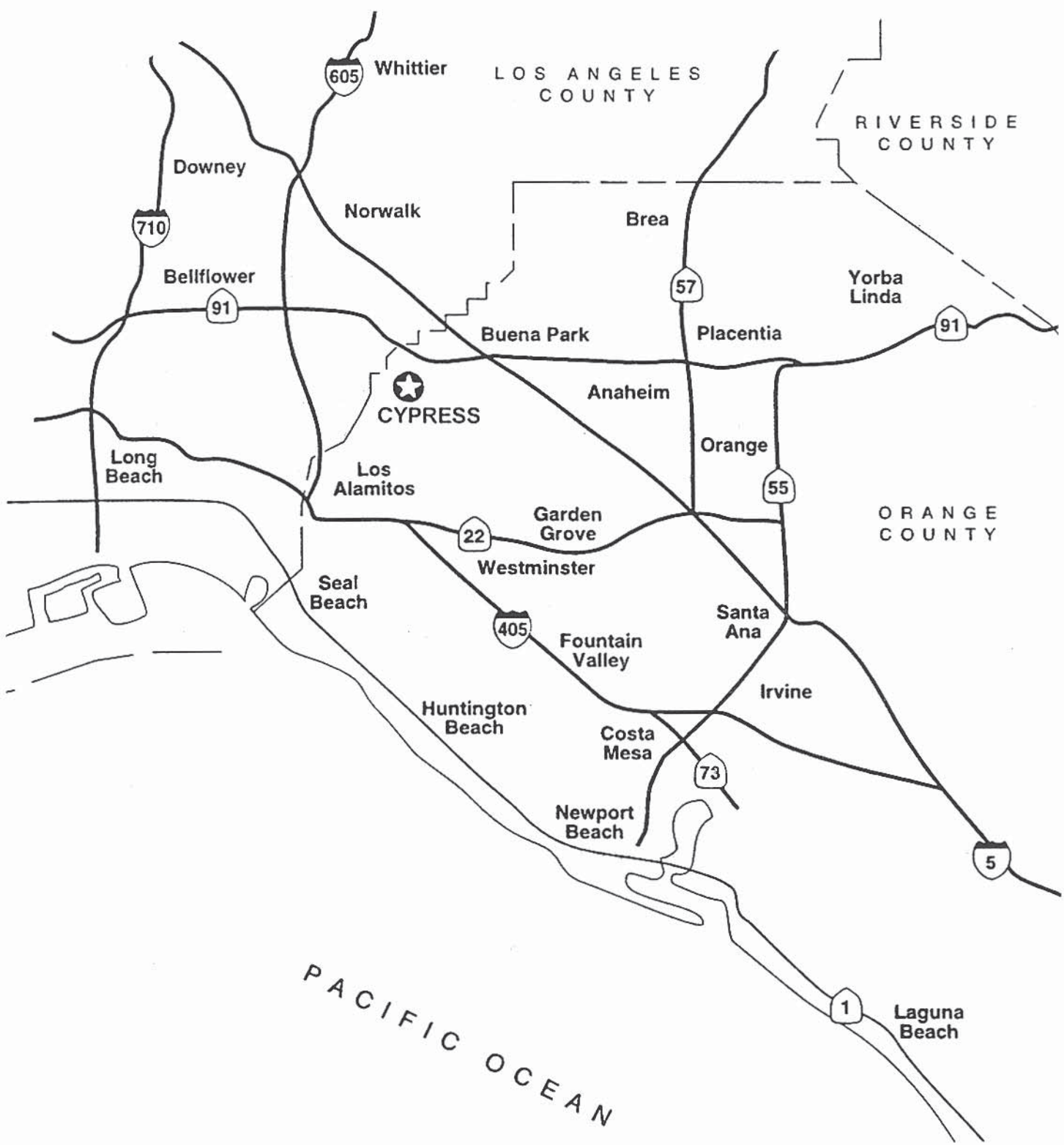


City of Cypress

Annual Budget

Fiscal Year 2018-2019





CITY OF CYPRESS
ANNUAL BUDGET
TABLE OF CONTENTS

Introduction

	<u>Pages</u>
City Officials	1
Organization Chart - City	2
Organization Chart – Recreation and Park District	3
Council Committee Responsibilities	4
City Commissions	5
Mission Statement (Vision Statement, Core Values and Three-Year Goals)	6

Budget Overview

User's Guide to the Budget	7
Budget Process	9
Basis of Accounting and Budgeting	10
Fiscal Strategies	11
Fund Structure and Definitions	18
Fund/Department Matrix	19

Budget Summary

City Manager's Budget Message	29
Five-Year General Fund Forecast	43
Summary of Resources and Appropriations by Fund	47
Summary of Resources	48
Major Revenue Sources	49
Operating Revenues	52
Annual Appropriations Limit	55
Summary of Appropriations by Fund	56
Summary of Appropriations	57
Operating Expenditures	58
Capital Projects, Debt Service and Capital Outlay	63
Fund Summaries and Operating Transfers	65
Decision Packages	91
Ten Year Trend Analysis	111
Ten Year Financial Trend Indicators	112
Property Tax Base Rate	113

ANNUAL BUDGET
TABLE OF CONTENTS, Continued

Staffing

	<u>Pages</u>
Personnel Summary by Department	115
Personnel by Job Classification	116
Staffing Trends	119

Program Detail

City Council and Administration	121
Legislative Division	124
City Attorney Division	126
City Manager Division	128
City Clerk Division	132
Finance and Administrative Services	135
Finance Division	138
Human Resources Division	140
Information Technology Division	142
Police	145
Administrative Division	148
Field Operations Division	152
Investigations Division	154
Community Development	157
Planning and Development Division	160
Building and Safety Division	162
Environmental Services Division	164
Engineering Division	166
Street Maintenance Division	168
Park Maintenance Division	170
Facility Maintenance Division	172
Fleet Services Division	174
Debt Service Funds	177
Capital Projects	181
Capital Outlay	197

ANNUAL BUDGET
TABLE OF CONTENTS, Continued

Program Detail (Continued)

	<u>Pages</u>
Recreation and Park District	199
Summary of Resources and Appropriations by Fund	202
Summary of Appropriations by Major Category	203
Summary of Resources	204
Summary of Appropriations	205
Summary of Operating, Capital Projects, and Capital Outlay	206
Administration and Legislative Division	208
Community Events and Enrichment Division	210
Youth and Teen Programs Division	214
Sports Programs Division	218
Senior Citizens Programs Division	222
Maintenance and Facility Support Division	226
Capital Projects and Capital Outlay	230
Fund Summaries	236
Annual Appropriations Limit	239
Glossary	241



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CITY OFFICIALS

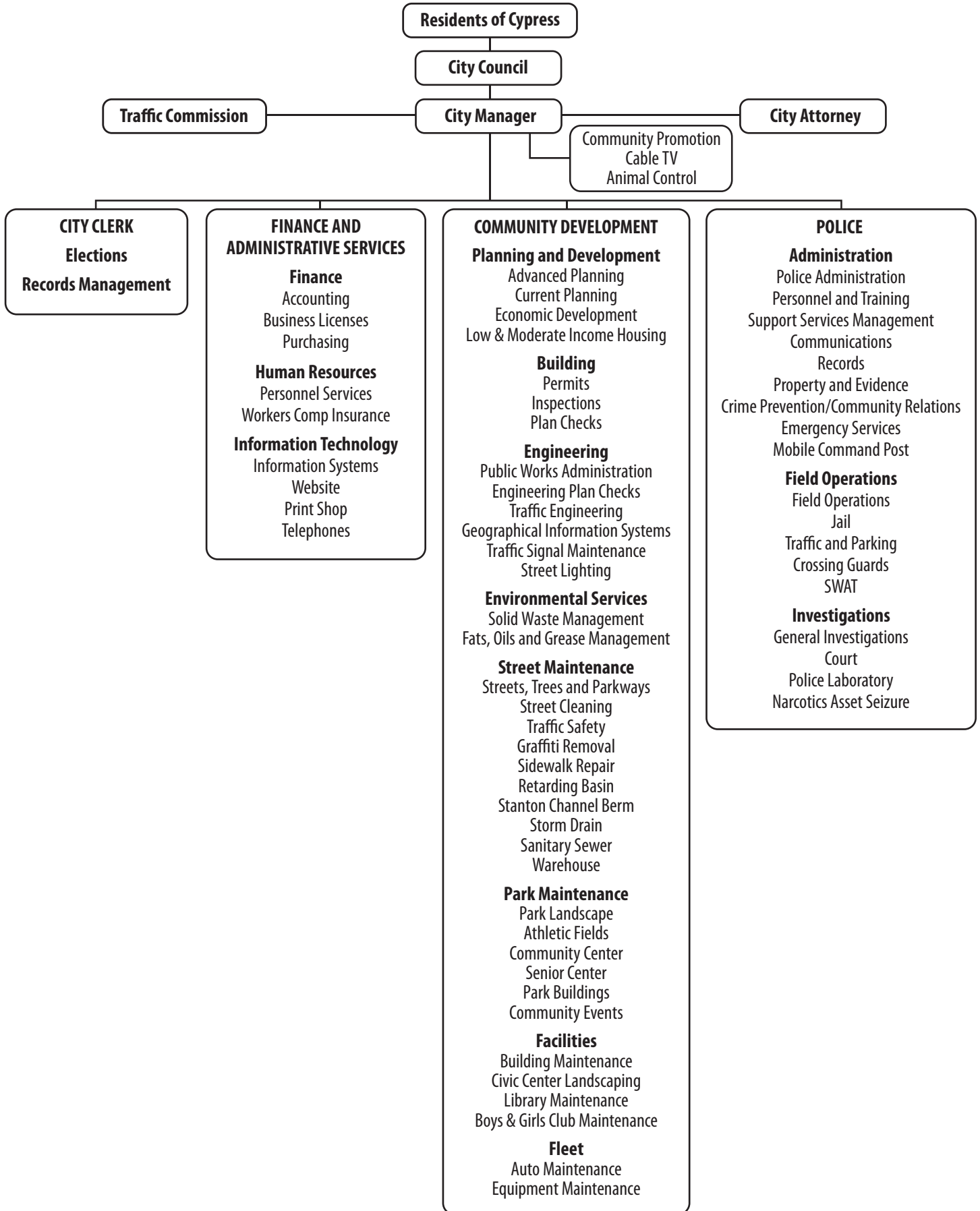
Legislative Body

Jon E. Peat	Mayor
Stacy Berry	Mayor Pro-Tem
Rob Johnson	Council Member
Paulo M. Morales	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 2018-2019**



**CYPRESS RECREATION AND PARK DISTRICT
Organization Chart
Fiscal Year 2018-2019**



CITY OF CYPRESS

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR JON PEAT

Business Retention, Attraction, Creation, and Expansion Committee (BRACE)
City/Anaheim Union High School District Joint Steering Ad Hoc Committee
City/Cypress School District Joint Steering Ad Hoc Committee
Joint Communications Center Executive Board
Joint Forces Training Base Cities Group
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)
Southern California Association of Governments – General Assembly
Delegates (Representative)

MAYOR PRO TEM STACY BERRY

City/Cypress College Ad Hoc Committee
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)
Orange County Library Advisory Board
Orange County Sanitation District (Alternate)
Santa Ana River Flood Protection Agency
Southern California Association of Governments
– General Assembly Delegates (Alternate)
Veteran Recognition Subcommittee

COUNCIL MEMBER ROB JOHNSON

City/Cypress School District Joint Steering Ad
Hoc Committee
Orange County Fire Authority
Veteran Recognition Subcommittee

COUNCIL MEMBER 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
Orange County Mosquito and Vector Control
District
Santa Ana River Flood Protection Agency
(Alternate)

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

Linda Croce, Chair
Jim Hunter, Vice Chair
Nettie Bryan
Nancy Conze
Carlos Espinosa
Jan Ridgeway
David Sluga

SENIOR CITIZENS COMMISSION

Carlos Ramirez, Chair
Frann Shermet, Vice Chair
Gincy Heins
Betty Koester
Carole Shaw
Jan Stein
Sherre Yurenko

TRAFFIC COMMISSION

Steve Fenoglio, Chair
Robert Sittman Jr., Vice Chair
Ashley Baker
Blaze Bhence
Ginger Osman

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.

CORE VALUES/GUIDING PRINCIPLES

The City of Cypress values...

Integrity

Accountability

Transparency

Fiscal prudence

Teamwork

Responsiveness to the community

THREE –YEAR GOALS

Enhance economic development

Maintain and enhance the infrastructure and facilities

Maintain our safe community

Enhance recreational, cultural and senior programs and services

Maintain financial stability

USER'S GUIDE TO THE BUDGET

This user's guide is intended to assist readers in understanding the information presented in the Fiscal Year (FY) 2018-19 Budget. The FY 2018-19 Budget is organized into 13 chapters, as described below.

INTRODUCTION

This section provides the reader with an overview of the City, including comprehensive organization charts for both the City and the Cypress Recreation and Park District, key contacts and responsibilities, and the City's Mission Statement.

BUDGET OVERVIEW

This section describes the budget process and the fiscal strategies that were used to develop the proposed budget. To help understand the budget, the Fund Structure depicts the various funds used to segregate and account for the City's activities. A description of each fund, and a matrix identifying which departments uses them is also included.

BUDGET SUMMARY

The Budget Summary presents a comprehensive overview of revenues, expenditures, and fund balance projections for all funds. The City Manager's Budget Message highlights the recommended spending plan for the next fiscal year, including a summary of critical economic issues, challenges, changes incorporated in this year's budget, and Capital Improvement highlights. A Five-Year General Fund Forecast provides a tool for long-term financial planning and includes

projections for anticipated changes in revenues and expenditures based on known facts and estimates of economic activity.

STAFFING

The Staffing section includes a summary of funded personnel by department and status (full-time/part-time), salary and wage range information by title, and ten-year historical staffing information.

CITY COUNCIL AND ADMINISTRATION

The City Council and Administration functions 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. City Council and the Administration Divisions represent the citizens of Cypress and act on their behalf with regard to regional, state and federal issues, as well as foster community partnerships and interagency collaboration.

FINANCE AND ADMINISTRATIVE SERVICES

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

BUDGET OVERVIEW

POLICE

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.

COMMUNITY DEVELOPMENT

Community Development handles a wide variety of functions through eight divisions. Development responsibilities include land use regulations, building permits and inspections, code enforcement, and economic development. Engineering services include environmental services, capital improvements, geographical information systems, traffic engineering, and street lighting. Maintenance divisions take care of the City's streets, parks, landscaping and facilities.

DEBT SERVICE FUNDS

This section provides information on debt service payments due in the upcoming year.

CAPITAL PROJECTS

Summary and detailed information on capital improvement projects and their funding sources proposed in the budget is provided in this section.

CAPITAL OUTLAY

Purchases of items such as equipment, computer hardware and software, and vehicles in excess of \$1,000 having a useful life of more than one year are considered capital outlay purchases. Capital outlay purchases are typically depreciated over the useful life of the asset with a corresponding charge to the operating budget to provide funding for future replacements. The proposed purchases are detailed in this section.

RECREATION AND PARK DISTRICT

The Cypress Recreation and Park District is a separate legal entity formed to provide park and recreational activities within the District's boundaries. Functionally, it operates as a department of the City and all employees are City employees. This section provides all summary information, capital projects, capital outlay and division budget information related to the District.

GLOSSARY

The Glossary includes definitions of commonly-used budget terms.

BUDGET OVERVIEW

BUDGET PROCESS

The annual budget serves as the foundation for the City of Cypress' financial planning. The City operates on a fiscal year basis, beginning July 1st and ending June 30th. The budget is prepared under the supervision of the City Manager and submitted to the City Council for deliberation and adoption prior to the beginning of the fiscal year.

The City follows these procedures in establishing the budgetary data: After January 1, department heads prepare estimates for required appropriations for the fiscal year commencing the following July 1. The proposed budget includes estimated expenditures and forecasted revenues for the fiscal year. The data is presented to the City Manager for review.

The operating budget includes a summary of the proposed expenditures and financial resources, as well as data for the preceding fiscal period. Prior to July 1, the budget is legally enacted through passage of an adopting resolution.

Upon adoption by the City Council, the City maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget. The City Manager is responsible for administration of the adopted annual budget, and during the fiscal year may make transfers of unencumbered appropriation balances between departments within the same fund. Any supplemental appropriations must be approved by the Cypress City Council.

BUDGET CALENDAR

<i>January</i>	Annual Budget process begins
<i>February</i>	Budget Calendar presented to City Council Mid-Year review of current budget
<i>March</i>	City Council Workshop on City Reserves and Pension Liability Overview
<i>April</i>	Proposed Budget compiled
<i>May</i>	Proposed Budget and Budget Adjustment Decision Package Analysis submitted to City Council prior to workshop City Council workshop(s) on Proposed Budget, including introduction of Seven-Year Capital Improvement Program (CIP) Presentation of Seven-Year CIP (Additional meetings/workshops with City Council can be scheduled, if desired)
<i>June</i>	City Council considers City and Park District Budgets for adoption City Council considers Seven-Year CIP for adoption
<i>July</i>	Start of new fiscal year

BASIS OF ACCOUNTING AND BUDGETING

The City's annual audited financial statements are prepared in conformity with generally accepted accounting principles (GAAP), as established by the Governmental Accounting Standards Board (GASB) for U.S. state and local government agencies. The basis of accounting is used to determine when revenues and expenditures are recognized in the financial statements. The governmental fund financial statements and budget are reported using the current financial resources measurement focus and the modified accrual basis of accounting, while the enterprise and internal service funds use the economic resources measurement focus and the accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded when they are measurable and available and expenditures are recorded when a liability is incurred, regardless of the timing of the related cash flows. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers revenues available when they are collected within 60 days of the end of the fiscal period. Revenues susceptible to accrual include property taxes, franchise taxes, sales taxes, interest and some grant revenues.

BUDGET OVERVIEW

FISCAL STRATEGIES OVERVIEW

Purpose of Fiscal Strategies

Primary among the responsibilities the City of Cypress has to its citizens is the care of public funds and wise management of its assets while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. Financial management strategies, designed to ensure the fiscal stability of the City, have been implemented to provide guidance for the development and administration of the annual operating and capital budgets.

Fiscal Strategies

1. The Budget will be balanced and focus on long-term sustainability
2. Reserves and fund balances will be maintained prudently
3. Available resources and the Strategic Plan will determine service levels
4. Continue to invest in the maintenance of facilities and infrastructure
5. Financial decisions will be transparent to the public

These strategies are a foundation for protecting and assessing Cypress' financial well-being. They do not provide specific solutions to arising financial challenges; rather they represent an approach to navigating important and difficult decisions necessary to address Cypress' changing cost structure and ever more scarce resources.

The strategies are comprised of policies (formal actions previously taken by the City Council) and practices (actions management and City Council undertake to promote and protect financial resiliency).

Strategy Objectives

- Ensure Cypress provides necessary services to the community and remains financially resilient
- Allow time to affect change and adapt to financial challenges
- Enhance transparency and encourage community involvement
- Create methods to analyze the costs and benefits of services over the long-term
- Help the City Council, City Management, the community, and employee associations balance competing demands for scarce resources

Reflecting the city's limited ability to control revenues, the objectives focus on service levels, efficiencies, expenditures control, and performance measure-based evaluation of programs and services.

BUDGET OVERVIEW

FISCAL STRATEGIES

1. The Budget will be balanced and focus on long-term sustainability

Policies

- 1.1. The Budget presented to City Council will be balanced (current year revenues fund current year operating expenses)

Practices

- 1.2. Reserves (excluding amounts accumulated for capital projects or capital outlay) will only be used to address extraordinary, short-term circumstances
- 1.3. The Budget will include a Five-Year Financial Projection
- 1.4. Ongoing operations will be funded with ongoing revenues
- 1.5. Expenditure growth will be limited to essential/necessary increases
- 1.6. Fees will be evaluated annually to identify the full cost of providing services
- 1.7. New programs/services must be revenue neutral, resulting in no impact to fund balance in the General Fund
- 1.8. Performance measures will be presented in the Budget and used to evaluate the effectiveness of programs and services
- 1.9. "Mini-financial statements" will identify the net costs of revenue generating programs and services
- 1.10. Pension trust investments will be reviewed annually to determine if adjustments to the investments or deposits/ withdrawals are warranted

BUDGET OVERVIEW

FISCAL STRATEGIES

2. Reserves and fund balances will be maintained prudently

Policies

2.1. The City will maintain the following contingency reserves:

- Reserve for Economic Uncertainty. Equal to 25% of General Fund expenditures, the reserve stabilizes City services should General Fund revenues decrease by greater than 10% or estimated General Fund expenditures increase by more than 10% and when the City Council determines the City's ability to provide basic service to the community is threatened
- Reserve for Emergency/Disaster Recovery. Equal to 30% of General Fund expenditures, the reserve pays for capital needs in response to an emergency or natural disaster and provides resources to begin recovery prior to FEMA assistance or insurance proceeds become available

2.2. The City will maintain fully funded replacement accounts for capital including: equipment, vehicles, and technology

2.3. The City will maintain fully funded internal service funds for: workers' compensation and general liability insurance; employee benefits; and central services (the ongoing maintenance of equipment, vehicles and facilities and print shop and information technology operations)

2.4. The City will conform to the Governmental Accounting Standards Board Fund Balance Policy Statement 54 which defines fund balance categories and creates the authority necessary to establish them

Practices

2.5. Maintain a \$2.5 million Stabilization Reserve designed to provide a period of adjustment should a major tax generating business relocate or cease operations or at the City Council's discretion in response to other economic shocks

2.6. Fiscal year end General Fund savings or unappropriated revenues will be:

1. Used to replenish any reserves used to fund operations during the fiscal year
2. Transferred to internal service funds to address unfunded liabilities
3. Transferred for future facility and infrastructure projects

2.7. The General Fund will maintain an unassigned fund balance sufficient to account for unforeseen revenue shortfalls or unanticipated expenditures that may arise during the fiscal year

2.8. The City will identify its long-term liabilities and obligations and develop policies to address them

BUDGET OVERVIEW

FISCAL STRATEGIES

3. Available resources and the Strategic Plan will determine service levels

Policies

- 3.1. The City Council will conduct Strategic Plan workshops at least twice a year
- 3.2. Programs, services, and staffing will be evaluated annually as part of the Budget process
- 3.3. Employee compensation will be competitive and sufficient to attract, motivate and retain high-quality employees committed to Cypress' success

Practices

- 3.4. The Budget will recommend programs, services and staffing using the following criteria:
 - Is it necessary for public health or safety?
 - Is it mandated by the State or Federal government?
 - Does it accomplish a Strategic Plan goal or objective?
 - Does it result in operating savings (or additional costs) in the future?
 - Is significant outside/restricted funding available?
 - Does it promote economic development?
- 3.5. Employees and employee associations are important partners and the City will engage them in the Budget process
- 3.6. The city will complete development of, and annually update, a Succession Plan
- 3.7. All staffing vacancies will be evaluated through the Succession Plan prior to a decision to fill the position

BUDGET OVERVIEW

FISCAL STRATEGIES

4. Continue to invest in the maintenance of facilities and infrastructure

Policies

- 4.1. Accumulated facility and infrastructure funding will be allocated through the Seven-Year Capital Improvement Program (CIP)
- 4.2. The General Fund will make minimum annual contributions of \$1.8 million for Capital Improvements. Included in the \$1.8 million will be contributions for facility and infrastructure improvements as follows:

Storm drain improvements and operations	\$500,000
Facility improvements	\$250,000

Additionally, \$1,050,000 will be transferred from the General Fund for either current year or future expenditures depending on availability of restricted revenues for transportation purposes and the ability to meet associated Maintenance of Effort (MOE) requirements.

Practices

- 4.3. Facilities and infrastructure will be maintained to extend their useful life
- 4.4. The infrastructure reserve will maintain a balance sufficient to construct at least 115% of the projects included in the Seven-Year CIP funded by the General Fund
- 4.5. When practical, capital projects should be financed on a pay-as-you-go basis without issuing debt
- 4.6. Capital projects will prioritize the use of restricted funds (those other than the General Fund) and seek outside funding
- 4.7. The CIP will be guided by existing infrastructure system master plans
- 4.8. Options for ongoing revenue sources to support Recreation and Park District facilities and infrastructure improvements will be identified
- 4.9. Long-term facility and infrastructure needs beyond the Seven-Year CIP will be identified

BUDGET OVERVIEW

FISCAL STRATEGIES

5. Financial decisions will be transparent to the public

Policies

- 5.1. The Budget, CIP, audit/Comprehensive Annual Financial Report (CAFR), and financial policies will be considered by the City Council annually and available on the City's website

Practices

- 5.2. The City Council will review the City's finances at its regular meetings:

January	Fiscal year end, audit, and CAFR presentation
February	Mid-year Budget review
February/March	Reserves update and pension trust review
May/June	Budget presentation and adoption

- 5.3. Financial information will be easily accessible on the City's website
- 5.4. Employee compensation information will be available on the City's website
- 5.5. The City Council will receive monthly financial reports
- 5.6. The City Council will receive and file investment reports and warrants, transfers, and wires reports at its regular meetings



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CITY OF CYPRESS FUND STRUCTURE

FIDUCIARY FUNDS

PRIVATE PURPOSE TRUST
Successor Agency to the City of Cypress Redevelopment Agency

AGENCY
City Trust and Agency
Cypress Recreation and Park District Trust and Agency
Business and Assessment District Trust
West Communications Joint Powers Authority Operating
West Communications Joint Powers Authority Employee Benefits

INTERNAL SERVICE FUNDS

CENTRAL SERVICES
Central Services
Print Shop/Warehouse
Information Technology
Capital Replacement
Technology Investments

RECREATION DISTRICT CENTRAL SERVICES
Central Services
Capital Replacement

EMPLOYEE BENEFITS
City Employee Benefits
Cypress Recreation and Park District Employee Benefits

LIABILITY SELF INSURANCE

WORKERS COMPENSATION SELF INSURANCE

ENTERPRISE FUNDS

SEWER FUND (Major)

GOVERNMENTAL FUNDS

GENERAL (Major)
General Fund
General Fund - Grants
Storm Drainage

SPECIAL REVENUE (Major)
Recreation and Park District
General Fund
Park Development

Streets
Gas Tax 2105
Gas Tax 2106
Gas Tax 2107/2107.5
Traffic Mitigation Assessment
Measure M
Traffic Congestion Relief
Gas Tax 2103
Road Maintenance and Rehabilitation

CAPITAL PROJECTS (Major)
Capital Projects
Infrastructure Reserve

OTHER GOVERNMENTAL FUNDS
Planned Local Drainage Facility
Corporate Center Maintenance District No. 1
Lighting District No. 2
Cable TV Franchise Agreement
AB 2766 Trip Reduction
Traffic Safety
Supplemental Law Enforcement
Narcotic Asset Seizure
Low and Moderate Housing
Civic Center Refinancing (Debt Service)

Major Fund Descriptions

The City reports the following major governmental funds:

General Fund – The General Fund is the City’s primary operating fund and accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Recreation and Park District Special Revenue Fund – This fund accounts for all resources, operating and capital project activity of the Cypress Recreation and Park District. The primary resources of the District include a portion of the base property tax rate and user fee revenues.

Streets Special Revenue Fund – This fund accounts for receipts and expenditures of money apportioned under the State of California Streets and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5; Measure “M2” money from Orange County; Road Maintenance and Rehabilitation Account (SB1); and Traffic Mitigation Fees charged by the City.

City Capital Projects Fund – This fund accounts for construction of major transportation infrastructure, public facilities, and storm drainage. The resources of the fund are limited to transfers from the City’s General fund and grant reimbursements for eligible projects.

The City reports the following major proprietary fund:

Sewer Fund – This fund accounts for all the operating and capital project activities associated with the City’s sanitary sewer system. The resources of the fund are primarily fees charged to the users of the system.

BUDGET OVERVIEW

FUND DEFINITIONS

City Funds:

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.

BUDGET OVERVIEW

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:

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.

Road Maintenance and Rehabilitation Fund- This fund accounts for gas taxes apportioned under Senate Bill 1 (SB1) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

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.

BUDGET OVERVIEW

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.

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.

BUDGET OVERVIEW

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.

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.

BUDGET OVERVIEW

Recreation and Park District Funds:

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.

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.

BUDGET OVERVIEW

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.



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FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department							
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Services	Community Development	Police	Recreation
GOVERNMENTAL								
General (Major)								
General Fund	•	•	•	•	•	•	•	•
General Fund - Grants			•			•		
Storm Drainage			•			•		
<u>Special Revenue (Major)</u>						•		
Recreation and Park District						•		
General Fund								•
Park Development								•
Streets								
Gas Tax 2103						•		
Gas Tax 2105						•		
Gas Tax 2106						•		
Gas Tax 2107/2107.5						•		
Measure M						•		
Road Maintenance and Rehabilitation						•		
Traffic Congestion Relief						•		
Traffic Mitigation Assessment						•		
<u>Capital Projects (Major)</u>								
City Capital Projects								
City Capital Projects						•		
Infrastructure Reserve						•		
<u>Other Non-Major Funds</u>								
Planned Local Drainage Facility						•		
Corporate Center Maint District No. 1						•		
Lighting District No. 2						•		
Cable TV Franchise Agreement			•					
AB 2766 Trip Reduction						•		
Traffic Safety						•		
Supplemental Law Enforcement							•	
Asset Seizure							•	
Low and Moderate Housing								
Civic Center Refinancing (Debt Service)					•			

FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department							
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Services	Community Development	Police	Recreation
ENTERPRISE								
Sewer Fund (Major)						•		
INTERNAL SERVICE								
Central Services								
Central Services						•		
Print Shop/Warehouse					•			
Information Systems					•			
Capital Replacement			•	•	•	•	•	
Technology Investments			•	•	•	•	•	
Recreation District Central Services								
Central Services								•
Capital Replacement								•
Employees' Benefit								
City Employee Benefits			•	•	•	•	•	
CRPD Employee Benefits								•
Liability Self Insurance			•					
Workers Compensation Self Insurance					•			



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CITY of CYPRESS

5275 Orange Avenue, Cypress, California 90630

Phone 714-229-6700 www.cypressca.org

June 11, 2018

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year (FY) 2018-19 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 2018-19 Budget continues our commitment to strategic financial management, illustrated by the organization's ability to deliver services with 38 fewer full-time positions than FY 2009-10. Guided by the City Council's Strategic Plan, and in response to rising pension costs and stagnant Sales Tax revenues, the Operating Budget grows modestly in FY 2018-19.

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

- Maintain financial stability
- Enhance economic development
- Maintain and enhance the infrastructure and facilities
- Enhance recreational, cultural and senior programs and services
- Maintain our safe community

Jon E. Peat, Mayor

Stacy Berry, Mayor Pro Tem
Paulo M. Morales, Council Member

Rob Johnson, Council Member
Mariellen Yarc, Council Member

Driven by the City Council’s commitment to transparency and ensuring residents have access to useful, relevant information about the City’s fiscal condition, the presentation of the Budget continues to evolve in FY 2018-19. 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 we deliver services to our community. Presentation of more and better information in the Budget, especially performance measures and long-term financial planning, is an ongoing effort and a City Council Strategic Plan objective.

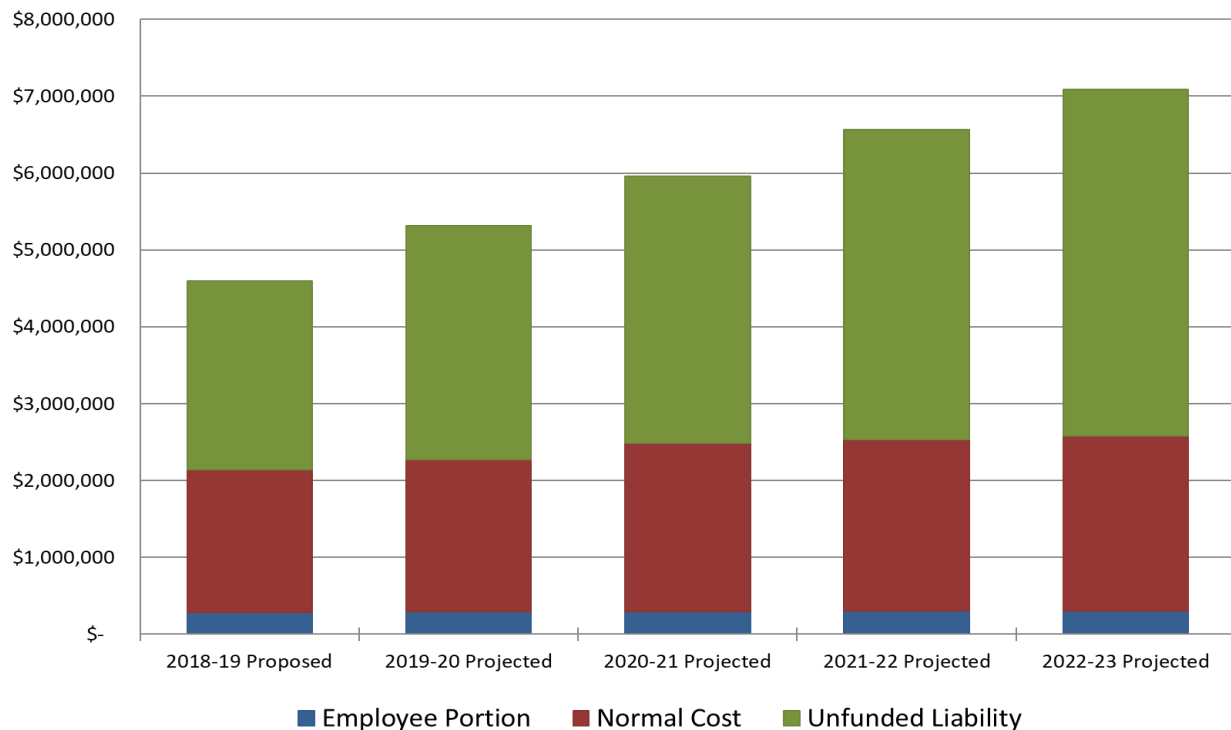
Rising Pension Costs and Stagnant Sales Tax Revenues Concerns Continue

Pension cost increases are shrinking city workforces, crowding-out programs for residents, and altering the way cities serve their communities.

For several years, CalPERS has adjusted actuarial and discount rate assumptions to enhance its sustainability. While these changes improve the pension fund’s long-term prospects, they place enormous pressure on member agencies’ budgets by requiring higher payments each year. California’s cities are struggling in the face of at least five consecutive years of pension cost increases.

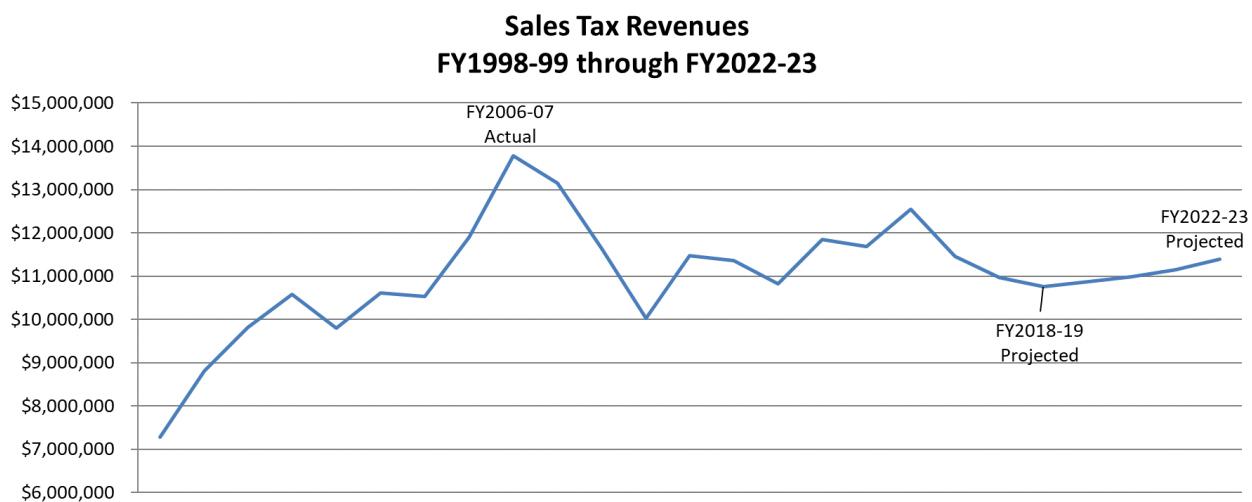
Cypress’ mandatory CalPERS payment will increase \$450,000 (11%) between FY 2017-18 and 2018-19 and will nearly double between FY 2017-18 and FY 2022-23.

**Five-Year General Fund Forecast
CalPERS Pension Expenditures (By Component)
FY2018-19 through FY2022-23**



Compounding the pressure CalPERS places on the City’s finances, Cypress’ revenues are nearly 20% below their pre-recessionary high and our largest source of revenue, Sales Tax, is stagnant.

Sales Tax comprises nearly 40 percent of Cypress’ General Fund and has remained flat since FY 2008-09 while General Fund costs have increased 13.5%. In the preceding decade (which included the Great Recession), Sales Tax grew 50%.



The one-two punch of limited revenue growth and rising CalPERS costs presents a new economic reality: Cypress is losing the ability to make substantial infrastructure investments without impacting services for residents.

Cypress’ reserves remain healthy and the City is prepared to withstand an economic shock without drastic service reductions, but the ongoing challenges of rising pension costs and stagnant Sales Tax revenues cannot be resolved with the use of reserves.

Responses to Financial Challenges

Cypress is one of California’s most financially stable cities and a conservative approach to financial management will enable us to continue responsible investments in our employees and our infrastructure.

As our Strategic Plan demonstrates, the City Council and city management are working hard to ensure Cypress’ short-term and long-term fiscal health through strategic financial decision making, economic development, and cost management.

Strategic Financial Decision Making

Budgeting Process & Budget Document

For the past several years, the Budget has enhanced its focus on long-term financial planning and performance measurement. FY 2018-19 marks the start of a City Council Strategic Plan objective to incorporate Government Finance Officers Association Recommended Budget Practices into the Budget. The Practices advocate a goal-driven

approach to budgeting that spans the planning, development, adoption, and execution phases of the Budget.

Comprehensive Financial Strategies

In FY 2017-18, in response to challenges threatening the Cypress' strong financial position, the City Council adopted Financial Strategies designed to ensure the City's short-term and long-term fiscal health. The Strategies are included in the Budget Overview section.

Decision Packages

As rising costs require more difficult resource allocation choices, the FY 2018-19 Budget frames significant changes to the City's spending plan through *Decision Packages*. Decision Packages organize and describe Budget changes in a way that highlights the decisions the City Council made. The Decision Packages consolidate financial information, present the justification for each action, and summarize the impacts. Decision Packages include ongoing and one-time additions to, and deletions from, the Budget and may include actions to enhance revenue.

Community Survey

As part of its Strategic Plan the City Council is considering surveying the community about City services. The survey could provide useful information regarding the relative impact and value of services in light of the financial challenges Cypress faces.

Citywide Fee Study

For the first time in more than a decade, the City Council is conducting a comprehensive review of City fees. In FY 2017-18, park development fees were adjusted to reflect the actual cost to acquire and develop parkland in Cypress and a comprehensive cost allocation plan was completed. In FY 2018-19, the cost allocation plan will guide an examination of development and recreation user fees and a traffic impact fee update is funded through a Decision Package.

Pension Trust

In FY 2017-18 the City Council invested \$10 million in a pension trust fund to offset the City's unfunded pension liability and generate additional revenue with which to manage rising CalPERS costs.

Economic Development

Economic Development Program

Cypress' economic development program has undergone considerable change in wake of the dissolution of the Redevelopment Agency (RDA) in 2012. Without dedicated staffing and funding from the RDA, economic development has focused on strengthening relationships with the Chamber of Commerce and major commercial landowners, and a three-year retail business retention and recruitment partnership. These efforts yielded strong results, including extending the Warland Investments-Shaw Industries economic development partnership; development of the Cypress Village and Boardwalk retail centers; Hobby Lobby replacing Kohl's; and brand name

additions to Cypress' roster of corporate residents (Rolls-Royce, Speedo, and Earth Friendly Products to name a few).

The City Council's Strategic Plan includes an objective to enhance economic development and the FY 2018-19 Budget funds a Decision Package for a reinvigorated economic development program to carry the City into the 2020s.

13 Acre Mixed-Use Development

Another Strategic Plan objective, the City Council is in the process of identifying partners for a mixed-use development on 13 acres the City owns at Katella Avenue and Winners Circle. The project is anticipated to bring important amenities and revenues to Cypress.

Cost Management

One of the gravest challenges cities face is the loss of local control. Often it manifests as State laws/regulations that usurp local laws. Most recently cities' local control has been eroded by a series of new State housing laws.

The loss of local control can also present itself as a financial challenge, as it has with rising CalPERS costs. As pension costs – which cities are contractually obligated to pay even in bankruptcy – consume an ever-greater portion of our budgets, we lose control over how we spend money to serve our communities.

As cities fight to retain control over their finances, alternative service delivery models are among our best tools. In Cypress, this includes service and professional service contracts, part-time employees, and regional partnerships.

In FY 2017-18, 10 employees took advantage of a retirement incentive designed to give the City more flexibility to consider alternative service delivery models to contain costs. The reorganization of the Community Development Maintenance Division through a Decision Package is one significant cost management opportunity arising from the flexibility the retirement incentive afforded.

BUDGET OVERVIEW

The combined Operating, Capital and Debt Service Budgets are \$41 million, an increase of 8.1% from FY 2017-18. This is largely the result of an increase in capital project spending – in particular the seismic retrofit and modernization of the Police Department.

The Operating Budget (all Funds) represents \$31.1 million (76%) of the Budget, while capital improvement investments total \$9.2 million (22%), capital outlay totals \$0.1 million (less than 1%) and debt service costs total \$0.6 million (nearly 2%).

The City is largely a service provider and accordingly, personnel costs constitute 64% of the Operating Budget, with the majority of that spending in the Police department. FY 2018-19 revenues are projected at \$38.5 million, an increase of 3.3% from FY 2017-18. While expenditures exceed revenues due to the use of accumulated reserves for one-

time capital projects, the Budget is balanced. The \$1.5 million surplus for all City funds includes transfers for future year infrastructure, accumulated moneys in restricted funds, and allocations to reserve and contingency accounts required by City Council policy.

<i>Budget Summary (Millions)</i>	<i>Operating Budget</i>	<i>Capital Budget</i>	<i>Total</i>
Revenues	\$ 33.3	\$ 5.2	\$ 38.5
Expenditures	(31.8)	(9.2)	(41.0)
Use of Reserves	-	4.0	4.0
Surplus/(Deficit)	\$ 1.5	\$ -	\$ 1.5

Major assumptions used to develop the Budget include:

- Maintaining current service levels with eight fewer full-time positions
- Funding increased CalPERS pension costs of \$450,000
- Maintaining City Council required reserves
- Transferring \$500,000 to the Capital Improvement Fund for current year projects
- New SB1 Gas Tax revenues of \$825,000 for transportation capital project funding
- Transferring \$1.05 million to the Infrastructure Reserve Fund for future capital projects
- Adding \$1 million to the unassigned fund balance in the General Fund
- Incorporating negotiated employee salary and benefit increases

General Fund Overview

The General Fund, 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 (Millions)</i>	<i>2018-19 Adopted</i>
Revenues	\$ 30.8
Net Transfers	0.7
Expenditures	(28.6)
Current Year Infrastructure	(0.5)
Future Infrastructure	(1.1)
Contingency Adjustment	(0.3)
Increase to Fund Balance	\$ 1.0

General Fund Revenues

FY 2018-19 General Fund revenues are projected to be essentially unchanged from the prior year and do not include any tax increases.

<i>Revenue Category</i>	<i>2017-18 Adopted</i>	<i>2017-18 Estimated</i>	<i>2018-19 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 9,217,800	\$ 9,644,211	\$ 9,863,000	7.0%
Sales Tax	11,625,000	10,975,000	10,755,000	-7.5%
Transient Occupancy Tax	2,500,000	2,700,000	2,575,000	3.0%
Franchise Tax	1,649,564	1,645,796	1,653,500	0.2%
Other Taxes	1,895,000	2,055,000	1,908,000	0.7%
Park District Reimb	1,745,589	1,699,453	1,768,286	1.3%
Other Service Charges	722,920	873,640	755,140	4.5%
Licenses & Permits	425,260	544,440	550,260	29.4%
Other Revenues	1,015,525	1,278,188	962,180	-5.3%
Totals	\$30,796,658	\$31,415,728	\$30,790,366	0.0%

Revenues are 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 (\$10.8 million) and it is projected to decrease \$870,000 (7.5%) from the FY 2017-18 Budget. The decrease is the combined result of falling revenue from several large Sales Tax generators and a change to how a Sales Tax sharing agreement is recorded.

Property Taxes are the second largest revenue source (\$9.9 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 and Sales Tax comprise 67% 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 and contain costs.

Cypress' finances, like the broader economy, are enjoying a durable (albeit tepid) expansion and it is imperative we remain diligent stewards of the community's resources recognizing the current economic expansion (106 months and counting) is the second longest post-war era expansion and the economy is overdue for a cyclical correction.

General Fund Expenditures

FY 2018-19 expenditures are \$28.6 million and accomplish Strategic Plan goals while growing modestly in response to future challenges.

The FY 2018-19 Budget increases \$0.7 million (2.4%) from FY 2017-18.

<i>Expenditure Category</i>	<i>2017-18 Adopted</i>	<i>2017-18 Estimated</i>	<i>2018-19 Adopted</i>	<i>% Change</i>
Personnel	\$19,083,359	\$17,698,994	\$19,184,129	0.5%
Maintenance & Operations	5,675,744	5,827,464	6,149,963	8.4%
Internal Service Charges	3,169,230	3,169,230	3,276,130	3.4%
Totals	\$27,928,333	\$26,695,688	\$28,610,222	2.4%

Significant changes to the Budget are presented through Decision Packages. Details about each Decision Package appear starting on page 92 and are summarized in the following table.

<i>#</i>	<i>Subject</i>	<i>Fund</i>	<i>One-Time Cost (Savings)</i>	<i>Ongoing Cost (Savings)</i>
1	Video Production Coordinator	General	\$ -	\$ (117,000)
2	Senior Management Analyst	General	-	-
3	Office Assistant I	General	-	(35,000)
4	Maintenance Reorganization	General	-	(174,000)
5	Redevelopment Project Manager	General	-	(123,000)
6	Economic Development Program	General	-	75,000
7	Retail Strategies Contract	General	-	(33,500)
8	County Animal Care Services	General	-	112,000
9	OpenGov Contract	General	-	(5,850)
10	On-Call Planning Services	General	-	-
11	On-Call Engineering Services	General	-	-
12	Traffic Impact Fee Update	General	75,000	-
13	Citywide Speed Survey	General	25,000	-
14	Upgrade Garage Hoist	General	12,500	500
16	Capital Project Funding	General	-	-
	<i>Subtotal</i>		<i>112,500</i>	<i>(300,850)</i>
4	Maintenance Reorganization	Other	-	(9,000)
5	Redevelopment Project Manager	Housing	-	(60,000)
15	Sewer System Plan Update	Sewer	150,000	-
	<i>Subtotal</i>		<i>150,000</i>	<i>(69,000)</i>
4	Maintenance Reorganization	CRPD General	-	(78,000)
18	Art on the Green	CRPD General	2,150	-
19	Day Camp Excursions	CRPD General	3,150	-
20	Movies on the Green	CRPD General	3,400	-
	<i>Subtotal</i>		<i>8,700</i>	<i>(78,000)</i>
	Total All Funds		\$ 271,200	\$ (447,850)

Note: Decision Package 17 (Pension Trust Transfer) was not approved by the City Council and has been removed from the adopted budget.

Capital Improvement Program (CIP) Highlights

The CIP, the 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 sources, the FY 2018-19 CIP totals \$9.2 million.

Major FY 2018-19 CIP projects include:

Valley View Median Restoration

As part of the State's response to the drought, the City was required to limit watering ornamental landscape, including roadway medians. As a result, the grass on the Valley View median died and left the median in disrepair. This two-year project will restore the median with new low water use landscaping and irrigation. City Council approved plans and specifications in April 2018 and is expected to award a construction contract in July 2018.

Seismic Retrofit and Police Department Modernization

Several years in the making, project design is complete and \$4.25 million is budgeted for construction. This project includes full seismic and accessibility improvements, a new Emergency Operations Center, and the reconfiguration of the Police department office layout to meet the community's current and future needs. The seismic retrofit also includes City Hall. The project is largely funded with restricted Asset Seizure Fund (\$2,650,000), which the City has earned over time through regional law enforcement partnerships.

Sewer System Improvements

Funded by user fees, this \$400,000 project will replace and repair sewer lines on Orangewood Avenue, Bloomfield Street, and Cambridge Street.

The CIP also includes Recreation and Park District projects of \$2,350,000, which are highlighted as part of the presentation of the District's Budget.

<i>Project Type</i>	<i>2018-19 Adopted</i>
Street Projects	\$ 1,670,000
Traffic Signal/Lighting Projects	150,000
Storm Drain Projects	250,000
Sewer Projects	835,000
Parkway Projects	1,928,000
Public Facility Projects	4,250,000
Other	75,000
Totals	\$ 9,158,000

Fund Balances and Reserves

The Budget reflects the City Council’s policy of fully funding the capital outlay replacement schedule and employee benefit and self-insurance liabilities. 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.

Importantly, the Budget conforms to City Council policies requiring a 25% General Fund Contingency Reserve of \$7.3 million and a 30% CIP Fund Cash-Flow Emergency Reserve of \$8.8 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 budgeted at \$6.4 million, an increase of \$572,000 (1.7%) from FY 2017-18 attributed largely to higher Property Tax redistributions from the dissolution of the Redevelopment Agency.

The District receives the majority of its recurring revenues (nearly 80%) from Property Taxes, with fees for service (classes and facility rentals) 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, under Proposition 13, Property Tax revenue growth tends to be less than inflation and significantly less than the growth rate of employee compensation due to pension cost increases.

<i>Revenue Category</i>	<i>2017-18 Adopted</i>	<i>2017-18 Estimated</i>	<i>2018-19 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 4,599,000	\$ 4,977,000	\$ 5,096,000	10.8%
Interest & Rents	157,574	265,245	235,494	49.4%
From Other Agencies	93,700	91,700	91,400	-2.5%
Services Charges	940,178	845,407	924,189	-1.7%
Park Development Fees	8,000	348,000	23,421	192.8%
Other Revenue	5,000	112,622	5,000	0.0%
Totals	\$ 5,803,452	\$ 6,639,974	\$ 6,375,504	9.9%

As mentioned, a large portion of FY 2018-19 Property Tax growth is 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. Approved loan repayments have decreased in the last few years 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 FY 2020-21.

Personnel costs represent more than 50% of District operating costs when accounting for the reimbursements the District makes to the City for maintenance services. With its primary revenue source unlikely to keep pace with expenditure growth, 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 are nearing major rehabilitation/replacement age and the District needs to fund those improvements. 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 \$7.3 million, a \$0.8 million (12%) increase from FY 2017-18 due to more capital projects. Personnel costs increase 2.3%, reflecting the ongoing impact of minimum wage increases and higher pension costs – both of which will increase for several years.

Maintenance and operations expenditures have remained flat due to the reorganization of the Community Development Maintenance division, which also creates savings for the District. Part-time personnel and contract services costs reflect the ongoing impact of minimum wage increases.

<i>Expenditure Category</i>	<i>2017-18 Adopted</i>	<i>2017-18 Estimated</i>	<i>2018-19 Adopted</i>	<i>% Change</i>
Personnel	\$ 2,086,004	\$ 1,805,146	\$ 2,133,196	2.3%
Maintenance & Operations	2,527,754	2,472,179	2,533,826	0.2%
Internal Service Charges	207,450	207,450	203,150	-2.1%
Capital Projects	1,646,000	2,774,211	2,350,000	42.8%
Capital Outlay	3,304	16,029	55,750	1587.3%
Totals	\$ 6,470,512	\$ 7,275,015	\$ 7,275,922	12.4%

Capital outlay expenditures are budgeted at \$55,750 for new furniture at the Community Center lobby and Wi-Fi enhancements at the Community Center and Senior Center.

District Capital Improvement Projects

The District has set aside some available funds to address its significant capital needs. Future capital projects will be prioritized based on the recently completed facilities inventory and condition assessment and the availability of resources.

FY 2018-19 CIP projects total \$2,350,000 and include:

Oak Knoll Restroom Replacement

The heavily used facilities at Oak Knoll Park are beyond their useful life and require extensive repair. This \$800,000 project will replace the existing restroom, concession stand, and storage.

Senior Center Roof Replacement

Constructed in 1993, the Senior Center lobby skylight roof has served its useful life and needs to be replaced. This \$500,000 project will replace the skylight with a new roof that will allow natural light into the Senior Center, and be more durable, energy efficient, and aesthetically pleasing.

Design of Western Park at Los Alamitos Race Course

This \$900,000 project design a nine-acre park at the southeast corner of Cerritos Avenue and Lexington Drive. The park land was donated to the District in May 2018, but the project is contingent on Los Alamitos Race Course and the City Council entering into agreements to secure development and maintenance funding.

CONCLUSION

The FY 2018-19 Budget achieves the City Council's policies and priorities through the strategic use of limited resources. It recommends a constrained approach to municipal operations and ensures sufficient resources are available to maintain service levels and address the City's infrastructure needs. The Budget focuses on core municipal operations, seeks to invest the community's resources in projects with high returns, and continues to address the significant financial challenges we face over the next several years (stagnant 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 Cypress' legacy of sustainable growth, political stability, skilled leadership, and invest in 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.

Cypress enters FY 2018-19 in a strong position, prepared for long-term success despite upcoming fiscal challenges.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Peter Grant", is written over the typed name.

Peter Grant
City Manager



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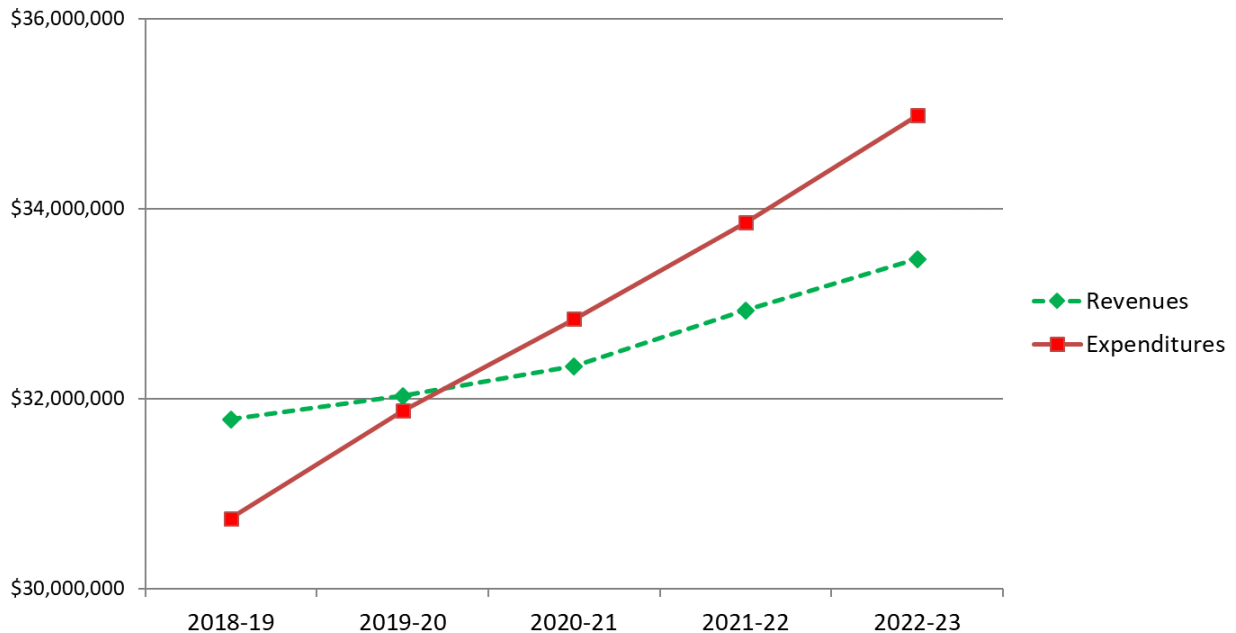
FIVE-YEAR GENERAL FUND FORECAST

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 2018-19 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 2020-21.

Cypress, like most other local governments, will continue to 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 Summary



Five-Year General Fund Forecast

	<u>2018-19</u> Proposed	<u>2019-20</u> Projected	<u>2020-21</u> Projected	<u>2021-22</u> Projected	<u>2022-23</u> Projected
Resources					
Sales Taxes	10,755,000	10,867,500	10,980,000	11,155,000	11,390,000
Property Taxes	5,345,000	5,651,900	5,764,938	6,030,237	6,150,841
Vehicle License Backfills	4,518,000	4,608,360	4,700,527	4,794,538	4,890,428
Franchise Taxes	1,653,500	1,662,478	1,671,590	1,680,839	1,690,226
Transient Occupancy Tax	2,575,000	2,525,000	2,550,000	2,575,000	2,625,000
Other Taxes	1,908,000	1,905,000	1,895,500	1,886,000	1,877,000
Service Charges	2,523,426	2,496,109	2,513,969	2,532,007	2,559,335
Licenses and Permits	550,260	455,260	455,260	455,260	455,260
Other Revenues	962,180	888,133	889,102	890,089	891,094
General Fund Operating Revenue	30,790,366	31,059,739	31,420,886	31,998,969	32,529,185
Transfers from Other Funds	991,709	970,079	919,980	929,408	938,959
Total Resources - All Sources	31,782,075	32,029,819	32,340,866	32,928,377	33,468,144
Expenditures					
Salaries and Benefits					
Salaries	12,012,970	12,253,229	12,498,294	12,748,260	13,003,225
Pensions (Employee Portion)	269,600	274,992	280,492	286,102	291,824
Pensions (Normal Cost)	1,758,000	1,808,923	1,873,622	1,929,831	1,987,726
Pensions (Unfunded Liability)	2,287,100	2,978,850	3,399,165	3,942,540	4,408,425
Total Pensions	4,314,700	5,062,765	5,553,279	6,158,473	6,687,975
Other Benefits	4,190,439	4,232,343	4,274,667	4,317,413	4,360,588
Total Salaries and Benefits	20,518,109	21,548,338	22,326,240	23,224,146	24,051,787
Supplies and Contract Services	6,149,963	6,192,212	6,335,096	6,411,798	6,590,033
Interfund Charges	1,942,150	2,071,282	2,102,351	2,133,887	2,165,895
Operating Expenditures	28,610,222	29,811,832	30,763,687	31,769,830	32,807,716
Other Operating Transfers	30,133	25,000	25,000	25,000	25,000
Adjustment for Contingencies	300,403	237,964	251,536	259,471	350,000
Transfers Out/Reserve Adjustments	330,536	262,964	276,536	284,471	375,000
Transfers for Capital Projects	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Total Expenditures/Uses	30,740,758	31,874,796	32,840,223	33,854,302	34,982,716
Net Surplus/Deficit	1,041,317	155,022	(499,357)	(925,924)	(1,514,572)

Assumptions

- Continued modest economic growth in revenues and no economic downturn
- No changes (or additions) to current 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 capital projects: \$750,000 for current year projects and \$1.05 million for future year projects. Depending on availability of SB1 Gas Tax revenues during the Forecast, the \$1.05 million may be needed for current year transportation projects.
- No other funding is allocated for future capital projects
- 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 a structural deficit in the General Fund starting in FY 2020-21 and growing to more than \$1.5 million by FY 2021-22. The deficit is primarily the result of two major issues – stagnant Sales Tax revenue and massive increases in required pension payments to CalPERS. Recognizing these challenges, in February 2018 the City Council approved fiscal strategies for ensuring 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 2018-19 from the prior year budget and experience small growth during the next four years 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, projected Sales Tax revenues in FY 2022-23 will be nearly 40% lower than in 2006.

Rising Pension Costs

Funding employee pensions continues to be 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), annual pension payments are projected to increase by nearly \$2.4 million 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 Portion - paid by the City on behalf of employees
2. Normal Cost - cost of benefits earned by employees during the current year
3. Unfunded Liability (UAL) - the cost of shortfalls from benefits earned in prior years

Payments toward the UAL, which increase more than \$2.1 million, account for the majority of the increases over the Forecast.

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 be able to commit as much General Fund revenue for capital projects as in prior years. The Forecast continues transferring \$1.8 for capital projects. However, with new SB1 Gas Tax revenues available for transportation projects, \$1.05 million of this annual transfer will be available for future infrastructure needs. While the Forecast does not set aside any additional funding for future capital needs, the City Council's Financial Strategies call for year-end savings to be prioritized for future capital investments.

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 (due, in part, to new revenues arising from the recommendations resulting for the User Fee Study currently being undertaken).

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 bond proceeds or by developers as Cypress transitioned from agricultural to residential uses. Neither a bond issue nor developer fees are considered realistic options to maintain and modernize District facilities during the Forecast period or anytime soon thereafter. Since Property Tax funds 80% of the District's budget, and grows at a rate less than inflation, the District will likely never have the resources necessary to pay for these improvements without supplemental revenues.

CITY OF CYPRESS
SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND
Fiscal Year 2018-19

FUND	BEG. FUND BALANCE	REVENUES/SOURCES		EXPENDITURES/USES				OTHER*	END. FUND BALANCE
		PROPOSED REVENUE	FUND TRSFR-IN	OPERATING BUDGET	CAPITAL BUDGET	DEBT BUDGET	FUND TRSFR-OUT		
111 General Fund	\$ 14,433,706	\$ 30,790,366	\$ 991,709	\$ 28,610,222	\$ -	\$ -	\$ 1,830,133	\$ -	\$ 15,775,426
114 General Fund Grants	-	198,700	2,700	201,400	-	-	-	-	-
221 Traffic Safety	-	120,000	-	-	-	-	120,000	-	-
231 Spec Gas Tax 2105	-	342,349	-	-	-	-	342,349	-	-
232 Special Gas Tax 2106	1,083,963	191,200	-	-	-	-	845,427	-	429,736
233 Special Gas Tax 2107	-	360,700	-	-	-	-	360,700	-	-
234 Traffic Mitigation Assmt	559,753	6,000	-	-	60,000	-	-	-	505,753
235 Regional Traffic Fee	364,279	500	-	-	-	-	-	-	364,779
236 Measure M Gas Tax	434,286	915,799	-	-	-	-	750,000	-	600,085
238 Special Gas Tax 2103	2,152,116	395,700	-	-	-	-	1,178,000	-	1,369,816
239 Road Maint and Rehab	-	824,573	45,427	-	870,000	-	-	-	-
251 Lighting Dist No 2	4,747,568	1,285,650	-	840,176	90,000	-	149,975	-	4,953,067
261 Storm Drain Fund	726,815	354,000	250,000	630,633	-	-	-	-	700,182
262 Plan Local Drain Fac	712,241	11,000	-	-	-	-	-	-	723,241
271 Corp Ctr Maint Dist #1	134,570	81,231	-	49,569	75,000	-	18,685	-	72,547
281-83 Narc Asset Seizure	2,538,050	290,000	-	112,312	-	-	2,706,476	-	9,262
291 Cable TV PEG	399,310	80,000	-	-	-	-	-	-	479,310
301 Supp Law Enforcement	-	140,250	-	140,250	-	-	-	-	-
311 AB 2766	68,509	62,100	-	-	-	-	130,609	-	-
321 Sewer Fund	5,330,915	1,992,311	-	508,733	835,000	100,000	-	(5,000,000)	879,493
415 Capital Projects	15,815,448	-	7,228,000	-	7,228,000	-	-	-	15,815,448
416 Infrastructure Reserve	36,009,606	-	1,551,000	-	-	-	1,350,000	6,960,000	43,170,606
471 Low and Mod Hsg Assets	73,283	10,000	-	43,382	-	-	-	-	39,901
510 Debt Svc-Refin Civ Ctr	1,359,898	-	-	-	-	488,275	-	-	871,623
TOTAL	\$ 86,944,316	\$ 38,452,429	\$ 10,068,836	\$ 31,136,677	\$ 9,158,000	\$ 588,275	\$ 9,782,354	\$ 1,960,000	\$ 86,760,275

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

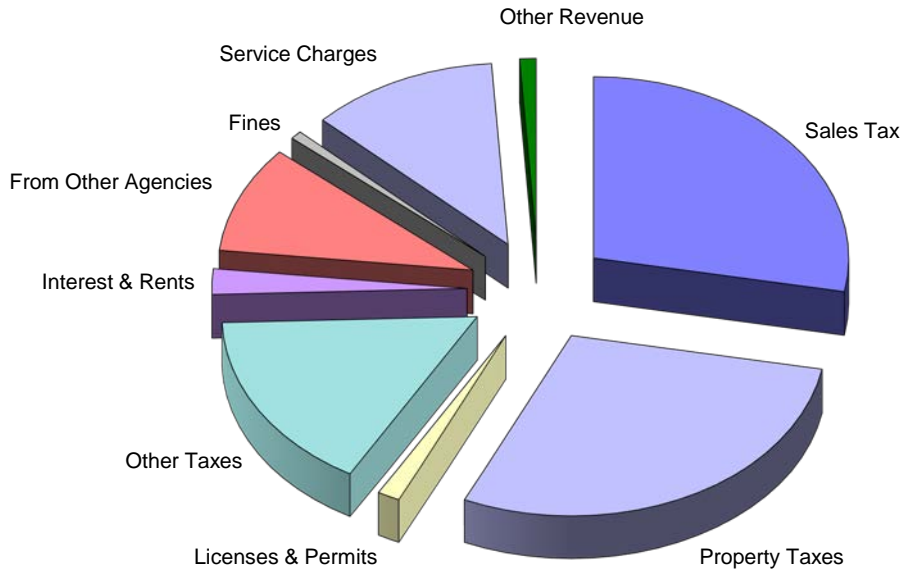
- Loan Repayments from the Sewer Fund to the Infrastructure Reserve Fund for \$5 million due on 6/30/19
- Loan Repayments from the Successor Agency to the Dissolved Redevelopment Agency of \$2 million due on 6/30/19
- Additions of \$40,000 in Land Held for Resale in the Infrastructure Reserve Fund

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

Transfer-out of \$27,433 is made from the General Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
 Transfer-out of \$56,476 is made from the Narcotics Asset Seizure Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.
 Transfer-out of \$130,609 is made from the AB 2766 Trip Reduction Fund to reimburse the Equipment Replacement Internal Service Fund for a prior year Capital Outlay purchase.
 Transfer-in of \$501,000 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.

SUMMARY OF RESOURCES

Fiscal Year 2018-19



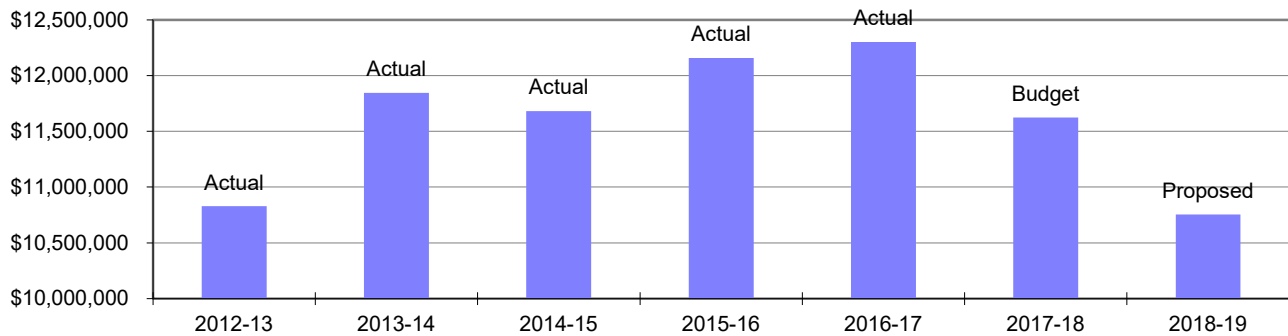
	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Sales Tax	\$ 10,755,000	28.0%
Property Taxes	11,113,615	28.9%
Licenses & Permits	550,260	1.4%
Other Taxes	6,216,500	16.2%
Interest & Rents	876,650	2.3%
From Other Agencies	3,673,367	9.6%
Fines	285,000	0.7%
Service Charges	4,583,157	11.9%
Other Revenue	398,880	1.0%
Total Resources	\$ 38,452,429	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.

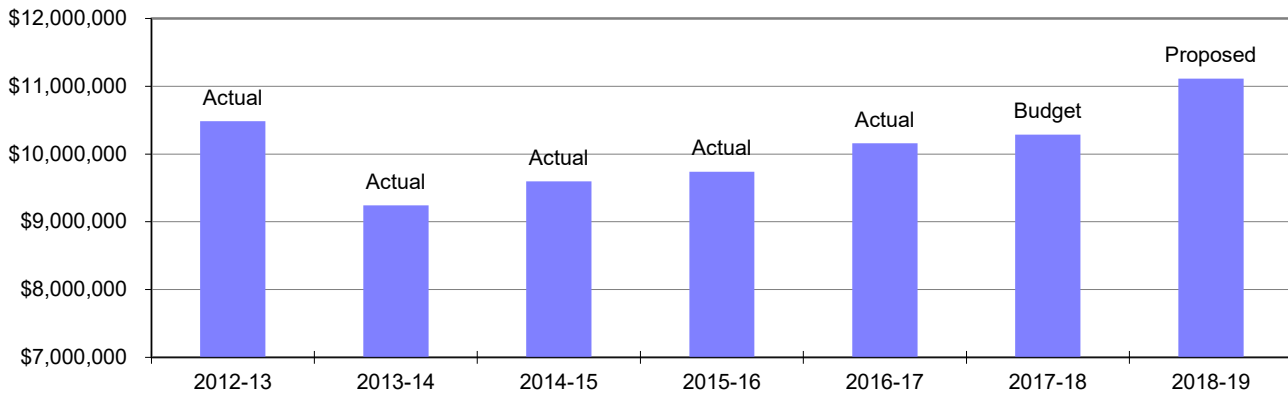
The Sales Tax rate for the County of Orange is 7.75%. The City of Cypress receives 1% (between Sales Tax Revenues and the State Backfill amount) of the 7.75% tax generated within the City limits. Additionally, with the passage of Proposition 172 the City receives 5% of the ½ cent of Sales Tax. These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



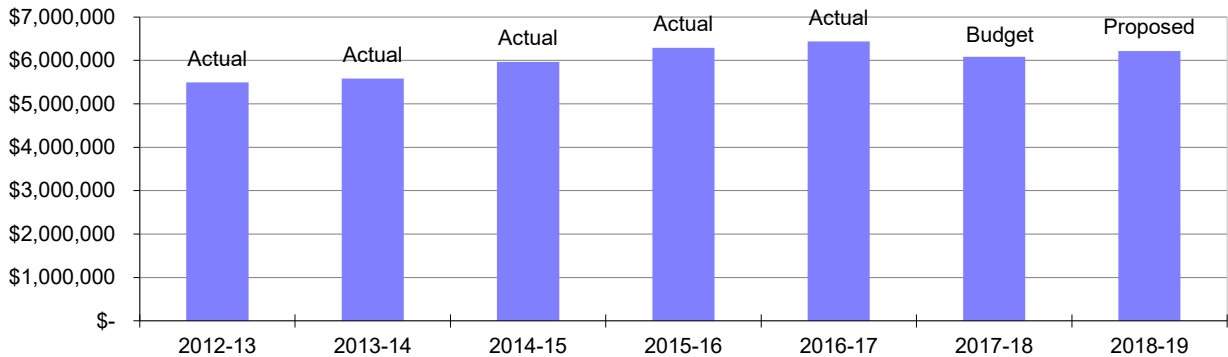
MAJOR REVENUE SOURCES

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.

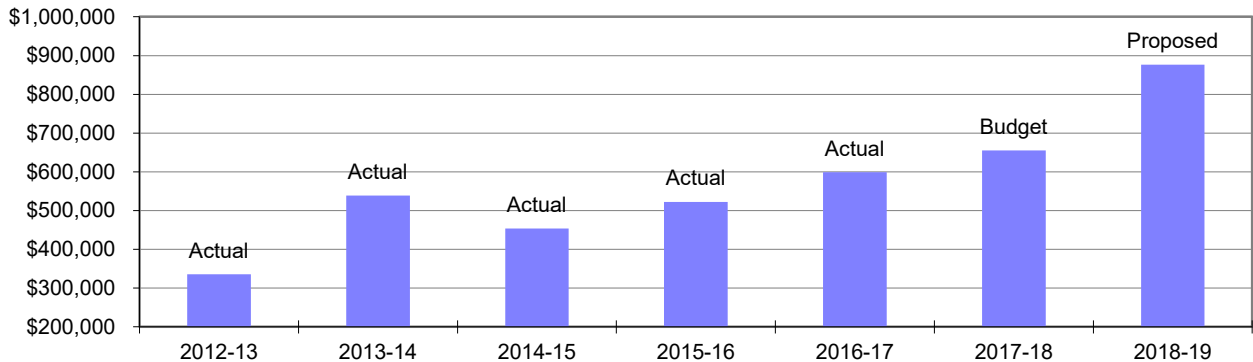
OTHER TAXES

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

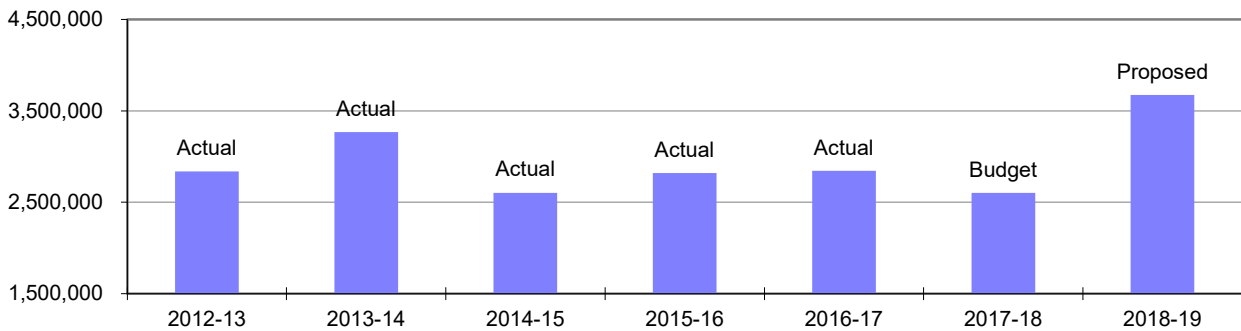
This category represents investment earnings received from the investment of the City's funds and any rents received for the use of City property. All investments are made in accordance with the City's adopted investment policy and all applicable State Government codes.



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

REVENUES

Fiscal Year 2018-19

	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>GENERAL FUND 111</u>				
Sales Tax	\$ 11,451,407	\$ 11,625,000	\$ 10,755,000	-7.48%
Property Taxes	9,080,878	9,217,800	9,863,000	7.00%
Other Taxes	6,380,225	6,044,564	6,136,500	1.52%
Licenses & Permits	700,437	425,260	550,260	29.39%
Fines	168,137	165,000	165,000	0.00%
Interest & Rents	549,327	527,770	679,800	28.81%
Revenue from Other Agencies	71,434	65,050	63,000	-3.15%
Service Charges	2,463,332	2,468,509	2,523,426	2.22%
Other Revenue	543,687	257,705	54,380	-78.90%
Total	<u>\$ 31,408,864</u>	<u>\$ 30,796,658</u>	<u>\$ 30,790,366</u>	<u>-0.02%</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
Revenue from Other Agencies	\$ 301,836	\$ 150,690	\$ 198,700	31.86%
Other Revenue	-	10,000	-	-100.00%
Total	<u>\$ 301,836</u>	<u>\$ 160,690</u>	<u>\$ 198,700</u>	<u>23.65%</u>
<u>TRAFFIC SAFETY FUND 221</u>				
Fines	\$ 121,134	\$ 120,000	\$ 120,000	0.00%
Total	<u>\$ 121,134</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>0.00%</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
Revenue from Other Agencies	\$ 279,989	\$ 289,100	\$ 342,349	18.42%
Total	<u>\$ 279,989</u>	<u>\$ 289,100</u>	<u>\$ 342,349</u>	<u>18.42%</u>
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Interest & Rent	\$ 7,212	\$ 4,000	\$ 5,000	25.00%
Revenue from Other Agencies	185,480	179,400	186,200	3.79%
Total	<u>\$ 192,692</u>	<u>\$ 183,400</u>	<u>\$ 191,200</u>	<u>4.25%</u>
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
Revenue from Other Agencies	\$ 375,505	\$ 379,500	\$ 360,700	-4.95%
Total	<u>\$ 375,505</u>	<u>\$ 379,500</u>	<u>\$ 360,700</u>	<u>-4.95%</u>
<u>TRAFFIC MITIGATION ASSNT FUND 234</u>				
Interest & Rents	\$ 7,951	\$ 6,000	\$ 6,000	0.00%
Service Charges	78,441	-	-	n/a
Total	<u>\$ 86,392</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>0.00%</u>

BUDGET SUMMARY

REVENUES

Fiscal Year 2018-19

(continued)

	2016-17 Actual	2017-18 Budget	2018-19 Adopted	Percent Change
<u>REGIONAL TRAFFIC FEE FUND 235</u>				
Service Charges	\$ 6,759	\$ 500	\$ 500	0.00%
Total	<u>\$ 6,759</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>0.00%</u>
<u>MEASURE M GAS TAX FUND 236</u>				
Interest & Rents	\$ 8,895	\$ 5,500	\$ 4,500	-18.18%
Revenue from Other Agencies	865,771	875,000	911,299	4.15%
Total	<u>\$ 874,666</u>	<u>\$ 880,500</u>	<u>\$ 915,799</u>	<u>4.01%</u>
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
Interest & Rents	\$ 15,312	\$ 10,000	\$ 15,000	50.00%
Revenue from Other Agencies	125,411	542,870	380,700	-29.87%
Total	<u>\$ 140,723</u>	<u>\$ 552,870</u>	<u>\$ 395,700</u>	<u>-28.43%</u>
<u>ROAD MAINTENANCE & REHAB FUND 239</u>				
Revenue from Other Agencies	\$ -	\$ -	\$ 824,573	100.00%
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 824,573</u>	<u>100.00%</u>
<u>LIGHTING DISTRICT #2 FUND 251</u>				
Property Taxes	\$ 1,055,329	\$ 1,043,500	\$ 1,224,850	17.38%
Interest & Rents	35,564	28,000	50,000	78.57%
Revenue from Other Agencies	5,975	6,050	5,800	-4.13%
Other Revenue	27,817	5,000	5,000	0.00%
Total	<u>\$ 1,124,685</u>	<u>\$ 1,082,550</u>	<u>\$ 1,285,650</u>	<u>18.76%</u>
<u>STORM DRAIN FUND 261</u>				
Interest & Rent	\$ 6,777	\$ 5,000	\$ 10,000	100.00%
Service Charges	336,789	339,000	344,000	1.47%
Total	<u>\$ 343,566</u>	<u>\$ 344,000</u>	<u>\$ 354,000</u>	<u>2.91%</u>
<u>PLAN LOCAL DRAIN FAC FUND 262</u>				
Interest & Rents	\$ 3,510	\$ 2,500	\$ 6,000	140.00%
Service Charges	77,061	5,000	5,000	0.00%
Total	<u>\$ 80,571</u>	<u>\$ 7,500</u>	<u>\$ 11,000</u>	<u>46.67%</u>
<u>CORP CTR MAINT DIST #1 FUND 271</u>				
Service Charges	\$ 77,318	\$ 78,865	\$ 81,231	3.00%
Total	<u>\$ 77,318</u>	<u>\$ 78,865</u>	<u>\$ 81,231</u>	<u>3.00%</u>
<u>NARCOTICS ASSET SEIZURE FUNDS 281/282/283</u>				
Interest & Rents	\$ 22,157	\$ 12,000	\$ 20,000	66.67%
Other Revenue	940,068	397,000	270,000	-31.99%
Total	<u>\$ 962,225</u>	<u>\$ 409,000</u>	<u>\$ 290,000</u>	<u>-29.10%</u>

BUDGET SUMMARY

REVENUES

Fiscal Year 2018-19

(continued)

	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>CABLE TELEVISION FRANCHISE AGREEMENT FUND 291</u>				
Other Taxes	\$ 58,198	\$ 42,000	\$ 80,000	90.48%
Total	<u>\$ 58,198</u>	<u>\$ 42,000</u>	<u>\$ 80,000</u>	<u>90.48%</u>
<u>SUPPLEMENTAL LAW ENFORCEMENT FUND 301</u>				
Interest & Rents	\$ 175	\$ 32	\$ 250	681.25%
Revenue from Other Agencies	129,324	103,950	140,000	34.68%
Total	<u>\$ 129,499</u>	<u>\$ 103,982</u>	<u>\$ 140,250</u>	<u>681.25%</u>
<u>AB 2766 FUND 311</u>				
Interest & Rents	\$ 3,793	\$ 100	\$ 100	0.00%
Other Revenue	63,522	62,000	62,000	0.00%
Total	<u>\$ 67,315</u>	<u>\$ 62,100</u>	<u>\$ 62,100</u>	<u>0.00%</u>
<u>SEWER FUND 321</u>				
Property Taxes	\$ 24,060	\$ 23,343	\$ 25,765	10.38%
Interest & Rents	48,316	30,000	75,000	150.00%
Revenue from Other Agencies	46	46	260,046	565217.39%
Service Charges	1,768,183	1,628,000	1,629,000	0.06%
Other Revenue	2,721	2,500	2,500	0.00%
Total	<u>\$ 1,843,326</u>	<u>\$ 1,683,889</u>	<u>\$ 1,992,311</u>	<u>18.32%</u>
<u>CIP FUND 415</u>				
Revenue from Other Agencies	\$ 137,591	\$ -	\$ -	n/a
Total	<u>\$ 137,591</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
<u>INFRASTRUCTURE RESERVE FUND 416</u>				
Interest & Rents	\$ 108,387	\$ -	\$ -	n/a
Total	<u>\$ 108,387</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
<u>LOW AND MODERATE HOUSING ASSETS FUND 471</u>				
Interest & Rents	\$ 24,309	\$ 1,000	\$ 5,000	400.00%
Revenue from Other Agencies	8,000	-	-	n/a
Other Revenue	61,346	6,500	5,000	-23.08%
Total	<u>\$ 93,655</u>	<u>\$ 7,500</u>	<u>\$ 10,000</u>	<u>33.33%</u>
<u>DEBT SVC-REFIN CIVIC CTR FUND 510</u>				
Interest & Rents	\$ 23,232	\$ 23,200	\$ -	-100.00%
Total	<u>\$ 23,232</u>	<u>\$ 23,200</u>	<u>\$ -</u>	<u>-100.00%</u>
TOTAL OPERATING REVENUES	\$ 38,838,128	\$ 37,213,804	\$ 38,452,429	3.33%

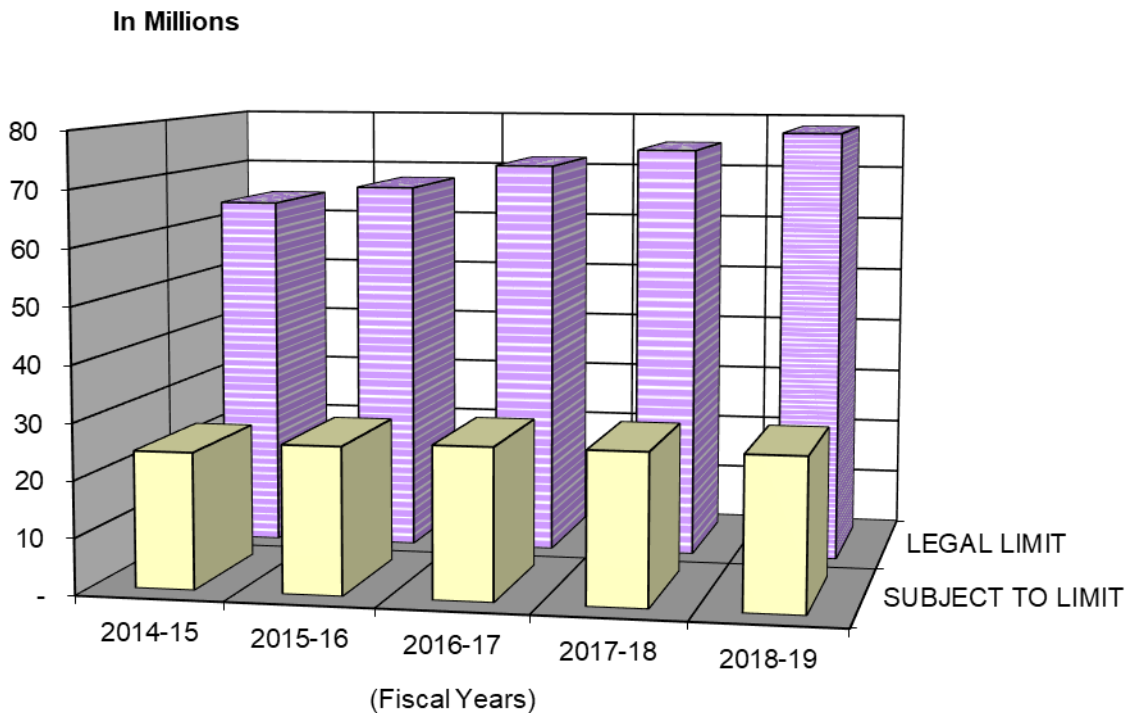
CITY OF CYPRESS ANNUAL APPROPRIATIONS LIMIT

Fiscal Year 2018-19

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 2018-19 Appropriation Limitation of \$78,123,122. The total appropriations subject to the limitation for 2018-19 are \$26,917,224 which is \$51,205,898 (65.6%) below the calculated appropriation limit.

APPROPRIATIONS

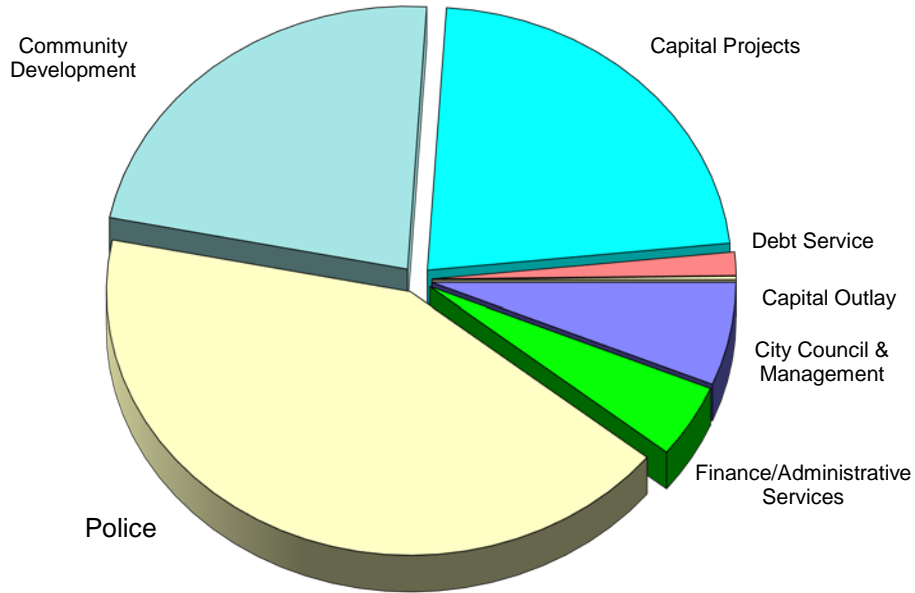


CITY OF CYPRESS
SUMMARY OF APPROPRIATIONS BY FUND
Fiscal Year 2018-19

<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	\$ 19,184,129	\$ 9,426,093	\$ -	\$ 27,433	\$ 28,637,655
114-General Fund Grants	-	201,400	-	-	201,400
234-Traffic Mitigation Assmt Fund	16,497	43,503	-	-	60,000
239-Road Maint and Rehab Fund	62,494	807,506	-	-	870,000
251-Lighting Dist No 2 Fund	70,458	859,718	-	-	930,176
261-Storm Drainage Fund	334,794	295,839	-	-	630,633
271-Corp Ctr Maint Dist #1	5,050	119,519	-	-	124,569
281/282/283-Narc Asset Seizure	44,500	67,812	-	56,476	168,788
301-Supp Law Enforcement Fund	140,250	-	-	-	140,250
321-Sewer Fund	349,153	994,580	100,000	-	1,443,733
415-Capital Projects Fund	319,229	6,908,771	-	-	7,228,000
471-Low/Mod Housing Asset Fund	37,082	6,300	-	-	43,382
510-Debt Svc-Refin. Civic	-	-	488,275	-	488,275
TOTAL	<u>\$ 20,563,636</u>	<u>\$ 19,731,041</u>	<u>\$588,275</u>	<u>\$ 83,909</u>	<u>\$ 40,966,861</u>

SUMMARY OF APPROPRIATIONS

Fiscal Year 2018-19



	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
City Council & Management	\$ 2,581,491	6.3%
Finance/Administrative Services	1,844,833	4.5%
Police	17,347,236	42.3%
Community Development	9,363,117	22.9%
Capital Projects	9,158,000	22.4%
Debt Service	588,275	1.4%
Capital Outlay	83,909	0.2%
Total Appropriations	<u>\$ 40,966,861</u>	<u>100.0%</u>

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2018-19

FUNCTION/Responsible Department Program Number/Description	2017-18 Budget	2018-19 Budget	Percent Change
CITY ADMINISTRATION			
Legislative Division			
10101 Legislative	\$ 210,566	\$ 209,244	-0.63%
10104 Traffic Commission	49,633	51,628	4.02%
10109 Support Services - Legislative	132,080	139,917	5.93%
Subtotal	<u>\$ 392,279</u>	<u>\$ 400,789</u>	<u>2.17%</u>
City Attorney Division			
10105 City Attorney	\$ 302,000	\$ 302,100	0.03%
City Manager Division			
20111 City Manager	\$ 794,194	\$ 794,860	0.08%
20117 Community Promotion	51,500	52,000	0.97%
20119 Cable TV	123,278	30,056	-75.62%
20270 Animal Control	428,100	544,728	27.24%
Subtotal	<u>\$ 1,397,072</u>	<u>\$ 1,421,644</u>	<u>1.76%</u>
City Clerk Division			
20115 City Clerk	\$ 307,981	\$ 276,601	-10.19%
20116 Elections	17,981	119,662	565.49%
20118 Records Management	68,593	60,695	-11.51%
Subtotal	<u>\$ 394,555</u>	<u>\$ 456,958</u>	<u>15.82%</u>
Total City Administration	\$ 2,485,906	\$ 2,581,491	3.85%
FINANCE AND ADMINISTRATIVE SERVICES			
Finance Division			
40141 Finance Administration	\$ 395,197	\$ 366,694	-7.21%
40142 General Accounting	724,326	752,451	3.88%
40143 Purchasing	123,238	144,128	16.95%
40144 Business Licenses	149,207	137,222	-8.03%
Subtotal	<u>\$ 1,391,968</u>	<u>\$ 1,400,495</u>	<u>0.61%</u>
Human Resources Division			
40151 Human Resources	\$ 496,968	\$ 444,338	-10.59%
Total Finance and Administrative Services	\$ 1,888,936	\$ 1,844,833	-2.33%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2018-19

(continued)

FUNCTION/Responsible Department Program Number/Description	2017-18 Budget	2018-19 Budget	Percent Change
POLICE			
Administration and Support Services Division			
50161 Police Administration	\$ 1,713,973	\$ 1,680,154	-1.97%
50167 Police Training	196,704	176,246	-10.40%
50168 Support Services Management	895,567	1,089,143	21.61%
50169 Communications	1,180,581	1,258,300	6.58%
50170 Records	671,988	463,092	-31.09%
50171 Property and Evidence	126,699	130,712	3.17%
50174 Crime Prevention/Comm Relat.	154,615	170,075	10.00%
50180 Emergency Services	9,787	10,337	5.62%
50181 Supp Law Enforcement Act	103,982	140,250	34.88%
50183 Police Grants	6,000	5,400	-10.00%
50187 Mobile Command Post	23,335	24,137	3.44%
Subtotal	\$ 5,083,231	\$ 5,147,846	1.27%
Field Operations Division			
50162 Field Operations Management	\$ 281,916	\$ 297,486	5.52%
50163 Field Operations	7,100,389	7,608,583	7.16%
50172 Jail Operations	458,125	563,047	22.90%
50173 Traffic and Parking Operations	744,686	811,462	8.97%
50176 Crossing Guards	205,002	219,156	6.90%
50177 SWAT Operations	35,928	32,973	-8.22%
Subtotal	\$ 8,826,046	\$ 9,532,707	8.01%
Investigations Division			
50165 General Investigations	\$ 2,590,904	\$ 2,463,892	-4.90%
50166 Court	89,145	79,130	-11.23%
50178 Police Laboratory	122,247	11,349	-90.72%
50179 Narcotics Asset Seizure	102,044	112,312	10.06%
Subtotal	\$ 2,904,340	\$ 2,666,683	-8.18%
Total Police Protection	\$ 16,813,617	\$ 17,347,236	3.17%

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2018-19

(continued)

FUNCTION/Responsible Department Program Number/Description	2017-18 Budget	2018-19 Budget	Percent Change
COMMUNITY DEVELOPMENT			
Planning and Development Division			
60191 Planning Administration	\$ 456,621	\$ 482,628	5.70%
60192 Advanced Planning	32,997	27,907	-15.43%
60193 Current Planning	487,989	495,327	1.50%
60199 Economic Development	187,857	116,729	-37.86%
66195 Community Development Grants	145,000	180,000	24.14%
62198 Low/Mod Housing Asset Fund	63,055	43,382	-31.20%
Subtotal	<u>\$ 1,373,519</u>	<u>\$ 1,345,973</u>	<u>-2.01%</u>
Building Division			
65241 Building Division Supervision	\$ 305,894	\$ 318,366	4.08%
65243.6243 Inspections - Building	137,500	181,500	32.00%
65243.6244 Inspections - Electrical	27,500	30,250	10.00%
65243.6245 Inspections - Plumbing & Heating	27,500	33,000	20.00%
65247 Plan Checks	126,000	140,000	11.11%
Subtotal	<u>\$ 624,394</u>	<u>\$ 703,116</u>	<u>12.61%</u>
Environmental Services Division			
70720 Solid Waste Management	\$ 58,585	\$ 59,750	1.99%
70721 Grants	12,690	16,000	26.08%
70251 Fats, Oils and Grease (FOG)	51,527	82,901	60.89%
70281 Storm Drainage Water Quality	399,586	404,067	1.12%
Subtotal	<u>\$ 522,388</u>	<u>\$ 562,718</u>	<u>7.72%</u>
Engineering Division			
70201 Public Works Administration	\$ 491,176	\$ 513,762	4.60%
70260.7260 Engineering Administration	259,959	230,213	-11.44%
70261.7261 Engineering Plan Checking	183,469	199,583	8.78%
70264 Traffic Engineering	82,936	186,278	124.60%
70266 Geographical Info. Syst. (GIS)	91,236	102,061	11.86%
70215 Traffic Signal Maintenance	248,150	252,136	1.61%
70223 Street Lighting	628,444	588,040	-6.43%
Subtotal	<u>\$ 1,985,370</u>	<u>\$ 2,072,073</u>	<u>4.37%</u>

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2018-19

(continued)

FUNCTION/Responsible Department Program Number/Description	2017-18 Budget	2018-19 Budget	Percent Change
Streets Division			
70211 Maintenance Administration	\$ 517,168	\$ 518,882	0.33%
70212.7212 Street Maintenance	159,236	120,958	-24.04%
70212.7213 Street Cleaning	237,138	274,930	15.94%
70212.7214 Traffic Safety	86,344	91,835	6.36%
70212.7216 Street Tree Maintenance	355,767	356,650	0.25%
70212.7217 Parkway Maintenance	667,390	643,573	-3.57%
70212.7227 Graffiti Removal	19,607	127,230	548.90%
70212.7238 Sidewalk Repair	197,786	116,031	-41.34%
70221 Retarding Basin	23,300	20,097	-13.75%
70239 Stanton Channel Berm Maint.	48,379	49,569	2.46%
70281 Storm Drain Maintenance	209,790	226,566	8.00%
70219 Sanitary Sewer Maintenance	284,063	425,832	49.91%
Subtotal	<u>\$ 2,805,968</u>	<u>\$ 2,972,153</u>	<u>5.92%</u>
Park Maintenance Division			
70228.7224 Landscaping - Senior Center	\$ 17,992	\$ 12,217	-32.10%
70228.7228 Park Landscape and Maintenance	750,179	699,031	-6.82%
70228.7229 Athletic Field Maintenance	281,761	276,967	-1.70%
70228.7230 Park Building Maintenance	161,657	169,064	4.58%
70228.7231 Senior Citizens Cntr Maintenance	222,657	230,712	3.62%
70228.7232 Community Center Maintenance	226,539	241,680	6.68%
70228.7234 Community Events	44,461	49,470	11.27%
Subtotal	<u>\$ 1,705,246</u>	<u>\$ 1,679,141</u>	<u>-1.53%</u>
Facilities Division			
70233 Library Maintenance	\$ 18,570	\$ 18,622	0.28%
70218 Building Maint.-Boys & Girls Club	7,129	9,321	30.75%
Subtotal	<u>\$ 25,699</u>	<u>\$ 27,943</u>	<u>8.73%</u>
Total Community Development	\$ 9,042,584	\$ 9,363,117	3.54%
TOTAL BUDGETED OPERATING EXPENDITURES	<u>\$ 30,231,043</u>	<u>\$ 31,136,677</u>	<u>3.00%</u>

BUDGET SUMMARY
OPERATING EXPENDITURES
Fiscal Year 2018-19

(continued)

FUNCTION/Responsible Department Program Number/Description	2017-18 Budget	2018-19 Budget	Percent Change
INTERNAL SERVICE FUND OPERATIONS			
COMMUNITY DEVELOPMENT			
Fleet Division			
70621.7621 Auto Maintenance-City Vehicles	\$ 219,067	\$ 187,367	-14.47%
70621.7623 Maintenance-Equipment	80,435	57,291	-28.77%
70621.7634 Auto Maintenance-Police Vehicles	433,029	393,630	-9.10%
70621.7634 Auto Maintenance-Park Vehicles	11,241	8,918	-20.67%
Subtotal	<u>\$ 743,772</u>	<u>\$ 647,206</u>	<u>-12.98%</u>
Facilities Division			
70624.7624 Bldg Maintenance-Civic Center	\$ 269,016	\$ 277,462	3.14%
70624.7626 Bldg Maintenance-Police Annex	239,269	239,696	0.18%
70624.7629 Landscaping-Civic Center	89,319	81,602	-8.64%
70627.7627 Bldg Maintenance-Corp Yard	119,778	104,758	-12.54%
70627.7632 Landscaping-Corp Yard	9,783	10,191	4.17%
Subtotal	<u>\$ 727,165</u>	<u>\$ 713,709</u>	<u>-1.85%</u>
Streets Division			
70608 Warehouse-Central Services	\$ 81,765	\$ 84,862	3.79%
FINANCE AND ADMINISTRATIVE SERVICES			
Information Systems Division			
40601 Print Shop	\$ 193,995	\$ 187,384	-3.41%
40604 Telephone Maintenance	20,641	24,588	19.12%
40606 Postage Services	7,478	6,772	-9.44%
40603 Computer Equip Maintenance	42,274	49,538	17.18%
40605 Information Systems	687,947	750,049	9.03%
40607 Website Maintenance	95,152	98,137	3.14%
40608 Financial Acctg Software Maint.	61,378	64,086	4.41%
Subtotal	<u>\$ 1,108,865</u>	<u>\$ 1,180,554</u>	<u>6.47%</u>
Human Resources Division			
94820 Workers' Comp Insurance	\$ 23,053	\$ 14,294	-38.00%
TOTAL INTERNAL SERVICE OPERATIONS*	<u>\$ 2,684,620</u>	<u>\$ 2,640,625</u>	<u>-1.64%</u>

* 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 2018-19

	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>	<u>Percent Change</u>
Summary of Capital Projects			
80100 Street Projects	\$ 2,410,000	\$ 1,670,000	-30.71%
80200 Traffic Signal Projects	250,000	60,000	-76.00%
80300 Storm Drain Projects	250,000	250,000	0.00%
80400 Sanitary Sewer Projects	1,100,000	835,000	-24.09%
80500 Parkway and Median Projects	1,558,000	1,928,000	23.75%
80600 Public Facility Projects	1,175,000	4,250,000	261.70%
80800 Street Lighting Projects	-	90,000	n/a
80900 Other Projects	-	75,000	n/a
Total Capital Projects Expenditures	<u>\$ 6,743,000</u>	<u>\$ 9,158,000</u>	<u>35.81%</u>
Summary of Debt Service			
2001-LR Civic Center Refinancing	\$ 482,031	\$ 488,275	1.30%
2009-GF Sewer Fund Loan	75,000	100,000	33.33%
Total Debt Service Expenditures	<u>\$ 557,031</u>	<u>\$ 588,275</u>	<u>5.61%</u>
Summary of Capital Outlay**			
Equipment-Additions			
Furniture/Equipment/Vehicles	\$ 365,571	\$ 83,909	-77.05%
Total Capital Outlay Expenditures	<u>\$ 365,571</u>	<u>\$ 83,909</u>	<u>-77.05%</u>
TOTAL BUDGET APPROPRIATIONS	<u>\$ 37,896,645</u>	<u>\$ 40,966,861</u>	<u>8.10%</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.



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**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GENERAL - FUND 111

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 18,118,431	\$ 18,367,449	\$ 18,367,449	\$ 18,367,449	\$ 14,433,706
Revenues					
Property Taxes					
3001 Secured	4,299,845	4,386,000	4,386,000	4,410,000	4,525,000
3002 Unsecured	136,108	142,800	142,800	136,000	139,000
3004 Prior Years	40,022	45,000	45,000	34,000	35,000
3005 Supplemental Roll	129,120	115,000	115,000	100,000	100,000
3006 Public Utility	79,440	80,000	80,000	80,000	82,000
3007 Pass Thru	50,216	50,000	50,000	65,000	66,000
3010 VLF Backfill	4,241,925	4,325,000	4,325,000	4,429,211	4,518,000
3011 Residual Tax Increment	104,204	74,000	74,000	390,000	398,000
Total	9,080,880	9,217,800	9,217,800	9,644,211	9,863,000
Other Taxes					
3100 Sales and Use Tax	11,590,268	11,700,000	11,700,000	11,250,000	11,250,000
3101 Franchise-Water	166,657	180,000	180,000	159,438	160,000
3102 Franchise-Gas	65,486	65,000	65,000	70,152	70,000
3103 Franchise-Electric	426,093	430,000	430,000	441,642	440,000
3104 Franchise-Refuse	574,064	589,564	589,564	589,564	598,500
3106 Franchise-Cable TV	375,321	385,000	385,000	385,000	385,000
3107 Business License Tax	1,048,049	1,000,000	1,000,000	1,115,000	1,025,000
3108 Transient Occupancy Tax	2,711,306	2,500,000	2,500,000	2,700,000	2,575,000
3109 Real Property Transfer Tax	336,967	200,000	200,000	250,000	200,000
3110 Parimutual Tax	93,037	120,000	120,000	120,000	115,000
3111 Satellite Wagering Tax	245,359	230,000	230,000	220,000	210,000
3112 PSAF Sales Tax	337,732	345,000	345,000	350,000	358,000
3113 Admissions Tax	153	-	-	-	-
3115 Sales Tax - Audit Pass Through	(138,861)	(75,000)	(300,000)	(275,000)	(495,000)
Total	17,831,631	17,669,564	17,444,564	17,375,796	16,891,500
Licenses and Permits					
3200 Building Permits	386,391	250,000	250,000	325,000	330,000
3201 Plumbing/Heating Permits	101,251	50,000	50,000	60,000	60,000
3202 Electrical Permits	79,901	50,000	50,000	52,000	55,000
3204 Street and Curb Permits	126,455	70,000	100,000	100,000	100,000
3205 Other Licenses and Permits	6,181	5,000	5,000	7,000	5,000
3206 Parking Permits	260	260	260	440	260
Total	700,439	425,260	455,260	544,440	550,260
Fines					
3300 Ordinance Violation Fines	124,442	140,000	140,000	140,000	140,000
3303 Alarm Ordinance Fines	43,695	25,000	25,000	25,000	25,000
Total	168,137	165,000	165,000	165,000	165,000
Interest and Rent					
3400 Investment Earnings	741,667	425,000	425,000	900,000	550,000
3401 Investment Earnings-Mrkt Val Adj	(296,422)	-	-	(275,000)	-
3403 Investment Earnings-Sewer Adv	62,565	75,000	75,000	87,500	100,000
3410 Rental-Cell Tower	21,291	11,470	11,470	13,350	13,300
3420 Rental-Gun Range	2,655	1,300	1,300	1,800	1,500
3425 Rental-Bus Shelter Advertising	17,571	15,000	15,000	15,000	15,000
Total	549,327	527,770	527,770	742,650	679,800

CITY OF CYPRESS FUND SUMMARIES

Fiscal Year 2018-19

GENERAL - FUND 111 (continued)

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	27,692	27,800	27,800	26,300	26,800
3508 Motor Vehicle License Fee	22,284	22,250	22,250	26,138	23,000
3518 State Mandated Reimbursement	-	-	8,500	8,500	3,200
3511 Miscellaneous State Revenues	-	-	-	-	-
3525 Grants	-	-	-	-	-
3530 POST Reimbursement	21,458	15,000	15,000	10,000	10,000
Total	<u>71,434</u>	<u>65,050</u>	<u>73,550</u>	<u>70,938</u>	<u>63,000</u>
Service Charges					
3600 Zoning Fees	65,606	65,000	65,000	66,000	95,000
3601 Subdivision Fees	3,950	1,580	1,580	1,600	1,600
3603 Sale of Maps and Publications	1,290	2,000	2,000	1,200	1,200
3605 Special Services-Police	20,635	15,000	15,000	18,000	17,500
3606 Special Services-Public Works	840	840	840	840	840
3610 Administrative Tow Fee	17,625	18,500	18,500	20,000	19,000
3620 Plan Check Fees	171,763	180,000	180,000	350,000	200,000
3621 Engineering and Inspection Fees	54,625	20,000	20,000	20,000	20,000
3632 City Services Charges	381,083	420,000	420,000	390,000	395,000
3635 Construction/Demolition Admin Fee	-	-	-	6,000	5,000
3801 Park District Administrative Fee	1,745,915	1,745,589	1,746,939	1,699,453	1,768,286
Total	<u>2,463,332</u>	<u>2,468,509</u>	<u>2,469,859</u>	<u>2,573,093</u>	<u>2,523,426</u>
Other Revenue					
3701 Admin Fees-Sewer Connection	11,552	3,000	3,000	6,000	3,000
3708 Admin Fees-OCFA	4,345	4,000	4,000	3,000	3,000
3711 Expense Reimbursement	312,952	245,705	88,455	110,600	43,380
3738 Miscellaneous Revenue	214,835	5,000	5,000	180,000	5,000
Total	<u>543,684</u>	<u>257,705</u>	<u>100,455</u>	<u>299,600</u>	<u>54,380</u>
Total Operating Revenue	31,408,864	30,796,658	30,454,258	31,415,728	30,790,366
Sources					
Operating Transfers-In					
CFD Administration - Fund 112	-	146,280	146,280	145,702	-
Traffic Safety - Fund 221	121,134	120,000	120,000	105,000	120,000
Gas Tax - Fund 231	279,989	289,100	289,100	287,650	342,349
Gas Tax 2107/2107.5 - Fund 233	375,505	379,500	379,500	360,700	360,700
Lighting District #2 - Fund 251	124,709	131,500	131,500	131,565	149,975
Corp Center Maint District #1- Fund 271	7,542	7,260	7,260	6,600	18,685
Narcotics Asset Seizure- Fund 281	668,220	-	-	-	-
City Technology - Fund 731	-	-	37,000	37,000	-
Total Transfers-In	<u>1,577,099</u>	<u>1,073,640</u>	<u>1,110,640</u>	<u>1,074,217</u>	<u>991,709</u>
Total Revenue/Sources	32,985,963	31,870,298	31,564,898	32,489,945	31,782,075
Total Available	51,104,394	50,237,747	49,932,347	50,857,394	46,215,781

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GENERAL - FUND 111 (continued)

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
<u>Expenditures</u>					
Operating Expenditures					
Legislative	677,550	694,279	696,779	655,148	702,889
City Administration	1,960,184	1,791,627	1,934,760	1,860,450	1,878,602
Finance and Administrative Services	1,738,930	1,888,936	1,915,401	1,692,967	1,844,833
Police	15,271,660	16,601,591	16,591,584	15,420,199	17,089,274
Comm Dev-Development	1,890,339	1,789,858	1,789,858	1,939,887	1,825,707
Comm Dev-Engineering	1,127,804	1,167,361	1,217,961	1,204,976	1,291,647
Comm Dev-Maintenance	3,814,335	3,994,681	4,071,031	3,922,061	3,977,270
Total Expenditures	<u>26,480,802</u>	<u>27,928,333</u>	<u>28,217,374</u>	<u>26,695,688</u>	<u>28,610,222</u>
<u>Uses</u>					
Operating Transfers-Out					
General Fund Grants - Fund 114	3,820	3,000	3,000	3,000	2,700
CRPD General Fund - Fund 212	-	-	2,200,000	2,200,000	-
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	1,775,000	500,000
Infrastructure Reserve - Fund 416					
Current Year Allocation	2,000,000	1,300,000	1,300,000	1,300,000	1,050,000
Prior Year Excess Revenues/Savings	2,000,000	2,000,000	2,000,000	2,000,000	-
City Capital Replacement - Fund 721	2,323	-	-	-	27,433
City Technology - Fund 731	-	1,000,000	1,000,000	1,000,000	-
City Employee Benefits - Fund 751	-	1,200,000	1,200,000	1,200,000	-
Total Transfers-Out	<u>6,256,143</u>	<u>7,753,000</u>	<u>9,953,000</u>	<u>9,728,000</u>	<u>1,830,133</u>
Total Expenditures/Uses	<u>32,736,945</u>	<u>35,681,333</u>	<u>38,170,374</u>	<u>36,423,688</u>	<u>30,440,355</u>
FUND BALANCE, JUNE 30	<u>\$ 18,367,449</u>	<u>\$ 14,556,414</u>	<u>\$ 11,761,973</u>	<u>\$ 14,433,706</u>	<u>\$ 15,775,426</u>

CFD ADMINISTRATION - FUND 112

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	<u>\$ 149,213</u>	<u>\$ 145,702</u>	<u>\$ 145,702</u>	<u>\$ 145,702</u>	<u>\$ -</u>
<u>Expenditures</u>					
Operating Expenditures					
Finance and Administrative Services	3,511	-	-	-	-
Total Operating Expenditures	<u>3,511</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	-	146,280	146,280	145,702	-
Total Expenditures/Uses	<u>3,511</u>	<u>146,280</u>	<u>146,280</u>	<u>145,702</u>	<u>-</u>
FUND BALANCE, JUNE 30	<u>\$ 145,702</u>	<u>\$ (578)</u>	<u>\$ (578)</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GENERAL FUND GRANTS - FUND 114

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Revenue from Other Agencies					
3525 Grants	185,159	15,690	141,103	95,123	18,700
3531 Loan Payoff - CDBG	2,741	-	-	40,000	20,000
3572 Grants - CDBG	<u>113,936</u>	<u>135,000</u>	<u>176,064</u>	<u>175,000</u>	<u>160,000</u>
Total	301,836	150,690	317,167	310,123	198,700
Other Revenue					
3738 Miscellaneous Revenue	-	10,000	10,000	-	-
Total	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>-</u>
Total Operating Revenue	301,836	160,690	327,167	310,123	198,700
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	<u>3,820</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>2,700</u>
Total Transfers-In	3,820	3,000	3,000	3,000	2,700
Total Revenue/Sources	305,656	163,690	330,167	313,123	201,400
Total Available	305,656	163,690	330,167	313,123	201,400
<u>Expenditures</u>					
Operating Expenditures					
Police	13,722	6,000	37,297	36,634	5,400
Community Development	116,999	145,000	186,064	215,000	180,000
Public Works-Engineering	<u>174,935</u>	<u>12,690</u>	<u>86,978</u>	<u>61,489</u>	<u>16,000</u>
Total Expenditures	305,656	163,690	310,339	313,123	201,400
Total Expenditures/Uses	<u>305,656</u>	<u>163,690</u>	<u>310,339</u>	<u>313,123</u>	<u>201,400</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,828</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

TRAFFIC SAFETY - FUND 221

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Fines					
3301 Traffic Fines	121,134	120,000	120,000	105,000	120,000
Total Operating Revenue	121,134	120,000	120,000	105,000	120,000
Total Available	121,134	120,000	120,000	105,000	120,000
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	121,134	120,000	120,000	105,000	120,000
Total Uses	121,134	120,000	120,000	105,000	120,000
FUND BALANCES, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

GAS TAX 2105 - FUND 231

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Revenue from Other Agencies					
3516 State Gas Tax-2105	279,989	289,100	289,100	287,650	285,900
3522 Traffic Congestion Relief	-	-	-	56,449	56,449
Total Operating Revenue	279,989	289,100	289,100	344,099	342,349
Total Available	279,989	289,100	289,100	344,099	342,349
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	279,989	289,100	289,100	344,099	342,349
Total Uses	279,989	289,100	289,100	344,099	342,349
FUND BALANCE, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GAS TAX 2106 - FUND 232

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 1,231,381	\$ 1,047,378	\$ 1,047,378	\$ 1,047,378	\$ 1,083,963
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	7,211	4,000	4,000	10,000	5,000
Total	7,211	4,000	4,000	10,000	5,000
Revenue from Other Agencies					
3512 State Gas Tax - 2106	185,480	179,400	179,400	187,300	186,200
3525 Grants - Miscellaneous	-	-	297,517	277,177	-
Total	185,480	179,400	476,917	464,477	186,200
Other Revenue					
3711 Expense Reimbursement	-	-	47,000	47,000	-
Total	-	-	47,000	47,000	-
Total Operating Revenue	192,691	183,400	527,917	521,477	191,200
<u>Sources</u>					
Operating Transfers-In					
Measure M - Fund 236	507,699	590,000	882,302	882,302	-
Gas Tax 2103 - Fund 238	-	154,000	154,000	154,000	-
Total Transfers-In	507,699	744,000	1,036,302	1,036,302	-
Total Revenue/Sources	700,390	927,400	1,564,219	1,557,779	191,200
Total Available	1,931,771	1,974,778	2,611,597	2,605,157	1,275,163
<u>Expenditures</u>					
Capital Expenditures					
80100 Street Projects	784,875	860,000	1,521,194	1,521,194	-
80200 Traffic Signal Projects	99,518	-	-	-	-
Total	884,393	860,000	1,521,194	1,521,194	-
<u>Uses</u>					
Operating Transfers-Out					
Road Maintenance and Rehab - Fund 239	-	-	-	-	45,427
City Capital Projects - Fund 415	-	-	-	-	800,000
Total Transfers-Out	-	-	-	-	845,427
Total Expenditures/Uses	884,393	860,000	1,521,194	1,521,194	845,427
FUND BALANCE, JUNE 30	\$ 1,047,378	\$ 1,114,778	\$ 1,090,403	\$ 1,083,963	\$ 429,736

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GAS TAX 2107/2107.5 - FUND 233

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3513 State Gas Tax - 2107	369,505	373,500	373,500	354,700	354,700
3514 State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000
Total Operating Revenue	375,505	379,500	379,500	360,700	360,700
Total Available	375,505	379,500	379,500	360,700	360,700
Uses					
Operating Transfers-Out					
General - Fund 111	375,505	379,500	379,500	360,700	360,700
Total Transfers-Out	375,505	379,500	379,500	360,700	360,700
FUND BALANCE, JUNE 30	\$ -	\$ -	\$ -	\$ -	\$ -

TRAFFIC MITIGATION ASSESSMENT - FUND 234

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 970,431	\$ 994,954	\$ 994,954	\$ 994,954	\$ 559,753
Revenues					
Interest and Rent					
3400 Investment Earnings	7,951	6,000	6,000	5,430	6,000
Total	7,951	6,000	6,000	5,430	6,000
Service Charges					
3628 Traffic Mitigation Fee	78,441	-	-	119,169	-
Total	78,441	-	-	119,169	-
Total Current Operating Revenue	86,392	6,000	6,000	124,599	6,000
Total Available	1,056,823	1,000,954	1,000,954	1,119,553	565,753
Expenditures					
Capital Expenditures					
80200 Traffic Signal Projects	61,869	250,000	600,261	559,800	60,000
Total	61,869	250,000	600,261	559,800	60,000
Total Expenditures/Uses	61,869	250,000	600,261	559,800	60,000
FUND BALANCE, JUNE 30	\$ 994,954	\$ 750,954	\$ 400,693	\$ 559,753	\$ 505,753

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

REGIONAL TRAFFIC FEE - FUND 235

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 346,945	\$ 353,704	\$ 353,704	\$ 353,704	\$ 364,279
Revenues					
Service Charges					
3629 Regional Traffic Impact Fees	6,759	500	500	10,575	500
Total Operating Revenues	6,759	500	500	10,575	500
Total Available	353,704	354,204	354,204	364,279	364,779
FUND BALANCE, JUNE 30	\$ 353,704	\$ 354,204	\$ 354,204	\$ 364,279	\$ 364,779

MEASURE M - FUND 236

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 722,836	\$ 729,804	\$ 729,804	\$ 729,804	\$ 434,286
Revenues					
Interest and Rent					
3400 Investment Earnings	8,896	5,500	5,500	8,000	4,500
Total	8,896	5,500	5,500	8,000	4,500
Revenue from Other Agencies					
3517 Measure M Turnback/M2	865,771	875,000	875,000	878,784	911,299
Total	865,771	875,000	875,000	878,784	911,299
Total Operating Revenue	874,667	880,500	880,500	886,784	915,799
Total Available	1,597,503	1,610,304	1,610,304	1,616,588	1,350,085
Uses					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	507,699	590,000	882,302	882,302	-
City Capital Projects - Fund 415	360,000	300,000	300,000	300,000	750,000
Total Uses	867,699	890,000	1,182,302	1,182,302	750,000
Total Expenditures/Uses	867,699	890,000	1,182,302	1,182,302	750,000
FUND BALANCE, JUNE 30	\$ 729,804	\$ 720,304	\$ 428,002	\$ 434,286	\$ 600,085

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

GAS TAX 2103 - FUND 238

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 1,856,650	\$ 1,951,316	\$ 1,951,316	\$ 1,951,316	\$ 2,152,116
Revenues					
Interest and Rent					
3400 Investment Earnings	15,311	10,000	10,000	23,000	15,000
Revenue from Other Agencies					
3523 State Gas Tax-2103	125,411	199,100	199,100	197,800	380,700
3525 Grants	-	343,770	343,770	-	-
Total Operating Revenue	<u>140,722</u>	<u>552,870</u>	<u>552,870</u>	<u>220,800</u>	<u>395,700</u>
Total Available	1,997,372	2,504,186	2,504,186	2,172,116	2,547,816
Uses					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	-	154,000	154,000	154,000	-
City Capital Projects - Fund 415	46,056	-	20,000	20,000	1,178,000
Total Uses	<u>46,056</u>	<u>154,000</u>	<u>174,000</u>	<u>174,000</u>	<u>1,178,000</u>
Total Expenditures/Uses	<u>46,056</u>	<u>154,000</u>	<u>174,000</u>	<u>20,000</u>	<u>1,178,000</u>
FUND BALANCE, JUNE 30	<u>\$ 1,951,316</u>	<u>\$ 2,350,186</u>	<u>\$ 2,330,186</u>	<u>\$ 2,152,116</u>	<u>\$ 1,369,816</u>

ROAD MAINTENANCE AND REHAB - FUND 239

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Revenue from Other Agencies					
3515 State Gas Tax - SB1	-	-	287,000	283,192	824,573
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>287,000</u>	<u>283,192</u>	<u>824,573</u>
Sources					
Operating Transfers-In					
Gas Tax 2106 - Fund 232	-	-	-	-	45,427
Total Transfers-In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>45,427</u>
Total Revenue/Sources	-	-	287,000	283,192	870,000
Total Available	<u>-</u>	<u>-</u>	<u>287,000</u>	<u>283,192</u>	<u>870,000</u>
Expenditures					
Capital Expenditures					
80100 Street Projects	-	-	287,000	283,192	870,000
Total	<u>-</u>	<u>-</u>	<u>287,000</u>	<u>283,192</u>	<u>870,000</u>
Total Expenditures/Uses	<u>-</u>	<u>-</u>	<u>287,000</u>	<u>283,192</u>	<u>870,000</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

LIGHTING DISTRICT #2 - FUND 251

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 4,272,761	\$ 4,441,342	\$ 4,441,342	\$ 4,441,342	\$ 4,747,568
<u>Revenues</u>					
Property Taxes					
3001 Secured	927,710	934,000	934,000	964,800	1,003,000
3002 Unsecured	29,368	31,000	31,000	30,300	30,800
3004 Prior Years	8,640	8,000	8,000	7,700	7,850
3005 Supplemental Roll	27,861	15,000	15,000	25,100	25,600
3006 Public Utility	13,402	13,500	13,500	14,800	15,100
3007 Pass Thru Taxes	11,342	7,000	7,000	15,400	16,000
3011 Residual Tax Increment	37,006	35,000	35,000	121,700	126,500
Total	<u>1,055,329</u>	<u>1,043,500</u>	<u>1,043,500</u>	<u>1,179,800</u>	<u>1,224,850</u>
Interest and Rent					
3400 Investment Earnings	35,564	28,000	28,000	50,000	50,000
Total	<u>35,564</u>	<u>28,000</u>	<u>28,000</u>	<u>50,000</u>	<u>50,000</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	5,975	6,050	6,050	5,700	5,800
Total	<u>5,975</u>	<u>6,050</u>	<u>6,050</u>	<u>5,700</u>	<u>5,800</u>
Other Revenue					
3711 Expense Reimbursement	27,817	5,000	5,000	13,000	5,000
Total	<u>27,817</u>	<u>5,000</u>	<u>5,000</u>	<u>13,000</u>	<u>5,000</u>
Total Operating Revenue	<u>1,124,685</u>	<u>1,082,550</u>	<u>1,082,550</u>	<u>1,248,500</u>	<u>1,285,650</u>
Total Available	5,397,446	5,523,892	5,523,892	5,689,842	6,033,218
<u>Expenditures</u>					
Public Works-Engineering	831,395	876,594	876,594	810,774	840,176
80800 Street Lighting Projects	-	-	-	-	90,000
Total	<u>831,395</u>	<u>876,594</u>	<u>876,594</u>	<u>810,774</u>	<u>930,176</u>
<u>Uses</u>					
Operating Transfers-Out					
General - Fund 111	124,709	131,500	131,500	131,500	149,975
Total Transfers-Out	<u>124,709</u>	<u>131,500</u>	<u>131,500</u>	<u>131,500</u>	<u>149,975</u>
Total Expenditures/Uses	<u>956,104</u>	<u>1,008,094</u>	<u>1,008,094</u>	<u>942,274</u>	<u>1,080,151</u>
FUND BALANCE, JUNE 30	\$ 4,441,342	\$ 4,515,798	\$ 4,515,798	\$ 4,747,568	\$ 4,953,067

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

STORM DRAIN - FUND 261

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 756,036	\$ 720,662	\$ 720,662	\$ 720,662	\$ 726,815
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	6,777	5,000	5,000	10,000	10,000
Service Charges					
3631 Engineering and Inspection Fees	6,457	9,000	9,000	9,000	9,000
3632 City Services Charges	<u>330,332</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>	<u>335,000</u>
Total	<u>336,789</u>	<u>339,000</u>	<u>339,000</u>	<u>339,000</u>	<u>344,000</u>
Total Operating Revenue	343,566	344,000	344,000	349,000	354,000
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Total Transfers	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Total Revenues/Sources	593,566	594,000	594,000	599,000	604,000
Total Available	1,349,602	1,314,662	1,314,662	1,319,662	1,330,815
<u>Expenditures</u>					
Operating Expenditures					
Public Works-Maintenance	<u>628,940</u>	<u>609,376</u>	<u>609,376</u>	<u>592,847</u>	<u>630,633</u>
Total Expenditures	628,940	609,376	609,376	592,847	630,633
Total Expenditures/Uses	628,940	609,376	609,376	592,847	630,633
FUND BALANCE, JUNE 30	<u>\$ 720,662</u>	<u>\$ 705,286</u>	<u>\$ 705,286</u>	<u>\$ 726,815</u>	<u>\$ 700,182</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

PLAN LOCAL DRAINAGE FACILITY - FUND 262

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 382,350	\$ 456,741	\$ 456,741	\$ 456,741	\$ 712,241
Revenues					
Interest and Rent					
3400 Investment Earnings	3,510	2,500	2,500	5,500	6,000
Total	3,510	2,500	2,500	5,500	6,000
Other Revenue					
3705 Drainage Charges	77,061	5,000	5,000	250,000	5,000
Total	77,061	5,000	5,000	250,000	5,000
Total Current Operating Revenue	80,571	7,500	7,500	255,500	11,000
Total Available	462,921	464,241	464,241	712,241	723,241
Expenditures					
Capital Expenditures					
80300 Storm Drain Projects	6,180	-	-	-	-
Total	6,180	-	-	-	-
Total Expenditures/Uses	6,180	-	-	-	-
FUND BALANCE, JUNE 30	\$ 456,741	\$ 464,241	\$ 464,241	\$ 712,241	\$ 723,241

CORPORATE CENTER MAINT DISTRICT #1 - FUND 271

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 86,631	\$ 106,127	\$ 106,127	\$ 106,127	\$ 134,570
Revenues					
Service Charges					
3627 Assessment-Maintenance Dist	77,318	78,865	78,865	78,865	81,231
Total	77,318	78,865	78,865	78,865	81,231
Total Operating Revenue	77,318	78,865	78,865	78,865	81,231
Total Available	163,949	184,992	184,992	184,992	215,801
Expenditures					
Public Works-Maintenance	50,280	48,379	48,379	43,822	49,569
80900 Other Projects	-	-	-	-	75,000
Total Expenditures	50,280	48,379	48,379	43,822	124,569
Uses					
Operating Transfers-Out					
General - Fund 111	7,542	7,260	7,260	6,600	18,685
Total Expenditures/Uses	57,822	55,639	55,639	50,422	143,254
FUND BALANCE, JUNE 30	\$ 106,127	\$ 129,353	\$ 129,353	\$ 134,570	\$ 72,547

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

NARCOTICS ASSET SEIZURE - FUND 281/282/283

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 2,630,970	\$ 2,548,960	\$ 2,548,960	\$ 2,548,960	\$ 2,538,050
Interest and Rent					
3400 Investment Earnings	22,158	12,000	12,000	30,000	20,000
Other Revenue					
3711 Expenditure Reimbursement	25,256	32,000	32,000	20,000	20,000
3731/32/33 Asset Seizure-Federal	895,866	350,000	350,000	208,120	250,000
3739 Asset Seizure-Other	18,945	15,000	15,000	-	-
Total Other Revenue	940,067	397,000	397,000	228,120	270,000
Total Operating Revenue	962,225	409,000	409,000	258,120	290,000
Total Available	3,593,195	2,957,960	2,957,960	2,807,080	2,828,050
Expenditures					
Operating Expenses					
Police	93,572	102,044	108,617	97,492	112,312
Total Expenditures	93,572	102,044	108,617	97,492	112,312
Uses					
Operating Transfers-Out					
General - Fund 111	668,220	-	-	-	-
City Capital Projects - Fund 415	117	-	13,150	13,150	2,650,000
City Capital Replacement - Fund 721	282,326	140,571	158,388	158,388	56,476
Total Transfers	950,663	140,571	171,538	171,538	2,706,476
Total Expenditures/Uses	1,044,235	242,615	280,155	269,030	2,818,788
FUND BALANCE, JUNE 30	\$ 2,548,960	\$ 2,715,345	\$ 2,677,805	\$ 2,538,050	\$ 9,262

CABLE TELEVISION FRANCHISE AGREEMENT - FUND 291

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 546,312	\$ 604,510	\$ 604,510	\$ 604,510	\$ 399,310
Revenues					
Other Taxes					
3106 Franchise Tax-Cable TV	58,198	42,000	42,000	79,800	80,000
Total Operating Revenue	58,198	42,000	42,000	79,800	80,000
Total Available	604,510	646,510	646,510	684,310	479,310
Uses					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	225,000	289,256	285,000	-
Total Transfers	-	225,000	289,256	285,000	-
Total Uses	-	225,000	289,256	285,000	-
FUND BALANCE, JUNE 30	\$ 604,510	\$ 421,510	\$ 357,254	\$ 399,310	\$ 479,310

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

SUPPLEMENTAL LAW ENFORCEMENT - FUND 301

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	175	32	32	250	250
Revenue from Other Agencies					
3525 Grants-Miscellaneous	129,324	103,950	103,950	140,000	140,000
Total Operating Revenue	<u>129,499</u>	<u>103,982</u>	<u>103,982</u>	<u>140,250</u>	<u>140,250</u>
Total Available	129,499	103,982	103,982	140,250	140,250
<u>Expenditures</u>					
Operating Expenditures					
Police	129,499	103,982	103,982	140,250	140,250
Total Expenditures/Uses	<u>129,499</u>	<u>103,982</u>	<u>103,982</u>	<u>140,250</u>	<u>140,250</u>
FUND BALANCE, JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AB 2766 TRIP REDUCTION - FUND 311

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 456,695	\$ 524,009	\$ 524,009	\$ 524,009	\$ 68,509
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	3,793	100	100	1,500	100
Other Revenue					
3734 Trip Reduction Revenue-AB2766	63,521	62,000	62,000	62,000	62,000
Total Operating Revenue	<u>67,314</u>	<u>62,100</u>	<u>62,100</u>	<u>63,500</u>	<u>62,100</u>
Total Revenue/Sources	67,314	62,100	62,100	63,500	62,100
Total Available	524,009	586,109	586,109	587,509	130,609
<u>Uses</u>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	-	-	519,000	519,000	130,609
Total Expenditures/Uses	<u>-</u>	<u>-</u>	<u>519,000</u>	<u>519,000</u>	<u>130,609</u>
FUND BALANCE, JUNE 30	<u>\$ 524,009</u>	<u>\$ 586,109</u>	<u>\$ 67,109</u>	<u>\$ 68,509</u>	<u>\$ -</u>

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

SEWER - FUND 321

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 5,930,903	\$ 5,524,701	\$ 5,524,701	\$ 5,524,701	\$ 5,330,915
Revenues					
Property Taxes					
3001 Secured	8,140	7,500	7,500	8,400	8,800
3002 Unsecured	226	260	260	220	225
3004 Prior Years	69	53	53	70	70
3005 Supplemental Roll	214	110	110	218	220
3006 Public Utility	413	420	420	440	450
3011 Residual Tax Increment	14,998	15,000	15,000	15,550	16,000
Total	24,060	23,343	23,343	24,898	25,765
Interest and Rent					
3400 Investment Earnings	48,315	30,000	30,000	65,000	75,000
Total	48,315	30,000	30,000	65,000	75,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	46	46	46	46	46
3572 Grants-CDBG	-	-	-	-	260,000
Total	46	46	46	46	260,046
Service Charges					
3631 Sewer Service Charges	1,737,664	1,600,000	1,600,000	1,600,000	1,600,000
3638 FOG Fees	30,519	28,000	28,000	35,000	29,000
Total	1,768,183	1,628,000	1,628,000	1,635,000	1,629,000
Other Revenue					
3711 Expense Reimbursement	2,721	2,500	2,500	3,064	2,500
Total	2,721	2,500	2,500	3,064	2,500
Total Operating Revenue	1,843,325	1,683,889	1,683,889	1,728,008	1,992,311
Total Available	7,774,228	7,208,590	7,208,590	7,252,709	7,323,226
Expenditures					
Operating Expenditures					
Public Works-Engineering	53,409	51,527	51,527	41,500	82,901
Public Works-Maintenance	194,297	284,063	284,063	151,256	425,832
Total	247,706	335,590	335,590	192,756	508,733
Capital Expenditures					
80400 Sanitary Sewer Projects	1,939,256	1,100,000	1,641,695	1,641,538	835,000
Debt Service Expenditures					
Principal-Loan from Infrastructure Reserve	-	-	-	-	5,000,000
Interest-Loan from Infrastructure Reserve	62,565	75,000	75,000	87,500	100,000
Total	62,565	75,000	75,000	87,500	5,100,000
Total Expenditures	2,249,527	1,510,590	2,052,285	1,921,794	6,443,733
FUND BALANCE, JUNE 30	\$ 5,524,701	\$ 5,698,000	\$ 5,156,305	\$ 5,330,915	\$ 879,493

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

CITY CAPITAL PROJECTS - FUND 415

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 21,910,823	\$ 15,156,107	\$ 15,156,107	15,156,107	\$ 15,815,448
<u>Revenues</u>					
Revenue from Other Agencies					
3525 Grants - Miscellaneous	137,592	-	1,165,008	1,165,008	-
Total	137,592	-	1,165,008	1,165,008	-
Total Operating Revenue	137,592	-	1,165,008	1,165,008	-
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	2,000,000	2,000,000	2,000,000	1,775,000	500,000
Gas Tax 2106 - Fund 232	-	-	-	-	800,000
Measure M - Fund 236	360,000	300,000	300,000	300,000	750,000
Gas Tax 2103 - Fund 238	46,056	-	20,000	20,000	1,178,000
Narcotics Asset Seizure - Fund 281	117	-	13,150	13,150	2,650,000
Infrastructure Reserve - Fund 416	2,169,261	1,983,000	2,318,559	2,318,559	1,350,000
Total Transfers-In	4,575,434	4,283,000	4,651,709	4,426,709	7,228,000
Total Revenue/Sources	4,713,026	4,283,000	5,816,717	5,591,717	7,228,000
Total Available	26,623,849	19,439,107	20,972,824	20,747,824	23,043,448
Capital Expenditures					
80100 Street Projects	1,345,948	1,550,000	1,504,189	1,207,645	800,000
80300 Storm Drain Projects	8,627,981	250,000	788,441	738,609	250,000
80500 Parkway Projects	1,429,548	1,558,000	2,291,799	2,309,622	1,928,000
80600 Public Facility Projects	61,105	1,175,000	1,566,480	676,500	4,250,000
80700 Park Projects	-	-	126,500	-	-
80900 Other Projects	3,160	-	6,543	-	-
Total Expenditures	11,467,742	4,533,000	6,283,952	4,932,376	7,228,000
Total Expenditures	11,467,742	4,533,000	6,283,952	4,932,376	7,228,000
FUND BALANCE, JUNE 30	\$ 15,156,107	\$ 14,906,107	\$ 14,688,872	\$ 15,815,448	\$ 15,815,448

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

INFRASTRUCTURE RESERVE - FUND 416

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 27,955,921	\$ 32,572,171	\$ 32,572,171	\$ 32,572,171	\$ 36,009,606
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	108,387	-	-	-	-
Total Operating Revenue	108,387	-	-	-	-
<u>Sources</u>					
Operating Transfers-In					
General - Fund 111	4,000,000	3,300,000	3,300,000	3,300,000	1,050,000
CRPD General - Fund 212	206,360	173,000	173,000	492,000	501,000
Total Transfers-In	4,206,360	3,473,000	3,473,000	3,792,000	1,551,000
Total Revenue/Sources	4,314,747	3,473,000	3,473,000	3,792,000	1,551,000
Total Available	32,270,668	36,045,171	36,045,171	36,364,171	37,560,606
<u>Uses</u>					
Operating Transfers-Out					
City Capital Projects - Fund 415	2,169,261	1,983,000	2,318,559	2,318,599	1,350,000
Total Transfers-Out	2,169,261	1,983,000	2,318,559	2,318,599	1,350,000
<u>Changes in Nonspendable Fund Balance</u>					
Repayment of loans from State	(2,506,140)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
Repayment of loans from Sewer Fund	-	-	-	-	(5,000,000)
Investment in land held for resale	35,376	60,000	60,000	35,966	40,000
Total Changes	(2,470,764)	(1,940,000)	(1,940,000)	(1,964,034)	(6,960,000)
Total Uses/Changes	(301,503)	43,000	378,559	354,565	(5,610,000)
FUND BALANCE, JUNE 30	\$ 32,572,171	\$ 36,002,171	\$ 35,666,612	\$ 36,009,606	\$ 43,170,606

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 40,235	\$ 112,994	\$ 112,994	\$ 112,994	\$ 73,283
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	24,309	1,000	1,000	20,000	5,000
Total	24,309	1,000	1,000	20,000	5,000
Revenue from Other Agencies					
3575 First-time Home Loans	42,762	-	-	-	-
3576 Rehab Homes	8,000	-	-	-	-
Total	50,762	-	-	-	-
Other Revenue					
3738 Miscellaneous Revenue	61,346	6,500	6,500	6,500	5,000
Total	61,346	6,500	6,500	6,500	5,000
Total Operating Revenue	136,417	7,500	7,500	26,500	10,000
Total Available	176,652	120,494	120,494	139,494	83,283
<u>Expenditures</u>					
Operating Expenditures					
Community Development	63,658	63,055	63,055	66,211	43,382
Total Expenditures	63,658	63,055	63,055	66,211	43,382
FUND BALANCE, JUNE 30	\$ 112,994	\$ 57,439	\$ 57,439	\$ 73,283	\$ 39,901

**CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19**

CIVIC CENTER REFINANCING DEBT SERVICE - FUND 510

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 1,805,649	\$ 1,818,139	\$ 1,818,139	\$ 1,818,139	\$ 1,359,898
<u>Revenues</u>					
Interest and Rent					
3400 Investment Earnings	23,233	23,200	23,200	23,450	-
Total Operating Revenue	23,233	23,200	23,200	23,450	-
<u>Sources</u>					
Operating Transfers-In					
Successor Agency to RDA - Fund 462	468,879	-	-	135	-
Total Transfers	468,879	-	-	135	-
Total Revenues/Sources	492,112	23,200	23,200	23,585	-
Total Available	2,297,761	1,841,339	1,841,339	1,841,724	1,359,898
<u>Expenditures</u>					
Debt Service	479,622	482,031	482,031	481,826	488,275
Total Expenditures	479,622	482,031	482,031	481,826	488,275
FUND BALANCE, JUNE 30	\$ 1,818,139	\$ 1,359,308	\$ 1,359,308	\$ 1,359,898	\$ 871,623

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19

CITY CENTRAL SERVICES - FUND 711

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 1,513,091	\$ 1,736,634	\$ 1,736,634	\$ 1,736,634	\$ 2,102,515
Revenues					
Service Charges					
3801 Park District Admin Fee	11,363	11,241	11,241	7,361	8,918
3803 Office Rental	710,700	742,200	742,200	742,200	762,800
3804 Vehicle Rental	828,800	808,400	808,400	808,400	641,700
3805 Equipment Rental	53,600	54,000	54,000	54,000	37,900
3806 Office Equipment Rental	1,000	1,000	1,000	1,000	800
3711 Expenditure Reimbursement	9,880	-	-	4,506	-
Total	1,615,343	1,616,841	1,616,841	1,617,467	1,452,118
Total Current Operating Revenue	1,615,343	1,616,841	1,616,841	1,617,467	1,452,118
Total Available	3,128,434	3,353,475	3,353,475	3,354,101	3,554,633
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	1,391,800	1,470,937	1,482,806	1,251,586	1,360,915
Total Expenditures	1,391,800	1,470,937	1,482,806	1,251,586	1,360,915
FUND BALANCE, JUNE 30	\$ 1,736,634	\$ 1,882,538	\$ 1,870,669	\$ 2,102,515	\$ 2,193,718

PRINT SHOP/WAREHOUSE - FUND 712

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 63,472	\$ 95,423	\$ 95,423	\$ 95,423	\$ 98,447
Revenues					
Service Charges					
3802 Print Shop/Warehouse Chrgs	270,000	270,000	270,000	270,000	270,000
3807 Telephone Rental	35,000	35,000	35,000	35,000	35,000
3711 Expenditure Reimbursement	-	-	-	120	-
Total	305,000	305,000	305,000	305,120	305,000
Other Revenue					
3711 Expense Reimbursement	(437)	-	-	-	-
Total Current Operating Revenue	304,563	305,000	305,000	305,120	305,000
Total Available	368,035	400,423	400,423	400,543	403,447
Expenditures					
Operating Expenditures					
Comm Dev-Maintenance	70,438	81,765	81,765	81,765	84,862
Finance and Administrative Services	202,174	222,114	222,114	220,331	218,744
Total Expenditures	272,612	303,879	303,879	302,096	303,606
FUND BALANCE, JUNE 30	\$ 95,423	\$ 96,544	\$ 96,544	\$ 98,447	\$ 99,841

CITY OF CYPRESS
FUND SUMMARIES
Fiscal Year 2018-19

INFORMATION SYSTEMS - FUND 713

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 257,564	\$ 339,703	\$ 339,703	\$ 339,703	\$ 644,347
Revenues					
Service Charges					
3805 Equipment Rental	50,000	50,000	50,000	50,000	50,000
3808 Information Systems/Website	866,700	837,000	837,000	837,000	884,600
Total	916,700	887,000	887,000	887,000	934,600
Total Current Operating Revenue	916,700	887,000	887,000	887,000	934,600
Total Available	1,174,264	1,226,703	1,226,703	1,226,703	1,578,947
Expenditures					
Operating Expenditures					
Finance and Administrative Services	834,561	886,751	886,751	582,356	961,810
Total Expenditures	834,561	886,751	886,751	582,356	961,810
FUND BALANCE, JUNE 30	\$ 339,703	\$ 339,952	\$ 339,952	\$ 644,347	\$ 617,137

CITY CAPITAL REPLACEMENT - FUND 721

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 13,387,843	\$ 13,320,088	\$ 13,320,088	\$ 13,320,088	\$ 11,546,559
Revenues					
Service Charges					
3804 Vehicle Rental	195,750	181,000	181,000	181,000	287,100
3805 Equipment Rental	98,950	72,900	72,900	72,900	125,700
3806 Office Equipment Rental	214,800	250,000	250,000	250,000	269,100
Total	509,500	503,900	503,900	503,900	681,900
Other Revenue					
3700 Sale Real/Personal Prop	28,330	-	-	-	-
3738 Miscellaneous Revenue	-	-	-	-	39,167
Total	28,330	-	-	-	39,167
Total Current Operating Revenue	537,830	503,900	503,900	503,900	721,067
Other Sources					
Operating Transfers-In					
General Fund - 111	2,323	-	-	-	27,433
Narcotics Asset Seizure Fund - 281	282,326	140,571	158,388	158,388	56,476
Cable TV Franchise Agreement - 291	-	225,000	289,256	285,000	-
AB 2766 Trip Reduction Fund - 311	-	-	519,000	519,000	130,609
Technology Investment Fund - 731	514,399	2,700	46,445	46,445	9,100
Total Other Sources	799,048	368,271	1,013,089	1,008,833	223,618

CITY OF CYPRESS FUND SUMMARIES

Fiscal Year 2018-19

CITY CAPITAL REPLACEMENT - FUND 721 (continued)

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
Total Revenue & Other Sources	1,336,878	872,171	1,516,989	1,512,733	944,685
Total Available	14,724,721	14,192,259	14,837,077	14,832,821	12,491,244
Uses					
Capital Outlay/Other Expenditures	1,404,633	1,651,614	3,295,022	3,286,262	275,599
Total Uses	1,404,633	1,651,614	3,295,022	3,286,262	275,599
FUND BALANCE, JUNE 30	\$ 13,320,088	\$ 12,540,645	\$ 11,542,055	\$ 11,546,559	\$ 12,215,645

CITY TECHNOLOGY INVESTMENT FUND - FUND 731

	2016-17 Actual	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimates	2018-19 Adopted
FUND BALANCE, JULY 1	\$ 1,947,237	\$ 1,432,838	\$ 1,432,838	\$ 1,432,838	\$ 2,349,393
Revenue/Sources					
Operating Transfers-In					
General - Fund 111	-	1,000,000	1,000,000	1,000,000	-
CRPD General - Fund 212	-	-	-	-	4,500
Total Transfers-In	-	1,000,000	1,000,000	1,000,000	4,500
Total Revenue/Sources	-	1,000,000	1,000,000	1,000,000	4,500
Total Available	1,947,237	2,432,838	2,432,838	2,432,838	2,353,893
Uses					
Operating Transfers-Out					
General - Fund 111	-	-	37,000	37,000	-
City Capital Replacement - Fund 721	514,399	2,700	46,445	46,445	9,100
CRPD Capital Replacement - Fund 725	-	-	-	-	4,500
Total Transfers-Out	514,399	2,700	83,445	83,445	13,600
Total Uses	514,399	2,700	83,445	83,445	13,600
FUND BALANCE, JUNE 30	\$ 1,432,838	\$ 2,430,138	\$ 2,349,393	\$ 2,349,393	\$ 2,340,293

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2018-19

	Budget 2017-18		Adopted 2018-19	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>GENERAL FUND 111</u>				
CFD Administration-Fund 112	\$ 146,280	\$ -	\$ -	\$ -
General Fund Grants-Fund 114	-	3,000	-	2,700
Traffic Safety-Fund 221	120,000	-	120,000	-
Special Gas Tax 2105-Fund 231	289,100	-	342,349	-
Special Gas Tax 2107-Fund 233	379,500	-	360,700	-
Lighting District No. 2-Fund 251	131,500	-	149,975	-
Storm Drain Fund-Fund 261	-	250,000	-	250,000
Corp Ctr Maint Dist #1-Fund 271	7,260	-	18,685	-
CIP-Fund 415	-	2,000,000	-	500,000
Infrastructure Reserve-Fund 416	-	3,300,000	-	1,050,000
Equipment Replacement-Fund 721	-	-	-	27,433
Technology Investments-Fund 731	-	1,000,000	-	-
City Employee Benefits-Fund 751	-	1,200,000	-	-
Total	<u>\$ 1,073,640</u>	<u>\$ 7,753,000</u>	<u>\$ 991,709</u>	<u>\$ 1,830,133</u>
<u>CFD ADMINISTRATION FUND 112</u>				
General Fund-Fund 111	\$ -	\$ 146,280	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 146,280</u>	<u>\$ -</u>	<u>\$ -</u>
<u>GENERAL FUND GRANTS FUND 114</u>				
General Fund-Fund 111	\$ 3,000	\$ -	\$ 2,700	\$ -
Total	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 2,700</u>	<u>\$ -</u>
<u>TRAFFIC SAFETY FUND 221</u>				
General Fund-Fund 111	\$ -	\$ 120,000	\$ -	\$ 120,000
Total	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ 120,000</u>
<u>SPECIAL GAS TAX 2105 FUND 231</u>				
General Fund-Fund 111	\$ -	\$ 289,100	\$ -	\$ 342,349
Total	<u>\$ -</u>	<u>\$ 289,100</u>	<u>\$ -</u>	<u>\$ 342,349</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2018-19

	Budget 2017-18		Adopted 2018-19	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>SPECIAL GAS TAX 2106 FUND 232</u>				
Measure M-Fund 236	\$ 590,000	\$ -	\$ -	\$ -
Gas Tax 2103-Fund 238	154,000	-	-	-
Road Maint and Rehab-Fund 239	-	-	-	45,427
CIP-Fund 415	-	-	-	800,000
Total	\$ 744,000	\$ -	\$ -	\$ 845,427
<u>SPECIAL GAS TAX 2107 FUND 233</u>				
General Fund-Fund 111	\$ -	\$ 379,500	\$ -	\$ 360,700
Total	\$ -	\$ 379,500	\$ -	\$ 360,700
<u>MEASURE M GAS TAX FUND 236</u>				
Special Gas Tax 2106-Fund 232	\$ -	\$ 590,000	\$ -	\$ -
CIP-Fund 415	-	300,000	-	750,000
Total	\$ -	\$ 890,000	\$ -	\$ 750,000
<u>SPECIAL GAS TAX 2103 FUND 238</u>				
Gas Tax 2106-Fund 232	\$ -	\$ 154,000	\$ -	\$ -
CIP-Fund 415	-	-	-	1,178,000
Total	\$ -	\$ 154,000	\$ -	\$ 1,178,000
<u>ROAD MAINTENANCE AND REHAB FUND 239</u>				
Gas Tax 2106-Fund 232	\$ -	\$ -	\$ 45,427	\$ -
Total	\$ -	\$ -	\$ 45,427	\$ -
<u>LIGHTING DISTRICT #2 FUND 251</u>				
General Fund-Fund 111	\$ -	\$ 131,500	\$ -	\$ 149,975
Total	\$ -	\$ 131,500	\$ -	\$ 149,975
<u>STORM DRAIN FUND 261</u>				
General Fund-Fund 111	\$ 250,000	\$ -	\$ 250,000	\$ -
Total	\$ 250,000	\$ -	\$ 250,000	\$ -
<u>CORP CTR MAINT DIST #1 FUND 271</u>				
General Fund-Fund 111	\$ -	\$ 7,260	\$ -	\$ 18,685
Total	\$ -	\$ 7,260	\$ -	\$ 18,685

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2018-19

	Budget 2017-18		Adopted 2018-19	
	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Transfers In</u>	<u>Transfers Out</u>
<u>NARCOTICS ASSET SEIZURE FUND 281</u>				
CIP-Fund 415	\$ -	\$ -	\$ -	\$ 2,650,000
Equipment Replacement-Fund 721	-	140,571	-	56,476
Total	<u>\$ -</u>	<u>\$ 140,571</u>	<u>\$ -</u>	<u>\$ 2,706,476</u>
<u>CABLE TV PEG FUND 291</u>				
Equipment Replacement-Fund 721	\$ -	\$ 225,000	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 225,000</u>	<u>\$ -</u>	<u>\$ -</u>
<u>AB 2766 TRIP REDUCTION FUND 311</u>				
Equipment Replacement-Fund 721	\$ -	\$ -	\$ -	\$ 130,609
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,609</u>
<u>CIP FUND 415</u>				
General Fund-Fund 111	\$ 2,000,000	\$ -	\$ 500,000	\$ -
Special Gas Tax 2106-Fund 232	-	-	800,000	-
Measure M-Fund 236	300,000	-	750,000	-
Special Gas Tax 2103-Fund 238	-	-	1,178,000	-
Narcotics Asset Seizure-Fund 281	-	-	2,650,000	-
Infrastructure Reserve-Fund 416	1,983,000	-	1,350,000	-
Total	<u>\$ 4,283,000</u>	<u>\$ -</u>	<u>\$ 7,228,000</u>	<u>\$ -</u>
<u>INFRASTRUCTURE RESERVE FUND 416</u>				
General Fund-Fund 111	\$ 3,300,000	\$ -	\$ 1,050,000	\$ -
District General Fund-Fund 212	173,000	-	501,000	-
CIP-Fund 415	-	1,983,000	-	1,350,000
Total	<u>\$ 3,473,000</u>	<u>\$ 1,983,000</u>	<u>\$ 1,551,000</u>	<u>\$ 1,350,000</u>
<u>EQUIPMENT REPLACEMENT FUND 721</u>				
General Fund-Fund 111	\$ -	\$ -	\$ 27,433	\$ -
Narcotics Asset Seizure-Fund 281	140,571	-	56,476	-
Cable TV PEG-Fund 291	225,000	-	-	-
AB 2766 Trip Reduction-Fund 311	-	-	130,609	-
Technology Investments-Fund 731	2,700	-	9,100	-
Total	<u>\$ 368,271</u>	<u>\$ -</u>	<u>\$ 223,618</u>	<u>\$ -</u>

BUDGET SUMMARY

OPERATING TRANSFERS

Fiscal Year 2018-19

	Budget 2017-18		Adopted 2018-19	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<u>TECHNOLOGY INVESTMENTS FUND 731</u>				
General Fund-Fund 111	\$ 1,000,000	\$ -	\$ -	\$ -
District General Fund-Fund 212	-	-	4,500	-
Equipment Replacement-Fund 721	-	2,700	-	9,100
District Equip Repl-Fund 725	-	-	-	4,500
Total	<u>\$ 1,000,000</u>	<u>\$ 2,700</u>	<u>\$ 4,500</u>	<u>\$ 13,600</u>
<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>\$ 4,200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>WORKERS COMP SELF INSURANCE FUND 770</u>				
City Employee Benefits-Fund 751	\$ -	\$ 3,000,000	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ 3,000,000</u>	<u>\$ -</u>	<u>\$ -</u>
SUBTOTAL-CITY FUNDS	<u>\$ 15,394,911</u>	<u>\$ 15,221,911</u>	<u>\$ 10,296,954</u>	<u>\$ 9,795,954</u>
<u>DISTRICT-GENERAL FUND 212</u>				
Infrastructure Reserve-Fund 416	\$ -	\$ 173,000	\$ -	\$ 501,000
District Equip Repl-Fund 725	-	3,304	-	51,250
Technology Investments-Fund 731	-	-	-	4,500
Total	<u>\$ -</u>	<u>\$ 176,304</u>	<u>\$ -</u>	<u>\$ 556,750</u>
<u>DISTRICT-EQUIPMENT REPLACEMENT FUND 725</u>				
District General Fund-Fund 212	\$ 3,304	\$ -	\$ 51,250	\$ -
Technology Investments-Fund 731	-	-	4,500	-
Total	<u>\$ 3,304</u>	<u>\$ -</u>	<u>\$ 55,750</u>	<u>\$ -</u>
SUBTOTAL-DISTRICT FUNDS	<u>\$ 3,304</u>	<u>\$ 176,304</u>	<u>\$ 55,750</u>	<u>\$ 556,750</u>
GRAND TOTAL-ALL FUNDS	<u>\$ 15,398,215</u>	<u>\$ 15,398,215</u>	<u>\$ 10,352,704</u>	<u>\$ 10,352,704</u>

FY 2018-19 PROPOSED BUDGET DECISION PACKAGES

The Budget Decision Packages proposed for FY 2018-19, summarized below, organize and describe significant recommended Budget changes. The individual Decision Packages are attached and present a more detailed justification for each recommendation, and summarize their impacts. The City Council may approve, deny, change or add individual Decision Packages as long as the budget remains balanced.

#	<i>Subject</i>	<i>Fund</i>	<i>One-Time Cost (Savings)</i>	<i>Ongoing Cost (Savings)</i>
1	Video Production Coordinator	General	\$ -	\$ (117,000)
2	Senior Management Analyst	General	-	-
3	Office Assistant I	General	-	(35,000)
4	Maintenance Reorganization	General	-	(174,000)
5	Redevelopment Project Manager	General	-	(123,000)
6	Economic Development Program	General	-	75,000
7	Retail Strategies Contract	General	-	(33,500)
8	County Animal Care Services	General	-	112,000
9	OpenGov Contract	General	-	(5,850)
10	On-Call Planning Services	General	-	-
11	On-Call Engineering Services	General	-	-
12	Traffic Impact Fee Update	General	75,000	-
13	Citywide Speed Survey	General	25,000	-
14	Upgrade Garage Hoist	General	12,500	500
16	Capital Project Funding	General	-	-
		<i>Subtotal</i>	<u>112,500</u>	<u>(300,850)</u>
4	Maintenance Reorganization	Other	-	(9,000)
5	Redevelopment Project Manager	Housing	-	(60,000)
15	Sewer System Plan Update	Sewer	150,000	-
		<i>Subtotal</i>	<u>150,000</u>	<u>(69,000)</u>
4	Maintenance Reorganization	CRPD General	-	(78,000)
18	Art on the Green	CRPD General	2,150	-
19	Day Camp Excursions	CRPD General	3,150	-
20	Movies on the Green	CRPD General	3,400	-
		<i>Subtotal</i>	<u>8,700</u>	<u>(78,000)</u>
		Total All Funds	<u>\$ 271,200</u>	<u>\$ (447,850)</u>

Note: Decision Package 17 (Pension Trust Transfer) was not approved by the City Council and has been removed from the adopted budget.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	1
Subject	Video Production Coordinator
Contact(s)	Alisha Farnell, Senior Management Analyst
Funding Source	General Fund

Recommendation Eliminate the vacant Video Production Coordinator position.

Description Recent enhancement to the broadcast equipment in the Council Chambers largely automates City Council meeting broadcasts, eliminating the need to fill the soon-to-be vacant Video Production Coordinator position. Meetings can be broadcast using support from staff currently assigned to other duties and channel 36 will continue to display its informational slide show and broadcast the Mayor's State of the City.

Impacts to the City/District and the Community With the rise of social media, cord cutting, and streaming City Council meetings, city cable TV channels are increasingly less relevant. While information on channel 36 viewership is not available, it is presumed low and no longer regarded an effective way to communicate with residents. With the elimination of the position, channel 36 will not show third-party public service announcements and updates to the continuous slide show will occur quarterly rather than monthly.

One-Time Financial Impact (Expenditures and/or Revenues) None

On-Going Financial Impact (Expenditures and/or Revenues) \$117,000 savings in the General Fund.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	2
Subject	Senior Management Analyst
Contact(s)	Peter Grant, City Manager
Funding Source	General Fund

Recommendation Transfer oversight of a Senior Management Analyst position from the Police Department to the City Manager's Office.

Description In FY 2015-16, a Senior Management Analyst position was created in the Police Department to lead budget preparation, manage grants, and undertake special projects. The position is vacant and a review of its responsibilities determined the Police Department no longer requires a full-time civilian administrative manager. However, it is unlikely the City can recruit a qualified part-time employee for this role.

It is recommended the position continue to provide civilian management support to the Police Department, but be reassigned to the City Manager's Office where it will work on economic development regional partnerships, and innovation projects and assist with Finance Department initiatives to enhance the Budget and update administrative policies and procedures.

Relocating the position to the City Manager's office should improve the City's ability to recruit well-qualified candidates. The position will support three departments: 50% Police, 25% Finance and 25% City Manager.

Impacts to the City/District and the Community Additional capacity for ongoing and special projects while maintaining Police Department management resources.

One-Time Financial Impact (Expenditures and/or Revenues) None.

On-Going Financial Impact (Expenditures and/or Revenues) None.

CITY OF CYPRESS
 FISCAL YEAR 2018-19 PROPOSED BUDGET
 DECISION PACKAGE

Number	3
Subject	Office Assistant I
Contact(s)	Jim Olson, Commander
Funding Source	General Fund

Recommendation Eliminate the vacant Office Assistant I position and appropriate funding for part-time Investigative Assistant positions.

Description Replace the Criminal Investigation Unit's vacant full-time Office Assistant I position with 2,000 part-time Investigative Assistant hours.

Impacts to the City/District and the Community This recommendation will provide CIU with staffing flexibility and support from employees who possess specific skills needed to support CIU.

One-Time Financial Impact *(Expenditures and/or Revenues)* None.

On-Going Financial Impact *(Expenditures and/or Revenues)* \$35,000 savings in the General Fund.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	4
Subject	Maintenance Reorganization
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund; Recreation and Park District
Recommendation	Eliminate five vacant full-time positions in the Maintenance Division and create a part-time Maintenance Worker classification.
Description	The City's Maintenance Division has been shifting away from full-time personnel to contain costs. Working with the Maintenance Employees' Association, it is recommended the City replace five full-time vacancies (approximately 7,200 Maintenance Worker hours and 1,800 Assistant Mechanic hours) with 10,600 part-time maintenance worker hours.
Impacts to the City/District and the Community	Service levels should noticeably increase with the additional maintenance worker hours as the city will be filling part-time positions replacing full-time positions that had been held vacant. Administrative and supervision obligations will increase with the number of part-time employees, but those burdens will be outweighed by increased productivity.
One-Time Financial Impact <i>(Expenditures and/or Revenues)</i>	None.
On-Going Financial Impact <i>(Expenditures and/or Revenues)</i>	\$174,000 savings in the General Fund \$78,000 savings in the Recreation and Park District \$9,000 savings in other funds

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	5
Subject	Redevelopment Project Manager
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund; Housing Fund
Recommendation	Eliminate the vacant Redevelopment Project Manager position.
Description	The City has completed dissolving the Redevelopment Agency and the position's remaining ongoing responsibilities can be absorbed by other positions in the Community Development Department.
Impacts to the City/District and the Community	Ongoing housing, film permits and banner program work can be absorbed by other positions. As discussed in Decision Package No. 10, additional contract resources may be needed if development activity increases, but the costs would be offset by associated fees. The position's economic development responsibilities are addressed in Decision Package No. 6.
One-Time Financial Impact <i>(Expenditures and/or Revenues)</i>	None.
On-Going Financial Impact <i>(Expenditures and/or Revenues)</i>	\$123,000 in savings in the General Fund. \$60,000 in savings in the Housing Fund.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	6
Subject	Economic Development Program
Contact(s)	Peter Grant, City Manager
Funding Source	General Fund; Business Promotion Fund
Recommendation	Appropriate \$75,000 for Economic Development Programming.
Description	The City Council's Strategic Plan includes an objective to reinvigorate the City's economic development activities and increase City-to-business engagement. These resources will rebrand existing programs, contract for a part-time "business ambassador" to restart business visitations and explore other business-supporting initiatives, and provide as-needed retail recruitment support.
Impacts to the City/District and the Community	Cypress' thriving business community is a vital part of the community's well-being and success. Having dedicated, professional resources to support businesses is crucial to the City's long-term success.
One-Time Financial Impact <i>(Expenditures and/or Revenues)</i>	\$73,250 is available to assist with future promotional and marketing costs for the program. Use of these developer contributions are restricted to these purposes.
On-Going Financial Impact <i>(Expenditures and/or Revenues)</i>	\$75,000 expenditure in the General Fund.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	7
Subject	Retail Strategies Contract
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Eliminate funding for Retail Strategies.

Description In FY 2015-16, the City Council hired Retail Strategies to help recruit new retail businesses to Cypress. Retail Strategies served the city well and is directly responsible for Hobby Lobby moving into the former Kohl's building. However, after three years of notable commercial development (the Boardwalk, Cypress Village, and Lincoln Avenue), it is recommended Retail Strategies' contract not be extended.

Impacts to the City/District and the Community The City's ability to engage with retail prospects and the commercial brokerage community will be limited. However, there are very few opportunity sites where Retail Strategies' expertise is necessary and the larger commercial developments on the horizon (Ovation, 13 acres, LARC) will be represented by developers

One-Time Financial Impact *(Expenditures and/or Revenues)* None.

On-Going Financial Impact *(Expenditures and/or Revenues)* \$33,500 savings in the General Fund.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	8
Subject	County Animal Care Services
Contact(s)	Alisha Farnell, Senior Management Analyst
Funding Source	General Fund

Recommendation Increase funding for OC Animal Care by \$112,000.

Description OC Animal Care estimates Cypress' FY 2018-19 contract cost at \$433,389. This includes animal control, special care services, shelter, and barking dog complaints. The increase is due to low fee revenue, cities withdrawing from the system, and rising personnel and benefit costs. Because County estimates have been low (when compared to actuals for the year) for the last several years, a 10% contingency is also recommended. The \$477,000 recommended budget is a 31% increase from FY 2017-18.

Impacts to the City/District and the Community OC Animal Care remains Cypress' best/only animal care option. Prior to entering the 10-year service agreement with the County, the city explored animal care alternatives and determined none were capable of/willing to meet Cypress' needs.

One-Time Financial Impact *(Expenditures and/or Revenues)*

On-Going Financial Impact *(Expenditures and/or Revenues)* \$112,000 expenditure in the General Fund.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	9
Subject	OpenGov Contract
Contact(s)	Matt Burton, Director of Finance and Administrative Services
Funding Source	General Fund

Recommendation Eliminate funding for OpenGov.

Description In FY 2015-16, the City Council entered into a contract with OpenGov to provide transparent, web-based reporting of City finances. While OpenGov makes important information more accessible to the community, it has never caught on with the community - only two or three users visit Cypress' OpenGov data each month.

Impacts to the City/District and the Community OpenGov's specialized presentation of financial data will no longer be available. However, the city's website will continue to provide extensive financial information (CAFR, Budget, investment reports, and compensation information). Consistent with the City Council's Strategic Plan, the city is working to improve the quality and readability of its Annual Budget.

One-Time Financial Impact (*Expenditures and/or Revenues*) None.

On-Going Financial Impact (*Expenditures and/or Revenues*) \$5,850 savings in the General Fund.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	10
Subject	On-Call Planning Services
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Increase on-call planning services \$25,000.
Increase zoning fee revenue by \$25,000.

Description With the elimination of the Redevelopment Project Manager position, new responsibilities will be absorbed within the Planning Division resulting in the potential need for additional resources to process planning and development applications. The cost for these services would be fully offset by fees.

Impacts to the City/District and the Community These resources will ensure the Planning Division can provide timely service to developers. Without the on-call services the time required to process development applications and respond to customer inquires may increase.

One-Time Financial Impact *(Expenditures and/or Revenues)* None.

On-Going Financial Impact *(Expenditures and/or Revenues)* None.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	11
Subject	On-Call Engineering Services
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Increase on-call engineering services by \$30,000.
 Increase street and curb permit revenue by \$30,000.

Description Each of the last three years, the City Council has approved a mid-year budget adjustment for on-call engineering services. These expenditures are fully offset with fees paid by developers and utility companies. The increase will result in \$100,000 being budgeted for connected expenditures and revenues.

Impacts to the City/District and the Community The recommended change will improve budget accuracy and avoid mid-year adjustments.

One-Time Financial Impact *(Expenditures and/or Revenues)* None.

On-Going Financial Impact *(Expenditures and/or Revenues)* None.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	12
Subject	Traffic Impact Fee Update
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Appropriate \$75,000 to conduct a Traffic Impact Fee Study.

Description The City Council's Strategic Plan includes an objective to update Traffic Impact Fees for the first time in 20 years. The study will identify necessary traffic system improvements and fees for new developments to help fund improvements.

Impacts to the City/District and the Community Updated fees will ensure new developments pay their fair share of improvements to the city's traffic system.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$75,000 expenditure in the General Fund.

On-Going Financial Impact *(Expenditures and/or Revenues)* The Traffic Impact Fee Study is likely to recommend new/higher fees which could generate additional restricted revenue in future years to improve the city's traffic system.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	13
Subject	Citywide Speed Survey
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Appropriate \$25,000 to conduct a citywide speed survey.

Description The California Vehicle Code requires a valid speed survey every 10 years to enable the Police Department to enforce speed limits using radar. The last survey was conducted in 2009.

Impacts to the City/District and the Community The Police Department will be able to continue enforcing speed limits using radar. The survey may identify locations with speed limits in need of adjustment.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$25,000 expenditure in the General Fund.

On-Going Financial Impact *(Expenditures and/or Revenues)* The survey enables the Police Department to continue issuing speeding citations, which generated revenues of approximately \$40,000 in FY 2016-17.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	14
Subject	Upgrade Garage Hoist
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	General Fund

Recommendation Appropriate \$25,000 to upgrade the garage hoist.

Description The garage hoist was installed in 1975 and is out of compliance with Cal OSHA safety standards. The hoist is used to raise the street sweepers, sewer truck, and other heavy equipment (including Cypress School District buses).

Impacts to the City/District and the Community This upgrade is required to maintain employee safety and as a term of the bus parking and maintenance agreement with Cypress School District.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$12,500 General Fund transfer to the Capital Replacement Fund. The Cypress School District will reimburse the City for 50% (\$12,500) of the cost.

On-Going Financial Impact *(Expenditures and/or Revenues)* \$500 for inspection and certification.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	15
Subject	Sewer System Management Plan Update
Contact(s)	Doug Dancs, Director of Community Development
Funding Source	Sewer Fund

Recommendation Appropriate \$150,000 to update the Sewer System Management Plan.

Description The State requires cities maintain a current Sewer System Management Plan (SSMP). Every ten years, cities must audit, update and prepare their SSMP. The SSMP identifies maintenance and repair needs to prevent sewer overflows. Cypress' plan was last updated in 2009 and sewer fees are designed to fund the decennial update.

Impacts to the City/District and the Community Should the City experience a preventable sewage spill without a current SSMP, the State can assess penalties of up to \$25,000/day and \$25/gallon, as well as other fines.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$150,000 expenditure in the Sewer Fund.

On-Going Financial Impact *(Expenditures and/or Revenues)*

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	16
Subject	Capital Project Funding
Contact(s)	Matt Burton, Director of Finance and Administrative Services
Funding Source	General Fund

Recommendation Amend the City Council's capital project funding policy to account for new SB1-Gas Tax revenue.

Description Since FY 2000-01, the City has appropriated \$1.05 million in General Fund revenues for transportation infrastructure projects as part of the Budget. \$800,000 has been allocated to residential street resurfacing and \$250,000 allocated for sidewalk, curb, and gutter rehabilitation. The policy ensures essential transportation projects (without dedicated revenues) are funded each year. With new SB1 revenues for transportation projects, there is a dedicated funding source and General Fund support is no longer needed. However, it is recommended \$1.05 million of General Fund revenues be set-aside for future infrastructure investment in the Infrastructure Reserve Fund.

Impacts to the City/District and the Community This recommendation will ensure a \$1.05 million General Fund transfer to the Infrastructure Reserve, while maintaining current funding levels for residential street resurfacing and concrete projects, and meeting the City's SB 1 maintenance of effort requirements. This policy will be revisited should SB1 Gas Tax revenues be impacted by legislation or a State constitutional amendment.

One-Time Financial Impact (Expenditures and/or Revenues) None.

On-Going Financial Impact (Expenditures and/or Revenues) \$1.05 million increase in the annual amount set-aside in the Infrastructure Reserve Fund.

**CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE**

Number	18
Subject	Art on the Green
Contact(s)	Jeff Draper, Recreation Supervisor
Funding Source	Recreation and Park District

Recommendation Appropriate funding Art on the Green 2018.

Description At its November 27 meeting, the City Council appropriated funding for the 2018 Art on the Green. At the time, the event was scheduled for April 2018 (part of FY 2017-18). The event's producers (Friends of Cypress Cultural Arts and Cypress Art League) have rescheduled it to September (part of FY 2018-19). The one-day event includes art displays, sales and demonstrations and live music.

Impacts to the City/District and the Community Art on the Green provides a cultural arts community event.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$2,150 expenditure increase in the Recreation and Park District.

On-Going Financial Impact *(Expenditures and/or Revenues)* None. The City Council provided one-time funding for 2018 Art on the Green.

CITY OF CYPRESS
 FISCAL YEAR 2018-19 PROPOSED BUDGET
 DECISION PACKAGE

Number	19
Subject	Day Camp Excursions
Contact(s)	Jeff Draper, Recreation Supervisor
Funding Source	Recreation and Park District

Recommendation Appropriate \$3,150 for Day Camp excursions.

Description FY 2018-19 Day Camp excursion costs for transportation and staff admission fees have increased without an offsetting fee adjustment.

Impacts to the City/District and the Community Without the additional appropriation, five excursions in FY 2018-19 will need to be eliminated or modified or an additional fee will need to be charged. Excursions are an important part of the Day Camps and attract users. Eliminating the excursion or raising the fees will likely create customer service issues and other hardships for parents who rely on the Day Camps for summer childcare.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$3,150 expenditure in the Recreation and Park District.

On-Going Financial Impact *(Expenditures and/or Revenues)* None. Future Day Camp excursions will be offset by adjusted fees or the scope of the excursions will be adjusted to match available revenue.

CITY OF CYPRESS
FISCAL YEAR 2018-19 PROPOSED BUDGET
DECISION PACKAGE

Number	20
Subject	Movies on the Green
Contact(s)	June Liu, Recreation and Community Services Director
Funding Source	Recreation and Park District

Recommendation Appropriate funding for Movies on the Green.

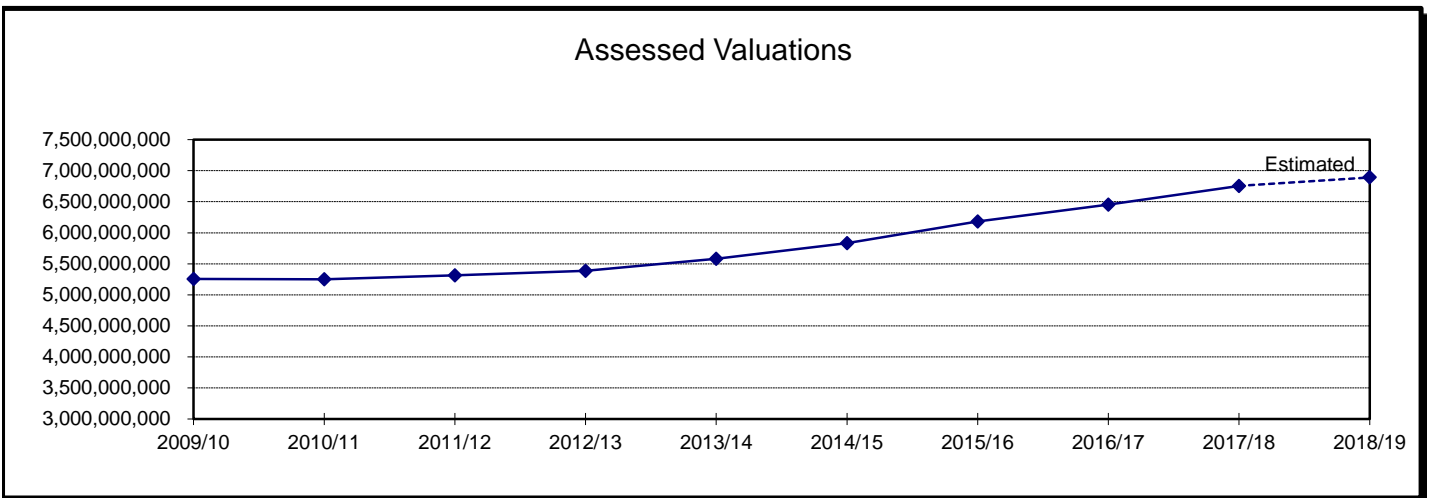
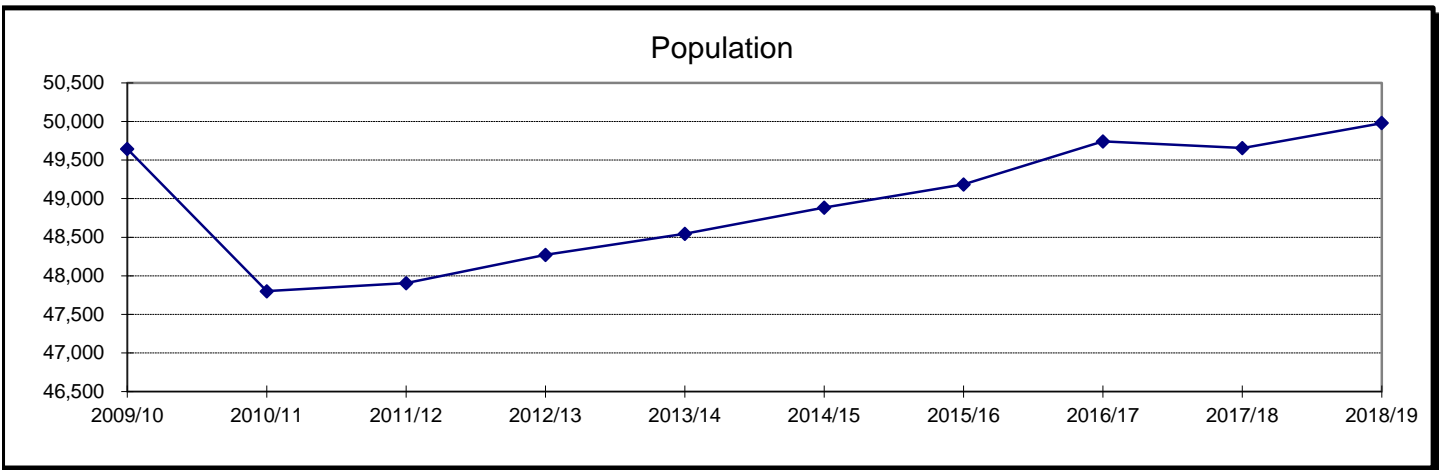
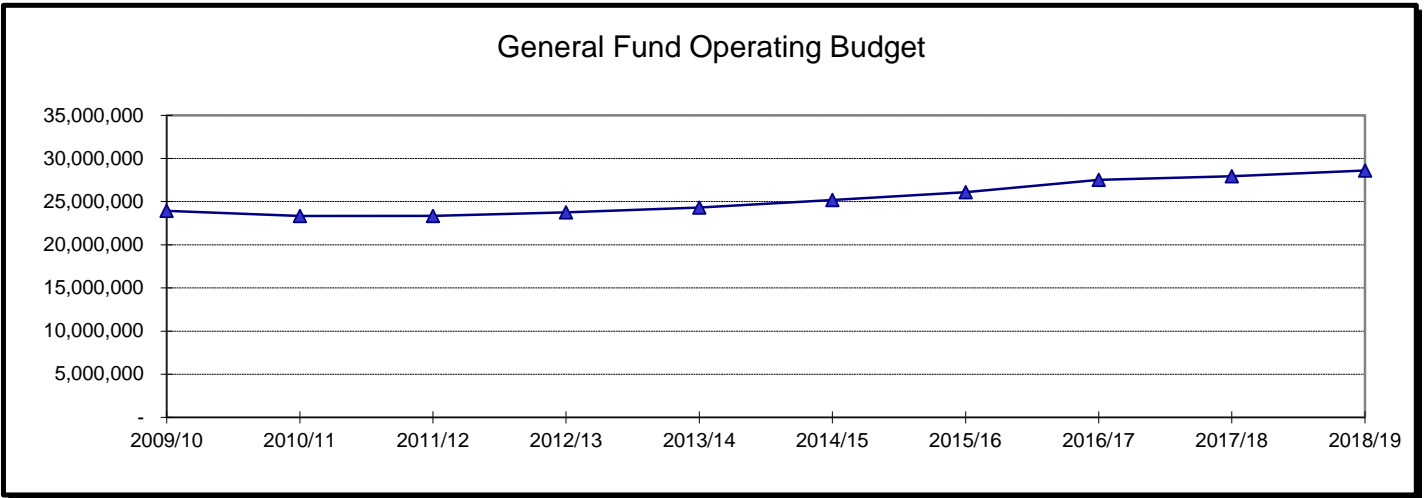
Description FY 2018-19 Movies on the Green provides two movies on the Civic Center Green. The movies are scheduled for September 2018 and June 2019. The City reintroduced Movies on the Green in 2017 as part of a Strategic Plan objective to develop public/private partnerships to sponsor programs and generate revenue. Approximately 500 people attended the September 2017 movie, but no sponsors were secured.

Impacts to the City/District and the Community Movies on the Green provide a family-oriented community event and are recommended in FY 2018-19 to provide the District additional opportunity to partner with event sponsors.

One-Time Financial Impact *(Expenditures and/or Revenues)* \$3,400 expenditure in the Recreation and Park District.

On-Going Financial Impact *(Expenditures and/or Revenues)* None. Movies on the Green will be recommended in future budgets if sponsorships offset costs.

CITY OF CYPRESS TEN YEAR TREND ANALYSIS



Fiscal Year 2018/19 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>
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
2018-19	49,978	28,610,222	572	40,966,861	820

* 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.

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

	<u>Rate</u>	<u>Assessed Value of Property \$500,000</u>
City of Cypress	7.83%	\$ 392
Cypress Recreation & Park District	7.28%	364
City Lighting District	1.60%	80
City of Cypress Sewer Fund	0.00%	-
Subtotal - City/CRPD Share	16.71%	\$ 836
Cypress Elementary School District	28.16%	1,408
Education Revenue Augmentation Fund	14.63%	732
Anaheim Union High School District	12.67%	634
Orange County Fire Authority	8.31%	416
North Orange Co Community College District	5.16%	258
Orange County General Fund	4.56%	228
Orange County Department of Education	2.74%	137
Orange County Sanitation District	2.38%	119
Orange County Flood Control District	1.46%	73
Orange County Library District	1.23%	62
Orange County Harbors, Beaches & Parks	1.13%	57
Orange County Water District	0.56%	28
Orange County Transit Authority	0.21%	11
Orange County Vector Control	0.08%	4
Orange County Water District Reserve	0.01%	1
Subtotal - All Others	83.29%	\$ 4,165
Total	100.00%	\$ 5,000

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 \$500,000, the City would receive \$392 annually to use for providing police, street maintenance and other City services.



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PERSONNEL SUMMARY BY DEPARTMENT

CITY PERSONNEL

FULL-TIME

DEPARTMENT	2017-18 Budget	2018-19 Adopted	Inc/(Dec)
City Council and Management	6.00	5.25	(0.75)
Finance and Administrative Services	15.00	14.25	(0.75)
Police	75.00	73.50	(1.50)
Community Development	38.00	32.00	(6.00)
TOTAL	134.00	125.00	(9.00)

PART-TIME ¹

DEPARTMENT	2017-18 Budget	2018-19 Adopted	Inc/(Dec)
Police	5.40	6.34	0.94
Community Development	6.60	11.41	4.81
TOTAL	12.00	17.75	5.75

RECREATION AND PARK DISTRICT PERSONNEL

TYPE	2017-18 Budget	2018-19 Adopted	Inc/(Dec)
Full-Time	13.00	13.00	0.00
Part-Time	15.99	15.19	(0.80)
TOTAL	28.99	28.19	(0.80)

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

¹ Part-time personnel hours are converted to full-time equivalents on the basis of 2,000 hours per year.

FULL-TIME PERSONNEL BY JOB CLASSIFICATION

	2017-18	2018-19	Hourly Rates	
	Budget	Adopted	Minimum	Maximum
City Council and Administration				
City Clerk	1.00	1.00	\$ 8,310	\$ 11,266
City Manager	1.00	1.00	18,696	18,696
Deputy City Clerk	1.00	1.00	4,911	5,972
Executive Assistant	1.00	1.00	5,047	6,134
Senior Management Analyst	1.00	1.25	6,082	8,132
Video Production Coordinator	1.00	0.00	N/A	N/A
Subtotal - City Council and Management	6.00	5.25		
Finance and Administrative Services				
Account Clerk I/II	2.00	2.00	4,016	4,882
Accountant	1.00	1.00	6,151	7,476
Administrative Services Technician II	2.00	2.00	4,016	4,882
Computer Support Specialist	1.00	1.00	5,701	6,930
Director of Finance & Administrative Services	1.00	1.00	11,095	17,067
Assistant Director/Finance Manager	1.00	1.00	9,894	13,058
Human Resources Administrator	0.00	1.00	6,993	9,413
Human Resources Analyst	1.00	0.00	N/A	N/A
Human Resources Assistant	1.00	1.00	4,324	5,799
Human Resources Manager	1.00	0.00	N/A	N/A
Information Technology Manager	1.00	1.00	8,963	11,769
Network Administrator	1.00	1.00	6,993	9,413
Payroll Coordinator	1.00	1.00	5,047	6,134
Senior Licensing Specialist	1.00	1.00	4,588	5,576
Senior Management Analyst	0.00	0.25	6,082	8,132
Subtotal - Finance and Administrative Services	15.00	14.25		
Police Department				
Community Outreach Officer	1.00	1.00	4,575	5,562
Office Assistant I/II	2.00	1.00	3,147	4,217
Office Specialist	1.00	1.00	4,016	4,882
Police Chief	1.00	1.00	11,095	17,067
Police Clerk I/II	4.00	4.00	3,343	4,702
Police Commander	3.00	3.00	11,454	13,749
Police Officer	41.00	41.00	6,608	8,643
Police Officer - Overhire	2.00	2.00	6,608	8,643
Police Sergeant	10.00	10.00	8,666	11,062
Police Services Officer	7.00	7.00	4,575	5,562
Records Support Services Supervisor	1.00	1.00	5,603	7,285
Secretary to Department Head	1.00	1.00	4,538	5,514
Senior Management Analyst	1.00	0.50	6,082	8,132
Subtotal - Police Department	75.00	73.50		

FULL-TIME PERSONNEL BY JOB CLASSIFICATION

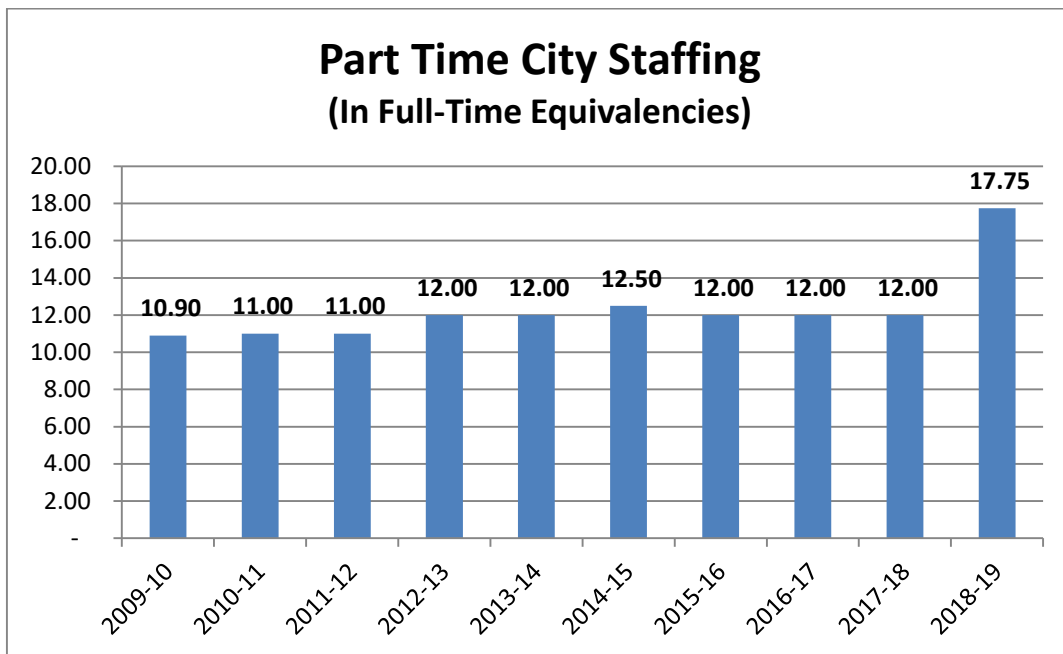
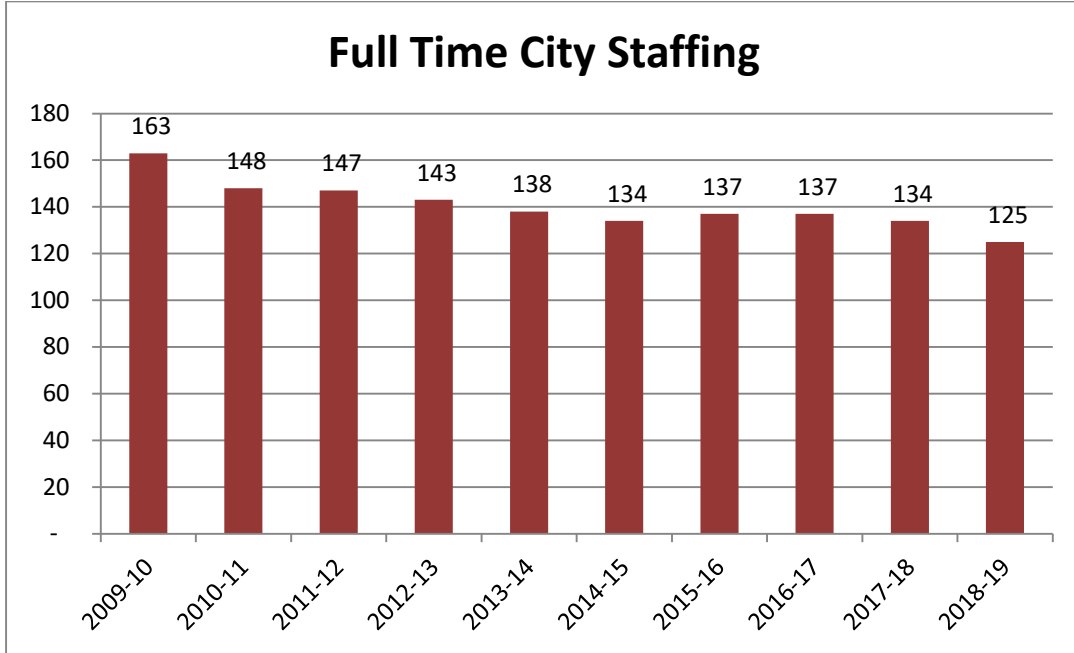
	2017-18	2018-19	Hourly Rates	
	Budget	Adopted	Minimum	Maximum
Community Development Department				
Administrative Clerk	1.00	1.00	\$ 3,641	\$ 4,426
Assistant Mechanic	1.00	0.00	N/A	N/A
Assistant Planner	1.00	1.00	5,445	6,620
Associate Engineer	2.00	2.00	7,557	9,185
Associate Planner	1.00	1.00	6,268	7,616
Building Official	1.00	1.00	8,963	11,769
City Engineer	1.00	1.00	9,894	13,058
City Planner	1.00	1.00	9,894	13,058
Code Enforcement Officer II	1.00	1.00	4,926	5,986
Director of Community Development	1.00	1.00	11,095	17,067
Engineering Aide	1.00	1.00	4,806	5,841
Lead Maintenance Worker	4.00	0.00	N/A	N/A
Maintenance Specialist	2.00	3.00	4,408	5,627
Maintenance Superintendent	1.00	1.00	8,076	10,499
Maintenance Supervisor	3.00	3.00	5,603	7,285
Maintenance Worker	7.00	6.00	3,451	5,102
Management Analyst	1.00	1.00	6,054	7,356
Mechanic	2.00	2.00	4,197	5,357
Office Assistant II	1.00	1.00	3,468	4,217
Project Manager	1.00	1.00	7,557	9,185
Redevelopment Project Manager	1.00	0.00	N/A	N/A
Secretary to Department Head	1.00	1.00	4,538	5,514
Senior Civil Engineer	1.00	1.00	8,076	10,499
Water Quality Manager	1.00	1.00	6,993	9,413
Subtotal - Community Development	38.00	32.00		
Subtotal - City	134.00	125.00		
Recreation and Park District				
Director of Recreation & Comm Svcs	1.00	1.00	11,095	17,067
Office Assistant II	3.00	3.00	3,468	4,217
Recreation Coordinator	4.00	4.00	4,468	5,429
Recreation Superintendent	1.00	1.00	8,076	10,499
Recreation Supervisor	3.00	3.00	5,603	7,285
Secretary to Department Head	1.00	1.00	4,538	5,514
Subtotal - Recreation and Park District	13.00	13.00		
Total - City and Recreation and Park District	147.00	138.00		

PART-TIME PERSONNEL BY JOB CLASSIFICATION

	2017-18	2018-19	Hourly Rates	
	Budget	Adopted	Minimum	Maximum
Police Department				
Investigative Assistant	0.00	1.44	\$ 18.44	\$ 22.41
Police Aide	4.90	4.90	11.00	13.00
Police Services Officer	0.50	0.00	26.39	32.09
Subtotal - Police Department	5.40	6.34		
Community Development Department				
Administrative Services Technician I	0.90	0.90	21.01	25.53
Administrative Intern	1.50	1.50	11.25	14.25
Maintenance Attendant	3.50	3.00	11.00	12.00
Maintenance Worker	0.00	5.31	19.91	29.43
Office Assistant II	0.70	0.70	19.62	23.85
Subtotal - Community Development	6.60	11.41		
Subtotal - City	12.00	17.75		
Recreation and Park District				
Aquatics Instructor	1.87	1.14	11.75	12.75
Assistant Pool Manager	0.21	0.12	12.50	13.50
Pool Manager	0.21	0.14	13.75	15.25
Recreation Leader I	0.40	0.73	11.00	11.00
Recreation Leader II	2.73	2.71	11.25	11.25
Recreation Leader III	6.49	6.38	11.75	12.75
Recreation Leader IV	2.28	2.17	13.50	14.50
Recreation Specialist	1.80	1.80	18.12	22.03
Subtotal - Recreation and Park District	15.99	15.19		
Total - City and Recreation and Park District	27.99	32.94		

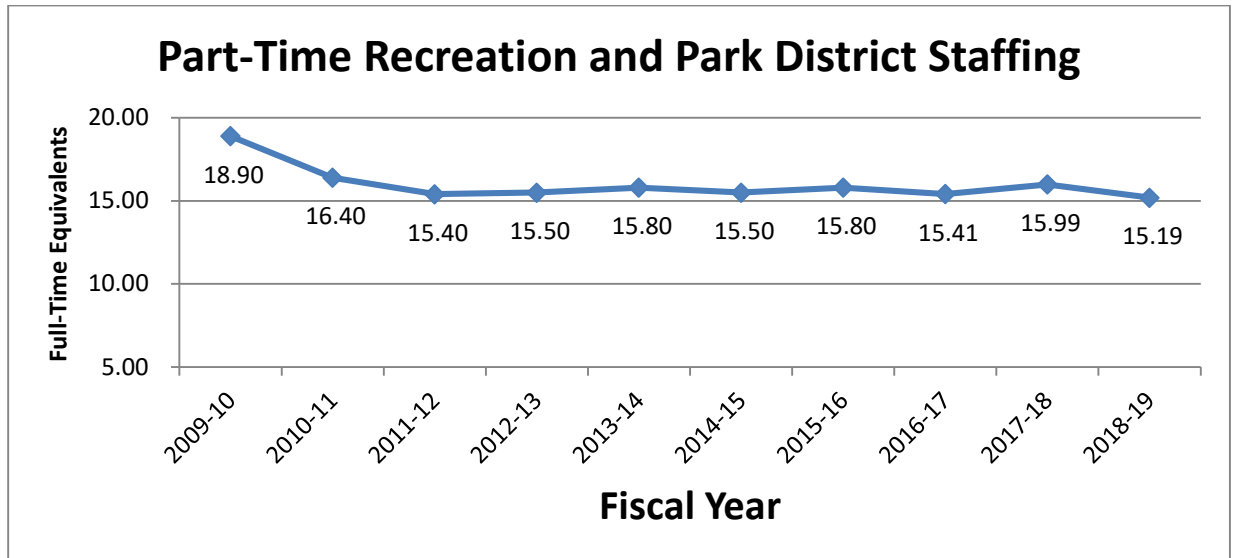
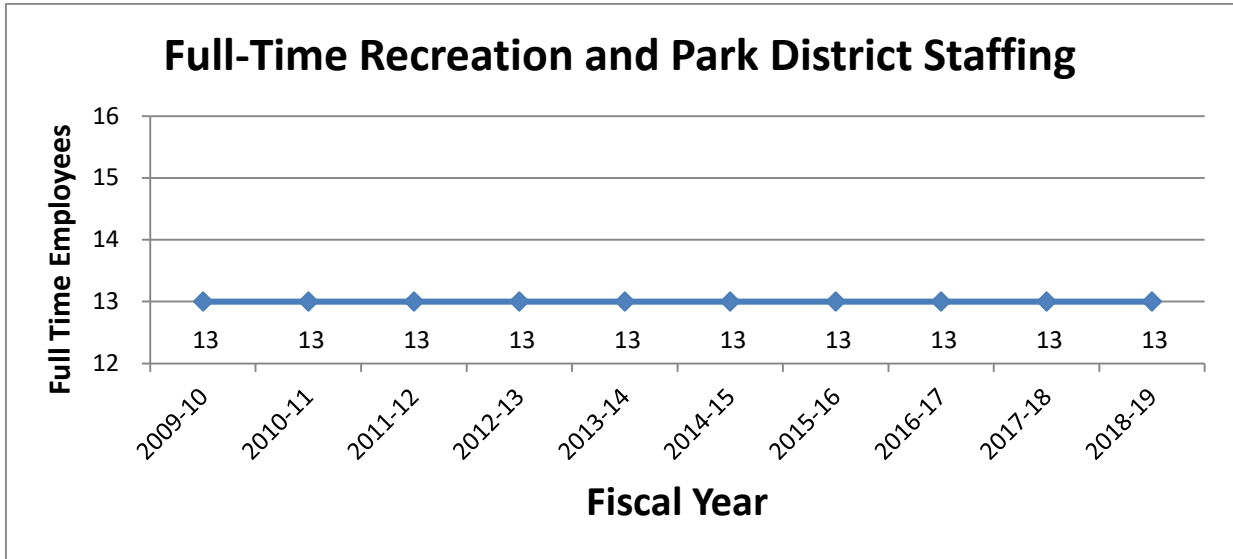
STAFFING TRENDS

10-Year History



STAFFING TRENDS

10-Year History



CITY COUNCIL AND ADMINISTRATION

City Council and Administration 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. City Council and the Administrative Divisions represent the citizens of Cypress and act on their behalf with regard to regional, state and federal issues, as well as foster community partnerships and interagency collaboration.

CITY COUNCIL & ADMINISTRATION

Fiscal Year 2018 - 2019

City Council

City Council

Legislative

Traffic Commission

Support Services -
Legislative

City Attorney

City Legal
Services

City Manager

City Manager

Community
Promotions

Cable TV

Animal Control

City Clerk

City Clerk

Elections

Records
Management

CITY COUNCIL AND ADMINISTRATION

Summary of Expenditures

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$1,267,414	\$1,236,437	\$1,225,454	\$1,208,522	-2.3%
Service and Supplies	1,077,528	961,179	1,001,854	1,066,979	11.0%
Internal Service Fund Charges	298,280	288,290	288,290	305,990	6.1%
Total Division Cost	<u>\$2,643,222</u>	<u>\$2,485,906</u>	<u>\$2,515,598</u>	<u>\$2,581,491</u>	3.8%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$2,643,222	\$2,485,906	\$2,515,598	\$2,581,491
Total Resources	<u>\$2,643,222</u>	<u>\$2,485,906</u>	<u>\$2,515,598</u>	<u>\$2,581,491</u>

ADMINISTRATION

Legislative 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 2017-18

- Held a grand opening celebration for Mackay Park
- Adopted strategies for ensuring the City's short-term and long-term fiscal health
- Established a pension trust to address increasing employee pension costs
- Adopted a state and federal legislative platform
- Established ad hoc subcommittees to monitor zoning initiatives at the Los Alamitos Race Course, consider options for future 4th of July celebrations, and assist with planning the Senior Center 25th anniversary celebration
- Approved conceptual design and plans and specifications for the Valley View Median Restoration Project
- Approved an agreement for homeless outreach services utilizing funding from the North Orange County Public Safety Task Force

Objectives for Fiscal Year 2018-19

In FY 2018-19, 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 2016-17	Estimate 2017-18	Budget 2018-19
Conducted City Council Meetings	24	23	21
Balanced Budget adopted timely	1	1	1
Strategic Planning Sessions	2	2	2
Appointed City Commission Members	8	1	9

ADMINISTRATION

Legislative Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.25	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>10.75</u>	<u>10.58</u>	<u>10.50</u>	<u>10.50</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 226,012	\$ 245,224	\$ 233,891	\$ 248,247	1.2%
Service and Supplies	49,381	58,505	54,207	58,792	0.5%
Internal Service Fund Charges	91,020	88,550	88,550	93,750	5.9%
Total Division Cost	<u>\$ 366,413</u>	<u>\$ 392,279</u>	<u>\$ 376,648</u>	<u>\$ 400,789</u>	2.2%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 364,673	\$ 392,279	\$ 376,648	\$ 400,789
Total Resources	<u>\$ 364,673</u>	<u>\$ 392,279</u>	<u>\$ 376,648</u>	<u>\$ 400,789</u>

ADMINISTRATION

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 2017-18

- Presented an overview of new State housing laws for City Council, staff and the public
- Drafted modifications to the City's marijuana ordinance addressing concerns raised by the passage of proposition 64
- Amended the City's water quality ordinance regarding sanitary sewer overflows
- 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 2018-19

- 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
- Continue providing periodic updates on recent developments in the law and pending litigation
- Work with staff to draft options for the potential creation of a non-profit Recreation Foundation for City Council consideration

ADMINISTRATION

City Attorney Division

	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget</u>
<u>Summary of Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Adopted</u>	<u>vs.</u>
					<u>18/19 Budget</u>
Service and Supplies	309,238	300,000	276,500	300,000	0.0%
Internal Service Fund Charges	1,900	2,000	2,000	2,100	5.0%
Total Division Cost	<u>\$ 311,138</u>	<u>\$ 302,000</u>	<u>\$ 278,500</u>	<u>\$ 302,100</u>	0.0%
<u>Summary of Resources</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>	<u>2018-19</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Adopted</u>	
General Fund	\$ 311,138	\$ 302,000	\$ 278,500	\$ 302,100	
Total Resources	<u>\$ 311,138</u>	<u>\$ 302,000</u>	<u>\$ 278,500</u>	<u>\$ 302,100</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 2017-18

- Drafted and presented strategies for ensuring the City's short-term and long-term fiscal health to City Council for consideration
- Working with the City Council ad hoc subcommittee, monitored the Los Alamitos Race Course zoning initiative and evaluated how it aligns with the City's strategic plan
- Drafted and presented a State and Federal legislative platform to the City Council for consideration
- Completed due diligence and exclusive negotiation period for the City-owned 13-acre parcel and released a request for qualifications remarketing the property as a mixed-use project
- Successfully expanded the Women's Conference in partnership with La Palma, Los Alamitos and Seal Beach
- Coordinated ad hoc committee meetings with Cypress School District, Anaheim Union High School District, and Cypress College
- Continued utilizing social media for community outreach and marketing
- Successfully completed an upgrade of the broadcast and audio-visual system in the City Council Chambers

Objectives for Fiscal Year 2018-19

- Continue to implement the City Council's Strategic Plan goals and objectives.
- Continue to enhance community engagement opportunities through social media and traditional mediums.
- Present revised options for the disposition of the 13-acre property to the City Council for consideration.
- Complete a community survey to assess resident satisfaction with City services and determine community priorities.
- Implement enhancements and/or changes to the City's economic development program per City Council direction.

CITY MANAGER

City Manager Division

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Cypress Facebook Likes/Followers	1,142	1,533	1,650
Twitter Followers	272	340	425
Nextdoor Members	4,233	4,318	4,410
City Website Pageviews	486,490	518,143	525,000
Strategic Plan Updates to City Council	6	8	9

CITY MANAGER

City Manager Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.75	0.92	1.00	1.25	0.25
Video Production Coordinator	1.00	1.00	1.00	-	(1.00)
Total Positions	3.25	3.42	3.50	2.75	(0.75)

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 733,361	\$ 682,553	\$ 682,903	\$ 636,782	-6.7%
Service and Supplies	653,415	569,899	640,978	632,042	10.9%
Internal Service Fund Charges	148,540	144,620	144,620	152,820	5.7%
Total Division Cost	\$1,535,316	\$1,397,072	\$1,468,501	\$1,421,644	1.8%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$1,535,316	\$1,397,072	\$1,468,501	\$1,421,644
Total Resources	\$1,535,316	\$1,397,072	\$1,468,501	\$1,421,644



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CITY CLERK

City Clerk Division

Division Overview

The City Clerk Division is responsible for City Council agenda and minute preparation, custody of all official City records and records management functions, serving as the City's elections official, processing liability claims against the City, Public Records Act requests, administering state campaign finance and conflict of interest regulations, and coordinating the annual commission recruitment and appointment process.

Accomplishments for Fiscal Year 2017-18

- Coordinated Youth in Government Day for local high school students to learn about government at the local level
- Implemented updated Laserfiche software which includes a public web portal to access records filed electronically into the records management system
- Conducted June 2018 Special Election for Measure A – Cypress Town Center and Commons Specific Plan 2.0

Objectives for Fiscal Year 2018-19

- Conduct November 2018 General Municipal Election for three City Council seats and ballot measure
- Conduct City Commissioner recruitment for nine open seats to increase citizen participation in the community

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
City Council meeting agenda reports processed	260	280	280
Public Records Act requests processed	69	100	100
Conflict of Interest filings	48	50	50
Campaign filings	49	10	50

CITY CLERK

City Clerk Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
City Clerk	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
Total Positions	2.00	2.00	2.00	2.00	-

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 308,041	\$ 308,660	\$ 308,660	\$ 323,493	4.8%
Service and Supplies	65,494	32,775	30,169	76,145	132.3%
Internal Service Fund Charges	56,820	53,120	53,120	57,320	7.9%
Total Division Cost	\$ 430,355	\$ 394,555	\$ 391,949	\$ 456,958	15.8%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 430,355	\$ 394,555	\$ 391,949	\$ 456,958
Total Resources	\$ 430,355	\$ 394,555	\$ 391,949	\$ 456,958



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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, workers' compensation claims management, website, information technology, print shop, and telephone maintenance.

FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT Fiscal Year 2018 - 2019

Director of Finance & Administrative Services

Finance

Finance Administration

General Accounting

Business Licenses

Purchasing

Human Resources

Human Resources

Workers Compensation Insurance

Information Technology

Information Systems

Computer Equipment Maintenance

Website Maintenance

Financial Accounting Software Maintenance

Print Shop

Telephone Maintenance

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Summary of Expenditures

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$2,047,707	\$2,159,954	\$1,963,156	\$2,136,646	-1.1%
Service and Supplies	353,603	402,090	391,992	430,625	7.1%
Internal Service Fund Charges	413,280	458,810	458,810	472,410	3.0%
Total Division Cost	\$2,814,590	\$3,020,854	\$2,813,958	\$3,039,681	0.6%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$1,742,440	\$1,888,936	\$1,692,967	\$1,844,833
Internal Service Funds	1,072,150	1,131,918	1,120,991	1,194,848
Total Resources	\$2,814,590	\$3,020,854	\$2,813,958	\$3,039,681

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 2017-18

- Prepared the Fiscal Year 2016-17 Comprehensive Annual Financial Report
- Coordinated the annual city-wide budget process
- Implemented an online business licensing system
- Established a Pension Trust Fund to partially offset pension liabilities
- Completed City-wide Cost Allocation Plan and initiated a Comprehensive User Fee Study
- Awarded a contract for a new, independent audit firm

Objectives for Fiscal Year 2018-19

Anticipated special projects for the next fiscal year include:

- Finalize the City-wide Fee Study and update the Master Fee Schedule
- Continue to develop enhancements to the annual Budget Document
- Update Financial policies related to the Office of Management and Budget's Uniform Guidance (Single Audit)

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Credit card transactions processed at City Hall	643	641	500
New Cypress-based business licenses processed	254	289	400
Online Business License applications received	0	303	450
Online Business License renewals	0	1,140	1,675
Business licenses issued or renewed	3,389	3,410	3,600
Purchase orders issued	1,013	1,000	1,000
Accounts Payables Checks Issued	4,257	3,902	3,800
Accounts Payable Electronic Payments	1,301	1,362	1,400
Payroll Checks/Electronic Payments	6,875	6,605	6,500
Finance Division Budget as a % of the General Fund Budget	4.87%	4.97%	4.94%

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Account Clerk VII	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	0.75	(0.25)
Finance Manager/Asst Director	1.00	1.00	1.00	1.00	-
Payroll Coordinator	1.00	1.00	1.00	1.00	-
Senior Licensing Specialist	1.00	1.00	1.00	1.00	-
Senior Management Analyst	-	-	-	0.25	0.25
Total Positions	7.00	7.00	7.00	7.00	-

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$1,056,938	\$1,061,393	\$ 983,904	\$1,072,860	1.1%
Service and Supplies	82,165	130,335	127,198	121,495	-6.8%
Internal Service Fund Charges	152,740	200,240	200,240	206,140	2.9%
Total Division Cost	\$1,291,843	\$1,391,968	\$1,311,342	\$1,400,495	0.6%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$1,291,843	\$1,391,968	\$1,311,342	\$1,400,495
Total Resources	\$1,291,843	\$1,391,968	\$1,311,342	\$1,400,495

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 2017-18

- Reorganized the Division, eliminating the Human Resources Manager position, without any reduction in services
- Implemented a successful retirement incentive which resulted in 10 employee retirements
- Completed a City Succession Plan.
- Held Annual Service Awards Recognition Program for 23 City employees representing 380 years of total service.
- Managed labor relations and oversaw the meet and confer process with two employee associations.

Objectives for Fiscal Year 2018-19

- Develop a training program to align with Succession Plan objectives.
- 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.
- Update Division forms and develop ways to streamline processes.

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Full-time employee recruitments	7	5	8
Part-time employee recruitments	7	10	8
New employees processed	29	25	30
Full-time employment applications reviewed	1,350	1,200	1,400
Part-time applications reviewed	450	900	750
Average number of business days required to establish an eligibility list (Full-time)	74	70	70
Average number of business days required to establish an eligibility list (Part-time)	53	50	50
Workers' Compensation Claims processed	13	5	6
Citywide Full-time turnover rate	7.4%	14.6%	7.0%
Labor agreements approved	2	2	2

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Director of Finance/Admin Svcs	-	-	-	0.25	0.25
Human Resources Administrator	-	-	-	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	-	(1.00)
Human Resources Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	-	(1.00)
Total Positions	3.00	3.00	3.00	2.25	(0.75)

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 367,218	\$ 435,139	\$ 299,300	\$ 344,832	-20.8%
Service and Supplies	74,756	41,112	38,555	71,830	74.7%
Internal Service Fund Charges	44,040	43,770	43,770	41,970	-4.1%
Total Division Cost	\$ 486,014	\$ 520,021	\$ 381,625	\$ 458,632	-11.8%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 450,597	\$ 496,968	\$ 369,325	\$ 444,338
Internal Service Funds	35,417	23,053	12,300	14,294
Total Resources	\$ 486,014	\$ 520,021	\$ 381,625	\$ 458,632

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 2017-18

- Completed Data Center Installation
- Completed Council Chamber audio-visual system replacement
- Completed replacement of mobile video in Police vehicles
- Upgraded Police two-factor thumbprint software
- Assisted with implementation of online business license system
- Upgraded Laser Fiche file storage system
- Migrated and upgraded New World Financial system to new version/servers
- Completed rollout of CAD/RMS Police applications

Objectives for Fiscal Year 2018-19

- Complete city-wide laptop and desktop workstation replacements city wide
- Implement electronic timesheets in City's payroll system
- Upgrade Fleet Management Software for Maintenance Division
- Replace Senior Center audio-visual equipment
- Replace network switches city wide
- Replace Community Center/Senior Center Wi-Fi
- Replace remote access appliances throughout City facilities

Performance Measures	Actual 2017-18	Estimate 2018-19	Budget 2019-20
Percent of Network Uptime	99.99%	99.99%	99.99%
Devices Supported	656	675	675
Applications Supported	76	80	84
System Breaches	0	0	0
Spam Messages Caught	389,965	430,000	470,000
Viruses Blocked	10.4B	11B	12.5B
Known Virus Infections	0	0	0
Website Visits	218,000	222,000	224,000

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Information Technology Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Administrative Services Tech II	2.00	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	5.00	5.00	5.00	5.00	-

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 623,551	\$ 663,422	\$ 667,652	\$ 718,954	8.4%
Service and Supplies	196,682	230,643	226,239	237,300	2.9%
Internal Service Fund Charges	216,500	214,800	214,800	224,300	4.4%
Total Division Cost	\$1,036,733	\$1,108,865	\$1,108,691	\$1,180,554	6.5%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
Internal Service Funds	\$1,036,733	\$1,108,865	\$1,108,691	\$1,180,554
Total Resources	\$1,036,733	\$1,108,865	\$1,108,691	\$1,180,554



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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 2018 - 2019

Chief of Police

Administration

Police Administration

Personnel and Training

Support Services Management

Communications

Records

Property and Evidence

Crime Prevention/
Community Relations

Emergency Services

Police Grants

Supplemental Law
Enforcement Act

Mobile Command Post

Field Operations

Field Operations Management

Field Operations

Jail Operations

Traffic and Parking Operations

Crossing Guards

SWAT Operations

Investigations

General Investigations

Court

Police Laboratory

Narcotics Asset Seizure

POLICE DEPARTMENT

Summary of Expenditures

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$11,217,453	\$13,000,770	\$12,032,210	\$13,450,293	3.5%
Service and Supplies	2,628,798	2,175,867	2,025,385	2,164,963	-0.5%
Internal Service Fund Charges	1,662,200	1,636,980	1,636,980	1,731,980	5.8%
Total Division Cost	<u>\$15,508,451</u>	<u>\$16,813,617</u>	<u>\$15,694,575</u>	<u>\$17,347,236</u>	3.2%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$15,271,658	\$16,601,591	\$15,420,199	\$17,089,274
General Fund Grants	13,722	6,000	36,634	5,400
Asset Seizure Fund	93,572	102,044	97,492	112,312
Supplemental Law Enforcement	129,499	103,982	140,250	140,250
Total Resources	<u>\$15,508,451</u>	<u>\$16,813,617</u>	<u>\$15,694,575</u>	<u>\$17,347,236</u>

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 2017-18

During FY 2017-18, the division accomplished a number of objectives from the last Fiscal Year: hired police officers, two police aides, one office assistant; continued to improve processes and procedures in the Records Bureau, which included a new records management system; conducted mandatory rifle training according to the California Peace Officer Standards and Training, 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, Instagram and Facebook).

Objectives for Fiscal Year 2018-19

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 firearms transition training to the new Glock 9mm platform
- Complete a full-scale Emergency Operations Center table-top exercise
- Develop a recruitment team and a recruitment plan
- Complete update of the Department’s website
- Increase number and quality of presentations at community events
- Implement a simmunition training team
- Increase the social media engagement rate on both Facebook, Instagram and Twitter platforms

POLICE DEPARTMENT

Administrative Division

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Recruitment Events Attended	2	6	6
Hours Spent in Training	5,394	5,657	5,700
Hours Spent Teaching Positive Actions Thru Character Education (PACE) program	240	240	240
Open House Attendees	1,100	1,300	1,500
Reports Processed by Records	3,459	3,594	3,744
Property & Evidence Items Processed	2,714	2,776	2,836
Community Emergency Response Team Class Participants	43	102	110
Emergency Preparedness Presentations	8	13	15
Social Media Engagement Rate (Facebook & Twitter)	3,403	5,932	8,000

POLICE DEPARTMENT

Administrative Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Community Outreach Officer	-	-	1.00	1.00	-
Office Assistant VII	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 VII	4.00	4.00	4.00	4.00	-
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	1.00	1.00	1.00	1.18	0.18
Police Sergeant	1.00	1.00	1.00	1.00	-
Police Services Officer	3.00	3.00	2.00	2.00	-
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	0.50	(0.50)
Part-Time					
Community Outreach Officer	0.50	0.50	-	-	-
Police Aide	3.02	3.02	3.02	2.17	(0.85)
Total Positions	19.52	19.52	19.02	17.85	(1.17)

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$2,027,008	\$2,347,751	\$2,270,828	\$2,394,451	2.0%
Service and Supplies	2,130,713	1,635,250	1,518,939	1,626,965	-0.5%
Internal Service Fund Charges	1,080,550	1,100,230	1,100,230	1,126,430	2.4%
Total Division Cost	\$5,238,271	\$5,083,231	\$4,889,997	\$5,147,846	1.3%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$5,095,050	\$4,973,249	\$4,713,113	\$5,002,196
General Fund Grants	13,722	6,000	36,634	5,400
Supplemental Law Enforcement	129,499	103,982	140,250	140,250
Total Resources	\$5,238,271	\$5,083,231	\$4,889,997	\$5,147,846



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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 2017-18

During Fiscal Year 2017-18, 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 participated in the North Orange County Public Safety Task Force (NOCPSTF) to address issues associated with homelessness and youth violence prevention. The division also partnered with the Orange County Intelligence Assessment Center to conduct a security audit of the Cypress Boys' and Girls' Club.

Objectives for Fiscal Year 2018-19

- Mitigate issues directly tied to homeless population by continuing to work with members of NOCPSTF, community stakeholders and non-profit organizations
- Realize a 2% reduction in traffic collisions by increasing education and enforcement
- Increase foot patrols in areas susceptible to violent crime
- Increase public awareness and education through social media regarding crime prevention and public safety tips
- Reduce priority 1 response times
- Reduce violent crime through the use of intelligence led policing strategies

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Total Calls for Service	34,490	32,270	33,000
Police Officer Initiated Calls	13,739	15,327	15,500
Priority 1 Response Time (Dispatch to Arrival)	3m 22s	3m 37s	3m 30s
Violent Crimes	148	174	182
Non-Violent Crimes	1,791	1,730	1,700
Traffic Collisions	386	377	370
Auto Thefts	85	99	105
Arrests	1,132	1,026	1,050
School Safety Presentations	4	7	8
Residential Burglaries	74	56	60

POLICE DEPARTMENT

Field Operations Division

<u>Summary of Positions</u>	2015-16	2016-17	2017-18	2018-19	17/18 Budget vs. 18/19 Budget
Full-Time					
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	31.00	31.00	31.00	31.82	0.82
Police Officer - Overhire *	2.00	2.00	2.00	2.00	-
Police Sergeant	7.00	7.00	7.00	7.00	-
Police Services Officer	3.00	3.00	4.00	5.00	1.00
Part-Time					
Police Aide	1.88	1.88	1.88	2.73	0.85
Total Positions	45.88	45.88	46.88	49.55	2.67

<u>Summary of Expenditures</u>	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted	17/18 Budget vs. 18/19 Budget
Salaries and Benefits	\$6,680,364	\$7,916,708	\$7,157,369	\$8,556,871	8.1%
Service and Supplies	375,402	401,338	388,623	408,236	1.7%
Internal Service Fund Charges	546,100	508,000	508,000	567,600	11.7%
Total Division Cost	\$7,601,866	\$8,826,046	\$8,053,992	\$9,532,707	8.0%

<u>Summary of Resources</u>	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted
General Fund	\$7,601,866	\$8,826,046	\$8,053,992	\$9,532,707
Total Resources	\$7,601,866	\$8,826,046	\$8,053,992	\$9,532,707

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 2017-18

During FY 2017-18, the Investigations Division completed follow up investigations to all reported crimes in the City of Cypress. Additionally, new Detectives were selected and trained in both the Criminal Investigations Bureau as well as the Special Investigations Unit. A new part-time position, Investigative Assistant, was selected and trained and is now handling many of the permit and plan reviews previously handled by sworn personnel. The Investigations Division also conducted probation/parole compliance check operations, and secured grant funding that allowed for the enforcement of alcoholic beverage laws at many locations in the City.

Objectives for Fiscal Year 2018-19

- Select and train new Sergeants in both the Criminal Investigations Bureau and the Special Investigations Unit.
- Conduct 4 probation/parole compliance check operations.
- Conduct 8 community presentations.
- Secure additional grant funding to continue alcohol establishment compliance investigations.
- Utilize the new CAD/RMS system for management of Detective case loads.

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Investigations Assigned	345	375	380
Probation Compliance Checks	3	4	4
Community Presentations by Investigations Personnel	2	6	8
ABC Grant Enforcement Operations	0	24	14

POLICE DEPARTMENT

Investigations Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Office Assistant VII	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	8.00	(1.00)
Police Sergeant	2.00	2.00	2.00	2.00	-
Police Services Officer	3.00	3.00	1.00	-	(1.00)
Part-Time					
Investigative Assistant				1.44	1.44
Police Services Officer	-	-	0.50	-	(0.50)
Total Positions	<u>16.00</u>	<u>16.00</u>	<u>14.50</u>	<u>12.44</u>	<u>(1.06)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$2,510,081	\$2,736,311	\$2,604,013	\$2,498,971	-8.7%
Service and Supplies	122,683	139,279	117,823	129,762	-6.8%
Internal Service Fund Charges	35,550	28,750	28,750	37,950	32.0%
Total Division Cost	<u>\$2,668,314</u>	<u>\$2,904,340</u>	<u>\$2,750,586</u>	<u>\$2,666,683</u>	-8.2%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$2,574,742	\$2,802,296	\$2,653,094	\$2,554,371
Asset Seizure	93,572	102,044	97,492	112,312
Total Resources	<u>\$2,668,314</u>	<u>\$2,904,340</u>	<u>\$2,750,586</u>	<u>\$2,666,683</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 2018 - 2019

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
- Storm Drainage Water Quality

Street Maintenance

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

Park Maintenance

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

Facilities Division

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

Fleet Division

- Auto Maintenance
- Equipment Maintenance

COMMUNITY DEVELOPMENT DEPARTMENT

Summary of Expenditures

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 4,933,678	\$ 5,227,211	\$ 4,820,590	\$ 4,980,098	-4.7%
Service and Supplies	4,824,617	4,741,967	4,980,897	5,274,495	11.2%
Internal Service Fund Charges	1,060,510	1,081,950	1,081,950	1,062,250	-1.8%
Total Department Cost	<u>\$ 10,818,805</u>	<u>\$11,051,128</u>	<u>\$10,883,437</u>	<u>\$11,316,843</u>	2.4%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 6,832,478	\$ 6,951,900	\$ 7,066,924	\$ 7,094,624
General Fund Grants	291,935	157,690	276,489	196,000
Corporate Center Maint Dist	50,280	48,379	43,822	49,569
Housing Assets Fund	63,658	63,055	66,211	43,382
Internal Service Funds	1,462,238	1,552,702	1,333,371	1,445,777
Lighting District	831,395	876,594	810,774	840,176
Storm Drainage	628,940	609,376	592,847	630,633
Sewer Fund	247,706	335,590	192,756	508,733
Capital Projects	410,175	455,842	500,243	507,949
Total Resources	<u>\$ 10,818,805</u>	<u>\$11,051,128</u>	<u>\$10,883,437</u>	<u>\$11,316,843</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

Division Overview

Planning and Development reviews and processes development proposals, issues land use permits, prepares ordinances for land use and building regulations, responds to code enforcement complaints, and promotes economic development. Economic development encourages and administers housing programs to create and preserve affordable housing.

Accomplishments for Fiscal Year 2017-18

- Approved:
 - Three-story self-storage facility at 9141 Valley View Street
 - Two Retail/Office Buildings at 9041 Moody Street
 - Remodel of Existing Car Wash at 9971 Valley View Street
- Updated the City's Park and Recreation In-Lieu Fee
- Received \$420,000 in Community Development Block Grant funding for sewer improvements and housing rehabilitation

Objectives for Fiscal Year 2018-19

Anticipated special projects for the next fiscal year include:

- Development of the City's 13-acre property on Katella Avenue
- Development of 45 residential units on Cypress School District office site
- Prepare Environmental Analysis for 9-acre City Park on Race Track Property

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Discretionary applications reviewed	16	10	13
Administrative applications reviewed	260	252	260
Preliminary plans reviewed	9	8	10
Customers assisted at counter	990	1,025	1,050
Code Enforcement Cases	572	581	580
Home Improvement Loans issued	5	7	6

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Development Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 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	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	0.04	-
RDA Project Manager	1.00	1.00	1.00	-	(1.00)
Total Positions	<u>6.38</u>	<u>6.38</u>	<u>6.38</u>	<u>5.38</u>	<u>(1.00)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 979,660	\$1,023,943	\$1,017,991	\$ 892,007	-12.9%
Service and Supplies	217,753	224,776	287,843	321,966	43.2%
Internal Service Fund Charges	127,380	124,800	124,800	132,000	5.8%
Total Division Cost	<u>\$1,324,793</u>	<u>\$1,373,519</u>	<u>\$1,430,634</u>	<u>\$1,345,973</u>	-2.0%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$1,144,136	\$1,165,464	\$1,149,423	\$1,122,591
General Fund Grants	116,999	145,000	215,000	180,000
Housing Assets Fund	63,658	63,055	66,211	43,382
Total Resources	<u>\$1,324,793</u>	<u>\$1,373,519</u>	<u>\$1,430,634</u>	<u>\$1,345,973</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

Division Overview

Building and Safety 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. The City recently adopted the 2016 California Building Standards Codes, as required by State law.

Accomplishments for Fiscal Year 2017-18

Plan checked and inspected:

- 54-unit townhome project at 5400 Orange Avenue
- 57-unit townhome project at 4604 Lincoln Avenue
- Office building at 4501 Cerritos Avenue
- 19 townhomes at 9063-9103 Walker Street
- 19 townhomes at 9181-9191 Bloomfield Street

Objectives for Fiscal Year 2018-19

Plan check and inspect:

- Self Storage Building at 9141 Valley View Street
- Hobby Lobby Tenant Improvements at 10201 Valley View Street
- Apartment Complex (67-units) at 4552 Lincoln Avenue
- Ovation at Flora Park 244-unit Senior Housing Development at 4701 Katella Avenue

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Residential Permits issued	2,075	1,545	1,600
Commercial Permits Issued	520	386	400
Final inspections	2,214	2,318	2,500
Average no. of days for first review plan check	10	10	10

COMMUNITY DEVELOPMENT DEPARTMENT

Building & Safety Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 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>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 245,253	\$ 237,522	\$ 237,522	\$ 246,884	3.9%
Service and Supplies	442,049	326,252	492,322	392,512	20.3%
Internal Service Fund Charges	58,900	60,620	60,620	63,720	5.1%
Total Division Cost	<u>\$ 746,202</u>	<u>\$ 624,394</u>	<u>\$ 790,464</u>	<u>\$ 703,116</u>	12.6%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	<u>\$ 746,202</u>	<u>\$ 624,394</u>	<u>\$ 790,464</u>	<u>\$ 703,116</u>
Total Resources	<u>\$ 746,202</u>	<u>\$ 624,394</u>	<u>\$ 790,464</u>	<u>\$ 703,116</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 meets California's regulatory mandate to eliminate 75 percent of trash going to landfills by 2020. The grease control and stormwater quality programs are ways the City is helping to prevent pollutants from entering waterways.

Additionally, the City provides extensive public education to inform businesses of their responsibilities and helps citizens understand the importance of recycling and their impact on pollution prevention.

Accomplishments for Fiscal Year 2017-18

- Partnered with Valley Vista Services to expand education and outreach efforts to businesses and multi-family complexes about mandatory recycling laws
- Adopted a revised Construction and Demolition Ordinance to encourage recycling efforts by developers
- Amended the Water Quality Ordinance to penalize repeat private sewer spill violators

Objectives for Fiscal Year 2018-19

Anticipated special projects for the next fiscal year include:

- Develop water quality criteria to comply with recently adopted State trash law
- Work with Valley Vista Services to increase commercial organics recycling participation
- Transition water quality management through diversification of responsibilities

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Annual solid waste diversion rate	69%	70%	72%
Percentage of businesses recycling organics	13%	20%	25%
Water quality inspections completed	221	220	230
Average water quality inspection time (hours)	1	1	1

COMMUNITY DEVELOPMENT DEPARTMENT

Environmental Services Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Associate Engineer	0.14	0.11	0.11	0.26	0.15
City Engineer	0.03	-	-	-	-
Management Analyst	0.70	0.43	0.43	0.42	(0.01)
Senior Civil Engineer	0.05	0.05	0.11	0.11	-
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>2.02</u>	<u>1.69</u>	<u>1.75</u>	<u>1.89</u>	<u>0.14</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 297,525	\$ 280,931	\$ 268,380	\$ 319,239	13.6%
Service and Supplies	338,301	235,897	281,919	237,919	0.9%
Internal Service Fund Charges	5,560	5,560	5,560	5,560	0.0%
Total Division Cost	<u>\$ 641,386</u>	<u>\$ 522,388</u>	<u>\$ 555,859</u>	<u>\$ 562,718</u>	7.7%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 49,139	\$ 58,585	\$ 65,587	\$ 59,750
General Fund Grants	174,936	12,690	61,489	16,000
Storm Drainage Fund	363,902	399,586	387,283	404,067
Sewer Fund	53,409	51,527	41,500	82,901
Total Resources	<u>\$ 641,386</u>	<u>\$ 522,388</u>	<u>\$ 555,859</u>	<u>\$ 562,718</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

Division Overview

Engineering programs manage all the planning, design and construction of public infrastructure and facilities, traffic signal systems, maintenance of city street lights, and maintain the City's Geographical Information System (GIS).

The Engineering Division also maintains the City's street system and strives to maintain a Pavement Condition Index (PCI) rating above 85. Any rating above 85 means the pavement network is in Very Good condition. Currently, Cypress has one of the highest PCI ratings in the County.

Accomplishments for Fiscal Year 2017-18

- Completed construction for Mackay Park and received an Outstanding Small Project award
- Awarded design contract for Police Department Modernization Project
- Completed design of Valley View median improvements
- Awarded heating and air conditioning replacement at Civic Center
- Awarded playground resurfacing projects for Veterans and Willow parks

Objectives for Fiscal Year 2018-19

Anticipated special projects for the next fiscal year include:

- Revise Traffic Impact Fees
- Start construction of the Police Department Modernization Project
- Construct Valley View median improvements
- Complete modification of traffic signal at Orangewood and Holder

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Capital Projects Construction dollars awarded	\$8 million	\$9 million	\$12 million
City's Street Network Pavement Condition Index	87	86	86
Percent of CIP on schedule	85	100	100
Percent of CIP projects awarded	91	95	100
Pavement sealed or overlaid (lane miles)	69	47	50

COMMUNITY DEVELOPMENT DEPARTMENT

Engineering Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Associate Engineer	2.86	1.89	1.89	1.74	(0.15)
City Engineer	0.97	1.00	1.00	1.00	-
Director of Community Development	0.50	0.50	0.50	0.50	-
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	0.09	0.09	-
Management Analyst	0.26	0.53	0.53	0.54	0.01
Project Manager	-	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Civil Engineer	0.95	0.95	0.89	0.89	-
Part-Time					
Administrative Intern	0.50	0.50	0.50	0.50	-
Maintenance Worker	-	-	-	0.02	0.02
Total Positions	8.08	8.41	8.43	8.28	(0.15)

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 1,080,598	\$ 1,136,041	\$ 1,213,256	\$ 1,189,433	4.7%
Service and Supplies	982,958	1,023,061	955,040	1,101,379	7.7%
Internal Service Fund Charges	256,680	282,110	282,110	289,210	2.5%
Total Division Cost	\$ 2,320,236	\$ 2,441,212	\$ 2,450,406	\$ 2,580,022	5.7%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$ 1,078,666	\$ 1,108,776	\$ 1,139,389	\$ 1,231,897
Lighting District	831,395	876,594	810,774	840,176
Capital Project Funds (Various)	410,175	455,842	500,243	507,949
Total Resources	\$ 2,320,236	\$ 2,441,212	\$ 2,450,406	\$ 2,580,022

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 pavement work, traffic control, landscape maintenance, 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.

The 2017-18 estimate for sewer line cleaning is low due to the recent breakdown of our sewer cleaning truck. The 2018-19 budget will reflect a "catch up" sewer cleaning program to address the City's sewer lines once the new sewer cleaning truck arrives.

Accomplishments for Fiscal Year 2017-18

- Awarded new tree maintenance
- Awarded new graffiti abatement services contract
- Replaced two street sweeping vehicles

Objectives for Fiscal Year 2018-19

- Purchase new sewer truck
- Continue to evaluate and repair sidewalk displacements throughout the City

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Signs replaced	592	450	475
Trees trimmed	2,491	4,800	4,500
Linear feet of sewer lines cleaned	210,119	45,000	432,000
Sidewalk locations repaired	1,100	1,200	1,200
External calls for service	364	450	475

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Streets

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Lead Maintenance Worker	2.92	2.95	1.95	-	(1.95)
Maintenance Specialist	1.62	1.62	1.62	2.38	0.76
Maintenance Worker	5.61	5.65	4.65	4.13	(0.52)
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	1.44	1.44	-
Part-Time					
Administrative Intern	0.90	0.90	0.90	0.90	-
Administrative Services Tech I	0.90	0.90	0.90	0.90	-
Maintenance Attendant	2.10	2.10	2.10	0.63	(1.47)
Maintenance Worker	-	-	-	1.46	-
Office Assistant II	0.70	0.70	0.70	0.70	-
Total Positions	<u>18.22</u>	<u>18.29</u>	<u>16.26</u>	<u>14.54</u>	<u>(3.18)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$1,315,700	\$1,513,238	\$1,308,557	\$1,417,394	-6.3%
Service and Supplies	942,206	977,015	1,032,235	1,247,341	27.7%
Internal Service Fund Charges	394,410	397,480	397,480	392,280	-1.3%
Total Division Cost	<u>\$2,652,316</u>	<u>\$2,887,733</u>	<u>\$2,738,272</u>	<u>\$3,057,015</u>	5.9%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	\$2,072,263	\$2,263,736	\$2,255,845	\$2,270,186
Corporate Center Maint Dist	50,280	48,379	43,822	49,569
Sewer Fund	194,297	284,063	151,256	425,832
Storm Drainage Fund	265,038	209,790	205,564	226,566
Internal Service Funds	70,438	81,765	81,785	84,862
Total Resources	<u>\$2,652,316</u>	<u>\$2,887,733</u>	<u>\$2,738,272</u>	<u>\$3,057,015</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, athletic fields at community parks, and maintaining all park equipment such as playgrounds, picnic sites, lighting, restrooms, and tennis courts.

Additionally, this Division is responsible for assisting with setting up various community events such as the Community Festival, Holiday Sing, Spring Egg Hunt, and Halloween Carnival. Maintenance is responsible for coordinating set-up 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 2017-18

- Awarded new tree maintenance contract
- Improved the irrigation controller communication from the south end of the City
- Began maintenance services at Mackay Park
- Replaced 32 recycle/waste barrels and three message boards using grant funds

Objectives for Fiscal Year 2018-19

Anticipated special projects for the next fiscal year include:

- Weather-based irrigation controller upgrades
- Clean Willow Pond and pump accessories

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Number of parks maintained	18	19	19
External work orders completed annually	473	450	450
Percent of trees trimmed annually	28%	30%	25%

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Parks

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Lead Maintenance Worker	1.43	1.40	1.40	-	(1.40)
Maintenance Specialist	0.36	0.36	0.36	0.49	0.13
Maintenance Worker	1.80	1.76	1.76	0.84	(0.92)
Maintenance Supervisor	0.85	0.85	0.82	0.82	-
Part-Time					
Maintenance Attendant	1.40	1.40	1.40	2.17	0.77
Maintenance Worker	-	-	-	3.15	3.15
Total Positions	<u>5.84</u>	<u>5.77</u>	<u>5.74</u>	<u>7.47</u>	<u>1.73</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 519,089	\$ 509,178	\$ 390,837	\$ 503,274	-1.2%
Service and Supplies	1,013,719	1,015,688	1,070,279	1,023,187	0.7%
Internal Service Fund Charges	186,480	180,380	180,380	152,680	-15.4%
Total Division Cost	<u>\$1,719,288</u>	<u>\$1,705,246</u>	<u>\$1,641,496</u>	<u>\$1,679,141</u>	-1.5%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund	<u>\$1,719,288</u>	<u>\$1,705,246</u>	<u>\$1,641,496</u>	<u>\$1,679,141</u>
Total Resources	<u>\$1,719,288</u>	<u>\$1,705,246</u>	<u>\$1,641,496</u>	<u>\$1,679,141</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 Corporate 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 managed by this Division. Landscaping and tree maintenance are performed using contracted services. Staff is responsible for maintaining the smart irrigation control system, as well as responding to requests for maintenance from City staff.

Accomplishments for Fiscal Year 2017-18

- Completed installation of emergency egress doors at Community and Senior Centers
- Stained exterior wood handrails throughout Civic Center
- Began Maintenance services at Mackay Park
- Initiated organics recycling program at Corporate Yard
- Continued to convert old light bulbs to new energy efficient LED bulbs

Objectives for Fiscal Year 2018-19

- Continue to convert old lights bulbs to new energy efficient LED bulbs
- Initiate new HVAC maintenance/repair service contract

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Facility work orders completed annually	704	441	450
Value of work orders completed annually	\$135,000	\$88,000	\$90,000
Janitorial maintenance cost per square foot	\$1.07	\$1.07	\$1.07
Cost of electricity annually	\$172,000	\$201,000	\$212,000

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Facility

Summary of Positions	2015-16	2016-17	2017-18	2018-19	17/18 Budget vs. 18/19 Budget
Full-Time					
Lead Maintenance Worker	0.62	0.62	0.62	-	(0.62)
Maintenance Specialist	0.02	0.02	0.02	0.13	0.11
Maintenance Worker	0.59	0.59	0.59	0.03	(0.56)
Maintenance Supervisor	0.50	0.50	0.47	0.47	-
Part-Time					
Maintenance Attendant	-	-	-	0.20	0.20
Maintenance Worker	-	-	-	0.68	0.68
Total Positions	<u>1.73</u>	<u>1.73</u>	<u>1.70</u>	<u>1.51</u>	<u>(0.19)</u>

Summary of Expenditures	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted	17/18 Budget vs. 18/19 Budget
Salaries and Benefits	\$ 186,936	\$ 193,783	\$ 160,534	\$ 173,625	-10.4%
Service and Supplies	511,252	541,081	516,825	549,927	1.6%
Internal Service Fund Charges	<u>18,100</u>	<u>18,000</u>	<u>18,000</u>	<u>18,100</u>	0.6%
Total Division Cost	<u>\$ 716,288</u>	<u>\$ 752,864</u>	<u>\$ 695,359</u>	<u>\$ 741,652</u>	-1.5%

Summary of Resources	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted
General Fund	\$ 22,784	\$ 25,699	\$ 24,720	\$ 27,943
Internal Service Funds	<u>693,504</u>	<u>727,165</u>	<u>670,639</u>	<u>713,709</u>
Total Resources	<u>\$ 716,288</u>	<u>\$ 752,864</u>	<u>\$ 695,359</u>	<u>\$ 741,652</u>

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Fleet

Division Overview

Fleet maintenance maintains 88 City vehicles (47 Police vehicles and 41 other/miscellaneous 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 all departments.

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 2017-18

- Completed six vehicle replacements for the Police Department
- Replaced all Public Works 800 MHz radios
- Retrofitted safety lights with LED lighting kits on half of all maintenance trailers
- Converted fleet vehicles to recycled earth-friendly motor oil

Objectives for Fiscal Year 2018-19

- Purchase replacement police vehicles
- Retrofit safety lights with LED lighting kits on existing maintenance vehicles
- Retrofit garage vehicle hoist to be compliant with current safety standard

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Preventative maintenance services completed	1,225	1,200	1,150
Average age of fleet	18	16	15
Vehicles serviced for accidents	23	5	10
Average age of patrol vehicles	7	5	5

COMMUNITY DEVELOPMENT DEPARTMENT

Maintenance Division - Fleet

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Assistant Mechanic	1.00	1.00	1.00	-	(1.00)
Mechanic	2.00	2.00	2.00	2.00	-
Maintenance Supervisor	0.17	0.17	0.17	0.17	-
Total Positions	<u>3.17</u>	<u>3.17</u>	<u>3.17</u>	<u>2.17</u>	<u>(1.00)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 308,917	\$ 332,575	\$ 223,513	\$ 238,242	-28.4%
Service and Supplies	376,379	398,197	344,434	400,264	0.5%
Internal Service Fund Charges	13,000	13,000	13,000	8,700	-33.1%
Total Division Cost	<u>\$ 698,296</u>	<u>\$ 743,772</u>	<u>\$ 580,947</u>	<u>\$ 647,206</u>	-13.0%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
Internal Service Funds	\$ 698,296	\$ 743,772	\$ 580,947	\$ 647,206
Total Resources	<u>\$ 698,296</u>	<u>\$ 743,772</u>	<u>\$ 580,947</u>	<u>\$ 647,206</u>

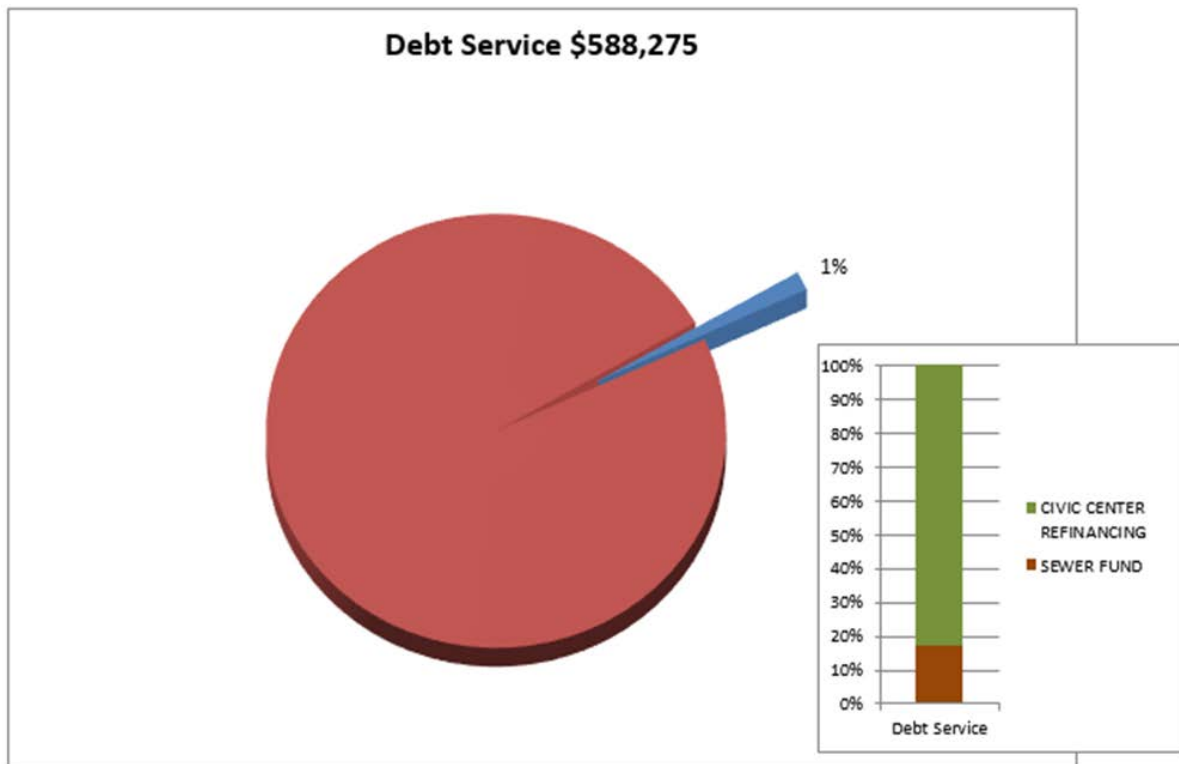


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DEBT SERVICE FUNDS

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 2018-19

Summary of Expenditures	<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Interest	\$ 120,703	\$ 110,431	\$ 122,931	\$ 111,875	1.3%
Principal	420,000	445,000	445,000	5,475,000	1130.3%
Professional Services	1,484	1,600	1,395	1,400	-12.5%
Total Department Cost	<u>\$ 542,187</u>	<u>\$ 557,031</u>	<u>\$ 569,326</u>	<u>\$ 5,588,275</u>	903.2%

Summary of Resources	<u>2015-16 Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
Civic Center Refinancing	\$ 479,622	\$ 482,031	\$ 481,826	\$ 488,275
Sewer Fund	62,565	75,000	87,500	5,100,000
Total Resources	<u>\$ 542,187</u>	<u>\$ 557,031</u>	<u>\$ 569,326</u>	<u>\$ 5,588,275</u>

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

Fiscal Year	July 1 Interest	Principal	Subtotal	January 1 Interest	Total
2018-19	11,875	475,000	486,875	-	486,875
Total	<u>\$ 11,875</u>	<u>\$ 475,000</u>	<u>\$ 486,875</u>	<u>\$ -</u>	<u>\$ 486,875</u>

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

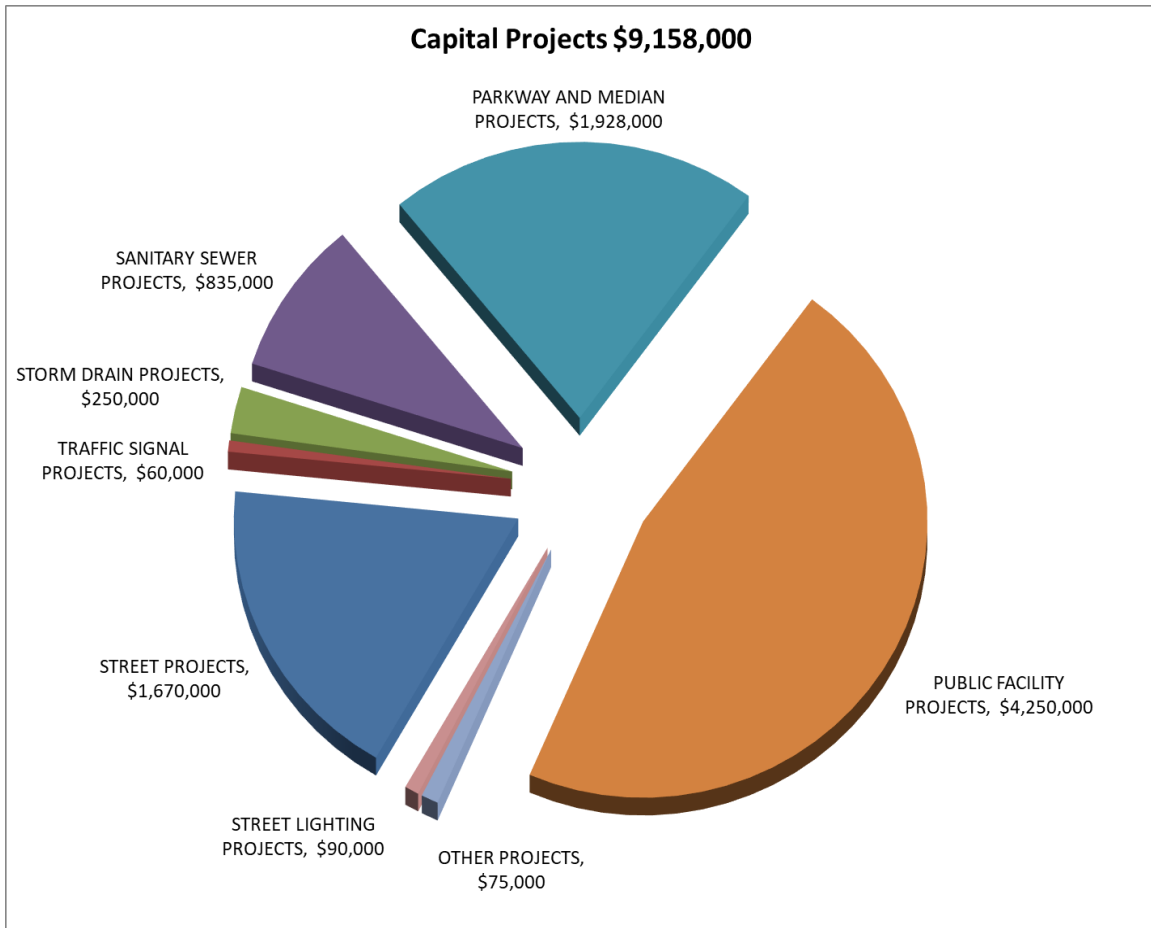
The annual interest due to the City cannot be determined due to having a variable rate. The rate is equal to the amount earned by the State of California's Local Agency Investment Fund plus one-half of one percent and is estimated to be \$100,000 in FY 2018-19. The full note principal of \$5.0 million 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 2018-19**

FUND	FUNDING SOURCES					TOTAL
	GENERAL	INFRA- STRUCTURE RESERVE	GAS TAX	MEASURE M	OTHER	
<u>STREET PROJECTS (80100)</u>						
415 Residential St Resurface (8011)	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000
239 Arterial Street Rehabilitation (8012)	-	-	45,427	-	824,573 (1)	870,000
Subtotal	\$ -	\$ -	\$ 845,427	\$ -	\$ 824,573	\$ 1,670,000
<u>SIGNAL/LIGHTING PROJECTS (80200/800)</u>						
251 LED Street Sign Upgrades (8081)	\$ -	\$ -	\$ -	\$ -	\$ 90,000 (2)	\$ 90,000
234 Left Turn Modification - OW/Holder (8021)	-	-	-	-	60,000 (3)	60,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
<u>STORM DRAIN PROJECTS (80300)</u>						
415 Storm Drainage Improvements (8032)	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Subtotal	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<u>SEWER PROJECTS (80400)</u>						
321 Sewer Rehab/Capacity Impr (8041)	\$ -	\$ -	\$ -	\$ -	\$ 260,000 (4)	\$ 260,000
321 Sewer System Improvements (8041)	-	-	-	-	400,000 (5)	400,000
321 Sewer System Evaluation (8041)	-	-	-	-	175,000 (5)	175,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 835,000	\$ 835,000
<u>PARKWAY PROJECTS (80500)</u>						
415 Concrete/Sidewalk Rehabilitation (8051)	\$ -	\$ -	\$ 50,000	\$ 750,000	\$ -	\$ 800,000
415 Street Tree Planting (8055)	-	-	150,000	-	-	150,000
415 Valley View Median Restoration (8052)	-	-	978,000	-	-	978,000
Subtotal	\$ -	\$ -	\$ 1,178,000	\$ 750,000	\$ -	\$ 1,928,000
<u>PUBLIC FACILITY PROJECTS (80600)</u>						
415 Seismic Retrofit/Police Modernization (8061)	\$ 250,000	\$ 1,350,000	\$ -	\$ -	\$ 2,650,000 (6)	\$ 4,250,000
Subtotal	\$ 250,000	\$ 1,350,000	\$ -	\$ -	\$ 2,650,000	\$ 4,250,000
<u>OTHER PROJECTS (80900)</u>						
271 Stanton Channel Landscape Upgrades (8091)	\$ -	\$ -	\$ -	\$ -	\$ 75,000 (7)	\$ 75,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
Total CIP Projects	\$ 500,000	\$ 1,350,000	\$ 2,023,427	\$ 750,000	\$ 4,534,573	\$ 9,158,000

Legend:

- | | |
|---------------------------------------|---|
| (1) State RMRA (SB1) | (5) Sewer Fund |
| (2) Lighting District | (6) Narcotics Asset Seizure |
| (3) Traffic Mitigation | (7) Stanton Channel Assessment District |
| (4) Community Development Block Grant | |

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Residential Street Rehabilitation

Project Description

This project will slurry seal the residential areas bounded by Denni Street, Lincoln Avenue, Walker Street, and Ball Road.

Budget Detail

Fiscal Year	Gas Tax 2106	TOTAL
2018/19	\$ 800,000	\$ 800,000
		Total \$ 800,000

Annual Operating Costs \$ -

Justification

This is regular maintenance scheduled as part of the Pavement Management Program (PMP), submitted to OCTA every two years for Measure M2 funding eligibility. The PMP ranks and prioritizes streets and projects based on existing condition and available budget.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Arterial Street Rehabilitation

Project Description

This project will overlay Katella Avenue, from Walker Street to Valley View Street, with rubberized asphalt. The project will also slurry seal Holder Street and Walker Street between Ball Road and Orange Avenue.

Budget Detail

Fiscal Year	SB1 RMRA	Gas Tax 2106	TOTAL
2018/19	\$ 824,000	\$ 46,000	\$ 870,000
Total			\$ 870,000

Annual Operating Costs \$ -

Justification

This is regular maintenance scheduled as part of the Pavement Management Program (PMP), submitted to OCTA every two years for Measure M2 funding eligibility. The PMP ranks and prioritizes streets and projects based on existing condition and available budget.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Illuminated Street Name Sign Upgrades - LED

Project Description

This project will replace approximately 40 of the existing illuminated street name signs with LED illuminated street name signs at various intersections along Valley View Street. LEDs are more energy efficient, have longer life spans, require less maintenance, and provides better visibility and legibility.

Budget Detail

Fiscal Year	Street Lighting	TOTAL
2018/19	\$ 90,000	\$ 90,000
		Total \$ 90,000
		Annual Operating Costs \$ -

Justification

The existing illuminated street name signs are showing wear/tear due to exposure to the elements and have high maintenance costs. This project will replace the existing signs with more energy efficient LEDs that will lower energy costs, reduce maintenance costs, and provide better visibility and clarity.



Schedule	Q1			Q2			Q3			Q4			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Design													
Award													
Construction													

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Protected Left Turn Signal - Orangewood and Holder

Project Description

This project will modify the traffic signal operation at the intersection of Orangewood Avenue and Holder Street to provide protected left turn movements for north and southbound traffic.

Budget Detail

Fiscal Year	Traffic Mitigation Assessment	TOTAL
2018/19	\$ 60,000	\$ 60,000
		Total \$ 60,000
Annual Operating Costs		\$ -

Justification

The Traffic Commission recommended modifying the traffic signal operation to provide split phase traffic signal operation for north and south bound traffic after reviewing a resident's complaint.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Storm Drain Improvements

Project Description

This project will construct approximately 120 linear feet of 24" reinforced concrete pipe and two new catch basins on Janice Lynn Street, just south of Myra Avenue. This storm drain pipe will connect to the recently constructed storm drain box on Myra Avenue. The design for this portion was completed alongside the Myra Storm Drain No. 2 Project, and shelf-ready plans are available.

Budget Detail

Fiscal Year	General Fund	TOTAL
2018/19	\$ 250,000	\$ 250,000
		Total \$ 250,000

Annual Operating Costs \$ -

Justification

The Storm Drain Master Plan is a long range-planning tool for storm drain infrastructure improvements to minimize flooding in various areas. As identified in the Storm Drain Master Plan, the proposed new pipes and catch basins will help alleviate flooding by connecting to the large storm drain box along Myra Avenue, which ultimately flows into the Myra Avenue Pump Station No. 2 that outlets to the Carbon Creek Channel.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Sewer Rehabilitation CDBG - Bloomfield/Cambridge

Project Description

This project will repair approximately 670 linear feet of sewer pipe on Bloomfield Street and Cambridge Street. This project is partially funded through Community Development Block Grant (CDBG) funds because it serves a low-income benefit area.

Budget Detail

Fiscal Year	CDBG	TOTAL
2018/19	\$ 260,000	\$ 260,000
		Total \$ 260,000
		Annual Operating Costs \$ -

Justification

The Sewer Master Plan is a long range-planning tool for sewer infrastructure improvements to minimize the possibility of overflows. As identified in the Sewer Master Plan, these sewer lines contain condition and/or capacity deficiencies, including sags, root intrusion, infiltration, calcium deposits, cracks, and offset joints.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Sewer System Improvements

Project Description

This project will reline various segments of sewer pipe along Orangewood Avenue due to various deficiencies.

Budget Detail

Fiscal Year	Sewer Fund	TOTAL
2018/19	\$ 400,000	\$ 400,000
		Total \$ 400,000
		Annual Operating Costs \$ -

Justification

The Sewer Master Plan is a long range-planning tool for sewer infrastructure improvements to minimize the possibility of overflows. As identified in the Sewer Master Plan, these sewer lines contain condition and/or capacity deficiencies, including sags, root intrusion, infiltration, calcium deposits, cracks, and offset joints.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Sewer System Evaluations

Project Description

The City's sewer system consists of 101 miles of pipe and 2,350 manholes. To maintain compliance with the State Water Board, the City is required to routinely perform closed circuit television (CCTV) inspections of its sewer system. These CCTV inspection reports allow the City to gather information for its cleaning program and Capital Improvement Program.

Budget Detail

Fiscal Year	Sewer Fund	TOTAL
2018/19	\$ 175,000	\$ 175,000
Total		\$ 175,000
Annual Operating Costs		\$ -

Justification

The State Water Board requires local agencies maintain a Sewer System Management Plan (SSMP), part of which includes a comprehensive video inventory of the City's existing sewer network.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	█											
Award		█										
Construction			█	█	█	█	█	█	█	█	█	█

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Concrete / ADA Rehabilitation

Project Description

This project will replace damaged concrete improvements, including sidewalks, curb and gutter, driveways, ADA curb ramps, cross gutters, and other incidental items of work. Parkway trees causing recurring damage to adjacent concrete improvements may also be removed as part of this project. Areas of work will coincide with the arterial and residential street resurfacing projects.

Budget Detail

Fiscal Year	Measure M	Gas Tax 2103	TOTAL
2018/19	\$ 750,000	\$ 50,000	\$ 800,000
Total			\$ 800,000
Annual Operating Costs			\$ -

Justification

This program replaces sidewalk and concrete improvements to maintain regulatory compliance and avoid potential liability and harm to residents. Areas of work coincide with the annual street rehabilitation projects, as described in the City's ADA Transition Plan.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Street Tree Planting

Project Description

This project will plant approximately 300 new trees in parkways and medians on various arterial, collector, and residential streets.

Budget Detail

Fiscal Year	Gas Tax 2106	TOTAL
2018/19	\$ 150,000	\$ 150,000
Total		\$ 150,000
Annual Operating Costs		\$ -

Justification

Tree infills are needed throughout the City as existing trees have previously declined due to drought conditions or are needed to replace larger trees that have caused recurring damage to the City's sidewalks and curb and gutter. These infills are an effort to maintain the city's urban forest.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Valley View Median Restoration

Project Description

This project will reduce turf in the medians and parkways along Valley View Street, from south City limits to north City limits and replace it with new drought tolerant California-native species and water-efficient drip irrigation to meet water regulatory requirements. In late 2017, City Council approved the project design and construction is planned for FY18/19.

Budget Detail

Fiscal Year	Gas Tax 2103	TOTAL
2018/19	\$ 978,000	\$ 978,000
		Total \$ 978,000

Annual Operating Costs \$ -

Justification

In response to the historic California drought, the Governor enacted strict water conservation measures, prohibiting ornamental turf irrigation. This project will replace the turf along Valley View, a major arterial, to comply with this measure.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Seismic Retrofit & Police Modernization

Project Description

This project will provide seismic and accessibility improvements, modernize the existing Police Department to include EOC capabilities, reconfigure the existing layout and office space, and improve workflow efficiency throughout the building. The construction budget includes the relocation costs to temporarily relocate staff and equipment during construction. City Council awarded the design contract in January 2018.

Budget Detail

Fiscal Year	Infrastructure Reserve	Fed. Asset Seizure	General Fund	TOTAL
2018/19	\$ 1,350,000	\$ 2,650,000	\$ 250,000	\$ 4,250,000
Total				\$ 4,250,000

Annual Operating Costs \$ -

Justification

Since the original construction in 1982, this 20,000 SF facility operates around the clock and is dated, worn-out, and no longer meets the needs and demands of the Department. This project will address seismic and accessibility issues and provide a Emergency Operations Center for the City. City Council reviewed the proposed project at a workshop in September 2017 and approved the design contracts in January 2018.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Stanton Channel Landscape Upgrades

Project Description

These improvements will include tree trimming, tree lifting, removal of declining trees, irrigation upgrades and shrub infills to address the ongoing deterioration of the berm area.

Budget Detail

Fiscal Year	Assessment Dist. Funds	TOTAL
2018/19	\$ 75,000	\$ 75,000
		Total \$ 75,000
		Annual Operating Costs \$ -

Justification

The berm area has experienced some tree overgrowth and landscape decline due to severe weather conditions over the last five years and other uncontrollable conditions. The City is responsible for maintaining the landscape and irrigation pursuant to the Assessment District Management program. Funds have accumulated in the City's berm maintenance account for this project.



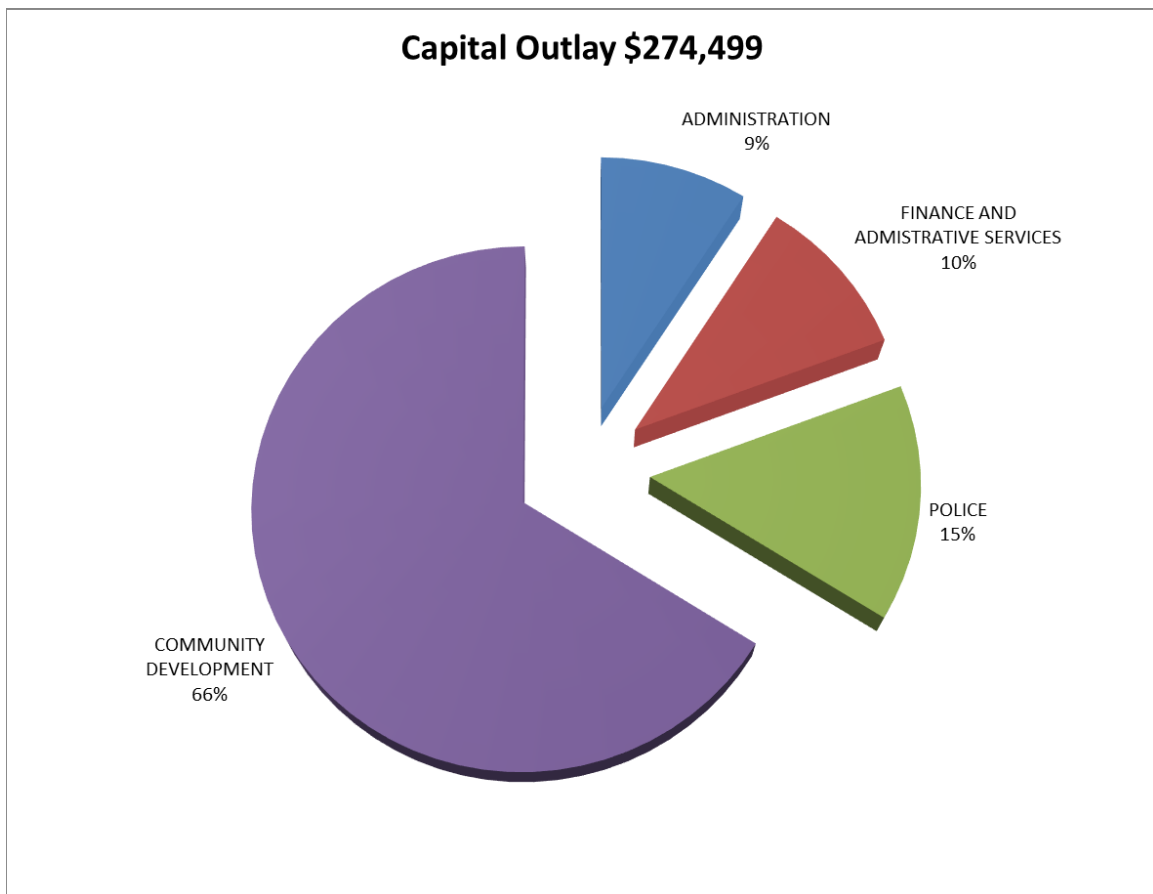
Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												



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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 \$83,909 is being paid for by City operating funds in FY 2018-19 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 2018-19

CAPITAL OUTLAY ADDITIONS

EQUIPMENT 721-95300.XXXX_XXX		
4307_200	Garage Hoist Upgrades - Public Works	\$ 25,000
4307_200	Irrigation Control System Upgrade - Public Works	1,600
		\$ 26,600
TOTAL CAPITAL OUTLAY ADDITIONS		\$ 26,600

CAPITAL OUTLAY REPLACEMENTS

COMPUTER HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Network Switches - City Hall	\$ 25,000
		\$ 25,000
EQUIPMENT 721-95300.XXXX_XXX		
4302_200	Contingency/Emergency Purchases	\$ 25,000
4305_200	Mobile Radios (7) - Police Mobile Command Post	40,000
		\$ 65,000
VEHICLES 721-95500.XXXX_XXX		
4307_400	Marked Police Units (2)	\$ 74,270
4307_400	Upfitting Costs - Marked Police Units (2)	38,682
4307_400	Unmarked Police Unit (1)	32,361
4307_400	Upfitting Costs - Unmarked Police Unit (1)	3,486
		\$ 148,799
TOTAL CAPITAL OUTLAY REPLACEMENTS		\$ 238,799

TECHNOLOGY INVESTMENTS

TECHNOLOGY HARDWARE/SOFTWARE 721-95200.XXXX_XXX		
4304_300	Remote Access Appliance - City Hall	\$ 3,000
		\$ 3,000
TECHNOLOGY EQUIPMENT 721-95300.XXXX_XXX		
4307_200	Fleet Management Software System - Public Works	\$ 6,100
		\$ 6,100
TOTAL TECHNOLOGY INVESTMENTS		\$ 9,100
TOTAL CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS		\$ 274,499

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 is authorized for 13 full-time and two permanent part-time employees and approximately 60 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 community volunteers. More than 1,200 hours are donated each month to various recreation and social programs.

RECREATION AND PARK DISTRICT

Fiscal Year 2018-2019

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 2018-19

<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	\$ 10,655,389	\$ 6,351,583	\$ 4,870,172	\$ 2,350,000	\$ 556,750	\$ 9,230,050
213 - CRPD Park Development	449,687	23,921	-	-	-	473,608
TOTAL	<u>\$ 11,105,076</u>	<u>\$ 6,375,504</u>	<u>\$ 4,870,172</u>	<u>\$ 2,350,000</u>	<u>\$ 556,750</u>	<u>\$ 9,703,658</u>

Note: Fund Transfers Out from the CRPD are for the following purposes:

Transfer-out of \$51,250 is made from the CRPD General Fund to the CRPD Capital Replacement Internal Service Fund for the purchase of capital outlay.

Transfer-out of \$4,500 is made from the CRPD General Fund to the City Technology Investment Fund for the purchase of capital outlay.

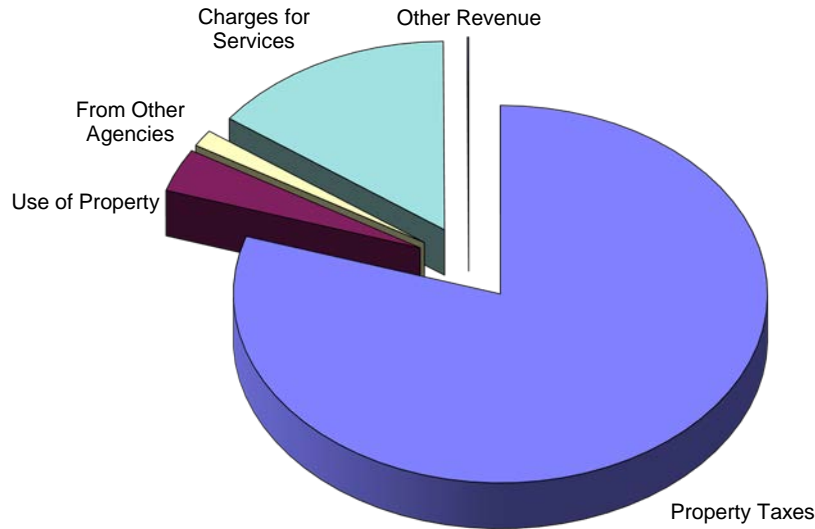
Transfer-out of \$501,000 is made from the CRPD General Fund to the City of Cypress Infrastructure Reserve Fund for the reimbursement of capital projects previously funded with Redevelopment Agency monies loaned from the City

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF APPROPRIATIONS BY MAJOR CATEGORY
Fiscal Year 2018-19**

<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>\$ 2,133,196</u>	<u>\$ 2,736,976</u>	<u>\$ 2,350,000</u>	<u>\$ 55,750</u>	<u>\$ 7,275,922</u>
TOTAL	<u>\$ 2,133,196</u>	<u>\$ 2,736,976</u>	<u>\$ 2,350,000</u>	<u>\$ 55,750</u>	<u>\$ 7,275,922</u>

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF RESOURCES

Fiscal Year 2018-19

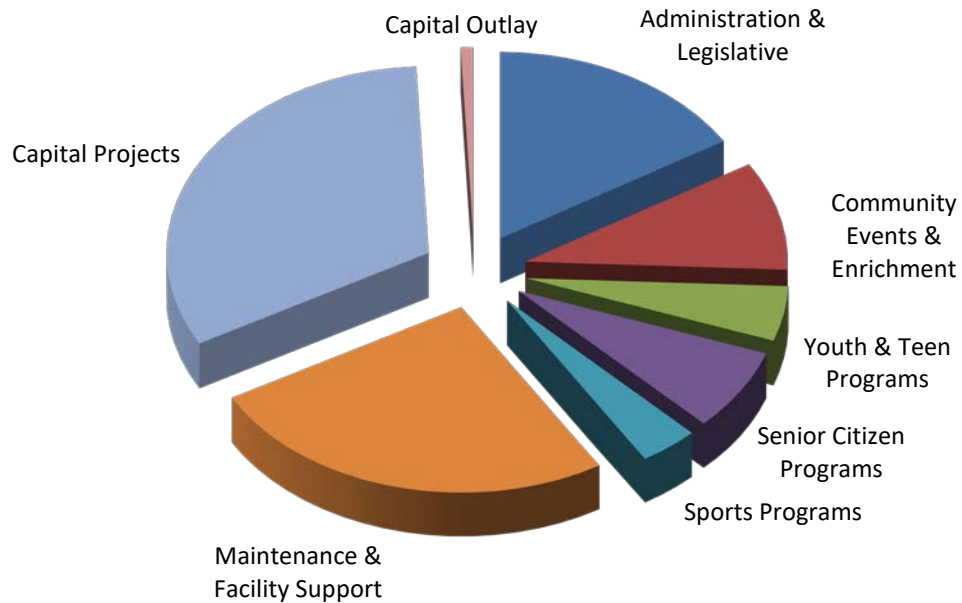


TOTAL RESOURCES \$6,375,504

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Property Taxes	\$ 5,096,000	79.9%
Use of Property	235,494	3.7%
From Other Agencies	91,400	1.4%
Charges for Services	947,610	14.9%
Other Revenue	5,000	0.1%
Total Resources	<u>\$ 6,375,504</u>	<u>100%</u>

CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF APPROPRIATIONS

Fiscal Year 2018-19



TOTAL APPROPRIATIONS \$7,275,922

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Administration & Legislative	\$ 1,182,637	16.3%
Community Events & Enrichment	685,929	9.4%
Youth & Teen Programs	345,660	4.8%
Senior Citizen Programs	518,177	7.1%
Sports Programs	263,766	3.6%
Maintenance & Facility Support	1,874,003	25.8%
Capital Projects	2,350,000	32.2%
Capital Outlay	55,750	0.8%
Total Appropriations	<u>\$ 7,275,922</u>	<u>100%</u>

CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2018-19

FUNCTION/Responsible Department/Division Program Number/description	2017-18 Budget	2018-19 Budget	Percent Change
RECREATION AND PARK DISTRICT			
Administration & Legislative Division			
90301 Recreation & Parks Administration	\$ 997,983	\$ 1,054,652	5.68%
90328 Recreation & Comm Svcs Commission	85,542	78,813	-7.87%
90330 Senior Citizen Commission	50,114	49,172	-1.88%
Total Administration & Legislative	<u>\$ 1,133,639</u>	<u>\$ 1,182,637</u>	4.32%
Community Events & Enrichment Division			
90307 5K/10K Run	\$ 49,932	\$ 55,293	10.74%
90313 Community Events & Promotion	174,089	172,471	-0.93%
90314 Cultural Arts	99,398	95,073	-4.35%
90316 Contract Classes	366,520	363,092	-0.94%
90333 Art in Public Places	5,000	-	n/a
Total Community Events & Enrichment	<u>\$ 694,939</u>	<u>\$ 685,929</u>	-1.30%
Youth & Teen Programs Division			
90304 Teen Programs	\$ 45,927	\$ 40,670	-11.45%
90305 Aquatics Instruction	69,000	57,167	-17.15%
90306 Playgrounds	63,604	54,751	-13.92%
90324 Day Camp	95,639	95,349	-0.30%
90327 Kids Corner	106,509	97,723	-8.25%
Total Youth/Teen Programs	<u>\$ 380,679</u>	<u>\$ 345,660</u>	-9.20%
Senior Citizens Program Division			
90317 Senior Citizen Program	\$ 413,128	\$ 441,150	6.78%
90318 Senior Citizen Transportation	76,419	77,027	0.80%
Total Senior Citizens	<u>\$ 489,547</u>	<u>\$ 518,177</u>	5.85%
Sports Programs Division			
90303 Adult Sports	\$ 104,456	\$ 82,424	-21.09%
90310 Youth Sports	121,877	127,247	4.41%
90326 Facilities/Field Permit	48,756	54,095	10.95%
Total Sports	<u>\$ 275,089</u>	<u>\$ 263,766</u>	-4.12%

**CYPRESS RECREATION AND PARK DISTRICT
BUDGET SUMMARY
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES
Fiscal Year 2018-19 (Continued)**

	2017-18 Budget	2018-19 Budget	Percent Change
MAINTENANCE SERVICES			
Department of Public Works			
Maintenance & Facility Support Division			
90302.9302 Maintenance - Community Center	\$ 227,279	\$ 242,420	6.66%
90302.9308 Landscaping - Parks	768,171	711,248	-7.41%
90302.9311 Maintenance - Athletic Facilities	281,761	276,967	-1.70%
90302.9312 Maintenance - Park Buildings	171,461	232,679	35.70%
90302.9318 Maintenance - Senior Center Building	222,657	230,712	3.62%
90323 Facility Operations	155,986	159,977	2.56%
90332 Youth League Improvements	20,000	20,000	0.00%
Total Maintenance & Facility Support	<u>\$ 1,847,315</u>	<u>\$ 1,874,003</u>	1.44%
TOTAL OPERATING BUDGET	<u>\$ 4,821,208</u>	<u>\$ 4,870,172</u>	1.02%
SUMMARY OF CAPITAL PROJECTS			
80700_8071 Park Projects	\$ 1,646,000	\$ 2,350,000	42.77%
SUMMARY OF CAPITAL OUTLAY*			
95400 Capital Outlay - Furniture/Equipment	<u>\$ 3,304</u>	<u>\$ 55,750</u>	1587.35%
TOTAL BUDGET	<u><u>\$ 6,470,512</u></u>	<u><u>\$ 7,275,922</u></u>	<u>12.45%</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/div

RECREATION AND PARK DISTRICT

Administration & Legislative Division

Division Overview

This division reflects the administration of all aspects of recreation and community operations to include executive and support staff costs, facility costs, data processing, legal and financial services, vehicles and equipment, central services and computer/website support.

This division includes associated staffing and costs for the seven-member Recreation and Community Services and the Senior Citizens Commissions, who serve as advisors to the City Council on recreation policy, procedures, programs and related issues.

Accomplishments for Fiscal Year 2017-18

- Completed a cost allocation plan to assess the District's fee structure
- Held the Grand Opening of Mackay Park
- Conducted the Senior Center's 25th Anniversary Celebration
- Amended the sports scheduling policy to accommodate a higher level of youth sports league play for community organizations
- Increased online activity registration by 25%
- Received a \$100,000 donation to include in a newly established Major Gift Campaign to fund Senior Center Enhancements
- Received a \$4,200 grant from The Bandai Foundation to fund youth programs in partnership with the Cypress Children's Advocacy Council

Objectives for Fiscal Year 2018-19

- Analyze programs and special events to account for trends, interests and resource restraints in determining future programming
- Complete and implement an updated fee schedule to offset direct costs to the District using data from the fee structure analysis
- Create a non-profit Recreation Foundation
- Conduct a departmental re-organization to align staffing and operations for budgetary and resource purposes

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Number of Program Registrations Processed	10,974	8064	8,589
Total Revenue from Program Registrations	\$712,706	\$677,597	\$722,165
Online Activity Registration (% of Total Registration Transactions)	13%	40%	40%
Number of Facility Rentals Processed	1,016	1,270	1,300

RECREATION AND PARK DISTRICT

Administration & Legislative Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 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	0.59	0.44
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Part-Time					
Recreation Leader III	0.20	0.29	0.30	0.30	-
Total Positions	<u>5.42</u>	<u>5.51</u>	<u>5.52</u>	<u>5.96</u>	<u>0.44</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 674,186	\$ 752,451	\$ 539,330	\$ 814,171	8.2%
Service and Supplies	189,328	198,678	217,796	191,456	-3.6%
Internal Service Fund Charges	<u>173,270</u>	<u>182,510</u>	<u>182,510</u>	<u>177,010</u>	-3.0%
Total Division Cost	<u>\$1,036,784</u>	<u>\$1,133,639</u>	<u>\$ 939,636</u>	<u>\$1,182,637</u>	4.3%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund - District	<u>\$1,036,784</u>	<u>\$1,133,639</u>	<u>\$ 939,636</u>	<u>\$1,182,637</u>
Total Resources	<u>\$1,036,784</u>	<u>\$1,133,639</u>	<u>\$ 939,636</u>	<u>\$1,182,637</u>

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

Division Overview

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

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

The Cypress Run promotes community participation and fitness. The event kicks off the annual Cypress Community Festival and is a part of the Orange County 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 partners with community arts groups to coordinate the annual Cypress Celebrates the Arts activities; a Community Gallery; an Arts-on-the-Green event; and a series of eight Summer Concerts.

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 2017-18

- The 4th of July Fireworks Celebration at the Joint Forces Training Base had approximately 18,000 attendees.
- All 4th of July expenditures, except for full-time staff costs, were recovered through sponsorship and savings achieved from previous years' events
- The Halloween Carnival saw 1,282 participants in attendance.
- The Holiday Sing and Tree Lighting offered performances by seven schools and a variety of activities to approximately 900 people in attendance.
- Conducted a Movie-on-the-Green event with 400 attendees enjoying the evening outdoor screening.
- The Cypress Run hosted 1,425 participants from various parts of California and other states. Eighty-four volunteers supported the Run in donating more than 300 hours of service.
- Held the Arts on the Green event at the Civic Center in partnership with Friends of Cypress Cultural Arts and Cypress Art League.

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

- Installed a new public art piece, named “Ombre,” at Mackay Park. Ombre is a kinetic sculpture, donated by Friends of Cypress Cultural Arts and marks the sixth public art piece in the City.
- Over 1,600 contract classes were offered to the Community.
- The Kids Swap Meet registered 33 booths, offering second hand children’s clothing, toys, books and equipment at bargain prices.
- The Rising Stars Art Contest, held in conjunction with the Cypress School District, awarded individual submissions separate from the school district’s submissions allowing the advanced artwork to be judged amongst each other.
- Provided facility support and equipment to local schools to accommodate Oxford’s 20th Anniversary Celebration; Cypress High’s “Every 15 Minutes” program; Cypress School District’s World Music Choir Concert; and Cypress High School’s parking lot construction project.

Objectives for Fiscal Year 2018-19

- Conduct the next two-year cycle (FY2019-2020 and 2020-2021) of the City’s Non-Profit Grant Request Program
- Maintain partnerships with the Cities of Los Alamitos, Seal Beach, and the Community of Rossmoor to organize the 2018 4th of July Fireworks Spectacular at the Joint Forces Training Base
- Determine a location and program specifics as identified by the 4th of July Ad-Hoc Subcommittee for a 2019 4th of July event that will not take place at the Joint Forces Training Base
- Continue to partner with non-profit organizations to offer various art and/or cultural programs
- Increase participation in the Cypress Run by 11%
- Increase participation in the OC Race Series by 10%

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Annual Cypress Run Participants	1,837	1,425	1,600
Cypress Run Sponsorships	\$11,000	\$5,000	\$5,000
Cypress Community Festival Booths	193	156	150
Halloween Carnival attendance	1,229	1,282	1,300

RECREATION AND PARK DISTRICT

Community Events & Enrichment Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Recreation Coordinator	0.92	0.92	0.91	0.88	(0.03)
Recreation Supervisor	1.08	1.08	1.09	1.04	(0.05)
Part-Time					
Recreation Leader II	0.17	0.15	0.15	0.16	0.01
Recreation Leader III	0.10	0.15	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>2.51</u>	<u>2.54</u>	<u>2.54</u>	<u>2.47</u>	<u>(0.07)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 255,120	\$ 266,824	\$ 263,800	\$ 269,387	1.0%
Service and Supplies	381,438	414,135	397,996	402,662	-2.8%
Internal Service Fund Charges	14,380	13,980	13,980	13,880	-0.7%
Total Division Cost	<u>\$ 650,938</u>	<u>\$ 694,939</u>	<u>\$ 675,776</u>	<u>\$ 685,929</u>	-1.3%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund-District	\$ 650,938	\$ 694,939	\$ 675,776	\$ 685,929
Total Resources	<u>\$ 650,938</u>	<u>\$ 694,939</u>	<u>\$ 675,776</u>	<u>\$ 685,929</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 the Kids Corner Pre-School Aged Program.

The Teen Program provides opportunities for teens, 12-18 years of age, to participate in a variety of activities including dances, the Teen Fashion Scene, 3-on-3 Basketball Tournaments, and a Skate Night. This program runs in conjunction with the traditional school year calendar and also provides teens with a variety of volunteer opportunities. Those opportunities are:

The Youth Action Committee (YAC), in partnership with the City of La Palma, provides opportunities for high school teens to gain volunteer experience through assistance in coordinating dances, 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. Participants are trained by staff to plan and implement activities for youths 3-12 years of age. C.I.T.s assist with operations in day camp, sports, aquatics, park programs, Kids Corner, Senior Center and special events.

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

Youth Activities include a variety of offerings:

The Nature Park provides nature-oriented recreational and educational opportunities during the summer months such as group tours and a walking club.

The Birthdays 'R' Us Party Packages allow participants to enjoy the day while recreation staff organizes and handles the details of the birthday party. The two-hour party packages include a personalized birthday banner, cake, ice cream, pizza, drinks, games, and crafts for up to 24 guests.

A monthly Kids Night Out program offers children 5-12 years of age a supervised night including dinner, games, crafts and a movie to allow parents to enjoy a night for themselves.

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

The summer Parks program offers nine weeks of supervised programming for children, 5-12 years of age, three days a week, at multiple park sites.

The Day Camp program provides children 5-12 years of age with recreational and daycare needs. Summer camp is scheduled over nine weeks. Camp includes games, crafts, sports, cooking, special events and weekly excursions.

The Kids Corner program provides a structured recreational program for three and four year olds. Held at Swain School, 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 receives support from Kids Corner Boosters, a non-profit 501(c)(3) parent support group.

Accomplishments for Fiscal Year 2017-18

- The Aquatics program instructed 1,300 beginning to advanced level swimmers, ranging in age from infant to adult, over a six-week period.
- The Orange County Fire Authority provided a drowning prevention program, and the Cypress Police Department provided a K9 demonstration to Cypress Day Camp, Kids Corner, Hot Fun in the Summer Parks, and the Aquatics Learn-to-Swim programs. These successful partnerships bring learning and awareness for water safety and crime prevention to youth.
- The Teen Fashion Scene received support from 11 local retail stores to provide all the clothing and accessories for the event. Additional community members and vendors provided DJ services, event lighting, videography and hair and make-up.
- A scholarship was awarded to a teen fashion designer at the Teen Fashion Show by a local vendor.
- Day Camp had an average weekly attendance of 55 participants, the largest registrations since 2014.
- Kids Corner provided more than 1,000 hours of programming for pre-school aged children.
- Youth Action Committee (YAC) members sold food items at the Holiday Craft Show and Holiday Sing to offset costs of sponsoring a family with the city's Adopt a Family program. YAC members held a clothing drive and donated items to local groups in need.
- Provided support for the annual Prom for HOPE School for special-needs students.

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

Objectives for Fiscal Year 2018-19

- Continue to partner with Anaheim Union High School District and Cypress College to offer Learn-to-Swim Programs to the community
- Expand the offerings of programs for special-needs youth
- Monitor Kids Corner program for trends, interests, and other available options for programming to determine future sustainability of this program
- Increase the number of annual bookings for the Birthdays 'R' Us Parties by 15%

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Day Camp participants	502	530	530
Kids' Corner participants	315	270	315
Kids' Night Out participants (12 Events)	216	240	288
Teen Dance attendees (5 Dances)	725	850	900
Birthdays 'R' Us bookings	11	12	16

RECREATION AND PARK DISTRICT

Youth and Teen Programs Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Recreation Coordinator	0.42	0.42	0.42	0.44	0.02
Recreation Supervisor	0.60	0.60	0.60	0.28	(0.32)
Part-Time					
Aquatics Instructor	1.60	1.45	1.87	1.14	(0.73)
Assistant Pool Manager	0.20	0.16	0.21	0.12	(0.09)
Lifeguard	0.20	-	-	-	-
Pool Manager	0.20	0.19	0.21	0.14	(0.07)
Recreation Leader I	0.48	0.37	0.35	0.68	0.33
Recreation Leader II	0.89	0.80	0.78	0.76	(0.02)
Recreation Leader III	2.80	2.92	2.98	2.93	(0.05)
Recreation Leader IV	0.24	0.24	0.23	0.29	0.06
Recreation Specialist	0.69	0.69	0.69	0.69	-
Total Positions	<u>8.32</u>	<u>7.84</u>	<u>8.34</u>	<u>7.47</u>	<u>(0.89)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 317,337	\$ 330,046	\$ 291,756	\$ 296,758	-10.1%
Service and Supplies	40,668	49,413	46,066	47,682	-3.5%
Internal Service Fund Charges	<u>1,220</u>	<u>1,220</u>	<u>1,220</u>	<u>1,220</u>	0.0%
Total Division Cost	<u>\$ 359,225</u>	<u>\$ 380,679</u>	<u>\$ 339,042</u>	<u>\$ 345,660</u>	-9.2%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund-District	\$ 359,225	\$ 380,679	\$ 339,042	\$ 345,660
Total Resources	<u>\$ 359,225</u>	<u>\$ 380,679</u>	<u>\$ 339,042</u>	<u>\$ 345,660</u>

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 through the Advisory Committee on the Use of Athletic Facilities (ACUAF) program.

The Adult Sports program offers recreational sports leagues to adults at least 18 years old. Year round leagues in softball and basketball are offered with three seasons per year. A drop-in badminton program meets new interests in providing weekly pick-up games.

The Youth Sports program includes recreational sports of basketball, volleyball, soccer, baseball and fitness classes for children, ages 3 – 7 years, emphasizing fundamentals and sportsmanship. Youth basketball and volleyball leagues are offered twice a year for children ages 7 – 14 years. The leagues are fully supported by volunteer coaches that undergo fingerprinting and background checks to qualify for the position. Educational camps for volleyball and basketball are offered to provide instructional opportunities over league play. To expand on inclusionary programming, a Challenger basketball league is conducted for participants with special needs with volunteer “buddies” assisting players on a 2:1 ratio. More than 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 through policy. Proposed projects are funded by ACUAF surcharges of \$3.00 per registered Youth League participant per season, and an annual contribution of \$5,000 from the District.

Accomplishments for Fiscal Year 2017-18

- Reached registration maximum in all four youth basketball and volleyball leagues offered based on gym availability with an additional 40 children on a waitlist
- Implemented a drop-in badminton program
- Combined the quarterly Pee Wee classes for 3-7 year olds and changed the time offered which resulted in increased overall attendance
- Implemented training meetings for 184 volunteer coaches to include Youth Concussion protocols, sportsmanship awareness and updates to sport rules.

RECREATION AND PARK DISTRICT

Sports Programs Division

Objectives for Fiscal Year 2018-19

- Meet maximum enrollment of participants of all City-run youth sports classes for 3-7 year olds (Pee Wees) and the youth sports basketball and volleyball leagues.
- Implement the amended Athletic Facility Allocation, Usage, and Scheduling policy to accommodate a higher level of play by the ACUAF youth sports organizations (“Next” leagues)
- Maintain Joint Use Agreements with Anaheim Union High School District and Cypress School District.

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Number of Athletic Field Bookings	8,786	6,445	8,700
Total Hours of Athletic Field Usage by Organization			
- Cypress Youth Baseball	23,828 (49%)	20,721 (55%)	23,825 (50%)
- Cypress AYSO 154	16,572 (34%)	4,935 (13%)	15,710 (33%)
- Cypress Girls Softball	4,285 (9%)	5,552 (15%)	4,285 (9%)
- Cypress Pony/Colt	2,433 (5%)	4,697 (13%)	2,300 (5%)
- Cypress Recreation	911 (<2%)	786 (2%)	900 (<2%)
- AUHSD	276 (<1%)	506(1%)	275 (<1%)
- Rentals	207 (<1%)	269 (<1%)	200 (<1%)
Total Hours of Athletic Field Usage by Sites			
- City-Owned Facilities	13,558 (28%)	14,936 (27%)	13,600 (29%)
- Anaheim Union High School District Owned Facilities	7,080 (15%)	3,686 (7%)	6,020 (13%)
- Cypress School District Facilities	27,874 (57%)	18,842 (67%)	27,875 (59%)
ACUAF Youth Sports Participants by Organization			
- Cypress AYSO 154			
- Cypress Youth Baseball	1,324	1,138	1,231
- Cypress Pony/Colt	625	611	618
- Cypress Girls Softball	134	140	137
	325	381	353
ACUAF Group Residency Percentage			
- Cypress AYSO 154	71%	73%	72%
- Cypress Youth Baseball	64%	61%	63%
- Cypress Pony/Colt	61%	61%	60%
- Cypress Girls Softball	56%	58%	57%
Cypress Recreation Pee Wee Sports (4 times a year)	261	311	360
Cypress Recreation Youth Basketball League (twice yr.)	520	500	520
Cypress Recreation Youth Volleyball League (twice yr.)	340	347	400
Challenger Basketball (Summer)	72	72	80
Youth Volleyball Volunteer Coaches (twice yr.)	57	57	60
Youth Basketball Volunteer Coaches (twice yr.)	95	94	104
Challenger Basketball Volunteer Coaches (Summer)	10	15	20

RECREATION AND PARK DISTRICT

Sports Programs Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Recreation Coordinator	0.82	0.82	0.83	0.83	-
Recreation Supervisor	0.56	0.56	0.56	0.47	(0.09)
Part-Time					
Recreation Leader I	0.02	0.02	0.05	0.05	-
Recreation Leader II	0.81	0.73	0.81	0.80	(0.01)
Recreation Leader III	1.00	1.05	1.09	0.99	(0.10)
Recreation Leader IV	<u>0.72</u>	<u>0.72</u>	<u>0.72</u>	<u>0.72</u>	-
Total Positions	<u>3.93</u>	<u>3.90</u>	<u>4.06</u>	<u>3.86</u>	<u>(0.20)</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 204,885	\$ 223,397	\$ 201,551	\$ 216,066	-3.3%
Service and Supplies	39,319	49,432	45,978	44,940	-9.1%
Internal Service Fund Charges	<u>2,260</u>	<u>2,260</u>	<u>2,260</u>	<u>2,760</u>	22.1%
Total Division Cost	<u>\$ 246,464</u>	<u>\$ 275,089</u>	<u>\$ 249,789</u>	<u>\$ 263,766</u>	-4.1%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund-District	<u>\$ 246,464</u>	<u>\$ 275,089</u>	<u>\$ 249,789</u>	<u>\$ 263,766</u>
Total Resources	<u>\$ 246,464</u>	<u>\$ 275,089</u>	<u>\$ 249,789</u>	<u>\$ 263,766</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.

The Senior Center provides an opportunity for older adults to experience services and activities that enhance personal growth, independence and dignity. Services include a daily 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 2017-18

- Achieved a high level of participation in most classes and introduced new classes
- Continued to offer the “Let’s Do Lunch” congregate meal program five days a week to include many fun, themed lunches
- Coordinated a year-round 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 other topics
- Operated a successful and robust volunteer program, with assistance in all areas of the Senior Center
- Successfully operated two transportation programs, allowing seniors to travel to the Senior Center for lunch, as well as use taxi vouchers to reach destinations they otherwise would not be able to reach
- Celebrated the 25th Anniversary of the Senior Center with a well-attended event
- Raised over \$10,000 for Senior Center enhancements through the Senior Center Sponsorship Program

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

Objectives for Fiscal Year 2018-19

- Continue with the Major Gift Campaign program to leverage funding for Senior Center Enhancements
- Continue to offer a variety of classes to meet the interests and needs of seniors
- Maintain a high level of class participation and increase overall participation by 1%
- Maintain a high level of participation in congregate meal program
- Continue to offer a successful Home Delivered Meals program
- Continue to offer a variety of forums, screenings and special events that bring new people into the Senior Center
- Continue to maintain a high level of outstanding volunteers, allowing the Senior Center to function on a daily basis

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Class Participation Number (contract class, volunteer & North Orange County Community College District)	45,800	48,000	49,000
Volunteer Hours	9,420	9,500	9,500
Congregate meals served	13,100	13,200	13,200
Home Delivered Meals served	15,200	15,300	15,300
Transportation program participants – (both Nutrition & Taxi Voucher programs)	190	200	200

RECREATION AND PARK DISTRICT

Senior Citizens Programs Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Full-Time					
Office Assistant II	0.97	0.97	0.97	0.97	-
Recreation Coordinator	1.52	1.52	1.52	1.53	0.01
Recreation Supervisor	0.37	0.37	0.37	0.39	0.02
Part-Time					
Recreation Leader III	0.60	0.67	-	0.14	0.14
Recreation Leader IV	-	-	0.63	0.48	(0.15)
Recreation Specialist	0.90	0.90	0.90	0.90	-
Total Positions	<u>4.36</u>	<u>4.43</u>	<u>4.39</u>	<u>4.41</u>	<u>0.02</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 323,583	\$ 358,840	\$ 358,840	\$ 378,547	5.5%
Service and Supplies	119,075	123,227	127,705	131,350	6.6%
Internal Service Fund Charges	7,380	7,480	7,480	8,280	10.7%
Total Division Cost	<u>\$ 450,038</u>	<u>\$ 489,547</u>	<u>\$ 494,025</u>	<u>\$ 518,177</u>	5.8%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund-District	<u>\$ 450,038</u>	<u>\$ 489,547</u>	<u>\$ 494,025</u>	<u>\$ 518,177</u>
Total Resources	<u>\$ 450,038</u>	<u>\$ 489,547</u>	<u>\$ 494,025</u>	<u>\$ 518,177</u>



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RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

Division Overview

This Division includes several programs to maintain the District's infrastructure. Community Center Maintenance program provides contracted maintenance services for the 22,000 square foot Community Center including classrooms, kitchen, ballroom, restrooms and the District's administrative offices. Maintenance support is also provided for the setup and breakdown of rentals, contract classes, various programs and City events such as Halloween activities, Holiday Bazaar, Community Center Holiday Décor, two new "Movies on the Green" events, and eight Summer Concerts.

The Park Landscaping program covers 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.

The Park Buildings program covers 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 setup and breakdown for in-house programs are also accounted for in this program.

Senior Center Building provides maintenance services for the 17,000 sf Senior Center to include classrooms, kitchen, auditorium, restrooms and offices. 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 (Arts receptions, July 4th Celebration, Community Festival, Concerts, Holiday Sing, Egg Hunt and Movies-on-the-Green) as well as providing supervision for evening and weekend facility classes and rentals.

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

This 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 division also provides support for the City's Art in Public Places program in handling the installation and maintenance of public art. Six pieces currently enrich various locations in the City.

Accomplishments for Fiscal Year 2017-18

- Installed a Kinetic Art Sculpture at Mackay Park in partnership with Friends of Cypress Cultural Arts as part of the Art in Public Places program.
- Provided support for the Grand Opening of Mackay Park and the Senior Center's 25th Anniversary Celebration
- Assisted Cypress High School with temporary parking needs at the Community Center and Oak Knoll Park during the school's renovation project
- Provided support and supplies to four community groups conducting large volunteer projects in the parks

Objectives for Fiscal Year 2018-19

- Continue to Partner with Community Development Maintenance Division to maintain the Districts facilities, parks, programs and special events

Performance Measures	Actual 2016-17	Estimate 2017-18	Budget 2018-19
Public Art Installation	0	1	0
Eagle Scout and Corporate Service Projects	1	7	4

RECREATION AND PARK DISTRICT

Maintenance & Facility Support Division

<u>Summary of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>17/18 Budget vs. 18/19 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	1.13	1.01	0.94	0.99	0.05
Recreation Leader III	2.00	2.03	1.89	1.87	(0.02)
Recreation Leader IV	0.61	0.63	0.63	0.65	0.02
Total Positions	<u>4.26</u>	<u>4.19</u>	<u>3.98</u>	<u>4.03</u>	<u>0.05</u>

<u>Summary of Expenditures</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>	<u>17/18 Budget vs. 18/19 Budget</u>
Salaries and Benefits	\$ 166,178	\$ 154,446	\$ 149,869	\$ 158,267	2.5%
Service and Supplies	<u>1,699,907</u>	<u>1,692,869</u>	<u>1,636,638</u>	<u>1,715,736</u>	1.4%
Total Division Cost	<u>\$1,866,085</u>	<u>\$1,847,315</u>	<u>\$1,786,507</u>	<u>\$1,874,003</u>	1.4%

<u>Summary of Resources</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
General Fund-District	<u>\$1,866,085</u>	<u>\$1,847,315</u>	<u>\$1,786,507</u>	<u>\$1,874,003</u>
Total Resources	<u>\$1,866,085</u>	<u>\$1,847,315</u>	<u>\$1,786,507</u>	<u>\$1,874,003</u>



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**CYPRESS RECREATION AND PARK DISTRICT
CAPITAL PROJECTS**

Fiscal Year 2018-19

PARKS PROJECTS (80700 8071)

Western Park - Design \$ 900,000

Oak Knoll Restroom Improvement 800,000

Senior Center Skylight 500,000

Seal Coat Parking Lot - Various 150,000

TOTAL NEW CAPITAL PROJECTS \$ 2,350,000

CITY OF CYPRESS

FY 2018-19 Capital Improvement Program

Project Title: Design of Western Park

Project Description

This project will design approximately nine acres of land located at the southeast corner of Cerritos Avenue and Lexington Drive into a new public park. The park will be developed while the Los Alamitos Race Course operates. Community stakeholder input will be incorporated into the design elements for this new park.

Budget Detail

Fiscal Year	Infrastructure Reserve Loan	TOTAL
2018/19	\$ 900,000	\$ 900,000
		Total \$ 900,000
Annual Operating Costs		\$ -

Justification

The Cypress Town Center and Commons Specific Plan 2.0 sets aside 20 acres of public park space for future development. The Los Alamitos Race Course has agreed to allow the City to develop nine acres of space into a public park while the race course operates and to reimburse the City for a portion of the park planning costs to accelerate park development.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Oak Knoll Restrooms/Storage Replacement

Project Description

This project will evaluate the existing restroom structure at Oak Knoll Park and look at potentially rehabilitating the existing restroom and concession stand, replacing the entire structure with a new restroom and concession stand, or constructing a new restroom structure while converting the existing restroom to storage space. Community Development will work with the stakeholders to determine the most cost-effective solution.

Budget Detail

Fiscal Year	Parks District	TOTAL
2018/19	\$ 800,000	\$ 800,000
Total		\$ 800,000

Annual Operating Costs \$ -

Justification

As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, the heavily used restroom at Oak Knoll Park is beyond its useful life and is in need of extensive repairs. These repairs will also upgrade the restroom for ADA compliance.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Senior Center Skylight Roof Replacement

Project Description

This project will replace the skylight roof over the main lobby at the Senior Center with a new roof of a different design that is more durable, energy efficient, and attractive. The new roof will still allow natural light to stream into this large open space.

Budget Detail

Fiscal Year	Parks District	TOTAL
2018/19	\$ 500,000	\$ 500,000
		Total \$ 500,000
		Annual Operating Costs \$ -

Justification

As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, the skylight over the main lobby is constructed of a system that was used in the 90s called Kalwall. This roof has "yellowed" over time, presents challenges to maintain desired temperatures within the lobby, and is in need of replacement.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

CITY OF CYPRESS
 FY 2018-19 Capital Improvement Program

Project Title: Parking Lot Seal Coat

Project Description

This project will seal coat the north parking lot (64,000 square feet) at Oak Knoll Park. Minor ADA improvements, such as restriping and signage, will be included in the scope of work. Community Development will prepare the plans and specifications in-house.

Budget Detail

Fiscal Year	Parks District	TOTAL
2018/19	\$ 150,000	\$ 150,000
Total		\$ 150,000

Annual Operating Costs \$ -

Justification

The resurfacing/seal-coating of various park parking lots is scheduled based on the age of the parking lot, the level of deterioration, park usage, and date of last improvements. The parking lot at Oak Knoll Park is heavily used and was last resurfaced in 2007. The parking lot is exhibiting signs of weathering, longitudinal and transverse cracks, and normal wear and tear. This seal-coat will provide a new surface to protect the existing subgrade from the elements.



Schedule	Q1			Q2			Q3			Q4		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Award												
Construction												

**CYPRESS RECREATION AND PARK DISTRICT
SUMMARY OF CAPITAL OUTLAY
Fiscal Year 2018-19**

NEW

COMPUTER HARDWARE/SOFTWARE (725-95200.xxxx_xxx)		
4310_300	WiFi Replacement - Community & Senior Centers	\$ 4,500
		\$ 4,500
EQUIPMENT (725-95300.xxxx_xxx)		
4310_200	Lobby Furniture - Community Center	\$ 51,250
		\$ 51,250
Total New Capital Outlay		\$ 55,750

REPLACEMENT

COMPUTER HARDWARE/SOFTWARE (725-95200.xxxx_xxx)		
4310_300	Audio/Video Enhancements - Senior Center	\$ 9,500
		\$ 9,500
EQUIPMENT (725-95300.xxxx_xxx)		
4310_200	Showmobile Sound System	\$ 5,750
		\$ 5,750
Total Replacement Capital Outlay		\$ 15,250
TOTAL CAPITAL OUTLAY		\$ 71,000

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2018-19

CRPD GENERAL FUND - FUND 212

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 9,734,616	\$ 9,933,430	\$ 9,933,430	\$ 9,933,430	\$ 10,677,301
Revenues					
Property Taxes					
3001 Secured	4,052,261	4,080,000	4,080,000	4,175,000	4,280,000
3002 Unsecured	128,277	134,000	134,000	128,000	130,000
3004 Prior Years	37,703	45,000	45,000	30,000	30,000
3005 Supplemental Roll	121,690	112,000	112,000	100,000	102,000
3006 Public Utility	51,840	55,000	55,000	52,000	53,000
3007 Pass Thru Taxes	44,202	43,000	43,000	60,000	61,000
3011 Residual Tax Increment	162,159	130,000	130,000	432,000	440,000
Total	4,598,132	4,599,000	4,599,000	4,977,000	5,096,000
Interest & Rent					
3400 Investment Earnings	67,739	16,000	16,000	90,000	100,000
3412 Bldg Rents-Community Center	74,810	83,489	83,489	125,000	88,089
3414 Bldg Rents-Senior Center	23,783	32,000	32,000	19,100	19,000
3415 Bldg Rents-Parks	33,285	25,985	25,985	28,145	27,905
Total	199,617	157,474	157,474	262,245	234,994
Revenue from Other Agencies					
3502 Homeowners Tax Relief	26,098	27,100	27,100	25,200	25,200
3520 Special District Augmentation	20,003	20,600	20,600	20,200	20,200
3525 Grants - Miscellaneous	48,855	46,000	46,000	46,300	46,000
Total	94,956	93,700	93,700	91,700	91,400
Service Charges					
3650 Cultural Arts Receipts	1,046	1,800	1,800	2,300	1,800
3652 Adult Sports Fees	33,987	53,643	53,643	33,255	33,669
3653 Youth Sports Fees	80,582	81,065	81,065	80,145	82,590
3655 Swimming Instruction Fees	45,907	52,000	52,000	112	45,000
3656 Pre-School Program Fees	62,929	71,300	71,300	63,000	72,000
3657 Youth League Fees	7,224	8,250	8,250	6,775	7,000
3659 Contract Classes	389,240	399,000	399,000	393,000	390,000
3661 Teen Excursion Fees	5,688	5,675	5,675	5,675	5,675
3665 Senior Citizens Activities Fees	72,913	65,000	65,000	73,200	69,500
3668 Playground Events & Excursions	11,750	16,220	16,220	14,670	16,220
3669 Day Camp Fees	64,701	66,000	66,000	66,000	66,000
3673 Special Event Fees	42,389	38,825	38,825	45,000	38,335
3677 5K/10K Run Revenues	59,499	64,000	64,000	40,875	74,000
3680 Lighting Fee - Youth Sports	15,695	9,000	9,000	13,200	14,000
3683 ACUAF - Non-Resident Fees	8,090	8,400	8,400	8,200	8,400
Total	901,640	940,178	940,178	845,407	924,189
Other Revenue					
3711 Expense Reimbursement	6,872	-	-	82	-
3713 Donations/Contributions	5,548	5,000	109,196	112,540	5,000
Total	12,420	5,000	109,196	112,622	5,000
Total Current Operating Revenue	5,806,765	5,795,352	5,899,548	6,288,974	6,351,583

CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2018-19

CRPD GENERAL FUND - FUND 212

(continued)

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
Operating Transfers-In					
City General Fund - 111	-	-	2,200,000	2,200,000	-
CRPD Park Development Fund - 213	1,524,927	-	21,912	21,912	-
Total Operating Transfers-In	<u>1,524,927</u>	<u>-</u>	<u>2,221,912</u>	<u>2,221,912</u>	<u>-</u>
Total Revenues and Transfers-In	<u>7,331,692</u>	<u>5,795,352</u>	<u>8,121,460</u>	<u>8,510,886</u>	<u>6,351,583</u>
Total Available	17,066,308	15,728,782	18,054,890	18,444,316	17,028,884
<u>Expenditures</u>					
Operating Expenditures:					
Recreation and Community Services	4,609,535	4,821,208	4,861,969	4,484,775	4,870,172
Capital Expenditures:					
80700 Park Projects	2,309,363	1,646,000	2,901,039	2,774,211	2,350,000
Operating Transfers-Out:					
City Infrastructure Reserve Fund - 416	206,360	173,000	173,000	492,000	501,000
City Technology Investments Fund - 73	-	-	-	-	4,500
CRPD Capital Replacement Fund - 72	7,620	3,304	16,029	16,029	51,250
Total Operating Transfers-Out	<u>213,980</u>	<u>176,304</u>	<u>189,029</u>	<u>508,029</u>	<u>556,750</u>
Total Expenditures and Transfers Out	<u>7,132,878</u>	<u>6,643,512</u>	<u>7,952,037</u>	<u>7,767,015</u>	<u>7,776,922</u>
FUND BALANCE, JUNE 30	<u>\$ 9,933,430</u>	<u>\$ 9,085,270</u>	<u>\$ 10,102,853</u>	<u>\$ 10,677,301</u>	<u>\$ 9,251,962</u>

CRPD PARK DEVELOPMENT - FUND 213

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimate</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	<u>\$ 1,178,741</u>	<u>\$ 120,599</u>	<u>\$ 120,599</u>	<u>\$ 120,599</u>	<u>\$ 449,687</u>
<u>Revenues</u>					
Interest & Rent					
3400 Investment Earnings	10,785	100	100	3,000	500
Service Charges					
3630 Park Facility Development Fees	456,000	8,000	8,000	348,000	23,421
Total Current Operating Revenue	<u>466,785</u>	<u>8,100</u>	<u>8,100</u>	<u>351,000</u>	<u>23,921</u>
Total Available	<u>1,645,526</u>	<u>128,699</u>	<u>128,699</u>	<u>471,599</u>	<u>473,608</u>
<u>Expenditures</u>					
Operating Transfers-Out					
CRPD General Fund - 212	1,524,927	-	21,912	21,912	-
Total Expenditures	<u>1,524,927</u>	<u>-</u>	<u>21,912</u>	<u>21,912</u>	<u>-</u>
FUND BALANCE, JUNE 30	<u>\$ 120,599</u>	<u>\$ 128,699</u>	<u>\$ 106,787</u>	<u>\$ 449,687</u>	<u>\$ 473,608</u>

**CYPRESS RECREATION AND PARK DISTRICT
FUND SUMMARIES
Fiscal Year 2018-19**

CRPD CENTRAL SERVICES - FUND 715

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 17,376	\$ 17,313	\$ 17,313	\$ 17,313	\$ 27,252
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	8,000	15,700	15,700	15,700	14,200
3805 Equipment Rental	3,300	1,600	1,600	1,600	2,600
Total	11,300	17,300	17,300	17,300	16,800
Total Current Operating Revenue	11,300	17,300	17,300	17,300	16,800
Total Available	28,676	34,613	34,613	34,613	44,052
<u>Expenditures</u>					
Operating Expenditures					
Recreation and Community Services	11,363	11,241	11,241	7,361	8,918
Total Expenditures/Uses	11,363	11,241	11,241	7,361	8,918
FUND BALANCE, JUNE 30	\$ 17,313	\$ 23,372	\$ 23,372	\$ 27,252	\$ 35,134

CRPD CAPITAL REPLACEMENT - FUND 725

	<u>2016-17 Actual</u>	<u>2017-18 Adopted Budget</u>	<u>2017-18 Amended Budget</u>	<u>2017-18 Estimates</u>	<u>2018-19 Adopted</u>
FUND BALANCE, JULY 1	\$ 703,719	\$ 716,913	\$ 716,913	\$ 716,913	\$ 722,613
<u>Revenues</u>					
Service Charges					
3804 Vehicle Rental	750	800	800	800	800
3805 Equipment Rental	22,250	4,700	4,700	4,700	16,600
3806 Office Equipment Rental	200	200	200	200	900
Total	23,200	5,700	5,700	5,700	18,300
Total Current Operating Revenue	23,200	5,700	5,700	5,700	18,300
Operating Transfers-In					
CPRD General Fund - 212	7,620	3,304	16,029	-	51,250
City Technology Investments Fund - 731	-	-	-	-	4,500
Total	7,620	3,304	16,029	-	55,750
Total Available	734,539	725,917	738,642	722,613	796,663
<u>Expenditures</u>					
Operating Expenditures					
Other Expenditures	17,626	29,741	43,699	-	71,000
Total Expenditures/Uses	17,626	29,741	43,699	-	71,000
FUND BALANCE, JUNE 30	\$ 716,913	\$ 696,176	\$ 694,943	\$ 722,613	\$ 725,663

CYPRESS RECREATION AND PARK DISTRICT

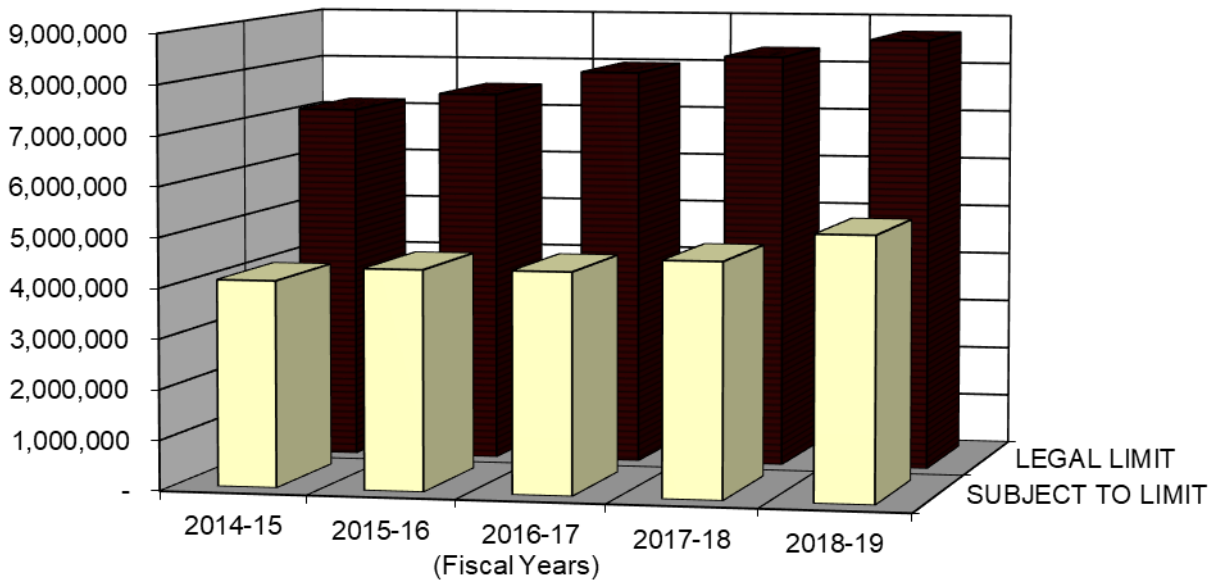
Fiscal Year 2018-19

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 2018-19 Appropriation Limitation of \$8,692,447. The total appropriations subject to the limitation for 2018-19 are \$5,223,328 which is \$3,469,119 (39.9%) below the calculated appropriation limit.

APPROPRIATIONS





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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.

CAPITAL 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.

GLOSSARY OF BUDGET TERMS

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.

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.

GLOSSARY OF BUDGET TERMS

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.

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.

GLOSSARY OF BUDGET TERMS

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.