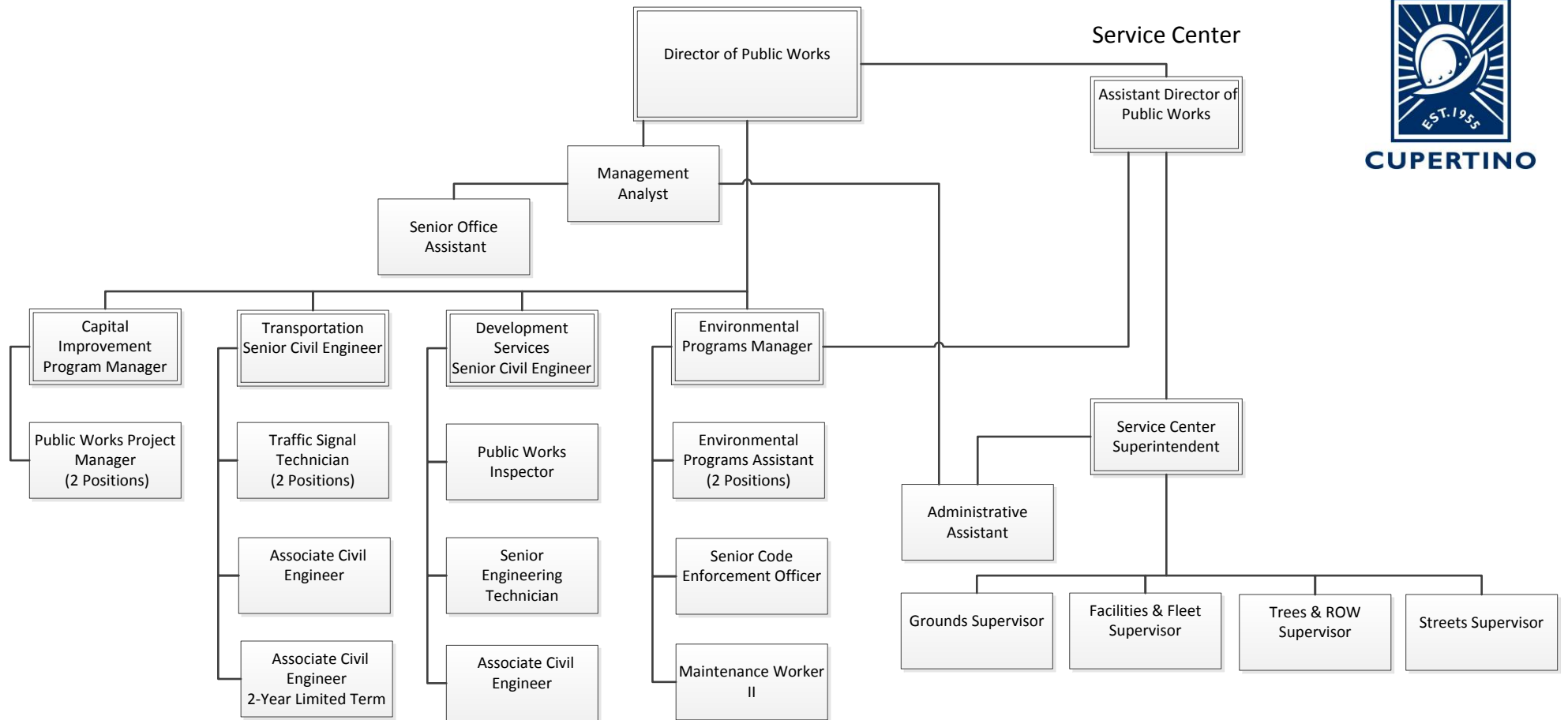




Public Works

Administration
Environmental Programs
Development Services
Service Center
Grounds and Fleet
Streets
Trees and Right-of-Way
Facilities
Transportation
Fixed Asset Acquisition





CUPERTINO

Public Works

| | | Proposed 2015-16 |
|-------------------------------|--|-----------------------------|
| Page Administration | | \$ 657,682 |
| GI Org | | |
| 100-80-800 | Public Works Administration | 657,682 |
| 100-81-803 | Environmental Management | - |
| Environmental Programs | | \$ 3,350,387 |
| GI Org | | |
| 420-99-015 | Resource Recovery | 2,718,864 |
| 230-81-802 | Non Point Source | 631,523 |
| Developmet Services | | \$ 2,701,832 |
| GI Org | | |
| 100-82-804 | Engineering Design | 1,870,555 |
| 100-82-805 | Inspection Service | - |
| 100-82-806 | Capital Improvement Program - Administration | 831,277 |
| Service Center | | \$ 967,827 |
| GI Org | | |
| 110 | Administration | 967,827 |
| Grounds and Fleet | | \$ 3,707,768 |
| GI Org | | |
| 100-84-808 | McClellan Ranch Park | 76,121 |
| 100-84-809 | Memorial Park | 586,608 |
| 100-84-812 | School Site Maintenance | 826,357 |
| 100-84-813 | Neighborhood Parks | 1,448,321 |
| 100-84-814 | Sports Field Jollyman/Creekside | 599,760 |
| 100-84-815 | Civic Center Maintenance | 170,601 |



Public Works

| | | Proposed 2015-16 |
|-------------------------------|--------------------------------|-----------------------------|
| Page Streets | | \$ 4,553,949 |
| Gl Org | | |
| 100-85-818 | Storm and Drain Maintenance | 239,235 |
| 210-90-978 | Minor Storm Drain | 75,000 |
| 270-85-820 | Sidewalk Curb and Gutter | 962,547 |
| 270-85-821 | Street Pavement Maintenance | 698,224 |
| 270-85-822 | Street Signs Markings | 768,990 |
| 100-85-823 | Graffiti Removal | - |
| 100-85-842 | Street Lighting | 484,665 |
| 610-90-001 | Equipment Maintenance | 1,184,175 |
| 100-85-850 | Environmental Materials | 141,113 |
| Trees and Right of Way | | \$ 2,818,415 |
| Gl Org | | |
| 100-86-824 | Overpasses and Medians | 1,248,715 |
| 100-86-825 | Street Tree Maintenance | 1,198,510 |
| 100-86-826 | Weekend Work Program | 374,190 |
| Facilities | | \$ 3,597,732 |
| Gl Org | | |
| 100-87-827 | Building Maintenance City Hall | 538,843 |
| 100-87-828 | Library | 431,156 |
| 100-87-829 | Service Center | 428,142 |
| 100-87-830 | Quinlan Community Center | 369,982 |
| 100-87-831 | Senior Center | 224,873 |
| 100-87-832 | McClellan Ranch | 169,204 |
| 100-87-833 | Monta Vista | 138,390 |
| 100-87-834 | Wilson | 54,262 |
| 100-87-835 | Portal | 30,799 |
| 100-87-837 | Cupertino Sports Center | 411,710 |
| 100-87-838 | Creekside Park | 74,729 |



CUPERTINO

Public Works

Proposed
2015-16

Page Facilities (Continued)

GI Org

| | | |
|------------|------------------------------|---------|
| 100-87-839 | Community Hall Maintenance | 242,868 |
| 100-87-840 | Teen Center Bldg Maintenance | 36,813 |
| 100-87-841 | Park Restrooms | 129,867 |
| 100-88-844 | Blackberry Farm Maintenance | 316,094 |

Transportation

\$ 1,554,512

GI Org

| | | |
|------------|--------------------------------|---------|
| 100-88-844 | Traffic Engineering | 741,553 |
| 100-88-845 | Traffic Signal and Maintenance | 812,959 |
| 100-88-846 | School Traffic Improvement | - |

Fixed Asset Acquisition

\$ 846,000

GI Org

| | | |
|------------|-------------------------|---------|
| 610-90-244 | Fixed Asset Acquisition | 846,000 |
|------------|-------------------------|---------|

TOTAL PUBLIC WORKS \$ 24,711,718

DIVISION SUMMARY

Public Works - Summary

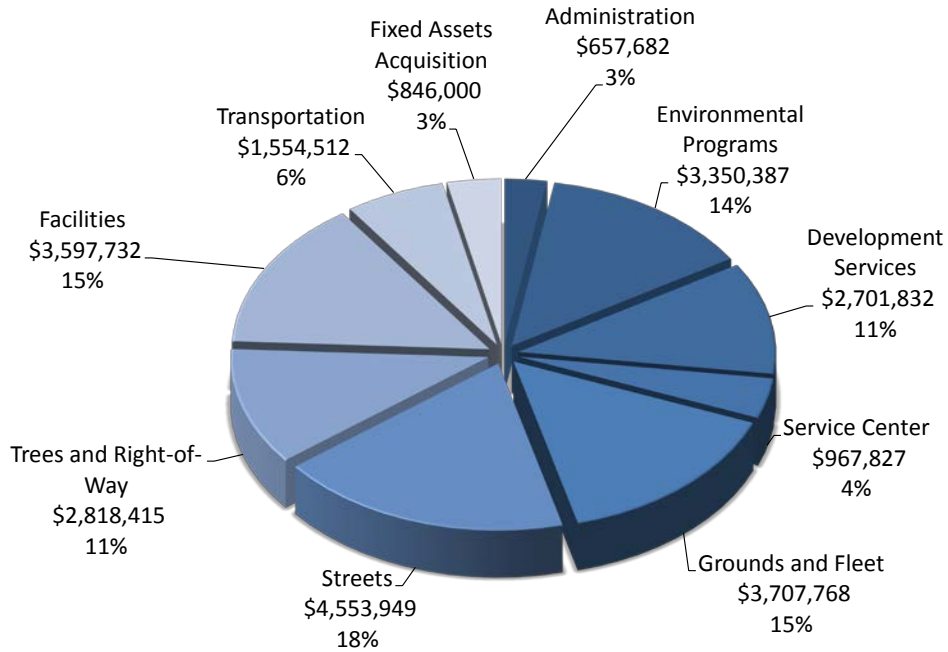
| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | 100,000 |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | 44,915 | 23,000 | 140,300 |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 578,189 | 1,097,248 | 5,284,537 |
| Fines and Forfeitures | - | 1,804 | - | 502,000 |
| Miscellaneous Revenue | - | - | 490,863 | 2,367,767 |
| Interdepartmental Revenue | - | - | 8,422,494 | - |
| TOTAL REVENUE | \$ - | \$ - | \$ 10,033,605 | \$ 8,394,604 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 5,654,763 | 6,048,435 | 6,826,003 | 7,099,184 |
| Employee Benefits | 2,730,326 | 2,709,165 | 3,189,151 | 3,479,352 |
| Materials | 2,521,767 | 2,495,666 | 2,404,742 | 2,873,970 |
| Contract Services | 3,271,032 | 3,472,281 | 4,084,801 | 4,428,616 |
| Appropriations for Contingency | - | - | 461,301 | 524,962 |
| Cost Allocation | 2,114,529 | 2,440,517 | 2,968,514 | 2,596,134 |
| Capital Outlay | 750,406 | 3,762,394 | 470,613 | - |
| Special Projects | - | - | 9,938,000 | 3,709,500 |
| TOTAL EXPENDITURES | \$ 17,042,822 | \$ 20,928,459 | \$ 30,343,125 | \$ 24,711,718 |
| Fund Balance | - | - | (48,752) | (1,419,858) |
| General Fund Costs | \$ 17,042,822 | \$ 20,928,459 | \$ 20,260,768 | \$ 14,897,256 |

RECOMMENDED PROPOSED

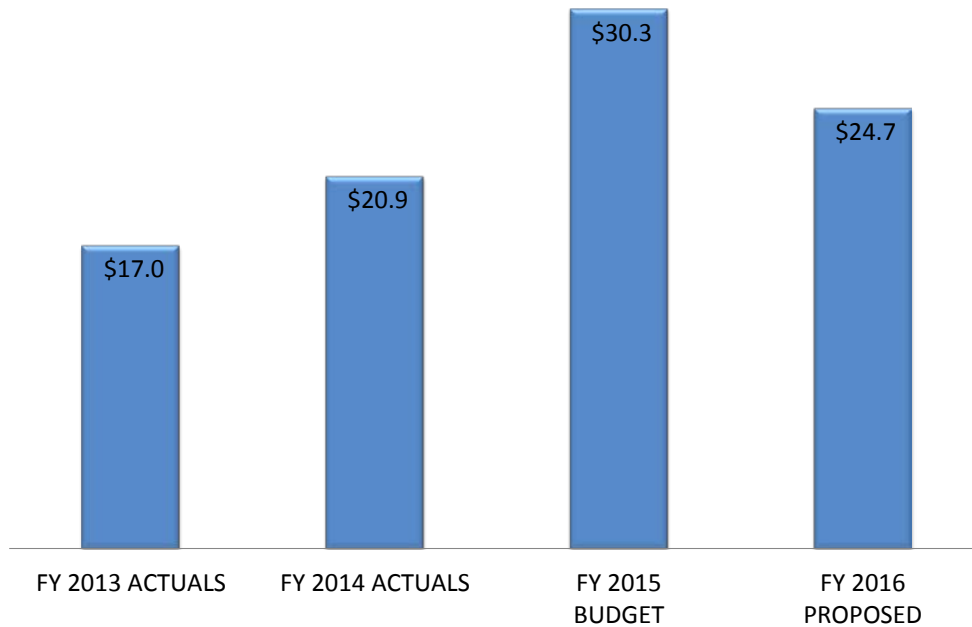
It is recommended that a budget of \$24,711,718 be approved for Public Works Department. This represents a decrease of \$5,631,407 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to pre funding for pavement maintenance in 2014-15 and is offset by an increase due to the recommended addition of 4.12 new full time positions.

This budget is funded from \$8,394,604 in estimated department revenue, a \$14,897,256 contribution from the general fund and \$1,419,858 in fund balance.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History





PUBLIC RESOURCES

Public Ways

PUBLIC WORKS

Timm Borden, Director

| BUDGET AT A GLANCE | |
|---------------------------|----------------------------------|
| Total Revenue | \$ 8,394,604 |
| Total Expenditures | 24,711,718 |
| Fund Balance | (1,419,858) |
| <hr/> | |
| | General Fund Costs \$ 14,897,256 |
| Total Staffing | 82.12 |
| | % Funded by General Fund 60.3% |

KEY PERFORMANCE MEASURES BY DEPARTMENT

| Division | Strategy | Measure | Metric | 2015/16 Goal | 2015/16 Outcome |
|---|--|--|--|--|--|
| Environmental Programs | | | | | |
| Goal: Respond to stormwater pollution discharge. | | | | | |
| | Prevent items other than rain water from entering the storm water system. | Respond to reported discharge event within 24 business hours. | Comcate logged response time. | 24 hour response 100% | Achieve stormwater compliance requirements, ensure healthy protected water system. |
| Goal: Provide efficient and effective recycling and disposal services. | | | | | |
| | Divert materials from landfill through expanded recycling and composting policies and services, paired with effective outreach campaigns to increase residential and commercial participation. | Supporting policies developed. Services evaluated and expanded. Develop customer feedback mechanism and diversion tracking tool. | Achieve 75% diversion, 60% commercial & multifamily diversion. Customer service satisfaction (Godbe Survey). | Develop organics ordinance. Define data needs and assess tracking tools available (i.e. EPA ReTRAC). | Adopt organics ordinance and utilize data collection to track progress. |

| Development Services | | | | | |
|-----------------------------|--|--|---|--|--|
| | Goal: Provide timely development review and permitting services. | | | | |
| | Review and permit private development in a timely and consistent manner in accordance with applicable codes, standards and policies. | Respond to complete plan submittals or applications within 2 weeks | Comcate logged response time. Community Development feedback. Customer feedback through new online permitting system. | 2 week response 90% of time. | Strengthened partnership with Community Development. Clear roles and timelines defined. Customer experience improved. |
| Division | Strategy | Measure | Metric | 2015/16 Goal | 2015/16 Outcome |
| CIP Administration | | | | | |
| | Goal: Deliver Capital Projects on time and on within budget. | | | | |
| | Meet published commitments to Council and community in an effective, timely, and quality manner. | Project and/or budget management software or alternative tracking tool to enable better accountability of costs, expenses and revenues related to a project. | Timeline and budget variances for each project and tracked for program over time. | On time and within budget 80% of time. | Deliver project within budget and achieve beneficial occupancy within one month of projected completion date at time of award. |
| Division | Strategy | Measure | Metric | 2015/16 Goal | 2015/16 Outcome |
| Streets | | | | | |
| | Goal: Timely maintenance of street markings and legends while minimizing impacts to traffic. | | | | |
| | Repair or replace street signs in a timely manner. | Respond to regulatory sign issues within 24 business hours. Respond to other sign issues within four weeks. | Comcate logged response time and customer feedback. | 24 hour response 100% for signs. 4 week resolution 90% | Community aesthetic maintained. |

| Goal: Timely removal of reported graffiti. | | | | |
|--|--|---|---|--|
| Graffiti markings re-moved in a timely manner. | Clean up within 48 business hours of call. | Comcate logged response time and customer feedback. | 100% | Community aesthetic maintained. |
| Goal: Optimize street safety around schools. | | | | |
| School area street markings painted bi-annually prior to the beginning of the school year. High wear areas painted annually. | Percent of street markings and legends repainted bi-annually. | Comcate logged response time and customer feedback. Projects cataloged and outcomes shared with Safe Routes to School Task Force. | 100% | Improve bicycle and pedestrian safety near schools and throughout neighborhoods to encourage communitywide adoption of active transportation over single occupancy vehicles. |
| Goal: Provide timely and effective streetlight maintenance program. | | | | |
| Repair streetlights in a timely manner. | Respond to customer calls within two business days and resolve issue within five business days. | Comcate logged response time and customer feedback. | 2 Day response 100% 5 Day resolution 95% | Community safety improved through energy efficient illumination. |
| Goal: Timely response to asphalt concerns. | | | | |
| Maintain streets to a standard that minimizes liability and is effective in utilizing available funds. | Define standard. Investigate and respond to safety issues within 24 business hours. Provide permanent repairs within six months. | Comcate logged response time and customer feedback. Street maintenance plan and standard achieved. | 24 hour response 100% 6 month resolution 90% | Create safe roadways to ensure continuous traffic flow to support citizens' quality of life. |

| Goal: Timely response to concrete concerns. | | | | | |
|--|--|--|--|---|---|
| | Maintain sidewalks, curb and gutter to a standard that minimizes liability. | Define standard. Respond to safety issues within 24 business hours. Provide permanent repairs within 6 months. | Comcate logged response time and customer feedback. | 24 hour response 100% 6 month resolution 90% | Create safer sidewalks, curb, and gutters to mitigate potential issues and support citizen's quality of life. |
| Division | Strategy | Measure | Metric | 2015/16 Goal | 2015/16 Outcome |
| Trees and Right-of-Way | | | | | |
| Goal: Timely response to tree concerns. | | | | | |
| | Maintain urban forest to ISA standards that minimize liability, improve and/or maintain tree values. | Respond to safety issues within 24 business hours. Provide follow up trimming within four weeks. | Comcate logged response time and customer feedback. Track program performance relative to ISA standards. | 24 hour response 100% 4 week resolution 90% | ISA standards achieved. Urban canopy expanded, protected, serviced. Safety issues mitigated. |



PUBLIC RESOURCES

Public Ways

ADMINISTRATION-
PUBLIC WORKS ADMINISTRATION
 Budget Unit 100-80-800
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 657,682 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 657,682 |
| Total Staffing | | 3.25 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

1. Development Services (including inspection services)
2. Capital Improvement Program Administration
3. Environmental Programs
4. Transportation
5. Facility and Fleet Maintenance
6. Trees and Right-of-Way Maintenance
7. Grounds Maintenance
8. Street Maintenance

SERVICE OBJECTIVES

- Provide capital project delivery, development plan check, permitting and inspection, solid waste and recycling services, storm water quality compliance, and public works maintenance services in a responsive and efficient manner by continuously adapting programs and resources to meet the community’s expectations.
- Provide response within 24 hours to the community on complaints and requests for services. Plan and program maintenance of the City’s public facilities and infrastructure.
- Program and deliver Capital Improvement Projects in a timely and cost-efficient manner. Work with operating departments and the community to ensure projects meet expectations.

- Collaborate with Community Development to efficiently deliver predictable, responsive and efficient development services.
- Represent the City on county and regional issues such as congestion management.
- Manage and adapt traffic operations to efficiently move traffic and protect neighborhoods.
- Oversee and manage stormwater, solid waste and recycling programs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$657,682 be approved for the Public Works Administration Budget. This represents an increase of \$24,568 or 4% over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased salary and workers' compensation costs due to increases in employee compensation and workers' compensation costs.

This budget is funded from a \$657,682 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Final Adopted Budget for the current fiscal year:

Public Works -Administration

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 386,663 | 409,779 | 384,235 | 402,591 |
| Employee Benefits | 137,423 | 148,032 | 171,090 | 176,136 |
| Materials | 13,498 | 12,363 | 16,749 | 17,039 |
| Contract Services | | 800 | 1,400 | 2,000 |
| Appropriations for Contingency | - | - | 1,815 | 2,091 |
| Cost Allocation | 36,900 | 85,384 | 57,825 | 57,825 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 574,484 | \$ 656,358 | \$ 633,114 | \$ 657,682 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 574,484 | \$ 656,358 | \$ 633,114 | \$ 657,682 |

STAFFING

Total current authorized positions – 3.25

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

Total authorized positions – 3.25

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 800 Public Works Admin | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 386,544.83 | 406,124.19 | 372,735.00 | 383,810.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 11,500.00 | 12,500.00 |
| 500.503 - Excess Med Pay | 118.02 | 0.00 | 0.00 | 572.00 |
| 500.505 - Overtime | 0.00 | 54.65 | 0.00 | 0.00 |
| 500.506 - Car Allowance | 3,599.96 | 3,599.96 | 3,750.00 | 4,350.00 |
| 500.507 - Taxable Life Premium | | | 864.00 | 984.00 |
| 500.510 - Employee Agency Serv | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.513 - Sick Leave | | | | 375.00 |
| 05 - Employee compensation Total | 390,262.81 | 409,778.80 | 388,849.00 | 402,591.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 102,030.35 | 105,421.57 | 103,479.00 | 108,981.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 158.70 | 0.00 | 53.00 |
| 501.505 - Health Insurance | 18,053.82 | 18,048.00 | 30,215.00 | 28,278.00 |
| 501.506 - Dental Insurance | 2,691.80 | 2,812.68 | 5,092.00 | 3,090.00 |
| 501.507 - Medicare | 5,580.11 | 5,944.05 | 5,405.00 | 5,510.00 |
| 501.508 - Life Insurance | 1,926.60 | 2,016.00 | 2,086.00 | 2,086.00 |
| 501.509 - Long Term Disability | 1,658.50 | 1,491.96 | 2,512.00 | 2,578.00 |
| 501.510 - Workers Compensation | 1,364.72 | 10,734.97 | 10,735.00 | 18,620.00 |
| 501.511 - Vision Insurance | 515.59 | 537.84 | 595.00 | 583.00 |
| 501.516 - Hra City Contribution | | 866.49 | 6,357.00 | 6,357.00 |
| 10 - Employee benefits Total | 133,821.49 | 148,032.26 | 166,476.00 | 176,136.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 994.87 | 721.71 | 1,000.00 | 1,000.00 |
| 600.605 - Meeting Expenses | 310.22 | 570.55 | 1,000.00 | 1,000.00 |
| 600.608 - Sml Tools and Equipment | | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | 2,712.92 | 2,362.00 | 1,500.00 | 2,414.00 |
| 600.618 - Utilities and Phone | 2,735.84 | 2,709.66 | 2,149.00 | 2,625.00 |
| 600.621 - Calrecylce City Payment | | | | |
| Prgm Adm | 464.24 | 469.42 | 500.00 | 0.00 |
| 600.629 - Conference and Meeting | 6,280.13 | 5,529.74 | 10,000.00 | 10,000.00 |
| 600.632 - Mileage Reimbursement | 0.00 | 0.00 | 600.00 | 0.00 |
| 15 - Materials Total | 13,498.22 | 12,363.08 | 16,749.00 | 17,039.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 0.00 | 800.00 | 1,000.00 | 1,000.00 |
| 700.702 - General Service | | | | |
| Agreement | | | 400.00 | 1,000.00 |
| 20 - Contract services Total | 0.00 | 800.00 | 1,400.00 | 2,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 36,900.00 | 52,037.00 | 31,611.00 | 31,611.00 |

| | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 800.803 - City Channel Reimb | | 29,811.00 | 21,706.00 | 21,706.00 |
| 800.804 - Web Site Reimbursement | | 3,536.00 | 4,508.00 | 4,508.00 |
| 25 - Cost allocation Total | 36,900.00 | 85,384.00 | 57,825.00 | 57,825.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 1,815.00 | 2,091.00 |
| 35 - Contingencies Total | | 0.00 | 1,815.00 | 2,091.00 |
| 800 Public Works Admin Total | 574,482.52 | 656,358.14 | 633,114.00 | 657,682.00 |

City of Cupertino
Fiscal Year 2015-2016



PUBLIC RESOURCES

Public Ways

**ADMINISTRATION-
ENVIRONMENTAL MANAGEMENT**

Budget Unit 100-81-803

General Fund

Programs and staff previously funded by this budget have been moved to Traffic Engineering, Street Pavement Maintenance and Street Environmental Materials. This program is included to preserve historical data. Once all prior year data listed in the chart below is \$0, this program will be removed.

Public Works - Environment Management

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|----------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE \$ | - \$ | - \$ | - \$ | - \$ |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 18,287 | (761) | - | - |
| Employee Benefits | 8,954 | (174) | - | - |
| Materials | - | - | - | - |
| Contract Services | 77,628 | - | - | - |
| Appropriations for Contingency | - | - | - | - |
| Cost Allocation | 1,600 | - | - | - |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES \$ | 106,469 \$ | (935) \$ | - \$ | - \$ |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 106,469 \$ | (935) \$ | - \$ | - \$ |

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY12 ACTUALS | FY13 ACTUALS | FY14 FINAL BUDGET | FY15 FINAL BUDGET |
|---|-------------------|-----------------|----------------------|----------------------|
| 803 Environment Management | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 17,837.34 | (642.43) | 0.00 | 0.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 449.30 | (118.24) | 0.00 | 0.00 |
| 05 - Employee compensation Total | 18,286.64 | (760.67) | 0.00 | 0.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 4,553.92 | (173.83) | 0.00 | 0.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 1,892.89 | 0.00 | 0.00 | 0.00 |
| 501.506 - Dental Insurance | 392.92 | 0.00 | 0.00 | 0.00 |
| 501.507 - Medicare | 264.29 | 0.00 | 0.00 | 0.00 |
| 501.508 - Life Insurance | 179.02 | 0.00 | 0.00 | 0.00 |
| 501.509 - Long Term Disability | 101.63 | 0.00 | 0.00 | 0.00 |
| 501.510 - Workers Compensation | 1,524.52 | 0.00 | 0.00 | 0.00 |
| 501.511 - Vision Insurance | 44.54 | 0.00 | 0.00 | 0.00 |
| 501.516 - Hra City Contribution | | | 0.00 | |
| 10 - Employee benefits Total | 8,953.73 | (173.83) | 0.00 | 0.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.616 - Haz Material Mgmt | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.618 - Utilities and Phone | 0.00 | 0.00 | 0.00 | |
| 15 - Materials Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 77,628.46 | 0.00 | 0.00 | 0.00 |
| 20 - Contract services Total | 77,628.46 | 0.00 | 0.00 | 0.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 1,600.00 | 0.00 | 0.00 | 0.00 |
| 25 - Cost allocation Total | 1,600.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 803 Environment Management Total | 106,468.83 | (934.50) | 0.00 | 0.00 |



PUBLIC RESOURCES

Public Ways

**ENVIRONMENTAL PROGRAMS-
RESOURCE RECOVERY**

Budget Unit 520-81-801

General Fund

BUDGET AT A GLANCE

| | | |
|--------------------|--------------------------|--------------|
| Total Revenue | | \$ 1,924,000 |
| Total Expenditures | | 2,707,226 |
| Fund Balance | | (783,226) |
| | General Fund Costs | \$ - |
| Total Staffing | | 4.35 |
| | % Funded by General Fund | N/A |

PROGRAM OVERVIEW

The Resource Recovery Division 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 include visits to schools and employee training for businesses on-site as needed. The division coordinates many complimentary activities with the Sustainability Division 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. Promote, support and develop policy for source reduction, recycling and composting programs to meet the City’s more ambitious goal of diverting 75% of Citywide waste from landfill by November 2016.
- Provide contract oversight and customer service for garbage and recycling collection, yard waste processing, composting and household hazardous waste collection. Offer free compost for residents and provide assistance to schools for student recycling and composting projects and teachers’ curriculum and presentations related to the City’s environmental initiatives.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,707,226 be approved for the Resource Recovery Division. This represents an increase of \$402,730 over the prior fiscal year is primarily due to increased staffing in this program, as described in the staffing section below.

This budget is funded from \$1,924,000 in estimated department revenue and \$783,226 in fund balance.

The following table details revenue, total expenditures, and changes in fund balance by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current Fiscal Year:

Public Works - Resources Recovery

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 30,798 | - | 1,924,000 |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 30,798 | \$ - | \$ 1,924,000 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 155,055 | 281,617 | 321,533 | 455,549 |
| Employee Benefits | 55,248 | 102,377 | 127,388 | 177,806 |
| Materials | 32,961 | 8,662 | 19,514 | 19,834 |
| Contract Services | 1,497,379 | 1,611,580 | 1,757,034 | 1,975,000 |
| Appropriations for Contingency | - | - | - | - |
| Cost Allocation & Depreciation | 24,351 | 154,810 | 79,027 | 79,037 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 1,764,995 | \$ 2,159,047 | \$ 2,304,496 | \$ 2,707,226 |
| Fund Balance | - | - | - | (783,226) |
| General Fund Costs | \$ 1,764,995 | \$ 2,128,249 | \$ 2,304,496 | \$ - |

STAFFING

Total current authorized positions – 2.80

Staffing changes include reallocation of the following existing positions to heighten program support efforts:

- 50% of Assistant to the City Manager – Sustainability Manager (previously 40% to this program); and
- 65% of the proposed Environmental Programs Specialist (previously Senior Code Enforcement position shared 50% between this program and Community Development).

This program will also expand the following positions to support attainment of its service objectives:

- 65% of an additional proposed Environmental Programs Assistant ; and
- 65% of the proposed Environmental Programs Compliance Technician (previously a Maintenance Worker II in the Non-Point Source and Storm Drain Operation budgets).

Total authorized positions – 4.35

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------|-------------------|-------------------|----------------------|-------------------------|
| 801 Resources Recovery | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 122,015.64 | 240,034.01 | 283,325.00 | 413,898.00 |
| 500.502 - Salaries Part Time | 33,039.08 | 41,390.90 | 36,000.00 | 36,000.00 |
| 500.503 - Excess Med Pay | | | 0.00 | 0.00 |
| 500.505 - Overtime | 0.00 | 192.02 | 0.00 | 0.00 |
| 500.506 - Car Allowance | | | 750.00 | 750.00 |
| 500.507 - Taxable Life Premium | | | 1,458.00 | 3,821.00 |
| 500.510 - Employee Agency | | | | |
| Serv | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.513 - Sick Leave | | | | 1,080.00 |
| 05 - Employee compensation | | | | |
| Total | 155,054.72 | 281,616.93 | 321,533.00 | 455,549.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 38,965.45 | 63,352.88 | 75,255.00 | 103,673.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 116.44 | 0.00 | 39.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 9,625.19 | 20,687.53 | 26,032.00 | 38,047.00 |

| | | | | |
|---|--------------|--------------|--------------|--------------|
| 501.506 - Dental Insurance | 982.79 | 2,217.05 | 4,389.00 | 4,534.00 |
| 501.507 - Medicare | 2,405.04 | 3,967.41 | 4,109.00 | 5,970.00 |
| 501.508 - Life Insurance | 756.07 | 1,580.96 | 1,801.00 | 2,884.00 |
| 501.509 - Long Term Disability | 542.98 | 1,134.78 | 1,941.00 | 2,813.00 |
| 501.510 - Workers Compensation | 1,782.16 | 7,872.00 | 7,872.00 | 10,557.00 |
| 501.511 - Vision Insurance | 188.34 | 423.57 | 513.00 | 780.00 |
| 501.516 - Hra City Contribution | | 1,024.87 | 5,476.00 | 8,509.00 |
| 10 - Employee benefits Total | 55,248.02 | 102,377.49 | 127,388.00 | 177,806.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,654.15 | 2,715.42 | 2,000.00 | 1,792.00 |
| 600.618 - Utilities and Phone | 1,169.49 | 1,604.83 | 1,300.00 | 1,500.00 |
| 600.619 - Advertising and Legal Notices | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.621 - Calrecylce City Payment Prgm Adm | 29,585.51 | 4,034.93 | 15,646.00 | 16,000.00 |
| 600.623 - Grant Expenditures | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.632 - Mileage Reimbursement | 552.11 | 306.82 | 568.00 | 542.00 |
| 15 - Materials Total | 32,961.26 | 8,662.00 | 19,514.00 | 19,834.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 487.65 | 2,691.43 | 5,000.00 | 5,000.00 |
| 700.702 - General Service Agreement | 1,496,891.53 | 1,608,888.82 | 1,752,034.00 | 1,970,000.00 |
| 20 - Contract services Total | 1,497,379.18 | 1,611,580.25 | 1,757,034.00 | 1,975,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 21,000.00 | 15,608.00 | 27,235.00 | 27,235.00 |
| 800.803 - City Channel Reimb | | 4,919.00 | 3,581.00 | 3,581.00 |
| 800.804 - Web Site Reimbursement | | 2,593.00 | 3,884.00 | 3,884.00 |
| 800.805 - CC CAP Allocation | | 22,164.00 | 1,707.00 | 1,707.00 |
| 800.806 - CM CAP Allocation | | 20,074.00 | 8,781.00 | 8,781.00 |
| 800.807 - ENV Affairs CAP Allo | | 6,370.00 | 2,459.00 | 2,459.00 |
| 800.808 - ECON Dev CAP Allo | | 4,875.00 | 2,359.00 | 2,359.00 |
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 0.00 | 0.00 |
| 800.811 - Public Affairs CAP Alloc | | 15,891.00 | 4,283.00 | 4,283.00 |
| 800.812 - Disaster PREP CAP Alloc | | 5,354.00 | 743.00 | 743.00 |
| 800.813 - Admin Serv CAP Allocation | | 15,284.00 | 4,252.00 | 4,252.00 |
| 800.814 - Finance CAP Alloc | | 28,983.00 | 10,252.00 | 10,252.00 |
| 800.815 - Human resources CAP Alloc | | 6,141.00 | 6,141.00 | 6,141.00 |
| 25 - Cost allocation Total | 21,000.00 | 151,459.00 | 75,677.00 | 75,677.00 |
| 30 - Capital outlays | | | | |

| | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 900.904 - Non Recur Facility | | | | |
| MGT | | | 0.00 | 0.00 |
| 900.905 - Facility | | | | |
| Improvements | | | 0.00 | 0.00 |
| 30 - Capital outlays Total | | | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.945 - Fixed Asset | | | | |
| Acquisition | | | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | 0.00 | 0.00 |
| 50 - Other financing uses | | | | |
| 800.904 - Depreciation | | | | |
| Expenses | 3,351.41 | 3,351.42 | 3,350.00 | 3,360.00 |
| 50 - Other financing uses Total | 3,351.41 | 3,351.42 | 3,350.00 | 3,360.00 |
| 801 Resources Recovery Total | 1,764,994.59 | 2,159,047.09 | 2,304,496.00 | 2,707,226.00 |



PUBLIC RESOURCES

Public Ways

**ENVIRONMENTAL PROGRAMS-
NON POINT SOURCE**

Budget Unit 230-81-802

Enterprise Fund

BUDGET AT A GLANCE

| | | |
|--------------------|----|---------------------------------|
| Total Revenue | \$ | 502,000 |
| Total Expenditures | | 630,679 |
| Fund Balance | | - |
| | | General Fund Costs |
| | \$ | 128,679 |
| Total Staffing | | 1.87 |
| | | % Funded by General Fund |
| | | 20.4% |

PROGRAM OVERVIEW

The Non-Point Source Division manages the City’s compliance with its State-mandated *Municipal Regional Stormwater NPDES Permit* (the *MRP*); provides program and policy development and implementation of state-mandated activities including complaint response and enforcement programs; annual inter-departmental 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 requirements. The division 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) with regard to water pollution prevention, erosion control and low impact development (LID).

- Coordinate urban runoff pollution prevention activities with other departments divisions and private businesses. Mandated activities include: catch basin cleaning; post-construction oversight of permanent control measures installed at 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 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$630,679 be approved for the Non-Point Source Program Budget. This represents an increase of \$84,850 under the FY 2014-15 Final Adopted Budget. This increase is attributed primarily to an increase in staffing requested, as described in the staffing section below.

This budget is funded from \$502,000 in estimated department revenue and a \$129,523 from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Final Adopted Budget for the current fiscal year:

Public Works - Non Point Source

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 300 | - | - |
| Fines and Forfeitures | - | 1,804 | - | 502,000 |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 2,104 | \$ - | \$ 502,000 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 120,654 | 123,751 | 164,068 | 211,912 |
| Employee Benefits | 49,172 | 50,582 | 63,888 | 96,110 |
| Materials | 5,109 | 10,395 | 6,319 | 7,673 |
| Contract Services | 186,610 | 196,129 | 234,500 | 237,500 |
| Appropriations for Contingency | - | - | 24,082 | 24,512 |
| Cost Allocation | 15,400 | 80,206 | 52,972 | 52,972 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 376,945 | \$ 461,064 | \$ 545,829 | \$ 630,679 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 376,945 | \$ 458,960 | \$ 545,829 | \$ 128,679 |

STAFFING

Total current authorized positions – 1.37

Staffing changes reflect the following:

- Reallocating 35% of the proposed Environmental Programs Specialist to this program (previously a Senior Code Enforcement position not included in this program budget);
- Adding 35% an additional proposed Environmental Programs Assistant; and
- Reallocating 35% of the proposed Environmental Programs Compliance Technician to this program (previously a Maintenance Worker II shared across the Non-Point Source and Storm Drain Operation budgets).

Total authorized positions – 1.87

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY1 PROPOSED BUDGET |
|------------------------------------|-----------------|-----------------|----------------------|------------------------|
| 802 Non Point Source | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 101,154.75 | 102,830.67 | 136,993.00 | 181,948.00 |
| 500.502 - Salaries Part Time | 18,946.03 | 19,483.86 | 25,000.00 | 25,000.00 |
| 500.503 - Excess Med Pay | 0.00 | 0.00 | 0.00 | 750.00 |
| 500.505 - Overtime | 553.09 | 1,436.78 | 500.00 | 500.00 |
| 500.506 - Car Allowance | | | 600.00 | 600.00 |
| 500.507 - Taxable Life Premium | | | 975.00 | 2,364.00 |
| 500.513 - Sick Leave | | | | 750.00 |
| 05 - Employee compensation Total | 120,653.87 | 123,751.31 | 164,068.00 | 211,912.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 30,246.01 | 30,339.78 | 37,042.00 | 50,278.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 49.07 | 0.00 | 16.00 |
| 501.505 - Health Insurance | 10,414.62 | 10,555.24 | 12,737.00 | 22,121.00 |
| 501.506 - Dental Insurance | 1,426.26 | 1,449.07 | 2,176.00 | 2,627.00 |
| 501.507 - Medicare | 1,220.41 | 1,166.51 | 1,978.00 | 3,409.00 |
| 501.508 - Life Insurance | 799.40 | 811.40 | 850.00 | 1,611.00 |
| 501.509 - Long Term Disability | 511.73 | 516.00 | 913.00 | 1,537.00 |
| 501.510 - Workers Compensation | 4,350.39 | 5,259.97 | 5,260.00 | 9,130.00 |
| 501.511 - Vision Insurance | 203.20 | 206.34 | 251.00 | 452.00 |
| 501.516 - Hra City Contribution | | 228.61 | 2,681.00 | 4,929.00 |
| 10 - Employee benefits Total | 49,172.02 | 50,581.99 | 63,888.00 | 96,110.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 4,505.77 | 9,398.87 | 5,000.00 | 6,317.00 |
| 600.604 - Postage | | | 0.00 | 0.00 |
| 600.618 - Utilities and Phone | 160.11 | 676.09 | 819.00 | 1,050.00 |
| 600.632 - Mileage Reimbursement | 443.38 | 320.41 | 500.00 | 306.00 |
| 600.635 - Special Departmental | | | | |
| Exp | | 0.00 | 0.00 | 0.00 |
| 15 - Materials Total | 5,109.26 | 10,395.37 | 6,319.00 | 7,673.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 1,429.23 | 2,298.96 | 2,500.00 | 2,500.00 |
| 700.702 - General Service | | | | |
| Agreement | 185,180.84 | 193,830.39 | 232,000.00 | 235,000.00 |
| 20 - Contract services Total | 186,610.07 | 196,129.35 | 234,500.00 | 237,500.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 15,400.00 | 15,417.00 | 12,840.00 | 12,840.00 |
| 800.803 - City Channel Reimb | | 4,993.00 | 3,635.00 | 3,635.00 |
| 800.804 - Web Site Reimbursement | | 2,558.00 | 1,831.00 | 1,831.00 |

| | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 800.805 - CC CAP Allocation | | 6,822.00 | 424.00 | 424.00 |
| 800.806 - CM CAP Allocation | | 9,194.00 | 15,561.00 | 15,561.00 |
| 800.807 - ENV Affairs CAP Allo | | 2,913.00 | 973.00 | 973.00 |
| 800.808 - ECON Dev CAP Allo | | 2,231.00 | 934.00 | 934.00 |
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 2,986.00 | 2,986.00 |
| 800.811 - Public Affairs CAP Alloc | | 4,891.00 | 1,695.00 | 1,695.00 |
| 800.812 - Disaster PREP CAP Alloc | | 1,648.00 | 295.00 | 295.00 |
| 800.813 - Admin Serv CAP Allocation | | 7,001.00 | 1,683.00 | 1,683.00 |
| 800.814 - Finance CAP Alloc | | 13,277.00 | 4,057.00 | 4,057.00 |
| 800.815 - Human resources CAP Alloc | | 6,058.00 | 6,058.00 | 6,058.00 |
| 25 - Cost allocation Total | 15,400.00 | 80,206.00 | 52,972.00 | 52,972.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 24,082.00 | 24,512.00 |
| 35 - Contingencies Total | | 0.00 | 24,082.00 | 24,512.00 |
| 802 Non Point Source Total | 376,945.22 | 461,064.02 | 545,829.00 | 630,679.00 |



PUBLIC RESOURCES

Public Ways

**DEVELOPMENT SERVICES-
ENGINEERING DESIGN**

Budget Unit 100-82-804
General Fund

| BUDGET AT A GLANCE | |
|---------------------------|--|
| Total Revenue | \$ 1,930,000 |
| Total Expenditures | 1,716,277 |
| Fund Balance | - |
| | General Fund Costs \$ (213,723) |
| Total Staffing | 4.40 |
| | % Funded by General Fund -12.5% |

PROGRAM OVERVIEW

The Development Services Division is comprised of two areas:

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,716,277 be approved for the Development Services Program Budget. This represents an increase of \$833,867 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to salary costs associated with the special project detailed below.

This budget is funded from \$1,930,000 in estimated department revenue and is projected to return \$59,445 to the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|----------------------------------|-----------------------|------------------|-----------------------|---|
| Apple Campus 2 Inspection | \$800,000 | \$800,000 | Pass Through Revenue* | Apple Campus 2 Contract Inspection |
| TOTAL | \$800,000 | \$800,000 | | |

*Costs Recovered

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Development Services

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|---------------------|----------------------|---------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 283,365 | 518,000 | 1,930,000 |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 283,365 | \$ 518,000 | \$ 1,930,000 |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 563,356 | 653,950 | 494,914 | 531,694 |
| Employee Benefits | 214,247 | 266,246 | 226,333 | 251,366 |
| Materials | 15,682 | 11,917 | 16,594 | 15,202 |
| Contract Services | 98,089 | 140,810 | 43,000 | 51,000 |
| Appropriations for Contingency | - | - | 5,959 | 6,605 |
| Cost Allocation | 71,450 | 51,054 | 55,610 | 60,410 |
| Capital Outlay | 10,458 | 13,343 | 40,000 | - |
| Special Projects | - | - | - | 800,000 |
| TOTAL EXPENDITURES | \$ 973,282 | \$ 1,137,320 | \$ 882,410 | \$ 1,716,277 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 973,282 | \$ 853,954 | \$ 364,410 | \$ (213,723) |

STAFFING

Total current authorized positions – 4.40

There are no changes to the current level of staffing.

Total authorized positions – 4.40

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--|-----------------|-----------------|----------------------|-------------------------|
| 804 Engineering Design | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 559,448.97 | 652,753.62 | 490,348.00 | 519,142.00 |
| 500.502 - Salaries Part Time | 3,784.25 | 996.00 | 0.00 | 0.00 |
| 500.503 - Excess Med Pay | 123.20 | 200.20 | 0.00 | 108.00 |
| 500.506 - Car Allowance | | | 3,300.00 | 3,300.00 |
| 500.507 - Taxable Life Premium | | | 1,266.00 | 1,285.00 |
| 500.510 - Employee Agency Serv | 0.00 | 0.00 | 0.00 | 7,859.00 |
| 05 - Employee compensation Total | 563,356.42 | 653,949.82 | 494,914.00 | 531,694.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 146,577.46 | 168,827.82 | 133,607.00 | 143,819.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 323.95 | 0.00 | 108.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 44,604.27 | 48,566.06 | 40,907.00 | 37,541.00 |
| 501.506 - Dental Insurance | 4,926.59 | 5,733.94 | 6,895.00 | 4,151.00 |
| 501.507 - Medicare | 8,826.55 | 9,424.84 | 7,110.00 | 7,453.00 |
| 501.508 - Life Insurance | 3,624.87 | 4,291.74 | 3,049.00 | 3,049.00 |
| 501.509 - Long Term Disability | 2,611.68 | 3,173.43 | 3,348.00 | 3,520.00 |
| 501.510 - Workers Compensation | 2,133.05 | 22,005.97 | 22,006.00 | 42,330.00 |
| 501.511 - Vision Insurance | 941.80 | 1,095.63 | 805.00 | 789.00 |
| 501.516 - Hra City Contribution | | 2,802.42 | 8,606.00 | 8,606.00 |
| 10 - Employee benefits Total | 214,246.27 | 266,245.80 | 226,333.00 | 251,366.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 9,475.29 | 4,477.59 | 9,200.00 | 6,000.00 |
| 600.602 - Printing and Duplication | 632.22 | 1,791.31 | 1,931.00 | 1,900.00 |
| 600.603 - Maps, Blueprints, Etc | 724.86 | 0.00 | 0.00 | 0.00 |
| 600.608 - Sml Tools and Equipment | | | 300.00 | 300.00 |
| 600.613 - General Supplies | 1,521.18 | 1,478.68 | 1,500.00 | 3,000.00 |
| 600.618 - Utilities and Phone | 2,880.70 | 3,495.46 | 3,000.00 | 3,284.00 |
| 600.629 - Conference and Meeting | 195.71 | 24.30 | 335.00 | 350.00 |
| 600.632 - Mileage Reimbursement | 252.41 | 649.59 | 328.00 | 368.00 |
| 15 - Materials Total | 15,682.37 | 11,916.93 | 16,594.00 | 15,202.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 298.00 | 447.50 | 1,000.00 | 1,000.00 |
| 700.702 - General Service Agreement | 97,791.15 | 140,362.62 | 41,000.00 | 50,000.00 |
| 700.703 - Maintenance of | 0.00 | 0.00 | 1,000.00 | 0.00 |

| | | | | |
|-------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Equipment | | | | |
| 20 - Contract services Total | 98,089.15 | 140,810.12 | 43,000.00 | 51,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 3,850.00 | 3,020.00 | 6,710.00 | 11,510.00 |
| 800.802 - IT Reimbursement | 67,600.00 | 40,784.00 | 42,797.00 | 42,797.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | 7,250.00 | 6,103.00 | 6,103.00 |
| 25 - Cost allocation Total | 71,450.00 | 51,054.00 | 55,610.00 | 60,410.00 |
| 30 - Capital outlays | | | | |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.923 - Apple Campus 2 | | 2,402.50 | 0.00 | 800,000.00 |
| 900.936 - 3-YR Scanning Project | | 0.00 | 40,000.00 | 0.00 |
| 900.945 - Fixed Asset Acquisition | 10,457.76 | 10,940.46 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | 10,457.76 | 13,342.96 | 40,000.00 | 800,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 5,959.00 | 6,605.00 |
| 35 - Contingencies Total | | 0.00 | 5,959.00 | 6,605.00 |
| 804 Engineering Design Total | 973,281.97 | 1,137,319.63 | 882,410.00 | 1,716,277.00 |



PUBLIC RESOURCES

Public Ways

ENGINEERING SERVICES- INSPECTION SERVICES

Budget Unit 100-82-805

General Fund

PROGRAM OVERVIEW

The Inspection Services Program has been transferred to Development Services (100-82-804) to accurately reflect all development related services costs and fee recovery in one division. Refer to Development Services for the Inspection Services Final Adopted Budget.



PUBLIC RESOURCES

Public Ways

**CAPITAL IMPROVEMENT PROGRAM
ADMINISTRATION**

Budget Unit 100-82-806
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 831,277 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 831,277 |
| Total Staffing | | 3.00 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Ensure that all public improvements are constructed in accordance with the community’s expectations and within 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 on construction sites.
- Respond to public inquiries or complaints in a timely manner.

RECOMMENDED PROPOSED

It is recommended that a budget of \$831,277 be approved for the CIP Administration Program Budget. This program has remained relatively unchanged since the FY 2014-15 Final Budget.

This budget is funded from a \$831,277 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Final Adopted Budget for the current fiscal year:

Public Works - CIP Administration

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------|-------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | - | - | 371,356 | 395,824 |
| Employee Benefits | - | - | 150,598 | 155,824 |
| Materials | - | - | 6,245 | 9,300 |
| Contract Services | - | - | 250,500 | 203,000 |
| Appropriations for Contingency | - | - | 13,175 | 22,538 |
| Cost Allocation | - | - | 33,341 | 44,791 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ 825,215 | \$ 831,277 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ - | \$ - | \$ 825,215 | \$ 831,277 |

STAFFING

Total current authorized positions – 3.00

There are no changes to the current level of staffing.

Total authorized positions – 3.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|-----------------|-----------------|----------------------|-------------------------|
| 806 CIP Administration | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | | | 369,496.00 | 393,207.00 |
| 500.507 - Taxable Life Premium | | | 1,860.00 | 2,617.00 |
| 05 - Employee compensation Total | | | 371,356.00 | 395,824.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | | | 99,871.00 | 106,398.00 |
| 501.502 - Pers 1959 Surv Empr | | | 0.00 | 0.00 |
| 501.505 - Health Insurance | | | 27,891.00 | 27,345.00 |
| 501.506 - Dental Insurance | | | 4,701.00 | 3,479.00 |
| 501.507 - Medicare | | | 5,358.00 | 5,645.00 |
| 501.508 - Life Insurance | | | 2,079.00 | 2,079.00 |
| 501.509 - Long Term Disability | | | 2,492.00 | 2,633.00 |
| 501.510 - Workers Compensation | | | 1,789.00 | 1,789.00 |
| 501.511 - Vision Insurance | | | 549.00 | 588.00 |
| 501.516 - Hra City Contribution | | | 5,868.00 | 5,868.00 |
| 10 - Employee benefits Total | | | 150,598.00 | 155,824.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | | | 3,000.00 | 2,000.00 |
| 600.602 - Printing and Duplication | | | 500.00 | 2,000.00 |
| 600.613 - General Supplies | | | 0.00 | 2,500.00 |
| 600.618 - Utilities and Phone | | | 1,500.00 | 2,100.00 |
| 600.629 - Conference and Meeting | | | 300.00 | 500.00 |
| 600.631 - Councilmember Santoro | | | 845.00 | 0.00 |
| 600.632 - Mileage Reimbursement | | | 100.00 | 200.00 |
| 15 - Materials Total | | | 6,245.00 | 9,300.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | | | 500.00 | 3,000.00 |
| 700.702 - General Service Agreement | | | 125,000.00 | 125,000.00 |
| 700.704 - Insurance Fees, Claims, Premiums | | | 125,000.00 | 75,000.00 |
| 20 - Contract services Total | | | 250,500.00 | 203,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | | | | 11,450.00 |
| 800.802 - IT Reimbursement | | | 29,180.00 | 29,180.00 |
| 800.804 - Web Site Reimbursement | | | 4,161.00 | 4,161.00 |
| 25 - Cost allocation Total | | | 33,341.00 | 44,791.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | | 13,175.00 | 22,538.00 |

| | | |
|-------------------------------------|-------------------|-------------------|
| 35 - Contingencies Total | 13,175.00 | 22,538.00 |
| 806 CIP Administration Total | 825,215.00 | 831,277.00 |



PUBLIC RESOURCES

Public Ways

**SERVICE CENTER-
ADMINISTRATION**
Budget Unit 100-83-807
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|---------------------------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 1,020,181 |
| Fund Balance | | - |
| | | General Fund Costs \$ 1,020,181 |
| Total Staffing | | 2.70 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,020,181 be approved for the Service Center Administration Program Budget. This represents an increase of \$138,112 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special project highlighted below.

This budget is funded from a \$1,020,181 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|----------------------------|-----------------------|----------------|-----------------------|------------------------------|
| Office Improvements | \$ 70,000 | \$ 70,000 | General Fund | Citywide Office Improvements |
| TOTAL | \$ 70,000 | \$ 70,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Service Center Administration

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|---------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | 19,350 | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 19,350 | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 239,885 | 286,844 | 275,328 | 340,960 |
| Employee Benefits | 90,076 | 115,911 | 113,144 | 137,520 |
| Materials | 61,040 | 63,096 | 60,986 | 74,745 |
| Contract Services | 132,977 | 141,956 | 155,738 | 217,500 |
| Appropriations for Contingency | - | - | 21,672 | 29,175 |
| Cost Allocation | 240,570 | 170,273 | 200,201 | 150,281 |
| Capital Outlay | - | 565 | 55,000 | - |
| Special Projects | - | - | - | 70,000 |
| TOTAL EXPENDITURES | \$ 764,548 | \$ 778,645 | \$ 882,069 | \$ 1,020,181 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 764,548 | \$ 759,295 | \$ 882,069 | \$ 1,020,181 |

STAFFING

Total current authorized positions – 2.30

Staffing changes reflect the addition of a 2-year Limited Term Utility Analyst position to be shared across the Service Center Administration Program, Sustainability Program and Administrative Services Division. A description of this position’s scope of work and prospective cost savings is shared in the City Manger’s section of the budget.

Total authorized positions – 2.70

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--|-----------------|-----------------|----------------------|-------------------------|
| 807 Service Center Administration | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 224,965.11 | 267,815.50 | 250,500.00 | 290,883.00 |
| 500.502 - Salaries Part Time | 1,305.00 | 5,647.20 | 11,500.00 | 32,500.00 |
| 500.503 - Excess Med Pay | 3,350.05 | 2,404.22 | 0.00 | 3,640.00 |
| 500.504 - Stand By | 10,000.00 | 10,600.00 | 10,400.00 | 10,400.00 |
| 500.505 - Overtime | 265.23 | 377.50 | 0.00 | 0.00 |
| 500.506 - Car Allowance | | | 1,500.00 | 1,500.00 |
| 500.507 - Taxable Life Premium | | | 1,428.00 | 1,662.00 |
| 500.513 - Sick Leave | | | | 375.00 |
| 05 - Employee compensation Total | 239,885.39 | 286,844.42 | 275,328.00 | 340,960.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 58,796.70 | 73,619.54 | 69,545.00 | 81,917.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 140.45 | 0.00 | 47.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 21,072.26 | 24,088.34 | 21,384.00 | 25,304.00 |
| 501.506 - Dental Insurance | 2,399.32 | 2,764.72 | 3,605.00 | 2,809.00 |
| 501.507 - Medicare | 3,758.77 | 4,455.19 | 3,632.00 | 4,694.00 |
| 501.508 - Life Insurance | 631.68 | 1,786.17 | 1,483.00 | 1,893.00 |
| 501.509 - Long Term Disability | 948.23 | 1,128.37 | 1,418.00 | 2,144.00 |
| 501.510 - Workers Compensation | 889.62 | 7,157.03 | 7,157.00 | 12,413.00 |
| 501.511 - Vision Insurance | 1,578.57 | 480.52 | 421.00 | 529.00 |
| 501.516 - Hra City Contribution | | 290.71 | 4,499.00 | 5,770.00 |
| 10 - Employee benefits Total | 90,075.15 | 115,911.04 | 113,144.00 | 137,520.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | | | | |
| | 10,541.38 | 9,702.44 | 10,454.00 | 12,000.00 |
| 600.604 - Postage | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.608 - Sml Tools and Equipment | 113.83 | 0.00 | 258.00 | 0.00 |
| 600.611 - Uniforms/Safety Appar | 37,529.65 | 40,540.59 | 37,346.00 | 45,000.00 |
| 600.613 - General Supplies | 210.00 | 1,827.29 | 275.00 | 5,000.00 |
| 600.618 - Utilities and Phone | 9,989.31 | 9,693.29 | 10,631.00 | 10,500.00 |
| 600.629 - Conference and Meeting | 1,195.00 | 341.20 | 1,191.00 | 1,200.00 |
| 600.632 - Mileage Reimbursement | 1,460.63 | 990.76 | 831.00 | 1,045.00 |
| 15 - Materials Total | 61,039.80 | 63,095.57 | 60,986.00 | 74,745.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | | | | |
| | 13,591.11 | 13,423.46 | 9,851.00 | 14,000.00 |
| 700.702 - General Service Agreement | 116,590.68 | 124,810.32 | 142,614.00 | 200,000.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|---------------------|
| 700.703 - Maintenance of Equipment | 2,795.47 | 3,722.33 | 3,273.00 | 3,500.00 |
| 20 - Contract services Total | 132,977.26 | 141,956.11 | 155,738.00 | 217,500.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 207,670.00 | 153,580.00 | 174,640.00 | 124,720.00 |
| 800.802 - IT Reimbursement | 32,900.00 | 14,335.00 | 22,371.00 | 22,371.00 |
| 800.804 - Web Site Reimbursement | | 2,358.00 | 3,190.00 | 3,190.00 |
| 25 - Cost allocation Total | 240,570.00 | 170,273.00 | 200,201.00 | 150,281.00 |
| 30 - Capital outlays | | | | |
| 900.905 - Facility Improvements | | 565.48 | 55,000.00 | 0.00 |
| 30 - Capital outlays Total | | 565.48 | 55,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.945 - Fixed Asset Acquisition | 0.00 | 0.00 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 70,000.00 |
| 31 - Special projects Total | 0.00 | 0.00 | 0.00 | 70,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 21,672.00 | 29,175.00 |
| 35 - Contingencies Total | | 0.00 | 21,672.00 | 29,175.00 |
| 807 Service Center Administration | | | | |
| Total | 764,547.60 | 778,645.62 | 882,069.00 | 1,020,181.00 |



PUBLIC RESOURCES

Public Ways

GROUND-
MCCLELLAN RANCH PARK
 Budget Unit 100-84-808
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|-----------|
| Total Revenue | \$ | - |
| Total Expenditures | | 76,121 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 76,121 |
| Total Staffing | | 0.30 |
| | % Funded by General Fund | 100.0% |

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 Park and Recreation Department for all of the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$76,121 be approved for the Grounds-McClellan Ranch Park Program Budget. This represents an increase of \$8,900 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special project described below.

This budget is funded from a \$76,121 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|---|----------------|---------|----------------|---|
| Parking Lot Lights Energy Efficiency Upgrade Project | \$8,500 | \$8,500 | General Fund | Upgrade 5 lights at ~\$1,700 each in order to be Consistent with other City parks. |
| TOTAL | \$8,500 | \$8,500 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - McClellan Ranch Park

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 25,977 | 26,917 | 27,991 | 27,924 |
| Employee Benefits | 12,020 | 11,895 | 13,127 | 14,239 |
| Materials | 11,555 | 10,388 | 10,699 | 12,142 |
| Contract Services | 7,260 | 2,000 | 10,000 | 8,000 |
| Appropriations for Contingency | - | - | 2,070 | 1,982 |
| Cost Allocation | 2,400 | 4,104 | 3,334 | 3,334 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | 8,500 |
| TOTAL EXPENDITURES | \$ 59,212 | \$ 55,304 | \$ 67,221 | \$ 76,121 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 59,212 | \$ 55,304 | \$ 67,221 | \$ 76,121 |

STAFFING

Total current authorized positions – .30

There are no changes to the current level of staffing.

Total authorized positions – .30

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 808 McClellan Ranch Park | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 25,788.27 | 26,917.32 | 27,864.00 | 27,458.00 |
| 500.505 - Overtime | 189.18 | 0.00 | 0.00 | 300.00 |
| 500.507 - Taxable Life Premium | | | 127.00 | 166.00 |
| 05 - Employee compensation Total | 25,977.45 | 26,917.32 | 27,991.00 | 27,924.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 6,782.65 | 6,919.65 | 7,385.00 | 7,783.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 15.61 | 0.00 | 5.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 2,511.74 | 2,576.17 | 2,790.00 | 2,750.00 |
| 501.506 - Dental Insurance | 400.78 | 407.89 | 471.00 | 409.00 |
| 501.507 - Medicare | 375.12 | 391.03 | 404.00 | 394.00 |
| 501.508 - Life Insurance | 211.50 | 214.36 | 179.00 | 208.00 |
| 501.509 - Long Term Disability | 138.82 | 144.46 | 183.00 | 193.00 |
| 501.510 - Workers Compensation | 1,545.44 | 1,073.03 | 1,073.00 | 1,856.00 |
| 501.511 - Vision Insurance | 52.74 | 53.45 | 54.00 | 54.00 |
| 501.516 - Hra City Contribution | | 99.16 | 588.00 | 587.00 |
| 10 - Employee benefits Total | 12,018.79 | 11,894.81 | 13,127.00 | 14,239.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 4,813.86 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 5,317.47 | 4,926.00 | 5,317.00 |
| 600.618 - Utilities and Phone | 6,741.41 | 5,070.08 | 5,773.00 | 6,825.00 |
| 15 - Materials Total | 11,555.27 | 10,387.55 | 10,699.00 | 12,142.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 7,260.00 | 2,000.00 | 10,000.00 | 8,000.00 |
| 20 - Contract services Total | 7,260.00 | 2,000.00 | 10,000.00 | 8,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 2,400.00 | 3,750.00 | 2,918.00 | 2,918.00 |
| 800.804 - Web Site Reimbursement | | 354.00 | 416.00 | 416.00 |
| 25 - Cost allocation Total | 2,400.00 | 4,104.00 | 3,334.00 | 3,334.00 |

| | | | | |
|-----------------------------|-----------------------------------|------------------|------------------|------------------|
| 31 - Special projects | | | | |
| | 900.990 - Special Projects - PW | | | 8,500.00 |
| 31 - Special projects Total | | | | 8,500.00 |
| 35 - Contingencies | | | | |
| | 719.705 - Contingencies | 0.00 | 2,070.00 | 1,982.00 |
| 35 - Contingencies Total | | | | 1,982.00 |
| 808 | McClellan Ranch Park Total | 59,211.51 | 55,303.68 | 67,221.00 |
| | | | | 76,121.00 |



PUBLIC RESOURCES

Public Ways

**GROUNDS-
 MEMORIAL PARK**
 Budget Unit 100-84-809
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 656,628 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 656,628 |
| Total Staffing | | 3.05 |
| | % Funded by General Fund | 100.0% |

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, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding 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 programs of garden plots.

- Provide logistical support to the Park and Recreation Department for all the City's special events.
- Oversight of contracted tree trimming and fence repairs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$656,628 be approved for the Memorial Park Program Budget. The Budget is decreased \$39,862 from the 2014-2015 Final Adopted Budget.

This budget is funded from a \$656,628 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|-----------------------|----------------|-----------------------|--|
| Drip Irrigation and Re-Landscape Project | \$5,000 | \$5,000 | General Fund | Install Drip Irrigation and Re-Landscape the Tennis Court Area |
| TOTAL | \$5,000 | \$5,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Memorial Park

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|-----------------------------|------------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE \$ | - \$ | - \$ | - \$ | - \$ |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 201,488 | 211,241 | 220,280 | 265,582 |
| Employee Benefits | 114,689 | 98,983 | 111,328 | 137,050 |
| Materials | 175,990 | 147,984 | 162,731 | 154,151 |
| Contract Services | 37,582 | 26,029 | 39,836 | 27,551 |
| Appropriations for Contingency | - | - | 20,257 | 17,620 |
| Cost Allocation | 61,360 | 45,382 | 62,334 | 49,674 |
| Capital Outlay | 166,383 | 8,598 | - | - |
| Special Projects | - | - | - | 5,000 |
| TOTAL EXPENDITURES \$ | 757,492 \$ | 538,217 \$ | 616,766 \$ | 656,628 \$ |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 757,492 | \$ 538,217 | \$ 616,766 | \$ 656,628 |

STAFFING

Total current authorized positions – 2.85

A 20% increase of one Maintenance Worker I/II to appropriately reflect time spent in this program will cause an overall staffing increase of 0.2FTE.

Total authorized positions – 3.05

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|----------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 809 Memorial Park | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 195,948.03 | 204,094.36 | 212,064.00 | 254,744.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.503 - Excess Med Pay | | | | 0.00 |
| 500.505 - Overtime | 5,540.28 | 7,146.98 | 6,000.00 | 9,500.00 |
| 500.507 - Taxable Life Premium | | | 2,216.00 | 1,338.00 |
| 05 - Employee compensation Total | 201,488.31 | 211,241.34 | 220,280.00 | 265,582.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 51,829.64 | 52,817.59 | 57,920.00 | 72,036.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 149.71 | 0.00 | 50.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 26,227.62 | 24,479.66 | 26,495.00 | 27,833.00 |
| 501.506 - Dental Insurance | 4,679.59 | 4,374.37 | 4,464.00 | 4,029.00 |
| 501.507 - Medicare | 2,836.09 | 3,032.06 | 3,077.00 | 3,657.00 |
| 501.508 - Life Insurance | 2,189.45 | 2,044.98 | 1,608.00 | 1,913.00 |
| 501.509 - Long Term Disability | 1,133.43 | 1,179.39 | 1,469.00 | 1,780.00 |
| 501.510 - Workers | | | | |
| Compensation | 25,248.20 | 10,197.97 | 10,198.00 | 19,239.00 |
| 501.511 - Vision Insurance | 545.17 | 509.22 | 523.00 | 547.00 |
| 501.516 - Hra City Contribution | | 198.27 | 5,574.00 | 5,966.00 |
| 10 - Employee benefits Total | 114,689.19 | 98,983.22 | 111,328.00 | 137,050.00 |
| 15 - Materials | | | | |
| 600.601 - General Office | | | | |
| Supplies | 44,888.84 | 169.67 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 38,650.52 | 47,736.00 | 38,651.00 |
| 600.618 - Utilities and Phone | 65,022.24 | 66,520.17 | 61,417.00 | 73,500.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 66,078.72 | 42,643.31 | 53,578.00 | 42,000.00 |
| 15 - Materials Total | 175,989.80 | 147,983.67 | 162,731.00 | 154,151.00 |

| | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| 20 - Contract services | | | | |
| 700.702 - General Service | | | | |
| Agreement | 37,581.88 | 26,028.57 | 39,836.00 | 27,551.00 |
| 20 - Contract services Total | 37,581.88 | 26,028.57 | 39,836.00 | 27,551.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 40,960.00 | 22,020.00 | 30,660.00 | 18,000.00 |
| 800.802 - IT Reimbursement | 20,400.00 | 20,002.00 | 27,721.00 | 27,721.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | 3,360.00 | 3,953.00 | 3,953.00 |
| 25 - Cost allocation Total | 61,360.00 | 45,382.00 | 62,334.00 | 49,674.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility | | | | |
| MGT | 46,867.00 | 0.00 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 119,515.95 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 166,382.95 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.908 - Bring Dwgrd Water | | | | |
| Main | | 8,597.77 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 5,000.00 |
| 31 - Special projects Total | | 8,597.77 | 0.00 | 5,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 20,257.00 | 17,620.00 |
| 35 - Contingencies Total | | 0.00 | 20,257.00 | 17,620.00 |
| 809 Memorial Park Total | 757,492.13 | 538,216.57 | 616,766.00 | 656,628.00 |



PUBLIC RESOURCES

Public Ways

**GROUNDS-
SCHOOL SITE MAINTENANCE**
Budget Unit 100-84-812
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 826,357 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 826,357 |
| Total Staffing | | 4.30 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

Under a joint powers agreement with the 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, spraying of pesticides and other maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding 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 programs of garden plots.

- Provide logistical support to the Park and Recreation Department for all the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$826,357 be approved for the School Site Maintenance Program Budget. This represents an increase of \$129,715 over the FY 2014-15 Final Adopted Budget. This increase represents the special project described below and a proposed increase in utility expenses anticipated across all Public Works Divisions.

This budget is funded from an \$826,357 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|-----------------------|----------------|-----------------------|--|
| Rebuild Kennedy Lower Baseball Field & Renovate the Garden Gate Soccer Field | \$90,000 | \$90,000 | General Fund | Rebuild Kennedy Lower Baseball Field & Renovate the Garden Gate Soccer Field |
| TOTAL | \$90,000 | \$90,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - School Site Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE \$ | - \$ | - \$ | - \$ | - \$ |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 238,341 | 252,472 | 284,227 | 285,829 |
| Employee Benefits | 125,203 | 128,698 | 147,883 | 161,429 |
| Materials | 101,035 | 125,314 | 101,766 | 141,445 |
| Contract Services | 4,492 | 7,081 | 5,532 | 10,500 |
| Appropriations for Contingency | - | - | 10,730 | 14,770 |
| Cost Allocation | 87,880 | 87,971 | 146,504 | 122,384 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | 90,000 |
| TOTAL EXPENDITURES \$ | 556,951 \$ | 601,536 \$ | 696,642 \$ | 826,357 \$ |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 556,951 | \$ 601,536 | \$ 696,642 | \$ 826,357 |

STAFFING

Total current authorized positions – 3.90

The increase in one Maintenance Worker I/II by 40% to ensure an accurate reflection of functional time spent in achieving this program’s service objectives .

Total authorized positions – 4.30

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 812 School Site Maintenance | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 231,976.43 | 250,603.44 | 282,065.00 | 280,241.00 |
| 500.502 - Salaries Part Time | 5,589.20 | 143.31 | 0.00 | 0.00 |
| 500.503 - Excess Med Pay | | | | 0.00 |
| 500.505 - Overtime | 775.61 | 1,724.80 | 800.00 | 3,500.00 |
| 500.507 - Taxable Life Premium | | | 1,362.00 | 2,088.00 |
| 05 - Employee compensation Total | 238,341.24 | 252,471.55 | 284,227.00 | 285,829.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 60,640.96 | 63,784.18 | 75,024.00 | 77,890.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 204.71 | 0.00 | 68.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 30,390.30 | 35,916.47 | 36,258.00 | 36,133.00 |
| 501.506 - Dental Insurance | 5,513.66 | 5,997.68 | 6,111.00 | 6,616.00 |
| 501.507 - Medicare | 3,479.92 | 3,677.10 | 4,091.00 | 4,023.00 |
| 501.508 - Life Insurance | 2,581.28 | 2,782.66 | 2,177.00 | 2,259.00 |
| 501.509 - Long Term Disability | 1,335.92 | 1,432.94 | 1,923.00 | 1,978.00 |
| 501.510 - Workers Compensation | 20,620.61 | 13,956.00 | 13,956.00 | 23,280.00 |
| 501.511 - Vision Insurance | 639.96 | 748.44 | 716.00 | 771.00 |
| 501.516 - Hra City Contribution | | 198.27 | 7,627.00 | 8,411.00 |
| 10 - Employee benefits Total | 125,202.61 | 128,698.45 | 147,883.00 | 161,429.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 31,996.91 | 4.96 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 52,195.34 | 42,351.00 | 52,195.00 |
| 600.618 - Utilities and Phone | 65,694.55 | 68,448.73 | 56,018.00 | 84,000.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 3,342.93 | 4,664.75 | 3,397.00 | 5,250.00 |
| 15 - Materials Total | 101,034.39 | 125,313.78 | 101,766.00 | 141,445.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 4,081.47 | 6,620.60 | 5,000.00 | 5,000.00 |
| 700.706 - Rent Expense | 410.53 | 460.66 | 532.00 | 5,500.00 |
| 20 - Contract services Total | 4,492.00 | 7,081.26 | 5,532.00 | 10,500.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 64,080.00 | 56,680.00 | 103,160.00 | 79,040.00 |
| 800.802 - IT Reimbursement | 23,800.00 | 26,694.00 | 37,934.00 | 37,934.00 |
| 800.804 - Web Site Reimbursement | | 4,597.00 | 5,410.00 | 5,410.00 |
| 25 - Cost allocation Total | 87,880.00 | 87,971.00 | 146,504.00 | 122,384.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 0.00 | 0.00 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 90,000.00 |
| 31 - Special projects Total | | | | 90,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 10,730.00 | 14,770.00 |
| 35 - Contingencies Total | | 0.00 | 10,730.00 | 14,770.00 |
| 812 School Site Maintenance Total | 556,950.24 | 601,536.04 | 696,642.00 | 826,357.00 |



PUBLIC RESOURCES

Public Ways

**GROUNDS-
NEIGHBORHOOD PARKS**
Budget Unit 100-84-813
General Fund

| BUDGET AT A GLANCE | |
|---------------------------|--------------|
| Total Revenue | \$ - |
| Total Expenditures | 1,448,321 |
| Fund Balance | - |
| <hr/> | |
| General Fund Costs | \$ 1,448,321 |
| Total Staffing | 8.20 |
| % Funded by General Fund | 100.0% |

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, spraying of pesticides, tennis court cleaning and general maintenance, basketball court maintenance and programmed play structure inspections and maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding and pruning of trees and shrubs.
- Provide semi-annual maintenance that may include replacement of planting material, pre-emergent applications, playground woodchip replenishing and prepare athletic fields for seasonal use.
- Maintain all playgrounds in accordance to California playground safety requirements.
- Reduce water consumption wherever practicable.
- Utilize Weekend Work furlough program as needed to assist in weekend and weekday cleanup programs of garden plots.
- Provide logistical support to the Park and Recreation Department for all the City's special events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,448,321 be approved for the Neighborhood Parks Program Budget. This represents a decrease of \$135,636 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to savings from reduced program-related salaries and benefits.

This budget is funded from a \$1,448,321 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Neighborhood Parks

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|-----------------------------|-----------------------------|---|--|
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE \$ | - \$ | - \$ | - \$ | - \$ |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 484,224 | 522,628 | 638,729 | 529,967 |
| Employee Benefits | 262,441 | 259,862 | 328,070 | 317,672 |
| Materials | 233,337 | 255,840 | 206,456 | 249,239 |
| Contract Services | 98,448 | 87,543 | 125,993 | 117,000 |
| Appropriations for Contingency | - | - | 33,245 | 35,899 |
| Cost Allocation | 165,890 | 247,104 | 251,464 | 198,544 |
| Capital Outlay | 209,805 | 65,488 | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES \$ | \$ 1,454,145 | \$ 1,438,465 | \$ 1,583,957 | \$ 1,448,321 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 1,454,145 | \$ 1,438,465 | \$ 1,583,957 | \$ 1,448,321 |

STAFFING

Total current authorized positions – 9.00

The program will decrease one Maintenance Worker I/II by 80% to appropriately reflect time spent in program.

Total authorized positions – 8.20

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY15\6 PROPOSED BUDGET |
|-----------------------------------|-----------------|-----------------|----------------------|---------------------------|
| 813 Neighborhood Parks | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 473,156.46 | 486,924.42 | 632,332.00 | 523,340.00 |
| 500.502 - Salaries Part Time | 8,383.81 | 24,986.36 | 0.00 | 0.00 |
| 500.503 - Excess Med Pay | | | | 0.00 |
| 500.505 - Overtime | 2,683.70 | 10,717.19 | 2,000.00 | 2,000.00 |
| 500.507 - Taxable Life Premium | | | 4,397.00 | 4,627.00 |
| 05 - Employee compensation Total | 484,223.97 | 522,627.97 | 638,729.00 | 529,967.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 123,327.53 | 123,345.88 | 164,026.00 | 145,745.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 367.81 | 0.00 | 123.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 64,032.31 | 69,482.08 | 83,672.00 | 65,438.00 |
| 501.506 - Dental Insurance | 11,655.71 | 12,416.18 | 14,102.00 | 12,727.00 |
| 501.507 - Medicare | 6,980.08 | 7,774.60 | 9,166.00 | 7,513.00 |
| 501.508 - Life Insurance | 5,385.24 | 5,698.50 | 4,916.00 | 4,380.00 |
| 501.509 - Long Term Disability | 2,753.40 | 2,785.91 | 4,308.00 | 3,716.00 |
| 501.510 - Workers Compensation | 46,970.97 | 36,201.60 | 28,626.00 | 60,521.00 |
| 501.511 - Vision Insurance | 1,336.45 | 1,591.20 | 1,649.00 | 1,470.00 |
| 501.516 - Hra City Contribution | | 198.27 | 17,605.00 | 16,039.00 |
| 10 - Employee benefits Total | 262,441.69 | 259,862.03 | 328,070.00 | 317,672.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 93,202.40 | 4,166.53 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 96,938.67 | 79,954.00 | 96,939.00 |
| 600.618 - Utilities and Phone | 134,942.76 | 148,591.17 | 122,096.00 | 147,000.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 5,191.55 | 6,143.97 | 4,406.00 | 5,300.00 |
| 600.621 - Calrecylce City Payment | | | | |
| Prgm Adm | | | 0.00 | 0.00 |
| 15 - Materials Total | 233,336.71 | 255,840.34 | 206,456.00 | 249,239.00 |

| | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 9,076.26 | 5,987.45 | 5,579.00 | 7,000.00 |
| 700.702 - General Service Agreement | 89,371.84 | 81,555.91 | 120,414.00 | 110,000.00 |
| 20 - Contract services Total | 98,448.10 | 87,543.36 | 125,993.00 | 117,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 118,190.00 | 184,850.00 | 151,440.00 | 98,520.00 |
| 800.802 - IT Reimbursement | 47,700.00 | 52,824.00 | 87,540.00 | 87,540.00 |
| 800.804 - Web Site Reimbursement | | 9,430.00 | 12,484.00 | 12,484.00 |
| 25 - Cost allocation Total | 165,890.00 | 247,104.00 | 251,464.00 | 198,544.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 165,325.06 | 844.53 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 44,480.00 | 4,643.52 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 209,805.06 | 5,488.05 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.910 - Botchy Ball CT LED | | 60,000.00 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | 60,000.00 | 0.00 | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 33,245.00 | 35,899.00 |
| 35 - Contingencies Total | | 0.00 | 33,245.00 | 35,899.00 |
| 813 Neighborhood Parks Total | 1,454,145.53 | 1,438,465.75 | 1,583,957.00 | 1,448,321.00 |



PUBLIC RESOURCES

Public Ways

**GROUNDS-
SPORTS FIELD JOLLYMAN/
CREEKSIDE**
Budget Unit 100-84-814
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 599,760 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 599,760 |
| Total Staffing | | 2.90 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$599,760 be approved for the Sports Field Jollyman/Creekside Program Budget. This represents a decrease of \$22,188 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of last year’s park lighting upgrade special project.

This program is funded from a \$599,760 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|---------------------------------|-----------------------|----------------|-----------------------|---|
| Replace Irrigation Booster Pump | \$46,000 | \$46,000 | General Fund | Replace failing Irrigation Booster Pump and install a tuff shed and concrete pad. |
| TOTAL | \$46,000 | \$46,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Sports Field Jollyman/Creekside

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 191,578 | 184,083 | 201,341 | 198,924 |
| Employee Benefits | 104,931 | 90,489 | 102,379 | 115,031 |
| Materials | 116,012 | 128,756 | 109,608 | 141,629 |
| Contract Services | 6,855 | 7,307 | 12,000 | 12,000 |
| Appropriations for Contingency | - | - | 12,161 | 14,897 |
| Cost Allocation | 58,360 | 48,554 | 84,459 | 71,279 |
| Capital Outlay | 10,878 | - | - | - |
| Special Projects | - | - | 100,000 | 46,000 |
| TOTAL EXPENDITURES | \$ 488,614 | \$ 459,188 | \$ 621,948 | \$ 599,760 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 488,614 | \$ 459,188 | \$ 621,948 | \$ 599,760 |

STAFFING

Total current authorized positions – 2.80

This program will increase one Maintenance Worker I/II by 10% to appropriately reflect time spent in program.

Total authorized positions – 2.90

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 814 Sport Fields Jollyman CRK | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 190,999.35 | 182,279.75 | 199,498.00 | 196,837.00 |
| 500.503 - Excess Med Pay | | | | 0.00 |
| 500.505 - Overtime | 579.47 | 1,803.45 | 500.00 | 500.00 |
| 500.507 - Taxable Life Premium | | | 1,343.00 | 1,587.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 05 - Employee compensation Total | 191,578.82 | 184,083.20 | 201,341.00 | 198,924.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 49,858.01 | 45,691.47 | 50,298.00 | 54,861.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 146.95 | 0.00 | 49.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 27,467.63 | 23,860.97 | 26,029.00 | 24,703.00 |
| 501.506 - Dental Insurance | 4,509.15 | 4,291.35 | 4,385.00 | 4,422.00 |
| 501.507 - Medicare | 2,723.32 | 2,669.35 | 2,893.00 | 2,826.00 |
| 501.508 - Life Insurance | 2,112.42 | 2,007.29 | 1,415.00 | 1,649.00 |
| 501.509 - Long Term Disability | 1,097.78 | 1,046.85 | 1,347.00 | 1,399.00 |
| 501.510 - Workers Compensation | 16,636.67 | 10,020.00 | 10,020.00 | 18,930.00 |
| 501.511 - Vision Insurance | 525.90 | 556.15 | 515.00 | 520.00 |
| 501.516 - Hra City Contribution | | 198.27 | 5,477.00 | 5,672.00 |
| 10 - Employee benefits Total | 104,930.88 | 90,488.65 | 102,379.00 | 115,031.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 37,178.42 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 43,729.18 | 43,042.00 | 43,729.00 |
| 600.618 - Utilities and Phone | 75,149.86 | 81,678.53 | 63,298.00 | 94,500.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 3,683.51 | 3,348.35 | 3,268.00 | 3,400.00 |
| 15 - Materials Total | 116,011.79 | 128,756.06 | 109,608.00 | 141,629.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 6,855.34 | 7,306.50 | 12,000.00 | 12,000.00 |
| 20 - Contract services Total | 6,855.34 | 7,306.50 | 12,000.00 | 12,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 39,460.00 | 25,570.00 | 53,340.00 | 40,160.00 |
| 800.802 - IT Reimbursement | 18,900.00 | 19,683.00 | 27,235.00 | 27,235.00 |
| 800.804 - Web Site Reimbursement | | 3,301.00 | 3,884.00 | 3,884.00 |
| 25 - Cost allocation Total | 58,360.00 | 48,554.00 | 84,459.00 | 71,279.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 10,878.37 | 0.00 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 10,878.37 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.946 - Park Light Upgrade JM/CRK | | | 100,000.00 | 0.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 900.990 - Special Projects - PW | | | | 46,000.00 |
| 31 - Special projects Total | | | 100,000.00 | 46,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 12,161.00 | 14,897.00 |
| 35 - Contingencies Total | | 0.00 | 12,161.00 | 14,897.00 |
| 814 Sport Fields Jollyman CRK Total | 488,615.20 | 459,188.41 | 621,948.00 | 599,760.00 |



PUBLIC RESOURCES

Public Ways

**GROUNDS-
CIVIC CENTER MAINTENANCE**

Budget Unit 100-84-815
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 170,601 |
| Fund Balance | | - |
| | General Fund Costs | \$ 170,601 |
| Total Staffing | | 1.00 |
| | % Funded by General Fund | 100.0% |

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, spraying of pesticides and general maintenance.
- Provide quarterly maintenance that may include turf spraying, fertilization applications, aerating, over-seeding 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$170,601 be approved for the Civic Center Maintenance Program Budget. The Budget is relatively unchanged since the 2013-2014 Final Adopted Budget.

This program is funded from a \$170,601 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Civic Center Maintenance

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|-----------------------------|-----------------------------|---|--|
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 71,406 | 69,624 | 69,800 | 72,622 |
| Employee Benefits | 36,646 | 32,388 | 35,784 | 41,414 |
| Materials | 35,286 | 31,103 | 29,199 | 33,938 |
| Contract Services | 2,600 | - | 2,733 | 3,000 |
| Appropriations for Contingency | - | - | 3,193 | 3,575 |
| Cost Allocation | 22,140 | 18,145 | 20,482 | 16,052 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 168,078 | \$ 151,260 | \$ 161,191 | \$ 170,601 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 168,078 | \$ 151,260 | \$ 161,191 | \$ 170,601 |

STAFFING

Total current authorized positions – .90

This program will increase one Maintenance Worker I/II by 10% to appropriately reflect time spent in program.

Total authorized positions – 1.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 815 Civic Center Ground Maint | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 68,851.77 | 67,952.69 | 69,438.00 | 70,919.00 |
| 500.503 - Excess Med Pay | | | | 0.00 |
| 500.505 - Overtime | 2,553.93 | 1,671.79 | 0.00 | 1,000.00 |
| 500.507 - Taxable Life Premium | | | 362.00 | 703.00 |
| 05 - Employee compensation Total | 71,405.70 | 69,624.48 | 69,800.00 | 72,622.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 18,137.17 | 17,239.44 | 18,861.00 | 20,044.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 47.68 | 0.00 | 16.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 8,921.23 | 8,220.68 | 8,369.00 | 9,388.00 |
| 501.506 - Dental Insurance | 1,486.79 | 1,360.87 | 1,412.00 | 1,506.00 |
| 501.507 - Medicare | 994.51 | 1,010.64 | 1,008.00 | 1,018.00 |
| 501.508 - Life Insurance | 707.21 | 647.37 | 511.00 | 596.00 |
| 501.509 - Long Term Disability | 392.28 | 380.52 | 476.00 | 504.00 |
| 501.510 - Workers Compensation | 5,830.71 | 3,221.03 | 3,221.00 | 6,207.00 |
| 501.511 - Vision Insurance | 175.62 | 160.75 | 164.00 | 179.00 |
| 501.516 - Hra City Contribution | | 99.39 | 1,762.00 | 1,956.00 |
| 10 - Employee benefits Total | 36,645.52 | 32,388.37 | 35,784.00 | 41,414.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 9,618.59 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 8,567.28 | 9,405.00 | 9,000.00 |
| 600.618 - Utilities and Phone | 25,667.01 | 22,535.50 | 19,794.00 | 24,938.00 |
| 15 - Materials Total | 35,285.60 | 31,102.78 | 29,199.00 | 33,938.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 2,600.00 | 0.00 | 2,733.00 | 3,000.00 |
| 20 - Contract services Total | 2,600.00 | 0.00 | 2,733.00 | 3,000.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 15,240.00 | 9,510.00 | 10,480.00 | 6,050.00 |
| 800.802 - IT Reimbursement | 6,900.00 | 7,574.00 | 8,754.00 | 8,754.00 |
| 800.804 - Web Site Reimbursement | | 1,061.00 | 1,248.00 | 1,248.00 |
| 25 - Cost allocation Total | 22,140.00 | 18,145.00 | 20,482.00 | 16,052.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | | | 0.00 | 0.00 |
| 30 - Capital outlays Total | | | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 3,193.00 | 3,575.00 |
| 35 - Contingencies Total | | 0.00 | 3,193.00 | 3,575.00 |
| 815 Civic Center Ground Maint Total | 168,076.82 | 151,260.63 | 161,191.00 | 170,601.00 |



City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Public Ways

**STREET -
 STORM DRAIN MAINTENANCE**

Budget Unit 100-85-818
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 239,235 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 239,235 |
| Total Staffing | | 1.25 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$239,235 be approved for the Storm Drain Maintenance Program. This represents a decrease of \$17,365 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$239,235 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Storm Drain Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 89,719 | 112,821 | 129,561 | 119,037 |
| Employee Benefits | 42,100 | 42,966 | 50,530 | 49,651 |
| Materials | 1,206 | 401 | 1,420 | 1,000 |
| Contract Services | 36,220 | 51,350 | 55,000 | 50,000 |
| Appropriations for Contingency | - | - | 5,642 | 5,100 |
| Cost Allocation | 8,200 | 11,405 | 14,447 | 14,447 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 177,445 | \$ 218,943 | \$ 256,600 | \$ 239,235 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 177,445 | \$ 218,943 | \$ 256,600 | \$ 239,235 |

STAFFING

Total current authorized positions – 1.30

There are no changes to the current level of staffing.

Total authorized positions – 1.25

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 818 Storm Drain Maintenance | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 88,070.19 | 91,310.91 | 103,012.00 | 91,174.00 |
| 500.502 - Salaries Part Time | | 20,410.72 | 25,000.00 | 25,000.00 |
| 500.505 - Overtime | 1,649.23 | 1,099.44 | 1,000.00 | 1,500.00 |
| 500.507 - Taxable Life Premium | | | 549.00 | 613.00 |
| 500.513 - Sick Leave | | | | 750.00 |
| 05 - Employee compensation Total | 89,719.42 | 112,821.07 | 129,561.00 | 119,037.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 22,527.93 | 23,030.67 | 26,726.00 | 25,017.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 22.23 | 0.00 | 7.00 |
| 501.505 - Health Insurance | 9,486.18 | 10,177.18 | 11,622.00 | 10,381.00 |
| 501.506 - Dental Insurance | 1,620.59 | 1,784.92 | 1,959.00 | 1,806.00 |
| 501.507 - Medicare | 867.07 | 1,500.27 | 1,494.00 | 1,309.00 |
| 501.508 - Life Insurance | 811.52 | 862.96 | 727.00 | 672.00 |
| 501.509 - Long Term Disability | 498.22 | 532.04 | 676.00 | 637.00 |
| 501.510 - Workers Compensation | 6,085.52 | 4,652.03 | 4,652.00 | 7,135.00 |
| 501.511 - Vision Insurance | 202.10 | 221.88 | 228.00 | 242.00 |
| 501.516 - Hra City Contribution | | 181.98 | 2,446.00 | 2,445.00 |
| 10 - Employee benefits Total | 42,099.13 | 42,966.16 | 50,530.00 | 49,651.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,206.36 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 401.30 | 1,420.00 | 1,000.00 |
| 15 - Materials Total | 1,206.36 | 401.30 | 1,420.00 | 1,000.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | | | | |
| | 20,220.00 | 36,300.00 | 30,000.00 | 25,000.00 |
| 700.706 - Rent Expense | 16,000.00 | 15,049.55 | 25,000.00 | 25,000.00 |
| 20 - Contract services Total | 36,220.00 | 51,349.55 | 55,000.00 | 50,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 8,200.00 | 9,873.00 | 12,644.00 | 12,644.00 |
| 800.804 - Web Site Reimbursement | | 1,532.00 | 1,803.00 | 1,803.00 |
| 25 - Cost allocation Total | 8,200.00 | 11,405.00 | 14,447.00 | 14,447.00 |
| 30 - Capital outlays | | | | |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |

| | | | | | |
|--------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 35 - Contingencies | | | | | |
| | 719.705 - Contingencies | | 0.00 | 5,642.00 | 5,100.00 |
| | 35 - Contingencies Total | | 0.00 | 5,642.00 | 5,100.00 |
| 818 | Storm Drain Maintenance Total | 177,444.91 | 218,943.08 | 256,600.00 | 239,235.00 |



PUBLIC RESOURCES

Public Ways

STREET -
MINOR STORM DRAIN
 Budget Unit 210-90-978
 Special Revenue Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ 100,000 |
| Total Expenditures | | 75,000 |
| Fund Balance | | 25,000 |
| <hr/> | | |
| | General Fund Costs | \$ - |
| Total Staffing | | - |
| | % Funded by General Fund | N/A |

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.

RECOMMENDED PROPOSED

.It is recommended that a budget of \$75,000 be approved for the Minor Storm Drain Program.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Minor Storm Drain

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------|-------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | 100,000 |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ 100,000 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | - | - | - | - |
| Employee Benefits | - | - | - | - |
| Materials | - | - | - | - |
| Contract Services | - | - | - | - |
| Appropriations for Contingency | - | - | - | - |
| Cost Allocation | - | - | - | - |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | 75,000 |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ - | \$ 75,000 |
| Fund Balance | - | - | - | 25,000 |
| General Fund Costs | \$ - | \$ - | \$ - | \$ - |

STAFFING

There is no staffing associated with this budget.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY13 ACTUALS | FY14 FINAL BUDGET | FY15 FINAL BUDGET |
|--|-----------------|-----------------|----------------------|----------------------|
| <i>9612 MINOR STORM DRAIN IMPROVEMENTS</i> | | | | |
| 9300 FACILITY IMPROVEMENTS | \$0 | \$0 | \$77,000 | \$0 |
| TOTAL EXPENDITURES | \$0 | \$0 | \$77,000 | \$0 |



PUBLIC RESOURCES

Public Ways

**STREET -
SIDEWALK CURB AND GUTTER**

Budget Unit 270-85-820
Special Revenue Fund

| BUDGET AT A GLANCE | |
|---------------------------|------------|
| Total Revenue | \$ 962,509 |
| Total Expenditures | 962,547 |
| Fund Balance | (38) |
| <hr/> | |
| General Fund Costs | \$ - |
| Total Staffing | 0.85 |
| % Funded by General Fund | 0.0% |

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$962,547 be approved for the Sidewalk Curb and Gutter Program. This represents an increase of \$5,741 over the FY 2014-15 Final Adopted Budget. The Budget is relatively unchanged since the 2014-2015 Final Adopted Budget with annual special project continuing this fiscal year.

This budget is funded from \$962,547 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|------------------------|-------------------|-------------------|----------------------|--|
| Curb Gutter & Sidewalk | \$ 800,000 | \$ 800,000 | General Fund Revenue | Annual Curb, Gutter & Sidewalk Project |
| TOTAL | \$ 800,000 | \$ 800,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Sidewalk Curb and Gutter

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | 490,863 | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ 490,863 | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 60,126 | 62,122 | 69,938 | 58,786 |
| Employee Benefits | 30,192 | 29,214 | 33,171 | 33,181 |
| Materials | 1,481 | 3,101 | 2,512 | 3,409 |
| Contract Services | - | - | - | - |
| Appropriations for Contingency | - | - | 251 | 337 |
| Cost Allocation | 9,100 | 44,398 | 50,934 | 66,834 |
| Capital Outlay | - | 349,214 | - | - |
| Special Projects | - | - | 800,000 | 800,000 |
| TOTAL EXPENDITURES | \$ 100,899 | \$ 488,048 | \$ 956,806 | \$ 962,547 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 100,899 | \$ 488,048 | \$ 465,943 | \$ 962,547 |

STAFFING

Total current authorized positions – .85

There are no changes to the current level of staffing.

Total authorized positions – .85

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 820 Sidewalk Curb and Gutter | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 58,381.17 | 59,977.19 | 68,459.00 | 56,297.00 |
| 500.502 - Salaries Part Time | 0.46 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 1,745.05 | 2,144.35 | 1,000.00 | 2,000.00 |
| 500.507 - Taxable Life Premium | | | 479.00 | 489.00 |
| 05 - Employee compensation Total | 60,126.68 | 62,121.54 | 69,938.00 | 58,786.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 15,038.10 | 15,155.82 | 17,163.00 | 15,892.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 40.26 | 0.00 | 13.00 |
| 501.505 - Health Insurance | 7,423.89 | 7,655.46 | 7,904.00 | 7,843.00 |
| 501.506 - Dental Insurance | 1,203.67 | 1,247.45 | 1,331.00 | 1,271.00 |
| 501.507 - Medicare | 886.10 | 894.82 | 992.00 | 808.00 |
| 501.508 - Life Insurance | 577.84 | 587.57 | 486.00 | 478.00 |
| 501.509 - Long Term Disability | 339.96 | 344.94 | 435.00 | 401.00 |
| 501.510 - Workers Compensation | 4,578.19 | 3,041.03 | 3,041.00 | 4,660.00 |
| 501.511 - Vision Insurance | 143.68 | 174.24 | 155.00 | 152.00 |
| 501.516 - Hra City Contribution | | 72.78 | 1,664.00 | 1,663.00 |
| 10 - Employee benefits Total | 30,191.43 | 29,214.37 | 33,171.00 | 33,181.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,429.52 | 479.88 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 2,621.09 | 2,474.00 | 2,621.00 |
| 600.618 - Utilities and Phone | | | 0.00 | 788.00 |
| 600.632 - Mileage Reimbursement | 51.41 | 0.00 | 38.00 | 0.00 |
| 15 - Materials Total | 1,480.93 | 3,100.97 | 2,512.00 | 3,409.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | | 0.00 | 0.00 | 0.00 |
| 20 - Contract services Total | | 0.00 | 0.00 | 0.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 2,200.00 | 1,550.00 | 1,740.00 | 17,640.00 |
| 800.802 - IT Reimbursement | 6,900.00 | 7,004.00 | 8,268.00 | 8,268.00 |
| 800.803 - City Channel Reimb | | 4,993.00 | 3,635.00 | 3,635.00 |
| 800.804 - Web Site Reimbursement | | 1,002.00 | 1,179.00 | 1,179.00 |
| 800.805 - CC CAP Allocation | | 1,687.00 | 2,093.00 | 2,093.00 |
| 800.806 - CM CAP Allocation | | 2,906.00 | 5,412.00 | 5,412.00 |
| 800.807 - ENV Affairs CAP Allo | | 920.00 | 1,516.00 | 1,516.00 |
| 800.808 - ECON Dev CAP Allo | | 706.00 | 1,454.00 | 1,454.00 |

| | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 0.00 | 0.00 |
| 800.810 - City Attorney CAP Alloc | | 10,027.00 | 13,599.00 | 13,599.00 |
| 800.811 - Public Affairs CAP Alloc | | 1,209.00 | 2,640.00 | 2,640.00 |
| 800.812 - Disaster PREP CAP Alloc | | 407.00 | 458.00 | 458.00 |
| 800.813 - Admin Serv CAP | | | | |
| Allocation | | 2,213.00 | 2,621.00 | 2,621.00 |
| 800.814 - Finance CAP Alloc | | 4,198.00 | 6,319.00 | 6,319.00 |
| 800.815 - Human resources CAP | | | | |
| Alloc | | 2,373.00 | 0.00 | 0.00 |
| 25 - Cost allocation Total | 9,100.00 | 44,398.00 | 50,934.00 | 66,834.00 |
| 31 - Special projects | | | | |
| 900.922 - Annual SW Curb Gutter | | 349,213.86 | 800,000.00 | 800,000.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | 349,213.86 | 800,000.00 | 800,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 251.00 | 337.00 |
| 35 - Contingencies Total | | 0.00 | 251.00 | 337.00 |
| 820 Sidewalk Curb and Gutter Total | 100,899.04 | 488,048.74 | 956,806.00 | 962,547.00 |



PUBLIC RESOURCES

Public Ways

STREET -
STREET PAVEMENT MAINTENANCE
 Budget Unit 270-85-821
 Special Revenue Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ 647,802 |
| Total Expenditures | | 698,224 |
| Fund Balance | | (50,422) |
| | General Fund Costs | \$ - |
| Total Staffing | | 3.70 |
| | % Funded by General Fund | 0.0% |

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$698,224 be approved for the Street Pavement Maintenance Program. This represents a decrease of \$8,475,470 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of the Annual Asphalt Project last fiscal year.

This budget is funded from a \$698,224 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|-----------------|-----------------|----------------|--|
| Metal beam guard rail replacement | \$ 40,000 | \$ 40,000 | General Fund | Replace the second section of metal beam guard rail on Prospect Road |
| TOTAL | \$40,000 | \$40,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Street Pavement Maintenance

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | 8,422,494 | - |
| TOTAL REVENUE | \$ - | \$ - | \$ 8,422,494 | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 195,184 | 216,514 | 268,030 | 274,488 |
| Employee Benefits | 98,147 | 105,682 | 131,493 | 135,429 |
| Materials | 32,595 | 28,222 | 40,349 | 49,500 |
| Contract Services | 87,286 | 87,034 | 95,000 | 95,000 |
| Appropriations for Contingency | - | - | 13,535 | 14,450 |
| Cost Allocation | 17,390 | 90,022 | 95,287 | 89,357 |
| Capital Outlay | 10,000 | 2,706,027 | - | - |
| Special Projects | - | - | 8,530,000 | 40,000 |
| TOTAL EXPENDITURES | \$ 440,602 | \$ 3,233,500 | \$ 9,173,694 | \$ 698,224 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 440,602 | \$ 3,233,500 | \$ 751,200 | \$ 698,224 |

STAFFING

Total current authorized positions – 3.40

A small increase in staffing is requested to address site demands.

Total authorized positions – 3.70

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 821 Street Pavement Maintenanc | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 193,291.45 | 214,400.15 | 263,685.00 | 244,263.00 |
| 500.502 - Salaries Part Time | (0.32) | 0.00 | 0.00 | 25,000.00 |
| 500.505 - Overtime | 1,892.54 | 2,113.55 | 2,500.00 | 2,500.00 |
| 500.507 - Taxable Life Premium | | | 1,845.00 | 1,975.00 |
| 500.513 - Sick Leave | | | | 750.00 |
| 05 - Employee compensation Total | 195,183.67 | 216,513.70 | 268,030.00 | 274,488.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 50,170.12 | 54,880.86 | 68,521.00 | 68,210.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 138.28 | 0.00 | 46.00 |
| 501.505 - Health Insurance | 22,489.81 | 27,274.77 | 31,611.00 | 31,509.00 |
| 501.506 - Dental Insurance | 4,052.59 | 4,782.39 | 5,329.00 | 5,614.00 |
| 501.507 - Medicare | 2,674.34 | 2,995.52 | 3,824.00 | 3,507.00 |
| 501.508 - Life Insurance | 1,933.05 | 2,235.73 | 1,928.00 | 1,989.00 |
| 501.509 - Long Term Disability | 1,088.30 | 1,260.16 | 1,739.00 | 1,728.00 |
| 501.510 - Workers Compensation | 15,257.76 | 11,271.00 | 11,271.00 | 14,908.00 |
| 501.511 - Vision Insurance | 481.07 | 624.70 | 621.00 | 681.00 |
| 501.516 - Hra City Contribution | | 218.34 | 6,649.00 | 7,237.00 |
| 10 - Employee benefits Total | 98,147.04 | 105,681.75 | 131,493.00 | 135,429.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 32,595.36 | 8.69 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 28,213.31 | 40,349.00 | 49,500.00 |
| 600.618 - Utilities and Phone | | | 0.00 | 0.00 |
| 15 - Materials Total | 32,595.36 | 28,222.00 | 40,349.00 | 49,500.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 87,286.00 | 82,833.71 | 90,000.00 | 90,000.00 |
| 700.706 - Rent Expense | | 4,200.00 | 5,000.00 | 5,000.00 |
| 20 - Contract services Total | 87,286.00 | 87,033.71 | 95,000.00 | 95,000.00 |

| | | | | |
|--|-------------------|---------------------|---------------------|-------------------|
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 890.00 | 9,230.00 | 14,000.00 | 8,070.00 |
| 800.802 - IT Reimbursement | 16,500.00 | 21,663.00 | 33,070.00 | 33,070.00 |
| 800.803 - City Channel Reimb | | 4,993.00 | 3,635.00 | 3,635.00 |
| 800.804 - Web Site Reimbursement | | 3,713.00 | 4,716.00 | 4,716.00 |
| 800.805 - CC CAP Allocation | | 3,136.00 | 845.00 | 845.00 |
| 800.806 - CM CAP Allocation | | 8,576.00 | 8,520.00 | 8,520.00 |
| 800.807 - ENV Affairs CAP Allo | | 2,712.00 | 2,386.00 | 2,386.00 |
| 800.808 - ECON Dev CAP Allo | | 2,081.00 | 2,289.00 | 2,289.00 |
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 2,986.00 | 2,986.00 |
| 800.811 - Public Affairs CAP Alloc | | 2,249.00 | 1,695.00 | 1,695.00 |
| 800.812 - Disaster PREP CAP Alloc | | 758.00 | 721.00 | 721.00 |
| 800.813 - Admin Serv CAP Allocation | | 6,530.00 | 1,683.00 | 1,683.00 |
| 800.814 - Finance CAP Alloc | | 12,385.00 | 9,948.00 | 9,948.00 |
| 800.815 - Human resources CAP Alloc | | 8,793.00 | 8,793.00 | 8,793.00 |
| 25 - Cost allocation Total | 17,390.00 | 90,022.00 | 95,287.00 | 89,357.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 10,000.00 | 19,932.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 10,000.00 | 19,932.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.921 - Annual Asphalt Project | | 2,686,095.33 | 8,500,000.00 | 0.00 |
| 900.947 - Metal Beam Guardrail Repl | | | 30,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 40,000.00 |
| 31 - Special projects Total | | 2,686,095.33 | 8,530,000.00 | 40,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 13,535.00 | 14,450.00 |
| 35 - Contingencies Total | | 0.00 | 13,535.00 | 14,450.00 |
| 821 Street Pavement Maintenance Total | 440,602.07 | 3,233,500.49 | 9,173,694.00 | 698,224.00 |



PUBLIC RESOURCES

Public Ways

**STREET -
STREET SIGN MARKINGS**

Budget Unit 270-85-822
General Fund

| BUDGET AT A GLANCE | |
|---------------------------|------------|
| Total Revenue | \$ 757,456 |
| Total Expenditures | 768,990 |
| Fund Balance | (11,534) |
| <hr/> | |
| General Fund Costs | \$ - |
| Total Staffing | 4.00 |
| % Funded by General Fund | 0.0% |

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$768,990 be approved for the Street Sign Markings Program. This represents an increase of \$11,988 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in cost allocations and materials.

This budget is funded from \$768,990 in estimated department revenue and is anticipated to add \$0 to fund balance.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Street Signs and Markings

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 1,220 | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 1,220 | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 218,821 | 281,556 | 289,003 | 267,199 |
| Employee Benefits | 111,552 | 142,902 | 143,668 | 146,612 |
| Materials | 84,569 | 85,098 | 77,357 | 84,628 |
| Contract Services | 15,323 | 4,882 | 17,000 | 17,000 |
| Appropriations for Contingency | - | - | 9,436 | 10,163 |
| Cost Allocation | 129,840 | 252,935 | 220,538 | 243,388 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 560,105 | \$ 767,373 | \$ 757,002 | \$ 768,990 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 560,105 | \$ 766,153 | \$ 757,002 | \$ 768,990 |

STAFFING

Total current authorized positions – 3.70

A slight increase in staffing is requested to address site demands.

Total authorized positions – 4.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 822 Street Sign Marking | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 214,931.89 | 277,206.73 | 281,907.00 | 259,882.00 |
| 500.502 - Salaries Part Time | 0.14 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 3,889.36 | 4,348.97 | 5,000.00 | 5,000.00 |
| 500.507 - Taxable Life Premium | | | 2,096.00 | 2,317.00 |
| 05 - Employee compensation Total | 218,821.39 | 281,555.70 | 289,003.00 | 267,199.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 55,675.18 | 71,180.09 | 73,911.00 | 72,720.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 167.87 | 0.00 | 56.00 |
| 501.505 - Health Insurance | 25,926.38 | 42,632.88 | 34,401.00 | 34,656.00 |
| 501.506 - Dental Insurance | 4,679.80 | 6,226.64 | 5,799.00 | 6,146.00 |
| 501.507 - Medicare | 2,782.54 | 3,607.78 | 4,089.00 | 3,731.00 |
| 501.508 - Life Insurance | 2,188.78 | 2,880.87 | 2,078.00 | 2,141.00 |
| 501.509 - Long Term Disability | 1,225.13 | 1,631.37 | 1,879.00 | 1,842.00 |
| 501.510 - Workers Compensation | 18,528.27 | 13,596.97 | 13,597.00 | 16,764.00 |
| 501.511 - Vision Insurance | 546.36 | 795.39 | 678.00 | 732.00 |
| 501.516 - Hra City Contribution | | 181.98 | 7,236.00 | 7,824.00 |
| 10 - Employee benefits Total | 111,552.44 | 142,901.84 | 143,668.00 | 146,612.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 84,542.81 | 469.86 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 84,628.13 | 77,246.00 | 84,628.00 |
| 600.618 - Utilities and Phone | | | 0.00 | 0.00 |
| 600.632 - Mileage Reimbursement | 25.71 | 0.00 | 111.00 | 0.00 |
| 15 - Materials Total | 84,568.52 | 85,097.99 | 77,357.00 | 84,628.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 323.00 | 4,882.46 | 2,000.00 | 2,000.00 |
| 700.702 - General Service Agreement | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 20 - Contract services Total | 15,323.00 | 4,882.46 | 17,000.00 | 17,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 111,640.00 | 132,400.00 | 149,850.00 | 172,700.00 |
| 800.802 - IT Reimbursement | 18,200.00 | 33,601.00 | 35,989.00 | 35,989.00 |
| 800.803 - City Channel Reimb | | 4,919.00 | 3,581.00 | 3,581.00 |
| 800.804 - Web Site Reimbursement | | 4,303.00 | 5,132.00 | 5,132.00 |
| 800.805 - CC CAP Allocation | | 6,315.00 | 0.00 | 0.00 |
| 800.806 - CM CAP Allocation | | 11,322.00 | 0.00 | 0.00 |
| 800.807 - ENV Affairs CAP Allo | | 3,584.00 | 0.00 | 0.00 |
| 800.808 - ECON Dev CAP Allo | | 2,747.00 | 0.00 | 0.00 |
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 1,371.00 | 1,371.00 |

| | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 800.810 - City Attorney CAP Alloc | | 10,027.00 | 13,599.00 | 13,599.00 |
| 800.811 - Public Affairs CAP Alloc | | 4,527.00 | 0.00 | 0.00 |
| 800.812 - Disaster PREP CAP Alloc | | 1,525.00 | 1,525.00 | 1,525.00 |
| 800.813 - Admin Serv CAP | | | | |
| Allocation | | 8,621.00 | 0.00 | 0.00 |
| 800.814 - Finance CAP Alloc | | 16,350.00 | 0.00 | 0.00 |
| 800.815 - Human resources CAP | | | | |
| Alloc | | 9,491.00 | 9,491.00 | 9,491.00 |
| 25 - Cost allocation Total | 129,840.00 | 252,935.00 | 220,538.00 | 243,388.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 9,436.00 | 10,163.00 |
| 35 - Contingencies Total | | 0.00 | 9,436.00 | 10,163.00 |
| 822 Street Sign Marking Total | 560,105.35 | 767,372.99 | 757,002.00 | 768,990.00 |



PUBLIC RESOURCES

Public Ways

STREET -

Graffiti Removal

Budget Unit 100-85-823

General Fund

PROGRAM OVERVIEW

In Fiscal Year 2011-12, this program was transferred to 270-8405 Street Signs Markings. Prior year actual costs are included to preserve historical data. Once all prior year actuals are \$0 in the following table, this program will be removed.

Public Works - Graffiti Removal

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|-------------|----------------------|-----------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 16,036 | - | - | - |
| Employee Benefits | 8,482 | - | - | - |
| Materials | 915 | - | - | - |
| Contract Services | - | - | - | - |
| Appropriations for Contingency | - | - | - | - |
| Cost Allocation | 1,300 | - | - | - |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 26,733 | \$ - | \$ - | \$ - |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 26,733 | \$ - | \$ - | \$ - |

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|------------------|-----------------|----------------------|-------------------------|
| 823 Graffiti Removal | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 15,990.77 | 8,410.15 | 0.00 | 0.00 |
| 500.505 - Overtime | 44.93 | 96.44 | 0.00 | 0.00 |
| 05 - Employee compensation Total | 16,035.70 | 8,506.59 | 0.00 | 0.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 4,163.93 | 1,784.72 | 0.00 | 0.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 10.25 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 1,965.28 | 1,549.44 | 0.00 | 0.00 |
| 501.506 - Dental Insurance | 389.76 | 261.17 | 0.00 | 0.00 |

| | | | | |
|--|------------------|------------------|-------------|-------------|
| 501.507 - Medicare | 242.40 | 116.99 | 0.00 | 0.00 |
| 501.508 - Life Insurance | 177.74 | 119.98 | 0.00 | 0.00 |
| 501.509 - Long Term Disability | 96.80 | 42.62 | 0.00 | 0.00 |
| 501.510 - Workers Compensation | 1,402.10 | 0.00 | 0.00 | 0.00 |
| 501.511 - Vision Insurance | 44.00 | 29.88 | 0.00 | 0.00 |
| 501.516 - Hra City Contribution | | | 0.00 | 0.00 |
| 10 - Employee benefits Total | 8,482.01 | 3,915.05 | 0.00 | 0.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 914.75 | 0.00 | 0.00 | 0.00 |
| 15 - Materials Total | 914.75 | 0.00 | 0.00 | 0.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 0.00 | 0.00 | 0.00 | 0.00 |
| 700.706 - Rent Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 - Contract services Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 1,300.00 | 0.00 | 0.00 | 0.00 |
| 25 - Cost allocation Total | 1,300.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 823 Graffiti Removal Total | 26,732.46 | 12,421.64 | 0.00 | 0.00 |



PUBLIC RESOURCES

Public Ways

**STREET -
STREET LIGHTING**
Budget Unit 100-85-848
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 484,665 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 484,665 |
| Total Staffing | | 0.35 |
| | % Funded by General Fund | 100.0% |

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$484,665 be approved for the Street Lighting Program. This represents an increase of \$113,214 over the FY 2014-15 Final Adopted Budget attributed to the special project shown below.

This budget is funded from a \$484,665 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|---|----------------|-----------|----------------|--|
| Light Pole/Arm Replacement and Upgrades | \$130,000 | \$130,000 | General Fund | Replace and Upgrade ~450 failing Light Pole/Arms. This would be year 1 of a 5-year program, with |

| | | | | |
|--------------|-----------|-----------|--|---|
| | | | | ~100 poles receiving upgrades/replacement per year. |
| TOTAL | \$130,000 | \$130,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Street Lighting

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 28,679 | 27,278 | 29,911 | 39,416 |
| Employee Benefits | 14,045 | 12,386 | 14,559 | 15,865 |
| Materials | 251,361 | 220,191 | 232,750 | 241,526 |
| Contract Services | 22,206 | 9,965 | 21,969 | 20,500 |
| Appropriations for Contingency | - | - | 25,472 | 25,248 |
| Cost Allocation | 23,180 | 21,841 | 21,790 | 12,110 |
| Capital Outlay | - | 12,000 | 25,000 | - |
| Special Projects | - | - | - | 130,000 |
| TOTAL EXPENDITURES | \$ 339,471 | \$ 303,661 | \$ 371,451 | \$ 484,665 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 339,471 | \$ 303,661 | \$ 371,451 | \$ 484,665 |

STAFFING

Total current authorized positions – .35

There are no changes to the current level of staffing.

Total authorized positions – .35

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15FINAL BUDGET | FY16 PROPOSED BUDGET |
|------------------------------------|-----------------|-----------------|---------------------|-------------------------|
| 848 Street Lighting | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 27,923.96 | 26,476.13 | 28,717.00 | 29,082.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 755.19 | 801.89 | 1,000.00 | 10,000.00 |
| 500.507 - Taxable Life Premium | | | 194.00 | 334.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 05 - Employee compensation Total | 28,679.15 | 27,278.02 | 29,911.00 | 39,416.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 7,154.91 | 6,848.54 | 7,939.00 | 8,254.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 17.62 | 0.00 | 6.00 |
| 501.505 - Health Insurance | 3,517.23 | 3,212.52 | 3,254.00 | 3,354.00 |
| 501.506 - Dental Insurance | 546.87 | 506.24 | 548.00 | 518.00 |
| 501.507 - Medicare | 71.36 | 55.96 | 416.00 | 418.00 |
| 501.508 - Life Insurance | 264.05 | 240.37 | 201.00 | 201.00 |
| 501.509 - Long Term Disability | 168.96 | 155.37 | 199.00 | 201.00 |
| 501.510 - Workers Compensation | 2,256.29 | 1,253.03 | 1,253.00 | 2,165.00 |
| 501.511 - Vision Insurance | 65.66 | 59.79 | 64.00 | 63.00 |
| 501.516 - Hra City Contribution | | 36.39 | 685.00 | 685.00 |
| 10 - Employee benefits Total | 14,045.33 | 12,385.83 | 14,559.00 | 15,865.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 16,898.91 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 40,975.85 | 39,062.00 | 40,976.00 |
| 600.618 - Utilities and Phone | 0.00 | 480.14 | 0.00 | 1,050.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 234,462.41 | 178,734.70 | 193,688.00 | 199,500.00 |
| 15 - Materials Total | 251,361.32 | 220,190.69 | 232,750.00 | 241,526.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 0.00 | 715.00 | 1,000.00 | 500.00 |
| 700.702 - General Service | | | | |
| Agreement | 22,205.73 | 9,250.00 | 20,969.00 | 20,000.00 |
| 20 - Contract services Total | 22,205.73 | 9,965.00 | 21,969.00 | 20,500.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 20,280.00 | 15,910.00 | 17,900.00 | 8,220.00 |
| 800.802 - IT Reimbursement | 2,900.00 | 5,518.00 | 3,405.00 | 3,405.00 |

| | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| 800.804 - Web Site Reimbursement | | 413.00 | 485.00 | 485.00 |
| 25 - Cost allocation Total | 23,180.00 | 21,841.00 | 21,790.00 | 12,110.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.919 - Monta Vista Lights | | 12,000.00 | 25,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 130,000.00 |
| 31 - Special projects Total | | 12,000.00 | 25,000.00 | 130,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 25,472.00 | 25,248.00 |
| 35 - Contingencies Total | | 0.00 | 25,472.00 | 25,248.00 |
| 848 Street Lighting Total | 339,471.53 | 303,660.54 | 371,451.00 | 484,665.00 |



PUBLIC RESOURCES

Public Ways

FLEET-EQUIPMENT MAINTENANCE

Budget Unit 630-85-849

General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ 979,537 |
| Total Expenditures | | 1,184,175 |
| Fund Balance | | (204,638) |
| <hr/> | | |
| | General Fund Costs | \$ - |
| Total Staffing | | 2.90 |
| | % Funded by General Fund | 0.0% |

PROGRAM OVERVIEW

The Fleet Division maintains all fleet equipment, including small power equipment. Equipment includes vehicles (94), 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,184,176 be approved for the Fleet-Equipment Maintenance Program. This represents a decrease of \$207,567 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced depreciation expenses.

This budget is funded from \$ in estimated department revenue and \$1,184,176 in fund balance.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Equipment Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|----------------------------------|---------------------|---------------------|----------------------|---------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | 979,537 |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ 979,537 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 232,486 | 229,064 | 249,875 | 208,528 |
| Employee Benefits | 130,741 | 108,027 | 121,139 | 115,245 |
| Materials | 264,101 | 266,955 | 260,700 | 266,265 |
| Contract Services | 136,289 | 114,930 | 136,384 | 136,500 |
| Appropriations for Contingency | - | - | 39,708 | 40,273 |
| Cost Allocation and Depreciation | 246,812 | 322,540 | 551,324 | 417,364 |
| Capital Outlay | 1,995 | - | 32,613 | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 1,012,424 | \$ 1,041,515 | \$ 1,391,743 | \$ 1,184,175 |
| Fund Balance | - | - | - | (204,638) |
| General Fund Costs | \$ 1,012,424 | \$ 1,041,515 | \$ 1,391,743 | \$ - |

STAFFING

Total current authorized positions – 2.90

There are no changes to the current level of staffing.

Total authorized positions – 2.90

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 849 Equipment Maintenance | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 224,377.50 | 228,736.21 | 243,367.00 | 207,604.00 |
| 500.502 - Salaries Part Time | 7,789.55 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 318.43 | 327.67 | 500.00 | 0.00 |
| 500.506 - Car Allowance | | | 1.00 | 0.00 |
| 500.507 - Taxable Life Premium | | | 6,007.00 | 924.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 05 - Employee compensation Total | 232,485.48 | 229,063.88 | 249,875.00 | 208,528.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 56,284.23 | 58,286.11 | 65,965.00 | 53,686.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 99.95 | 0.00 | 33.00 |
| 501.505 - Health Insurance | 26,046.40 | 27,354.44 | 26,961.00 | 25,388.00 |
| 501.506 - Dental Insurance | 4,737.98 | 4,573.00 | 4,544.00 | 4,544.00 |
| 501.507 - Medicare | 3,998.77 | 3,329.68 | 3,529.00 | 2,980.00 |
| 501.508 - Life Insurance | 2,158.88 | 2,077.32 | 1,885.00 | 1,622.00 |
| 501.509 - Long Term Disability | 1,246.52 | 1,328.75 | 1,681.00 | 1,465.00 |
| 501.510 - Workers Compensation | 35,729.86 | 10,371.00 | 10,371.00 | 19,239.00 |
| 501.511 - Vision Insurance | 537.83 | 606.44 | 531.00 | 616.00 |
| 501.516 - Hra City Contribution | | | 5,672.00 | 5,672.00 |
| 10 - Employee benefits Total | 130,740.47 | 108,026.69 | 121,139.00 | 115,245.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 32,512.08 | 0.00 | 0.00 | 0.00 |
| 600.608 - Sml Tools and Equipment | 2,542.83 | 9,893.59 | 6,289.00 | 9,349.00 |
| 600.609 - Equipment Parts | 32,249.16 | 33,088.56 | 32,388.00 | 31,760.00 |
| 600.610 - Auto Parts/Supplies | 30,961.83 | 19,264.38 | 22,139.00 | 20,499.00 |
| 600.611 - Uniforms/Safety Appar | 164,871.15 | 99.69 | 0.00 | 0.00 |
| 600.612 - Fuel | | 166,310.67 | 161,268.00 | 166,311.00 |

| | | | | |
|--|---------------------|---------------------|---------------------|---------------------|
| 600.613 - General Supplies | | 37,527.55 | 37,945.00 | 37,528.00 |
| 600.618 - Utilities and Phone | 963.75 | 770.07 | 671.00 | 818.00 |
| 15 - Materials Total | 264,100.80 | 266,954.51 | 260,700.00 | 266,265.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 3,275.20 | 205.00 | 1,907.00 | 1,500.00 |
| 700.702 - General Service Agreement | 90,693.48 | 90,561.12 | 95,417.00 | 95,000.00 |
| 700.703 - Maintenance of Equipment | 42,321.45 | 24,163.74 | 39,060.00 | 40,000.00 |
| 20 - Contract services Total | 136,290.13 | 114,929.86 | 136,384.00 | 136,500.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | | 18,475.00 | 28,208.00 | 28,208.00 |
| 800.804 - Web Site Reimbursement | | 3,417.00 | 4,023.00 | 4,023.00 |
| 800.806 - CM CAP Allocation | | 5,859.00 | 5,859.00 | 5,859.00 |
| 800.807 - ENV Affairs CAP Allo | | 1,850.00 | 1,850.00 | 1,850.00 |
| 800.808 - ECON Dev CAP Allo | | 1,421.00 | 1,421.00 | 1,421.00 |
| 800.809 - City Clerk CAP Alloc | | 2,137.00 | 1,993.00 | 1,993.00 |
| 800.813 - Admin Serv CAP Allocation | | 4,454.00 | 4,454.00 | 4,454.00 |
| 800.814 - Finance CAP Alloc | | 8,463.00 | 8,463.00 | 8,463.00 |
| 800.815 - Human resources CAP Alloc | | 8,093.00 | 8,093.00 | 8,093.00 |
| 25 - Cost allocation Total | | 54,169.00 | 64,364.00 | 64,364.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 1,994.94 | 0.00 | 7,613.00 | 0.00 |
| 30 - Capital outlays Total | 1,994.94 | 0.00 | 7,613.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.920 - Fuel Pump Dispenser | | 0.00 | 25,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | 0.00 | 25,000.00 | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 39,708.00 | 40,273.00 |
| 35 - Contingencies Total | | 0.00 | 39,708.00 | 40,273.00 |
| 50 - Other financing uses | | | | |
| 800.904 - Depreciation Expenses | 246,811.61 | 268,371.15 | 486,960.00 | 353,000.00 |
| 50 - Other financing uses Total | 246,811.61 | 268,371.15 | 486,960.00 | 353,000.00 |
| 849 Equipment Maintenance Total | 1,012,423.43 | 1,041,515.09 | 1,391,743.00 | 1,184,175.00 |



PUBLIC RESOURCES

Public Ways

**STREET -
ENVIRONMENTAL MATERIALS**
Budget Unit 100-85-850
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 141,113 |
| Fund Balance | | - |
| | General Fund Costs | \$ 141,113 |
| Total Staffing | | 0.60 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$141,113 be approved for the Environmental Materials Program. This represents a decrease of \$20,907 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced salaries and benefits expenditures.

This budget is funded from a \$141,113 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Environmental Materials

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 18,982 | 38,286 | 53,291 | 45,487 |
| Employee Benefits | 9,256 | 18,142 | 25,390 | 22,638 |
| Materials | 29,695 | 25,842 | 33,278 | 33,850 |
| Contract Services | 5,484 | 1,464 | 4,000 | 3,814 |
| Appropriations for Contingency | - | - | 3,728 | 3,761 |
| Cost Allocation | 44,100 | 30,943 | 42,333 | 31,563 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 107,517 | \$ 114,676 | \$ 162,020 | \$ 141,113 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 107,517 | \$ 114,676 | \$ 162,020 | \$ 141,113 |

STAFFING

Total current authorized positions – .65

There are no changes to the current level of staffing.

Total authorized positions – .65

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 850 Environmental Materials | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 18,708.39 | 38,018.93 | 52,842.00 | 44,954.00 |
| 500.505 - Overtime | 274.31 | 267.01 | 225.00 | 300.00 |
| 500.507 - Taxable Life Premium | | | 224.00 | 233.00 |
| 05 - Employee compensation Total | 18,982.70 | 38,285.94 | 53,291.00 | 45,487.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 4,796.65 | 9,690.86 | 13,488.00 | 12,729.00 |
| 501.502 - Pers 1959 Surv Empr | | 14.64 | 0.00 | 15.00 |
| 501.505 - Health Insurance | 2,032.03 | 4,364.47 | 6,044.00 | 4,886.00 |
| 501.506 - Dental Insurance | 380.79 | 816.78 | 1,017.00 | 879.00 |
| 501.507 - Medicare | 288.56 | 549.67 | 765.00 | 645.00 |
| 501.508 - Life Insurance | 188.26 | 381.59 | 376.00 | 340.00 |
| 501.509 - Long Term Disability | 113.07 | 217.61 | 341.00 | 315.00 |
| 501.510 - Workers Compensation | 1,409.11 | 1,968.00 | 1,968.00 | 1,547.00 |
| 501.511 - Vision Insurance | 46.80 | 101.82 | 118.00 | 108.00 |
| 501.516 - Hra City Contribution | | 36.39 | 1,273.00 | 1,174.00 |
| 10 - Employee benefits Total | 9,255.27 | 18,141.83 | 25,390.00 | 22,638.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,490.00 | 0.00 | 0.00 | 0.00 |
| 600.608 - Sml Tools and Equipment | | 379.93 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 2,533.25 | 3,756.00 | 3,800.00 |
| 600.616 - Haz Material Mgmt | 27,684.90 | 22,268.58 | 29,242.00 | 29,000.00 |
| 600.618 - Utilities and Phone | 481.09 | 660.00 | 250.00 | 1,050.00 |
| 600.632 - Mileage Reimbursement | 38.98 | 0.00 | 30.00 | 0.00 |
| 15 - Materials Total | 29,694.97 | 25,841.76 | 33,278.00 | 33,850.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 5,483.70 | 1,463.92 | 4,000.00 | 3,814.00 |
| 700.702 - General Service Agreement | | | 0.00 | 0.00 |
| 20 - Contract services Total | 5,483.70 | 1,463.92 | 4,000.00 | 3,814.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 41,800.00 | 25,880.00 | 40,130.00 | 29,360.00 |
| 800.802 - IT Reimbursement | 2,300.00 | 4,768.00 | 1,299.00 | 1,299.00 |
| 800.804 - Web Site Reimbursement | | 295.00 | 904.00 | 904.00 |
| 25 - Cost allocation Total | 44,100.00 | 30,943.00 | 42,333.00 | 31,563.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 3,728.00 | 3,761.00 |
| 35 - Contingencies Total | | 0.00 | 3,728.00 | 3,761.00 |
| 850 Environmental Materials Total | 107,516.64 | 114,676.45 | 162,020.00 | 141,113.00 |



PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
OVERPASSES AND MEDIANS**

Budget Unit 100-86-824
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|--------------|
| Total Revenue | | \$ |
| Total Expenditures | | 1,245,715 |
| Fund Balance | | |
| | General Fund Costs | \$ 1,245,715 |
| Total Staffing | | 6.30 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,245,715 be approved for the Trees and Right-Of-Way Program. This represents a decrease of \$28,642 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$1,245,715 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Overpasses and Medians

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|---------------------|---------------------|----------------------|---------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 395,593 | 387,014 | 476,812 | 441,800 |
| Employee Benefits | 228,887 | 199,380 | 237,382 | 244,712 |
| Materials | 248,870 | 270,851 | 277,135 | 306,033 |
| Contract Services | 31,076 | 13,043 | 34,752 | 38,000 |
| Appropriations for Contingency | - | - | 31,189 | 33,303 |
| Cost Allocation | 125,860 | 151,635 | 217,087 | 181,867 |
| Capital Outlay | 33,880 | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 1,064,166 | \$ 1,021,923 | \$ 1,274,357 | \$ 1,245,715 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 1,064,166 | \$ 1,021,923 | \$ 1,274,357 | \$ 1,245,715 |

STAFFING

Total current authorized positions – 6.30

There are no changes to the current level of staffing.

Total authorized positions – 6.30

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|-------------------|-------------------|----------------------|-------------------------|
| 824 Over Passes and Medians | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 359,460.11 | 334,210.96 | 458,684.00 | 423,019.00 |
| 500.502 - Salaries Part Time | 0.00 | 48,309.94 | 0.00 | 0.00 |
| 500.504 - Stand By | | | | 0.00 |
| 500.505 - Overtime | 36,133.41 | 4,493.21 | 15,000.00 | 15,000.00 |
| 500.507 - Taxable Life Premium | | | 3,128.00 | 3,781.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 05 - Employee compensation Total | 395,593.52 | 387,014.11 | 476,812.00 | 441,800.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 93,280.62 | 85,889.27 | 121,015.00 | 117,023.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 295.93 | 0.00 | 99.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 51,389.99 | 51,004.05 | 58,571.00 | 54,287.00 |
| 501.506 - Dental Insurance | 9,162.04 | 8,698.33 | 9,872.00 | 9,689.00 |
| 501.507 - Medicare | 5,892.06 | 6,294.30 | 6,652.00 | 6,073.00 |
| 501.508 - Life Insurance | 4,266.35 | 4,041.64 | 3,532.00 | 3,534.00 |
| 501.509 - Long Term Disability | 2,140.24 | 1,934.15 | 3,152.00 | 3,005.00 |
| 501.510 - Workers Compensation | 61,694.14 | 40,159.85 | 21,112.00 | 37,550.00 |
| 501.511 - Vision Insurance | 1,062.27 | 1,060.22 | 1,153.00 | 1,129.00 |
| 501.516 - Hra City Contribution | | 2.70 | 12,323.00 | 12,323.00 |
| 10 - Employee benefits Total | 228,887.71 | 199,380.44 | 237,382.00 | 244,712.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 40,500.69 | 25.06 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 71,462.86 | 43,234.00 | 45,000.00 |
| 600.617 - Irrigation Improvement | | | 30,000.00 | 30,000.00 |
| 600.618 - Utilities and Phone | 182,283.79 | 185,328.52 | 173,241.00 | 210,000.00 |
| 600.619 - Advertising and Legal Notices | 26,084.82 | 14,018.98 | 30,660.00 | 21,033.00 |
| 600.632 - Mileage Reimbursement | | 15.82 | 0.00 | 0.00 |
| 15 - Materials Total | 248,869.30 | 270,851.24 | 277,135.00 | 306,033.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 5,588.40 | 8,083.69 | 5,338.00 | 8,000.00 |
| 700.702 - General Service Agreement | 25,488.23 | 4,959.36 | 29,414.00 | 30,000.00 |
| 20 - Contract services Total | 31,076.63 | 13,043.05 | 34,752.00 | 38,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 84,860.00 | 105,490.00 | 147,070.00 | 111,850.00 |

| | | | | |
|--|---------------------|---------------------|---------------------|---------------------|
| 800.802 - IT Reimbursement | 41,000.00 | 39,190.00 | 61,278.00 | 61,278.00 |
| 800.804 - Web Site Reimbursement | | 6,955.00 | 8,739.00 | 8,739.00 |
| 25 - Cost allocation Total | 125,860.00 | 151,635.00 | 217,087.00 | 181,867.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 33,879.67 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 33,879.67 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 31,189.00 | 33,303.00 |
| 35 - Contingencies Total | | 0.00 | 31,189.00 | 33,303.00 |
| 824 Over Passes and Medians Total | 1,064,166.83 | 1,021,923.84 | 1,274,357.00 | 1,245,715.00 |



PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
 STREET TREE MAINTENANCE**

Budget Unit 100-86-825
 General Fund

| BUDGET AT A GLANCE | | |
|--------------------|--------------------------|---------------------------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 1,198,510 |
| Fund Balance | | - |
| | | General Fund Costs \$ 1,198,510 |
| Total Staffing | | 7.40 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Proactively perform the activities of trimming, spraying, staking, pest management and other tree health related functions.
- Respond to citizen requests to perform the trimming or other tree health related services in a timely manner.
- Remove diseased and damaged trees as needed.
- Plant replacement trees for trees removed due to disease and damage.
- Plant 1,600 trees be approved for the time period of FY 2011-12 through FY 2015-16 as part of the 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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,198,510 be approved for the Street Tree Maintenance Budget. This represents an increase of \$3,480 over the FY 2014-15 Final Adopted Budget, as the program activities will remain consistent for this year.

This budget is funded from a \$1,198,510 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Project Name | Appropriations | Revenue | Source | Description |
|-----------------------------|----------------|----------|--------------|--------------------------|
| Tree and Tree Badges | \$30,000 | \$30,000 | General Fund | Year 4 of 4-Year Program |
| | \$30,000 | \$30,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Street Tree Maintenance

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 12,506 | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 12,506 | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 444,983 | 393,630 | 566,030 | 535,077 |
| Employee Benefits | 249,030 | 172,518 | 267,266 | 267,591 |
| Materials | 41,618 | 41,596 | 42,634 | 45,250 |
| Contract Services | 7,650 | 10,380 | 13,513 | 65,000 |
| Appropriations for Contingency | - | - | 5,115 | 11,000 |
| Cost Allocation | 201,840 | 166,151 | 273,472 | 244,592 |
| Capital Outlay | 32,350 | 27,428 | - | - |
| Special Projects | - | - | 27,000 | 30,000 |
| TOTAL EXPENDITURES | \$ 977,471 | \$ 811,702 | \$ 1,195,030 | \$ 1,198,510 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 977,471 | \$ 799,196 | \$ 1,195,030 | \$ 1,198,510 |

STAFFING

Total current authorized positions - 7.40

There are no changes to the current level of staffing.

Total authorized positions – 7.40

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 825 Street Tree Maintenance | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 377,443.71 | 325,818.89 | 511,666.00 | 478,698.00 |
| 500.502 - Salaries Part Time | 62,946.11 | 61,840.76 | 47,000.00 | 47,000.00 |
| 500.505 - Overtime | 4,593.30 | 5,970.09 | 5,000.00 | 6,000.00 |
| 500.507 - Taxable Life Premium | | | 2,364.00 | 1,969.00 |
| 500.512 - Vacancy Salary Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.513 - Sick Leave | | | | 1,410.00 |
| 05 - Employee compensation Total | 444,983.12 | 393,629.74 | 566,030.00 | 535,077.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 98,878.43 | 82,251.67 | 133,240.00 | 123,045.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 270.90 | 0.00 | 90.00 |
| 501.504 - Employee Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| 501.505 - Health Insurance | 53,463.25 | 45,408.00 | 68,798.00 | 61,834.00 |
| 501.506 - Dental Insurance | 10,134.80 | 7,958.68 | 11,596.00 | 11,351.00 |
| 501.507 - Medicare | 8,199.01 | 6,525.30 | 7,487.00 | 6,872.00 |
| 501.508 - Life Insurance | 4,735.69 | 3,733.05 | 3,879.00 | 3,604.00 |
| 501.509 - Long Term Disability | 2,197.58 | 1,904.48 | 3,537.00 | 3,343.00 |
| 501.510 - Workers Compensation | 70,242.38 | 23,507.39 | 22,901.00 | 41,651.00 |
| 501.511 - Vision Insurance | 1,179.26 | 955.42 | 1,354.00 | 1,327.00 |
| 501.516 - Hra City Contribution | | 3.56 | 14,474.00 | 14,474.00 |
| 10 - Employee benefits Total | 249,030.40 | 172,518.45 | 267,266.00 | 267,591.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | | | | |
| 600.613 - General Supplies | 37,532.42 | 0.00 | 0.00 | 0.00 |
| 600.618 - Utilities and Phone | 4,085.76 | 4,585.25 | 3,008.00 | 5,250.00 |
| 15 - Materials Total | 41,618.18 | 41,595.72 | 42,634.00 | 45,250.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | 7,650.00 | 10,380.00 | 13,513.00 | 20,000.00 |

| | | | | |
|--|-------------------|-------------------|---------------------|---------------------|
| Agreement | | | | |
| 700.706 - Rent Expense | | 0.00 | 0.00 | 45,000.00 |
| 20 - Contract services Total | 7,650.00 | 10,380.00 | 13,513.00 | 65,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 155,540.00 | 116,230.00 | 191,230.00 | 162,350.00 |
| 800.802 - IT Reimbursement | 46,300.00 | 42,377.00 | 71,977.00 | 71,977.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | 7,544.00 | 10,265.00 | 10,265.00 |
| 25 - Cost allocation Total | 201,840.00 | 166,151.00 | 273,472.00 | 244,592.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility | | | | |
| MGT | 14,612.47 | 0.00 | 2,000.00 | 0.00 |
| 900.905 - Facility Improvements | 17,738.36 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 32,350.83 | 0.00 | 2,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.911 - Trees and Badges | | 27,427.97 | 25,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 30,000.00 |
| 31 - Special projects Total | | 27,427.97 | 25,000.00 | 30,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 5,115.00 | 11,000.00 |
| 35 - Contingencies Total | | 0.00 | 5,115.00 | 11,000.00 |
| 825 Street Tree Maintenance Total | 977,472.53 | 811,702.88 | 1,195,030.00 | 1,198,510.00 |



PUBLIC RESOURCES

Public Ways

**TREES AND RIGHT-OF-WAY -
WEEKEND WORK PROGRAM**

Budget Unit 100-86-826
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 374,190 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 374,190 |
| Total Staffing | | 2.70 |
| | % Funded by General Fund | 100.0% |

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 is equivalent to five full time maintenance workers.

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$374,190 be approved for the Weekend Work Program. This represents an increase of \$17,273 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to an increase in departmental cost allocations.

This budget is funded from a \$374,190 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Weekend Work Program

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 186,830 | 224,013 | 197,748 | 194,211 |
| Employee Benefits | 135,297 | 115,142 | 106,002 | 105,709 |
| Materials | 11,207 | 5,275 | 9,364 | 9,788 |
| Contract Services | - | - | - | - |
| Appropriations for Contingency | - | - | 936 | 975 |
| Cost Allocation | 45,360 | 36,779 | 42,867 | 63,507 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 378,694 | \$ 381,208 | \$ 356,917 | \$ 374,190 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 378,694 | \$ 381,208 | \$ 356,917 | \$ 374,190 |

STAFFING

Total current authorized positions – 2.70

There are no changes to the current level of staffing.

Total authorized positions – 2.70

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-----------------------------------|-------------------|-------------------|----------------------|-------------------------|
| 826 Elmwood Program | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 178,909.05 | 213,518.07 | 195,655.00 | 180,608.00 |
| 500.502 - Salaries Part Time | | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 7,921.40 | 10,495.22 | 0.00 | 10,000.00 |
| 500.507 - Taxable Life Premium | | | 2,093.00 | 3,603.00 |
| 05 - Employee compensation Total | 186,830.45 | 224,013.29 | 197,748.00 | 194,211.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 45,259.27 | 54,448.46 | 54,051.00 | 49,967.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 162.70 | 0.00 | 54.00 |
| 501.505 - Health Insurance | 23,968.04 | 24,741.27 | 25,102.00 | 21,282.00 |
| 501.506 - Dental Insurance | 4,405.65 | 4,656.90 | 4,231.00 | 4,048.00 |
| 501.507 - Medicare | 2,803.32 | 3,274.70 | 2,837.00 | 2,593.00 |
| 501.508 - Life Insurance | 2,092.67 | 2,203.81 | 1,538.00 | 1,483.00 |
| 501.509 - Long Term Disability | 976.95 | 1,226.05 | 1,375.00 | 1,278.00 |
| 501.510 - Workers Compensation | 55,270.45 | 23,791.53 | 11,093.00 | 19,239.00 |
| 501.511 - Vision Insurance | 521.02 | 633.35 | 494.00 | 484.00 |
| 501.516 - Hra City Contribution | | 2.81 | 5,281.00 | 5,281.00 |
| 10 - Employee benefits Total | 135,297.37 | 115,141.58 | 106,002.00 | 105,709.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 10,436.28 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 4,143.02 | 8,977.00 | 9,000.00 |
| 600.618 - Utilities and Phone | 770.61 | 1,131.63 | 387.00 | 788.00 |
| 15 - Materials Total | 11,206.89 | 5,274.65 | 9,364.00 | 9,788.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 24,460.00 | 11,780.00 | 12,860.00 | 33,500.00 |
| 800.802 - IT Reimbursement | 20,900.00 | 21,345.00 | 26,262.00 | 26,262.00 |
| 800.804 - Web Site Reimbursement | | 3,654.00 | 3,745.00 | 3,745.00 |
| 25 - Cost allocation Total | 45,360.00 | 36,779.00 | 42,867.00 | 63,507.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 936.00 | 975.00 |
| 35 - Contingencies Total | | 0.00 | 936.00 | 975.00 |
| 826 Elmwood Program Total | 378,694.71 | 381,208.52 | 356,917.00 | 374,190.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-BUILDING MAINTENANCE

CITY HALL

Budget Unit 100-87-827

General Fund

BUDGET AT A GLANCE

| | | |
|--------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 538,843 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 538,843 |
| Total Staffing | | 1.00 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$538,843 be approved for the Building Maintenance City Hall Program. This represents an increase of \$110,715 under the FY 2014-15 Final Adopted Budget. The increase is primarily related to an increase in materials and contract costs.

This budget is funded from a \$538,843 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Building Maintenance City Hall

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 112,377 | 94,956 | 92,673 | 90,572 |
| Employee Benefits | 49,642 | 43,298 | 45,803 | 46,615 |
| Materials | 133,054 | 134,910 | 132,004 | 207,500 |
| Contract Services | 97,281 | 123,882 | 102,120 | 137,000 |
| Appropriations for Contingency | - | - | 23,412 | 33,700 |
| Cost Allocation | 27,870 | 24,725 | 28,116 | 23,456 |
| Capital Outlay | 42,870 | 60,328 | 4,000 | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 463,094 | \$ 482,099 | \$ 428,128 | \$ 538,843 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 463,094 | \$ 482,099 | \$ 428,128 | \$ 538,843 |

STAFFING

Total current authorized positions – 1.10

Program staffing to decrease one Maintenance Worker I/II by 10% to appropriately reflect time spent supporting program service objectives.

Total authorized positions – 1.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 827 Bldg Maint City Hall | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 99,798.52 | 92,597.43 | 87,947.00 | 85,948.00 |
| 500.502 - Salaries Part Time | 8,082.50 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 4,495.33 | 2,358.52 | 4,000.00 | 4,000.00 |
| 500.507 - Taxable Life Premium | | | 726.00 | 624.00 |
| 05 - Employee compensation Total | 112,376.35 | 94,955.95 | 92,673.00 | 90,572.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 25,962.67 | 23,348.58 | 24,319.00 | 24,366.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 48.03 | 0.00 | 16.00 |
| 501.505 - Health Insurance | 10,432.55 | 10,145.10 | 10,228.00 | 8,070.00 |
| 501.506 - Dental Insurance | 1,914.33 | 1,769.91 | 1,725.00 | 1,445.00 |
| 501.507 - Medicare | 1,943.47 | 1,670.58 | 1,277.00 | 1,234.00 |
| 501.508 - Life Insurance | 930.96 | 862.82 | 636.00 | 679.00 |
| 501.509 - Long Term Disability | 558.79 | 513.05 | 612.00 | 607.00 |
| 501.510 - Workers Compensation | 7,666.81 | 4,682.73 | 4,652.00 | 8,063.00 |
| 501.511 - Vision Insurance | 231.89 | 252.43 | 201.00 | 179.00 |
| 501.516 - Hra City Contribution | | 4.97 | 2,153.00 | 1,956.00 |
| 10 - Employee benefits Total | 49,641.47 | 43,298.20 | 45,803.00 | 46,615.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 18,627.21 | 230.50 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 9,013.18 | 27,741.00 | 40,000.00 |
| 600.618 - Utilities and Phone | 19,102.04 | 40,115.58 | 21,939.00 | 52,500.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 89,425.00 | 79,069.20 | 73,883.00 | 105,000.00 |
| 600.620 - Gas Service | 5,900.06 | 6,481.30 | 8,441.00 | 10,000.00 |
| 15 - Materials Total | 133,054.31 | 134,909.76 | 132,004.00 | 207,500.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 5,219.68 | 2,449.00 | 4,343.00 | 7,000.00 |
| 700.702 - General Service Agreement | 79,895.76 | 107,405.55 | 82,118.00 | 130,000.00 |
| 700.703 - Maintenance of Equipment | 12,165.06 | 14,027.26 | 15,659.00 | 0.00 |
| 20 - Contract services Total | 97,280.50 | 123,881.81 | 102,120.00 | 137,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 16,870.00 | 13,240.00 | 14,890.00 | 10,230.00 |
| 800.802 - IT Reimbursement | 11,000.00 | 9,953.00 | 11,575.00 | 11,575.00 |
| 800.804 - Web Site Reimbursement | | 1,532.00 | 1,651.00 | 1,651.00 |
| 25 - Cost allocation Total | 27,870.00 | 24,725.00 | 28,116.00 | 23,456.00 |
| 30 - Capital outlays | | | | |

| | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 900.904 - Non Recur Facility MGT | 42,870.95 | 60,328.19 | 4,000.00 | 0.00 |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 42,870.95 | 60,328.19 | 4,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.935 - Cell Phone Coverage Analy | | 0.00 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | 0.00 | 0.00 | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 23,412.00 | 33,700.00 |
| 35 - Contingencies Total | | 0.00 | 23,412.00 | 33,700.00 |
| 827 Bldg Maint City Hall Total | 463,093.58 | 482,098.91 | 428,128.00 | 538,843.00 |



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 LIBRARY**

Budget Unit 100-87-828
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ 140,300 |
| Total Expenditures | | 431,156 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 290,856 |
| Total Staffing | | 0.80 |
| | % Funded by General Fund | 67.5% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$431,156 be approved for the Library Program. This represents an increase of \$128,158 over the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special projects listed below.

This budget is funded from \$140,300 in estimated department revenue and a \$290,856 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|-----------------------|------------------|-----------------------|--|
| CCTV Cameras | \$5,000 | \$5,000 | General Fund | Upgrade existing Security system and add additional cameras |
| Windows | \$10,000 | \$10,000 | General Fund | Annual Window upgrade/replacement due to broken/cracked/leaking windows |
| Roof Restoration | \$ 135,000 | \$135,000 | General Fund | Preventative maintenance to extend the life of existing 10-year-old roof |
| Cove Base (Base Boards) Replacement | \$2,000 | \$2,000 | General Fund | Replace base boards due to general wear and tear |
| Sloan Valves Replacement | \$2,000 | \$2,000 | General Fund | Sloan Valves Replacement |
| TOTAL | \$154,000 | \$154,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Library

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | 6,500 | 13,000 | 140,300 |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 6,500 | \$ 13,000 | \$ 140,300 |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 68,430 | 69,683 | 69,612 | 56,794 |
| Employee Benefits | 33,618 | 31,590 | 35,223 | 32,396 |
| Materials | 9,489 | 14,131 | 9,000 | 14,076 |
| Contract Services | 127,647 | 139,912 | 127,528 | 145,000 |
| Appropriations for Contingency | - | - | 13,653 | 15,908 |
| Cost Allocation | 7,680 | 8,650 | 12,982 | 12,982 |
| Capital Outlay | 29,530 | 20,520 | 35,000 | - |
| Special Projects | - | - | - | 154,000 |
| TOTAL EXPENDITURES | \$ 276,394 | \$ 284,485 | \$ 302,998 | \$ 431,156 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 276,394 | \$ 277,985 | \$ 289,998 | \$ 290,856 |

STAFFING

Total current authorized positions – .90

Program staffing to decrease one Maintenance Worker I/II by 10% to appropriately reflect time supporting program service objectives.

Total authorized positions – .80

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|-----------------|-----------------|----------------------|-------------------------|
| 828 Bldg Maint Library | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 67,994.80 | 68,910.91 | 68,559.00 | 55,850.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 434.91 | 772.22 | 500.00 | 500.00 |
| 500.507 - Taxable Life Premium | | | 553.00 | 444.00 |
| 05 - Employee compensation Total | 68,429.71 | 69,683.13 | 69,612.00 | 56,794.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 17,915.45 | 17,396.10 | 18,677.00 | 15,282.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 38.13 | 0.00 | 13.00 |
| 501.505 - Health Insurance | 7,000.33 | 7,384.88 | 8,368.00 | 6,974.00 |
| 501.506 - Dental Insurance | 1,349.40 | 1,354.19 | 1,411.00 | 1,192.00 |
| 501.507 - Medicare | 1,004.96 | 1,301.10 | 994.00 | 802.00 |
| 501.508 - Life Insurance | 644.29 | 644.66 | 511.00 | 444.00 |
| 501.509 - Long Term Disability | 389.79 | 386.21 | 473.00 | 393.00 |
| 501.510 - Workers Compensation | 5,155.06 | 2,893.67 | 2,863.00 | 5,588.00 |
| 501.511 - Vision Insurance | 160.40 | 188.71 | 164.00 | 143.00 |
| 501.516 - Hra City Contribution | | 2.50 | 1,762.00 | 1,565.00 |
| 10 - Employee benefits Total | 33,619.68 | 31,590.15 | 35,223.00 | 32,396.00 |
| 15 - Materials | | | | |
| 600.601 - General Office | | | | |
| Supplies | 9,489.39 | 54.35 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 14,076.16 | 9,000.00 | 14,076.00 |
| 600.621 - Calrecylce City Payment Prgm Adm | | 0.00 | 0.00 | 0.00 |
| 15 - Materials Total | 9,489.39 | 14,130.51 | 9,000.00 | 14,076.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | 125,505.75 | 139,401.22 | 124,836.00 | 145,000.00 |

| Agreement | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 700.703 - Maintenance of Equipment | 2,140.87 | 510.29 | 2,692.00 | 0.00 |
| 20 - Contract services Total | 127,646.62 | 139,911.51 | 127,528.00 | 145,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 1,080.00 | 940.00 | 1,980.00 | 1,980.00 |
| 800.802 - IT Reimbursement | 6,600.00 | 6,767.00 | 9,629.00 | 9,629.00 |
| 800.804 - Web Site Reimbursement | | 943.00 | 1,373.00 | 1,373.00 |
| 25 - Cost allocation Total | 7,680.00 | 8,650.00 | 12,982.00 | 12,982.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 29,529.80 | 20,520.00 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 29,529.80 | 20,520.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.948 - Hybrid DVR | | | 25,000.00 | 0.00 |
| 900.949 - Windows | | | 10,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 154,000.00 |
| 31 - Special projects Total | | | 35,000.00 | 154,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 13,653.00 | 15,908.00 |
| 35 - Contingencies Total | | 0.00 | 13,653.00 | 15,908.00 |
| 828 Bldg Maint Library Total | 276,395.20 | 284,485.30 | 302,998.00 | 431,156.00 |



CUPERTINO

PUBLIC RESOURCES

Public Ways

FACILITIES-

SERVICE CENTER

Budget Unit 100-87-829

General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 428,142 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 428,142 |
| Total Staffing | | 0.80 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Provide for a safe, clean and productive working environment be approved for the public and employees.
- Timely 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$428,142 be approved for the Service Center Program. This represents an increase of \$96,574 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in special project costs detailed below.

This budget is funded from a \$428,142 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|----------------------------------|-----------------------|----------------|-----------------------|---|
| Epoxy floor resurfacing | \$ 20,000 | \$ 20,000 | General Fund | Epoxy floor resurfacing in Mechanic Shop |
| Insulation | \$5,000 | \$5,000 | General Fund | New Insulation in Mechanic Shop for energy efficiency |
| Radio Battery Replacement | \$3,000 | \$3,000 | General Fund | Replace ~50 radio batteries |
| Roof Restoration | \$115,000 | \$115,000 | General Fund | Preventative maintenance to extend the life of current 25-year-old roof |
| TOTAL | \$ 143,000 | \$ 143,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Service Center

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|-----------------------------|------------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 63,596 | 63,986 | 61,771 | 59,105 |
| Employee Benefits | 33,464 | 29,732 | 31,385 | 34,041 |
| Materials | 71,009 | 67,911 | 75,772 | 86,983 |
| Contract Services | 27,557 | 32,454 | 57,710 | 30,000 |
| Appropriations for Contingency | - | - | 13,348 | 11,391 |
| Cost Allocation | 25,310 | 43,450 | 76,582 | 63,622 |
| Capital Outlay | 85,416 | 18,303 | 15,000 | - |
| Special Projects | - | - | - | 143,000 |
| TOTAL EXPENDITURES | \$ 306,352 | \$ 255,836 | \$ 331,568 | \$ 428,142 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 306,352 | \$ 255,836 | \$ 331,568 | \$ 428,142 |

STAFFING

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 829 Bldg Maint Service Center | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 61,205.94 | 62,480.73 | 60,238.00 | 57,888.00 |
| 500.502 - Salaries Part Time | 865.61 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 1,524.34 | 1,505.73 | 650.00 | 650.00 |
| 500.507 - Taxable Life Premium | | | 883.00 | 567.00 |
| 05 - Employee compensation Total | 63,595.89 | 63,986.46 | 61,771.00 | 59,105.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 15,937.44 | 15,881.28 | 16,371.00 | 16,143.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 44.32 | 0.00 | 15.00 |
| 501.505 - Health Insurance | 7,713.35 | 7,449.16 | 7,439.00 | 6,817.00 |
| 501.506 - Dental Insurance | 1,407.97 | 1,352.16 | 1,255.00 | 1,192.00 |
| 501.507 - Medicare | 1,020.53 | 934.48 | 874.00 | 831.00 |
| 501.508 - Life Insurance | 671.22 | 643.73 | 455.00 | 471.00 |
| 501.509 - Long Term Disability | 347.34 | 351.63 | 416.00 | 410.00 |
| 501.510 - Workers Compensation | 6,199.91 | 2,893.67 | 2,863.00 | 6,449.00 |
| 501.511 - Vision Insurance | 166.97 | 179.06 | 145.00 | 148.00 |
| 501.516 - Hra City Contribution | | 2.50 | 1,567.00 | 1,565.00 |
| 10 - Employee benefits Total | 33,464.73 | 29,731.99 | 31,385.00 | 34,041.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 11,122.36 | 2,213.31 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 6,932.40 | 16,902.00 | 17,000.00 |
| 600.618 - Utilities and Phone | 19,454.37 | 27,065.16 | 20,882.00 | 31,500.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 37,037.06 | 27,970.30 | 33,131.00 | 32,983.00 |
| 600.620 - Gas Service | 3,394.93 | 3,729.43 | 4,857.00 | 5,500.00 |
| 15 - Materials Total | 71,008.72 | 67,910.60 | 75,772.00 | 86,983.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | | | | |
| Agreement | 26,202.82 | 31,138.95 | 54,759.00 | 30,000.00 |
| 700.703 - Maintenance of | | | | |
| Equipment | 1,353.67 | 1,315.43 | 2,951.00 | 0.00 |
| 20 - Contract services Total | 27,556.49 | 32,454.38 | 57,710.00 | 30,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 19,010.00 | 35,740.00 | 66,690.00 | 53,730.00 |
| 800.802 - IT Reimbursement | 6,300.00 | 6,767.00 | 8,657.00 | 8,657.00 |
| 800.804 - Web Site Reimbursement | | 943.00 | 1,235.00 | 1,235.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 25 - Cost allocation Total | 25,310.00 | 43,450.00 | 76,582.00 | 63,622.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 24,666.51 | 0.00 | 15,000.00 | 0.00 |
| 900.905 - Facility Improvements | 60,748.99 | 2,385.17 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 85,415.50 | 2,385.17 | 15,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.912 - Awning- SVC CTR | | 7,800.00 | 0.00 | 0.00 |
| 900.913 - Roll Up Door | | 2,559.29 | 0.00 | 0.00 |
| 900.914 - Camera Coverage Expand | | 5,558.50 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 143,000.00 |
| 31 - Special projects Total | | 15,917.79 | 0.00 | 143,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 13,348.00 | 11,391.00 |
| 35 - Contingencies Total | | 0.00 | 13,348.00 | 11,391.00 |
| 829 Bldg Maint Service Center Total | 306,351.33 | 255,836.39 | 331,568.00 | 428,142.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

QUINLAN COMMUNITY CENTER

Budget Unit 100-87-830

General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 369,982 |
| Fund Balance | | - |
| | General Fund Costs | \$ 369,982 |
| Total Staffing | | 0.80 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$369,982 be approved for the Quinlan Community Center Program. This represents an increase of \$29,795 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special project costs prioritized for this fiscal year.

This budget is funded from a \$369,982 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--------------------------------|-----------------------|-----------------|-----------------------|--|
| Bollard Replacement | \$ 2,500 | \$ 2,500 | General Fund | Replace damaged bollards |
| Mirrors Replacement | \$7,000 | \$7,000 | General Fund | Replace mirrors in the Bathrooms and Dance Room |
| Cupertino Room Painting | \$10,000 | \$10,000 | General Fund | Cupertino Room Painting |
| Windows Replacement | \$10,000 | \$10,000 | General Fund | Window upgrade/replacement due to broken/cracked/leaking windows |
| TOTAL | \$ 29,500 | \$29,500 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Quinlan Community Center

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 59,321 | 40,885 | 53,833 | 56,518 |
| Employee Benefits | 29,049 | 19,279 | 28,156 | 31,096 |
| Materials | 114,670 | 112,820 | 108,116 | 135,442 |
| Contract Services | 70,032 | 85,958 | 82,528 | 85,000 |
| Appropriations for Contingency | - | - | 19,064 | 21,546 |
| Cost Allocation | 8,820 | 10,409 | 10,990 | 10,880 |
| Capital Outlay | 17,843 | 32,000 | 37,500 | - |
| Special Projects | - | - | - | 29,500 |
| TOTAL EXPENDITURES | \$ 299,735 | \$ 301,350 | \$ 340,187 | \$ 369,982 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 299,735 | \$ 301,350 | \$ 340,187 | \$ 369,982 |

STAFFING

Total current authorized positions – .70

Increase one Maintenance Worker I/II time by 10% to appropriately reflect program support functions.

Total authorized positions – .80

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 830 Bldg Maint Quinlan Center | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 58,082.64 | 39,320.77 | 53,461.00 | 54,370.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 1,237.65 | 1,563.91 | 0.00 | 1,500.00 |
| 500.507 - Taxable Life Premium | | | 372.00 | 648.00 |
| 05 - Employee compensation Total | 59,320.29 | 40,884.68 | 53,833.00 | 56,518.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 15,153.01 | 9,953.96 | 14,642.00 | 15,345.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 23.32 | 0.00 | 8.00 |
| 501.505 - Health Insurance | 6,445.58 | 4,364.18 | 6,509.00 | 6,250.00 |
| 501.506 - Dental Insurance | 1,193.13 | 744.23 | 1,098.00 | 1,192.00 |
| 501.507 - Medicare | 859.48 | 603.47 | 776.00 | 781.00 |
| 501.508 - Life Insurance | 573.14 | 367.45 | 400.00 | 457.00 |
| 501.509 - Long Term Disability | 327.20 | 220.73 | 370.00 | 386.00 |
| 501.510 - Workers Compensation | 4,354.54 | 2,893.67 | 2,863.00 | 4,969.00 |
| 501.511 - Vision Insurance | 142.60 | 105.61 | 127.00 | 143.00 |
| 501.516 - Hra City Contribution | | 2.50 | 1,371.00 | 1,565.00 |
| 10 - Employee benefits Total | 29,048.68 | 19,279.12 | 28,156.00 | 31,096.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 5,647.05 | 592.96 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 7,641.55 | 9,357.00 | 20,000.00 |
| 600.618 - Utilities and Phone | 9,734.19 | 14,924.03 | 11,173.00 | 26,250.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 89,710.30 | 79,102.48 | 73,766.00 | 78,397.00 |
| 600.620 - Gas Service | 9,578.11 | 10,521.65 | 13,703.00 | 10,738.00 |
| 600.632 - Mileage Reimbursement | 0.00 | 37.65 | 117.00 | 57.00 |
| 15 - Materials Total | 114,669.65 | 112,820.32 | 108,116.00 | 135,442.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 69,835.58 | 85,351.35 | 78,052.00 | 85,000.00 |
| 700.703 - Maintenance of Equipment | 196.12 | 606.32 | 4,476.00 | 0.00 |
| 20 - Contract services Total | 70,031.70 | 85,957.67 | 82,528.00 | 85,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 3,320.00 | 2,700.00 | 2,210.00 | 2,100.00 |
| 800.802 - IT Reimbursement | 5,500.00 | 6,766.00 | 7,684.00 | 7,684.00 |
| 800.804 - Web Site Reimbursement | | 943.00 | 1,096.00 | 1,096.00 |
| 25 - Cost allocation Total | 8,820.00 | 10,409.00 | 10,990.00 | 10,880.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 6,683.29 | 32,000.00 | 37,500.00 | 0.00 |
| 900.905 - Facility Improvements | 11,159.50 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 17,842.79 | 32,000.00 | 37,500.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 29,500.00 |
| 31 - Special projects Total | | | | 29,500.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 19,064.00 | 21,546.00 |
| 35 - Contingencies Total | | 0.00 | 19,064.00 | 21,546.00 |
| 830 Bldg Maint Quinlan Center Total | 299,733.11 | 301,350.79 | 340,187.00 | 369,982.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

SENIOR CENTER

Budget Unit 100-87-831

General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 224,873 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 224,873 |
| Total Staffing | | 0.80 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$224,873 be approved for the Senior Center Program. This represents a decrease of \$51,146 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to reduced capital outlay costs prioritized for last fiscal year.

This budget is funded from a \$224,873 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|---------------------|-----------------|-----------------|----------------|--------------------------|
| Bollard Replacement | \$ 5,000 | \$ 5,000 | General Fund | Replace damaged bollards |
| TOTAL | \$ 5,000 | \$ 5,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Senior Center

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 54,367 | 59,117 | 60,627 | 56,334 |
| Employee Benefits | 26,638 | 27,861 | 31,268 | 30,480 |
| Materials | 54,513 | 51,646 | 50,896 | 57,190 |
| Contract Services | 52,710 | 50,222 | 56,588 | 55,000 |
| Appropriations for Contingency | - | - | 10,748 | 10,977 |
| Cost Allocation | 4,900 | 7,709 | 9,892 | 9,892 |
| Capital Outlay | 45,162 | - | 56,000 | - |
| Special Projects | - | - | - | 5,000 |
| TOTAL EXPENDITURES | \$ 238,290 | \$ 196,555 | \$ 276,019 | \$ 224,873 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 238,290 | \$ 196,555 | \$ 276,019 | \$ 224,873 |

STAFFING

Total current authorized positions – .80

There are no changes to the current level of staffing.

Total authorized positions – .80

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 831 Bldg Maint Senior Center | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 53,977.91 | 58,558.77 | 58,908.00 | 54,370.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 388.95 | 558.45 | 800.00 | 800.00 |
| 500.507 - Taxable Life Premium | | | 919.00 | 1,164.00 |
| 05 - Employee compensation Total | 54,366.86 | 59,117.22 | 60,627.00 | 56,334.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 13,672.17 | 14,753.13 | 16,277.00 | 15,345.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 30.22 | 0.00 | 10.00 |
| 501.505 - Health Insurance | 6,252.25 | 7,066.75 | 7,438.00 | 6,250.00 |
| 501.506 - Dental Insurance | 1,036.18 | 1,190.29 | 1,254.00 | 1,192.00 |
| 501.507 - Medicare | 790.83 | 858.19 | 854.00 | 781.00 |
| 501.508 - Life Insurance | 501.55 | 570.24 | 457.00 | 457.00 |
| 501.509 - Long Term Disability | 294.56 | 325.45 | 414.00 | 386.00 |
| 501.510 - Workers Compensation | 3,965.12 | 2,893.67 | 2,863.00 | 4,351.00 |
| 501.511 - Vision Insurance | 124.90 | 170.11 | 146.00 | 143.00 |
| 501.516 - Hra City Contribution | | 2.50 | 1,565.00 | 1,565.00 |
| 10 - Employee benefits Total | 26,637.56 | 27,860.55 | 31,268.00 | 30,480.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 3,239.54 | 41.31 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 2,843.49 | 2,249.00 | 4,000.00 |
| 600.618 - Utilities and Phone | 15,238.37 | 16,527.57 | 18,245.00 | 21,000.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 31,578.07 | 31,021.70 | 27,705.00 | 29,835.00 |
| 600.620 - Gas Service | 4,456.96 | 1,212.23 | 2,697.00 | 2,355.00 |
| 15 - Materials Total | 54,512.94 | 51,646.30 | 50,896.00 | 57,190.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | 48,939.35 | 49,587.66 | 51,592.00 | 55,000.00 |

| | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| Agreement | | | | |
| 700.703 - Maintenance of Equipment | 3,771.22 | 634.62 | 4,996.00 | 0.00 |
| 20 - Contract services Total | 52,710.57 | 50,222.28 | 56,588.00 | 55,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 |
| 800.802 - IT Reimbursement | 4,900.00 | 6,766.00 | 8,657.00 | 8,657.00 |
| 800.804 - Web Site Reimbursement | | 943.00 | 1,235.00 | 1,235.00 |
| 25 - Cost allocation Total | 4,900.00 | 7,709.00 | 9,892.00 | 9,892.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 45,162.00 | 0.00 | 56,000.00 | 0.00 |
| 900.905 - Facility Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 45,162.00 | 0.00 | 56,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 5,000.00 |
| 31 - Special projects Total | | | | 5,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 10,748.00 | 10,977.00 |
| 35 - Contingencies Total | | 0.00 | 10,748.00 | 10,977.00 |
| 831 Bldg Maint Senior Center Total | 238,289.93 | 196,555.35 | 276,019.00 | 224,873.00 |

Fiscal Year 2015-2016

PUBLIC RESOURCES

Public Ways

FACILITIES-

MCCLELLAN RANCH

Budget Unit 100-87-832

General Fund

BUDGET AT A GLANCE

| | | |
|--------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 169,204 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 169,204 |
| Total Staffing | | 0.60 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$169,204 be approved for the McClellan Ranch Program. This represents an increase of \$52,822 over the FY 2014-15 Final Adopted Budget. The increase is attributed this fiscal year special projects, as well as the addition of part time staff to perform facility maintenance and added janitorial service at the new Environmental Education Center (EEC.)

This budget is funded from \$ in estimated department revenue and a \$169,204 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|----------------------------|----------------|----------|----------------|--|
| Miscellaneous Improvements | \$50,000 | \$50,000 | General Fund | Miscellaneous ADA and building preservation improvements |
| TOTAL | \$50,000 | \$50,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - McClellan Ranch

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | 11,000 | 10,000 | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 11,000 | \$ 10,000 | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 22,558 | 37,261 | 56,399 | 42,363 |
| Employee Benefits | 10,589 | 16,584 | 16,148 | 21,429 |
| Materials | 15,664 | 11,337 | 14,968 | 25,467 |
| Contract Services | 12,105 | 9,962 | 19,931 | 20,000 |
| Appropriations for Contingency | - | - | 3,490 | 4,499 |
| Cost Allocation | 2,100 | 4,688 | 5,446 | 5,446 |
| Capital Outlay | 14,083 | 6,716 | - | - |
| Special Projects | - | - | - | 50,000 |
| TOTAL EXPENDITURES | \$ 77,099 | \$ 86,548 | \$ 116,382 | \$ 169,204 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 77,099 | \$ 75,548 | \$ 106,382 | \$ 169,204 |

STAFFING

Total current authorized positions – .40

Staffing to increase by 0.2FTEfor expanded functions of one Maintenance Worker I/II.

Total authorized positions – .60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 832 Bldg Maint McClellan Ranc | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 22,176.06 | 37,055.81 | 31,586.00 | 41,367.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 24,176.00 | 0.00 |
| 500.505 - Overtime | 382.40 | 205.05 | 400.00 | 600.00 |
| 500.507 - Taxable Life Premium | | | 237.00 | 396.00 |
| 05 - Employee compensation Total | 22,558.46 | 37,260.86 | 56,399.00 | 42,363.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 5,851.81 | 9,422.71 | 8,602.00 | 11,181.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 26.31 | 0.00 | 9.00 |
| 501.505 - Health Insurance | 2,323.42 | 3,799.56 | 3,720.00 | 5,019.00 |
| 501.506 - Dental Insurance | 407.26 | 709.93 | 628.00 | 879.00 |
| 501.507 - Medicare | 331.86 | 537.35 | 459.00 | 594.00 |
| 501.508 - Life Insurance | 214.97 | 352.00 | 234.00 | 319.00 |
| 501.509 - Long Term Disability | 120.24 | 200.96 | 218.00 | 290.00 |
| 501.510 - Workers Compensation | 1,285.98 | 1,431.00 | 1,431.00 | 1,856.00 |
| 501.511 - Vision Insurance | 53.55 | 101.76 | 72.00 | 108.00 |
| 501.516 - Hra City Contribution | | 2.50 | 784.00 | 1,174.00 |
| 10 - Employee benefits Total | 10,589.09 | 16,584.08 | 16,148.00 | 21,429.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 3,010.37 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 1,249.30 | 2,351.00 | 8,000.00 |
| 600.618 - Utilities and Phone | 6,043.55 | 5,995.03 | 5,916.00 | 6,491.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 3,992.29 | 3,460.50 | 2,923.00 | 3,435.00 |
| 600.620 - Gas Service | 788.45 | 632.12 | 894.00 | 716.00 |
| 600.621 - Calrecylce City Payment | | | | |
| Prgm Adm | | | 825.00 | 825.00 |

| | | | | |
|--|------------------|------------------|-------------------|-------------------|
| 600.633 - Simms House | 1,831.48 | 0.00 | 2,059.00 | 6,000.00 |
| 15 - Materials Total | 15,666.14 | 11,336.95 | 14,968.00 | 25,467.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 11,339.10 | 9,793.02 | 19,238.00 | 20,000.00 |
| 700.703 - Maintenance of Equipment | 765.60 | 169.16 | 693.00 | 0.00 |
| 20 - Contract services Total | 12,104.70 | 9,962.18 | 19,931.00 | 20,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 2,100.00 | 4,216.00 | 4,766.00 | 4,766.00 |
| 800.804 - Web Site Reimbursement | | 472.00 | 680.00 | 680.00 |
| 25 - Cost allocation Total | 2,100.00 | 4,688.00 | 5,446.00 | 5,446.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 14,082.97 | 569.25 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 14,082.97 | 569.25 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.915 - Lighting Upgrd Autohahn | | 6,146.98 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 50,000.00 |
| 31 - Special projects Total | | 6,146.98 | 0.00 | 50,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 3,490.00 | 4,499.00 |
| 35 - Contingencies Total | | 0.00 | 3,490.00 | 4,499.00 |
| 832 Bldg Maint McClellan Ranc Total | 77,101.36 | 86,548.30 | 116,382.00 | 169,204.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

MONTA VISTA

Budget Unit 100-87-833

General Fund

BUDGET AT A GLANCE

| | | |
|--------------------|--------------------------|------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 138,390 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 138,390 |
| Total Staffing | | 0.40 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$138,390 be approved for the Monta Vista Program. This represents an increase of \$11,915 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by an increase in special projects.

This budget is funded from a \$138,390 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|------------------|------------------|----------------|---|
| Monta Vista Wall Insulation installation | \$ 15,000 | \$ 15,000 | General Fund | Install wall insulation for energy efficiency |
| TOTAL | \$ 15,000 | \$ 15,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Monta Vista

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 36,624 | 36,787 | 32,347 | 30,532 |
| Employee Benefits | 17,769 | 16,693 | 16,237 | 17,112 |
| Materials | 24,816 | 24,207 | 22,402 | 29,000 |
| Contract Services | 24,385 | 24,921 | 34,366 | 35,000 |
| Appropriations for Contingency | - | - | 5,677 | 6,300 |
| Cost Allocation | 3,400 | 4,688 | 5,446 | 5,446 |
| Capital Outlay | 11,626 | 29,276 | 10,000 | - |
| Special Projects | - | - | - | 15,000 |
| TOTAL EXPENDITURES | \$ 118,620 | \$ 136,572 | \$ 126,475 | \$ 138,390 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 118,620 | \$ 136,572 | \$ 126,475 | \$ 138,390 |

STAFFING

Total current authorized positions – .40

There are no changes to the current level of staffing.

Total authorized positions – .40

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 833 Bldg Maint Monta Vista Ct | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 36,128.88 | 36,333.76 | 31,431.00 | 29,536.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 494.98 | 453.27 | 600.00 | 600.00 |
| 500.507 - Taxable Life Premium | | | 316.00 | 396.00 |
| 05 - Employee compensation Total | 36,623.86 | 36,787.03 | 32,347.00 | 30,532.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 9,405.26 | 9,260.49 | 8,693.00 | 8,338.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 23.32 | 0.00 | 8.00 |
| 501.505 - Health Insurance | 3,988.29 | 4,049.92 | 3,719.00 | 3,365.00 |
| 501.506 - Dental Insurance | 721.20 | 723.25 | 627.00 | 566.00 |
| 501.507 - Medicare | 537.94 | 540.62 | 456.00 | 424.00 |
| 501.508 - Life Insurance | 357.99 | 357.96 | 235.00 | 236.00 |
| 501.509 - Long Term Disability | 199.76 | 200.58 | 220.00 | 208.00 |
| 501.510 - Workers Compensation | 2,470.35 | 1,431.00 | 1,431.00 | 3,113.00 |
| 501.511 - Vision Insurance | 89.13 | 103.17 | 73.00 | 72.00 |
| 501.516 - Hra City Contribution | | 2.50 | 783.00 | 782.00 |
| 10 - Employee benefits Total | 17,769.92 | 16,692.81 | 16,237.00 | 17,112.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 4,678.63 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 4,819.49 | 5,193.00 | 5,000.00 |
| 600.618 - Utilities and Phone | 3,296.75 | 3,440.36 | 3,219.00 | 6,300.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 15,116.02 | 14,051.98 | 11,522.00 | 14,700.00 |
| 600.620 - Gas Service | 1,725.30 | 1,895.26 | 2,468.00 | 3,000.00 |
| 15 - Materials Total | 24,816.70 | 24,207.09 | 22,402.00 | 29,000.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 24,384.63 | 24,921.17 | 34,071.00 | 35,000.00 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| 700.703 - Maintenance of Equipment | 0.00 | 0.00 | 295.00 | 0.00 |
| 20 - Contract services Total | 24,384.63 | 24,921.17 | 34,366.00 | 35,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 3,400.00 | 4,216.00 | 4,766.00 | 4,766.00 |
| 800.804 - Web Site Reimbursement | | 472.00 | 680.00 | 680.00 |
| 25 - Cost allocation Total | 3,400.00 | 4,688.00 | 5,446.00 | 5,446.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 11,626.45 | 0.00 | 10,000.00 | 0.00 |
| 30 - Capital outlays Total | 11,626.45 | 0.00 | 10,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.916 - MV Sewer/Window Upgrd | | 29,276.20 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 15,000.00 |
| 31 - Special projects Total | | 29,276.20 | 0.00 | 15,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 5,677.00 | 6,300.00 |
| 35 - Contingencies Total | | 0.00 | 5,677.00 | 6,300.00 |
| 833 Bldg Maint Monta Vista Ct Total | 118,621.56 | 136,572.30 | 126,475.00 | 138,390.00 |



PUBLIC RESOURCES

Public Ways

**FACILITIES-
WILSON**

Budget Unit 100-87-834
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|-----------|
| Total Revenue | | \$ - |
| Total Expenditures | | 54,262 |
| Fund Balance | | - |
| | | - |
| | General Fund Costs | \$ 54,262 |
| Total Staffing | | 0.20 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$54,262 be approved for the Wilson Program Budget. This represents an increase of \$11,724 over the FY 2014-15 Final Adopted Budget due primarily to an increase in materials and contract services costs.

This budget is funded from a \$54,262 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Wilson

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|------------------|----------------------|------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 14,391 | 8,229 | 15,249 | 16,697 |
| Employee Benefits | 7,407 | 4,239 | 7,784 | 9,128 |
| Materials | 12,093 | 11,334 | 9,047 | 12,970 |
| Contract Services | 3,728 | 4,229 | 5,756 | 10,000 |
| Appropriations for Contingency | - | - | 1,480 | 2,245 |
| Cost Allocation | 1,300 | 3,178 | 3,222 | 3,222 |
| Capital Outlay | 1,256 | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 40,175 | \$ 31,209 | \$ 42,538 | \$ 54,262 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 40,175 | \$ 31,209 | \$ 42,538 | \$ 54,262 |

STAFFING

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total authorized positions – .20

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 834 Bldg Maint Wilson | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 14,259.96 | 8,223.23 | 15,101.00 | 16,549.00 |
| 500.505 - Overtime | 131.43 | 5.58 | 100.00 | 100.00 |
| 500.507 - Taxable Life Premium | | | 48.00 | 48.00 |
| 05 - Employee compensation Total | 14,391.39 | 8,228.81 | 15,249.00 | 16,697.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 3,702.37 | 2,059.93 | 4,036.00 | 4,699.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 5.24 | 0.00 | 2.00 |
| 501.505 - Health Insurance | 1,713.77 | 1,003.14 | 1,860.00 | 1,955.00 |
| 501.506 - Dental Insurance | 314.31 | 164.37 | 314.00 | 313.00 |
| 501.507 - Medicare | 207.49 | 119.32 | 219.00 | 238.00 |
| 501.508 - Life Insurance | 143.21 | 74.66 | 110.00 | 139.00 |
| 501.509 - Long Term Disability | 82.38 | 48.52 | 102.00 | 118.00 |
| 501.510 - Workers Compensation | 1,208.70 | 745.67 | 715.00 | 1,237.00 |
| 501.511 - Vision Insurance | 35.68 | 18.59 | 36.00 | 36.00 |
| 501.516 - Hra City Contribution | | | 392.00 | 391.00 |
| 10 - Employee benefits Total | 7,407.91 | 4,239.44 | 7,784.00 | 9,128.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,515.95 | 54.89 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 1,079.94 | 1,208.00 | 1,500.00 |
| 600.618 - Utilities and Phone | 2,598.17 | 3,576.76 | 2,514.00 | 4,200.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 7,718.16 | 6,335.87 | 4,800.00 | 6,825.00 |
| 600.620 - Gas Service | 260.50 | 286.18 | 525.00 | 445.00 |
| 15 - Materials Total | 12,092.78 | 11,333.64 | 9,047.00 | 12,970.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 3,728.00 | 4,228.60 | 5,726.00 | 10,000.00 |
| 700.703 - Maintenance of Equipment | 0.00 | 0.00 | 30.00 | 0.00 |
| 20 - Contract services Total | 3,728.00 | 4,228.60 | 5,756.00 | 10,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 1,300.00 | 2,942.00 | 2,820.00 | 2,820.00 |
| 800.804 - Web Site Reimbursement | | 236.00 | 402.00 | 402.00 |
| 25 - Cost allocation Total | 1,300.00 | 3,178.00 | 3,222.00 | 3,222.00 |
| 30 - Capital outlays | | | | |

| | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|
| 900.904 - Non Recur Facility MGT | 1,255.78 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 1,255.78 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 1,480.00 | 2,245.00 |
| 35 - Contingencies Total | | 0.00 | 1,480.00 | 2,245.00 |
| 834 Bldg Maint Wilson Total | 40,175.86 | 31,208.49 | 42,538.00 | 54,262.00 |



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 PORTAL**

Budget Unit 100-87-835
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|-----------|
| Total Revenue | | \$ - |
| Total Expenditures | | 30,799 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 30,799 |
| Total Staffing | | 0.10 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$30,799 be approved for the Portal Program. This represents an increase of \$654 over the FY 2014-15 Final Adopted Budget.

This budget is funded from a \$30,799 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Portal

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|------------------|----------------------|------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 5,028 | 5,264 | 8,041 | 8,298 |
| Employee Benefits | 2,818 | 2,830 | 4,100 | 4,567 |
| Materials | 7,313 | 3,889 | 6,165 | 6,153 |
| Contract Services | 5,400 | 5,719 | 8,281 | 8,251 |
| Appropriations for Contingency | - | - | 1,445 | 1,417 |
| Cost Allocation | 500 | 2,422 | 2,113 | 2,113 |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 21,059 | \$ 20,124 | \$ 30,145 | \$ 30,799 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 21,059 | \$ 20,124 | \$ 30,145 | \$ 30,799 |

STAFFING

Total current authorized positions – .10

There are no recommended changes to staffing.

Total authorized positions – .10

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 835 Bldg Maint Portal | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 4,976.02 | 5,264.27 | 8,017.00 | 8,274.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 52.16 | 0.00 | 0.00 | 0.00 |
| 500.507 - Taxable Life Premium | | | 24.00 | 24.00 |
| 05 - Employee compensation Total | 5,028.18 | 5,264.27 | 8,041.00 | 8,298.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 1,305.60 | 1,359.94 | 2,215.00 | 2,350.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 5.25 | 0.00 | 2.00 |
| 501.505 - Health Insurance | 740.28 | 752.21 | 930.00 | 978.00 |
| 501.506 - Dental Insurance | 156.85 | 156.75 | 157.00 | 157.00 |
| 501.507 - Medicare | 74.62 | 78.21 | 116.00 | 119.00 |
| 501.508 - Life Insurance | 71.48 | 71.21 | 55.00 | 69.00 |
| 501.509 - Long Term Disability | 29.21 | 31.16 | 55.00 | 59.00 |
| 501.510 - Workers Compensation | 422.19 | 357.97 | 358.00 | 619.00 |
| 501.511 - Vision Insurance | 17.82 | 17.73 | 18.00 | 18.00 |
| 501.516 - Hra City Contribution | | | 196.00 | 196.00 |
| 10 - Employee benefits Total | 2,818.05 | 2,830.43 | 4,100.00 | 4,567.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,542.14 | 0.00 | 0.00 | 679.00 |
| 600.613 - General Supplies | | 301.98 | 867.00 | 302.00 |
| 600.618 - Utilities and Phone | 5,492.44 | 3,281.37 | 4,900.00 | 4,860.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 0.00 | 0.00 | 0.00 | 0.00 |
| 600.620 - Gas Service | 278.41 | 305.87 | 398.00 | 312.00 |
| 15 - Materials Total | 7,312.99 | 3,889.22 | 6,165.00 | 6,153.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 5,400.00 | 5,718.70 | 8,251.00 | 8,251.00 |
| 700.703 - Maintenance of Equipment | 0.00 | 0.00 | 30.00 | 0.00 |
| 20 - Contract services Total | 5,400.00 | 5,718.70 | 8,281.00 | 8,251.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 500.00 | 2,304.00 | 1,849.00 | 1,849.00 |
| 800.804 - Web Site Reimbursement | | 118.00 | 264.00 | 264.00 |
| 25 - Cost allocation Total | 500.00 | 2,422.00 | 2,113.00 | 2,113.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |

| | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 1,445.00 | 1,417.00 |
| 35 - Contingencies Total | | 0.00 | 1,445.00 | 1,417.00 |
| 835 Bldg Maint Portal Total | 21,059.22 | 20,124.62 | 30,145.00 | 30,799.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

SPORTS CENTER

Budget Unit 570-87-836

General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 411,710 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 411,710 |
| Total Staffing | | 0.75 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$411,710 be approved for the Sports Center Program. This represents an increase of \$47,462 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to special projects prioritized for this fiscal year, coupled with utility expenditures projected to significantly rise.

This budget is funded from a \$411,710 in fund balance.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|---------------------------------|-----------------------|------------------|-------------------------------|---|
| CCTV Cameras | \$ 40,000 | \$ 40,000 | Recreation Enterprise Fund | Upgrades to existing security system and installation of additional cameras |
| Lobby Carpet Replacement | \$5,000 | \$5,000 | Recreation Enterprise Fund | Lobby Carpet Replacement |
| Pre-filters HVAC | \$2,000 | \$2,000 | Recreation Enterprise Fund | Pre-filters HVAC |
| Sanding Gym Floor | \$15,000 | \$15,000 | Recreation Enterprise Fund | Sanding Gym Floor |
| TOTAL | \$ 62,000 | \$ 62,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Cupertino Sports Center

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|-----------------------------|------------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE \$ | - \$ | - \$ | - \$ | - \$ |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 45,495 | 61,549 | 61,684 | 64,430 |
| Employee Benefits | 21,784 | 27,436 | 30,669 | 32,502 |
| Materials | 113,275 | 98,739 | 90,397 | 134,200 |
| Contract Services | 40,976 | 39,423 | 59,573 | 60,000 |
| Appropriations for Contingency | - | - | 17,997 | 19,420 |
| Cost Allocation & Depreciation | 24,406 | 66,510 | 90,428 | 84,158 |
| Capital Outlay | 17,588 | - | 13,500 | - |
| Special Projects | - | - | - | 17,000 |
| TOTAL EXPENDITURES \$ | \$ 263,524 | \$ 293,657 | \$ 364,248 | \$ 411,710 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 263,524 | \$ 293,657 | \$ 364,248 | \$ 411,710 |

STAFFING

Total current authorized positions – .75

There are no changes to the current level of staffing.

Total authorized positions – .75

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 836 Bldg Maint Sports Center | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 44,266.67 | 60,324.92 | 59,759.00 | 62,514.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 1,227.51 | 1,224.21 | 1,500.00 | 1,500.00 |
| 500.507 - Taxable Life Premium | | | 425.00 | 416.00 |
| 05 - Employee compensation Total | 45,494.18 | 61,549.13 | 61,684.00 | 64,430.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 11,466.69 | 15,232.71 | 16,519.00 | 17,726.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 39.78 | 0.00 | 13.00 |
| 501.505 - Health Insurance | 4,986.96 | 6,447.32 | 6,974.00 | 6,787.00 |
| 501.506 - Dental Insurance | 800.82 | 1,105.37 | 1,176.00 | 1,114.00 |
| 501.507 - Medicare | 598.04 | 822.01 | 868.00 | 897.00 |
| 501.508 - Life Insurance | 393.84 | 531.15 | 428.00 | 499.00 |
| 501.509 - Long Term Disability | 245.33 | 332.36 | 415.00 | 442.00 |
| 501.510 - Workers Compensation | 3,194.02 | 2,776.17 | 2,684.00 | 3,423.00 |
| 501.511 - Vision Insurance | 97.92 | 146.18 | 136.00 | 134.00 |
| 501.516 - Hra City Contribution | | 2.46 | 1,469.00 | 1,467.00 |
| 10 - Employee benefits Total | 21,783.62 | 27,435.51 | 30,669.00 | 32,502.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 12,511.62 | 15.86 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 4,104.46 | 10,000.00 | 10,000.00 |
| 600.618 - Utilities and Phone | 18,718.54 | 17,979.46 | 12,666.00 | 44,100.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 79,129.85 | 73,437.60 | 63,907.00 | 75,600.00 |
| 600.620 - Gas Service | 2,914.70 | 3,201.86 | 3,824.00 | 4,500.00 |
| 15 - Materials Total | 113,274.71 | 98,739.24 | 90,397.00 | 134,200.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 35,445.80 | 39,422.52 | 53,573.00 | 60,000.00 |
| 700.703 - Maintenance of Equipment | 5,530.00 | 0.00 | 6,000.00 | 0.00 |

| | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| 20 - Contract services Total | 40,975.80 | 39,422.52 | 59,573.00 | 60,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment Reimbursement | | | | 2,480.00 |
| 800.802 - IT Reimbursement | 4,100.00 | 6,367.00 | 8,171.00 | 8,171.00 |
| 800.803 - City Channel Reimb | | 4,993.00 | 3,635.00 | 3,635.00 |
| 800.804 - Web Site Reimbursement | | 884.00 | 1,165.00 | 1,165.00 |
| 800.805 - CC CAP Allocation | | 4,246.00 | 5,092.00 | 5,092.00 |
| 800.806 - CM CAP Allocation | | 4,509.00 | 10,624.00 | 10,624.00 |
| 800.807 - ENV Affairs CAP Allo | | 1,431.00 | 2,976.00 | 2,976.00 |
| 800.808 - ECON Dev CAP Allo | | 1,095.00 | 2,854.00 | 2,854.00 |
| 800.809 - City Clerk CAP Alloc | | 3,203.00 | 2,986.00 | 2,986.00 |
| 800.811 - Public Affairs CAP Alloc | | 3,046.00 | 5,183.00 | 5,183.00 |
| 800.812 - Disaster PREP CAP Alloc | | 1,029.00 | 899.00 | 899.00 |
| 800.813 - Admin Serv CAP Allocation | | 3,435.00 | 5,145.00 | 5,145.00 |
| 800.814 - Finance CAP Alloc | | 6,512.00 | 12,404.00 | 12,404.00 |
| 800.815 - Human resources CAP Alloc | | 2,094.00 | 2,094.00 | 2,094.00 |
| 25 - Cost allocation Total | 4,100.00 | 42,844.00 | 63,228.00 | 65,708.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 17,076.22 | 0.00 | 13,500.00 | 0.00 |
| 900.905 - Facility Improvements | 511.51 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 17,587.73 | 0.00 | 13,500.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.945 - Fixed Asset Acquisition | | | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 17,000.00 |
| 31 - Special projects Total | | | 0.00 | 17,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 17,997.00 | 19,420.00 |
| 35 - Contingencies Total | | 0.00 | 17,997.00 | 19,420.00 |
| 50 - Other financing uses | | | | |
| 800.904 - Depreciation Expenses | 20,305.53 | 23,666.07 | 27,200.00 | 18,450.00 |
| 50 - Other financing uses Total | 20,305.53 | 23,666.07 | 27,200.00 | 18,450.00 |
| 836 Bldg Maint Sports Center Total | 263,521.57 | 293,656.47 | 364,248.00 | 411,710.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

CREEKSIDE PARK

Budget Unit 100-87-837

General Fund

BUDGET AT A GLANCE

| | | | |
|--------------------|--------------------------|----|--------|
| Total Revenue | | \$ | - |
| Total Expenditures | | | 74,729 |
| Fund Balance | | | - |
| | General Fund Costs | \$ | 74,729 |
| Total Staffing | | | 0.20 |
| | % Funded by General Fund | | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$74,729 be approved for the Creekside Park Program. This represents an increase of \$19,503 over the FY 2014-15 Final Adopted Budget. The increase is driven primarily by the special projected identified below.

This budget is funded from a \$74,729 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|-------------------------------|------------------|------------------|----------------|--|
| Replace Air Conditioning Unit | \$ 20,000 | \$ 20,000 | General Fund | Replacement of failing Air Conditioning Unit |
| TOTAL | \$ 20,000 | \$ 20,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Creekside Park

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 18,276 | 17,265 | 18,107 | 17,597 |
| Employee Benefits | 8,055 | 7,644 | 8,594 | 9,064 |
| Materials | 12,827 | 11,017 | 11,187 | 12,536 |
| Contract Services | 5,262 | 10,636 | 6,259 | 10,000 |
| Appropriations for Contingency | - | - | 1,745 | 2,198 |
| Cost Allocation | 1,700 | 3,178 | 3,334 | 3,334 |
| Capital Outlay | 1,355 | - | 6,000 | - |
| Special Projects | - | - | - | 20,000 |
| TOTAL EXPENDITURES | \$ 47,475 | \$ 49,740 | \$ 55,226 | \$ 74,729 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 47,475 | \$ 49,740 | \$ 55,226 | \$ 74,729 |

STAFFING

Total current authorized positions – .20

There are no changes to the current level of staffing.

Total authorized positions – .20

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 837 Bldg Maint Creekside | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 17,735.90 | 16,892.47 | 17,728.00 | 17,118.00 |
| 500.505 - Overtime | 540.21 | 372.88 | 300.00 | 400.00 |
| 500.507 - Taxable Life Premium | | | 79.00 | 79.00 |
| 05 - Employee compensation Total | 18,276.11 | 17,265.35 | 18,107.00 | 17,597.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 4,558.05 | 4,355.03 | 4,776.00 | 4,835.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 7.60 | 0.00 | 3.00 |
| 501.505 - Health Insurance | 1,766.65 | 1,785.48 | 1,860.00 | 1,820.00 |
| 501.506 - Dental Insurance | 250.74 | 251.35 | 314.00 | 252.00 |
| 501.507 - Medicare | 270.31 | 253.84 | 257.00 | 246.00 |
| 501.508 - Life Insurance | 143.46 | 143.61 | 124.00 | 125.00 |
| 501.509 - Long Term Disability | 91.30 | 88.67 | 120.00 | 119.00 |
| 501.510 - Workers Compensation | 938.97 | 714.97 | 715.00 | 1,237.00 |
| 501.511 - Vision Insurance | 35.87 | 40.46 | 36.00 | 36.00 |
| 501.516 - Hra City Contribution | | 2.50 | 392.00 | 391.00 |
| 10 - Employee benefits Total | 8,055.35 | 7,643.51 | 8,594.00 | 9,064.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 1,394.23 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 583.54 | 889.00 | 900.00 |
| 600.618 - Utilities and Phone | 3,772.56 | 3,979.65 | 3,742.00 | 4,725.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 7,661.20 | 6,454.38 | 6,556.00 | 6,911.00 |
| 15 - Materials Total | 12,827.99 | 11,017.57 | 11,187.00 | 12,536.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 5,262.00 | 10,635.94 | 6,165.00 | 10,000.00 |
| 700.703 - Maintenance of Equipment | 0.00 | 0.00 | 94.00 | 0.00 |

| | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|
| 20 - Contract services Total | 5,262.00 | 10,635.94 | 6,259.00 | 10,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 1,700.00 | 2,942.00 | 2,918.00 | 2,918.00 |
| 800.804 - Web Site Reimbursement | | 236.00 | 416.00 | 416.00 |
| 25 - Cost allocation Total | 1,700.00 | 3,178.00 | 3,334.00 | 3,334.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 1,354.99 | 0.00 | 6,000.00 | 0.00 |
| 30 - Capital outlays Total | 1,354.99 | 0.00 | 6,000.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 20,000.00 |
| 31 - Special projects Total | | | | 20,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 1,745.00 | 2,198.00 |
| 35 - Contingencies Total | | 0.00 | 1,745.00 | 2,198.00 |
| 837 Bldg Maint Creekside Total | 47,476.44 | 49,740.37 | 55,226.00 | 74,729.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-
COMMUNITY HALL MAINTENANCE
Budget Unit 100-87-838
General Fund

| BUDGET AT A GLANCE | | | |
|---------------------------|--------------------------|----|---------|
| Total Revenue | | \$ | - |
| Total Expenditures | | | 242,868 |
| Fund Balance | | | - |
| | General Fund Costs | \$ | 242,868 |
| Total Staffing | | | 0.50 |
| | % Funded by General Fund | | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$242,868 be approved for the Community Hall Maintenance Program. This represents an increase of \$105,008 under the FY 2014-15 Final Adopted Budget. The increase is driven primarily by special projects highlighted below.

This budget is funded from a \$242,868 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|-------------------------|-----------------------|----------------|-----------------------|--|
| Roof Restoration | \$90,000 | \$90,000 | General Fund | Preventative maintenance to extend the life of the existing 10-year-old roof |
| Sand Filter | \$4,500 | \$4,500 | General Fund | Sand Filter |
| UV Lights | \$3,000 | \$3,000 | General Fund | UV Lights |
| TOTAL | \$97,500 | \$97,500 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Community Hall Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | 8,065 | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 8,065 | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 39,476 | 33,527 | 36,460 | 33,844 |
| Employee Benefits | 20,388 | 16,177 | 19,112 | 20,017 |
| Materials | 55,376 | 45,566 | 45,598 | 53,350 |
| Contract Services | 13,604 | 23,361 | 24,157 | 25,000 |
| Appropriations for Contingency | - | - | 6,976 | 7,600 |
| Cost Allocation | 181,300 | 5,443 | 5,557 | 5,557 |
| Capital Outlay | 6,452 | - | - | - |
| Special Projects | - | - | - | 97,500 |
| TOTAL EXPENDITURES | \$ 316,596 | \$ 124,074 | \$ 137,860 | \$ 242,868 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 316,596 | \$ 116,009 | \$ 137,860 | \$ 242,868 |

STAFFING

Total current authorized positions – .50

There are no changes to the current level of staffing.

Total authorized positions – .50

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|-----------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 838 Comm Hall Bldg Maint | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 39,147.48 | 32,991.24 | 35,885.00 | 33,109.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.505 - Overtime | 328.58 | 535.99 | 180.00 | 180.00 |
| 500.507 - Taxable Life Premium | | | 395.00 | 555.00 |
| 05 - Employee compensation Total | 39,476.06 | 33,527.23 | 36,460.00 | 33,844.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 10,332.60 | 8,332.33 | 9,774.00 | 9,356.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 21.56 | 0.00 | 7.00 |
| 501.505 - Health Insurance | 4,443.50 | 3,945.08 | 4,649.00 | 4,068.00 |
| 501.506 - Dental Insurance | 940.91 | 793.51 | 784.00 | 783.00 |
| 501.507 - Medicare | 582.73 | 639.37 | 521.00 | 475.00 |
| 501.508 - Life Insurance | 428.29 | 360.35 | 276.00 | 291.00 |
| 501.509 - Long Term Disability | 231.04 | 192.18 | 249.00 | 237.00 |
| 501.510 - Workers Compensation | 3,321.32 | 1,788.97 | 1,789.00 | 3,732.00 |
| 501.511 - Vision Insurance | 106.78 | 103.80 | 91.00 | 90.00 |
| 501.516 - Hra City Contribution | | | 979.00 | 978.00 |
| 10 - Employee benefits Total | 20,387.17 | 16,177.15 | 19,112.00 | 20,017.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 6,920.82 | 243.62 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 5,165.36 | 4,000.00 | 4,000.00 |
| 600.618 - Utilities and Phone | 13,515.88 | 12,076.89 | 11,845.00 | 15,750.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 34,938.54 | 28,080.35 | 29,753.00 | 33,600.00 |
| 15 - Materials Total | 55,375.24 | 45,566.22 | 45,598.00 | 53,350.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | | | | |
| Agreement | 13,507.00 | 22,248.17 | 22,957.00 | 25,000.00 |
| 700.703 - Maintenance of | | | | |
| Equipment | 96.53 | 1,112.72 | 1,200.00 | 0.00 |
| 20 - Contract services Total | 13,603.53 | 23,360.89 | 24,157.00 | 25,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 181,300.00 | 4,854.00 | 4,863.00 | 4,863.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | 589.00 | 694.00 | 694.00 |
| 25 - Cost allocation Total | 181,300.00 | 5,443.00 | 5,557.00 | 5,557.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 5,366.89 | 0.00 | 0.00 | 0.00 |
| 900.905 - Facility Improvements | 1,084.94 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 6,451.83 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 97,500.00 |

| | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 31 - Special projects Total | | | | 97,500.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 6,976.00 | 7,600.00 |
| 35 - Contingencies Total | | 0.00 | 6,976.00 | 7,600.00 |
| 838 Comm Hall Bldg Maint Total | 316,593.83 | 124,074.49 | 137,860.00 | 242,868.00 |



PUBLIC RESOURCES

Public Ways

**FACILITIES-
 TEEN CENTER BUILDING
 MAINTENANCE**
 Budget Unit 100-87-839
 General Fund

| BUDGET AT A GLANCE | | | |
|---------------------------|--------------------------|----|--------|
| Total Revenue | | \$ | - |
| Total Expenditures | | | 36,813 |
| Fund Balance | | | - |
| <hr/> | | | |
| | General Fund Costs | \$ | 36,813 |
| Total Staffing | | | 0.10 |
| | % Funded by General Fund | | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$36,813 be approved for the Teen Center Building Maintenance Program. This represents an increase of \$5,559 under the FY 2014-15 Final Adopted Budget. The Budget is relatively unchanged since the 2013-14 Final Adopted Budget.

This budget is funded from a \$36,813 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Teen Center Bldg Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|------------------|----------------------|------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 7,823 | 15,442 | 7,184 | 8,498 |
| Employee Benefits | 4,029 | 6,713 | 3,777 | 4,568 |
| Materials | 7,043 | 6,683 | 7,463 | 8,612 |
| Contract Services | 9,090 | 9,383 | 9,974 | 12,000 |
| Appropriations for Contingency | - | - | 1,744 | 2,023 |
| Cost Allocation | 700 | 2,422 | 1,112 | 1,112 |
| Capital Outlay | 200 | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 28,885 | \$ 40,643 | \$ 31,254 | \$ 36,813 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 28,885 | \$ 40,643 | \$ 31,254 | \$ 36,813 |

STAFFING

Total current authorized positions – .10

There are no changes to the current level of staffing.

Total authorized positions – .10

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|-----------------|-----------------|----------------------|-------------------------|
| 839 Teen Center Bldg Maint | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 7,800.70 | 15,339.69 | 6,929.00 | 8,274.00 |
| 500.505 - Overtime | 21.90 | 102.02 | 200.00 | 200.00 |
| 500.507 - Taxable Life Premium | | | 55.00 | 24.00 |
| 05 - Employee compensation Total | 7,822.60 | 15,441.71 | 7,184.00 | 8,498.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 1,995.07 | 3,826.16 | 1,913.00 | 2,350.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 10.49 | 0.00 | 3.00 |
| 501.505 - Health Insurance | 972.30 | 1,696.00 | 930.00 | 978.00 |
| 501.506 - Dental Insurance | 157.20 | 308.58 | 157.00 | 157.00 |
| 501.507 - Medicare | 111.76 | 216.89 | 101.00 | 119.00 |
| 501.508 - Life Insurance | 71.67 | 140.26 | 55.00 | 69.00 |
| 501.509 - Long Term Disability | 44.38 | 85.97 | 49.00 | 59.00 |
| 501.510 - Workers Compensation | 658.43 | 388.67 | 358.00 | 619.00 |
| 501.511 - Vision Insurance | 17.83 | 39.63 | 18.00 | 18.00 |
| 501.516 - Hra City Contribution | | | 196.00 | 196.00 |
| 10 - Employee benefits Total | 4,028.64 | 6,712.65 | 3,777.00 | 4,568.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 150.58 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 13.53 | 222.00 | 500.00 |
| 600.618 - Utilities and Phone | 2,017.08 | 2,146.42 | 1,731.00 | 2,310.00 |
| 600.619 - Advertising and Legal Notices | 4,875.00 | 4,500.00 | 5,164.00 | 5,685.00 |
| 600.620 - Gas Service | 0.00 | 23.15 | 346.00 | 117.00 |
| 15 - Materials Total | 7,042.66 | 6,683.10 | 7,463.00 | 8,612.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service Agreement | 9,090.00 | 9,383.20 | 9,824.00 | 12,000.00 |
| 700.703 - Maintenance of Equipment | 0.00 | 0.00 | 150.00 | 0.00 |
| 20 - Contract services Total | 9,090.00 | 9,383.20 | 9,974.00 | 12,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | 700.00 | 2,304.00 | 973.00 | 973.00 |
| 800.804 - Web Site Reimbursement | | 118.00 | 139.00 | 139.00 |
| 25 - Cost allocation Total | 700.00 | 2,422.00 | 1,112.00 | 1,112.00 |
| 30 - Capital outlays | | | | |
| 900.904 - Non Recur Facility MGT | 200.11 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 200.11 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 1,744.00 | 2,023.00 |

| | | | | |
|---|------------------|------------------|------------------|------------------|
| 35 - Contingencies Total | | 0.00 | 1,744.00 | 2,023.00 |
| 839 Teen Center Bldg Maint Total | 28,884.01 | 40,642.66 | 31,254.00 | 36,813.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-

PARK RESTROOMS

Budget Unit 100-87-840

General Fund

BUDGET AT A GLANCE

| | | |
|--------------------|----|---------------------------------|
| Total Revenue | \$ | - |
| Total Expenditures | | 129,867 |
| Fund Balance | | - |
| | | General Fund Costs \$ 129,867 |
| Total Staffing | | 0.20 |
| | | % Funded by General Fund 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$129,867 be approved for the Park Restrooms Program. This represents an increase of \$48,678 over the FY 2014-15 Final Adopted Budget, attributed to staffing changes to support this program.

This budget is funded from a \$129,867 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Park Restrooms

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------|------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | - | 1,454 | 1,000 | 13,496 |
| Employee Benefits | - | 16 | - | 6,371 |
| Materials | - | 1,112 | 1,000 | 25,000 |
| Contract Services | - | 62,172 | 64,172 | 75,000 |
| Appropriations for Contingency | - | - | 6,517 | 10,000 |
| Cost Allocation | - | - | - | - |
| Capital Outlay | - | 688 | 8,500 | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ - | \$ 65,442 | \$ 81,189 | \$ 129,867 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ - | \$ 65,442 | \$ 81,189 | \$ 129,867 |

STAFFING

Total current authorized positions – 0.00

Increased one Maintenance Worker I/II time by 20% to appropriately reflect time spent in program.

Total authorized positions – 0.20

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|----------------------------|-----------------|-----------------|----------------------|-------------------------|
| 840 Park Bathrooms | | | | |
| 05 - Employee compensation | | | | |

| | | | |
|---------------------------------|------------------|------------------|-------------------|
| 500.501 - Salaries Full Time | | | 12,417.00 |
| 500.505 - Overtime | 1,452.73 | 1,000.00 | 1,000.00 |
| 500.507 - Taxable Life Premium | | | 79.00 |
| 05 - Employee compensation | | | |
| Total | 1,452.73 | 1,000.00 | 13,496.00 |
| 10 - Employee benefits | | | |
| 501.500 - Retirement System | | | 3,503.00 |
| 501.505 - Health Insurance | | | 1,750.00 |
| 501.506 - Dental Insurance | | | 313.00 |
| 501.507 - Medicare | 16.39 | 0.00 | 178.00 |
| 501.508 - Life Insurance | | | 111.00 |
| 501.509 - Long Term Disability | | | 89.00 |
| 501.510 - Workers | | | |
| Compensation | 0.00 | 0.00 | 0.00 |
| 501.511 - Vision Insurance | | | 36.00 |
| 501.516 - Hra City Contribution | | | 391.00 |
| 10 - Employee benefits Total | 16.39 | 0.00 | 6,371.00 |
| 15 - Materials | | | |
| 600.613 - General Supplies | 1,112.13 | 1,000.00 | 25,000.00 |
| 600.618 - Utilities and Phone | | 0.00 | 0.00 |
| 15 - Materials Total | 1,112.13 | 1,000.00 | 25,000.00 |
| 20 - Contract services | | | |
| 700.702 - General Service | | | |
| Agreement | 62,172.30 | 63,672.00 | 75,000.00 |
| 700.703 - Maintenance of | | | |
| Equipment | 0.00 | 500.00 | 0.00 |
| 20 - Contract services Total | 62,172.30 | 64,172.00 | 75,000.00 |
| 30 - Capital outlays | | | |
| 900.904 - Non Recur Facility | | | |
| MGT | | 8,500.00 | 0.00 |
| 30 - Capital outlays Total | | 8,500.00 | 0.00 |
| 31 - Special projects | | | |
| 900.917 - Park Door Jollyman | | | |
| Ranch | 688.21 | 0.00 | 0.00 |
| 900.953 - Sandwich | | | |
| Refrigerator | | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | 0.00 |
| 31 - Special projects Total | 688.21 | 0.00 | 0.00 |
| 35 - Contingencies | | | |
| 719.705 - Contingencies | 0.00 | 6,517.00 | 10,000.00 |
| 35 - Contingencies Total | 0.00 | 6,517.00 | 10,000.00 |
| 840 Park Bathrooms Total | 65,441.76 | 81,189.00 | 129,867.00 |



PUBLIC RESOURCES

Public Ways

FACILITIES-
BLACKBERRY FARM MAINTENANCE
 Budget Unit 100-87-841
 General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 316,094 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 316,094 |
| Total Staffing | | 0.90 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$316,094 be approved for the Blackberry Farm Maintenance Program. This represents an increase of \$105,755 over the FY 2014-15 Final Adopted Budget. The increase is driven by an increase in special projects for this property.

This budget is funded from a \$316,094 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects:

| Special Project | Appropriations | Revenue | Funding Source | Description |
|-------------------|------------------|-----------------|----------------|--|
| Epoxy Floor | \$14,000 | \$14,000 | General Fund | Bathrooms upgrade to keep consistent with other park bathrooms |
| HVAC Swamp Cooler | \$3,000 | \$3,000 | General Fund | HVAC Swamp Cooler |
| Roof Replacement | \$50,000 | \$50,000 | General Fund | Replace original aging roof on the pool buildings |
| Pool Sweep | \$6,000 | \$6,000 | General Fund | Backup in case the existing breaks down |
| TOTAL | \$ 73,000 | \$73,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Blackberry Farm Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 122 | 2,094 | 50,932 | 55,608 |
| Employee Benefits | 6 | 24 | 7,739 | 27,195 |
| Materials | 71,037 | 86,024 | 45,812 | 88,925 |
| Contract Services | 12,565 | 43,160 | 37,774 | 55,000 |
| Appropriations for Contingency | - | - | 8,359 | 14,143 |
| Cost Allocation | - | 1,667 | 2,223 | 2,223 |
| Capital Outlay | 504 | 65,009 | 57,500 | - |
| Special Projects | - | - | - | 73,000 |
| TOTAL EXPENDITURES | \$ 84,234 | \$ 197,978 | \$ 210,339 | \$ 316,094 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 84,234 | \$ 197,978 | \$ 210,339 | \$ 316,094 |

STAFFING

Total authorized positions – 0.20

Staffing to increase by one Maintenance Worker I/II by 70% to accurately reflect time spent in program.

Total current authorized positions – .90

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|--------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 841 BBF Facilities Maintenanc | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | | | 14,168.00 | 54,120.00 |
| 500.502 - Salaries Part Time | | | 36,264.00 | 0.00 |
| 500.505 - Overtime | 121.97 | 2,094.26 | 500.00 | 1,200.00 |
| 500.507 - Taxable Life Premium | | | 48.00 | 288.00 |
| 05 - Employee compensation Total | 121.97 | 2,094.26 | 50,980.00 | 55,608.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | | | 3,641.00 | 13,781.00 |
| 501.502 - Pers 1959 Surv Empr | | | 0.00 | 0.00 |
| 501.505 - Health Insurance | | | 1,859.00 | 8,511.00 |
| 501.506 - Dental Insurance | | | 313.00 | 1,410.00 |
| 501.507 - Medicare | 1.38 | 23.88 | 1,293.00 | 777.00 |
| 501.508 - Life Insurance | | | 111.00 | 416.00 |
| 501.509 - Long Term Disability | | | 94.00 | 379.00 |
| 501.510 - Workers Compensation | 5.32 | 0.00 | 0.00 | 0.00 |
| 501.511 - Vision Insurance | | | 37.00 | 161.00 |
| 501.516 - Hra City Contribution | | | 391.00 | 1,760.00 |
| 10 - Employee benefits Total | 6.70 | 23.88 | 7,739.00 | 27,195.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 5,833.01 | 0.00 | 0.00 | 0.00 |
| 600.613 - General Supplies | | 32,436.59 | 5,000.00 | 32,437.00 |
| 600.618 - Utilities and Phone | 15,185.89 | 14,795.74 | 10,695.00 | 21,000.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 45,977.73 | 34,538.70 | 27,715.00 | 31,488.00 |
| 600.620 - Gas Service | 4,039.52 | 4,253.41 | 2,402.00 | 4,000.00 |
| 15 - Materials Total | 71,036.15 | 86,024.44 | 45,812.00 | 88,925.00 |
| 20 - Contract services | | | | |
| 700.702 - General Service | | | | |
| Agreement | 11,688.14 | 35,150.97 | 37,208.00 | 55,000.00 |
| 700.703 - Maintenance of | | | | |
| Equipment | 877.16 | 8,009.18 | 566.00 | 0.00 |
| 20 - Contract services Total | 12,565.30 | 43,160.15 | 37,774.00 | 55,000.00 |
| 25 - Cost allocation | | | | |
| 800.802 - IT Reimbursement | | 1,667.00 | 1,946.00 | 1,946.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | | 277.00 | 277.00 |
| 25 - Cost allocation Total | | 1,667.00 | 2,223.00 | 2,223.00 |
| 30 - Capital outlays | | | | |

| | | | | |
|--|------------------|-------------------|-------------------|-------------------|
| 900.904 - Non Recur Facility MGT | 503.95 | 0.00 | 0.00 | 0.00 |
| 30 - Capital outlays Total | 503.95 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.918 - Remodel Pool HVAC | | 65,008.74 | 0.00 | 0.00 |
| 900.950 - Floors Paint and amp; Doors | | | 16,000.00 | 0.00 |
| 900.951 - Pool Sweep | | | 5,000.00 | 0.00 |
| 900.952 - Pool Slide | | | 15,000.00 | 0.00 |
| 900.953 - Sandwich Refrigerator | | | 3,500.00 | 0.00 |
| 900.954 - FRP Restroom | | | 3,000.00 | 0.00 |
| 900.955 - Golf Course Restroom | | | 15,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 73,000.00 |
| 31 - Special projects Total | | 65,008.74 | 57,500.00 | 73,000.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 8,359.00 | 14,143.00 |
| 35 - Contingencies Total | | 0.00 | 8,359.00 | 14,143.00 |
| 841 BBF Facilities Maintenanc Total | 84,234.07 | 197,978.47 | 210,387.00 | 316,094.00 |



PUBLIC RESOURCES

Public Ways

**TRANSPORTATION-
 TRAFFIC ENGINEERING**
 Budget Unit 100-88-844
 General Fund

| BUDGET AT A GLANCE | |
|---------------------------|---------------------------------|
| Total Revenue | \$ - |
| Total Expenditures | 741,553 |
| Fund Balance | - |
| <hr/> | |
| | General Fund Costs \$ 741,553 |
| Total Staffing | 2.60 |
| | % Funded by General Fund 100.0% |

PROGRAM OVERVIEW

The Transportation Division oversees traffic operations, traffic studies, transportation planning, and transportation capital improvements to safely and efficiently manage vehicular, bicycle and pedestrian traffic 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$741,553 be approved for the Traffic Engineering Program. This represents an increase of \$240,848 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to an increase in staffing demands and associated costs.

This budget is funded from a \$741,553 contribution from the general fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Traffic Engineering

| Category | 2012-2013 Actual | 2013-2014 Actual | 2014-15 Final Adopted Budget | 2015-2016 Proposed Budget |
|--------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | 199,727 | 213,280 | 208,032 | 379,497 |
| Employee Benefits | 73,442 | 85,529 | 89,491 | 140,308 |
| Materials | 2,758 | 4,520 | 5,500 | 5,230 |
| Contract Services | 108,469 | 136,452 | 156,200 | 175,500 |
| Appropriations for Contingency | - | - | 16,170 | 18,066 |
| Cost Allocation | 31,730 | 41,249 | 25,312 | 22,952 |
| Capital Outlay | - | 22,850 | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 416,126 | \$ 503,880 | \$ 500,705 | \$ 741,553 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 416,126 | \$ 503,880 | \$ 500,705 | \$ 741,553 |

STAFFING

Total current authorized positions – 1.60

To manage and assist with various new efforts included the adopted work plan, including the Transportation Plan and Traffic Impact Fee development as directed by the General Plan and the Bicycle Transportation Plan, this program will add 1.0 FTE 2-year limited-term Associate Civil Engineer.

Total authorized positions – 2.60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 844 Traffic Engineering | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 196,265.53 | 207,280.37 | 204,922.00 | 324,541.00 |
| 500.502 - Salaries Part Time | 0.00 | 0.00 | 0.00 | 50,000.00 |
| 500.503 - Excess Med Pay | | | 0.00 | 0.00 |
| 500.505 - Overtime | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.506 - Car Allowance | 3,461.40 | 5,999.76 | 2,700.00 | 2,700.00 |
| 500.507 - Taxable Life Premium | | | 410.00 | 756.00 |
| 500.512 - Vacancy Salary | | | | |
| Savings | 0.00 | 0.00 | 0.00 | 0.00 |
| 500.513 - Sick Leave | | | | 1,500.00 |
| 05 - Employee compensation | | | | |
| Total | 199,726.93 | 213,280.13 | 208,032.00 | 379,497.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 52,463.43 | 54,618.52 | 56,611.00 | 88,240.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 99.25 | 0.00 | 33.00 |
| 501.505 - Health Insurance | 13,453.03 | 15,686.03 | 14,875.00 | 22,147.00 |
| 501.506 - Dental Insurance | 1,634.31 | 1,772.78 | 2,507.00 | 2,457.00 |
| 501.507 - Medicare | 2,800.96 | 3,001.88 | 2,970.00 | 4,705.00 |
| 501.508 - Life Insurance | 1,202.79 | 1,324.26 | 1,109.00 | 1,739.00 |
| 501.509 - Long Term Disability | 877.76 | 940.15 | 1,376.00 | 2,093.00 |
| 501.510 - Workers | | | | |
| Compensation | 696.98 | 6,620.03 | 6,620.00 | 13,342.00 |
| 501.511 - Vision Insurance | 312.57 | 338.61 | 293.00 | 466.00 |
| 501.516 - Hra City Contribution | | 1,127.24 | 3,130.00 | 5,086.00 |
| 10 - Employee benefits Total | 73,441.83 | 85,528.75 | 89,491.00 | 140,308.00 |

| | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 15 - Materials | | | | |
| 600.601 - General Office | | | | |
| Supplies | 1,251.09 | 2,612.68 | 2,000.00 | 2,500.00 |
| 600.603 - Maps, Blueprints, Etc | 5.00 | 0.00 | 0.00 | 55.00 |
| 600.613 - General Supplies | 195.50 | 400.00 | 900.00 | 500.00 |
| 600.618 - Utilities and Phone | 1,150.98 | 1,499.65 | 1,500.00 | 1,575.00 |
| 600.629 - Conference and | | | | |
| Meeting | 154.52 | 8.00 | 1,000.00 | 500.00 |
| 600.632 - Mileage | | | | |
| Reimbursement | 0.00 | 0.00 | 100.00 | 100.00 |
| 15 - Materials Total | 2,757.09 | 4,520.33 | 5,500.00 | 5,230.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and | | | | |
| Instruction | 350.00 | 87.50 | 1,000.00 | 500.00 |
| 700.702 - General Service | | | | |
| Agreement | 108,118.84 | 128,729.09 | 155,200.00 | 175,000.00 |
| 700.703 - Maintenance of | | | | |
| Equipment | 0.00 | 7,635.89 | 0.00 | 0.00 |
| 20 - Contract services Total | 108,468.84 | 136,452.48 | 156,200.00 | 175,500.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 8,530.00 | 6,690.00 | 7,530.00 | 5,170.00 |
| 800.802 - IT Reimbursement | 23,200.00 | 32,378.00 | 15,563.00 | 15,563.00 |
| 800.804 - Web Site | | | | |
| Reimbursement | | 2,181.00 | 2,219.00 | 2,219.00 |
| 25 - Cost allocation Total | 31,730.00 | 41,249.00 | 25,312.00 | 22,952.00 |
| 31 - Special projects | | | | |
| 900.923 - Apple Campus 2 | | 22,850.00 | 0.00 | 0.00 |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | 22,850.00 | 0.00 | 0.00 |
| 35 - Contingencies | | | | |
| 719.705 - Contingencies | | 0.00 | 16,170.00 | 18,066.00 |
| 35 - Contingencies Total | | 0.00 | 16,170.00 | 18,066.00 |
| 844 Traffic Engineering Total | 416,124.69 | 503,880.69 | 500,705.00 | 741,553.00 |



PUBLIC RESOURCES

Public Ways

**TRANSPORTATION-
TRAFFIC SIGNAL MAINTENANCE**

Budget Unit 100-88-845
General Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ - |
| Total Expenditures | | 812,959 |
| Fund Balance | | - |
| <hr/> | | |
| | General Fund Costs | \$ 812,959 |
| Total Staffing | | 2.00 |
| | % Funded by General Fund | 100.0% |

PROGRAM OVERVIEW

The Traffic Signal Maintenance Division oversees the operation and maintenance of the City’s 56 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$812,959 be approved for the Traffic Signal Maintenance Program. This represents an increase of \$42,573 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to special projects detailed below.

This budget is funded from a \$812,959 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding be approved for the following special projects: Records Project

| Special Project | Appropriations | Revenue | Funding Source | Description |
|--|-----------------------|----------------|-----------------------|---|
| Traffic Control Modification and Installation | \$150,000 | \$150,000 | General Fund | Traffic Control Modification and Installation |
| Traffic Operations Center Furniture Upgrade | \$15,000 | \$15,000 | | Replace Damaged/Worn Tables and Chairs at the Traffic Operations Center |
| | \$165,000 | \$165,000 | | |

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - Traffic Signal and Maintenance

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|-------------------|-------------------|----------------------|-------------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <i>Revenue</i> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | 250,000 | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ 250,000 | \$ - | \$ - |
| <i>Expenditures</i> | | | | |
| Employee Compensation | 168,104 | 186,342 | 208,051 | 205,594 |
| Employee Benefits | 63,214 | 77,132 | 92,053 | 94,233 |
| Materials | 45,659 | 54,496 | 45,050 | 53,750 |
| Contract Services | 140,554 | 155,984 | 216,000 | 201,000 |
| Appropriations for Contingency | - | - | 26,105 | 25,255 |
| Cost Allocation | 86,560 | 76,412 | 108,127 | 68,127 |
| Capital Outlay | - | 15,834 | 75,000 | - |
| Special Projects | - | - | - | 165,000 |
| TOTAL EXPENDITURES | \$ 504,091 | \$ 566,200 | \$ 770,386 | \$ 812,959 |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 504,091 | \$ 316,200 | \$ 770,386 | \$ 812,959 |

STAFFING

Total current authorized positions – 2.00

There are no changes to the current level of staffing.

Total authorized positions – 2.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---------------------------------------|-----------------|-----------------|----------------------|-------------------------|
| 845 Traffic Signal Maintenance | | | | |
| 05 - Employee compensation | | | | |
| 500.501 - Salaries Full Time | 153,498.22 | 171,296.00 | 192,259.00 | 187,059.00 |
| 500.503 - Excess Med Pay | 642.34 | 0.00 | 0.00 | 711.00 |
| 500.504 - Stand By | 9,600.00 | 9,200.00 | 10,000.00 | 10,000.00 |
| 500.505 - Overtime | 4,364.23 | 5,845.77 | 5,000.00 | 6,000.00 |
| 500.507 - Taxable Life Premium | | | 792.00 | 1,824.00 |
| 05 - Employee compensation Total | 168,104.79 | 186,341.77 | 208,051.00 | 205,594.00 |
| 10 - Employee benefits | | | | |
| 501.500 - Retirement System | 38,784.84 | 44,470.72 | 53,376.00 | 53,119.00 |
| 501.502 - Pers 1959 Surv Empr | 0.00 | 103.50 | 0.00 | 35.00 |
| 501.505 - Health Insurance | 12,748.57 | 16,381.31 | 18,594.00 | 17,136.00 |
| 501.506 - Dental Insurance | 1,481.62 | 1,827.65 | 3,134.00 | 1,878.00 |
| 501.507 - Medicare | 3,407.56 | 2,668.86 | 2,788.00 | 2,686.00 |
| 501.508 - Life Insurance | 1,125.14 | 1,254.00 | 1,386.00 | 1,386.00 |
| 501.509 - Long Term Disability | 759.08 | 933.57 | 1,340.00 | 1,309.00 |
| 501.510 - Workers Compensation | 4,626.49 | 7,157.03 | 7,157.00 | 12,413.00 |
| 501.511 - Vision Insurance | 280.18 | 343.62 | 366.00 | 359.00 |
| 501.516 - Hra City Contribution | | 1,992.06 | 3,912.00 | 3,912.00 |
| 10 - Employee benefits Total | 63,213.48 | 77,132.32 | 92,053.00 | 94,233.00 |
| 15 - Materials | | | | |
| 600.601 - General Office Supplies | 3,507.20 | 11,371.20 | 5,500.00 | 7,000.00 |
| 600.613 - General Supplies | 356.62 | 91.72 | 350.00 | 350.00 |
| 600.618 - Utilities and Phone | 3,488.62 | 3,758.84 | 4,000.00 | 4,200.00 |
| 600.619 - Advertising and Legal | | | | |
| Notices | 38,305.99 | 39,274.66 | 35,000.00 | 42,000.00 |
| 600.632 - Mileage Reimbursement | 0.00 | 0.00 | 200.00 | 200.00 |
| 15 - Materials Total | 45,658.43 | 54,496.42 | 45,050.00 | 53,750.00 |
| 20 - Contract services | | | | |
| 700.701 - Training and Instruction | 448.60 | 1,353.92 | 1,000.00 | 1,000.00 |
| 700.702 - General Service | | | | |
| Agreement | 53,245.54 | 76,476.55 | 100,000.00 | 100,000.00 |
| 700.703 - Maintenance of | | | | |
| Equipment | 86,858.68 | 78,153.65 | 115,000.00 | 100,000.00 |
| 20 - Contract services Total | 140,552.82 | 155,984.12 | 216,000.00 | 201,000.00 |
| 25 - Cost allocation | | | | |
| 800.801 - Equipment | | | | |
| Reimbursement | 67,060.00 | 58,420.00 | 85,900.00 | 45,900.00 |
| 800.802 - IT Reimbursement | 19,500.00 | 15,634.00 | 19,453.00 | 19,453.00 |
| 800.804 - Web Site Reimbursement | | 2,358.00 | 2,774.00 | 2,774.00 |
| 25 - Cost allocation Total | 86,560.00 | 76,412.00 | 108,127.00 | 68,127.00 |
| 31 - Special projects | | | | |

| | | | |
|---|-------------------|-------------------|-------------------|
| 900.937 - T/S Intersc Modif | 15,834.00 | 75,000.00 | 0.00 |
| 900.990 - Special Projects - PW | | | 165,000.00 |
| 31 - Special projects Total | 15,834.00 | 75,000.00 | 165,000.00 |
| 35 - Contingencies | | | |
| 719.705 - Contingencies | 0.00 | 26,105.00 | 25,255.00 |
| 35 - Contingencies Total | 0.00 | 26,105.00 | 25,255.00 |
| 845 Traffic Signal Maintenance Total | 504,089.52 | 566,200.63 | 770,386.00 |



PUBLIC RESOURCES

Public Ways

TRANSPORTATION- SCHOOL TRAFFIC IMPROVEMENTS

Budget Unit 100-88-846
General Fund

PROGRAM OVERVIEW

The City and Sheriff's Office recognized the need to evaluate and monitor both vehicular and pedestrian traffic around the schools in Cupertino. In May, 2008, the City Council allocated \$300,000 toward a project that would help to relieve the congestion and address the safety of the student in the community.

SERVICE OBJECTIVES

The \$300,000 budget allocated in 2008 identified several improvements in the area of around several schools, including crosswalk relocation, signage, striping, delineator poles, and flashing crosswalk lights. Most of the feasible work on this list has been completed. The remaining balance has been released back to the general fund. Prior year actual costs are included to preserve historical data. Once all prior year actuals are \$0 in the following table, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year:

Public Works - School Traffic Improvement

| Category | 2012-2013 | 2013-2014 | 2014-15 | 2015-2016 |
|--------------------------------|------------------|-------------|----------------------|-----------------|
| | Actual | Actual | Final Adopted Budget | Proposed Budget |
| <u>Revenue</u> | | | | |
| Taxes | - | - | - | - |
| Licenses and Permits | - | - | - | - |
| Use of Money and Property | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - |
| Charges for Services | - | - | - | - |
| Fines and Forfeitures | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - |
| Interdepartmental Revenue | - | - | - | - |
| TOTAL REVENUE | \$ - | \$ - | \$ - | \$ - |
| <u>Expenditures</u> | | | | |
| Employee Compensation | - | - | - | - |
| Employee Benefits | - | - | - | - |
| Materials | - | - | - | - |
| Contract Services | 28,212 | - | - | - |
| Appropriations for Contingency | - | - | - | - |
| Cost Allocation | - | - | - | - |
| Capital Outlay | - | - | - | - |
| Special Projects | - | - | - | - |
| TOTAL EXPENDITURES | \$ 28,212 | \$ - | \$ - | \$ - |
| Fund Balance | - | - | - | - |
| General Fund Costs | \$ 28,212 | \$ - | \$ - | \$ - |

STAFFING

There is no staffing associated with this budget.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

| | FY13 ACTUALS | FY14 ACTUALS | FY15 FINAL BUDGET | FY16 PROPOSED BUDGET |
|---|------------------|-----------------|----------------------|-------------------------|
| 846 Comp Bike/Pedestr Safety | | | | |
| 20 - Contract services | | | | |
| 700.702 - General Service | | | | |
| Agreement | 28,212.00 | 0.00 | 0.00 | 0.00 |
| 20 - Contract services Total | 28,212.00 | 0.00 | 0.00 | 0.00 |
| 31 - Special projects | | | | |
| 900.990 - Special Projects - PW | | | | 0.00 |
| 31 - Special projects Total | | | | 0.00 |
| 846 Comp Bike/Pedestr Safety Total | 28,212.00 | 0.00 | 0.00 | 0.00 |



PUBLIC RESOURCES

Public Ways

FIXED ASSETS ACQUISITION-
 Budget Unit 630-90-985
 Internal Service Fund

| BUDGET AT A GLANCE | | |
|---------------------------|--------------------------|------------|
| Total Revenue | | \$ 451,000 |
| Total Expenditures | | 846,000 |
| Fund Balance | | (395,000) |
| | General Fund Costs | \$ - |
| Total Staffing | | - |
| | % Funded by General Fund | 0.0% |

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 be approved 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$846,000 be approved for the Fixed Assets Acquisition Program. This represents an increase of \$365,000 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the purchase of several replacement conventional vehicles with fuel efficient alternatives as well as additional vehicle/equipment purchases in FY 2015-16 shown below.

| Replacement Vehicles/Equipment | Costs |
|--|------------------|
| Replacing truck #85 in Building Department with a Fusion/Plug in Hybrid | 42,000 |
| Replacing truck #88 in Public Works Department with Fusion plug in hybrid | 42,000 |
| Replacing pool car #54 with Fusion plug in hybrid | 42,000 |
| Replace Escape #51 in Public Works Department with a Fusion plug in hybrid | 42,000 |
| Replace Escape #87 in Public Works Department with a Fusion plug in hybrid | 42,000 |
| Replace vehicle #43 in Planning Department with a Fusion plug in hybrid | 42,000 |
| Replace vehicle #53 in Public Works Department with a Fusion plug in hybrid | 42,000 |
| CMAX for Case Management Program to replace existing salvaged vehicle at the Senior Center | 35,000 |
| Replacing Boom Truck for Tree & ROW Division | 180,000 |
| Replacing aerial lift truck #D21 with hybrid | 125,000 |
| Replacing stencil truck #D76 with hybrid (if feasible) | 125,000 |
| Replacing portable light tower | 15,000 |
| Replacing stump grinder (including remote control option for operator safety) | 40,000 |
| Replacing Gerber Edge printer | 14,000 |
| | |
| TOTAL REPLACEMENT VEHICLES/EQUIPMENT | 828,000 |
| NEW TRUCKS/EQUIPMENT | |
| Wanco Line Mini Message Board | 18,000 |
| TOTAL NEW TRUCKS/EQUIPMENT | 18,000 |
| TOTAL ALL | \$846,000 |

This budget is funded from \$451,000 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and \$48,752 in retained earnings.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category be approved for the three prior fiscal years and the Final Adopted Budget be approved for the current fiscal year: