b>	<b>306,148</b>	<b>330,183</b>	<b>391,998</b>	<b>357,547</b>
15 - Materials				
600.601 - General Office Supplies	3,162	2,868	3,000	3,000
600.602 - Printing and Duplication	0	681	0	950
600.605 - Meeting Expenses	48	355	1,000	350
600.608 - Sml Tools and Equipment	1,194	2,336	12,000	2,000
600.611 - Uniforms/Safety Appar	0	904	250	700
600.613 - General Supplies	2,748	466	2,000	300
600.629 - Conference and Training	12,035	6,867	17,450	16,300
600.632 - Mileage Reimbursement	223	545	130	330
600.635 - Special Departmental Exp	0	284	1,500	1,500
600.642 - Telephone and Data Services	5,254	4,651	5,000	3,000
600.647 - Memberships and Dues	0	0	0	3,000
<b>15 - Materials Total</b>	<b>24,665</b>	<b>19,957</b>	<b>42,330</b>	<b>31,430</b>
20 - Contract services				
700.701 - Training and Instruction	765	7,362	8,000	0
700.702 - General Service Agreement	94,323	14,092	6,750	0
700.703 - Maintenance of Equipment	5,865	1,251	6,000	0
<b>20 - Contract services Total</b>	<b>100,953</b>	<b>22,705</b>	<b>20,750</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	9,180	430	554
800.802 - IT Reimbursement	115,054	121,056	119,342	86,843

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.805 - CC CAP Allocation	33,312	20,497	16,848	21,534
800.806 - CM CAP Allocation	78,918	65,846	70,285	81,705
800.809 - City Clerk CAP Alloc	46,489	46,840	31,715	36,635
800.810 - City Attorney CAP Alloc	204,082	175,355	143,206	182,466
800.814 - Finance CAP Alloc	24,556	28,222	43,670	59,064
800.815 - Human resources CAP Alloc	78,039	79,364	88,927	98,410
800.817 - Community Hall/Quinlan CAP	13,109	1,719	0	0
800.820 - Grounds Maintenance CAP	4,774	0	0	0
800.821 - Building Maintenance CAP	56,136	53,748	49,178	19,066
<b>25 - Cost allocation Total</b>	<b>654,469</b>	<b>601,827</b>	<b>563,601</b>	<b>586,277</b>
31 - Special projects				
750.007 - The Hamptons	41,151	209	0	0
750.009 - Marina Plaza	56,707	4,966	0	0
750.027 - De Anza Hotel	0	6,790	0	0
750.028 - Cupertino Village Hotel	0	74,143	0	0
750.029 - Vallco Town Center	0	192,586	0	0
750.031 - Westport	0	504	0	0
750.047 - Short-Term Rentals Outreach	0	0	0	8,500
900.923 - Apple Campus 2	1,800	3,900	0	0
900.930 - Main Street	1,690	0	0	0
900.995 - Special Projects - CDD/I&T	3,269	(105)	0	0
<b>31 - Special projects Total</b>	<b>104,618</b>	<b>282,993</b>	<b>0</b>	<b>8,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	2,904	1,572
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>2,904</b>	<b>1,572</b>
50 - Other financing uses				
701.701 - On-Call Contracts	92,338	20,144	150,000	90,000
701.702 - Special Contracts	54,384	103,753	600,000	450,000
<b>50 - Other financing uses Total</b>	<b>146,722</b>	<b>123,896</b>	<b>750,000</b>	<b>540,000</b>
701 Current Planning Total	2,108,101	2,237,979	2,854,250	2,482,756

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
702 Mid Long Term Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	242,805	288,522	338,559	308,733
500.505 - Overtime	875	681	1,000	0
500.506 - Car Allowance	720	720	720	873
<b>05 - Employee compensation Total</b>	<b>244,400</b>	<b>289,923</b>	<b>340,279</b>	<b>309,606</b>
10 - Employee benefits				
501.500 - Retirement System	62,681	73,895	91,016	82,573
501.502 - Pers 1959 Surv Empr	125	132	150	132
501.505 - Health Insurance	19,659	17,537	22,153	17,228
501.506 - Dental Insurance	3,112	3,431	3,810	3,363
501.507 - Medicare	3,520	4,151	4,924	4,477
501.508 - Life Insurance	1,635	1,560	1,802	1,590
501.509 - Long Term Disability	1,752	2,448	3,054	2,752
501.510 - Workers Compensation	2,202	7,824	6,228	2,876
501.511 - Vision Insurance	395	394	450	395
501.513 - Rec Bucks	0	0	0	886
501.516 - Hra City Contribution	1,097	0	0	0
<b>10 - Employee benefits Total</b>	<b>96,177</b>	<b>111,372</b>	<b>133,587</b>	<b>116,272</b>
15 - Materials				
600.601 - General Office Supplies	495	0	250	0
600.605 - Meeting Expenses	0	73	0	100
600.608 - Sml Tools and Equipment	494	737	1,000	0
600.613 - General Supplies	263	129	400	200
600.629 - Conference and Training	2,228	2,308	2,000	2,300
600.632 - Mileage Reimbursement	120	166	100	150
600.642 - Telephone and Data Services	758	1,247	1,460	650
600.647 - Memberships and Dues	0	0	0	700
<b>15 - Materials Total</b>	<b>4,359</b>	<b>4,659</b>	<b>5,210</b>	<b>4,100</b>
20 - Contract services				
700.701 - Training and Instruction	180	894	1,000	0
700.702 - General Service Agreement	139,339	1,500	350	0
700.703 - Maintenance of Equipment	1,303	156	1,000	0
<b>20 - Contract services Total</b>	<b>140,821</b>	<b>2,550</b>	<b>2,350</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	132	169
800.802 - IT Reimbursement	53,239	30,596	42,746	31,106
800.805 - CC CAP Allocation	15,253	9,059	4,909	10,115
800.806 - CM CAP Allocation	74,061	62,497	65,355	77,863
800.809 - City Clerk CAP Alloc	487	283	282	349
800.814 - Finance CAP Alloc	16,347	17,937	17,386	24,207
800.815 - Human resources CAP Alloc	16,369	14,301	13,896	21,467
800.820 - Grounds Maintenance CAP	1,541	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.821 - Building Maintenance CAP	17,308	16,594	12,968	5,285
<b>25 - Cost allocation Total</b>	<b>194,605</b>	<b>151,267</b>	<b>157,674</b>	<b>170,561</b>
<b>31 - Special projects</b>				
750.013 - Speaker Series	0	1,621	0	0
750.014 - GPA Authorization Applications	16,698	21,560	100,000	0
750.017 - Vallco Specific Plan	0	1,447,605	0	0
750.032 - General Plan	0	434	0	1,000,000
750.048 - Urban Village	0	0	0	250,000
750.049 - MuniCode Updates	0	0	0	25,000
750.055 - Dark Sky	0	0	0	5,000
900.924 - GPA Project	69	17,655	0	0
900.926 - Housing Element	0	8,080	0	0
900.939 - Vallco	34,604	0	0	0
900.940 - Oaks	1,164	0	0	0
900.995 - Special Projects - CDD/I&T	10,454	0	0	0
<b>31 - Special projects Total</b>	<b>62,988</b>	<b>1,496,955</b>	<b>100,000</b>	<b>1,280,000</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	0	0	378	205
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>378</b>	<b>205</b>
<b>702 Mid Long Term Planning Total</b>	<b>743,350</b>	<b>2,056,726</b>	<b>739,478</b>	<b>1,880,744</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
704 Annexations				
25 - Cost allocation				
800.805 - CC CAP Allocation	546	0	2	0
800.806 - CM CAP Allocation	164	0	1	0
800.814 - Finance CAP Alloc	127	141	900	0
<b>25 - Cost allocation Total</b>	<b>837</b>	<b>141</b>	<b>903</b>	<b>0</b>
704 Annexations Total	837	141	903	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
705 Economic Development				
05 - Employee compensation				
500.502 - Salaries Part Time	87,212	95,026	78,890	0
500.505 - Overtime	359	0	500	0
<b>05 - Employee compensation Total</b>	<b>87,571</b>	<b>95,026</b>	<b>79,390</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	23,151	24,909	21,208	0
501.502 - Pers 1959 Surv Empr	58	60	60	0
501.505 - Health Insurance	60	0	0	0
501.506 - Dental Insurance	7	0	0	0
501.507 - Medicare	1,265	1,379	1,144	0
501.508 - Life Insurance	4	0	0	0
501.510 - Workers Compensation	2,135	3,132	2,491	0
501.511 - Vision Insurance	1	0	0	0
<b>10 - Employee benefits Total</b>	<b>26,680</b>	<b>29,480</b>	<b>24,903</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	151	45	250	0
600.602 - Printing and Duplication	3,093	1,967	16,500	0
600.605 - Meeting Expenses	527	721	2,500	0
600.608 - Sml Tools and Equipment	3,781	3,997	8,720	0
600.613 - General Supplies	17,840	1,660	400	0
600.629 - Conference and Training	2,334	3,450	3,600	0
600.632 - Mileage Reimbursement	67	100	200	0
600.635 - Special Departmental Exp	5,188	4,637	8,400	0
<b>15 - Materials Total</b>	<b>32,981</b>	<b>16,576</b>	<b>40,570</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	0	25,390	6,000	0
700.702 - General Service Agreement	(441)	19,208	42,000	0
700.703 - Maintenance of Equipment	844	296	1,000	0
<b>20 - Contract services Total</b>	<b>403</b>	<b>44,893</b>	<b>49,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	53	0
800.802 - IT Reimbursement	0	9,562	17,210	0
800.805 - CC CAP Allocation	965	2,623	1,290	0
800.806 - CM CAP Allocation	290	805	534	0
800.814 - Finance CAP Alloc	1,090	2,653	6,535	0
800.815 - Human resources CAP Alloc	0	5,845	4,166	0
800.821 - Building Maintenance CAP	0	6,782	3,888	0
<b>25 - Cost allocation Total</b>	<b>2,345</b>	<b>28,270</b>	<b>33,676</b>	<b>0</b>
31 - Special projects				
750.001 - Strategic Plan Implementation	0	75,083	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>75,083</b>	<b>0</b>	<b>0</b>
35 - Contingencies				



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
719.705 - Contingencies	0	0	4,093	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>4,093</b>	<b>0</b>
705 Economic Development Total	149,980	289,328	231,632	0
<b>71 Planning Total</b>	<b>3,002,268</b>	<b>4,584,174</b>	<b>3,826,263</b>	<b>4,363,500</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
72 Housing Services				
707 CDBG General Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	42,151	37,917	43,007	45,758
<b>05 - Employee compensation Total</b>	<b>42,151</b>	<b>37,917</b>	<b>43,007</b>	<b>45,758</b>
10 - Employee benefits				
501.500 - Retirement System	10,606	10,064	11,562	12,239
501.502 - Pers 1959 Surv Empr	27	26	24	24
501.505 - Health Insurance	7,759	8,461	8,247	8,532
501.506 - Dental Insurance	674	657	600	605
501.507 - Medicare	554	531	624	663
501.508 - Life Insurance	348	307	284	287
501.509 - Long Term Disability	374	433	456	484
501.510 - Workers Compensation	914	1,656	996	455
501.511 - Vision Insurance	81	77	71	71
501.513 - Rec Bucks	0	0	0	159
501.516 - Hra City Contribution	120	0	0	0
<b>10 - Employee benefits Total</b>	<b>21,457</b>	<b>22,211</b>	<b>22,864</b>	<b>23,519</b>
20 - Contract services				
700.703 - Maintenance of Equipment	283	0	0	0
<b>20 - Contract services Total</b>	<b>283</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>707 CDBG General Admin Total</b>	<b>63,890</b>	<b>60,128</b>	<b>65,871</b>	<b>69,277</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
709 CDBG Capital/Housing Projects				
15 - Materials				
600.623 - Grant Expenditures	284,484	224,461	210,892	240,202
<b>15 - Materials Total</b>	<b>284,484</b>	<b>224,461</b>	<b>210,892</b>	<b>240,202</b>
709 CDBG Capital/Housing Projects Total	284,484	224,461	210,892	240,202

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
710 CDBG Public Service Grants				
15 - Materials				
600.623 - Grant Expenditures	47,187	47,983	47,983	50,000
<b>15 - Materials Total</b>	<b>47,187</b>	<b>47,983</b>	<b>47,983</b>	<b>50,000</b>
710 CDBG Public Service Grants Total	47,187	47,983	47,983	50,000

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
711 BMR Affordable Housing Fund				
05 - Employee compensation				
500.501 - Salaries Full Time	21,473	32,733	44,317	47,152
500.505 - Overtime	0	0	500	0
<b>05 - Employee compensation Total</b>	<b>21,473</b>	<b>32,733</b>	<b>44,817</b>	<b>47,152</b>
10 - Employee benefits				
501.500 - Retirement System	5,403	8,599	11,914	12,611
501.502 - Pers 1959 Surv Empr	13	22	25	25
501.505 - Health Insurance	3,909	7,463	8,498	8,792
501.506 - Dental Insurance	343	589	618	624
501.507 - Medicare	282	454	643	684
501.508 - Life Insurance	177	267	293	295
501.509 - Long Term Disability	190	381	470	499
501.510 - Workers Compensation	529	840	996	469
501.511 - Vision Insurance	41	67	73	74
501.513 - Rec Bucks	0	0	0	164
501.516 - Hra City Contribution	61	0	0	0
<b>10 - Employee benefits Total</b>	<b>10,950</b>	<b>18,681</b>	<b>23,530</b>	<b>24,237</b>
15 - Materials				
600.601 - General Office Supplies	612	83	250	0
600.605 - Meeting Expenses	0	0	0	500
600.608 - Sml Tools and Equipment	0	0	2,000	500
600.613 - General Supplies	3,532	102	1,250	0
600.623 - Grant Expenditures	0	44,528	50,000	50,000
600.629 - Conference and Training	2,184	450	3,500	3,000
600.632 - Mileage Reimbursement	0	152	100	0
600.635 - Special Departmental Exp	123,301	137,018	355,000	175,000
600.642 - Telephone and Data Services	1,178	1,060	1,080	1,200
600.647 - Memberships and Dues	0	0	0	1,950
<b>15 - Materials Total</b>	<b>130,808</b>	<b>183,393</b>	<b>413,180</b>	<b>232,150</b>
20 - Contract services				
700.701 - Training and Instruction	12	1,345	2,500	0
700.702 - General Service Agreement	439,065	176,203	334,400	201,170
700.703 - Maintenance of Equipment	0	78	0	0
<b>20 - Contract services Total</b>	<b>439,077</b>	<b>177,626</b>	<b>336,900</b>	<b>201,170</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	28
800.802 - IT Reimbursement	0	2,582	0	0
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>2,582</b>	<b>0</b>	<b>28</b>
31 - Special projects				
750.012 - Charities Housing	0	3,672,000	0	0
750.016 - Greenwood Ct Renovation	0	122,265	0	0
750.050 - Housing Strategies	0	0	0	20,000

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
750.051 - Homelessness	0	0	0	10,000
750.052 - Habitat for Humanity	0	0	0	150,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>3,794,265</b>	<b>0</b>	<b>180,000</b>
711 BMR Affordable Housing Fund Total	602,308	4,209,280	818,427	684,737

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
712 Gen Fund Human Services Grants				
15 - Materials				
600.623 - Grant Expenditures	0	40,000	100,000	100,000
<b>15 - Materials Total</b>	<b>0</b>	<b>40,000</b>	<b>100,000</b>	<b>100,000</b>
20 - Contract services				
700.702 - General Service Agreement	39,999	0	0	0
<b>20 - Contract services Total</b>	<b>39,999</b>	<b>0</b>	<b>0</b>	<b>0</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	159	152	104	121
800.806 - CM CAP Allocation	48	55	51	52
800.809 - City Clerk CAP Alloc	487	283	282	349
800.814 - Finance CAP Alloc	1,216	1,346	2,573	2,318
<b>25 - Cost allocation Total</b>	<b>1,910</b>	<b>1,836</b>	<b>3,010</b>	<b>2,840</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	5,000
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
712 Gen Fund Human Services Grants Total	41,909	41,836	103,010	107,840
<b>72 Housing Services Total</b>	<b>1,039,777</b>	<b>4,583,688</b>	<b>1,246,183</b>	<b>1,152,056</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
73 Building				
713 General Building				
05 - Employee compensation				
500.501 - Salaries Full Time	290,754	307,015	325,112	326,842
500.502 - Salaries Part Time	38,018	24,471	66,434	32,507
500.505 - Overtime	59	8	100	0
500.506 - Car Allowance	360	360	360	436
500.513 - Sick Leave	522	993	2,214	0
<b>05 - Employee compensation Total</b>	<b>329,712</b>	<b>332,847</b>	<b>394,220</b>	<b>359,785</b>
10 - Employee benefits				
501.500 - Retirement System	75,968	78,260	88,273	87,481
501.502 - Pers 1959 Surv Empr	160	161	174	175
501.505 - Health Insurance	31,390	35,458	44,809	45,260
501.506 - Dental Insurance	3,972	4,070	4,418	4,484
501.507 - Medicare	4,247	4,605	5,687	5,210
501.508 - Life Insurance	1,870	1,717	2,062	1,844
501.509 - Long Term Disability	2,113	2,590	2,983	2,992
501.510 - Workers Compensation	10,780	9,072	7,224	3,373
501.511 - Vision Insurance	504	467	522	529
501.513 - Rec Bucks	0	0	0	1,180
501.516 - Hra City Contribution	1,361	0	0	0
<b>10 - Employee benefits Total</b>	<b>132,365</b>	<b>136,400</b>	<b>156,152</b>	<b>152,528</b>
15 - Materials				
600.601 - General Office Supplies	2,819	1,983	1,000	3,500
600.605 - Meeting Expenses	0	1,258	500	1,300
600.606 - Software	0	1,068	0	0
600.608 - Sml Tools and Equipment	1,683	3,922	8,000	1,000
600.611 - Uniforms/Safety Appar	0	88	1,000	0
600.613 - General Supplies	750	943	500	1,000
600.629 - Conference and Training	8,185	2,904	5,700	7,390
600.632 - Mileage Reimbursement	87	0	200	200
600.635 - Special Departmental Exp	1,043	1,551	1,500	1,500
600.642 - Telephone and Data Services	6,174	5,134	5,500	2,800
600.647 - Memberships and Dues	0	0	0	550
<b>15 - Materials Total</b>	<b>20,740</b>	<b>18,852</b>	<b>23,900</b>	<b>19,240</b>
20 - Contract services				
700.701 - Training and Instruction	1,769	2,235	2,500	0
700.702 - General Service Agreement	421	594	350	0
700.703 - Maintenance of Equipment	5,010	821	5,000	0
<b>20 - Contract services Total</b>	<b>7,200</b>	<b>3,650</b>	<b>7,850</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	23,250	1,618	2,071
800.802 - IT Reimbursement	39,875	58,326	113,612	82,674



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.805 - CC CAP Allocation	9,136	8,983	6,765	8,073
800.806 - CM CAP Allocation	19,832	17,611	18,596	21,369
800.809 - City Clerk CAP Alloc	487	283	282	349
800.810 - City Attorney CAP Alloc	43,732	37,576	30,687	39,100
800.814 - Finance CAP Alloc	12,846	15,882	24,860	32,629
800.815 - Human resources CAP Alloc	45,450	49,137	52,891	64,975
800.820 - Grounds Maintenance CAP	1,780	0	0	0
800.821 - Building Maintenance CAP	20,000	25,064	21,184	7,506
<b>25 - Cost allocation Total</b>	<b>193,138</b>	<b>236,112</b>	<b>270,495</b>	<b>258,746</b>
31 - Special projects				
900.936 - 3-YR Scanning Project	27,020	13,053	0	0
<b>31 - Special projects Total</b>	<b>27,020</b>	<b>13,053</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,588	962
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,588</b>	<b>962</b>
713 General Building Total	710,175	740,914	854,205	791,261

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
714 Construction Plan Check				
05 - Employee compensation				
500.501 - Salaries Full Time	538,858	596,300	641,102	658,969
500.505 - Overtime	48	32	100	0
<b>05 - Employee compensation Total</b>	<b>538,905</b>	<b>596,332</b>	<b>641,202</b>	<b>658,969</b>
10 - Employee benefits				
501.500 - Retirement System	140,513	153,558	172,356	176,249
501.502 - Pers 1959 Surv Empr	299	331	356	356
501.505 - Health Insurance	47,777	71,684	83,707	86,135
501.506 - Dental Insurance	7,346	8,554	8,983	9,065
501.507 - Medicare	7,806	8,494	9,300	9,555
501.508 - Life Insurance	3,803	3,797	4,136	3,947
501.509 - Long Term Disability	4,260	5,804	6,549	6,602
501.510 - Workers Compensation	3,530	18,468	14,698	6,814
501.511 - Vision Insurance	938	981	1,062	1,068
501.513 - Rec Bucks	0	0	0	2,383
501.516 - Hra City Contribution	2,656	0	0	0
<b>10 - Employee benefits Total</b>	<b>218,927</b>	<b>271,670</b>	<b>301,147</b>	<b>302,174</b>
15 - Materials				
600.601 - General Office Supplies	3,936	1,202	1,500	0
600.602 - Printing and Duplication	0	0	0	550
600.608 - Sml Tools and Equipment	2,094	3,335	6,000	2,800
600.613 - General Supplies	265	207	1,000	1,200
600.632 - Mileage Reimbursement	0	0	200	300
600.642 - Telephone and Data Services	1,039	1,693	1,900	1,100
600.647 - Memberships and Dues	0	0	0	915
<b>15 - Materials Total</b>	<b>7,333</b>	<b>6,437</b>	<b>10,600</b>	<b>6,865</b>
20 - Contract services				
700.701 - Training and Instruction	7,584	6,369	6,500	0
700.702 - General Service Agreement	88,799	159	1,400	0
700.703 - Maintenance of Equipment	1,295	274	1,500	0
<b>20 - Contract services Total</b>	<b>97,678</b>	<b>6,802</b>	<b>9,400</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	312	399
800.802 - IT Reimbursement	82,516	64,544	113,661	82,710
800.805 - CC CAP Allocation	27,046	16,874	12,973	15,546
800.806 - CM CAP Allocation	24,866	20,245	21,354	24,111
800.809 - City Clerk CAP Alloc	487	283	282	349
800.814 - Finance CAP Alloc	16,751	18,913	27,435	37,884
800.815 - Human resources CAP Alloc	37,103	30,646	34,771	79,195
800.820 - Grounds Maintenance CAP	3,492	0	0	0
800.821 - Building Maintenance CAP	39,231	35,560	32,449	13,491
<b>25 - Cost allocation Total</b>	<b>231,492</b>	<b>187,065</b>	<b>243,237</b>	<b>253,685</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
31 - Special projects				
750.046 - Green Bldg Code Standards	0	0	0	35,000
900.923 - Apple Campus 2	1,042,907	459,558	0	0
<b>31 - Special projects Total</b>	<b>1,042,907</b>	<b>459,558</b>	<b>0</b>	<b>35,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,000	343
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>343</b>
50 - Other financing uses				
701.701 - On-Call Contracts	0	162,737	135,000	200,000
<b>50 - Other financing uses Total</b>	<b>0</b>	<b>162,737</b>	<b>135,000</b>	<b>200,000</b>
714 Construction Plan Check Total	2,137,242	1,690,602	1,341,586	1,457,036

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
715 Building Inspection				
05 - Employee compensation				
500.501 - Salaries Full Time	562,547	564,119	524,550	577,979
500.502 - Salaries Part Time	11,969	15,185	57,637	0
500.505 - Overtime	1,292	3,436	5,000	5,000
<b>05 - Employee compensation Total</b>	<b>575,808</b>	<b>582,740</b>	<b>587,187</b>	<b>582,979</b>
10 - Employee benefits				
501.500 - Retirement System	149,155	144,555	141,017	154,587
501.502 - Pers 1959 Surv Empr	321	307	280	310
501.505 - Health Insurance	55,230	56,162	54,279	77,852
501.506 - Dental Insurance	7,889	7,866	7,072	7,913
501.507 - Medicare	7,938	8,157	8,447	8,382
501.508 - Life Insurance	4,094	3,531	3,376	3,634
501.509 - Long Term Disability	4,522	5,425	5,431	6,008
501.510 - Workers Compensation	15,097	15,648	12,855	5,948
501.511 - Vision Insurance	1,015	904	835	930
501.513 - Rec Bucks	0	0	0	2,082
501.516 - Hra City Contribution	3,028	0	0	0
<b>10 - Employee benefits Total</b>	<b>248,290</b>	<b>242,557</b>	<b>233,592</b>	<b>267,646</b>
15 - Materials				
600.601 - General Office Supplies	647	479	1,500	0
600.602 - Printing and Duplication	0	0	2,000	1,450
600.606 - Software	0	0	0	3,600
600.608 - Sml Tools and Equipment	874	1,211	6,000	1,000
600.611 - Uniforms/Safety Appar	0	2,786	2,000	3,000
600.613 - General Supplies	0	1,014	1,000	1,000
600.629 - Conference and Training	89	0	2,500	10,300
600.632 - Mileage Reimbursement	0	0	200	200
600.642 - Telephone and Data Services	7,813	10,286	9,500	7,200
600.647 - Memberships and Dues	0	0	0	500
<b>15 - Materials Total</b>	<b>9,423</b>	<b>15,776</b>	<b>24,700</b>	<b>28,250</b>
20 - Contract services				
700.701 - Training and Instruction	3,574	3,434	4,000	0
700.702 - General Service Agreement	7,358	308	1,400	0
700.703 - Maintenance of Equipment	3,852	821	4,000	0
700.707 - Bank Charges	66,143	48,163	0	0
<b>20 - Contract services Total</b>	<b>80,926</b>	<b>52,726</b>	<b>9,400</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	38,140	7,598	9,720
800.802 - IT Reimbursement	117,224	101,837	129,356	94,132
800.805 - CC CAP Allocation	21,919	30,841	22,455	20,514
800.806 - CM CAP Allocation	5,809	10,239	10,097	7,839
800.809 - City Clerk CAP Alloc	487	283	282	349

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	29,563	34,135	32,895	45,341
800.815 - Human resources CAP Alloc	40,740	37,678	38,575	79,653
800.820 - Grounds Maintenance CAP	3,835	0	0	0
800.821 - Building Maintenance CAP	43,078	43,719	35,998	12,260
<b>25 - Cost allocation Total</b>	<b>262,655</b>	<b>296,872</b>	<b>277,256</b>	<b>269,808</b>
31 - Special projects				
900.923 - Apple Campus 2	4,435,753	2,537,214	0	0
<b>31 - Special projects Total</b>	<b>4,435,753</b>	<b>2,537,214</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,705	1,413
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,705</b>	<b>1,413</b>
50 - Other financing uses				
701.701 - On-Call Contracts	0	21,117	25,000	25,000
<b>50 - Other financing uses Total</b>	<b>0</b>	<b>21,117</b>	<b>25,000</b>	<b>25,000</b>
715 Building Inspection Total	5,612,855	3,749,002	1,158,840	1,175,096

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
718 Muni-Bldg Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	115,541	125,919	127,557	28,636
500.505 - Overtime	72	183	500	0
<b>05 - Employee compensation Total</b>	<b>115,613</b>	<b>126,102</b>	<b>128,057</b>	<b>28,636</b>
10 - Employee benefits				
501.500 - Retirement System	29,897	32,485	34,292	7,660
501.502 - Pers 1959 Surv Empr	71	74	78	15
501.505 - Health Insurance	11,259	11,541	11,835	3,636
501.506 - Dental Insurance	1,763	1,923	1,865	385
501.507 - Medicare	1,683	1,810	1,852	416
501.508 - Life Insurance	966	885	882	180
501.509 - Long Term Disability	965	1,268	1,360	302
501.510 - Workers Compensation	492	3,756	3,139	289
501.511 - Vision Insurance	225	221	221	45
501.513 - Rec Bucks	0	0	0	100
501.516 - Hra City Contribution	660	0	0	0
<b>10 - Employee benefits Total</b>	<b>47,981</b>	<b>53,964</b>	<b>55,524</b>	<b>13,028</b>
15 - Materials				
600.601 - General Office Supplies	38	22	250	0
600.608 - Sml Tools and Equipment	0	0	1,000	0
600.611 - Uniforms/Safety Appar	0	0	500	0
600.613 - General Supplies	85	85	500	0
600.629 - Conference and Training	1,059	1,572	2,500	0
600.632 - Mileage Reimbursement	0	0	60	0
600.642 - Telephone and Data Services	1,190	1,100	1,140	0
<b>15 - Materials Total</b>	<b>2,372</b>	<b>2,779</b>	<b>5,950</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	787	290	5,000	0
700.702 - General Service Agreement	11,349	765	1,500	0
700.703 - Maintenance of Equipment	1,295	274	1,300	0
<b>20 - Contract services Total</b>	<b>13,431</b>	<b>1,329</b>	<b>7,800</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	44,480	1,532	1,892
800.802 - IT Reimbursement	24,536	23,904	31,156	22,672
800.805 - CC CAP Allocation	8,319	4,420	2,514	3,212
800.806 - CM CAP Allocation	2,126	1,322	1,033	1,147
800.809 - City Clerk CAP Alloc	487	283	282	349
800.814 - Finance CAP Alloc	10,191	10,248	11,458	13,651
800.815 - Human resources CAP Alloc	19,643	11,269	8,395	10,201
800.820 - Grounds Maintenance CAP	1,849	0	0	0
800.821 - Building Maintenance CAP	20,770	13,075	7,835	2,993
<b>25 - Cost allocation Total</b>	<b>87,921</b>	<b>109,001</b>	<b>64,205</b>	<b>56,117</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
35 - Contingencies				
719.705 - Contingencies	0	0	688	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>688</b>	<b>0</b>
718 Muni-Bldg Code Enforcement Total	267,318	293,174	262,224	97,781
<b>73 Building Total</b>	<b>8,727,590</b>	<b>6,473,692</b>	<b>3,616,855</b>	<b>3,521,174</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
74 Code Enforcement				
202 Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	308,505
500.502 - Salaries Part Time	0	0	0	44,128
500.505 - Overtime	0	0	0	5,000
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>357,633</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	83,086
501.502 - Pers 1959 Surv Empr	0	0	0	183
501.505 - Health Insurance	0	0	0	41,251
501.506 - Dental Insurance	0	0	0	4,611
501.507 - Medicare	0	0	0	5,113
501.508 - Life Insurance	0	0	0	2,181
501.509 - Long Term Disability	0	0	0	3,279
501.510 - Workers Compensation	0	0	0	3,465
501.511 - Vision Insurance	0	0	0	543
501.513 - Rec Bucks	0	0	0	1,212
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>144,924</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	1,500
600.602 - Printing and Duplication	0	0	0	400
600.608 - Sml Tools and Equipment	0	0	0	750
600.611 - Uniforms/Safety Appar	0	0	0	2,000
600.613 - General Supplies	0	0	0	150
600.629 - Conference and Training	0	0	0	4,700
600.632 - Mileage Reimbursement	0	0	0	200
600.642 - Telephone and Data Services	0	0	0	7,500
600.647 - Memberships and Dues	0	0	0	400
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,600</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	0	262,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>262,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	0	5,623
800.802 - IT Reimbursement	0	0	0	18,534
800.805 - CC CAP Allocation	0	0	0	6,483
800.806 - CM CAP Allocation	0	0	0	2,341
800.809 - City Clerk CAP Alloc	0	0	0	2,790
800.810 - City Attorney CAP Alloc	0	0	0	26,067
800.814 - Finance CAP Alloc	0	0	0	21,488
800.815 - Human resources CAP Alloc	0	0	0	16,473
800.821 - Building Maintenance CAP	0	0	0	5,696



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105,495</b>
202 Code Enforcement Total	0	0	0	887,652
<b>74 Code Enforcement Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>887,652</b>
<b>Community development Total</b>	<b>12,990,013</b>	<b>15,946,441</b>	<b>9,476,056</b>	<b>10,649,005</b>
Council and commissions				
10 City Council				
100 City Council				
05 - Employee compensation				
500.501 - Salaries Full Time	25,415	79,223	88,405	129,584
500.502 - Salaries Part Time	44,764	44,584	44,585	0
500.505 - Overtime	161	9	0	0
500.509 - Internet Allowance	2,745	2,700	2,700	2,725
<b>05 - Employee compensation Total</b>	<b>73,084</b>	<b>126,516</b>	<b>135,690</b>	<b>132,309</b>
10 - Employee benefits				
501.500 - Retirement System	18,235	31,725	35,757	34,660
501.502 - Pers 1959 Surv Empr	324	343	364	356
501.505 - Health Insurance	57,987	50,131	70,597	39,782
501.506 - Dental Insurance	7,629	8,968	9,209	8,991
501.507 - Medicare	1,060	1,798	1,974	1,881
501.508 - Life Insurance	483	778	833	839
501.509 - Long Term Disability	195	904	1,179	1,116
501.510 - Workers Compensation	610	16,940	15,844	6,757
501.511 - Vision Insurance	958	1,028	1,089	1,059
501.513 - Rec Bucks	0	0	0	2,363
501.516 - Hra City Contribution	237	0	0	0
<b>10 - Employee benefits Total</b>	<b>87,719</b>	<b>112,616</b>	<b>136,846</b>	<b>97,804</b>
15 - Materials				
600.601 - General Office Supplies	1,054	48	2,400	2,400
600.602 - Printing and Duplication	1,224	555	1,000	1,200
600.605 - Meeting Expenses	0	0	0	19,300
600.607 - Council Fee Waiver	0	1,000	2,500	2,500
600.608 - Sml Tools and Equipment	7,048	769	2,000	13,100
600.613 - General Supplies	56,427	55,772	48,000	5,850
600.624 - Councilmember R Sinks	356	0	0	0
600.625 - Councilmember Darcy Paul	168	41	0	0
600.627 - Councilmember G. Wong	745	0	0	0
600.628 - Councilmember Savita Vaihsynatha	4,515	92	0	0
600.629 - Conference and Training	10,640	14,257	15,000	28,760
600.630 - Councilmember B. Chang	312	0	0	0
600.632 - Mileage Reimbursement	4	321	0	500
600.635 - Special Departmental Exp	2,903	7,802	3,000	0
600.637 - Mayor's Fund	10,543	11,067	10,000	15,000
600.642 - Telephone and Data Services	2,915	2,341	2,600	6,000

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
600.647 - Memberships and Dues	0	0	0	45,700
<b>15 - Materials Total</b>	<b>98,854</b>	<b>94,066</b>	<b>86,500</b>	<b>140,310</b>
20 - Contract services				
700.702 - General Service Agreement	6,117	100	0	6,250
700.703 - Maintenance of Equipment	373	127	387	0
<b>20 - Contract services Total</b>	<b>6,490</b>	<b>227</b>	<b>387</b>	<b>6,250</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	326	396
800.802 - IT Reimbursement	6,309	94,665	53,819	39,164
800.805 - CC CAP Allocation	1,217	0	0	0
800.806 - CM CAP Allocation	156,069	0	0	0
800.809 - City Clerk CAP Alloc	12,464	0	0	0
800.810 - City Attorney CAP Alloc	272,105	0	0	0
800.814 - Finance CAP Alloc	9,237	0	0	0
800.815 - Human resources CAP Alloc	2,614	0	0	0
800.817 - Community Hall/Quinlan CAP	25,087	0	0	0
800.820 - Grounds Maintenance CAP	2,059	0	0	0
800.821 - Building Maintenance CAP	33,757	0	0	0
<b>25 - Cost allocation Total</b>	<b>520,918</b>	<b>94,665</b>	<b>54,145</b>	<b>39,560</b>
35 - Contingencies				
719.705 - Contingencies	0	0	4,344	7,078
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>4,344</b>	<b>7,078</b>
<b>100 City Council Total</b>	<b>787,065</b>	<b>428,090</b>	<b>417,912</b>	<b>423,311</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
101 Community Funding				
20 - Contract services				
700.702 - General Service Agreement	40,750	52,400	52,400	89,800
<b>20 - Contract services Total</b>	<b>40,750</b>	<b>52,400</b>	<b>52,400</b>	<b>89,800</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	278	267	102	152
800.806 - CM CAP Allocation	83	97	50	65
800.814 - Finance CAP Alloc	42	47	879	570
<b>25 - Cost allocation Total</b>	<b>403</b>	<b>411</b>	<b>1,031</b>	<b>787</b>
<b>101 Community Funding Total</b>	<b>41,153</b>	<b>52,811</b>	<b>53,431</b>	<b>90,587</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
110 Sister Cities				
05 - Employee compensation				
500.501 - Salaries Full Time	3,540	8,727	13,702	32,741
<b>05 - Employee compensation Total</b>	<b>3,540</b>	<b>8,727</b>	<b>13,702</b>	<b>32,741</b>
10 - Employee benefits				
501.500 - Retirement System	934	2,208	3,680	8,757
501.502 - Pers 1959 Surv Empr	3	4	6	24
501.505 - Health Insurance	433	678	947	3,920
501.506 - Dental Insurance	71	118	152	615
501.507 - Medicare	50	122	199	474
501.508 - Life Insurance	31	50	72	204
501.509 - Long Term Disability	31	84	133	333
501.510 - Workers Compensation	0	312	249	462
501.511 - Vision Insurance	9	13	18	72
501.513 - Rec Bucks	0	0	0	161
501.516 - Hra City Contribution	26	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,588</b>	<b>3,591</b>	<b>5,456</b>	<b>15,022</b>
15 - Materials				
600.613 - General Supplies	961	397	4,100	5,605
600.632 - Mileage Reimbursement	1	0	0	0
<b>15 - Materials Total</b>	<b>962</b>	<b>397</b>	<b>4,100</b>	<b>5,605</b>
20 - Contract services				
700.702 - General Service Agreement	9,320	11,573	25,000	20,000
<b>20 - Contract services Total</b>	<b>9,320</b>	<b>11,573</b>	<b>25,000</b>	<b>20,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5	27
800.802 - IT Reimbursement	701	1,912	1,625	1,183
800.805 - CC CAP Allocation	98	62	44	226
800.806 - CM CAP Allocation	29	23	22	84
800.814 - Finance CAP Alloc	849	939	7,398	9,220
800.815 - Human resources CAP Alloc	0	0	0	489
800.817 - Community Hall/Quinlan CAP	393	0	0	0
800.820 - Grounds Maintenance CAP	15	0	0	0
800.821 - Building Maintenance CAP	257	0	0	169
<b>25 - Cost allocation Total</b>	<b>2,342</b>	<b>2,936</b>	<b>9,094</b>	<b>11,398</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	4,857	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>4,857</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	1,280
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,280</b>
110 Sister Cities Total	17,753	32,080	57,352	86,046
<b>10 City Council Total</b>	<b>845,971</b>	<b>512,981</b>	<b>528,695</b>	<b>599,944</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
11 Commissions				
131 Telecommunication Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	3,230	0	0	3,972
<b>05 - Employee compensation Total</b>	<b>3,230</b>	<b>0</b>	<b>0</b>	<b>3,972</b>
10 - Employee benefits				
501.500 - Retirement System	944	0	0	1,062
501.502 - Pers 1959 Surv Empr	2	0	0	3
501.505 - Health Insurance	282	0	0	490
501.506 - Dental Insurance	26	0	0	77
501.507 - Medicare	50	0	0	58
501.508 - Life Insurance	21	0	0	29
501.509 - Long Term Disability	18	0	0	43
501.510 - Workers Compensation	118	0	0	58
501.511 - Vision Insurance	5	0	0	9
501.513 - Rec Bucks	0	0	0	20
501.516 - Hra City Contribution	53	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,518</b>	<b>0</b>	<b>0</b>	<b>1,849</b>
15 - Materials				
600.601 - General Office Supplies	88	13	450	0
600.605 - Meeting Expenses	0	0	300	0
<b>15 - Materials Total</b>	<b>88</b>	<b>13</b>	<b>750</b>	<b>0</b>
20 - Contract services				
700.702 - General Service Agreement	10,000	0	0	0
<b>20 - Contract services Total</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
25 - Cost allocation				
800.802 - IT Reimbursement	1,402	0	0	0
800.805 - CC CAP Allocation	358	260	104	24
800.806 - CM CAP Allocation	94	79	46	10
800.814 - Finance CAP Alloc	4,905	5,431	5,325	1,173
800.815 - Human resources CAP Alloc	728	613	195	0
800.817 - Community Hall/Quinlan CAP	1,214	1,065	0	0
800.820 - Grounds Maintenance CAP	68	0	0	0
800.821 - Building Maintenance CAP	769	711	182	0
<b>25 - Cost allocation Total</b>	<b>9,538</b>	<b>8,159</b>	<b>5,852</b>	<b>1,207</b>
35 - Contingencies				
719.705 - Contingencies	0	0	38	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>
<b>131 Telecommunication Commission Total</b>	<b>24,374</b>	<b>8,172</b>	<b>6,640</b>	<b>7,028</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
140 Library Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	7,152	7,756	8,024	6,597
500.506 - Car Allowance	120	120	121	109
<b>05 - Employee compensation Total</b>	<b>7,272</b>	<b>7,876</b>	<b>8,145</b>	<b>6,706</b>
10 - Employee benefits				
501.500 - Retirement System	1,881	1,931	2,156	1,764
501.502 - Pers 1959 Surv Empr	3	3	4	2
501.505 - Health Insurance	833	993	1,047	650
501.506 - Dental Insurance	71	78	77	46
501.507 - Medicare	102	111	119	96
501.508 - Life Insurance	38	36	36	22
501.509 - Long Term Disability	47	61	68	40
501.510 - Workers Compensation	79	156	149	35
501.511 - Vision Insurance	9	9	9	5
501.513 - Rec Bucks	0	0	0	12
501.516 - Hra City Contribution	25	0	0	0
<b>10 - Employee benefits Total</b>	<b>3,087</b>	<b>3,377</b>	<b>3,665</b>	<b>2,672</b>
15 - Materials				
600.601 - General Office Supplies	88	200	200	0
600.613 - General Supplies	127	1,060	300	370
600.629 - Conference and Training	0	0	200	0
<b>15 - Materials Total</b>	<b>215</b>	<b>1,260</b>	<b>700</b>	<b>370</b>
20 - Contract services				
700.702 - General Service Agreement	211	525	4,700	2,000
<b>20 - Contract services Total</b>	<b>211</b>	<b>525</b>	<b>4,700</b>	<b>2,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	3	3
800.802 - IT Reimbursement	0	956	759	553
800.805 - CC CAP Allocation	174	51	122	154
800.806 - CM CAP Allocation	45	16	52	57
800.814 - Finance CAP Alloc	5,009	5,497	8,315	10,242
800.815 - Human resources CAP Alloc	364	119	320	349
800.817 - Community Hall/Quinlan CAP	2,458	476	0	0
800.820 - Grounds Maintenance CAP	107	0	0	0
800.821 - Building Maintenance CAP	1,637	138	299	121
<b>25 - Cost allocation Total</b>	<b>9,794</b>	<b>7,253</b>	<b>9,870</b>	<b>11,479</b>
35 - Contingencies				
719.705 - Contingencies	0	0	270	119
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>270</b>	<b>119</b>
<b>140 Library Commission Total</b>	<b>20,579</b>	<b>20,291</b>	<b>27,350</b>	<b>23,346</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
142 Fine Arts Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	15,284	16,245	16,756	17,247
500.505 - Overtime	78	223	150	0
<b>05 - Employee compensation Total</b>	<b>15,362</b>	<b>16,469</b>	<b>16,906</b>	<b>17,247</b>
10 - Employee benefits				
501.500 - Retirement System	3,968	4,202	4,506	4,613
501.502 - Pers 1959 Surv Empr	9	9	10	9
501.505 - Health Insurance	1,465	1,302	1,374	1,470
501.506 - Dental Insurance	215	233	230	231
501.507 - Medicare	217	230	243	251
501.508 - Life Insurance	110	106	108	109
501.509 - Long Term Disability	123	162	178	182
501.510 - Workers Compensation	118	468	399	173
501.511 - Vision Insurance	27	27	27	27
501.513 - Rec Bucks	0	0	0	60
501.516 - Hra City Contribution	83	0	0	0
<b>10 - Employee benefits Total</b>	<b>6,334</b>	<b>6,739</b>	<b>7,075</b>	<b>7,125</b>
15 - Materials				
600.601 - General Office Supplies	160	63	300	0
600.602 - Printing and Duplication	75	0	1,000	1,000
600.605 - Meeting Expenses	0	0	1,750	0
600.613 - General Supplies	75	96	1,100	2,000
600.623 - Grant Expenditures	1,300	1,950	3,050	4,050
600.629 - Conference and Training	710	0	0	75
<b>15 - Materials Total</b>	<b>2,320</b>	<b>2,109</b>	<b>7,200</b>	<b>7,125</b>
20 - Contract services				
700.702 - General Service Agreement	327	770	950	10,000
<b>20 - Contract services Total</b>	<b>327</b>	<b>770</b>	<b>950</b>	<b>10,000</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	8	11
800.802 - IT Reimbursement	3,505	1,434	759	553
800.805 - CC CAP Allocation	504	415	335	395
800.806 - CM CAP Allocation	131	124	141	141
800.814 - Finance CAP Alloc	5,394	6,010	8,626	10,179
800.815 - Human resources CAP Alloc	1,091	1,056	1,004	1,047
800.817 - Community Hall/Quinlan CAP	6,346	1,228	0	0
800.820 - Grounds Maintenance CAP	292	0	0	0
800.821 - Building Maintenance CAP	4,387	1,225	937	362
<b>25 - Cost allocation Total</b>	<b>21,650</b>	<b>11,492</b>	<b>11,810</b>	<b>12,688</b>
35 - Contingencies				
719.705 - Contingencies	0	0	408	356
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>408</b>	<b>356</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
142 Fine Arts Commission Total	45,993	37,579	44,349	54,541
150 Public Safety Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	8,036	4,654
500.506 - Car Allowance	0	0	121	0
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>8,157</b>	<b>4,654</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	2,161	1,245
501.502 - Pers 1959 Surv Empr	0	0	4	3
501.505 - Health Insurance	0	0	474	490
501.506 - Dental Insurance	0	0	77	77
501.507 - Medicare	0	0	119	67
501.508 - Life Insurance	0	0	36	36
501.509 - Long Term Disability	0	0	68	50
501.510 - Workers Compensation	0	0	149	58
501.511 - Vision Insurance	0	0	9	9
501.513 - Rec Bucks	0	0	0	20
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>3,097</b>	<b>2,055</b>
15 - Materials				
600.601 - General Office Supplies	690	1,982	5,000	0
600.602 - Printing and Duplication	0	0	0	300
600.605 - Meeting Expenses	0	0	0	3,220
600.613 - General Supplies	0	0	0	800
<b>15 - Materials Total</b>	<b>690</b>	<b>1,982</b>	<b>5,000</b>	<b>4,320</b>
20 - Contract services				
700.702 - General Service Agreement	15,059	10,000	10,000	10,000
<b>20 - Contract services Total</b>	<b>15,059</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	49	40	52	38
800.806 - CM CAP Allocation	15	14	25	16
800.814 - Finance CAP Alloc	488	540	1,864	939
800.817 - Community Hall/Quinlan CAP	2,865	554	0	0
800.820 - Grounds Maintenance CAP	85	0	0	0
800.821 - Building Maintenance CAP	1,460	0	0	0
<b>25 - Cost allocation Total</b>	<b>4,962</b>	<b>1,148</b>	<b>1,941</b>	<b>993</b>
35 - Contingencies				
719.705 - Contingencies	0	0	750	716
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>716</b>
150 Public Safety Commission Total	20,711	13,130	28,945	22,738



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
155 Bike/Ped Safety Commission				
15 - Materials				
600.601 - General Office Supplies	0	396	300	416
<b>15 - Materials Total</b>	<b>0</b>	<b>396</b>	<b>300</b>	<b>416</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	4,000	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	17	36	4	2
800.806 - CM CAP Allocation	5	13	2	1
800.814 - Finance CAP Alloc	42	47	1,757	804
800.817 - Community Hall/Quinlan CAP	1,013	196	0	0
800.820 - Grounds Maintenance CAP	30	0	0	0
800.821 - Building Maintenance CAP	516	0	0	0
<b>25 - Cost allocation Total</b>	<b>1,623</b>	<b>292</b>	<b>1,763</b>	<b>807</b>
35 - Contingencies				
719.705 - Contingencies	0	0	215	21
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>215</b>	<b>21</b>
<b>155 Bike/Ped Safety Commission Total</b>	<b>1,623</b>	<b>688</b>	<b>6,278</b>	<b>1,244</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
160 Recreation Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	6,751	13,105	14,103	19,581
500.505 - Overtime	81	46	0	0
500.506 - Car Allowance	90	173	180	255
<b>05 - Employee compensation Total</b>	<b>6,922</b>	<b>13,323</b>	<b>14,283</b>	<b>19,836</b>
10 - Employee benefits				
501.500 - Retirement System	1,611	3,217	3,789	5,237
501.502 - Pers 1959 Surv Empr	4	6	8	7
501.505 - Health Insurance	798	1,443	1,520	2,006
501.506 - Dental Insurance	85	155	153	185
501.507 - Medicare	100	189	208	284
501.508 - Life Insurance	38	65	65	87
501.509 - Long Term Disability	46	99	110	139
501.510 - Workers Compensation	118	312	249	139
501.511 - Vision Insurance	10	18	18	22
501.513 - Rec Bucks	0	0	0	48
501.516 - Hra City Contribution	26	0	0	0
<b>10 - Employee benefits Total</b>	<b>2,836</b>	<b>5,504</b>	<b>6,120</b>	<b>8,154</b>
15 - Materials				
600.601 - General Office Supplies	0	0	56	0
600.605 - Meeting Expenses	0	1,688	2,400	2,400
600.613 - General Supplies	0	0	525	120
600.629 - Conference and Training	325	344	7,000	8,000
600.632 - Mileage Reimbursement	2	0	0	0
600.647 - Memberships and Dues	0	0	0	230
<b>15 - Materials Total</b>	<b>326</b>	<b>2,032</b>	<b>9,981</b>	<b>10,750</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	500	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5	8
800.802 - IT Reimbursement	1,402	1,434	759	553
800.805 - CC CAP Allocation	347	264	153	260
800.806 - CM CAP Allocation	90	81	66	95
800.814 - Finance CAP Alloc	5,074	5,620	7,522	10,404
800.815 - Human resources CAP Alloc	728	616	402	628
800.817 - Community Hall/Quinlan CAP	4,858	941	0	0
800.820 - Grounds Maintenance CAP	213	0	0	0
800.821 - Building Maintenance CAP	3,244	714	375	217
<b>25 - Cost allocation Total</b>	<b>15,956</b>	<b>9,670</b>	<b>9,282</b>	<b>12,165</b>
35 - Contingencies				
719.705 - Contingencies	0	0	524	538

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>524</b>	<b>538</b>
160 Recreation Commission Total	26,041	30,529	40,690	51,443
165 Teen Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	21,515	25,293	25,377	25,880
500.505 - Overtime	401	0	0	0
<b>05 - Employee compensation Total</b>	<b>21,916</b>	<b>25,293</b>	<b>25,377</b>	<b>25,880</b>
10 - Employee benefits				
501.500 - Retirement System	5,273	6,163	6,820	6,922
501.502 - Pers 1959 Surv Empr	16	18	18	18
501.505 - Health Insurance	2,490	2,706	2,841	2,940
501.506 - Dental Insurance	413	468	457	461
501.507 - Medicare	312	363	368	375
501.508 - Life Insurance	178	173	173	218
501.509 - Long Term Disability	187	254	273	277
501.510 - Workers Compensation	177	936	747	346
501.511 - Vision Insurance	52	54	54	54
501.513 - Rec Bucks	0	0	0	121
501.516 - Hra City Contribution	129	0	0	0
<b>10 - Employee benefits Total</b>	<b>9,226</b>	<b>11,133</b>	<b>11,751</b>	<b>11,732</b>
15 - Materials				
600.601 - General Office Supplies	0	0	150	101
600.602 - Printing and Duplication	0	0	800	0
600.604 - Postage	0	0	500	0
600.605 - Meeting Expenses	0	0	2,800	1,772
600.611 - Uniforms/Safety Appar	0	0	600	0
600.613 - General Supplies	5,176	7,776	10,472	7,345
600.629 - Conference and Training	0	750	0	0
600.632 - Mileage Reimbursement	5	44	75	0
600.639 - Special Program Expenses	0	0	500	0
<b>15 - Materials Total</b>	<b>5,181</b>	<b>8,571</b>	<b>15,897</b>	<b>9,218</b>
20 - Contract services				
700.701 - Training and Instruction	0	0	600	0
700.702 - General Service Agreement	0	0	500	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	16	20
800.802 - IT Reimbursement	4,206	0	2,531	1,842
800.805 - CC CAP Allocation	794	144	568	705
800.806 - CM CAP Allocation	204	44	234	249
800.814 - Finance CAP Alloc	4,994	5,242	9,630	11,188
800.815 - Human resources CAP Alloc	1,819	324	1,871	2,024
800.817 - Community Hall/Quinlan CAP	7,934	1,536	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.820 - Grounds Maintenance CAP	407	0	0	0
800.821 - Building Maintenance CAP	5,966	376	1,746	700
<b>25 - Cost allocation Total</b>	<b>26,324</b>	<b>7,666</b>	<b>16,596</b>	<b>16,728</b>
35 - Contingencies				
719.705 - Contingencies	0	0	850	461
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>461</b>
165 Teen Commission Total	62,647	52,663	71,571	64,019

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
170 Planning Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	34,282	38,219	40,320	45,517
500.502 - Salaries Part Time	2,550	2,400	6,000	0
500.505 - Overtime	156	0	150	0
500.506 - Car Allowance	180	180	180	218
<b>05 - Employee compensation Total</b>	<b>37,169</b>	<b>40,799</b>	<b>46,650</b>	<b>45,735</b>
10 - Employee benefits				
501.500 - Retirement System	9,002	9,782	10,834	12,174
501.502 - Pers 1959 Surv Empr	15	15	15	19
501.505 - Health Insurance	2,594	2,760	2,909	3,449
501.506 - Dental Insurance	361	388	382	476
501.507 - Medicare	543	585	588	661
501.508 - Life Insurance	183	177	180	226
501.509 - Long Term Disability	211	275	300	374
501.510 - Workers Compensation	532	780	648	358
501.511 - Vision Insurance	46	45	45	56
501.513 - Rec Bucks	0	0	0	125
501.516 - Hra City Contribution	141	0	0	0
<b>10 - Employee benefits Total</b>	<b>13,627</b>	<b>14,807</b>	<b>15,901</b>	<b>17,918</b>
15 - Materials				
600.601 - General Office Supplies	578	0	400	0
600.602 - Printing and Duplication	0	174	100	200
600.605 - Meeting Expenses	0	3,345	8,760	3,500
600.608 - Sml Tools and Equipment	1,527	0	900	0
600.613 - General Supplies	0	0	100	0
600.619 - Advertising and Legal Notices	16,094	15,479	25,000	16,000
600.629 - Conference and Training	3,914	0	0	6,500
600.632 - Mileage Reimbursement	0	4	0	0
<b>15 - Materials Total</b>	<b>22,112</b>	<b>19,001</b>	<b>35,260</b>	<b>26,200</b>
20 - Contract services				
700.701 - Training and Instruction	0	6,299	8,250	0
700.702 - General Service Agreement	4,875	750	0	0
<b>20 - Contract services Total</b>	<b>4,875</b>	<b>7,049</b>	<b>8,250</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	14	22
800.802 - IT Reimbursement	4,206	3,824	3,848	2,801
800.805 - CC CAP Allocation	1,189	894	696	773
800.806 - CM CAP Allocation	316	278	301	285
800.814 - Finance CAP Alloc	6,480	7,195	11,123	12,395
800.815 - Human resources CAP Alloc	2,183	1,866	1,686	1,745
800.817 - Community Hall/Quinlan CAP	23,218	4,495	0	0
800.820 - Grounds Maintenance CAP	897	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.821 - Building Maintenance CAP	14,137	2,165	1,573	603
<b>25 - Cost allocation Total</b>	<b>52,626</b>	<b>20,717</b>	<b>19,241</b>	<b>18,624</b>
35 - Contingencies				
719.705 - Contingencies	0	0	2,176	1,310
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>2,176</b>	<b>1,310</b>
170 Planning Commission Total	130,409	102,374	127,478	109,787

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
175 Housing Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	12,038	13,127	15,555	16,618
500.505 - Overtime	78	0	150	0
<b>05 - Employee compensation Total</b>	<b>12,116</b>	<b>13,127</b>	<b>15,705</b>	<b>16,618</b>
10 - Employee benefits				
501.500 - Retirement System	3,093	3,444	4,183	4,444
501.502 - Pers 1959 Surv Empr	8	9	10	9
501.505 - Health Insurance	1,913	2,422	2,551	2,655
501.506 - Dental Insurance	199	233	230	231
501.507 - Medicare	165	185	226	241
501.508 - Life Insurance	98	106	108	109
501.509 - Long Term Disability	105	147	165	176
501.510 - Workers Compensation	59	468	399	173
501.511 - Vision Insurance	25	27	27	27
501.513 - Rec Bucks	0	0	0	60
501.516 - Hra City Contribution	51	0	0	0
<b>10 - Employee benefits Total</b>	<b>5,717</b>	<b>7,040</b>	<b>7,899</b>	<b>8,125</b>
15 - Materials				
600.601 - General Office Supplies	243	21	675	0
600.602 - Printing and Duplication	0	0	0	450
600.605 - Meeting Expenses	0	27	300	300
600.613 - General Supplies	0	0	0	200
600.632 - Mileage Reimbursement	0	28	0	0
<b>15 - Materials Total</b>	<b>243</b>	<b>76</b>	<b>975</b>	<b>950</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	8	11
800.802 - IT Reimbursement	2,103	1,434	1,625	1,183
800.805 - CC CAP Allocation	481	368	279	356
800.806 - CM CAP Allocation	124	110	116	127
800.814 - Finance CAP Alloc	5,097	5,651	8,245	9,518
800.815 - Human resources CAP Alloc	1,091	932	861	977
800.817 - Community Hall/Quinlan CAP	5,002	968	0	0
800.820 - Grounds Maintenance CAP	252	0	0	0
800.821 - Building Maintenance CAP	3,703	1,081	803	338
<b>25 - Cost allocation Total</b>	<b>17,853</b>	<b>10,544</b>	<b>11,937</b>	<b>12,510</b>
35 - Contingencies				
719.705 - Contingencies	0	0	49	48
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>48</b>
<b>175 Housing Commission Total</b>	<b>35,929</b>	<b>30,787</b>	<b>36,565</b>	<b>38,251</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
180 Sustainability Commission				
05 - Employee compensation				
500.501 - Salaries Full Time	13,376	15,987	12,777	13,564
<b>05 - Employee compensation Total</b>	<b>13,376</b>	<b>15,987</b>	<b>12,777</b>	<b>13,564</b>
10 - Employee benefits				
501.500 - Retirement System	3,091	4,426	3,442	3,628
501.502 - Pers 1959 Surv Empr	6	21	6	6
501.505 - Health Insurance	880	3,545	949	2,165
501.506 - Dental Insurance	184	520	153	154
501.507 - Medicare	175	246	186	197
501.508 - Life Insurance	90	252	73	73
501.509 - Long Term Disability	103	172	134	134
501.510 - Workers Compensation	0	2,196	249	115
501.511 - Vision Insurance	18	62	18	18
501.513 - Rec Bucks	0	0	0	40
<b>10 - Employee benefits Total</b>	<b>4,547</b>	<b>11,439</b>	<b>5,210</b>	<b>6,530</b>
15 - Materials				
600.601 - General Office Supplies	1,011	0	0	0
600.613 - General Supplies	0	193	7,500	5,600
600.632 - Mileage Reimbursement	53	11	0	0
<b>15 - Materials Total</b>	<b>1,064</b>	<b>203</b>	<b>7,500</b>	<b>5,600</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5	7
800.802 - IT Reimbursement	0	1,912	1,625	1,183
800.805 - CC CAP Allocation	0	0	213	352
800.806 - CM CAP Allocation	0	0	86	125
800.811 - Public Affairs CAP Alloc	0	0	330	516
800.814 - Finance CAP Alloc	0	0	1,594	8,479
800.815 - Human resources CAP Alloc	0	0	751	977
800.821 - Building Maintenance CAP	0	0	0	338
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>1,912</b>	<b>4,604</b>	<b>11,977</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	280
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280</b>
180 Sustainability Commission Total	18,987	29,541	30,091	37,951
<b>11 Commissions Total</b>	<b>387,291</b>	<b>325,753</b>	<b>419,957</b>	<b>410,348</b>
<b>Council and commissions Total</b>	<b>1,233,262</b>	<b>838,734</b>	<b>948,652</b>	<b>1,010,292</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Information Services				
30 I&T Administration				
300 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	78,261	103,842	94,070	80,148
500.502 - Salaries Part Time	33,771	38,005	0	0
500.505 - Overtime	423	523	0	0
500.506 - Car Allowance	920	900	900	909
500.513 - Sick Leave	1,098	369	0	0
<b>05 - Employee compensation Total</b>	<b>114,473</b>	<b>143,639</b>	<b>94,970</b>	<b>81,057</b>
10 - Employee benefits				
501.500 - Retirement System	33,340	38,639	25,308	21,437
501.502 - Pers 1959 Surv Empr	48	66	42	33
501.505 - Health Insurance	11,818	20,003	14,654	8,354
501.506 - Dental Insurance	1,196	1,322	1,066	845
501.507 - Medicare	1,761	2,053	1,378	1,163
501.508 - Life Insurance	546	525	441	357
501.509 - Long Term Disability	584	817	745	592
501.510 - Workers Compensation	1,172	2,664	1,744	635
501.511 - Vision Insurance	152	152	126	99
501.513 - Rec Bucks	0	0	0	222
501.516 - Hra City Contribution	420	0	0	0
<b>10 - Employee benefits Total</b>	<b>51,036</b>	<b>66,242</b>	<b>45,504</b>	<b>33,737</b>
15 - Materials				
600.601 - General Office Supplies	5,677	2,104	2,170	500
600.602 - Printing and Duplication	56	236	775	0
600.605 - Meeting Expenses	0	0	0	511
600.606 - Software	0	99	0	0
600.608 - Sml Tools and Equipment	71	0	248	2,044
600.613 - General Supplies	120	1,378	930	0
600.629 - Conference and Training	7,013	6,927	11,446	11,243
600.632 - Mileage Reimbursement	69	35	100	100
600.642 - Telephone and Data Services	3,709	3,225	2,232	2,748
600.647 - Memberships and Dues	0	0	0	77
<b>15 - Materials Total</b>	<b>16,716</b>	<b>14,004</b>	<b>17,901</b>	<b>17,223</b>
20 - Contract services				
700.701 - Training and Instruction	92	2,703	2,200	3,981
700.702 - General Service Agreement	0	60	150,000	71,242
700.703 - Maintenance of Equipment	12,343	254	0	0
<b>20 - Contract services Total</b>	<b>12,435</b>	<b>3,017</b>	<b>152,200</b>	<b>75,223</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	45	38
800.802 - IT Reimbursement	35,630	20,080	54,824	39,895

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.805 - CC CAP Allocation	3,915	0	2,790	4,311
800.806 - CM CAP Allocation	1,031	0	1,146	1,497
800.809 - City Clerk CAP Alloc	1,242	0	0	0
800.810 - City Attorney CAP Alloc	4,797	0	0	0
800.811 - Public Affairs CAP Alloc	3,880	0	4,096	6,999
800.814 - Finance CAP Alloc	2,358	0	13,723	18,648
800.815 - Human resources CAP Alloc	16,388	0	9,330	13,262
800.817 - Community Hall/Quinlan CAP	13,331	0	0	0
800.820 - Grounds Maintenance CAP	1,444	0	0	0
800.821 - Building Maintenance CAP	20,682	0	0	4,586
<b>25 - Cost allocation Total</b>	<b>104,698</b>	<b>20,080</b>	<b>85,954</b>	<b>89,236</b>
35 - Contingencies				
719.705 - Contingencies	0	0	8,505	1,522
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>8,505</b>	<b>1,522</b>
300 Administration Total	299,358	246,981	405,034	297,998

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
304 Cupertino Scene				
25 - Cost allocation				
800.811 - Public Affairs CAP Alloc	479	0	0	0
<b>25 - Cost allocation Total</b>	<b>479</b>	<b>0</b>	<b>0</b>	<b>0</b>
304 Cupertino Scene Total	479	0	0	0
<b>30 I&amp;T Administration Total</b>	<b>299,837</b>	<b>246,981</b>	<b>405,034</b>	<b>297,998</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
31 I&T Video				
305 Video				
05 - Employee compensation				
500.501 - Salaries Full Time	375,091	413,528	397,695	423,622
500.502 - Salaries Part Time	42,734	75,486	85,754	71,792
500.505 - Overtime	12,148	9,947	10,000	10,000
500.506 - Car Allowance	554	720	541	545
500.513 - Sick Leave	709	1,349	0	0
<b>05 - Employee compensation Total</b>	<b>431,236</b>	<b>501,030</b>	<b>493,990</b>	<b>505,959</b>
10 - Employee benefits				
501.500 - Retirement System	105,459	117,073	121,669	124,898
501.502 - Pers 1959 Surv Empr	184	195	134	198
501.505 - Health Insurance	35,442	37,807	38,656	40,481
501.506 - Dental Insurance	4,553	5,067	4,872	4,995
501.507 - Medicare	6,217	7,212	7,019	7,183
501.508 - Life Insurance	1,991	2,266	2,304	2,348
501.509 - Long Term Disability	2,706	3,770	4,049	4,139
501.510 - Workers Compensation	1,660	10,176	7,972	3,754
501.511 - Vision Insurance	575	582	576	588
501.513 - Rec Bucks	0	0	0	1,313
501.516 - Hra City Contribution	5,313	0	0	0
<b>10 - Employee benefits Total</b>	<b>164,099</b>	<b>184,147</b>	<b>187,251</b>	<b>189,897</b>
15 - Materials				
600.601 - General Office Supplies	29,570	35,043	20,000	20,440
600.605 - Meeting Expenses	0	0	0	204
600.606 - Software	0	20	29,100	29,740
600.608 - Sml Tools and Equipment	1,121	42	18,000	43,396
600.629 - Conference and Training	0	0	7,000	10,220
600.632 - Mileage Reimbursement	3	6	150	150
600.642 - Telephone and Data Services	1,433	2,578	3,800	2,890
<b>15 - Materials Total</b>	<b>32,127</b>	<b>37,688</b>	<b>78,050</b>	<b>107,040</b>
20 - Contract services				
700.701 - Training and Instruction	845	2,098	9,000	1,022
700.702 - General Service Agreement	17,872	37,720	10,250	18,192
700.703 - Maintenance of Equipment	34,760	39,669	92,650	81,034
700.706 - Rent Expense	5,066	6,654	10,000	10,220
<b>20 - Contract services Total</b>	<b>58,543</b>	<b>86,141</b>	<b>121,900</b>	<b>110,468</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	172	220
800.802 - IT Reimbursement	104,117	71,236	233,568	169,965
800.805 - CC CAP Allocation	13,125	9,478	8,594	8,347
800.806 - CM CAP Allocation	3,506	2,915	3,631	3,084
800.811 - Public Affairs CAP Alloc	60,294	45,041	10,745	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	23,034	30,936	40,851	74,101
800.815 - Human resources CAP Alloc	22,916	20,896	24,478	18,497
800.820 - Grounds Maintenance CAP	2,157	0	0	0
800.821 - Building Maintenance CAP	24,231	24,247	22,844	6,396
<b>25 - Cost allocation Total</b>	<b>253,380</b>	<b>204,749</b>	<b>344,883</b>	<b>280,610</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	145,891	57,312	96,500	155,000
900.966 - Community Hall Upgrade	202,382	46,149	0	0
900.995 - Special Projects - CDD/I&T	0	22,820	225,000	0
<b>31 - Special projects Total</b>	<b>348,273</b>	<b>126,281</b>	<b>321,500</b>	<b>155,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	9,998	9,125
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>9,998</b>	<b>9,125</b>
305 Video Total	1,287,658	1,140,036	1,557,572	1,358,099

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
307 Public Access Support				
20 - Contract services				
700.702 - General Service Agreement	65,586	68,121	71,542	71,542
<b>20 - Contract services Total</b>	<b>65,586</b>	<b>68,121</b>	<b>71,542</b>	<b>71,542</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	257	243	165	199
800.806 - CM CAP Allocation	77	88	81	85
800.814 - Finance CAP Alloc	508	562	1,715	1,544
<b>25 - Cost allocation Total</b>	<b>842</b>	<b>893</b>	<b>1,961</b>	<b>1,828</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	3,577
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,577</b>
307 Public Access Support Total	66,428	69,014	73,503	76,947
<b>31 I&amp;T Video Total</b>	<b>1,354,086</b>	<b>1,209,051</b>	<b>1,631,075</b>	<b>1,435,046</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
32 I&T Applications				
308 Applications				
05 - Employee compensation				
500.501 - Salaries Full Time	202,750	368,411	438,218	505,448
500.502 - Salaries Part Time	32,999	38,908	56,146	0
500.505 - Overtime	16,468	17,184	0	0
500.506 - Car Allowance	552	540	1,081	1,091
500.513 - Sick Leave	963	36	0	0
<b>05 - Employee compensation Total</b>	<b>253,732</b>	<b>425,079</b>	<b>495,445</b>	<b>506,539</b>
10 - Employee benefits				
501.500 - Retirement System	50,027	95,187	118,529	120,170
501.502 - Pers 1959 Surv Empr	98	191	208	210
501.505 - Health Insurance	13,768	35,349	55,920	27,562
501.506 - Dental Insurance	2,547	4,962	5,252	5,302
501.507 - Medicare	3,584	6,210	7,186	6,515
501.508 - Life Insurance	1,331	2,285	2,463	2,486
501.509 - Long Term Disability	1,543	3,514	4,215	4,245
501.510 - Workers Compensation	618	3,756	8,620	3,985
501.511 - Vision Insurance	303	571	621	624
501.513 - Rec Bucks	0	0	0	1,394
501.516 - Hra City Contribution	2,714	0	0	0
<b>10 - Employee benefits Total</b>	<b>76,533</b>	<b>152,025</b>	<b>203,014</b>	<b>172,493</b>
15 - Materials				
600.601 - General Office Supplies	1,535	2,649	4,000	2,555
600.602 - Printing and Duplication	0	1,217	500	306
600.605 - Meeting Expenses	0	0	0	204
600.606 - Software	22,220	854,065	801,304	746,258
600.613 - General Supplies	0	802	3,000	1,555
600.629 - Conference and Training	3,287	12,294	13,200	18,600
600.632 - Mileage Reimbursement	19	69	500	100
600.642 - Telephone and Data Services	531	1,436	2,100	6,746
600.647 - Memberships and Dues	0	0	0	77
<b>15 - Materials Total</b>	<b>27,593</b>	<b>872,533</b>	<b>824,604</b>	<b>776,401</b>
20 - Contract services				
700.701 - Training and Instruction	0	10,272	24,000	20,000
700.702 - General Service Agreement	12,419	181,558	295,000	155,281
700.703 - Maintenance of Equipment	65,125	22,627	38,800	92,221
<b>20 - Contract services Total</b>	<b>77,544</b>	<b>214,457</b>	<b>357,800</b>	<b>267,502</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	169	234
800.802 - IT Reimbursement	10,516	41,595	84,570	61,541
800.805 - CC CAP Allocation	3,669	3,200	4,082	9,677
800.806 - CM CAP Allocation	971	998	1,696	3,695

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.811 - Public Affairs CAP Alloc	18,184	14,015	5,627	8,878
800.814 - Finance CAP Alloc	9,359	10,385	22,279	40,528
800.815 - Human resources CAP Alloc	6,911	6,502	12,819	47,727
800.820 - Grounds Maintenance CAP	651	0	0	0
800.821 - Building Maintenance CAP	7,308	7,545	11,963	5,816
<b>25 - Cost allocation Total</b>	<b>57,569</b>	<b>84,240</b>	<b>143,205</b>	<b>178,096</b>
31 - Special projects				
900.957 - City Website	13,330	11,250	0	0
<b>31 - Special projects Total</b>	<b>13,330</b>	<b>11,250</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	59,120	42,620
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>59,120</b>	<b>42,620</b>
308 Applications Total	506,301	1,759,583	2,083,188	1,943,651
<b>32 I&amp;T Applications Total</b>	<b>506,301</b>	<b>1,759,583</b>	<b>2,083,188</b>	<b>1,943,651</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
34 I&T Infrastructure				
310 Infrastructure				
05 - Employee compensation				
500.501 - Salaries Full Time	463,349	400,876	505,362	517,132
500.502 - Salaries Part Time	28,548	24,574	29,920	0
500.505 - Overtime	9,308	18,702	0	10,000
500.506 - Car Allowance	1,246	1,080	720	727
500.513 - Sick Leave	96	400	0	0
<b>05 - Employee compensation Total</b>	<b>502,547</b>	<b>445,632</b>	<b>536,002</b>	<b>527,859</b>
10 - Employee benefits				
501.500 - Retirement System	159,404	146,743	136,238	138,312
501.502 - Pers 1959 Surv Empr	195	141	210	17,654
501.505 - Health Insurance	51,151	56,327	56,964	65,179
501.506 - Dental Insurance	6,171	5,225	6,850	6,916
501.507 - Medicare	6,990	6,383	7,776	7,498
501.508 - Life Insurance	3,027	2,317	3,197	3,228
501.509 - Long Term Disability	3,411	3,725	4,998	5,036
501.510 - Workers Compensation	5,191	14,400	11,210	5,197
501.511 - Vision Insurance	791	598	810	814
501.513 - Rec Bucks	0	0	0	1,818
501.516 - Hra City Contribution	4,401	0	0	0
<b>10 - Employee benefits Total</b>	<b>240,731</b>	<b>235,859</b>	<b>228,253</b>	<b>251,652</b>
15 - Materials				
600.601 - General Office Supplies	27,245	27,147	24,360	0
600.602 - Printing and Duplication	0	80	500	511
600.605 - Meeting Expenses	0	0	0	256
600.606 - Software	0	199,797	230,550	146,760
600.608 - Sml Tools and Equipment	0	227,066	132,487	159,174
600.629 - Conference and Training	3,767	10,540	6,890	33,441
600.632 - Mileage Reimbursement	35	29	250	100
600.641 - Electrical Service	0	0	0	1,533
600.642 - Telephone and Data Services	26,206	38,892	60,000	88,446
600.647 - Memberships and Dues	0	0	0	1,380
<b>15 - Materials Total</b>	<b>57,253</b>	<b>503,552</b>	<b>455,037</b>	<b>431,601</b>
20 - Contract services				
700.701 - Training and Instruction	0	999	65,000	45,440
700.702 - General Service Agreement	333,556	210,981	425,000	205,626
700.703 - Maintenance of Equipment	364,534	42,484	89,600	55,188
<b>20 - Contract services Total</b>	<b>698,090</b>	<b>254,464</b>	<b>579,600</b>	<b>306,254</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	243	304
800.802 - IT Reimbursement	53,279	45,419	145,362	105,876
800.805 - CC CAP Allocation	20,291	15,730	11,529	13,063

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.806 - CM CAP Allocation	5,417	5,025	4,931	4,837
800.809 - City Clerk CAP Alloc	429	391	391	3,182
800.811 - Public Affairs CAP Alloc	93,791	58,580	13,339	15,066
800.814 - Finance CAP Alloc	22,529	24,674	40,242	63,549
800.815 - Human resources CAP Alloc	35,648	27,177	30,387	121,264
800.817 - Community Hall/Quinlan CAP	653	573	32,007	61,204
800.820 - Grounds Maintenance CAP	3,355	0	0	0
800.821 - Building Maintenance CAP	37,693	31,534	28,357	9,871
<b>25 - Cost allocation Total</b>	<b>273,085</b>	<b>209,103</b>	<b>306,788</b>	<b>398,216</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	34,829	365,000	110,500
<b>31 - Special projects Total</b>	<b>0</b>	<b>34,829</b>	<b>365,000</b>	<b>110,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	51,732	34,562
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>51,732</b>	<b>34,562</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	173,306	164,681	146,506	0
<b>50 - Other financing uses Total</b>	<b>173,306</b>	<b>164,681</b>	<b>146,506</b>	<b>0</b>
310 Infrastructure Total	1,945,013	1,848,120	2,668,918	2,060,644
<b>34 I&amp;T Infrastructure Total</b>	<b>1,945,013</b>	<b>1,848,120</b>	<b>2,668,918</b>	<b>2,060,644</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
35 I&T GIS				
986 GIS				
05 - Employee compensation				
500.501 - Salaries Full Time	235,485	296,545	366,863	388,960
500.502 - Salaries Part Time	27,225	63,379	60,735	64,557
500.505 - Overtime	17	44	0	0
500.506 - Car Allowance	368	360	361	364
<b>05 - Employee compensation Total</b>	<b>263,096</b>	<b>360,328</b>	<b>427,959</b>	<b>453,881</b>
10 - Employee benefits				
501.500 - Retirement System	94,186	109,486	99,414	104,032
501.502 - Pers 1959 Surv Empr	123	143	192	195
501.505 - Health Insurance	19,592	30,860	44,058	44,396
501.506 - Dental Insurance	3,051	3,747	4,872	4,919
501.507 - Medicare	3,635	5,040	6,208	5,640
501.508 - Life Insurance	1,863	1,812	2,290	2,312
501.509 - Long Term Disability	1,761	2,572	3,530	3,669
501.510 - Workers Compensation	0	8,292	7,972	3,696
501.511 - Vision Insurance	388	428	576	579
501.513 - Rec Bucks	0	0	0	1,292
501.516 - Hra City Contribution	1,488	0	0	0
<b>10 - Employee benefits Total</b>	<b>126,086</b>	<b>162,380</b>	<b>169,112</b>	<b>170,730</b>
15 - Materials				
600.601 - General Office Supplies	127	40	400	409
600.602 - Printing and Duplication	502	286	300	409
600.606 - Software	495	63,791	150,600	141,035
600.608 - Sml Tools and Equipment	0	0	5,000	0
600.613 - General Supplies	1,853	305	2,000	1,022
600.629 - Conference and Training	7,237	14,315	15,400	19,520
600.632 - Mileage Reimbursement	101	135	500	200
600.642 - Telephone and Data Services	648	2,425	2,460	2,208
<b>15 - Materials Total</b>	<b>10,964</b>	<b>81,296</b>	<b>176,660</b>	<b>164,803</b>
20 - Contract services				
700.701 - Training and Instruction	0	1,995	3,700	0
700.702 - General Service Agreement	140,567	99,403	137,080	93,610
700.703 - Maintenance of Equipment	83,589	13,531	10,000	16,144
<b>20 - Contract services Total</b>	<b>224,157</b>	<b>114,929</b>	<b>150,780</b>	<b>109,754</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	141	216
800.802 - IT Reimbursement	40,444	31,076	97,193	70,726
800.805 - CC CAP Allocation	4,029	5,296	5,608	9,107
800.806 - CM CAP Allocation	1,072	1,596	2,335	3,250
800.811 - Public Affairs CAP Alloc	19,141	28,055	7,637	13,003
800.814 - Finance CAP Alloc	1,765	3,395	19,638	25,186

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.815 - Human resources CAP Alloc	7,275	13,015	17,399	55,545
800.820 - Grounds Maintenance CAP	685	0	0	0
800.821 - Building Maintenance CAP	7,692	15,102	16,237	8,519
<b>25 - Cost allocation Total</b>	<b>82,103</b>	<b>97,535</b>	<b>166,188</b>	<b>185,552</b>
30 - Capital outlays				
900.969 - Software	0	19,565	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>19,565</b>	<b>0</b>	<b>0</b>
31 - Special projects				
900.995 - Special Projects - CDD/I&T	7,725	0	0	0
<b>31 - Special projects Total</b>	<b>7,725</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	16,372	11,373
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>16,372</b>	<b>11,373</b>
986 GIS Total	714,129	836,032	1,107,071	1,096,093
<b>35 I&amp;T GIS Total</b>	<b>714,129</b>	<b>836,032</b>	<b>1,107,071</b>	<b>1,096,093</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
90 Citywide - Non Departmental				
989 Network Upgrade				
31 - Special projects				
900.945 - Fixed Asset Acquisition	329,151	0	0	0
<b>31 - Special projects Total</b>	<b>329,151</b>	<b>0</b>	<b>0</b>	<b>0</b>
989 Network Upgrade Total	329,151	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
991 New Project Contingency				
05 - Employee compensation				
500.502 - Salaries Part Time	3,237	0	0	0
<b>05 - Employee compensation Total</b>	<b>3,237</b>	<b>0</b>	<b>0</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	45	0	0	0
501.507 - Medicare	52	0	0	0
<b>10 - Employee benefits Total</b>	<b>97</b>	<b>0</b>	<b>0</b>	<b>0</b>
991 New Project Contingency Total	3,334	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
995 Planning Software				
31 - Special projects				
900.945 - Fixed Asset Acquisition	86,287	0	0	0
<b>31 - Special projects Total</b>	<b>86,287</b>	<b>0</b>	<b>0</b>	<b>0</b>
995 Planning Software Total	86,287	0	0	0
<b>90 Citywide - Non Departmental Total</b>	<b>418,772</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Information Services Total</b>	<b>5,238,138</b>	<b>5,899,767</b>	<b>7,895,286</b>	<b>6,833,432</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Law enforcement				
20 Law Enforcement				
200 Law Enforcement SC Sherif				
15 - Materials				
600.618 - Utilities and Phone	0	0	1,333	1,333
600.634 - Probation Officer	50,000	49,975	50,470	50,470
600.642 - Telephone and Data Services	1,709	1,508	0	0
<b>15 - Materials Total</b>	<b>51,709</b>	<b>51,483</b>	<b>51,803</b>	<b>51,803</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	100,000	100,000
700.705 - Law Enforcement Services	11,124,953	11,505,817	12,103,080	13,816,780
<b>20 - Contract services Total</b>	<b>11,124,953</b>	<b>11,505,817</b>	<b>12,203,080</b>	<b>13,916,780</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	41,058	39,720	27,969	33,562
800.806 - CM CAP Allocation	12,329	14,391	13,728	14,326
800.814 - Finance CAP Alloc	14,935	16,544	121	9,730
<b>25 - Cost allocation Total</b>	<b>68,322</b>	<b>70,655</b>	<b>41,818</b>	<b>57,618</b>
31 - Special projects				
750.024 - K-9 Dog	0	0	7,328	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>7,328</b>	<b>0</b>
<b>200 Law Enforcement SC Sherif Total</b>	<b>11,244,984</b>	<b>11,627,955</b>	<b>12,304,029</b>	<b>14,026,201</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
201 Interoperability Project				
20 - Contract services				
700.702 - General Service Agreement	48,359	48,359	48,539	48,539
<b>20 - Contract services Total</b>	<b>48,359</b>	<b>48,359</b>	<b>48,539</b>	<b>48,539</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	190	184	121	140
800.806 - CM CAP Allocation	57	67	59	60
800.814 - Finance CAP Alloc	21	23	879	570
<b>25 - Cost allocation Total</b>	<b>268</b>	<b>274</b>	<b>1,059</b>	<b>770</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	2,427
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,427</b>
<b>201 Interoperability Project Total</b>	<b>48,627</b>	<b>48,633</b>	<b>49,598</b>	<b>51,736</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
202 Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	191,233	200,732	203,538	0
500.502 - Salaries Part Time	27,945	27,650	40,300	0
500.505 - Overtime	7,414	8,542	0	0
<b>05 - Employee compensation Total</b>	<b>226,592</b>	<b>236,925</b>	<b>243,838</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	50,799	52,312	55,318	0
501.502 - Pers 1959 Surv Empr	115	120	120	0
501.505 - Health Insurance	22,695	28,851	30,401	0
501.506 - Dental Insurance	2,841	3,111	3,044	0
501.507 - Medicare	3,283	3,427	3,552	0
501.508 - Life Insurance	1,555	1,436	1,440	0
501.509 - Long Term Disability	1,580	2,046	2,162	0
501.510 - Workers Compensation	2,596	6,264	4,982	0
501.511 - Vision Insurance	362	358	360	0
501.516 - Hra City Contribution	1,053	0	0	0
<b>10 - Employee benefits Total</b>	<b>86,879</b>	<b>97,924</b>	<b>101,379</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	938	1,258	1,500	0
600.608 - Sml Tools and Equipment	565	31,243	1,500	0
600.611 - Uniforms/Safety Appar	1,498	2,169	2,500	0
600.613 - General Supplies	119	167	200	0
600.618 - Utilities and Phone	0	0	6,000	0
600.632 - Mileage Reimbursement	97	257	175	0
600.642 - Telephone and Data Services	6,712	5,469	4,900	0
<b>15 - Materials Total</b>	<b>9,929</b>	<b>40,563</b>	<b>16,775</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	1,845	4,249	3,250	0
700.702 - General Service Agreement	215,236	214,281	227,155	0
<b>20 - Contract services Total</b>	<b>217,081</b>	<b>218,530</b>	<b>230,405</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	3,000	19,520	4,501	0
800.802 - IT Reimbursement	35,242	0	25,469	0
800.805 - CC CAP Allocation	7,428	5,818	0	0
800.806 - CM CAP Allocation	1,954	1,799	0	0
800.809 - City Clerk CAP Alloc	3,900	2,261	0	0
800.810 - City Attorney CAP Alloc	29,155	25,051	0	0
800.814 - Finance CAP Alloc	9,774	10,746	0	0
800.815 - Human resources CAP Alloc	14,550	12,450	0	0
800.821 - Building Maintenance CAP	0	14,446	0	0
<b>25 - Cost allocation Total</b>	<b>105,003</b>	<b>92,091</b>	<b>29,970</b>	<b>0</b>
35 - Contingencies				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
719.705 - Contingencies	0	0	12,359	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>12,359</b>	<b>0</b>
202 Code Enforcement Total	645,483	686,033	634,726	0
<b>20 Law Enforcement Total</b>	<b>11,939,094</b>	<b>12,362,621</b>	<b>12,988,353</b>	<b>14,077,937</b>
<b>Law enforcement Total</b>	<b>11,939,094</b>	<b>12,362,621</b>	<b>12,988,353</b>	<b>14,077,937</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Non departmental				
90 Citywide - Non Departmental				
001 No Department				
15 - Materials				
600.600 - Cash Short	0	(2,606)	0	0
600.651 - Property Tax	0	535	0	0
<b>15 - Materials Total</b>	<b>0</b>	<b>(2,071)</b>	<b>0</b>	<b>0</b>
20 - Contract services				
700.707 - Bank Charges	0	23,790	0	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>23,790</b>	<b>0</b>	<b>0</b>
30 - Capital outlays				
900.970 - Property Aquisition	0	2,450,108	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>2,450,108</b>	<b>0</b>	<b>0</b>
45 - Transfer out				
800.902 - Transfers Out	37,670,339	39,389,292	22,095,412	10,198,838
<b>45 - Transfer out Total</b>	<b>37,670,339</b>	<b>39,389,292</b>	<b>22,095,412</b>	<b>10,198,838</b>
001 No Department Total	37,670,339	41,861,119	22,095,412	10,198,838

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
500 Facility Lease				
40 - Debt services				
800.901 - Debt Service Principal	2,136,500	2,180,000	3,169,438	2,290,000
800.906 - Debt Service Interest	1,035,738	993,038	0	882,838
<b>40 - Debt services Total</b>	<b>3,172,238</b>	<b>3,173,038</b>	<b>3,169,438</b>	<b>3,172,838</b>
500 Facility Lease Total	3,172,238	3,173,038	3,169,438	3,172,838

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
502 EE Housing Loan				
15 - Materials				
600.651 - Property Tax	7,471	7,696	0	0
<b>15 - Materials Total</b>	<b>7,471</b>	<b>7,696</b>	<b>0</b>	<b>0</b>
20 - Contract services				
700.702 - General Service Agreement	0	1,050	0	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>1,050</b>	<b>0</b>	<b>0</b>
502 EE Housing Loan Total	7,471	8,746	0	0
<b>90 Citywide - Non Departmental Total</b>	<b>40,850,047</b>	<b>45,042,902</b>	<b>25,264,850</b>	<b>13,371,676</b>
<b>Non departmental Total</b>	<b>40,850,047</b>	<b>45,042,902</b>	<b>25,264,850</b>	<b>13,371,676</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Public works				
80 PW Administration				
800 Public Works Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	388,991	430,227	452,588	458,657
500.502 - Salaries Part Time	49,479	58,341	89,077	80,983
500.505 - Overtime	246	30	0	32
500.506 - Car Allowance	3,600	3,600	3,600	3,636
500.513 - Sick Leave	1,064	569	2,930	2,699
<b>05 - Employee compensation Total</b>	<b>443,380</b>	<b>492,767</b>	<b>548,195</b>	<b>546,007</b>
10 - Employee benefits				
501.500 - Retirement System	103,631	111,470	121,670	123,723
501.502 - Pers 1959 Surv Empr	184	195	196	198
501.505 - Health Insurance	31,798	33,613	32,680	45,632
501.506 - Dental Insurance	4,585	5,055	4,948	4,992
501.507 - Medicare	6,398	7,111	7,893	7,826
501.508 - Life Insurance	2,293	2,191	2,196	2,332
501.509 - Long Term Disability	2,518	3,311	3,673	3,722
501.510 - Workers Compensation	18,620	10,176	8,121	1,213
501.511 - Vision Insurance	582	581	585	588
501.513 - Rec Bucks	0	0	0	1,232
501.516 - Hra City Contribution	28,776	0	0	0
<b>10 - Employee benefits Total</b>	<b>199,386</b>	<b>173,702</b>	<b>181,962</b>	<b>191,458</b>
15 - Materials				
600.601 - General Office Supplies	1,531	1,875	1,500	3,096
600.605 - Meeting Expenses	796	2,605	8,200	3,503
600.608 - Sml Tools and Equipment	196	224	1,000	733
600.613 - General Supplies	1,757	3,172	2,914	698
600.629 - Conference and Training	8,452	12,836	8,100	20,336
600.632 - Mileage Reimbursement	15	55	0	57
600.642 - Telephone and Data Services	2,424	2,249	2,625	2,361
600.647 - Memberships and Dues	0	0	0	1,816
<b>15 - Materials Total</b>	<b>15,171</b>	<b>23,015</b>	<b>24,339</b>	<b>32,600</b>
20 - Contract services				
700.701 - Training and Instruction	698	304	1,000	0
700.702 - General Service Agreement	1,375	539	253,800	105,525
<b>20 - Contract services Total</b>	<b>2,073</b>	<b>844</b>	<b>254,800</b>	<b>105,525</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	172	72
800.802 - IT Reimbursement	45,783	69,802	72,658	52,873
800.805 - CC CAP Allocation	10,631	0	0	0
800.806 - CM CAP Allocation	222,331	0	0	0
800.809 - City Clerk CAP Alloc	127,071	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.810 - City Attorney CAP Alloc	145,773	0	0	0
800.814 - Finance CAP Alloc	11,782	0	0	0
800.815 - Human resources CAP Alloc	199,975	0	0	0
800.817 - Community Hall/Quinlan CAP	1,312	0	0	0
800.818 - PW Admin CAP	11,494	0	0	0
800.820 - Grounds Maintenance CAP	2,076	0	0	0
800.821 - Building Maintenance CAP	23,674	0	0	0
<b>25 - Cost allocation Total</b>	<b>801,902</b>	<b>69,802</b>	<b>72,830</b>	<b>52,945</b>
30 - Capital outlays				
900.990 - Special Projects - PW	18,077	23,803	0	0
<b>30 - Capital outlays Total</b>	<b>18,077</b>	<b>23,803</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	6,457	6,906
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>6,457</b>	<b>6,906</b>
800 Public Works Admin Total	1,479,987	783,933	1,088,583	935,441
<b>80 PW Administration Total</b>	<b>1,479,987</b>	<b>783,933</b>	<b>1,088,583</b>	<b>935,441</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
81 Environmental Programs				
801 Resources Recovery				
05 - Employee compensation				
500.501 - Salaries Full Time	414,865	478,512	465,706	470,826
500.502 - Salaries Part Time	19,536	30,659	41,918	56,820
500.505 - Overtime	2,057	4,626	3,000	4,857
500.513 - Sick Leave	144	288	1,379	1,894
<b>05 - Employee compensation Total</b>	<b>436,602</b>	<b>514,086</b>	<b>512,003</b>	<b>534,397</b>
10 - Employee benefits				
501.500 - Retirement System	208,555	170,108	125,186	126,667
501.502 - Pers 1959 Surv Empr	196	219	216	253
501.505 - Health Insurance	49,182	71,538	60,509	64,889
501.506 - Dental Insurance	5,820	6,699	6,402	6,454
501.507 - Medicare	5,149	5,951	6,536	6,824
501.508 - Life Insurance	2,797	3,026	3,084	3,055
501.509 - Long Term Disability	3,058	4,254	4,618	4,699
501.510 - Workers Compensation	10,557	13,464	10,712	4,851
501.511 - Vision Insurance	733	772	758	761
501.513 - Rec Bucks	0	0	0	1,699
501.516 - Hra City Contribution	1,933	0	0	0
<b>10 - Employee benefits Total</b>	<b>287,981</b>	<b>276,031</b>	<b>218,021</b>	<b>220,152</b>
15 - Materials				
600.601 - General Office Supplies	2,089	6,656	3,500	459
600.602 - Printing and Duplication	0	0	5,000	5,014
600.605 - Meeting Expenses	0	0	0	840
600.608 - Sml Tools and Equipment	0	0	0	13,140
600.611 - Uniforms/Safety Appar	260	0	260	32
600.613 - General Supplies	0	0	0	13,018
600.619 - Advertising and Legal Notices	0	8,408	0	10,800
600.621 - Calrecylce City Payment Prgm Adm	16,000	13,408	16,000	16,800
600.629 - Conference and Training	0	0	0	6,909
600.632 - Mileage Reimbursement	471	258	1,000	271
600.642 - Telephone and Data Services	4,051	4,229	2,650	4,124
600.647 - Memberships and Dues	0	0	0	4,389
<b>15 - Materials Total</b>	<b>22,872</b>	<b>32,959</b>	<b>28,410</b>	<b>75,796</b>
20 - Contract services				
700.701 - Training and Instruction	7,251	6,195	11,000	0
700.702 - General Service Agreement	2,080,571	1,598,746	2,395,000	1,045,724
<b>20 - Contract services Total</b>	<b>2,087,822</b>	<b>1,604,941</b>	<b>2,406,000</b>	<b>1,045,724</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	3,157	4,032
800.802 - IT Reimbursement	61,948	76,019	95,879	69,771
800.805 - CC CAP Allocation	20,865	20,182	13,966	16,609

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.806 - CM CAP Allocation	5,734	6,606	6,145	6,217
800.809 - City Clerk CAP Alloc	3,900	2,261	2,255	2,790
800.814 - Finance CAP Alloc	18,355	20,764	24,430	34,732
800.815 - Human resources CAP Alloc	34,908	35,592	37,484	33,714
800.817 - Community Hall/Quinlan CAP	4,846	1,719	0	0
800.820 - Grounds Maintenance CAP	110	0	0	0
800.821 - Building Maintenance CAP	1,887	0	0	11,657
<b>25 - Cost allocation Total</b>	<b>152,553</b>	<b>163,143</b>	<b>183,316</b>	<b>179,522</b>
31 - Special projects				
750.026 - Waste Characterizatn Study/Audit	0	0	150,000	0
750.044 - S/W Hauler Franchise Agt RFP	0	0	0	250,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>250,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	56,076
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56,076</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	3,351	3,351	3,351	0
<b>50 - Other financing uses Total</b>	<b>3,351</b>	<b>3,351</b>	<b>3,351</b>	<b>0</b>
801 Resources Recovery Total	2,991,181	2,594,511	3,501,101	2,361,667

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
802 Non Point Source				
05 - Employee compensation				
500.501 - Salaries Full Time	192,637	207,987	213,220	218,526
500.504 - Stand By	25	15	0	0
500.505 - Overtime	598	2,660	3,100	2,793
<b>05 - Employee compensation Total</b>	<b>193,261</b>	<b>210,662</b>	<b>216,320</b>	<b>221,319</b>
10 - Employee benefits				
501.500 - Retirement System	50,447	53,056	57,345	58,446
501.502 - Pers 1959 Surv Empr	83	86	93	113
501.505 - Health Insurance	24,860	28,469	29,251	30,769
501.506 - Dental Insurance	2,617	2,867	2,881	2,921
501.507 - Medicare	2,235	2,389	2,619	2,685
501.508 - Life Insurance	1,307	1,303	1,352	1,368
501.509 - Long Term Disability	1,426	1,885	2,069	2,103
501.510 - Workers Compensation	9,130	6,480	4,733	2,194
501.511 - Vision Insurance	332	329	343	347
501.513 - Rec Bucks	0	0	0	765
501.516 - Hra City Contribution	930	0	0	0
<b>10 - Employee benefits Total</b>	<b>93,366</b>	<b>96,863</b>	<b>100,686</b>	<b>101,711</b>
15 - Materials				
600.601 - General Office Supplies	1,347	2,049	6,317	546
600.602 - Printing and Duplication	0	0	0	427
600.605 - Meeting Expenses	0	0	0	88
600.608 - Sml Tools and Equipment	0	0	0	27
600.611 - Uniforms/Safety Appar	52	20	160	534
600.613 - General Supplies	0	0	0	1,497
600.629 - Conference and Training	0	0	0	5,797
600.632 - Mileage Reimbursement	203	135	500	135
600.635 - Special Departmental Exp	0	0	0	23,100
600.642 - Telephone and Data Services	1,116	965	1,050	697
<b>15 - Materials Total</b>	<b>2,717</b>	<b>3,169</b>	<b>8,027</b>	<b>32,848</b>
20 - Contract services				
700.701 - Training and Instruction	3,406	2,427	4,000	0
700.702 - General Service Agreement	232,951	260,653	303,000	299,841
<b>20 - Contract services Total</b>	<b>236,357</b>	<b>263,079</b>	<b>307,000</b>	<b>299,841</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	99	128
800.802 - IT Reimbursement	26,391	33,178	35,790	26,045
800.805 - CC CAP Allocation	8,209	4,793	4,192	5,340
800.806 - CM CAP Allocation	2,166	1,503	1,762	1,949
800.814 - Finance CAP Alloc	12,387	13,648	14,608	19,654
800.815 - Human resources CAP Alloc	19,502	13,265	16,550	13,392
800.821 - Building Maintenance CAP	0	0	0	4,417

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>68,655</b>	<b>66,387</b>	<b>73,001</b>	<b>70,925</b>
35 - Contingencies				
719.705 - Contingencies	0	0	15,751	16,634
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>15,751</b>	<b>16,634</b>
802 Non Point Source Total	594,356	640,161	720,785	743,278
<b>81 Environmental Programs Total</b>	<b>3,585,537</b>	<b>3,234,672</b>	<b>4,221,886</b>	<b>3,104,945</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
82 Developmental Services				
804 Plan Review				
05 - Employee compensation				
500.501 - Salaries Full Time	493,089	567,287	697,105	717,946
500.502 - Salaries Part Time	2,785	0	0	0
500.506 - Car Allowance	3,300	5,065	6,001	6,060
<b>05 - Employee compensation Total</b>	<b>499,174</b>	<b>572,352</b>	<b>703,106</b>	<b>724,006</b>
10 - Employee benefits				
501.500 - Retirement System	127,868	144,532	187,401	192,023
501.502 - Pers 1959 Surv Empr	230	254	391	335
501.505 - Health Insurance	47,537	58,836	89,525	77,603
501.506 - Dental Insurance	5,710	6,624	9,831	8,453
501.507 - Medicare	7,218	8,165	10,199	10,410
501.508 - Life Insurance	3,125	3,046	4,680	3,999
501.509 - Long Term Disability	3,532	4,951	6,637	6,838
501.510 - Workers Compensation	42,330	14,088	11,210	6,352
501.511 - Vision Insurance	728	759	1,168	996
501.513 - Rec Bucks	0	0	0	2,222
501.516 - Hra City Contribution	2,120	0	0	0
<b>10 - Employee benefits Total</b>	<b>240,399</b>	<b>241,255</b>	<b>321,042</b>	<b>309,231</b>
15 - Materials				
600.601 - General Office Supplies	1,406	5,152	3,000	1,503
600.602 - Printing and Duplication	279	178	1,900	0
600.603 - Maps, Blueprints, Etc	0	30	0	0
600.605 - Meeting Expenses	0	0	0	315
600.608 - Sml Tools and Equipment	3,000	2,948	4,100	0
600.613 - General Supplies	891	1,130	3,000	800
600.629 - Conference and Training	2,580	4,453	4,000	4,658
600.632 - Mileage Reimbursement	0	5	368	25
600.642 - Telephone and Data Services	6,006	5,955	2,500	2,668
600.647 - Memberships and Dues	0	0	0	616
<b>15 - Materials Total</b>	<b>14,163</b>	<b>19,851</b>	<b>18,868</b>	<b>10,585</b>
20 - Contract services				
700.701 - Training and Instruction	316	465	5,000	0
700.702 - General Service Agreement	148,323	117,914	53,400	90,388
<b>20 - Contract services Total</b>	<b>148,639</b>	<b>118,379</b>	<b>58,400</b>	<b>90,388</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	11,510	238	372
800.802 - IT Reimbursement	72,393	65,978	74,554	54,253
800.805 - CC CAP Allocation	15,487	16,344	11,266	13,041
800.806 - CM CAP Allocation	4,195	5,245	4,869	4,795
800.814 - Finance CAP Alloc	18,293	21,778	27,157	33,861
800.815 - Human resources CAP Alloc	24,008	27,254	27,563	60,710

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.820 - Grounds Maintenance CAP	2,260	0	0	0
800.821 - Building Maintenance CAP	25,385	31,624	25,722	10,305
<b>25 - Cost allocation Total</b>	<b>162,021</b>	<b>179,733</b>	<b>171,369</b>	<b>177,337</b>
31 - Special projects				
900.923 - Apple Campus 2	1,009,116	562,066	20,500	0
900.936 - 3-YR Scanning Project	15,800	190	0	0
900.963 - Trash Capture	0	1,525	0	0
<b>31 - Special projects Total</b>	<b>1,024,916</b>	<b>563,781</b>	<b>20,500</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,788	5,049
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,788</b>	<b>5,049</b>
804 Plan Review Total	2,089,312	1,695,352	1,297,073	1,316,596

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
806 CIP Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	316,290	314,471	420,694	713,029
500.502 - Salaries Part Time	57,941	60,276	76,489	62,141
500.513 - Sick Leave	0	0	2,021	2,071
<b>05 - Employee compensation Total</b>	<b>374,231</b>	<b>374,747</b>	<b>499,204</b>	<b>777,241</b>
10 - Employee benefits				
501.500 - Retirement System	82,465	81,475	113,094	206,964
501.502 - Pers 1959 Surv Empr	137	138	180	305
501.505 - Health Insurance	13,001	22,378	30,401	81,424
501.506 - Dental Insurance	3,407	3,711	4,566	7,685
501.507 - Medicare	5,373	5,381	6,981	11,240
501.508 - Life Insurance	1,861	1,709	2,160	3,635
501.509 - Long Term Disability	2,305	2,933	3,987	6,705
501.510 - Workers Compensation	1,789	9,396	7,474	5,775
501.511 - Vision Insurance	433	426	540	905
501.513 - Rec Bucks	0	0	0	2,020
501.516 - Hra City Contribution	1,240	0	0	0
<b>10 - Employee benefits Total</b>	<b>112,010</b>	<b>127,546</b>	<b>169,383</b>	<b>326,658</b>
15 - Materials				
600.601 - General Office Supplies	255	2,000	2,000	410
600.602 - Printing and Duplication	657	1,077	2,000	0
600.608 - Sml Tools and Equipment	0	0	0	132
600.613 - General Supplies	1,160	3,783	4,200	1,664
600.629 - Conference and Training	2,547	0	2,000	5,775
600.632 - Mileage Reimbursement	0	0	200	63
600.642 - Telephone and Data Services	2,566	2,814	2,900	2,658
600.647 - Memberships and Dues	0	0	0	3,203
600.650 - Special Dept Expense	0	0	0	1,197
<b>15 - Materials Total</b>	<b>7,185</b>	<b>9,675</b>	<b>13,300</b>	<b>15,102</b>
20 - Contract services				
700.701 - Training and Instruction	0	2,040	3,000	0
700.702 - General Service Agreement	95,691	23,620	0	15,904
700.704 - Insurance Fees, Claims, Premiums	3,334	350	0	0
<b>20 - Contract services Total</b>	<b>99,025</b>	<b>26,010</b>	<b>3,000</b>	<b>15,904</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	11,450	3,089	4,086
800.802 - IT Reimbursement	82,269	76,494	51,148	43,481
800.805 - CC CAP Allocation	11,187	0	0	2,585
800.806 - CM CAP Allocation	2,945	0	0	923
800.814 - Finance CAP Alloc	12,153	0	0	11,771
800.815 - Human resources CAP Alloc	32,439	0	0	6,980
800.818 - PW Admin CAP	141,524	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.820 - Grounds Maintenance CAP	1,994	0	0	0
800.821 - Building Maintenance CAP	22,462	0	0	2,413
<b>25 - Cost allocation Total</b>	<b>306,973</b>	<b>87,944</b>	<b>54,237</b>	<b>72,239</b>
30 - Capital outlays				
900.990 - Special Projects - PW	5,000	0	0	0
<b>30 - Capital outlays Total</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	815	1,550
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>815</b>	<b>1,550</b>
806 CIP Administration Total	904,424	625,922	739,939	1,208,694
<b>82 Developmental Services Total</b>	<b>2,993,735</b>	<b>2,321,274</b>	<b>2,037,012</b>	<b>2,525,290</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
83 Service Center				
807 Service Center Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	301,929	312,998	324,787	380,956
500.502 - Salaries Part Time	12,305	74,429	35,263	20,528
500.504 - Stand By	3,400	9,900	8,100	18,270
500.505 - Overtime	1,576	566	0	595
500.513 - Sick Leave	305	925	1,160	684
<b>05 - Employee compensation Total</b>	<b>319,515</b>	<b>398,819</b>	<b>369,310</b>	<b>421,033</b>
10 - Employee benefits				
501.500 - Retirement System	80,842	80,820	87,316	101,947
501.502 - Pers 1959 Surv Empr	165	170	153	209
501.505 - Health Insurance	39,414	48,269	27,372	60,583
501.506 - Dental Insurance	4,192	4,484	3,882	5,289
501.507 - Medicare	5,155	5,735	5,218	5,822
501.508 - Life Insurance	2,129	2,044	1,838	2,243
501.509 - Long Term Disability	2,305	3,062	3,052	3,586
501.510 - Workers Compensation	12,413	8,760	6,377	3,061
501.511 - Vision Insurance	531	515	459	623
501.513 - Rec Bucks	0	0	0	1,071
501.516 - Hra City Contribution	24,154	0	0	0
<b>10 - Employee benefits Total</b>	<b>171,300</b>	<b>153,860</b>	<b>135,667</b>	<b>184,434</b>
15 - Materials				
600.601 - General Office Supplies	13,905	14,525	12,000	14,871
600.605 - Meeting Expenses	0	0	0	4,207
600.608 - Sml Tools and Equipment	1,420	25,170	0	998
600.611 - Uniforms/Safety Appar	27,624	37,480	45,000	39,350
600.613 - General Supplies	5,955	16,690	12,000	4,640
600.629 - Conference and Training	1,174	3,323	5,000	3,938
600.632 - Mileage Reimbursement	46	13	1,045	26
600.642 - Telephone and Data Services	11,144	10,691	9,000	4,771
600.647 - Memberships and Dues	0	0	0	3,361
<b>15 - Materials Total</b>	<b>61,268</b>	<b>107,892</b>	<b>84,045</b>	<b>76,162</b>
20 - Contract services				
700.701 - Training and Instruction	10,201	21,110	11,500	7,633
700.702 - General Service Agreement	225,771	240,780	106,000	924
700.703 - Maintenance of Equipment	3,546	1,019	3,500	0
<b>20 - Contract services Total</b>	<b>239,519</b>	<b>262,909</b>	<b>121,000</b>	<b>8,557</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	124,720	10,417	13,299
800.802 - IT Reimbursement	38,182	38,727	49,863	36,285
800.805 - CC CAP Allocation	10,622	8,964	8,331	12,645
800.806 - CM CAP Allocation	2,845	2,776	3,612	4,667

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	14,291	16,391	24,794	32,778
800.815 - Human resources CAP Alloc	18,188	18,997	19,933	59,105
800.817 - Community Hall/Quinlan CAP	4,791	4,202	0	0
800.821 - Building Maintenance CAP	465,181	429,314	222,722	323,629
<b>25 - Cost allocation Total</b>	<b>554,100</b>	<b>644,091</b>	<b>339,672</b>	<b>482,408</b>
30 - Capital outlays				
900.905 - Facility Improvements	3,506	13,267	0	0
900.990 - Special Projects - PW	235,581	26,171	175,000	0
<b>30 - Capital outlays Total</b>	<b>239,087</b>	<b>39,438</b>	<b>175,000</b>	<b>0</b>
31 - Special projects				
750.005 - City Facilities Bldg Assessment	0	89,397	0	0
750.030 - Water System Assessment	0	13,750	0	0
750.043 - Office Reconfiguration	0	0	0	75,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>103,147</b>	<b>0</b>	<b>75,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	10,252	4,236
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>10,252</b>	<b>4,236</b>
807 Service Center Administration Total	1,584,789	1,710,156	1,234,946	1,251,830
<b>83 Service Center Total</b>	<b>1,584,789</b>	<b>1,710,156</b>	<b>1,234,946</b>	<b>1,251,830</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
84 Grounds				
808 McClellan Ranch Park				
05 - Employee compensation				
500.501 - Salaries Full Time	25,351	28,707	28,887	29,762
500.504 - Stand By	160	120	0	0
500.505 - Overtime	626	565	700	594
<b>05 - Employee compensation Total</b>	<b>26,137</b>	<b>29,393</b>	<b>29,587</b>	<b>30,356</b>
10 - Employee benefits				
501.500 - Retirement System	6,867	7,102	7,789	7,961
501.502 - Pers 1959 Surv Empr	17	18	18	18
501.505 - Health Insurance	4,559	4,349	4,651	4,811
501.506 - Dental Insurance	463	458	459	462
501.507 - Medicare	404	425	421	432
501.508 - Life Insurance	234	209	216	219
501.509 - Long Term Disability	160	203	226	232
501.510 - Workers Compensation	1,856	936	747	346
501.511 - Vision Insurance	60	57	60	64
501.513 - Rec Bucks	0	0	0	120
501.516 - Hra City Contribution	157	0	0	0
<b>10 - Employee benefits Total</b>	<b>14,777</b>	<b>13,758</b>	<b>14,587</b>	<b>14,665</b>
15 - Materials				
600.608 - Sml Tools and Equipment	0	0	0	1,373
600.611 - Uniforms/Safety Appar	80	80	80	80
600.613 - General Supplies	4,515	4,998	5,817	3,840
600.629 - Conference and Training	0	0	0	347
600.643 - Water Services	8,478	10,276	12,816	10,995
<b>15 - Materials Total</b>	<b>13,072</b>	<b>15,354</b>	<b>18,713</b>	<b>16,635</b>
20 - Contract services				
700.702 - General Service Agreement	18,750	10,750	8,000	10,080
<b>20 - Contract services Total</b>	<b>18,750</b>	<b>10,750</b>	<b>8,000</b>	<b>10,080</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5,876	7,517
800.802 - IT Reimbursement	4,228	956	5,910	4,301
800.805 - CC CAP Allocation	0	0	0	756
800.806 - CM CAP Allocation	0	0	0	270
800.811 - Public Affairs CAP Alloc	0	0	0	1,068
800.814 - Finance CAP Alloc	0	0	0	1,909
800.815 - Human resources CAP Alloc	0	0	0	2,024
800.821 - Building Maintenance CAP	0	0	0	700
<b>25 - Cost allocation Total</b>	<b>4,228</b>	<b>956</b>	<b>11,786</b>	<b>18,545</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,336	1,336
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,336</b>	<b>1,336</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
808 McClellan Ranch Park Total	76,964	70,210	84,009	91,617
809 Memorial Park				
05 - Employee compensation				
500.501 - Salaries Full Time	202,648	222,946	228,617	239,349
500.502 - Salaries Part Time	0	0	28,485	28,119
500.504 - Stand By	320	240	0	0
500.505 - Overtime	10,772	10,249	7,100	10,762
500.513 - Sick Leave	0	0	937	937
<b>05 - Employee compensation Total</b>	<b>213,740</b>	<b>233,435</b>	<b>265,139</b>	<b>279,167</b>
10 - Employee benefits				
501.500 - Retirement System	53,840	57,447	61,632	64,381
501.502 - Pers 1959 Surv Empr	178	183	180	182
501.505 - Health Insurance	39,812	43,458	44,815	46,366
501.506 - Dental Insurance	4,866	4,767	4,569	4,609
501.507 - Medicare	3,124	3,402	3,742	3,878
501.508 - Life Insurance	2,391	2,163	2,160	2,179
501.509 - Long Term Disability	1,151	1,418	1,509	1,574
501.510 - Workers Compensation	19,239	9,396	7,474	3,465
501.511 - Vision Insurance	582	570	562	684
501.513 - Rec Bucks	0	0	0	1,213
501.516 - Hra City Contribution	1,659	0	0	0
<b>10 - Employee benefits Total</b>	<b>126,841</b>	<b>122,804</b>	<b>126,643</b>	<b>128,531</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	1,140	1,060	1,140	1,132
600.613 - General Supplies	34,144	50,612	50,000	53,126
600.629 - Conference and Training	0	0	0	3,675
600.632 - Mileage Reimbursement	126	37	0	38
600.641 - Electrical Service	21,546	24,411	49,434	25,631
600.642 - Telephone and Data Services	6,939	7,564	6,000	8,129
600.643 - Water Services	49,702	88,554	127,200	94,753
<b>15 - Materials Total</b>	<b>113,597</b>	<b>172,237</b>	<b>233,774</b>	<b>186,484</b>
20 - Contract services				
700.702 - General Service Agreement	67,602	26,216	37,550	24,652
<b>20 - Contract services Total</b>	<b>67,602</b>	<b>26,216</b>	<b>37,550</b>	<b>24,652</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	18,000	63,364	81,061
800.802 - IT Reimbursement	42,976	11,474	20,309	14,778
800.805 - CC CAP Allocation	0	0	0	7,539
800.806 - CM CAP Allocation	0	0	0	2,680
800.811 - Public Affairs CAP Alloc	0	0	0	10,977
800.814 - Finance CAP Alloc	0	0	0	8,653
800.815 - Human resources CAP Alloc	0	0	0	20,801
800.821 - Building Maintenance CAP	0	0	0	7,192

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>42,976</b>	<b>29,474</b>	<b>83,673</b>	<b>153,681</b>
30 - Capital outlays				
900.905 - Facility Improvements	0	47,851	0	0
900.990 - Special Projects - PW	6,829	9,950	0	0
<b>30 - Capital outlays Total</b>	<b>6,829</b>	<b>57,801</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	13,566	10,557
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>13,566</b>	<b>10,557</b>
809 Memorial Park Total	571,584	641,966	760,345	783,072

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
812 School Site Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	264,391	303,834	318,350	330,082
500.504 - Stand By	1,520	1,440	0	0
500.505 - Overtime	3,540	4,785	3,600	5,024
<b>05 - Employee compensation Total</b>	<b>269,451</b>	<b>310,059</b>	<b>321,950</b>	<b>335,106</b>
10 - Employee benefits				
501.500 - Retirement System	72,572	79,134	85,852	88,282
501.502 - Pers 1959 Surv Empr	239	248	258	258
501.505 - Health Insurance	46,243	51,343	56,549	64,434
501.506 - Dental Insurance	6,588	6,453	6,550	6,605
501.507 - Medicare	4,126	4,535	4,646	4,561
501.508 - Life Insurance	3,231	2,991	3,096	3,125
501.509 - Long Term Disability	1,531	1,896	2,073	2,136
501.510 - Workers Compensation	23,280	13,464	10,712	4,966
501.511 - Vision Insurance	819	803	843	985
501.513 - Rec Bucks	0	0	0	1,738
501.516 - Hra City Contribution	2,231	0	0	0
<b>10 - Employee benefits Total</b>	<b>160,860</b>	<b>160,866</b>	<b>170,579</b>	<b>177,090</b>
15 - Materials				
600.605 - Meeting Expenses	0	0	0	105
600.611 - Uniforms/Safety Appar	1,640	1,560	1,640	1,657
600.613 - General Supplies	59,532	58,944	61,800	61,890
600.629 - Conference and Training	0	0	0	4,515
600.632 - Mileage Reimbursement	65	91	0	96
600.641 - Electrical Service	3,204	3,212	6,180	3,372
600.643 - Water Services	185,735	293,565	368,040	314,114
600.647 - Memberships and Dues	0	0	0	378
<b>15 - Materials Total</b>	<b>250,176</b>	<b>357,372</b>	<b>437,660</b>	<b>386,127</b>
20 - Contract services				
700.701 - Training and Instruction	0	160	13,000	0
700.702 - General Service Agreement	12,000	16,396	15,000	17,217
700.706 - Rent Expense	0	0	5,500	0
<b>20 - Contract services Total</b>	<b>12,000</b>	<b>16,556</b>	<b>33,500</b>	<b>17,217</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	79,040	85,407	109,355
800.802 - IT Reimbursement	60,537	6,693	21,232	15,450
800.805 - CC CAP Allocation	0	0	0	11,248
800.806 - CM CAP Allocation	0	0	0	4,030
800.811 - Public Affairs CAP Alloc	0	0	0	15,729
800.814 - Finance CAP Alloc	0	0	0	10,189
800.815 - Human resources CAP Alloc	0	0	0	29,805
800.821 - Building Maintenance CAP	0	0	0	10,305

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>60,537</b>	<b>85,733</b>	<b>106,639</b>	<b>206,111</b>
30 - Capital outlays				
900.990 - Special Projects - PW	0	143,717	35,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>143,717</b>	<b>35,000</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	19,500
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	23,558	20,167
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>23,558</b>	<b>20,167</b>
812 School Site Maintenance Total	753,023	1,074,303	1,128,886	1,161,318

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
813 Neighborhood Parks				
05 - Employee compensation				
500.501 - Salaries Full Time	500,785	541,588	590,685	595,129
500.504 - Stand By	620	240	0	0
500.505 - Overtime	6,880	6,189	5,800	6,498
<b>05 - Employee compensation Total</b>	<b>508,284</b>	<b>548,016</b>	<b>596,485</b>	<b>601,627</b>
10 - Employee benefits				
501.500 - Retirement System	131,468	140,240	159,363	159,173
501.502 - Pers 1959 Surv Empr	431	462	498	500
501.505 - Health Insurance	78,148	80,757	90,529	113,790
501.506 - Dental Insurance	12,310	12,046	12,637	12,752
501.507 - Medicare	7,423	7,999	8,620	7,728
501.508 - Life Insurance	6,022	5,599	5,979	6,035
501.509 - Long Term Disability	2,731	3,341	3,767	3,793
501.510 - Workers Compensation	62,750	25,356	20,727	9,586
501.511 - Vision Insurance	1,574	1,530	1,645	1,916
501.513 - Rec Bucks	0	0	0	3,354
501.516 - Hra City Contribution	4,171	0	0	0
<b>10 - Employee benefits Total</b>	<b>307,028</b>	<b>277,329</b>	<b>303,765</b>	<b>318,627</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	1,774
600.608 - Sml Tools and Equipment	0	0	0	13,090
600.611 - Uniforms/Safety Appar	3,433	3,060	3,280	3,273
600.613 - General Supplies	129,099	140,588	164,800	126,173
600.629 - Conference and Training	0	0	0	8,715
600.632 - Mileage Reimbursement	122	195	0	205
600.641 - Electrical Service	5,568	5,712	6,238	5,998
600.642 - Telephone and Data Services	0	0	0	760
600.643 - Water Services	150,088	231,189	226,080	247,373
600.644 - Sewer Service	0	0	400	0
600.647 - Memberships and Dues	0	0	0	68
<b>15 - Materials Total</b>	<b>288,310</b>	<b>380,745</b>	<b>400,798</b>	<b>407,429</b>
20 - Contract services				
700.701 - Training and Instruction	6,996	11,415	7,000	0
700.702 - General Service Agreement	145,416	67,578	65,000	72,428
<b>20 - Contract services Total</b>	<b>152,412</b>	<b>78,994</b>	<b>72,000</b>	<b>72,428</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	98,520	142,849	182,874
800.802 - IT Reimbursement	115,540	6,693	22,965	16,711
800.805 - CC CAP Allocation	0	0	0	19,259
800.806 - CM CAP Allocation	0	0	0	6,808
800.811 - Public Affairs CAP Alloc	0	0	0	28,806
800.814 - Finance CAP Alloc	0	0	0	22,962



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.815 - Human resources CAP Alloc	0	0	0	66,946
800.821 - Building Maintenance CAP	0	0	0	18,873
<b>25 - Cost allocation Total</b>	<b>115,540</b>	<b>105,213</b>	<b>165,814</b>	<b>363,239</b>
30 - Capital outlays				
900.990 - Special Projects - PW	32,861	112,474	47,000	37,050
<b>30 - Capital outlays Total</b>	<b>32,861</b>	<b>112,474</b>	<b>47,000</b>	<b>37,050</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	12,610
900.945 - Fixed Asset Acquisition	0	0	20,000	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>12,610</b>
35 - Contingencies				
719.705 - Contingencies	0	0	23,640	23,993
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>23,640</b>	<b>23,993</b>
813 Neighborhood Parks Total	1,404,435	1,502,772	1,629,502	1,837,003

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
814 Sport Fields Jollyman CRK				
05 - Employee compensation				
500.501 - Salaries Full Time	170,970	197,677	221,293	221,207
500.504 - Stand By	420	240	0	0
500.505 - Overtime	2,667	596	500	926
<b>05 - Employee compensation Total</b>	<b>174,057</b>	<b>198,514</b>	<b>221,793</b>	<b>222,133</b>
10 - Employee benefits				
501.500 - Retirement System	45,588	51,662	59,677	59,163
501.502 - Pers 1959 Surv Empr	156	169	186	186
501.505 - Health Insurance	22,949	25,016	28,622	38,919
501.506 - Dental Insurance	4,226	4,408	4,721	4,761
501.507 - Medicare	2,636	2,937	3,228	3,208
501.508 - Life Insurance	2,078	2,047	2,234	2,253
501.509 - Long Term Disability	991	1,300	1,478	1,479
501.510 - Workers Compensation	21,159	9,072	7,723	3,580
501.511 - Vision Insurance	542	557	610	707
501.513 - Rec Bucks	0	0	0	1,253
501.516 - Hra City Contribution	1,415	0	0	0
<b>10 - Employee benefits Total</b>	<b>101,740</b>	<b>97,168</b>	<b>108,479</b>	<b>115,509</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	1,313	980	1,160	1,172
600.613 - General Supplies	52,015	58,135	48,410	61,041
600.629 - Conference and Training	0	0	0	3,255
600.632 - Mileage Reimbursement	8	95	0	100
600.641 - Electrical Service	2,919	3,842	4,002	4,034
600.643 - Water Services	95,279	143,364	170,400	153,399
<b>15 - Materials Total</b>	<b>151,535</b>	<b>206,416</b>	<b>223,972</b>	<b>223,001</b>
20 - Contract services				
700.702 - General Service Agreement	38,038	300	22,000	315
<b>20 - Contract services Total</b>	<b>38,038</b>	<b>300</b>	<b>22,000</b>	<b>315</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	40,160	50,068	64,066
800.802 - IT Reimbursement	40,885	1,912	16,930	12,319
800.805 - CC CAP Allocation	0	0	0	7,046
800.806 - CM CAP Allocation	0	0	0	2,493
800.811 - Public Affairs CAP Alloc	0	0	0	10,498
800.814 - Finance CAP Alloc	0	0	0	7,713
800.815 - Human resources CAP Alloc	0	0	0	38,436
800.821 - Building Maintenance CAP	0	0	0	6,878
<b>25 - Cost allocation Total</b>	<b>40,885</b>	<b>42,072</b>	<b>66,998</b>	<b>149,449</b>
30 - Capital outlays				
900.990 - Special Projects - PW	0	12,600	10,000	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>12,600</b>	<b>10,000</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
35 - Contingencies				
719.705 - Contingencies	0	0	12,299	11,166
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>12,299</b>	<b>11,166</b>
814 Sport Fields Jollyman CRK Total	506,255	557,069	665,541	721,573

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
815 Civic Center Ground Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	69,381	80,104	81,522	83,116
500.504 - Stand By	1,360	1,320	0	0
500.505 - Overtime	1,887	948	1,200	995
<b>05 - Employee compensation Total</b>	<b>72,628</b>	<b>82,372</b>	<b>82,722</b>	<b>84,111</b>
10 - Employee benefits				
501.500 - Retirement System	19,278	20,960	22,017	22,231
501.502 - Pers 1959 Surv Empr	55	57	60	60
501.505 - Health Insurance	14,119	16,153	17,679	18,284
501.506 - Dental Insurance	1,489	1,492	1,523	1,538
501.507 - Medicare	1,124	1,223	1,190	1,206
501.508 - Life Insurance	735	689	723	729
501.509 - Long Term Disability	410	516	559	560
501.510 - Workers Compensation	6,207	3,132	2,491	1,155
501.511 - Vision Insurance	182	183	193	226
501.513 - Rec Bucks	0	0	0	402
501.516 - Hra City Contribution	517	0	0	0
<b>10 - Employee benefits Total</b>	<b>44,116</b>	<b>44,406</b>	<b>46,435</b>	<b>46,391</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	360	320	360	362
600.613 - General Supplies	8,345	9,315	10,300	8,210
600.629 - Conference and Training	0	0	0	1,050
600.632 - Mileage Reimbursement	0	18	0	19
600.643 - Water Services	32,187	57,283	91,704	61,293
<b>15 - Materials Total</b>	<b>40,891</b>	<b>66,936</b>	<b>102,364</b>	<b>70,934</b>
20 - Contract services				
700.702 - General Service Agreement	5,800	0	3,000	0
<b>20 - Contract services Total</b>	<b>5,800</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	6,050	16,168	20,684
800.802 - IT Reimbursement	14,079	956	5,910	4,301
800.805 - CC CAP Allocation	66,925	0	0	2,507
800.806 - CM CAP Allocation	17,372	0	0	887
800.811 - Public Affairs CAP Alloc	0	0	0	3,720
800.814 - Finance CAP Alloc	70,279	0	0	2,410
800.815 - Human resources CAP Alloc	143,682	0	0	7,050
800.818 - PW Admin CAP	56,610	0	0	0
800.821 - Building Maintenance CAP	0	0	0	2,438
<b>25 - Cost allocation Total</b>	<b>368,947</b>	<b>7,006</b>	<b>22,078</b>	<b>43,997</b>
35 - Contingencies				
719.705 - Contingencies	0	0	5,268	3,547
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>5,268</b>	<b>3,547</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
815 Civic Center Ground Maint Total	532,383	200,720	261,867	248,980
<b>84 Grounds Total</b>	<b>3,844,644</b>	<b>4,047,040</b>	<b>4,530,150</b>	<b>4,843,563</b>
85 Streets				
818 Storm Drain Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	103,439	105,503	97,766	99,987
500.502 - Salaries Part Time	23,903	11,044	28,485	28,119
500.504 - Stand By	200	120	0	0
500.505 - Overtime	2,947	239	350	251
500.513 - Sick Leave	596	205	937	937
<b>05 - Employee compensation Total</b>	<b>131,084</b>	<b>117,112</b>	<b>127,538</b>	<b>129,294</b>
10 - Employee benefits				
501.500 - Retirement System	33,349	26,656	26,340	27,108
501.502 - Pers 1959 Surv Empr	90	61	63	72
501.505 - Health Insurance	14,857	15,973	16,493	18,087
501.506 - Dental Insurance	2,155	2,017	1,831	1,844
501.507 - Medicare	1,941	1,692	1,833	1,858
501.508 - Life Insurance	1,072	929	864	873
501.509 - Long Term Disability	618	719	738	747
501.510 - Workers Compensation	7,135	3,756	2,989	1,386
501.511 - Vision Insurance	266	250	238	265
501.513 - Rec Bucks	0	0	0	484
501.516 - Hra City Contribution	719	0	0	0
<b>10 - Employee benefits Total</b>	<b>62,203</b>	<b>52,053</b>	<b>51,389</b>	<b>52,724</b>
15 - Materials				
600.608 - Sml Tools and Equipment	0	0	0	2,847
600.611 - Uniforms/Safety Appar	460	460	720	383
600.613 - General Supplies	5,809	6,020	15,000	3,022
600.629 - Conference and Training	0	0	0	1,838
600.632 - Mileage Reimbursement	0	33	0	35
600.642 - Telephone and Data Services	1,139	1,649	1,000	1,651
<b>15 - Materials Total</b>	<b>7,408</b>	<b>8,162</b>	<b>16,720</b>	<b>9,776</b>
20 - Contract services				
700.702 - General Service Agreement	164,269	160,525	200,000	174,796
700.706 - Rent Expense	12,141	15,650	25,000	10,640
<b>20 - Contract services Total</b>	<b>176,410</b>	<b>176,175</b>	<b>225,000</b>	<b>185,436</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	4,458	5,704
800.802 - IT Reimbursement	12,693	8,128	9,714	7,069
800.805 - CC CAP Allocation	3,184	4,301	3,729	3,960
800.806 - CM CAP Allocation	839	1,305	1,535	1,421
800.814 - Finance CAP Alloc	8,459	9,587	12,014	14,954
800.815 - Human resources CAP Alloc	6,184	10,209	12,320	10,400

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.821 - Building Maintenance CAP	0	0	0	3,596
<b>25 - Cost allocation Total</b>	<b>31,359</b>	<b>33,530</b>	<b>43,770</b>	<b>47,104</b>
35 - Contingencies				
719.705 - Contingencies	0	0	12,086	9,761
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>12,086</b>	<b>9,761</b>
818 Storm Drain Maintenance Total	408,465	387,031	476,503	434,095

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
820 Sidewalk Curb and Gutter				
05 - Employee compensation				
500.501 - Salaries Full Time	68,074	93,934	123,939	126,640
500.504 - Stand By	975	630	0	0
500.505 - Overtime	2,549	7,535	5,400	7,912
<b>05 - Employee compensation Total</b>	<b>71,599</b>	<b>102,099</b>	<b>129,339</b>	<b>134,552</b>
10 - Employee benefits				
501.500 - Retirement System	17,863	23,526	33,443	33,872
501.502 - Pers 1959 Surv Empr	47	61	80	79
501.505 - Health Insurance	12,366	18,636	24,615	25,467
501.506 - Dental Insurance	1,368	1,665	1,985	1,999
501.507 - Medicare	1,070	1,472	1,808	1,835
501.508 - Life Insurance	676	764	1,066	943
501.509 - Long Term Disability	347	553	792	1,249
501.510 - Workers Compensation	4,660	4,068	3,239	1,501
501.511 - Vision Insurance	189	226	291	253
501.513 - Rec Bucks	0	0	0	524
501.516 - Hra City Contribution	451	0	0	0
<b>10 - Employee benefits Total</b>	<b>39,037</b>	<b>50,970</b>	<b>67,319</b>	<b>67,722</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	92
600.608 - Sml Tools and Equipment	0	0	0	183
600.611 - Uniforms/Safety Appar	320	320	320	120
600.613 - General Supplies	3,085	1,765	2,621	1,505
600.629 - Conference and Training	0	0	0	1,365
600.632 - Mileage Reimbursement	12	17	0	18
600.642 - Telephone and Data Services	(3,276)	1,730	788	1,634
600.647 - Memberships and Dues	0	0	0	278
<b>15 - Materials Total</b>	<b>142</b>	<b>3,833</b>	<b>3,729</b>	<b>5,195</b>
20 - Contract services				
700.701 - Training and Instruction	0	80	1,000	0
700.702 - General Service Agreement	0	0	30,000	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>80</b>	<b>31,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	17,640	11,789	15,081
800.802 - IT Reimbursement	13,051	20,558	24,729	17,995
800.805 - CC CAP Allocation	6,054	5,448	3,759	5,350
800.806 - CM CAP Allocation	1,701	1,840	1,701	2,088
800.809 - City Clerk CAP Alloc	3,900	2,261	2,255	2,790
800.814 - Finance CAP Alloc	13,545	14,954	12,524	16,227
800.815 - Human resources CAP Alloc	6,184	5,410	5,996	7,539
800.821 - Building Maintenance CAP	0	0	0	2,607
<b>25 - Cost allocation Total</b>	<b>44,435</b>	<b>68,111</b>	<b>62,753</b>	<b>69,677</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
30 - Capital outlays				
900.990 - Special Projects - PW	0	35,000	0	0
<b>30 - Capital outlays Total</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
31 - Special projects				
750.020 - Annual Sidewalk Curb & Gutter	0	0	900,000	1,100,000
900.922 - Annual SW Curb Gutter	825,140	879,385	0	0
<b>31 - Special projects Total</b>	<b>825,140</b>	<b>879,385</b>	<b>900,000</b>	<b>1,100,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,736	260
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,736</b>	<b>260</b>
820 Sidewalk Curb and Gutter Total	980,352	1,139,478	1,195,876	1,377,406



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
821 Street Pavement Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	248,661	260,737	257,018	265,725
500.502 - Salaries Part Time	0	11,044	28,485	28,119
500.504 - Stand By	1,950	720	0	0
500.505 - Overtime	3,536	2,778	2,600	2,917
500.513 - Sick Leave	0	205	937	937
<b>05 - Employee compensation Total</b>	<b>254,147</b>	<b>275,484</b>	<b>289,040</b>	<b>297,698</b>
10 - Employee benefits				
501.500 - Retirement System	66,817	66,241	69,299	71,437
501.502 - Pers 1959 Surv Empr	163	162	166	201
501.505 - Health Insurance	40,421	45,244	49,146	50,506
501.506 - Dental Insurance	5,553	5,174	5,103	5,150
501.507 - Medicare	3,768	3,912	4,092	4,195
501.508 - Life Insurance	2,735	2,403	2,419	2,437
501.509 - Long Term Disability	1,413	1,654	1,749	1,814
501.510 - Workers Compensation	14,908	10,488	8,370	3,869
501.511 - Vision Insurance	706	657	682	760
501.513 - Rec Bucks	0	0	0	1,353
501.516 - Hra City Contribution	1,849	0	0	0
<b>10 - Employee benefits Total</b>	<b>138,331</b>	<b>135,934</b>	<b>141,026</b>	<b>141,722</b>
15 - Materials				
600.608 - Sml Tools and Equipment	0	0	0	2,392
600.611 - Uniforms/Safety Appar	1,340	1,340	1,380	1,212
600.613 - General Supplies	35,436	31,920	58,500	30,960
600.629 - Conference and Training	0	0	0	4,043
600.632 - Mileage Reimbursement	51	70	0	74
600.642 - Telephone and Data Services	848	76	2,200	80
<b>15 - Materials Total</b>	<b>37,675</b>	<b>33,406</b>	<b>62,080</b>	<b>38,761</b>
20 - Contract services				
700.702 - General Service Agreement	137,388	35,426	175,000	192,570
700.706 - Rent Expense	0	0	1,000	0
<b>20 - Contract services Total</b>	<b>137,388</b>	<b>35,426</b>	<b>176,000</b>	<b>192,570</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	8,070	76,568	97,952
800.802 - IT Reimbursement	56,439	32,990	15,680	11,410
800.805 - CC CAP Allocation	34,728	39,978	23,620	35,235
800.806 - CM CAP Allocation	10,000	13,953	11,025	14,399
800.814 - Finance CAP Alloc	26,129	29,225	23,511	31,541
800.815 - Human resources CAP Alloc	22,553	21,424	23,741	24,779
800.821 - Building Maintenance CAP	0	0	0	8,568
<b>25 - Cost allocation Total</b>	<b>149,849</b>	<b>145,640</b>	<b>174,145</b>	<b>223,884</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.971 - SB1 Roads	0	0	978,379	1,000,000
900.990 - Special Projects - PW	51,830	479,999	0	0
<b>30 - Capital outlays Total</b>	<b>51,830</b>	<b>479,999</b>	<b>978,379</b>	<b>1,000,000</b>
31 - Special projects				
900.921 - Annual Asphalt Project	6,625,393	8,754,931	5,000,000	2,000,000
<b>31 - Special projects Total</b>	<b>6,625,393</b>	<b>8,754,931</b>	<b>5,000,000</b>	<b>2,000,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	11,904	11,567
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>11,904</b>	<b>11,567</b>
821 Street Pavement Maintenance Total	7,394,614	9,860,821	6,832,574	3,906,202

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
822 Street Sign Marking				
05 - Employee compensation				
500.501 - Salaries Full Time	260,001	268,561	261,772	271,302
500.504 - Stand By	2,150	750	0	0
500.505 - Overtime	9,987	7,416	6,300	7,787
<b>05 - Employee compensation Total</b>	<b>272,138</b>	<b>276,727</b>	<b>268,072</b>	<b>279,089</b>
10 - Employee benefits				
501.500 - Retirement System	70,442	68,511	70,615	72,561
501.502 - Pers 1959 Surv Empr	192	181	171	210
501.505 - Health Insurance	45,484	49,561	52,149	53,255
501.506 - Dental Insurance	6,097	5,539	5,331	5,376
501.507 - Medicare	3,678	3,762	3,753	3,867
501.508 - Life Insurance	2,991	2,559	2,536	2,544
501.509 - Long Term Disability	1,457	1,675	1,728	1,798
501.510 - Workers Compensation	16,764	10,956	8,719	4,042
501.511 - Vision Insurance	774	707	721	797
501.513 - Rec Bucks	0	0	0	1,414
501.516 - Hra City Contribution	1,979	0	0	0
<b>10 - Employee benefits Total</b>	<b>149,858</b>	<b>143,452</b>	<b>145,723</b>	<b>145,864</b>
15 - Materials				
600.605 - Meeting Expenses	0	0	0	84
600.608 - Sml Tools and Equipment	0	0	0	1,116
600.611 - Uniforms/Safety Appar	1,480	1,480	1,600	1,313
600.613 - General Supplies	96,696	118,808	106,628	123,316
600.629 - Conference and Training	0	0	0	3,675
600.632 - Mileage Reimbursement	108	226	0	237
600.642 - Telephone and Data Services	392	0	1,000	0
600.647 - Memberships and Dues	0	0	0	42
<b>15 - Materials Total</b>	<b>98,676</b>	<b>120,513</b>	<b>109,228</b>	<b>129,783</b>
20 - Contract services				
700.701 - Training and Instruction	582	6,652	2,000	0
700.702 - General Service Agreement	8,014	32,682	15,000	34,316
<b>20 - Contract services Total</b>	<b>8,596</b>	<b>39,335</b>	<b>17,000</b>	<b>34,316</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	172,700	14,835	18,979
800.802 - IT Reimbursement	59,159	43,507	47,402	34,494
800.805 - CC CAP Allocation	12,912	10,158	7,180	9,239
800.806 - CM CAP Allocation	3,360	3,096	2,918	3,306
800.814 - Finance CAP Alloc	13,780	15,025	17,908	22,841
800.815 - Human resources CAP Alloc	27,281	23,542	25,312	24,640
800.821 - Building Maintenance CAP	0	0	0	8,519
<b>25 - Cost allocation Total</b>	<b>116,492</b>	<b>268,028</b>	<b>115,555</b>	<b>122,018</b>
31 - Special projects				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.945 - Fixed Asset Acquisition	0	19,308	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>19,308</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	6,311	8,205
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>6,311</b>	<b>8,205</b>
822 Street Sign Marking Total	645,761	867,363	661,889	719,275

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
848 Street Lighting				
05 - Employee compensation				
500.501 - Salaries Full Time	30,802	63,953	88,188	89,110
500.505 - Overtime	1,560	2,111	2,500	16,641
<b>05 - Employee compensation Total</b>	<b>32,362</b>	<b>66,064</b>	<b>90,688</b>	<b>105,751</b>
10 - Employee benefits				
501.500 - Retirement System	8,128	16,183	23,805	23,834
501.502 - Pers 1959 Surv Empr	21	40	58	58
501.505 - Health Insurance	4,835	10,518	15,295	15,825
501.506 - Dental Insurance	578	1,087	1,447	1,460
501.507 - Medicare	98	112	85	86
501.508 - Life Insurance	286	491	684	690
501.509 - Long Term Disability	180	384	560	564
501.510 - Workers Compensation	2,165	2,976	2,392	1,097
501.511 - Vision Insurance	66	123	171	218
501.513 - Rec Bucks	0	0	0	384
501.516 - Hra City Contribution	187	0	0	0
<b>10 - Employee benefits Total</b>	<b>16,544</b>	<b>31,914</b>	<b>44,497</b>	<b>44,216</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	29
600.605 - Meeting Expenses	0	0	0	289
600.608 - Sml Tools and Equipment	0	0	0	103
600.611 - Uniforms/Safety Appar	120	120	120	364
600.613 - General Supplies	55,330	37,752	40,976	36,341
600.618 - Utilities and Phone	0	0	1,050	0
600.629 - Conference and Training	0	0	0	998
600.632 - Mileage Reimbursement	51	7	0	35
600.641 - Electrical Service	180,087	216,629	234,223	227,460
600.642 - Telephone and Data Services	1,735	1,588	1,400	1,667
600.647 - Memberships and Dues	0	0	0	2,520
<b>15 - Materials Total</b>	<b>237,323</b>	<b>256,096</b>	<b>277,769</b>	<b>269,806</b>
20 - Contract services				
700.701 - Training and Instruction	367	275	4,000	0
700.702 - General Service Agreement	3,000	2,313	20,000	2,429
<b>20 - Contract services Total</b>	<b>3,367</b>	<b>2,588</b>	<b>24,000</b>	<b>2,429</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	8,220	7,376	9,436
800.802 - IT Reimbursement	5,027	478	15,945	11,603
800.805 - CC CAP Allocation	2,843	2,286	1,378	2,506
800.806 - CM CAP Allocation	806	774	620	949
800.814 - Finance CAP Alloc	8,037	8,487	11,508	18,942
800.815 - Human resources CAP Alloc	2,546	2,192	2,372	4,677
800.821 - Building Maintenance CAP	0	0	0	1,617

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>19,259</b>	<b>22,437</b>	<b>39,199</b>	<b>49,730</b>
30 - Capital outlays				
900.990 - Special Projects - PW	35,260	46,129	97,000	0
<b>30 - Capital outlays Total</b>	<b>35,260</b>	<b>46,129</b>	<b>97,000</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	11,500
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	15,088	13,612
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>15,088</b>	<b>13,612</b>
848 Street Lighting Total	344,115	425,228	588,241	497,044

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
849 Equipment Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	219,374	249,449	244,941	242,245
500.502 - Salaries Part Time	4,492	24,524	24,997	0
500.504 - Stand By	1,300	900	0	0
500.505 - Overtime	5,083	6,212	7,400	6,523
500.513 - Sick Leave	0	124	823	0
<b>05 - Employee compensation Total</b>	<b>230,249</b>	<b>281,210</b>	<b>278,161</b>	<b>248,768</b>
10 - Employee benefits				
501.500 - Retirement System	433,493	93,404	66,063	64,790
501.502 - Pers 1959 Surv Empr	98	118	120	183
501.505 - Health Insurance	26,280	44,676	39,872	48,110
501.506 - Dental Insurance	4,319	4,625	4,566	4,611
501.507 - Medicare	3,276	3,981	3,928	3,513
501.508 - Life Insurance	2,107	2,143	2,160	2,181
501.509 - Long Term Disability	1,149	1,424	1,495	1,481
501.510 - Workers Compensation	19,239	9,396	7,474	3,465
501.511 - Vision Insurance	537	582	590	696
501.513 - Rec Bucks	0	0	0	1,212
501.516 - Hra City Contribution	1,524	0	0	0
<b>10 - Employee benefits Total</b>	<b>492,022</b>	<b>160,348</b>	<b>126,268</b>	<b>130,242</b>
15 - Materials				
600.601 - General Office Supplies	204,349	0	0	281
600.605 - Meeting Expenses	0	0	0	147
600.608 - Sml Tools and Equipment	8,984	23,888	25,000	9,233
600.609 - Equipment Parts	36,965	31,873	40,000	35,697
600.610 - Auto Parts/Supplies	57,042	46,286	46,000	49,320
600.611 - Uniforms/Safety Appar	1,293	1,200	2,400	1,212
600.612 - Fuel	109,901	135,133	166,311	141,900
600.613 - General Supplies	40,773	54,194	50,000	59,803
600.618 - Utilities and Phone	0	0	818	0
600.629 - Conference and Training	0	0	0	3,675
600.632 - Mileage Reimbursement	402	264	0	278
600.642 - Telephone and Data Services	901	1,347	1,150	660
600.647 - Memberships and Dues	0	0	0	273
<b>15 - Materials Total</b>	<b>460,611</b>	<b>294,185</b>	<b>331,679</b>	<b>302,479</b>
20 - Contract services				
700.701 - Training and Instruction	1,592	5,276	5,000	0
700.702 - General Service Agreement	81,273	63,459	95,000	66,969
700.703 - Maintenance of Equipment	64,632	13,754	40,000	14,430
<b>20 - Contract services Total</b>	<b>147,496</b>	<b>82,489</b>	<b>140,000</b>	<b>81,399</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	22,134	28,316

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	41,045	38,247	51,263	37,303
800.805 - CC CAP Allocation	12,324	9,265	7,937	11,134
800.806 - CM CAP Allocation	3,301	2,959	3,433	4,122
800.814 - Finance CAP Alloc	13,981	17,902	24,987	33,539
800.815 - Human resources CAP Alloc	31,712	27,030	31,369	24,361
800.821 - Building Maintenance CAP	0	0	0	8,423
<b>25 - Cost allocation Total</b>	<b>102,363</b>	<b>95,403</b>	<b>141,123</b>	<b>147,198</b>
30 - Capital outlays				
900.990 - Special Projects - PW	10,486	22,456	0	0
<b>30 - Capital outlays Total</b>	<b>10,486</b>	<b>22,456</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	23,584	19,194
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>23,584</b>	<b>19,194</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	39,602	635,094	552,845	0
<b>50 - Other financing uses Total</b>	<b>39,602</b>	<b>635,094</b>	<b>552,845</b>	<b>0</b>
<b>849 Equipment Maintenance Total</b>	<b>1,482,830</b>	<b>1,571,185</b>	<b>1,593,660</b>	<b>929,280</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
850 Environmental Materials				
05 - Employee compensation				
500.501 - Salaries Full Time	45,316	53,789	56,292	57,340
500.504 - Stand By	300	165	0	0
500.505 - Overtime	479	376	250	395
<b>05 - Employee compensation Total</b>	<b>46,095</b>	<b>54,331</b>	<b>56,542</b>	<b>57,735</b>
10 - Employee benefits				
501.500 - Retirement System	11,696	13,396	15,189	15,336
501.502 - Pers 1959 Surv Empr	14	15	18	39
501.505 - Health Insurance	5,540	7,403	8,717	9,021
501.506 - Dental Insurance	810	915	993	999
501.507 - Medicare	684	785	823	831
501.508 - Life Insurance	404	421	468	472
501.509 - Long Term Disability	266	347	403	403
501.510 - Workers Compensation	1,547	2,040	1,644	751
501.511 - Vision Insurance	99	112	128	147
501.513 - Rec Bucks	0	0	0	262
501.516 - Hra City Contribution	275	0	0	0
<b>10 - Employee benefits Total</b>	<b>21,334</b>	<b>25,434</b>	<b>28,383</b>	<b>28,261</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	170
600.611 - Uniforms/Safety Appar	180	180	220	222
600.613 - General Supplies	2,917	1,792	3,800	3,721
600.616 - Haz Material Mgmt	23,499	14,168	38,000	14,157
600.629 - Conference and Training	0	0	0	683
600.632 - Mileage Reimbursement	4	17	0	18
600.635 - Special Departmental Exp	0	0	0	719
600.642 - Telephone and Data Services	2,860	2,288	2,460	2,914
600.647 - Memberships and Dues	0	0	0	2,016
<b>15 - Materials Total</b>	<b>29,460</b>	<b>18,445</b>	<b>44,480</b>	<b>24,620</b>
20 - Contract services				
700.701 - Training and Instruction	4,624	8,795	5,000	0
700.702 - General Service Agreement	730	330	0	0
<b>20 - Contract services Total</b>	<b>5,354</b>	<b>9,125</b>	<b>5,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	29,360	2,965	3,793
800.802 - IT Reimbursement	9,156	8,127	39,023	28,397
800.805 - CC CAP Allocation	1,480	1,541	1,116	1,605
800.806 - CM CAP Allocation	396	473	460	577
800.814 - Finance CAP Alloc	8,408	9,203	10,901	13,901
800.815 - Human resources CAP Alloc	2,546	3,433	3,664	4,188
800.821 - Building Maintenance CAP	0	0	0	1,448
<b>25 - Cost allocation Total</b>	<b>21,986</b>	<b>52,137</b>	<b>58,129</b>	<b>53,909</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
35 - Contingencies				
719.705 - Contingencies	0	0	2,474	1,231
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>2,474</b>	<b>1,231</b>
50 - Other financing uses				
701.702 - Special Contracts	0	0	0	347
<b>50 - Other financing uses Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>347</b>
850 Environmental Materials Total	124,230	159,471	195,008	166,103
<b>85 Streets Total</b>	<b>11,380,366</b>	<b>14,410,577</b>	<b>11,543,751</b>	<b>8,029,405</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
86 Trees and Right of Way				
824 Overpasses and Medians				
05 - Employee compensation				
500.501 - Salaries Full Time	421,212	432,476	466,934	459,888
500.504 - Stand By	0	300	0	0
500.505 - Overtime	12,496	11,116	7,500	11,672
<b>05 - Employee compensation Total</b>	<b>433,708</b>	<b>443,892</b>	<b>474,434</b>	<b>471,560</b>
10 - Employee benefits				
501.500 - Retirement System	111,360	111,980	125,849	123,002
501.502 - Pers 1959 Surv Empr	352	371	378	384
501.505 - Health Insurance	63,618	79,860	82,992	86,059
501.506 - Dental Insurance	9,702	9,718	9,589	9,683
501.507 - Medicare	6,435	6,414	6,810	6,667
501.508 - Life Insurance	4,759	4,488	4,536	4,580
501.509 - Long Term Disability	2,292	2,724	3,040	3,005
501.510 - Workers Compensation	37,550	19,716	15,695	7,276
501.511 - Vision Insurance	1,105	1,118	1,134	1,446
501.513 - Rec Bucks	0	0	0	2,545
501.516 - Hra City Contribution	3,292	0	0	0
<b>10 - Employee benefits Total</b>	<b>240,466</b>	<b>236,388</b>	<b>250,023</b>	<b>244,647</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	202
600.605 - Meeting Expenses	0	0	0	378
600.608 - Sml Tools and Equipment	0	0	0	7,462
600.611 - Uniforms/Safety Appar	2,500	2,667	2,800	2,424
600.613 - General Supplies	43,798	35,980	45,000	48,669
600.617 - Irrigation Improvement	20,348	42,177	35,000	41,334
600.629 - Conference and Training	0	0	0	6,615
600.632 - Mileage Reimbursement	0	477	0	501
600.641 - Electrical Service	8,680	8,260	17,120	8,673
600.642 - Telephone and Data Services	2,096	3,153	2,000	3,081
600.643 - Water Services	72,105	103,007	100,000	110,259
600.647 - Memberships and Dues	0	0	0	662
<b>15 - Materials Total</b>	<b>149,526</b>	<b>195,719</b>	<b>201,920</b>	<b>230,260</b>
20 - Contract services				
700.701 - Training and Instruction	6,763	14,460	8,000	0
700.702 - General Service Agreement	60,890	49,674	75,000	19,725
<b>20 - Contract services Total</b>	<b>67,654</b>	<b>64,134</b>	<b>83,000</b>	<b>19,725</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	111,850	104,663	133,895
800.802 - IT Reimbursement	102,866	43,985	41,737	30,372
800.805 - CC CAP Allocation	43,599	18,544	11,907	14,917
800.806 - CM CAP Allocation	11,064	5,578	4,871	5,280

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	33,811	22,498	23,844	32,235
800.815 - Human resources CAP Alloc	106,943	45,968	40,629	42,020
800.821 - Building Maintenance CAP	0	0	0	14,529
<b>25 - Cost allocation Total</b>	<b>298,283</b>	<b>248,423</b>	<b>227,651</b>	<b>273,248</b>
30 - Capital outlays				
900.990 - Special Projects - PW	288	0	0	0
<b>30 - Capital outlays Total</b>	<b>288</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	14,246	12,150
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>14,246</b>	<b>12,150</b>
824 Overpasses and Medians Total	1,189,925	1,188,557	1,251,274	1,251,590

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
825 Street Tree Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	426,023	468,237	495,148	572,257
500.504 - Stand By	1,200	300	0	0
500.505 - Overtime	15,271	16,753	8,600	17,591
<b>05 - Employee compensation Total</b>	<b>442,495</b>	<b>485,290</b>	<b>503,748</b>	<b>589,848</b>
10 - Employee benefits				
501.500 - Retirement System	109,631	118,690	133,219	153,055
501.502 - Pers 1959 Surv Empr	402	413	444	511
501.505 - Health Insurance	66,155	93,269	115,675	119,315
501.506 - Dental Insurance	10,694	10,515	11,263	12,895
501.507 - Medicare	6,456	6,906	7,225	8,298
501.508 - Life Insurance	5,311	4,891	5,328	6,100
501.509 - Long Term Disability	2,332	2,881	3,302	3,780
501.510 - Workers Compensation	41,651	23,160	18,435	8,547
501.511 - Vision Insurance	1,222	1,213	1,382	1,926
501.513 - Rec Bucks	0	0	0	2,990
501.516 - Hra City Contribution	3,378	0	0	0
<b>10 - Employee benefits Total</b>	<b>247,231</b>	<b>261,940</b>	<b>296,273</b>	<b>317,417</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	92
600.605 - Meeting Expenses	0	0	0	662
600.608 - Sml Tools and Equipment	0	0	0	37,378
600.611 - Uniforms/Safety Appar	2,967	3,400	2,400	3,228
600.613 - General Supplies	101,378	106,333	105,000	71,218
600.629 - Conference and Training	0	0	0	7,770
600.632 - Mileage Reimbursement	467	706	0	740
600.642 - Telephone and Data Services	2,875	2,731	3,600	2,868
600.643 - Water Services	2,848	3,740	7,000	0
600.647 - Memberships and Dues	0	0	0	3,109
<b>15 - Materials Total</b>	<b>110,534</b>	<b>116,910</b>	<b>118,000</b>	<b>127,065</b>
20 - Contract services				
700.701 - Training and Instruction	2,686	1,250	7,400	0
700.702 - General Service Agreement	11,732	10,600	20,000	11,130
700.706 - Rent Expense	3,823	0	0	0
<b>20 - Contract services Total</b>	<b>18,241</b>	<b>11,850</b>	<b>27,400</b>	<b>11,130</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	162,350	93,001	118,975
800.802 - IT Reimbursement	90,053	17,212	52,737	36,620
800.805 - CC CAP Allocation	4,755	14,689	12,507	16,522
800.806 - CM CAP Allocation	1,428	4,421	5,031	5,798
800.814 - Finance CAP Alloc	8,572	18,469	22,806	31,478
800.815 - Human resources CAP Alloc	0	36,318	46,214	48,442

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.821 - Building Maintenance CAP	0	0	0	16,749
<b>25 - Cost allocation Total</b>	<b>104,808</b>	<b>253,459</b>	<b>232,296</b>	<b>274,584</b>
30 - Capital outlays				
900.990 - Special Projects - PW	8,107	0	0	0
<b>30 - Capital outlays Total</b>	<b>8,107</b>	<b>0</b>	<b>0</b>	<b>0</b>
31 - Special projects				
900.911 - Trees and Badges	5,315	6,751	10,000	12,000
<b>31 - Special projects Total</b>	<b>5,315</b>	<b>6,751</b>	<b>10,000</b>	<b>12,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	7,270	6,890
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>7,270</b>	<b>6,890</b>
<b>825 Street Tree Maintenance Total</b>	<b>936,730</b>	<b>1,136,200</b>	<b>1,194,987</b>	<b>1,338,934</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
826 Weekend Work Program				
05 - Employee compensation				
500.501 - Salaries Full Time	204,929	199,380	203,780	168,868
500.502 - Salaries Part Time	23,772	38,409	56,971	56,238
500.505 - Overtime	4,617	6,136	3,600	6,443
500.513 - Sick Leave	596	0	1,874	1,874
<b>05 - Employee compensation Total</b>	<b>233,914</b>	<b>243,924</b>	<b>266,225</b>	<b>233,423</b>
10 - Employee benefits				
501.500 - Retirement System	54,656	51,467	54,999	45,898
501.502 - Pers 1959 Surv Empr	155	149	138	140
501.505 - Health Insurance	25,671	26,436	24,907	26,092
501.506 - Dental Insurance	4,245	3,812	3,501	3,535
501.507 - Medicare	3,482	4,314	3,784	3,264
501.508 - Life Insurance	2,096	1,758	1,657	1,672
501.509 - Long Term Disability	984	1,256	1,315	1,206
501.510 - Workers Compensation	22,211	8,448	5,730	2,656
501.511 - Vision Insurance	543	482	464	518
501.513 - Rec Bucks	0	0	0	929
501.516 - Hra City Contribution	1,443	0	0	0
<b>10 - Employee benefits Total</b>	<b>115,487</b>	<b>98,122</b>	<b>96,495</b>	<b>85,910</b>
15 - Materials				
600.608 - Sml Tools and Equipment	0	0	0	109
600.611 - Uniforms/Safety Appar	960	967	800	808
600.613 - General Supplies	2,215	4,173	9,000	4,473
600.629 - Conference and Training	0	0	0	3,465
600.632 - Mileage Reimbursement	11	0	0	0
600.642 - Telephone and Data Services	1,040	1,210	800	1,353
600.647 - Memberships and Dues	0	0	0	68
<b>15 - Materials Total</b>	<b>4,225</b>	<b>6,350</b>	<b>10,600</b>	<b>10,276</b>
20 - Contract services				
700.701 - Training and Instruction	45	0	2,300	0
<b>20 - Contract services Total</b>	<b>45</b>	<b>0</b>	<b>2,300</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	33,500	44,093	56,382
800.802 - IT Reimbursement	37,998	5,737	7,576	5,513
800.805 - CC CAP Allocation	8,585	6,854	5,481	7,200
800.806 - CM CAP Allocation	2,205	2,054	2,210	2,508
800.814 - Finance CAP Alloc	6,429	11,392	13,801	18,664
800.815 - Human resources CAP Alloc	19,643	17,303	20,050	21,848
800.821 - Building Maintenance CAP	0	0	0	7,554
<b>25 - Cost allocation Total</b>	<b>74,860</b>	<b>76,840</b>	<b>93,211</b>	<b>119,669</b>
35 - Contingencies				
719.705 - Contingencies	0	0	645	514

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>645</b>	<b>514</b>
826 Weekend Work Program Total	428,531	425,236	469,476	449,792
<b>86 Trees and Right of Way Total</b>	<b>2,555,186</b>	<b>2,749,993</b>	<b>2,915,737</b>	<b>3,040,316</b>
87 Facilities and Fleet				
827 Bldg Maint City Hall				
05 - Employee compensation				
500.501 - Salaries Full Time	91,573	87,149	93,101	94,398
500.504 - Stand By	70	0	0	0
500.505 - Overtime	1,222	5,668	6,100	8,230
<b>05 - Employee compensation Total</b>	<b>92,865</b>	<b>92,817</b>	<b>99,201</b>	<b>102,628</b>
10 - Employee benefits				
501.500 - Retirement System	23,506	22,554	25,114	25,247
501.502 - Pers 1959 Surv Empr	23	23	24	60
501.505 - Health Insurance	12,921	14,007	14,595	15,099
501.506 - Dental Insurance	1,564	1,526	1,524	1,537
501.507 - Medicare	1,358	1,525	1,357	1,369
501.508 - Life Insurance	780	694	720	727
501.509 - Long Term Disability	535	586	671	678
501.510 - Workers Compensation	8,063	3,132	2,491	1,155
501.511 - Vision Insurance	217	211	216	221
501.513 - Rec Bucks	0	0	0	403
501.516 - Hra City Contribution	524	0	0	0
<b>10 - Employee benefits Total</b>	<b>49,491</b>	<b>44,258</b>	<b>46,712</b>	<b>46,496</b>
15 - Materials				
600.601 - General Office Supplies	221	0	0	0
600.611 - Uniforms/Safety Appar	320	320	320	322
600.613 - General Supplies	27,916	22,448	40,000	23,445
600.620 - Gas Service	7,755	9,630	11,770	10,112
600.629 - Conference and Training	0	0	0	1,050
600.632 - Mileage Reimbursement	0	33	0	34
600.635 - Special Departmental Exp	0	0	0	37
600.641 - Electrical Service	93,342	105,244	123,585	110,506
600.642 - Telephone and Data Services	36,213	34,515	35,000	1,239
600.643 - Water Services	4,648	5,959	5,760	6,376
600.644 - Sewer Service	2,010	3,705	13,500	3,890
600.647 - Memberships and Dues	0	0	0	90
<b>15 - Materials Total</b>	<b>172,426</b>	<b>181,854</b>	<b>229,935</b>	<b>157,101</b>
20 - Contract services				
700.701 - Training and Instruction	7,103	4,563	10,000	0
700.702 - General Service Agreement	107,636	134,632	147,000	235,389
<b>20 - Contract services Total</b>	<b>114,738</b>	<b>139,195</b>	<b>157,000</b>	<b>235,389</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	10,230	27,993	35,811



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	14,198	23,905	24,562	17,873
800.805 - CC CAP Allocation	0	0	0	3,332
800.806 - CM CAP Allocation	0	0	0	1,249
800.811 - Public Affairs CAP Alloc	0	0	0	3,536
800.814 - Finance CAP Alloc	0	0	0	4,746
800.815 - Human resources CAP Alloc	0	0	0	12,882
800.821 - Building Maintenance CAP	44,379	0	0	2,317
<b>25 - Cost allocation Total</b>	<b>58,577</b>	<b>34,135</b>	<b>52,555</b>	<b>81,746</b>
30 - Capital outlays				
900.990 - Special Projects - PW	4,300	27,341	15,000	0
<b>30 - Capital outlays Total</b>	<b>4,300</b>	<b>27,341</b>	<b>15,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	19,347	19,625
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>19,347</b>	<b>19,625</b>
<b>827 Bldg Maint City Hall Total</b>	<b>492,397</b>	<b>519,600</b>	<b>619,750</b>	<b>642,985</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
828 Bldg Maint Library				
05 - Employee compensation				
500.501 - Salaries Full Time	59,461	58,882	64,111	67,075
500.505 - Overtime	739	2,170	1,800	0
<b>05 - Employee compensation Total</b>	<b>60,200</b>	<b>61,052</b>	<b>65,911</b>	<b>67,075</b>
10 - Employee benefits				
501.500 - Retirement System	15,151	15,152	17,289	17,939
501.502 - Pers 1959 Surv Empr	40	40	42	48
501.505 - Health Insurance	10,180	11,359	11,859	12,268
501.506 - Dental Insurance	1,269	1,220	1,222	1,230
501.507 - Medicare	879	974	937	973
501.508 - Life Insurance	627	562	576	582
501.509 - Long Term Disability	350	400	449	463
501.510 - Workers Compensation	6,650	3,601	1,993	924
501.511 - Vision Insurance	171	166	173	179
501.513 - Rec Bucks	0	0	0	322
501.516 - Hra City Contribution	424	0	0	0
<b>10 - Employee benefits Total</b>	<b>35,744</b>	<b>33,476</b>	<b>34,540</b>	<b>34,928</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	280	280	280	282
600.613 - General Supplies	2,575	10,736	14,076	28,564
600.621 - Calrecylce City Payment Prgm Adm	552	0	0	0
600.629 - Conference and Training	0	0	0	840
600.632 - Mileage Reimbursement	0	16	0	17
600.651 - Property Tax	0	419	0	440
<b>15 - Materials Total</b>	<b>3,406</b>	<b>11,452</b>	<b>14,356</b>	<b>30,143</b>
20 - Contract services				
700.702 - General Service Agreement	47,863	308,529	175,000	376,614
<b>20 - Contract services Total</b>	<b>47,863</b>	<b>308,529</b>	<b>175,000</b>	<b>376,614</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	1,980	14,692	18,810
800.802 - IT Reimbursement	11,336	9,561	8,567	6,234
800.805 - CC CAP Allocation	0	0	0	2,757
800.806 - CM CAP Allocation	0	0	0	1,038
800.811 - Public Affairs CAP Alloc	0	0	0	2,836
800.814 - Finance CAP Alloc	0	0	0	3,988
800.815 - Human resources CAP Alloc	0	0	0	8,465
800.817 - Community Hall/Quinlan CAP	184,405	0	0	0
800.821 - Building Maintenance CAP	67,691	0	0	1,858
<b>25 - Cost allocation Total</b>	<b>263,432</b>	<b>11,541</b>	<b>23,259</b>	<b>45,986</b>
30 - Capital outlays				
900.990 - Special Projects - PW	113,890	20,259	10,000	0
<b>30 - Capital outlays Total</b>	<b>113,890</b>	<b>20,259</b>	<b>10,000</b>	<b>0</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
31 - Special projects				
750.025 - Special Maintenance	0	0	6,000	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	9,768	40,647
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>9,768</b>	<b>40,647</b>
828 Bldg Maint Library Total	524,536	446,309	338,834	595,393

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
829 Bldg Maint Service Center				
05 - Employee compensation				
500.501 - Salaries Full Time	57,446	54,649	57,910	59,471
500.504 - Stand By	70	0	0	0
500.505 - Overtime	1,143	2,011	1,500	2,112
<b>05 - Employee compensation Total</b>	<b>58,659</b>	<b>56,660</b>	<b>59,410</b>	<b>61,583</b>
10 - Employee benefits				
501.500 - Retirement System	14,854	14,109	15,625	15,906
501.502 - Pers 1959 Surv Empr	35	35	36	42
501.505 - Health Insurance	8,572	9,860	10,250	10,602
501.506 - Dental Insurance	1,129	1,061	1,071	1,078
501.507 - Medicare	888	909	847	864
501.508 - Life Insurance	559	488	504	511
501.509 - Long Term Disability	332	362	411	417
501.510 - Workers Compensation	6,449	2,196	1,744	808
501.511 - Vision Insurance	150	141	150	156
501.513 - Rec Bucks	0	0	0	280
501.516 - Hra City Contribution	425	0	0	0
<b>10 - Employee benefits Total</b>	<b>33,395</b>	<b>29,160</b>	<b>30,638</b>	<b>30,664</b>
15 - Materials				
600.608 - Sml Tools and Equipment	0	0	0	65,184
600.611 - Uniforms/Safety Appar	290	270	280	240
600.613 - General Supplies	18,062	29,936	25,000	19,256
600.620 - Gas Service	4,463	5,541	6,474	0
600.629 - Conference and Training	0	0	0	735
600.632 - Mileage Reimbursement	0	16	0	17
600.635 - Special Departmental Exp	0	0	0	656
600.641 - Electrical Service	657	787	41,195	826
600.642 - Telephone and Data Services	30,163	27,986	24,000	1,599
600.643 - Water Services	4,120	5,110	4,320	5,468
600.644 - Sewer Service	1,446	1,561	2,000	1,639
<b>15 - Materials Total</b>	<b>59,199</b>	<b>71,207</b>	<b>103,269</b>	<b>95,620</b>
20 - Contract services				
700.702 - General Service Agreement	35,366	42,010	40,000	46,505
<b>20 - Contract services Total</b>	<b>35,366</b>	<b>42,010</b>	<b>40,000</b>	<b>46,505</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	53,730	13,222	16,915
800.802 - IT Reimbursement	11,315	9,562	8,430	6,134
800.805 - CC CAP Allocation	0	0	0	2,154
800.806 - CM CAP Allocation	0	0	0	797
800.811 - Public Affairs CAP Alloc	0	0	0	2,505
800.814 - Finance CAP Alloc	0	0	0	2,535
800.815 - Human resources CAP Alloc	0	0	0	7,837

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.821 - Building Maintenance CAP	53,693	0	0	1,641
<b>25 - Cost allocation Total</b>	<b>65,008</b>	<b>63,292</b>	<b>21,652</b>	<b>40,518</b>
30 - Capital outlays				
900.990 - Special Projects - PW	3,149	34,369	0	0
<b>30 - Capital outlays Total</b>	<b>3,149</b>	<b>34,369</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	7,163	14,499
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>7,163</b>	<b>14,499</b>
829 Bldg Maint Service Center Total	254,775	296,699	262,132	289,389

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
830 Bldg Maint Quinlan Center				
05 - Employee compensation				
500.501 - Salaries Full Time	62,074	59,303	63,358	64,788
500.505 - Overtime	3,710	5,632	4,600	5,914
<b>05 - Employee compensation Total</b>	<b>65,784</b>	<b>64,935</b>	<b>67,958</b>	<b>70,702</b>
10 - Employee benefits				
501.500 - Retirement System	15,697	15,413	17,098	17,328
501.502 - Pers 1959 Surv Empr	46	48	48	48
501.505 - Health Insurance	7,464	8,551	8,241	8,525
501.506 - Dental Insurance	1,270	1,266	1,220	1,230
501.507 - Medicare	993	1,038	925	940
501.508 - Life Insurance	628	582	576	583
501.509 - Long Term Disability	348	402	445	451
501.510 - Workers Compensation	4,969	2,508	1,993	924
501.511 - Vision Insurance	177	177	175	180
501.513 - Rec Bucks	0	0	0	322
501.516 - Hra City Contribution	431	0	0	0
<b>10 - Employee benefits Total</b>	<b>32,024</b>	<b>29,986</b>	<b>30,721</b>	<b>30,531</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	290	310	280	282
600.613 - General Supplies	7,488	19,258	20,000	12,218
600.620 - Gas Service	12,590	15,634	12,639	16,415
600.629 - Conference and Training	0	0	0	840
600.632 - Mileage Reimbursement	0	16	57	17
600.641 - Electrical Service	83,362	84,174	92,274	88,382
600.642 - Telephone and Data Services	12,772	11,885	21,250	760
600.643 - Water Services	5,309	6,702	7,200	7,171
600.644 - Sewer Service	1,334	1,440	0	1,512
<b>15 - Materials Total</b>	<b>123,144</b>	<b>139,419</b>	<b>153,700</b>	<b>127,597</b>
20 - Contract services				
700.702 - General Service Agreement	107,885	126,426	100,000	160,513
<b>20 - Contract services Total</b>	<b>107,885</b>	<b>126,426</b>	<b>100,000</b>	<b>160,513</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	2,100	22,122	28,301
800.802 - IT Reimbursement	11,500	6,693	10,230	7,444
800.805 - CC CAP Allocation	0	0	0	2,727
800.806 - CM CAP Allocation	0	0	0	1,025
800.811 - Public Affairs CAP Alloc	0	0	0	2,836
800.814 - Finance CAP Alloc	0	0	0	2,750
800.815 - Human resources CAP Alloc	0	0	0	8,465
800.821 - Building Maintenance CAP	8,002	0	0	1,858
<b>25 - Cost allocation Total</b>	<b>19,502</b>	<b>8,793</b>	<b>32,352</b>	<b>55,406</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	64,729	66,102	69,000	0
<b>30 - Capital outlays Total</b>	<b>64,729</b>	<b>66,102</b>	<b>69,000</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	40,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	12,685	27,983
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>12,685</b>	<b>27,983</b>
<b>830 Bldg Maint Quinlan Center Total</b>	<b>413,067</b>	<b>435,660</b>	<b>466,416</b>	<b>512,732</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
831 Bldg Maint Senior Center				
05 - Employee compensation				
500.501 - Salaries Full Time	47,918	48,319	55,294	59,058
500.504 - Stand By	200	0	0	0
500.505 - Overtime	574	2,796	1,400	2,936
<b>05 - Employee compensation Total</b>	<b>48,692</b>	<b>51,115</b>	<b>56,694</b>	<b>61,994</b>
10 - Employee benefits				
501.500 - Retirement System	12,560	12,517	14,886	15,795
501.502 - Pers 1959 Surv Empr	39	45	48	48
501.505 - Health Insurance	6,580	10,532	10,891	11,269
501.506 - Dental Insurance	1,055	1,179	1,219	1,229
501.507 - Medicare	858	843	808	856
501.508 - Life Insurance	523	544	576	582
501.509 - Long Term Disability	283	347	399	419
501.510 - Workers Compensation	4,351	2,508	1,993	924
501.511 - Vision Insurance	131	146	155	180
501.513 - Rec Bucks	0	0	0	323
501.516 - Hra City Contribution	427	0	0	0
<b>10 - Employee benefits Total</b>	<b>26,807</b>	<b>28,660</b>	<b>30,975</b>	<b>31,625</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	330	430	280	283
600.613 - General Supplies	5,215	9,119	6,000	9,786
600.620 - Gas Service	1,451	1,801	2,772	1,891
600.629 - Conference and Training	0	0	0	840
600.632 - Mileage Reimbursement	0	16	0	17
600.641 - Electrical Service	38,055	47,222	37,664	49,583
600.642 - Telephone and Data Services	11,136	10,196	14,000	760
600.643 - Water Services	3,514	6,128	7,200	6,557
<b>15 - Materials Total</b>	<b>59,700</b>	<b>74,913</b>	<b>67,916</b>	<b>69,717</b>
20 - Contract services				
700.702 - General Service Agreement	78,520	104,793	66,000	94,301
<b>20 - Contract services Total</b>	<b>78,520</b>	<b>104,793</b>	<b>66,000</b>	<b>94,301</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	11,762	15,047
800.802 - IT Reimbursement	11,256	1,912	1,625	1,183
800.805 - CC CAP Allocation	0	0	0	2,250
800.806 - CM CAP Allocation	0	0	0	829
800.811 - Public Affairs CAP Alloc	0	0	0	2,689
800.814 - Finance CAP Alloc	0	0	0	3,285
800.815 - Human resources CAP Alloc	0	0	0	8,186
800.821 - Building Maintenance CAP	28,405	0	0	1,762
<b>25 - Cost allocation Total</b>	<b>39,661</b>	<b>1,912</b>	<b>13,387</b>	<b>35,231</b>
30 - Capital outlays				



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	87,214	35,586	0	0
<b>30 - Capital outlays Total</b>	<b>87,214</b>	<b>35,586</b>	<b>0</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	12,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	6,714	16,374
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>6,714</b>	<b>16,374</b>
831 Bldg Maint Senior Center Total	340,595	296,979	241,686	321,242

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
832 Bldg Maint McClellan Ranch				
05 - Employee compensation				
500.501 - Salaries Full Time	45,635	43,564	47,885	50,299
500.505 - Overtime	341	2,575	0	2,703
<b>05 - Employee compensation Total</b>	<b>45,976</b>	<b>46,139</b>	<b>47,885</b>	<b>53,002</b>
10 - Employee benefits				
501.500 - Retirement System	11,410	11,167	12,903	13,452
501.502 - Pers 1959 Surv Empr	34	36	36	36
501.505 - Health Insurance	6,421	6,913	7,008	7,251
501.506 - Dental Insurance	944	927	916	922
501.507 - Medicare	672	763	700	729
501.508 - Life Insurance	469	443	432	436
501.509 - Long Term Disability	273	322	349	361
501.510 - Workers Compensation	2,918	2,965	1,495	693
501.511 - Vision Insurance	125	122	125	133
501.513 - Rec Bucks	0	0	0	242
501.516 - Hra City Contribution	319	0	0	0
<b>10 - Employee benefits Total</b>	<b>23,585</b>	<b>23,658</b>	<b>23,964</b>	<b>24,255</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	200	200	200	202
600.613 - General Supplies	3,099	3,304	8,000	3,441
600.620 - Gas Service	756	968	843	443
600.621 - Calrecylce City Payment Prgm Adm	0	0	825	0
600.629 - Conference and Training	0	0	0	630
600.632 - Mileage Reimbursement	0	16	0	17
600.641 - Electrical Service	1,021	3,055	4,044	3,208
600.643 - Water Services	2,432	3,270	6,480	3,499
600.644 - Sewer Service	3,870	4,593	2,000	4,823
<b>15 - Materials Total</b>	<b>11,378</b>	<b>15,407</b>	<b>22,392</b>	<b>16,263</b>
20 - Contract services				
700.702 - General Service Agreement	35,456	15,129	26,000	52,007
<b>20 - Contract services Total</b>	<b>35,456</b>	<b>15,129</b>	<b>26,000</b>	<b>52,007</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5,892	7,538
800.802 - IT Reimbursement	8,432	5,736	6,940	5,050
800.805 - CC CAP Allocation	0	0	0	1,399
800.806 - CM CAP Allocation	0	0	0	494
800.811 - Public Affairs CAP Alloc	0	0	0	2,100
800.814 - Finance CAP Alloc	0	0	0	1,664
800.815 - Human resources CAP Alloc	0	0	0	7,069
800.821 - Building Maintenance CAP	0	0	0	1,376
<b>25 - Cost allocation Total</b>	<b>8,432</b>	<b>5,736</b>	<b>12,832</b>	<b>26,690</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	10,942	1,837	12,000	0
<b>30 - Capital outlays Total</b>	<b>10,942</b>	<b>1,837</b>	<b>12,000</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	30,000	30,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,920	6,807
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,920</b>	<b>6,807</b>
832 Bldg Maint McClellan Ranch Total	135,770	107,905	178,993	209,024

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
833 Bldg Maint Monta Vista Ct				
05 - Employee compensation				
500.501 - Salaries Full Time	32,876	31,042	34,411	35,126
500.505 - Overtime	262	1,701	1,500	1,786
<b>05 - Employee compensation Total</b>	<b>33,138</b>	<b>32,743</b>	<b>35,911</b>	<b>36,912</b>
10 - Employee benefits				
501.500 - Retirement System	8,528	8,062	9,283	9,394
501.502 - Pers 1959 Surv Empr	23	23	24	24
501.505 - Health Insurance	4,508	4,854	4,934	5,105
501.506 - Dental Insurance	625	603	611	615
501.507 - Medicare	489	567	503	509
501.508 - Life Insurance	313	278	288	291
501.509 - Long Term Disability	201	226	265	268
501.510 - Workers Compensation	3,113	1,248	996	462
501.511 - Vision Insurance	88	85	89	87
501.513 - Rec Bucks	0	0	0	161
501.516 - Hra City Contribution	211	0	0	0
<b>10 - Employee benefits Total</b>	<b>18,101</b>	<b>15,945</b>	<b>16,993</b>	<b>16,916</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	120	120	120	121
600.613 - General Supplies	3,910	5,814	5,000	6,131
600.620 - Gas Service	2,268	2,816	3,531	2,957
600.629 - Conference and Training	0	0	0	420
600.632 - Mileage Reimbursement	0	16	0	17
600.641 - Electrical Service	13,212	13,467	17,302	14,140
600.642 - Telephone and Data Services	1,600	1,568	3,000	760
600.643 - Water Services	1,941	2,430	4,320	2,601
600.644 - Sewer Service	733	792	300	832
<b>15 - Materials Total</b>	<b>23,784</b>	<b>27,023</b>	<b>33,573</b>	<b>27,979</b>
20 - Contract services				
700.702 - General Service Agreement	31,084	35,244	35,000	47,217
<b>20 - Contract services Total</b>	<b>31,084</b>	<b>35,244</b>	<b>35,000</b>	<b>47,217</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	7,346	9,398
800.802 - IT Reimbursement	5,618	2,868	2,638	1,919
800.805 - CC CAP Allocation	0	0	0	1,110
800.806 - CM CAP Allocation	0	0	0	405
800.811 - Public Affairs CAP Alloc	0	0	0	1,400
800.814 - Finance CAP Alloc	0	0	0	1,211
800.815 - Human resources CAP Alloc	0	0	0	5,743
800.821 - Building Maintenance CAP	17,481	0	0	917
<b>25 - Cost allocation Total</b>	<b>23,099</b>	<b>2,868</b>	<b>9,984</b>	<b>22,103</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	11,849	19,688	93,000	0
<b>30 - Capital outlays Total</b>	<b>11,849</b>	<b>19,688</b>	<b>93,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,429	7,507
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,429</b>	<b>7,507</b>
833 Bldg Maint Monta Vista Ct Total	141,055	133,511	227,890	158,634

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
834 Bldg Maint Wilson				
05 - Employee compensation				
500.501 - Salaries Full Time	17,729	18,497	17,817	18,004
500.504 - Stand By	140	0	0	0
500.505 - Overtime	130	535	350	561
<b>05 - Employee compensation Total</b>	<b>17,999</b>	<b>19,031</b>	<b>18,167</b>	<b>18,565</b>
10 - Employee benefits				
501.500 - Retirement System	4,498	4,641	4,812	4,815
501.502 - Pers 1959 Surv Empr	11	12	12	12
501.505 - Health Insurance	3,214	3,946	4,186	4,331
501.506 - Dental Insurance	304	311	305	307
501.507 - Medicare	255	268	260	261
501.508 - Life Insurance	148	144	144	145
501.509 - Long Term Disability	92	108	108	109
501.510 - Workers Compensation	1,237	624	498	231
501.511 - Vision Insurance	34	36	36	46
501.513 - Rec Bucks	0	0	0	81
501.516 - Hra City Contribution	96	0	0	0
<b>10 - Employee benefits Total</b>	<b>9,890</b>	<b>10,089</b>	<b>10,361</b>	<b>10,338</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	80	80	80	81
600.613 - General Supplies	711	2,044	1,500	3,511
600.620 - Gas Service	342	425	524	473
600.629 - Conference and Training	0	0	0	210
600.641 - Electrical Service	7,210	7,978	8,033	8,377
600.642 - Telephone and Data Services	1,236	964	1,000	760
600.643 - Water Services	1,681	1,858	2,880	1,988
600.644 - Sewer Service	1,334	720	1,200	756
<b>15 - Materials Total</b>	<b>12,594</b>	<b>14,070</b>	<b>15,217</b>	<b>16,156</b>
20 - Contract services				
700.702 - General Service Agreement	12,506	13,952	10,000	37,013
<b>20 - Contract services Total</b>	<b>12,506</b>	<b>13,952</b>	<b>10,000</b>	<b>37,013</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	2,941	3,762
800.802 - IT Reimbursement	2,814	5,737	5,217	3,796
800.805 - CC CAP Allocation	0	0	0	634
800.806 - CM CAP Allocation	0	0	0	234
800.811 - Public Affairs CAP Alloc	0	0	0	737
800.814 - Finance CAP Alloc	0	0	0	1,390
800.815 - Human resources CAP Alloc	0	0	0	1,396
800.821 - Building Maintenance CAP	0	0	0	483
<b>25 - Cost allocation Total</b>	<b>2,814</b>	<b>5,737</b>	<b>8,158</b>	<b>12,432</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	1,200	24,446	0	0
<b>30 - Capital outlays Total</b>	<b>1,200</b>	<b>24,446</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,261	2,658
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,261</b>	<b>2,658</b>
834 Bldg Maint Wilson Total	57,002	87,325	63,164	97,162

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
835 Bldg Maint Portal				
05 - Employee compensation				
500.501 - Salaries Full Time	8,865	9,249	8,909	9,002
500.504 - Stand By	70	0	0	0
500.505 - Overtime	4	1	0	0
<b>05 - Employee compensation Total</b>	<b>8,939</b>	<b>9,250</b>	<b>8,909</b>	<b>9,002</b>
10 - Employee benefits				
501.500 - Retirement System	2,249	2,321	2,407	2,408
501.502 - Pers 1959 Surv Empr	6	6	6	6
501.505 - Health Insurance	1,594	1,923	2,093	2,165
501.506 - Dental Insurance	151	151	153	154
501.507 - Medicare	127	130	130	131
501.508 - Life Insurance	74	70	72	73
501.509 - Long Term Disability	46	52	54	54
501.510 - Workers Compensation	619	312	249	115
501.511 - Vision Insurance	17	17	18	23
501.513 - Rec Bucks	0	0	0	40
501.516 - Hra City Contribution	48	0	0	0
<b>10 - Employee benefits Total</b>	<b>4,930</b>	<b>4,981</b>	<b>5,182</b>	<b>5,169</b>
15 - Materials				
600.601 - General Office Supplies	0	0	679	0
600.611 - Uniforms/Safety Appar	40	40	40	40
600.613 - General Supplies	0	664	500	698
600.620 - Gas Service	366	454	367	477
600.629 - Conference and Training	0	0	0	105
600.642 - Telephone and Data Services	509	0	700	0
600.643 - Water Services	2,541	4,271	5,760	4,570
600.644 - Sewer Service	333	360	560	378
<b>15 - Materials Total</b>	<b>3,789</b>	<b>5,790</b>	<b>8,606</b>	<b>6,268</b>
20 - Contract services				
700.702 - General Service Agreement	3,123	5,218	8,251	9,623
<b>20 - Contract services Total</b>	<b>3,123</b>	<b>5,218</b>	<b>8,251</b>	<b>9,623</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	2,935	3,755
800.802 - IT Reimbursement	1,420	2,869	2,481	1,806
800.805 - CC CAP Allocation	0	0	0	326
800.806 - CM CAP Allocation	0	0	0	121
800.811 - Public Affairs CAP Alloc	0	0	0	368
800.814 - Finance CAP Alloc	0	0	0	1,151
800.815 - Human resources CAP Alloc	0	0	0	698
800.821 - Building Maintenance CAP	0	0	0	241
<b>25 - Cost allocation Total</b>	<b>1,420</b>	<b>2,869</b>	<b>5,416</b>	<b>8,466</b>
30 - Capital outlays				



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	2,200	18,800	0	0
<b>30 - Capital outlays Total</b>	<b>2,200</b>	<b>18,800</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	843	795
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>843</b>	<b>795</b>
835 Bldg Maint Portal Total	24,401	46,908	37,207	39,323

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
836 Bldg Maint Sports Center				
05 - Employee compensation				
500.501 - Salaries Full Time	64,574	72,770	61,743	63,155
500.504 - Stand By	280	0	0	0
500.505 - Overtime	1,758	2,729	3,800	2,866
<b>05 - Employee compensation Total</b>	<b>66,612</b>	<b>75,499</b>	<b>65,543</b>	<b>66,021</b>
10 - Employee benefits				
501.500 - Retirement System	13,018	23,348	16,660	16,892
501.502 - Pers 1959 Surv Empr	35	37	36	42
501.505 - Health Insurance	10,487	14,598	12,545	12,974
501.506 - Dental Insurance	1,123	1,102	1,068	1,077
501.507 - Medicare	918	977	900	916
501.508 - Life Insurance	556	514	507	510
501.509 - Long Term Disability	363	392	430	437
501.510 - Workers Compensation	3,423	2,196	1,744	808
501.511 - Vision Insurance	134	132	131	157
501.513 - Rec Bucks	0	0	0	282
501.516 - Hra City Contribution	381	0	0	0
<b>10 - Employee benefits Total</b>	<b>30,439</b>	<b>43,295</b>	<b>34,021</b>	<b>34,095</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	270	290	260	242
600.613 - General Supplies	(136,556)	10,196	10,000	9,787
600.620 - Gas Service	3,831	4,758	5,297	4,995
600.629 - Conference and Training	0	0	0	735
600.632 - Mileage Reimbursement	8	16	0	17
600.641 - Electrical Service	75,776	93,091	88,981	97,746
600.642 - Telephone and Data Services	10,469	9,782	20,000	2,981
600.643 - Water Services	7,656	10,941	30,240	11,706
600.644 - Sewer Service	1,934	1,866	4,000	1,959
<b>15 - Materials Total</b>	<b>(36,612)</b>	<b>130,940</b>	<b>158,778</b>	<b>130,168</b>
20 - Contract services				
700.702 - General Service Agreement	67,112	90,409	60,000	117,121
<b>20 - Contract services Total</b>	<b>67,112</b>	<b>90,409</b>	<b>60,000</b>	<b>117,121</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	2,480	1,502	1,921
800.802 - IT Reimbursement	10,623	16,255	13,562	9,868
800.805 - CC CAP Allocation	3,606	2,884	1,606	2,560
800.806 - CM CAP Allocation	979	934	671	968
800.814 - Finance CAP Alloc	12,070	13,251	13,861	17,467
800.815 - Human resources CAP Alloc	5,456	4,488	4,896	7,907
800.821 - Building Maintenance CAP	0	0	0	1,665
<b>25 - Cost allocation Total</b>	<b>32,734</b>	<b>40,292</b>	<b>36,098</b>	<b>42,356</b>
30 - Capital outlays				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
900.990 - Special Projects - PW	16,450	7,292	0	0
<b>30 - Capital outlays Total</b>	<b>16,450</b>	<b>7,292</b>	<b>0</b>	<b>0</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	75,000	0
900.945 - Fixed Asset Acquisition	0	0	0	14,000
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>14,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	10,258	25,344
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>10,258</b>	<b>25,344</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	35,321	49,806	50,378	0
<b>50 - Other financing uses Total</b>	<b>35,321</b>	<b>49,806</b>	<b>50,378</b>	<b>0</b>
<b>836 Bldg Maint Sports Center Total</b>	<b>212,055</b>	<b>437,533</b>	<b>490,076</b>	<b>429,105</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
837 Bldg Maint Creekside				
05 - Employee compensation				
500.501 - Salaries Full Time	17,895	15,868	19,025	19,578
500.505 - Overtime	827	774	1,000	813
<b>05 - Employee compensation Total</b>	<b>18,722</b>	<b>16,642</b>	<b>20,025</b>	<b>20,391</b>
10 - Employee benefits				
501.500 - Retirement System	4,663	4,111	5,126	5,236
501.502 - Pers 1959 Surv Empr	12	11	12	12
501.505 - Health Insurance	2,883	2,988	3,040	3,145
501.506 - Dental Insurance	311	293	306	308
501.507 - Medicare	274	332	278	284
501.508 - Life Insurance	160	135	144	146
501.509 - Long Term Disability	122	132	170	173
501.510 - Workers Compensation	1,237	624	498	231
501.511 - Vision Insurance	43	39	42	41
501.513 - Rec Bucks	0	0	0	80
501.516 - Hra City Contribution	109	0	0	0
<b>10 - Employee benefits Total</b>	<b>9,813</b>	<b>8,664</b>	<b>9,616</b>	<b>9,656</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	40	40	40	40
600.613 - General Supplies	140	1,311	2,000	1,376
600.629 - Conference and Training	0	0	0	210
600.632 - Mileage Reimbursement	0	16	0	17
600.641 - Electrical Service	5,177	5,216	8,239	5,477
600.642 - Telephone and Data Services	1,348	1,330	1,000	760
600.643 - Water Services	1,729	2,304	4,320	2,465
600.644 - Sewer Service	456	0	725	0
<b>15 - Materials Total</b>	<b>8,889</b>	<b>10,218</b>	<b>16,324</b>	<b>10,345</b>
20 - Contract services				
700.702 - General Service Agreement	13,168	15,372	10,000	26,546
<b>20 - Contract services Total</b>	<b>13,168</b>	<b>15,372</b>	<b>10,000</b>	<b>26,546</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5,871	7,511
800.802 - IT Reimbursement	2,850	2,868	2,638	1,919
800.805 - CC CAP Allocation	0	0	0	499
800.806 - CM CAP Allocation	0	0	0	180
800.811 - Public Affairs CAP Alloc	0	0	0	663
800.814 - Finance CAP Alloc	0	0	0	1,646
800.815 - Human resources CAP Alloc	0	0	0	4,347
800.821 - Building Maintenance CAP	9,440	0	0	434
<b>25 - Cost allocation Total</b>	<b>12,290</b>	<b>2,868</b>	<b>8,509</b>	<b>17,199</b>
30 - Capital outlays				
900.990 - Special Projects - PW	192	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>30 - Capital outlays Total</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,316	2,885
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,316</b>	<b>2,885</b>
837 Bldg Maint Creekside Total	63,074	53,764	65,790	87,022

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
838 Comm Hall Bldg Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	31,181	33,183	35,462	37,232
500.505 - Overtime	941	769	800	807
<b>05 - Employee compensation Total</b>	<b>32,122</b>	<b>33,952</b>	<b>36,262</b>	<b>38,039</b>
10 - Employee benefits				
501.500 - Retirement System	8,175	8,619	9,571	9,958
501.502 - Pers 1959 Surv Empr	20	23	24	30
501.505 - Health Insurance	5,325	7,445	7,872	8,142
501.506 - Dental Insurance	723	749	764	769
501.507 - Medicare	528	496	519	541
501.508 - Life Insurance	353	345	361	364
501.509 - Long Term Disability	167	203	222	230
501.510 - Workers Compensation	3,732	1,560	1,246	577
501.511 - Vision Insurance	96	100	107	115
501.513 - Rec Bucks	0	0	0	201
501.516 - Hra City Contribution	266	0	0	0
<b>10 - Employee benefits Total</b>	<b>19,386</b>	<b>19,540</b>	<b>20,686</b>	<b>20,927</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	220	260	200	201
600.613 - General Supplies	5,558	3,346	4,000	20,908
600.629 - Conference and Training	0	0	0	630
600.641 - Electrical Service	34,201	36,569	41,195	43,122
600.642 - Telephone and Data Services	0	0	750	760
600.643 - Water Services	4,110	4,831	17,280	5,593
600.644 - Sewer Service	0	0	3,000	0
<b>15 - Materials Total</b>	<b>44,090</b>	<b>45,005</b>	<b>66,425</b>	<b>71,214</b>
20 - Contract services				
700.702 - General Service Agreement	33,471	66,422	105,000	132,750
<b>20 - Contract services Total</b>	<b>33,471</b>	<b>66,422</b>	<b>105,000</b>	<b>132,750</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	11,746	15,027
800.802 - IT Reimbursement	7,020	3,825	2,638	1,919
800.805 - CC CAP Allocation	0	0	0	1,676
800.806 - CM CAP Allocation	0	0	0	629
800.811 - Public Affairs CAP Alloc	0	0	0	1,768
800.814 - Finance CAP Alloc	0	0	0	2,688
800.815 - Human resources CAP Alloc	0	0	0	3,350
800.821 - Building Maintenance CAP	0	0	0	1,158
<b>25 - Cost allocation Total</b>	<b>7,020</b>	<b>3,825</b>	<b>14,384</b>	<b>28,215</b>
30 - Capital outlays				
900.905 - Facility Improvements	18,859	31,082	0	0
900.990 - Special Projects - PW	35,437	63,678	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>30 - Capital outlays Total</b>	<b>54,296</b>	<b>94,760</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	8,571	10,198
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>8,571</b>	<b>10,198</b>
838 Comm Hall Bldg Maint Total	190,385	263,505	251,328	301,343

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
839 Teen Center Bldg Maint				
05 - Employee compensation				
500.501 - Salaries Full Time	8,865	9,249	8,909	9,002
500.504 - Stand By	70	0	0	0
500.505 - Overtime	335	709	100	744
<b>05 - Employee compensation Total</b>	<b>9,270</b>	<b>9,957</b>	<b>9,009</b>	<b>9,746</b>
10 - Employee benefits				
501.500 - Retirement System	2,249	2,321	2,407	2,408
501.502 - Pers 1959 Surv Empr	6	6	6	6
501.505 - Health Insurance	1,635	1,962	2,093	2,165
501.506 - Dental Insurance	154	155	153	154
501.507 - Medicare	130	142	130	131
501.508 - Life Insurance	75	70	72	73
501.509 - Long Term Disability	46	52	54	54
501.510 - Workers Compensation	619	312	249	115
501.511 - Vision Insurance	18	18	18	23
501.513 - Rec Bucks	0	0	0	40
501.516 - Hra City Contribution	48	0	0	0
<b>10 - Employee benefits Total</b>	<b>4,981</b>	<b>5,037</b>	<b>5,182</b>	<b>5,169</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	40	40	40	40
600.613 - General Supplies	140	0	500	0
600.620 - Gas Service	0	0	139	0
600.641 - Electrical Service	9,383	4,125	7,062	0
600.642 - Telephone and Data Services	1,820	1,984	2,000	0
600.643 - Water Services	198	264	432	0
<b>15 - Materials Total</b>	<b>11,581</b>	<b>6,413</b>	<b>10,173</b>	<b>40</b>
20 - Contract services				
700.702 - General Service Agreement	19,411	0	14,000	17,049
<b>20 - Contract services Total</b>	<b>19,411</b>	<b>0</b>	<b>14,000</b>	<b>17,049</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	1,470	1,881
800.802 - IT Reimbursement	1,432	2,869	2,481	1,806
800.805 - CC CAP Allocation	0	0	0	261
800.806 - CM CAP Allocation	0	0	0	93
800.811 - Public Affairs CAP Alloc	0	0	0	368
800.814 - Finance CAP Alloc	0	0	0	239
800.815 - Human resources CAP Alloc	0	0	0	698
800.821 - Building Maintenance CAP	4,650	0	0	241
<b>25 - Cost allocation Total</b>	<b>6,082</b>	<b>2,869</b>	<b>3,951</b>	<b>5,587</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	50,000	0
900.945 - Fixed Asset Acquisition	0	0	0	17,000



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>17,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,709	854
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,709</b>	<b>854</b>
839 Teen Center Bldg Maint Total	51,325	24,276	96,024	55,445

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
840 Park Bathrooms				
05 - Employee compensation				
500.501 - Salaries Full Time	14,166	14,680	15,197	15,548
500.505 - Overtime	1,523	2,046	1,700	2,149
<b>05 - Employee compensation Total</b>	<b>15,689</b>	<b>16,726</b>	<b>16,897</b>	<b>17,697</b>
10 - Employee benefits				
501.500 - Retirement System	3,642	3,821	4,110	4,158
501.502 - Pers 1959 Surv Empr	12	13	12	12
501.505 - Health Insurance	2,715	3,187	3,041	3,145
501.506 - Dental Insurance	343	333	306	308
501.507 - Medicare	229	235	223	226
501.508 - Life Insurance	167	159	145	146
501.509 - Long Term Disability	75	89	95	96
501.510 - Workers Compensation	0	624	498	231
501.511 - Vision Insurance	50	49	47	46
501.513 - Rec Bucks	0	0	0	80
501.516 - Hra City Contribution	112	0	0	0
<b>10 - Employee benefits Total</b>	<b>7,346</b>	<b>8,511</b>	<b>8,477</b>	<b>8,448</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	80	80	80	80
600.613 - General Supplies	22,424	9,448	25,000	9,920
600.629 - Conference and Training	0	0	0	210
600.644 - Sewer Service	3,691	2,923	0	3,069
<b>15 - Materials Total</b>	<b>26,196</b>	<b>12,451</b>	<b>25,080</b>	<b>13,279</b>
20 - Contract services				
700.702 - General Service Agreement	28,604	29,459	75,000	84,961
<b>20 - Contract services Total</b>	<b>28,604</b>	<b>29,459</b>	<b>75,000</b>	<b>84,961</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	5,871	7,511
800.802 - IT Reimbursement	2,932	1,912	2,531	1,842
800.805 - CC CAP Allocation	0	0	0	662
800.806 - CM CAP Allocation	0	0	0	247
800.811 - Public Affairs CAP Alloc	0	0	0	737
800.814 - Finance CAP Alloc	0	0	0	1,694
800.815 - Human resources CAP Alloc	0	0	0	1,396
800.821 - Building Maintenance CAP	0	0	0	483
<b>25 - Cost allocation Total</b>	<b>2,932</b>	<b>1,912</b>	<b>8,402</b>	<b>14,572</b>
30 - Capital outlays				
900.990 - Special Projects - PW	3,305	28,152	30,000	0
<b>30 - Capital outlays Total</b>	<b>3,305</b>	<b>28,152</b>	<b>30,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	5,004	4,912
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>5,004</b>	<b>4,912</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
840 Park Bathrooms Total	84,071	97,211	168,860	143,869
841 BBF Facilities Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	52,616	57,093	62,363	68,842
500.505 - Overtime	2,824	2,747	4,000	2,885
<b>05 - Employee compensation Total</b>	<b>55,440</b>	<b>59,840</b>	<b>66,363</b>	<b>71,727</b>
10 - Employee benefits				
501.500 - Retirement System	13,105	14,393	16,802	18,413
501.502 - Pers 1959 Surv Empr	52	55	54	54
501.505 - Health Insurance	13,004	15,436	15,943	16,490
501.506 - Dental Insurance	1,452	1,432	1,371	1,383
501.507 - Medicare	803	864	911	998
501.508 - Life Insurance	708	646	650	654
501.509 - Long Term Disability	306	360	388	423
501.510 - Workers Compensation	3,187	6,100	2,242	1,039
501.511 - Vision Insurance	180	181	177	209
501.513 - Rec Bucks	0	0	0	363
501.516 - Hra City Contribution	484	0	0	0
<b>10 - Employee benefits Total</b>	<b>33,282</b>	<b>39,467</b>	<b>38,538</b>	<b>40,026</b>
15 - Materials				
600.611 - Uniforms/Safety Appar	360	360	360	363
600.613 - General Supplies	33,080	29,750	32,437	29,305
600.620 - Gas Service	5,476	6,565	4,708	6,893
600.629 - Conference and Training	0	0	0	945
600.632 - Mileage Reimbursement	35	0	0	0
600.635 - Special Departmental Exp	0	0	0	188
600.641 - Electrical Service	39,621	41,846	37,076	43,938
600.643 - Water Services	18,864	26,612	29,520	28,475
600.644 - Sewer Service	0	0	500	0
<b>15 - Materials Total</b>	<b>97,435</b>	<b>105,132</b>	<b>104,601</b>	<b>110,107</b>
20 - Contract services				
700.702 - General Service Agreement	54,148	76,745	55,000	86,582
<b>20 - Contract services Total</b>	<b>54,148</b>	<b>76,745</b>	<b>55,000</b>	<b>86,582</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	76,229	97,515
800.802 - IT Reimbursement	12,796	8,606	7,593	5,525
800.805 - CC CAP Allocation	0	0	0	2,731
800.806 - CM CAP Allocation	0	0	0	1,007
800.811 - Public Affairs CAP Alloc	0	0	0	3,242
800.814 - Finance CAP Alloc	0	0	0	4,555
800.815 - Human resources CAP Alloc	0	0	0	6,142
800.821 - Building Maintenance CAP	39,928	0	0	2,124
<b>25 - Cost allocation Total</b>	<b>52,724</b>	<b>8,606</b>	<b>83,822</b>	<b>122,841</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
30 - Capital outlays				
900.990 - Special Projects - PW	16,288	74,498	200,000	0
<b>30 - Capital outlays Total</b>	<b>16,288</b>	<b>74,498</b>	<b>200,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	7,790	19,632
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>7,790</b>	<b>19,632</b>
841 BBF Facilities Maintenance Total	309,317	364,288	556,114	450,915

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
852 Franco Traffic Operations Center				
15 - Materials				
600.613 - General Supplies	0	0	0	137
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>137</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	1,465	1,874
800.802 - IT Reimbursement	0	0	34,168	24,863
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>0</b>	<b>35,633</b>	<b>26,737</b>
31 - Special projects				
750.025 - Special Maintenance	0	0	0	7,500
<b>31 - Special projects Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	0	7
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
50 - Other financing uses				
701.702 - Special Contracts	0	0	0	17,862
<b>50 - Other financing uses Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,862</b>
852 Franco Traffic Operations Center Total	0	0	35,633	52,243
<b>87 Facilities and Fleet Total</b>	<b>3,293,825</b>	<b>3,611,474</b>	<b>4,099,897</b>	<b>4,385,826</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
88 Transportation				
844 Traffic Engineering				
05 - Employee compensation				
500.501 - Salaries Full Time	392,524	373,700	461,790	474,818
500.505 - Overtime	0	108	2,000	0
500.506 - Car Allowance	2,700	2,896	3,001	0
<b>05 - Employee compensation Total</b>	<b>395,224</b>	<b>376,704</b>	<b>466,791</b>	<b>474,818</b>
10 - Employee benefits				
501.500 - Retirement System	101,270	97,260	124,144	126,995
501.502 - Pers 1959 Surv Empr	204	183	209	213
501.505 - Health Insurance	31,834	24,947	40,621	46,150
501.506 - Dental Insurance	5,189	4,596	5,280	5,379
501.507 - Medicare	5,626	5,384	6,743	6,885
501.508 - Life Insurance	2,627	2,167	2,521	2,545
501.509 - Long Term Disability	3,062	3,531	4,409	4,524
501.510 - Workers Compensation	13,342	10,956	8,719	4,042
501.511 - Vision Insurance	647	532	624	634
501.513 - Rec Bucks	0	0	0	1,414
501.516 - Hra City Contribution	1,566	0	0	0
<b>10 - Employee benefits Total</b>	<b>165,368</b>	<b>149,555</b>	<b>193,270</b>	<b>198,781</b>
15 - Materials				
600.601 - General Office Supplies	2,011	1,984	1,000	2,122
600.603 - Maps, Blueprints, Etc	0	0	55	0
600.605 - Meeting Expenses	0	0	0	80
600.608 - Sml Tools and Equipment	0	0	0	212
600.613 - General Supplies	1,064	7,591	500	2,128
600.618 - Utilities and Phone	0	0	1,575	0
600.629 - Conference and Training	1,414	0	2,500	3,675
600.632 - Mileage Reimbursement	306	44	100	46
600.635 - Special Departmental Exp	0	0	0	85,586
600.642 - Telephone and Data Services	3,696	4,803	5,825	4,093
600.647 - Memberships and Dues	0	0	0	7,350
<b>15 - Materials Total</b>	<b>8,492</b>	<b>14,422</b>	<b>11,555</b>	<b>105,292</b>
20 - Contract services				
700.701 - Training and Instruction	1,052	656	4,000	0
700.702 - General Service Agreement	267,752	146,821	232,800	13,546
700.703 - Maintenance of Equipment	2,255	0	0	0
<b>20 - Contract services Total</b>	<b>271,058</b>	<b>147,477</b>	<b>236,800</b>	<b>13,546</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	5,170	185	237
800.802 - IT Reimbursement	50,758	39,204	44,806	32,605
800.805 - CC CAP Allocation	7,413	12,590	9,822	9,520
800.806 - CM CAP Allocation	1,991	4,099	4,245	3,561

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	10,103	12,766	23,370	23,702
800.815 - Human resources CAP Alloc	12,368	18,638	24,033	50,310
800.821 - Building Maintenance CAP	0	0	0	6,709
<b>25 - Cost allocation Total</b>	<b>82,633</b>	<b>92,467</b>	<b>106,461</b>	<b>126,644</b>
31 - Special projects				
750.011 - Monitor Cut-Through Traffic	0	22,725	0	0
900.923 - Apple Campus 2	0	41,160	20,500	0
900.964 - I-280/Wolfe Rd Interchange Imprv	500,000	260,000	0	0
900.965 - Traffic Impact Fee	88,136	37,824	0	0
900.968 - Planned Transportation Project	310,144	318,099	400,000	0
<b>31 - Special projects Total</b>	<b>898,279</b>	<b>679,808</b>	<b>420,500</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	11,318	5,942
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>11,318</b>	<b>5,942</b>
844 Traffic Engineering Total	1,821,054	1,460,433	1,446,695	925,023

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
845 Traffic Signal Maintenance				
05 - Employee compensation				
500.501 - Salaries Full Time	186,256	149,584	206,033	209,137
500.502 - Salaries Part Time	0	14,353	0	0
500.504 - Stand By	11,300	13,200	11,000	13,860
500.505 - Overtime	8,562	7,860	10,000	0
<b>05 - Employee compensation Total</b>	<b>206,118</b>	<b>184,997</b>	<b>227,033</b>	<b>222,997</b>
10 - Employee benefits				
501.500 - Retirement System	47,955	38,706	55,387	55,936
501.502 - Pers 1959 Surv Empr	116	101	120	122
501.505 - Health Insurance	22,910	24,883	30,401	26,455
501.506 - Dental Insurance	2,842	2,715	3,044	3,074
501.507 - Medicare	4,030	2,692	2,988	3,032
501.508 - Life Insurance	1,555	1,237	1,440	1,454
501.509 - Long Term Disability	1,540	1,598	2,188	2,222
501.510 - Workers Compensation	12,413	6,264	4,982	2,310
501.511 - Vision Insurance	369	312	360	362
501.513 - Rec Bucks	0	0	0	808
501.516 - Hra City Contribution	1,087	0	0	0
<b>10 - Employee benefits Total</b>	<b>94,818</b>	<b>78,508</b>	<b>100,910</b>	<b>95,775</b>
15 - Materials				
600.601 - General Office Supplies	59	291	350	306
600.613 - General Supplies	1,182	40,686	7,000	42,719
600.629 - Conference and Training	0	0	0	2,100
600.632 - Mileage Reimbursement	0	0	200	0
600.641 - Electrical Service	41,078	51,076	49,434	53,629
600.642 - Telephone and Data Services	4,916	5,844	5,000	4,768
600.647 - Memberships and Dues	0	0	0	90
<b>15 - Materials Total</b>	<b>47,234</b>	<b>97,897</b>	<b>61,984</b>	<b>103,612</b>
20 - Contract services				
700.701 - Training and Instruction	80	686	2,000	0
700.702 - General Service Agreement	35,796	33,127	40,000	35,140
700.703 - Maintenance of Equipment	58,741	7,844	0	8,237
<b>20 - Contract services Total</b>	<b>94,617</b>	<b>41,657</b>	<b>42,000</b>	<b>43,377</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	45,900	4,501	5,758
800.802 - IT Reimbursement	28,042	47,810	42,563	30,974
800.805 - CC CAP Allocation	8,485	5,987	4,429	4,631
800.806 - CM CAP Allocation	2,272	1,854	1,865	1,677
800.814 - Finance CAP Alloc	12,680	13,611	18,128	23,016
800.815 - Human resources CAP Alloc	14,550	12,694	12,918	11,587
800.821 - Building Maintenance CAP	0	0	0	4,006
<b>25 - Cost allocation Total</b>	<b>66,029</b>	<b>127,856</b>	<b>84,404</b>	<b>81,649</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
30 - Capital outlays				
900.990 - Special Projects - PW	128,318	(23,995)	0	0
<b>30 - Capital outlays Total</b>	<b>128,318</b>	<b>(23,995)</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	10,199	7,349
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>10,199</b>	<b>7,349</b>
845 Traffic Signal Maintenance Total	637,134	506,921	526,530	554,759

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
846 Safe Routes 2 School				
05 - Employee compensation				
500.501 - Salaries Full Time	0	83,867	88,945	92,647
500.502 - Salaries Part Time	0	14,432	16,127	16,915
500.505 - Overtime	0	0	500	0
500.513 - Sick Leave	0	0	531	564
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>98,299</b>	<b>106,103</b>	<b>110,126</b>
10 - Employee benefits				
501.500 - Retirement System	0	21,421	23,911	24,999
501.502 - Pers 1959 Surv Empr	0	58	60	61
501.505 - Health Insurance	0	8,773	9,471	9,798
501.506 - Dental Insurance	0	1,518	1,522	1,537
501.507 - Medicare	0	1,382	1,521	1,588
501.508 - Life Insurance	0	685	720	727
501.509 - Long Term Disability	0	856	953	990
501.510 - Workers Compensation	0	0	2,491	1,155
501.511 - Vision Insurance	0	174	180	181
501.513 - Rec Bucks	0	0	0	404
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>34,867</b>	<b>40,829</b>	<b>41,440</b>
15 - Materials				
600.601 - General Office Supplies	0	801	200	76
600.602 - Printing and Duplication	0	8,065	3,500	6,874
600.605 - Meeting Expenses	0	0	0	315
600.608 - Sml Tools and Equipment	0	0	0	62
600.613 - General Supplies	0	7,502	25,000	9,629
600.629 - Conference and Training	0	2,680	2,500	1,575
600.632 - Mileage Reimbursement	0	208	175	0
600.635 - Special Departmental Exp	0	0	0	218
600.642 - Telephone and Data Services	0	1,671	1,200	1,139
<b>15 - Materials Total</b>	<b>0</b>	<b>20,926</b>	<b>32,575</b>	<b>19,888</b>
20 - Contract services				
700.701 - Training and Instruction	0	0	1,000	420
700.702 - General Service Agreement	0	16,646	234,000	281,413
<b>20 - Contract services Total</b>	<b>0</b>	<b>16,646</b>	<b>235,000</b>	<b>281,833</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	1,518	1,942
800.802 - IT Reimbursement	0	9,562	17,095	12,440
800.805 - CC CAP Allocation	0	0	0	3,173
800.806 - CM CAP Allocation	0	0	0	1,103
800.811 - Public Affairs CAP Alloc	0	0	0	5,120
800.814 - Finance CAP Alloc	0	0	0	17,664
800.815 - Human resources CAP Alloc	0	0	0	40,607
800.821 - Building Maintenance CAP	0	0	0	3,355

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation Total</b>	<b>0</b>	<b>9,562</b>	<b>18,613</b>	<b>85,404</b>
35 - Contingencies				
719.705 - Contingencies	0	0	13,379	15,086
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>13,379</b>	<b>15,086</b>
846 Safe Routes 2 School Total	0	180,301	446,499	553,777
<b>88 Transportation Total</b>	<b>2,458,189</b>	<b>2,147,655</b>	<b>2,419,724</b>	<b>2,033,559</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
90 Citywide - Non Departmental				
978 Minor Storm Drain Impv				
30 - Capital outlays				
900.905 - Facility Improvements	4,000	9,000	0	0
<b>30 - Capital outlays Total</b>	<b>4,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>
978 Minor Storm Drain Impv Total	4,000	9,000	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
985 Fixed Assets Acquisition				
31 - Special projects				
900.945 - Fixed Asset Acquisition	5,217	(57,290)	538,000	594,100
<b>31 - Special projects Total</b>	<b>5,217</b>	<b>(57,290)</b>	<b>538,000</b>	<b>594,100</b>
985 Fixed Assets Acquisition Total	5,217	(57,290)	538,000	594,100
<b>90 Citywide - Non Departmental Total</b>	<b>9,217</b>	<b>(48,290)</b>	<b>538,000</b>	<b>594,100</b>
<b>Public works Total</b>	<b>33,185,476</b>	<b>34,968,484</b>	<b>34,629,686</b>	<b>30,744,275</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
Recreation services				
60 Administration				
601 Rec & Comm Svcs Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	126,104	252,025	420,374	608,198
500.502 - Salaries Part Time	17,691	45,569	36,900	36,909
500.505 - Overtime	209	834	0	7,751
500.506 - Car Allowance	1,710	3,289	5,701	5,696
<b>05 - Employee compensation Total</b>	<b>145,714</b>	<b>301,717</b>	<b>462,975</b>	<b>658,554</b>
10 - Employee benefits				
501.500 - Retirement System	30,115	62,475	113,531	173,214
501.502 - Pers 1959 Surv Empr	65	114	171	277
501.505 - Health Insurance	14,699	27,965	48,767	73,968
501.506 - Dental Insurance	1,547	2,971	4,338	6,993
501.507 - Medicare	2,105	4,468	6,780	9,354
501.508 - Life Insurance	691	1,255	1,918	3,206
501.509 - Long Term Disability	843	1,904	3,297	5,108
501.510 - Workers Compensation	4,580	5,952	7,125	4,100
501.511 - Vision Insurance	190	342	513	824
501.513 - Rec Bucks	0	0	0	1,839
501.516 - Hra City Contribution	24,130	0	0	0
<b>10 - Employee benefits Total</b>	<b>78,966</b>	<b>107,447</b>	<b>186,440</b>	<b>278,883</b>
15 - Materials				
600.601 - General Office Supplies	7,349	1,006	5,600	1,720
600.602 - Printing and Duplication	0	0	206	84,450
600.604 - Postage	0	0	0	20,000
600.605 - Meeting Expenses	575	109	1,100	3,485
600.608 - Sml Tools and Equipment	0	0	0	1,400
600.613 - General Supplies	4,386	489	2,100	6,000
600.629 - Conference and Training	8,057	7,241	22,000	54,938
600.632 - Mileage Reimbursement	33	148	300	0
600.635 - Special Departmental Exp	7,500	0	0	0
600.642 - Telephone and Data Services	1,611	2,185	2,100	757
600.647 - Memberships and Dues	0	0	0	8,551
600.650 - Special Dept Expense	42,940	39,003	41,115	0
<b>15 - Materials Total</b>	<b>72,451</b>	<b>50,180</b>	<b>74,521</b>	<b>181,301</b>
20 - Contract services				
700.701 - Training and Instruction	800	27,050	40,500	0
700.702 - General Service Agreement	27,160	0	0	7,980
700.704 - Insurance Fees, Claims, Premiums	0	0	0	28,700
700.707 - Bank Charges	0	0	0	36,232
<b>20 - Contract services Total</b>	<b>27,960</b>	<b>27,050</b>	<b>40,500</b>	<b>72,912</b>
25 - Cost allocation				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.801 - Equipment Reimbursement	0	0	3,030	3,989
800.802 - IT Reimbursement	29,893	36,814	32,396	23,574
800.805 - CC CAP Allocation	8,350	0	0	0
800.806 - CM CAP Allocation	150,114	0	0	0
800.809 - City Clerk CAP Alloc	87,994	0	0	0
800.810 - City Attorney CAP Alloc	83,561	0	0	0
800.814 - Finance CAP Alloc	13,528	0	0	0
800.815 - Human resources CAP Alloc	283,303	0	0	0
800.817 - Community Hall/Quinlan CAP	2,054	0	0	0
<b>25 - Cost allocation Total</b>	<b>658,797</b>	<b>36,814</b>	<b>35,426</b>	<b>27,563</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	2,468	0	0	0
<b>31 - Special projects Total</b>	<b>2,468</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	4,276	10,899
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>4,276</b>	<b>10,899</b>
<b>601 Rec &amp; Comm Svcs Administration Total</b>	<b>986,356</b>	<b>523,208</b>	<b>804,138</b>	<b>1,230,112</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
634 Park Planning and Restoration				
05 - Employee compensation				
500.501 - Salaries Full Time	143,496	151,063	153,090	0
<b>05 - Employee compensation Total</b>	<b>143,496</b>	<b>151,063</b>	<b>153,090</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	38,295	38,968	41,155	0
501.502 - Pers 1959 Surv Empr	58	60	60	0
501.505 - Health Insurance	13,394	15,247	16,100	0
501.506 - Dental Insurance	1,426	1,551	1,522	0
501.507 - Medicare	2,102	2,175	2,220	0
501.508 - Life Insurance	780	714	720	0
501.509 - Long Term Disability	959	1,222	1,329	0
501.510 - Workers Compensation	0	3,132	2,491	0
501.511 - Vision Insurance	182	178	180	0
501.516 - Hra City Contribution	527	0	0	0
<b>10 - Employee benefits Total</b>	<b>57,721</b>	<b>63,248</b>	<b>65,777</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	73	50	750	0
600.608 - Sml Tools and Equipment	0	0	500	0
600.613 - General Supplies	0	61	1,000	0
600.618 - Utilities and Phone	0	0	200	0
600.629 - Conference and Training	1,325	911	4,300	0
600.632 - Mileage Reimbursement	43	193	550	0
600.642 - Telephone and Data Services	1,020	0	0	0
600.650 - Special Dept Expense	0	1,140	4,200	0
<b>15 - Materials Total</b>	<b>2,461</b>	<b>2,354</b>	<b>11,500</b>	<b>0</b>
20 - Contract services				
700.702 - General Service Agreement	0	1,050	10,000	0
<b>20 - Contract services Total</b>	<b>0</b>	<b>1,050</b>	<b>10,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	53	0
800.802 - IT Reimbursement	16,938	0	8,605	0
800.805 - CC CAP Allocation	3,506	2,911	2,083	0
800.806 - CM CAP Allocation	915	900	860	0
800.814 - Finance CAP Alloc	6,160	6,626	8,815	0
800.815 - Human resources CAP Alloc	7,275	6,225	6,766	0
<b>25 - Cost allocation Total</b>	<b>34,794</b>	<b>16,662</b>	<b>27,182</b>	<b>0</b>
<b>634 Park Planning and Restoration Total</b>	<b>238,472</b>	<b>234,377</b>	<b>267,549</b>	<b>0</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
636 Library Services				
20 - Contract services				
700.702 - General Service Agreement	443,106	449,295	468,023	117,000
<b>20 - Contract services Total</b>	<b>443,106</b>	<b>449,295</b>	<b>468,023</b>	<b>117,000</b>
25 - Cost allocation				
800.805 - CC CAP Allocation	1,624	1,559	2,882	2,261
800.806 - CM CAP Allocation	488	565	1,415	965
800.814 - Finance CAP Alloc	64	70	1,436	1,073
800.817 - Community Hall/Quinlan CAP	0	3,438	0	0
800.820 - Grounds Maintenance CAP	127,077	175,468	193,990	204,590
800.821 - Building Maintenance CAP	0	0	301,759	472,151
800.822 - Library Facilities CAP	586,459	152,921	0	0
<b>25 - Cost allocation Total</b>	<b>715,712</b>	<b>334,021</b>	<b>501,482</b>	<b>681,040</b>
636 Library Services Total	1,158,818	783,316	969,505	798,040
<b>60 Administration Total</b>	<b>2,383,646</b>	<b>1,540,901</b>	<b>2,041,192</b>	<b>2,028,152</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>61 Business and Community Services</b>				
602 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	360,271	417,346	482,849	386,046
500.502 - Salaries Part Time	0	4,348	10,000	4,565
500.505 - Overtime	1,381	8,143	0	0
500.506 - Car Allowance	1,802	2,230	2,642	1,212
<b>05 - Employee compensation Total</b>	<b>363,454</b>	<b>432,066</b>	<b>495,491</b>	<b>391,823</b>
10 - Employee benefits				
501.500 - Retirement System	94,159	107,697	129,807	103,311
501.502 - Pers 1959 Surv Empr	307	347	369	304
501.505 - Health Insurance	48,964	70,366	81,364	66,775
501.506 - Dental Insurance	7,360	8,934	9,208	7,684
501.507 - Medicare	5,250	6,164	7,044	5,663
501.508 - Life Insurance	3,048	3,195	3,428	3,055
501.509 - Long Term Disability	3,053	4,505	5,202	4,165
501.510 - Workers Compensation	12,988	19,560	15,097	6,468
501.511 - Vision Insurance	939	1,023	1,089	906
501.513 - Rec Bucks	0	0	0	2,020
501.516 - Hra City Contribution	2,819	0	0	0
<b>10 - Employee benefits Total</b>	<b>178,886</b>	<b>221,792</b>	<b>252,608</b>	<b>200,351</b>
15 - Materials				
600.601 - General Office Supplies	10,952	420	3,000	500
600.605 - Meeting Expenses	0	0	0	600
600.613 - General Supplies	2,143	3,719	17,650	0
600.629 - Conference and Training	200	3,554	6,000	212
600.632 - Mileage Reimbursement	30	51	200	0
600.642 - Telephone and Data Services	837	943	3,320	604
600.647 - Memberships and Dues	0	0	0	405
<b>15 - Materials Total</b>	<b>14,163</b>	<b>8,687</b>	<b>30,170</b>	<b>2,321</b>
20 - Contract services				
700.701 - Training and Instruction	1,063	1,483	6,000	0
700.702 - General Service Agreement	0	2,329	2,500	0
<b>20 - Contract services Total</b>	<b>1,063</b>	<b>3,811</b>	<b>8,500</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	1,785	2,253
800.802 - IT Reimbursement	76,526	61,674	65,564	47,711
800.805 - CC CAP Allocation	16,858	13,386	9,525	13,095
800.806 - CM CAP Allocation	4,314	3,966	3,835	4,569
800.814 - Finance CAP Alloc	29,617	15,549	19,508	27,193
800.815 - Human resources CAP Alloc	39,431	35,613	35,073	39,438
800.821 - Building Maintenance CAP	0	0	0	13,636
<b>25 - Cost allocation Total</b>	<b>166,746</b>	<b>130,188</b>	<b>135,290</b>	<b>147,895</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	5,313	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>5,313</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,934	116
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,934</b>	<b>116</b>
602 Administration Total	724,312	801,857	923,993	742,506

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
605 Cultural Events				
05 - Employee compensation				
500.501 - Salaries Full Time	74,647	69,744	73,193	44,189
500.502 - Salaries Part Time	10,022	22,063	190,380	20,546
500.505 - Overtime	5,152	11,619	0	0
500.506 - Car Allowance	600	512	480	0
<b>05 - Employee compensation Total</b>	<b>90,421</b>	<b>103,939</b>	<b>264,053</b>	<b>64,735</b>
10 - Employee benefits				
501.500 - Retirement System	19,490	18,454	21,947	11,796
501.502 - Pers 1959 Surv Empr	51	58	47	30
501.505 - Health Insurance	8,996	14,629	15,312	10,827
501.506 - Dental Insurance	1,248	1,512	1,173	768
501.507 - Medicare	1,266	1,479	3,603	916
501.508 - Life Insurance	567	642	545	364
501.509 - Long Term Disability	623	838	784	462
501.510 - Workers Compensation	753	2,508	1,943	808
501.511 - Vision Insurance	159	175	139	91
501.513 - Rec Bucks	0	0	0	202
501.516 - Hra City Contribution	465	0	0	0
<b>10 - Employee benefits Total</b>	<b>33,619</b>	<b>40,295</b>	<b>45,493</b>	<b>26,264</b>
15 - Materials				
600.601 - General Office Supplies	0	24	0	0
600.613 - General Supplies	3,714	12,806	23,750	7,798
600.632 - Mileage Reimbursement	3	42	100	0
<b>15 - Materials Total</b>	<b>3,717</b>	<b>12,872</b>	<b>23,850</b>	<b>7,798</b>
20 - Contract services				
700.701 - Training and Instruction	2,658	0	0	0
700.702 - General Service Agreement	82,744	124,216	196,096	134,179
700.706 - Rent Expense	0	20,327	21,400	19,028
<b>20 - Contract services Total</b>	<b>85,402</b>	<b>144,543</b>	<b>217,496</b>	<b>153,207</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	41	47
800.802 - IT Reimbursement	13,433	11,474	7,807	5,681
800.805 - CC CAP Allocation	1,859	2,722	2,350	3,551
800.806 - CM CAP Allocation	513	810	966	1,273
800.814 - Finance CAP Alloc	8,469	9,544	14,144	19,898
800.815 - Human resources CAP Alloc	13,015	18,135	19,901	9,353
800.821 - Building Maintenance CAP	0	0	0	3,234
<b>25 - Cost allocation Total</b>	<b>37,289</b>	<b>42,685</b>	<b>45,209</b>	<b>43,037</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	1,582	0	40,000	0
<b>31 - Special projects Total</b>	<b>1,582</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
35 - Contingencies				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
719.705 - Contingencies	0	0	10,517	7,818
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>10,517</b>	<b>7,818</b>
605 Cultural Events Total	252,030	344,334	646,618	302,859

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
630 Facilities				
05 - Employee compensation				
500.501 - Salaries Full Time	211,878	211,495	198,961	188,758
500.502 - Salaries Part Time	76,088	90,913	130,141	95,459
500.505 - Overtime	268	1,982	0	0
500.506 - Car Allowance	1,802	1,648	1,561	1,212
500.513 - Sick Leave	404	374	0	0
<b>05 - Employee compensation Total</b>	<b>290,439</b>	<b>306,411</b>	<b>330,663</b>	<b>285,429</b>
10 - Employee benefits				
501.500 - Retirement System	56,242	55,388	55,132	51,726
501.502 - Pers 1959 Surv Empr	179	174	162	152
501.505 - Health Insurance	28,233	28,366	27,102	31,354
501.506 - Dental Insurance	4,461	4,501	4,080	3,842
501.507 - Medicare	4,163	4,419	4,742	4,122
501.508 - Life Insurance	1,670	1,943	1,904	1,526
501.509 - Long Term Disability	1,837	2,213	2,156	2,039
501.510 - Workers Compensation	3,652	8,604	6,676	3,061
501.511 - Vision Insurance	561	519	483	453
501.513 - Rec Bucks	0	0	0	1,010
501.516 - Hra City Contribution	1,432	0	0	0
<b>10 - Employee benefits Total</b>	<b>102,430</b>	<b>106,126</b>	<b>102,437</b>	<b>99,285</b>
15 - Materials				
600.601 - General Office Supplies	8,139	6,912	10,600	7,500
600.602 - Printing and Duplication	9,938	9,924	11,260	0
600.604 - Postage	17	0	6,145	0
600.605 - Meeting Expenses	0	0	0	600
600.608 - Sml Tools and Equipment	3,575	0	0	5,000
600.611 - Uniforms/Safety Appar	0	18	1,000	750
600.613 - General Supplies	15,831	25,597	26,300	15,200
600.621 - Calrecylce City Payment Prgm Adm	714	0	0	0
600.622 - State Mandated Cost	0	0	360	0
600.632 - Mileage Reimbursement	90	70	400	0
600.642 - Telephone and Data Services	9,570	9,122	12,400	1,060
600.644 - Sewer Service	3,513	4,362	0	0
600.651 - Property Tax	0	650	0	0
<b>15 - Materials Total</b>	<b>51,386</b>	<b>56,656</b>	<b>68,465</b>	<b>30,110</b>
20 - Contract services				
700.701 - Training and Instruction	1,234	858	5,500	0
700.702 - General Service Agreement	8,739	6,178	7,000	4,020
700.703 - Maintenance of Equipment	5,054	1,174	4,500	1,200
<b>20 - Contract services Total</b>	<b>15,028</b>	<b>8,210</b>	<b>17,000</b>	<b>5,220</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	7,680	142	180

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	39,371	38,727	52,619	38,291
800.805 - CC CAP Allocation	6,366	7,864	10,033	0
800.806 - CM CAP Allocation	1,657	2,292	4,107	0
800.811 - Public Affairs CAP Alloc	0	0	14,985	20,186
800.814 - Finance CAP Alloc	25,986	6,144	35,502	0
800.815 - Human resources CAP Alloc	13,459	22,450	34,136	0
800.817 - Community Hall/Quinlan CAP	64,086	0	0	0
800.821 - Building Maintenance CAP	395,344	0	0	0
<b>25 - Cost allocation Total</b>	<b>546,269</b>	<b>85,157</b>	<b>151,524</b>	<b>58,657</b>
30 - Capital outlays				
900.904 - Non Recur Facility MGT	313	0	0	0
<b>30 - Capital outlays Total</b>	<b>313</b>	<b>0</b>	<b>0</b>	<b>0</b>
31 - Special projects				
750.023 - Quinlan Portable Sound Systems	0	0	10,000	0
900.945 - Fixed Asset Acquisition	5,694	0	0	0
<b>31 - Special projects Total</b>	<b>5,694</b>	<b>0</b>	<b>10,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	4,273	1,542
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>4,273</b>	<b>1,542</b>
630 Facilities Total	1,011,559	562,559	684,362	480,243

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
632 Comm Outreach & Neigh Watch				
05 - Employee compensation				
500.501 - Salaries Full Time	96,757	85,592	55,440	0
500.502 - Salaries Part Time	30,543	30,896	43,443	0
500.505 - Overtime	0	98	0	0
500.506 - Car Allowance	600	318	120	0
<b>05 - Employee compensation Total</b>	<b>127,900</b>	<b>116,904</b>	<b>99,003</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	25,614	22,693	15,456	0
501.502 - Pers 1959 Surv Empr	68	66	63	0
501.505 - Health Insurance	11,711	11,539	10,520	0
501.506 - Dental Insurance	1,701	1,715	1,599	0
501.507 - Medicare	1,804	1,647	1,420	0
501.508 - Life Insurance	782	658	613	0
501.509 - Long Term Disability	816	1,018	1,114	0
501.510 - Workers Compensation	630	3,288	1,993	0
501.511 - Vision Insurance	217	199	190	0
501.516 - Hra City Contribution	624	0	0	0
<b>10 - Employee benefits Total</b>	<b>43,967</b>	<b>42,824</b>	<b>32,968</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	44	510	4,500	0
600.602 - Printing and Duplication	0	183	1,600	0
600.613 - General Supplies	7,563	7,392	10,750	0
600.629 - Conference and Training	1,968	75	2,000	0
600.632 - Mileage Reimbursement	13	7	400	0
<b>15 - Materials Total</b>	<b>9,588</b>	<b>8,166</b>	<b>19,250</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	585	0	1,000	0
700.702 - General Service Agreement	1,987	1,558	5,000	0
700.703 - Maintenance of Equipment	608	211	0	0
700.704 - Insurance Fees, Claims, Premiums	0	0	3,500	0
<b>20 - Contract services Total</b>	<b>3,181</b>	<b>1,769</b>	<b>9,500</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	42	0
800.802 - IT Reimbursement	19,742	20,558	9,291	0
800.805 - CC CAP Allocation	2,447	2,665	2,665	0
800.806 - CM CAP Allocation	631	796	1,082	0
800.811 - Public Affairs CAP Alloc	0	0	3,972	0
800.814 - Finance CAP Alloc	9,342	9,814	12,656	0
800.815 - Human resources CAP Alloc	5,456	6,848	9,434	0
800.817 - Community Hall/Quinlan CAP	9,305	1,719	0	0
800.821 - Building Maintenance CAP	4,802	0	0	0
<b>25 - Cost allocation Total</b>	<b>51,725</b>	<b>42,400</b>	<b>39,142</b>	<b>0</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
35 - Contingencies				
719.705 - Contingencies	0	0	1,388	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,388</b>	<b>0</b>
632 Comm Outreach & Neigh Watch Total	236,361	212,063	201,251	0
<b>61 Business and Community Services Total</b>	<b>2,224,263</b>	<b>1,920,813</b>	<b>2,456,224</b>	<b>1,525,608</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
62 Recreation and Education				
608 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	391,971	336,419	240,754	266,701
500.502 - Salaries Part Time	31,610	84,502	110,530	88,728
500.505 - Overtime	3,652	1,377	5,000	0
500.506 - Car Allowance	2,641	2,640	1,800	2,303
500.513 - Sick Leave	276	386	0	0
<b>05 - Employee compensation Total</b>	<b>430,150</b>	<b>425,324</b>	<b>358,084</b>	<b>357,732</b>
10 - Employee benefits				
501.500 - Retirement System	103,336	87,218	78,621	72,484
501.502 - Pers 1959 Surv Empr	292	253	195	204
501.505 - Health Insurance	52,520	50,964	42,342	33,417
501.506 - Dental Insurance	7,193	6,489	4,874	5,150
501.507 - Medicare	6,307	5,957	5,139	5,155
501.508 - Life Insurance	3,053	2,587	1,981	2,116
501.509 - Long Term Disability	3,243	3,511	2,612	2,871
501.510 - Workers Compensation	17,402	10,488	7,972	3,869
501.511 - Vision Insurance	922	756	576	606
501.513 - Rec Bucks	0	0	0	1,352
501.516 - Hra City Contribution	2,776	0	0	0
<b>10 - Employee benefits Total</b>	<b>197,044</b>	<b>168,223</b>	<b>144,312</b>	<b>127,224</b>
15 - Materials				
600.601 - General Office Supplies	4,254	1,926	6,995	3,000
600.602 - Printing and Duplication	0	210	650	0
600.605 - Meeting Expenses	0	0	5,500	300
600.611 - Uniforms/Safety Appar	0	0	0	330
600.613 - General Supplies	4,272	21,229	18,335	800
600.629 - Conference and Training	2,696	7,764	12,000	2,000
600.632 - Mileage Reimbursement	80	91	216	50
600.642 - Telephone and Data Services	9,364	9,154	10,155	5,520
600.647 - Memberships and Dues	0	0	0	1,310
<b>15 - Materials Total</b>	<b>20,666</b>	<b>40,374</b>	<b>53,851</b>	<b>13,310</b>
20 - Contract services				
700.701 - Training and Instruction	588	3,263	3,000	0
700.702 - General Service Agreement	8,906	17,574	26,750	1,800
700.703 - Maintenance of Equipment	722	4	1,000	1,000
<b>20 - Contract services Total</b>	<b>10,216</b>	<b>20,840</b>	<b>30,750</b>	<b>2,800</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	183	227
800.802 - IT Reimbursement	89,046	49,435	223,771	165,111
800.805 - CC CAP Allocation	17,829	15,292	11,752	14,622
800.806 - CM CAP Allocation	4,584	4,551	4,801	5,172

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.814 - Finance CAP Alloc	32,956	35,267	25,331	34,104
800.815 - Human resources CAP Alloc	104,280	105,921	112,799	78,408
800.821 - Building Maintenance CAP	246,095	241,641	312,027	14,288
<b>25 - Cost allocation Total</b>	<b>494,790</b>	<b>452,107</b>	<b>690,664</b>	<b>311,932</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	45,506	0	0
<b>31 - Special projects Total</b>	<b>0</b>	<b>45,506</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	3,355	806
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>3,355</b>	<b>806</b>
608 Administration Total	1,152,866	1,152,374	1,281,016	813,804

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
613 Youth Teen Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	185,114	248,980	137,886	145,411
500.502 - Salaries Part Time	207,562	242,425	293,852	313,777
500.505 - Overtime	1,007	0	0	1,845
500.506 - Car Allowance	1,800	1,800	601	606
500.513 - Sick Leave	2,105	2,194	0	0
<b>05 - Employee compensation Total</b>	<b>397,589</b>	<b>495,400</b>	<b>432,339</b>	<b>461,639</b>
10 - Employee benefits				
501.500 - Retirement System	(38,168)	84,596	40,887	42,970
501.502 - Pers 1959 Surv Empr	128	127	97	97
501.505 - Health Insurance	21,440	29,040	15,153	15,677
501.506 - Dental Insurance	2,842	3,297	2,436	2,459
501.507 - Medicare	5,733	6,571	6,270	6,659
501.508 - Life Insurance	1,361	1,337	958	1,164
501.509 - Long Term Disability	1,441	2,001	1,481	1,555
501.510 - Workers Compensation	2,260	7,044	3,986	1,848
501.511 - Vision Insurance	363	380	288	289
501.513 - Rec Bucks	0	0	0	646
501.516 - Hra City Contribution	1,055	0	0	0
<b>10 - Employee benefits Total</b>	<b>(1,545)</b>	<b>134,393</b>	<b>71,556</b>	<b>73,364</b>
15 - Materials				
600.601 - General Office Supplies	375	1,217	200	56
600.602 - Printing and Duplication	48,080	43,644	45,000	0
600.604 - Postage	695	0	600	0
600.605 - Meeting Expenses	0	0	0	1,772
600.613 - General Supplies	19,447	25,980	33,500	16,967
600.619 - Advertising and Legal Notices	0	0	0	2,800
600.622 - State Mandated Cost	0	0	338	0
600.629 - Conference and Training	1,877	690	0	0
600.632 - Mileage Reimbursement	155	309	350	0
600.642 - Telephone and Data Services	494	456	0	0
600.646 - Program Admission & Parking Fees	0	0	0	2,032
<b>15 - Materials Total</b>	<b>71,123</b>	<b>72,296</b>	<b>79,988</b>	<b>23,627</b>
20 - Contract services				
700.701 - Training and Instruction	1,271	1,885	1,700	0
700.702 - General Service Agreement	751,515	741,313	949,800	711,945
700.703 - Maintenance of Equipment	2,750	1,174	2,500	2,754
700.706 - Rent Expense	0	3,580	6,500	0
700.707 - Bank Charges	104,163	152,800	89,000	82,973
<b>20 - Contract services Total</b>	<b>859,700</b>	<b>900,752</b>	<b>1,049,500</b>	<b>797,672</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	119	108

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	40,536	23,905	26,462	19,256
800.805 - CC CAP Allocation	13,787	23,327	16,214	20,978
800.806 - CM CAP Allocation	3,829	7,133	6,636	7,500
800.809 - City Clerk CAP Alloc	3,900	2,261	2,255	2,790
800.814 - Finance CAP Alloc	34,751	36,894	55,352	61,645
800.815 - Human resources CAP Alloc	16,369	53,122	55,185	56,190
800.821 - Building Maintenance CAP	59,383	58,308	75,292	793,841
<b>25 - Cost allocation Total</b>	<b>172,555</b>	<b>204,950</b>	<b>237,515</b>	<b>962,308</b>
35 - Contingencies				
719.705 - Contingencies	0	0	55,469	36,776
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>55,469</b>	<b>36,776</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	133,239	152,157	114,458	0
<b>50 - Other financing uses Total</b>	<b>133,239</b>	<b>152,157</b>	<b>114,458</b>	<b>0</b>
613 Youth Teen Recreation Total	1,632,661	1,959,948	2,040,825	2,355,386

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
623 Youth, Teen and Senior Adult Rec				
05 - Employee compensation				
500.501 - Salaries Full Time	276,399	368,831	440,519	398,615
500.502 - Salaries Part Time	163,603	205,908	369,044	124,928
500.505 - Overtime	7,684	4,467	8,450	11,500
500.506 - Car Allowance	239	240	601	121
500.513 - Sick Leave	1,581	1,914	0	0
<b>05 - Employee compensation Total</b>	<b>449,507</b>	<b>581,360</b>	<b>818,614</b>	<b>535,164</b>
10 - Employee benefits				
501.500 - Retirement System	80,999	102,037	136,252	106,884
501.502 - Pers 1959 Surv Empr	301	338	314	284
501.505 - Health Insurance	35,825	48,781	60,139	56,827
501.506 - Dental Insurance	4,988	6,691	7,916	7,146
501.507 - Medicare	6,480	8,490	11,747	7,503
501.508 - Life Insurance	2,192	2,660	3,301	3,120
501.509 - Long Term Disability	2,256	3,661	4,733	4,224
501.510 - Workers Compensation	6,587	12,828	12,954	5,371
501.511 - Vision Insurance	637	763	936	842
501.513 - Rec Bucks	0	0	0	1,880
501.516 - Hra City Contribution	1,880	0	0	0
<b>10 - Employee benefits Total</b>	<b>142,146</b>	<b>186,248</b>	<b>238,292</b>	<b>194,081</b>
15 - Materials				
600.601 - General Office Supplies	3,367	3,578	7,225	3,320
600.602 - Printing and Duplication	0	7,103	18,750	15,029
600.604 - Postage	0	420	6,700	485
600.605 - Meeting Expenses	0	56,516	80,560	250
600.606 - Software	0	0	140	0
600.608 - Sml Tools and Equipment	0	184	0	350
600.611 - Uniforms/Safety Appar	67	0	2,400	0
600.613 - General Supplies	20,082	32,308	54,325	76,120
600.623 - Grant Expenditures	91	0	0	0
600.629 - Conference and Training	0	0	4,000	0
600.632 - Mileage Reimbursement	155	682	1,775	800
600.639 - Special Program Expenses	311,405	(62)	0	0
600.642 - Telephone and Data Services	6,229	6,428	6,340	3,840
600.646 - Program Admission & Parking Fees	0	20,566	38,770	22,500
<b>15 - Materials Total</b>	<b>341,397</b>	<b>127,725</b>	<b>220,985</b>	<b>122,694</b>
20 - Contract services				
700.701 - Training and Instruction	12,893	14,560	16,000	0
700.702 - General Service Agreement	81,008	232,417	284,720	191,875
700.703 - Maintenance of Equipment	4,337	2,022	8,500	0
700.707 - Bank Charges	160	7,677	8,000	0
<b>20 - Contract services Total</b>	<b>98,398</b>	<b>256,676</b>	<b>317,220</b>	<b>191,875</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>25 - Cost allocation</b>				
800.801 - Equipment Reimbursement	0	0	3,194	4,063
800.802 - IT Reimbursement	68,501	50,965	170,389	123,991
800.805 - CC CAP Allocation	17,764	19,513	15,212	20,949
800.806 - CM CAP Allocation	4,718	5,852	6,250	7,424
800.811 - Public Affairs CAP Alloc	0	0	20,810	30,943
800.814 - Finance CAP Alloc	57,344	66,024	61,267	90,968
800.815 - Human resources CAP Alloc	64,362	82,122	87,007	58,633
800.817 - Community Hall/Quinlan CAP	333,320	288,867	0	0
800.821 - Building Maintenance CAP	42,860	39,558	51,081	20,273
<b>25 - Cost allocation Total</b>	<b>588,869</b>	<b>552,901</b>	<b>415,210</b>	<b>357,244</b>
<b>35 - Contingencies</b>				
719.705 - Contingencies	0	0	25,788	15,273
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>25,788</b>	<b>15,273</b>
623 Youth, Teen and Senior Adult Rec Total	1,620,317	1,704,910	2,036,109	1,416,331

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
639 Youth and Teen Programs				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	30,193
500.502 - Salaries Part Time	0	0	0	163,640
500.505 - Overtime	0	0	0	3,598
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,431</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	9,334
501.502 - Pers 1959 Surv Empr	0	0	0	21
501.505 - Health Insurance	0	0	0	3,429
501.506 - Dental Insurance	0	0	0	538
501.507 - Medicare	0	0	0	1,843
501.508 - Life Insurance	0	0	0	255
501.509 - Long Term Disability	0	0	0	324
501.510 - Workers Compensation	0	0	0	404
501.511 - Vision Insurance	0	0	0	63
501.513 - Rec Bucks	0	0	0	141
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,352</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	565
600.605 - Meeting Expenses	0	0	0	3,008
600.611 - Uniforms/Safety Appar	0	0	0	2,007
600.613 - General Supplies	0	0	0	31,151
600.642 - Telephone and Data Services	0	0	0	474
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,205</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	0	882
700.706 - Rent Expense	0	0	0	7,000
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,882</b>
<b>639 Youth and Teen Programs Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258,870</b>



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
640 Neighborhood Events				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	11,581
500.502 - Salaries Part Time	0	0	0	69,822
500.505 - Overtime	0	0	0	2,377
500.506 - Car Allowance	0	0	0	242
<b>05 - Employee compensation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84,022</b>
10 - Employee benefits				
501.500 - Retirement System	0	0	0	3,992
501.502 - Pers 1959 Surv Empr	0	0	0	6
501.505 - Health Insurance	0	0	0	980
501.506 - Dental Insurance	0	0	0	154
501.507 - Medicare	0	0	0	1,166
501.508 - Life Insurance	0	0	0	73
501.509 - Long Term Disability	0	0	0	122
501.510 - Workers Compensation	0	0	0	115
501.511 - Vision Insurance	0	0	0	18
501.513 - Rec Bucks	0	0	0	40
<b>10 - Employee benefits Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,666</b>
15 - Materials				
600.601 - General Office Supplies	0	0	0	250
600.608 - Sml Tools and Equipment	0	0	0	10,000
600.611 - Uniforms/Safety Appar	0	0	0	1,000
600.613 - General Supplies	0	0	0	4,500
600.619 - Advertising and Legal Notices	0	0	0	4,283
<b>15 - Materials Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,033</b>
20 - Contract services				
700.702 - General Service Agreement	0	0	0	57,197
700.704 - Insurance Fees, Claims, Premiums	0	0	0	1,650
<b>20 - Contract services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,847</b>
640 Neighborhood Events Total	0	0	0	169,568
<b>62 Recreation and Education Total</b>	<b>4,405,844</b>	<b>4,817,231</b>	<b>5,357,950</b>	<b>5,013,959</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
63 Sports, Safety and Outdoor Rec				
612 Park Facilities				
05 - Employee compensation				
500.501 - Salaries Full Time	209,309	205,434	293,328	287,183
500.502 - Salaries Part Time	370,794	375,922	432,512	417,406
500.505 - Overtime	4,346	973	2,880	3,955
500.506 - Car Allowance	388	0	1,800	1,454
500.513 - Sick Leave	1,603	3,599	0	0
<b>05 - Employee compensation Total</b>	<b>586,441</b>	<b>585,928</b>	<b>730,520</b>	<b>709,998</b>
10 - Employee benefits				
501.500 - Retirement System	60,139	57,968	63,389	82,218
501.502 - Pers 1959 Surv Empr	164	160	207	198
501.505 - Health Insurance	30,263	31,321	38,443	40,051
501.506 - Dental Insurance	4,035	4,171	5,222	5,040
501.507 - Medicare	8,017	7,624	8,547	9,258
501.508 - Life Insurance	1,655	1,730	2,346	2,257
501.509 - Long Term Disability	1,794	2,184	3,152	3,076
501.510 - Workers Compensation	4,725	9,168	8,570	3,788
501.511 - Vision Insurance	519	479	617	594
501.513 - Rec Bucks	0	0	0	1,325
501.516 - Hra City Contribution	1,590	0	0	0
<b>10 - Employee benefits Total</b>	<b>112,901</b>	<b>114,806</b>	<b>130,493</b>	<b>147,805</b>
15 - Materials				
600.601 - General Office Supplies	1,555	305	5,825	2,622
600.602 - Printing and Duplication	1,551	591	2,000	250
600.604 - Postage	52	70	650	75
600.605 - Meeting Expenses	0	0	0	2,398
600.609 - Equipment Parts	0	0	369	0
600.611 - Uniforms/Safety Appar	3,853	4,504	5,000	5,840
600.613 - General Supplies	69,292	84,664	89,500	81,677
600.616 - Haz Material Mgmt	1,152	(84)	2,000	500
600.619 - Advertising and Legal Notices	0	0	369	0
600.622 - State Mandated Cost	0	0	1,800	0
600.629 - Conference and Training	739	5,234	6,000	0
600.632 - Mileage Reimbursement	378	406	650	0
600.635 - Special Departmental Exp	2,362	0	0	0
600.642 - Telephone and Data Services	15,723	15,037	20,360	858
600.647 - Memberships and Dues	0	0	0	215
600.651 - Property Tax	0	0	1,550	0
<b>15 - Materials Total</b>	<b>96,656</b>	<b>110,726</b>	<b>136,073</b>	<b>94,435</b>
20 - Contract services				
700.701 - Training and Instruction	2,522	2,814	3,500	3,181
700.702 - General Service Agreement	7,432	44,976	13,200	85,745

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
700.703 - Maintenance of Equipment	369	742	7,000	325
700.707 - Bank Charges	104	0	8,000	0
<b>20 - Contract services Total</b>	<b>10,427</b>	<b>48,532</b>	<b>31,700</b>	<b>89,251</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	4,540	5,845
800.802 - IT Reimbursement	28,575	84,910	164,358	118,988
800.805 - CC CAP Allocation	11,525	26,907	24,343	30,129
800.806 - CM CAP Allocation	3,084	7,871	9,753	10,520
800.811 - Public Affairs CAP Alloc	0	0	34,233	47,703
800.814 - Finance CAP Alloc	30,216	42,086	51,143	65,564
800.815 - Human resources CAP Alloc	163,151	224,311	254,628	146,022
800.821 - Building Maintenance CAP	579,156	568,674	734,321	778,201
<b>25 - Cost allocation Total</b>	<b>815,707</b>	<b>954,759</b>	<b>1,277,319</b>	<b>1,202,972</b>
31 - Special projects				
750.006 - Acterra Habitat Enhancement	0	68,000	68,000	0
900.909 - Acterra Habitat Enhancement	28,000	0	0	0
900.945 - Fixed Asset Acquisition	27,071	(5,357)	0	0
<b>31 - Special projects Total</b>	<b>55,071</b>	<b>62,643</b>	<b>68,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	8,289	8,431
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>8,289</b>	<b>8,431</b>
<b>612 Park Facilities Total</b>	<b>1,677,203</b>	<b>1,877,394</b>	<b>2,382,394</b>	<b>2,252,892</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
615 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	86,110	182,099	53,311	45,064
500.505 - Overtime	356	323	0	0
500.506 - Car Allowance	1,611	4,200	1,202	970
<b>05 - Employee compensation Total</b>	<b>88,077</b>	<b>186,622</b>	<b>54,513</b>	<b>46,034</b>
10 - Employee benefits				
501.500 - Retirement System	21,749	47,174	14,332	12,053
501.502 - Pers 1959 Surv Empr	48	111	32	24
501.505 - Health Insurance	7,549	9,958	2,368	1,470
501.506 - Dental Insurance	1,237	2,879	762	614
501.507 - Medicare	1,828	2,674	791	654
501.508 - Life Insurance	613	1,324	360	291
501.509 - Long Term Disability	613	1,866	569	477
501.510 - Workers Compensation	5,364	2,976	1,246	462
501.511 - Vision Insurance	160	332	90	72
501.513 - Rec Bucks	0	0	0	162
501.516 - Hra City Contribution	606	0	0	0
<b>10 - Employee benefits Total</b>	<b>39,767</b>	<b>69,295</b>	<b>20,550</b>	<b>16,279</b>
15 - Materials				
600.601 - General Office Supplies	83	324	600	0
600.613 - General Supplies	378	2,177	150	8,300
600.629 - Conference and Training	3,371	3,332	4,000	0
600.632 - Mileage Reimbursement	54	16	0	0
600.642 - Telephone and Data Services	734	380	2,005	0
600.647 - Memberships and Dues	0	0	0	165
<b>15 - Materials Total</b>	<b>4,620</b>	<b>6,228</b>	<b>6,755</b>	<b>8,465</b>
20 - Contract services				
700.701 - Training and Instruction	388	3,889	0	0
<b>20 - Contract services Total</b>	<b>388</b>	<b>3,889</b>	<b>0</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	93	27
800.802 - IT Reimbursement	19,742	1,912	6,469	4,707
800.805 - CC CAP Allocation	1,953	1,004	1,926	4,511
800.806 - CM CAP Allocation	504	301	800	1,595
800.814 - Finance CAP Alloc	6,804	7,055	11,714	15,361
800.815 - Human resources CAP Alloc	76,010	76,875	87,576	12,774
800.821 - Building Maintenance CAP	0	0	0	4,417
<b>25 - Cost allocation Total</b>	<b>105,013</b>	<b>87,147</b>	<b>108,578</b>	<b>43,392</b>
35 - Contingencies				
719.705 - Contingencies	0	0	338	8
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>338</b>	<b>8</b>
<b>615 Administration Total</b>	<b>237,865</b>	<b>353,181</b>	<b>190,734</b>	<b>114,178</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
616 BBF Golf Course				
05 - Employee compensation				
500.501 - Salaries Full Time	106,737	81,392	76,843	94,255
500.502 - Salaries Part Time	40,155	54,969	73,968	73,718
500.505 - Overtime	61	0	0	0
500.506 - Car Allowance	388	0	0	364
500.513 - Sick Leave	165	0	0	0
<b>05 - Employee compensation Total</b>	<b>147,505</b>	<b>136,361</b>	<b>150,811</b>	<b>168,337</b>
10 - Employee benefits				
501.500 - Retirement System	28,496	31,848	21,620	26,167
501.502 - Pers 1959 Surv Empr	67	57	54	64
501.505 - Health Insurance	10,296	10,118	8,524	8,819
501.506 - Dental Insurance	1,658	1,476	1,370	1,613
501.507 - Medicare	2,405	1,931	2,188	2,436
501.508 - Life Insurance	753	660	648	763
501.509 - Long Term Disability	860	852	824	1,008
501.510 - Workers Compensation	2,290	3,444	2,242	1,213
501.511 - Vision Insurance	213	170	162	190
501.513 - Rec Bucks	0	0	0	425
501.516 - Hra City Contribution	621	0	0	0
<b>10 - Employee benefits Total</b>	<b>47,658</b>	<b>50,556</b>	<b>37,632</b>	<b>42,698</b>
15 - Materials				
600.601 - General Office Supplies	0	1,073	1,000	1,015
600.602 - Printing and Duplication	0	0	1,500	0
600.604 - Postage	0	0	500	0
600.609 - Equipment Parts	2,684	95	3,200	2,000
600.613 - General Supplies	(33,181)	10,576	27,000	21,429
600.619 - Advertising and Legal Notices	749	552	3,263	595
600.629 - Conference and Training	0	1,776	2,000	0
600.632 - Mileage Reimbursement	71	118	300	0
600.641 - Electrical Service	2,729	2,843	4,280	0
600.642 - Telephone and Data Services	1,206	1,069	850	0
600.643 - Water Services	47,890	78,922	80,400	80,000
600.644 - Sewer Service	2,000	1,932	400	0
600.647 - Memberships and Dues	0	0	0	1,210
<b>15 - Materials Total</b>	<b>24,148</b>	<b>98,956</b>	<b>124,693</b>	<b>106,249</b>
20 - Contract services				
700.702 - General Service Agreement	266,274	246,889	235,000	252,447
700.703 - Maintenance of Equipment	762	0	3,000	1,000
700.707 - Bank Charges	0	11,888	6,200	13,898
<b>20 - Contract services Total</b>	<b>267,036</b>	<b>258,776</b>	<b>244,200</b>	<b>267,345</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	9,100	48	72

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.802 - IT Reimbursement	16,825	1,912	8,490	6,178
800.805 - CC CAP Allocation	5,953	6,882	5,216	5,942
800.806 - CM CAP Allocation	1,615	2,116	2,154	2,157
800.809 - City Clerk CAP Alloc	3,900	2,261	2,255	0
800.814 - Finance CAP Alloc	18,829	20,507	26,428	42,184
800.815 - Human resources CAP Alloc	19,708	26,230	29,013	14,658
800.821 - Building Maintenance CAP	0	0	0	5,068
<b>25 - Cost allocation Total</b>	<b>66,830</b>	<b>69,008</b>	<b>73,604</b>	<b>76,259</b>
31 - Special projects				
750.021 - BBF Golf Facility Maintenance	0	0	10,000	0
900.945 - Fixed Asset Acquisition	22,758	32,900	0	0
<b>31 - Special projects Total</b>	<b>22,758</b>	<b>32,900</b>	<b>10,000</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	18,445	16,448
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>18,445</b>	<b>16,448</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	21,470	28,553	28,554	0
<b>50 - Other financing uses Total</b>	<b>21,470</b>	<b>28,553</b>	<b>28,554</b>	<b>0</b>
616 BBF Golf Course Total	597,405	675,109	687,939	677,336

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
620 Outdoor Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	112,239	242,908	213,882	223,516
500.502 - Salaries Part Time	51,732	88,500	183,193	132,821
500.505 - Overtime	3,859	3,324	4,000	7,200
500.506 - Car Allowance	734	600	601	606
500.513 - Sick Leave	0	95	0	0
<b>05 - Employee compensation Total</b>	<b>168,563</b>	<b>335,428</b>	<b>401,676</b>	<b>364,143</b>
10 - Employee benefits				
501.500 - Retirement System	42,655	63,660	69,772	61,119
501.502 - Pers 1959 Surv Empr	75	110	149	153
501.505 - Health Insurance	13,137	19,799	23,356	24,850
501.506 - Dental Insurance	1,871	2,911	3,730	3,873
501.507 - Medicare	2,610	3,398	5,494	4,457
501.508 - Life Insurance	860	1,264	1,766	1,833
501.509 - Long Term Disability	937	1,636	2,295	2,392
501.510 - Workers Compensation	1,506	8,232	6,128	2,911
501.511 - Vision Insurance	241	329	441	456
501.513 - Rec Bucks	0	0	0	1,018
501.516 - Hra City Contribution	740	0	0	0
<b>10 - Employee benefits Total</b>	<b>64,633</b>	<b>101,340</b>	<b>113,131</b>	<b>103,062</b>
15 - Materials				
600.601 - General Office Supplies	1,266	118	1,500	870
600.602 - Printing and Duplication	45,012	44,726	30,000	3,090
600.604 - Postage	17	1,450	1,760	3,650
600.605 - Meeting Expenses	0	0	0	350
600.608 - Sml Tools and Equipment	0	0	96	0
600.611 - Uniforms/Safety Appar	0	0	0	4,260
600.613 - General Supplies	35,411	47,224	43,270	44,052
600.622 - State Mandated Cost	0	0	865	0
600.629 - Conference and Training	4,537	3,283	4,000	0
600.632 - Mileage Reimbursement	272	226	425	0
600.635 - Special Departmental Exp	217	290	2,100	0
600.640 - Pass Thru Expenditure	3,670	5,200	6,000	6,000
600.642 - Telephone and Data Services	12,359	9,924	351	432
600.646 - Program Admission & Parking Fees	0	0	0	3,900
600.647 - Memberships and Dues	0	0	0	1,590
<b>15 - Materials Total</b>	<b>102,762</b>	<b>112,440</b>	<b>90,367</b>	<b>68,194</b>
20 - Contract services				
700.701 - Training and Instruction	1,337	1,134	2,350	1,800
700.702 - General Service Agreement	419,085	432,324	617,087	614,846
700.703 - Maintenance of Equipment	3,348	1,174	1,000	0
700.704 - Insurance Fees, Claims, Premiums	500	0	500	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
700.705 - Law Enforcement Services	0	2,691	600	3,000
700.706 - Rent Expense	22,749	27,333	35,500	100,665
700.707 - Bank Charges	51,369	0	44,088	0
<b>20 - Contract services Total</b>	<b>498,388</b>	<b>464,655</b>	<b>701,125</b>	<b>720,311</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	129	170
800.802 - IT Reimbursement	19,629	40,924	55,759	40,575
800.805 - CC CAP Allocation	9,560	11,211	7,692	12,557
800.806 - CM CAP Allocation	2,629	3,497	3,220	4,516
800.814 - Finance CAP Alloc	27,483	28,041	46,149	55,834
800.815 - Human resources CAP Alloc	12,731	22,773	23,179	32,597
800.821 - Building Maintenance CAP	0	0	0	11,271
<b>25 - Cost allocation Total</b>	<b>72,032</b>	<b>106,446</b>	<b>136,128</b>	<b>157,520</b>
31 - Special projects				
750.045 - Spts/Outdoor Field Use Analysis	0	0	0	30,500
900.945 - Fixed Asset Acquisition	595	0	0	0
<b>31 - Special projects Total</b>	<b>595</b>	<b>0</b>	<b>0</b>	<b>30,500</b>
35 - Contingencies				
719.705 - Contingencies	0	0	39,025	36,074
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>39,025</b>	<b>36,074</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	133,239	152,157	116,898	0
<b>50 - Other financing uses Total</b>	<b>133,239</b>	<b>152,157</b>	<b>116,898</b>	<b>0</b>
620 Outdoor Recreation Total	1,040,212	1,272,466	1,598,350	1,479,804



Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
621 Sports Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	155,058	149,567	171,409	175,780
500.502 - Salaries Part Time	146,410	155,940	167,102	171,738
500.505 - Overtime	2,317	1,572	1,000	0
500.506 - Car Allowance	388	0	601	606
500.513 - Sick Leave	1,215	1,270	0	0
<b>05 - Employee compensation Total</b>	<b>305,387</b>	<b>308,350</b>	<b>340,112</b>	<b>348,124</b>
10 - Employee benefits				
501.500 - Retirement System	47,637	57,088	48,253	49,248
501.502 - Pers 1959 Surv Empr	124	120	138	137
501.505 - Health Insurance	22,054	28,758	25,760	26,455
501.506 - Dental Insurance	3,069	3,121	3,456	3,458
501.507 - Medicare	4,732	4,310	4,920	5,039
501.508 - Life Insurance	1,193	1,129	1,347	1,345
501.509 - Long Term Disability	1,291	1,493	1,854	1,895
501.510 - Workers Compensation	4,580	6,948	5,680	2,599
501.511 - Vision Insurance	394	359	409	407
501.513 - Rec Bucks	0	0	0	909
501.516 - Hra City Contribution	1,158	0	0	0
<b>10 - Employee benefits Total</b>	<b>86,232</b>	<b>103,327</b>	<b>91,817</b>	<b>91,492</b>
15 - Materials				
600.601 - General Office Supplies	7,448	2,898	5,000	7,000
600.602 - Printing and Duplication	0	0	25,000	0
600.604 - Postage	22	876	950	0
600.605 - Meeting Expenses	0	0	0	150
600.608 - Sml Tools and Equipment	0	0	15,000	22,000
600.611 - Uniforms/Safety Appar	0	0	0	1,500
600.613 - General Supplies	23,635	23,749	23,000	21,950
600.618 - Utilities and Phone	0	0	5,000	4,910
600.619 - Advertising and Legal Notices	1,350	1,459	2,500	1,500
600.622 - State Mandated Cost	0	0	80	0
600.629 - Conference and Training	0	2,744	4,000	0
600.632 - Mileage Reimbursement	182	122	150	200
600.642 - Telephone and Data Services	7,068	7,927	5,920	600
<b>15 - Materials Total</b>	<b>39,705</b>	<b>39,774</b>	<b>86,600</b>	<b>59,810</b>
20 - Contract services				
700.701 - Training and Instruction	238	480	1,600	0
700.702 - General Service Agreement	1,320,847	1,549,937	1,590,000	1,609,500
700.703 - Maintenance of Equipment	4,079	357	4,500	0
700.707 - Bank Charges	13,348	10,845	10,000	87,189
<b>20 - Contract services Total</b>	<b>1,338,511</b>	<b>1,561,619</b>	<b>1,606,100</b>	<b>1,696,689</b>
25 - Cost allocation				

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
800.801 - Equipment Reimbursement	0	0	107	153
800.802 - IT Reimbursement	30,846	21,227	105,171	76,532
800.805 - CC CAP Allocation	15,647	19,921	15,444	19,295
800.806 - CM CAP Allocation	4,367	6,197	6,425	7,005
800.809 - City Clerk CAP Alloc	3,900	2,261	2,255	2,790
800.814 - Finance CAP Alloc	29,969	33,986	46,993	63,611
800.815 - Human resources CAP Alloc	30,728	54,870	63,306	47,535
800.817 - Community Hall/Quinlan CAP	49,811	37,242	0	0
800.821 - Building Maintenance CAP	0	0	0	16,436
<b>25 - Cost allocation Total</b>	<b>165,268</b>	<b>175,704</b>	<b>239,701</b>	<b>233,357</b>
31 - Special projects				
750.022 - Hand Sanitizer Mounts	0	0	5,000	0
900.945 - Fixed Asset Acquisition	481	0	0	27,000
<b>31 - Special projects Total</b>	<b>481</b>	<b>0</b>	<b>5,000</b>	<b>27,000</b>
35 - Contingencies				
719.705 - Contingencies	0	0	84,535	83,466
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>84,535</b>	<b>83,466</b>
50 - Other financing uses				
800.904 - Depreciation Expenses	5,217	7,442	6,870	0
<b>50 - Other financing uses Total</b>	<b>5,217</b>	<b>7,442</b>	<b>6,870</b>	<b>0</b>
<b>621 Sports Center Operation Total</b>	<b>1,940,802</b>	<b>2,196,215</b>	<b>2,460,735</b>	<b>2,539,938</b>

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
633 Disaster Preparedness				
05 - Employee compensation				
500.501 - Salaries Full Time	0	57,096	93,764	0
500.502 - Salaries Part Time	35,772	34,594	0	0
500.505 - Overtime	264	1,287	0	0
<b>05 - Employee compensation Total</b>	<b>36,036</b>	<b>92,977</b>	<b>93,764</b>	<b>0</b>
10 - Employee benefits				
501.500 - Retirement System	465	14,686	25,208	0
501.502 - Pers 1959 Surv Empr	0	38	66	0
501.505 - Health Insurance	36	9,591	17,048	0
501.506 - Dental Insurance	4	1,032	1,675	0
501.507 - Medicare	527	1,296	1,361	0
501.508 - Life Insurance	2	456	792	0
501.509 - Long Term Disability	0	556	1,006	0
501.510 - Workers Compensation	0	7,056	2,740	0
501.511 - Vision Insurance	1	114	198	0
501.516 - Hra City Contribution	8	0	0	0
<b>10 - Employee benefits Total</b>	<b>1,043</b>	<b>34,825</b>	<b>50,094</b>	<b>0</b>
15 - Materials				
600.601 - General Office Supplies	229	5,135	500	0
600.602 - Printing and Duplication	0	242	1,600	0
600.613 - General Supplies	12,613	19,758	20,000	0
600.629 - Conference and Training	0	4,906	6,000	0
600.632 - Mileage Reimbursement	0	784	400	0
600.642 - Telephone and Data Services	1,580	2,010	2,743	0
600.645 - Grant Expenditures	0	0	3,745	0
<b>15 - Materials Total</b>	<b>14,421</b>	<b>32,836</b>	<b>34,988</b>	<b>0</b>
20 - Contract services				
700.701 - Training and Instruction	372	14	5,000	0
<b>20 - Contract services Total</b>	<b>372</b>	<b>14</b>	<b>5,000</b>	<b>0</b>
25 - Cost allocation				
800.801 - Equipment Reimbursement	0	0	42,543	0
800.802 - IT Reimbursement	0	10,518	26,460	0
800.805 - CC CAP Allocation	315	1,104	876	0
800.806 - CM CAP Allocation	95	333	353	0
800.811 - Public Affairs CAP Alloc	0	0	1,317	0
800.814 - Finance CAP Alloc	2,652	3,601	6,303	0
800.815 - Human resources CAP Alloc	0	2,700	3,217	0
800.817 - Community Hall/Quinlan CAP	7,419	3,056	0	0
800.821 - Building Maintenance CAP	2,573	0	0	0
<b>25 - Cost allocation Total</b>	<b>13,054</b>	<b>21,312</b>	<b>81,069</b>	<b>0</b>
31 - Special projects				
900.945 - Fixed Asset Acquisition	2,433	0	0	0

Appendix A-  
4 Year Expenditure Trends at the Account Level by Program

Department	FY17 Actuals	FY18 Actuals	FY19 Final Budget	FY20 Proposed Budget
<b>31 - Special projects Total</b>	<b>2,433</b>	<b>0</b>	<b>0</b>	<b>0</b>
35 - Contingencies				
719.705 - Contingencies	0	0	1,999	0
<b>35 - Contingencies Total</b>	<b>0</b>	<b>0</b>	<b>1,999</b>	<b>0</b>
633 Disaster Preparedness Total	67,359	181,964	266,914	0
<b>63 Sports, Safety and Outdoor Rec Total</b>	<b>5,560,845</b>	<b>6,556,330</b>	<b>7,587,066</b>	<b>7,064,148</b>
<b>Recreation services Total</b>	<b>14,574,598</b>	<b>14,835,275</b>	<b>17,442,432</b>	<b>15,631,867</b>

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