

City of Cypress

Annual Budget

Fiscal Year 2016-2017



CITY DIRECTORY

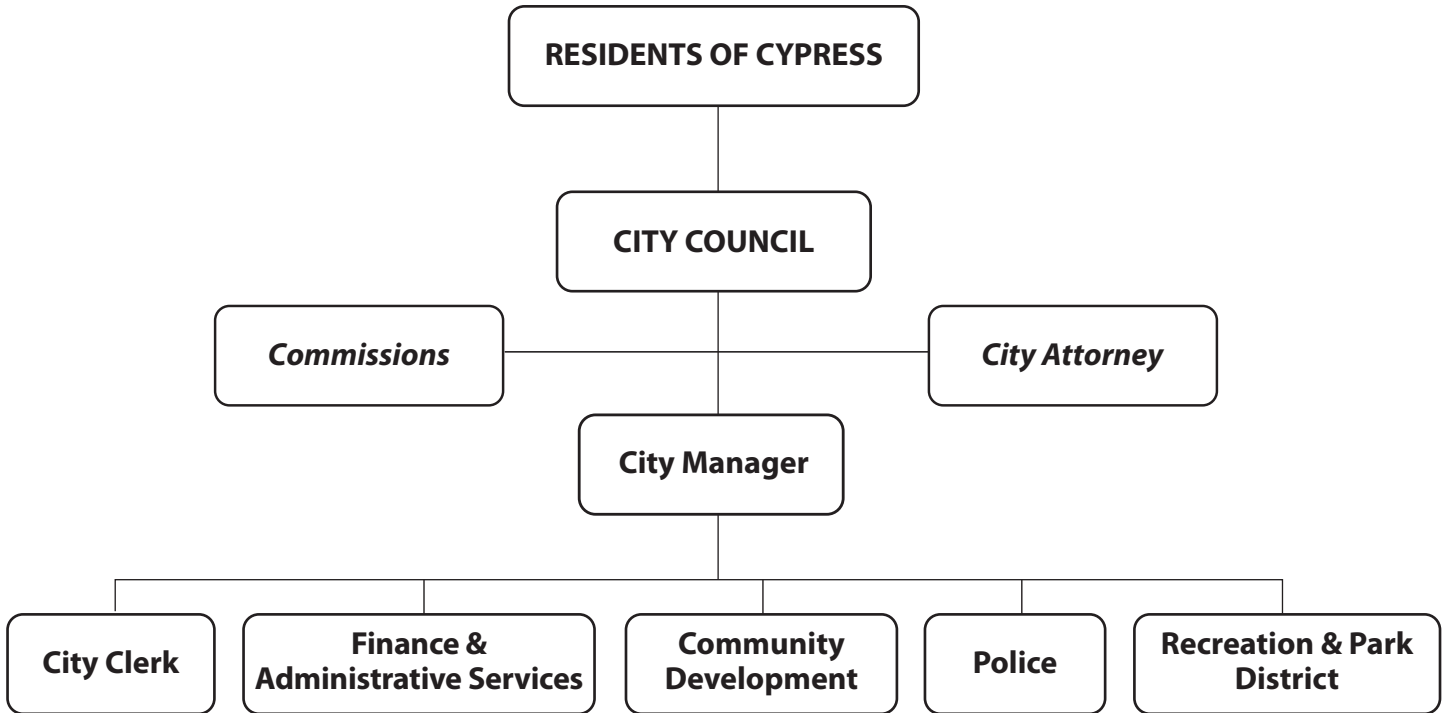
Legislative Body

Mariellen Yarc	Mayor
Paulo M. Morales	Mayor Pro-Tem
Stacy Berry	Council Member
Rob Johnson	Council Member
Jon E. Peat	Council Member

Staff Members

Peter Grant	City Manager
Matt Burton	Director of Finance & Admin. Services
Rod Cox	Chief of Police
Doug Dancs	Director of Community Development
June S. S. Liu	Director of Recreation & Community Svcs.
Denise Basham	City Clerk

CITY OF CYPRESS ORGANIZATION CHART Fiscal Year 2016 - 2017



CITY OF CYPRESS

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR MARIELLEN YARC

Business Retention, Attraction, Creation, and Expansion Committee
(BRACE)
League of California Cities Legislative Delegate Program
League of California Cities Orange County Division
Orange County City Selection Committee
Orange County Council of Governments – General Assembly
Orange County Library Advisory Board (Alternate)
Orange County Sanitation District
Southern California Association of Governments – General Assembly
Delegates

MAYOR PRO TEM PAULO MORALES

Joint Communications Center Executive Board
(Alternate)
Joint Forces Training Base Cities Group
League of California Cities Legislative
Delegate Program (Alternate)
League of California Cities Orange County
Division (Alternate)
Orange County City Selection Committee
(Alternate)
Orange County Council of Governments –
General Assembly (Alternate)
Santa Ana River Flood Protection Agency
(Alternate)
Southern California Association of
Governments – General Assembly Delegates
(Alternate)

COUNCIL MEMBER STACY BERRY

City/Anaheim Union High School District Joint
Steering Ad Hoc Committee
Orange County Library Advisory Board
Orange County Sanitation District (Alternate)
Orange County Vector Control
Santa Ana River Flood Protection Agency
Veteran Recognition Subcommittee

COUNCIL MEMBER ROB JOHNSON

Business Retention, Attraction, Creation, and
Expansion Committee (BRACE)
City/Cypress School District Joint Steering Ad
Hoc Committee
Orange County Fire Authority

COUNCIL MEMBER JON PEAT

City/Anaheim Union High School District Joint
Steering Ad Hoc Committee
City/Cypress School District Joint Steering Ad
Hoc Committee
Joint Communications Center Executive Board
Joint Forces Training Base Cities Group
Veteran Recognition Subcommittee

CITY OF CYPRESS

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

RECREATION AND COMMUNITY SERVICES COMMISSION

Nancy Conze, Chair
Patricia Zauss, Vice Chair
Patricia Boggs
Linda Croce
Jim Hunter
Jeanette James
Thomas O'Toole

SENIOR CITIZENS COMMISSION

Marie Chance, Chair
Kenneth Lynch, Vice Chair
Marlene Callanan
Carlos Ramirez
Frann Shermet
Jan Stein
Judy Wagner

TRAFFIC COMMISSION

Robert Sittman Jr., Chair
Susan Culbertson, Vice Chair
Steve Fenoglio
Ginger Osman
Larry Smith

ANNUAL BUDGET
TABLE OF CONTENTS

	<u>Pages</u>
Transmittal Letter	i
Summary of Resources and Appropriations by Fund	xi
Ten-Year Trend Analysis and Indicators	xii
Summary of Resources	xiv
Major Revenue Sources	xv
Operating Revenues	xviii
Annual Appropriations Limit	xxi
Summary of Appropriations by Fund	xxii
Summary of Appropriations	xxiii
Operating Expenditures	xxiv
Summary of Debt Service, Capital Projects and Capital Outlay	xxix
Property Tax Base Rate	xxx
City Goals	xxxi

Program Detail

City Administration	1
City Council Division	2
City Attorney Division	4
City Manager Division	6
City Clerk Division	8
Finance and Administrative Services	11
Finance Division	12
Human Resources Division	14
Information Systems Division	18
Police	21
Administration and Support Services Division	22
Field Operations Division	26
Investigations Division	28

ANNUAL BUDGET
TABLE OF CONTENTS, Continued

Program Detail (Continued)

	<u>Pages</u>
Community Development	31
Planning and Development Division	32
Building and Safety Division	34
Environmental Services Division	36
Engineering Division	38
Streets Division	40
Park Maintenance Division	42
Facilities Division	44
Fleet Division	46
Debt Service Funds	49
Capital Projects	53
Capital Outlay	55
Fund Summaries and Operating Transfers	59
Recreation and Park District	83
Staffing	119
Glossary:	
Fund Definitions	125
Terms	130



CITY of CYPRESS

5275 Orange Avenue, Cypress, California 90630

Phone 714-229-6700 www.ci.cypress.ca.us

June 13, 2016

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year (FY) 2016-17 Operating Budget and Capital Improvement Program (CIP). Thanks to the City Council's leadership and the hard work of our staff, I am pleased to report the Budget is balanced.

The Budget and CIP are a comprehensive financial plan designed to enable the City Council to deliver core municipal services to our community and advance our Mission Statement and Strategic Goals. Cypress has achieved enviable fiscal health through prudent management and oversight. Our long history of fiscal discipline helped weather the Great Recession; maintain our commitment to first class infrastructure; and see Cypress repeatedly recognized as one of Southern California's best cities to raise a family. The FY 2016-17 Budget continues our commitment to strategic financial management illustrated by the organization's ability to deliver services with 31 fewer full-time positions than FY 2007-08.

MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.

THREE-YEAR GOALS

2015-2018 * not in priority order

- Enhance economic development
- Maintain and enhance the infrastructure and facilities
- Maintain our safe community
- Strengthen organizational effectiveness and efficiency

Guided by the City Council's Strategic Plan, the Budget grows modestly in FY 2016-17. Revenues are bolstered by consumer consumption and housing appreciation. Despite a healthy economy, adjusted for inflation, City revenues remain nearly 10% below their pre-recessionary high, and economic development and diversifying Cypress' tax base remain priorities.

Mariellen Yarc, Mayor

Paulo M. Morales, Mayor Pro Tem
Rob Johnson, Council Member

Stacy Berry, Council Member
Jon E. Peat, Council Member

The presentation of the Budget has changed significantly for FY 2016-17. Information about each department's budget has been expanded to make the Budget a better management tool and to provide more insight into City operations. Much like the City's investment in Opengov.com, these changes manifest the City Council's commitment to transparency. Presentation of more and better information in the Budget, especially performance measures, will be an on-going effort spanning several fiscal years.

The Budget takes into account a number of factors with the potential to impact City finances. In addition to international, national and state economic trends, much attention is paid to local economic conditions; California's state government; the ports of Los Angeles and Long Beach; and CalPERS rates and Board actions. The Budget was developed recognizing the economy may be primed for another downturn and that the City sustained massive revenue losses during the Great Recession from which it is still recovering.

Historically, Cypress has prudently limited the Operating Budget's growth and funded reserve accounts with the goal of withstanding an on-going economic downturn without drastic service reductions. This approach served the community well during the Great Recession when, unlike most cities, Cypress avoided employee lay-offs and furloughs and continued to provide first class services.

Despite the City's prudent planning, the depth of the economic crisis necessitated the elimination of vacant positions, reorganizations and deferred investments in technology, facilities and capital equipment. The FY 2016-17 Budget continues to address these issues through a financially sustainable approach designed to yield a high return on investments in people, projects and technology.

Ours is one of the most financially stable cities in California. Responsible spending, good land planning, and successful economic development have, over the years, enabled the City to contribute significant General Fund resources toward infrastructure. The City Council regularly invests as much as \$6 million of annual, on-going General Fund revenue in capital projects or set-asides for future projects.

Even in recent years, when the City absorbed massive pension cost increases, Cypress had the financial capacity to invest in infrastructure and provide modest, inflation-based increases to employees. Due in large part to limits on Property Tax revenue growth and relentless pension cost increases, maintaining investments in infrastructure will require the City generate significant new revenues or reduce expenditure growth.

This challenge is evident in the FY 2016-17 Budget which maintains investments in infrastructure and services (and the employees who provide them) by reducing other expenditures. The most notable reductions include \$36,000 annually by providing street sweeping through an outside contract and by suspending a \$400,000 CalPERS rate stabilization internal service charge.

For the past several years, the stabilization charge has been used to moderate the impact of massive pension liability increases associated with the Great Recession. The Budget applies \$200,000 of the former CalPERS rate stabilization charge to address increases in actuarially driven Other Post Employment Benefits (OPEB) costs. The remaining \$200,000 is applied to other operating expenditures, enabling the Budget to be balanced while maintaining the City Council’s practice of addressing current and future infrastructure obligations.

BUDGET OVERVIEW

The combined Operating, Capital and Debt Service Budgets are \$39.7 million, a decrease of 14% from FY 2015-16. This is largely the result of a decrease in capital projects – in particular a major storm drain project was included in last year’s Budget.

The Operating Budget (all Funds) makes up \$29.9 million (76%) of the Budget, while capital improvement investments total \$9 million (23%) and debt service costs equal \$0.5 million (1%).

The City is largely a service provider and accordingly, personnel costs constitute 64% of the Operating Budget, with the bulk of that spending in the Police department.

FY 2016-17 revenues are projected at \$37.9 million, an increase of 3% from FY 2015-16. While expenditures exceed revenues due to the use of accumulated reserves for one-time capital projects, the Budget is balanced. The \$2.9 million surplus for all City funds includes amounts transferred for future year infrastructure, accumulated moneys in restricted funds, and allocations to reserve and contingency accounts required by City Council policy.

<i>Budget Summary</i>	<i>Operating Budget</i>	<i>Capital Budget</i>	<i>Total</i>
Revenues	\$32.8	\$5.1	\$37.9
Expenditures	(29.9)	(9.0)	(38.9)
Use of Reserves	<u>0.0</u>	<u>3.9</u>	<u>3.9</u>
Surplus/(Deficit)	\$2.9	\$0.0	\$2.9

Major assumptions in the Budget include:

- Maintaining current service levels
- Funding increased CalPERS pension costs of \$280,000
- Maintaining City Council prescribed reserves
- Transferring \$2 million to the Capital Improvement Fund for current year projects
- Transferring \$2 million to the Infrastructure Reserve Fund for future projects
- Incorporating negotiated employee salary and benefit increases
- Continuing to address deferred capital outlay and organizational investments

General Fund Overview

The General Fund, which is the City's largest Fund and the one over which the City Council has the most discretion, is also balanced.

<i>General Fund Budget Summary</i>	<i>FY 2016-17 Adopted</i>
Revenues	\$31.2
Net Transfers	0.6
Expenditures	(27.6)
Current Year Infrastructure	(2.0)
Future Infrastructure	(2.0)
Contingency Adjustment	(0.1)
Increase to Fund Balance	0.1

General Fund Revenues

FY 2016-17 General Fund revenues are projected to increase by \$1.3 million, or 4.5%, and do not include any tax increases.

<i>Revenue Category</i>	<i>2015-16 Adopted</i>	<i>2015-16 Estimated</i>	<i>2016-17 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 4,699,438	\$ 4,559,000	\$ 4,652,800	-1.0%
Sales Tax (incl Backfills)	12,158,378	12,300,000	12,300,000	1.2%
VLF Backfill	3,912,225	4,061,360	4,140,000	5.8%
Transient Occupancy Tax	2,047,200	2,300,000	2,350,000	14.8%
Franchise Tax	1,610,000	1,721,538	1,691,200	5.0%
Other Taxes	1,895,500	1,935,000	1,895,000	0.0%
Park District Reimb	1,687,193	1,596,852	1,767,061	4.7%
Other Service Charges	714,305	759,840	732,630	2.6%
Licenses & Permits	345,120	626,200	655,260	89.9%
Other Revenues	747,997	1,034,782	975,340	30.4%
Totals	\$ 29,817,356	\$ 30,894,572	\$ 31,159,291	4.5%

Revenues have been projected conservatively and realistically, taking into account the best information available from the City's sales tax consultant, the League of California Cities, the State Department of Finance, year-to-date receipts, and economic forecasts. The projections account for the impact of all known changes to the City's tax base – particularly those involving major tax revenue generators.

Cypress' largest revenue source remains Sales Tax (\$12.3 million) and it has increased modestly from last year. Property Taxes are the second largest revenue source (\$4.7 million) and the long-standing impact of Proposition 13 limits the increase in the assessed value of property. These limitations, along with residual amounts from the former Redevelopment Agency being shifted to the Successor Agency to repay loans

recently approved by the State, has resulted in a modest overall decrease in Property Tax revenue.

Together, Property Tax (including Vehicle License Fee (VLF) backfills) and Sales Tax comprise 68% of General Fund revenues. Cypress' revenues are largely healthy and benefiting from the long post-crisis economic recovery, however it is important to note the City must continue to diversify its revenue base and anticipate the next change in the business cycle.

While the Cypress' finances, like the broader economy, are enjoying a durable (albeit tepid) expansion, we must remain diligent stewards of the community's resources recognizing:

- The current economic expansion (83 months) is the fourth longest post-war era expansion
- Labor costs – especially CalPERS defined pension benefits – continue to increase faster than revenues and consume much of the City's revenue growth
- Economic forecasts predict subdued growth, ranging from 1.9% - 2.4% over the next two years

An analysis of the major revenue sources is presented in the Budget.

General Fund Expenditures

FY 2016-17 expenditures are nearly \$27.6 million and accomplish Strategic Plan goals and continue the organization's recovery and realignment from the Great Recession.

The FY 2016-17 Budget is an increase of \$1.5 million (5.6%) from FY 2015-16.

<i>Expenditure Category</i>	<i>2015-16 Adopted</i>	<i>2015-16 Estimated</i>	<i>2016-17 Adopted</i>	<i>% Change</i>
Personnel	\$ 17,779,143	\$ 16,680,849	\$ 18,364,258	3.3%
Maint & Operations	5,310,105	5,409,767	6,043,577	13.8%
Internal Svc Charges	<u>2,992,129</u>	<u>2,992,129</u>	<u>3,135,800</u>	<u>4.8%</u>
Totals	\$ 26,081,377	\$ 25,082,745	\$ 27,543,635	5.6%

Significant new expenditures in the General Fund include:

- \$14,000 to stream City Council meetings on-line and manage a paperless agenda system
- \$50,000 for the City's portion of an agency-wide fee study (the Recreation District Budget includes the other half)
- \$13,000 to pay cell phone companies for the costs of complying with Police search warrants

- \$79,000 to restore geographic information systems mapping capabilities

Significant increases to existing program expenditures in the General Fund include:

- \$148,000 for animal control services and shelter construction
- \$46,000 to conduct the November 2016 election
- \$29,000 for a new crossing guard location and higher contract costs due to minimum wage increases
- \$70,000 to set-aside sufficient replacement funds for the higher cost of the new Police SUV patrol vehicles
- \$63,000 increase to landscape and janitorial maintenance contracts because of minimum wage increases
- \$150,000 increase for building and plan check inspection costs (offset by revenues) representing known development activity in FY 2016-17
- \$200,000 for actuarially determined OPEB funding
- \$280,000 for actuarially determined CalPERS contributions

Capital Improvement Program (CIP) Highlights

The CIP is a key component of the Budget and is of vital importance to the community. The CIP presents the City’s long-term plan for investing in its facilities and infrastructure. The CIP balances new projects, replacement of aged infrastructure and life-extending maintenance. Comprised of a variety of projects that can span multiple years and draw on a variety of funding, the FY 2016-17 CIP totals \$9.0 million.

<i>Project Type</i>	<i>2016-17 Adopted</i>
Street Projects	\$ 2,680,000
Traffic Signal Projects	445,000
Storm Drain Projects	341,367
Sewer Projects	1,300,000
Parkway Projects	2,940,000
Public Facility Projects	<u>1,340,000</u>
Totals	\$ <u>9,046,367</u>

Fund Balances and Reserves

The Budget reflects the City Council’s policy of fully funding the capital outlay replacement schedule and employee benefit and self-insurance liabilities. Prior to FY 2015-16, all liabilities (with the exception of the CalPERS liability) had been fully-funded in the Internal Service Funds through annual charge-backs to operating funds. However, recent changes to actuarial reporting requirements resulted in a significant increase to the City’s liability for retiree medical benefits and the amount set-aside for

OPEB in the Internal Service Funds is no longer sufficient. The increase in the OPEB liability is being funded over time by increasing the annual amount of money set-aside for employee fringe benefits.

Importantly, the Budget conforms to City Council policies requiring a 25% General Fund Contingency Reserve of \$6.9 million and a 30% CIP Fund Cash-Flow Emergency Reserve of \$8.2 million.

CYPRESS RECREATION AND PARK DISTRICT

The Budget includes the Recreation and Park District (District), which is a distinct legal entity from the City, although the City Council serves as the District's Board of Directors. The City supports the District through fee-based general management; finance; human resources; information technology; and maintenance services.

District Revenues

District revenues are projected at \$5.9 million, an increase of nearly \$400,000 (6.9%) from FY 2015-16. The revenue increase is largely attributed to non-recurring and restricted park development fees. The District receives the majority of its recurring revenues (nearly 80%) from Property Taxes, with fees for service (class and rental fees) rounding out its revenues.

<i>Revenue Category</i>	<i>2015-16 Adopted</i>	<i>2015-16 Estimated</i>	<i>2016-17 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 4,315,410	\$ 4,387,000	\$ 4,335,500	0.5%
Interest & Rents	142,255	165,680	158,780	11.6%
From Other Agencies	100,000	99,250	105,800	5.8%
Services Charges	956,132	873,136	904,330	-5.4%
Park Development Fees	8,000	832,000	400,000	4900.0%
Other Revenue	<u>-0-</u>	<u>3,351</u>	<u>-0-</u>	<u>0.0%</u>
Totals	\$ 5,521,797	\$ 6,360,417	\$ 5,904,410	6.9%

The District's dedicated Property Tax revenue is a double-edged sword. It provides a stable income stream with which the District delivers a high level of recreation service. However, Property Tax revenue grows at less than the rate of inflation and significantly less than the recent rate of employee compensation due to pension cost increases.

FY 2016-17 Property Tax revenue growth is offset by a decrease in the District's residual redevelopment agency Property Tax revenue. The District began receiving the residual Property Tax revenue when the Redevelopment Agency (RDA) was dissolved even though the City and State were involved in a lawsuit over RDA dissolution. In partial resolution of the City's lawsuit, the State has redirected residual RDA Property Tax revenue from the District (and other agencies) to repay loans the City made to the RDA. When the City's loans are paid back, the residual RDA Property Tax will again flow to the District.

Personnel costs represent slightly more than 50% of District operating costs and with its primary revenue source unlikely to keep pace with expenditures, the District must take measures to ensure its long-term fiscal sustainability. In addition to its exemplary practice of living within its means, the District must examine fees; optimize operations; leverage revenue generating assets; and add to non-Property Tax revenue streams (particularly through the pursuit of grants and sponsorships).

Strengthening its financial position is particularly important as many of the District's facilities – originally financed with bonds – are nearing major rehabilitation/ replacement age and the District will need to fund those improvements. As a first step toward ensuring the District's long-term ability to continue providing excellent facilities, the City Council initiated a facilities condition and utilization assessment in FY 2015-16.

District Expenditures

The District Budget is \$8.2 million, a \$3.0 million (56.6%) increase from FY 2015-16. The increase is caused by capital project expenditures, particularly the construction of Mackay Park. Personnel cost increases of 0.9% are modest due to the suspension of the pension rate stabilization charge discussed earlier. Maintenance and operation expenditures have increased due to projected increases for contract janitorial services and landscape maintenance and the joint City-District fee study. Part-time personnel and contract services costs reflect the impact of State mandated minimum wage increases.

<i>Expenditure Category</i>	<i>2015-16 Adopted</i>	<i>2015-16 Estimated</i>	<i>2016-17 Adopted</i>	<i>% Change</i>
Personnel	\$ 2,035,772	\$ 1,969,631	\$ 2,053,634	0.9%
Maintenance & Operations	2,461,309	2,329,528	2,571,865	4.5%
Internal Service Charges	181,353	181,353	198,510	9.5%
Capital Projects	485,000	567,000	3,340,000	588.7%
Capital Outlay	<u>63,582</u>	<u>63,582</u>	<u>23,692</u>	<u>-62.7%</u>
Totals	\$ 5,227,016	\$ 5,111,094	\$ 8,187,701	56.6%

Capital outlay expenditures are proposed at \$23,692 for new picnic tables and park benches and replacing the signage wrap on the Showmobile.

District Capital Improvement Projects

The District has set aside funds to address its capital needs and, as mentioned earlier, it is anticipated future capital projects will be prioritized based on the recommended facilities condition assessment.

Major FY 2016-17 CIP projects include:

- Mackay Park – construction costs of \$3.3 million for a new 2.9 acre park. Amenities include playground equipment, exercise equipment, a half-court basketball court, parking and drought tolerant landscaping.
- Seal Coat Cedar Glen Parking Lot - this \$22,000 project will provide a seal coat to help preserve and maintain the existing parking lot.
- Tennis Court Windscreen Replacement - \$18,000 has been included for replacing the Civic Center tennis courts' windscreen. The existing windscreen is more than 10 years old and is weathered and torn.

CONCLUSION

The FY 2016-17 Budget achieves the City Council's policies and priorities through the strategic use of limited resources. It recommends a constrained approach to municipal operations and ensures sufficient resources are available to maintain service levels and address the City's infrastructure needs. The Budget focuses on core municipal operations, seeks to invest the community's resources in projects with high returns, and continues sustainable recovery from the Great Recession.

Cypress' commitment to conservative and transparent financial management has positioned the community for continued prosperity - although not without hard choices. We must protect the organization's legacy of political stability, continue to provide skilled leadership, and invest in our partnerships with our employees. Maintaining fiscal discipline during stable periods is paramount to our success and we must remember the axiom *decisions made in good times are more important than decisions made during the bad times*.

I would like to express my appreciation to our staff for their commitment to deliver quality services to our community. Director of Finance and Administrative Services Matt Burton and Director of Community Development Doug Dancs deserve recognition for their roles leading the development of the Operating and Capital Budgets, as does Assistant Director of Finance and Administrative Services Donna Mullally for her efforts to improve transparency and performance measurement.

Thank you for allowing me to play a role in realizing the City Council's and community's goals. Working together, I am confident Cypress enters FY 2016-17 in a strong position, prepared for progress and long-term success.

Respectfully submitted,



Peter Grant
City Manager



CITY OF CYPRESS
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2016-17

FUND	BEG. FUND BALANCE	REVENUES/SOURCES		EXPENDITURES/USES					END. FUND BALANCE
		PROPOSED REVENUE	FUND TRSFR-IN	OPERATING BUDGET	CAPITAL BUDGET	DEBT BUDGET	FUND TRSFR-OUT	OTHER*	
111 General Fund	\$ 256,401	\$ 31,159,291	\$ 901,650	\$ 27,543,635	\$ -	\$ -	\$ 6,320,030	\$ 1,862,280	\$ 315,957
112 Mello Roos	149,214	26,427	-	26,427	-	-	-	-	149,214
114 General Fund Grants	-	171,900	4,200	176,100	-	-	-	-	-
221 Traffic Safety	-	95,000	-	-	-	-	95,000	-	-
231 Spec Gas Tax 2105	-	275,000	-	-	-	-	275,000	-	-
232 Special Gas Tax 2106	1,515,234	155,000	800,000	-	1,070,000	-	-	-	1,400,234
233 Special Gas Tax 2107	-	360,000	-	-	-	-	360,000	-	-
234 Traffic Mitigation Assmt	792,210	6,000	-	-	445,000	-	-	-	353,210
235 Regional Traffic Fee	344,402	500	-	-	-	-	-	-	344,902
236 Measure M Gas Tax	717,858	885,000	-	-	-	-	1,160,000	-	442,858
238 Special Gas Tax 2103	1,705,068	125,500	-	-	-	-	51,000	-	1,779,568
251 Lighting Dist No 2	4,275,578	1,071,650	-	864,878	-	-	127,500	-	4,354,850
261 Storm Drain Fund	599,707	338,000	250,000	609,562	-	-	-	-	578,145
262 Plan Local Drain Fac	365,804	7,000	-	-	-	-	-	-	372,804
271 Corp Ctr Maint Dist #1	83,947	79,250	-	47,621	-	-	7,150	-	108,426
281 Narc Asset Seizure	2,038,948	427,000	-	94,360	-	-	198,786	-	2,172,802
291 Cable TV PEG	547,281	47,000	-	-	-	-	-	-	594,281
301 Supp Law Enforcement	-	102,792	-	102,792	-	-	-	-	-
311 AB 2766	453,592	61,700	-	-	-	-	-	-	515,292
321 Sewer Fund	4,342,142	1,769,810	-	375,526	1,300,000	58,000	-	-	4,378,426
415 Capital Projects	11,156,077	714,000	5,426,000	-	6,231,367	-	-	-	11,064,710
416 Infrastructure Reserve	25,634,279	-	4,132,500	-	-	-	3,015,000	4,440,000	31,191,779
471 Low and Mod Hsg Asset	3,446	7,000	60,000	62,821	-	-	-	-	7,625
510 Debt Svc-Refin Civ Ctr	1,805,686	23,200	469,000	-	-	479,738	-	-	1,818,148
TOTAL	\$ 56,786,874	\$ 37,908,020	\$ 12,043,350	\$ 29,903,722	\$ 9,046,367	\$ 537,738	\$ 11,609,466	\$ 6,302,280	\$ 61,943,231

* Denotes decrease (increase) of assigned/nonspendable fund balances anticipated during the fiscal year

Note: Fund Transfers In and Fund Transfers Out do not equal in the above schedule due to the following:

Transfer-in of \$37,000 is made from the Technology Investment Fund to the General Fund for reimbursement of items in the City's Technology Master Plan.

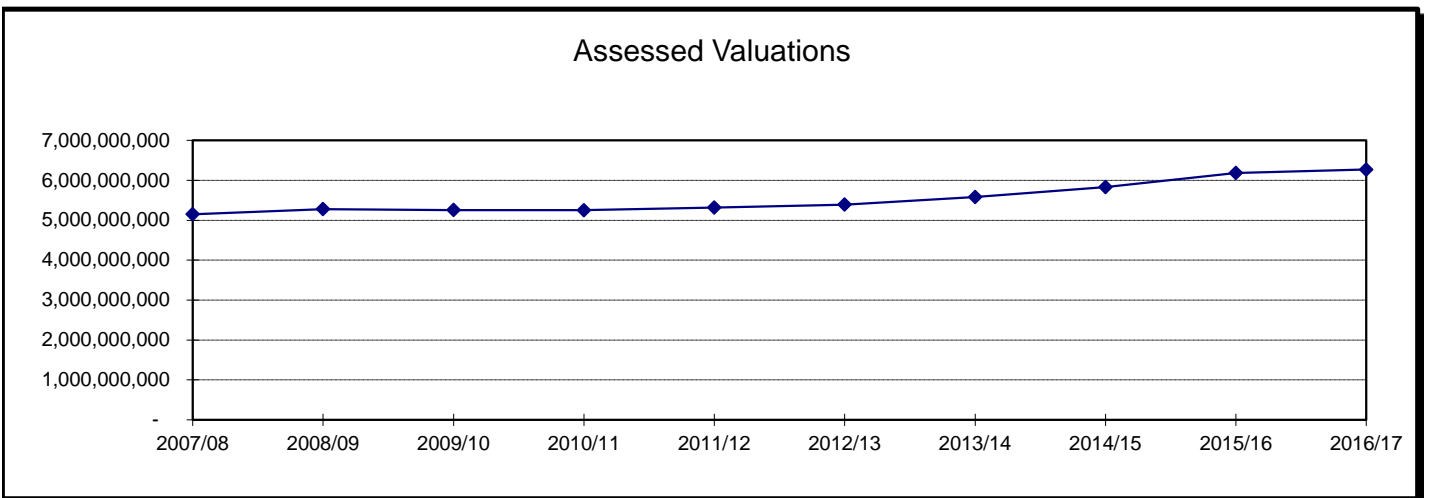
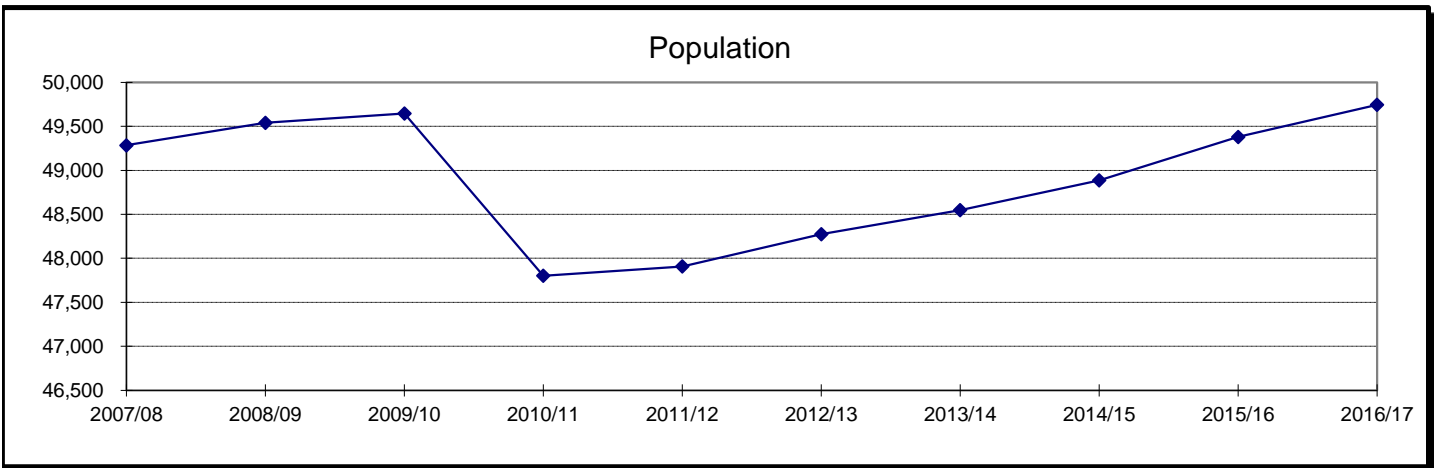
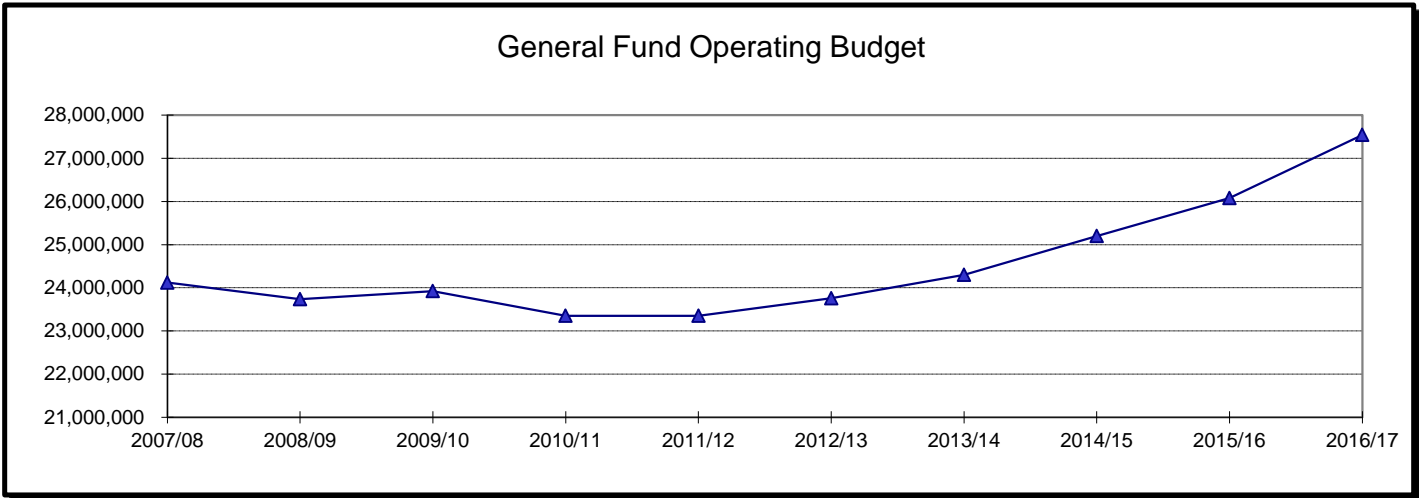
Transfer-out of \$5,830 is made from the General Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.

Transfer-out of \$198,786 is made from the Narcotics Asset Seizure Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.

Transfer-in of \$132,500 is made from the Cypress Recreation and Park District General Fund to the City Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies that were borrowed from the City.

Transfer-in of \$469,000 is made from the Successor Agency to the Redevelopment Agency to the Debt Service-Civic Center Refinancing Fund per debt agreement.

CITY OF CYPRESS TEN YEAR TREND ANALYSIS



Fiscal Year 2016/17 assessed valuations are not currently available; therefore, the amount presented is estimated.

CITY OF CYPRESS
Ten Year Financial Trend Indicators

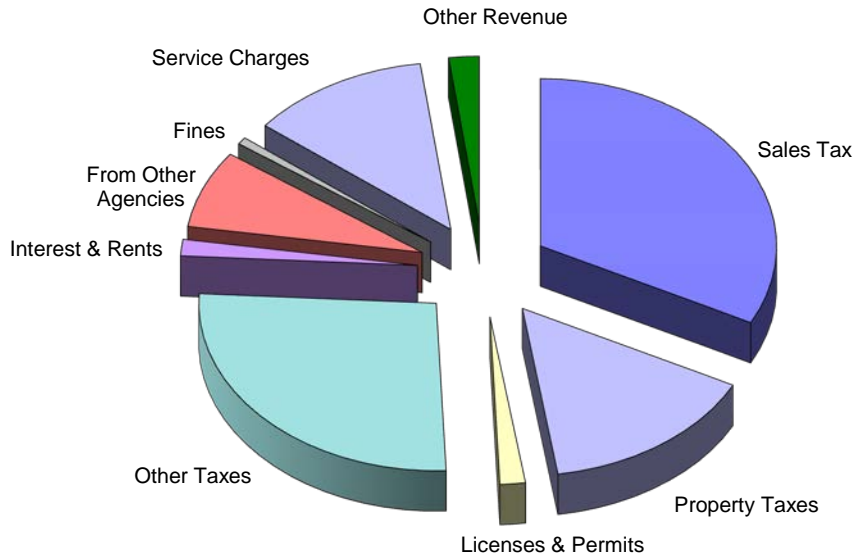
<u>Fiscal Year</u>	<u>Population</u>	<u>General Fund Operating Budget</u>	<u>General Fund Per Capita</u>	<u>Total City Budget*</u>	<u>Total Budget Per Capita</u>
2007-08	49,284	\$ 24,123,568	\$ 489	\$ 32,732,063	\$ 664
2008-09	49,541	23,735,924	479	43,142,355	871
2009-10	49,647	23,925,015	482	42,717,563	860
2010-11	47,802 **	23,354,453	489	50,183,238	1,050
2011-12	47,907	23,351,376	487	41,208,043	860
2012-13	48,273	23,758,423	492	34,984,188	725
2013-14	48,547	24,302,720	501	40,334,661	831
2014-15	48,886	25,197,576	515	39,384,306	806
2015-16	49,184	26,081,377	530	46,215,078	940
2016-17	49,743	27,543,635	554	39,692,443	798

* Includes Adopted Operating Budget, Capital Project Budget, Capital Outlay Budget and Debt Budget for all funds of the City.

** Population figure revised per 2010 U.S. Census.

SUMMARY OF RESOURCES

Fiscal Year 2016-17



TOTAL RESOURCES \$37,908,020

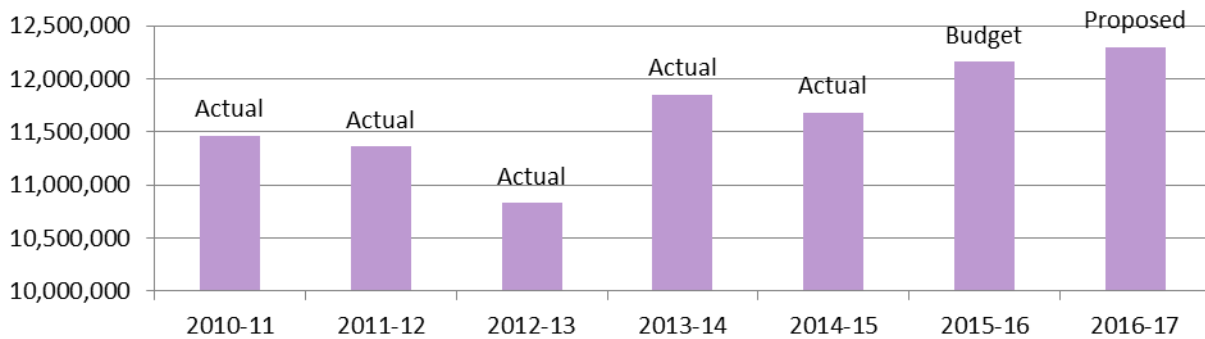
	TOTALS	PERCENT OF BUDGET
Sales Tax	\$ 12,350,000	32.6%
Property Taxes	5,696,510	15.0%
Licenses & Permits	655,260	1.7%
Other Taxes	10,073,200	26.6%
Interest & Rents	598,920	1.6%
From Other Agencies	2,843,742	7.5%
Fines	260,000	0.7%
Service Charges	4,646,441	12.2%
Other Revenue	783,947	2.1%
Total Resources	\$ 37,908,020	100%

MAJOR REVENUE SOURCES

SALES TAX

The City of Cypress single largest revenue source is Sales Tax. Sales Tax is collected by the State and distributed to the local jurisdictions in monthly installments based on the prior year's actual collections. At the end of each quarter a "clean-up" payment is made to adjust the current period distributions to actual. Beginning in FY 2004-05, the State now shifts approximately 25% in local sales tax revenues as part of the "triple flip" whereby the sales tax takeaway is backfilled with property tax revenues. As currently implemented, the "triple flip" has created an equal exchange with no net impact to total City revenues. The amount of the back-fill is classified as Other Taxes in the City budget.

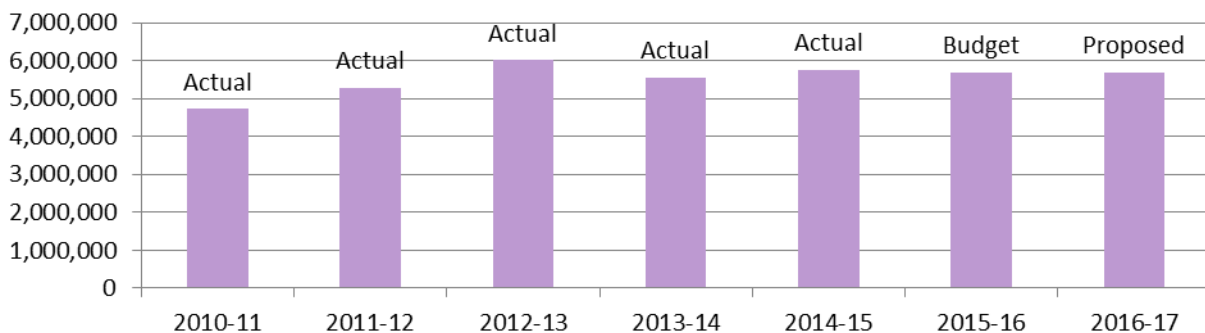
The Sales Tax rate for the County of Orange is 8%. The City of Cypress receives 1% (between Sales Tax Revenues and the State Backfill amount) of the 8% tax generated within the City limits. Additionally, with the passage of Proposition 172 the City receives 5% of the ½ cent of Sales Tax. These funds are restricted and can only be used for public safety purposes and are included in the Other Taxes revenue category. The City also receives Measure M2 funds which equal approximately 3% of ½ cent of Sales Tax that requires a matching contribution from the City towards infrastructure improvements. These turnback funds are categorized as Revenue from Other Agencies.



PROPERTY TAX

Property Taxes include assessments on both secured and unsecured property. Secured Property Taxes attach and become an enforceable lien on the assessed property. Taxes on the secured rolls are payable in two installments: November 1 and March 1 of each year, and become delinquent on December 10 and April 10, respectively. Unsecured Property Taxes are assessed and payable each March 1 and become delinquent the following August 31. The County of Orange Tax Collector bills and collects the Property Taxes, then apportions them to the City in accordance with an established schedule.

The County is permitted by the State under Proposition 13, which became effective July 1, 1978, to levy taxes at 1% of the full market value at the time of purchase or reassessment, and can increase the Property Tax assessed valuation no more than 2% annually. The City receives a share (7.83%) of the basic levy (1%) proportionate to what it received prior to the passage of Proposition 13, adjusted by the State shift to the Educational Revenue Augmentation Fund and the county administration fee.



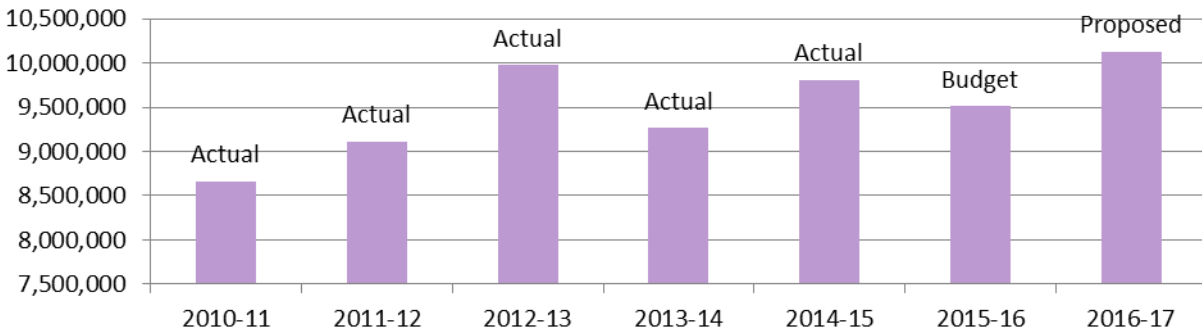
MAJOR REVENUE SOURCES

LICENSES AND PERMITS

The majority of license and permit revenue is generated from fees charged to contractors for building, plumbing, heating and electrical permits to endure compliance with the City's building and safety codes.

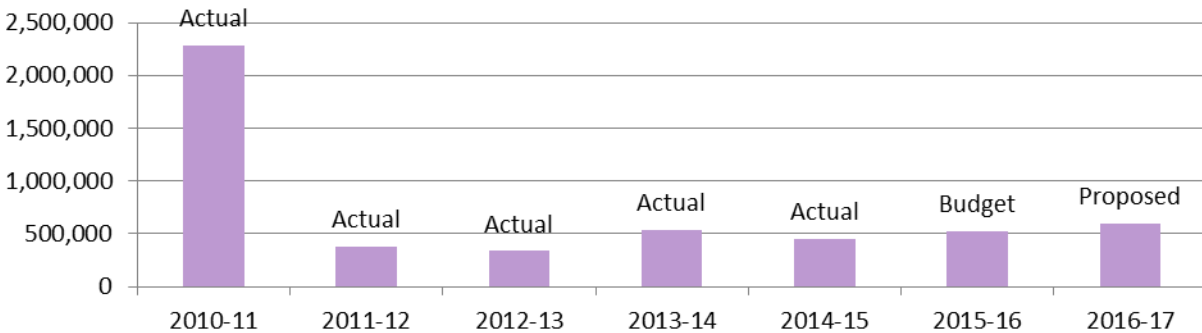
OTHER TAXES

This revenue source is comprised of Franchise Fees, Business License Tax, Transient Occupancy Tax, Real Property Transfer Tax, Parimutual Taxes and the Property Tax Backfill for both Motor Vehicle License Fees and Sales Tax. The Franchise Fees are taxes paid to the City of Cypress by companies who have negotiated the right to provide a service exclusively within the City of Cypress. Such companies include Southern California Water Company, Southern California Gas Company, Southern California Edison, Briggeman Disposal and Time Warner Cable. Business License Tax is generated from the regulation of businesses and professions within the Cypress City limits. Transient Occupancy Tax is collected by hotels and motels from guests on behalf of the City. The City's Transient Occupancy Tax rate is 10%. Real Property Transfer Tax revenue is collected by the County Recorder for recording the conveyance of property deeds at the time of sale. Parimutual and Satellite Wagering Taxes are derived from the Los Alamitos racetrack wagering. The City receives 0.33 percent of each dollar wagered. The backfill amounts resulting from the sales tax "triple flip" and the reduction in the Motor Vehicle License fees were first recorded in Other Taxes in FY 2004-05. The backfill amounts recorded as Other Taxes are property tax monies committed by the State to make local governments whole after raiding funding sources such as sales tax and licensing fees previously earmarked for local governments.



INTEREST AND RENTS

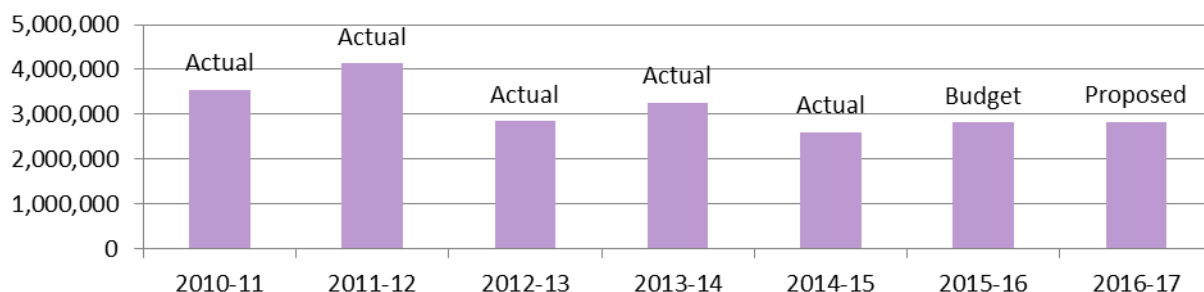
This category represents investment earnings received from the investment of the City's funds and any rents received for the use of City property. All investments are made in accordance with the City's adopted investment policy and all applicable State Government codes.



MAJOR REVENUE SOURCES

REVENUE FROM OTHER AGENCIES

This category includes such significant revenue sources as State Gas Tax, County Measure M2 monies, Motor Vehicle License fees and other competitively funded grant monies received from various agencies. Grant revenues tend to fluctuate from year to year depending upon both the availability of funding and the number of projects eligible for such funding. Additionally, the City receives public safety monies from the State for funding supplemental law activities and training reimbursement (POST). Beginning in FY 2005-06, the State backfill for Motor Vehicle Licensing fees was shifted to a backfill to the City in the form of property tax monies. These backfill monies were recorded in the City's budget in Other Taxes. Beginning in FY 2011-12, the State discontinued paying motor vehicle license fees to the City.



FINES AND FORFEITURES

This revenue is generated from various ordinance violations and alarm fines.

CHARGES FOR SERVICES

These fees are charged by various City departments to recover the cost of providing specific services. The largest revenue source in this category is from the reimbursement of expenses and services provided to the Cypress Recreation and Park District.

OTHER REVENUE

This category represents all other miscellaneous and non-recurring revenue and fees.

BUDGET SUMMARY

OPERATING REVENUES

Fiscal Year 2016-17

	2014-15 Actual	2015-16 Budget	2016-17 Proposed	Percent Change
<u>GENERAL FUND 111</u>				
Sales Tax	\$ 11,681,865	\$ 12,158,378	\$ 12,350,000	1.58%
Property Taxes	4,735,391	4,699,438	4,652,800	-0.99%
Other Taxes	9,756,559	9,464,925	10,026,200	5.93%
Licenses & Permits	455,781	345,120	655,260	89.86%
Fines	180,025	165,000	165,000	0.00%
Interest & Rents	346,815	439,220	492,470	12.12%
Revenue from Other Agencies	96,510	76,000	63,850	-15.99%
Service Charges	2,498,365	2,401,498	2,499,691	4.09%
Other Revenue	162,615	67,777	254,020	274.79%
Total	<u>\$ 29,913,926</u>	<u>\$ 29,817,356</u>	<u>\$ 31,159,291</u>	<u>0.00%</u>
<u>MELLO ROOS FUND 112</u>				
Other Revenue	\$ 12,368	\$ 14,495	\$ 26,427	82.32%
Total	<u>\$ 12,368</u>	<u>\$ 14,495</u>	<u>\$ 26,427</u>	<u>82.32%</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
Revenue from Other Agencies	\$ 60,167	\$ 150,471	\$ 151,900	0.95%
Other Revenue	-	10,000	20,000	100.00%
Total	<u>\$ 60,167</u>	<u>\$ 160,471</u>	<u>\$ 171,900</u>	<u>7.12%</u>
<u>TRAFFIC SAFETY FUND 221</u>				
Fines	\$ 74,972	\$ 90,000	\$ 95,000	5.56%
Total	<u>\$ 74,972</u>	<u>\$ 90,000</u>	<u>\$ 95,000</u>	<u>5.56%</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
Revenue from Other Agencies	\$ 294,847	\$ 235,000	\$ 275,000	17.02%
Total	<u>\$ 294,847</u>	<u>\$ 235,000</u>	<u>\$ 275,000</u>	<u>17.02%</u>
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Interest & Rent	\$ 7,445	\$ 4,000	\$ 1,000	-75.00%
Revenue from Other Agencies	264,955	615,000	154,000	-74.96%
Other Revenue	31,500	-	-	n/a
Total	<u>\$ 303,900</u>	<u>\$ 619,000</u>	<u>\$ 155,000</u>	<u>-74.96%</u>
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
Revenue from Other Agencies	\$ 391,109	\$ 354,000	\$ 360,000	1.69%
Total	<u>\$ 391,109</u>	<u>\$ 354,000</u>	<u>\$ 360,000</u>	<u>1.69%</u>
<u>TRAFFIC MITIGATION ASSNT FUND 234</u>				
Interest & Rents	\$ 6,157	\$ 2,500	\$ 6,000	140.00%
Service Charges	14,840	-	-	n/a
Total	<u>\$ 20,997</u>	<u>\$ 2,500</u>	<u>\$ 6,000</u>	<u>140.00%</u>

BUDGET SUMMARY

OPERATING REVENUES

Fiscal Year 2016-17

(continued)

	2014-15 Actual	2015-16 Budget	2016-17 Proposed	Percent Change
<u>REGIONAL TRAFFIC FEE FUND 235</u>				
Service Charges	\$ 1,324	\$ 500	\$ 500	0.00%
Total	<u>\$ 1,324</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>0.00%</u>
<u>MEASURE M GAS TAX FUND 236</u>				
Interest & Rents	\$ 3,218	\$ 2,400	\$ 5,000	108.33%
Revenue from Other Agencies	827,627	810,000	880,000	8.64%
Total	<u>\$ 830,845</u>	<u>\$ 812,400</u>	<u>\$ 885,000</u>	<u>8.94%</u>
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
Interest & Rents	\$ 7,067	\$ 4,800	\$ 9,500	97.92%
Revenue from Other Agencies	513,505	245,000	116,000	-52.65%
Total	<u>\$ 520,572</u>	<u>\$ 249,800</u>	<u>\$ 125,500</u>	<u>-49.76%</u>
<u>LIGHTING DISTRICT #2 FUND 251</u>				
Property Taxes	\$ 1,013,028	\$ 978,284	\$ 1,029,450	5.23%
Interest & Rents	15,545	12,000	21,000	75.00%
Revenue from Other Agencies	6,204	6,000	6,200	3.33%
Other Revenue	18,756	12,000	15,000	25.00%
Total	<u>\$ 1,053,533</u>	<u>\$ 1,008,284</u>	<u>\$ 1,071,650</u>	<u>6.28%</u>
<u>STORM DRAIN FUND 261</u>				
Interest & Rent	\$ 2,955	\$ 2,400	\$ 4,000	66.67%
Service Charges	335,788	333,000	334,000	0.30%
Total	<u>\$ 338,743</u>	<u>\$ 335,400</u>	<u>\$ 338,000</u>	<u>0.78%</u>
<u>PLAN LOCAL DRAIN FAC FUND 262</u>				
Interest & Rents	\$ 1,751	\$ 1,200	\$ 2,000	66.67%
Service Charges	15,483	5,000	5,000	0.00%
Total	<u>\$ 17,234</u>	<u>\$ 6,200</u>	<u>\$ 7,000</u>	<u>12.90%</u>
<u>CORP CTR MAINT DIST #1 FUND 271</u>				
Service Charges	\$ 75,426	\$ 77,688	\$ 79,250	2.01%
Total	<u>\$ 75,426</u>	<u>\$ 77,688</u>	<u>\$ 79,250</u>	<u>2.01%</u>
<u>NARCOTICS ASSET SEIZURE FUND 281</u>				
Interest & Rents	\$ 7,020	\$ 5,000	\$ 7,000	40.00%
Other Revenue	512,315	290,000	420,000	44.83%
Total	<u>\$ 519,335</u>	<u>\$ 295,000</u>	<u>\$ 427,000</u>	<u>44.75%</u>

BUDGET SUMMARY

OPERATING REVENUES

Fiscal Year 2016-17

(continued)

	2014-15 Actual	2015-16 Budget	2016-17 Proposed	Percent Change
<u>CABLE TELEVISION FRANCHISE AGREEMENT FUND 291</u>				
Other Taxes	\$ 46,027	\$ 44,000	\$ 47,000	6.82%
Total	<u>\$ 46,027</u>	<u>\$ 44,000</u>	<u>\$ 47,000</u>	<u>6.82%</u>
<u>SUPPLEMENTAL LAW ENFORCEMENT FUND 301</u>				
Interest & Rents	\$ 40	\$ 50	\$ 50	0.00%
Revenue from Other Agencies	103,045	100,000	102,742	2.74%
Total	<u>\$ 103,085</u>	<u>\$ 100,050</u>	<u>\$ 102,792</u>	<u>0.00%</u>
<u>AB 2766 FUND 311</u>				
Interest & Rents	\$ 1,308	\$ 850	\$ 1,700	100.00%
Other Revenue	60,654	60,000	60,000	0.00%
Total	<u>\$ 61,962</u>	<u>\$ 60,850</u>	<u>\$ 61,700</u>	<u>1.40%</u>
<u>SEWER FUND 321</u>				
Property Taxes	\$ 14,232	\$ 11,865	\$ 14,260	20.19%
Interest & Rents	26,886	20,000	25,000	25.00%
Revenue from Other Agencies	46,387	209,750	50	-99.98%
Service Charges	2,025,759	2,178,000	1,728,000	-20.66%
Other Revenue	2,801	2,500	2,500	0.00%
Total	<u>\$ 2,116,065</u>	<u>\$ 2,422,115</u>	<u>\$ 1,769,810</u>	<u>-26.93%</u>
<u>CIP FUND 415</u>				
Revenue from Other Agencies	\$ -	\$ -	\$ 714,000	n/a
Other Revenue	5,559	-	-	n/a
Total	<u>\$ 5,559</u>	<u>\$ -</u>	<u>\$ 714,000</u>	<u>n/a</u>
<u>LOW AND MODERATE HOUSING ASSETS FUND 471</u>				
Interest & Rents	\$ 4,382	\$ 5,000	\$ 1,000	-80.00%
Revenue from Other Agencies	-	10,000	-	-100.00%
Other Revenue	6,000	5,000	6,000	20.00%
Total	<u>\$ 10,382</u>	<u>\$ 20,000</u>	<u>\$ 7,000</u>	<u>-65.00%</u>
<u>DEBT SVC-REFIN CIVIC CTR FUND 510</u>				
Interest & Rents	\$ 23,221	\$ 23,100	\$ 23,200	0.43%
Total	<u>\$ 23,221</u>	<u>\$ 23,100</u>	<u>\$ 23,200</u>	<u>0.43%</u>
TOTAL OPERATING REVENUES	\$ 36,795,599	\$ 36,748,209	\$ 37,908,020	3.16%

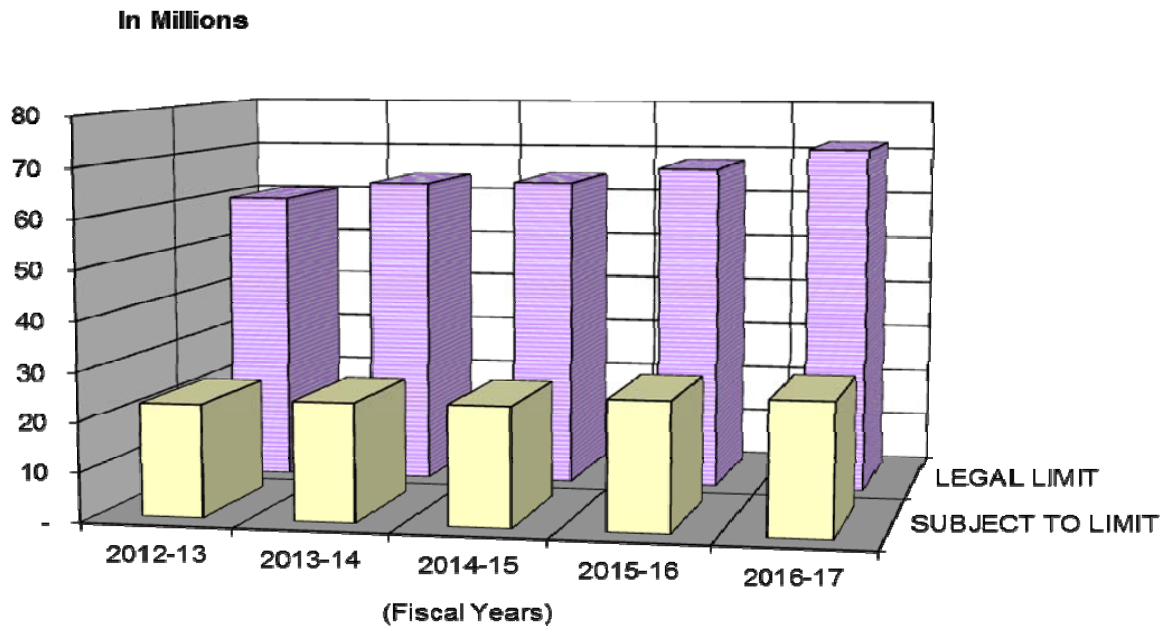
CITY OF CYPRESS ANNUAL APPROPRIATIONS LIMIT

Fiscal Year 2016-17

Under Article XIII B of the California Constitution, State and local government agencies are subject to an annual "appropriations limit". Article XIII B, adopted in 1979 and more commonly known as the "Gann Initiative", limits the proceeds of tax revenue which the City can legally appropriate. The appropriations are based on the City's 1978-79 actual appropriations adjusted annually by a formula utilizing the percentage growth in California Per Capita Income and under Proposition 111 either the population growth in the City or County.

As provided by Proposition 111, the City of Cypress has elected to utilize the percentage of population growth in the County of Orange population to calculate the fiscal year 2016-17 Appropriation Limitation of \$71,683,126. The total appropriations subject to the limitation for 2016-17 are \$26,796,310 which is \$44,886,816 (62.6%) below the calculated appropriation limit.

APPROPRIATIONS

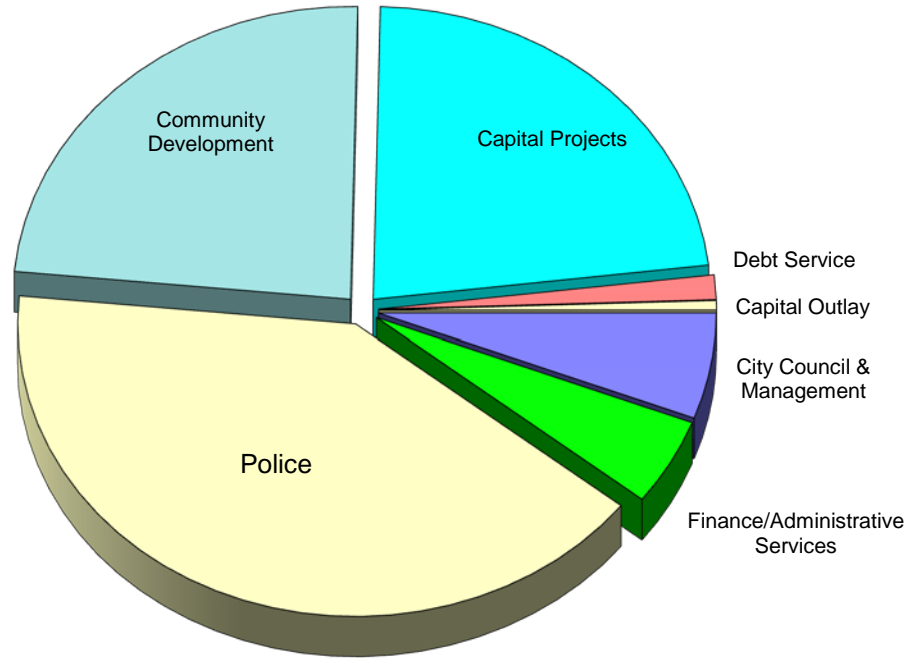


CITY OF CYPRESS
SUMMARY OF APPROPRIATIONS BY FUND
Fiscal Year 2016-17

<u>FUND</u>	<u>SALARIES & BENEFITS</u>	<u>OPERATIONS & PROJECTS</u>	<u>DEBT SERVICE</u>	<u>CAPITAL OUTLAY</u>	<u>TOTAL</u>
111-General Fund	\$ 18,364,258	\$ 9,179,377	\$ -	\$ 5,830	\$ 27,549,465
112-Mello Roos Fund	2,677	23,750	-	-	26,427
114-General Fund Grants	-	176,100	-	-	176,100
232-Special Gas Tax 2106	73,487	996,513	-	-	1,070,000
234-Traffic Mitigation Assmt Fund	39,975	405,025	-	-	445,000
251-Lighting Dist No 2 Fund	50,014	814,864	-	-	864,878
261-Storm Drainage Fund	327,490	282,072	-	-	609,562
271-Corp Ctr Maint Dist #1	3,088	44,533	-	-	47,621
281-Narc Asset Seizure	44,500	49,860	-	198,786	293,146
301-Supp Law Enforcement Fund	102,792	-	-	-	102,792
321-Sewer Fund	259,903	1,415,623	58,000	-	1,733,526
415-Capital Projects Fund	417,265	5,814,102	-	-	6,231,367
471-Low/Mod Housing Asset Fund	56,779	6,042	-	-	62,821
510-Debt Svc-Refin. Civic	-	-	479,738	-	479,738
TOTAL	<u>\$ 19,742,228</u>	<u>\$ 19,207,861</u>	<u>\$ 537,738</u>	<u>\$ 204,616</u>	<u>\$ 39,692,443</u>

SUMMARY OF APPROPRIATIONS

Fiscal Year 2016-17



TOTAL APPROPRIATIONS \$39,692,443

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
City Council & Management	\$ 2,307,452	5.8%
Finance/Administrative Services	1,906,390	4.8%
Police	16,234,772	40.9%
Community Development	9,455,108	23.8%
Capital Projects	9,046,367	22.8%
Debt Service	537,738	1.4%
Capital Outlay	204,616	0.5%
Total Appropriations	\$ 39,692,443	100.0%

BUDGET SUMMARY OPERATING EXPENDITURES

Fiscal Year 2016-17

FUNCTION/Responsible Department Program Number/Description	2015-16 Budget	2016-17 Budget	Percent Change
CITY ADMINISTRATION			
Legislative Division			
10101 Legislative	\$ 231,340	\$ 207,970	-10.10%
10104 Traffic Commission	44,519	34,192	-23.20%
10109 Support Services - Legislative	129,849	129,677	-0.13%
Subtotal	<u>\$ 405,708</u>	<u>\$ 371,839</u>	<u>-8.35%</u>
City Attorney Division			
10105 City Attorney	\$ 302,100	\$ 301,900	-0.07%
City Manager Division			
20111 City Manager	\$ 634,019	\$ 726,745	14.63%
20117 Community Promotion	119,202	59,750	-49.88%
20119 Cable TV	122,556	123,349	0.65%
20270 Animal Control	138,899	282,373	103.29%
Subtotal	<u>\$ 1,014,676</u>	<u>\$ 1,192,217</u>	<u>17.50%</u>
City Clerk Division			
20115 City Clerk	\$ 288,071	\$ 262,112	-9.01%
20116 Elections	14,076	122,226	768.33%
20118 Records Management	66,602	57,158	-14.18%
Subtotal	<u>\$ 368,749</u>	<u>\$ 441,496</u>	<u>19.73%</u>
Total City Administration	<u>\$ 2,091,233</u>	<u>\$ 2,307,452</u>	<u>10.34%</u>
FINANCE AND ADMINISTRATIVE SERVICES			
Finance Division			
40141 Finance Administration	\$ 498,987	\$ 460,060	-7.80%
40142 General Accounting	699,007	712,062	1.87%
40143 Purchasing	73,333	99,489	35.67%
40144 Business Licenses	105,795	118,907	12.39%
40200 Mello Roos Administration	14,495	26,427	82.32%
Subtotal	<u>\$ 1,391,617</u>	<u>\$ 1,416,945</u>	<u>1.82%</u>
Human Resources Division			
40151 Human Resources	\$ 488,636	\$ 489,445	0.17%
Total Finance and Administrative Services	<u>\$ 1,880,253</u>	<u>\$ 1,906,390</u>	<u>1.39%</u>

BUDGET SUMMARY OPERATING EXPENDITURES

Fiscal Year 2016-17

(continued)

FUNCTION/Responsible Department Program Number/Description	2015-16 Budget	2016-17 Budget	Percent Change
POLICE			
Administration and Support Services Division			
50161 Police Administration	\$ 1,515,047	\$ 1,681,561	10.99%
50167 Police Training	235,855	216,910	-8.03%
50168 Support Services Management	941,903	972,478	3.25%
50169 Communications	1,085,615	1,125,707	3.69%
50170 Records	507,636	520,453	2.52%
50171 Property and Evidence	121,282	124,076	2.30%
50174 Crime Prevention/Comm Relat.	92,361	107,832	16.75%
50180 Emergency Services	109,684	95,911	-12.56%
50181 Supp Law Enforcement Act	100,050	102,792	2.74%
50183 Police Grants	5,400	8,400	55.56%
50187 Mobile Command Post	16,619	18,335	10.33%
Subtotal	\$ 4,731,452	\$ 4,974,455	5.14%
Field Operations Division			
50162 Field Operations Management	\$ 263,758	\$ 258,127	-2.13%
50163 Field Operations	6,919,681	6,836,855	-1.20%
50172 Jail Operations	339,532	343,086	1.05%
50173 Traffic and Parking Operations	725,798	707,322	-2.55%
50176 Crossing Guards	211,000	239,589	13.55%
50177 SWAT Operations	38,279	38,995	1.87%
Subtotal	\$ 8,498,048	\$ 8,423,974	-0.87%
Investigations Division			
50165 General Investigations	\$ 2,240,953	\$ 2,446,231	9.16%
50166 Court	84,152	90,041	7.00%
50178 Police Laboratory	197,183	205,711	4.32%
50179 Narcotics Asset Seizure	101,612	94,360	-7.14%
Subtotal	\$ 2,623,900	\$ 2,836,343	8.10%
Total Police Protection	\$ 15,853,400	\$ 16,234,772	2.41%

BUDGET SUMMARY

OPERATING EXPENDITURES

Fiscal Year 2016-17

(continued)

FUNCTION/Responsible Department Program Number/Description	2015-16 Budget	2016-17 Budget	Percent Change
COMMUNITY DEVELOPMENT			
Planning and Development Division			
60191 Planning Administration	\$ 292,562	\$ 435,217	48.76%
60192 Advanced Planning	115,973	34,444	-70.30%
60193 Current Planning	495,309	484,351	-2.21%
60199 Economic Development	190,415	182,625	-4.09%
66195 Community Development Grants	145,000	155,000	6.90%
62198 Low/Mod Housing Asset Fund	80,691	62,821	-22.15%
Subtotal	<u>\$ 1,319,950</u>	<u>\$ 1,354,458</u>	<u>2.61%</u>
Building Division			
65241 Building Division Supervision	\$ 277,833	\$ 313,870	12.97%
65242 Permits	22,483	-	-100.00%
65243.6243 Inspections - Building	150,000	230,000	53.33%
65243.6244 Inspections - Electrical	25,000	40,000	60.00%
65243.6245 Inspections - Plumbing & Heating	25,000	40,000	60.00%
65247 Plan Checks	121,305	140,000	15.41%
Subtotal	<u>\$ 621,621</u>	<u>\$ 763,870</u>	<u>22.88%</u>
Environmental Services Division			
70720 Solid Waste Management	\$ 52,460	\$ 59,305	13.05%
70721 Grants	12,771	12,700	-0.56%
70251 Fats, Oils and Grease (FOG)	51,862	55,140	6.32%
70281 Storm Drainage Water Quality	471,534	380,753	-19.25%
Subtotal	<u>\$ 588,627</u>	<u>\$ 507,898</u>	<u>-13.71%</u>
Engineering Division			
70201 Public Works Administration	\$ 392,212	\$ 474,370	20.95%
70260.7260 Engineering Administration	192,738	290,026	50.48%
70261.7261 Engineering Plan Checking	148,889	143,168	-3.84%
70264 Traffic Engineering	101,880	91,942	-9.75%
70266 Geographical Info. Syst. (GIS)	20,491	113,448	453.65%
70215 Traffic Signal Maintenance	214,269	247,346	15.44%
70223 Street Lighting	584,995	617,532	5.56%
Subtotal	<u>\$ 1,655,474</u>	<u>\$ 1,977,832</u>	<u>19.47%</u>

BUDGET SUMMARY

OPERATING EXPENDITURES

Fiscal Year 2016-17

(continued)

FUNCTION/Responsible Department Program Number/Description	2015-16 Budget	2016-17 Budget	Percent Change
Streets Division			
70211 Maintenance Administration	\$ 440,004	\$ 506,982	15.22%
70212.7212 Street Maintenance	286,654	167,220	-41.66%
70212.7213 Street Cleaning	158,354	321,373	102.95%
70212.7214 Traffic Safety	79,836	87,062	9.05%
70212.7216 Street Tree Maintenance	330,417	342,432	3.64%
70212.7217 Parkway Maintenance	710,985	718,200	1.01%
70212.7227 Graffiti Removal	13,996	19,085	36.36%
70212.7238 Sidewalk Repair	206,329	324,153	57.10%
70221 Retarding Basin	11,380	11,000	-3.34%
70239 Stanton Channel Berm Maint.	52,469	47,621	-9.24%
70281 Storm Drain Maintenance	282,919	228,809	-19.13%
70219 Sanitary Sewer Maintenance	302,942	320,386	5.76%
Subtotal	\$ 2,876,285	\$ 3,094,323	7.58%
Park Maintenance Division			
70228.7224 Landscaping - Senior Center	\$ 14,985	\$ 30,890	106.14%
70228.7228 Park Landscape and Maintenance	720,223	730,541	1.43%
70228.7229 Athletic Field Maintenance	279,214	276,611	-0.93%
70228.7230 Park Building Maintenance	169,231	153,945	-9.03%
70228.7231 Senior Citizens Cntr Maintenance	183,871	245,375	33.45%
70228.7232 Community Center Maintenance	229,669	245,156	6.74%
70228.7234 Community Events	-	52,300	n/a
Subtotal	\$ 1,597,193	\$ 1,734,818	8.62%
Facilities Division			
70233 Library Maintenance	\$ 16,048	\$ 18,367	14.45%
70218 Building Maint.-Boys & Girls Club	2,302	3,542	53.87%
Subtotal	\$ 18,350	\$ 21,909	19.40%
Total Community Development	\$ 8,677,500	\$ 9,455,108	8.96%
TOTAL BUDGETED OPERATING EXPENDITURES	\$ 28,502,386	\$ 29,903,722	4.92%

BUDGET SUMMARY OPERATING EXPENDITURES

Fiscal Year 2016-17

(continued)

FUNCTION/Responsible Department Program Number/Description	2015-16 Budget	2016-17 Budget	Percent Change
INTERNAL SERVICE FUND OPERATIONS			
COMMUNITY DEVELOPMENT			
Fleet Division			
70621.7621 Auto Maintenance-City Vehicles	297,776	221,555	-25.60%
70621.7623 Maintenance-Equipment	81,488	79,032	-3.01%
70621.7634 Auto Maintenance-Police Vehicles	430,078	439,374	2.16%
70621.7634 Auto Maintenance-Park Vehicles	17,448	11,113	-36.31%
Subtotal	826,790	751,074	-9.16%
Facilities Division			
70624.7624 Bldg Maintenance-Civic Center	241,714	242,816	0.46%
70624.7626 Bldg Maintenance-Police Annex	255,288	235,155	-7.89%
70624.7629 Landscaping-Civic Center	104,512	97,318	-6.88%
70627.7627 Bldg Maintenance-Corp Yard	94,925	126,462	33.22%
70627.7632 Landscaping-Corp Yard	13,195	12,907	-2.18%
Subtotal	709,634	714,658	0.71%
Streets Division			
70608 Warehouse-Central Services	55,530	74,583	34.31%
CITY ADMINISTRATION			
City Manager Division			
94810 General Liability	10,279	5,115	-50.24%
FINANCE AND ADMINISTRATIVE SERVICES			
Information Systems Division			
40601 Print Shop	212,496	186,031	-12.45%
40604 Telephone Maintenance	19,285	33,075	71.51%
40606 Postage Services	22,680	10,616	-53.19%
40603 Computer Equip Maintenance	18,141	29,013	59.93%
40605 Information Systems	609,212	714,236	17.24%
40607 Website Maintenance	47,362	110,102	132.47%
40608 Financial Acctg Software Maint.	61,457	65,225	6.13%
Subtotal	990,633	1,148,298	15.92%
Human Resources Division			
94820 Workers' Comp Insurance	54,778	39,922	-27.12%
TOTAL INTERNAL SERVICE OPERATIONS*			
	\$ 2,647,644	\$ 2,733,650	3.25%

* Not Included in the total budget for the City. Amounts are allocated to individual programs/divisions and are included with operating expenditures for those budgeted programs/divisions.

BUDGET SUMMARY
CAPITAL PROJECTS, DEBT SERVICE AND CAPITAL OUTLAY
 Fiscal Year 2016-17

	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
Summary of Capital Projects			
80100 Street Projects	\$ 2,880,000	\$ 2,680,000	-6.94%
80200 Traffic Signal Projects	450,000	445,000	-1.11%
80300 Storm Drain Projects	9,450,000	341,367	-96.39%
80400 Sanitary Sewer Projects	1,300,000	1,300,000	0.00%
80500 Parkway and Median Projects	1,560,623	2,940,000	88.39%
80600 Public Facility Projects	760,000	1,340,000	76.32%
80900 Other Projects	510,000	-	-100.00%
Total Capital Projects Expenditures	<u>\$ 16,910,623</u>	<u>\$ 9,046,367</u>	<u>-46.50%</u>
Summary of Debt Service			
2001-LR Civic Center Refinancing	\$ 480,337	\$ 479,738	-0.12%
2009-GF Sewer Fund Loan	40,000	58,000	45.00%
Total Debt Service Expenditures	<u>\$ 520,337</u>	<u>\$ 537,738</u>	<u>3.34%</u>
Summary of Capital Outlay**			
Equipment-Additions			
Furniture/Equipment/Vehicles	\$ 281,732	\$ 204,616	-27.37%
Total Capital Outlay Expenditures	<u>\$ 281,732</u>	<u>\$ 204,616</u>	<u>-27.37%</u>
TOTAL BUDGET APPROPRIATIONS	<u>\$ 46,215,078</u>	<u>\$ 39,692,443</u>	<u>-14.11%</u>

** Only includes Capital Outlay amounts paid for by operating funds. All other Capital Outlay amounts are paid for with accumulated replacement monies previously charged to operating programs/divisions.

CITY OF CYPRESS
Property Tax Base Rate
Tax Rate Area - 19-001

	<u>Rate</u>	<u>Tax on Home</u> <u>AV-\$350,000</u>
Cypress Recreation & Park District*	0.0728	\$ 255
City of Cypress*	0.0783	274
City Lighting District	0.0160	56
City of Cypress Sewer Fund	0.0000	-
Orange County General Fund	0.0456	160
Orange County Library District	0.0123	43
Orange County Fire Authority	0.0831	291
Orange County Flood Control District	0.0146	51
Orange County Harbors, Beaches & Parks	0.0113	40
Orange County Vector Control	0.0008	3
Orange County Transit District	0.0021	7
Orange County Water District	0.0056	20
Orange County Water District Reserve	0.0001	0
Anaheim Union High School District	0.1267	443
North Orange Co Community College District	0.0516	181
Cypress Elementary School District	0.2816	986
Orange County Department of Education	0.0274	96
Orange County Sanitation District	0.0238	83
Education Revenue Augmentation Fund	0.1463	512
Total	<u>1.0000</u>	<u>\$ 3,500</u>

The above schedule represents a breakdown of the basic levy component included on the typical property tax bill. The City of Cypress unrestricted portion is 7.83% of each property tax dollar paid. For a home with an assessed value of \$350,000, the City would receive \$274 annually to use for providing police, street maintenance and other City services.

CITY OF CYPRESS THREE-YEAR GOALS

2015-2018

Not listed in any order of priority

Strengthen organizational effectiveness and efficiency.

Enhance economic development.

Maintain and enhance the infrastructure and facilities.

Maintain our safe community.



CITY COUNCIL & MANAGEMENT

Fiscal Year 2016 - 2017

City Council

City Council

Legislative

Traffic Commission

Support Services -
Legislative

City Attorney

City Legal
Services

City Manager

City Manager

Community
Promotions

Cable TV

Animal Control

City Clerk

City Clerk

Elections

Records
Management

CITY COUNCIL

City Council Division

Division Overview

The City Council is the legislative authority and sets the policies under which the City operates. The City Council enacts legislation such as local laws and ordinances; approves City programs; adopts the City's annual budget and capital improvement plan; and appropriates the funds necessary to provide service to the City's residents and businesses. The City Council also acts on behalf of the community with regard to regional and local, as well as State and Federal issues.

The City Council convenes regular meetings on the second and fourth Monday of each month. The City Council appoints the City Manager, City Clerk and City Attorney, as well as the members of the City's advisory boards and commissions.

Accomplishments for Fiscal Year 2015-16

- Held two Strategic Planning sessions to develop strategic objectives that work to accomplish the adopted Three-Year Goals.
- Adopted a Social Media Policy to improve communication with residents and businesses.
- Held a Town Hall Meeting on Land Use and Planning.
- Approved a contract for the redesign of the City's website.
- Approved a contract for retail recruitment and planning services.
- Established Cypress' first Farmers Market.

Objectives for Fiscal Year 2016-17

In FY 2016-17, the City Council will continue to undertake initiatives and establish policies to address strategic plan goals and objectives, focus on local economic development, and engage with the community regarding city news and events.

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Conducted City Council Meetings	25	27	23
Annual Budget Adoption	1	1	1
Strategic Planning Sessions	1	2	2
Appointed City Commission Members	0	10	4

CITY COUNCIL

City Council Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.08	0.08	0.25	0.08	(0.17)
Part-Time					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>-</u>
Total Positions	<u>10.58</u>	<u>10.58</u>	<u>10.75</u>	<u>10.58</u>	<u>(0.17)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 183,411	\$ 256,734	\$ 239,439	\$ 226,837	-11.6%
Service and Supplies	53,194	57,774	57,099	53,982	-6.6%
Internal Service Fund Charges	<u>83,384</u>	<u>91,200</u>	<u>91,200</u>	<u>91,020</u>	-0.2%
Total Division Cost	<u>\$ 319,989</u>	<u>\$ 405,708</u>	<u>\$ 387,738</u>	<u>\$ 371,839</u>	-8.3%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	<u>\$ 306,936</u>	<u>\$ 405,708</u>	<u>\$ 387,738</u>	<u>\$ 371,839</u>
Total Resources	<u>\$ 306,936</u>	<u>\$ 405,708</u>	<u>\$ 387,738</u>	<u>\$ 371,839</u>

CITY ATTORNEY

City Attorney Division

Division Overview

The City Attorney's Office consists of a contracted City Attorney who provides legal services to the City and is experienced in the practice of Municipal Law. The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice to the City Council and City departments on a regular and routine basis. The City Attorney also attends weekly Executive Team meetings, provides support in processing claims and Public Records Act requests as needed.

Accomplishments for Fiscal Year 2015-16

- Drafted an updated local ordinance to comply with new State regulations on medical marijuana dispensaries.
- Drafted an updated local ordinance to comply with new State regulations on massage parlors.
- Provided Ethics training to members of City Council, Commissions, and City staff.
- Provided periodic updates on recent developments in the law and pending litigation.

Objectives for Fiscal Year 2016-17

- Work with City Staff to revise templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions.
- Continue to provide general legal services and advice to the City Council and City departments on a regular and routine basis.
- Continue participation in the City's Strategic Planning efforts.

CITY ATTORNEY

City Attorney Division

	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget</u>
<u>Summary of Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>vs.</u>
					<u>16/17 Budget</u>
Service and Supplies	285,292	300,000	422,255	300,000	0.0%
Internal Service Fund Charges	<u>1,740</u>	<u>2,100</u>	<u>2,100</u>	<u>1,900</u>	-9.5%
Total Division Cost	<u>\$ 287,032</u>	<u>\$ 302,100</u>	<u>\$ 424,355</u>	<u>\$ 301,900</u>	-0.1%
<u>Summary of Resources</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	
General Fund	<u>\$ 287,032</u>	<u>\$ 302,100</u>	<u>\$ 424,355</u>	<u>\$ 301,900</u>	
Total Resources	<u>\$ 287,032</u>	<u>\$ 302,100</u>	<u>\$ 424,355</u>	<u>\$ 301,900</u>	

CITY MANAGER

City Manager Division

Division Overview

The City Manager is appointed by the City Council to provide executive leadership and oversee the day-to-day operations of the City. The City Manager's Office is responsible for implementing City Council policies, directing City departments and operations, fostering community partnerships, working to influence state and federal legislation on matters of importance to the City, and providing timely and efficient public information to the community.

Accomplishments for Fiscal Year 2015-16

- Launched the City's Facebook and Twitter sites to enhance communications with the community.
- Implemented the City's first Technology Master Plan.
- Successfully coordinated the third annual Cypress Women's Conference.
- Provided leadership and direction to increase the City's economic development efforts.
- Recommended to City Council a continued partnership with OC Animal Care for the construction of a new animal shelter and field services.

Objectives for Fiscal Year 2016-17

- Continue to engage with the community through social media in addition to traditional mediums.
- Launch the City's redesigned website including video streaming of City Council meetings.
- Continue Strategic Plan implementation efforts.
- Increase organizational leadership and development efforts by providing more training opportunities for staff.

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Annual Budget Proposed to City Council	1	1	1
Cypress Facebook "Likes"/Twitter "Followers"	N/A	815	1,000
News Releases Created and Distributed	34	48	52
Website Interactions with the Public	N/A	195,000	205,000
Strategic Plan Updates to City Council	2	7	10

CITY MANAGER

City Manager Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Administrative Services Tech II	2.00	2.00	-	-	-
Administrative Services Manager	1.00	1.00	-	-	-
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	-	-	0.50	0.50	-
Management Analyst	1.00	1.00	-	-	-
Senior Management Analyst	-	-	0.75	0.92	0.17
Video Production Coordinator	1.00	1.00	1.00	1.00	-
Part-Time					
Administrative Services Tech I	0.90	0.90	-	-	-
Total Positions	<u>6.90</u>	<u>6.90</u>	<u>3.25</u>	<u>3.42</u>	<u>0.17</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 869,428	\$ 660,966	\$ 653,494	\$ 662,660	0.3%
Service and Supplies	333,550	232,943	440,129	386,132	65.8%
Internal Service Fund Charges	<u>148,038</u>	<u>131,046</u>	<u>131,046</u>	<u>148,540</u>	13.3%
Total Division Cost	<u>\$ 1,351,016</u>	<u>\$ 1,024,955</u>	<u>\$ 1,224,669</u>	<u>\$ 1,197,332</u>	16.8%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 1,053,256	\$ 1,014,676	\$ 1,214,390	\$ 1,192,217
General Fund Grants	12,169	-	-	-
Internal Service	<u>285,591</u>	<u>10,279</u>	<u>10,279</u>	<u>5,115</u>
Total Resources	<u>\$ 1,351,016</u>	<u>\$ 1,024,955</u>	<u>\$ 1,224,669</u>	<u>\$ 1,197,332</u>

CITY CLERK

City Clerk Division

Division Overview

The City Clerk Division is responsible for City Council agenda and minute preparation; serves as custodian of all official City records and records management functions; serves as the City's elections official; receives and processes liability claims against the City; responds to Public Records Act requests; administers state campaign finance and conflict of interest regulations; processes and maintains agreements, Resolutions, and Ordinances; coordinates annual commission recruitment and appointment process.

Accomplishments for Fiscal Year 2015-16

- City Commissioner recruitment of 10 new members to increase citizen participation in the community
- Implementation of invocation policy to provide legislative prayer before each City Council meeting by community religious groups

Objectives for Fiscal Year 2016-17

- Implement agenda management software to streamline City Council agenda process
- Upgrade of Laserfiche electronic records management software to allow greater public access
- Video streaming of City Council meetings to provide greater transparency and access to the community

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
City Council/Oversight Board meeting agenda packets	580	470	540
Public Records Act requests processed	70	68	70
Conflict of Interest filings	55	46	54
Campaign filings	126	16	100

CITY CLERK

City Clerk Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
City Clerk	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
Total Positions	2.00	2.00	2.00	2.00	-

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 279,470	\$ 299,828	\$ 304,357	\$ 303,621	1.3%
Service and Supplies	83,331	23,960	20,160	81,055	238.3%
Internal Service Fund Charges	43,704	44,961	44,961	56,820	26.4%
Total Division Cost	\$ 406,505	\$ 368,749	\$ 369,478	\$ 441,496	19.7%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 406,505	\$ 368,749	\$ 369,478	\$ 441,496
Total Resources	\$ 406,505	\$ 368,749	\$ 369,478	\$ 441,496



FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT Fiscal Year 2016 - 2017

Director of Finance & Administrative Services

Information Systems Division

- Information Systems
- Computer Equipment Maintenance
- Website Maintenance
- Financial Accounting Software Maintenance
- Print Shop
- Telephone Maintenance

Finance Division

- Finance Administration
- General Accounting
- Business Licenses
- Mello Roos Administration

Human Resources Division

- Human Resources
- Workers Compensation Insurance

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

Division Overview

The Finance Division is responsible for financial reporting and administration including general accounting, treasury management, procurement, business licensing, revenue collection, accounts payable and payroll.

Accomplishments for Fiscal Year 2015-16

During Fiscal Year 2015-16, the division achieved the following:

- Prepared the Fiscal Year 2014-15 Comprehensive Annual Financial Report
- Coordinated the annual city-wide budget process
- Credit card acceptance and added a second cashiering station at City Hall for improved customer service;
- Electronic check deposit services, to enhance security and improve cash flow, and;
- Transitioned to a new commercial bank as required due to the prior bank's exit from the municipal market.

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- City-wide Fee Study to ensure user fees are set at an appropriate level;
- Implement an online business licensing system
- Analyze options to address pension liabilities for City Council discussion and direction.

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Attain an Unqualified ("Clean") Audit Opinion	Yes	Yes	Yes
Credit card transactions processed	0	220	600
Business licenses processed	3,100	3,200	3,300
Purchase orders placed	966	1,000	1,050
Finance Division Budget as a % of the General Fund Budget	4.97%	5.25%	5.25%

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Account Clerk II	2.00	2.00	2.00	2.00	-
Accountant	1.00	1.00	1.00	1.00	-
Director of Finance/Admin Svcs	1.00	1.00	1.00	1.00	-
Finance Manager	1.00	1.00	1.00	1.00	-
Payroll Coordinator	-	-	1.00	1.00	-
Senior Account Clerk	1.00	1.00	-	-	-
Senior Licensing Specialist	1.00	1.00	1.00	1.00	-
Total Positions	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 847,425	\$ 1,006,363	\$ 963,161	\$ 1,063,730	5.7%
Service and Supplies	102,166	234,591	117,772	200,475	-14.5%
Internal Service Fund Charges	144,126	150,663	150,663	152,740	1.4%
Total Division Cost	<u>\$ 1,093,717</u>	<u>\$ 1,391,617</u>	<u>\$ 1,231,596</u>	<u>\$ 1,416,945</u>	1.8%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 1,081,349	\$ 1,377,122	\$ 1,217,651	\$ 1,390,518
CFD Administration Fund	12,368	14,495	13,945	26,427
Total Resources	<u>\$ 1,093,717</u>	<u>\$ 1,391,617</u>	<u>\$ 1,231,596</u>	<u>\$ 1,416,945</u>

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Division Overview

The Human Resources Division provides services to the organization and its employees in the areas of Personnel Services, Labor/Employee Relations, Recruitment, Group Insurance/Benefits Administration, Wellness/Safety and Workers' Compensation.

Accomplishments for Fiscal Year 2015-16

- Successfully transitioned all full-time employees to a new life insurance vendor (CIGNA), resulting in an annual savings of approximately \$37,000.
- Closed out two on-going litigated Workers' Compensation cases.
- Coordinated employee recruitment, testing and selection for approximately 20 positions.
- Reviewed approximately 2,000 employment applications for full-time and part-time opportunities.
- Processed 24 new employees.
- Implemented the requirements of the new California part-time employee sick leave law.
- Distributed 1095-C (Affordable Care Act) forms to all full-time employees.
- Revised six classification specifications.
- Held Annual Service Awards Recognition Program for 34 City employees representing 500 years of service.
- Managed the labor relations and meet and confer process with four employee unions/associations.
- Provided on-going Human Resources support to the employees of the City of Cypress.
- Submitted bi-annual EEO-4 Report to the Equal Employment Opportunity Commission.
- Prepared California State Controllers' 2015 Annual Compensation Report.

Objectives for Fiscal Year 2016-17

- Implementation of the Employee Event Tracking module in the Human Resources Information System.
- Review/Update the City's Personnel Rules and Regulations.
- Review/Update Human Resources related policies and procedures.
- Organize employee Health and Benefits Fair.
- On-going implementation and administration of the Affordable Care Act.
- Provide Employee Training Workshops.

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Coordinate employee recruitment, testing, and selection.	23	20	15
Review employment applications.	2,773	2,067	1,950
Percentage of workers' compensation claims reported (or identified) within three days.	100%	100%	100%
Complete labor negotiations with employee unions/associations.	2	1	2
Manage CalPERS Health Program for eligible employees.	121	123	121
Manage Dental benefits for eligible employees, retirees and COBRA participants.	142	142	149
Manage Vision benefits for eligible employees, retirees and COBRA participants.	143	151	148

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Human Resources Analyst	1.00	1.00	1.00	1.00	-
Human Resources Assistant	-	-	1.00	1.00	-
Human Resources Technician	1.00	1.00	-	-	-
Human Resources Manager	1.00	1.00	1.00	1.00	-
Total Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 348,799	\$ 410,448	\$ 409,948	\$ 420,885	2.5%
Service and Supplies	50,757	97,149	80,292	64,442	-33.7%
Internal Service Fund Charges	36,348	35,817	35,817	44,040	23.0%
Total Division Cost	<u>\$ 435,904</u>	<u>\$ 543,414</u>	<u>\$ 526,057</u>	<u>\$ 529,367</u>	-2.6%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 382,447	\$ 488,636	\$ 471,279	\$ 489,445
Internal Service Funds	53,457	54,778	54,778	39,922
Total Resources	<u>\$ 435,904</u>	<u>\$ 543,414</u>	<u>\$ 526,057</u>	<u>\$ 529,367</u>



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Systems Division

Division Overview

The Information Systems Division (IS) has oversight of the City's computer systems, file servers, networks, network security, firewall, website, document imaging, Internet connectivity, wireless connectivity, wireless data encryption, print shop, copiers/multi-function printers, phone system and departmental applications.

Accomplishments for Fiscal Year 2015-16

- The Division continued to maintain a 99.99% network uptime with no data breaches.
- Development of a new City website which will enable the public to have easier and more efficient access to City information.
- The City's phone system was replaced and the new phone system has several enhancements, including integration with Outlook and caller ID.
- New multi-function printers were installed that integrate with the City's document imaging system.
- Completed remote access to eSuite which allows employees to view Payroll and Human Resources information.
- Used the City's network to view video on the City's closed circuit TV security system.
- Upgraded mobile data computers in Police vehicles and moved from 3G to 4G.

Objectives for Fiscal Year 2016-17

- Upgrade desktop PCs throughout the City
- Implement fiber optic connectivity between all City buildings
- Implement a storage area network resulting in no down time
- Implement disaster recovery server at a remote location with hourly backups
- Upgrade the Police Department's in-car video system

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
▪ Percent of Network Uptime	99.99%	99.99%	99.99%
▪ System Breaches	0	1	0
▪ SPAM Messages Caught	443,000	493,000	500,000+
▪ Software Updates Installed	775	900	1,000
▪ Viruses Blocked	3.5B	4.1B	5B
▪ Intrusions Prevented	15B	22B	30B
▪ Website Visits (ci.cypress.ca.us)	185,000	193,000	215,000

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Systems Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Administrative Services Tech II	-	-	2.00	2.00	-
Computer Support Specialist	1.00	1.00	1.00	1.00	-
Information Systems Manager	1.00	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	1.00	-
Total Positions	<u>3.00</u>	<u>3.00</u>	<u>5.00</u>	<u>5.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 510,372	\$ 695,707	\$ 690,819	\$ 709,740	2.0%
Service and Supplies	112,303	196,600	195,238	222,058	12.9%
Internal Service Fund Charges	<u>146,856</u>	<u>98,326</u>	<u>98,326</u>	<u>216,500</u>	120.2%
Total Division Cost	<u>\$ 769,531</u>	<u>\$ 990,633</u>	<u>\$ 984,383</u>	<u>\$ 1,148,298</u>	15.9%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
Internal Service Funds	<u>\$ 769,531</u>	<u>\$ 990,633</u>	<u>\$ 984,383</u>	<u>\$ 1,148,298</u>
Total Resources	<u>\$ 769,531</u>	<u>\$ 990,633</u>	<u>\$ 984,383</u>	<u>\$ 1,148,298</u>



POLICE DEPARTMENT

Fiscal Year 2016 - 2017

Chief of Police

Administration

Police Administration

Personnel and Training

Support Services Management

Communications

Records

Property and Evidence

Crime Prevention/
Community Relations

Emergency Services

Police Grants

Supplemental Law
Enforcement Act

Mobile Command Post

Field Operations

Field Operations Management

Field Operations

Jail Operations

Traffic and Parking Operations

Crossing Guards

SWAT Operations

Investigations

General Investigations

Court

Police Laboratory

Narcotics Asset Seizure

POLICE DEPARTMENT

Administrative Division

Division Overview

The Administrative Division is comprised of Police Administration, Personnel and Training, Administrative Services Management, Communications – WestComm, Records, Property and Evidence, Crime Prevention/Community Relations, Emergency Services, Police Grants, and the Mobile Command Post team management. The function of the division is to provide management support and guidance for all organizational programs including: hiring and training department staff, managing the communications contract with WestComm, documenting and retaining property and evidence, and strengthening relations between the department and the community.

Accomplishments for Fiscal Year 2015-16

During FY 2015-16, the division accomplished: a space utilization study; department specific strategic plan; POST Team Building Workshop; hired seven police officers, four police aides and one senior management analyst; reinstated the Open House; completed active shooter training for City Hall personnel and several schools to include Cypress College; completed human trafficking training at the local high schools; presented training to all Public Works employees on the recovery phase of a major event with an emphasis on an El Nino incident; launched a department Facebook page; completed a property audit by an outside firm; purchased and outfitted a new vehicle for the Police Services Officers; purchased and installed hot red mobile radios for the fleet; completed and passed a bi-annual CA Department of Justice CLETS/CJIS Audit; completed and passed a bi-annual CA Department of Justice Technology Audit; scheduled all perishable skills training per POST regulations; purchased and distributed new rain gear for all first responders; facilitated presentation to Oxford Academy students regarding dangers of prescription drugs; completed an audit of EOC supplies; and, completed the RACES antenna replacement project.

POLICE DEPARTMENT

Administrative Division

Objectives for Fiscal Year 2016-17

Anticipated projects for the next fiscal year include:

- Implement a POST approved mandated 16-hour rifle training course
- Implement a Trauma Support Team
- Implement the Platform Efficiency Proficiency (PEP) use of force training
- Hire a new support services supervisor
- Conduct satisfaction survey of front counter customers
- Continually hire and train new employees to fill vacancies
- Provide an in-house quarterly perishable skills training program
- Recertify our driver's training team and provide behind-the-wheel training
- Complete a full audit and purging of the Property Room inventory
- Update the Emergency Operations Plan
- Complete semi-annual EOC section specific training
- Complete a full-scale EOC table-top exercise

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Department Staffing	93%	90%	95%
PACE Program Graduates	900	900	900
Trauma Support Team	N/A	Yes	Yes
Platform Efficiency Proficiency (use of force training)	N/A	25%	Complete
		Complete	
Perishable Skills Training – Sworn Personnel	100%	100%	100%
Rifle Training for Sworn Personnel	N/A	N/A	100%
Satisfaction Survey Results	N/A	N/A	95%
Emergency Operations State of Readiness	50%	75%	95%

POLICE DEPARTMENT

Administrative Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Office Assistant II	1.00	1.00	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	1.00	-
Police Chief	1.00	1.00	1.00	1.00	-
Police Clerk I	1.00	1.00	1.00	1.00	-
Police Clerk II	3.00	3.00	3.00	3.00	-
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	1.00	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	1.00	-
Police Services Officer	3.00	3.00	3.00	3.00	-
Records Support Svcs Supervisor	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Management Analyst	-	-	1.00	1.00	-
Part-Time					
Community Outreach Officer	0.50	0.50	0.50	0.50	-
Police Aide	3.02	3.02	3.02	3.02	-
Total Positions	<u>18.52</u>	<u>18.52</u>	<u>19.52</u>	<u>19.52</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 2,058,583	\$ 2,193,365	\$ 2,068,375	\$ 2,268,554	3.4%
Service and Supplies	1,322,173	1,557,304	1,562,252	1,625,351	4.4%
Internal Service Fund Charges	948,549	980,783	980,783	1,080,550	10.2%
Total Division Cost	<u>\$ 4,329,305</u>	<u>\$ 4,731,452</u>	<u>\$ 4,611,410</u>	<u>\$ 4,974,455</u>	5.1%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 4,214,591	\$ 4,626,002	\$ 4,495,798	\$ 4,863,263
General Fund Grants	11,629	5,400	8,562	8,400
Supplemental Law Enforcement	103,085	100,050	107,050	102,792
Total Resources	<u>\$ 4,329,305</u>	<u>\$ 4,731,452</u>	<u>\$ 4,611,410</u>	<u>\$ 4,974,455</u>



POLICE DEPARTMENT

Field Operations Division

Division Overview

The Operations Division is primarily responsible for responding to emergencies, immediate and routine calls for service, crime related incidents, and quality of life issues. The division includes: Field Operations Management, Field Operations Unit, Jail Unit, Traffic and Parking Unit, Crossing Guards, SWAT, and Police Reserve Program.

Accomplishments for Fiscal Year 2015-16

During FY 2015-16, the division staffed active shooter training and workplace violence training for high schools and businesses in Cypress as well as participated in the Every 15 Minutes program at Cypress High School. The division also participated in workplace violence training for all City personnel; created a Request for Proposals (RFP) for the City's vehicle towing contract and crossing guard services; appointed two homeless liaison officers who worked with Public Works, Cypress Land Company, and Warland Business Park to address on-going homeless encampment issues.

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Increase enforcement of hazardous vehicle code violations;
- Document and track homeless calls for service and services provided.

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Total Calls for Service	36,883	31,178	31,000
Officer Initiated Calls	14,183	12,450	13,500
Priority 1 Response Time (Dispatch to Arrival)	3:26	3:10	3:09
Part 1 Crimes	883	981	1,000
Part 2 Crimes	1,478	1,468	1,450
Number of Arrests	858	1,036	1,150
Parking Citations Issued	4,723	4,600	5,000
Hazardous Citations Issued	1,071	1,183	1,500

POLICE DEPARTMENT

Field Operations Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	31.00	31.00	31.00	31.00	-
Police Officer - Overhire*	-	-	2.00	2.00	-
Police Sergeant	7.00	7.00	7.00	7.00	-
Police Services Officer	3.00	3.00	3.00	3.00	-
Part-Time					
Police Aide	1.88	1.88	1.88	1.88	-
Total Positions	<u>43.88</u>	<u>43.88</u>	<u>45.88</u>	<u>45.88</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 6,491,815	\$ 7,534,740	\$ 6,659,313	\$ 7,441,716	-1.2%
Service and Supplies	355,762	410,864	401,442	436,158	6.2%
Internal Service Fund Charges	573,462	552,444	552,444	546,100	-1.1%
Total Division Cost	<u>\$ 7,421,039</u>	<u>\$ 8,498,048</u>	<u>\$ 7,613,199</u>	<u>\$ 8,423,974</u>	-0.9%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 7,421,039	\$ 8,498,048	\$ 7,613,199	\$ 8,423,974
Total Resources	<u>\$ 7,421,039</u>	<u>\$ 8,498,048</u>	<u>\$ 7,613,199</u>	<u>\$ 8,423,974</u>

* Police Officer - Overhire positions are utilized when an upcoming Police Officer vacancy is identified to minimize the time the position is vacant, helping to maintain higher Police Officer staffing levels. These positions are unfunded in the budget and it is anticipated salary savings would offset the costs associated with any utilized Overhire positions.

POLICE DEPARTMENT

Investigations Division

Division Overview

The Investigations Division is comprised of General Investigations, Special Investigations Unit, Police Laboratory Unit, Narcotics Asset Seizure, and the Court Unit. The Detective Bureau is responsible for the follow-up investigations of all reported crimes in the City of Cypress.

Accomplishments for Fiscal Year 2015-16

During FY 2015-16, the Investigations Division restructured its resources to include a Special Investigations Unit to more readily address community issues requiring specialized investigative techniques.

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year:

- Enhance the Crime Scene Investigations Unit by including a Police Services Officer dedicated to Digital Forensics processing;
- Conduct four Assembly Bill 109 proactive sweeps;
- Complete four proactive sting operations;
- Give ten community presentations;
- Complete six massage parlor investigations.

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Investigations Completed	246	235	250
Special Investigations Operations e.g. AB 109 sweeps, massage parlor investigations	0	7	14
Digital Forensics Capabilities	75%	75%	95%
Drug Take Back day	1	1	1

POLICE DEPARTMENT

Investigations Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Office Assistant I	1.00	1.00	1.00	1.00	-
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	9.00	9.00	9.00	9.00	-
Police Sergeant	2.00	2.00	2.00	2.00	-
Police Services Officer	3.00	3.00	3.00	3.00	-
Total Positions	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 1,928,086	\$ 2,445,512	\$ 2,438,412	\$ 2,651,828	8.4%
Service and Supplies	182,810	132,677	184,461	148,965	12.3%
Internal Service Fund Charges	44,136	45,711	45,711	35,550	-22.2%
Total Division Cost	<u>\$ 2,155,032</u>	<u>\$ 2,623,900</u>	<u>\$ 2,668,584</u>	<u>\$ 2,836,343</u>	8.1%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 1,873,345	\$ 2,522,288	\$ 2,541,664	\$ 2,741,983
Asset Seizure	281,687	101,612	126,920	94,360
Total Resources	<u>\$ 2,155,032</u>	<u>\$ 2,623,900</u>	<u>\$ 2,668,584</u>	<u>\$ 2,836,343</u>



COMMUNITY DEVELOPMENT DEPARTMENT

Fiscal Year 2016 - 2017

Community Development Director

Planning and Development

- Planning Administration
- Advanced Planning
- Current Planning
- Economic Development
- Community Development Grants
- Low and Moderate Income Housing

Building

- Building Division Administration
- Permits
- Building Inspections
- Electrical, Plumbing & Heating Inspections
- Plan Checks

Engineering

- Public Works Administration
- Engineering Administration
- Engineering Plan Checking
- Traffic Engineering
- Geographical Information Systems
- Traffic Signal Maintenance
- Street Lighting

Environmental Services

- Solid Waste Management
- Grants
- Fats, Oils and Grease Management

Street Maintenance

- Maintenance Administration
- Street, Tree and Parkway Maintenance
- Street Cleaning
- Traffic Safety
- Graffiti Removal
- Sidewalk Repair
- Retarding Basin
- Stanton Channel Berm Maintenance
- Storm Drain Maintenance
- Sanitary Sewer Maintenance
- Warehouse – Central Stores

Park Maintenance

- Park Landscape and Maintenance
- Senior Center Landscaping and Maintenance
- Athletic Field Maintenance
- Park Building Maintenance
- Community Center Maintenance
- Community Events

Facilities Division

- Building Maintenance
- Civic Center Landscaping
- Library Maintenance
- Boys & Girls Club Maintenance

Fleet Division

- Auto Maintenance
- Equipment Maintenance

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

Division Overview

Planning and Development is responsible for reviewing all private development proposals, issuing permits, preparing ordinances related to land use and building regulations, code enforcement services, and economic development. A core function of these programs is administering coordinated customer services related to zoning information and approvals, development applications, and permits. Additionally, the economic development program administers the distribution of federal assistance funds for affordable housing production and preservation.

Accomplishments for Fiscal Year 2015-16

- Approved the 244-Unit Barton Place Senior Housing/Retail Commercial development on Katella Avenue and Enterprise Drive
- Approved the remodel of the Cypress Village Shopping Center
- Established a Farmers Market
- Awarded a 3-year contract for a comprehensive retail recruitment service
- Received Community Development Block Grant funding of \$345,000 for sewer improvements and housing rehabilitation

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Development of the City's 13-acre property on Katella Avenue
- Amend the Zoning Code regarding residential uses in commercial zones
- Amend the Lincoln Avenue Specific Plan

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of Temporary Use Permits issued	50	49	50
No. of Conditional Use Permits processed	13	10	9
No. of Design Review Committees	15	6	6
City hosted Job Fair with a minimum of 500 participants	Yes	Yes	Yes

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Administrative Clerk	0.84	0.84	0.84	0.84	-
Assistant Planner	1.00	1.00	1.00	1.00	-
Associate Planner	1.00	1.00	1.00	1.00	-
City Planner	-	-	1.00	1.00	-
Code Enforcement Officer II	1.00	1.00	1.00	1.00	-
Director of Community Development	0.50	0.50	0.50	0.50	-
Management Analyst	-	-	0.04	0.04	-
Planning Manager	1.00	1.00	-	-	-
RDA/Economic Development Mgr	1.00	-	-	-	-
RDA Project Manager	1.00	1.00	1.00	1.00	-
Total Positions	<u>7.34</u>	<u>6.34</u>	<u>6.38</u>	<u>6.38</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 906,584	\$ 956,414	\$ 955,491	\$ 989,296	3.4%
Service and Supplies	64,359	244,597	403,063	237,782	-2.8%
Internal Service Fund Charges	<u>112,747</u>	<u>118,939</u>	<u>118,939</u>	<u>127,380</u>	7.1%
Total Division Cost	<u>\$ 1,083,690</u>	<u>\$ 1,319,950</u>	<u>\$ 1,477,493</u>	<u>\$ 1,354,458</u>	2.6%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 963,280	\$ 1,094,259	\$ 1,094,201	\$ 1,136,637
General Fund Grants	38,726	145,000	304,743	155,000
Housing Assets Fund	<u>81,684</u>	<u>80,691</u>	<u>78,549</u>	<u>62,821</u>
Total Resources	<u>\$ 1,083,690</u>	<u>\$ 1,319,950</u>	<u>\$ 1,477,493</u>	<u>\$ 1,354,458</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

Division Overview

Building and Safety ensures that the adopted building code is applied to all construction on private and public property projects.

This includes regulating building construction activity through plan review, permit processing, inspection and education to protect the health, safety and welfare of the community. Another key responsibility is to provide timely construction inspections to ensure compliance with approved building plans. In addition, staff provides technical support to homeowners, contractors, and design professionals on the latest building code regulations.

Accomplishments for Fiscal Year 2015-16

During the year, the division implemented a new tracking system for projects that are required to submit demolition debris reports prior to final inspection for state mandate compliance.

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Adopt 2016 California Building Codes and Amendments
- Plan check and inspect:
 - 47-unit single family residential development- Mackay Place
 - Boardwalk multi-restaurant building complex
 - Rolls Royce Warehouse tenant improvements
 - 244-unit Barton Place development

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of permits issued	2,216	2,600	2,700
No. of final inspections	1,787	1,900	2,000
No. of projects with approved debris diversion plans	14	20	25

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Administrative Clerk	0.16	0.16	0.16	0.16	-
Building Official	1.00	1.00	1.00	1.00	-
Total Positions	<u>1.16</u>	<u>1.16</u>	<u>1.16</u>	<u>1.16</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 257,020	\$ 251,435	\$ 251,435	\$ 243,233	-3.3%
Service and Supplies	369,739	308,428	417,610	461,737	49.7%
Internal Service Fund Charges	62,385	61,758	61,758	58,900	-4.6%
Total Division Cost	<u>\$ 689,144</u>	<u>\$ 621,621</u>	<u>\$ 730,803</u>	<u>\$ 763,870</u>	22.9%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	<u>\$ 689,144</u>	<u>\$ 621,621</u>	<u>\$ 730,803</u>	<u>\$ 763,870</u>
Total Resources	<u>\$ 689,144</u>	<u>\$ 621,621</u>	<u>\$ 730,803</u>	<u>\$ 763,870</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Environmental Services Division

Division Overview

Environmental Services manages the solid waste, grease control, and stormwater quality programs.

These programs are responsible for the collection of solid waste from residents and businesses, the diversion of recyclables from landfills, and preventing pollutants from entering waterways. These programs are responsible for ensuring the City complies with all applicable regulatory requirements for these services.

Accomplishments for Fiscal Year 2015-16

- Awarded a new contract for storm water inspections to streamline compliance procedures
- New franchise hauler for solid waste services

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Implement the State's 5th Term Permit
- Enhance environmental public outreach for storm water protection and grease control programs to prevent sanitary sewer overflows and other illegal discharges
- Enhance public outreach for commercial organics recycling to achieve 75% diversion by 2020 in compliance with state mandates

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of private sanitary sewer overflows	1	2	2
No. of water quality inspections completed	381	425	475
No. of Community Clean Up Day participants	N/A	700	700

COMMUNITY DEVELOPMENT DEPARTMENT

Environmental Services Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Associate Engineer	0.11	0.11	0.14	0.11	(0.03)
City Engineer	0.03	0.03	0.03	-	(0.03)
Senior Civil Engineer	0.05	0.05	0.05	0.05	-
Management Analyst	-	-	0.70	0.43	(0.27)
Water Quality Manager	1.00	1.00	1.00	1.00	-
Part-Time					
Administrative Intern	0.10	0.10	0.10	0.10	-
Total Positions	<u>1.29</u>	<u>1.29</u>	<u>2.02</u>	<u>1.69</u>	<u>(0.33)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 210,337	\$ 356,117	\$ 337,798	\$ 266,301	-25.2%
Service and Supplies	147,196	229,120	545,402	236,037	3.0%
Internal Service Fund Charges	750	3,390	3,390	5,560	64.0%
Total Division Cost	<u>\$ 358,283</u>	<u>\$ 588,627</u>	<u>\$ 886,590</u>	<u>\$ 507,898</u>	-13.7%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ -	\$ 52,460	\$ 52,580	\$ 59,305
General Fund Grants	-	12,771	380,938	12,700
Storm Drainage Fund	328,354	471,534	415,901	380,753
Sewer Fund	29,929	51,862	37,171	55,140
Total Resources	<u>\$ 358,283</u>	<u>\$ 588,627</u>	<u>\$ 886,590</u>	<u>\$ 507,898</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

Division Overview

Engineering programs manage all the planning, design and construction of public infrastructure and facilities.

It includes implementing the capital improvement program, managing and inspecting street right of way permits, operating the traffic signal system, staffing the Traffic Commission, reviewing development applications and subdivision maps, and marking city utilities in the right of way for the call before you dig system.

Accomplishments for Fiscal Year 2015-16

- Completed design for Mackay Park
- Hired a Project Manager

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Construct Mackay Park
- Design the new police station
- Cerritos Corridor Bikeways construction for multi-modal transportation options
- Complete the Parks and Recreation Facilities Condition and Utilization Assessment Study

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of street permits issued	226	288	367
Construction dollars awarded	\$9 million	\$13 million	\$9 million
City's Street Network Pavement Condition Index	90.0	89.9	89.9
Pavement sealed or overlaid*	5.2 million	2.6 million	3.4 million

* square feet

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Assistant City Engineer	1.00	1.00	-	-	-
Associate Engineer	1.89	2.89	2.86	1.89	(0.97)
City Engineer	-	-	0.97	1.00	0.03
Director of Community Development	0.50	0.50	0.50	0.50	-
Director of Public Works	1.00	1.00	-	-	-
Engineering Aide	1.00	1.00	1.00	1.00	-
Lead Maintenance Worker	0.03	0.03	0.03	0.03	-
Management Analyst	-	-	0.26	0.53	0.27
Project Manager	-	-	-	1.00	1.00
Maintenance Supervisor	0.01	0.01	0.01	0.01	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Civil Engineer	1.95	0.95	0.95	0.95	-
Part-Time					
Administrative Intern	0.50	0.50	0.50	0.50	-
Total Positions	<u>8.88</u>	<u>8.88</u>	<u>8.08</u>	<u>8.41</u>	<u>0.33</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 1,202,434	\$ 1,270,286	\$ 1,110,227	\$ 1,296,198	2.0%
Service and Supplies	812,130	851,301	898,275	997,510	17.2%
Internal Service Fund Charges	277,069	246,010	246,010	256,680	4.3%
Total Division Cost	<u>\$ 2,291,633</u>	<u>\$ 2,367,597</u>	<u>\$ 2,254,512</u>	<u>\$ 2,550,388</u>	7.7%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 835,275	\$ 856,211	\$ 840,849	\$ 1,112,954
Lighting District	765,671	799,264	825,974	864,878
Capital Project Funds (Various)	690,687	712,122	587,689	572,556
Total Resources	<u>\$ 2,291,633</u>	<u>\$ 2,367,597</u>	<u>\$ 2,254,512</u>	<u>\$ 2,550,388</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Streets Division

Division Overview

Street maintenance is responsible for maintaining the City's infrastructure within the 112 miles of street right of way.

This includes pavement, sidewalk, curb and gutter, access ramps, street trees, medians, traffic signs and striping, catch basins, storm drains, channels, sewer lines, and manholes.

Accomplishments for Fiscal Year 2015-16

- Hired Maintenance Superintendent
- Hired Landscape Supervisor
- Completed sidewalk patching and grinding on Bloomfield Avenue, Denni Street, and Moody Street

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Contract out street sweeping service for cost effective service delivery
- Sidewalk patch and grind Valley View Street, Walker Street and Holder Street

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of curb miles of street swept	15,441	15,441	15,450
No. of signs replaced	445	450	450
No. of trees trimmed	4,126	4,347	4,450
No. of catch basins cleaned	1,658	1,649	1,649
No. of linear feet of sewer lines cleaned	446,963	447,065	447,065
No. of sidewalk locations repaired	1,200	1,200	2,400

COMMUNITY DEVELOPMENT DEPARTMENT

Streets Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Lead Maintenance Worker	2.92	2.92	2.92	1.95	(0.97)
Maintenance Specialist	3.24	1.62	1.62	1.62	-
Maintenance Worker	5.76	5.61	5.61	4.65	(0.96)
Office Assistant II	1.00	1.00	1.00	1.00	-
Maintenance Superintendent	1.00	1.00	1.00	1.00	-
Maintenance Supervisor	1.47	1.47	1.47	1.47	-
Part-Time					
Administrative Intern	0.90	0.90	0.90	0.90	-
Administrative Services Tech II	-	-	0.90	0.90	-
Maintenance Attendant	2.10	2.10	2.10	2.10	-
Office Assistant II	0.70	0.70	0.70	0.70	-
Total Positions	<u>19.09</u>	<u>17.32</u>	<u>18.22</u>	<u>16.29</u>	<u>(1.93)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 1,161,609	\$ 1,520,994	\$ 1,478,155	\$ 1,477,220	-2.9%
Service and Supplies	963,936	1,010,881	928,995	1,297,276	28.3%
Internal Service Fund Charges	390,299	399,939	399,939	394,410	-1.4%
Total Division Cost	<u>\$ 2,515,844</u>	<u>\$ 2,931,814</u>	<u>\$ 2,807,089</u>	<u>\$ 3,168,906</u>	8.1%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 2,009,819	\$ 2,237,954	\$ 2,101,161	\$ 2,785,507
Corporate Center Maint Dist	48,449	52,469	45,748	47,621
Sewer Fund	259,132	302,942	311,186	32,386
Storm Drainage Fund	198,444	282,919	293,464	228,809
Internal Service Funds	-	55,530	55,530	74,583
Total Resources	<u>\$ 2,515,844</u>	<u>\$ 2,931,814</u>	<u>\$ 2,807,089</u>	<u>\$ 3,168,906</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Park Maintenance Division

Division Overview

Park maintenance manages the maintenance of over 80 acres of parkland and facilities.

This includes the Community Center, Senior Center, Arnold Cypress Multi-Use Room, Kid's Corner at Swain School, landscape, trees, groundcovers, sport courts, athletic fields, playgrounds, picnic sites, tennis courts, auxiliary buildings, restrooms, hardscapes, park lighting and furnishings.

All costs incurred in this program are reimbursed to the City's General Fund by the Cypress Recreation and Park District (CRPD).

Accomplishments for Fiscal Year 2015-16

- Awarded new custodial contract
- 40 park lights were converted to LED lamps

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Maintain Mackay Park when constructed
- Award new landscape contract for cost effective service delivery

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of trees trimmed	240	153	155
No. of park inspections completed annually	12	12	12
No. of park work orders completed annually	512	351	400

COMMUNITY DEVELOPMENT DEPARTMENT

Park Maintenance Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Lead Maintenance Worker	1.43	1.43	1.43	1.40	(0.03)
Maintenance Specialist	0.72	0.36	0.36	0.36	-
Maintenance Worker	2.60	1.80	1.80	1.76	(0.04)
Maintenance Supervisor	0.85	0.85	0.85	0.85	-
Full-Time					
Maintenance Attendent	1.40	1.40	1.40	1.40	-
Total Positions	<u>7.00</u>	<u>5.84</u>	<u>5.84</u>	<u>5.77</u>	<u>(0.07)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 391,965	\$ 419,098	\$ 455,063	\$ 534,267	27.5%
Service and Supplies	952,368	982,210	856,590	1,014,071	3.2%
Internal Service Fund Charges	203,856	195,885	195,885	186,480	-4.8%
Total Division Cost	<u>\$ 1,548,189</u>	<u>\$ 1,597,193</u>	<u>\$ 1,507,538</u>	<u>\$ 1,734,818</u>	8.6%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 1,548,189	\$ 1,597,193	\$ 1,507,538	\$ 1,734,818
Total Resources	<u>\$ 1,548,189</u>	<u>\$ 1,597,193</u>	<u>\$ 1,507,538</u>	<u>\$ 1,734,818</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Facilities Division

Division Overview

Facility maintenance manages the maintenance of the Police Department, City Hall, Council Chambers, Civic Center Green Restrooms, Library, and City Maintenance Yard Buildings.

Maintenance activities include janitorial, heating and cooling systems, lighting, plumbing, carpentry, masonry, structural, fire and security systems, roofing and general repairs.

Accomplishments for Fiscal Year 2015-16

- Replaced and converted approximately 80 lights to LED lamps
- Awarded a new Janitorial Services Agreement
- Completed security enhancements for the Civic Center

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Complete security enhancements for the Community Center and Senior Center

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of facility inspections completed annually	12	12	12
No. of facility work orders completed annually	653	588	600
Janitorial maintenance cost per square foot	\$0.95	\$1.07	\$1.07

COMMUNITY DEVELOPMENT DEPARTMENT

Facilities Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Lead Maintenance Worker	0.62	0.62	0.62	0.62	-
Maintenance Specialist	0.04	0.02	0.02	0.02	-
Maintenance Worker	0.64	0.59	0.59	0.59	-
Maintenance Supervisor	0.50	0.50	0.50	0.50	-
Total Positions	<u>1.80</u>	<u>1.73</u>	<u>1.73</u>	<u>1.73</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 116,409	\$ 150,406	\$ 135,871	\$ 191,882	27.6%
Service and Supplies	535,610	559,599	561,555	526,585	-5.9%
Internal Service Fund Charges	21,204	17,979	17,979	18,100	0.7%
Total Division Cost	<u>\$ 673,223</u>	<u>\$ 727,984</u>	<u>\$ 715,405</u>	<u>\$ 736,567</u>	1.2%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund	\$ 17,648	\$ 18,350	\$ 20,061	\$ 21,909
Internal Service Funds	655,575	709,634	695,344	714,658
Total Resources	<u>\$ 673,223</u>	<u>\$ 727,984</u>	<u>\$ 715,405</u>	<u>\$ 736,567</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Fleet Division

Division Overview

Fleet maintenance maintains all the City's vehicles and motorized equipment.

This includes preventative, reactive and predictive maintenance as well as custom fabrication to the City's fleet vehicles, ensuring vehicle reliability for various user departments citywide. Alternative fuel is utilized when appropriate for large equipment and vehicles in compliance with the Air Quality Management District. Approximately 10 percent of the City's fleet and equipment inventory utilizes alternative fuel. Additionally, the Division is responsible for managing the propane fueling station, ensuring proper fuel management.

Accomplishments for Fiscal Year 2015-16

- Updated police patrol vehicle standard from sedan to sport utility vehicle

Objectives for Fiscal Year 2016-17

Anticipated special projects for the next fiscal year include:

- Purchase 6 replacement police vehicles to ensure fleet reliability

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
No. of preventative maintenance services completed	787	604	720
No. of vehicles serviced for major mechanical failure	121	134	140
No. of vehicles serviced for accidents	32	23	29

COMMUNITY DEVELOPMENT DEPARTMENT

Fleet Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Assistant Mechanic	1.00	1.00	1.00	1.00	-
Mechanic	2.00	2.00	2.00	2.00	-
Maintenance Supervisor	0.17	0.17	0.17	0.17	-
Total Positions	<u>3.17</u>	<u>3.17</u>	<u>3.17</u>	<u>3.17</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 295,424	\$ 358,636	\$ 330,621	\$ 326,543	-8.9%
Service and Supplies	418,707	454,978	446,306	411,531	-9.5%
Internal Service Fund Charges	13,176	13,176	13,176	13,000	-1.3%
Total Division Cost	<u>\$ 727,307</u>	<u>\$ 826,790</u>	<u>\$ 790,103</u>	<u>\$ 751,074</u>	-9.2%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
Internal Service Funds	\$ 727,307	\$ 826,790	\$ 790,103	\$ 751,074
Total Resources	<u>\$ 727,307</u>	<u>\$ 826,790</u>	<u>\$ 790,103</u>	<u>\$ 751,074</u>



DEBT SERVICE FUNDS

Civic Center Refinancing Debt Service Fund- This fund accounts for the receipts and debt service payments on the 2001 Lease Revenue Bonds that refinanced the 1991 Certificates of Participation. The receipts are tax increment monies paid by the County Auditor-Controller to the Successor Agency that are transferred to the City per the 2001 Reimbursement Agreement. The expenses are restricted to principal and interest payments to the certificate holders and trustee costs.

Sewer Fund- The debt service portion of this fund accounts for the annual debt service associated with the outstanding \$5.0 million loan from the Infrastructure Reserve Fund of the City of Cypress. The original proceeds of this note were to be used for sewer system capital improvements with interest accruing annually at a rate equal to the amount earned by the State of California's Local Agency Investment Fund plus one-half of one percent. The repayment of the note will be made from future sewer system user fees and the outstanding principal is due on June 30, 2019.

CITY OF CYPRESS

Debt Service Funds

Fiscal Year 2016-17

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Interest	\$ 135,329	\$ 118,562	\$ 126,562	\$ 116,138	-2.0%
Principal	380,000	400,000	400,000	420,000	5.0%
Professional Services	1,648	1,775	1,568	1,600	-9.9%
Total Department Cost	<u>\$ 516,977</u>	<u>\$ 520,337</u>	<u>\$ 528,130</u>	<u>\$ 537,738</u>	3.3%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
Civic Center Refinancing	\$ 478,351	\$ 480,337	\$ 480,130	\$ 479,738
Sewer Fund	38,626	40,000	48,000	58,000
Total Resources	<u>\$ 516,977</u>	<u>\$ 520,337</u>	<u>\$ 528,130</u>	<u>\$ 537,738</u>

CITY OF CYPRESS
Lease Revenue Bonds 2001 Series A
Debt Service Schedule

Fiscal Year	July 1 Interest	Principal	Subtotal	January 1 Interest	Total
2016-17	\$ 34,581	\$ 420,000	\$ 454,581	\$ 23,556	\$ 478,137
2017-18	23,556	445,000	468,556	11,875	480,431
2018-19	11,875	475,000	486,875	-	486,875
Total	<u>\$ 70,012</u>	<u>\$ 1,340,000</u>	<u>\$ 1,410,012</u>	<u>\$ 35,431</u>	<u>\$ 1,445,443</u>

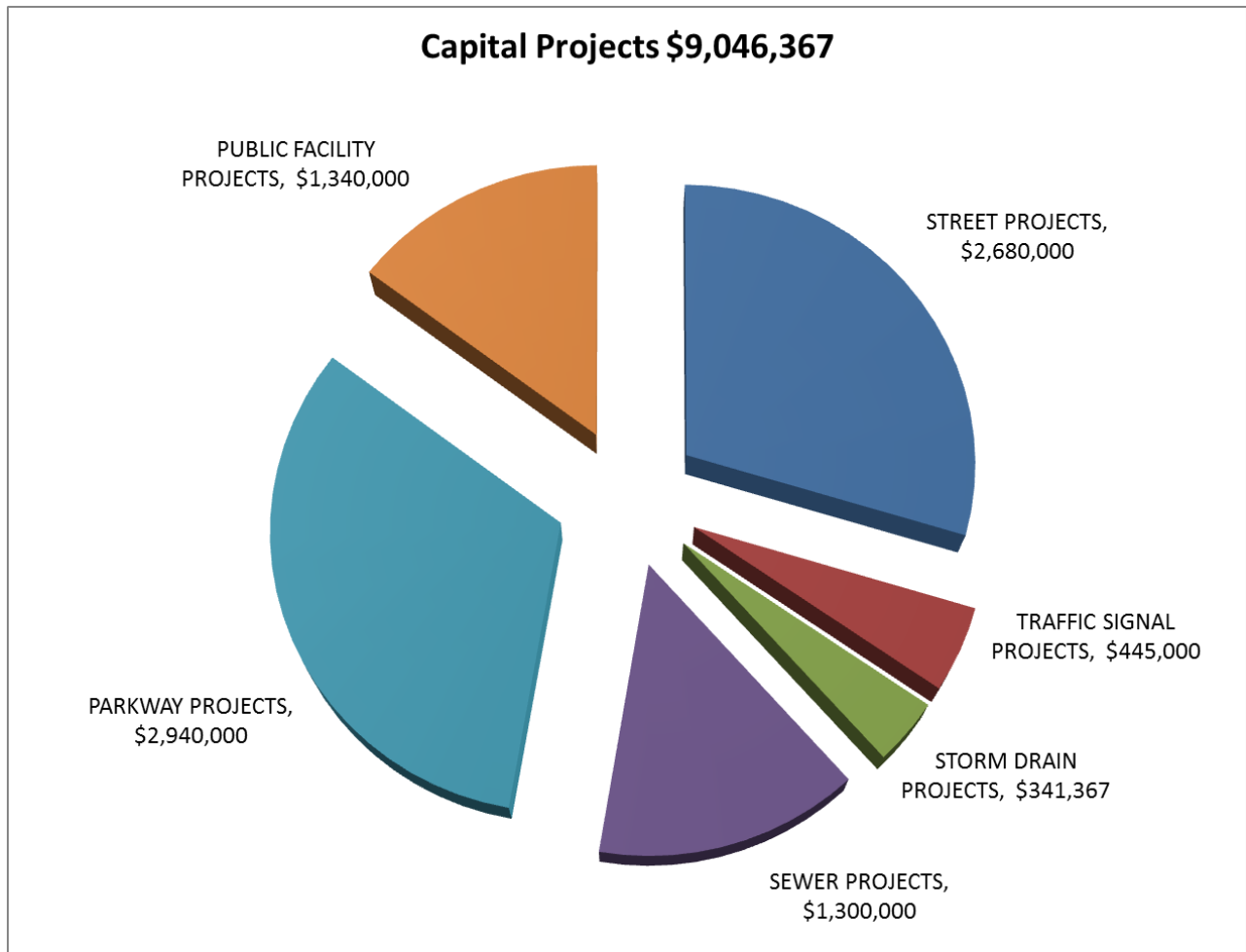
CITY OF CYPRESS
Sewer Fund Note from City of Cypress
Debt Service Schedule

The annual interest due to the City cannot be determined due to having a variable rate. The rate is equal to the amount earned by the State of California's Local Agency Investment Fund plus one-half of one percent and is estimated to be \$58,000 in FY 2016-17. The full note principal of \$5.0 million is due June 30, 2019.



CAPITAL PROJECTS

Capital Projects- The City Council annually adopts a seven-year Capital Improvement Program (CIP). The CIP consists of various infrastructure and public facility projects which are deemed essential to improving and maintaining the assets of the City. The first year of the program is incorporated into the annual budget process and is summarized by project category and project on the following page.



**CITY OF CYPRESS
SUMMARY OF CAPITAL PROJECTS
Fiscal Year 2016-17**

FUND	FUNDING SOURCES					TOTAL	
	GENERAL	INFRA- STRUCTURE RESERVE	GAS TAX	MEASURE M	OTHER		
<u>STREET PROJECTS (80100)</u>							
415	Warland Dr Reimbursement (8015)	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
415	Residential St Resurface (8011)	800,000	-	-	360,000	-	1,160,000
232	Arterial Street Rehabilitation (8012)	-	-	270,000	800,000	-	1,070,000
	Subtotal	\$ 1,250,000	\$ -	\$ 270,000	\$ 1,160,000	\$ -	\$ 2,680,000
<u>TRAFFIC SIGNAL PROJECTS (80200)</u>							
234	Traffic Signal - Valley View at Cypress High (8021)	\$ -	\$ -	\$ -	\$ -	\$ 250,000 (1)	\$ 250,000
234	Citywide Traffic Count Study (8021)	-	-	-	-	25,000 (1)	25,000
234	Traffic Signals/Infrastructure Improvement (8021)	-	-	-	-	170,000 (1)	170,000
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 445,000	\$ 445,000
<u>STORM DRAIN PROJECTS (80300)</u>							
415	Capacity Impr.-Sumner Place (8032)	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
415	Storm Water Quality Devices (8032)	70,000	-	-	-	-	70,000
415	Capacity Impr.-Myra Avenue (8032) *	-	-	-	-	91,367 (2)	91,367
	Subtotal	\$ 250,000	\$ -	\$ -	\$ -	\$ 91,367	\$ 341,367
<u>SEWER PROJECTS (80400)</u>							
321	Sewer Rehab/Capacity Impr (8041)	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000 (3)	\$ 1,300,000
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000
<u>PARKWAY PROJECTS (80500)</u>							
415	Concrete/Sidewalk Rehabilitation (8051)	\$ 250,000	\$ 1,017,000	\$ -	\$ -	\$ -	\$ 1,267,000
415	Cerritos Corridor Bikeways (8052)	-	-	51,000	-	714,000 (4)	765,000
415	Tree Planting (8055)	-	150,000	-	-	-	150,000
415	Streets Turf Reduction (8053)	-	758,000	-	-	-	758,000
	Subtotal	\$ 250,000	\$ 1,925,000	\$ 51,000	\$ -	\$ 714,000	\$ 2,940,000
<u>PUBLIC FACILITY PROJECTS (80600)</u>							
415	City Hall Collaborative Workspace (8061)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
415	City Hall Restroom Imp. (West Wing) (8061)	-	50,000	-	-	-	50,000
415	Civic Center Turf Reduction (8061)	-	70,000	-	-	-	70,000
415	HVAC Replacement-Civic Center (8061)	250,000	195,000	-	-	-	445,000
415	Police Dept Remodel-Design (8061)	-	725,000	-	-	-	725,000
	Subtotal	\$ 250,000	\$ 1,090,000	\$ -	\$ -	\$ -	\$ 1,340,000
	Total CIP Projects	\$ 2,000,000	\$ 3,015,000	\$ 321,000	\$ 1,160,000	\$ 2,550,367	\$ 9,046,367

Legend:

(1) Traffic Mitigation
(2) CIP Fund Balance

(3) Sewer Fund
(4) Bicycle Corridor Improvement Program Grant

* Denotes personnel costs associated with a project that will not be completed by fiscal year end. Amounts for personnel were included in the FY 2015-16 budget, but will not be fully-expended prior to 6/30/16.

CAPITAL OUTLAY

Capital Outlay- Any items with a useful life of greater than one year and a cost in excess of \$1,000 are considered Capital Outlay items. The purchase of new or replacement Capital Outlay items require City Council approval through the annual budget process. The proposed Capital Outlay items for the current budget year are summarized below and detailed out on the following page and include both items funded with set-aside replacement monies and monies included in the City's operating budget. The graph presented below represents all appropriated Capital Outlay items. Of that amount, a total of \$204,616 is being paid for by City operating funds in FY 2016-17 with the balance being funded by monies previously set-aside in the City's Capital Replacement Fund or transferred from the newly established Technology Investments Fund.

CITY OF CYPRESS
SUMMARY OF CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS
Fiscal Year 2016-17

CAPITAL OUTLAY ADDITIONS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Public Wi-Fi Access Points (3) - City Hall	\$ 3,325
4304_300	Wide Screen Projector - City Hall	1,080
4304_300	Internet Evidence Finder Software - Police	2,400
		<u>\$ 6,805</u>
EQUIPMENT 721-95300.XXXX_XXX		
4305_200	Active Shooter Protective Kits (30) - Police	\$ 32,800
4305_200	Tasers (4) - Police	4,000
4305_200	Prisoner Restraint Chair - Police	2,500
4305_200	Over-roadway Banners (2) - Police	3,000
4307_200	Concrete Cutting Blade - Maintenance	1,425
		<u>\$ 43,725</u>
FURNITURE 721-95400.XXXX_XXX		
4305_900	Office Chairs (52) - Police	\$ 29,120
		<u>\$ 29,120</u>
	TOTAL CAPITAL OUTLAY ADDITIONS	\$ 79,650

CAPITAL OUTLAY REPLACEMENTS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Personal Computers (180) - City-Wide	\$ 210,800
4304_300	Notebook Computers (15) - City-Wide	19,200
4304_300	GIS Workstation (2 Computers) - Engineering	2,390
4305_300	Mobile Audio/Video System - Police	250,000
		<u>\$ 482,390</u>
EQUIPMENT 721-95300.XXXX_XXX		
4302_200	Contingency/Emergency Purchases	\$ 25,000
4305_200	800MHz Radio Equipment - Police	114,763
4305_200	ID Card System - Police	5,600
4305_200	Conex Storage Container - Police	5,000
4305_200	SWAT Tactical Vests (5) - Police	15,500
4305_200	CSI Camera - Police	4,000
		<u>\$ 169,863</u>
VEHICLES 721-95500.XXXX_XXX		
4307_400	Marked Police Units (4)	\$ 148,720
4307_400	Upfitting Costs - Marked Police Units (4)	70,257
4307_400	Unmarked Police Units (2)	55,728
4307_400	Upfitting Costs - Unmarked Police Units (2)	7,544
		<u>\$ 282,249</u>
	TOTAL CAPITAL OUTLAY REPLACEMENTS	\$ 934,502

CITY OF CYPRESS
SUMMARY OF CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS
Fiscal Year 2016-17

TECHNOLOGY INVESTMENTS

TECHNOLOGY HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Fiber Optic Connectivity - City-Wide	\$ 494,000
4304_300	Online Business License System - Finance	30,000
4304_300	GIS Workstation (2 Computers) - Engineering	7,610
		<hr/>
		\$ 531,610
TOTAL TECHNOLOGY INVESTMENTS		\$ 531,610
TOTAL CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS		<u>\$ 1,545,762</u>



CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GENERAL - FUND 111

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 121,919	\$ 170,783	\$ 170,783	\$ 170,783	\$ 256,401
Revenues					
Property Taxes					
3001 Secured	3,863,856	3,960,906	3,960,906	4,090,000	4,171,800
3002 Unsecured	148,405	135,358	135,358	142,000	145,000
3004 Prior Years	45,427	30,000	30,000	37,000	38,000
3005 Supplemental Roll	114,993	75,000	75,000	84,000	86,000
3006 Public Utility	74,045	78,174	78,174	79,000	80,000
3007 Pass Thru	32,927	120,000	120,000	32,000	32,000
3011 Residual Tax Increment	455,739	300,000	300,000	95,000	100,000
Total	4,735,392	4,699,438	4,699,438	4,559,000	4,652,800
Other Taxes					
3100 Sales and Use Tax	8,682,069	10,783,378	10,783,378	10,225,000	12,350,000
3009 Sales Tax Backfill	3,054,478	1,425,000	1,425,000	2,250,000	-
3010 VLF Backfill	3,835,515	3,912,225	3,912,225	4,061,360	4,140,000
3101 Franchise-Water	176,569	145,000	145,000	213,000	180,000
3102 Franchise-Gas	97,691	90,000	90,000	79,538	80,000
3103 Franchise-Electric	481,664	440,000	440,000	479,000	475,000
3104 Franchise-Refuse	575,418	560,000	560,000	560,000	571,200
3106 Franchise-Cable TV	392,890	375,000	375,000	390,000	385,000
3107 Business License Tax	1,038,414	1,000,000	1,000,000	1,025,000	1,000,000
3108 Transient Occupancy Tax	2,209,939	2,047,200	2,047,200	2,300,000	2,350,000
3109 Real Property Transfer Tax	223,570	200,000	200,000	220,000	200,000
3110 Parimutual Tax	122,343	129,500	129,500	135,000	135,000
3111 Satellite Wagering Tax	273,478	246,000	246,000	230,000	230,000
3112 PSAF Sales Tax	329,068	320,000	320,000	325,000	330,000
3115 Sales Tax - Audit Pass Through	(54,682)	(50,000)	(50,000)	(175,000)	(50,000)
Total	21,438,424	21,623,303	21,623,303	22,317,898	22,376,200
Licenses and Permits					
3200 Building Permits	279,596	218,000	218,000	390,000	420,000
3201 Plumbing/Heating Permits	49,568	36,000	36,000	68,000	80,000
3202 Electrical Permits	53,181	36,000	36,000	72,000	80,000
3204 Street and Curb Permits	67,519	50,000	70,000	90,000	70,000
3205 Other Licenses and Permits	5,657	4,800	4,800	6,000	5,000
3206 Parking Permits	260	320	320	200	260
Total	455,781	345,120	365,120	626,200	655,260
Fines					
3300 Ordinance Violation Fines	150,465	140,000	140,000	140,000	140,000
3303 Alarm Ordinance Fines	29,560	25,000	25,000	20,000	25,000
Total	180,025	165,000	165,000	160,000	165,000
Interest and Rent					
3400 Investment Earnings	316,108	366,750	366,750	445,000	400,000
3401 Investment Earnings-Mrkt Val Adj	(45,026)	-	-	-	-
3403 Investment Earnings-Sewer Adv	38,626	40,000	40,000	48,000	58,000
3410 Rental-Cell Tower	12,426	11,470	11,470	11,470	11,470
3420 Rental-Gun Range	10,620	6,000	6,000	8,000	8,000
3425 Rental-Bus Shelter Advertising	14,061	15,000	15,000	15,000	15,000
Total	346,815	439,220	439,220	527,470	492,470

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GENERAL - FUND 111 (continued)

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
Revenue from Other Agencies					
3502 Homeowners Tax Relief	28,754	28,000	28,000	28,900	29,000
3508 Motor Vehicle License Fee	20,483	20,000	20,000	19,845	19,850
3518 State Mandated Reimbursement	18,074	-	-	14,724	-
3511 Miscellaneous State Revenues	10,002	-	-	1,343	-
3525 Grants	7,229	-	-	-	-
3530 POST Reimbursement	11,968	28,000	36,000	36,000	15,000
Total	96,510	76,000	84,000	100,812	63,850
Service Charges					
3600 Zoning Fees	84,271	75,000	75,000	75,000	75,000
3601 Subdivision Fees	1,580	790	790	3,000	790
3603 Sale of Maps and Publications	4,207	2,475	2,475	3,000	2,500
3605 Special Services-Police	14,958	20,000	20,000	15,000	15,000
3606 Special Services-Public Works	840	840	840	840	840
3610 Administrative Tow Fee	18,495	29,000	29,000	18,000	18,500
3620 Plan Check Fees	218,650	128,000	128,000	180,000	200,000
3621 Engineering and Inspection Fees	31,450	13,200	13,200	45,000	20,000
3632 City Services Charges	485,724	445,000	445,000	420,000	400,000
3801 Park District Administrative Fee	1,638,189	1,687,193	1,705,181	1,596,852	1,767,061
Total	2,498,364	2,401,498	2,419,486	2,356,692	2,499,691
Other Revenue					
3701 Admin Fees-Sewer Connection	3,286	5,000	5,000	2,500	3,000
3708 Admin Fees-OCFA	4,071	3,750	3,750	4,000	3,800
3711 Expense Reimbursement	152,562	54,027	54,027	230,000	242,220
3738 Miscellaneous Revenue	2,695	5,000	5,000	10,000	5,000
Total	162,614	67,777	67,777	246,500	254,020
Total Operating Revenue	29,913,925	29,817,356	29,863,344	30,894,572	31,159,291
Sources					
Operating Transfers-In					
Traffic Safety - Fund 221	74,972	90,000	90,000	80,000	95,000
Gas Tax - Fund 231	294,847	235,000	235,000	270,000	275,000
Gas Tax 2107/2107.5 - Fund 233	391,109	354,000	354,000	350,000	360,000
Gas Tax 2103 - Fund 238	450,000	-	-	-	-
Lighting District #2 - Fund 251	114,851	119,890	119,890	123,900	127,500
Corp Center Maint District #1- Fund 271	7,267	9,550	9,550	6,900	7,150
Narcotics Asset Seizure- Fund 281	83,805	-	-	-	-
City Technology - Fund 731	-	-	-	-	37,000
Total Transfers-In	1,416,851	808,440	808,440	830,800	901,650
Total Revenue/Sources	31,330,776	30,625,796	30,671,784	31,725,372	32,060,941
Total Available	31,452,695	30,796,579	30,842,567	31,896,155	32,317,342

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GENERAL - FUND 111 (continued)

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
<u>Expenditures</u>					
Operating Expenditures					
Legislative	607,021	707,808	707,808	812,093	673,739
City Administration	1,459,763	1,383,425	1,606,457	1,583,868	1,633,713
Finance and Administrative Services	1,463,797	1,865,758	1,869,908	1,688,930	1,879,963
Police	13,592,779	15,646,338	15,659,974	14,650,661	16,029,220
Comm Dev-Development	1,652,425	1,715,880	1,742,280	1,825,004	1,900,507
Comm Dev-Engineering	835,275	908,670	928,671	893,429	1,172,259
Comm Dev-Maintenance	3,575,654	3,853,498	3,871,485	3,628,760	4,254,234
Total Expenditures	<u>23,186,714</u>	<u>26,081,377</u>	<u>26,386,583</u>	<u>25,082,745</u>	<u>27,543,635</u>
<u>Uses</u>					
Operating Transfers-Out					
General Fund Grants - Fund 114	2,357	2,700	2,700	4,281	4,200
Storm Drain - Fund 261	250,000	250,000	250,000	250,000	250,000
City Capital Projects - Fund 415	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Infrastructure Reserve - Fund 416					
Current Year Allocation	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Prior Year Excess Revenues/Savings	1,725,000	2,000,000	2,000,000	2,000,000	2,000,000
Low and Moderate Hsg Assets - Fund 471	-	25,000	25,000	25,000	60,000
City Capital Replacement - Fund 721	-	32,336	32,336	32,336	5,830
City Technology - Fund 731	-	2,000,000	2,000,000	2,000,000	-
Total Transfers-Out	<u>5,977,357</u>	<u>8,310,036</u>	<u>8,310,036</u>	<u>8,311,617</u>	<u>6,320,030</u>
Total Expenditures/Uses	<u>29,164,071</u>	<u>34,391,413</u>	<u>34,696,619</u>	<u>33,394,362</u>	<u>33,863,665</u>
<u>Changes in Fund Balance Classifications</u>					
Net Change in Committed/Assigned FB	2,117,841	(3,779,050)	(3,779,050)	(1,754,608)	(1,862,280)
Total Changes in Assignments	2,117,841	(3,779,050)	(3,779,050)	(1,754,608)	(1,862,280)
Total Exp/Uses/Changes	<u>31,281,912</u>	<u>30,612,363</u>	<u>30,917,569</u>	<u>31,639,754</u>	<u>32,001,385</u>
FUND BALANCE, JUNE 30	<u>\$ 170,783</u>	<u>\$ 184,216</u>	<u>\$ (75,002)</u>	<u>\$ 256,401</u>	<u>\$ 315,957</u>

CFD ADMINISTRATION - FUND 112

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	<u>\$ 149,214</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>
<u>Revenues</u>					
Other Revenue					
3735 Admin Reimbursement-CFD	12,368	14,495	14,495	13,945	26,427
Total Operating Revenue	<u>12,368</u>	<u>14,495</u>	<u>14,495</u>	<u>13,945</u>	<u>26,427</u>
Total Available	<u>161,582</u>	<u>163,708</u>	<u>163,708</u>	<u>163,158</u>	<u>175,640</u>
<u>Expenditures</u>					
Operating Expenditures					
Finance and Administrative Services	12,369	14,495	14,495	13,945	26,427
Total Expenditures	<u>12,369</u>	<u>14,495</u>	<u>14,495</u>	<u>13,945</u>	<u>26,427</u>
FUND BALANCE, JUNE 30	<u>\$ 149,213</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>	<u>\$ 149,213</u>

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GENERAL FUND GRANTS - FUND 114

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3525 Grants	21,441	15,471	383,638	385,219	16,900
3531 Loan Payoff - CDBG	22,556	-	-	-	-
3572 Grants - CDBG	16,170	135,000	264,743	264,743	135,000
Total	60,167	150,471	648,381	649,962	151,900
Other Revenue					
3738 Miscellaneous Revenue	-	10,000	10,000	40,000	20,000
Total	-	10,000	10,000	40,000	20,000
Total Operating Revenue	60,167	160,471	658,381	689,962	171,900
Sources					
Operating Transfers-In					
General - Fund 111	2,357	2,700	2,700	4,281	4,200
Total Transfers-In	2,357	2,700	2,700	4,281	4,200
Total Revenue/Sources	62,524	163,171	661,081	694,243	176,100
Total Available	62,524	163,171	661,081	694,243	176,100
Expenditures					
Operating Expenditures					
City Administration	12,169	-	-	-	-
Police	11,629	5,400	8,562	8,562	8,400
Community Development	38,726	145,000	274,743	304,743	155,000
Public Works-Engineering	-	12,771	380,938	380,938	12,700
Total Expenditures	62,524	163,171	664,243	694,243	176,100
Total Expenditures/Uses	62,524	163,171	664,243	694,243	176,100
FUND BALANCE, JUNE 30	\$ -	\$ -	\$ (3,162)	\$ -	\$ -

TRAFFIC SAFETY - FUND 221

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Fines					
3301 Traffic Fines	74,972	90,000	90,000	80,000	95,000
Total Operating Revenue	74,972	90,000	90,000	80,000	95,000
Total Available	74,972	90,000	90,000	80,000	95,000
Uses					
Operating Transfers-Out					
General - Fund 111	74,972	90,000	90,000	80,000	95,000
Total Uses	74,972	90,000	90,000	80,000	95,000
FUND BALANCES, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GAS TAX 2105 - FUND 231

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3516 State Gas Tax-2105	294,847	235,000	235,000	270,000	275,000
Total Operating Revenue	294,847	235,000	235,000	270,000	275,000
Total Available	294,847	235,000	235,000	270,000	275,000
Uses					
Operating Transfers-Out					
General - Fund 111	294,847	235,000	235,000	270,000	275,000
Total Uses	294,847	235,000	235,000	270,000	275,000
FUND BALANCE, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

GAS TAX 2106 - FUND 232

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 2,082,958	\$ 1,811,673	\$ 1,811,673	\$ 1,811,673	\$ 1,515,234
Revenues					
Interest and Rent					
3400 Investment Earnings	7,445	4,000	4,000	6,000	1,000
Total	7,445	4,000	4,000	6,000	1,000
Revenue from Other Agencies					
3512 State Gas Tax - 2106	194,255	165,000	165,000	150,000	154,000
3525 Grants - Miscellaneous	70,700	450,000	450,000	450,000	-
Total	264,955	615,000	615,000	600,000	154,000
Other Revenue					
3711 Expense Reimbursement	31,500	-	-	13,000	-
Total	31,500	-	-	13,000	-
Total Operating Revenue	303,900	619,000	619,000	619,000	155,000
Sources					
Operating Transfers-In					
Measure M - Fund 236	450,000	430,000	430,000	430,000	800,000
Total Transfers-In	450,000	430,000	430,000	430,000	800,000
Total Revenue/Sources	753,900	1,049,000	1,049,000	1,049,000	955,000
Total Available	2,836,858	2,860,673	2,860,673	2,860,673	2,470,234
Expenditures					
Capital Expenditures					
80100 Street Projects	841,135	1,330,000	2,501,030	1,123,944	1,070,000
80200 Traffic Signal Projects	184,050	210,000	221,495	221,495	-
Total	1,025,185	1,540,000	2,722,525	1,345,439	1,070,000
Total Expenditures/Uses	1,025,185	1,540,000	2,722,525	1,345,439	1,070,000
FUND BALANCE, JUNE 30	\$ 1,811,673	\$ 1,320,673	\$ 138,148	\$ 1,515,234	\$ 1,400,234

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GAS TAX 2107/2107.5 - FUND 233

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3513 State Gas Tax - 2107	379,109	348,000	348,000	344,000	354,000
3514 State Gas Tax - 2107.5	12,000	6,000	6,000	6,000	6,000
Total Operating Revenue	<u>391,109</u>	<u>354,000</u>	<u>354,000</u>	<u>350,000</u>	<u>360,000</u>
Total Available	<u>391,109</u>	<u>354,000</u>	<u>354,000</u>	<u>350,000</u>	<u>360,000</u>
Uses					
Operating Transfers-Out					
General - Fund 111	391,109	354,000	354,000	350,000	360,000
Total Transfers-Out	<u>391,109</u>	<u>354,000</u>	<u>354,000</u>	<u>350,000</u>	<u>360,000</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

TRAFFIC MITIGATION ASSESSMENT - FUND 234

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 2,074,767	\$ 1,183,085	\$ 1,183,085	\$ 1,183,085	\$ 792,210
Revenues					
Interest and Rent					
3400 Investment Earnings	6,157	2,500	2,500	5,700	6,000
Total	<u>6,157</u>	<u>2,500</u>	<u>2,500</u>	<u>5,700</u>	<u>6,000</u>
Service Charges					
3628 Traffic Mitigation Fee	14,840	-	-	73,425	-
Total	<u>14,840</u>	<u>-</u>	<u>-</u>	<u>73,425</u>	<u>-</u>
Total Current Operating Revenue	20,997	2,500	2,500	79,125	6,000
Total Available	2,095,764	1,185,585	1,185,585	1,262,210	798,210
Expenditures					
Capital Expenditures					
80200 Traffic Signal Projects	912,679	240,000	510,938	470,000	445,000
Total	<u>912,679</u>	<u>240,000</u>	<u>510,938</u>	<u>470,000</u>	<u>445,000</u>
Total Expenditures/Uses	<u>912,679</u>	<u>240,000</u>	<u>510,938</u>	<u>470,000</u>	<u>445,000</u>
FUND BALANCE, JUNE 30	<u>\$ 1,183,085</u>	<u>\$ 945,585</u>	<u>\$ 674,647</u>	<u>\$ 792,210</u>	<u>\$ 353,210</u>

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

REGIONAL TRAFFIC FEE - FUND 235

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 337,986	\$ 339,310	\$ 339,310	\$ 339,310	\$ 344,402
Revenues					
Service Charges					
3629 Regional Traffic Impact Fees	1,324	500	500	5,092	500
Total Operating Revenues	1,324	500	500	5,092	500
Total Available	339,310	339,810	339,810	344,402	344,902
FUND BALANCE, JUNE 30	\$ 339,310	\$ 339,810	\$ 339,810	\$ 344,402	\$ 344,902

MEASURE M - FUND 236

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 505,870	\$ 586,715	\$ 586,715	\$ 586,715	\$ 717,858
Revenues					
Interest and Rent					
3400 Investment Earnings	3,218	2,400	2,400	4,400	5,000
Total	3,218	2,400	2,400	4,400	5,000
Revenue from Other Agencies					
3517 Measure M Turnback/M2	827,627	810,000	810,000	840,000	880,000
Total	827,627	810,000	810,000	840,000	880,000
Other Revenue					
3738 Miscellaneous Revenue	-	-	-	16,743	-
Total	-	-	-	16,743	-
Total Operating Revenue	830,845	812,400	812,400	861,143	885,000
Total Available	1,336,715	1,399,115	1,399,115	1,447,858	1,602,858
Uses					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	450,000	430,000	430,000	430,000	800,000
City Capital Projects - Fund 415	300,000	300,000	300,000	300,000	360,000
Total Uses	750,000	730,000	730,000	730,000	1,160,000
Total Expenditures/Uses	750,000	730,000	730,000	730,000	1,160,000
FUND BALANCE, JUNE 30	\$ 586,715	\$ 669,115	\$ 669,115	\$ 717,858	\$ 442,858

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

GAS TAX 2103 - FUND 238

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 1,640,170	\$ 1,675,819	\$ 1,675,819	\$ 1,675,819	\$ 1,705,068
Revenues					
Interest and Rent					
3400 Investment Earnings	7,068	4,800	4,800	9,000	9,500
Revenue from Other Agencies					
3523 State Gas Tax-2103	513,505	245,000	245,000	220,000	116,000
Total Operating Revenue	<u>520,573</u>	<u>249,800</u>	<u>249,800</u>	<u>229,000</u>	<u>125,500</u>
Total Available	2,160,743	1,925,619	1,925,619	1,904,819	1,830,568
Uses					
Operating Transfers-Out					
General - Fund 111	450,000	-	-	-	-
City Capital Projects - Fund 415	34,924	143,623	199,751	199,751	51,000
Total Uses	484,924	143,623	199,751	199,751	51,000
Total Expenditures/Uses	<u>484,924</u>	<u>143,623</u>	<u>199,751</u>	<u>199,751</u>	<u>51,000</u>
FUND BALANCE, JUNE 30	<u>\$ 1,675,819</u>	<u>\$ 1,781,996</u>	<u>\$ 1,725,868</u>	<u>\$ 1,705,068</u>	<u>\$ 1,779,568</u>

LIGHTING DISTRICT #2 - FUND 251

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 3,987,940	\$ 4,160,952	\$ 4,160,952	\$ 4,160,952	\$ 4,275,578
Revenues					
Property Taxes					
3001 Secured	833,558	854,409	854,409	880,000	900,000
3002 Unsecured	32,016	31,875	31,875	30,200	31,000
3004 Prior Years	9,803	9,000	9,000	7,700	7,850
3005 Supplemental Roll	21,432	11,500	11,500	25,000	25,500
3006 Public Utility	12,185	11,500	11,500	13,300	13,500
3007 Pass Thru Taxes	7,070	15,000	15,000	5,200	1,600
3011 Residual Tax Increment	96,964	45,000	45,000	45,000	50,000
Total	1,013,028	978,284	978,284	1,006,400	1,029,450
Interest and Rent					
3400 Investment Earnings	15,545	12,000	12,000	20,000	21,000
Total	15,545	12,000	12,000	20,000	21,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	6,204	6,000	6,000	6,100	6,200
Total	6,204	6,000	6,000	6,100	6,200
Other Revenue					
3711 Expense Reimbursement	18,756	12,000	12,000	32,000	15,000
Total	18,756	12,000	12,000	32,000	15,000
Total Operating Revenue	<u>1,053,533</u>	<u>1,008,284</u>	<u>1,008,284</u>	<u>1,064,500</u>	<u>1,071,650</u>
Total Available	5,041,473	5,169,236	5,169,236	5,225,452	5,347,228
Expenditures					
Public Works-Engineering	765,670	799,264	799,264	825,974	864,878
Total	765,670	799,264	799,264	825,974	864,878

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

LIGHTING DISTRICT #2 - FUND 251 (continued)

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
Uses					
Operating Transfers-Out					
General - Fund 111	114,851	119,890	119,890	123,900	127,500
Total Transfers-Out	114,851	119,890	119,890	123,900	127,500
Total Expenditures/Uses	880,521	919,154	919,154	949,874	992,378
FUND BALANCE, JUNE 30	\$ 4,160,952	\$ 4,250,082	\$ 4,250,082	\$ 4,275,578	\$ 4,354,850

STORM DRAIN - FUND 261

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 658,526	\$ 720,472	\$ 720,472	\$ 720,472	\$ 599,707
Revenues					
Interest and Rent					
3400 Investment Earnings	2,955	2,400	2,400	4,600	4,000
Service Charges					
3631 Engineering and Inspection Fees	9,472	8,000	8,000	9,000	9,000
3632 City Services Charges	326,316	325,000	325,000	325,000	325,000
Total	335,788	333,000	333,000	334,000	334,000
Total Operating Revenue	338,743	335,400	335,400	338,600	338,000
Sources					
Operating Transfers-In					
General - Fund 111	250,000	250,000	250,000	250,000	250,000
Total Transfers	250,000	250,000	250,000	250,000	250,000
Total Revenues/Sources	588,743	585,400	585,400	588,600	588,000
Total Available	1,247,269	1,305,872	1,305,872	1,309,072	1,187,707
Expenditures					
Operating Expenditures					
Public Works-Maintenance	526,797	754,453	754,453	709,365	609,562
Total Expenditures	526,797	754,453	754,453	709,365	609,562
Total Expenditures/Uses	526,797	754,453	754,453	709,365	609,562
FUND BALANCE, JUNE 30	\$ 720,472	\$ 551,419	\$ 551,419	\$ 599,707	\$ 578,145

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

PLAN LOCAL DRAINAGE FACILITY - FUND 262

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 462,373	\$ 469,766	\$ 469,766	\$ 469,766	\$ 365,804
Revenues					
Interest and Rent					
3400 Investment Earnings	1,751	1,200	1,200	2,000	2,000
Total	1,751	1,200	1,200	2,000	2,000
Other Revenue					
3705 Drainage Charges	15,483	5,000	5,000	90,000	5,000
Total	15,483	5,000	5,000	90,000	5,000
Total Current Operating Revenue	17,234	6,200	6,200	92,000	7,000
Total Available	479,607	475,966	475,966	561,766	372,804
Expenditures					
Capital Expenditures					
80300 Storm Drain Projects	9,841	-	195,962	195,962	-
Total	9,841	-	195,962	195,962	-
Total Expenditures/Uses	9,841	-	195,962	195,962	-
FUND BALANCE, JUNE 30	<u>\$ 469,766</u>	<u>\$ 475,966</u>	<u>\$ 280,004</u>	<u>\$ 365,804</u>	<u>\$ 372,804</u>

CORPORATE CENTER MAINT DISTRICT #1 - FUND 271

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 39,198	\$ 58,907	\$ 58,907	\$ 58,907	\$ 83,947
Revenues					
Service Charges					
3627 Assessment-Maintenance Dist	75,426	77,688	77,688	77,688	79,250
Total	75,426	77,688	77,688	77,688	79,250
Total Operating Revenue	75,426	77,688	77,688	77,688	79,250
Total Available	114,624	136,595	136,595	136,595	163,197
Expenditures					
Operating Expenses					
Public Works-Maintenance	48,450	52,469	52,469	45,748	47,621
Total Expenditures	48,450	52,469	52,469	45,748	47,621
Uses					
Operating Transfers-Out					
General - Fund 111	7,267	9,550	9,550	6,900	7,150
Total Expenditures/Uses	55,717	62,019	62,019	52,648	54,771
FUND BALANCE, JUNE 30	<u>\$ 58,907</u>	<u>\$ 74,576</u>	<u>\$ 74,576</u>	<u>\$ 83,947</u>	<u>\$ 108,426</u>

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

NARCOTICS ASSET SEIZURE - FUND 281

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 1,690,023	\$ 1,788,564	\$ 1,788,564	\$ 1,788,564	\$ 2,038,948
Interest and Rent					
3400 Investment Earnings	7,020	5,000	5,000	9,500	7,000
Other Revenue					
3711 Expenditure Reimbursement	25,443	30,000	30,000	20,000	20,000
3731/32/33 Asset Seizure-Federal	468,002	250,000	250,000	575,000	400,000
3739 Asset Seizure-Other	18,870	10,000	10,000	-	-
Total Other Revenue	<u>512,315</u>	<u>290,000</u>	<u>290,000</u>	<u>595,000</u>	<u>420,000</u>
Total Operating Revenue	<u>519,335</u>	<u>295,000</u>	<u>295,000</u>	<u>604,500</u>	<u>427,000</u>
Total Available	2,209,358	2,083,564	2,083,564	2,393,064	2,465,948
<u>Expenditures</u>					
Operating Expenses					
Police	197,882	101,612	149,750	126,920	94,360
Total Expenditures	<u>197,882</u>	<u>101,612</u>	<u>149,750</u>	<u>126,920</u>	<u>94,360</u>
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	83,805	-	-	-	-
City Capital Projects - Fund 415	33,242	50,000	50,000	50,000	-
City Capital Replacement - Fund 721	105,865	168,196	177,196	177,196	198,786
Total Transfers	<u>222,912</u>	<u>218,196</u>	<u>227,196</u>	<u>227,196</u>	<u>198,786</u>
Total Expenditures/Uses	<u>420,794</u>	<u>319,808</u>	<u>376,946</u>	<u>354,116</u>	<u>293,146</u>
FUND BALANCE, JUNE 30	<u>\$ 1,788,564</u>	<u>\$ 1,763,756</u>	<u>\$ 1,706,618</u>	<u>\$ 2,038,948</u>	<u>\$ 2,172,802</u>

CABLE TELEVISION FRANCHISE AGREEMENT - FUND 291

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 454,254	\$ 500,281	\$ 500,281	\$ 500,281	\$ 547,281
<u>Revenues</u>					
Other Taxes					
3106 Franchise Tax-Cable TV	46,027	44,000	44,000	47,000	47,000
Total Operating Revenue	<u>46,027</u>	<u>44,000</u>	<u>44,000</u>	<u>47,000</u>	<u>47,000</u>
Total Available	500,281	544,281	544,281	547,281	594,281
FUND BALANCE, JUNE 30	<u>\$ 500,281</u>	<u>\$ 544,281</u>	<u>\$ 544,281</u>	<u>\$ 547,281</u>	<u>\$ 594,281</u>

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

SUPPLEMENTAL LAW ENFORCEMENT - FUND 301

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	40	50	50	50	50
Revenue from Other Agencies					
3525 Grants-Miscellaneous	103,045	100,000	100,000	107,000	102,742
Total Operating Revenue	<u>103,085</u>	<u>100,050</u>	<u>100,050</u>	<u>107,050</u>	<u>102,792</u>
Total Available	103,085	100,050	100,050	107,050	102,792
<u>Expenditures</u>					
Operating Expenditures					
Police	103,085	100,050	100,050	107,050	102,792
Total Expenditures/Uses	<u>103,085</u>	<u>100,050</u>	<u>100,050</u>	<u>107,050</u>	<u>102,792</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AB 2766 TRIP REDUCTION - FUND 311

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 329,930	\$ 391,892	\$ 391,892	\$ 391,892	\$ 453,592
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	1,308	850	850	1,700	1,700
Other Revenue					
3734 Trip Reduction Revenue-AB2766	60,654	60,000	60,000	60,000	60,000
Total Operating Revenue	<u>61,962</u>	<u>60,850</u>	<u>60,850</u>	<u>61,700</u>	<u>61,700</u>
Total Revenue/Sources	61,962	60,850	60,850	61,700	61,700
Total Available	<u>391,892</u>	<u>452,742</u>	<u>452,742</u>	<u>453,592</u>	<u>515,292</u>
<u>Uses</u>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	81,200	81,200	-	-
Total Expenditures/Uses	<u>-</u>	<u>81,200</u>	<u>81,200</u>	<u>-</u>	<u>-</u>
FUND BALANCE, JUNE 30	<u>\$ 391,892</u>	<u>\$ 371,542</u>	<u>\$ 371,542</u>	<u>\$ 453,592</u>	<u>\$ 515,292</u>

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

SEWER - FUND 321

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 7,174,616	\$ 7,281,112	\$ 7,281,112	\$ 7,281,112	\$ 4,342,142
Revenues					
Property Taxes					
3001 Secured	7,349	7,065	7,065	7,400	7,450
3002 Unsecured	263	250	250	260	260
3004 Prior Years	84	50	50	75	50
3005 Supplemental Roll	179	75	75	150	100
3006 Public Utility	407	425	425	400	400
3011 Residual Tax Increment	5,950	4,000	4,000	12,500	6,000
Total	14,232	11,865	11,865	20,785	14,260
Interest and Rent					
3400 Investment Earnings	26,886	20,000	20,000	30,000	25,000
Total	26,886	20,000	20,000	30,000	25,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	51	50	50	50	50
3572 Grants-CDBG	46,336	209,700	209,700	209,700	-
Total	46,387	209,750	209,750	209,750	50
Service Charges					
3624 Plan Check Fees - FOG	350	-	-	525	-
3631 Sewer Service Charges	2,011,706	2,150,000	2,150,000	1,750,000	1,700,000
3638 FOG Fees	13,703	28,000	28,000	30,000	28,000
Total	2,025,759	2,178,000	2,178,000	1,780,525	1,728,000
Other Revenue					
3711 Expense Reimbursement	2,801	2,500	2,500	4,077	2,500
Total	2,801	2,500	2,500	4,077	2,500
Total Operating Revenue	2,116,065	2,422,115	2,422,115	2,045,137	1,769,810
Total Available	9,290,681	9,703,227	9,703,227	9,326,249	6,111,952
Expenditures					
Operating Expenditures					
Public Works-Engineering	29,929	51,862	56,145	37,171	55,140
Public Works-Maintenance	259,131	302,942	320,074	311,186	320,386
Total	289,060	354,804	376,219	348,357	375,526
Capital Expenditures					
80400 Sanitary Sewer Projects	1,681,883	1,300,000	4,891,586	4,587,750	1,300,000
Debt Service Expenditures					
Principal-Loan from Infrastructure Reserve	-	-	-	-	-
Interest-Loan from Infrastructure Reserve	38,626	40,000	40,000	48,000	58,000
Total	38,626	40,000	40,000	48,000	58,000
Total Expenditures	2,009,569	1,694,804	5,307,805	4,984,107	1,733,526
FUND BALANCE, JUNE 30	\$ 7,281,112	\$ 8,008,423	\$ 4,395,422	\$ 4,342,142	\$ 4,378,426

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

CITY CAPITAL PROJECTS - FUND 415

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 22,745,465	\$ 21,255,554	\$ 21,255,554	21,255,554	\$ 11,156,077
Revenues					
Revenue from Other Agencies					
3525 Grants - Miscellaneous	-	-	375,490	375,490	714,000
Total	-	-	375,490	375,490	714,000
Other Revenue					
3711 Expense Reimbursement	5,559	-	-	-	-
Total	5,559	-	-	-	-
Total Operating Revenue	5,559	-	375,490	375,490	714,000
Sources					
Operating Transfers-In					
General - Fund 111	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Measure M - Fund 236	300,000	300,000	300,000	300,000	360,000
Gas Tax 2103 - Fund 238	34,924	143,623	199,751	199,751	51,000
Narcotics Asset Seizure - Fund 281	33,242	50,000	50,000	50,000	-
Infrastructure Reserve - Fund 416	2,425,000	2,337,000	2,734,200	2,300,200	3,015,000
Total Transfers-In	4,793,166	4,830,623	5,283,951	4,849,951	5,426,000
Total Revenue/Sources	4,798,725	4,830,623	5,659,441	5,225,441	6,140,000
Total Available	27,544,190	26,086,177	26,914,995	26,480,995	17,296,077
Capital Expenditures					
80100 Street Projects	1,713,570	1,550,000	2,518,263	2,214,300	1,610,000
80300 Storm Drain Projects	3,227,001	9,450,000	10,597,841	10,597,841	341,367
80500 Parkway Projects	1,258,177	1,560,623	2,123,479	1,702,682	2,940,000
80600 Public Facility Projects	89,888	760,000	1,220,895	734,095	1,340,000
80900 Other Projects	-	510,000	510,000	76,000	-
Total Expenditures	6,288,636	13,830,623	16,970,478	15,324,918	6,231,367
Total Expenditures	6,288,636	13,830,623	16,970,478	15,324,918	6,231,367
FUND BALANCE, JUNE 30	\$ 21,255,554	\$ 12,255,554	\$ 9,944,517	\$ 11,156,077	\$ 11,064,710

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

INFRASTRUCTURE RESERVE - FUND 416

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 19,574,656	\$ 21,299,187	\$ 21,299,187	\$ 21,299,187	\$ 25,634,279
<u>Revenue/Sources</u>					
Operating Transfers-In					
General - Fund 111	3,725,000	4,000,000	4,000,000	4,000,000	4,000,000
CRPD General - Fund 212	481,176	325,000	325,000	232,000	132,500
Storm Drain - Fund 261	-	-	-	-	-
Total Transfers-In	4,206,176	4,325,000	4,325,000	4,232,000	4,132,500
Total Revenue/Sources	4,206,176	4,325,000	4,325,000	4,232,000	4,132,500
Total Available	23,780,832	25,624,187	25,624,187	25,531,187	29,766,779
<u>Uses</u>					
Operating Transfers-Out					
City Capital Projects - Fund 415	2,425,000	2,337,000	2,734,200	2,300,200	3,015,000
Total Transfers-Out	2,425,000	2,337,000	2,734,200	2,300,200	3,015,000
<u>Changes in Nonspendable Fund Balance</u>					
Repayment of loans from State	-	-	-	(2,463,292)	(4,500,000)
Investment in land held for resale	56,645	-	-	60,000	60,000
Total Changes	56,645	-	-	(2,403,292)	(4,440,000)
Total Uses/Changes	2,481,645	2,337,000	2,734,200	(103,092)	(1,425,000)
FUND BALANCE, JUNE 30	\$ 21,299,187	\$ 23,287,187	\$ 22,889,987	\$ 25,634,279	\$ 31,191,779

LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 81,249	\$ 31,995	\$ 31,995	\$ 31,995	\$ 3,446
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	4,382	5,000	5,000	4,000	1,000
Total	4,382	5,000	5,000	4,000	1,000
Revenue from Other Agencies					
3575 First-time Home Loans	22,048	5,000	5,000	15,000	-
3576 Rehab Homes	-	5,000	5,000	-	-
Total	22,048	10,000	10,000	15,000	-
Other Revenue					
3738 Miscellaneous Revenue	6,000	5,000	5,000	6,000	6,000
Total	6,000	5,000	5,000	6,000	6,000
Total Operating Revenue	32,430	20,000	20,000	25,000	7,000
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	-	25,000	25,000	25,000	60,000
Total Revenue/Sources	32,430	45,000	45,000	50,000	67,000
Total Available	113,679	76,995	76,995	81,995	70,446

CITY OF CYPRESS
Fund Summaries
Fiscal Year 2016-17

LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471 (continued)

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimates</u>	<u>2016-17 Proposed</u>
<u>Expenditures</u>					
Operating Expenditures					
Community Development	81,684	80,691	80,691	78,549	62,821
Total Expenditures	<u>81,684</u>	<u>80,691</u>	<u>80,691</u>	<u>78,549</u>	<u>62,821</u>
FUND BALANCE, JUNE 30	<u>\$ 31,995</u>	<u>\$ (3,696)</u>	<u>\$ (3,696)</u>	<u>\$ 3,446</u>	<u>\$ 7,625</u>

CIVIC CENTER REFINANCING DEBT SERVICE - FUND 510

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimates</u>	<u>2016-17 Proposed</u>
FUND BALANCE, JULY 1	<u>\$ 1,787,004</u>	<u>\$ 1,796,616</u>	<u>\$ 1,796,616</u>	<u>\$ 1,796,616</u>	<u>\$ 1,805,686</u>
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	23,222	23,100	23,100	23,200	23,200
Total Operating Revenue	<u>23,222</u>	<u>23,100</u>	<u>23,100</u>	<u>23,200</u>	<u>23,200</u>
<u>Sources</u>					
Operating Transfers-In					
Successor Agency to RDA - Fund 462	464,741	457,237	457,237	466,000	469,000
Total Transfers	464,741	457,237	457,237	466,000	469,000
Total Revenues/Sources	<u>487,963</u>	<u>480,337</u>	<u>480,337</u>	<u>489,200</u>	<u>492,200</u>
Total Available	<u>2,274,967</u>	<u>2,276,953</u>	<u>2,276,953</u>	<u>2,285,816</u>	<u>2,297,886</u>
<u>Expenditures</u>					
Debt Service	478,351	480,337	480,337	480,130	479,738
Total Expenditures	<u>478,351</u>	<u>480,337</u>	<u>480,337</u>	<u>480,130</u>	<u>479,738</u>
FUND BALANCE, JUNE 30	<u>\$ 1,796,616</u>	<u>\$ 1,796,616</u>	<u>\$ 1,796,616</u>	<u>\$ 1,805,686</u>	<u>\$ 1,818,148</u>

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2016-17

CITY CENTRAL SERVICES - FUND 711

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 1,224,800	\$ 1,339,696	\$ 1,339,696	\$ 1,339,696	\$ 1,459,907
Revenues					
Service Charges					
3801 Park District Admin Fee	7,809	17,448	17,448	7,868	11,113
3803 Office Rental	674,100	738,820	738,820	738,820	710,700
3804 Vehicle Rental	735,500	744,000	744,000	744,000	836,800
3805 Equipment Rental	74,995	112,020	112,020	112,020	56,900
3806 Office Equipment Rental	5,375	2,950	2,950	2,950	1,000
Total	1,497,779	1,615,238	1,615,238	1,605,658	1,616,513
Total Current Operating Revenue	1,497,779	1,615,238	1,615,238	1,605,658	1,616,513
Total Available	2,722,579	2,954,934	2,954,934	2,945,354	3,076,420
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	1,382,883	1,536,424	1,536,424	1,485,447	1,465,732
Total Expenditures	1,382,883	1,536,424	1,536,424	1,485,447	1,465,732
FUND BALANCE, JUNE 30	\$ 1,339,696	\$ 1,418,510	\$ 1,418,510	\$ 1,459,907	\$ 1,610,688

PRINT SHOP/WAREHOUSE - FUND 712

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 42,793	\$ 58,477	\$ 58,477	\$ 58,477	\$ 62,330
Revenues					
Service Charges					
3802 Print Shop/Warehouse Chrgs	271,056	274,655	274,655	278,489	270,000
3807 Telephone Rental	30,000	30,000	30,000	30,000	35,000
Total	301,056	304,655	304,655	308,489	305,000
Other Revenue					
3711 Expense Reimbursement	219	-	-	-	-
Total Current Operating Revenue	301,275	304,655	304,655	308,489	305,000
Total Available	344,068	363,132	363,132	366,966	367,330
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	53,069	55,530	55,530	55,530	74,583
Finance and Administrative Services	232,522	254,461	254,461	249,106	229,722
Total Expenditures	285,591	309,991	309,991	304,636	304,305
FUND BALANCE, JUNE 30	\$ 58,477	\$ 53,141	\$ 53,141	\$ 62,330	\$ 63,025

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2016-17

INFORMATION SYSTEMS - FUND 713

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 287,259	\$ 226,315	\$ 226,315	\$ 226,315	\$ 230,602
Revenues					
Service Charges					
3805 Equipment Rental	40,000	40,000	40,000	40,000	50,000
3808 Information Systems/Website	668,877	699,564	699,564	699,564	866,700
Total	708,877	739,564	739,564	739,564	916,700
Other Revenue					
3711 Expense Reimbursement	5,000	-	-	-	-
Total Current Operating Revenue	713,877	739,564	739,564	739,564	916,700
Total Available	1,001,136	965,879	965,879	965,879	1,147,302
Expenditures					
Operating Expenditures					
Finance and Administrative Services	769,530	736,172	736,172	735,277	918,576
Total Expenditures	769,530	736,172	736,172	735,277	918,576
Uses					
Operating Transfers-Out					
City Capital Replacement Fund - 721	5,291	-	-	-	-
Total Transfers-Out	5,291	-	-	-	-
Total Expenditures/Uses	774,821	736,172	736,172	735,277	918,576
FUND BALANCE, JUNE 30	\$ 226,315	\$ 229,707	\$ 229,707	\$ 230,602	\$ 228,726

CITY CAPITAL REPLACEMENT - FUND 721

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 13,224,100	\$ 13,749,041	\$ 13,749,041	\$ 13,749,041	\$ 12,889,886
Revenues					
Service Charges					
3804 Vehicle Rental	261,885	207,969	207,969	207,969	195,750
3805 Equipment Rental	172,467	126,158	126,158	126,158	98,950
3806 Office Equipment Rental	154,740	80,231	80,231	80,231	214,800
Total	589,092	414,358	414,358	414,358	509,500
Other Revenue					
3525 Grant/Donations	-	36,000	36,000	36,000	-
3700 Sale Real/Personal Prop	1,035	-	-	171	-
3738 Miscellaneous Revenue	169,611	-	-	-	-
Total	170,646	36,000	36,000	36,171	-
Total Current Operating Revenue	759,738	450,358	450,358	450,529	509,500
Other Sources					
Operating Transfers-In					
General Fund - 111	-	32,336	32,336	32,336	5,830
Narcotics Asset Seizure Fund - 281	105,865	168,196	177,196	177,196	198,786
AB 2766 Trip Reduction Fund - 311	-	81,200	81,200	-	-
Information Systems Fund - 713	5,291	-	-	-	-
Technology Investment Fund - 731	-	101,400	101,400	101,400	534,010
Total Other Sources	111,156	383,132	392,132	310,932	738,626

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2016-17

CITY CAPITAL REPLACEMENT - FUND 721 (continued)

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
Total Revenue & Other Sources	870,894	833,490	842,490	761,461	1,248,126
Total Available	14,094,994	14,582,531	14,591,531	14,510,502	14,138,012
Uses					
Capital Outlay/Other Expenditures	345,953	986,008	1,592,629	1,519,216	986,752
Technology Improvement Outlays	-	101,400	101,400	101,400	534,010
Total Uses	345,953	1,087,408	1,694,029	1,620,616	1,520,762
FUND BALANCE, JUNE 30	\$ 13,749,041	\$ 13,495,123	\$ 12,897,502	\$ 12,889,886	\$ 12,617,250

CITY TECHNOLOGY INVESTMENT FUND - FUND 731

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimates	2016-17 Proposed
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ 1,904,600
Revenue/Sources					
Operating Transfers-In					
General - Fund 111	-	2,000,000	2,000,000	2,000,000	-
CRPD General - Fund 212	-	6,000	6,000	6,000	-
Total Transfers-In	-	2,006,000	2,006,000	2,006,000	-
Total Revenue/Sources	-	2,006,000	2,006,000	2,006,000	-
Total Available	-	2,006,000	2,006,000	2,006,000	1,904,600
Uses					
Operating Transfers-Out					
General - Fund 111	-	-	-	-	37,000
City Capital Replacement - Fund 721	-	101,400	101,400	101,400	534,010
Total Transfers-Out	-	101,400	101,400	101,400	571,010
Total Uses	-	101,400	101,400	101,400	571,010
FUND BALANCE, JUNE 30	\$ -	\$ 1,904,600	\$ 1,904,600	\$ 1,904,600	\$ 1,333,590

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2016-17

	Budget 2015-16		Proposed 2016-17	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>GENERAL FUND 111</u>				
General Fund Grants-Fund 114	\$ -	\$ 2,700	\$ -	\$ 4,200
Traffic Safety-Fund 221	90,000	-	95,000	-
Special Gas Tax 2105-Fund 231	235,000	-	275,000	-
Special Gas Tax 2107-Fund 233	354,000	-	360,000	-
Lighting District No. 2-Fund 251	119,890	-	127,500	-
Storm Drain Fund-Fund 261	-	250,000	-	250,000
Corp Ctr Maint Dist #1-Fund 271	9,550	-	7,150	-
CIP-Fund 415	-	2,000,000	-	2,000,000
Infrastructure Reserve-Fund 416	-	4,000,000	-	4,000,000
Low/Mod Housing Assets-Fund 471	-	25,000	-	60,000
Equipment Replacement-Fund 721	-	32,336	-	5,830
Technology Investments-Fund 731	-	2,000,000	37,000	-
Total	<u>\$ 808,440</u>	<u>\$ 8,310,036</u>	<u>\$ 901,650</u>	<u>\$ 6,320,030</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
General Fund-Fund 111	\$ 2,700	\$ -	\$ 4,200	\$ -
Total	<u>\$ 2,700</u>	<u>\$ -</u>	<u>\$ 4,200</u>	<u>\$ -</u>
<u>TRAFFIC SAFETY FUND 221</u>				
General Fund-Fund 111	\$ -	\$ 90,000	\$ -	\$ 95,000
Total	<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ -</u>	<u>\$ 95,000</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
General Fund-Fund 111	\$ -	\$ 235,000	\$ -	\$ 275,000
Total	<u>\$ -</u>	<u>\$ 235,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Measure M-Fund 236	\$ 430,000	\$ -	\$ 800,000	\$ -
Total	<u>\$ 430,000</u>	<u>\$ -</u>	<u>\$ 800,000</u>	<u>\$ -</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2016-17

	Budget 2015-16		Proposed 2016-17	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
General Fund-Fund 111	\$ -	\$ 354,000	\$ -	\$ 360,000
Total	<u>\$ -</u>	<u>\$ 354,000</u>	<u>\$ -</u>	<u>\$ 360,000</u>
<u>MEASURE M GAS TAX FUND 236</u>				
Special Gas Tax 2106-Fund 232	\$ -	\$ 430,000	\$ -	\$ 800,000
CIP-Fund 415	-	300,000	-	360,000
Total	<u>\$ -</u>	<u>\$ 730,000</u>	<u>\$ -</u>	<u>\$ 1,160,000</u>
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
CIP-Fund 415	\$ -	\$ 143,623	\$ -	\$ 51,000
Total	<u>\$ -</u>	<u>\$ 143,623</u>	<u>\$ -</u>	<u>\$ 51,000</u>
<u>LIGHTING DISTRICT #2 FUND 251</u>				
General Fund-Fund 111	\$ -	\$ 119,890	\$ -	\$ 127,500
Total	<u>\$ -</u>	<u>\$ 119,890</u>	<u>\$ -</u>	<u>\$ 127,500</u>
<u>STORM DRAIN FUND 261</u>				
General Fund-Fund 111	\$ 250,000	\$ -	\$ 250,000	\$ -
Total	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>
<u>CORP CTR MAINT DIST #1 FUND 271</u>				
General Fund-Fund 111	\$ -	\$ 9,550	\$ -	\$ 7,150
Total	<u>\$ -</u>	<u>\$ 9,550</u>	<u>\$ -</u>	<u>\$ 7,150</u>
<u>NARCOTICS ASSET SEIZURE FUND 281</u>				
CIP-Fund 415	\$ -	\$ 50,000	\$ -	\$ -
Equipment Replacement-Fund 721	-	168,196	-	198,786
Total	<u>\$ -</u>	<u>\$ 218,196</u>	<u>\$ -</u>	<u>\$ 198,786</u>
<u>AB 2766 TRIP REDUCTION FUND 311</u>				
Equipment Replacement-Fund 721	\$ -	\$ 81,200	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 81,200</u>	<u>\$ -</u>	<u>\$ -</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2016-17

	Budget 2015-16		Proposed 2016-17	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>CIP FUND 415</u>				
General Fund-Fund 111	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -
Measure M-Fund 236	300,000	-	360,000	-
Special Gas Tax 2103-Fund 238	143,623	-	51,000	-
Narcotics Asset Seizure-Fund 281	50,000	-	-	-
Infrastructure Reserve-Fund 416	2,337,000	-	3,015,000	-
Total	\$ 4,830,623	\$ -	\$ 5,426,000	\$ -
<u>INFRASTRUCTURE RESERVE FUND 416</u>				
General Fund-Fund 111	\$ 4,000,000	\$ -	\$ 4,000,000	\$ -
District General Fund-Fund 212	325,000	-	132,500	-
CIP-Fund 415	-	2,337,000	-	3,015,000
Total	\$ 4,325,000	\$ 2,337,000	\$ 4,132,500	\$ 3,015,000
<u>LOW AND MODERATE HOUSING ASSETS FUND 471</u>				
General Fund-Fund 111	\$ 25,000	\$ -	\$ 60,000	\$ -
Total	\$ 25,000	\$ -	\$ 60,000	\$ -
<u>DEBT SVC-REFIN CIVIC CTR FUND 510</u>				
Successor Agency to RDA-Fund 462	\$ 457,237	\$ -	\$ 469,000	\$ -
Total	\$ 457,237	\$ -	\$ 469,000	\$ -
<u>EQUIPMENT REPLACEMENT FUND 721</u>				
General Fund-Fund 111	\$ 32,336	\$ -	\$ 5,830	\$ -
Narcotics Asset Seizure-Fund 281	168,196	-	198,786	-
AB 2766 Trip Reduction-Fund 311	81,200	-	-	-
Technology Investments-Fund 731	101,400	-	531,610	-
Total	\$ 383,132	\$ -	\$ 736,226	\$ -
<u>TECHNOLOGY INVESTMENTS FUND 731</u>				
General Fund-Fund 111	\$ 2,000,000	\$ -	\$ -	\$ 37,000
District General Fund-Fund 212	6,000	-	-	-
Equipment Replacement-Fund 721	-	101,400	-	531,610
Total	\$ 2,006,000	\$ 101,400	\$ -	\$ 568,610
SUBTOTAL-CITY FUNDS	\$ 13,518,132	\$ 12,729,895	\$ 12,779,576	\$ 12,178,076

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2016-17

	Budget 2015-16		Proposed 2016-17	
	Transfers In	Transfers Out	Transfers In	Transfers Out
SUCCESSOR AGENCY TO RDA FUND 462				
Debt Svc-Refin Civic Ctr Fund 510	\$ -	\$ 457,237	\$ -	\$ 469,000
Total	\$ -	\$ 457,237	\$ -	\$ 469,000
SUBTOTAL-RDA SUCCESSOR	\$ -	\$ 457,237	\$ -	\$ 469,000
DISTRICT-GENERAL FUND 212				
Infrastructure Reserve-Fund 416	\$ -	\$ 325,000	\$ -	\$ 132,500
District Park Development-Fund 213	300,000	-	1,000,000	-
District Equip Repl-Fund 725	-	63,582	-	23,692
Technology Investments-Fund 731	-	6,000	-	-
Total	\$ 300,000	\$ 394,582	\$ 1,000,000	\$ 156,192
DISTRICT-PARK DEVELOPMENT FUND 213				
District General Fund-Fund 212	\$ -	\$ 300,000	\$ -	\$ 1,000,000
Total	\$ -	\$ 300,000	\$ -	\$ 1,000,000
DISTRICT-EQUIPMENT REPLACEMENT FUND 725				
District General Fund-Fund 212	\$ 63,582	\$ -	\$ 23,692	\$ -
Total	\$ 63,582	\$ -	\$ 23,692	\$ -
SUBTOTAL-DISTRICT FUNDS	\$ 363,582	\$ 694,582	\$ 1,023,692	\$ 1,156,192
GRAND TOTAL-ALL FUNDS	\$ 13,881,714	\$ 13,881,714	\$ 13,803,268	\$ 13,803,268



Cypress Recreation and Park District

Purpose:

The Cypress Recreation and Park District (District) was incorporated in 1949. The District is a distinct entity, separate from the City of Cypress, but governed by the Cypress City Council acting as the ex-officio Board of Directors. It is primarily funded by property taxes allocated to the District from the base 1% property tax rate. Currently responsible for approximately 100 acres of open space and recreational facilities, the district provides special interest classes, activities, youth and adult sports, pre-school aged programs, social and recreational activities for seniors, volunteer opportunities and community-wide special events.

The district currently employs 13 full-time and 2 permanent part-time employees and approximately 90 seasonal part time staff.

The benefits of parks and recreation are many. Through participation, the community may learn new skills, become involved in physical activities, explore new ideas and concepts, interact socially, develop leadership skills, enhance creativity and better understand their neighbors and other community members. Recreation helps define community and adds to its quality of life.

Volunteerism is very important to the District as many programs and special activities could not be provided without the community volunteer. Over 1,200 hours are donated each month to various recreation and social programs.



RECREATION AND PARK DISTRICT Fiscal Year 2016 - 2017

Director of Recreation & Community Services

Administrative & Legislative

Recreation & Parks
Administration

Recreation & Community
Services Commission

Senior Citizens Commission

Community Events & Enrichment

Community Events & Promotion

Cultural Arts

Contract Classes

5K/10K Run

Youth and Teen Programs

Teen Programs

Kids Corner

Day Camp

Aquatics Instruction

Playgrounds

Senior Citizens Programs

Senior Citizen Programs

Senior Citizen Transportation

Sports Programs

Youth Sports

Adult Sports

Facilities/Field Permits

Maintenance & Facility Support

Park Landscaping

Athletic Facility Maintenance

Community Center Maintenance

Park Buildings

Senior Center Building

Facility Operations

Youth League Improvements

CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2016-17

<u>FUND</u>	<u>BEG. FUND</u> <u>BALANCE</u>	<u>REVENUES/</u> <u>SOURCES</u>		<u>EXPENDITURES/USES</u>			<u>END. FUND</u> <u>BALANCE</u>
		<u>PROPOSED</u> <u>REVENUE</u>	<u>FUND</u> <u>TSFR-IN</u>	<u>OPERATING</u> <u>BUDGET</u>	<u>CAPITAL</u> <u>BUDGET</u>	<u>FUND</u> <u>TSFR-OUT</u>	
212 - CRPD General Fund	\$ 9,513,889	\$ 5,500,010	\$1,000,000	\$ 4,824,009	\$3,340,000	\$ 156,192	\$ 7,693,698
213 - CRPD Park Development	900,291	404,400	-	-	-	1,000,000	304,691
TOTAL	\$ 10,414,180	\$ 5,904,410	\$1,000,000	\$ 4,824,009	\$3,340,000	\$ 1,156,192	\$ 7,998,389

Note: Fund Transfers In and Fund Transfers Out do not equal in the above schedule due to the following:

Transfer-out of \$23,692 is made from the CRPD General Fund to the CRPD Capital Replacement Internal Service Fund for the purchase of capital outlay items in FY 2016-17.

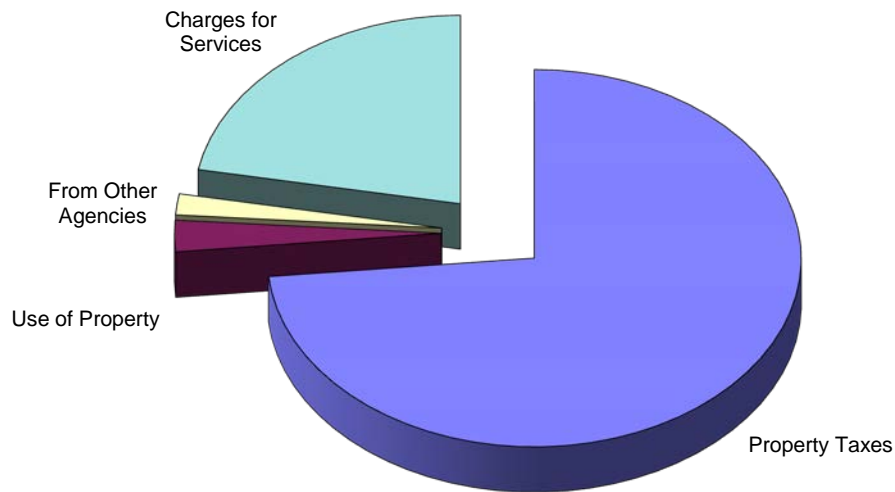
Transfer-out of \$132,500 is made from the CRPD General Fund to the City of Cypress Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies loaned from the City.

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF APPROPRIATIONS BY MAJOR CATEGORY
Fiscal Year 2016-17**

<u>FUND</u>	<u>SALARIES & BENEFITS</u>	<u>MAINT. & OPERATIONS</u>	<u>CAPITAL PROJECTS</u>	<u>CAPITAL OUTLAY</u>	<u>TOTAL</u>
212 - CRPD General Fund	\$ 2,053,634	\$ 2,770,375	\$ 3,340,000	\$ 23,692	\$ 8,187,701
TOTAL	<u>\$ 2,053,634</u>	<u>\$ 2,770,375</u>	<u>\$ 3,340,000</u>	<u>\$ 23,692</u>	<u>\$ 8,187,701</u>

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF RESOURCES

Fiscal Year 2016-17

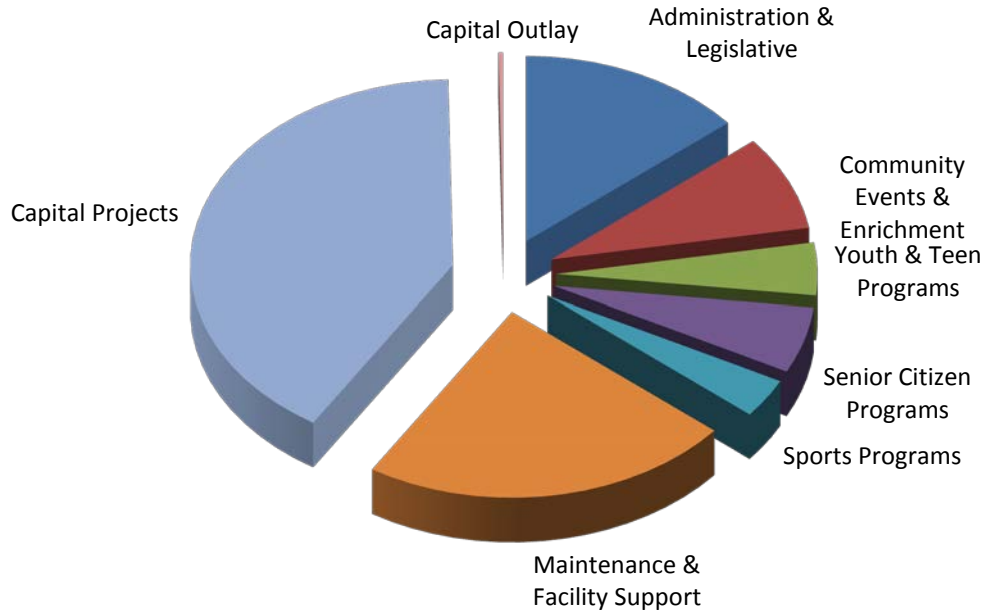


TOTAL RESOURCES \$5,904,410

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Property Taxes	\$ 4,335,500	73.4%
Use of Property	158,780	2.7%
From Other Agencies	105,800	1.8%
Charges for Services	1,304,330	22.1%
Total Resources	\$ 5,904,410	100%

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF APPROPRIATIONS

Fiscal Year 2016-17



TOTAL APPROPRIATIONS \$8,187,701

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Administration & Legislative	\$ 1,143,961	14.0%
Community Events & Enrichment Youth & Teen Programs	679,657	8.3%
Senior Citizen Programs	471,005	5.7%
Sports Programs	280,250	3.4%
Maintenance & Facility Support	1,874,632	22.9%
Capital Projects	3,340,000	40.8%
Capital Outlay	23,692	0.3%
Total Appropriations	<u>\$ 8,187,701</u>	<u>100%</u>

CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2016-17

FUNCTION/Responsible Department/Division Program Number/description	2015-16 Budget	2016-17 Budget	Percent Change
RECREATION AND PARK DISTRICT			
Administration & Legislative Division			
90301 Recreation & Parks Administration	\$ 944,164	\$ 1,012,572	7.25%
90328 Recreation & Comm Svcs Commission	81,898	82,680	0.95%
90330 Senior Citizen Commission	47,456	48,709	2.64%
Total Administration & Legislative	<u>\$ 1,073,518</u>	<u>\$ 1,143,961</u>	6.56%
Community Events & Enrichment Division			
90307 5K/10K Run	\$ 45,578	\$ 48,748	6.96%
90313 Community Events & Promotion	180,272	173,750	-3.62%
90314 Cultural Arts	93,951	94,461	0.54%
90316 Contract Classes	357,117	362,698	1.56%
Total Community Events & Enrichment	<u>\$ 676,918</u>	<u>\$ 679,657</u>	0.40%
Youth & Teen Programs Division			
90304 Teen Programs	\$ 43,400	\$ 44,195	1.83%
90305 Aquatics Instruction	73,211	69,200	-5.48%
90306 Playgrounds	58,689	62,437	6.39%
90324 Day Camp	89,190	93,714	5.07%
90327 Kids Corner	100,937	104,958	3.98%
Total Youth/Teen Programs	<u>\$ 365,427</u>	<u>\$ 374,504</u>	2.48%
Senior Citizens Program Division			
90317 Senior Citizen Program	\$ 412,134	\$ 399,130	-3.16%
90318 Senior Citizen Transportation	71,708	71,875	0.23%
Total Senior Citizens	<u>\$ 483,842</u>	<u>\$ 471,005</u>	-2.65%
Sports Programs Division			
90303 Adult Sports	\$ 111,117	\$ 107,155	-3.57%
90310 Youth Sports	128,951	125,097	-2.99%
90326 Facilities/Field Permit	47,599	47,998	0.84%
Total Sports	<u>\$ 287,667</u>	<u>\$ 280,250</u>	-2.58%

**CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2016-17 (Continued)**

	2015-16 Budget	2016-17 Budget	Percent Change
MAINTENANCE SERVICES			
Department of Public Works			
Maintenance & Facility Support Division			
90302.9302 Maintenance - Community Center	\$ 229,957	\$ 245,896	6.93%
90302.9308 Landscaping - Parks	735,208	761,431	3.57%
90302.9311 Maintenance - Athletic Facilities	279,214	276,611	-0.93%
90302.9312 Maintenance - Park Buildings	184,231	163,488	-11.26%
90302.9318 Maintenance - Senior Center Building	183,871	245,375	33.45%
90323 Facility Operations	158,581	161,831	2.05%
90332 Youth League Improvements	20,000	20,000	0.00%
Total Maintenance & Facility Support	\$ 1,791,062	\$ 1,874,632	4.67%
TOTAL OPERATING BUDGET	\$ 4,678,434	\$ 4,824,009	3.11%
SUMMARY OF CAPITAL PROJECTS			
80700_8071 Park Projects	\$ 485,000	\$ 3,340,000	588.66%
SUMMARY OF CAPITAL OUTLAY*			
95400 Capital Outlay - Furniture/Equipment	\$ 63,582	\$ 23,692	-62.74%
TOTAL BUDGET	<u>\$ 5,227,016</u>	<u>\$ 8,187,701</u>	<u>56.64%</u>

* Only includes Capital Outlay amounts paid for by the District's General Fund. All other budgeted Capital Outlay amounts are paid for with accumulated replacement monies previously charged to District operating programs/divisions

RECREATION AND PARK DISTRICT

Administration & Legislative Division

Division Overview

This program reflects the costs to oversee and administer all aspects of recreation and community programming and services. The program includes Executive and support staff costs, departmental charges for data processing, legal and financial services, and computer/website support.

This program also includes associated costs for the seven-member Recreation and Community Services and Senior Citizens Commissions who serve as advisors to the City Council on recreation policy, procedures, programs and related issues. Associated staffing to support the Commission are allocated to each program.

Accomplishments for Fiscal Year 2015-16

- Selected and trained 2 Full-time Recreation Coordinators
- Selected and trained a Recreation Leader IV
- Implemented and ongoing Succession Plan for the District
- Implemented a new Non-Profit Coordinating Committee to provide opportunities for local non-profits to network and share ideas
- Conducted the Commission's annual volunteer recognition awards to recognize community service
- City Council approved Commission's recommendation for the conceptual park plan for Mackay Park

Objectives for Fiscal Year 2016-17

- Assess and survey District fee structure and make recommendations for enhancements
- Update Department Mission Statement and Core Values
- Begin construction of Mackay Park
- Select vendor and train staff on new registration and reservation software
- Maintain the non-profit coordination committee

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Number of Class Registration Processed	9,935	9,300	10,100
Number of Facility Rentals Processed	1,255	1,260	1,250
Commission Meetings Held	21	22	23

RECREATION AND PARK DISTRICT

Administration & Legislative Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Director of Recreation & Comm Svcs	1.00	1.00	1.00	1.00	-
Office Assistant II	2.03	2.03	2.03	2.03	-
Recreation Coordinator	0.04	0.04	0.04	0.04	-
Recreation Superintendent	1.00	1.00	1.00	1.00	-
Recreation Supervisor	0.15	0.15	0.15	0.15	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Part-Time					
Recreation Leader III	0.20	0.20	0.20	0.29	0.09
Total Positions	<u>5.42</u>	<u>5.42</u>	<u>5.42</u>	<u>5.51</u>	<u>0.09</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 656,295	\$ 721,001	\$ 675,750	\$ 728,475	1.0%
Service and Supplies	186,608	200,633	195,760	242,216	20.7%
Internal Service Fund Charges	<u>150,060</u>	<u>151,884</u>	<u>151,884</u>	<u>173,270</u>	14.1%
Total Division Cost	<u>\$ 992,963</u>	<u>\$ 1,073,518</u>	<u>\$ 1,023,394</u>	<u>\$ 1,143,961</u>	6.6%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund - District	<u>\$ 992,963</u>	<u>\$ 1,073,518</u>	<u>\$ 1,023,394</u>	<u>\$ 1,143,961</u>
Total Resources	<u>\$ 992,963</u>	<u>\$ 1,073,518</u>	<u>\$ 1,023,394</u>	<u>\$ 1,143,961</u>

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Division Overview

This program includes the annual Community Events and Promotions, Cypress 5K Run/Walk and 10K Run, Cultural Arts and Contract Classes.

Community events and promotions include the annual July 4th Celebration, Kids Swap Meet, Spring Egg Hunt, Donation Program, Halloween Carnival, Holiday Bazaar, Holiday Sing and Tree Lighting, Father and Daughter Dance and staff time associated with the Cypress Community Festival. This program also provides support for marketing and promoting various special events and programs.

The Cypress 5K Run/Walk and 10K Run promotes community participation and fitness. The event kicks off the annual Cypress Community Festival and is a part of the OC Race Series to encourage active and ongoing racing in neighboring cities.

The Cypress Cultural Arts program strives to provide a multitude of opportunities for the community to experience creative and imaginative activities; such as, a series of Cypress Celebrates the Arts activities; a Community Gallery in partnership with the Cypress Art League which provides local artists the opportunity to participate in art shows. Also, a series of nine Summer Concert offered in partnership with Friends of Cypress Cultural Arts.

The Contract Class program provides a diverse selection of quality programs and instruction for all ages. The percentage of fees received from participants is shared between the District and the contract instructor.

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Accomplishments for Fiscal Year 2015-16

- The Cypress Community Festival had approximately 18,000 attendees and hosted 187 vendor booths, 66 classic cars, and 40 chili and salsa cooks
- The Cypress Run hosted over 2,000 participants
- The Cypress Run had over 90 volunteers donating more than 350 hours to the event
- The Cypress Run is one of three races needed to complete the OC Race Series and receive a participation medal. A successful partnership with the cities of Los Alamitos and Seal Beach
- The 4th of July Fireworks Spectacular had approximately 20,000 attendees
- Sponsorships offset all 4th of July costs with the exception of Recreation full time staff
- The 40th Annual Juried Art Show, sponsored by the Cypress Art League, received over 220 pieces of art to display
- The Father Daughter Dance was sold out with over 250 in attendance
- The Halloween Carnival had 1,284 participants in attendance
- The Holiday Sing offered performances by 5 schools and a variety of activities to approximately 700 people in attendance
- The Kids Swap Meet registered 42 booths, the largest in its eight year history, offering second hand children's clothing, toys, books and equipment at bargain prices to meet much interest and need.

Objectives for Fiscal Year 2016-17

- Maintain non-profit partnerships with the Cypress Community Festival Association and the Cypress Art League
- Maintain partnerships with the Cities of Los Alamitos, Seal Beach, and the Community of Rossmoor to organize the annual 4th of July Fireworks Spectacular
- Expand the number of enrichment offerings for youth and adult participants
- Increase participation in the Cypress Run
- Increase Cypress Run sponsorships
- Increase participation in the OC Race Series
- Continue to sell out the Father Daughter Dance
- Expand the number of participants in the Kids Swap Meet
- Maintain current number of commercial vendors at the Holiday Bazaar
- Expand the number of Youth Juried Art entries

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Participants for Annual Cypress Run	2261	2046	2000
Sponsorship money raised for Cypress Run	\$18,000	\$11,250	\$15,550
Participants for Father Daughter Dance	256	250	250
Number of Cypress Community Festival Booths	231	187	200
Youth and Adult participants in enrichment classes	8,085	8,150	8,200
Attendance at Halloween Carnival	1,290	1,284	1,000
Booth Participation in Kids Swap Meet	35	42	45
Number of commercial vendors at the Holiday Bazaar	9	9	9
Number of Youth Juried Art Applicants	32	34	40

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Recreation Coordinator	0.92	0.92	0.92	0.92	-
Recreation Supervisor	1.08	1.08	1.08	1.08	-
Part-Time					
Recreation Leader II	0.14	0.14	0.17	0.15	(0.02)
Recreation Leader III	0.10	0.10	0.10	0.15	0.05
Recreation Leader IV	0.03	0.03	0.03	0.03	-
Recreation Specialist	0.21	0.21	0.21	0.21	-
Total Positions	<u>2.48</u>	<u>2.48</u>	<u>2.51</u>	<u>2.54</u>	<u>0.03</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 226,318	\$ 258,810	\$ 257,200	\$ 261,481	1.0%
Service and Supplies	378,327	403,402	380,692	403,796	0.1%
Internal Service Fund Charges	14,406	14,706	14,706	14,380	-2.2%
Total Division Cost	<u>\$ 619,051</u>	<u>\$ 676,918</u>	<u>\$ 652,598</u>	<u>\$ 679,657</u>	0.4%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund-District	\$ 619,051	\$ 676,918	\$ 652,598	\$ 679,657
Total Resources	<u>\$ 619,051</u>	<u>\$ 676,918</u>	<u>\$ 652,598</u>	<u>\$ 679,657</u>

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Division Overview

This division includes Teen Programs, Aquatics Instruction, Youth Activities, Day Camp and Kids Corner Pre-School Aged Program.

The Teen Program provides opportunities for teens, 12-18 years of age, to participate in a variety of programs. The program runs in conjunction with the traditional school year calendar.

- The Youth Action Committee (YAC) in partnership with the City of La Palma provides opportunities for teens in high school to gain volunteer experiences while assisting with dances, movie nights, an annual fashion show and other activities for teens.
- The Counselor-in-Training (C.I.T.) program allows teens, 14-16 years of age, to experience volunteer opportunities and be trained by staff to plan and implement activities for youths, 3-12 years of age. C.I.T.'s assist with day camp, sports, aquatics, park programs, Kid's Corner, Senior Center and Special Events.

The Aquatics Learn to Swim program is offered to participants of all ages. Classes include summer instructional water safety, learn-to-swim skills and Semi-private lessons. The program is held at the Cypress High School pool through the City's joint-use agreement with Anaheim Union High School District (AUHSD).

The Cypress "Hot Fun in the Summer" program offers nine weeks of supervised programming for children, 5-12 years of age, three days a week during the summer at multiple park sites. The Nature Park provides nature-oriented recreational and educational opportunities during the summer months. The Department's Birthday Party Packages are also included in this program.

The Day Camp program provides children, 5-12 years of age, with recreational and daycare needs. Summer camp is scheduled over nine one-week sessions. Spring camp is offered for one week during spring break. Camp includes games, crafts, sports, cooking, special events and weekly excursions.

The Kids Corner program provides a structured pre-school aged recreational program for three and four year olds at the Swain school site. Classes are offered in four nine-week sessions, meeting two or three times a week depending upon the age group. A six-week summer session is also offered. This program also receives support from Kids Corner Boosters, a non-profit 501©(3) parent support group.

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Accomplishments for Fiscal Year 2015-16

- Kids Corner provided 920 hours of programming for pre-school aged children
- The Orange Co. Fire Authority presented and provided “drowning prevention” materials to Cypress Day Camp, Kids Corner and Aquatics Learn to Swim programs
- Implemented new teen program; 3 on 3 basketball tournament
- YAC members created care packaged for a homeless shelter
- Staff partnered with community non-profit organization’s to promote volunteer opportunities for the annual Nature Park clean-up
- Teen Fashion Show registered 51 volunteer teen models

Objectives for Fiscal Year 2016-17

- Increase the number of Kids Corner participants
- Maintain over 50 models for the annual Teen Fashion Show
- Kids Night Out will be offered monthly instead of quarterly
- Offer two teen 3 on 3 basketball tournaments

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Day Camp Participants	541	505	500
Kids Corner Participants	328	300	340
Teen Model Participants	35	51	55
Teen Dodgeball Teams	8	6	8
Teen 3 on 3 Basketball Teams	NA	6	12

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Recreation Coordinator	0.42	0.42	0.42	0.42	-
Recreation Supervisor	0.60	0.60	0.60	0.60	-
Part-Time					
Aquatics Instructor	1.60	1.60	1.60	1.45	(0.15)
Assistant Pool Manager	0.20	0.20	0.20	0.16	(0.04)
Lifeguard	0.20	0.20	0.20	-	(0.20)
Pool Manager	0.20	0.20	0.20	0.19	(0.01)
Recreation Leader I	0.38	0.58	0.48	0.37	(0.11)
Recreation Leader II	0.68	0.68	0.89	0.80	(0.09)
Recreation Leader III	2.90	2.70	2.80	2.92	0.12
Recreation Leader IV	0.35	0.35	0.24	0.24	-
Recreation Specialist	0.69	0.69	0.69	0.69	-
Total Positions	<u>8.22</u>	<u>8.22</u>	<u>8.32</u>	<u>7.84</u>	<u>(0.48)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 264,452	\$ 317,677	\$ 327,287	\$ 327,141	3.0%
Service and Supplies	47,817	45,755	44,790	46,143	0.8%
Internal Service Fund Charges	2,466	1,995	1,995	1,220	-38.8%
Total Division Cost	<u>\$ 314,735</u>	<u>\$ 365,427</u>	<u>\$ 374,072</u>	<u>\$ 374,504</u>	2.5%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund-District	\$ 314,735	\$ 365,427	\$ 374,072	\$ 374,504
Total Resources	<u>\$ 314,735</u>	<u>\$ 365,427</u>	<u>\$ 374,072</u>	<u>\$ 374,504</u>



RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Division Overview

This division includes Senior Citizens programming and the Senior Transportation program.

The Senior Citizens program provides an opportunity for older adults to experience services and activities that enhance personal growth, independence and dignity. Services include a nutrition program, life-long learning educational classes, volunteer opportunities, health and social services, recreational opportunities, and special events. Over 100,000 participants are served annually.

The Senior Transportation program provides transportation services to Cypress residents who meet eligibility requirements. Funding for these programs is provided in part through the Orange County Transportation Authority's (OCTA) Senior Mobility Program. This program pays for 80% of the eligible transportation costs incurred by the District. The transportation programs offered are 1) the Nutrition Taxi, and 2) the Taxi Voucher Program. The Nutrition Taxi provides transportation to and from the Cypress Senior Center for residents, 60 years and older, who participate in the Congregate Meal Program. The Taxi Voucher Program provides transportation for medical appointments, grocery shopping, banking and other outings for residents, 60 years and older, who meet income guidelines.

Accomplishments for Fiscal Year 2015-16

- Offered a variety of classes for participants
- Achieved a high level of participation in most classes and introduced new classes
- Continued to offer a popular "Let's Do Lunch" congregate meal program with many themed lunches
- Offered a Home Delivered Meals program, serving homebound seniors nutritious meals
- Offered a variety of free forums and screenings each week, including blood pressure screenings, nursing services, legal aid and forums on many topics
- Operated a successful volunteer program, with assistance in all areas of the Senior Center
- Successfully operated two transportation programs, allowing seniors to come to the senior center for lunch, as well as use taxi vouchers to reach destinations they otherwise would not be able to

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Objectives for Fiscal Year 2016-17

- Continue to offer a variety of classes – something for everyone
- Maintain high level of class participation
- Maintain high level of participation in congregate meal program
- Continue to offer a successful Home Delivered Meals program
- Continue to offer a variety of forums and screenings and special events that bring new people into the Senior Center
- Continue to maintain a high level of outstanding volunteers, allowing the Senior Center to function on a daily basis

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Class Participation Number (contract class, volunteer & NOCCCD)	44,200	45,000	45,500
Number of Volunteer Hours	8,810	8,900	8,900
Congregate meals served	13,820	12,625	13,000
Home Delivered Meals served	14,175	15,000	15,000
Transportation program participants – both Nutrition & Taxi Voucher	198	210	220

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Office Assistant II	0.97	0.97	0.97	0.97	-
Recreation Coordinator	1.52	1.52	1.52	1.52	-
Recreation Supervisor	0.37	0.37	0.37	0.37	-
Part-Time					
Recreation Leader III	0.60	0.60	0.60	0.67	0.07
Recreation Specialist	0.90	0.90	0.90	0.90	-
Total Positions	<u>4.36</u>	<u>4.36</u>	<u>4.36</u>	<u>4.43</u>	<u>0.07</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 306,452	\$ 353,292	\$ 351,210	\$ 348,621	-1.3%
Service and Supplies	113,914	120,113	116,211	115,004	-4.3%
Internal Service Fund Charges	10,737	10,437	10,437	7,380	-29.3%
Total Division Cost	<u>\$ 431,103</u>	<u>\$ 483,842</u>	<u>\$ 477,858</u>	<u>\$ 471,005</u>	-2.7%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund-District	<u>\$ 431,103</u>	<u>\$ 483,842</u>	<u>\$ 477,858</u>	<u>\$ 471,005</u>
Total Resources	<u>\$ 431,103</u>	<u>\$ 483,842</u>	<u>\$ 477,858</u>	<u>\$ 471,005</u>



RECREATION AND PARK DISTRICT

Sports Programs Division

Division Overview

This division includes Adult Sports, Youth Sports and permits for facilities, fields and park open space.

The Adult Sports program offers quality and cost effective recreational sports leagues to adult's age 18 years and over. Participants have the opportunity to exercise and compete in a sport activity at their level of ability on a year-round basis. Leagues in softball and basketball are offered throughout the year, and each season consists of ten games plus playoffs. Drop in roller hockey and badminton provides weekly pick-up games. An annual charity softball tournament is also operated out of this program.

The Youth Sports program provides a variety of recreational sports including basketball, baseball, soccer, volleyball, track and field, and fitness classes for children, ages 3 – 7 years, emphasizing fundamentals and sportsmanship. Winter and summer basketball and fall and spring volleyball leagues are offered for children, ages 7 – 14 years. Leagues are co-ed and include practices and nine games plus playoffs. Youth Volleyball and basketball sports camps are offered during the summer. In addition, a basketball league tailored to participants with special needs is offered each summer, and includes one practice and 5 games. Over 1,500 children participate in the youth sports programs annually.

The facilities/field permits program was created in conjunction with the Joint-Use Agreements with the Anaheim Union High School District (AUHSD) and Cypress School District (CSD) for the permitting of school athletic facilities as well as City athletic fields, facilities and open space. It provides supervision of the facilities for Recreation and Community Services programs and allows for administrative oversight of the Joint-Use Agreements, Advisory Committee for the Use of Athletic Fields (ACUAF), as well as all approved Non-Profit Organizations. AUHSD is responsible for scheduling, including issuance of authorized permits, and supervision of its facilities. Funds are appropriated to maintain athletic facilities in the highest possible manner.

RECREATION AND PARK DISTRICT

Sports Programs Division

Accomplishments for Fiscal Year 2015-16

- Reached registration maximum in youth basketball and volleyball
- Implemented a new drop in badminton program

Objectives for Fiscal Year 2016-17

- Increase teams in adult basketball
- Increase teams in adult softball
- Implement evening youth sports classes for 3-7 year olds (Pee Wees)
- Maintain Joint Use Agreements with AUHSD and CSD

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
City Youth Sports Program Participants	693	1040	940
Adult Sports Team Registration	117	168	142
Number of Athletic Field Bookings	8,786	8,300	8,300

RECREATION AND PARK DISTRICT

Sports Programs Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Recreation Coordinator	0.82	0.82	0.82	0.82	-
Recreation Supervisor	0.56	0.56	0.56	0.56	-
Part-Time					
Recreation Leader I	0.02	0.02	0.02	0.02	-
Recreation Leader II	0.62	0.62	0.81	0.73	(0.08)
Recreation Leader III	1.00	1.00	1.00	1.05	0.05
Recreation Leader IV	1.04	1.04	0.72	0.72	-
Total Positions	<u>4.06</u>	<u>4.06</u>	<u>3.93</u>	<u>3.90</u>	<u>(0.03)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 191,148	\$ 227,951	\$ 201,143	\$ 227,850	0.0%
Service and Supplies	35,828	57,385	51,333	50,140	-12.6%
Internal Service Fund Charges	2,322	2,331	2,331	2,260	-3.0%
Total Division Cost	<u>\$ 229,298</u>	<u>\$ 287,667</u>	<u>\$ 254,807</u>	<u>\$ 280,250</u>	-2.6%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund-District	<u>\$ 229,298</u>	<u>\$ 287,667</u>	<u>\$ 254,807</u>	<u>\$ 280,250</u>
Total Resources	<u>\$ 229,298</u>	<u>\$ 287,667</u>	<u>\$ 254,807</u>	<u>\$ 280,250</u>



RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

Division Overview

Community Center Building is associated with program 70228-7232 in the City's Community Development Maintenance Division budget and provides contracted maintenance services for the Community Center building including the Recreation and Community Services Administrative office. Maintenance support is also provided for setup/breakdown for rentals, contract classes, various programs and City events such as Halloween activities, Holiday Bazaar, Community Center Holiday Décor and nine Summer Concerts.

Park Landscaping is associated with programs 70228-7224 and 70228-7228 in the City's Community Development Maintenance Division budget and provides for the costs of all landscape maintenance services related to District-owned parks and open turf areas other than athletic facilities. Routine irrigation and turf maintenance is performed by a contracted service. Major irrigation work and emergency repairs where skilled work is required will be performed by City staff. All tree maintenance is also performed under a single City-wide contract.

Athletic Fields is associated with program 70228-7229 in the City's Community Development Maintenance Division budget and provides year-round maintenance to all District owned athletic facilities. In addition, City staff is provided to repair, upgrade, and mitigate potential safety hazards of playground equipment, playing fields, all courts, a roller hockey rink, a pond, picnic tables, drinking fountains, barbeques, fencing, athletic field lighting and park lighting. Tennis court lamps and athletic field lamps are replaced as needed throughout the year, and field #3 (baseball/football) at Oak Knoll Park is hydro-seeded annually to rejuvenate new turf growth.

Park Buildings is associated with program 70228-7230 in the City's Community Development Maintenance Division budget and provides non-mechanical maintenance services for the showmobile, park restrooms, picnic shelters, snack bars, the Arnold/Cypress multi-purpose facility and two Kids Corner buildings located at Swain School. This includes repairs, upgrades and mitigation of safety hazards. Expenditures associated with the showmobile set-up/tear-downs for in-house programs are also accounted for in this program.

Senior Center is associated with program 70228-7231 in the City's Community Development Maintenance Division budget and provides maintenance services for the Senior Center building. Maintenance support is also provided for set-up/breakdowns for rentals, contract classes and various programs that are held throughout the day.

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

The Facility Operations program provides part-time staff to facilitate program set-up and light custodial needs at the Cypress Senior Center, Community Center, Arnold/Cypress Park and at special events (Festival of the Arts receptions, Fourth of July, Community Festival, Concerts, etc.) as well as providing supervision to evening and weekend facility classes and rentals.

Youth League Improvements (ACUAF) program was created to provide for minor park improvements considered “above and beyond” normal maintenance as identified by the Advisory Committee on Use of Athletic Facilities (ACUAF). ACUAF meets twice annually to discuss field usage and facility conditions. Proposed projects are funded by ACUAF surcharges of \$3.00 per registered Youth League participant per season, and an annual contribution of \$5,000 from the District.

The Art in Public Places policy is in place to provide accessible works of art in various locations throughout the City to enrich the public environment via visual arts. Since the policy’s inception in 1998, Friends of Cypress Cultural Arts (FOCCA) has been the integral group that has supplied public art pieces.

Accomplishments for Fiscal Year 2015-16

- Added security gates to scorekeepers booths on fields 3 and 4 at Oak Knoll Park
- Installed Public Art at the Community Center in partnership with Friends of Cypress Cultural Arts
- Installed Public Art at the Library in partnership with FOCCA

Objectives for Fiscal Year 2016-17

- Continue to Partner with Community Development Maintenance Division to maintain the Districts facilities, parks and special events
- Installation of Public Art at the new Mackay Park location in partnership with FOCCA

Performance Measures	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Public Art Installation	0	2	1
Parks Maintenance – Acres of Turf Landscaped	8.92	8.92	8.92
Parks Maintenance – Acres of Planters Landscaped	9.67	9.67	9.67
ACUAF Youth Sports League Participants	2,679	2,582	2,700

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

<u>Summary of Positions</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Full-Time					
Recreation Coordinator	0.28	0.28	0.28	0.28	-
Recreation Supervisor	0.24	0.24	0.24	0.24	-
Part-Time					
Recreation Leader II	0.86	0.86	1.13	1.01	(0.12)
Recreation Leader III	2.00	2.00	2.00	2.03	0.03
Recreation Leader IV	0.88	0.88	0.61	0.63	0.02
Total Positions	<u>4.26</u>	<u>4.26</u>	<u>4.26</u>	<u>4.19</u>	<u>(0.07)</u>

<u>Summary of Expenditures</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>	<u>15/16 Budget vs. 16/17 Budget</u>
Salaries and Benefits	\$ 144,265	\$ 157,041	\$ 157,041	\$ 160,066	1.9%
Service and Supplies	<u>1,565,030</u>	<u>1,634,021</u>	<u>1,535,092</u>	<u>1,714,566</u>	4.9%
Total Division Cost	<u>\$ 1,709,295</u>	<u>\$ 1,791,062</u>	<u>\$ 1,692,133</u>	<u>\$ 1,874,632</u>	4.7%

<u>Summary of Resources</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
General Fund-District	<u>\$ 1,709,295</u>	<u>\$ 1,791,062</u>	<u>\$ 1,692,133</u>	<u>\$ 1,874,632</u>
Total Resources	<u>\$ 1,709,295</u>	<u>\$ 1,791,062</u>	<u>\$ 1,692,133</u>	<u>\$ 1,874,632</u>



**CYPRESS RECREATION AND PARK DISTRICT
CAPITAL PROJECTS**

Fiscal Year 2016-17

	<u>GENERAL</u>	<u>PARK DEVELOPMENT</u>	<u>TOTAL</u>
<u>PARKS PROJECTS (80700 8071)</u>			
Park Construction at Mackay Place	\$ 2,300,000	\$ 1,000,000	\$ 3,300,000
Seal Coat Parking Lot - Cedar Glen	22,000	-	22,000
Tennis Court Windscreen Replacement	<u>18,000</u>	<u>-</u>	<u>18,000</u>
TOTAL NEW CAPITAL PROJECTS	<u><u>\$ 2,340,000</u></u>	<u><u>\$ 1,000,000</u></u>	<u><u>\$ 3,340,000</u></u>

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF CAPITAL OUTLAY
Fiscal Year 2016-17**

NEW

EQUIPMENT (725-95300.xxxx_xxx)

4310_200	Risers and Skirting - Community Center	\$	2,674
4310_200	Showmobile Signage Wrap		8,500
4310_200	Picnic Tables (10)		8,558
4310_200	Park Benches (4)		1,242
Total New Capital Outlay			\$ 20,974

REPLACEMENT

EQUIPMENT (725-95300.xxxx_xxx)

4310_200	Treadmill (1) - Senior Center		5,100
4310_200	Recumbent Bike (1) - Senior Center		2,950
4310_200	Kiosk (1) - Senior Center		2,100
4310_200	Lectern (1) - Senior Center		1,000
4310_200	Lectern (1) - Community Center		1,000
4310_200	Storage Building (1) - Community Center		1,046
4310_200	Piano (1) - Senior Center		2,610
4310_200	Ice Machine (1) - Senior Center		2,996
Total Replacement Capital Outlay			\$ 18,802

TOTAL CAPITAL OUTLAY	\$	<u>39,776</u>
-----------------------------	-----------	----------------------

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2016-17

CRPD GENERAL FUND - FUND 212

	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimate	2016-17 Proposed
FUND BALANCE, JULY 1	\$ 8,157,583	\$ 9,038,266	\$ 9,038,266	\$ 9,038,266	\$ 9,513,889
Revenues					
Property Taxes					
3001 Secured	3,637,382	3,731,735	3,731,735	3,850,000	3,920,000
3002 Unsecured	139,710	120,675	120,675	132,000	135,000
3004 Prior Years	42,773	40,000	40,000	40,000	42,000
3005 Supplemental Roll	103,474	50,000	50,000	83,000	55,000
3006 Public Utility	46,439	48,000	48,000	50,000	51,000
3007 Pass Thru Taxes	29,099	25,000	25,000	32,000	32,500
3011 Residual Tax Increment	452,077	300,000	300,000	200,000	100,000
Total	4,450,954	4,315,410	4,315,410	4,387,000	4,335,500
Interest & Rent					
3400 Investment Earnings	25,654	25,000	25,000	26,250	20,000
3412 Bldg Rents-Community Center	83,215	72,400	72,400	80,530	82,180
3414 Bldg Rents-Senior Center	23,520	22,000	22,000	26,000	27,000
3415 Bldg Rents-Parks	31,425	20,455	20,455	29,200	25,200
Total	163,814	139,855	139,855	161,980	154,380
Revenue from Other Agencies					
3502 Homeowners Tax Relief	27,071	26,000	26,000	27,050	27,500
3520 Special District Augmentation	20,280	20,000	20,000	20,800	20,800
3525 Grants - Miscellaneous	47,766	54,000	54,000	51,400	57,500
Total	95,117	100,000	100,000	99,250	105,800
Service Charges					
3650 Cultural Arts Receipts	-	1,000	1,000	500	1,000
3652 Adult Sports Fees	43,881	61,500	61,500	35,810	51,626
3653 Youth Sports Fees	60,377	85,045	85,045	74,840	77,905
3655 Swimming Instruction Fees	44,713	66,100	66,100	64,500	51,214
3656 Pre-School Program Fees	70,391	70,680	70,680	60,000	71,300
3657 Youth League Fees	7,959	9,500	9,500	7,850	8,250
3659 Contract Classes	401,373	397,200	397,200	380,300	380,500
3661 Teen Excursion Fees	6,520	5,100	5,100	5,975	5,675
3665 Senior Citizens Activities Fees	69,655	44,750	44,750	53,930	54,000
3668 Playground Events & Excursions	9,730	12,800	12,800	9,850	15,400
3669 Day Camp Fees	70,825	64,437	64,437	51,300	65,320
3673 Special Event Fees	32,129	35,770	35,770	40,681	35,440
3677 5K/10K Run Revenues	74,553	83,000	83,000	73,000	70,500
3680 Lighting Fee - Youth Sports	11,781	10,750	10,750	7,750	9,000
3683 ACUAF - Non-Resident Fees	6,850	8,500	8,500	6,850	7,200
Total	910,737	956,132	956,132	873,136	904,330
Other Revenue					
3711 Expense Reimbursement	32,394	-	-	45	-
3713 Donations/Contributions	7,111	-	2,350	3,306	-
Total	39,505	-	2,350	3,351	-
Total Current Operating Revenue	5,660,127	5,511,397	5,513,747	5,524,717	5,500,010

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2016-17

CRPD GENERAL FUND - FUND 212

(continued)

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
Operating Transfers-In					
CRPD Park Development Fund - 213	33,263	300,000	780,000	780,000	1,000,000
Total Operating Transfers-In	33,263	300,000	780,000	780,000	1,000,000
Total Revenues and Transfers-In	<u>5,693,390</u>	<u>5,811,397</u>	<u>6,293,747</u>	<u>6,304,717</u>	<u>6,500,010</u>
Total Available	13,850,973	14,849,663	15,332,013	15,342,983	16,013,899
Expenditures					
Operating Expenditures:					
Recreation and Community Services	4,296,442	4,678,434	4,717,212	4,480,512	4,824,009
Capital Expenditures:					
80700 Park Projects	33,263	485,000	1,343,151	1,047,000	3,340,000
Operating Transfers-Out:					
City Infrastructure Reserve Fund - 416	481,176	325,000	325,000	232,000	132,500
City Technology Investments Fund - 73	-	6,000	6,000	6,000	-
CRPD Capital Replacement Fund - 725	1,826	63,582	63,582	63,582	23,692
Total Operating Transfers-Out	483,002	394,582	394,582	301,582	156,192
Total Expenditures and Transfers Out	<u>4,812,707</u>	<u>5,558,016</u>	<u>6,454,945</u>	<u>5,829,094</u>	<u>8,320,201</u>
FUND BALANCE, JUNE 30	<u>\$ 9,038,266</u>	<u>\$ 9,291,647</u>	<u>\$ 8,877,068</u>	<u>\$ 9,513,889</u>	<u>\$ 7,693,698</u>

CRPD PARK DEVELOPMENT - FUND 213

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimate</u>	<u>2016-17 Proposed</u>
FUND BALANCE, JULY 1	<u>\$ 762,564</u>	<u>\$ 844,591</u>	<u>\$ 844,591</u>	<u>\$ 844,591</u>	<u>\$ 900,291</u>
Revenues					
Interest & Rent					
3400 Investment Earnings	3,290	2,400	2,400	3,700	4,400
Service Charges					
3630 Park Facility Development Fees	112,000	8,000	8,000	832,000	400,000
Total Current Operating Revenue	115,290	10,400	10,400	835,700	404,400
Total Available	<u>877,854</u>	<u>854,991</u>	<u>854,991</u>	<u>1,680,291</u>	<u>1,304,691</u>
Expenditures					
Operating Transfers-Out					
CRPD General Fund - 212	33,263	300,000	780,000	780,000	1,000,000
Total Expenditures	33,263	300,000	780,000	780,000	1,000,000
FUND BALANCE, JUNE 30	<u>\$ 844,591</u>	<u>\$ 554,991</u>	<u>\$ 74,991</u>	<u>\$ 900,291</u>	<u>\$ 304,691</u>

**CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARY
Fiscal Year 2016-17**

CRPD CENTRAL SERVICES - FUND 715

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimates</u>	<u>2016-17 Proposed</u>
FUND BALANCE, JULY 1	\$ 17,005	\$ 9,196	\$ 9,196	\$ 9,196	\$ 16,128
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	-	11,500	11,500	11,500	8,000
3805 Equipment Rental	-	3,300	3,300	3,300	3,300
Total	-	14,800	14,800	14,800	11,300
Total Current Operating Revenue	-	14,800	14,800	14,800	11,300
Total Available	17,005	23,996	23,996	23,996	27,428
<u>Expenditures</u>					
Operating Expenditures					
Recreation and Community Services	7,809	17,448	17,448	7,868	11,113
Total Expenditures/Uses	7,809	17,448	17,448	7,868	11,113
FUND BALANCE, JUNE 30	<u>\$ 9,196</u>	<u>\$ 6,548</u>	<u>\$ 6,548</u>	<u>\$ 16,128</u>	<u>\$ 16,315</u>

CRPD CAPITAL REPLACEMENT - FUND 725

	<u>2014-15 Actual</u>	<u>2015-16 Adopted Budget</u>	<u>2015-16 Amended Budget</u>	<u>2015-16 Estimates</u>	<u>2016-17 Proposed</u>
FUND BALANCE, JULY 1	\$ 660,632	\$ 671,256	\$ 671,256	\$ 671,256	\$ 703,719
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	750	750	750	750	750
3805 Equipment Rental	31,156	31,563	31,563	31,563	22,250
3806 Office Equipment Rental	1,489	150	150	150	200
Total	33,395	32,463	32,463	32,463	23,200
Total Current Operating Revenue	33,395	32,463	32,463	32,463	23,200
Operating Transfers-In					
CPRD General Fund - 212	1,826	63,582	63,582	63,582	23,692
Total	1,826	63,582	63,582	63,582	23,692
Total Available	695,853	767,301	767,301	767,301	750,611
<u>Expenditures</u>					
Operating Expenditures					
Other Expenditures	24,597	63,582	63,582	63,582	39,776
Total Expenditures/Uses	24,597	63,582	63,582	63,582	39,776
FUND BALANCE, JUNE 30	<u>\$ 671,256</u>	<u>\$ 703,719</u>	<u>\$ 703,719</u>	<u>\$ 703,719</u>	<u>\$ 710,835</u>

PERSONNEL SUMMARY BY DEPARTMENT

CITY PERSONNEL

FULL-TIME

DEPARTMENT	2015-16 Budget	2016-17 Proposed	Inc/(Dec)
City Council and Management	6.00	6.00	0.00
Finance and Administrative Services	15.00	15.00	0.00
Police	76.00	76.00	0.00
Community Development	40.00	38.00	(2.00)
TOTAL	137.00	135.00	(2.00)

PART-TIME

DEPARTMENT	2015-16 Budget	2016-17 Proposed	Inc/(Dec)
Police	5.40	5.40	0.00
Community Development	6.60	6.60	0.00
TOTAL	12.00	12.00	0.00

RECREATION AND PARK DISTRICT PERSONNEL

TYPE	2015-16 Budget	2016-17 Proposed	Inc/(Dec)
Full-Time	13.00	13.00	0.00
Part-Time	15.80	15.41	(0.39)
TOTAL	28.80	28.41	(0.39)

The City Council and Commissioners are not included in this summary.

FULL-TIME PERSONNEL BY JOB CLASSIFICATION

	2015-16	2016-17	Monthly Salary Range	
	Budget	Proposed	Minimum	Maximum
City Council and Management				
City Clerk	1.00	1.00	\$ 7,792	\$ 10,565
City Manager	1.00	1.00	17,708	17,708
Deputy City Clerk	1.00	1.00	4,606	5,600
Executive Assistant	1.00	1.00	4,732	5,752
Senior Management Analyst	1.00	1.00	5,704	7,626
Video Production Coordinator	1.00	1.00	4,623	5,618
Subtotal - City Council and Management	6.00	6.00		
Finance and Administrative Services				
Account Clerk II	2.00	2.00	3,841	4,669
Accountant	1.00	1.00	5,883	7,150
Administrative Services Technician II	2.00	2.00	3,841	4,669
Computer Support Specialist	1.00	1.00	5,454	6,629
Director of Finance & Administrative Services	1.00	1.00	10,404	16,004
Assistant Director/Finance Manager	1.00	1.00	9,277	12,245
Human Resources Analyst	1.00	1.00	5,676	6,898
Human Resources Assistant	1.00	1.00	4,055	5,437
Human Resources Manager	1.00	1.00	7,792	10,565
Information Systems Manager	1.00	1.00	8,405	11,036
Network Administrator	1.00	1.00	6,558	8,826
Payroll Coordinator	1.00	1.00	4,732	5,752
Senior Licensing Specialist	1.00	1.00	4,388	5,334
Subtotal - Finance and Administrative Services	15.00	15.00		
Police Department				
Office Assistant I	1.00	1.00	3,010	3,658
Office Assistant II	1.00	1.00	3,317	4,033
Office Specialist	1.00	1.00	3,841	4,669
Police Chief	1.00	1.00	10,404	16,004
Police Clerk I	1.00	1.00	3,197	3,885
Police Clerk II	3.00	3.00	3,702	4,498
Police Commander	3.00	3.00	10,138	12,169
Police Officer	41.00	41.00	6,151	8,045
Police Officer - Overhire	2.00	2.00	6,151	8,045
Police Sergeant	10.00	10.00	8,067	10,297
Police Services Officer	9.00	9.00	4,376	5,319
Records Support Services Supervisor	1.00	1.00	5,254	6,831
Secretary to Department Head	1.00	1.00	4,340	5,274
Senior Management Analyst	1.00	1.00	5,704	7,626
Subtotal - Police Department	76.00	76.00		

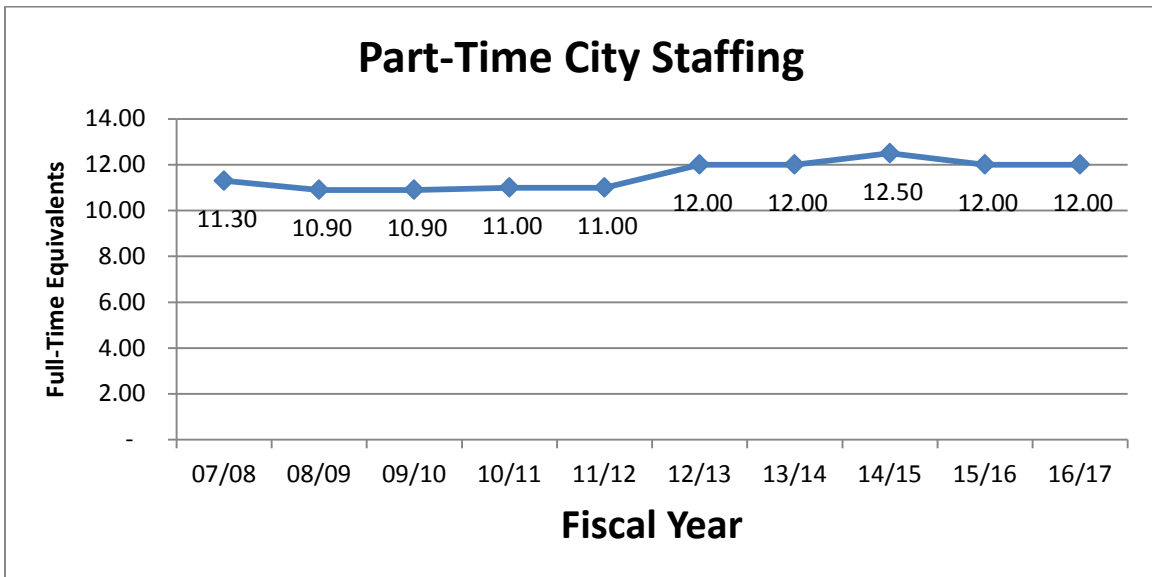
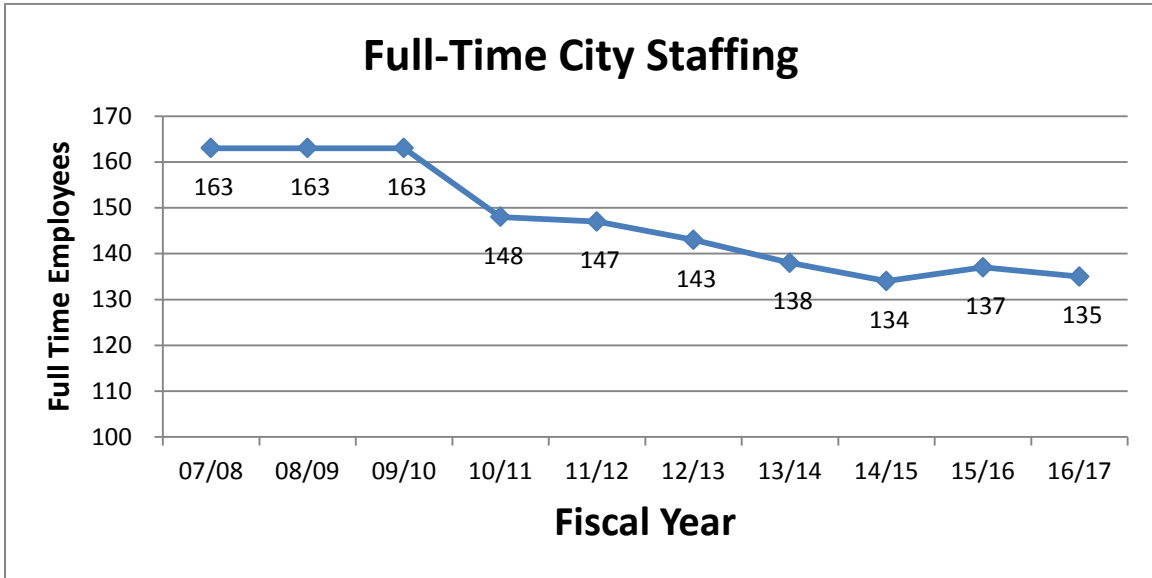
FULL-TIME PERSONNEL BY JOB CLASSIFICATION

	2015-16	2016-17	Salary Range	
	Budget	Proposed	Minimum	Maximum
Community Development Department				
Administrative Clerk	1.00	1.00	\$ 3,483	\$ 4,233
Assistant Mechanic	1.00	1.00	3,451	4,471
Assistant Planner	1.00	1.00	5,208	6,332
Associate Engineer	3.00	2.00	7,228	8,785
Associate Planner	1.00	1.00	5,995	7,285
Building Official	1.00	1.00	8,405	11,036
City Engineer	1.00	1.00	9,277	12,245
City Planner	1.00	1.00	9,277	12,245
Code Enforcement Officer II	1.00	1.00	5,193	6,311
Director of Community Development	1.00	1.00	10,404	16,004
Engineering Aide	1.00	1.00	4,597	5,587
Lead Maintenance Worker	5.00	4.00	3,448	5,174
Maintenance Specialist	2.00	2.00	4,197	5,435
Public Works Superintendent	1.00	1.00	7,574	9,845
Maintenance Worker	8.00	7.00	3,284	4,928
Management Analyst	0.04	0.04	5,676	6,898
Management Analyst	0.96	0.96	5,676	6,898
Mechanic	2.00	2.00	3,996	5,174
Office Assistant II	1.00	1.00	3,317	4,033
Project Manager	0.00	1.00	7,228	8,785
Maintenance Supervisor	3.00	3.00	5,254	6,831
Redevelopment Project Manager	1.00	1.00	6,558	8,826
Secretary to Department Head	1.00	1.00	4,340	5,274
Senior Civil Engineer	1.00	1.00	7,574	9,845
Water Quality Manager	1.00	1.00	6,558	8,826
Subtotal - Community Development	40.00	38.00		
Subtotal - City	137.00	135.00		
Recreation and Park District				
Director of Recreation & Comm Svcs	1.00	1.00	10,404	16,004
Office Assistant II	3.00	3.00	3,317	4,033
Recreation Coordinator	4.00	4.00	4,273	5,192
Recreation Superintendent	1.00	1.00	7,574	9,845
Recreation Supervisor	3.00	3.00	5,254	6,831
Secretary to Department Head	1.00	1.00	4,340	5,274
Subtotal - Recreation and Park District	13.00	13.00		
Total - City and Recreation and Park District	150.00	148.00		

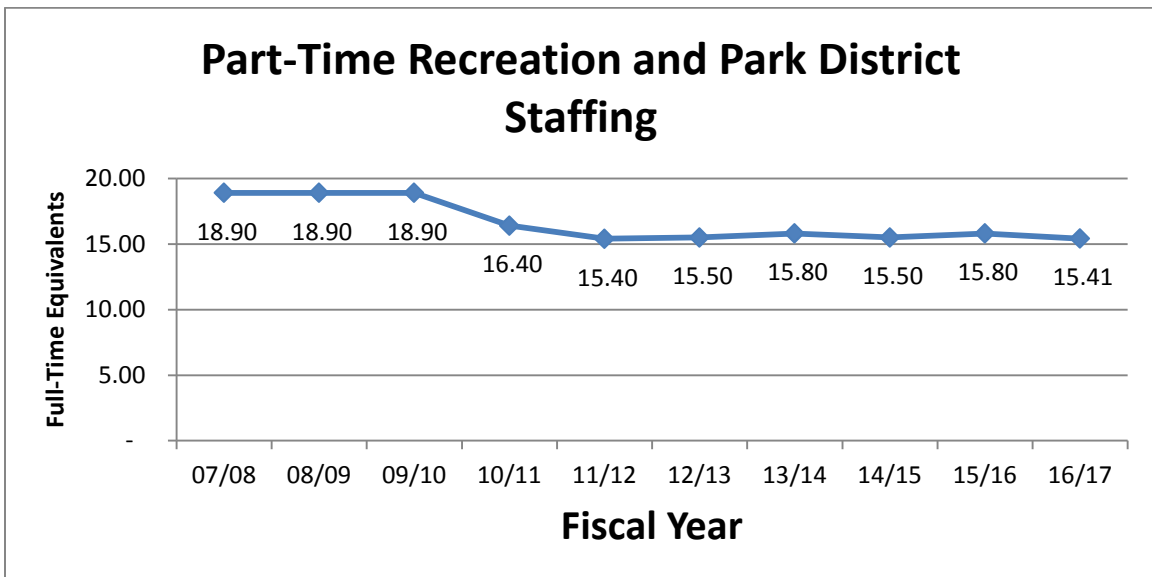
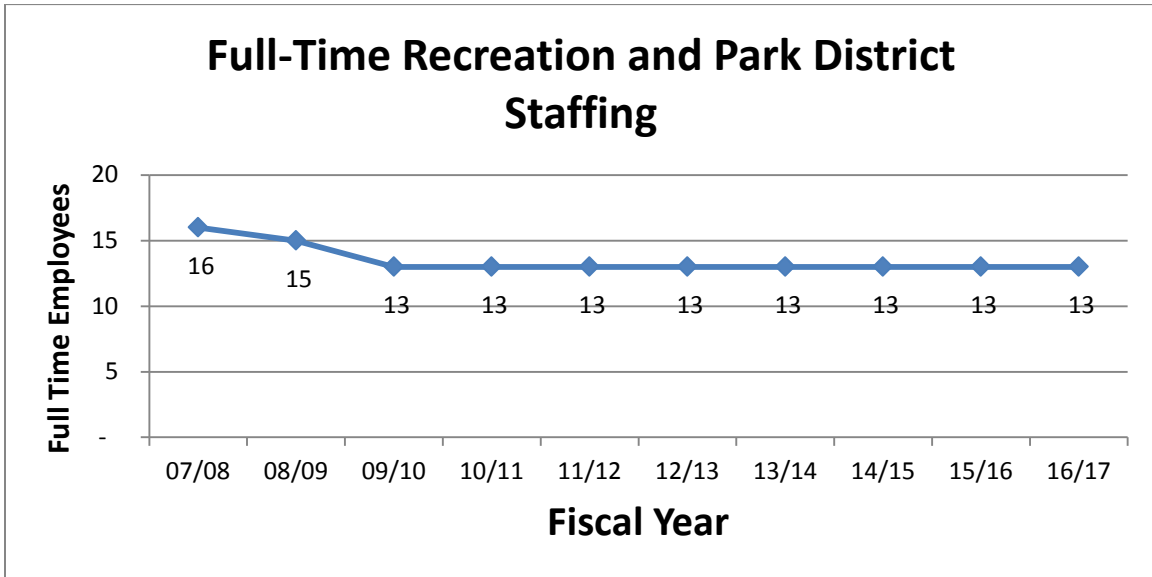
PART-TIME PERSONNEL BY JOB CLASSIFICATION

	2015-16 Budget	2016-17 Proposed	Hourly Rates	
			Minimum	Maximum
Police Department				
Community Outreach Officer	0.50	0.50	\$ 25.00	\$ 30.00
Police Aide	4.90	4.90	10.00	12.00
Subtotal - Police Department	5.40	5.40		
Community Development Department				
Administrative Services Technician I	0.90	0.90	20.09	24.42
Administrative Intern	1.50	1.50	10.70	13.00
Maintenance Attendant	3.50	3.50	10.25	11.25
Office Assistant II	0.70	0.70	19.14	23.27
Subtotal - Community Development	6.60	6.60		
Subtotal - City	12.00	12.00		
Recreation and Park District				
Aquatics Instructor	1.60	1.45	10.75	11.75
Assistant Pool Manager	0.20	0.16	11.50	12.50
Lifeguard	0.20	0.00	10.00	10.00
Pool Manager	0.20	0.19	12.75	14.25
Recreation Leader I	0.50	0.39	10.00	10.00
Recreation Leader II	3.00	2.70	10.25	10.25
Recreation Leader III	6.70	7.10	10.75	11.75
Recreation Leader IV	1.60	1.62	12.25	13.50
Recreation Specialist	1.80	1.80	17.33	21.07
Subtotal - Recreation and Park District	15.80	15.41		
Total - City and Recreation and Park District	27.80	27.41		

STAFFING TRENDS 10-Year History



STAFFING TRENDS 10-Year History



CITY OF CYPRESS FUND DEFINITIONS

CITY BUDGET:

General Fund- This fund accounts for all revenues and expenditures that are not accounted for separately. The revenues consist of general taxes, user charges, certain fines, and investment earnings. The expenditures include police services, city public works engineering and maintenance, city planning, building safety and administrative services.

Capital Improvement Projects (CIP) Fund- This fund was established to account for capital improvement projects funded from the general revenues of the City. The primary funding sources for these projects are annual transfers from the General Fund and Infrastructure Reserve Fund. Types of projects funded include annual residential street resurfacing, sidewalk repair, public facility projects, storm drainage and the reimbursement of Warland Drive construction.

Infrastructure Reserve Fund- This fund was established to account for accumulated monies that will be used to fund capital improvement projects funded from the general revenues of the City. This fund provides a reserve to accumulate funds for projects that could not be funded within the fiscal constraints of a single year. The primary funding source for the accumulation of these monies is an annual transfer from the General Fund. Annual transfers out are made to fund specific projects budgeted in the City's CIP fund. The Infrastructure Reserve Fund has loaned a portion of these accumulated monies to the Sewer Fund and the former Redevelopment Agency/Successor Agency, which causes a significant portion of the accumulated fund balance to be reserved and thus unavailable to fund infrastructure improvements until the loans are repaid. In the case of the loans to the Successor Agency, it is unclear if the loaned amounts will ever be paid due to the impact of the legislative action that dissolved Redevelopment Agencies. However, the additional residual tax monies received by the City's General Fund and the Cypress Recreation and Park District resulting from the dissolution of the Redevelopment Agency are being transferred to the Infrastructure Reserve Fund.

Traffic Safety Fund- This fund is established as a result of Vehicle Code section 42200, which provides that fines and forfeitures received as a result of arrest by city officers for vehicle code violations must be deposited in a special fund. The fund may only be expended for traffic control devices and the maintenance thereof, the maintenance of equipment and supplies for traffic law enforcement and traffic accident prevention, the maintenance, improvement, or construction of public streets, bridges, and culverts, and the compensation of school crossing guards who are not full-time members of the police department. The funds may not be used to compensate traffic or police officers. The City annually transfers these funds to cover appropriate expenses in the General Fund. At year end there is no fund balance.

Special Gas Tax Funds: The State Gas Tax equals 18 cents per gallon and Cities receive a portion (3.39 cents) based on population under different sections of the Streets and Highway Code. A separate fund is established under each section as follows:

CITY OF CYPRESS FUND DEFINITIONS

Section 2105 Revenue Fund- Under this fund, the Cities receives 11.5% of the state tax over 9 cents a gallon (1.035 cent). The monies received must be used for street purposes under a maintenance of effort (MOE) requirement. All street maintenance costs are accounted for in the General Fund and an annual transfer is made from this fund to the General Fund when the MOE is achieved.

Section 2106 Revenue Fund- Under this fund, Cities receive \$400 per month plus a portion rationed by assessed valuation of tangible property by county and then allocated by population. The amount allocated to the Cities amounts to 1.04 cents a gallon. These funds must be used for street construction, improvements and right of way. These types of capital improvement expenditures are accounted for in the special fund and funds may be carried over.

Section 2107/2107.5 Revenue Fund- Under this fund, Cities receive an amount equal to 1.315 cents per gallon. The section 2107 amount is allocated to cities based on population and is restricted to street maintenance expenses. The section 2107.5 revenue is allocated to cities based on a population range in amounts from \$1,000 to \$20,000. Cypress receives \$6,000 annually. These funds are restricted to engineering costs and administrative expenses with respect to city streets. The costs are accumulated in the General Fund and an annual transfer is made to cover the approved expenses.

Section 2103 Revenue Fund- Under this fund, which was created in FY 2010-11, Cities receive an allocation from a new motor vehicle fuel excise tax that replaces the previous allocation from the Proposition 42 sales tax on gasoline. This change is known as the "fuel tax swap of 2010" and revenues are allocated to Cities on a per capita basis. These funds may be used for street construction, improvements and right of way maintenance.

Traffic Mitigation Assessment Fund- This fund was established to account for traffic fees assessed to developers. The funds may only be expended for traffic mitigation purposes as defined in the fee resolutions.

Regional Traffic Fee Fund- This fund accounts for the impact fee charged to development and used to mitigate regional traffic impacts.

Lighting District No. 2 Fund- This special district was established in 1961 to pay for street lights in the City. The ad valorem taxes received are a portion of the 1% Basic Property Tax levy. The expenses are restricted to lighting costs (operating, repairing and replacing) as defined under the Street Lighting Act of 1919. The City, under its charter powers, has expanded the use of these funds to include traffic signal maintenance and park lighting.

Planned Local Drainage Facilities Fund- This fund accounts for fees charged developers for citywide drainage facilities. These monies are restricted for the drainage facilities and may not be used for ongoing maintenance. The funds are being accumulated for future projects as defined in the fee resolution/ master drainage plan.

CITY OF CYPRESS FUND DEFINITIONS

Stanton Channel Maintenance District Fund- This fund accounts for a special assessment charged to the certain businesses for the maintenance of the Stanton Channel landscaped berm in the business park. The monies received through the special assessment are restricted for only expenses defined in the annual resolution adopted by Council.

CATV PEG Grant Fund- This fund accounts for monies received from Time Warner TWE, the City's cable television operator, per the terms of a cable franchise transfer agreement and MOU approved in June 2006 for a 10-year period. The Initial PEG Grant and the Ongoing PEG Grant funds may be used for equipment, facilities, and ongoing staffing and non-capital support for both one-way video PEG access services and two-way interactive PEG access services (collectively, "PEG Access Support"), at the City's sole discretion.

Narcotics Asset Seizure Fund- This fund accounts for monies received under Federal and State laws relevant to drug asset seizure. The monies received must be accounted for separately, but are otherwise unrestricted on their use as long as the funds do not supplant the budget. Asset Seizure funds are distributed to the agency under a formula listed in HS 11489.

Supplemental Law Enforcement Services Fund- This fund accounts for funds allocated statewide to law enforcement in a block grant format under AB3229. Also known as the State Citizens' Option for Public Safety (COPS) program, monies are allocated annually by the State based on population, and require a separate fund be established. The funds can only be spent for "front line municipal police services" approved by the City Council.

Mello-Roos District Administration Fund- This fund accounts for the City's administration of the Community Facilities District (Sorrento Homes). These funds are restricted to the CFD costs as they were assessed for that purpose from the landowners in Sorrento.

Measure M Gas Tax Fund- This fund accounts for the City's share of Measure M monies. Measure M is the half cent sales tax for countywide transportation improvements, approved by Orange County voters in November 1990 and extended in November 2006. Based on population ratio, Cities receive M2 (formerly local turnback) monies which are equivalent to 14.6% of the net sales tax received by the OCTA. Cities must fulfill the maintenance of effort spending and certain administrative requirements, such as a Growth Management Plan, to receive the funds. This money must be used for local street projects as well as ongoing maintenance of local streets and roads. In addition, the City competes for Combined Transportation Funding Programs (CTFP) approved by the OCTA Board of Directors. These CTFP funds are additional revenues beyond the M2 and are restricted for the specific projects approved by the OCTA Board.

AB 2766 Fund- This fund accounts for revenues received under the AB 2766 Subvention which is collected as part of the Motor Vehicle registration. The funds received are restricted to expenditures that relate to reducing vehicle emissions.

CITY OF CYPRESS FUND DEFINITIONS

Sewer Fund- This fund accounts for the maintenance of and improvements made to the City's sewer system. Revenues consist of property taxes and fees on the water bills to all residents and businesses. The City's Infrastructure Reserve Fund has also provided additional funding in the form of a loan which will be repaid from future user charges when such monies are available. The monies in this fund are restricted to sewer maintenance and construction costs.

Storm Drain Fund- This fund accounts for the maintenance of the City's storm drainage system. Revenues consist of a designated portion of the City Services Charges on the bimonthly water bills to residents and businesses, as well as annual operating transfers from the General Fund (if available). The monies are designated primarily for storm drainage maintenance and secondarily for construction costs.

Traffic Congestion Relief Fund- This fund was established to account for revenues received from the State of California under Proposition 42 that were restricted to use for certain street maintenance and street improvement costs. Beginning in FY 2010-11, the State discontinued this revenue source and replaced it with Section 2103 Special Gas Tax revenues as part of the "fuel tax swap of 2010".

Low and Moderate Housing Asset Fund- This fund accounts for housing assets transferred to the City upon the dissolution of the Redevelopment Agency on February 1, 2012. Expenditures in this fund are limited to available liquid assets related to low and moderate housing activities.

Civic Center Refinancing Debt Service Fund- This fund accounts for the receipts and debt service payments on the 2001 Lease Revenue Bonds which refinanced the 1991 Certificates of Participation. The receipts are tax increment monies paid by the County Auditor-Controller to the Successor Agency that are transferred to the City per the 2001 Reimbursement Agreement. The expenses are restricted to principal and interest payments to the certificate holders and trustee costs.

RECREATION & PARK DISTRICT BUDGET:

Cypress Recreation and Park District General Fund- This fund accounts for all the receipts and expenditures of the Recreation and Park Special District. The revenues of the District include a portion of the 1% Basic Property Tax, user fees and special funding from other government agencies (including grants, subventions, etc.). The expenses are restricted to recreation and park activities, including park maintenance and recreation programs.

Park Development Fund- This fund accounts for the development fees collected under the Quimby Act of 1965. The Act authorizes the City/District to require from a subdivider the dedication of land, the payment of fees in-lieu thereof, or a combination of both, for park or recreational purposes as a condition of a subdivision map. All fees paid in-lieu thereof must be used only for the purpose of providing park or recreational facilities to serve the subdivision. These funds cannot be used for operations.

CITY OF CYPRESS FUND DEFINITIONS

INTERNAL SERVICE FUNDS:

The Internal Service Funds (ISF) are used to account for goods and services provided to other departments on a cost reimbursement basis. Since the other departments/funds are charged within their budgets for these services, the internal service funds are not included in the adopted budget as that would duplicate costs. The ISF accounts are informally budgeted to determine the amounts to be charged to the operating departments. The ISF include the following funds:

The **Central Services/Print Shop/Warehouse/Information Systems/Equipment Replacement Funds** account for print shop and warehouse activities, the central garage, the maintenance of City facilities and equipment, data processing and website services, and the purchase and replacement of capital outlay. The equipment replacement fund maintains a replacement reserve for capital outlay items to allow for purchase of replacement equipment without large fluctuations in the annual operating budgets. Both the City and Recreation and Park District maintain Central Services/Equipment Replacement Funds.

The **Employees' Benefit Fund** accounts for leave time accumulated by employees, employee benefits and payroll liabilities, and the liabilities associated with other post retirement benefits. The operating funds are charged a fringe rate based on the payroll and those amounts are accumulated in this fund and paid out for items like health insurance, pension, leave time taken and retiree's medical reimbursements. This allows operating programs to be allocated for all personnel costs based on actual time worked. Both the City and Recreation and Park District maintain Employee Benefit Funds. These funds allow both the City and Park District to remain fully funded for leave time accrued.

The **Insurance Internal Service Funds include Public Liability and Workers' Compensation funds.** These funds are self-retention funds to fund claims that the City is self-insured for and pay insurance premiums. The City maintains a fund balance to cover outstanding claims and a actuarially determined reserve for claims incurred but not reported at a 90% confidence level. The operating departments are charged for these costs through the fringe rate (workers' compensation) and under insurance accounts in the operating budget (liability insurance).

The **Technology Investments Fund** accounts for monies set-aside for investments to the City's information systems infrastructure. These improvements include enhancements to cyber security, streamlining processes and providing citizens and businesses with more convenient methods to accessing City services. The City has developed a five-year technology master plan which is funded with monies accumulated in the Technology Investments Fund.

GLOSSARY OF BUDGET TERMS

ADOPTED BUDGET: The official budget as approved by the City Council at the start of each fiscal year.

AMENDED BUDGET: The official budget as adopted and as amended by the City Council through the course of a fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the City) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the City Manager to the City Council.

CAPITAL PROJECTS FUND: In governmental accounting, a fund that accounts for financial resources to be used for the acquisition or construction of capital facilities. The total cost of a capital project is accumulated in a single expenditure program which accumulates until the project is completed, at which time the program ceases to exist and the asset is capitalized for financial accounting purposes.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the assessment of long-term needs. It sets forth each project in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or infrastructure improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

CAPTIAL OUTLAY: Expenditures which result in the acquisition of or additions to fixed assets. Examples include machinery, equipment and vehicles.

CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT): Federal grant funds distributed from the U.S. Department of Housing and Urban Development that are passed through to the City from the County of Orange. The City primarily uses these funds for housing rehabilitation and eligible capital improvements.

CONTRACTED SERVICES: Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

DEBT SERVICE FUND: A fund established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

DIVISION: An organizational subgroup of a department.

GLOSSARY OF BUDGET TERMS

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlays (projects and assets).

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The City of Cypress' fiscal year is from July 1 to June 30.

FIXED ASSETS: Equipment costing \$1,000 or more, including tax, that has a life of over one year and does not qualify as a capital improvement project.

FRINGE BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and other leave of absence time.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: A term used to express the equity (assets minus liabilities) of governmental fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

GENERAL FUND: The general fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and other costs which are not paid through other restricted funds.

INTERNAL SERVICE FUND CHARGES: Charges paid to other City funds for services rendered and/or materials supplied.

INTERNAL SERVICE FUND: The Internal Service Fund is used to finance and account for activities involved in rendering services to departments within the City. Costs of materials and services used are accumulated in these funds and charged to the user departments as such goods are delivered or services rendered.

LICENSES AND PERMITS: Revenue earned by the issuance of licenses or permits levied in accordance with the benefits conferred by the license or permit.

MEASURE M: An initiative that increases sales taxes by one-half percent approved by Orange County Voters in 1990, which provides funding for transportation improvements.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

OBJECT CODE: The classification of expenditures in terms of what is bought and paid for grouped into major object codes by subject.

OPERATING TRANSFERS: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to the Capital Projects Fund.

GLOSSARY OF BUDGET TERMS

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formal adoption by the City Council. In the preliminary stage, a budget attempts to forecast current costs into the future and establishes new or modified spending proposals for the future.

PROGRAM BUDGET: A budget organized by programs. A program used in this application is a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

PROPOSED BUDGET: The budget as formulated and proposed by the City Manager. It is submitted to the City Council for review and approval.

RDA: Redevelopment Agency

REDEVELOPMENT: The planning, development, re-planning, redesign, clearance, reconstruction or rehabilitation, or any combination of these, of all or part of a survey area, and the provision of such residential, commercial, industrial, public, or other structures or spaces as may be appropriate or necessary in the interest of the general welfare, including recreational and other facilities incidental or appurtenant to them.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

RESOURCES: Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REVENUE: Money that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of City employees for salaries and wages, including overtime. Benefits include retirement/pension, health, life and disability insurance, worker's compensation and vacation, administrative, medical and other leave of absence time.

SELF-INSURANCE: A term often used to describe the retention of liabilities, arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The City currently provides self-insurance for a portion of its workers' compensation and general public liability coverage. The City has purchased outside insurance for excess coverage in these areas.

SERVICES AND SUPPLIES: Payments made to vendors for goods/services used for City operations.

SUCCESSOR AGENCY: This entity was created upon the dissolution of the Redevelopment Agency on February 1, 2012 to account for former agency activities.

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