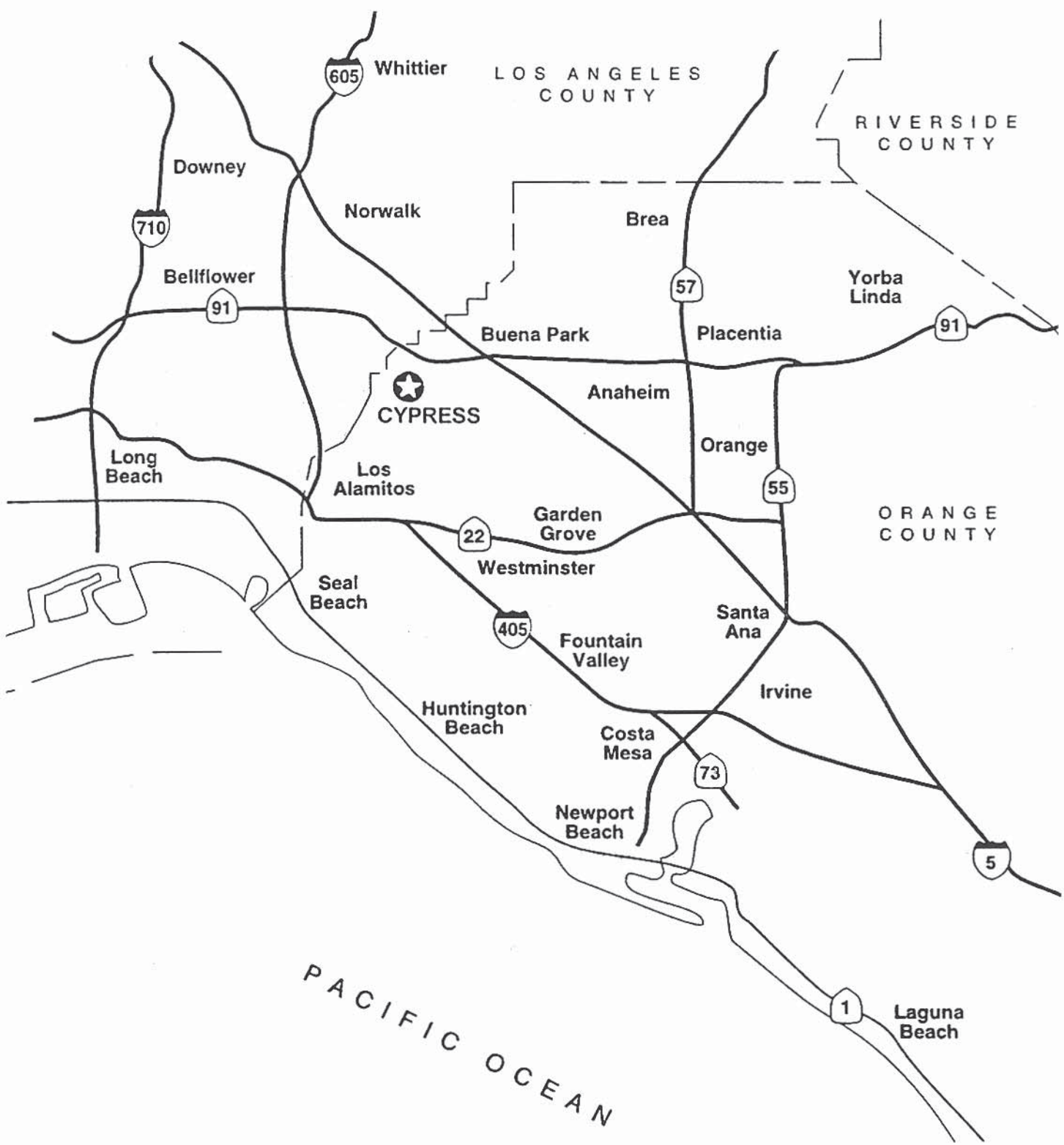


City of Cypress

Annual Budget

Fiscal Year 2017-2018





CITY DIRECTORY

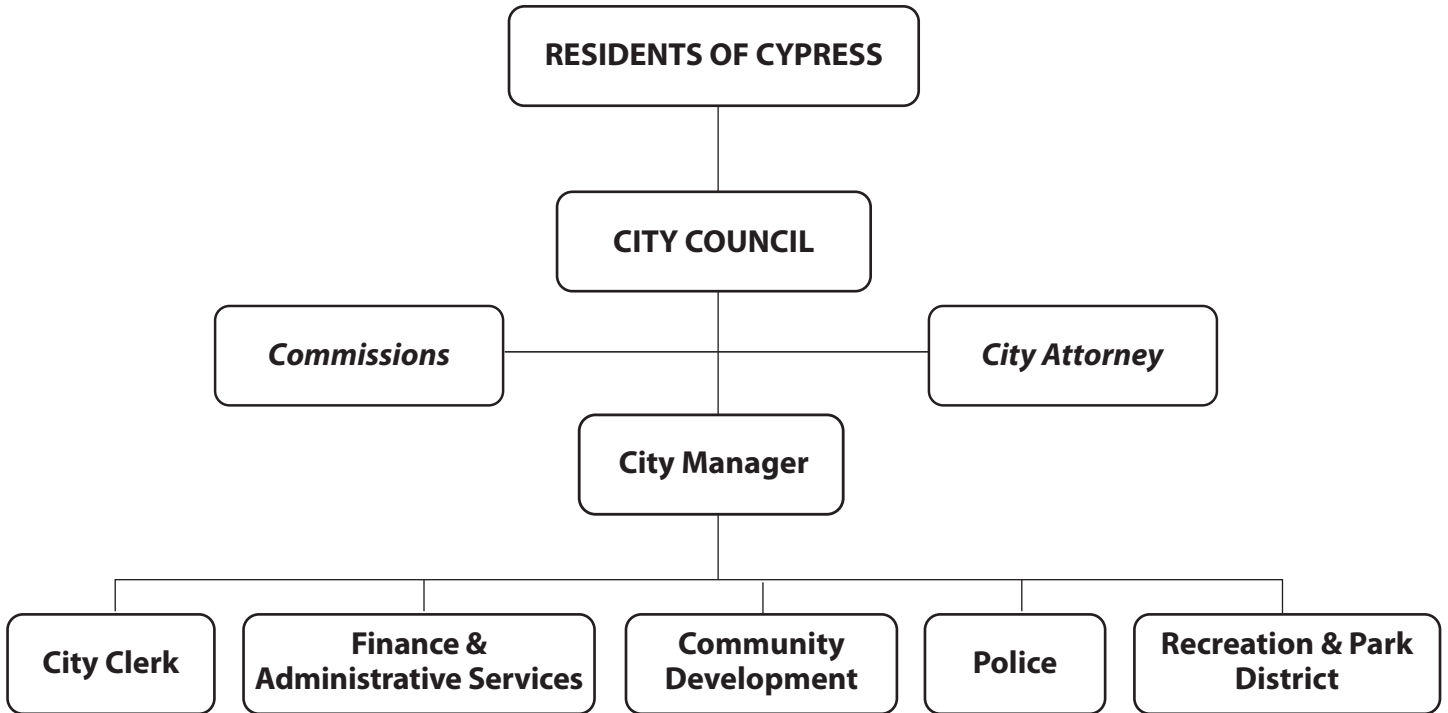
Legislative Body

Paulo M. Morales	Mayor
Jon E. Peat	Mayor Pro-Tem
Stacy Berry	Council Member
Rob Johnson	Council Member
Mariellen Yarc	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 2017 - 2018



CITY OF CYPRESS

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR PAULO MORALES

City/Anaheim Union High School District Joint Steering Ad Hoc Committee
Joint Communications Center Executive Board (Alternate)
Joint Forces Training Base Cities Group
League of California Cities Legislative Delegate Program (Representative)
League of California Cities Orange County Division (Representative)
Orange County City Selection Committee (Representative)
Orange County Council of Governments – General Assembly (Representative)
Santa Ana River Flood Protection Agency (Alternate)
Southern California Association of Governments – General Assembly
Delegates (Representative)

MAYOR PRO TEM JON PEAT

City/Anaheim Union High School District Joint
Steering Ad Hoc Committee
City/Cypress College Ad Hoc Committee
City/Cypress School District Joint Steering Ad
Hoc Committee
Joint Communications Center Executive Board
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)
Southern California Association of Governments
– General Assembly Delegates (Alternate)
Veteran Recognition Subcommittee

COUNCIL MEMBER STACY BERRY

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 MARIELLEN YARC

Business Retention, Attraction, Creation, and
Expansion Committee (BRACE)
City/Cypress College Ad Hoc Committee
Orange County Library Advisory Board
(Alternate)
Orange County Sanitation District

CITY OF CYPRESS

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

RECREATION AND COMMUNITY SERVICES COMMISSION

Nancy Conze, Chair
Linda Croce, Vice Chair
Jim Hunter
Jeanette James
Pat O'Toole
Jan Ridgeway
David Sluga

SENIOR CITIZENS COMMISSION

Kenneth Lynch, Chair
Frann Shermet, Vice Chair
Betty Koester
Carlos Ramirez
Carole Shaw
Jan Stein
Judy Wagner

TRAFFIC COMMISSION

Larry Smith, Chair
Robert Sittman, Jr., Vice Chair
Steve Fenoglio
Evelyn Klaus
Ginger Osman

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CITY of CYPRESS

5275 Orange Avenue, Cypress, California 90630

Phone 714-229-6700 www.cypressca.org

June 12, 2017

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year (FY) 2017-18 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 and Vision Statements and Strategic Goals.

The FY 2017-18 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 2008-09. Guided by the City Council's Strategic Plan, and in response to upcoming fiscal challenges, the Budget grows modestly in FY 2017-18.

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.

VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.

THREE-YEAR GOALS

2015-2018 * not in priority order

- Enhance economic development
- Maintain and enhance the infrastructure and facilities
- Enhance recreational, cultural and senior programs and services
- Maintain our safe community
- Strengthen organizational effectiveness and efficiency

The presentation of the Budget continues to evolve in FY 2017-18. Information about the City's long-term health and department operations has expanded to make the Budget a better management tool and to provide more insight into how the City delivers

Paulo M. Morales, Mayor

Jon E. Peat, Mayor Pro Tem
Rob Johnson, Council Member

Stacy Berry, Council Member
Mariellen Yarc, Council Member

services to our community. These changes are driven by the City Council's commitment to transparency and ensuring residents have access to useful, relevant information about the City's fiscal condition. Presentation of more and better information in the Budget, especially performance measures and long-term financial planning beyond the budget year being presented, is an ongoing effort spanning several fiscal years.

Rising Pension Costs and Declining Sales Tax Revenues Create Concern

Recent changes to CalPERS rates will shape budgets at all levels of government in California well into the next decade. While these changes recognize actuarial realities and should improve the pension fund's sustainability, they have the potential to financially cripple municipalities. Preparing for at least five consecutive years of significant pension cost increases – during which Cypress' CalPERS bill will double – is the City's top budget priority.

Because of rising pension costs, it is more likely than not that California's governments are poised for an industry-specific recession. Unfortunately, there is no local solution to the CalPERS crisis. Cities are legally obligated to make pension payments (even in bankruptcy) and it is financially infeasible to withdraw from CalPERS. The only avenues for fair and sustainable reforms to California's public pensions are the State Legislature or a voter initiative that amends the State Constitution.

Compounding the pressure CalPERS places on the City's finances, Cypress' revenues remain more than 15% below their pre-recessionary high and a worrisome decline in Sales Tax revenue occurred in FY 2016-17. Comprising nearly 40 percent of the General Fund, Sales Tax is the City's largest source of revenue.

The one-two punch of limited revenue growth and rising CalPERS costs presents Cypress a new economic reality: soon the City will lose the ability to make substantial infrastructure investments without impacting services.

Cypress' reserves remain healthy and the City is prepared to withstand an economic shock without drastic service reductions, but the combination of increasing pension costs and a deteriorating Sales Tax base are ongoing challenges that cannot be met with the use of one-time moneys.

Recognizing this, the City Council has begun developing a plan to ensure the City's short-term and long-term fiscal health. The first element of that plan is reflected in the 2017-18 Budget's enhanced focus on long-term financial planning. A detailed Five-Year General Fund Forecast is presented after the Budget Message and it thoroughly examines the challenges resulting from CalPERS increases and declining Sales Tax revenues, among other issues.

In addition to its financial planning efforts, the City Council has taken several actions to ensure Cypress continues to be one of the most financially stable cities in California and

enable us to make responsible investments in our employees and our infrastructure. The City Council is:

- Creating a pension trust to address the City’s unfunded pension liabilities
- Examining options for additional Recreation District funding
- Updating users fees, park impact fees, and traffic impact fees for the first time in a decade
- Developing the City-owned 13 acres of land at Katella and Winner Circle
- Reviewing the City’s economic development programs

BUDGET OVERVIEW

The combined Operating, Capital and Debt Service Budgets are \$37.9 million, a decrease of 4.5% from FY 2016-17. This is largely the result of a decrease in capital projects – in particular a grant-funded bikeway – included in last year’s Budget.

The Operating Budget (all Funds) represents \$30.2 million (80%) of the Budget, while capital improvement investments total \$6.7 million (18%), capital outlay totals \$0.4 million (1%) and debt service costs total \$0.5 million (1%).

The City is largely a service provider and accordingly, personnel costs constitute 66% of the Operating Budget, with the bulk of that spending in the Police department.

FY 2017-18 revenues are projected at \$37.2 million, a decrease of 1.8% from FY 2016-17. While expenditures exceed revenues due to the use of accumulated reserves for one-time capital projects, the Budget is balanced. The \$2.7 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	\$ 33.0	\$ 4.2	\$ 37.2
Expenditures	(30.3)	(6.7)	(37.0)
Use of Reserves	-	2.5	2.5
Surplus/(Deficit)	\$ 2.7	\$ -	\$ 2.7

Major assumptions in the Budget include:

- Maintaining current service levels
- Funding increased CalPERS pension costs of \$350,000
- Maintaining City Council required reserves
- Transferring \$2 million to the Capital Improvement Fund for current year projects
- Transferring \$1.3 million to the Infrastructure Reserve Fund for future projects

- Transferring \$1 million to the Technology Investment Fund
- Transferring \$1.2 million to the Employee Benefits Fund for future pension obligations
- Incorporating negotiated employee salary and benefit increases

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>2017-18 Adopted</i>
Revenues	\$ 30.8
Net Transfers	0.8
Expenditures	(27.9)
Current Year Infrastructure	(2.0)
Future Infrastructure	(1.3)
Contingency Adjustment	(0.3)
Increase to Fund Balance	\$ 0.1

General Fund Revenues

FY 2017-18 General Fund revenues are projected to decrease by \$0.4 million, or 1.4%, and do not include any tax increases.

<i>Revenue Category</i>	<i>2016-17 Adopted</i>	<i>2016-17 Estimated</i>	<i>2017-18 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 4,652,800	\$ 4,770,000	\$ 4,892,800	5.2%
Sales Tax (includes Backfills)	12,300,000	11,650,000	11,625,000	-5.5%
VLF Backfill	4,140,000	4,240,000	4,325,000	4.5%
Transient Occupancy Tax	2,350,000	2,500,000	2,500,000	6.4%
Franchise Tax	1,691,200	1,630,643	1,649,564	-2.5%
Other Taxes	1,895,000	1,975,000	1,895,000	0.0%
Park District Reimb	1,767,061	1,780,855	1,745,589	-1.2%
Other Service Charges	732,630	754,500	722,920	-1.3%
Licenses & Permits	655,260	605,260	425,260	-35.1%
Other Revenues	975,340	1,159,184	1,015,525	4.1%
Totals	\$31,159,291	\$31,065,442	\$30,796,658	-1.2%

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 (\$11.6 million) and it is projected to decrease \$650,000 (5.5%) from the FY 2016-17 Budget. Income from several of the City's largest Sales Tax generators has declined since the FY 2016-17 Budget was adopted. Further decreases are projected in FY 2017-18 and a full recovery to FY 2015-16 levels is expected to take many years.

Property Taxes are the second largest revenue source (\$4.9 million) and Proposition 13 limits the increase in the assessed value of property. While these limits protect homeowners and provide modest annual revenue increases, it prevents Property Tax revenue from keeping pace with operating costs.

Property Tax (including Vehicle License Fee (VLF) backfills) and Sales Tax comprise 68% of General Fund revenues. Cypress' revenues are mostly 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. It is likely the fee study the City has commissioned will provide some revenue generating opportunities, however fee revenue is small in comparison to the City's tax receipts.

Cypress' finances, like the broader economy, have enjoyed a durable (albeit tepid) expansion for the last several years and it is imperative we remain diligent stewards of the community's resources recognizing:

- The current economic expansion (94 months) is the third longest post-war era expansion and the economy is overdue for a cyclical correction.
- Required CalPERS contributions will nearly double over the next five years. This massive increase will outstrip revenue growth and consume a significant portion of resources allocated to infrastructure and staffing.
- Economic forecasts predict subdued growth, in the range of 2.5%, over the next two years.

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

General Fund Expenditures

FY 2017-18 expenditures are \$27.9 million and accomplish Strategic Plan goals while growing modestly in response to future challenges.

The FY 2017-18 Budget increases \$0.4 million (1.4%) from FY 2016-17.

<i>Expenditure Category</i>	<i>2016-17 Adopted</i>	<i>2016-17 Estimated</i>	<i>2017-18 Adopted</i>	<i>% Change</i>
Personnel	\$18,364,258	\$17,764,183	\$19,083,359	3.9%
Maintenance & Operations	6,043,577	6,424,225	5,675,744	-6.1%
Internal Service Charges	<u>3,135,800</u>	<u>3,135,500</u>	<u>3,169,230</u>	<u>1.1%</u>
Totals	\$27,543,635	\$27,323,908	\$27,928,333	1.4%

Significant and unavoidable General Fund increases include:

- \$340,000 for CalPERS contributions
- \$190,000 for animal control services and the City's share of the new shelter
- \$13,000 to maintain the new business licensing system

In addition to funding unavoidable increases, the Budget also recommends a \$45,000 investment for a community survey. Identifying better ways to connect with the community has been a regular topic of discussion at the City Council's Strategic Planning sessions and information about community attitudes, expectations, and satisfaction levels can help inform difficult decisions the City Council will have to make over the next few years in response to the City's changing financial condition.

As part of a City Council Strategic Plan objective to develop a succession plan, the City has begun providing training several times a year for its middle and executive management employees. In FY 2016-17 topics included education on the City's financial condition and pension obligations (provided in-house) and communications training designed to enhance all aspects of the City's presentation of information from staff reports to advertising events. \$15,000 is recommended in FY 2017-18 to continue this program.

Capital Improvement Program (CIP) Highlights

The CIP, which presents the City's long-term plan for investing in facilities and infrastructure, is a key component of the Budget and is of vital importance to the community. 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 2017-18 CIP totals \$6.7 million.

Major FY 2017-18 CIP projects include:

- Valley View Median Restoration – In response to the drought, the City was required by the State to limit water usage for ornamental landscape, such as roadway medians. The grass on the median has since died and this two year project, with a cost of \$758,000 each year, will restore the median on Valley View Street with new drought tolerant landscaping and water efficient irrigation.
- City Hall HVAC Replacement – An evaluation of the heating, air conditioning, and ventilation system revealed multiple units at City Hall need to be replaced. This

\$450,000 project will upgrade and/or replace select units (which are original to the building) to help regulate temperatures throughout City Hall.

- Design of Police Remodel – Several years in the making, the Police Department building was evaluated to study a variety of configurations to optimize organizational efficiencies and improve public safety. \$725,000 is included to design a remodel that meets the community’s current and future needs.
- Traffic Signal Battery Back-Up System – To mitigate traffic congestion related to power outages, this \$250,000 project will purchase and install 19 battery backup systems for the traffic signals located along Valley View Street and Katella Avenue.

<i>Project Type</i>	<i>2017-18 Adopted</i>
Street Projects	\$ 2,410,000
Traffic Signal Projects	250,000
Storm Drain Projects	250,000
Sewer Projects	1,100,000
Parkway Projects	1,558,000
Public Facility Projects	1,175,000
Totals	\$ 6,743,000

Several large projects anticipated in the FY 2016-17 CIP are deferred in the FY 2017-18 capital plan. In particular, storm drain projects at Aspen/Walker and the replacement of Myra Avenue Pump Station #1 are being re-examined as they must effectively connect with County and local drainage improvements. Importantly, the money to fund these projects is retained in the Infrastructure Reserve Fund and is not being repurposed.

Fund Balances and Reserves

The Budget adheres to the City Council’s policy of fully funding the capital outlay replacement schedule and employee benefit and self-insurance liabilities. All liabilities (with the exception of the CalPERS pension and retiree medical liabilities) are fully-funded and the Internal Service Funds have sufficient cash to pay all the required annual contributions for pensions and retiree medical costs.

As part of the City Council Strategic Plan, the City is creating a pension trust to invest cash reserves in the Internal Service Funds. Trust investments are projected to generate higher investment earnings than other City investments and will assist in meeting the CalPERS challenge.

Importantly, the Budget conforms to City Council policies requiring a 25% General Fund Contingency Reserve of \$7 million and a 30% CIP Fund Cash-Flow Emergency Reserve of \$8.4 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 \$5.8 million, a decrease of \$100,000 (1.7%) from FY 2016-17 attributed to one-time restricted park development fees.

The District receives the majority of its recurring revenues (nearly 80%) from Property Taxes, with fees for service (class and facility rental) rounding out its revenues. 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 growth tends to be less than the rate of inflation and significantly less than the growth rate of employee compensation due to pension cost increases.

<i>Revenue Category</i>	<i>2016-17 Adopted</i>	<i>2016-17 Estimated</i>	<i>2017-18 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 4,335,500	\$ 4,511,500	\$ 4,599,000	6.1%
Interest & Rents	158,780	162,091	157,574	-0.8%
From Other Agencies	105,800	89,590	93,700	-11.4%
Services Charges	904,330	905,452	940,178	4.0%
Park Development Fees	400,000	425,000	8,000	-98.0%
Other Revenue	-	9,952	5,000	0.0%
Totals	\$ 5,904,410	\$ 6,103,585	\$ 5,803,452	-1.7%

FY 2017-18 Property Tax growth is partially due to increases 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. The State has redirected a portion of the residual RDA Property Tax revenue from the District (and other agencies) to repay loans the City made to the RDA. Loan repayments are expected to decrease in FY 2017-18 and the District's share of residual revenues will increase. Further increases in residual RDA Property Tax will occur when loans made by the City are fully repaid in a few years.

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. One such measure is the user fee study in which the City and District are engaged. Along with the fee study, the District must optimize operations; leverage revenue generating assets; and add non-Property Tax revenues (particularly through the pursuit of grants and sponsorships).

Strengthening its financial condition is particularly important as many of the District's facilities – originally financed with bonds – are nearing major rehabilitation/replacement age and the District needs to fund those improvements. As a first step toward ensuring the District's long-term ability to continue providing excellent facilities, the City Council is engaged in a facilities condition and utilization assessment. The results of the assessment will be available in the coming months, but preliminary indications are tens of millions of dollars are needed to recondition and modernize District facilities. The City Council's Strategic Plan is focused on identifying an ongoing District revenue source to fund capital projects. Current revenues are sufficient to pay for operations and minor capital project needs, but are insufficient to provide for major rehabilitation costs associated with the District's aging facilities and infrastructure.

District Expenditures

The District Budget is \$6.5 million, a \$1.7 million (21%) decrease from FY 2016-17 due to the construction of Mackay Park. Personnel costs increase 1.6%, reflecting the impact of minimum wage increases and higher pension costs – both of which will continue to increase over the next several years.

Maintenance and operations expenditures have generally remained flat, but overall these costs have declined due to one-time costs for the user fee study in FY 2016-17. Part-time personnel and contract services costs reflect the ongoing impact of minimum wage increases.

<i>Expenditure Category</i>	<i>2016-17 Adopted</i>	<i>2016-17 Estimated</i>	<i>2017-18 Adopted</i>	<i>% Change</i>
Personnel	\$ 2,053,634	\$ 2,012,360	\$ 2,086,004	1.6%
Maintenance & Operations	2,571,865	2,506,790	2,527,754	-1.7%
Internal Service Charges	198,510	198,510	207,450	4.5%
Capital Projects	3,340,000	4,079,290	1,646,000	-50.7%
Capital Outlay	<u>23,692</u>	<u>26,117</u>	<u>3,304</u>	<u>-86.1%</u>
Totals	\$ 8,187,701	\$ 8,823,067	\$ 6,470,512	-21.0%

Capital outlay expenditures are proposed at \$3,304 for a new hot food table for the Senior Center lunch program and a large format printer.

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 and the availability of resources.

Major FY 2017-18 CIP projects include:

- Senior Center HVAC – this \$700,000 project will replace various heating, ventilation, and air conditioning components at the 25 year-old facility. The

existing system has become unreliable and in addition to meeting day-to-day needs of the senior population, improvements are necessary to ensure the facility is available as a cooling center during periods of extreme heat.

- Senior Center Roof Repair – constructed in 1993, the Senior Center roof leaks and is in need of repair. The \$300,000 project will repair the necessary elements to prevent water penetration and structural damage to the facility.
- Seal Coat Parking Lots – this \$46,000 project will provide a seal coat to help preserve and maintain the existing parking lots at Veterans Park and Cedar Glen Park.
- Veterans and Willow Park Improvements – this project will construct American Disability Act and play area improvements at Veterans Park and repair dilapidated shade shelters and restrooms at Willow Park for \$600,000.

CONCLUSION

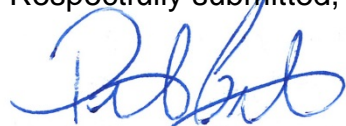
The FY 2017-18 Budget achieves the City Council's policies and priorities through the strategic use of limited resources. It recommends a constrained approach to municipal operations and ensures sufficient resources are available to maintain service levels and address the City's infrastructure needs. The Budget focuses on core municipal operations, seeks to invest the community's resources in projects with high returns, and begins preparing Cypress for the significant challenges we face over the next several years (declining Sales Taxes and pension cost increases).

The City Council's 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 sustainable growth, political stability, skilled leadership, and invest in our partnerships with our employees.

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 ongoing 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. Thanks to our work together, Cypress enters FY 2017-18 in a strong position, prepared for long-term success despite upcoming fiscal challenges.

Respectfully submitted,



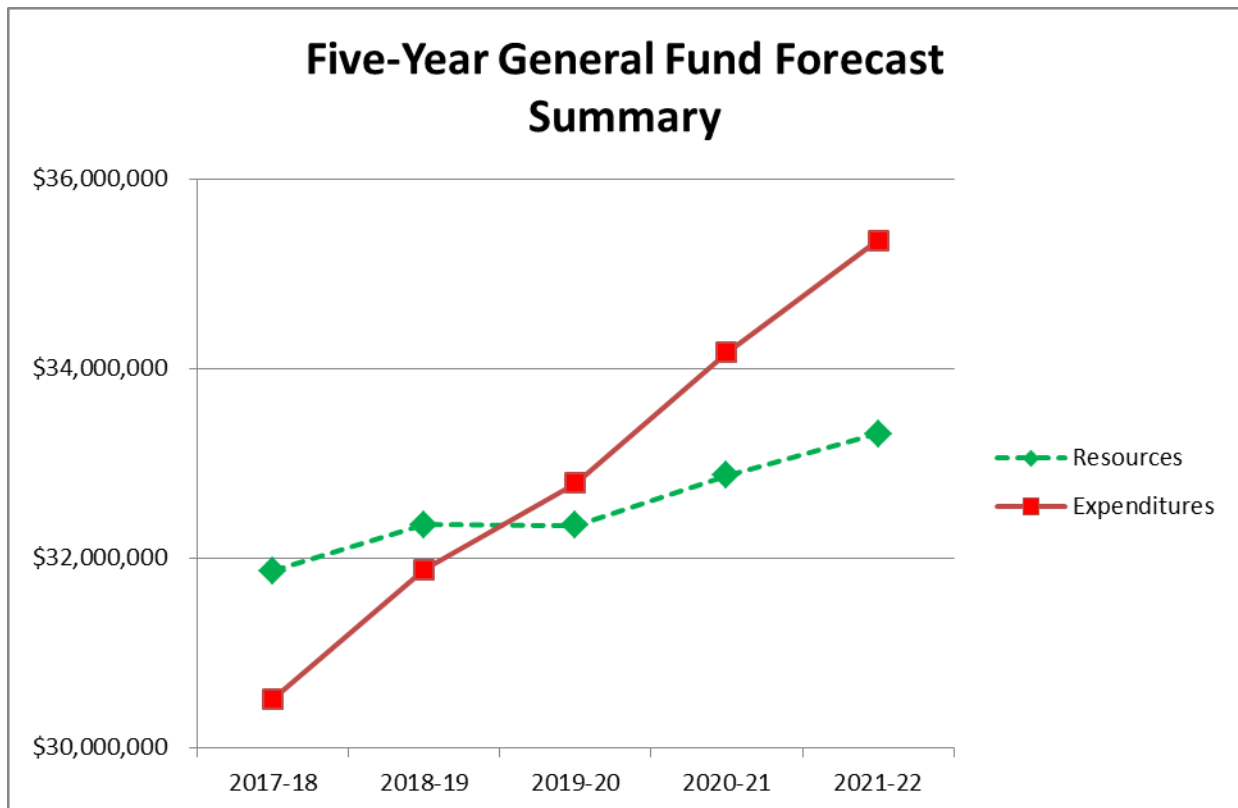
Peter Grant
City Manager

FIVE-YEAR GENERAL FUND FORECAST

The Five-Year General Fund Forecast identifies upcoming challenges and provides a longer-term outlook of the City's revenue and expenditure trends. The Forecast is not a prediction; rather, it reflects the effects of anticipated changes to key revenues and expenditures that drive the City's economic condition. It does not anticipate any actions the City Council or city management may take during the forecast period to address the City's financial condition. The Forecast is limited to the General Fund since the majority of the City's operations are in the General Fund and all unrestricted revenues are recorded here. The Five-Year Forecast is a guide in preparing future budgets and helps to identify challenges during the forecast period in a manner that enables the City Council to respond to them strategically.

The first year of the Forecast is based on the FY 2017-18 Budget and reflects current economic conditions, trends, and assumptions. The Forecast considers General Fund revenues and expenditures each year – it does not contemplate the use of reserves and, as a result, reflects a deficit beginning in FY 2019-20.

Cypress, like most other local governments, will experience significant challenges over the next five years as revenues are projected to grow modestly (at best), while expenditures grow at an accelerated pace due to pension costs.



Five-Year General Fund Forecast

	<u>2017-18</u> <u>Adopted</u>	<u>2018-19</u> <u>Projected</u>	<u>2019-20</u> <u>Projected</u>	<u>2020-21</u> <u>Projected</u>	<u>2021-22</u> <u>Projected</u>
Resources					
Sales Taxes	11,625,000	11,755,000	11,477,500	11,587,000	11,744,000
Property Taxes	4,892,800	5,190,656	5,294,469	5,550,359	5,661,366
Vehicle License Backfills	4,325,000	4,411,500	4,499,730	4,589,725	4,681,519
Franchise Taxes	1,649,564	1,723,407	1,732,384	1,741,494	1,750,742
Transient Occupancy Tax	2,500,000	2,535,000	2,570,000	2,605,000	2,640,000
Other Taxes	1,895,000	1,879,600	1,864,500	1,849,500	1,834,600
Service Charges	2,468,509	2,503,421	2,539,031	2,575,353	2,612,402
Licenses and Permits	425,260	425,260	425,260	425,260	425,260
Other Revenues	1,015,525	996,226	996,470	996,770	997,070
General Fund Operating Revenue	30,796,658	31,420,070	31,399,343	31,920,460	32,346,958
Transfers from Other Funds	1,073,640	937,916	947,521	957,252	967,108
Total Resources - All Sources	31,870,298	32,357,986	32,346,865	32,877,712	33,314,066
Expenditures					
Salaries and Benefits					
Salaries	12,104,600	12,346,692	12,593,626	12,845,498	13,102,408
Pensions (Employee Portion)	342,000	349,000	356,000	363,000	370,000
Pensions (Normal Cost)	1,673,223	1,824,647	1,979,625	2,261,121	2,306,157
Pensions (Unfunded Liability)	<u>1,887,566</u>	<u>2,552,992</u>	<u>3,289,136</u>	<u>4,018,632</u>	<u>4,677,159</u>
Total Pensions	3,902,789	4,726,639	5,624,761	6,642,753	7,353,316
Other Benefits	4,239,000	4,281,390	4,324,204	4,367,446	4,411,120
Supplies and Contract Services	5,675,744	5,810,880	5,848,043	6,015,004	6,085,304
Interfund Charges	<u>2,006,200</u>	<u>2,136,293</u>	<u>2,168,337</u>	<u>2,200,862</u>	<u>2,233,875</u>
Operating Expenditures	27,928,333	29,301,894	30,558,971	32,071,564	33,186,024
Transfers Out/Reserve Adjustments	346,300	339,269	403,148	303,615	375,000
Transfers for CY Capital Projects	2,250,000	2,250,000	1,837,500	1,800,000	1,800,000
Total Expenditures/Uses	30,524,633	31,891,163	32,799,620	34,175,179	35,361,024
Net Surplus/Deficit	1,345,665	466,823	(452,755)	(1,297,467)	(2,046,958)

Assumptions

- Continued modest economic growth in revenues and no economic downturn
- No changes (or additions) to staffing or service levels
- No tax increases
- No significant new sources of revenue
- Sales Tax projections are based on estimates provided by the City's Sales Tax consultant
- Property Tax grows two percent annually
- Salary increases consistent with current agreements with employee groups

Assumptions (continued)

- Pension cost projections are based on the most recent CalPERS actuarial estimates, which do not anticipate rate adjustments arising from employee turnover and/or pension reform
- Supplies and services and interfund charges grow at CPI (1.5% - 2% annually)
- \$1.8 million is allocated annually for current year capital projects
- No funding is allocated for future capital projects
- The Warland infrastructure improvement reimbursement ends in July 2019, but is replaced by a Sales Tax refund beginning in August 2019
- The 25% General Fund contingency is maintained
- General Liability Insurance, Workers Compensation Insurance, Employee Benefits, and Equipment Replacement are fully funded

Long-Term Concerns

The Forecast indicates there will be a structural deficit in the General Fund starting in FY 2019-20 and growing to more than \$2 million by FY 2021-22. The deficit is primarily the result of two major issues – declining Sales Tax revenue and massive increases in required pension payments to CalPERS. Recognizing these challenges, the City Council has created a Strategic Plan objective to find solutions for maintaining Cypress' short-term and long-term fiscal health.

Revenue Growth and Sales Tax Declines

Current economic forecasts indicate ongoing expansion will yield modest revenue growth. However, the City's revenues do not always grow with the broader economy – especially as California's economy has evolved from production-based to service-based, while the State's tax system remains designed to tax goods. The City's largest revenue source - Sales Tax at nearly 40% of General Fund revenues – is especially difficult to accurately predict. Because Sales Tax is so vital to Cypress, the City works with a team of industry experts who monitor Sales Tax generators, State and County trends, and California law. Based on those factors, Cypress' Sales Tax revenues are projected to decline in FY 2016-17 and FY 2017-18 and experience small growth during the rest of the Forecast. This estimate is particularly troubling when one notes that, in the final year of the Forecast, Sales Tax revenues will still be significantly lower than they were before the Great Recession. Accounting for inflation, Sales Tax revenue in FY 2021-22 will be 35% lower than in 2006.

Rising Pension Costs

Funding employee pensions is the single biggest challenge facing the City over the next five years. Due to CalPERS investment losses during the Great Recession, changes in actuarial assumptions, and a reduction to its discount rate (expected rate of return), pension payments are projected to nearly double during the Forecast.

Because pension costs are such a pressing issue, each component piece of the annual pension payments to CalPERS is presented in the Forecast:

1. Employee contributions - paid by the City on behalf of employees
2. Normal cost - cost of benefits earned by employees during the current year
3. Unfunded accrued liability (UAL) - the cost of shortfalls from benefits earned in prior years

Payments toward the UAL, which increase nearly 250%, account for the majority of the increases over the next five years.

Available Resources for Capital Projects

Another challenge during the Forecast is identifying resources for capital projects. Historically, thanks to prudent planning and discipline, the City has been able to set-aside significant General Fund revenues for capital projects. As forecasted, the City will not have the ability to commit as much General Fund revenue for capital projects as it has historically. The Five Year Forecast assumes the annual \$1.8 million required by City Council policy for capital project funding will continue. While the Forecast does not set aside funding for future capital needs, amounts could be used for this purpose in years with budget savings.

Recreation and Park Needs

The Cypress Recreation and Park District (District) is a separate legal entity from the City. The District receives restricted Property Tax revenue and does not rely on City General Funds to finance its operations. The District has been, and is projected to remain, self-sufficient (thanks in large part to implementing the results of the User Fee Study).

However, as the District's facilities and infrastructure age, it faces an ongoing challenge to identify a revenue source to maintain and modernize its capital assets. The District's facilities were built with the proceeds from bonds or by developers as Cypress transitioned from agricultural to residential uses. Neither a bond issue or developer fees are considered realistic options to maintain and modernize District facilities during the Forecast. Since Property Tax funds 80% of the District's budget, and grows at a rate less than inflation, the District will never have the resources necessary to pay for these improvements without supplemental revenues. Recognizing this challenge, the City Council has commissioned a Facilities Condition Assessment to help scale the challenge and has created a Strategic Plan Objective to identify additional funding for the District.

CITY OF CYPRESS
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2017-18

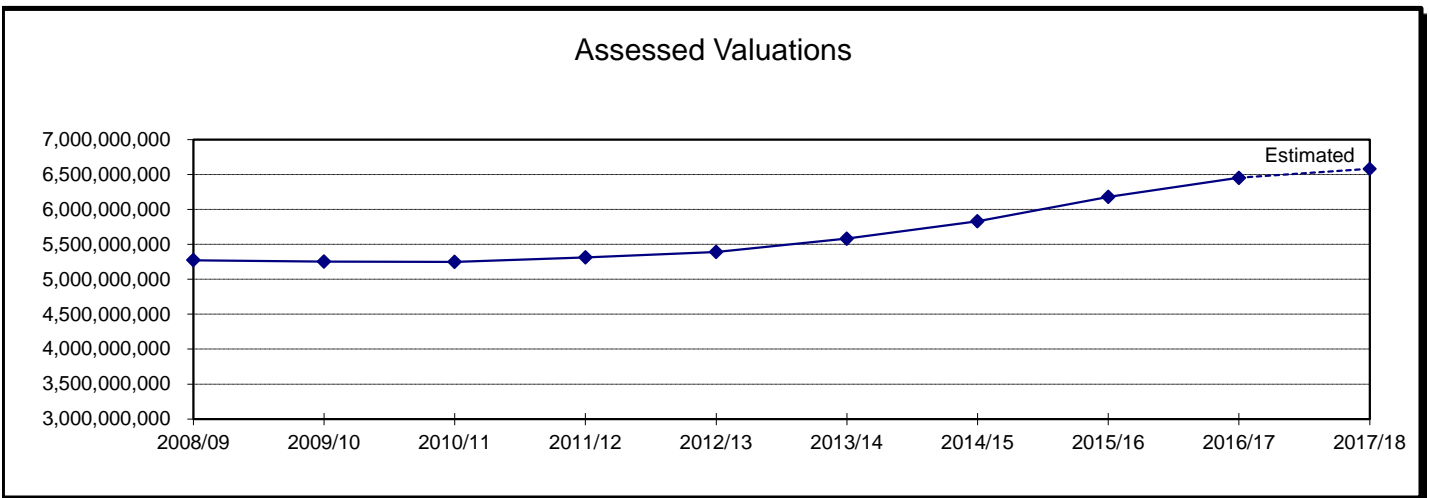
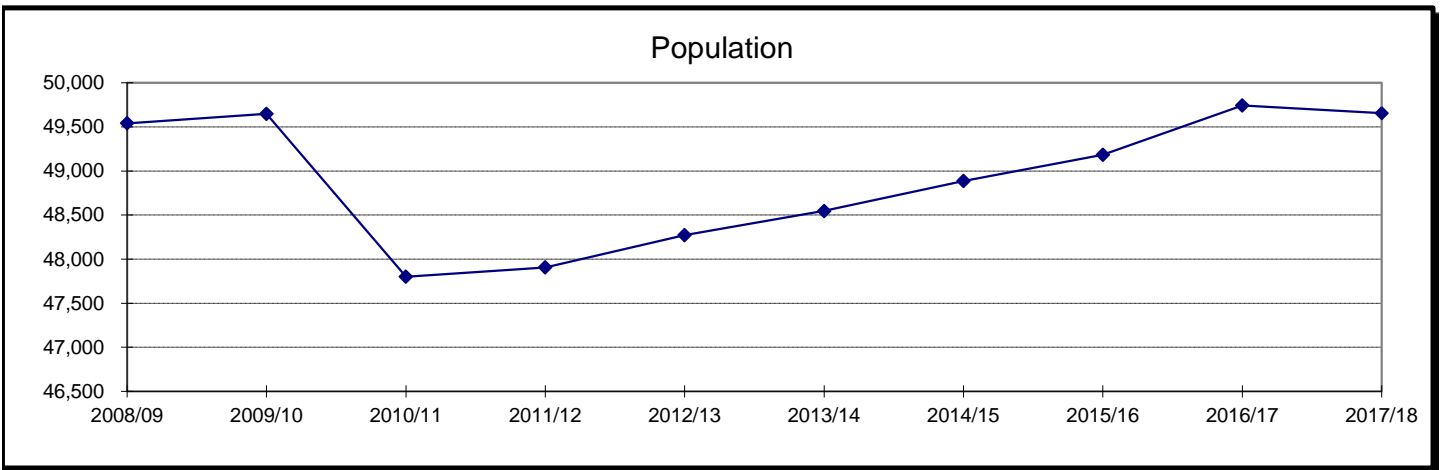
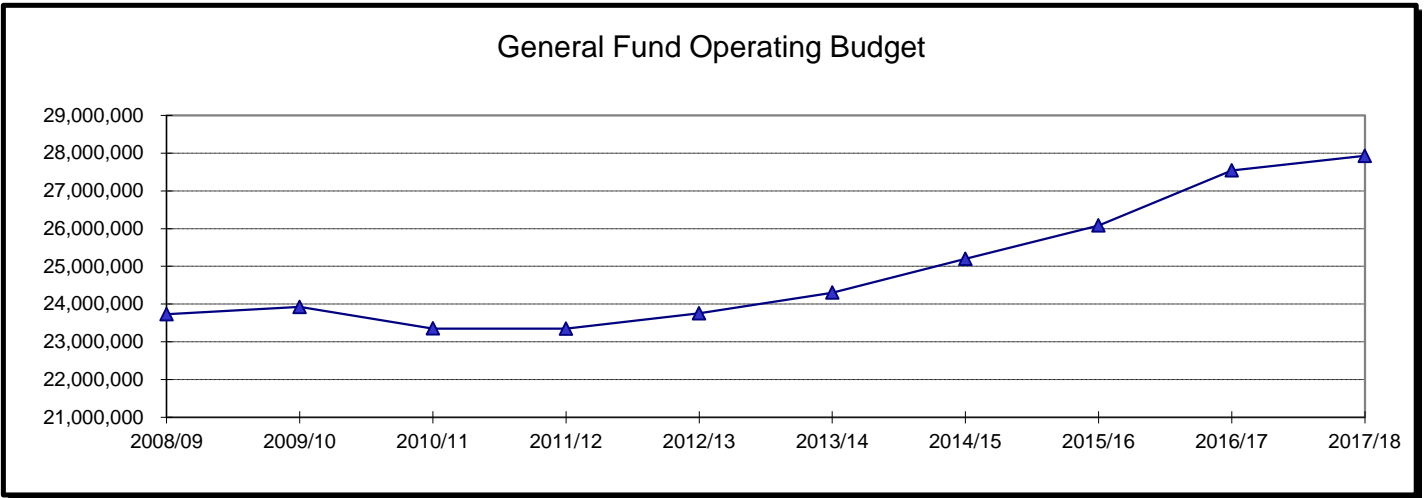
FUND	BEG. FUND BALANCE	REVENUES/SOURCES		EXPENDITURES/USES					END. FUND BALANCE
		PROPOSED REVENUE	FUND TRSFER-IN	OPERATING BUDGET	CAPITAL BUDGET	DEBT BUDGET	FUND TRSFER-OUT	OTHER*	
111 General Fund	\$ 17,225,411	\$ 30,796,658	\$ 1,073,640	\$ 27,928,333	\$ -	\$ -	\$ 7,753,000	\$ -	\$ 13,414,376
112 Mello Roos	146,280	-	-	-	-	-	146,280	-	-
114 General Fund Grants	-	160,690	3,000	163,690	-	-	-	-	-
221 Traffic Safety	-	120,000	-	-	-	-	120,000	-	-
231 Spec Gas Tax 2105	-	289,100	-	-	-	-	289,100	-	-
232 Special Gas Tax 2106	191,661	183,400	744,000	-	860,000	-	-	-	259,061
233 Special Gas Tax 2107	-	379,500	-	-	-	-	379,500	-	-
234 Traffic Mitigation Assmt	572,743	6,000	-	-	250,000	-	-	-	328,743
235 Regional Traffic Fee	353,653	500	-	-	-	-	-	-	354,153
236 Measure M Gas Tax	430,616	880,500	-	-	-	-	890,000	-	421,116
238 Special Gas Tax 2103	1,793,367	552,870	-	-	-	-	154,000	-	2,192,237
251 Lighting Dist No 2	4,367,033	1,082,550	-	876,594	-	-	131,500	-	4,441,489
261 Storm Drain Fund	709,202	344,000	250,000	609,376	-	-	-	-	693,826
262 Plan Local Drain Fac	456,410	7,500	-	-	-	-	-	-	463,910
271 Corp Ctr Maint Dist #1	101,575	78,865	-	48,379	-	-	7,260	-	124,801
281 Narc Asset Seizure	2,038,944	409,000	-	102,044	-	-	140,571	-	2,205,329
291 Cable TV PEG	588,112	42,000	-	-	-	-	225,000	-	405,112
301 Supp Law Enforcement	-	103,982	-	103,982	-	-	-	-	-
311 AB 2766	2,195	62,100	-	-	-	-	-	-	64,295
321 Sewer Fund	4,505,475	1,683,889	-	335,590	1,100,000	75,000	-	-	4,678,774
415 Capital Projects	12,470,535	-	4,283,000	-	4,533,000	-	-	-	12,220,535
416 Infrastructure Reserve	33,971,421	-	3,473,000	-	-	-	1,983,000	1,940,000	37,401,421
471 Low and Mod Hsg Asset	55,935	7,500	-	63,055	-	-	-	-	380
510 Debt Svc-Refin Civ Ctr	1,829,247	23,200	-	-	-	482,031	-	-	1,370,416
TOTAL	\$ 81,809,815	\$ 37,213,804	\$ 9,826,640	\$ 30,231,043	\$ 6,743,000	\$ 557,031	\$ 12,219,211	\$ 1,940,000	\$ 81,039,974

* Denotes increase/(decrease) of assigned/nonspendable fund balances anticipated during the fiscal year (approved loan repayments from the Successor Agency)

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

Transfer-out of \$1,200,000 is made from the General Fund to the Employee Benefits Internal Service Fund to offset pension liabilities.
 Transfer-out of \$1,000,000 is made from the General Fund to the Technology Investment Internal Service Fund for future Capital Outlay.
 Transfer-out of \$140,571 is made from the Narcotics Asset Seizure Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
 Transfer-out of \$225,000 is made from the Cable Television PEG Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
 Transfer-in of \$173,000 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.

CITY OF CYPRESS TEN YEAR TREND ANALYSIS



Fiscal Year 2017/18 assessed valuations are not currently available; therefore, the amount presented is estimated.

CITY OF CYPRESS
Ten Year Financial Trend Indicators

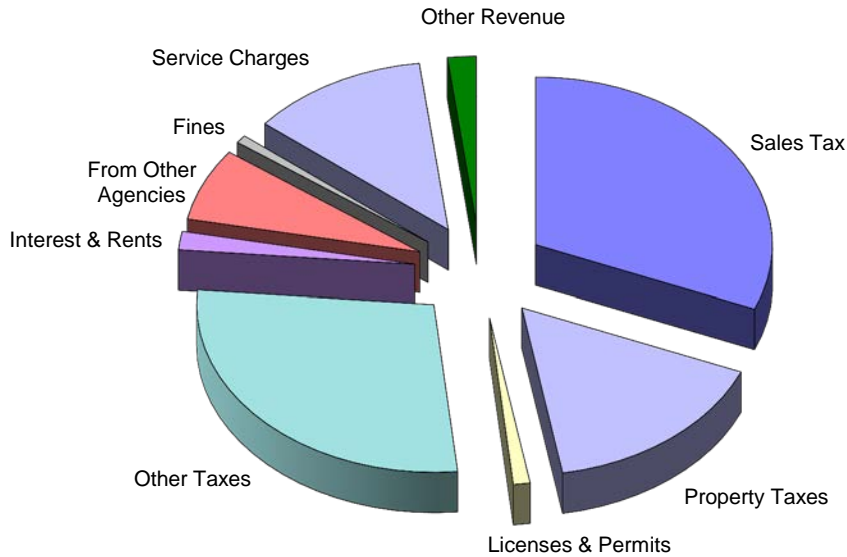
<u>Fiscal Year</u>	<u>Population</u>	<u>General Fund Operating Budget</u>	<u>General Fund Per Capita</u>	<u>Total City Budget*</u>	<u>Total Budget Per Capita</u>
2008-09	49,541	\$ 23,735,924	\$ 479	\$ 43,142,355	\$ 871
2009-10	49,647	23,925,015	482	42,717,563	860
2010-11	47,802 **	23,354,453	489	50,183,238	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
2017-18	49,655	27,928,333	562	37,896,645	763

* 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 2017-18



TOTAL RESOURCES \$37,213,804

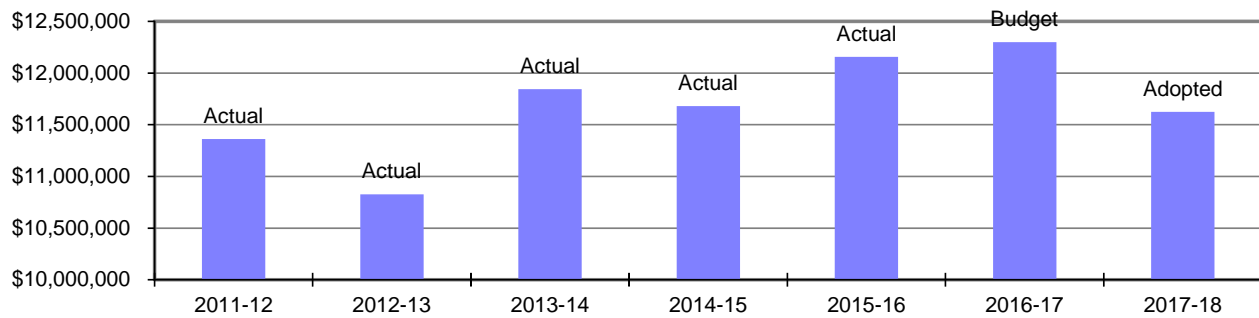
	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Sales Tax	\$ 11,625,000	31.2%
Property Taxes	5,959,643	16.0%
Licenses & Permits	425,260	1.1%
Other Taxes	10,411,564	28.0%
Interest & Rents	655,102	1.8%
From Other Agencies	2,601,656	7.0%
Fines	285,000	0.8%
Service Charges	4,519,874	12.1%
Other Revenue	730,705	2.0%
Total Resources	\$ 37,213,804	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.

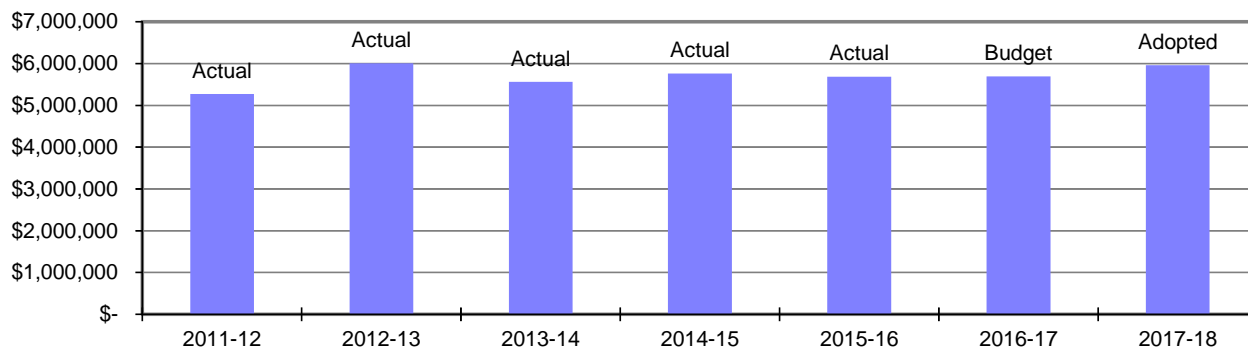
The Sales Tax rate for the County of Orange is 7.75%. The City of Cypress receives 1% (between Sales Tax Revenues and the State Backfill amount) of the 7.75% tax generated within the City limits. Additionally, with the passage of Proposition 172 the City receives 5% of the ½ cent of Sales Tax. These 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 Orange County 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.



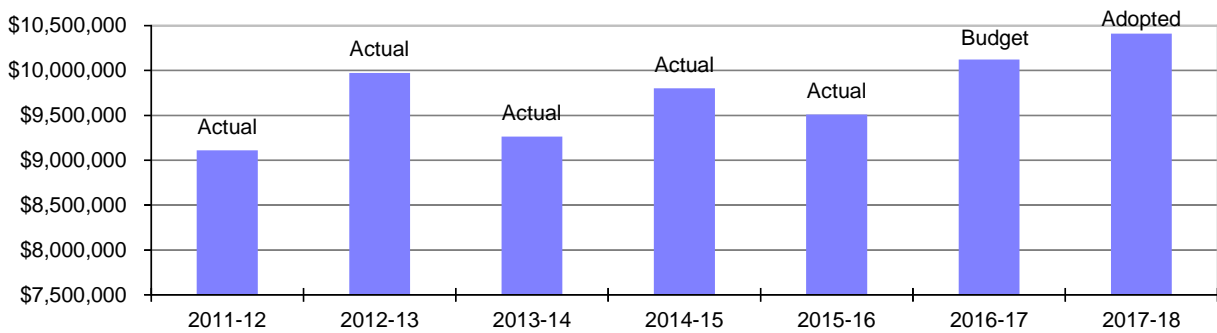
MAJOR REVENUE SOURCES

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.

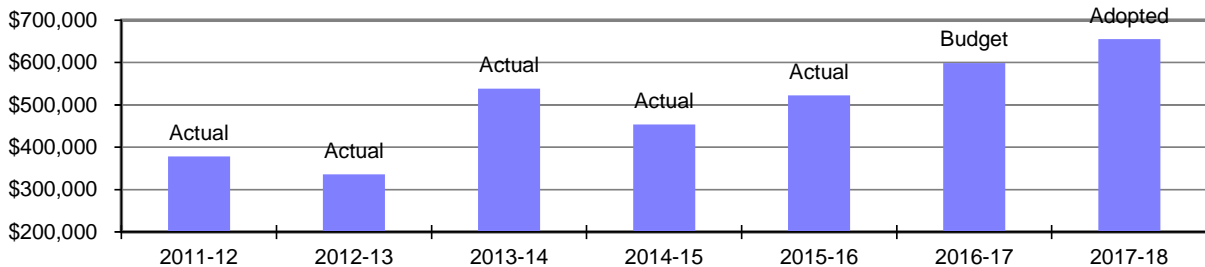
OTHER TAXES

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 Golden State Water Company, Southern California Gas Company, Southern California Edison, Valley Vista Services and Charter Communications. 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 Orange County Clerk-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.



INTEREST AND RENTS

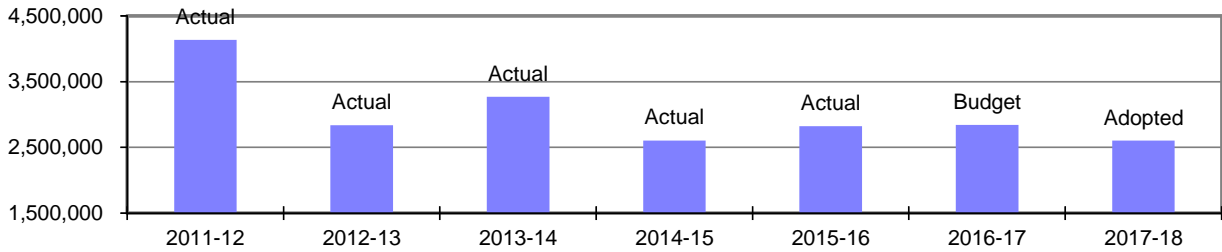
This category represents investment earnings received from the investment of the City's funds and any rents received for the use of City property. All investments are made in accordance with the City's adopted investment policy and all applicable State Government codes.



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).



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 2017-18

	2015-16 Actual	2016-17 Budget	2017-18 Adopted	Percent Change
<u>GENERAL FUND 111</u>				
Sales Tax	\$ 10,308,480	\$ 12,300,000	\$ 11,625,000	-5.49%
Property Taxes	4,634,993	4,652,800	4,892,800	5.16%
Other Taxes	12,537,425	10,076,200	10,369,564	2.91%
Licenses & Permits	700,510	655,260	425,260	-35.10%
Fines	146,703	165,000	165,000	0.00%
Interest & Rents	623,591	492,470	527,770	7.17%
Revenue from Other Agencies	79,749	63,850	65,050	1.88%
Service Charges	2,430,017	2,499,691	2,468,509	-1.25%
Other Revenue	277,191	254,020	257,705	1.45%
Total	<u>\$ 31,738,659</u>	<u>\$ 31,159,291</u>	<u>\$ 30,796,658</u>	<u>-1.16%</u>
<u>MELLO ROOS FUND 112</u>				
Other Revenue	\$ 6,639	\$ 26,427	\$ -	-100.00%
Total	<u>\$ 6,639</u>	<u>\$ 26,427</u>	<u>\$ -</u>	<u>-100.00%</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
Revenue from Other Agencies	\$ 313,257	\$ 151,900	\$ 150,690	-0.80%
Other Revenue	-	20,000	10,000	-50.00%
Total	<u>\$ 313,257</u>	<u>\$ 171,900</u>	<u>\$ 160,690</u>	<u>-6.52%</u>
<u>TRAFFIC SAFETY FUND 221</u>				
Fines	\$ 93,142	\$ 95,000	\$ 120,000	26.32%
Total	<u>\$ 93,142</u>	<u>\$ 95,000</u>	<u>\$ 120,000</u>	<u>26.32%</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
Revenue from Other Agencies	\$ 275,977	\$ 275,000	\$ 289,100	5.13%
Total	<u>\$ 275,977</u>	<u>\$ 275,000</u>	<u>\$ 289,100</u>	<u>5.13%</u>
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Interest & Rent	\$ 5,986	\$ 1,000	\$ 4,000	300.00%
Revenue from Other Agencies	183,007	154,000	179,400	16.49%
Other Revenue	(18,500)	-	-	n/a
Total	<u>\$ 170,493</u>	<u>\$ 155,000</u>	<u>\$ 183,400</u>	<u>18.32%</u>
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
Revenue from Other Agencies	\$ 342,815	\$ 360,000	\$ 379,500	5.42%
Total	<u>\$ 342,815</u>	<u>\$ 360,000</u>	<u>\$ 379,500</u>	<u>5.42%</u>
<u>TRAFFIC MITIGATION ASSNT FUND 234</u>				
Interest & Rents	\$ 6,364	\$ 6,000	\$ 6,000	0.00%
Service Charges	88,763	-	-	n/a
Total	<u>\$ 95,127</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>0.00%</u>

BUDGET SUMMARY

OPERATING REVENUES

Fiscal Year 2017-18

(continued)

	2015-16 Actual	2016-17 Budget	2017-18 Adopted	Percent Change
<u>REGIONAL TRAFFIC FEE FUND 235</u>				
Service Charges	\$ 7,635	\$ 500	\$ 500	0.00%
Total	<u>\$ 7,635</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>0.00%</u>
<u>MEASURE M GAS TAX FUND 236</u>				
Interest & Rents	\$ 5,436	\$ 5,000	\$ 5,500	10.00%
Revenue from Other Agencies	843,942	880,000	875,000	-0.57%
Other Revenue	16,743	-	-	n/a
Total	<u>\$ 866,121</u>	<u>\$ 885,000</u>	<u>\$ 880,500</u>	<u>-0.51%</u>
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
Interest & Rents	\$ 9,918	\$ 9,500	\$ 10,000	5.26%
Revenue from Other Agencies	225,381	116,000	542,870	367.99%
Total	<u>\$ 235,299</u>	<u>\$ 125,500</u>	<u>\$ 552,870</u>	<u>340.53%</u>
<u>LIGHTING DISTRICT #2 FUND 251</u>				
Property Taxes	\$ 1,015,521	\$ 1,029,450	\$ 1,043,500	1.36%
Interest & Rents	23,868	21,000	28,000	33.33%
Revenue from Other Agencies	6,198	6,200	6,050	-2.42%
Other Revenue	46,527	15,000	5,000	-66.67%
Total	<u>\$ 1,092,114</u>	<u>\$ 1,071,650</u>	<u>\$ 1,082,550</u>	<u>1.02%</u>
<u>STORM DRAIN FUND 261</u>				
Interest & Rent	\$ 4,636	\$ 4,000	\$ 5,000	25.00%
Service Charges	337,059	334,000	339,000	1.50%
Total	<u>\$ 341,695</u>	<u>\$ 338,000</u>	<u>\$ 344,000</u>	<u>1.78%</u>
<u>PLAN LOCAL DRAIN FAC FUND 262</u>				
Interest & Rents	\$ 2,531	\$ 2,000	\$ 2,500	25.00%
Service Charges	99,788	5,000	5,000	0.00%
Total	<u>\$ 102,319</u>	<u>\$ 7,000</u>	<u>\$ 7,500</u>	<u>7.14%</u>
<u>CORP CTR MAINT DIST #1 FUND 271</u>				
Service Charges	\$ 75,803	\$ 79,250	\$ 78,865	-0.49%
Total	<u>\$ 75,803</u>	<u>\$ 79,250</u>	<u>\$ 78,865</u>	<u>-0.49%</u>
<u>NARCOTICS ASSET SEIZURE FUND 281</u>				
Interest & Rents	\$ 13,002	\$ 7,000	\$ 12,000	71.43%
Other Revenue	1,042,411	420,000	397,000	-5.48%
Total	<u>\$ 1,055,413</u>	<u>\$ 427,000</u>	<u>\$ 409,000</u>	<u>-4.22%</u>

BUDGET SUMMARY

OPERATING REVENUES

Fiscal Year 2017-18

(continued)

	2015-16 Actual	2016-17 Budget	2017-18 Adopted	Percent Change
<u>CABLE TELEVISION FRANCHISE AGREEMENT FUND 291</u>				
Other Taxes	\$ 46,031	\$ 47,000	\$ 42,000	-10.64%
Total	<u>\$ 46,031</u>	<u>\$ 47,000</u>	<u>\$ 42,000</u>	<u>-10.64%</u>
<u>SUPPLEMENTAL LAW ENFORCEMENT FUND 301</u>				
Interest & Rents	\$ 109	\$ 50	\$ 32	-36.00%
Revenue from Other Agencies	114,618	102,742	103,950	1.18%
Total	<u>\$ 114,727</u>	<u>\$ 102,792</u>	<u>\$ 103,982</u>	<u>-36.00%</u>
<u>AB 2766 FUND 311</u>				
Interest & Rents	\$ 2,273	\$ 1,700	\$ 100	-94.12%
Other Revenue	62,530	60,000	62,000	3.33%
Total	<u>\$ 64,803</u>	<u>\$ 61,700</u>	<u>\$ 62,100</u>	<u>0.65%</u>
<u>SEWER FUND 321</u>				
Property Taxes	\$ 27,651	\$ 14,260	\$ 23,343	63.70%
Interest & Rents	34,865	25,000	30,000	20.00%
Revenue from Other Agencies	66,716	50	46	-8.00%
Service Charges	1,714,658	1,728,000	1,628,000	-5.79%
Other Revenue	7,255	2,500	2,500	0.00%
Total	<u>\$ 1,851,145</u>	<u>\$ 1,769,810</u>	<u>\$ 1,683,889</u>	<u>-4.85%</u>
<u>CIP FUND 415</u>				
Revenue from Other Agencies	\$ -	\$ 714,000	\$ -	-100.00%
Total	<u>\$ -</u>	<u>\$ 714,000</u>	<u>\$ -</u>	<u>-100.00%</u>
<u>INFRASTRUCTURE RESERVE FUND 416</u>				
Interest & Rents	\$ 103,448	\$ -	\$ -	n/a
Total	<u>\$ 103,448</u>	<u>\$ -</u>	<u>\$ -</u>	<u>n/a</u>
<u>LOW AND MODERATE HOUSING ASSETS FUND 471</u>				
Interest & Rents	\$ 4,012	\$ 1,000	\$ 1,000	0.00%
Revenue from Other Agencies	20,000	-	-	n/a
Other Revenue	6,000	6,000	6,500	8.33%
Total	<u>\$ 30,012</u>	<u>\$ 7,000</u>	<u>\$ 7,500</u>	<u>7.14%</u>
<u>DEBT SVC-REFIN CIVIC CTR FUND 510</u>				
Interest & Rents	\$ 23,223	\$ 23,200	\$ 23,200	0.00%
Total	<u>\$ 23,223</u>	<u>\$ 23,200</u>	<u>\$ 23,200</u>	<u>0.00%</u>
TOTAL OPERATING REVENUES	\$ 39,045,897	\$ 37,908,020	\$ 37,213,804	-1.83%

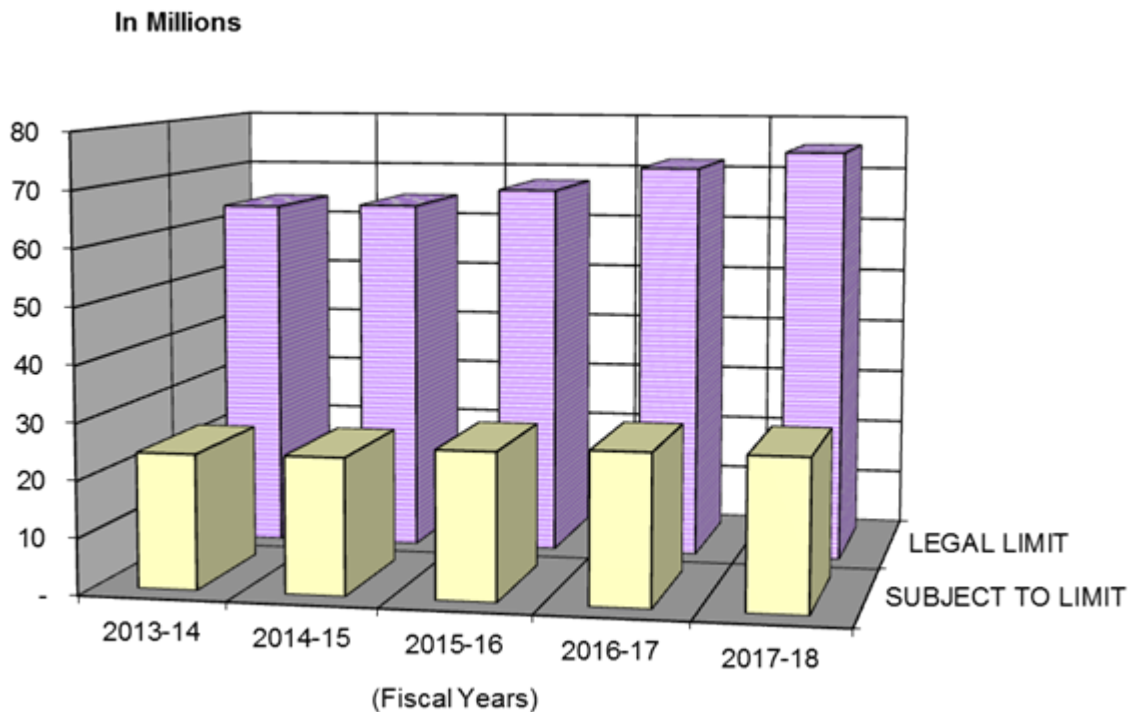
CITY OF CYPRESS ANNUAL APPROPRIATIONS LIMIT

Fiscal Year 2017-18

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 2017-18 Appropriation Limitation of \$74,841,098. The total appropriations subject to the limitation for 2017-18 are \$26,753,196 which is \$48,087,902 (64.3%) below the calculated appropriation limit.

APPROPRIATIONS

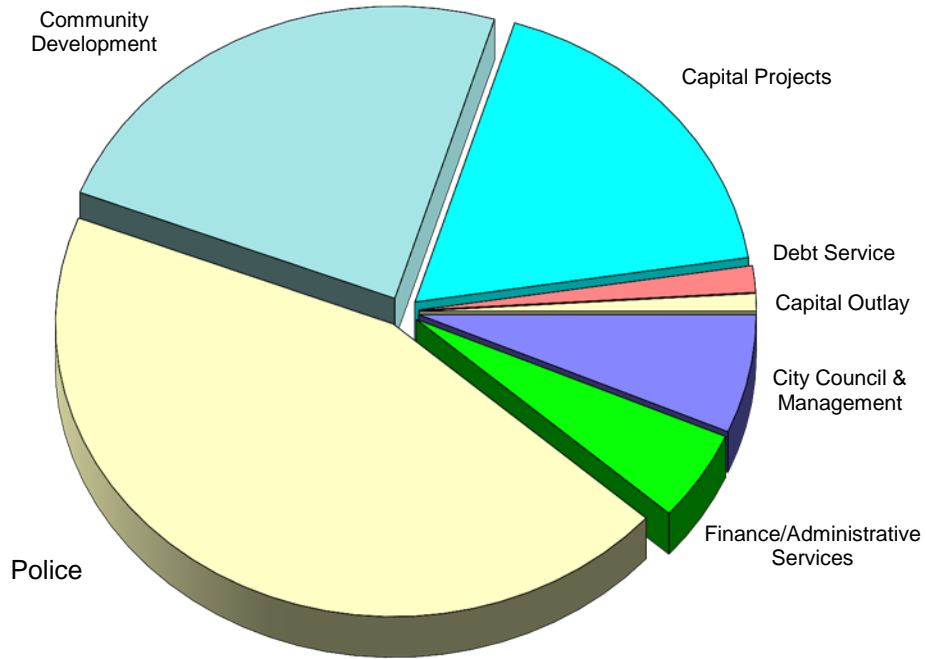


CITY OF CYPRESS
SUMMARY OF APPROPRIATIONS BY FUND
Fiscal Year 2017-18

<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	\$ 19,083,359	\$ 8,844,974	\$ -	\$ -	\$ 27,928,333
114-General Fund Grants	-	163,690	-	-	163,690
232-Special Gas Tax 2106	87,251	772,749	-	-	860,000
234-Traffic Mitigation Assmt Fund	43,601	206,399	-	-	250,000
251-Lighting Dist No 2 Fund	51,410	825,184	-	-	876,594
261-Storm Drainage Fund	323,234	286,142	-	-	609,376
271-Corp Ctr Maint Dist #1	3,333	45,046	-	-	48,379
281-Narc Asset Seizure	44,500	57,544	-	140,571	242,615
291-Cable TV PEG Fund	-	-	-	225,000	225,000
301-Supp Law Enforcement Fund	103,982	-	-	-	103,982
321-Sewer Fund	292,043	1,143,547	75,000	-	1,510,590
415-Capital Projects Fund	255,452	4,277,548	-	-	4,533,000
471-Low/Mod Housing Asset Fund	57,298	5,757	-	-	63,055
510-Debt Svc-Refin. Civic	-	-	482,031	-	482,031
TOTAL	<u>\$ 20,345,463</u>	<u>\$ 16,628,580</u>	<u>\$ 557,031</u>	<u>\$ 365,571</u>	<u>\$ 37,896,645</u>

SUMMARY OF APPROPRIATIONS

Fiscal Year 2017-18



TOTAL APPROPRIATIONS \$37,896,645

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
City Council & Management	\$ 2,485,906	6.6%
Finance/Administrative Services	1,888,936	5.0%
Police	16,813,617	44.3%
Community Development	9,042,584	23.9%
Capital Projects	6,743,000	17.8%
Debt Service	557,031	1.5%
Capital Outlay	365,571	1.0%
Total Appropriations	\$ 37,896,645	100.0%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2017-18

FUNCTION/Responsible Department Program Number/Description	2016-17 Budget	2017-18 Budget	Percent Change
CITY ADMINISTRATION			
Legislative Division			
10101 Legislative	\$ 207,970	\$ 210,566	1.25%
10104 Traffic Commission	34,192	49,633	45.16%
10109 Support Services - Legislative	129,677	132,080	1.85%
Subtotal	<u>\$ 371,839</u>	<u>\$ 392,279</u>	5.50%
City Attorney Division			
10105 City Attorney	\$ 301,900	\$ 302,000	0.03%
City Manager Division			
20111 City Manager	\$ 726,745	\$ 794,194	9.28%
20117 Community Promotion	59,750	51,500	-13.81%
20119 Cable TV	123,349	123,278	-0.06%
20270 Animal Control	282,373	428,100	51.61%
Subtotal	<u>\$ 1,192,217</u>	<u>\$ 1,397,072</u>	17.18%
City Clerk Division			
20115 City Clerk	\$ 262,112	\$ 307,981	17.50%
20116 Elections	122,226	17,981	-85.29%
20118 Records Management	57,158	68,593	20.01%
Subtotal	<u>\$ 441,496</u>	<u>\$ 394,555</u>	-10.63%
Total City Administration	\$ 2,307,452	\$ 2,485,906	7.73%
FINANCE AND ADMINISTRATIVE SERVICES			
Finance Division			
40141 Finance Administration	\$ 460,060	\$ 395,197	-14.10%
40142 General Accounting	712,062	724,326	1.72%
40143 Purchasing	99,489	123,238	23.87%
40144 Business Licenses	118,907	149,207	25.48%
40200 Mello Roos Administration	26,427	-	-100.00%
Subtotal	<u>\$ 1,416,945</u>	<u>\$ 1,391,968</u>	-1.76%
Human Resources Division			
40151 Human Resources	\$ 489,445	\$ 496,968	1.54%
Total Finance and Administrative Services	\$ 1,906,390	\$ 1,888,936	-0.92%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2017-18

(continued)

FUNCTION/Responsible Department Program Number/Description	2016-17 Budget	2017-18 Budget	Percent Change
POLICE			
Administration and Support Services Division			
50161 Police Administration	\$ 1,681,561	\$ 1,713,973	1.93%
50167 Police Training	216,910	196,704	-9.32%
50168 Support Services Management	972,478	895,567	-7.91%
50169 Communications	1,125,707	1,180,581	4.87%
50170 Records	520,453	671,988	29.12%
50171 Property and Evidence	124,076	126,699	2.11%
50174 Crime Prevention/Comm Relat.	107,832	154,615	43.39%
50180 Emergency Services	95,911	9,787	-89.80%
50181 Supp Law Enforcement Act	102,792	103,982	1.16%
50183 Police Grants	8,400	6,000	-28.57%
50187 Mobile Command Post	18,335	23,335	27.27%
Subtotal	<u>\$ 4,974,455</u>	<u>\$ 5,083,231</u>	2.19%
Field Operations Division			
50162 Field Operations Management	\$ 258,127	\$ 281,916	9.22%
50163 Field Operations	6,836,855	7,100,389	3.85%
50172 Jail Operations	343,086	458,125	33.53%
50173 Traffic and Parking Operations	707,322	744,686	5.28%
50176 Crossing Guards	239,589	205,002	-14.44%
50177 SWAT Operations	38,995	35,928	-7.87%
Subtotal	<u>\$ 8,423,974</u>	<u>\$ 8,826,046</u>	4.77%
Investigations Division			
50165 General Investigations	\$ 2,446,231	\$ 2,590,904	5.91%
50166 Court	90,041	89,145	-1.00%
50178 Police Laboratory	205,711	122,247	-40.57%
50179 Narcotics Asset Seizure	94,360	102,044	8.14%
Subtotal	<u>\$ 2,836,343</u>	<u>\$ 2,904,340</u>	2.40%
Total Police Protection	<u>\$ 16,234,772</u>	<u>\$ 16,813,617</u>	3.57%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2017-18

(continued)

FUNCTION/Responsible Department Program Number/Description	2016-17 Budget	2017-18 Budget	Percent Change
COMMUNITY DEVELOPMENT			
Planning and Development Division			
60191 Planning Administration	\$ 435,217	\$ 456,621	4.92%
60192 Advanced Planning	34,444	32,997	-4.20%
60193 Current Planning	484,351	487,989	0.75%
60199 Economic Development	182,625	187,857	2.86%
66195 Community Development Grants	155,000	145,000	-6.45%
62198 Low/Mod Housing Asset Fund	62,821	63,055	0.37%
Subtotal	<u>\$ 1,354,458</u>	<u>\$ 1,373,519</u>	<u>1.41%</u>
Building Division			
65241 Building Division Supervision	\$ 313,870	\$ 305,894	-2.54%
65243.6243 Inspections - Building	230,000	137,500	-40.22%
65243.6244 Inspections - Electrical	40,000	27,500	-31.25%
65243.6245 Inspections - Plumbing & Heating	40,000	27,500	-31.25%
65247 Plan Checks	140,000	126,000	-10.00%
Subtotal	<u>\$ 763,870</u>	<u>\$ 624,394</u>	<u>-18.26%</u>
Environmental Services Division			
70720 Solid Waste Management	\$ 59,305	\$ 58,585	-1.21%
70721 Grants	12,700	12,690	-0.08%
70251 Fats, Oils and Grease (FOG)	55,140	51,527	-6.55%
70281 Storm Drainage Water Quality	380,753	399,586	4.95%
Subtotal	<u>\$ 507,898</u>	<u>\$ 522,388</u>	<u>2.85%</u>
Engineering Division			
70201 Public Works Administration	\$ 474,370	\$ 491,176	3.54%
70260.7260 Engineering Administration	290,026	259,959	-10.37%
70261.7261 Engineering Plan Checking	143,168	183,469	28.15%
70264 Traffic Engineering	91,942	82,936	-9.80%
70266 Geographical Info. Syst. (GIS)	113,448	91,236	-19.58%
70215 Traffic Signal Maintenance	247,346	248,150	0.33%
70223 Street Lighting	617,532	628,444	1.77%
Subtotal	<u>\$ 1,977,832</u>	<u>\$ 1,985,370</u>	<u>0.38%</u>

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2017-18

(continued)

FUNCTION/Responsible Department Program Number/Description	2016-17 Budget	2017-18 Budget	Percent Change
Streets Division			
70211 Maintenance Administration	\$ 506,982	\$ 517,168	2.01%
70212.7212 Street Maintenance	167,220	159,236	-4.77%
70212.7213 Street Cleaning	321,373	237,138	-26.21%
70212.7214 Traffic Safety	87,062	86,344	-0.82%
70212.7216 Street Tree Maintenance	342,432	355,767	3.89%
70212.7217 Parkway Maintenance	718,200	667,390	-7.07%
70212.7227 Graffiti Removal	19,085	19,607	2.74%
70212.7238 Sidewalk Repair	324,153	197,786	-38.98%
70221 Retarding Basin	11,000	23,300	111.82%
70239 Stanton Channel Berm Maint.	47,621	48,379	1.59%
70281 Storm Drain Maintenance	228,809	209,790	-8.31%
70219 Sanitary Sewer Maintenance	320,386	284,063	-11.34%
Subtotal	\$ 3,094,323	\$ 2,805,968	-9.32%
Park Maintenance Division			
70228.7224 Landscaping - Senior Center	\$ 30,890	\$ 17,992	-41.75%
70228.7228 Park Landscape and Maintenance	730,541	750,179	2.69%
70228.7229 Athletic Field Maintenance	276,611	281,761	1.86%
70228.7230 Park Building Maintenance	153,945	161,657	5.01%
70228.7231 Senior Citizens Cntr Maintenance	245,375	222,657	-9.26%
70228.7232 Community Center Maintenance	245,156	226,539	-7.59%
70228.7234 Community Events	52,300	44,461	-14.99%
Subtotal	\$ 1,734,818	\$ 1,705,246	-1.70%
Facilities Division			
70233 Library Maintenance	\$ 18,367	\$ 18,570	1.11%
70218 Building Maint.-Boys & Girls Club	3,542	7,129	101.27%
Subtotal	\$ 21,909	\$ 25,699	17.30%
Total Community Development	\$ 9,455,108	\$ 9,042,584	-4.36%
TOTAL BUDGETED OPERATING EXPENDITURES	\$ 29,903,722	\$ 30,231,043	1.09%

BUDGET SUMMARY
OPERATING EXPENDITURES
 Fiscal Year 2017-18

(continued)

FUNCTION/Responsible Department Program Number/Description	2016-17 Budget	2017-18 Budget	Percent Change
INTERNAL SERVICE FUND OPERATIONS			
COMMUNITY DEVELOPMENT			
Fleet Division			
70621.7621 Auto Maintenance-City Vehicles	\$ 221,555	\$ 219,067	-1.12%
70621.7623 Maintenance-Equipment	79,032	80,435	1.78%
70621.7634 Auto Maintenance-Police Vehicles	439,374	433,029	-1.44%
70621.7634 Auto Maintenance-Park Vehicles	11,113	11,241	1.15%
Subtotal	<u>751,074</u>	<u>743,772</u>	-0.97%
Facilities Division			
70624.7624 Bldg Maintenance-Civic Center	\$ 242,816	\$ 269,016	10.79%
70624.7626 Bldg Maintenance-Police Annex	235,155	239,269	1.75%
70624.7629 Landscaping-Civic Center	97,318	89,319	-8.22%
70627.7627 Bldg Maintenance-Corp Yard	126,462	119,778	-5.29%
70627.7632 Landscaping-Corp Yard	12,907	9,783	-24.20%
Subtotal	<u>714,658</u>	<u>727,165</u>	1.75%
Streets Division			
70608 Warehouse-Central Services	\$ 74,583	\$ 81,765	9.63%
CITY ADMINISTRATION			
City Manager Division			
94810 General Liability	\$ 5,115	\$ -	-100.00%
FINANCE AND ADMINISTRATIVE SERVICES			
Information Systems Division			
40601 Print Shop	\$ 186,031	\$ 193,995	4.28%
40604 Telephone Maintenance	33,075	20,641	-37.59%
40606 Postage Services	10,616	7,478	-29.56%
40603 Computer Equip Maintenance	29,013	42,274	45.71%
40605 Information Systems	714,236	687,947	-3.68%
40607 Website Maintenance	110,102	95,152	-13.58%
40608 Financial Acctg Software Maint.	65,225	61,378	-5.90%
Subtotal	<u>1,148,298</u>	<u>1,108,865</u>	-3.43%
Human Resources Division			
94820 Workers' Comp Insurance	\$ 39,922	\$ 23,053	-42.25%
TOTAL INTERNAL SERVICE OPERATIONS*	<u>\$ 2,733,650</u>	<u>\$ 2,684,620</u>	-1.79%

* 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 2017-18

	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
Summary of Capital Projects			
80100 Street Projects	\$ 2,680,000	\$ 2,410,000	-10.07%
80200 Traffic Signal Projects	445,000	250,000	-43.82%
80300 Storm Drain Projects	341,367	250,000	-26.77%
80400 Sanitary Sewer Projects	1,300,000	1,100,000	-15.38%
80500 Parkway and Median Projects	2,940,000	1,558,000	-47.01%
80600 Public Facility Projects	1,340,000	1,175,000	-12.31%
Total Capital Projects Expenditures	<u>\$ 9,046,367</u>	<u>\$ 6,743,000</u>	<u>-25.46%</u>
Summary of Debt Service			
2001-LR Civic Center Refinancing	\$ 479,738	\$ 482,031	0.48%
2009-GF Sewer Fund Loan	58,000	75,000	29.31%
Total Debt Service Expenditures	<u>\$ 537,738</u>	<u>\$ 557,031</u>	<u>3.59%</u>
Summary of Capital Outlay**			
Equipment-Additions			
Furniture/Equipment/Vehicles	\$ 204,616	\$ 365,571	78.66%
Total Capital Outlay Expenditures	<u>\$ 204,616</u>	<u>\$ 365,571</u>	<u>78.66%</u>
TOTAL BUDGET APPROPRIATIONS	<u>\$ 39,692,443</u>	<u>\$ 37,891,645</u>	<u>-4.54%</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 Authority	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.

Enhance recreational, cultural and senior programs and services.



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CITY COUNCIL AND MANAGEMENT

City Council and Management implement and administer policies, programs and services approved by the City Council, and provide the citizens of Cypress with legislative representation. Municipal programs and services involving Elections, City Attorney, Records Management, Animal Control, Community Promotions, Cable Television and the Traffic Commission are administered by this department, as well as citizen representation through the attendance of municipal service and policy related meetings, conferences and workshops.

CITY COUNCIL & MANAGEMENT

Fiscal Year 2017 - 2018

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



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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 2016-17

- Established an ad hoc committee with Cypress College
- Approved a zoning ordinance amendment regarding residential uses in commercial zones
- Awarded contracts for the construction of Mackay Park
- Amended the Lincoln Avenue Specific Plan to preserve commercial uses on select properties
- Approved a settlement agreement with the State of California securing ownership of 13 acres of land at Katella Avenue and Winners Circle
- Awarded a contract for a comprehensive user fee study and full cost allocation plan
- Updated the City's vision statement and added a new three-year goal to the strategic plan

Objectives for Fiscal Year 2017-18

In FY 2017-18, 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.

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Conducted City Council Meetings	23	24	23
Strategic Planning Sessions	2	2	2
City Commission Members Appointed	10	5	6

CITY COUNCIL

City Council Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	16/17 Budget vs. 17/18 Budget
Full-Time					
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.08	0.25	0.08	-	(0.08)
Part-Time					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	5.00	5.00	5.00	5.00	-
Total Positions	<u>10.58</u>	<u>10.75</u>	<u>10.58</u>	<u>10.50</u>	<u>(0.08)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	16/17 Budget vs. 17/18 Budget
Salaries and Benefits	\$ 222,610	\$ 226,837	\$ 226,837	\$ 245,224	8.1%
Service and Supplies	50,863	53,982	52,559	58,505	8.4%
Internal Service Fund Charges	<u>91,200</u>	<u>91,020</u>	<u>91,020</u>	<u>88,550</u>	-2.7%
Total Division Cost	<u>\$ 364,673</u>	<u>\$ 371,839</u>	<u>\$ 370,416</u>	<u>\$ 392,279</u>	5.5%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 364,673	\$ 371,839	\$ 370,416	\$ 392,279
Total Resources	<u>\$ 364,673</u>	<u>\$ 371,839</u>	<u>\$ 370,416</u>	<u>\$ 392,279</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 2016-17

- Drafted and presented new templates for contracts and Public Works agreements for City Council consideration
- Reached settlement on an existing claim in exchange for dismissal of litigation against the City
- Participated in the City's strategic planning efforts
- Provided Sexual Harassment Prevention Training to members of City Council, Commissions, and City staff
- 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 2017-18

- Present proposed modifications to the City's marijuana ordinance in light of the passage of proposition 64 to the City Council for consideration
- Work with staff to review existing ordinances, policies, procedures and responses to homeless issues
- Work with staff and Cypress College to review the existing police services agreement and recommend potential changes to the City Council for consideration
- 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>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	16/17 Budget vs. 17/18 Budget
Service and Supplies	603,233	300,000	179,520	300,000	0.0%
Internal Service Fund Charges	<u>2,100</u>	<u>1,900</u>	<u>1,900</u>	<u>2,000</u>	5.3%
Total Division Cost	<u>\$ 605,333</u>	<u>\$ 301,900</u>	<u>\$ 181,420</u>	<u>\$ 302,000</u>	0.0%
<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	
General Fund	<u>\$ 605,333</u>	<u>\$ 301,900</u>	<u>\$ 181,420</u>	<u>\$ 302,000</u>	
Total Resources	<u>\$ 605,333</u>	<u>\$ 301,900</u>	<u>\$ 181,420</u>	<u>\$ 302,000</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 2016-17

- Launched the City's redesigned website, including video streaming of City Council meetings and updated email addresses
- Improved the layout of the City's quarterly activity guide to feature City News more prominently
- Expanded the City's social media presence with the addition of NextDoor
- Coordinated ad hoc committee meetings with Cypress School District, Anaheim Union High School District, and Cypress College
- Successfully expanded the Cypress Women's Conference to a Tri-City Women's Conference in partnership with Los Alamitos and Seal Beach
- Provided leadership and direction to include performance measurement into the City budget
- Increased organizational leadership and development efforts by providing communications training for management staff
- Successfully negotiated labor contracts with the Police Officers Association and the Police Management Association

Objectives for Fiscal Year 2017-18

- Continue to enhance community engagement opportunities through social media and traditional mediums
- Present a State and Federal legislative platform to the City Council for consideration
- Continue efforts to create a succession plan and report the results to the City Council
- Present an agreement for the sale of the 13 acres property to the City Council for consideration

CITY MANAGER

City Manager Division

Objectives for Fiscal Year 2017-18 (Continued)

- Conduct a community survey to assess resident satisfaction with City services and identify opportunities for improvement
- Implement enhancements and/or changes to the City's economic development program per City Council direction
- Continue to explore options and strategies to ensure the City's short-term and long-term fiscal health in conjunction with Finance staff

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Cypress Facebook "Likes"	879	1,145	1,250
Twitter "Followers"	163	240	300
News Releases Created and Distributed	21	19	24
Website Interactions with the Public	225,000	312,500	350,000
Strategic Plan Updates to City Council	6	7	7

CITY MANAGER

City Manager Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Administrative Services Tech II	2.00	-	-	-	-
Administrative Services Manager	1.00	-	-	-	-
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	-	0.50	0.50	0.50	-
Management Analyst	1.00	-	-	-	-
Senior Management Analyst	-	0.75	0.92	1.00	0.08
Video Production Coordinator	1.00	1.00	1.00	1.00	-
Part-Time					
Administrative Services Tech I	0.90	-	-	-	-
Total Positions	<u>6.90</u>	<u>3.25</u>	<u>3.42</u>	<u>3.50</u>	<u>0.08</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 726,462	\$ 662,660	\$ 657,095	\$ 682,553	3.0%
Service and Supplies	294,553	386,132	679,396	569,899	47.6%
Internal Service Fund Charges	131,046	148,540	148,540	144,620	-2.6%
Total Division Cost	<u>\$1,152,061</u>	<u>\$1,197,332</u>	<u>\$1,485,031</u>	<u>\$1,397,072</u>	16.7%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$1,152,061	\$1,197,332	\$1,485,031	\$1,397,072
Total Resources	<u>\$1,152,061</u>	<u>\$1,197,332</u>	<u>\$1,485,031</u>	<u>\$1,397,072</u>



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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 2016-17

- City Commissioner recruitment of five new members to increase citizen participation in the community
- Implementation of agenda management software to streamline City Council agenda process
- Implementation of video streaming of City Council meetings to provide greater transparency and access to the community

Objectives for Fiscal Year 2017-18

- Implement minute taking component of agenda management software to streamline minute preparation process
- Implement Laserfiche electronic records management software to allow greater public access

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
City Council meeting agenda reports processed	270	238	250
Public Records Act requests processed	69	75	75
Conflict of Interest filings	47	46	50
Campaign filings	18	47	50

CITY CLERK

City Clerk Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 293,402	\$ 303,621	\$ 303,621	\$ 308,660	1.7%
Service and Supplies	14,956	81,055	72,591	32,775	-59.6%
Internal Service Fund Charges	44,961	56,820	56,820	53,120	-6.5%
Total Division Cost	<u>\$ 353,319</u>	<u>\$ 441,496</u>	<u>\$ 433,032</u>	<u>\$ 394,555</u>	-10.6%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 353,319	\$ 441,496	\$ 433,032	\$ 394,555
Total Resources	<u>\$ 353,319</u>	<u>\$ 441,496</u>	<u>\$ 433,032</u>	<u>\$ 394,555</u>



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FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

The Finance and Administrative Services Department functions include: finance administration, general accounting, treasury management, payroll, accounts payable, purchasing, revenue collection, business licensing, human resources, worker's compensation claims management, website, information technology, print shop, telephone maintenance and postage services.

The finance division is responsible for the preparation of the City's budget and financial statements. The Comprehensive Annual Financial Report (CAFR) has received the prestigious Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for thirty consecutive years.

FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT Fiscal Year 2017 - 2018

Director of Finance & Administrative Services

Finance Division

Finance Administration

General Accounting

Business Licenses

Human Resources Divison

Human Resources

Workers Compensation
Insurance

Information Systems Division

Information Systems

Computer Equipment
Maintenance

Website Maintenance

Financial Accounting
Software Maintenance

Print Shop

Telephone
Maintenance



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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 2016-17

- Prepared the Fiscal Year 2015-16 Comprehensive Annual Financial Report
- Coordinated the annual city-wide budget process
- Finalized a redevelopment dissolution settlement agreement with the State allowing the City to retain ownership of 13 acres of land on Katella Avenue
- Initiated a City-wide User Fee Study and Cost Allocation Plan to ensure user fees are set at an appropriate level
- Selected a Business Licensing Software solution to allow online application and renewal of business licenses
- Began the procurement process for selecting a new, independent audit firm

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Finalize the City-wide Fee Study
- Go live with the new Business Licensing system
- Establish a Pension Trust Fund to partially offset unfunded liabilities
- Develop options and strategies to ensure the City's short-term and long-term fiscal health in response to rising pension costs and declining revenues
- Identify options for additional funding for capital projects for the Recreation and Park District

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
City Hall credit card transactions processed	227	620	400
New business licenses processed	197	236	263
Business licenses issued or renewed	3,510	3,377	3,450
Purchase orders issued	1,008	1,000	1,000
Accounts Payables Checks Issued	3,938	4,174	4,048
Accounts Payable Electronic Payments	918	1,266	1,456
Payroll Checks/Electronic Payments	6,929	7,124	7,124
Finance Division Budget as a % of the General Fund Budget	4.88%	4.79%	4.98%

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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/Asst Director	1.00	1.00	1.00	1.00	-
Payroll Coordinator	-	1.00	1.00	1.00	-
Senior Account Clerk	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>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 976,361	\$1,063,730	\$1,027,591	\$1,061,393	-0.2%
Service and Supplies	102,528	200,475	127,541	130,335	-35.0%
Internal Service Fund Charges	150,663	152,740	152,740	200,240	31.1%
Total Division Cost	<u>\$1,229,552</u>	<u>\$1,416,945</u>	<u>\$1,307,872</u>	<u>\$1,391,968</u>	-1.8%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$1,222,913	\$1,390,518	\$1,304,939	\$1,391,968
CFD Administration Fund	6,639	26,427	2,933	-
Total Resources	<u>\$1,229,552</u>	<u>\$1,416,945</u>	<u>\$1,307,872</u>	<u>\$1,391,968</u>

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Division Overview

The Human Resources Division provides services to the City 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 2016-17

- Produced a successful Health and Benefits Fair for employees
- Revised six classification specifications
- Held Annual Service Awards Recognition Program for 20 City employees representing 315 years of total service
- Managed the labor relations and meet and confer process with two employee unions/associations

Objectives for Fiscal Year 2017-18

- Prepare Succession Planning document
- Review and update the City's Personnel Rules and Regulations
- Begin meet confer process with two employee groups
- Continue to review/update Human Resources related policies and procedures
- Continue to administer provisions of the Affordable Care Act
- Revamp/revive the City's Safety Committee
- Provide periodic training opportunities to improve skills and efficiency for City staff

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Full-time employee recruitments	13	7	6
Part-time employee recruitments	10	7	6
New employees processed	32	29	21
Full-time employment applications reviewed	2,629	1,350	1,150
Part-time applications reviewed	259	450	400
Average number of business days required to establish an eligibility list (Full-time)	69	74	65
Average number of business days required to establish an eligibility list (Part-time)	57	53	50
Workers' Compensation Claims processed	9	13	7
Citywide Full-time turnover rate	6.4%	7.4%	6%
Labor agreements approved	1	2	2
Full-time employees eligible for retirement	N/A	43	45

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Human Resources Analyst	1.00	1.00	1.00	1.00	-
Human Resources Assistant	-	1.00	1.00	1.00	-
Human Resources Technician	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>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 405,836	\$ 420,885	\$ 418,813	\$ 435,139	3.4%
Service and Supplies	55,413	64,442	80,491	41,112	-36.2%
Internal Service Fund Charges	<u>35,817</u>	<u>44,040</u>	<u>44,040</u>	<u>43,770</u>	-0.6%
Total Division Cost	<u>\$ 497,066</u>	<u>\$ 529,367</u>	<u>\$ 543,344</u>	<u>\$ 520,021</u>	-1.8%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 442,676	\$ 489,445	\$ 505,494	\$ 496,968
Internal Service Funds	<u>54,390</u>	<u>39,922</u>	<u>37,850</u>	<u>23,053</u>
Total Resources	<u>\$ 497,066</u>	<u>\$ 529,367</u>	<u>\$ 543,344</u>	<u>\$ 520,021</u>



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FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Technology Division

Division Overview

The Information Technology Division (IT) 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 2016-17

- Began installation of fiber optic connectivity/data center
- Replaced mobile data computers in police vehicles
- Implemented new cypressca.org domain and email addresses
- Installed public Wi-Fi throughout City Hall and Council Chambers
- Provided connectivity from PD to new substation
- Began selection process for replacement mobile video in police vehicles
- Implemented auto attendant for City phone system

Objectives for Fiscal Year 2017-18

- Complete Data Center Installation
- Replace laptops and desktop workstations city wide
- Incorporate eTimesheets in City's payroll system
- Assist in rebuild of Council Chamber audio-visual system
- Complete replacement of mobile video in police vehicles
- Install computer kiosk for Recreation program registration at the Community Center
- Upgrade Police two factor thumbprint software
- Implement new online business license system
- Upgrade Laser Fiche file storage system

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
▪ Percent of Network Uptime	99.99%	99.99%	99.99%
▪ Devices Supported	N/A	621	656
▪ Applications Supported	N/A	81	76
▪ System Breaches	1	0	0
▪ SPAM Messages Caught	493,000	530,492	550,000+
▪ Viruses Blocked	4.1B	4.4B	4.6B
▪ Website Visits	193,000	220,000	230,000

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Technology Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Administrative Services Tech II	-	2.00	2.00	2.00	-
Computer Support Specialist	1.00	1.00	1.00	1.00	-
Information Technology 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>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 684,873	\$ 709,740	\$579,752	\$ 663,422	-6.5%
Service and Supplies	175,368	222,058	193,782	230,643	3.9%
Internal Service Fund Charges	<u>98,326</u>	<u>216,500</u>	<u>216,500</u>	<u>214,800</u>	-0.8%
Total Division Cost	<u>\$ 958,567</u>	<u>\$1,148,298</u>	<u>\$990,034</u>	<u>\$1,108,865</u>	-3.4%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
Internal Service Funds	\$ 958,567	\$1,148,298	\$990,034	\$1,108,865
Total Resources	<u>\$ 958,567</u>	<u>\$1,148,298</u>	<u>\$990,034</u>	<u>\$1,108,865</u>



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POLICE DEPARTMENT

The Police Department coordinates its efforts with groups and individuals in the community to provide a safe environment in which to visit, work, and live. The members of the Department are committed to excellence developed through pride, setting the standard, and earning a reputation for caring and courteous service. Providing professional public safety services in partnership with the community is the Department's mission. The Police Department is dedicated to honoring the obligation to protect and serve, while seeking innovative solutions to improve the quality of life for all.

POLICE DEPARTMENT

Fiscal Year 2017 - 2018

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



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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 2016-17

During FY 2016-17, the division accomplished a number of objectives from the last Fiscal Year: hired police officers, one police service officer, two police aides, one office assistant, and one records supervisor; continued to improve processes and procedures in the records bureau; conducted mandatory rifle training according to the California Peace Officer Standards and Training, trained in-house use of force instructors; implemented a volunteer position for firing range maintenance; purchased and distributed active shooter vests for each patrol officer; conducted an open house at the police department, conducted a pre-academy for two new police officer trainees, implemented a new orientation phase for newly hired police officers; conducted an Emergency Operations Center tabletop exercise for mid-managers; implemented “Emergency Operations Center in a box,” and increased the engagement rate on both social media platforms (Twitter and Facebook).

Objectives for Fiscal Year 2017-18

Anticipated projects for the next fiscal year include:

- Provide an in-house quarterly perishable skills training program
- Complete semi-annual Emergency Operations Center section specific training
- Complete a full-scale Emergency Operations Center table-top exercise
- Develop a recruitment team and a recruitment plan
- Increase number and quality of presentations at community events
- Conduct in-house driver’s training with the new Sport Utility Vehicle-style police vehicles
- Implement a simmunition training team
- Increase the social media engagement rate on both Facebook and Twitter platforms

POLICE DEPARTMENT

Administrative Division

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Recruitment Events Attended	2	2	6
Hours Spent in Training	2,667	4,087	4,500
Hours Spent Teaching Positive Actions Thru Character Education (PACE) program	220	230	240
Open House Attendees	900	1,100	1,300
Reports Processed by Records	3,599	3,709	3,828
Property & Evidence Items Processed	3,109	3,229	3,340
Community Emergency Response Team Class Participants	0	43	60
Emergency Preparedness Presentations	5	8	15
Social Media Engagement Rate (Facebook & Twitter)	2,262	3,403	4,514

POLICE DEPARTMENT

Administrative Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Community Outreach Officer	-	-	-	1.00	1.00
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	2.00	(1.00)
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	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>19.52</u>	<u>19.52</u>	<u>19.02</u>	<u>(0.50)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$2,076,083	\$2,268,554	\$2,071,389	\$2,347,751	3.5%
Service and Supplies	1,443,040	1,625,351	2,258,000	1,635,250	0.6%
Internal Service Fund Charges	980,783	1,080,550	1,080,250	1,100,230	1.8%
Total Division Cost	<u>\$4,499,906</u>	<u>\$4,974,455</u>	<u>\$5,409,639</u>	<u>\$5,083,231</u>	2.2%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$4,379,450	\$4,863,263	\$5,278,019	\$4,973,249
General Fund Grants	5,729	8,400	11,520	6,000
Supplemental Law Enforcement	114,727	102,792	120,100	103,982
Total Resources	<u>\$4,499,906</u>	<u>\$4,974,455</u>	<u>\$5,409,639</u>	<u>\$5,083,231</u>



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POLICE DEPARTMENT

Field Operations Division

Division Overview

The Operations Division responds to calls for service, enforces laws, deters crime, makes arrests, conducts preliminary investigations of crimes and collisions, and prepares associated reports. The Operations Division works with the community to prevent and solve crime and to enhance the quality of life for those who live, work, visit and play in Cypress. 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 2016-17

During Fiscal Year 2016-17, 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 partnered with Orange County Intelligence Assessment Center to conduct a security audit of the Civic Center and provided security enhancement recommendations.

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Mitigate issues directly tied to homeless population by continuing to work with community stakeholders and non-profit organizations
- Realize a 2% reduction in traffic collisions by increasing education and enforcement
- Increase foot patrol
- Increase public awareness and education through social media regarding crime prevention and public safety tips
- Reduce priority 1 response times
- Reduce Auto theft

POLICE DEPARTMENT

Field Operations Division

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Total Calls for Service	38,651	36,295	37,473
Police Officer Initiated Calls	15,961	14,037	14,995
Priority 1 Response Time (Dispatch to Arrival)	3:27	3:31	3:29
Violent Crimes	985	869	927
Non-Violent Crimes	1,525	1,606	1,565
Number of Traffic Collisions	578	516	506
Number of Auto Thefts	108	92	90
Number of Arrests	1,145	1,166	1,155
School Safety Presentations	4	8	8
Number of Residential Burglaries	83	77	80

POLICE DEPARTMENT

Field Operations Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	2.00	-
Police Sergeant	7.00	7.00	7.00	7.00	-
Police Services Officer	3.00	3.00	3.00	4.00	1.00
Part-Time					
Police Aide	1.88	1.88	1.88	1.88	-
Total Positions	<u>43.88</u>	<u>45.88</u>	<u>45.88</u>	<u>46.88</u>	<u>1.00</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$6,733,761	\$7,441,716	\$7,258,748	\$7,916,708	6.4%
Service and Supplies	404,826	436,158	385,847	401,338	-8.0%
Internal Service Fund Charges	552,444	546,100	546,100	508,000	-7.0%
Total Division Cost	<u>\$7,691,031</u>	<u>\$8,423,974</u>	<u>\$8,190,695</u>	<u>\$8,826,046</u>	4.8%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$7,691,031	\$8,423,974	\$8,190,695	\$8,826,046
Total Resources	<u>\$7,691,031</u>	<u>\$8,423,974</u>	<u>\$8,190,695</u>	<u>\$8,826,046</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.



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POLICE DEPARTMENT

Investigations Division

Division Overview

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

Accomplishments for Fiscal Year 2016-17

During FY 2016-17, the Investigations Division conducted several investigative operations including proactive probation compliance checks and massage parlor compliance checks. The Investigations Division also conducted community presentations regarding emerging crime threats and assisted the Orange County District Attorney's office with the successful prosecution of several important, sensitive criminal cases.

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year:

- Select and successfully train new Detectives in both the Criminal Investigations Bureau and the Special Investigations Unit
- Conduct four proactive probation compliance checks
- Conduct four community presentations
- Complete eight massage parlor investigations
- Increase social media postings of timely community crime information
- Secure grant funding to conduct alcohol establishment compliance investigations

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Investigations Assigned	329	386	400
Probation Compliance Checks	3	3	4
Number of Asset Seizures	15	29	29
Number of Massage Parlor Operations	4	8	8
Community Presentations by Investigations Personnel	1	2	4

POLICE DEPARTMENT

Investigations Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	1.00	(2.00)
Part-Time					
Police Services Officer	-	-	-	0.50	0.50
Total Positions	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>14.50</u>	<u>(1.50)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$2,487,409	\$2,651,828	\$2,577,914	\$2,736,311	3.2%
Service and Supplies	137,906	148,965	170,379	139,279	-6.5%
Internal Service Fund Charges	45,711	35,550	35,550	28,750	-19.1%
Total Division Cost	<u>\$2,671,026</u>	<u>\$2,836,343</u>	<u>\$2,783,843</u>	<u>\$2,904,340</u>	2.4%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$2,560,417	\$2,741,983	\$2,672,288	\$2,802,296
Asset Seizure	110,609	94,360	111,555	102,044
Total Resources	<u>\$2,671,026</u>	<u>\$2,836,343</u>	<u>\$2,783,843</u>	<u>\$2,904,340</u>



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COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department includes the following functions:

Planning and Development

Planning and Development is responsible for processing all private development proposals, issuing various types of permits, preparing ordinances for land use and building regulations, responding to code enforcement complaints, and promoting economic development. The City's economic development program supports local businesses and administers the distribution of federal and other assistance funds for affordable housing production and preservation.

Building and Safety

The Building Division regulates building construction activity in order to protect the health, safety and welfare of the community.

Environmental Services

This program manages the solid waste, grease control, and stormwater quality programs. Environmental Services is responsible for ensuring the City complies with all applicable regulatory requirements to protect the community's health.

Engineering

Engineering programs manage the entire City's infrastructure along with the Geographical Information System (GIS).

Maintenance

Maintenance is responsible for maintaining the City's infrastructure including streets, parkways, landscaping, trees, parks, and facilities. Maintenance activities are completed using a combination of contract services and in-house staff.

Additionally, Maintenance is responsible for maintaining all City vehicles and motorized equipment. This includes preventative, reactive and predictive maintenance which ensures vehicle and equipment reliability for various user departments citywide.

COMMUNITY DEVELOPMENT DEPARTMENT

Fiscal Year 2017 - 2018

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



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COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

Division Overview

Planning and Development is responsible for performing a number of tasks including; reviewing and processing all private development proposals, issuing various types of permits, preparing ordinances for land use and building regulations, responding to code enforcement complaints, and promoting 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 function encourages the retention, attraction, creation, and expansion of businesses in Cypress as well as administering the distribution of federal and other assistance funds for affordable housing production and preservation.

Accomplishments for Fiscal Year 2016-17

- Approved:
 - 26 new condominium units
 - 67-unit apartment development
 - McDonald's restaurant remodel
 - Dominic's Italian restaurant expansion
 - A private park for Seacoast Grace Church
- Amended the Zoning Code to limit residential uses in commercial zones
- Received Community Development Block Grant funding of \$135,000 for housing rehabilitation

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Development of the City's 13-acre property on Katella Avenue

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Counter Activities	N/A	1,240	575
Code Enforcement Cases	572	581	580
Home Improvement Loans Issued	5	7	6
Average Processing Time for Small Project Applications	3 weeks	3 weeks	3 weeks

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	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	0.04	-
Planning Manager	1.00	-	-	-	-
RDA Project Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	-
Total Positions	<u><u>6.34</u></u>	<u><u>6.38</u></u>	<u><u>6.38</u></u>	<u><u>6.38</u></u>	<u><u>-</u></u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 966,819	\$ 989,296	\$ 977,287	\$1,023,943	3.5%
Service and Supplies	252,910	237,782	277,767	224,776	-5.5%
Internal Service Fund Charges	<u>118,939</u>	<u>127,380</u>	<u>127,380</u>	<u>124,800</u>	-2.0%
Total Division Cost	<u><u>\$1,338,668</u></u>	<u><u>\$1,354,458</u></u>	<u><u>\$1,382,434</u></u>	<u><u>\$1,373,519</u></u>	1.4%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$1,094,370	\$1,136,637	\$1,161,134	\$1,165,464
General Fund Grants	165,114	155,000	162,000	145,000
Housing Assets Fund	<u>79,184</u>	<u>62,821</u>	<u>59,300</u>	<u>63,055</u>
Total Resources	<u><u>\$1,338,668</u></u>	<u><u>\$1,354,458</u></u>	<u><u>\$1,382,434</u></u>	<u><u>\$1,373,519</u></u>

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

Division Overview

Building and Safety ensures that the adopted building codes are applied to all construction occurring on private property, including City projects.

The Building Division regulates building construction activity through plan review, permit processing, inspection, and education in order to protect the health, safety and welfare of the community. Key responsibilities include providing timely plan reviews and construction inspections to ensure compliance with approved building plans and codes. Staff also provides technical support to homeowners, contractors, and design professionals on the latest building code regulations.

Every three years, the State adopts new codes establishing uniform standards for the construction and maintenance of buildings, electrical systems, plumbing systems, mechanical systems, and fire and life safety systems. On January 1, 2017, the City began enforcing the new 2016 California Building Standards Codes as required by State law.

Accomplishments for Fiscal Year 2016-17

- Adopted the 2016 California Building Codes and Amendments
- Plan checked and inspected:
 - Boardwalk multi-restaurant complex
 - Dental building at 5001 Cerritos Avenue
 - 47 new single family dwellings at Mackay Place

Objectives for Fiscal Year 2017-18

Plan check and inspect:

- 54 unit townhome project at 5400 Orange Avenue
- Lincoln Avenue 57 unit Townhomes
- Lincoln Avenue 67 unit Apartment Complex
- 244-unit Barton Place development

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Residential Permits issued	1,773	2,301	1,840
Commercial Permits Issued	443	575	460
Final inspections	1,787	2,030	2,000
Average no. of days for first review plan check	10	10	10

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 261,589	\$ 243,233	\$ 243,233	\$ 237,522	-2.3%
Service and Supplies	498,244	461,737	412,852	326,252	-29.3%
Internal Service Fund Charges	61,758	58,900	58,900	60,620	2.9%
Total Division Cost	<u>\$ 821,591</u>	<u>\$ 763,870</u>	<u>\$ 714,985</u>	<u>\$ 624,394</u>	-18.3%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 821,591	\$ 763,870	\$ 714,985	\$ 624,394
Total Resources	<u>\$ 821,591</u>	<u>\$ 763,870</u>	<u>\$ 714,985</u>	<u>\$ 624,394</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 ensuring the City complies with all applicable regulatory requirements to protect the community's health.

Solid waste management ensures the community is provided with opportunities to recycle. The purpose behind these programs is to meet California's regulatory mandate to eliminate 75 percent of trash going to landfills by 2020. Additionally, the City works with the waste hauler to provide education to residents and businesses about the importance of recycling and its impact on the environment.

The grease control and stormwater quality programs are ways the City is helping to prevent pollutants from entering waterways. The City is required to inspect businesses and restaurants that produce grease to make sure they are not dumping it into the sewer system and causing sewer overflows. Industrial and commercial businesses are inspected to prevent facility activities from polluting our storm drains. Additionally, the City provides extensive public education to inform businesses of their responsibilities and help citizens understand the importance of pollution prevention.

Accomplishments for Fiscal Year 2016-17

- Implemented commercial organic recycling program for businesses
- Began using social media to promote recycling and pollution prevention

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Implement new regulatory requirements from the State pollution prevention permit program, including enhanced educational and assistance obligations required during the inspection process
- Work with the solid waste hauler to increase commercial organics recycling participation

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Annual solid waste diversion rate	67%	67%	70%
Percentage of businesses recycling organics	0%	0%	14%
Water quality inspections completed	381	425	475
Average water quality inspection time	1 hour	1 hour	2 hours

COMMUNITY DEVELOPMENT DEPARTMENT

Environmental Services Division

Summary of Positions	2014-15	2015-16	2016-17	2017-18	16/17 Budget vs. 17/18 Budget
Full-Time					
Associate Engineer	0.11	0.14	0.11	0.11	-
City Engineer	0.03	0.03	-	-	-
Management Analyst	-	0.70	0.43	0.43	-
Senior Civil Engineer	0.05	0.05	0.05	0.11	0.06
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>2.02</u>	<u>1.69</u>	<u>1.75</u>	<u>0.06</u>

Summary of Expenditures	2015-16 Actual	2016-17 Budget	2016-17 Estimate	2017-18 Adopted	16/17 Budget vs. 17/18 Budget
Salaries and Benefits	\$ 246,662	\$ 266,301	\$ 259,350	\$ 280,931	5.5%
Service and Supplies	299,945	236,037	467,024	235,897	-0.1%
Internal Service Fund Charges	<u>3,390</u>	<u>5,560</u>	<u>5,560</u>	<u>5,560</u>	0.0%
Total Division Cost	<u>\$ 549,997</u>	<u>\$ 507,898</u>	<u>\$ 731,934</u>	<u>\$ 522,388</u>	2.9%

Summary of Resources	2015-16 Actual	2016-17 Budget	2016-17 Estimate	2017-18 Adopted
General Fund	\$ 46,749	\$ 59,305	\$ 55,361	\$ 62,585
General Fund Grants	144,415	12,700	249,233	12,690
Storm Drainage Fund	320,964	380,753	377,287	395,586
Sewer Fund	<u>37,869</u>	<u>55,140</u>	<u>50,053</u>	<u>51,527</u>
Total Resources	<u>\$ 549,997</u>	<u>\$ 507,898</u>	<u>\$ 731,934</u>	<u>\$ 522,388</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

Division Overview

Engineering programs manage all the planning, design and construction of public infrastructure and facilities. This includes implementing the capital improvement program, operating the traffic signal system, maintaining city street lights, and maintaining the City's Geographical Information System (GIS).

The Engineering Division is also responsible for maintaining the City's street system through the Pavement Management Program (PMP). This program assigns a Pavement Condition Index (PCI) rating to all streets based on observed inspection data. Any rating above 85 means the pavement network is in Very Good condition. The goal is to never fall under a PCI rating of 85. Currently, Cypress has one of the highest PCI ratings in the County.

Accomplishments for Fiscal Year 2016-17

- Broke ground on Mackay Park
- Hired a Project Manager and an Associate Engineer
- Completed Myra Storm Drain Retention Box
- Completed the Parks and Recreation Facilities Condition and Utilization Assessment Study
- Completed the Cerritos Avenue Bike Corridor improvements

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Complete Valley View median improvements
- Complete heating and air conditioning replacement at Civic Center
- Senior Center building roof improvement
- Reconfigure employee break room to collaborative workspace

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Capital Projects Construction dollars awarded	\$9 million	\$13 million	\$9 million
City's Street Network Pavement Condition Index	89	87	87
Percent of CIP on schedule	81	80	100
Percent of CIP projects awarded	91	93	100
Pavement sealed or overlaid (lane miles)	33	57	53

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Associate Engineer	2.89	2.86	1.89	1.89	-
City Engineer	-	0.97	1.00	1.00	-
Director of Community Developer	0.50	0.50	0.50	0.50	-
Director of Public Works	1.00	-	-	-	-
Engineering Aide	1.00	1.00	1.00	1.00	-
Lead Maintenance Worker	0.03	0.03	0.03	0.03	-
Maintenance Supervisor	0.01	0.01	0.01	0.09	0.08
Management Analyst	-	0.26	0.53	0.53	-
Project Manager	-	-	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Civil Engineer	0.95	0.95	0.95	0.89	(0.06)
Part-Time					
Administrative Intern	0.50	0.50	0.50	0.50	-
Total Positions	<u>7.88</u>	<u>8.08</u>	<u>8.41</u>	<u>8.43</u>	<u>0.02</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 1,130,477	\$ 1,296,201	\$ 1,181,771	\$ 1,136,041	-12.4%
Service and Supplies	937,405	997,510	1,053,819	1,023,061	2.6%
Internal Service Fund Charges	246,010	256,680	256,680	282,110	9.9%
Total Division Cost	<u>\$ 2,313,892</u>	<u>\$ 2,550,391</u>	<u>\$ 2,492,270</u>	<u>\$ 2,441,212</u>	-4.3%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 922,928	\$ 1,112,954	\$ 1,083,394	\$ 1,108,776
Lighting District	852,439	864,878	848,878	876,594
Capital Project Funds (Various)	538,525	572,559	559,998	455,842
Total Resources	<u>\$ 2,313,892</u>	<u>\$ 2,550,391</u>	<u>\$ 2,492,270</u>	<u>\$ 2,441,212</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Streets

Division Overview

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

This includes performing residential pavement repairs and assisting with traffic control by providing barricades. Additionally, landscape maintenance is provided by contract services, while staff performs more skilled work such as planter renovation and maintaining a smart irrigation system. Maintenance work also includes repairing sidewalk, curb and gutter, access ramps, traffic sign replacements and roadway striping.

The City maintains more than 15,000 street trees with the majority of them located in residential neighborhoods. Contract services provide tree trimming and removals, while City staff inspects trees for health. Street maintenance also includes catch basin and storm drain cleaning, sewer line cleaning, manhole repair and sweeping of more than 18,000 curb miles per year.

Accomplishments for Fiscal Year 2016-17

- Awarded new parkway and median landscape maintenance contract
- Repaired two motors at Pump Station #1 located at 5111 Myra Avenue
- Painted all faded red curbs throughout the City

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Award new tree maintenance contract
- Replace all faded street signs throughout the City

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Cost per curb mile to sweep streets	\$13.71	\$14.83	\$15.59
Signs replaced	461	486	475
Trees trimmed	6,531	3,500	4,500
Linear feet of sewer lines cleaned	407,809	345,000	445,000
Sidewalk locations repaired	2,178	2,400	4,800
External calls for service	568	595	622

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Streets

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Lead Maintenance Worker	2.92	2.92	2.95	1.95	(1.00)
Maintenance Specialist	1.62	1.62	1.62	1.62	-
Maintenance Worker	5.61	5.61	5.65	4.65	(1.00)
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	1.44	(0.03)
Part-Time					
Administrative Intern	0.90	0.90	0.90	0.90	-
Administrative Services Tech I	-	0.90	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>17.32</u>	<u>18.22</u>	<u>18.29</u>	<u>16.26</u>	<u>(2.03)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$1,302,528	\$1,477,220	\$1,506,306	\$1,513,238	2.4%
Service and Supplies	887,453	1,297,276	1,000,072	977,015	-24.7%
Internal Service Fund Charges	399,939	394,410	394,410	397,480	0.8%
Total Division Cost	<u>\$2,589,920</u>	<u>\$3,168,906</u>	<u>\$2,900,788</u>	<u>\$2,887,733</u>	-8.9%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$1,982,368	\$2,497,507	\$2,189,636	\$2,263,736
Corporate Center Maint Dist	41,808	47,621	54,275	48,379
Sewer Fund	276,438	320,386	318,197	284,063
Storm Drainage Fund	235,167	228,809	264,047	209,790
Internal Service Funds	54,139	74,583	74,633	81,765
Total Resources	<u>\$2,589,920</u>	<u>\$3,168,906</u>	<u>\$2,900,788</u>	<u>\$2,887,733</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Parks

Division Overview

The City maintains over 80 acres of parkland and facilities. Contract services provide tree and landscape maintenance while staff performs skilled work such as managing the smart irrigation system and assessing plant health. The park maintenance division is responsible for all landscape at parks, the athletic fields at community parks, and maintaining all park equipment such as playgrounds, picnic sites, lighting, restrooms, and the tennis courts.

Additionally, this program is responsible for assisting with setting up for various community events such as the Holiday Sing, Spring Egg Hunt, and Halloween Carnival. This program supports one of the biggest events in Orange County, the annual Community Festival. Staff are responsible for coordinating setup and breakdown activities, in concert with the Festival Committee. The Cypress Recreation and Park District (CRPD) reimburse all costs incurred in this program to the City's General Fund.

Accomplishments for Fiscal Year 2016-17

- Awarded new park landscape maintenance contract
- Installed security improvements at Community and Senior Centers
- Installed 10' stainless steel donated sculpture in front of Community Center
- Replaced electric meter pedestal at Laurel Park

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Award new tree maintenance contract
- Improve the irrigation controller communication from the south end of the City

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Gallons of water saved annually	23 million	18 million	15 million
External work orders completed annually	550	450	500
Percent of trees maintained annually	10	22	22

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Parks

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Lead Maintenance Worker	1.43	1.43	1.40	1.40	-
Maintenance Specialist	0.36	0.36	0.36	0.36	-
Maintenance Worker	1.80	1.80	1.76	1.76	-
Maintenance Supervisor	0.85	0.85	0.85	0.82	(0.03)
Full-Time					
Maintenance Attendent	1.40	1.40	1.40	1.40	-
Total Positions	<u>5.84</u>	<u>5.84</u>	<u>5.77</u>	<u>5.74</u>	<u>(0.03)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 458,419	\$ 534,267	\$ 540,124	\$ 509,178	-4.7%
Service and Supplies	861,781	1,014,071	967,197	1,015,688	0.2%
Internal Service Fund Charges	195,885	186,480	186,480	180,380	-3.3%
Total Division Cost	<u>\$1,516,085</u>	<u>\$1,734,818</u>	<u>\$1,693,801</u>	<u>\$1,705,246</u>	-1.7%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$1,516,085	\$1,734,818	\$1,693,801	\$1,705,246
Total Resources	<u>\$1,516,085</u>	<u>\$1,734,818</u>	<u>\$1,693,801</u>	<u>\$1,705,246</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Facility

Division Overview

Facility maintenance is responsible for maintaining the Police Department, City Hall, Council Chambers, Civic Center Green Restrooms, Library, City Corporation Yard, and the Boys & Girls Club. Most maintenance activities including janitorial, heating and cooling systems, and fire and security systems, are provided through contract services.

Maintenance activities for the Civic Center landscaping are also accounted for in this program area. Contract services perform landscape and tree maintenance. Staff is responsible for maintaining the smart irrigation control system as well as responding to requests for maintenance from internal staff.

Accomplishments for Fiscal Year 2016-17

- Completed security improvements at Civic Center
- Installed security gate doors in Council Chambers
- Awarded new landscape maintenance contract

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include the installation of additional security measures in City Hall.

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Facility work orders completed annually	433	450	475
Value of work orders completed annually	\$86,000	\$90,000	\$95,000
Janitorial maintenance cost per square foot	\$1.07	\$1.07	\$1.07

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Facility

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Full-Time					
Lead Maintenance Worker	0.62	0.62	0.62	0.62	-
Maintenance Specialist	0.02	0.02	0.02	0.02	-
Maintenance Worker	0.59	0.59	0.59	0.59	-
Maintenance Supervisor	0.50	0.50	0.50	0.47	(0.03)
Total Positions	<u>1.73</u>	<u>1.73</u>	<u>1.73</u>	<u>1.70</u>	<u>(0.03)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 159,456	\$ 191,882	\$ 196,647	\$ 193,783	1.0%
Service and Supplies	536,590	526,585	530,311	541,081	2.8%
Internal Service Fund Charges	<u>17,979</u>	<u>18,100</u>	<u>18,100</u>	<u>18,000</u>	-0.6%
Total Division Cost	<u>\$ 714,025</u>	<u>\$ 736,567</u>	<u>\$ 745,058</u>	<u>\$ 752,864</u>	2.2%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund	\$ 19,152	\$ 21,909	\$ 25,319	\$ 25,699
Internal Service Funds	<u>694,873</u>	<u>714,658</u>	<u>719,739</u>	<u>727,165</u>
Total Resources	<u>\$ 714,025</u>	<u>\$ 736,567</u>	<u>\$ 745,058</u>	<u>\$ 752,864</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Fleet

Division Overview

Fleet maintenance maintains 88 City vehicles (47 Police Department vehicles and 41 other/misc. vehicles) and 64 pieces of 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 and ensuring proper fuel management.

Accomplishments for Fiscal Year 2016-17

- Completed 10 vehicle replacements for the Police Department
- Retrofitted safety lights with LED lighting kits on half of all maintenance trailers

Objectives for Fiscal Year 2017-18

Anticipated special projects for the next fiscal year include:

- Purchase replacement police vehicles
- Continue retrofitting safety lights with LED lighting kits on remaining maintenance trailers

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Preventative maintenance services completed	1,255	1,200	1,080
Average age of fleet	20	18	17
Vehicles serviced for accidents	32	23	29
Average age of patrol vehicles	7	6	5

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Fleet

Summary of Positions	2014-15	2015-16	2016-17	2017-18	16/17 Budget vs. 17/18 Budget
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>

Summary of Expenditures	2015-16 Actual	2016-17 Budget	2016-17 Estimate	2017-18 Adopted	16/17 Budget vs. 17/18 Budget
Salaries and Benefits	\$ 322,324	\$ 326,543	\$ 300,750	\$ 332,575	1.8%
Service and Supplies	385,842	411,531	422,054	398,197	-3.2%
Internal Service Fund Charges	<u>13,176</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	0.0%
Total Division Cost	<u>\$ 721,342</u>	<u>\$ 751,074</u>	<u>\$ 735,804</u>	<u>\$ 743,772</u>	-1.0%

Summary of Resources	2015-16 Actual	2016-17 Budget	2016-17 Estimate	2017-18 Adopted
Internal Service Funds	\$ 721,342	\$ 751,074	\$ 735,804	\$ 743,772
Total Resources	<u>\$ 721,342</u>	<u>\$ 751,074</u>	<u>\$ 735,804</u>	<u>\$ 743,772</u>

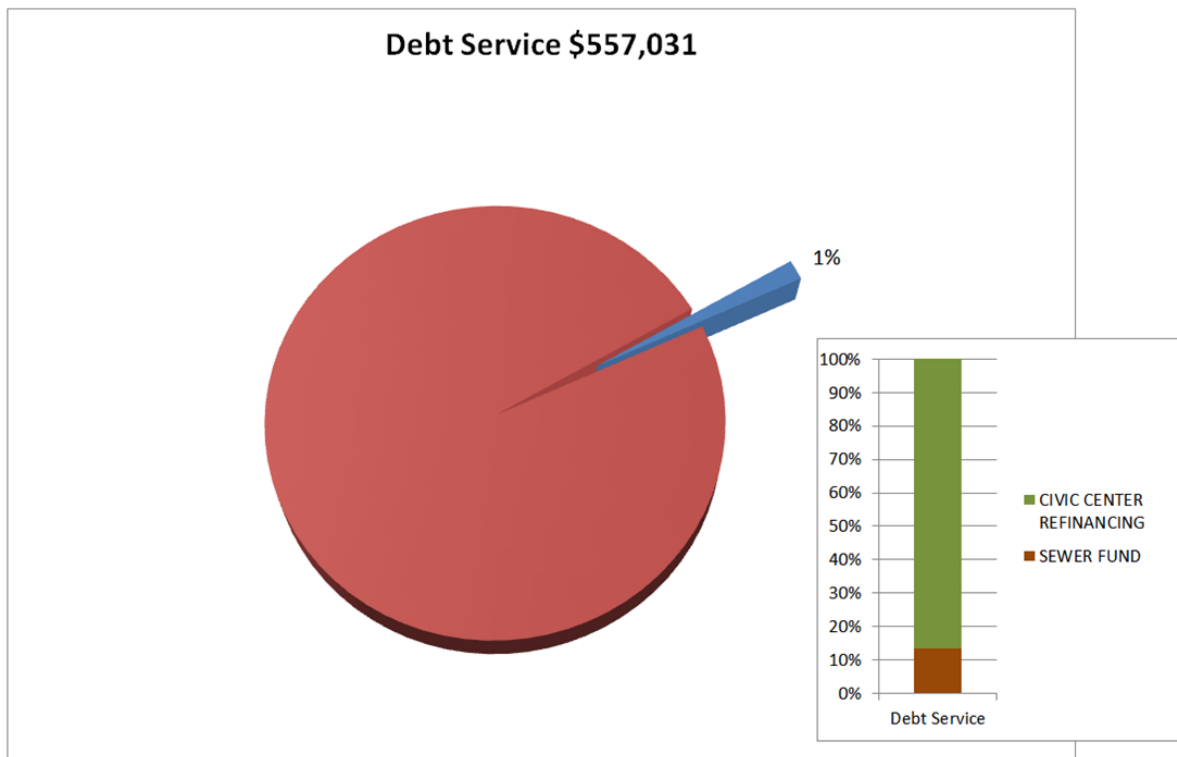


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DEBT SERVICE FUNDS

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 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 2017-18

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Interest	\$ 125,188	\$ 116,138	\$ 125,638	\$ 110,431	-4.9%
Principal	400,000	420,000	420,000	445,000	6.0%
Professional Services	<u>1,568</u>	<u>1,600</u>	<u>1,484</u>	<u>1,600</u>	0.0%
Total Department Cost	<u>\$ 526,756</u>	<u>\$ 537,738</u>	<u>\$ 547,122</u>	<u>\$ 557,031</u>	3.6%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
Civic Center Refinancing	\$ 480,131	\$ 479,738	\$ 479,622	\$ 482,031
Sewer Fund	<u>46,625</u>	<u>58,000</u>	<u>67,500</u>	<u>75,000</u>
Total Resources	<u>\$ 526,756</u>	<u>\$ 537,738</u>	<u>\$ 547,122</u>	<u>\$ 557,031</u>

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

Fiscal Year	July 1 Interest	Principal	Subtotal	January 1 Interest	Total
2017-18	23,556	445,000	468,556	11,875	480,431
2018-19	11,875	475,000	486,875	-	486,875
Total	<u>\$ 35,431</u>	<u>\$ 920,000</u>	<u>\$ 955,431</u>	<u>\$ 11,875</u>	<u>\$ 967,306</u>

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

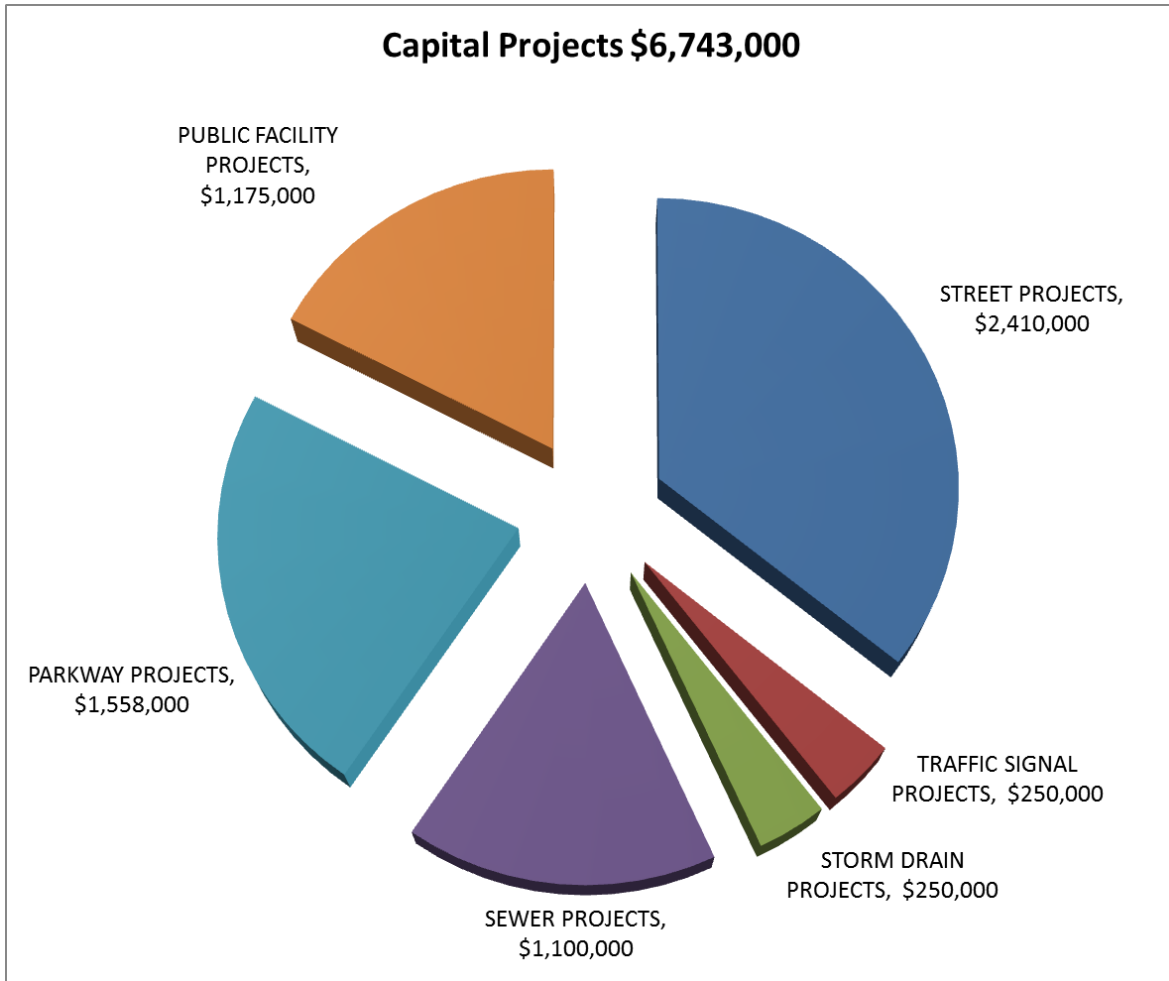
The annual interest due to the City cannot be determined due to having a variable rate. The rate is equal to the amount earned by the State of California's Local Agency Investment Fund plus one-half of one percent and is estimated to be \$75,000 in FY 2017-18. The full note principal of \$5.0 million is due June 30, 2019.



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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 2017-18**

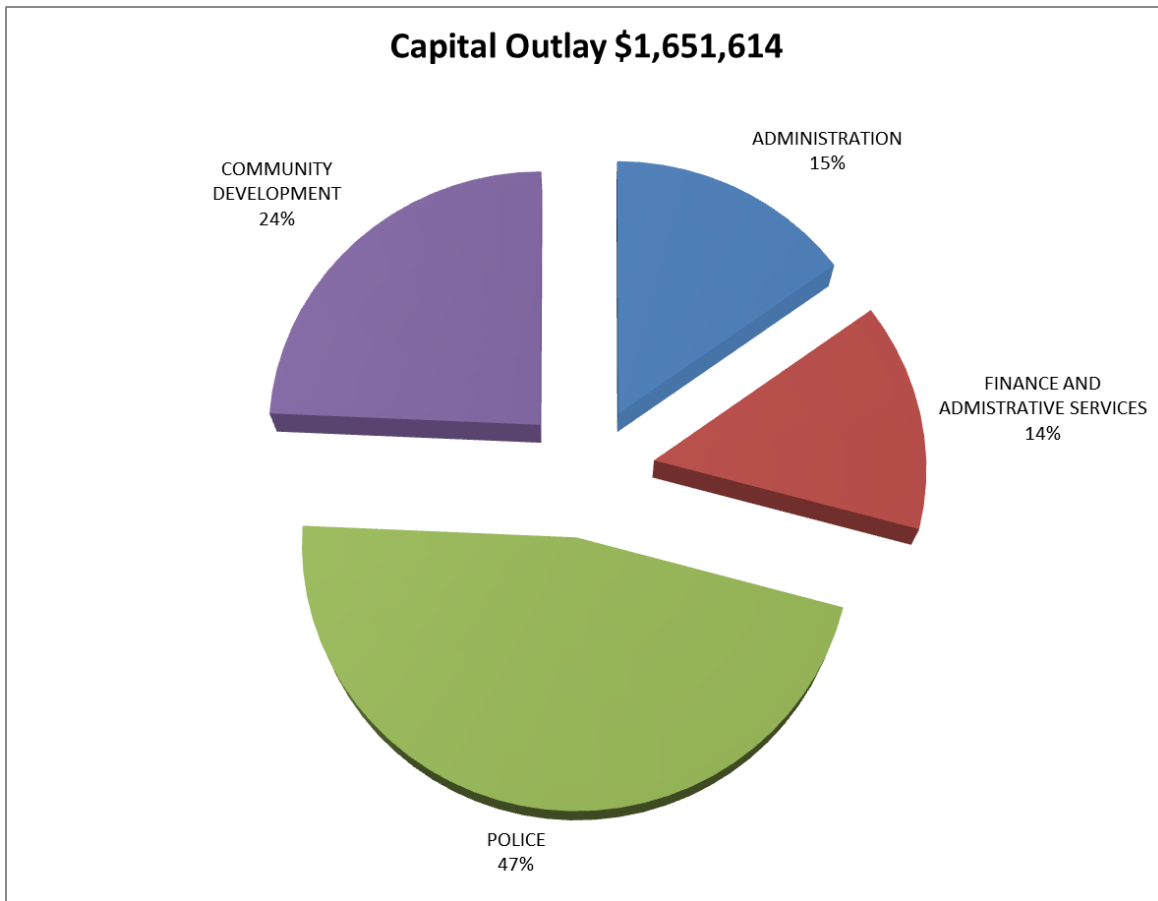
FUND	FUNDING SOURCES					TOTAL	
	GENERAL	INFRA- STRUCTURE RESERVE	GAS TAX	MEASURE M	OTHER		
<u>STREET PROJECTS (80100)</u>							
415	Warland Dr Reimbursement (8015)	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
415	Residential St Resurface (8011)	800,000	-	-	300,000	-	1,100,000
232	Arterial Street Rehabilitation (8012)	-	-	270,000	590,000	-	860,000
	Subtotal	<u>\$ 1,250,000</u>	<u>\$ -</u>	<u>\$ 270,000</u>	<u>\$ 890,000</u>	<u>\$ -</u>	<u>\$ 2,410,000</u>
<u>TRAFFIC SIGNAL PROJECTS (80200)</u>							
234	Traffic Signal - Battery Backup System (8021)	\$ -	\$ -	\$ -	\$ -	\$ 250,000 (1)	\$ 250,000
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>
<u>STORM DRAIN PROJECTS (80300)</u>							
415	Storm Water Quality Devices (8032)	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Subtotal	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<u>SEWER PROJECTS (80400)</u>							
321	Sewer Rehab/Capacity Impr (8041)	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000 (2)	\$ 1,100,000
	Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>
<u>PARKWAY PROJECTS (80500)</u>							
415	Concrete/Sidewalk Rehabilitation (8051)	\$ 250,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 800,000
415	Valley View Median Restoration (8052)	-	758,000	-	-	-	758,000
	Subtotal	<u>\$ 250,000</u>	<u>\$ 1,308,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,558,000</u>
<u>PUBLIC FACILITY PROJECTS (80600)</u>							
415	HVAC Replacement-Civic Center (8061)	\$ -	\$ 200,000	\$ -	\$ -	\$ 250,000 (3)	\$ 450,000
415	Police Dept Remodel-Design (8061)	250,000	475,000	-	-	-	725,000
	Subtotal	<u>\$ 250,000</u>	<u>\$ 675,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 1,175,000</u>
	Total CIP Projects	<u>\$ 2,000,000</u>	<u>\$ 1,983,000</u>	<u>\$ 270,000</u>	<u>\$ 890,000</u>	<u>\$ 1,600,000</u>	<u>\$ 6,743,000</u>

Legend:

- (1) Traffic Mitigation
- (2) Sewer Fund
- (3) CIP Fund Balance

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 \$365,571 is being paid for by City operating funds in FY 2017-18 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 2017-18

CAPITAL OUTLAY ADDITIONS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4301_300	Audio/Video/Production Equip - Council Chambers	\$ 250,000
		\$ 250,000
EQUIPMENT 721-95300.XXXX_XXX		
4305_200	Tasers (15) - Police	\$ 15,000
		\$ 15,000
TOTAL CAPITAL OUTLAY ADDITIONS		\$ 265,000

CAPITAL OUTLAY REPLACEMENTS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Desktop/Laptop Replacement (230) - Citywide	\$ 230,000
		\$ 230,000
EQUIPMENT 721-95300.XXXX_XXX		
4305_200	800 MHz Next Generation Partnership - Police	\$ 264,317
4305_200	800 MHz Radio Replacement - Police	484,927
4305_200	SWAT Push-to-Talk Headset Adaptors (10) - Police	2,900
4307_200	800 MHz Radio Replacement - Public Works	101,147
4307_200	Traffic Counters (4) - Public Works	4,800
		\$ 858,091
VEHICLES 721-95500.XXXX_XXX		
4307_400	Marked Police Units (4)	\$ 155,524
4307_400	Upfitting Costs - Marked Police Units (4)	73,680
4307_400	Unmarked Police Units (2)	59,979
4307_400	Upfitting Costs - Unmarked Police Units (2)	6,640
		\$ 295,823
TOTAL CAPITAL OUTLAY REPLACEMENTS		\$ 1,383,914

TECHNOLOGY INVESTMENTS

TECHNOLOGY HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Wi-Fi Replacement - Police	\$ 2,700
		\$ 2,700
TOTAL TECHNOLOGY INVESTMENTS		\$ 2,700
TOTAL CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS		\$ 1,651,614

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

GENERAL - FUND 111

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 18,979,192	\$ 18,118,430	\$ 18,118,430	\$ 18,118,430	\$ 17,225,411
<u>Revenues</u>					
Property Taxes					
3001 Secured	4,120,282	4,171,800	4,171,800	4,300,000	4,386,000
3002 Unsecured	139,945	145,000	145,000	140,000	142,800
3004 Prior Years	44,233	38,000	38,000	40,000	45,000
3005 Supplemental Roll	113,710	86,000	86,000	100,000	115,000
3006 Public Utility	78,400	80,000	80,000	80,000	80,000
3007 Pass Thru	40,871	32,000	32,000	40,000	50,000
3011 Residual Tax Increment	97,552	100,000	100,000	70,000	74,000
Total	4,634,993	4,652,800	4,652,800	4,770,000	4,892,800
Other Taxes					
3100 Sales and Use Tax	10,424,086	12,350,000	12,350,000	11,850,000	11,700,000
3009 Sales Tax Backfill	2,231,632	-	-	-	-
3010 VLF Backfill	4,061,360	4,140,000	4,140,000	4,240,000	4,325,000
3101 Franchise-Water	212,983	180,000	180,000	180,000	180,000
3102 Franchise-Gas	79,537	80,000	80,000	65,486	65,000
3103 Franchise-Electric	479,237	475,000	475,000	426,093	430,000
3104 Franchise-Refuse	560,000	571,200	571,200	574,064	589,564
3106 Franchise-Cable TV	396,479	385,000	385,000	385,000	385,000
3107 Business License Tax	1,036,872	1,000,000	1,000,000	1,025,000	1,000,000
3108 Transient Occupancy Tax	2,558,974	2,350,000	2,350,000	2,500,000	2,500,000
3109 Real Property Transfer Tax	214,829	200,000	200,000	260,000	200,000
3110 Parimutual Tax	137,384	135,000	135,000	120,000	120,000
3111 Satellite Wagering Tax	238,851	230,000	230,000	230,000	230,000
3112 PSAF Sales Tax	329,287	330,000	330,000	340,000	345,000
3115 Sales Tax - Audit Pass Through	(115,606)	(50,000)	(50,000)	(200,000)	(75,000)
Total	22,845,905	22,376,200	22,376,200	21,995,643	21,994,564
Licenses and Permits					
3200 Building Permits	433,151	420,000	420,000	325,000	250,000
3201 Plumbing/Heating Permits	79,776	80,000	80,000	80,000	50,000
3202 Electrical Permits	74,067	80,000	80,000	70,000	50,000
3204 Street and Curb Permits	106,914	70,000	170,000	125,000	70,000
3205 Other Licenses and Permits	6,382	5,000	5,000	5,000	5,000
3206 Parking Permits	220	260	260	260	260
Total	700,510	655,260	755,260	605,260	425,260
Fines					
3300 Ordinance Violation Fines	138,733	140,000	140,000	117,000	140,000
3303 Alarm Ordinance Fines	7,970	25,000	25,000	22,000	25,000
Total	146,703	165,000	165,000	139,000	165,000
Interest and Rent					
3400 Investment Earnings	492,933	400,000	400,000	400,000	425,000
3401 Investment Earnings-Mrkt Val Adj	50,858	-	-	-	-
3403 Investment Earnings-Sewer Adv	46,625	58,000	58,000	67,500	75,000
3410 Rental-Cell Tower	11,470	11,470	11,470	11,470	11,470
3420 Rental-Gun Range	4,545	8,000	8,000	1,300	1,300
3425 Rental-Bus Shelter Advertising	17,160	15,000	15,000	15,000	15,000
Total	623,591	492,470	492,470	495,270	527,770

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

GENERAL - FUND 111 (continued)

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	28,711	29,000	29,000	27,500	27,800
3508 Motor Vehicle License Fee	19,845	19,850	19,850	22,285	22,250
3518 State Mandated Reimbursement	14,724	-	-	-	-
3511 Miscellaneous State Revenues	1,343	-	-	-	-
3525 Grants	398	-	-	-	-
3530 POST Reimbursement	14,728	15,000	15,000	21,459	15,000
Total	<u>79,749</u>	<u>63,850</u>	<u>63,850</u>	<u>71,244</u>	<u>65,050</u>
Service Charges					
3600 Zoning Fees	63,930	75,000	75,000	65,000	65,000
3601 Subdivision Fees	2,537	790	790	3,160	1,580
3603 Sale of Maps and Publications	2,163	2,500	2,500	2,000	2,000
3605 Special Services-Police	16,180	15,000	15,000	15,000	15,000
3606 Special Services-Public Works	840	840	840	840	840
3610 Administrative Tow Fee	20,055	18,500	18,500	18,500	18,500
3620 Plan Check Fees	240,895	200,000	200,000	200,000	180,000
3621 Engineering and Inspection Fees	52,650	20,000	20,000	30,000	20,000
3632 City Services Charges	429,279	400,000	400,000	420,000	420,000
3801 Park District Administrative Fee	1,601,488	1,767,061	1,780,855	1,780,855	1,745,589
Total	<u>2,430,017</u>	<u>2,499,691</u>	<u>2,513,485</u>	<u>2,535,355</u>	<u>2,468,509</u>
Other Revenue					
3701 Admin Fees-Sewer Connection	26,701	3,000	3,000	10,000	3,000
3708 Admin Fees-OCFA	4,001	3,800	3,800	4,000	4,000
3711 Expense Reimbursement	232,650	242,220	242,220	274,170	245,705
3738 Miscellaneous Revenue	13,839	5,000	5,000	175,000	5,000
Total	<u>277,191</u>	<u>254,020</u>	<u>254,020</u>	<u>463,170</u>	<u>257,705</u>
Total Operating Revenue	31,738,659	31,159,291	31,273,085	31,074,942	30,796,658
Sources					
Operating Transfers-In					
CFD Administration - Fund 112	-	-	-	-	146,280
Traffic Safety - Fund 221	93,142	95,000	95,000	120,000	120,000
Gas Tax - Fund 231	275,977	275,000	275,000	283,000	289,100
Gas Tax 2107/2107.5 - Fund 233	342,815	360,000	360,000	375,000	379,500
Lighting District #2 - Fund 251	127,866	127,500	127,500	127,350	131,500
Corp Center Maint District #1- Fund 271	6,271	7,150	7,150	8,100	7,260
Narcotics Asset Seizure- Fund 281	-	-	668,220	668,220	-
City Technology - Fund 731	-	37,000	37,000	37,000	-
Total Transfers-In	<u>846,071</u>	<u>901,650</u>	<u>1,569,870</u>	<u>1,618,670</u>	<u>1,073,640</u>
Total Revenue/Sources	32,584,730	32,060,941	32,842,955	32,693,612	31,870,298
Total Available	51,563,922	50,179,371	50,961,385	50,812,042	49,095,709

CITY OF CYPRESS FUND SUMMARIES

Fiscal Year 2017-18

GENERAL - FUND 111 (continued)

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
Expenditures					
Operating Expenditures					
Legislative	970,008	673,739	673,739	551,836	694,279
City Administration	1,505,382	1,633,713	1,829,846	1,918,063	1,791,627
Finance and Administrative Services	1,665,588	1,879,963	1,908,546	1,810,433	1,888,936
Police	14,630,894	16,029,220	16,955,440	16,119,936	16,601,591
Comm Dev-Development	1,915,958	1,900,507	1,944,719	1,876,119	1,789,858
Comm Dev-Engineering	969,677	1,172,259	1,272,259	1,138,765	1,167,361
Comm Dev-Maintenance	3,517,601	4,254,234	4,268,028	3,908,756	3,994,681
Total Expenditures	25,175,108	27,543,635	28,852,577	27,323,908	27,928,333
Uses					
Operating Transfers-Out					
General Fund Grants - Fund 114	2,001	4,200	5,760	5,760	3,000
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	1,300,000
Prior Year Excess Revenues/Savings	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Low and Moderate Hsg Assets - Fund 471	-	60,000	60,000	-	-
City Capital Replacement - Fund 721	18,383	5,830	6,963	6,963	-
City Technology - Fund 731	2,000,000	-	-	-	1,000,000
City Employee Benefits - Fund 751	-	-	-	-	1,200,000
Total Transfers-Out	8,270,384	6,320,030	6,322,723	6,262,723	7,753,000
Total Expenditures/Uses	33,445,492	33,863,665	35,175,300	33,586,631	35,681,333
FUND BALANCE, JUNE 30	\$ 18,118,430	\$ 16,315,706	\$ 15,786,085	\$ 17,225,411	\$ 13,414,376

CFD ADMINISTRATION - FUND 112

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 149,213	\$ 149,213	\$ 149,213	\$ 149,213	\$ 146,280
Revenues					
Other Revenue					
3735 Admin Reimbursement-CFD	6,639	26,427	26,427	-	-
Total Operating Revenue	6,639	26,427	26,427	-	-
Total Available	155,852	175,640	175,640	149,213	146,280
Expenditures					
Operating Expenditures					
Finance and Administrative Services	6,639	26,427	26,427	2,933	-
Total Operating Expenditures	6,639	26,427	26,427	2,933	-
Uses					
Operating Transfers-Out					
General - Fund 111	-	-	-	-	146,280
Total Expenditures/Uses	6,639	26,427	26,427	2,933	146,280
FUND BALANCE, JUNE 30	\$ 149,213	\$ 149,213	\$ 149,213	\$ 146,280	\$ -

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

GENERAL FUND GRANTS - FUND 114

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Revenue from Other Agencies					
3525 Grants	148,144	16,900	262,706	276,049	15,690
3531 Loan Payoff - CDBG	40,260	-	-	2,000	-
3572 Grants - CDBG	<u>124,853</u>	<u>135,000</u>	<u>264,750</u>	<u>160,000</u>	<u>135,000</u>
Total	313,257	151,900	527,456	438,049	150,690
Other Revenue					
3738 Miscellaneous Revenue	-	20,000	20,000	-	10,000
Total	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>10,000</u>
Total Operating Revenue	313,257	171,900	547,456	438,049	160,690
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	2,001	4,200	5,760	5,760	3,000
Total Transfers-In	<u>2,001</u>	<u>4,200</u>	<u>5,760</u>	<u>5,760</u>	<u>3,000</u>
Total Revenue/Sources	315,258	176,100	553,216	443,809	163,690
Total Available	315,258	176,100	553,216	443,809	163,690
<u>Expenditures</u>					
Operating Expenditures					
City Administration	-	-	-	-	-
Police	5,729	8,400	19,243	32,586	6,000
Community Development	165,114	155,000	284,750	162,000	145,000
Public Works-Engineering	<u>144,415</u>	<u>12,700</u>	<u>249,223</u>	<u>249,223</u>	<u>12,690</u>
Total Expenditures	315,258	176,100	553,216	443,809	163,690
Total Expenditures/Uses	<u>315,258</u>	<u>176,100</u>	<u>553,216</u>	<u>443,809</u>	<u>163,690</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

TRAFFIC SAFETY - FUND 221

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Fines					
3301 Traffic Fines	93,142	95,000	95,000	120,000	120,000
Total Operating Revenue	<u>93,142</u>	<u>95,000</u>	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>
Total Available	<u>93,142</u>	<u>95,000</u>	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	93,142	95,000	95,000	120,000	120,000
Total Uses	<u>93,142</u>	<u>95,000</u>	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>
FUND BALANCES, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

GAS TAX 2105 - FUND 231

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Revenue from Other Agencies					
3516 State Gas Tax-2105	275,977	275,000	275,000	283,000	289,100
Total Operating Revenue	<u>275,977</u>	<u>275,000</u>	<u>275,000</u>	<u>283,000</u>	<u>289,100</u>
Total Available	<u>275,977</u>	<u>275,000</u>	<u>275,000</u>	<u>283,000</u>	<u>289,100</u>
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	275,977	275,000	275,000	283,000	289,100
Total Uses	<u>275,977</u>	<u>275,000</u>	<u>275,000</u>	<u>283,000</u>	<u>289,100</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

GAS TAX 2106 - FUND 232

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 1,811,673	\$ 1,231,381	\$ 1,231,381	\$ 1,231,381	\$ 191,661
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	5,986	1,000	1,000	7,500	4,000
Total	5,986	1,000	1,000	7,500	4,000
Revenue from Other Agencies					
3512 State Gas Tax - 2106	183,007	154,000	154,000	165,000	179,400
3525 Grants - Miscellaneous	-	-	450,000	268,500	-
Total	183,007	154,000	604,000	433,500	179,400
Other Revenue					
3711 Expense Reimbursement	(18,500)	-	-	-	-
Total	(18,500)	-	-	-	-
Total Operating Revenue	170,493	155,000	605,000	441,000	183,400
<u>Sources</u>					
Operating Transfers-In					
Measure M - Fund 236	430,000	800,000	800,000	800,000	590,000
Gas Tax 2103 - Fund 238	-	-	-	-	154,000
Total Transfers-In	430,000	800,000	800,000	800,000	744,000
Total Revenue/Sources	600,493	955,000	1,405,000	1,241,000	927,400
Total Available	2,412,166	2,186,381	2,636,381	2,472,381	1,119,061
<u>Expenditures</u>					
Capital Expenditures					
80100 Street Projects	1,083,258	1,070,000	2,482,077	2,174,087	860,000
80200 Traffic Signal Projects	97,527	-	106,353	106,633	-
Total	1,180,785	1,070,000	2,588,430	2,280,720	860,000
Total Expenditures/Uses	1,180,785	1,070,000	2,588,430	2,280,720	860,000
FUND BALANCE, JUNE 30	\$ 1,231,381	\$ 1,116,381	\$ 47,951	\$ 191,661	\$ 259,061

**CITY OF CYPRESS
FUND SUMMARIES
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GAS TAX 2107/2107.5 - FUND 233

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3513 State Gas Tax - 2107	336,815	354,000	354,000	369,000	373,500
3514 State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000
Total Operating Revenue	342,815	360,000	360,000	375,000	379,500
Total Available	342,815	360,000	360,000	375,000	379,500
Uses					
Operating Transfers-Out					
General - Fund 111	342,815	360,000	360,000	375,000	379,500
Total Transfers-Out	342,815	360,000	360,000	375,000	379,500
FUND BALANCE, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

TRAFFIC MITIGATION ASSESSMENT - FUND 234

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 1,183,085	\$ 970,431	\$ 970,431	\$ 970,431	\$ 572,743
Revenues					
Interest and Rent					
3400 Investment Earnings	6,364	6,000	6,000	7,000	6,000
Total	6,364	6,000	6,000	7,000	6,000
Service Charges					
3628 Traffic Mitigation Fee	88,763	-	-	85,000	-
Total	88,763	-	-	85,000	-
Total Current Operating Revenue	95,127	6,000	6,000	92,000	6,000
Total Available	1,278,212	976,431	976,431	1,062,431	578,743
Expenditures					
Capital Expenditures					
80200 Traffic Signal Projects	307,781	445,000	489,688	489,688	250,000
Total	307,781	445,000	489,688	489,688	250,000
Total Expenditures/Uses	307,781	445,000	489,688	489,688	250,000
FUND BALANCE, JUNE 30	\$ 970,431	\$ 531,431	\$ 486,743	\$ 572,743	\$ 328,743

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

REGIONAL TRAFFIC FEE - FUND 235

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 339,310	\$ 346,945	\$ 346,945	\$ 346,945	\$ 353,653
Revenues					
Service Charges					
3629 Regional Traffic Impact Fees	7,635	500	500	6,708	500
Total Operating Revenues	7,635	500	500	6,708	500
Total Available	346,945	347,445	347,445	353,653	354,153
FUND BALANCE, JUNE 30	\$ 346,945	\$ 347,445	\$ 347,445	\$ 353,653	\$ 354,153

MEASURE M - FUND 236

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 586,715	\$ 722,836	\$ 722,836	\$ 722,836	\$ 430,616
Revenues					
Interest and Rent					
3400 Investment Earnings	5,436	5,000	5,000	7,780	5,500
Total	5,436	5,000	5,000	7,780	5,500
Revenue from Other Agencies					
3517 Measure M Turnback/M2	843,942	880,000	880,000	860,000	875,000
Total	843,942	880,000	880,000	860,000	875,000
Other Revenue					
3738 Miscellaneous Revenue	16,743	-	-	-	-
Total	16,743	-	-	-	-
Total Operating Revenue	866,121	885,000	885,000	867,780	880,500
Total Available	1,452,836	1,607,836	1,607,836	1,590,616	1,311,116
Uses					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	430,000	800,000	800,000	800,000	590,000
City Capital Projects - Fund 415	300,000	360,000	360,000	360,000	300,000
Total Uses	730,000	1,160,000	1,160,000	1,160,000	890,000
Total Expenditures/Uses	730,000	1,160,000	1,160,000	1,160,000	890,000
FUND BALANCE, JUNE 30	\$ 722,836	\$ 447,836	\$ 447,836	\$ 430,616	\$ 421,116

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

GAS TAX 2103 - FUND 238

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 1,675,819	\$ 1,856,650	\$ 1,856,650	\$ 1,856,650	\$ 1,793,367
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	9,918	9,500	9,500	13,000	10,000
Revenue from Other Agencies					
3523 State Gas Tax-2103	225,381	116,000	116,000	120,000	199,100
3525 Grants	-	-	-	-	343,770
Total Operating Revenue	<u>235,299</u>	<u>125,500</u>	<u>125,500</u>	<u>133,000</u>	<u>552,870</u>
Total Available	1,911,118	1,982,150	1,982,150	1,989,650	2,346,237
<u>Uses</u>					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	-	-	-	-	154,000
City Capital Projects - Fund 415	54,468	51,000	196,283	196,283	-
Total Uses	<u>54,468</u>	<u>51,000</u>	<u>196,283</u>	<u>196,283</u>	<u>154,000</u>
Total Expenditures/Uses	<u>54,468</u>	<u>51,000</u>	<u>196,283</u>	<u>196,283</u>	<u>-</u>
FUND BALANCE, JUNE 30	<u>\$ 1,856,650</u>	<u>\$ 1,931,150</u>	<u>\$ 1,785,867</u>	<u>\$ 1,793,367</u>	<u>\$ 2,346,237</u>

LIGHTING DISTRICT #2 - FUND 251

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 4,160,952	\$ 4,272,761	\$ 4,272,761	\$ 4,272,761	\$ 4,367,033
<u>Revenues</u>					
Property Taxes					
3001 Secured	889,377	900,000	900,000	915,000	934,000
3002 Unsecured	30,214	31,000	31,000	31,000	31,000
3004 Prior Years	10,002	7,850	7,850	9,500	8,000
3005 Supplemental Roll	24,547	25,500	25,500	20,000	15,000
3006 Public Utility	13,096	13,500	13,500	13,500	13,500
3007 Pass Thru Taxes	8,819	1,600	1,600	7,000	7,000
3011 Residual Tax Increment	39,466	50,000	50,000	35,000	35,000
Total	<u>1,015,521</u>	<u>1,029,450</u>	<u>1,029,450</u>	<u>1,031,000</u>	<u>1,043,500</u>
Interest and Rent					
3400 Investment Earnings	23,868	21,000	21,000	27,500	28,000
Total	<u>23,868</u>	<u>21,000</u>	<u>21,000</u>	<u>27,500</u>	<u>28,000</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	6,198	6,200	6,200	6,000	6,050
Total	<u>6,198</u>	<u>6,200</u>	<u>6,200</u>	<u>6,000</u>	<u>6,050</u>
Other Revenue					
3711 Expense Reimbursement	46,527	15,000	15,000	6,000	5,000
Total	<u>46,527</u>	<u>15,000</u>	<u>15,000</u>	<u>6,000</u>	<u>5,000</u>
Total Operating Revenue	<u>1,092,114</u>	<u>1,071,650</u>	<u>1,071,650</u>	<u>1,070,500</u>	<u>1,082,550</u>
Total Available	5,253,066	5,344,411	5,344,411	5,343,261	5,449,583

**CITY OF CYPRESS
FUND SUMMARIES
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LIGHTING DISTRICT #2 - FUND 251 (continued)

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
<u>Expenditures</u>					
Public Works-Engineering	852,439	864,878	864,878	848,878	876,594
Total	852,439	864,878	864,878	848,878	876,594
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	127,866	127,500	127,500	127,350	131,500
Total Transfers-Out	127,866	127,500	127,500	127,350	131,500
Total Expenditures/Uses	<u>980,305</u>	<u>992,378</u>	<u>992,378</u>	<u>976,228</u>	<u>1,008,094</u>
FUND BALANCE, JUNE 30	<u>\$ 4,272,761</u>	<u>\$ 4,352,033</u>	<u>\$ 4,352,033</u>	<u>\$ 4,367,033</u>	<u>\$ 4,441,489</u>

STORM DRAIN - FUND 261

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	<u>\$ 720,472</u>	<u>\$ 756,036</u>	<u>\$ 756,036</u>	<u>\$ 756,036</u>	<u>\$ 709,202</u>
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	4,636	4,000	4,000	5,500	5,000
Service Charges					
3631 Engineering and Inspection Fees	8,867	9,000	9,000	9,000	9,000
3632 City Services Charges	328,192	325,000	325,000	330,000	330,000
Total	337,059	334,000	334,000	339,000	339,000
Total Operating Revenue	<u>341,695</u>	<u>338,000</u>	<u>338,000</u>	<u>344,500</u>	<u>344,000</u>
<u>Sources</u>					
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	<u>591,695</u>	<u>588,000</u>	<u>588,000</u>	<u>594,500</u>	<u>594,000</u>
Total Available	<u>1,312,167</u>	<u>1,344,036</u>	<u>1,344,036</u>	<u>1,350,536</u>	<u>1,303,202</u>
<u>Expenditures</u>					
Operating Expenditures					
Public Works-Maintenance	556,131	609,562	645,087	641,334	609,376
Total Expenditures	<u>556,131</u>	<u>609,562</u>	<u>645,087</u>	<u>641,334</u>	<u>609,376</u>
Total Expenditures/Uses	<u>556,131</u>	<u>609,562</u>	<u>645,087</u>	<u>641,334</u>	<u>609,376</u>
FUND BALANCE, JUNE 30	<u>\$ 756,036</u>	<u>\$ 734,474</u>	<u>\$ 698,949</u>	<u>\$ 709,202</u>	<u>\$ 693,826</u>

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PLAN LOCAL DRAINAGE FACILITY - FUND 262

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 469,766	\$ 382,350	\$ 382,350	\$ 382,350	\$ 456,410
Revenues					
Interest and Rent					
3400 Investment Earnings	2,531	2,000	2,000	2,500	2,500
Total	2,531	2,000	2,000	2,500	2,500
Other Revenue					
3705 Drainage Charges	99,788	5,000	5,000	80,000	5,000
Total	99,788	5,000	5,000	80,000	5,000
Total Current Operating Revenue	102,319	7,000	7,000	82,500	7,500
Total Available	572,085	389,350	389,350	464,850	463,910
Expenditures					
Capital Expenditures					
80300 Storm Drain Projects	189,735	-	6,227	8,440	-
Total	189,735	-	6,227	8,440	-
Total Expenditures/Uses	189,735	-	6,227	8,440	-
FUND BALANCE, JUNE 30	\$ 382,350	\$ 389,350	\$ 383,123	\$ 456,410	\$ 463,910

CORPORATE CENTER MAINT DISTRICT #1 - FUND 271

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 58,907	\$ 86,631	\$ 86,631	\$ 86,631	\$ 101,575
Revenues					
Service Charges					
3627 Assessment-Maintenance Dist	75,803	79,250	79,250	77,319	78,865
Total	75,803	79,250	79,250	77,319	78,865
Total Operating Revenue	75,803	79,250	79,250	77,319	78,865
Total Available	134,710	165,881	165,881	163,950	180,440
Expenditures					
Operating Expenses					
Public Works-Maintenance	41,808	47,621	47,621	54,275	48,379
Total Expenditures	41,808	47,621	47,621	54,275	48,379
Uses					
Operating Transfers-Out					
General - Fund 111	6,271	7,150	7,150	8,100	7,260
Total Expenditures/Uses	48,079	54,771	54,771	62,375	55,639
FUND BALANCE, JUNE 30	\$ 86,631	\$ 111,110	\$ 111,110	\$ 101,575	\$ 124,801

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NARCOTICS ASSET SEIZURE - FUND 281

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 1,788,564	\$ 2,630,971	\$ 2,630,971	\$ 2,630,971	\$ 2,038,944
Interest and Rent					
3400 Investment Earnings	13,002	7,000	7,000	18,000	12,000
Other Revenue					
3711 Expenditure Reimbursement	10,131	20,000	20,000	12,000	32,000
3731/32/33 Asset Seizure-Federal	1,032,280	400,000	400,000	500,000	350,000
3739 Asset Seizure-Other	-	-	-	18,945	15,000
Total Other Revenue	<u>1,042,411</u>	<u>420,000</u>	<u>420,000</u>	<u>530,945</u>	<u>397,000</u>
Total Operating Revenue	<u>1,055,413</u>	<u>427,000</u>	<u>427,000</u>	<u>548,945</u>	<u>409,000</u>
Total Available	2,843,977	3,057,971	3,057,971	3,179,916	2,447,944
Expenditures					
Operating Expenses					
Police	110,609	94,360	125,870	111,555	102,044
Total Expenditures	<u>110,609</u>	<u>94,360</u>	<u>125,870</u>	<u>111,555</u>	<u>102,044</u>
Uses					
Operating Transfers-Out					
General - Fund 111	-	-	668,220	668,220	-
City Capital Projects - Fund 415	60,233	-	13,267	13,267	-
City Capital Replacement - Fund 721	42,164	198,786	347,930	347,930	140,571
Total Transfers	<u>102,397</u>	<u>198,786</u>	<u>1,029,417</u>	<u>1,029,417</u>	<u>140,571</u>
Total Expenditures/Uses	<u>213,006</u>	<u>293,146</u>	<u>1,155,287</u>	<u>1,140,972</u>	<u>242,615</u>
FUND BALANCE, JUNE 30	<u>\$ 2,630,971</u>	<u>\$ 2,764,825</u>	<u>\$ 1,902,684</u>	<u>\$ 2,038,944</u>	<u>\$ 2,205,329</u>

CABLE TELEVISION FRANCHISE AGREEMENT - FUND 291

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 500,281	\$ 546,312	\$ 546,312	\$ 546,312	\$ 588,112
Revenues					
Other Taxes					
3106 Franchise Tax-Cable TV	46,031	47,000	47,000	41,800	42,000
Total Operating Revenue	<u>46,031</u>	<u>47,000</u>	<u>47,000</u>	<u>41,800</u>	<u>42,000</u>
Total Available	546,312	593,312	593,312	588,112	630,112
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	-	-	-	225,000
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,000</u>
Total Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,000</u>
FUND BALANCE, JUNE 30	<u>\$ 546,312</u>	<u>\$ 593,312</u>	<u>\$ 593,312</u>	<u>\$ 588,112</u>	<u>\$ 405,112</u>

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SUPPLEMENTAL LAW ENFORCEMENT - FUND 301

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	109	50	50	100	32
Revenue from Other Agencies					
3525 Grants-Miscellaneous	114,618	102,742	102,742	120,000	103,950
Total Operating Revenue	<u>114,727</u>	<u>102,792</u>	<u>102,792</u>	<u>120,100</u>	<u>103,982</u>
Total Available	114,727	102,792	102,792	120,100	103,982
<u>Expenditures</u>					
Operating Expenditures					
Police	114,727	102,792	102,792	120,100	103,982
Total Expenditures/Uses	<u>114,727</u>	<u>102,792</u>	<u>102,792</u>	<u>120,100</u>	<u>103,982</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AB 2766 TRIP REDUCTION - FUND 311

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 391,892	\$ 456,695	\$ 456,695	\$ 456,695	\$ 2,195
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	2,273	1,700	1,700	3,000	100
Other Revenue					
3734 Trip Reduction Revenue-AB2766	62,530	60,000	60,000	61,500	62,000
Total Operating Revenue	<u>64,803</u>	<u>61,700</u>	<u>61,700</u>	<u>64,500</u>	<u>62,100</u>
Total Revenue/Sources	64,803	61,700	61,700	64,500	62,100
Total Available	456,695	518,395	518,395	521,195	64,295
<u>Uses</u>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	-	-	519,000	-
Total Expenditures/Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>519,000</u>	<u>-</u>
FUND BALANCE, JUNE 30	<u>\$ 456,695</u>	<u>\$ 518,395</u>	<u>\$ 518,395</u>	<u>\$ 2,195</u>	<u>\$ 64,295</u>

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SEWER - FUND 321

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 7,281,112	\$ 5,930,903	\$ 5,930,903	\$ 5,930,903	\$ 4,505,475
Revenues					
Property Taxes					
3001 Secured	7,794	7,450	7,450	7,450	7,500
3002 Unsecured	238	260	260	260	260
3004 Prior Years	535	50	50	52	53
3005 Supplemental Roll	196	100	100	107	110
3006 Public Utility	417	400	400	400	420
3011 Residual Tax Increment	18,471	6,000	6,000	14,000	15,000
Total	27,651	14,260	14,260	22,269	23,343
Interest and Rent					
3400 Investment Earnings	34,865	25,000	25,000	40,000	30,000
Total	34,865	25,000	25,000	40,000	30,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	49	50	50	46	46
3572 Grants-CDBG	66,667	-	-	-	-
Total	66,716	50	50	46	46
Service Charges					
3624 Plan Check Fees - FOG	525	-	-	-	-
3631 Sewer Service Charges	1,685,664	1,700,000	1,700,000	1,625,000	1,600,000
3638 FOG Fees	28,469	28,000	28,000	30,519	28,000
Total	1,714,658	1,728,000	1,728,000	1,655,519	1,628,000
Other Revenue					
3711 Expense Reimbursement	7,255	2,500	2,500	2,721	2,500
Total	7,255	2,500	2,500	2,721	2,500
Total Operating Revenue	1,851,145	1,769,810	1,769,810	1,720,555	1,683,889
Total Available	9,132,257	7,700,713	7,700,713	7,651,458	6,189,364
Expenditures					
Operating Expenditures					
Public Works-Engineering	37,869	55,140	55,140	50,053	51,527
Public Works-Maintenance	276,438	320,386	320,386	318,197	284,063
Total	314,307	375,526	375,526	368,250	335,590
Capital Expenditures					
80400 Sanitary Sewer Projects	2,840,422	1,300,000	2,710,233	2,710,233	1,100,000
Debt Service Expenditures					
Principal-Loan from Infrastructure Reserve	-	-	-	-	-
Interest-Loan from Infrastructure Reserve	46,625	58,000	58,000	67,500	75,000
Total	46,625	58,000	58,000	67,500	75,000
Total Expenditures	3,201,354	1,733,526	3,143,759	3,145,983	1,510,590
FUND BALANCE, JUNE 30	\$ 5,930,903	\$ 5,967,187	\$ 4,556,954	\$ 4,505,475	\$ 4,678,774

**CITY OF CYPRESS
FUND SUMMARIES
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CITY CAPITAL PROJECTS - FUND 415

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 21,255,554	\$ 21,910,823	\$ 21,910,823	21,910,823	\$ 12,470,535
<u>Revenues</u>					
Revenue from Other Agencies					
3525 Grants - Miscellaneous	-	714,000	1,219,413	1,194,688	-
Total	-	714,000	1,219,413	1,194,688	-
Total Operating Revenue	-	714,000	1,219,413	1,194,688	-
<u>Sources</u>					
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	360,000	360,000	360,000	300,000
Gas Tax 2103 - Fund 238	54,468	51,000	196,283	196,283	-
Narcotics Asset Seizure - Fund 281	60,233	-	13,267	13,267	-
Infrastructure Reserve - Fund 416	2,035,951	3,015,000	3,049,142	2,095,000	1,983,000
Total Transfers-In	4,450,652	5,426,000	5,618,692	4,664,550	4,283,000
Total Revenue/Sources	4,450,652	6,140,000	6,838,105	5,859,238	4,283,000
Total Available	25,706,206	28,050,823	28,748,928	27,770,061	16,753,535
Capital Expenditures					
80100 Street Projects	1,694,397	1,610,000	2,430,411	2,430,411	1,550,000
80300 Storm Drain Projects	979,335	341,367	9,401,933	9,401,933	250,000
80500 Parkway Projects	794,736	2,940,000	3,317,425	2,602,178	1,558,000
80600 Public Facility Projects	242,545	1,340,000	2,074,800	855,302	1,175,000
80900 Other Projects	84,370	-	9,702	9,702	-
Total Expenditures	3,795,383	6,231,367	17,234,271	15,299,526	4,533,000
Total Expenditures	3,795,383	6,231,367	17,234,271	15,299,526	4,533,000
FUND BALANCE, JUNE 30	\$ 21,910,823	\$ 21,819,456	\$ 11,514,657	\$ 12,470,535	\$ 12,220,535

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INFRASTRUCTURE RESERVE - FUND 416

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 21,299,187	\$ 27,955,921	\$ 27,955,921	\$ 27,955,921	\$ 33,971,421
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	103,448	-	-	-	-
Total Operating Revenue	103,448	-	-	-	-
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	4,000,000	4,000,000	4,000,000	4,000,000	3,300,000
CRPD General - Fund 212	206,029	132,500	132,500	170,500	173,000
Total Transfers-In	4,206,029	4,132,500	4,132,500	4,170,500	3,473,000
Total Revenue/Sources	4,309,477	4,132,500	4,132,500	4,170,500	3,473,000
Total Available	25,608,664	32,088,421	32,088,421	32,126,421	37,444,421
<u>Uses</u>					
Operating Transfers-Out					
City Capital Projects - Fund 415	2,035,951	3,015,000	3,049,142	2,095,000	1,983,000
Total Transfers-Out	2,035,951	3,015,000	3,049,142	2,095,000	1,983,000
<u>Changes in Nonspendable Fund Balance</u>					
Repayment of loans from State	(4,441,236)	-	-	(4,000,000)	(2,000,000)
Investment in land held for resale	58,028	-	-	60,000	60,000
Total Changes	(4,383,208)	-	-	(3,940,000)	(1,940,000)
Total Uses/Changes	(2,347,257)	3,015,000	3,049,142	(1,845,000)	43,000
FUND BALANCE, JUNE 30	\$ 27,955,921	\$ 29,073,421	\$ 29,039,279	\$ 33,971,421	\$ 37,401,421

**CITY OF CYPRESS
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LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 31,995	\$ 40,235	\$ 40,235	\$ 40,235	\$ 55,935
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	4,012	1,000	1,000	15,000	1,000
Total	4,012	1,000	1,000	15,000	1,000
Revenue from Other Agencies					
3575 First-time Home Loans	57,411	-	-	-	-
3576 Rehab Homes	20,000	-	-	-	-
Total	77,411	-	-	-	-
Other Revenue					
3738 Miscellaneous Revenue	6,000	6,000	6,000	60,000	6,500
Total	6,000	6,000	6,000	60,000	6,500
Total Operating Revenue	87,423	7,000	7,000	75,000	7,500
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	-	60,000	60,000	-	-
Total Revenue/Sources	87,423	67,000	67,000	75,000	7,500
Total Available	119,418	107,235	107,235	115,235	63,435
<u>Expenditures</u>					
Operating Expenditures					
Community Development	79,183	62,821	62,821	59,300	63,055
Total Expenditures	79,183	62,821	62,821	59,300	63,055
FUND BALANCE, JUNE 30	\$ 40,235	\$ 44,414	\$ 44,414	\$ 55,935	\$ 380

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CIVIC CENTER REFINANCING DEBT SERVICE - FUND 510

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 1,796,616	\$ 1,805,649	\$ 1,805,649	\$ 1,805,649	\$ 1,829,247
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	23,223	23,200	23,200	23,220	23,200
Total Operating Revenue	23,223	23,200	23,200	23,220	23,200
<u>Sources</u>					
Operating Transfers-In					
Successor Agency to RDA - Fund 462	465,941	469,000	469,000	480,000	-
Total Transfers	465,941	469,000	469,000	480,000	-
Total Revenues/Sources	489,164	492,200	492,200	503,220	23,200
Total Available	2,285,780	2,297,849	2,297,849	2,308,869	1,852,447
<u>Expenditures</u>					
Debt Service	480,131	479,738	479,738	479,622	482,031
Total Expenditures	480,131	479,738	479,738	479,622	482,031
FUND BALANCE, JUNE 30	\$ 1,805,649	\$ 1,818,111	\$ 1,818,111	\$ 1,829,247	\$ 1,370,416

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CITY CENTRAL SERVICES - FUND 711

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 1,339,696	\$ 1,513,091	\$ 1,513,091	\$ 1,513,091	\$ 1,684,061
Revenues					
Service Charges					
3801 Park District Admin Fee	6,620	11,113	11,113	11,113	11,241
3803 Office Rental	738,820	710,700	710,700	710,700	742,200
3804 Vehicle Rental	732,500	836,800	836,800	836,800	808,400
3805 Equipment Rental	108,720	56,900	56,900	56,900	54,000
3806 Office Equipment Rental	2,950	1,000	1,000	1,000	1,000
3711 Expenditure Reimbursement	-	-	-	10,000	-
Total	1,589,610	1,616,513	1,616,513	1,626,513	1,616,841
Total Current Operating Revenue	1,589,610	1,616,513	1,616,513	1,626,513	1,616,841
Total Available	2,929,306	3,129,604	3,129,604	3,139,604	3,300,902
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	1,416,215	1,465,732	1,465,732	1,455,543	1,470,937
Total Expenditures	1,416,215	1,465,732	1,465,732	1,455,543	1,470,937
FUND BALANCE, JUNE 30	\$ 1,513,091	\$ 1,663,872	\$ 1,663,872	\$ 1,684,061	\$ 1,829,965

PRINT SHOP/WAREHOUSE - FUND 712

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 58,477	\$ 63,472	\$ 63,472	\$ 63,472	\$ 110,692
Revenues					
Service Charges					
3802 Print Shop/Warehouse Chrgs	278,489	270,000	270,000	270,000	270,000
3807 Telephone Rental	30,000	35,000	35,000	35,000	35,000
Total	308,489	305,000	305,000	305,000	305,000
Other Revenue					
3711 Expense Reimbursement	898	-	-	-	-
Total Current Operating Revenue	309,387	305,000	305,000	305,000	305,000
Total Available	367,864	368,472	368,472	368,472	415,692
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	54,139	74,583	74,583	74,633	81,765
Finance and Administrative Services	250,253	229,722	229,722	183,147	222,114
Total Expenditures	304,392	304,305	304,305	257,780	303,879
FUND BALANCE, JUNE 30	\$ 63,472	\$ 64,167	\$ 64,167	\$ 110,692	\$ 111,813

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INFORMATION SYSTEMS - FUND 713

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 226,315	\$ 257,564	\$ 257,564	\$ 257,564	\$ 367,377
Revenues					
Service Charges					
3805 Equipment Rental	40,000	50,000	50,000	50,000	50,000
3808 Information Systems/Website	699,564	866,700	866,700	866,700	837,000
Total	739,564	916,700	916,700	916,700	887,000
Total Current Operating Revenue	739,564	916,700	916,700	916,700	887,000
Total Available	965,879	1,174,264	1,174,264	1,174,264	1,254,377
Expenditures					
Operating Expenditures					
Finance and Administrative Services	708,315	918,576	936,276	806,887	886,751
Total Expenditures	708,315	918,576	936,276	806,887	886,751
FUND BALANCE, JUNE 30	\$ 257,564	\$ 255,688	\$ 237,988	\$ 367,377	\$ 367,626

CITY CAPITAL REPLACEMENT - FUND 721

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ 13,749,041	\$ 13,387,843	\$ 13,387,843	\$ 13,387,843	\$ 12,750,806
Revenues					
Service Charges					
3804 Vehicle Rental	207,969	195,750	195,750	195,750	181,000
3805 Equipment Rental	126,158	98,950	98,950	98,950	72,900
3806 Office Equipment Rental	80,231	214,800	214,800	214,800	250,000
Total	414,358	509,500	509,500	509,500	503,900
Other Revenue					
3525 Grant/Donations	1,000	-	-	-	-
3700 Sale Real/Personal Prop	4,711	-	-	16,239	-
Total	5,711	-	-	16,239	-
Total Current Operating Revenue	420,069	509,500	509,500	525,739	503,900
Other Sources					
Operating Transfers-In					
General Fund - 111	18,383	5,830	6,963	6,963	-
Narcotics Asset Seizure Fund - 281	42,164	198,786	347,930	347,930	140,571
Cable TV Franchise Agreement - 291	-	-	-	-	225,000
AB 2766 Trip Reduction Fund - 311	-	-	-	519,000	-
Technology Investment Fund - 731	58,485	531,610	814,930	814,930	2,700
Total Other Sources	119,032	736,226	1,169,823	1,688,823	368,271

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2017-18**

CITY CAPITAL REPLACEMENT - FUND 721 (continued)

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
Total Revenue & Other Sources	539,101	1,245,726	1,679,323	2,214,562	872,171
Total Available	14,288,142	14,633,569	15,067,166	15,602,405	13,622,977
Uses					
Capital Outlay/Other Expenditures	900,299	393,625	2,191,599	2,851,599	1,651,614
Total Uses	900,299	393,625	2,191,599	2,851,599	1,651,614
FUND BALANCE, JUNE 30	\$ 13,387,843	\$ 14,239,944	\$ 12,875,567	\$ 12,750,806	\$ 11,971,363

CITY TECHNOLOGY INVESTMENT FUND - FUND 731

	2015-16 Actual	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimates	2017-18 Adopted
FUND BALANCE, JULY 1	\$ -	\$ 1,947,237	\$ 1,947,237	\$ 1,947,237	\$ 1,095,307
Revenue/Sources					
Operating Transfers-In					
General - Fund 111	2,000,000	-	-	-	1,000,000
CRPD General - Fund 212	5,722	-	-	-	-
Total Transfers-In	2,005,722	-	-	-	1,000,000
Total Revenue/Sources	2,005,722	-	-	-	1,000,000
Total Available	2,005,722	1,947,237	1,947,237	1,947,237	2,095,307
Uses					
Operating Transfers-Out					
General - Fund 111	-	37,000	37,000	37,000	-
City Capital Replacement - Fund 721	58,485	531,610	814,930	814,930	2,700
Total Transfers-Out	58,485	568,610	851,930	851,930	2,700
Total Uses	58,485	568,610	851,930	851,930	2,700
FUND BALANCE, JUNE 30	\$ 1,947,237	\$ 1,378,627	\$ 1,095,307	\$ 1,095,307	\$ 2,092,607

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2017-18

	Budget 2016-17		Adopted 2017-18	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>GENERAL FUND 111</u>				
CFD Administration-Fund 112	\$ -	\$ -	\$ 146,280	\$ -
General Fund Grants-Fund 114	-	4,200	-	3,000
Traffic Safety-Fund 221	95,000	-	120,000	-
Special Gas Tax 2105-Fund 231	275,000	-	289,100	-
Special Gas Tax 2107-Fund 233	360,000	-	379,500	-
Lighting District No. 2-Fund 251	127,500	-	131,500	-
Storm Drain Fund-Fund 261	-	250,000	-	250,000
Corp Ctr Maint Dist #1-Fund 271	7,150	-	7,260	-
CIP-Fund 415	-	2,000,000	-	2,000,000
Infrastructure Reserve-Fund 416	-	4,000,000	-	3,300,000
Low/Mod Housing Assets-Fund 471	-	60,000	-	-
Equipment Replacement-Fund 721	-	5,830	-	-
Technology Investments-Fund 731	37,000	-	-	1,000,000
City Employee Benefits-Fund 751	-	-	-	1,200,000
Total	<u>\$ 901,650</u>	<u>\$ 6,320,030</u>	<u>\$ 1,073,640</u>	<u>\$ 7,753,000</u>
<u>CFD ADMINISTRATION FUND 112</u>				
General Fund-Fund 111	\$ -	\$ -	\$ -	\$ 146,280
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 146,280</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
General Fund-Fund 111	\$ 4,200	\$ -	\$ 3,000	\$ -
Total	<u>\$ 4,200</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>
<u>TRAFFIC SAFETY FUND 221</u>				
General Fund-Fund 111	\$ -	\$ 95,000	\$ -	\$ 120,000
Total	<u>\$ -</u>	<u>\$ 95,000</u>	<u>\$ -</u>	<u>\$ 120,000</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
General Fund-Fund 111	\$ -	\$ 275,000	\$ -	\$ 289,100
Total	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ 289,100</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2017-18

	Budget 2016-17		Adopted 2017-18	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Measure M-Fund 236	\$ 800,000	\$ -	\$ 590,000	\$ -
Gas Tax 2103-Fund 238	-	-	154,000	-
Total	<u>\$ 800,000</u>	<u>\$ -</u>	<u>\$ 744,000</u>	<u>\$ -</u>
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
General Fund-Fund 111	\$ -	\$ 360,000	\$ -	\$ 379,500
Total	<u>\$ -</u>	<u>\$ 360,000</u>	<u>\$ -</u>	<u>\$ 379,500</u>
<u>MEASURE M GAS TAX FUND 236</u>				
Special Gas Tax 2106-Fund 232	\$ -	\$ 800,000	\$ -	\$ 590,000
CIP-Fund 415	-	360,000	-	300,000
Total	<u>\$ -</u>	<u>\$ 1,160,000</u>	<u>\$ -</u>	<u>\$ 890,000</u>
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
Gas Tax 2106-Fund 232	\$ -	\$ -	\$ -	\$ 154,000
CIP-Fund 415	-	51,000	-	-
Total	<u>\$ -</u>	<u>\$ 51,000</u>	<u>\$ -</u>	<u>\$ 154,000</u>
<u>LIGHTING DISTRICT #2 FUND 251</u>				
General Fund-Fund 111	\$ -	\$ 127,500	\$ -	\$ 131,500
Total	<u>\$ -</u>	<u>\$ 127,500</u>	<u>\$ -</u>	<u>\$ 131,500</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	\$ -	\$ 7,150	\$ -	\$ 7,260
Total	<u>\$ -</u>	<u>\$ 7,150</u>	<u>\$ -</u>	<u>\$ 7,260</u>
<u>NARCOTICS ASSET SEIZURE FUND 281</u>				
Equipment Replacement-Fund 721	\$ -	\$ 198,786	\$ -	\$ 140,571
Total	<u>\$ -</u>	<u>\$ 198,786</u>	<u>\$ -</u>	<u>\$ 140,571</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2017-18

	Budget 2016-17		Adopted 2017-18	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>CABLE TV PEG FUND 291</u>				
Equipment Replacement-Fund 721	\$ -	\$ -	\$ -	\$ 225,000
Total	\$ -	\$ -	\$ -	\$ 225,000
<u>CIP FUND 415</u>				
General Fund-Fund 111	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -
Measure M-Fund 236	360,000	-	300,000	-
Special Gas Tax 2103-Fund 238	51,000	-	-	-
Infrastructure Reserve-Fund 416	3,015,000	-	1,983,000	-
Total	\$ 5,426,000	\$ -	\$ 4,283,000	\$ -
<u>INFRASTRUCTURE RESERVE FUND 416</u>				
General Fund-Fund 111	\$ 4,000,000	\$ -	\$ 3,300,000	\$ -
District General Fund-Fund 212	132,500	-	173,000	-
CIP-Fund 415	-	3,015,000	-	1,983,000
Total	\$ 4,132,500	\$ 3,015,000	\$ 3,473,000	\$ 1,983,000
<u>LOW AND MODERATE HOUSING ASSETS FUND 471</u>				
General Fund-Fund 111	\$ 60,000	\$ -	\$ -	\$ -
Total	\$ 60,000	\$ -	\$ -	\$ -
<u>DEBT SVC-REFIN CIVIC CTR FUND 510</u>				
Successor Agency to RDA-Fund 462	\$ 469,000	\$ -	\$ -	\$ -
Total	\$ 469,000	\$ -	\$ -	\$ -
<u>EQUIPMENT REPLACEMENT FUND 721</u>				
General Fund-Fund 111	\$ 5,830	\$ -	\$ -	\$ -
Narcotics Asset Seizure-Fund 281	198,786	-	140,571	-
Cable TV PEG-Fund 291	-	-	225,000	-
Technology Investments-Fund 731	531,610	-	2,700	-
Total	\$ 736,226	\$ -	\$ 368,271	\$ -
<u>TECHNOLOGY INVESTMENTS FUND 731</u>				
General Fund-Fund 111	\$ -	\$ 37,000	\$ 1,000,000	\$ -
Equipment Replacement-Fund 721	-	531,610	-	2,700
Total	\$ -	\$ 568,610	\$ 1,000,000	\$ 2,700

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2017-18

	Budget 2016-17		Adopted 2017-18	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>CITY EMPLOYEE BENEFITS FUND 751</u>				
General Fund-Fund 111	\$ -	\$ -	\$ 1,200,000	\$ -
Workers Comp Self Ins-Fund 770	-	-	3,000,000	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,200,000</u>	<u>\$ -</u>
<u>WORKERS COMP SELF INSURANCE FUND 770</u>				
City Employee Benefits-Fund 751	\$ -	\$ -	\$ -	\$ 3,000,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000,000</u>
SUBTOTAL-CITY FUNDS	\$ 12,779,576	\$ 12,178,076	\$ 15,394,911	\$ 15,221,911
<u>SUCCESSOR AGENCY TO RDA FUND 462</u>				
Debt Svc-Refin Civic Ctr Fund 510	\$ -	\$ 469,000	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 469,000</u>	<u>\$ -</u>	<u>\$ -</u>
SUBTOTAL-RDA SUCCESSOR	\$ -	\$ 469,000	\$ -	\$ -
<u>DISTRICT-GENERAL FUND 212</u>				
Infrastructure Reserve-Fund 416	\$ -	\$ 132,500	\$ -	\$ 173,000
District Park Development-Fund 213	1,000,000	-	-	-
District Equip Repl-Fund 725	-	23,692	-	3,304
Total	<u>\$ 1,000,000</u>	<u>\$ 156,192</u>	<u>\$ -</u>	<u>\$ 176,304</u>
<u>DISTRICT-PARK DEVELOPMENT FUND 213</u>				
District General Fund-Fund 212	\$ -	\$ 1,000,000	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>
<u>DISTRICT-EQUIPMENT REPLACEMENT FUND 725</u>				
District General Fund-Fund 212	\$ 23,692	\$ -	\$ 3,304	\$ -
Total	<u>\$ 23,692</u>	<u>\$ -</u>	<u>\$ 3,304</u>	<u>\$ -</u>
SUBTOTAL-DISTRICT FUNDS	\$ 1,023,692	\$ 1,156,192	\$ 3,304	\$ 176,304
GRAND TOTAL-ALL FUNDS	\$ 13,803,268	\$ 13,803,268	\$ 15,398,215	\$ 15,398,215



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CYPRESS RECREATION AND PARK DISTRICT

The Cypress Recreation and Park District was incorporated in 1949. 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 2017-2018

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



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CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2017-18

<u>FUND</u>	<u>BEG. FUND BALANCE</u>	<u>REVENUES/ SOURCES</u>	<u>EXPENDITURES/USES</u>			<u>END. FUND BALANCE</u>
		<u>PROPOSED REVENUE</u>	<u>OPERATING BUDGET</u>	<u>CAPITAL BUDGET</u>	<u>FUND TSFR-OUT</u>	
212 - CRPD General Fund	\$ 8,012,314	\$ 5,795,352	\$ 4,821,208	\$ 1,646,000	\$ 176,304	\$ 7,164,154
213 - CRPD Park Development	11,061	8,100	-	-	-	19,161
TOTAL	<u>\$ 8,023,375</u>	<u>\$ 5,803,452</u>	<u>\$ 4,821,208</u>	<u>\$ 1,646,000</u>	<u>\$ 176,304</u>	<u>\$ 7,183,315</u>

Note: Fund Transfers Out are for the following:

Transfer-out of \$3,304 is made from the CRPD General Fund to the CRPD Capital Replacement Internal Service Fund for the purchase of capital outlay items in FY 2017-18.

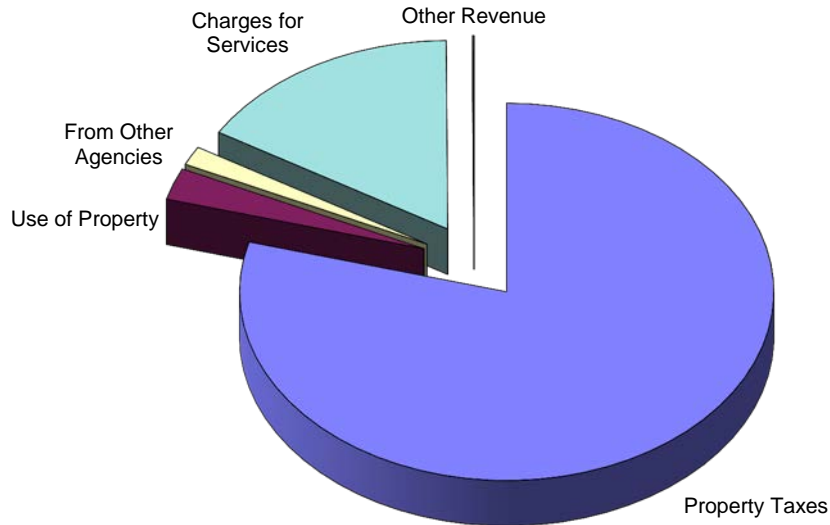
Transfer-out of \$173,000 is made from the CRPD General Fund to the City of Cypress Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies loaned from the City.

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF APPROPRIATIONS BY MAJOR CATEGORY
Fiscal Year 2017-18**

<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	<u>\$ 2,086,004</u>	<u>\$ 2,735,204</u>	<u>\$ 1,646,000</u>	<u>\$ 3,304</u>	<u>\$ 6,470,512</u>
TOTAL	<u>\$ 2,086,004</u>	<u>\$ 2,735,204</u>	<u>\$ 1,646,000</u>	<u>\$ 3,304</u>	<u>\$ 6,470,512</u>

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF RESOURCES

Fiscal Year 2017-18

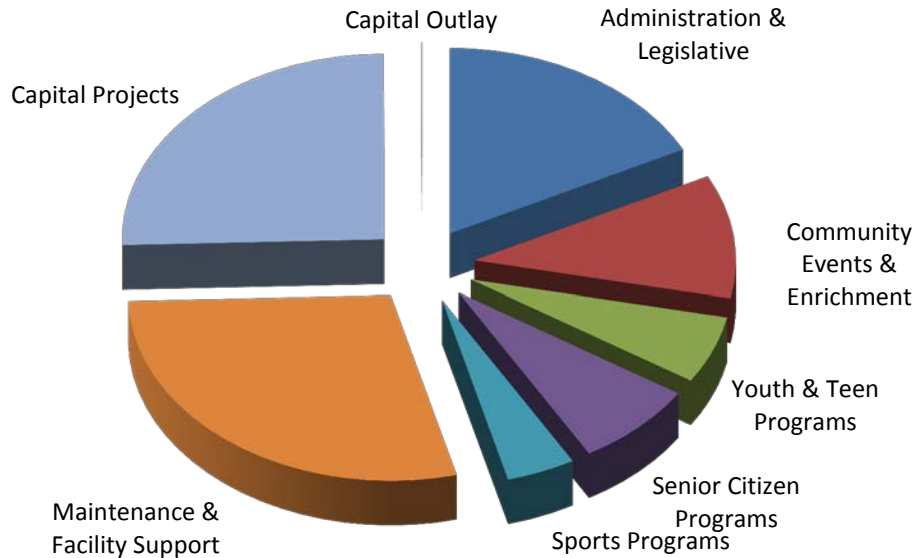


TOTAL RESOURCES \$5,803,452

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Property Taxes	\$ 4,599,000	79.3%
Use of Property	157,574	2.7%
From Other Agencies	93,700	1.6%
Charges for Services	948,178	16.3%
Other Revenue	5,000	0.1%
Total Resources	<u>\$ 5,803,452</u>	<u>100%</u>

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF APPROPRIATIONS

Fiscal Year 2017-18



TOTAL APPROPRIATIONS \$6,470,512

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Administration & Legislative	\$ 1,133,639	17.5%
Community Events & Enrichment	694,939	10.7%
Youth & Teen Programs	380,679	5.9%
Senior Citizen Programs	489,547	7.6%
Sports Programs	275,089	4.3%
Maintenance & Facility Support	1,847,315	28.5%
Capital Projects	1,646,000	25.4%
Capital Outlay	3,304	0.2%
Total Appropriations	<u>\$ 6,470,512</u>	<u>100%</u>

CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2017-18

FUNCTION/Responsible Department/Division Program Number/description	2016-17 Budget	2017-18 Budget	Percent Change
RECREATION AND PARK DISTRICT			
Administration & Legislative Division			
90301 Recreation & Parks Administration	\$ 1,012,572	\$ 997,983	-1.44%
90328 Recreation & Comm Svcs Commission	82,680	85,542	3.46%
90330 Senior Citizen Commission	48,709	50,114	2.88%
Total Administration & Legislative	<u>\$ 1,143,961</u>	<u>\$ 1,133,639</u>	-0.90%
Community Events & Enrichment Division			
90307 5K/10K Run	\$ 48,748	\$ 49,932	2.43%
90313 Community Events & Promotion	173,750	174,089	0.20%
90314 Cultural Arts	94,461	99,398	5.23%
90316 Contract Classes	362,698	366,520	1.05%
90333 Art in Public Places	-	5,000	n/a
Total Community Events & Enrichment	<u>\$ 679,657</u>	<u>\$ 694,939</u>	2.25%
Youth & Teen Programs Division			
90304 Teen Programs	\$ 44,195	\$ 45,927	3.92%
90305 Aquatics Instruction	69,200	69,000	-0.29%
90306 Playgrounds	62,437	63,604	1.87%
90324 Day Camp	93,714	95,639	2.05%
90327 Kids Corner	104,958	106,509	1.48%
Total Youth/Teen Programs	<u>\$ 374,504</u>	<u>\$ 380,679</u>	1.65%
Senior Citizens Program Division			
90317 Senior Citizen Program	\$ 399,130	\$ 413,128	3.51%
90318 Senior Citizen Transportation	71,875	76,419	6.32%
Total Senior Citizens	<u>\$ 471,005</u>	<u>\$ 489,547</u>	3.94%
Sports Programs Division			
90303 Adult Sports	\$ 107,155	\$ 104,456	-2.52%
90310 Youth Sports	125,097	121,877	-2.57%
90326 Facilities/Field Permit	47,998	48,756	1.58%
Total Sports	<u>\$ 280,250</u>	<u>\$ 275,089</u>	-1.84%

**CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2017-18 (Continued)**

	<u>2016-17</u> Budget	<u>2017-18</u> Budget	Percent Change
MAINTENANCE SERVICES			
Department of Public Works			
Maintenance & Facility Support Division			
90302.9302 Maintenance - Community Center	\$ 245,896	\$ 227,279	-7.57%
90302.9308 Landscaping - Parks	761,431	768,171	0.89%
90302.9311 Maintenance - Athletic Facilities	276,611	281,761	1.86%
90302.9312 Maintenance - Park Buildings	163,488	171,461	4.88%
90302.9318 Maintenance - Senior Center Building	245,375	222,657	-9.26%
90323 Facility Operations	161,831	155,986	-3.61%
90332 Youth League Improvements	20,000	20,000	0.00%
Total Maintenance & Facility Support	<u>\$ 1,874,632</u>	<u>\$ 1,847,315</u>	-1.46%
TOTAL OPERATING BUDGET	<u>\$ 4,824,009</u>	<u>\$ 4,821,208</u>	-0.06%
SUMMARY OF CAPITAL PROJECTS			
80700_8071 Park Projects	\$ 3,340,000	\$ 1,646,000	-50.72%
SUMMARY OF CAPITAL OUTLAY*			
95400 Capital Outlay - Furniture/Equipment	<u>\$ 23,692</u>	<u>\$ 3,304</u>	-86.05%
TOTAL BUDGET	<u><u>\$ 8,187,701</u></u>	<u><u>\$ 6,470,512</u></u>	<u><u>-20.97%</u></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 division 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 a 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 Commissions are allocated to each program.

Accomplishments for Fiscal Year 2016-17

- Began the process of assessing the District fee structure and analysis of the costs of doing business and making recommendations for future program fees
- Updated Department Mission Statement and Core Values
- Began construction of Mackay Park
- Implemented a new registration and reservation software program
- Conducted the Commission's annual volunteer recognition awards to recognize community service

Objectives for Fiscal Year 2017-18

- Implement a sponsorship committee and program to assist in offsetting direct costs to the District
- Increase online activity registration by 10% with the new web based recreation software.
- Open Mackay Park to the Public

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Number of Program Registrations Processed	12,110	12,045	12,100
Total Revenue from Program Registrations	\$690,637	\$702,974	\$705,000
Online Activity Registration (% of Total Registration Transactions)	8%	15%	25%
Number of Facility Rentals Processed	1,334	1,270	1,300

RECREATION AND PARK DISTRICT

Administration & Legislative Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	0.29	0.29	-
Total Positions	<u>5.42</u>	<u>5.42</u>	<u>5.51</u>	<u>5.51</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 713,729	\$ 728,475	\$ 716,985	\$ 752,451	3.3%
Service and Supplies	193,820	242,216	226,092	198,678	-18.0%
Internal Service Fund Charges	151,884	173,270	173,270	182,510	5.3%
Total Division Cost	<u>\$1,059,433</u>	<u>\$1,143,961</u>	<u>\$1,116,347</u>	<u>\$1,133,639</u>	-0.9%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund - District	<u>\$1,059,433</u>	<u>\$1,143,961</u>	<u>\$1,116,347</u>	<u>\$1,133,639</u>
Total Resources	<u>\$1,059,433</u>	<u>\$1,143,961</u>	<u>\$1,116,347</u>	<u>\$1,133,639</u>

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Division Overview

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

Community Special events include the annual July 4th Celebration, Spring Egg Hunt, Halloween Carnival, Holiday Craft Show, Holiday Sing and Tree Lighting, Movies on the Green and support for the Cypress Community Festival.

The Cypress Run, including a 5K Run and Walk and a 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 in partnership with two neighboring cities.

The Cypress Cultural Arts program strives to provide a multitude of opportunities for the community to experience creative and imaginative activities. This program supports Cypress Celebrates the Arts activities; a Community Gallery in partnership with the Cypress Art League to provide local artists the opportunity to participate in art shows, and a series of eight Summer Concerts held 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.

Accomplishments for Fiscal Year 2016-17

- The Cypress Run hosted over 1,800 participants from all over California and the United States.
- The Cypress Run had over 100 volunteers donating more than 380 hours annually
- The 4th of July Fireworks Celebration had approximately 20,000 attendees.
- Sponsorships offset all 4th of July costs with the exception of Recreation full time staff.
- The 41st Annual Juried Art Show, sponsored by the Cypress Art League, received 216 pieces of art to display.
- The Halloween Carnival had 1,284 participants in attendance.
- The Holiday Sing and Tree Lighting offered performances by 7 schools and a variety of activities to approximately 900 people in attendance.
- The Kids Swap Meet registered 42 booths, offering second hand children's clothing, toys, books and equipment at bargain prices.

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Objectives for Fiscal Year 2017-18

- Maintain non-profit partnerships
- Maintain partnerships with the Cities of Los Alamitos, Seal Beach, and the Community of Rossmoor to organize the annual 4th of July Fireworks Spectacular
- Increase participation in the Cypress Run by 8%
- Increase participation in the OC Race Series by 10%
- Expand the number of Youth Juried Art entries by 5%

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Annual Cypress Run Participants	2,046	1,837	2,000
Cypress Run Sponsorships	\$11,250	\$11,000	\$9,000
Cypress Community Festival Booths	193	190	200
Halloween Carnival attendance	1,290	1,284	1,200
Youth Juried Art Applicants	34	36	36

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	0.17	0.15	0.15	-
Recreation Leader III	0.10	0.10	0.15	0.15	-
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>2.51</u>	<u>2.54</u>	<u>2.54</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 243,288	\$ 261,481	\$ 261,209	\$ 266,824	2.0%
Service and Supplies	373,821	403,796	393,540	414,135	2.6%
Internal Service Fund Charges	<u>14,706</u>	<u>14,380</u>	<u>14,380</u>	<u>13,980</u>	-2.8%
Total Division Cost	<u>\$ 631,815</u>	<u>\$ 679,657</u>	<u>\$ 669,129</u>	<u>\$ 694,939</u>	2.2%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund-District	<u>\$ 631,815</u>	<u>\$ 679,657</u>	<u>\$ 669,129</u>	<u>\$ 694,939</u>
Total Resources	<u>\$ 631,815</u>	<u>\$ 679,657</u>	<u>\$ 669,129</u>	<u>\$ 694,939</u>



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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, 3-14 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 currently 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 monthly Kids Night Out program offers children 5-12 years of age a supervised night including dinner, games, crafts and a movie while parents can enjoy a night for themselves.

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 2016-17

- Completed a successful 6 week learn to swim program offering both group and semi-private lessons
- The Aquatics team instructed 1,300 beginning to advanced swimmers, ranging in age from infant to adult.
- The Orange County Fire Authority presented and provided “drowning prevention” materials to Cypress Day Camp, Kids Corner and the Aquatics Learn to Swim programs.
- Kids Corner provided more than 1,000 hours of programming for pre-school aged children.
- YAC members sold food items at the Holiday Craft Show and Holiday Sing to offset cost of sponsoring a family with the city’s Adopt a Family program.
- YAC members held a clothing drive and donated all items to a local homeless shelter.
- Kids Night Out was redesigned to be a monthly program instead of quarterly and sold out at 24 participants each month.

Objectives for Fiscal Year 2017-18

- Continue to partner with Anaheim Union High School District and Cypress College to offer Learn to Swim Programs to the community
- Increase the number of Kids Corner participants

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Day Camp Participants	519	530	550
Kids Corner Participants	319	315	340
Kids Night Out participants	NA	24	24
Teen 3 on 3 Basketball Teams	6	6	12

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	1.45	1.80	0.35
Assistant Pool Manager	0.20	0.20	0.16	0.20	0.04
Lifeguard	0.20	0.20	-	-	-
Pool Manager	0.20	0.20	0.19	0.20	0.01
Recreation Leader I	0.58	0.48	0.37	0.33	(0.04)
Recreation Leader II	0.68	0.89	0.80	0.75	(0.05)
Recreation Leader III	2.70	2.80	2.92	2.86	(0.06)
Recreation Leader IV	0.35	0.24	0.24	0.22	(0.02)
Recreation Specialist	0.69	0.69	0.69	0.69	-
Total Positions	<u>8.22</u>	<u>8.32</u>	<u>7.84</u>	<u>8.07</u>	<u>0.23</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 296,928	\$ 327,141	\$ 314,738	\$ 330,046	0.9%
Service and Supplies	37,668	46,143	46,546	49,413	7.1%
Internal Service Fund Charges	1,995	1,220	1,220	1,220	0.0%
Total Division Cost	<u>\$ 336,591</u>	<u>\$ 374,504</u>	<u>\$ 362,504</u>	<u>\$ 380,679</u>	1.6%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund-District	<u>\$ 336,591</u>	<u>\$ 374,504</u>	<u>\$ 362,504</u>	<u>\$ 380,679</u>
Total Resources	<u>\$ 336,591</u>	<u>\$ 374,504</u>	<u>\$ 362,504</u>	<u>\$ 380,679</u>



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RECREATION AND PARK DISTRICT

Sports Programs Division

Division Overview

This division includes Adult Sports, Youth Sports, permits for facilities, fields and park open space and Youth League improvements (ACUAF) program.

The Adult Sports program offers recreational sports leagues to adult's age 18 years and over. Year round leagues in softball and basketball are offered with three season per year. Drop in roller hockey and badminton provides weekly pick-up games as well as a quarterly badminton tournament. 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, roller hockey, 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. 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. 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.

Youth League Improvements (ACUAF) program was created to provide for minor park improvements considered “above and beyond” normal maintenance as identified by (ACUAF). Proposed projects are funded by ACUAF surcharges of \$3.00 per registered Youth League participant per season, and an annual contribution of \$5,000.00 from the District.

Accomplishments for Fiscal Year 2016-17

- Reached registration maximum in youth basketball and volleyball based on gym availability with an additional 40 children on a waitlist
- Implemented quarterly badminton doubles tournaments
- Implemented evening youth sports classes quarterly for 3-7 year olds (Pee Wees)
- Implemented a summer youth volleyball sports camp

RECREATION AND PARK DISTRICT

Sports Programs Division

Objectives for Fiscal Year 2017-18

- Meet maximum enrollment 30 participants at evening youth sports classes for 3-7 year olds (Pee Wees)
- Increase teams in adult softball by implementing a wood bat league
- Add additional one week summer youth volleyball sports camp
- Maintain Joint Use Agreements with Anaheim Union High School District and Cypress School District

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Number of Athletic Field Bookings	7,995	8,786	8,700
Total Hours of Athletic Field Usage by Organization			
- Cypress Youth Baseball	Not Tracked	23,828 (49%)	23,825 (50%)
- Cypress AYSO 154		16,572 (34%)	15,710 (33%)
- Cypress Girls Softball		4,285 (9%)	4,285 (9%)
- Cypress Pony/Colt		2,433 (5%)	2,300 (5%)
- Cypress Recreation		911 (<2%)	900 (<2%)
- AUHSD		276 (<1%)	275 (<1%)
- Rentals		207 (<1%)	200 (<1%)
Total Hours of Athletic Field Usage by Sites			
- City Owned Facilities	Not Tracked	13,558 (28%)	13,600 (29%)
- Anaheim Union High School District Owned Facilities		7,080 (15%)	6,020 (13%)
- Cypress School District Facilities		27,874 (57%)	27,875 (59%)
ACUAF Youth Sports Participants by Organization			
- Cypress AYSO 154	1,420	1,392	1,400
- Cypress Youth Baseball	771	691	700
- Cypress Pony/Colt	108	131	125
- Cypress Girls Softball	345	335	340
ACUAF Group Residency Percentage			
- Cypress AYSO 154	68%	70%	69%
- Cypress Youth Baseball	62%	63%	63%
- Cypress Pony/Colt	63%	56%	60%
- Cypress Girls Softball	57%	56%	56%
Adult Softball Team Registration	92	92	102
Youth Sports Camp participants	120	120	160

RECREATION AND PARK DISTRICT

Sports Programs Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	0.05	0.03
Recreation Leader II	0.62	0.81	0.73	0.78	0.05
Recreation Leader III	1.00	1.00	1.05	1.05	-
Recreation Leader IV	1.04	0.72	0.72	0.69	(0.03)
Total Positions	<u>4.06</u>	<u>3.93</u>	<u>3.90</u>	<u>3.95</u>	<u>0.05</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 202,818	\$ 227,850	\$ 216,478	\$ 223,397	-2.0%
Service and Supplies	40,960	50,140	42,592	49,432	-1.4%
Internal Service Fund Charges	2,331	2,260	2,260	2,260	0.0%
Total Division Cost	<u>\$ 246,109</u>	<u>\$ 280,250</u>	<u>\$ 261,330</u>	<u>\$ 275,089</u>	-1.8%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund-District	<u>\$ 246,109</u>	<u>\$ 280,250</u>	<u>\$ 261,330</u>	<u>\$ 275,089</u>
Total Resources	<u>\$ 246,109</u>	<u>\$ 280,250</u>	<u>\$ 261,330</u>	<u>\$ 275,089</u>



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RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Division Overview

This division includes operation of the Cypress Senior Center; daily Senior Citizens programming and the Senior Transportation program.

This Senior Center provides an opportunity for older adults to experience services and activities that enhance personal growth, independence and dignity. Services include a nutrition program, educational classes, volunteer opportunities, health and social services, recreational opportunities, and special events. More than 100,000 participants are served annually.

The Senior Transportation program provides transportation services to Cypress residents who meet eligibility requirements. 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 senior 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 2016-17

- Achieved a high level of participation in most classes and introduced new classes
- Continued to offer “Let’s Do Lunch” congregate meal program five days a week to include many themed lunches
- Offered a Home Delivered Meals program, serving homebound seniors weekly 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 2017-18

- Increase class participation by 1%
- Serve an average of 1,075 congregate meals per month program
- Deliver 300 weekly meals under the Home Delivered Meals program
- Conduct a minimum of 30 forums, health screenings, and special events to attract new patrons into the Senior Center
- Continue management of 120 outstanding volunteers that serve the Senior Center and its programs on a daily basis

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Class Participation Number (contract class, volunteer & NOCCCD)	48,000	50,000	50,500
Volunteer Hours	8,910	8,900	8,950
Congregate meals served	12,200	13,000	13,000
Home Delivered Meals served	14,900	15,000	15,600
Transportation program participants – both Nutrition & Taxi Voucher	200	185	190

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	0.67	-	(0.67)
Recreation Leader IV	-	-	-	0.63	0.63
Recreation Specialist	0.90	0.90	0.90	0.90	-
Total Positions	<u>4.36</u>	<u>4.36</u>	<u>4.43</u>	<u>4.39</u>	<u>(0.04)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 322,022	\$ 348,621	\$ 347,621	\$ 358,840	2.9%
Service and Supplies	104,972	115,004	106,426	123,227	7.2%
Internal Service Fund Charges	10,437	7,380	7,380	7,480	1.4%
Total Division Cost	<u>\$ 437,431</u>	<u>\$ 471,005</u>	<u>\$ 461,427</u>	<u>\$ 489,547</u>	3.9%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund-District	\$ 437,431	\$ 471,005	\$ 461,427	\$ 489,547
Total Resources	<u>\$ 437,431</u>	<u>\$ 471,005</u>	<u>\$ 461,427</u>	<u>\$ 489,547</u>



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RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

Division Overview

Community Center Building 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, a new “Cypress Outdoor Cinema” event and eight Summer Concerts.

Park Landscaping 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 provide 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, barbecues, fencing, athletic field lighting and park lighting. Tennis court lamps and athletic field lamps are replaced as needed throughout the year.

Park Buildings provide 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 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.

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, July 4th Celebration, Community Festival, Concerts, Cypress Outdoor Cinema, etc.) as well as providing supervision to evening and weekend facility classes and rentals.

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

The entire Division also provides support and supplies to community groups and businesses that desire to conduct service projects to address clean-up and general repair to park facilities. Examples include Eagle Scout Projects, Corporate Earth-Day Volunteer Projects, and Church Volunteer Programs.

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 2016-17

- Installed a Public Art Sculpture at the Community Center in partnership with Friends of Cypress Cultural Arts
- Installed a Public Art Sculpture at the Library in partnership with Friends of Cypress Cultural Arts
- Installed a memorial park bench at Oak Knoll Park
- Installed a memorial park bench at the Senior Center

Objectives for Fiscal Year 2017-18

- Continue to Partner with Community Development Maintenance Division to maintain the District's facilities, parks, programs and special events
- Installation of a Public Art Sculpture at the new Mackay Park location in partnership with Friends of Cypress Cultural Arts

Performance Measures	Actual 2015-16	Estimate 2016-17	Budget 2017-18
Public Art Installation	0	2	1
Eagle Scout and Corporate Service Projects	1	8	3

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

<u>Summary of Positions</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>16/17 Budget vs. 17/18 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	1.13	1.01	0.94	(0.07)
Recreation Leader III	2.00	2.00	2.03	1.89	(0.14)
Recreation Leader IV	0.88	0.61	0.63	0.63	-
Total Positions	<u>4.26</u>	<u>4.26</u>	<u>4.19</u>	<u>3.98</u>	<u>(0.21)</u>

<u>Summary of Expenditures</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>	<u>16/17 Budget vs. 17/18 Budget</u>
Salaries and Benefits	\$ 153,800	\$ 160,066	\$ 155,329	\$ 154,446	-3.5%
Service and Supplies	1,530,909	1,714,566	1,691,594	1,692,869	-1.3%
Total Division Cost	<u>\$1,684,709</u>	<u>\$1,874,632</u>	<u>\$1,846,923</u>	<u>\$1,847,315</u>	-1.5%

<u>Summary of Resources</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
General Fund-District	<u>\$1,684,709</u>	<u>\$1,874,632</u>	<u>\$1,846,923</u>	<u>\$1,847,315</u>
Total Resources	<u>\$1,684,709</u>	<u>\$1,874,632</u>	<u>\$1,846,923</u>	<u>\$1,847,315</u>



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**CYPRESS RECREATION AND PARK DISTRICT
CAPITAL PROJECTS**

Fiscal Year 2017-18

PARKS PROJECTS (80700 8071)

Senior Center HVAC	\$ 700,000
Senior Center Roof Repair	300,000
Park Improvements - Veterans and Willow	600,000
Seal Coat Parking Lot - Various	24,000
Seal Coat Parking Lot - Cedar Glen	<u>22,000</u>

TOTAL NEW CAPITAL PROJECTS \$ 1,646,000

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF CAPITAL OUTLAY
Fiscal Year 2017-18**

NEW

EQUIPMENT (725-95300.xxxx_xxx)

4310_200	Hot Food Table - Senior Lunch Program	\$ <u>2,800</u>
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	Total New Capital Outlay	\$ 2,800
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REPLACEMENT

EQUIPMENT (725-95300.xxxx_xxx)

4310_100	Large Format Printer (1)	3,500
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4310_200	Tables (80) - Community & Senior Centers	17,643
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4310_200	Pop-up Canopies and Walls (10) - Special Events	<u>5,798</u>
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	Total Replacement Capital Outlay	\$ 26,941
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	TOTAL CAPITAL OUTLAY	<u>\$ 29,741</u>
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CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2017-18

CRPD GENERAL FUND - FUND 212

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 9,038,266	\$ 9,734,616	\$ 9,734,616	\$ 9,734,616	\$ 8,012,314
Revenues					
Property Taxes					
3001 Secured	3,881,373	3,920,000	3,920,000	4,000,000	4,080,000
3002 Unsecured	131,859	135,000	135,000	132,000	134,000
3004 Prior Years	43,606	42,000	42,000	45,000	45,000
3005 Supplemental Roll	107,121	55,000	55,000	110,000	112,000
3006 Public Utility	50,359	51,000	51,000	54,000	55,000
3007 Pass Thru Taxes	35,419	32,500	32,500	43,000	43,000
3011 Residual Tax Increment	170,610	100,000	100,000	127,500	130,000
Total	4,420,347	4,335,500	4,335,500	4,511,500	4,599,000
Interest & Rent					
3400 Investment Earnings	48,669	20,000	20,000	16,000	16,000
3412 Bldg Rents-Community Center	98,470	82,180	82,180	83,046	83,489
3414 Bldg Rents-Senior Center	25,245	27,000	27,000	32,000	32,000
3415 Bldg Rents-Parks	38,676	25,200	25,200	26,045	25,985
Total	211,060	154,380	154,380	157,091	157,474
Revenue from Other Agencies					
3502 Homeowners Tax Relief	27,048	27,500	27,500	27,000	27,100
3520 Special District Augmentation	20,439	20,800	20,800	20,590	20,600
3525 Grants - Miscellaneous	40,513	57,500	57,500	42,000	46,000
Total	88,000	105,800	105,800	89,590	93,700
Service Charges					
3650 Cultural Arts Receipts	1,232	1,000	1,000	1,800	1,800
3652 Adult Sports Fees	35,057	51,626	51,626	34,160	53,643
3653 Youth Sports Fees	84,133	77,905	77,905	75,975	81,065
3655 Swimming Instruction Fees	60,444	51,214	51,214	53,000	52,000
3656 Pre-School Program Fees	66,836	71,300	71,300	65,250	71,300
3657 Youth League Fees	7,932	8,250	8,250	8,000	8,250
3659 Contract Classes	400,914	380,500	380,500	398,900	399,000
3661 Teen Excursion Fees	6,578	5,675	5,675	5,175	5,675
3665 Senior Citizens Activities Fees	66,451	54,000	54,000	65,500	65,000
3668 Playground Events & Excursions	9,502	15,400	15,400	12,560	16,220
3669 Day Camp Fees	57,168	65,320	65,320	65,000	66,000
3673 Special Event Fees	41,136	35,440	35,440	43,304	38,825
3677 5K/10K Run Revenues	57,075	70,500	70,500	57,828	64,000
3680 Lighting Fee - Youth Sports	9,582	9,000	9,000	10,000	9,000
3683 ACUAF - Non-Resident Fees	9,320	7,200	7,200	9,000	8,400
Total	913,360	904,330	904,330	905,452	940,178
Other Revenue					
3711 Expense Reimbursement	2,070	-	-	4,767	-
3713 Donations/Contributions	3,611	-	7,825	5,185	5,000
Total	5,681	-	7,825	9,952	5,000
Total Current Operating Revenue	5,638,448	5,500,010	5,507,835	5,673,585	5,795,352

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2017-18

CRPD GENERAL FUND - FUND 212

(continued)

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
Operating Transfers-In					
CRPD Park Development Fund - 213	95,390	1,000,000	1,597,680	1,597,680	-
Total Operating Transfers-In	95,390	1,000,000	1,597,680	1,597,680	-
Total Revenues and Transfers-In	<u>5,733,838</u>	<u>6,500,010</u>	<u>7,105,515</u>	<u>7,271,265</u>	<u>5,795,352</u>
Total Available	14,772,104	16,234,626	16,840,131	17,005,881	13,807,666
Expenditures					
Operating Expenditures:					
Recreation and Community Services	4,396,088	4,824,009	4,858,213	4,717,660	4,821,208
Capital Expenditures:					
80700 Park Projects	406,161	3,340,000	4,079,290	4,079,290	1,646,000
Operating Transfers-Out:					
City Infrastructure Reserve Fund - 416	206,029	132,500	132,500	170,500	173,000
City Technology Investments Fund - 731	5,722	-	-	-	-
CRPD Capital Replacement Fund - 725	<u>23,488</u>	<u>23,692</u>	<u>26,117</u>	<u>26,117</u>	<u>3,304</u>
Total Operating Transfers-Out	235,239	156,192	158,617	196,617	176,304
Total Expenditures and Transfers Out	<u>5,037,488</u>	<u>8,320,201</u>	<u>9,096,120</u>	<u>8,993,567</u>	<u>6,643,512</u>
FUND BALANCE, JUNE 30	<u>\$ 9,734,616</u>	<u>\$ 7,914,425</u>	<u>\$ 7,744,011</u>	<u>\$ 8,012,314</u>	<u>\$ 7,164,154</u>

CRPD PARK DEVELOPMENT - FUND 213

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimate</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	<u>\$ 844,591</u>	<u>\$ 1,178,741</u>	<u>\$ 1,178,741</u>	<u>\$ 1,178,741</u>	<u>\$ 11,061</u>
Revenues					
Interest & Rent					
3400 Investment Earnings	5,540	4,400	4,400	5,000	100
Service Charges					
3630 Park Facility Development Fees	<u>424,000</u>	<u>400,000</u>	<u>400,000</u>	<u>425,000</u>	<u>8,000</u>
Total Current Operating Revenue	429,540	404,400	404,400	430,000	8,100
Total Available	<u>1,274,131</u>	<u>1,583,141</u>	<u>1,583,141</u>	<u>1,608,741</u>	<u>19,161</u>
Expenditures					
Operating Transfers-Out					
CRPD General Fund - 212	<u>95,390</u>	<u>1,000,000</u>	<u>1,597,680</u>	<u>1,597,680</u>	<u>-</u>
Total Expenditures	95,390	1,000,000	1,597,680	1,597,680	-
FUND BALANCE, JUNE 30	<u>\$ 1,178,741</u>	<u>\$ 583,141</u>	<u>\$ (14,539)</u>	<u>\$ 11,061</u>	<u>\$ 19,161</u>

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2017-18

CRPD CENTRAL SERVICES - FUND 715

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 9,196	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,563
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	11,500	8,000	8,000	8,000	15,700
3805 Equipment Rental	3,300	3,300	3,300	3,300	1,600
Total	14,800	11,300	11,300	11,300	17,300
Total Current Operating Revenue	14,800	11,300	11,300	11,300	17,300
Total Available	23,996	28,676	28,676	28,676	34,863
<u>Expenditures</u>					
Operating Expenditures					
Recreation and Community Services	6,620	11,113	11,113	11,113	11,241
Total Expenditures/Uses	6,620	11,113	11,113	11,113	11,241
FUND BALANCE, JUNE 30	\$ 17,376	\$ 17,563	\$ 17,563	\$ 17,563	\$ 23,622

CRPD CAPITAL REPLACEMENT - FUND 725

	<u>2015-16 Actual</u>	<u>2016-17 Adopted Budget</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimates</u>	<u>2017-18 Adopted</u>
FUND BALANCE, JULY 1	\$ 671,256	\$ 703,719	\$ 703,719	\$ 703,719	\$ 688,085
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	750	750	750	750	800
3805 Equipment Rental	31,563	22,250	22,250	22,250	4,700
3806 Office Equipment Rental	150	200	200	200	200
Total	32,463	23,200	23,200	23,200	5,700
Total Current Operating Revenue	32,463	23,200	23,200	23,200	5,700
Operating Transfers-In					
CPRD General Fund - 212	23,488	23,692	26,117	26,117	3,304
Total	23,488	23,692	26,117	26,117	3,304
Total Available	727,207	750,611	753,036	753,036	697,089
<u>Expenditures</u>					
Operating Expenditures					
Other Expenditures	23,488	39,776	64,951	64,951	29,741
Total Expenditures/Uses	23,488	39,776	64,951	64,951	29,741
FUND BALANCE, JUNE 30	\$ 703,719	\$ 710,835	\$ 688,085	\$ 688,085	\$ 667,348

CYPRESS RECREATION AND PARK DISTRICT

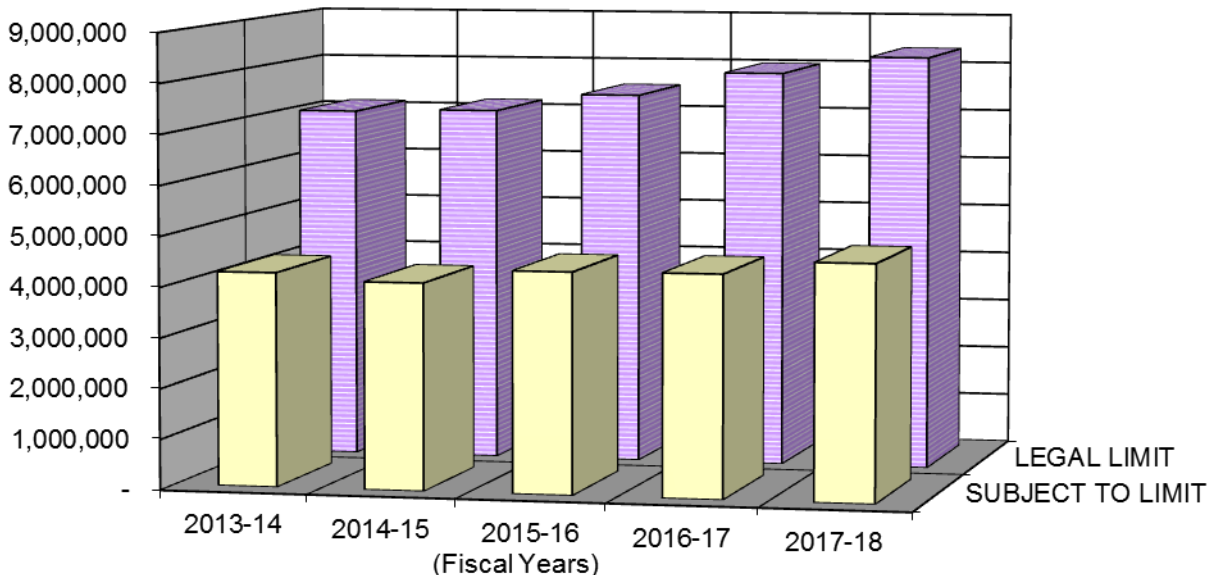
Fiscal Year 2017-18

ANNUAL APPROPRIATIONS LIMIT

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 District can legally appropriate. The appropriations are based on the District'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 growth in the City's or the County's population.

As provided by Proposition 111, the Cypress Recreation and Park District has elected to utilize the percentage growth in the County's population to calculate the fiscal year 2017-18 Appropriation Limitation of \$8,327,269. The total appropriations subject to the limitation for 2017-18 are \$4,659,946 which is \$3,667,323 (44.0%) below the calculated appropriation limit.

APPROPRIATIONS





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PERSONNEL SUMMARY BY DEPARTMENT

CITY PERSONNEL

FULL-TIME

DEPARTMENT	2016-17 Budget	2017-18 Adopted	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	75.00	(1.00)
Community Development	40.00	38.00	(2.00)
TOTAL	137.00	134.00	(3.00)

PART-TIME

DEPARTMENT	2016-17 Budget	2017-18 Adopted	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	2016-17 Budget	2017-18 Adopted	Inc/(Dec)
Full-Time	13.00	13.00	0.00
Part-Time	15.41	15.44	0.03
TOTAL	28.41	28.44	0.03

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

FULL-TIME PERSONNEL BY JOB CLASSIFICATION

	2016-17	2017-18	Monthly Salary Range	
	Budget	Adopted	Minimum	Maximum
City Council and Management				
City Clerk	1.00	1.00	\$ 7,948	\$ 10,776
City Manager	1.00	1.00	18,240	18,240
Deputy City Clerk	1.00	1.00	4,698	5,712
Executive Assistant	1.00	1.00	4,827	5,867
Senior Management Analyst	1.00	1.00	5,818	7,779
Video Production Coordinator	1.00	1.00	4,715	5,758
Subtotal - City Council and Management	6.00	6.00		
Finance and Administrative Services				
Account Clerk II	2.00	2.00	3,918	4,786
Accountant	1.00	1.00	6,001	7,329
Administrative Services Technician II	2.00	2.00	3,918	4,786
Computer Support Specialist	1.00	1.00	5,563	6,795
Director of Finance & Administrative Services	1.00	1.00	10,612	16,324
Assistant Director/Finance Manager	1.00	1.00	9,463	12,490
Human Resources Analyst	1.00	1.00	5,790	7,036
Human Resources Assistant	1.00	1.00	4,136	5,546
Human Resources Manager	1.00	1.00	7,948	10,776
Information Technology Manager	1.00	1.00	8,573	11,257
Network Administrator	1.00	1.00	6,689	9,003
Payroll Coordinator	1.00	1.00	4,827	5,867
Senior Licensing Specialist	1.00	1.00	4,476	5,467
Subtotal - Finance and Administrative Services	15.00	15.00		
Police Department				
Community Outreach Officer	0.00	1.00	4,464	5,452
Office Assistant I	1.00	1.00	3,070	3,749
Office Assistant II	1.00	1.00	3,383	4,134
Office Specialist	1.00	1.00	3,918	4,786
Police Chief	1.00	1.00	10,612	16,324
Police Clerk I	1.00	1.00	3,261	3,982
Police Clerk II	3.00	3.00	3,776	4,610
Police Commander	3.00	3.00	11,175	13,414
Police Officer	41.00	41.00	6,462	8,453
Police Officer - Overhire	2.00	2.00	6,462	8,453
Police Sergeant	10.00	10.00	8,475	10,818
Police Services Officer	9.00	7.00	4,464	5,452
Police Support Services Supervisor	1.00	1.00	5,359	6,968
Secretary to Department Head	1.00	1.00	4,427	5,406
Senior Management Analyst	1.00	1.00	5,818	7,779
Subtotal - Police Department	76.00	75.00		

FULL-TIME PERSONNEL BY JOB CLASSIFICATION

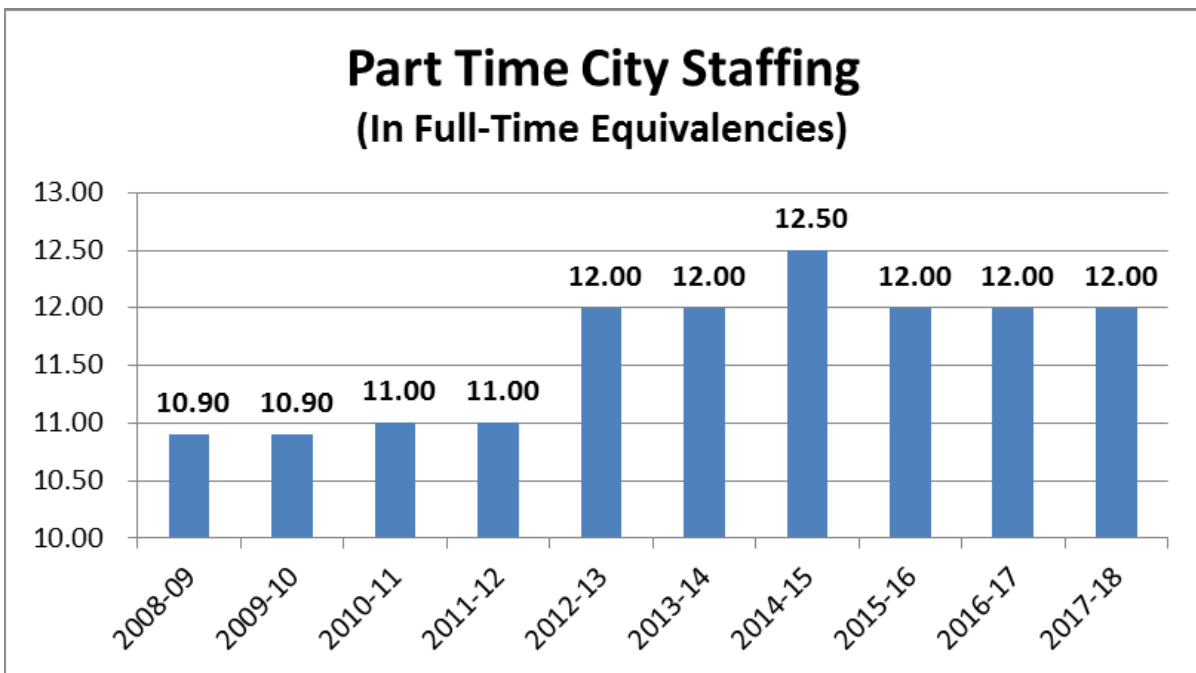
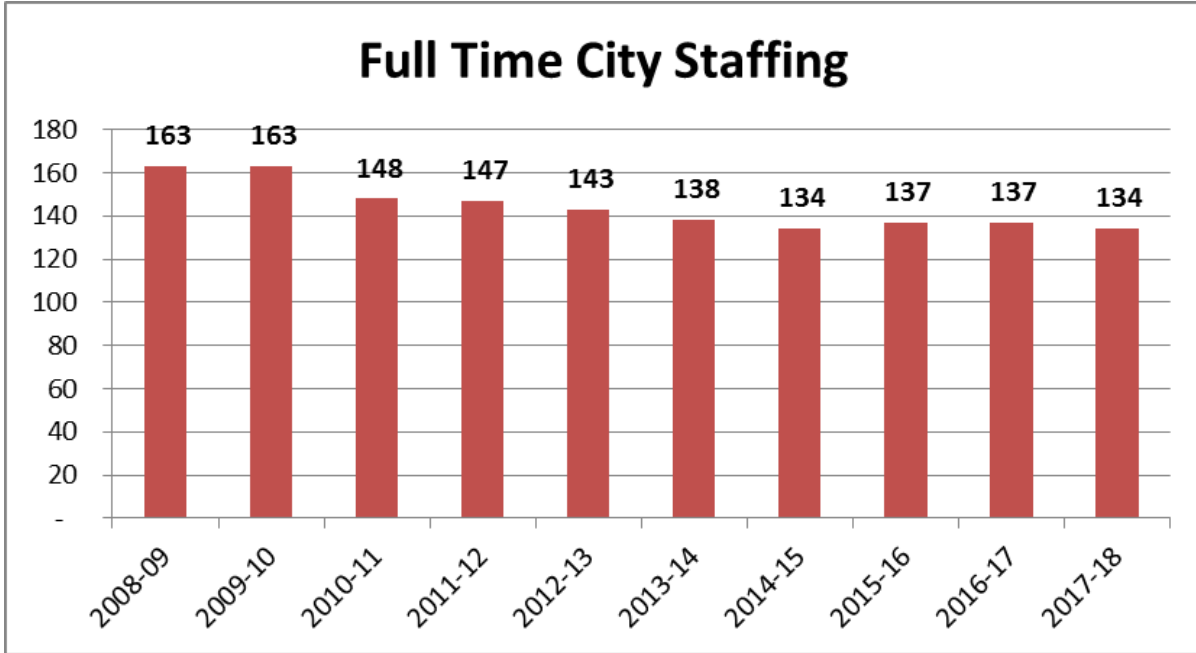
	2016-17	2017-18	Salary Range	
	Budget	Adopted	Minimum	Maximum
Community Development Department				
Administrative Clerk	1.00	1.00	\$ 3,553	\$ 4,339
Assistant Mechanic	1.00	1.00	3,503	4,538
Assistant Planner	1.00	1.00	5,312	7,467
Associate Engineer	2.00	2.00	7,373	9,005
Associate Planner	1.00	1.00	6,115	7,467
Building Official	1.00	1.00	8,573	11,257
City Engineer	1.00	1.00	9,463	12,490
City Planner	1.00	1.00	9,463	12,490
Code Enforcement Officer II	1.00	1.00	5,297	6,469
Director of Community Development	1.00	1.00	10,612	16,324
Engineering Aide	1.00	1.00	4,689	5,727
Lead Maintenance Worker	5.00	4.00	3,499	5,252
Maintenance Specialist	2.00	2.00	4,259	5,517
Maintenance Superintendent	1.00	1.00	7,725	10,042
Maintenance Supervisor	3.00	3.00	5,359	6,968
Maintenance Worker	8.00	7.00	3,333	5,002
Management Analyst	1.00	1.00	5,790	7,036
Mechanic	2.00	2.00	4,055	5,252
Office Assistant II	1.00	1.00	3,383	4,134
Project Manager	1.00	1.00	7,373	9,005
Redevelopment Project Manager	1.00	1.00	6,689	9,003
Secretary to Department Head	1.00	1.00	4,427	5,406
Senior Civil Engineer	1.00	1.00	7,725	10,042
Water Quality Manager	1.00	1.00	6,689	9,003
Subtotal - Community Development	40.00	38.00		
Subtotal - City	137.00	134.00		
Recreation and Park District				
Director of Recreation & Comm Svcs	1.00	1.00	10,612	16,324
Office Assistant II	3.00	3.00	3,383	4,134
Recreation Coordinator	4.00	4.00	4,358	5,322
Recreation Superintendent	1.00	1.00	7,725	10,042
Recreation Supervisor	3.00	3.00	5,359	6,968
Secretary to Department Head	1.00	1.00	4,427	5,406
Subtotal - Recreation and Park District	13.00	13.00		
Total - City and Recreation and Park District	150.00	147.00		

PART-TIME PERSONNEL BY JOB CLASSIFICATION

	2016-17 Budget	2017-18 Adopted	Hourly Rates	
			Minimum	Maximum
Police Department				
Community Outreach Officer	0.50	0.00	\$ 25.00	\$ 30.00
Police Aide	4.90	4.90	10.50	12.50
Police Services Officer	0.00	0.50	25.75	31.30
Subtotal - Police Department	5.40	5.40		
Community Development Department				
Administrative Services Technician I	0.90	0.90	20.50	25.03
Administrative Intern	1.50	1.50	10.75	13.75
Maintenance Attendant	3.50	3.50	10.50	11.50
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	1.45	1.80	11.25	12.25
Assistant Pool Manager	0.16	0.20	12.00	13.00
Lifeguard	0.00	0.00	10.50	10.50
Pool Manager	0.19	0.20	13.25	14.75
Recreation Leader I	0.39	0.38	10.50	10.50
Recreation Leader II	2.70	2.62	10.75	10.75
Recreation Leader III	7.10	6.24	11.25	12.25
Recreation Leader IV	1.62	2.20	12.75	14.00
Recreation Specialist	1.80	1.80	17.68	21.59
Subtotal - Recreation and Park District	15.41	15.44		
Total - City and Recreation and Park District	27.41	27.44		

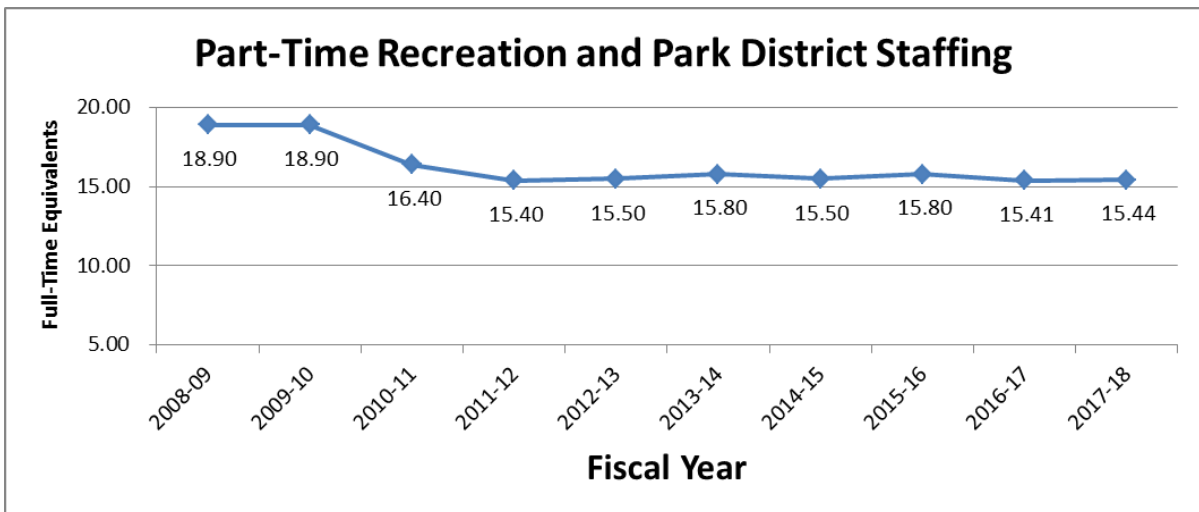
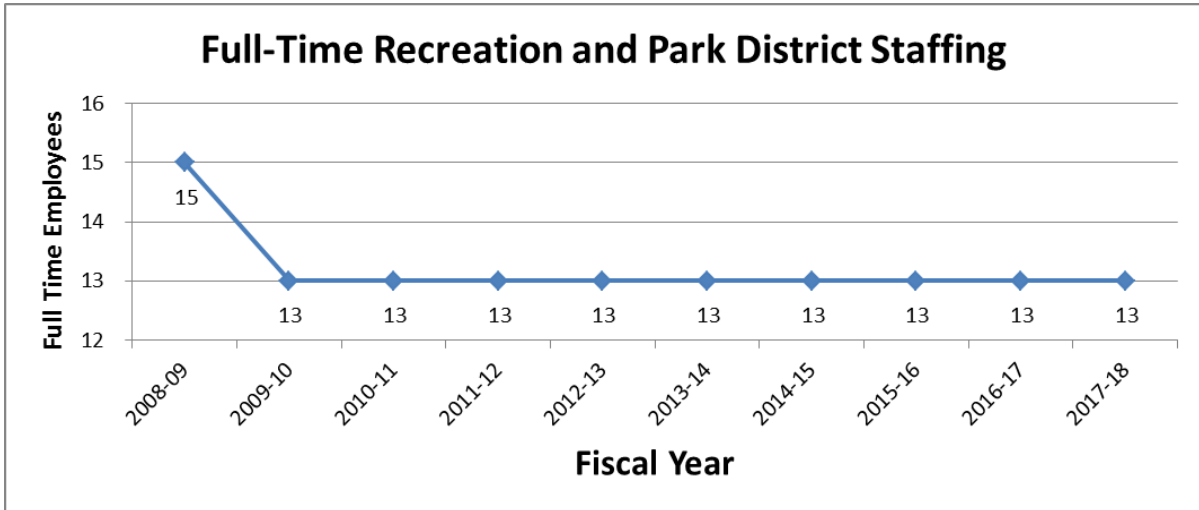
STAFFING TRENDS

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.