

City of Cypress, California

# ANNUAL BUDGET

Fiscal Year 2019-2020



**CITY OF CYPRESS  
ANNUAL BUDGET  
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# ***CITY OFFICIALS***

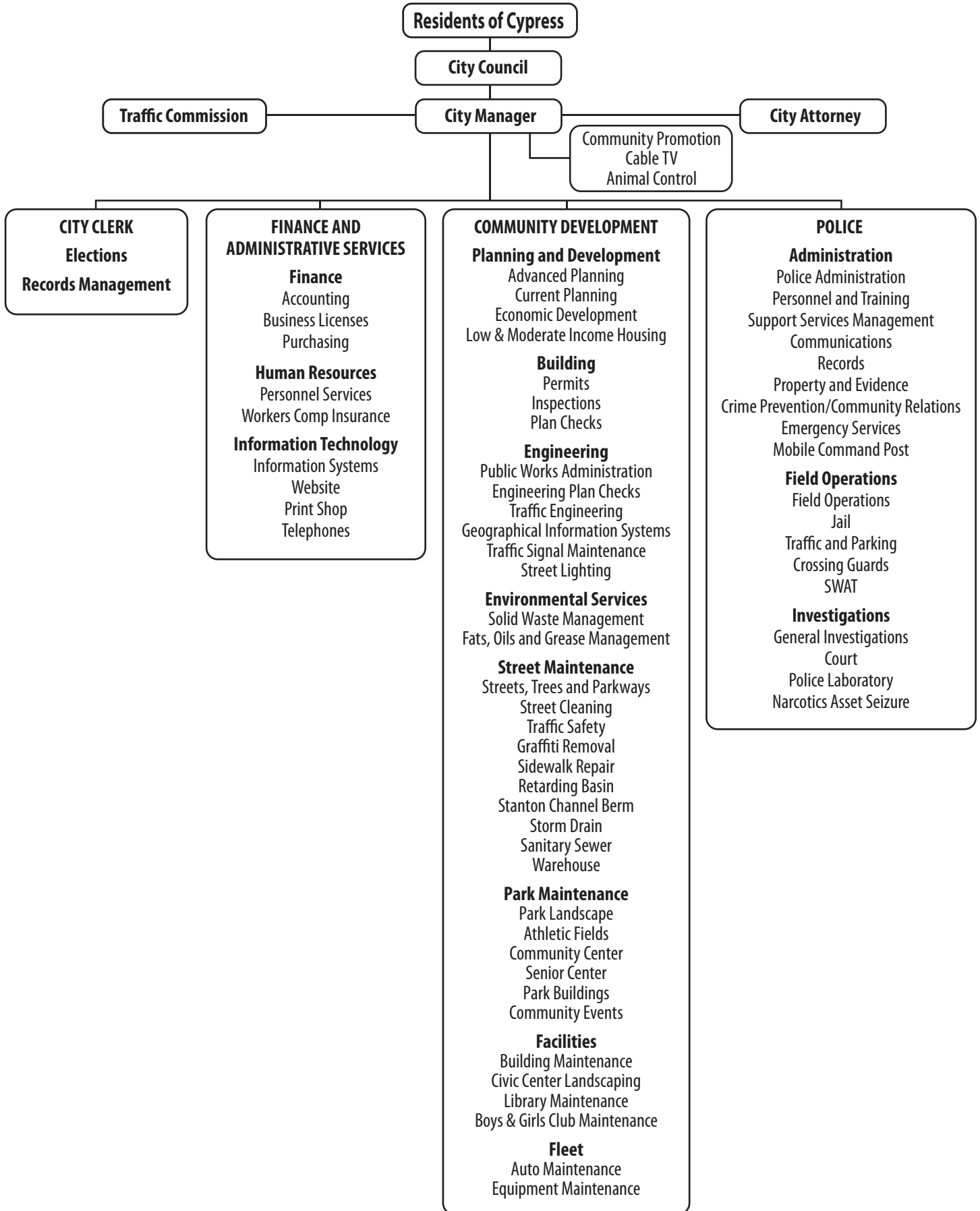
## Legislative Body

Stacy Berry Mayor  
Rob Johnson Mayor Pro-Tem  
Paulo M. Morales Council Member  
Jon E. Peat 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  
Cameron Harding Director of Recreation & Community Svcs.  
Alisha Farnell Acting City Clerk

**CITY OF CYPRESS  
Organization Chart  
Fiscal Year  
2019-2020**



**CYPRESS RECREATION AND PARK DISTRICT  
Organization Chart  
Fiscal Year 2019-2020**





# CITY OF CYPRESS

## COUNCIL COMMITTEE RESPONSIBILITIES

### MAYOR STACY BERRY

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

### MAYOR PRO TEM ROB JOHNSON

City/Cypress School District Joint Steering 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 Fire Authority  
Southern California Association of Governments – General Assembly Delegates (Alternate)  
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 JON PEAT

Business Retention, Attraction, Creation, and Expansion Committee (BRACE)  
City/Cypress School District Joint Steering Ad Hoc Committee  
City/Anaheim Union High School District Joint Steering Ad Hoc Committee  
Joint Communications Center Executive Board (Representative)  
Joint Forces Training Base Cities Group

### 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 (Representative)

# **CITY OF CYPRESS**

## **COMMISSIONS, COMMITTEES AND ADVISORY BOARDS**

### **RECREATION AND COMMUNITY SERVICES COMMISSION**

Nancy Conze  
Linda Croce  
Carlos Espinosa  
Roger Hollenbeck  
Jim Hunter, Chair  
Jan Ridgeway  
David Sluga, Vice Chair

### **SENIOR CITIZENS COMMISSION**

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

### **TRAFFIC COMMISSION**

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

## 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

*Maintain infrastructure and facilities*

*Maintain financial stability and promote economic activity*

*Enhance and maintain public safety*

*Enhance recreational facilities and programs*

*Maintain high quality and high value services for the community*







# CITY of CYPRESS

5275 Orange Avenue, Cypress, California 90630

Phone 714-229-6700    www.cypressca.org

June 10, 2019

Honorable Mayor and Members of the City Council:

It is my pleasure to present the City of Cypress' Fiscal Year (FY) 2019-20 Budget and Capital Improvement Program (CIP). Thanks to the City Council's leadership and the hard work of our staff, Cypress' Budget is balanced.

The Budget and CIP are a comprehensive financial plan with which the City Council delivers core municipal services to our community and advances Cypress' Mission and Vision Statements and Strategic Goals.

The Budget continues to embrace strategic financial management, evidenced by the organization's ability to deliver services with 41 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 2019-20.

## **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**

2019-2022 \* not in priority order

- Maintain infrastructure and facilities
- Maintain financial stability and promote economic activity
- Enhance and maintain public safety
- Enhance recreation facilities and programs
- Maintain high quality and high value services for the community

**Stacy Berry, Mayor**

**Rob Johnson, Mayor Pro Tem**

**Jon E. Peat, Council Member**

**Paulo M. Morales, 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. 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.

### **2018 Community Survey**

The appropriations and programs detailed in the Budget translate into how the City serves the community and I am proud to report Cypress approves of the job we do. Last year, the City Council surveyed the community to identify important factors affecting Cypress' quality of life; measure the City's performance in meeting residents' needs; gather opinions on public safety, recreation, economic development, planning, and funding priorities; and establish performance measures.

The survey results were outstanding and clearly indicate the City Council's leadership has Cypress headed in the right direction as 92.3% of residents rated Cypress as an excellent or good place to raise a family and 87.4% were satisfied with the overall service they receive from the City.

### **Financial Management and Budget Development**

Cypress is one of California's most financially stable cities and our conservative approach to financial management allows responsible investments in employees and infrastructure. Guided by the Strategic Plan, the City Council and city management are focused on Cypress' fiscal health and take a very prudent approach to budgeting. Our rigorous approach has kept the organization strong during difficult economic times and permitted shrewd investments when opportunities present themselves.

The City Council has adopted Fiscal Strategies designed to ensure the City's financial health. The Strategies are included in the Budget Overview and reflected in our budgeting philosophy:

- Decisions made in good times are more important than decisions made during bad times
- Live below our means
- Run a lean organization
- Use conservative five-year projections
- Employ full-cost recovery when setting fees
- Diversify revenue
- Use one-time money only for one-time expenses
- Embrace new service delivery models

### **Financial Challenges Define the 2020s**

Despite the long post-recession economic recovery and historically low unemployment, California cities enter the 2020s facing tremendous financial challenges. Pension costs (discussed in detail below) are poised to wreak havoc on the State and municipal governments and exacerbate problems in our budget, tax, and initiative systems.

The City Council identified these challenges in FY 2017-18 and initiated its response with spending cuts which have forestalled, but not eliminated, projected budget deficits. Including FY 2019-20, the City Council's difficult decision to eliminate 15 full-time positions has succeeded in pushing out and shrinking the initial operating budget deficit projection from \$450,000 in FY 2019-20 to \$250,000 in FY 2021-22.

This is laudable progress and the City Council and city employees should be commended for addressing lurking deficits before they materialize. However, Cypress cannot cut its way out of on-coming financial pressures without restricting or eliminating services to the community. In FY 2019-20, the City will serve our community with 25% fewer employees than we did in FY 2009-10. Our ability to use technology, contract-out services, and belt-tighten to keep this reduction in the work force invisible to our residents and customers has reached an end.

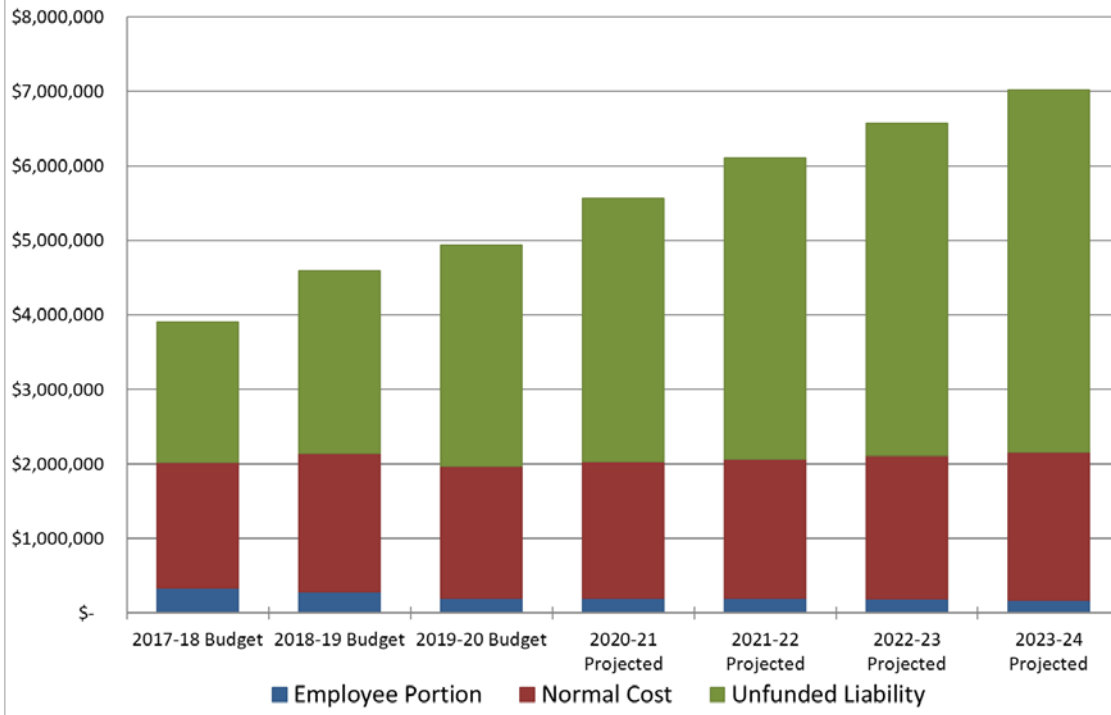
### **Rising Pension Costs and Stagnant Sales Tax Revenues Concerns Continue**

Over the past decade municipal pension expenses across the nation have increased substantially. In California, as CalPERS continues to work towards improving its system's long-term sustainability, costs for its member agencies have exploded. Pension cost increases of this magnitude are unsustainable, despite the post-recession economic recovery, and California's cities cannot absorb the increased costs of providing retirement benefits. Without intervention, pension costs will continue to reduce cities' capacity to deliver programs and services.

While Cypress has made more progress addressing its pension obligations than most cities and has more options to balance rising costs with our mandate to deliver programs and services to the community, pension costs will represent the most significant challenge to the City's fiscal health throughout the 2020s.

Cypress' mandatory CalPERS payment will increase \$435,000 (10%) between FY 2018-19 and 2019-20. Annual pension costs in the General Fund are projected to grow by more than \$3 million between FY 2017-18 and FY 2023-24.

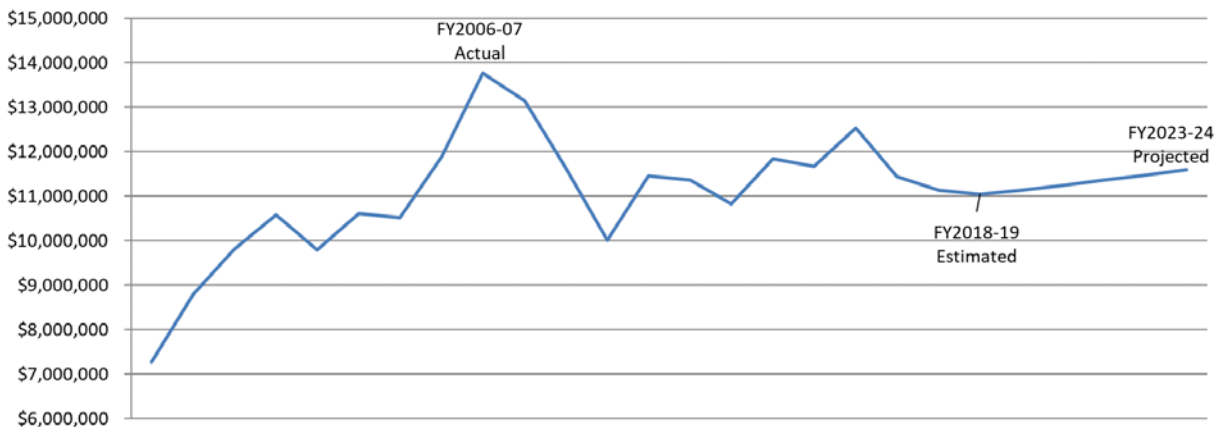
**Five-Year General Fund Forecast  
CalPERS Pension Expenditures (By Component)  
FY2017-18 through FY2023-24**



Compounding the pressure pension costs place on the City’s finances, Cypress’ General Fund revenues are nearly 10% below their pre-recessionary high and our largest source of revenue, Sales Tax, is stagnant.

Sales Tax comprises over 35% of General Fund revenues and has remained flat since FY 2009-10 while General Fund operating costs have increased nearly 25%. In the preceding decade (1999-00 to 2008-09), which included the Great Recession, Sales Tax grew nearly 50%.

**Sales Tax Revenues  
FY1998-99 through FY2023-24**





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

### **Responses to Financial Challenges**

While Cypress' reserves remain healthy and could be used to ease the short-term impacts during an economic downturn without drastic service reductions, the ongoing challenges of rising pension costs and stagnant Sales Tax revenues require bolder responses.

Over the past several years, the City Council has taken important actions to preserve Cypress' financial resources:

#### **Budgeting Process & Budget Document**

Budgeting has been enhanced to focus on long-term financial planning and performance measurement. The City Council launched a multi-year 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.

#### **Decision Packages**

As rising costs require more difficult resource allocation choices, the Budget presents significant changes to the City's spending plan through Decision Packages. Decision Packages consolidate financial information, present the justification for each recommendation, and summarize its impacts. Decision Packages include ongoing and one-time additions to, and deletions from, the Budget and may include actions to enhance revenue.

#### **Citywide Fee Study**

The City Council is nearing the end of a comprehensive update of City fees, which have not been adjusted in more than a decade. Accurate, contemporary fees are an important element of Cypress' financial well-being, ensure general taxes are not unintentionally subsidizing private activity, and help the City provide high quality programs and services. The City Council will consider recommended fee adjustments this summer, however the Budget was prepared based on existing fees.

#### **Pension Trust**

The City Council has invested more than \$11 million in the pension trust fund it created in FY 2017-18 to offset Cypress' unfunded pension liability and generate additional revenue to manage rising pension costs. The City Council's Fiscal Strategies direct year-end budget surpluses be invested evenly in the pension trust and the Infrastructure Reserve.

#### **Police Department Staffing and Services Study**

The City Council's Strategic Plan includes an objective to conduct a review of how the Police Department serves the community. A partnership with the Cypress' Police Officers' Association, the study will help the City Council ensure public safety spending is appropriate and efficient.

### Economic Development

In the FY 2018-19 Budget, the City Council reinvigorated the economic development program, and focused on strengthening the City's relationship with Cypress' largest employers, sales tax generators, and landowners. A business listening tour, business attraction website, social media and Mayor's Round Tables are important program elements.

### 13 Acre Mixed-Use Development

Another Strategic Plan objective, the City Council has partnered with Shea Properties to develop a mixed-use commercial center on 13 acres the City owns at Katella Avenue and Winners Circle. The project is anticipated to bring important amenities and significant new revenue to Cypress.

## **BUDGET OVERVIEW**

The combined Operating and Capital Budgets are \$40.8 million, a decrease of 0.4% from FY 2018-19. This is largely the result of a decrease in capital project spending and paying off all outstanding City debt in the last budget year.

The Operating Budget (all Funds) represents \$31.9 million (78%) of the Budget, while capital improvement investments total \$8.8 million (22%) and capital outlay totals less than 1% of total expenditures.

The City is largely a service provider and accordingly, personnel costs constitute 67% of the Operating Budget, with the majority of that spending in the Police department.

FY 2019-20 revenues are projected at \$40.3 million, an increase of 4.9% from FY 2018-19. While expenditures exceed revenues due to the use of accumulated reserves for one-time capital projects, the Budget is balanced. The \$2.1 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	\$ 34.0	\$ 6.3	\$ 40.3
Expenditures	(32.0)	(8.8)	(40.8)
Use of Reserves	-	2.5	2.5
Surplus/(Deficit)	\$ 2.0	\$ -	\$ 2.0

Major assumptions used to develop the Budget include:

- Maintaining current service levels with three fewer full-time positions
- Funding increased CalPERS pension costs of \$435,000
- Maintaining City Council required reserves
- Transferring \$500,000 to the Capital Improvement Fund

- Transferring \$1.3 million to the Infrastructure Reserve Fund for future capital projects
- 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>2019-20 Adopted</i>
Revenues	\$ 31.6
Net Transfers	0.5
Expenditures	(29.6)
Capital Projects	(0.5)
Future Infrastructure	(1.4)
Pension Trust Investment	(0.4)
Contingency Adjustment	(0.2)
Increase to Fund Balance	\$ -

### **General Fund Revenues**

FY 2019-20 General Fund revenues are projected to increase \$829,000 (2.7%) from the prior year and do not include any tax increases.

<i>Revenue Category</i>	<i>2018-19 Adopted</i>	<i>2018-19 Estimated</i>	<i>2019-20 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 9,863,000	\$ 10,322,074	\$ 10,527,000	6.7%
Sales Tax	10,755,000	11,050,000	11,130,000	3.5%
Transient Occupancy Tax	2,575,000	2,675,000	2,600,000	1.0%
Franchise Tax	1,653,500	1,671,562	1,675,000	1.3%
Other Taxes	1,908,000	2,070,000	1,935,000	1.4%
Park District Reimb	1,768,286	1,496,635	1,762,359	-0.3%
Other Service Charges	755,140	842,608	630,140	-16.6%
Licenses & Permits	550,260	1,059,352	455,260	-17.3%
Other Revenues	962,180	2,071,058	904,418	-6.0%
Totals	\$30,790,366	\$ 33,258,289	\$ 31,619,177	2.7%

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 (\$11.1 million) and it is projected to increase \$375,000 (3.5%) from the FY 2018-19 Budget. The increase is the result of multiple factors, including several large Sales Tax generators exceeding prior year projections and the overall health of the economy.

Property Taxes are the second largest revenue source (\$10.5 million) and Proposition 13 limits the increase in the assessed value of property. While these limits protect homeowners and typically provide modest annual revenue increases, over time it prevents Property Tax revenue from keeping pace with operating costs.

Property Tax and Sales Tax comprise over 68% of General Fund revenues. Cypress' revenues are mostly healthy and benefiting from the long post-crisis economic recovery, however it is important to note the City must continue to diversify its revenue base and contain costs.

Cypress' finances, like the broader economy, have enjoyed a durable (albeit tepid) expansion and it is imperative we remain diligent stewards of the community's resources recognizing the current economic expansion (119 months and counting) is approaching the longest post-war era expansion ever and the economy is overdue for a cyclical correction.

**General Fund Expenditures**

FY 2019-20 expenditures are \$29.6 million and accomplish Strategic Plan goals while growing modestly in response to future challenges.

The FY 2019-20 Budget increases \$1.0 million (3.4%) from FY 2018-19.

<i>Expenditure Category</i>	<i>2018-19 Adopted</i>	<i>2018-19 Estimated</i>	<i>2019-20 Adopted</i>	<i>% Change</i>
Personnel	\$19,184,129	\$ 17,673,538	\$ 19,540,113	1.9%
Maintenance & Operations	6,149,963	6,139,148	6,591,743	7.2%
Internal Service Charges	3,276,130	3,276,130	3,464,325	5.7%
Totals	\$28,610,222	\$ 27,088,816	\$ 29,596,181	3.4%

Significant changes to the Budget are presented through Decision Packages. Details about each Decision Package are summarized in the following table.



#	Subject	Fund	One-Time Cost (Savings)	Ongoing Cost (Savings)
1	City Planning Services	General	\$ -	\$ (29,000)
2	Traffic Engineer Services	General	-	(4,000)
3	Right of Way Plant Replacement	General	-	10,000
4	Code Enforcement Neighborhood Improvement Program	General	200,000	-
5	Custodial Services	General	-	5,500
6	GIS Aerial Map Update	General	15,000	-
7	Regional Homeless Programs	General	85,000	25,000
8	Allocation of Interest Revenue	General	-	-
9	Revenue Audits	General	20,000	-
10	Traffic Safety Campaign	General	5,000	-
11	Police Officer Recruitment Efforts	General	45,000	-
		<i>Subtotal</i>	<u>370,000</u>	<u>7,500</u>
4	Traffic Engineer Services	Other	-	(4,000)
12	Water Quality Mngmnt Services	Other	-	-
		<i>Subtotal</i>	<u>-</u>	<u>(4,000)</u>
5	Custodial Services	CRPD General	-	82,200
13	Eliminate Office Assistant	CRPD General	-	(52,000)
14	Recreation Facilities Attendants	CRPD General	-	-
15	Independence Day Celebration	CRPD General	20,000	-
		<i>Subtotal</i>	<u>20,000</u>	<u>30,200</u>
		<b>Total All Funds</b>	<b>\$ 390,000</b>	<b>\$ 33,700</b>

### **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 2019-20 CIP totals \$8.8 million.

Major FY 2019-20 CIP projects include:

#### Lincoln Avenue Median Restoration

As part of the State's response to the drought, the City was required to limit watering ornamental landscape, leaving the Lincoln Avenue median in disrepair. This project will mirror the successful Valley View median restoration and utilize drought-tolerant landscaping and water-efficient irrigation.

#### Street Resurfacing Project

Cypress utilizes a Pavement Management Plan to rank and strategically prioritize street resurfacing projects based on existing condition and available funding. This year's project will resurface over 25 residential street lane miles and repave portions of Katella Avenue and Ball Road with a new two-inch layer of rubberized asphalt. The City's

overall Pavement Condition Index rating of 85 means our pavement network is in Very Good condition.

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 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 Funds (\$2,450,000), which the City has earned over time through regional law enforcement partnerships.

Traffic Signal Projects

Identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report, these projects will upgrade the existing traffic signal system and provide a back-up system in the event of equipment power failure. New traffic cameras will replace the aging camera system at various locations and will provide better video quality and less maintenance. Illuminated street name signs and safety lights at key intersections will utilize LED technology to provide increased visibility, better energy efficiency, and lower maintenance costs.

The CIP also includes Recreation and Park District projects of \$2,740,000, which are highlighted as part of the presentation of the District’s Budget.

<i>Project Type</i>	<i>2019-20 Adopted</i>
Street Projects	\$ 1,900,000
Traffic Signal/Lighting Projects	410,000
Sewer Projects	625,000
Parkway Projects	1,075,000
Public Facility Projects	4,750,000
Other	82,600
Totals	\$ 8,842,600

**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 \$7.4 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 \$6.9 million, an increase of nearly \$538,000 (8.4%) from FY 2018-19. The higher revenues are attributed largely to Property Tax growth and redistributions from the dissolution of the Redevelopment Agency, as well as higher interest earnings.

The District receives the majority of its recurring revenue (nearly 80%) from Property Tax, with fees for service (classes and facility rentals) rounding out its major 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 longer-term growth rate of employee compensation due to pension cost and minimum wage increases.

<i>Revenue Category</i>	<i>2018-19 Adopted</i>	<i>2018-19 Estimated</i>	<i>2019-20 Adopted</i>	<i>% Change</i>
Property Taxes	\$ 5,096,000	\$ 5,375,000	\$ 5,469,500	7.3%
Interest & Rents	235,494	420,500	390,849	66.0%
From Other Agencies	91,400	92,900	95,550	4.5%
Services Charges	924,189	889,065	952,272	3.0%
Park Development Fees	23,421	640,000	-	-100.0%
Other Revenue	5,000	7,610	5,000	0.0%
<b>Totals</b>	<b>\$ 6,375,504</b>	<b>\$ 7,425,075</b>	<b>\$ 6,913,171</b>	<b>8.4%</b>

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 nearly complete City and District user fee study. In addition to updating fees, 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 \$7.8 million, a \$0.5 million (7.3%) increase from FY 2018-19, and due primarily to more capital projects. Personnel costs increase 2.8%, reflecting the ongoing impact of minimum wage increases and higher pension costs – both of which will increase for the next several years.

Maintenance and operations expenditures have increased despite shifting a portion of daily facility tasks from the City’s Community Development department to the District. The rise in contract services costs reflect the ongoing impact of minimum wage increases.

<i>Expenditure Category</i>	<i>2018-19 Adopted</i>	<i>2018-19 Estimated</i>	<i>2019-20 Adopted</i>	<i>% Change</i>
Personnel	\$ 2,133,196	\$ 1,614,071	\$ 2,193,375	2.8%
Maintenance & Operations	2,533,826	2,302,550	2,578,396	1.8%
Internal Service Charges	203,150	203,150	241,730	19.0%
Capital Projects	2,350,000	3,603,091	2,797,000	19.0%
Capital Outlay	55,750	63,869	-	-100.0%
Totals	\$ 7,275,922	\$ 7,786,731	\$ 7,810,501	7.3%

## **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 facilities inventory and condition assessment and the availability of resources.

FY 2019-20 CIP projects total \$2,797,000 and include:

### **ADA Rubberized Playground Surfacing**

This \$2.2 million two-year project will replace wood bark and sand play surfaces with a more resilient rubberized play surface at all parks. The existing play surfaces are degrading and require constant maintenance. Rubberized play surface is required for accessibility compliance and provides improved safety compared to wood bark or sand. This type of surfacing has successfully been installed at three parks (Mackay, Veterans, and Willow Parks).

### **Los Alamitos Race Course Park**

Preliminary park design started in March 2019 and is scheduled for completion in Fall 2019. The park’s final design, with a cost of \$1.1 million, will begin immediately thereafter. Construction is scheduled to begin in late 2020.

## **CONCLUSION**

The FY 2019-20 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 strategically address the significant financial challenges Cypress faces in the next decade.

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 Budget and CIP, as do Assistant Director of Finance and Administrative Services Donna Mullally and Senior Management Analyst Jason Machado for their ongoing efforts to improve transparency and performance measurement.

Cypress enters FY 2019-20 in a strong position, prepared for long-term success despite upcoming fiscal challenges.

A final note, in April 2019 Cypress and the city management profession lost a legend when long-time City Manager Darrell Essex passed away. Cypress thrives today thanks in large part to Mr. Essex's vision, hard work, and love for his community. I respectfully submit the FY 2019-20 Budget in his memory.



Peter Grant  
City Manager

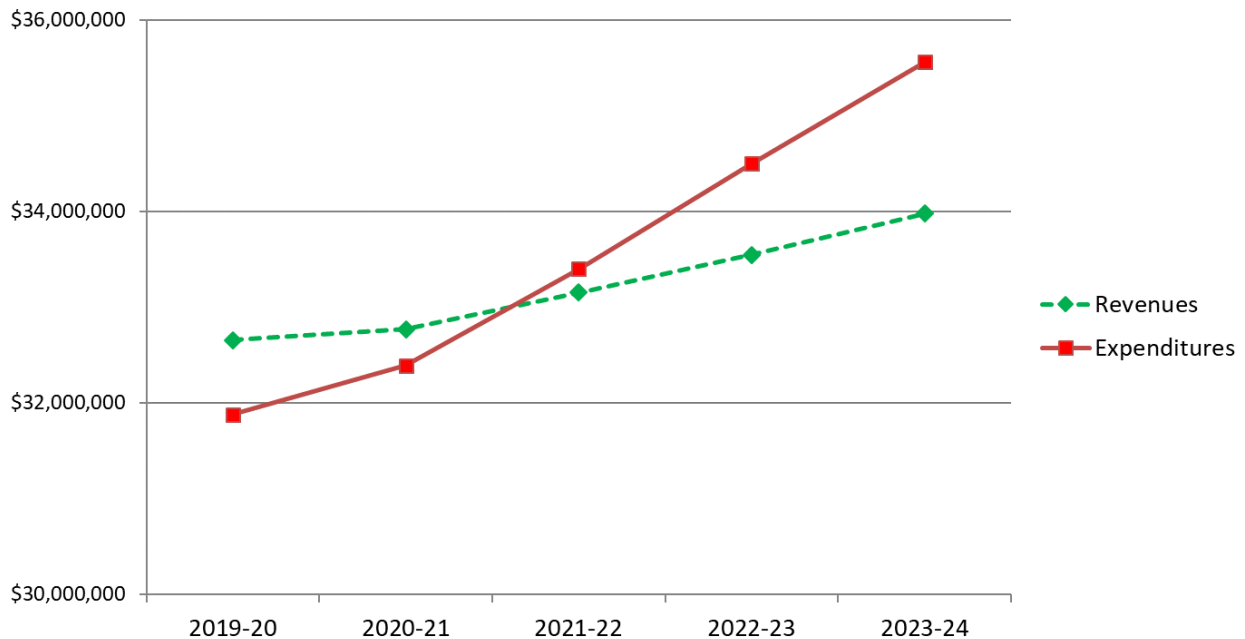
## FIVE-YEAR GENERAL FUND FORECAST

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

The first year of the Forecast is based on the FY 2019-20 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 2021-22.

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>2019-20</u> <u>Adopted</u>	<u>2020-21</u> <u>Projected</u>	<u>2021-22</u> <u>Projected</u>	<u>2022-23</u> <u>Projected</u>	<u>2023-24</u> <u>Projected</u>
<b>Resources</b>					
<b>Sales Taxes</b>	11,130,000	11,246,250	11,363,663	11,482,249	11,602,022
<b>Property Taxes</b>	5,727,000	5,841,540	5,958,371	6,077,538	6,199,089
<b>Vehicle License Backfills</b>	4,800,000	4,896,000	4,993,920	5,093,798	5,195,674
<b>Franchise Taxes</b>	1,675,000	1,669,075	1,678,286	1,687,635	1,697,125
<b>Transient Occupancy Tax</b>	2,600,000	2,525,000	2,550,000	2,575,000	2,625,000
<b>Other Taxes</b>	1,935,000	1,905,000	1,895,500	1,886,000	1,877,000
<b>Service Charges</b>	2,392,499	2,490,123	2,507,922	2,525,900	2,553,137
<b>Licenses and Permits</b>	455,260	455,260	455,260	455,260	455,260
<b>Other Revenues</b>	904,418	805,550	806,517	807,501	808,503
<b>General Fund Operating Revenue</b>	31,619,177	31,833,798	32,209,439	32,590,881	33,012,810
<b>Transfers from Other Funds</b>	1,037,034	935,559	944,915	954,392	963,992
<b>Total Resources - All Sources</b>	32,656,211	32,769,357	33,154,354	33,545,273	33,976,802
<b>Expenditures</b>					
Salaries and Benefits					
Salaries	11,720,000	11,954,400	12,193,488	12,559,293	12,936,071
<i>Pensions (Employee Portion)</i>	197,383	200,000	196,000	186,200	171,304
<i>Pensions (Normal Cost)</i>	1,771,048	1,830,000	1,867,000	1,923,000	1,983,000
<i>Pensions (Unfunded Liability)</i>	2,971,808	3,534,615	4,048,065	4,464,495	4,863,705
Total Pensions	4,940,239	5,564,615	6,111,065	6,573,695	7,018,009
Other Benefits	5,374,500	5,196,383	5,248,347	5,300,831	5,353,839
Total Salaries and Benefits	22,034,739	22,715,398	23,552,900	24,433,818	25,307,919
Supplies and Contract Services	6,591,743	6,519,412	6,632,397	6,848,207	6,969,412
Interfund Charges	969,699	1,089,271	1,111,770	1,137,929	1,164,755
<b>Operating Expenditures</b>	29,596,181	30,324,081	31,297,067	32,419,955	33,442,087
Other Operating Transfers	298,400	50,000	50,000	50,000	50,000
Adjustment for Contingencies	181,975	243,246	280,722	255,533	295,000
<b>Transfers Out/Reserve Adjustments</b>	480,375	293,246	330,722	305,533	345,000
<b>Transfers for Capital Projects</b>	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>Total Expenditures/Uses</b>	31,876,556	32,417,328	33,427,789	34,525,488	35,587,087
<b>Net Surplus/Deficit</b>	779,655	352,029	(273,435)	(980,215)	(1,610,285)

### 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 current trends and 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 estimated CPI (2%-2.5% annually)
- \$1.8 million is allocated annually for capital 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 2021-22 and growing to nearly \$1.6 million by FY 2023-24. 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 over 35% 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 experience modest growth during the five 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 2023-24 will be 40% lower than in 2006.



### Rising Pension Costs

Funding employee pensions continues to be the 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 \$2.1 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 Accrued Liability (UAL) - the cost of shortfalls from benefits earned in prior years

Annual payments toward the UAL, which increase by nearly \$1.9 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, with \$1.05 million of this annual transfer being available for future infrastructure needs. Beginning in FY 2019-20, investment earnings on accumulated cash balances for infrastructure needs will be set-aside for future capital needs rather than recorded in the General Fund. This change will help offset the impacts of inflation by ensuring ongoing growth in amounts earmarked for future capital purchases. While the Forecast does not set aside any other 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 recommended fee adjustments resulting from the recently completed User Fee Study).

However, as the District's facilities and infrastructure age, it faces an ongoing challenge to identify a revenue source to maintain and modernize its capital assets. The District's facilities were built with 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 nearly 80% of the District's budget, and tends to grow at a rate less than expenditure growth, the District will likely never have the resources necessary to pay for these improvements without supplemental revenues.



## BUDGET OVERVIEW

### 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) 2019-20 Budget. The FY 2019-20 Budget is organized into 16 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.

### BUDGET MESSAGE

The City Manager's Budget Message introduces the recommended spending plan for the upcoming year, including a summary of critical economic issues, challenges, changes incorporated in this year's budget, and Capital Improvement highlights.

The 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.

### 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, transfers, and fund balance projections for all funds. Performance measures for all departments have been enhanced and consolidated in this section.

### 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

## BUDGET OVERVIEW

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.

### 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 any 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.

### FUND SUMMARIES

The Fund Summaries section provides detailed revenue, expenditures and fund balance information for individual funds.

## 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 1<sup>st</sup> 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

## BUDGET OVERVIEW

### 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.

### FUND STRUCTURE

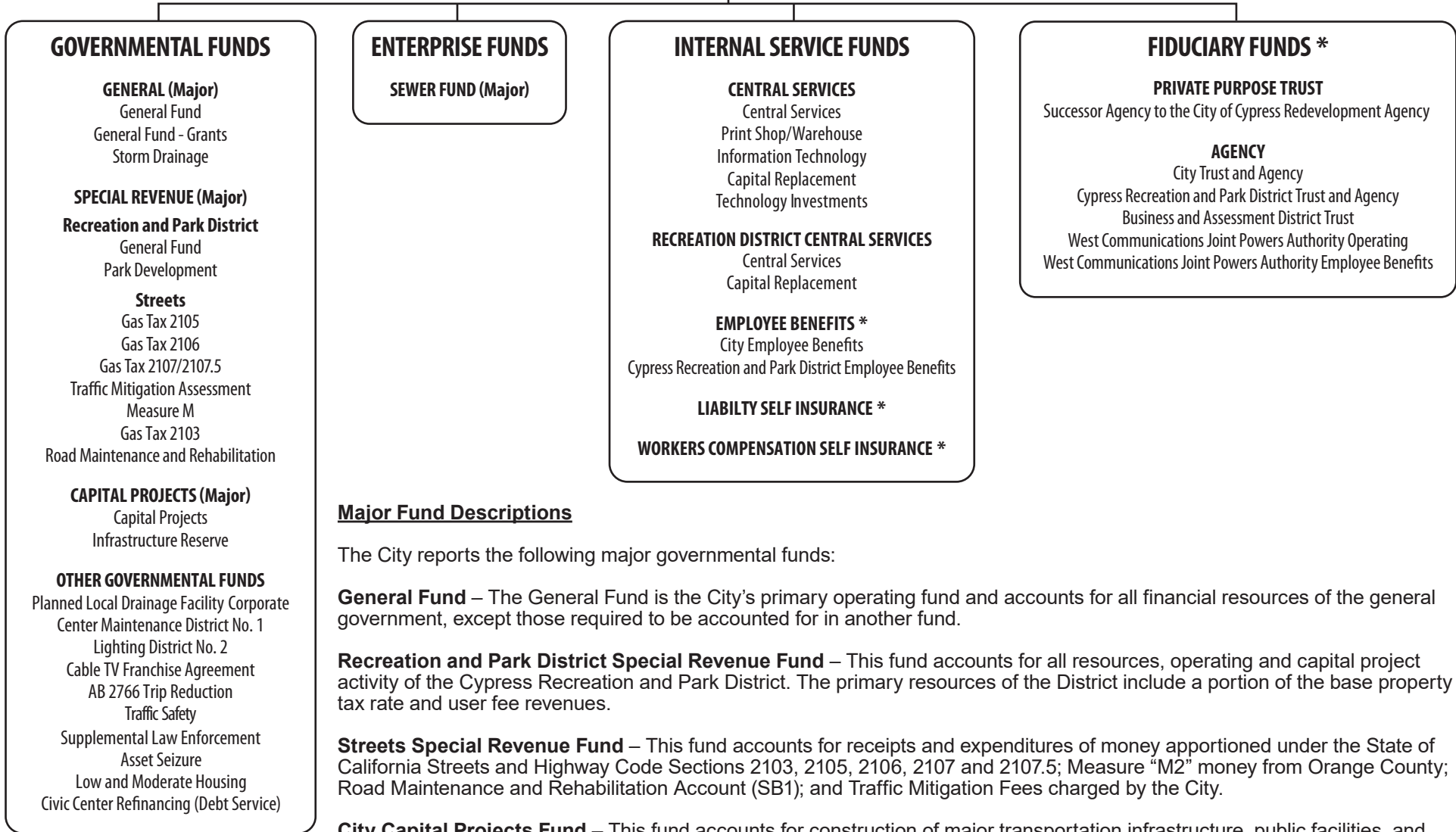
The City utilizes a fund-based accounting structure. Individual funds operate as a self-balancing set of accounts. There are three main types of funds: Governmental, Proprietary, and Fiduciary. Governmental Funds generally account for tax-supported activities and include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds. The **General Fund** is the principal operating fund and accounts for all activities not required to be accounted for in a separate fund. **Special Revenue Funds** are used as needed to account for specific, restricted revenue sources. **Capital Projects Funds** are used for the acquisition, construction, or rehabilitation of infrastructure and capital assets. **Debt Service Funds** account for the accumulation of resources for, and payment of, general long-term debt.

Proprietary Funds account for activities that are business-like in nature and include Enterprise Funds and Internal Service Funds. The City's Sewer Fund is an Enterprise Fund. Users of the sewer system pay fees, through their water bills, to help maintain and improve the sewer system. Internal Service Funds are used to account for activities provided by one department to another on a cost-reimbursement basis.

Fiduciary Funds are used to account for assets held in a trust or agency capacity and cannot be used to support the City's own program. As such, budgets are not adopted for fiduciary funds, however, the financial activities are included in the Comprehensive Annual Financial Report. Budgets are adopted for all governmental funds and the Sewer Enterprise Fund, as required.

Additional information on the individual funds is found on the following pages.

# CITY OF CYPRESS FUND STRUCTURE



**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.

\* Not appropriated.



## 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 sources for the accumulation of these monies is an annual transfer from the General Fund and interest earnings on cash balances. 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 former Redevelopment Agency/Successor Agency and the Recreation and Park District, which causes a portion of the accumulated fund balance to be reserved and thus unavailable to fund infrastructure improvements until the loans are repaid.

**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 Spectrum, 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.

**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 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. 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.

## 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 primarily funded with monies accumulated in the Technology Investments Fund.

## FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department							
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Services	Community Development	Police	Recreation
<b>GOVERNMENTAL</b>								
<u>General (Major)</u>								
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 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						•	•	

### FUND/DEPARTMENT RELATIONSHIP MATRIX

Fund	Department							
	City Council	City Attorney	City Manager	City Clerk	Finance and Administrative Services	Community Development	Police	Recreation
<b>ENTERPRISE</b>								
Sewer Fund (Major)						•		
<b>INTERNAL SERVICE</b>								
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					•			

## 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. Maintain a \$2.0 million Budget Stabilization Reserve which can be used in the short-term to assist with budget shortfalls due to forecasted financial challenges
- 2.7. 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

## BUDGET OVERVIEW

### FISCAL STRATEGIES

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

### 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



**CITY OF CYPRESS**  
**SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND**  
**Fiscal Year 2019-20**

FUND	BEG. FUND BALANCE	REVENUES/SOURCES		EXPENDITURES/USES				END. FUND BALANCE
		PROPOSED REVENUE	FUND TRSFR-IN	OPERATING BUDGET	CAPITAL BUDGET	FUND TRSFR-OUT	OTHER*	
111 General Fund	\$ 18,267,095	\$ 31,619,177	\$ 1,037,034	\$ 29,596,181	\$ -	\$ 2,878,400	\$ -	\$ 18,448,725
114 General Fund Grants	-	221,368	7,800	229,168	-	-	-	-
221 Traffic Safety	-	140,000	-	-	-	140,000	-	-
231 Spec Gas Tax 2105	-	334,399	-	-	-	334,399	-	-
232 Special Gas Tax 2106	757,330	193,449	910,000	-	910,000	150,000	-	800,779
233 Special Gas Tax 2107	-	371,105	-	-	-	371,105	-	-
234 Traffic Mitigation Assmt	617,662	10,000	-	-	-	-	-	627,662
235 Regional Traffic Fee	365,832	500	-	-	-	-	-	366,332
236 Measure M Gas Tax	528,499	932,360	-	-	50,000	1,210,000	-	200,859
238 Special Gas Tax 2103	1,036,833	454,248	-	-	-	788,000	-	703,081
239 Road Maint and Rehab	77,880	828,718	-	-	-	827,000	-	79,598
251 Lighting Dist No 2	4,951,845	1,354,220	-	873,337	360,000	201,548	-	4,871,180
261 Storm Drain Fund	733,694	349,000	250,000	578,872	-	-	-	753,822
262 Plan Local Drain Fac	733,112	18,000	-	-	-	-	-	751,112
271 Corp Ctr Maint Dist #1	176,825	84,200	-	50,609	82,600	19,982	-	107,834
281-83 Narc Asset Seizure	2,513,372	37,000	-	90,552	-	2,452,400	-	7,420
291 Cable TV PEG	481,355	82,000	-	-	-	-	-	563,355
301 Supp Law Enforcement	-	142,400	-	142,400	-	-	-	-
311 AB 2766	-	62,500	-	-	-	62,500	-	-
321 Sewer Fund	2,174,698	1,808,434	-	335,434	625,000	-	-	3,022,698
415 Capital Projects	15,817,949	-	6,815,000	-	6,815,000	-	-	15,817,949
416 Infrastructure Reserve	45,493,225	1,272,536	2,097,900	-	-	1,770,000	1,846,539	48,940,200
471 Low and Mod Hsg Assets	39,918	11,820	-	44,695	-	-	-	7,043
510 Debt Svc-Refin Civ Ctr	871,854	-	-	-	-	-	-	871,854
<b>TOTAL</b>	<b>\$ 95,638,978</b>	<b>\$ 40,327,434</b>	<b>\$ 11,117,734</b>	<b>\$ 31,941,248</b>	<b>\$ 8,842,600</b>	<b>\$ 11,205,334</b>	<b>\$ 1,846,539</b>	<b>\$ 96,941,503</b>

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

- Loan Repayments from the Successor Agency to the Dissolved Redevelopment Agency of \$1,882,539 due on 6/30/20
- Additions of \$36,000 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 \$130,600 is made from the General Fund to the Technology Investment Internal Service Fund for Capital Outlay.

Transfer-out of \$550,000 is made from the General Fund to the City Employee Benefits Internal Service Fund for pension obligations and investment in the pension trust.

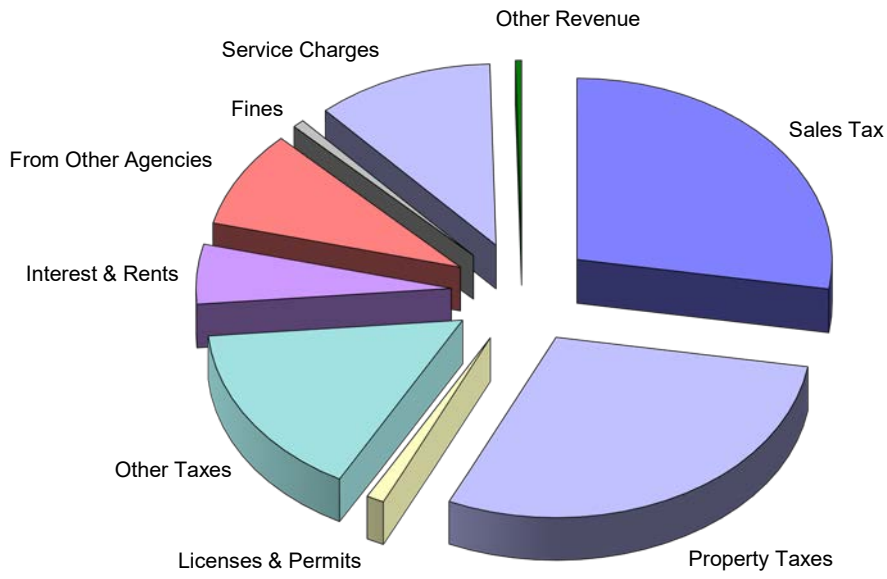
Transfer-out of \$2,400 is made from the Narcotics Asset Seizure Fund to the Equipment Replacement Internal Service Fund for Capital Outlay.

Transfer-out of \$62,500 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 \$657,900 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 2019-20



	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Sales Tax	\$ 11,130,000	27.6%
Property Taxes	11,806,608	29.3%
Licenses & Permits	455,260	1.1%
Other Taxes	6,292,000	15.6%
Interest & Rents	2,146,204	5.3%
From Other Agencies	3,491,893	8.7%
Fines	301,000	0.7%
Service Charges	4,547,199	11.3%
Other Revenue	157,270	0.4%
<b>Total Resources</b>	<b>\$ 40,327,434</b>	<b>100%</b>

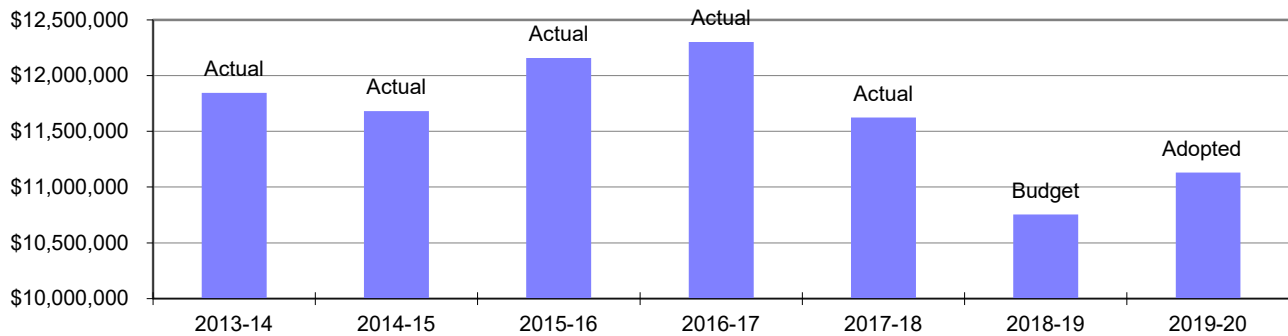


# MAJOR REVENUE SOURCES

## 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.

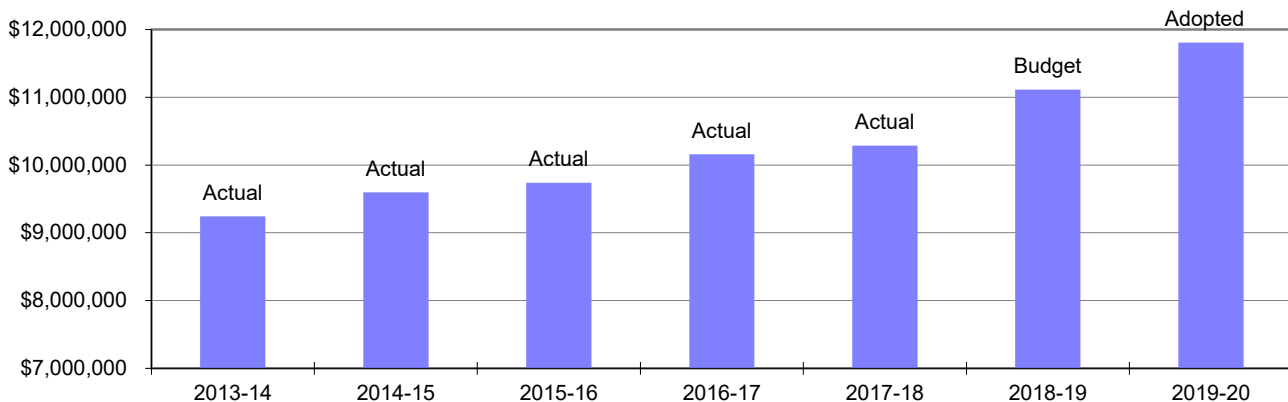
The Sales Tax rate for the County of Orange is 7.75%. The City of Cypress receives 1% (between Sales Tax Revenues and the State Backfill amount) of the 7.75% tax generated within the City limits. Additionally, with the passage of Proposition 172 the City receives 5% of the ½ cent of Sales Tax. These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



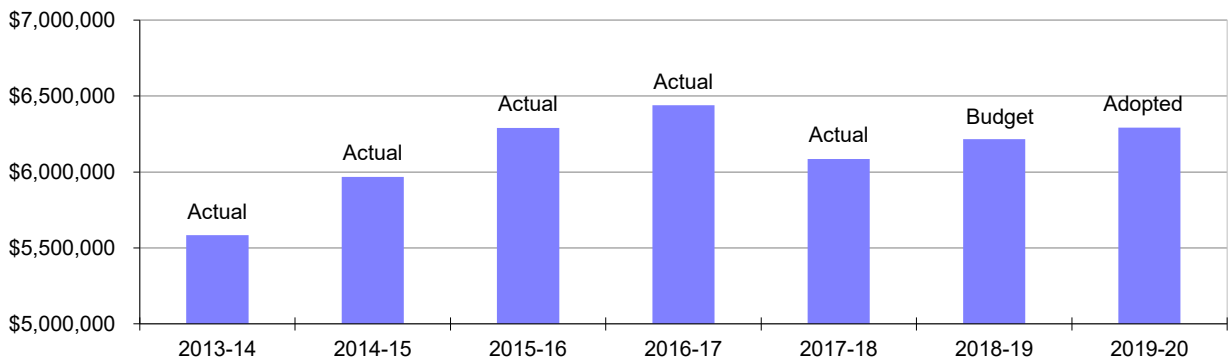
# MAJOR REVENUE SOURCES

## 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.

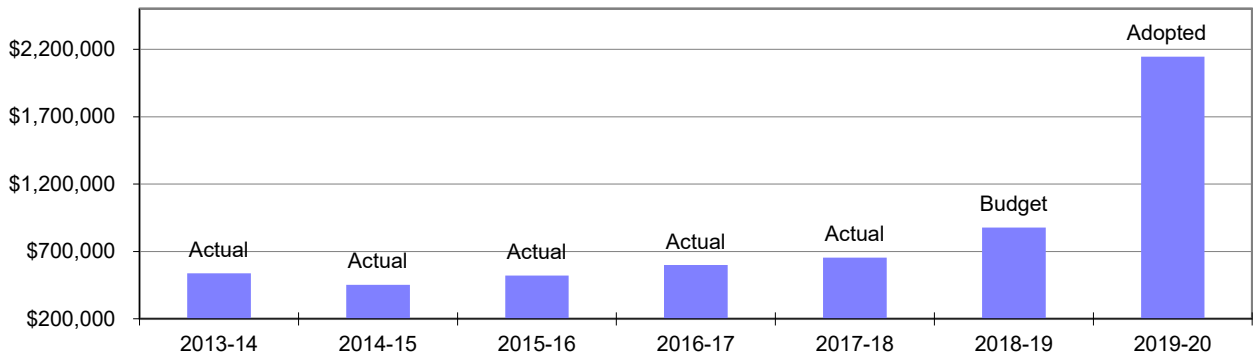
## OTHER TAXES

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

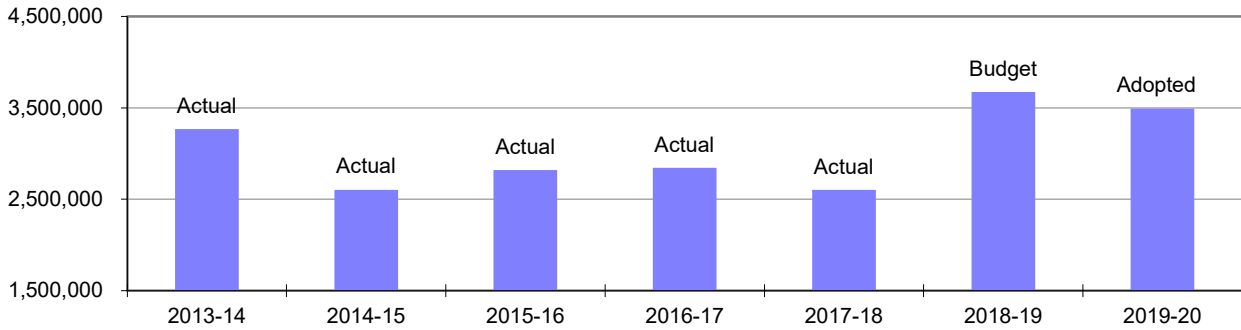
This category represents investment earnings received from the investment of the City's funds and any rents received for the use of City property. All investments are made in accordance with the City's adopted investment policy and all applicable State Government codes.



# 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 2019-20

	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u> <u>Budget</u>	<u>2019-20</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<b><u>GENERAL FUND 111</u></b>				
Sales Tax	\$ 11,141,720	\$ 10,755,000	\$ 11,130,000	3.49%
Property Taxes	9,802,928	9,863,000	10,527,000	6.73%
Other Taxes	6,550,357	6,136,500	6,210,000	1.20%
Licenses & Permits	675,894	550,260	455,260	-17.26%
Fines	160,212	165,000	161,000	-2.42%
Interest & Rents	1,033,884	679,800	631,268	-7.14%
Revenue from Other Agencies	85,948	63,000	56,200	-10.79%
Service Charges	2,547,160	2,523,426	2,392,499	-5.19%
Other Revenue	508,224	54,380	55,950	2.89%
Total	<u>\$ 32,506,327</u>	<u>\$ 30,790,366</u>	<u>\$ 31,619,177</u>	<u>2.69%</u>
<b><u>GENERAL FUND GRANTS FUND 114</u></b>				
Revenue from Other Agencies	\$ 299,922	\$ 198,700	\$ 221,368	11.41%
Total	<u>\$ 299,922</u>	<u>\$ 198,700</u>	<u>\$ 221,368</u>	<u>11.41%</u>
<b><u>TRAFFIC SAFETY FUND 221</u></b>				
Fines	\$ 115,697	\$ 120,000	\$ 140,000	16.67%
Total	<u>\$ 115,697</u>	<u>\$ 120,000</u>	<u>\$ 140,000</u>	<u>16.67%</u>
<b><u>SPECIAL GAS TAX 2105 FUND 231</u></b>				
Revenue from Other Agencies	\$ 301,471	\$ 342,349	\$ 334,399	-2.32%
Total	<u>\$ 301,471</u>	<u>\$ 342,349</u>	<u>\$ 334,399</u>	<u>-2.32%</u>
<b><u>SPECIAL GAS TAX 2106 FUND 232</u></b>				
Interest & Rent	\$ 11,064	\$ 5,000	\$ 8,000	60.00%
Revenue from Other Agencies	441,662	186,200	185,449	-0.40%
Total	<u>\$ 452,726</u>	<u>\$ 191,200</u>	<u>\$ 193,449</u>	<u>1.18%</u>
<b><u>SPECIAL GAS TAX 2107 FUND 233</u></b>				
Revenue from Other Agencies	\$ 325,681	\$ 360,700	\$ 371,105	2.88%
Total	<u>\$ 325,681</u>	<u>\$ 360,700</u>	<u>\$ 371,105</u>	<u>2.88%</u>
<b><u>TRAFFIC MITIGATION ASSNT FUND 234</u></b>				
Interest & Rents	\$ 13,406	\$ 6,000	\$ 10,000	66.67%
Service Charges	120,520	-	-	n/a
Total	<u>\$ 133,926</u>	<u>\$ 6,000</u>	<u>\$ 10,000</u>	<u>66.67%</u>
<b><u>REGIONAL TRAFFIC FEE FUND 235</u></b>				
Service Charges	\$ 10,691	\$ 500	\$ 500	0.00%
Total	<u>\$ 10,691</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>0.00%</u>

# BUDGET SUMMARY

## REVENUES

### Fiscal Year 2019-20

(continued)

	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u> <u>Budget</u>	<u>2019-20</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<b><u>MEASURE M GAS TAX FUND 236</u></b>				
Interest & Rents	\$ 15,606	\$ 4,500	\$ 10,000	122.22%
Revenue from Other Agencies	861,178	911,299	922,360	1.21%
Total	<u>\$ 876,784</u>	<u>\$ 915,799</u>	<u>\$ 932,360</u>	<u>1.81%</u>
<b><u>SPECIAL GAS TAX 2103 FUND 238</u></b>				
Interest & Rents	\$ 28,054	\$ 15,000	\$ 28,000	86.67%
Revenue from Other Agencies	177,178	380,700	426,248	11.96%
Total	<u>\$ 205,232</u>	<u>\$ 395,700</u>	<u>\$ 454,248</u>	<u>14.80%</u>
<b><u>ROAD MAINTENANCE &amp; REHAB FUND 239</u></b>				
Interest & Rents	\$ 454	\$ -	\$ 1,500	n/a
Revenue from Other Agencies	290,956	824,573	827,218	0.32%
Total	<u>\$ 291,410</u>	<u>\$ 824,573</u>	<u>\$ 828,718</u>	<u>0.50%</u>
<b><u>LIGHTING DISTRICT #2 FUND 251</u></b>				
Property Taxes	\$ 1,173,371	\$ 1,224,850	\$ 1,243,720	1.54%
Interest & Rents	64,623	50,000	95,000	90.00%
Revenue from Other Agencies	5,712	5,800	5,500	-5.17%
Other Revenue	16,238	5,000	10,000	100.00%
Total	<u>\$ 1,259,944</u>	<u>\$ 1,285,650</u>	<u>\$ 1,354,220</u>	<u>5.33%</u>
<b><u>STORM DRAIN FUND 261</u></b>				
Interest & Rent	\$ 10,986	\$ 10,000	\$ 14,000	40.00%
Service Charges	340,695	344,000	335,000	-2.62%
Other Revenue	209.00	-	-	n/a
Total	<u>\$ 351,890</u>	<u>\$ 354,000</u>	<u>\$ 349,000</u>	<u>-1.41%</u>
<b><u>PLAN LOCAL DRAIN FAC FUND 262</u></b>				
Interest & Rents	\$ 8,414	\$ 6,000	\$ 13,000	116.67%
Service Charges	244,349	5,000	5,000	0.00%
Total	<u>\$ 252,763</u>	<u>\$ 11,000</u>	<u>\$ 18,000</u>	<u>63.64%</u>
<b><u>CORP CTR MAINT DIST #1 FUND 271</u></b>				
Service Charges	\$ 79,407	\$ 81,231	\$ 84,200	3.66%
Total	<u>\$ 79,407</u>	<u>\$ 81,231</u>	<u>\$ 84,200</u>	<u>3.66%</u>
<b><u>NARCOTICS ASSET SEIZURE FUNDS 281/282/283</u></b>				
Interest & Rents	\$ 34,558	\$ 20,000	\$ 17,000	-15.00%
Other Revenue	48,781	270,000	20,000	-92.59%
Total	<u>\$ 83,339</u>	<u>\$ 290,000</u>	<u>\$ 37,000</u>	<u>-87.24%</u>

# BUDGET SUMMARY

## REVENUES

### Fiscal Year 2019-20

(continued)

	2017-18 Actual	2018-19 Budget	2019-20 Adopted	Percent Change
<b><u>CABLE TELEVISION FRANCHISE AGREEMENT FUND 291</u></b>				
Other Taxes	\$ 80,137	\$ 80,000	\$ 82,000	2.50%
Total	<u>\$ 80,137</u>	<u>\$ 80,000</u>	<u>\$ 82,000</u>	<u>2.50%</u>
<b><u>SUPPLEMENTAL LAW ENFORCEMENT FUND 301</u></b>				
Interest & Rents	\$ 497	\$ 250	\$ 400	60.00%
Revenue from Other Agencies	139,416	140,000	142,000	1.43%
Total	<u>\$ 139,913</u>	<u>\$ 140,250</u>	<u>\$ 142,400</u>	<u>60.00%</u>
<b><u>AB 2766 FUND 311</u></b>				
Interest & Rents	\$ 1,739	\$ 100	\$ -	-100.00%
Other Revenue	63,617	62,000	62,500	0.81%
Total	<u>\$ 65,356</u>	<u>\$ 62,100</u>	<u>\$ 62,500</u>	<u>0.64%</u>
<b><u>SEWER FUND 321</u></b>				
Property Taxes	\$ 30,885	\$ 25,765	\$ 35,888	39.29%
Interest & Rents	84,346	75,000	40,000	-46.67%
Revenue from Other Agencies	43	260,046	46	-99.98%
Service Charges	1,829,427	1,629,000	1,730,000	6.20%
Other Revenue	5,712	2,500	2,500	0.00%
Total	<u>\$ 1,950,413</u>	<u>\$ 1,992,311</u>	<u>\$ 1,808,434</u>	<u>-9.23%</u>
<b><u>CIP FUND 415</u></b>				
Revenue from Other Agencies	\$ 763,257	\$ -	\$ -	n/a
Total	<u>\$ 763,257</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
<b><u>INFRASTRUCTURE RESERVE FUND 416</u></b>				
Interest & Rents	\$ 80,179	\$ -	\$ 1,272,536	n/a
Total	<u>\$ 80,179</u>	<u>\$ -</u>	<u>\$ 1,272,536</u>	<u>0.00%</u>
<b><u>LOW AND MODERATE HOUSING ASSETS FUND 471</u></b>				
Interest & Rents	\$ 19,357	\$ 5,000	\$ 5,500	10.00%
Other Revenue	6,946	5,000	6,320	26.40%
Total	<u>\$ 26,303</u>	<u>\$ 10,000</u>	<u>\$ 11,820</u>	<u>18.20%</u>
<b><u>DEBT SVC-REFIN CIVIC CTR FUND 510</u></b>				
Interest & Rents	\$ 23,581	\$ -	\$ -	n/a
Total	<u>\$ 23,581</u>	<u>\$ -</u>	<u>\$ -</u>	<u>n/a</u>
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 40,676,349</b>	<b>\$ 38,452,429</b>	<b>\$ 40,327,434</b>	<b>4.88%</b>

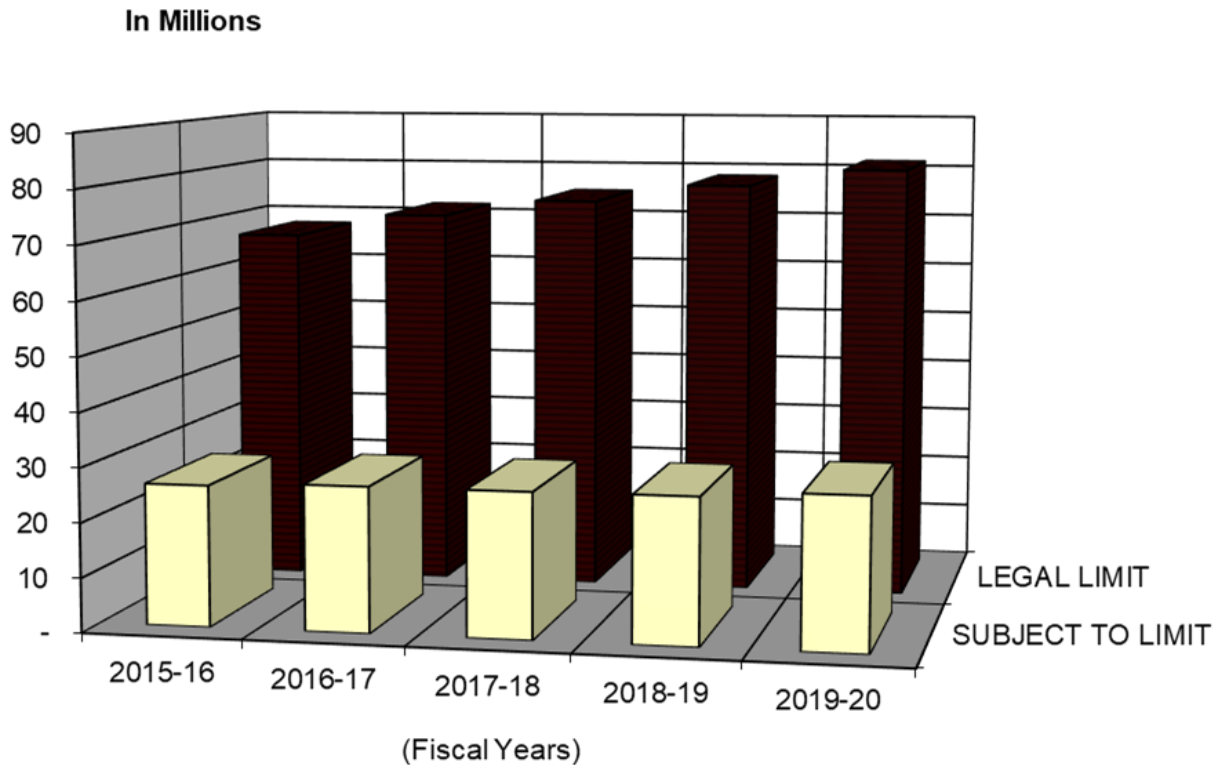
# CITY OF CYPRESS ANNUAL APPROPRIATIONS LIMIT

Fiscal Year 2019-20

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 2019-20 Appropriation Limitation of \$81,366,142. The total appropriations subject to the limitation for 2019-20 are \$28,049,941 which is \$53,316,201 (65.5%) below the calculated appropriation limit.

## APPROPRIATIONS



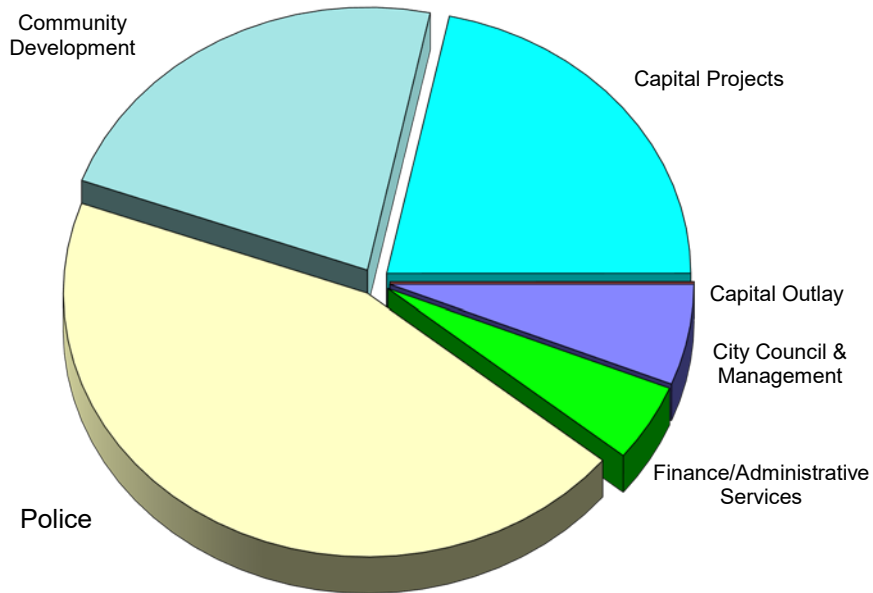
**CITY OF CYPRESS**  
**SUMMARY OF APPROPRIATIONS BY FUND**  
**Fiscal Year 2019-20**

<u>FUND</u>	<u>SALARIES &amp; BENEFITS</u>	<u>OPERATIONS &amp; PROJECTS</u>	<u>CAPITAL OUTLAY</u>	<u>TOTAL</u>
111-General Fund	\$ 19,540,113	\$ 10,056,068	\$ -	\$ 29,596,181
114-General Fund Grants	20,000	209,168	-	229,168
232-Special Gas Tax 2106	45,026	864,974	-	910,000
236-Measure M Fund	7,293	42,707	-	50,000
251-Lighting Dist No 2 Fund	43,597	1,189,740	-	1,233,337
261-Storm Drainage Fund	142,539	436,333	-	578,872
271-Corp Ctr Maint Dist #1	5,995	127,214	-	133,209
281/282/283-Narc Asset Seizure	30,000	60,552	2,400	92,952
301-Supp Law Enforcement Fund	142,400	-	-	142,400
321-Sewer Fund	259,496	700,938	-	960,434
415-Capital Projects Fund	257,261	6,557,739	-	6,815,000
471-Low/Mod Housing Asset Fund	38,595	6,100	-	44,695
<b>TOTAL</b>	<b><u>\$ 20,532,315</u></b>	<b><u>\$ 20,251,533</u></b>	<b><u>\$ 2,400</u></b>	<b><u>\$ 40,786,248</u></b>



# SUMMARY OF APPROPRIATIONS

Fiscal Year 2019-20



	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
City Council & Management	\$ 2,511,038	6.2%
Finance/Administrative Services	1,940,519	4.8%
Police	18,201,814	44.6%
Community Development	9,287,877	22.8%
Capital Projects	8,842,600	21.7%
Capital Outlay	2,400	0.0%
<b>Total Appropriations</b>	<b><u>\$ 40,786,248</u></b>	<b><u>100.0%</u></b>

**BUDGET SUMMARY**  
**OPERATING EXPENDITURES**  
Fiscal Year 2019-20

FUNCTION/Responsible Department Program Number/Description	2018-19 Budget	2019-20 Budget	Percent Change
<b>CITY ADMINISTRATION</b>			
<b>Legislative Division</b>			
10101 Legislative	\$ 209,244	\$ 214,839	2.67%
10104 Traffic Commission	51,628	43,902	-14.96%
10109 Support Services - Legislative	139,917	141,750	1.31%
Subtotal	<u>\$ 400,789</u>	<u>\$ 400,491</u>	<u>-0.07%</u>
<b>City Attorney Division</b>			
10105 City Attorney	\$ 302,100	\$ 304,300	0.73%
<b>City Manager Division</b>			
20111 City Manager	\$ 794,860	\$ 950,807	19.62%
20117 Community Promotion	52,000	45,380	-12.73%
20119 Cable TV	30,056	18,890	-37.15%
20270 Animal Control	544,728	359,000	-34.10%
Subtotal	<u>\$ 1,421,644</u>	<u>\$ 1,374,077</u>	<u>-3.35%</u>
<b>City Clerk Division</b>			
20115 City Clerk	\$ 276,601	\$ 340,383	23.06%
20116 Elections	119,662	19,167	-83.98%
20118 Records Management	60,695	72,620	19.65%
Subtotal	<u>\$ 456,958</u>	<u>\$ 432,170</u>	<u>-5.42%</u>
Total City Administration	\$ 2,581,491	\$ 2,511,038	-2.73%
<b>FINANCE AND ADMINISTRATIVE SERVICES</b>			
<b>Finance Division</b>			
40141 Finance Administration	\$ 366,694	\$ 420,904	14.78%
40142 General Accounting	752,451	788,535	4.80%
40143 Purchasing	144,128	114,975	-20.23%
40144 Business Licenses	137,222	147,880	7.77%
Subtotal	<u>\$ 1,400,495</u>	<u>\$ 1,472,294</u>	<u>5.13%</u>
<b>Human Resources Division</b>			
40151 Human Resources	\$ 444,338	\$ 468,225	5.38%
Total Finance and Administrative Services	\$ 1,844,833	\$ 1,940,519	5.19%

**BUDGET SUMMARY**  
**OPERATING EXPENDITURES**  
Fiscal Year 2019-20

(continued)

FUNCTION/Responsible Department Program Number/Description	2018-19 Budget	2019-20 Budget	Percent Change
<b>POLICE</b>			
<b>Administration and Support Services Division</b>			
50161 Police Administration	\$ 1,680,154	\$ 1,789,749	6.52%
50167 Police Training	176,246	753,374	327.46%
50168 Support Services Management	1,089,143	659,167	-39.48%
50169 Communications	1,258,300	1,297,608	3.12%
50170 Records	463,092	529,395	14.32%
50171 Property and Evidence	130,712	200,887	53.69%
50174 Crime Prevention/Comm Relat.	170,075	162,486	-4.46%
50180 Emergency Services	10,337	10,730	3.80%
50181 Supp Law Enforcement Act	140,250	142,400	1.53%
50183 Police Grants	5,400	35,600	559.26%
50187 Mobile Command Post	24,137	23,927	-0.87%
Subtotal	<u>\$ 5,147,846</u>	<u>\$ 5,605,323</u>	<u>8.89%</u>
<b>Field Operations Division</b>			
50162 Field Operations Management	\$ 297,486	\$ 300,248	0.93%
50163 Field Operations	7,608,583	7,965,479	4.69%
50172 Jail Operations	563,047	484,624	-13.93%
50173 Traffic and Parking Operations	811,462	853,560	5.19%
50176 Crossing Guards	219,156	230,664	5.25%
50177 SWAT Operations	32,973	30,133	-8.61%
Subtotal	<u>\$ 9,532,707</u>	<u>\$ 9,864,708</u>	<u>3.48%</u>
<b>Investigations Division</b>			
50165 General Investigations	\$ 2,463,892	\$ 2,558,099	3.82%
50166 Court	79,130	80,532	1.77%
50178 Police Laboratory	11,349	2,600	-77.09%
50179 Narcotics Asset Seizure	112,312	90,552	-19.37%
Subtotal	<u>\$ 2,666,683</u>	<u>\$ 2,731,783</u>	<u>2.44%</u>
Total Police Protection	<u>\$ 17,347,236</u>	<u>\$ 18,201,814</u>	<u>4.93%</u>

**BUDGET SUMMARY**  
**OPERATING EXPENDITURES**  
Fiscal Year 2019-20

(continued)

FUNCTION/Responsible Department Program Number/Description	<u>2018-19 Budget</u>	<u>2019-20 Budget</u>	<u>Percent Change</u>
<b>COMMUNITY DEVELOPMENT</b>			
<b>Planning and Development Division</b>			
60191 Planning Administration	\$ 482,628	\$ 466,863	-3.27%
60192 Advanced Planning	27,907	27,506	-1.44%
60193 Current Planning	495,327	730,501	47.48%
60199 Economic Development	116,729	76,390	-34.56%
66195 Community Development Grants	180,000	180,000	0.00%
62198 Low/Mod Housing Asset Fund	43,382	44,695	3.03%
Subtotal	<u>\$ 1,345,973</u>	<u>\$ 1,525,955</u>	<u>13.37%</u>
<b>Building Division</b>			
65241 Building Division Supervision	\$ 318,366	\$ 321,172	0.88%
65243.6243 Inspections - Building	181,500	144,000	-20.66%
65243.6244 Inspections - Electrical	30,250	30,000	-0.83%
65243.6245 Inspections - Plumbing & Heating	33,000	36,000	9.09%
65247 Plan Checks	140,000	60,000	-57.14%
Subtotal	<u>\$ 703,116</u>	<u>\$ 591,172</u>	<u>-15.92%</u>
<b>Environmental Services Division</b>			
70720 Solid Waste Management	\$ 59,750	\$ 59,038	-1.19%
70721 Grants	16,000	13,568	-15.20%
70251 Fats, Oils and Grease (FOG)	82,901	75,253	-9.23%
70281 Storm Drainage Water Quality	404,067	386,840	-4.26%
Subtotal	<u>\$ 562,718</u>	<u>\$ 534,699</u>	<u>-4.98%</u>
<b>Engineering Division</b>			
70201 Public Works Administration	\$ 513,762	\$ 596,310	16.07%
70260.7260 Engineering Administration	230,213	232,059	0.80%
70261.7261 Engineering Plan Checking	199,583	203,746	2.09%
70264 Traffic Engineering	186,278	111,953	-39.90%
70266 Geographical Info. Syst. (GIS)	102,061	120,265	17.84%
70215 Traffic Signal Maintenance	252,136	298,705	18.47%
70223 Street Lighting	588,040	574,632	-2.28%
Subtotal	<u>\$ 2,072,073</u>	<u>\$ 2,137,670</u>	<u>3.17%</u>

**BUDGET SUMMARY**  
**OPERATING EXPENDITURES**  
Fiscal Year 2019-20

(continued)

FUNCTION/Responsible Department Program Number/Description	2018-19 Budget	2019-20 Budget	Percent Change
<b>Streets Division</b>			
70211 Maintenance Administration	\$ 518,882	\$ 550,113	6.02%
70212.7212 Street Maintenance	120,958	128,023	5.84%
70212.7213 Street Cleaning	274,930	238,838	-13.13%
70212.7214 Traffic Safety	91,835	89,406	-2.64%
70212.7216 Street Tree Maintenance	356,650	363,200	1.84%
70212.7217 Parkway Maintenance	643,573	659,939	2.54%
70212.7227 Graffiti Removal	127,230	87,705	-31.07%
70212.7238 Sidewalk Repair	116,031	102,836	-11.37%
70221 Retarding Basin	20,097	20,208	0.55%
70239 Stanton Channel Berm Maint.	49,569	50,609	2.10%
70281 Storm Drain Maintenance	226,566	192,032	-15.24%
70219 Sanitary Sewer Maintenance	425,832	260,181	-38.90%
Subtotal	<u>\$ 2,972,153</u>	<u>\$ 2,743,090</u>	<u>-7.71%</u>
<b>Park Maintenance Division</b>			
70228.7224 Landscaping - Senior Center	\$ 12,217	\$ 13,175	7.84%
70228.7228 Park Landscape and Maintenance	699,031	736,469	5.36%
70228.7229 Athletic Field Maintenance	276,967	254,906	-7.97%
70228.7230 Park Building Maintenance	169,064	233,950	38.38%
70228.7231 Senior Citizens Cntr Maintenance	230,712	216,173	-6.30%
70228.7232 Community Center Maintenance	241,680	227,333	-5.94%
70228.7234 Community Events	49,470	50,104	1.28%
Subtotal	<u>\$ 1,679,141</u>	<u>\$ 1,732,110</u>	<u>3.15%</u>
<b>Facilities Division</b>			
70233 Library Maintenance	\$ 18,622	\$ 20,129	8.09%
70218 Building Maint.-Boys & Girls Club	9,321	3,052	-67.26%
Subtotal	<u>\$ 27,943</u>	<u>\$ 23,181</u>	<u>-17.04%</u>
Total Community Development	\$ 9,363,117	\$ 9,287,877	-0.80%
<b>TOTAL BUDGETED OPERATING EXPENDITURES</b>	<u>\$ 31,136,677</u>	<u>\$ 31,941,248</u>	<u>2.58%</u>

**BUDGET SUMMARY**  
**OPERATING EXPENDITURES**  
Fiscal Year 2019-20

(continued)

FUNCTION/Responsible Department Program Number/Description	2018-19 Budget	2019-20 Budget	Percent Change
<b>INTERNAL SERVICE FUND OPERATIONS</b>			
<b>COMMUNITY DEVELOPMENT</b>			
<b>Fleet Division</b>			
70621.7621 Auto Maintenance-City Vehicles	\$ 187,367	\$ 207,312	10.64%
70621.7623 Maintenance-Equipment	57,291	59,552	3.95%
70621.7634 Auto Maintenance-Police Vehicles	393,630	387,970	-1.44%
70621.7634 Auto Maintenance-Park Vehicles	8,918	9,020	1.14%
Subtotal	<u>\$ 647,206</u>	<u>\$ 663,854</u>	<u>2.57%</u>
<b>Facilities Division</b>			
70624.7624 Bldg Maintenance-Civic Center	\$ 277,462	\$ 299,083	7.79%
70624.7626 Bldg Maintenance-Police Annex	239,696	263,228	9.82%
70624.7629 Landscaping-Civic Center	81,602	75,507	-7.47%
70627.7627 Bldg Maintenance-Corp Yard	104,758	115,748	10.49%
70627.7632 Landscaping-Corp Yard	10,191	10,429	2.34%
Subtotal	<u>\$ 713,709</u>	<u>\$ 763,995</u>	<u>7.05%</u>
<b>Streets Division</b>			
70608 Warehouse-Central Services	\$ 84,862	\$ 92,985	9.57%
<b>FINANCE AND ADMINISTRATIVE SERVICES</b>			
<b>Information Systems Division</b>			
40601 Print Shop	\$ 187,384	\$ 212,445	13.37%
40604 Telephone Maintenance	24,588	25,605	4.14%
40606 Postage Services	6,772	6,664	-1.59%
40603 Computer Equip Maintenance	49,538	48,934	-1.22%
40605 Information Systems	750,049	760,525	1.40%
40607 Website Maintenance	98,137	72,843	-25.77%
40608 Financial Acctg Software Maint.	64,086	66,949	4.47%
Subtotal	<u>\$ 1,180,554</u>	<u>\$ 1,193,965</u>	<u>1.14%</u>
<b>Human Resources Division</b>			
94820 Workers' Comp Insurance	\$ 14,294	\$ 17,984	25.82%
<b>TOTAL INTERNAL SERVICE OPERATIONS*</b>	<u>\$ 2,640,625</u>	<u>\$ 2,732,783</u>	<u>3.49%</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 2019-20

	<u>2018-19 Budget</u>	<u>2019-20 Budget</u>	<u>Percent Change</u>
<b>Summary of Capital Projects</b>			
80100 Street Projects	\$ 1,670,000	\$ 1,900,000	13.77%
80200 Traffic Signal Projects	60,000	150,000	150.00%
80300 Storm Drain Projects	250,000	-	-100.00%
80400 Sanitary Sewer Projects	835,000	625,000	-25.15%
80500 Parkway and Median Projects	1,928,000	1,075,000	-44.24%
80600 Public Facility Projects	4,250,000	4,750,000	11.76%
80800 Street Lighting Projects	90,000	260,000	188.89%
80900 Other Projects	75,000	82,600	10.13%
Total Capital Projects Expenditures	<u>\$ 9,158,000</u>	<u>\$ 8,842,600</u>	<u>-3.44%</u>
<b>Summary of Debt Service</b>			
2001-LR Civic Center Refinancing	\$ 488,275	\$ -	-100.00%
2009-GF Sewer Fund Loan	100,000	-	-100.00%
Total Debt Service Expenditures	<u>\$ 588,275</u>	<u>\$ -</u>	<u>-100.00%</u>
<b>Summary of Capital Outlay**</b>			
<b>Equipment-Additions</b>			
Furniture/Equipment/Vehicles	\$ 83,909	\$ 2,400	-97.14%
Total Capital Outlay Expenditures	<u>\$ 83,909</u>	<u>\$ 2,400</u>	<u>-97.14%</u>
<b>TOTAL BUDGET APPROPRIATIONS</b>	<u>\$ 40,966,861</u>	<u>\$ 40,786,248</u>	<u>-0.44%</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.

# BUDGET SUMMARY

## OPERATING TRANSFERS

### Fiscal Year 2019-20

	Budget 2018-19		Adopted 2019-20	
	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Transfers In</u>	<u>Transfers Out</u>
<b><u>GENERAL FUND 111</u></b>				
General Fund Grants-Fund 114	\$ -	\$ 2,700	\$ -	\$ 7,800
Traffic Safety-Fund 221	120,000	-	140,000	-
Special Gas Tax 2105-Fund 231	342,349	-	334,399	-
Special Gas Tax 2107-Fund 233	360,700	-	371,105	-
Lighting District No. 2-Fund 251	149,975	-	171,548	-
Storm Drain Fund-Fund 261	-	250,000	-	250,000
Corp Ctr Maint Dist #1-Fund 271	18,685	-	19,982	-
CIP-Fund 415	-	500,000	-	500,000
Infrastructure Reserve-Fund 416	-	1,050,000	-	1,440,000
Equipment Replacement-Fund 721	-	27,433	-	-
Technology Investments-Fund 731	-	-	-	130,600
City Employee Benefits-Fund 751	-	-	-	550,000
Total	<u>\$ 991,709</u>	<u>\$ 1,830,133</u>	<u>\$ 1,037,034</u>	<u>\$ 2,878,400</u>
<b><u>GENERAL FUND GRANTS FUND 114</u></b>				
General Fund-Fund 111	\$ 2,700	\$ -	\$ 7,800	\$ -
Total	<u>\$ 2,700</u>	<u>\$ -</u>	<u>\$ 7,800</u>	<u>\$ -</u>
<b><u>TRAFFIC SAFETY FUND 221</u></b>				
General Fund-Fund 111	\$ -	\$ 120,000	\$ -	\$ 140,000
Total	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>
<b><u>SPECIAL GAS TAX 2105 FUND 231</u></b>				
General Fund-Fund 111	\$ -	\$ 342,349	\$ -	\$ 334,399
Total	<u>\$ -</u>	<u>\$ 342,349</u>	<u>\$ -</u>	<u>\$ 334,399</u>
<b><u>SPECIAL GAS TAX 2106 FUND 232</u></b>				
Measure M-Fund 236	\$ -	\$ -	\$ 910,000	\$ -
Road Maint and Rehab-Fund 239	-	45,427	-	-
CIP-Fund 415	-	800,000	-	150,000
Total	<u>\$ -</u>	<u>\$ 845,427</u>	<u>\$ 910,000</u>	<u>\$ 150,000</u>
<b><u>SPECIAL GAS TAX 2107 FUND 233</u></b>				
General Fund-Fund 111	\$ -	\$ 360,700	\$ -	\$ 371,105
Total	<u>\$ -</u>	<u>\$ 360,700</u>	<u>\$ -</u>	<u>\$ 371,105</u>



# BUDGET SUMMARY

## OPERATING TRANSFERS

### Fiscal Year 2019-20

	Budget 2018-19		Adopted 2019-20	
	Transfers In	Transfers Out	Transfers In	Transfers Out
<b><u>MEASURE M GAS TAX FUND 236</u></b>				
Special Gas Tax 2106-Fund 232	\$ -	\$ -	\$ -	\$ 910,000
CIP-Fund 415	-	750,000	-	300,000
Total	<u>\$ -</u>	<u>\$ 750,000</u>	<u>\$ -</u>	<u>\$ 1,210,000</u>
<b><u>SPECIAL GAS TAX 2103 FUND 238</u></b>				
CIP-Fund 415	\$ -	\$ 1,178,000	\$ -	\$ 788,000
Total	<u>\$ -</u>	<u>\$ 1,178,000</u>	<u>\$ -</u>	<u>\$ 788,000</u>
<b><u>ROAD MAINTENANCE AND REHAB FUND 239</u></b>				
Gas Tax 2106-Fund 232	\$ 45,427	\$ -	\$ -	\$ -
CIP-Fund 415	-	-	-	827,000
Total	<u>\$ 45,427</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 827,000</u>
<b><u>LIGHTING DISTRICT #2 FUND 251</u></b>				
General Fund-Fund 111	\$ -	\$ 149,975	\$ -	\$ 171,548
CIP-Fund 415	-	-	-	30,000
Total	<u>\$ -</u>	<u>\$ 149,975</u>	<u>\$ -</u>	<u>\$ 201,548</u>
<b><u>STORM DRAIN FUND 261</u></b>				
General Fund-Fund 111	\$ 250,000	\$ -	\$ 250,000	\$ -
Total	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>
<b><u>CORP CTR MAINT DIST #1 FUND 271</u></b>				
General Fund-Fund 111	\$ -	\$ 18,685	\$ -	\$ 19,982
Total	<u>\$ -</u>	<u>\$ 18,685</u>	<u>\$ -</u>	<u>\$ 19,982</u>
<b><u>NARCOTICS ASSET SEIZURE FUND 281</u></b>				
CIP-Fund 415	\$ -	\$ 2,650,000	\$ -	\$ 2,450,000
Equipment Replacement-Fund 721	-	56,476	-	2,400
Total	<u>\$ -</u>	<u>\$ 2,706,476</u>	<u>\$ -</u>	<u>\$ 2,452,400</u>
<b><u>AB 2766 TRIP REDUCTION FUND 311</u></b>				
Equipment Replacement-Fund 721	\$ -	\$ 130,609	\$ -	\$ 62,500
Total	<u>\$ -</u>	<u>\$ 130,609</u>	<u>\$ -</u>	<u>\$ 62,500</u>

# BUDGET SUMMARY

## OPERATING TRANSFERS

### Fiscal Year 2019-20

	Budget 2018-19		Adopted 2019-20	
	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Transfers In</u>	<u>Transfers Out</u>
<b><u>CIP FUND 415</u></b>				
General Fund-Fund 111	\$ 500,000	\$ -	\$ 500,000	\$ -
Special Gas Tax 2106-Fund 232	800,000	-	150,000	-
Measure M-Fund 236	750,000	-	300,000	-
Special Gas Tax 2103-Fund 238	1,178,000	-	788,000	-
Road Maint and Rehab-Fund 239	-	-	827,000	-
Lighting District No. 2-Fund 251	-	-	30,000	-
Narcotics Asset Seizure-Fund 281	2,650,000	-	2,450,000	-
Infrastructure Reserve-Fund 416	1,350,000	-	1,770,000	-
Total	<u>\$ 7,228,000</u>	<u>\$ -</u>	<u>\$ 6,815,000</u>	<u>\$ -</u>
<b><u>INFRASTRUCTURE RESERVE FUND 416</u></b>				
General Fund-Fund 111	\$ 1,050,000	\$ -	\$ 1,440,000	\$ -
District General Fund-Fund 212	501,000	-	657,900	-
CIP-Fund 415	-	1,350,000	-	1,770,000
Total	<u>\$ 1,551,000</u>	<u>\$ 1,350,000</u>	<u>\$ 2,097,900</u>	<u>\$ 1,770,000</u>
<b><u>EQUIPMENT REPLACEMENT FUND 721</u></b>				
General Fund-Fund 111	\$ 27,433	\$ -	\$ -	\$ -
Narcotics Asset Seizure-Fund 281	56,476	-	2,400	-
AB 2766 Trip Reduction-Fund 311	130,609	-	62,500	-
Technology Investments-Fund 731	9,100	-	177,900	-
Total	<u>\$ 223,618</u>	<u>\$ -</u>	<u>\$ 242,800</u>	<u>\$ -</u>
<b><u>TECHNOLOGY INVESTMENTS FUND 731</u></b>				
General Fund-Fund 111	\$ -	\$ -	\$ 130,600	\$ -
District General Fund-Fund 212	4,500	-	-	-
Equipment Replacement-Fund 721	-	9,100	-	177,900
District Equip Repl-Fund 725	-	4,500	-	-
Total	<u>\$ 4,500</u>	<u>\$ 13,600</u>	<u>\$ 130,600</u>	<u>\$ 177,900</u>
<b><u>CITY EMPLOYEE BENEFITS FUND 751</u></b>				
General Fund-Fund 111	\$ -	\$ -	\$ 550,000	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 550,000</u>	<u>\$ -</u>
<b>SUBTOTAL-CITY FUNDS</b>	<b><u>\$ 10,296,954</u></b>	<b><u>\$ 9,795,954</u></b>	<b><u>\$ 12,041,134</u></b>	<b><u>\$ 11,383,234</u></b>

# BUDGET SUMMARY

## OPERATING TRANSFERS

### Fiscal Year 2019-20

	Budget 2018-19		Adopted 2019-20	
	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Transfers In</u>	<u>Transfers Out</u>
<b><u>DISTRICT-GENERAL FUND 212</u></b>				
Infrastructure Reserve-Fund 416	\$ -	\$ 501,000	\$ -	\$ 657,900
District Park Development-Fund 213	-	-	1,100,000	-
District Equip Repl-Fund 725	-	51,250	-	-
Technology Investments-Fund 731	-	4,500	-	-
District Employee Benefits-Fund 755	-	-	-	150,000
Total	<u>\$ -</u>	<u>\$ 556,750</u>	<u>\$ 1,100,000</u>	<u>\$ 807,900</u>
<b><u>DISTRICT-PARK DEVELOPMENT FUND 213</u></b>				
District General Fund-Fund 212	\$ -	\$ -	\$ -	\$ 1,100,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>
<b><u>DISTRICT-EQUIPMENT REPLACEMENT FUND 725</u></b>				
District General Fund-Fund 212	\$ 51,250	\$ -	\$ -	\$ -
Technology Investments-Fund 731	4,500	-	-	-
Total	<u>\$ 55,750</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>DISTRICT-EMPLOYEE BENEFIT FUND 755</u></b>				
District General Fund-Fund 212	\$ -	\$ -	\$ 150,000	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>
<b>SUBTOTAL-DISTRICT FUNDS</b>	<b>\$ 55,750</b>	<b>\$ 556,750</b>	<b>\$ 1,250,000</b>	<b>\$ 1,907,900</b>
<b>GRAND TOTAL-ALL FUNDS</b>	<b>\$ 10,352,704</b>	<b>\$ 10,352,704</b>	<b>\$ 13,291,134</b>	<b>\$ 13,291,134</b>



# CITY OF CYPRESS

**PERFORMANCE MEASURES  
2019-20**



# WHY MEASURE PERFORMANCE?



Performance measurement is the process of collecting, analyzing and reporting data regarding the performance of an organization. It helps the City Council and community evaluate the quality and effectiveness of government services. Performance measures include inputs (resources used), outputs (program activities), efficiency measures (ratio of inputs to outputs), and outcomes (the actual results of programs and services). Ideally, performance measurement generates information about program results and outcomes.

The City Council's Strategic Plan includes an ongoing objective to report quality performance measures.

## **CITY OF CYPRESS STRATEGIC PLAN**

### **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 (2019 - 2022)**

Maintain infrastructure and facilities

Maintain financial stability and promote economic activity

Enhance and maintain public safety

Enhance recreation facilities and programs

Maintain high quality and high value services for the community

# Strategic Plan GOAL

Maintain financial stability and promote economic activity

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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## City Manager

Strategic Plan objectives completed on time	68%	92%	90%	90%
Capital projects funded by General Fund	55.4%	59.0%	20.2%	22.6%
Facebook followers	1,142	1,533	1,896	2,000
Twitter followers	272	340	461	500

## Finance

General Fund revenue from Sales Tax	39.4%	37.7%	34.9%	35.2%
General Fund Budget dedicated to Police department	55.7%	56.2%	59.7%	60.8%
Business Licenses issued/renewed	3,389	3,655	3,550	3,600
Businesses Licenses renewed on-line	0%	31%	37%	39%
Business Licenses	254	273	250	300
Purchase orders issued	1,013	947	950	950
Accounts payable checks issued	4,257	3,932	3,800	3,800
Electronic accounts payable payments	1,301	1,629	1,800	1,850

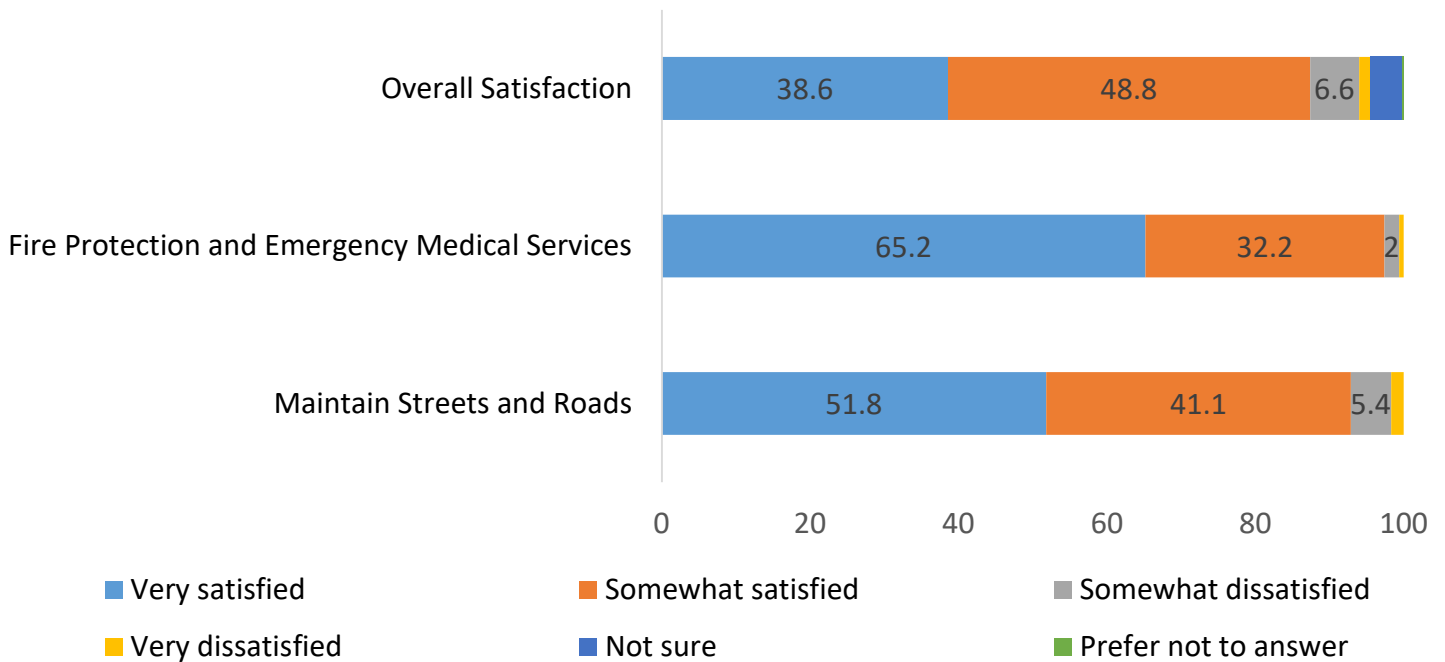
## Human Resources

Full-time employee turnover (non-retirement)	7.4%	7.2%	3.1%	3.0%
Days required to establish an eligibility list	74	90	82	80
Full-time employee recruitments	7	7	8	5-7

## Information Systems

On-line transactions		4,670	5,297	5,720
Devices supported	656	685	700	715
Applications supported	76	80	86	90
Website visits	218,000	220,000	234,000	236,000

## Community Opinion Survey FY 2018-19 (%)



Quantitative data is needed in order to gauge the effectiveness of programs and to track return on investment. There are some things that a chart or report can't measure. For that reason, the City Council conducted a Community Opinion Survey in FY 2018-19. Additional qualitative performance measures are being developed for FY 2019-20.

## HOW ARE WE DOING?

FY 2016-17 was the first year performance measures were included in the Budget and they are continually refined. The FY 2019-20 Budget aligns performance measurements with City Council's Strategic Plan to integrate key outcomes and performance measures.

Performance measures are only as useful as the data collected to report them. Cypress is working to refine the way we track data in order to more accurately reflect the City's performance and provide the City Council, city management and the community important decision making tools.

## New Mobile App Development

The development of a City mobile app is a 2019 Strategic Plan objective. The mobile app will provide residents easy access to the information and services they need.

The mobile app will allow users to report problems, submit service requests and sign up for notifications. The mobile app will also allow the City to track data on requests received in order to better report on performance.

The mobile app is a continuation of the City's efforts to be more customer focused. Prior efforts have included online payments and Business License renewal.



# How Do We Measure Performance?



## Strategic Plan GOAL

Enhance and maintain public safety

- ❖ Response times and crime clearance rates are measures for good performance. The likelihood of a successful outcome is higher the faster emergency services can reach a call.
- ❖ The City partners with a social support services provider to assist in responding to homelessness and has succeeded in placing homeless residents in temporary and permanent housing.
- ❖ Administrative measures indicate how physical assets are being utilized and the impact of volunteers on the Police department's operation.

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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### Policing Activity

Priority One response time	3:22	3:37	3:17	3:15
Part One crimes clearance rate	61%	50%	56%	59%
Homeless persons engaged		44	39	40
Homeless persons placed in housing		35	30	30

### Administration

Daily jail bookings	2.1	2.2	2.3	2.3
Days jail occupied		308	329	325
Police Officers hired vs. screened	3/330	10/172	3/350	10/400
Volunteer hours	3,153	3,283	3,288	3,300

### Anti-bullying program

In FY 2019-20 the City Council launched "Pizza with Police" with the goal of educating Lexington Junior High students about bullying. The program builds on the P.A.C.E (Positive Action Through Character Education) program and provides a proactive Police presence at the school. Due to the program's success, the City is exploring opportunities to expand "Pizza with Police" to Cypress' high school.

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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### Police Department Statistics

Calls for Service	34,490	32,956	33,746	34,000
Police Reports	3,440	3,525	3,464	3,500
Violent Crimes	148	149	179	185
Non-Violent Crimes	1,791	1,316	1,916	1,900
Traffic Collisions	386	376	345	330
Arrests	1,132	1,091	1,277	1,300
Burglaries	401	413	373	400
Reports Processed	3,459	4,608	5,183	5,100
Property and Evidence Items Processed	2,714	2,769	2,790	2,800

## HOW ARE WE DOING?

FY 2018-19 was a year of transition for the Police department due to retirements of veteran Commanders, Sergeants and Officers. Seasoned personnel have stepped up to continue to fulfill the Department's mission *to provide professional public safety services in partnership with the community.*

The Police department continues its commitment through community-based policing, utilizing high visibility strategies to reduce crime and maintain a high level of confidence in public safety.

In 2018, the department's Strategic Plan was updated with three new goals:

- Provide effective and efficient services to the community
- Develop our organization to ensure effectiveness
- Enhance the infrastructure supporting our mission

Strategies developed to meet these goals are being undertaken throughout 2019 to ensure the department continues to provide effective services to the community while maintaining a sustainable service model.

### Traffic Safety Campaign

In January of 2019 the City Council approved a traffic safety campaign entitled the City of Cypress Road to Safety. The campaign's goals include educating motorists on safe driving practices and reducing traffic collisions resulting in serious injuries or fatalities.

#### P.A.C.E.

The Positive Actions thru Character Education (PACE) program continues to enhance awareness, influence choices, and educate sixth grade students about Internet safety, social media, peer pressure, bullying, violence and drug-abuse. Approximately 900 students are guided to become persons of good character and behavior while building a positive relationship with the Police department.

# How Do We Measure Performance?



- ❖ Recreation programs and classes are tracked to determine which offerings meet the minimum amount of participants to be provided. This demonstrates how well classes match customer preferences.
- ❖ Recreation programs serve not only residents but the region. Breakdowns of resident versus non-resident participants are provided to illustrate this dynamic.
- ❖ The Community Center and Senior Center are utilized by residents, businesses and non-profit groups as event space. Metrics are provided on how often these spaces are being rented and how often they are provided at a subsidized rate.

Strategic Plan

**GOAL**

*Enhance recreation facilities and programs*

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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### Contract Classes

Total participants	6,117	6,243	6,612	6,800
Classes meeting minimum enrollment		54%	59%	63%
Participants withdrawing from classes		3.6%	3.30%	3.2%
Resident/non-resident participants (%)		62/38	61/39	61/39
On-line registration		40%	45%	50%

### Sports Programs

Adult sports resident/non-resident (%)		51/49	52/48	52/48
Youth sports resident/non-resident (%)		76/24	78/22	78/22
Youth sport participants		1,366	1,366	1,435
Adult sport teams		93	102	78

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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### Senior Center

Volunteer hours	9,423	9,112	9,116	9,200
Class participants resident/non-resident (%)		30/70	28/72	30/70
Congregate meals served	13,102	12,735	13,402	13,400
Home meals delivered	15,183	12,015	10,132	10,150

### Facility Usage

Community Center rentals		279	314	300
Community Center rental revenue	\$74,810	\$103,508	\$146,145	\$138,349
Senior Center rentals		349	244	250
Senior Center rental income	\$24,203	\$14,395	\$13,205	\$14,000
Athletic field bookings	8,383	7,197	6,604	6,680
Athletic field revenue	\$2,290	\$5,608	\$1,360	\$1,300
Non-profit field use	90%	90%	93%	93%

## HOW ARE WE DOING?

Sports organizations utilize both City and school district fields for practices and games. School district field availability has decreased as blackout dates have been added to allow for the fields to rest and for schools to add expanded classrooms. Athletic field rental revenue has decreased as subsidized non-profit youth sports shift from school sites to City fields.

On-line registration is expected to increase as more activities become available for online registration. One example is our Day Camp, which has not previously allowed on-line registration.

**Value of volunteers.** Senior Center volunteers have contributed more than 9,000 hours each of the past three years. This equates to a value of over \$250,000 per year and helps the Senior Center serve Cypress residents and the region.



### Cypress Run

Every summer the City hosts the Cypress Run which includes a 5k, 10k and 5k walk. Over 1,200 participants took part in the run in 2018.

# How Do We Measure Performance?

- ❖ Community Development serves a wide array of customers which it takes into consideration when tracking work. Project and plan reviews for residents and homeowners are completed in shorter periods of time than complex services that need to be approved by the City Council or Traffic Commission.
- ❖ Average response times for maintenance service, code enforcement, and planning permits are tracked through a project management database.
- ❖ Monitoring permit review periods provide data to maintain and improve services for residents, businesses, and developers. The department monitors these review periods quarterly and builds performance measures into contracted services.

Strategic Plan

**GOAL**

*Maintain high quality and high value services for the community*

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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## Public Works

Resident service calls	528	508	550	550
Maintenance work orders completed	1,688	1,899	1,700	1,700
Service call response time (days)	2	2	2	2
Water quality inspections	381	221	230	235
Solid waste diversion rate (%)	69	70	72	73
Code enforcement cases	572	580	580	600
Code enforcement response time (days)	8	7	7	7

## Building

Residential building permits	1,773	2,075	1,600	1,440
Commercial building permits	443	520	400	360
Final building inspections	1,787	2,214	2,500	1,600
Residential square feet added	207,266	160,236	438,608	268,703
Commercial square feet added	8,611	114,419	0	41,010

Measure	2016-17	2017-18	Estimate 2018-19	Projection 2019-20
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### Planning

Customers assisted at counter	990	1,025	1,050	1,030
Minor permit review processing time (days)	63	62	60	60
Temporary Use Permit processing time (days)	12	11	10	10

### Engineering

Permit request processing time (days)	1	1	1	1
Traffic inquiry response time (days)	1	1	1	1

### Infrastructure

Capital improvement projects on schedule	85%	90%	90%	90%
Street Network Pavement Condition Index	87	86	88	85
Pavement sealed or overlaid (lane miles)	69	47	50	52
Sidewalk locations repaired	1,100	1,200	1,300	1,300
Trees trimmed	2,491	4,800	4,700	4,750

## HOW ARE WE DOING?

Cypress has one of the highest Pavement Condition Index ratings in Orange County with almost every street in good or very good condition.

The Capital Improvement Program (CIP) is a seven-year plan that helps accomplish the City's Strategic Plan goal to Maintain and Enhance Infrastructure and Facilities. Major capital improvements require several years to plan, design, fund, and build. Keeping CIP projects on schedule helps manage costs and ensures future projects can be accomplished as planned.



### New Sports Park

The partnership between the City Council, community and departments is a great example of how Cypress works together and plans ahead. As far back as 2015, the City Council engaged residents and professional park planners to assess Cypress' parks needs and to be ready to take advantage of opportunities to grow the City's park portfolio.



# PERSONNEL SUMMARY BY DEPARTMENT

## CITY PERSONNEL

### FULL-TIME

DEPARTMENT	2018-19 Budget	2019-20 Adopted	Inc/(Dec)
City Council and Management	5.25	5.25	0.00
Finance and Administrative Services	14.25	14.25	0.00
Police	73.50	73.50	0.00
Community Development	32.00	29.00	(3.00)
TOTAL	125.00	122.00	(3.00)

### PART-TIME <sup>1</sup>

DEPARTMENT	2018-19 Budget	2019-20 Adopted	Inc/(Dec)
Police	6.34	6.34	0.00
Community Development	11.41	5.10	(6.31)
TOTAL	17.75	11.44	(6.31)

## RECREATION AND PARK DISTRICT PERSONNEL

TYPE	2018-19 Budget	2019-20 Adopted	Inc/(Dec)
Full-Time	13.00	12.00	(1.00)
Part-Time	15.19	17.95	2.76
TOTAL	28.19	29.95	1.76

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

<sup>1</sup> Non-benefitted 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

	2018-19 Budget	2019-20 Adopted	Monthly Rates	
			Minimum	Maximum
<b>City Council and Administration</b>				
City Clerk	1.00	1.00	\$ 8,476	\$ 11,491
City Manager	1.00	1.00	18,696	18,696
Deputy City Clerk	1.00	1.00	5,009	6,091
Executive Assistant	1.00	1.00	5,148	6,257
Senior Management Analyst	1.25	1.25	6,204	8,295
<b>Subtotal - City Council and Management</b>	<b>5.25</b>	<b>5.25</b>		
<b>Finance and Administrative Services</b>				
Account Clerk I/II	2.00	2.00	3,714	4,980
Accountant	1.00	1.00	6,274	7,626
Administrative Services Technician II	2.00	2.00	4,096	4,980
Computer Support Specialist	1.00	1.00	5,815	7,069
Director of Finance & Administrative Services	1.00	1.00	11,317	17,408
Assistant Director/Finance Manager	1.00	1.00	10,092	13,319
Human Resources Administrator	1.00	1.00	7,133	9,601
Human Resources Assistant	1.00	1.00	4,410	5,915
Information Technology Manager	1.00	1.00	9,142	12,004
Network Administrator	1.00	1.00	7,133	9,601
Payroll Coordinator	1.00	1.00	5,148	6,257
Senior Licensing Specialist	1.00	1.00	4,680	5,688
Senior Management Analyst	0.25	0.25	6,204	8,295
<b>Subtotal - Finance and Administrative Services</b>	<b>14.25</b>	<b>14.25</b>		
<b>Police Department</b>				
Community Outreach Officer	1.00	1.00	4,667	5,673
Office Assistant I/II	1.00	1.00	3,210	4,301
Office Specialist	1.00	1.00	4,096	4,980
Police Chief	1.00	1.00	11,317	17,408
Police Clerk I/II	4.00	4.00	3,410	4,796
Police Commander	3.00	3.00	11,626	13,955
Police Officer	41.00	41.00	6,740	8,816
Police Officer - Overhire	2.00	2.00	6,740	8,816
Police Sergeant	10.00	10.00	8,839	11,283
Police Services Officer	7.00	7.00	4,667	5,673
Police Support Services Supervisor	1.00	1.00	5,715	7,431
Secretary to Department Head	1.00	1.00	4,629	5,624
Senior Management Analyst	0.50	0.50	6,204	8,295
<b>Subtotal - Police Department</b>	<b>73.50</b>	<b>73.50</b>		

# FULL-TIME PERSONNEL BY JOB CLASSIFICATION

	2018-19 Budget	2019-20 Adopted	Monthly Rates	
			Minimum	Maximum
<b>Community Development Department</b>				
Administrative Clerk	1.00	1.00	\$ 3,714	\$ 4,515
Assistant City Engineer	1.00	1.00	9,142	12,004
Assistant Planner	1.00	1.00	5,554	6,752
Associate Engineer	2.00	1.00	7,708	9,369
Associate Planner	1.00	1.00	6,393	7,768
Building Official	1.00	1.00	9,142	12,004
City Engineer	1.00	1.00	10,092	13,319
City Planner	1.00	0.00	N/A	N/A
Code Enforcement Officer II	1.00	1.00	5,538	6,731
Director of Community Development	1.00	1.00	11,317	17,408
Engineering Aide	1.00	1.00	4,902	5,958
Maintenance Specialist	3.00	3.00	4,496	5,740
Maintenance Superintendent	1.00	1.00	8,238	10,709
Maintenance Supervisor	3.00	3.00	5,715	7,431
Maintenance Worker	6.00	6.00	3,520	5,204
Management Analyst	1.00	1.00	6,175	7,503
Mechanic	2.00	2.00	4,281	5,464
Office Assistant II	1.00	1.00	3,537	4,301
Project Manager	1.00	1.00	7,708	9,369
Secretary to Department Head	1.00	1.00	4,629	5,624
Water Quality Manager	1.00	0.00	N/A	N/A
<b>Subtotal - Community Development</b>	<b>32.00</b>	<b>29.00</b>		
<b>Subtotal - City</b>	<b>125.00</b>	<b>122.00</b>		
<b>Recreation and Park District</b>				
Director of Recreation & Comm Svcs	1.00	1.00	11,317	17,408
Office Assistant II	3.00	2.00	3,400	4,134
Recreation Coordinator	4.00	4.00	4,557	5,538
Recreation & Comm Svcs Manager	1.00	1.00	8,238	10,709
Recreation Supervisor	3.00	3.00	5,715	7,431
Secretary to Department Head	1.00	1.00	4,629	5,624
<b>Subtotal - Recreation and Park District</b>	<b>13.00</b>	<b>12.00</b>		
<b>Total - City and Recreation and Park District</b>	<b>138.00</b>	<b>134.00</b>		

# PART-TIME PERSONNEL BY JOB CLASSIFICATION

	2018-19	2019-20	Hourly Rates	
	Budget	Adopted	Minimum	Maximum
<b>Police Department</b>				
Investigative Assistant	1.44	1.44	\$ 18.44	\$ 25.95
Police Aide	4.90	4.90	12.00	14.00
<b>Subtotal - Police Department</b>	<b>6.34</b>	<b>6.34</b>		
<b>Community Development Department</b>				
Administrative Services Technician I	0.90	0.90	20.60	25.05
Administrative Intern	1.50	1.00	12.25	15.25
Maintenance Attendant	3.00	0.50	12.00	13.00
Maintenance Worker	5.31	2.00	20.31	25.94
Office Assistant II	0.70	0.70	19.62	23.85
<b>Subtotal - Community Development</b>	<b>11.41</b>	<b>5.10</b>		
<b>Subtotal - City</b>	<b>17.75</b>	<b>11.44</b>		
<b>Recreation and Park District</b>				
Aquatics Instructor	1.14	1.14	12.75	13.75
Assistant Pool Manager	0.12	0.12	13.50	14.50
Customer Service Specialist	0.00	1.00	15.00	19.00
Pool Manager	0.14	0.14	14.75	16.25
Recreation Facilities Attendant	0.00	2.35	12.00	13.00
Recreation Leader I	0.73	0.73	12.00	12.00
Recreation Leader II	2.71	2.48	12.25	12.25
Recreation Leader III	6.38	5.88	12.75	13.75
Recreation Leader IV	2.17	2.31	14.50	15.50
Recreation Specialist	1.80	1.80	18.48	22.47
<b>Subtotal - Recreation and Park District</b>	<b>15.19</b>	<b>17.95</b>		
<b>Total - City and Recreation and Park District</b>	<b>32.94</b>	<b>29.39</b>		

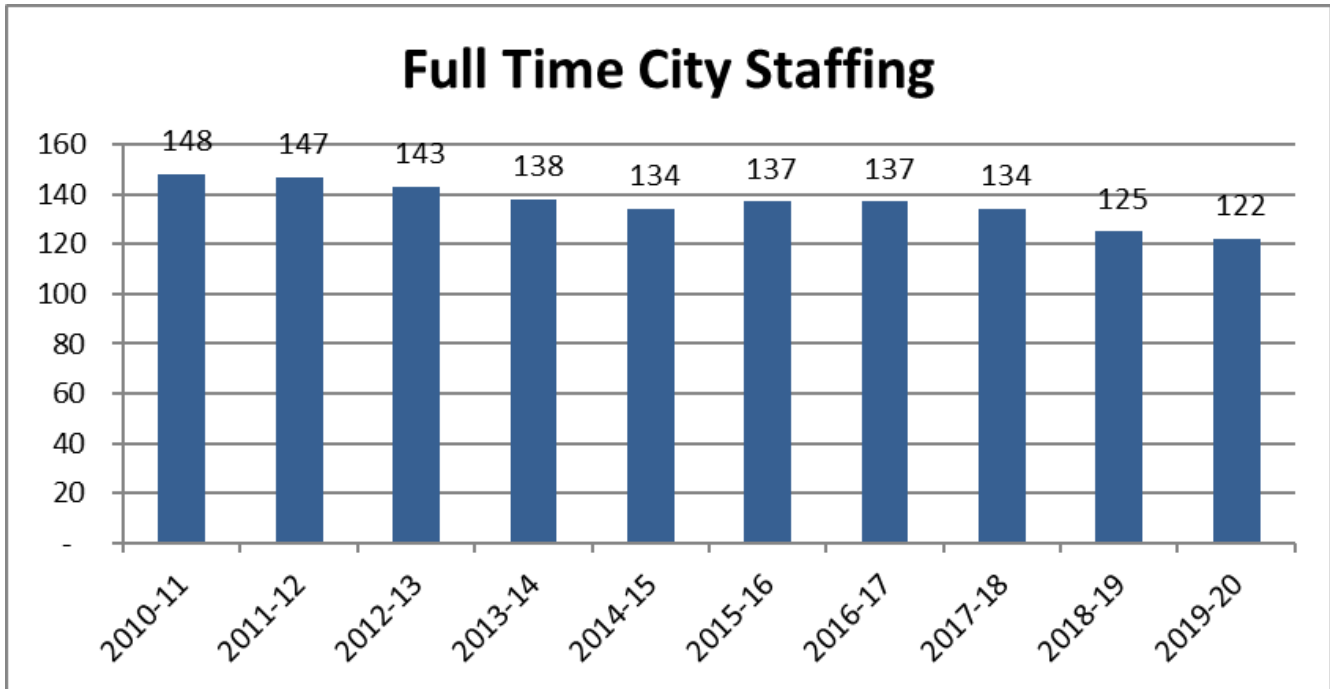
# PART-TIME PERSONNEL BY JOB CLASSIFICATION

## Budgeted Hours

	2018-19 Budget	2019-20 Adopted	Hourly Rates	
			Minimum	Maximum
<b>Police Department</b>				
Investigative Assistant	2,880	2,880	\$ 18.44	\$ 25.95
Police Aide	9,800	9,800	12.00	14.00
<b>Subtotal - Police Department</b>	<b>12,680</b>	<b>12,680</b>		
<b>Community Development Department</b>				
Administrative Services Technician I	1,872	1,872	20.60	25.05
Administrative Intern	3,000	2,000	12.25	15.25
Maintenance Attendant	6,000	1,000	12.00	13.00
Maintenance Worker	10,620	4,000	20.31	25.94
Office Assistant II	1,456	1,456	19.62	23.85
<b>Subtotal - Community Development</b>	<b>22,948</b>	<b>10,328</b>		
<b>Subtotal - City</b>	<b>35,628</b>	<b>23,008</b>		
<b>Recreation and Park District</b>				
Aquatics Instructor	2,280	2,280	12.75	13.75
Assistant Pool Manager	240	240	13.50	14.50
Customer Service Specialist	-	2,000	15.00	19.00
Pool Manager	280	280	14.75	16.25
Recreation Facilities Attendant	-	4,700	12.00	13.00
Recreation Leader I	1,460	1,464	12.00	12.00
Recreation Leader II	5,420	4,961	12.25	12.25
Recreation Leader III	12,760	11,752	12.75	13.75
Recreation Leader IV	4,340	4,615	14.50	15.50
Recreation Specialist	3,744	3,744	18.48	22.47
<b>Subtotal - Recreation and Park District</b>	<b>30,524</b>	<b>36,036</b>		
<b>Total - City and Recreation and Park District</b>	<b>66,152</b>	<b>59,044</b>		

# STAFFING TRENDS

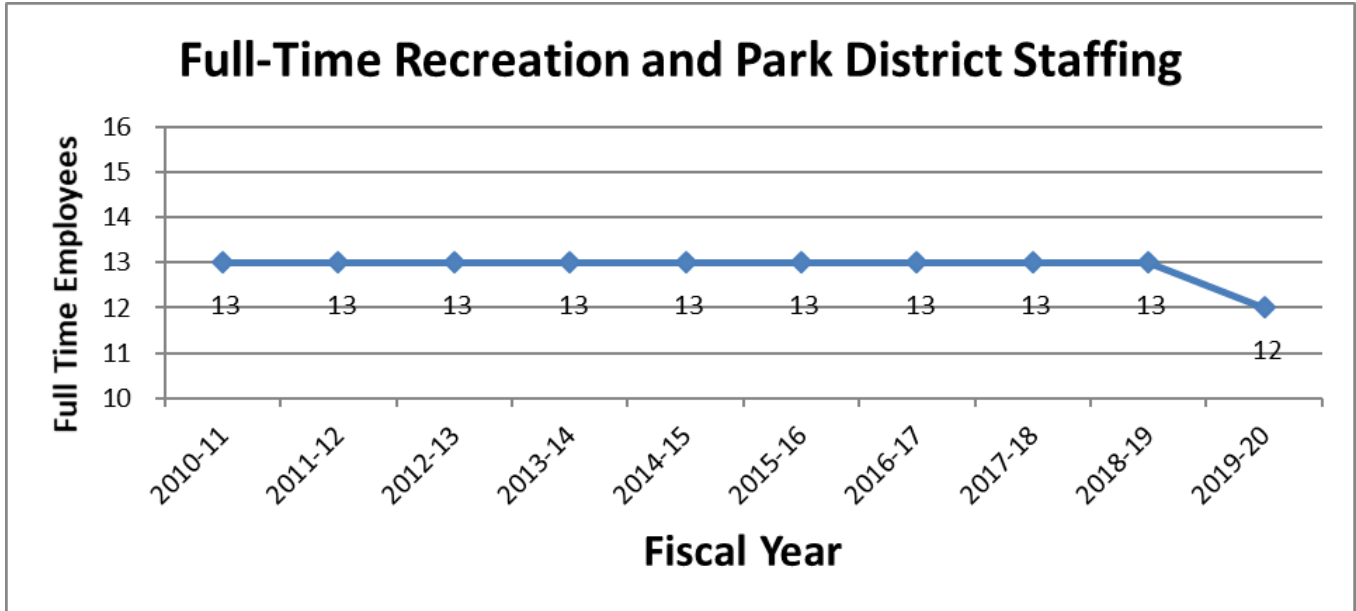
## 10-Year History



### Full-Time Staffing Changes

Department	Position	Change
Community Development	Associate Engineer	-1.00
	City Planner	-1.00
	Water Quality Manager	<u>-1.00</u>
	Total	<u>-3.00</u>

# STAFFING TRENDS 10-Year History

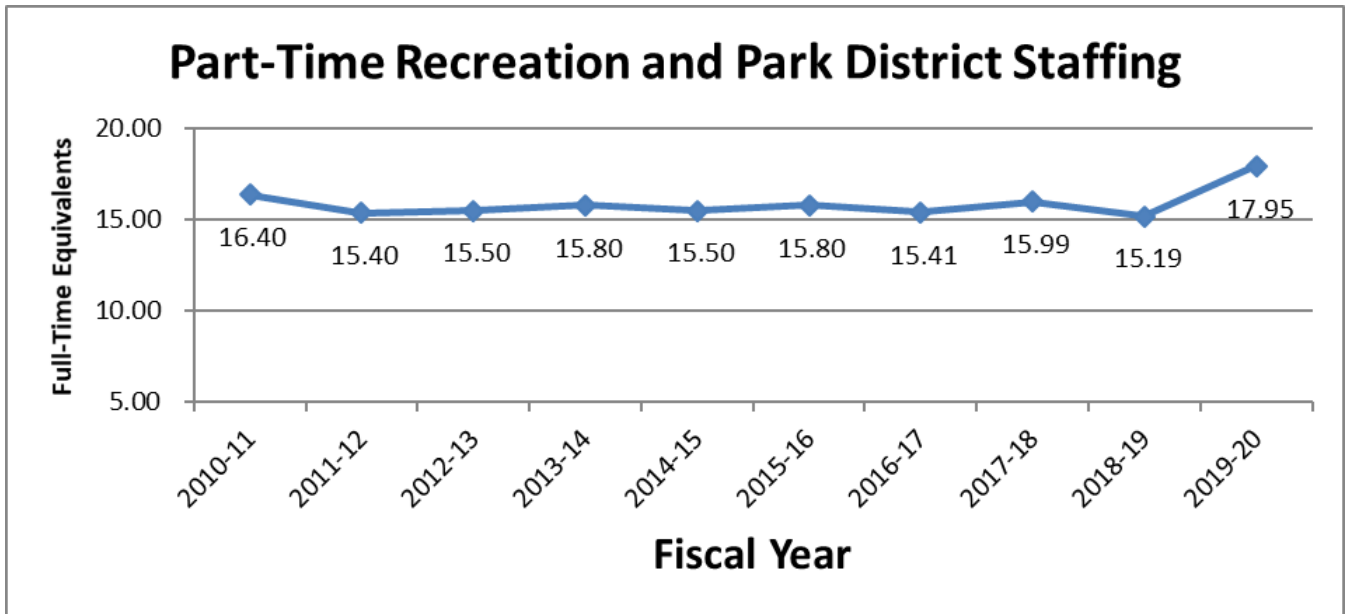
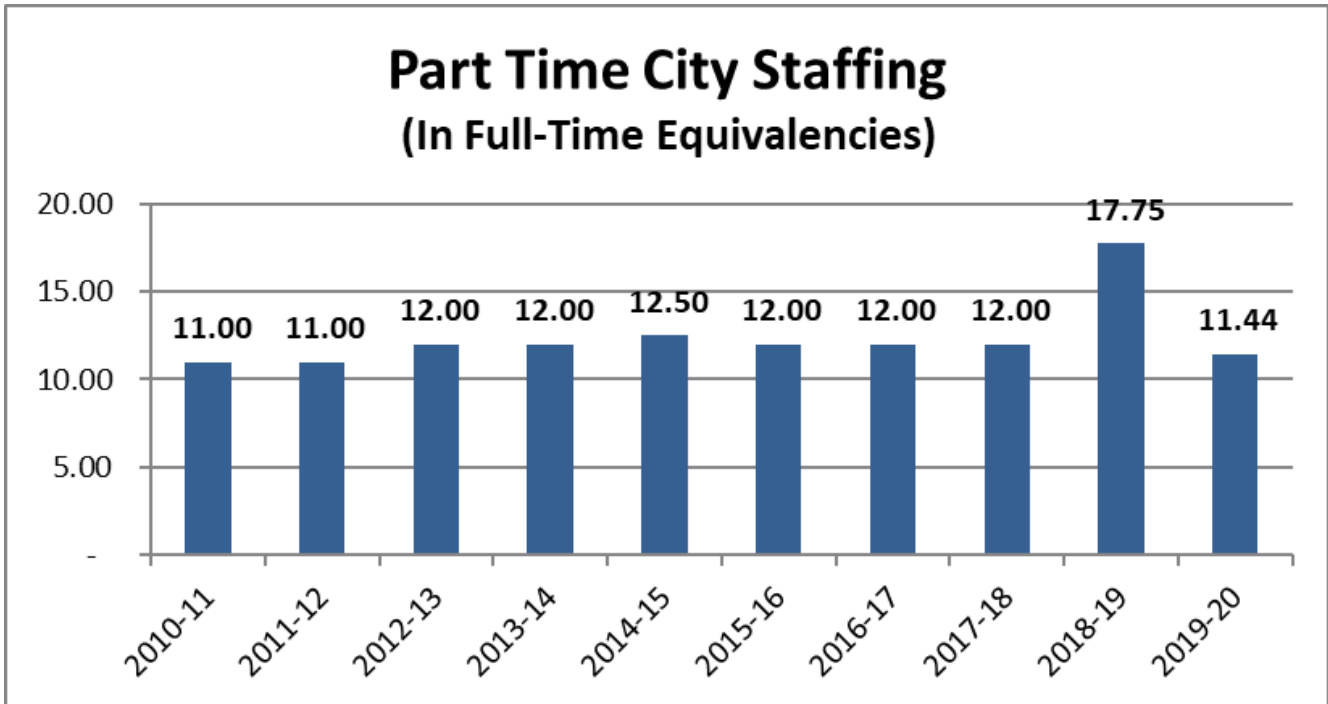


## Full-Time Staffing Changes

Department	Position	Change
Recreation and Park District	Office Assistant II	<u>-1.00</u>
Total		<u>-1.00</u>

# STAFFING TRENDS

## 10-Year History







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## CITY COUNCIL AND ADMINISTRATION

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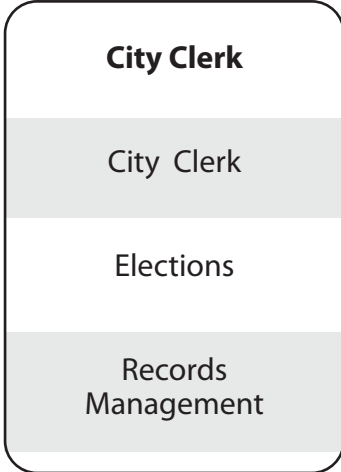
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City Council and Administration implement and administer policies, programs and services approved by the City Council, and provide the citizens of Cypress with legislative representation. Municipal programs and services involving Elections, City Attorney, 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 2019 - 2020

City Council



# CITY COUNCIL AND ADMINISTRATION

## Summary of Expenditures

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
City Clerk	1.00	1.00	1.00	1.00	-
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
Senior Management Analyst	1.00	1.00	1.25	1.25	-
Video Production Coordinator	1.00	1.00	-	-	-
<b>Part-Time</b>					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	5.00	5.00	5.00	5.00	-
<b>Total Positions</b>	<b>16.00</b>	<b>16.00</b>	<b>15.25</b>	<b>15.25</b>	<b>-</b>
<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$1,288,735	\$1,208,522	\$1,148,537	\$1,237,844	2.4%
Service and Supplies	769,652	1,066,979	1,001,504	964,074	-9.6%
Internal Service Fund Charges	288,290	305,990	305,990	309,120	1.0%
<b>Total Division Cost</b>	<b>\$2,346,677</b>	<b>\$2,581,491</b>	<b>\$2,456,031</b>	<b>\$2,511,038</b>	<b>-2.7%</b>
<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	
General Fund	\$2,346,677	\$2,581,491	\$2,456,031	\$2,511,038	
<b>Total Resources</b>	<b>\$2,346,677</b>	<b>\$2,581,491</b>	<b>\$2,456,031</b>	<b>\$2,511,038</b>	

# ADMINISTRATION

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## Legislative Division

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### 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 2018-19

- Adopted an updated strategic plan including new three-year goals
- Approved an economic development program focusing on increasing engagement between the City and business community
- Approved the Valley View Median Restoration project
- Adopted a coyote management plan
- Approved the formation of a nonprofit foundation to support the Recreation and Park District
- Continued public outreach and design process toward the development of a new park at the intersection of Cerritos and Lexington

### Objectives for Fiscal Year 2019-20

In FY 2019-20, 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.

# ADMINISTRATION

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## Legislative Division

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<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.08	-	-	-	-
<b>Part-Time</b>					
City Council Member	5.00	5.00	5.00	5.00	-
Traffic Commissioner	5.00	5.00	5.00	5.00	-
<b>Total Positions</b>	<b>10.58</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 223,032	\$ 248,247	\$ 220,294	\$ 235,961	-4.9%
Service and Supplies	58,893	58,792	58,235	71,620	21.8%
Internal Service Fund Charges	88,550	93,750	93,750	92,910	-0.9%
<b>Total Division Cost</b>	<b>\$ 370,475</b>	<b>\$ 400,789</b>	<b>\$ 372,279</b>	<b>\$ 400,491</b>	<b>-0.1%</b>

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund	\$ 370,475	\$ 400,789	\$ 372,279	\$ 400,491
<b>Total Resources</b>	<b>\$ 370,475</b>	<b>\$ 400,789</b>	<b>\$ 372,279</b>	<b>\$ 400,491</b>

# ADMINISTRATION

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## City Attorney Division

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### 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 bi-weekly Executive Team meetings, provides support in processing claims and Public Records Act Requests as needed.

### Accomplishments for Fiscal Year 2018-19

- Drafted modifications to the City's street/sidewalk vendor ordinance to comply with new state law approved by the State Legislature and Governor
- Worked with staff to develop a resolution and bylaws for the creation of a nonprofit foundation to support the Recreation and Park District
- Participated in the City's strategic planning effort
- Provided support with pending claims and public records act requests
- 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 2019-20

- 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
- Draft revised regulations for massage businesses for City Council consideration
- Continue providing periodic updates on recent developments in the law and pending litigation

# ADMINISTRATION

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## City Attorney Division

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<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Service and Supplies	301,962	300,000	272,500	302,100	0.7%
Internal Service Fund Charges	2,000	2,100	2,100	2,200	4.8%
<b>Total Division Cost</b>	<b><u>\$ 303,962</u></b>	<b><u>\$ 302,100</u></b>	<b><u>\$ 274,600</u></b>	<b><u>\$ 304,300</u></b>	0.7%
<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	
General Fund	\$ 303,962	\$ 302,100	\$ 274,600	\$ 304,300	
<b>Total Resources</b>	<b><u>\$ 303,962</u></b>	<b><u>\$ 302,100</u></b>	<b><u>\$ 274,600</u></b>	<b><u>\$ 304,300</u></b>	

# CITY MANAGER

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## City Manager Division

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### 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 2018-19

- Conducted a community survey to assess resident satisfaction with City services and determine community priorities
- Implemented an economic development program focusing on increasing engagement between the City and business community
- Presented an updated State and Federal legislative platform to the City Council
- Continued negotiations for the sale and disposition of the City-owned 13-acre parcel
- Coordinated ad hoc committee meetings with Cypress School District, Anaheim Union High School District, and Cypress College
- Continued use of social media and the City website for community outreach and marketing

### Objectives for Fiscal Year 2019-20

- Continue to implement the City Council's Strategic Plan goals and objectives
- Continue to enhance community engagement opportunities through social media and the City website
- Continue negotiations for the sale and disposition of the City-owned 13-acre parcel for City Council consideration
- Review external partnership and collaboration opportunities to enhance City services and present to City Council for consideration
- Work with the City Council ad hoc subcommittee to review the City Charter



# CITY MANAGER

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## City Manager Division

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<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant	0.50	0.50	0.50	0.50	-
Senior Management Analyst	0.92	1.00	1.25	1.25	-
Video Production Coordinator	1.00	1.00	-	-	-
<b>Total Positions</b>	<b>3.42</b>	<b>3.50</b>	<b>2.75</b>	<b>2.75</b>	<b>-</b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 765,166	\$ 636,782	\$ 604,750	\$ 664,776	4.4%
Service and Supplies	379,450	632,042	608,232	557,161	-11.8%
Internal Service Fund Charges	144,620	152,820	152,820	152,140	-0.4%
<b>Total Division Cost</b>	<b>\$1,289,236</b>	<b>\$1,421,644</b>	<b>\$1,365,802</b>	<b>\$1,374,077</b>	<b>-3.3%</b>

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund	\$1,289,236	\$1,421,644	\$1,365,802	\$1,374,077
<b>Total Resources</b>	<b>\$1,289,236</b>	<b>\$1,421,644</b>	<b>\$1,365,802</b>	<b>\$1,374,077</b>

# CITY CLERK

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## City Clerk Division

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### **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 2018-19**

- Coordinated Youth in Government Day for local high school students to learn about government at the local level
- Implemented Secure Government to Government scanning process with Orange County Clerk-Recorder to reduce document recording time
- Conducted November 2018 General Municipal Election for three City Council seats and one ballot measure
- Conducted City Commissioner recruitment for nine open seats to increase citizen participation

### **Objectives for Fiscal Year 2019-20**

- Conduct City Commissioner recruitment for four open seats to increase citizen participation in the community
- Update City Records Retention Schedule

# CITY CLERK

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## City Clerk Division

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<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
City Clerk	1.00	1.00	1.00	1.00	-
Recording Sec/Deputy City Clerk	1.00	1.00	1.00	1.00	-
<b>Total Positions</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 300,537	\$ 323,493	\$ 323,493	\$ 337,107	4.2%
Service and Supplies	29,347	76,145	62,537	33,193	-56.4%
Internal Service Fund Charges	53,120	57,320	57,320	61,870	7.9%
<b>Total Division Cost</b>	<u>\$ 383,004</u>	<u>\$ 456,958</u>	<u>\$ 443,350</u>	<u>\$ 432,170</u>	-5.4%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$ 383,004	\$ 456,958	\$ 443,350	\$ 432,170
<b>Total Resources</b>	<u>\$ 383,004</u>	<u>\$ 456,958</u>	<u>\$ 443,350</u>	<u>\$ 432,170</u>



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## **FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT**

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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 2019 - 2020

**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 Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Account Clerk I/II	2.00	2.00	2.00	2.00	-
Accountant	1.00	1.00	1.00	1.00	-
Administrative Services Tech II	2.00	2.00	2.00	2.00	-
Computer Support Specialist	1.00	1.00	1.00	1.00	-
Director of Finance/Admin Svcs	1.00	1.00	1.00	1.00	-
Finance Manager/Asst Director	1.00	1.00	1.00	1.00	-
Human Resources Administrator	-	-	1.00	1.00	-
Human Resources Analyst	1.00	1.00	-	-	-
Human Resources Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	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	-
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	-
<b>Total Positions</b>	<b>15.00</b>	<b>15.00</b>	<b>14.25</b>	<b>14.25</b>	<b>-</b>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$1,965,391	\$2,136,646	\$2,078,402	\$2,253,805	5.5%
Service and Supplies	370,112	430,625	347,306	447,663	4.0%
Internal Service Fund Charges	458,810	472,410	472,410	451,000	-4.5%
<b>Total Division Cost</b>	<b>\$2,794,313</b>	<b>\$3,039,681</b>	<b>\$2,898,118</b>	<b>\$3,152,468</b>	<b>3.7%</b>

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$1,691,090	\$1,844,833	\$1,800,267	\$1,940,519
Internal Service Funds	1,103,223	1,194,848	1,097,851	1,211,949
<b>Total Resources</b>	<b>\$2,794,313</b>	<b>\$3,039,681</b>	<b>\$2,898,118</b>	<b>\$3,152,468</b>

# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

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## Finance Division

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### 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 2018-19

- Prepared the Fiscal Year 2017-18 Comprehensive Annual Financial Report
- Coordinated the annual city-wide budget process
- Updated financial policies related to the Office of Management and Budget's Uniform Guidance (Single Audit)
- Implemented a new credit card processing system for the Police Department, eliminating processing fees charged to the City
- Presented results of the Comprehensive User Fee Study to the City Council

### Objectives for Fiscal Year 2019-20

- Explore audit and review consultant services to ensure the City receives its proper share of major tax revenues
- Submit the annual budget document to the Government Finance Officers Association for review under the Distinguished Budget Presentation Award Program
- Obtain a new purchasing card provider to enhance efficiency and revenue generation (in the form of rebates)



# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

## Finance Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Account Clerk III	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	0.75	0.75	-
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	-
<b>Total Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 984,613	\$1,072,860	\$1,050,440	\$1,141,796	6.4%
Service and Supplies	122,854	121,495	115,085	147,238	21.2%
Internal Service Fund Charges	200,240	206,140	206,140	183,260	-11.1%
<b>Total Division Cost</b>	<b>\$1,307,707</b>	<b>\$1,400,495</b>	<b>\$1,371,665</b>	<b>\$1,472,294</b>	<b>5.1%</b>

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$1,307,707	\$1,400,495	\$1,371,665	\$1,472,294
<b>Total Resources</b>	<b>\$1,307,707</b>	<b>\$1,400,495</b>	<b>\$1,371,665</b>	<b>\$1,472,294</b>

# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

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## Human Resources Division

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### 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 2018-19

- Successfully negotiated a new three-year contract with the Police Officers' Association
- Held Annual Service Awards Recognition Program for 13 employees representing a total of 200 years of service
- Coordinated a successful Employee Health Fair

### Objectives for Fiscal Year 2019-20

- Update the City's Succession Plan
- Further develop a training program to align with Succession Plan objectives
- Review and update the Personnel Rules and Regulations
- Begin meet and confer process with the Police Management Association
- Continue to review/update Human Resources related policies and procedures
- Update Division forms and develop ways to streamline processes
- Update the Human Resources page on the City'

# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

## Human Resources Division

<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Director of Finance/Admin Svcs	-	-	0.25	0.25	-
Human Resources Administrator	-	-	1.00	1.00	-
Human Resources Analyst	1.00	1.00	-	-	-
Human Resources Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	-	-	-
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>2.25</b>	<b>2.25</b>	<b>-</b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 316,626	\$ 344,832	\$ 340,400	\$ 371,713	7.8%
Service and Supplies	35,056	71,830	46,232	71,966	0.2%
Internal Service Fund Charges	43,770	41,970	41,970	42,530	1.3%
<b>Total Division Cost</b>	<b>\$ 395,452</b>	<b>\$ 458,632</b>	<b>\$ 428,602</b>	<b>\$ 486,209</b>	<b>6.0%</b>

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund	\$ 383,383	\$ 444,338	\$ 428,602	\$ 468,225
Internal Service Funds	12,069	14,294	-	17,984
<b>Total Resources</b>	<b>\$ 395,452</b>	<b>\$ 458,632</b>	<b>\$ 428,602</b>	<b>\$ 486,209</b>

# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

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## Information Technology Division

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### 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 2018-19

- Replaced city-wide desktop and laptop computers
- Replaced all network switches
- Upgraded Wi-Fi hardware and implemented public Wi-Fi at the Senior Center and Community Center
- Upgraded Remote Access Appliance for employee access to Network/HR Portal
- Installed new high speed fiber optic internet to serve all facilities
- Implemented cybersecurity training platform
- Assisted Community Development in migration to new fleet management software

### Objectives for Fiscal Year 2019-20

- Launch Mobile App to improve the public's access to City news and services
- Deploy eTimesheets system to enhance payroll efficiency
- Implement electronic building permit/plan review system and project management software with Community Development
- Assist with the Police Department remodel by replacing the building access system, closed-circuit TV system, and Wi-Fi system
- Upgrade email security appliance

# FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

## Information Technology Division

<b>Summary of Positions</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
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	-
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

<b>Summary of Expenditures</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 664,152	\$ 718,954	\$ 687,562	\$ 740,296	3.0%
Service and Supplies	212,202	237,300	185,989	228,459	-3.7%
Internal Service Fund Charges	214,800	224,300	224,300	225,210	0.4%
<b>Total Division Cost</b>	<b>\$1,091,154</b>	<b>\$1,180,554</b>	<b>\$1,097,851</b>	<b>\$1,193,965</b>	1.1%

<b>Summary of Resources</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>
Internal Service Funds	\$1,091,154	\$1,180,554	\$1,097,851	\$1,193,965
<b>Total Resources</b>	<b>\$1,091,154</b>	<b>\$1,180,554</b>	<b>\$1,097,851</b>	<b>\$1,193,965</b>



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## POLICE DEPARTMENT

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The Police Department's mission is "to provide professional public safety services in partnership with the community." The 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. 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 2019 - 2020

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 Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Community Outreach Officer	-	1.00	1.00	1.00	-
Office Assistant I/II	2.00	2.00	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	1.00	-
Police Chief	1.00	1.00	1.00	1.00	-
Police Clerk I/II	4.00	4.00	4.00	4.00	-
Police Commander	3.00	3.00	3.00	3.00	-
Police Officer	41.00	41.00	41.00	41.00	-
Police Officer - Overhire*	2.00	2.00	2.00	2.00	-
Police Sergeant	10.00	10.00	10.00	10.00	-
Police Services Officer	9.00	7.00	7.00	7.00	-
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	0.50	0.50	-
<b>Part-Time</b>					
Community Outreach Officer	0.50	-	-	-	-
Investigative Assistant	-	-	1.44	1.44	-
Police Aide	4.90	4.90	4.90	4.90	-
Police Services Officer	-	0.50	-	-	-
<b>Total Positions</b>	<b>81.40</b>	<b>80.40</b>	<b>79.84</b>	<b>79.84</b>	<b>-</b>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$12,120,423	\$13,450,293	\$12,400,576	\$14,061,592	4.5%
Service and Supplies	2,004,614	2,164,963	2,031,297	2,276,432	5.1%
Internal Service Fund Charges	1,636,980	1,731,980	1,731,980	1,863,790	7.6%
<b>Total Division Cost</b>	<b>\$15,762,017</b>	<b>\$17,347,236</b>	<b>\$16,163,853</b>	<b>\$18,201,814</b>	4.9%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$15,165,623	\$17,089,274	\$15,905,238	\$17,933,262
General Fund Grants	378,873	5,400	38,068	35,600
Asset Seizure Fund	77,625	112,312	78,483	90,552
Supplemental Law Enforcement	139,896	140,250	142,064	142,400
<b>Total Resources</b>	<b>\$15,762,017</b>	<b>\$17,347,236</b>	<b>\$16,163,853</b>	<b>\$18,201,814</b>

# POLICE DEPARTMENT

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## Administrative Division

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### Division Overview

The Administrative Division is comprised of Police Administration, Personnel and Training, Administrative Services Management, West Cities Police Communications (WestComm), SWAT, Records, Crime Prevention/Community Relations, Emergency Services, Police Grants, and 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, and strengthening relations between the Department and the community.

### Accomplishments for Fiscal Year 2018-19

During FY 2018-19, the division accomplished a number of objectives from the last Fiscal Year, including: Completed the transition and sworn employee training for the new Glock 9mm handgun platform, updated the Department's website to improve functionality for the public, coordinated and delivered a department open house event for the public, increased its social media following, specifically increasing Facebook followers by 16%, hired three police officers, one intern, one police service officer, and four police aides; transitioned to the new TASER X26P platform and delivered training to the entire Department, continued to improve processes and procedures in the Records Bureau; provided in-house training to a new motor officer; police volunteers donated approximately 3,200 hours of service to the community; partnered with Goldenwest College's Criminal Justice Training Center to use a newly acquired firearms training simulator to incorporate realistic decision-making into firearms training.

### Objectives for Fiscal Year 2019-20

Anticipated projects for the next fiscal year include:

- Deliver a regional Citizen Police Academy
- Revise and modernize Department procedure manuals
- Develop Department employees to deliver in-house advanced officer and perishable skills training to officers
- Expand recruitment efforts to attract qualified sworn and non-sworn applicants
- Develop a police recruitment video
- Improve functionality of the Emergency Operations Center using existing technologies, training, and equipment

# POLICE DEPARTMENT

## Administrative Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Community Outreach Officer	-	1.00	1.00	1.00	-
Office Assistant I/II	1.00	1.00	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	1.00	-
Police Chief	1.00	1.00	1.00	1.00	-
Police Clerk I/II	4.00	4.00	4.00	4.00	-
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	1.00	1.00	1.18	1.16	(0.02)
Police Sergeant	1.00	1.00	1.00	1.00	-
Police Services Officer	3.00	2.00	2.00	3.00	1.00
Records Support Svcs Supervisor	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Management Analyst	1.00	1.00	0.50	0.50	-
<b>Part-Time</b>					
Community Outreach Officer	0.50	-	-	-	-
Police Aide	3.02	3.02	2.17	1.96	(0.21)
<b>Total Positions</b>	<b>19.52</b>	<b>19.02</b>	<b>17.85</b>	<b>18.62</b>	<b>0.77</b>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$2,296,817	\$2,394,451	\$2,402,877	\$2,575,527	7.6%
Service and Supplies	1,508,888	1,626,965	1,542,305	1,718,611	5.6%
Internal Service Fund Charges	1,100,230	1,126,430	1,126,430	1,311,185	16.4%
<b>Total Division Cost</b>	<b>\$4,905,935</b>	<b>\$5,147,846</b>	<b>\$5,071,612</b>	<b>\$5,605,323</b>	8.9%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$4,387,166	\$5,002,196	\$4,891,480	\$5,427,323
General Fund Grants	378,873	5,400	38,068	35,600
Supplemental Law Enforcement	139,896	140,250	142,064	142,400
<b>Total Resources</b>	<b>\$4,905,935</b>	<b>\$5,147,846</b>	<b>\$5,071,612</b>	<b>\$5,605,323</b>

# POLICE DEPARTMENT

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## Operations Division

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### 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, Jail, Traffic and Parking enforcement, Crossing Guards, and the Police Explorer Program.

### Accomplishments for Fiscal Year 2018-19

- Operations worked closely with our NOCPSTF stakeholders and conducted extensive outreach with our homeless population. This resulted in over 300 contacts and 40 transients who were assisted into housing options.
- Operations increased public awareness and education through active involvement in the Department's social media presence. This included crime prevention, public safety tips, human interest stories, and new and varied ways for the public to interact with the Department.
- We reduced priority 1 response times.
- Operations received a new Division Commander and three newly-promoted Sergeants.
- We had one officer successfully join the ranks of our Traffic Safety Unit as our newest motor officer.

### Objectives for Fiscal Year 2019-20

Anticipated projects for the next fiscal year include:

- Continue to support the Traffic Safety Campaign in education and enforcement on focused traffic issues, including community outreach and social media components.
- Realize a 2% reduction in traffic collisions
- Grow our Police Explorer program

# POLICE DEPARTMENT

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## Operations Division

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### Objectives for Fiscal Year 2019-20 (continued)

- Provide further training in DUI investigations as a means of increasing enforcement and decreasing our DUI related traffic collisions
- Continue to strengthen community connections and support by attending community events, partnering with local groups, and ensuring our citizens receive excellent service
- Increase the use of electronic citations in patrol to reduce clerical errors and improve efficiencies.

# POLICE DEPARTMENT

## Operations Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	31.00	31.00	31.82	31.84	0.02
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	4.00	5.00	4.00	(1.00)
<b>Part-Time</b>					
Police Aide	1.88	1.88	2.73	2.94	0.21
<b>Total Positions</b>	<u>45.88</u>	<u>46.88</u>	<u>49.55</u>	<u>48.78</u>	<u>(0.77)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$7,323,588	\$8,556,871	\$7,531,166	\$8,909,882	4.1%
Service and Supplies	391,481	408,236	388,421	431,281	5.6%
Internal Service Fund Charges	508,000	567,600	567,600	523,545	-7.8%
<b>Total Division Cost</b>	<u>\$8,223,069</u>	<u>\$9,532,707</u>	<u>\$8,487,187</u>	<u>\$9,864,708</u>	3.5%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$8,223,069	\$9,532,707	\$8,487,187	\$9,864,708
<b>Total Resources</b>	<u>\$8,223,069</u>	<u>\$9,532,707</u>	<u>\$8,487,187</u>	<u>\$9,864,708</u>

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

# POLICE DEPARTMENT

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## Investigations Division

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### Division Overview

The Investigations Division is comprised of General Investigations, Special Investigations Unit, Police Laboratory, Property and Evidence, Narcotics Asset Seizure, Court Liaison, 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 2018-19

During FY 2018-19, the Investigations Division completed follow up investigations to all reported crimes in the City of Cypress. Additionally, new Sergeants providing front-line supervision in both General Investigations and the Special Investigations Unit were selected and trained. The Investigations Division also conducted probation/parole compliance check operations, worked closely with the California Department of Alcoholic Beverages at various locations in the City as part of a grant, and processed various permit applications to ensure compliance with state and local laws as well as community standards. Also in FY 2018-2019, Property and Evidence was reclassified from the Administration Division to the Investigations Division for better efficiency in work flow.

### Objectives for Fiscal Year 2019-20

Anticipated projects for the next fiscal year include:

- Transition a new Commander into the Division
- Conduct 4 probation/parole compliance check operations
- Secure additional grant funding to continue alcohol establishment compliance enforcement operations
- Cross-train Investigative Assistants to perform all duties associated with the position in both General Investigations and Special Investigations

# POLICE DEPARTMENT

## Investigations Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Office Assistant I/II	1.00	1.00	-	-	-
Police Commander	1.00	1.00	1.00	1.00	-
Police Officer	9.00	9.00	8.00	8.00	-
Police Sergeant	2.00	2.00	2.00	2.00	-
Police Services Officer	3.00	1.00	-	-	-
<b>Part-Time</b>					
Investigative Assistant			1.44	1.44	-
Police Services Officer	-	0.50	-	-	-
<b>Total Positions</b>	<u>16.00</u>	<u>14.50</u>	<u>12.44</u>	<u>12.44</u>	<u>-</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$2,500,018	\$2,498,971	\$2,466,533	\$2,576,183	3.1%
Service and Supplies	104,245	129,762	100,571	126,540	-2.5%
Internal Service Fund Charges	<u>28,750</u>	<u>37,950</u>	<u>37,950</u>	<u>29,060</u>	-23.4%
<b>Total Division Cost</b>	<u><b>\$2,633,013</b></u>	<u><b>\$2,666,683</b></u>	<u><b>\$2,605,054</b></u>	<u><b>\$2,731,783</b></u>	2.4%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$2,555,388	\$2,554,371	\$2,526,571	\$2,641,231
Asset Seizure	<u>77,625</u>	<u>112,312</u>	<u>78,483</u>	<u>90,552</u>
<b>Total Resources</b>	<u><b>\$2,633,013</b></u>	<u><b>\$2,666,683</b></u>	<u><b>\$2,605,054</b></u>	<u><b>\$2,731,783</b></u>





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## COMMUNITY DEVELOPMENT DEPARTMENT

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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 2019 - 2020

**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 Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Administrative Clerk	1.00	1.00	1.00	1.00	-
Assistant City Engineer	-	-	1.00	1.00	-
Assistant Mechanic	1.00	1.00	-	-	-
Assistant Planner	1.00	1.00	1.00	1.00	-
Associate Engineer	2.00	2.00	2.00	1.00	(1.00)
Associate Planner	1.00	1.00	1.00	1.00	-
Building Official	1.00	1.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	1.00	-
City Planner	1.00	1.00	1.00	-	(1.00)
Code Enforcement Officer	1.00	1.00	1.00	1.00	-
Director of Community Development	1.00	1.00	1.00	1.00	-
Engineering Aide	1.00	1.00	1.00	1.00	-
Lead Maintenance Worker	5.00	4.00	-	-	-
Maintenance Specialist	2.00	2.00	3.00	3.00	-
Maintenance Superintendent	1.00	1.00	1.00	1.00	-
Maintenance Supervisor	3.00	2.99	2.99	3.00	0.01
Maintenance Worker	8.00	7.00	6.00	6.00	-
Management Analyst	1.00	1.00	1.00	1.00	-
Mechanic	2.00	2.00	2.00	2.00	-
Office Assistant II	1.00	1.00	1.00	1.00	-
Project Manager	1.00	1.00	1.00	1.00	-
RDA Project Manager	1.00	1.00	-	-	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Civil Engineer	1.00	1.00	-	-	-
Water Quality Manager	1.00	1.00	1.00	-	(1.00)
<b>Part-Time</b>					
Administrative Intern	1.50	1.50	1.50	1.00	(0.50)
Administrative Services Tech II	0.90	0.90	0.90	0.90	-
Maintenance Attendant	3.50	3.50	3.00	0.50	(2.50)
Maintenance Worker	-	-	5.31	2.00	(3.31)
Office Assistant II	0.70	0.70	0.70	0.70	-
<b>Total Positions</b>	<u>46.60</u>	<u>44.59</u>	<u>43.40</u>	<u>34.10</u>	<u>(9.30)</u>

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## COMMUNITY DEVELOPMENT DEPARTMENT

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### Summary of Expenditures

<b>Summary of Expenditures</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 5,112,748	\$ 4,980,098	\$ 4,174,882	\$ 4,269,585	-14.3%
Service and Supplies	4,850,130	5,274,495	5,434,724	5,782,806	9.6%
Internal Service Fund Charges	1,081,950	1,062,250	1,062,260	1,134,760	6.8%
<b>Total Department Cost</b>	<b><u>\$ 11,044,828</u></b>	<b><u>\$11,316,843</u></b>	<b><u>\$10,671,866</u></b>	<b><u>\$11,187,151</u></b>	-1.1%

<b>Summary of Resources</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>
General Fund	\$ 7,165,236	\$ 7,094,624	\$ 6,927,280	\$ 7,211,362
General Fund Grants	281,861	196,000	193,517	193,568
Corporate Center Maint Dist	37,808	49,569	41,537	50,609
Housing Assets Fund	70,849	43,382	40,150	44,695
Internal Service Funds	1,376,085	1,445,777	1,412,277	1,520,834
Lighting District	840,739	840,176	846,166	873,337
Storm Drainage	609,526	630,633	577,331	578,872
Sewer Fund	156,105	508,733	363,790	335,434
Capital Projects	506,619	507,949	269,818	378,440
<b>Total Resources</b>	<b><u>\$ 11,044,828</u></b>	<b><u>\$11,316,843</u></b>	<b><u>\$10,671,866</u></b>	<b><u>\$11,187,151</u></b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Planning & Development Division

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### 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 2018-19

- Completed approvals for:
  - Two assisted living/memory care buildings at the NE corner of Katella Avenue and Enterprise Drive
  - Two new commercial buildings at 6072-6076 Lincoln Avenue
  - A 67-unit apartment development at 4552 Lincoln Avenue
- Received \$645,000 in Community Development Block Grant funding for street and sewer improvements and housing rehabilitation

### Objectives for Fiscal Year 2019-20

Anticipated projects for the next fiscal year include:

- Development of City's 13-acre property on Katella Avenue
- Potential development of a portion of the Cypress School District site
- Prepare Environmental Analysis for 9-acre City Park on Race Track Property

# COMMUNITY DEVELOPMENT DEPARTMENT

## Planning & Development Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Administrative Clerk	0.84	0.84	0.84	0.95	0.11
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	-	-	-
<b>Total Positions</b>	<u>6.38</u>	<u>6.38</u>	<u>5.38</u>	<u>4.45</u>	<u>(0.93)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$1,057,885	\$ 892,007	\$ 879,650	\$ 683,334	-23.4%
Service and Supplies	293,603	321,966	287,565	712,981	121.4%
Internal Service Fund Charges	124,800	132,000	132,010	129,640	-1.8%
<b>Total Division Cost</b>	<u>\$1,476,288</u>	<u>\$1,345,973</u>	<u>\$1,299,225</u>	<u>\$1,525,955</u>	13.4%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$1,184,221	\$1,122,591	\$1,079,075	\$1,301,260
General Fund Grants	221,218	180,000	180,000	180,000
Housing Assets Fund	70,849	43,382	40,150	44,695
<b>Total Resources</b>	<u>\$1,476,288</u>	<u>\$1,345,973</u>	<u>\$1,299,225</u>	<u>\$1,525,955</u>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Building & Safety Division

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### 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 will be adopting the 2019 California Building Standards Codes, on or before January 1, 2020 as required by State law.

### Accomplishments for Fiscal Year 2018-19

Plan checked and inspected:

- Self-Storage Building at 9141 Valley View Street
- Hobby Lobby Tenant Improvements at 10201 Valley View Street
- Lincoln 67-unit Apartment Complex at 4552 Lincoln Avenue
- Ovation at Flora Park 244-unit Senior Housing Development at 4701 Katella Avenue – over 50% complete

### Objectives for Fiscal Year 2019-20

Plan check and inspect:

- Assisted Living Buildings at 4775 and 4889 Katella Avenue
- Travel Corp Building Tenant Improvements at 5551 Katella Avenue
- Completion of Flora Park Project
- New 67-unit apt building at 4620 Lincoln Avenue
- New office building at Doshi 6072-76 Lincoln



# COMMUNITY DEVELOPMENT DEPARTMENT

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## Building & Safety Division

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<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Administrative Clerk	0.16	0.16	0.16	0.05	(0.11)
Building Official	1.00	1.00	1.00	1.00	-
<b>Total Positions</b>	<b><u>1.16</u></b>	<b><u>1.16</u></b>	<b><u>1.16</u></b>	<b><u>1.05</u></b>	<b><u>(0.11)</u></b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 247,582	\$ 246,884	\$ 246,884	\$ 249,550	1.1%
Service and Supplies	566,970	392,512	739,116	280,672	-28.5%
Internal Service Fund Charges	<u>60,620</u>	<u>63,720</u>	<u>63,720</u>	<u>60,950</u>	-4.3%
<b>Total Division Cost</b>	<b><u>\$ 875,172</u></b>	<b><u>\$ 703,116</u></b>	<b><u>\$1,049,720</u></b>	<b><u>\$ 591,172</u></b>	-15.9%

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund	<u>\$ 875,172</u>	<u>\$ 703,116</u>	<u>\$1,049,720</u>	<u>\$ 591,172</u>
<b>Total Resources</b>	<b><u>\$ 875,172</u></b>	<b><u>\$ 703,116</u></b>	<b><u>\$1,049,720</u></b>	<b><u>\$ 591,172</u></b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Environmental Services Division

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### 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 help citizens understand the importance of recycling and their impact on pollution prevention.

### Accomplishments for Fiscal Year 2018-19

- Partnered with Valley Vista Services to continue to expand education and outreach efforts to businesses and multi-family complexes about mandatory organic recycling laws and increased commercial organics recycling participation
- Developed water quality criteria to comply with State trash law

### Objectives for Fiscal Year 2019-20

Anticipated special projects for the next fiscal year include:

- Work with Valley Vista Services to increase commercial organics recycling education to ensure organics generating businesses are complying with State law
- Transition water quality management through diversification of responsibilities
- Complete a water quality public education campaign that aligns with stormwater permit requirements and county-wide outreach strategies

# COMMUNITY DEVELOPMENT DEPARTMENT

## Environmental Services Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Assistant City Engineer	-	-	0.11	0.11	-
Associate Engineer	0.11	0.11	0.26	0.26	-
City Engineer	-	-	-	-	-
Management Analyst	0.43	0.43	0.42	0.42	-
Senior Civil Engineer	0.05	0.11	-	-	-
Water Quality Manager	1.00	1.00	1.00	-	(1.00)
<b>Part-Time</b>					
Administrative Intern	0.10	0.10	0.10	0.50	0.40
<b>Total Positions</b>	<u>1.69</u>	<u>1.75</u>	<u>1.89</u>	<u>1.29</u>	<u>(0.60)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 334,668	\$ 319,239	\$ 228,050	\$ 136,750	-57.2%
Service and Supplies	230,172	237,919	220,638	394,499	65.8%
Internal Service Fund Charges	5,560	5,560	5,560	3,450	-37.9%
<b>Total Division Cost</b>	<u>\$ 570,400</u>	<u>\$ 562,718</u>	<u>\$ 454,248</u>	<u>\$ 534,699</u>	-5.0%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$ 73,166	\$ 59,750	\$ 34,044	\$ 59,038
General Fund Grants	60,643	16,000	13,517	13,568
Storm Drainage Fund	392,661	404,067	368,345	386,840
Sewer Fund	43,930	82,901	38,342	75,253
<b>Total Resources</b>	<u>\$ 570,400</u>	<u>\$ 562,718</u>	<u>\$ 454,248</u>	<u>\$ 534,699</u>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Engineering Division

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### Division Overview

Engineering programs manage all the planning, design and construction of public infrastructure and facilities, traffic signal system, maintaining city street lights, and maintaining 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 2018-19

- Completed traffic signal project at Cypress High School
- Completed Valley View median restoration improvements
- Replaced the restroom structure at Willow Park
- Completed heating and air conditioning replacement at Civic Center
- Awarded the modification of traffic signal at Orangewood and Holder

### Objectives for Fiscal Year 2019-20

Anticipated special projects for the next fiscal year include:

- Present results of Traffic Impact Fees Study
- Complete design of Police Department Seismic Retrofit, Emergency Operations Center and Modernization Project
- Complete Lincoln Avenue median restoration improvements
- Design new 9-acre park
- Work with Recreation & Community Services to complete parks CIP projects

# COMMUNITY DEVELOPMENT DEPARTMENT

## Engineering Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Assistant City Engineer	-	-	0.89	0.89	-
Associate Engineer	1.89	1.89	1.74	0.74	(1.00)
City Engineer	1.00	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	-	-	-
Maintenance Supervisor	0.01	0.09	0.09	0.05	(0.04)
Maintenance Worker	-	-	0.01	0.01	-
Management Analyst	0.53	0.53	0.54	0.58	0.04
Project Manager	1.00	1.00	1.00	1.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Senior Civil Engineer	0.95	0.89	-	-	-
<b>Part-Time</b>					
Administrative Intern	0.50	0.50	0.50	0.50	-
Maintenance Worker	-	-	0.02	0.02	-
<b>Total Positions</b>	<u>8.41</u>	<u>8.43</u>	<u>8.29</u>	<u>7.29</u>	<u>(1.00)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 1,202,409	\$ 1,189,433	\$ 892,538	\$ 1,004,955	-15.5%
Service and Supplies	952,270	1,101,379	1,136,177	1,155,295	4.9%
Internal Service Fund Charges	282,110	289,210	289,210	355,860	23.0%
<b>Total Division Cost</b>	<u>\$ 2,436,789</u>	<u>\$ 2,580,022</u>	<u>\$ 2,317,925</u>	<u>\$ 2,516,110</u>	-2.5%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$ 1,089,431	\$ 1,231,897	\$ 1,201,941	\$ 1,264,333
Lighting District	840,739	840,176	846,166	873,337
Capital Project Funds (Various)	506,619	507,949	269,818	378,440
<b>Total Resources</b>	<u>\$ 2,436,789</u>	<u>\$ 2,580,022</u>	<u>\$ 2,317,925</u>	<u>\$ 2,516,110</u>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Streets Division

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### 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.

### Accomplishments for Fiscal Year 2018-19

- Received new sanitary sewer cleaning truck and resumed normal cleaning operations
- Implemented new ten-year contract with Clear Channel Outdoor, Inc. for bus shelter maintenance and advertising services
- Completed initial two-year contract for graffiti abatement services
- Completed initial three-year contracts and approved first year contract extension for landscape maintenance services
- Evaluated all City sidewalks and repaired sidewalk displacements throughout the City

### Objectives for Fiscal Year 2019-20

- Continue sanitary sewer cleaning operations
- Complete initial three-year contract for tree trimming services
- Approve first year contract extension for graffiti abatement services

# COMMUNITY DEVELOPMENT DEPARTMENT

## Streets Division

<b>Summary of Positions</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Lead Maintenance Worker	2.95	1.95	-	-	-
Maintenance Specialist	1.62	1.62	2.38	1.51	(0.87)
Maintenance Worker	5.65	4.65	4.13	4.42	0.29
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	1.44	1.44	1.68	0.24
<b>Part-Time</b>					
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	0.63	-	(0.63)
Maintenance Worker	-	-	1.46	0.65	-
Office Assistant II	0.70	0.70	0.70	0.70	-
<b>Total Positions</b>	<b>18.29</b>	<b>16.26</b>	<b>14.54</b>	<b>11.86</b>	<b>(1.87)</b>

<b>Summary of Expenditures</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$1,355,424	\$1,417,394	\$1,138,101	\$1,357,727	-4.2%
Service and Supplies	936,792	1,247,341	1,165,159	1,092,123	-12.4%
Internal Service Fund Charges	397,480	392,280	392,280	386,225	-1.5%
<b>Total Division Cost</b>	<b>\$2,689,696</b>	<b>\$3,057,015</b>	<b>\$2,695,540</b>	<b>\$2,836,075</b>	-7.2%

<b>Summary of Resources</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Estimate</b>	<b>2019-20 Adopted</b>
General Fund	\$2,242,607	\$2,270,186	\$2,034,817	\$2,240,268
Corporate Center Maint Dist	37,808	49,569	41,537	50,609
Sewer Fund	112,175	425,832	325,448	260,181
Storm Drainage Fund	216,865	226,566	208,986	192,032
Internal Service Funds	80,241	84,862	84,752	92,985
<b>Total Resources</b>	<b>\$2,689,696</b>	<b>\$3,057,015</b>	<b>\$2,695,540</b>	<b>\$2,836,075</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Maintenance Division - Parks

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### Division Overview

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

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

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

### Accomplishments for Fiscal Year 2018-19

- Completed annual turf renovations throughout the City
- Performed upgrades to the weather based irrigation controller
- Performed annual Willow Park pond cleaning and maintenance
- Installed six new solar powered, self-compacting, full enclosed trash/recycle receptacles using grant funds at Maple Grove North, Evergreen, Laurel, Veterans, Cedar Glen and Baroldi/Sycamore Parks
- Purchased, assembled and delivered five recycled picnic tables to Willow Park and Oak Knoll Parks

### Objectives for Fiscal Year 2019-20

- Perform annual turf renovations throughout the City
- Perform annual Willow Park pond cleaning and maintenance



# COMMUNITY DEVELOPMENT DEPARTMENT

## Maintenance Division - Parks

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Lead Maintenance Worker	1.40	1.40	-	-	-
Maintenance Specialist	0.36	0.36	0.49	0.87	0.38
Maintenance Worker	1.76	1.76	1.29	0.95	(0.34)
Maintenance Supervisor	0.85	0.82	0.82	0.74	(0.08)
<b>Part-Time</b>					
Maintenance Attendant	1.40	1.40	2.17	0.50	(1.67)
Maintenance Worker	-	-	3.15	1.15	(2.00)
<b>Total Positions</b>	<u>5.77</u>	<u>5.74</u>	<u>7.92</u>	<u>4.21</u>	<u>(3.71)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 500,205	\$ 503,274	\$ 382,704	\$ 382,513	-24.0%
Service and Supplies	996,414	1,023,187	961,226	1,175,517	14.9%
Internal Service Fund Charges	180,380	152,680	152,680	174,080	14.0%
<b>Total Division Cost</b>	<u>\$1,676,999</u>	<u>\$1,679,141</u>	<u>\$1,496,610</u>	<u>\$1,732,110</u>	3.2%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$1,676,999	\$1,679,141	\$1,496,610	\$1,732,110
<b>Total Resources</b>	<u>\$1,676,999</u>	<u>\$1,679,141</u>	<u>\$1,496,610</u>	<u>\$1,732,110</u>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Maintenance Division - Facility

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### Division Overview

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

### Accomplishments for Fiscal Year 2018-19

- Initiated organics recycling program in the Council Chambers, Boardroom, Engineering, Community Center, Senior Center and Police Department breakrooms
- Completed security improvements (security cameras and door card readers) at the Corporation Yard as part of the Cypress School District Facility Use Agreement
- Successfully integrated Cypress School District bus parking and mechanic into operations at the Corporation Yard
- Replaced lower level Police Department Heating, Ventilation and Air Conditioning unit

### Objectives for Fiscal Year 2019-20

- Award a new three-year janitorial contract
- Continue to convert light bulbs to new energy efficient LED bulbs
- Complete annual lead decontamination and rubber bullet trap mining in the Police Department Shooting Range
- Assist Engineering with various infrastructure and public facility projects

# COMMUNITY DEVELOPMENT DEPARTMENT

## Maintenance Division - Facility

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Lead Maintenance Worker	0.62	0.62	-	-	-
Maintenance Specialist	0.02	0.02	0.13	0.62	0.49
Maintenance Worker	0.59	0.59	0.57	0.62	0.05
Maintenance Supervisor	0.50	0.47	0.47	0.39	(0.08)
<b>Part-Time</b>					
Maintenance Attendant	-	-	0.20	-	(0.20)
Maintenance Worker	-	-	0.68	0.18	(0.50)
<b>Total Positions</b>	<u>1.73</u>	<u>1.70</u>	<u>2.05</u>	<u>1.81</u>	<u>(0.24)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 173,200	\$ 173,625	\$ 168,620	\$ 205,123	18.1%
Service and Supplies	520,653	549,927	562,250	565,573	2.8%
Internal Service Fund Charges	<u>18,000</u>	<u>18,100</u>	<u>18,100</u>	<u>16,480</u>	-9.0%
<b>Total Division Cost</b>	<u>\$ 711,853</u>	<u>\$ 741,652</u>	<u>\$ 748,970</u>	<u>\$ 787,176</u>	6.1%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund	\$ 23,640	\$ 27,943	\$ 31,073	\$ 23,181
Internal Service Funds	<u>688,213</u>	<u>713,709</u>	<u>717,897</u>	<u>763,995</u>
<b>Total Resources</b>	<u>\$ 711,853</u>	<u>\$ 741,652</u>	<u>\$ 748,970</u>	<u>\$ 787,176</u>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Maintenance Division - Fleet

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### Division Overview

Fleet maintenance maintains 88 City vehicles (47 Police Department 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 various user departments citywide.

Alternative fuel is utilized when appropriate for large equipment and vehicles in compliance with the Air Quality Management District. Approximately 10 percent of the City's fleet and equipment inventory utilizes alternative fuel. Additionally, the Division is responsible for managing the propane fueling station and ensuring proper fuel management.

### Accomplishments for Fiscal Year 2018-19

- Completed four vehicle replacements for the Police Department
- Transitioned car wash and detail auto services to a new provider, resulting in overall cost savings to the City
- Transitioned vehicle fueling stations to a new provider, resulting in overall cost savings to the City
- Purchased and received new vehicle garage hoist as part of the Cypress School District Facility Use Agreement

### Objectives for Fiscal Year 2019-20

- Obtain additional Compressed Natural Gas (CNG) fueling station supplier for our fleet of CNG vehicles
- Retrofit safety lights with LED lighting kits on existing maintenance vehicles

# COMMUNITY DEVELOPMENT DEPARTMENT

## Maintenance Division - Fleet

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Assistant Mechanic	1.00	1.00	-	-	-
Mechanic	2.00	2.00	2.00	2.00	-
Maintenance Supervisor	0.17	0.17	0.17	0.14	(0.03)
<b>Total Positions</b>	<u>3.17</u>	<u>3.17</u>	<u>2.17</u>	<u>2.14</u>	<u>(0.03)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 241,375	\$ 238,242	\$ 238,335	\$ 249,633	4.8%
Service and Supplies	353,256	400,264	362,593	406,146	1.5%
Internal Service Fund Charges	<u>13,000</u>	<u>8,700</u>	<u>8,700</u>	<u>8,075</u>	-7.2%
<b>Total Division Cost</b>	<u>\$ 607,631</u>	<u>\$ 647,206</u>	<u>\$ 609,628</u>	<u>\$ 663,854</u>	2.6%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
Internal Service Funds	<u>\$ 607,631</u>	<u>\$ 647,206</u>	<u>\$ 609,628</u>	<u>\$ 663,854</u>
<b>Total Resources</b>	<u>\$ 607,631</u>	<u>\$ 647,206</u>	<u>\$ 609,628</u>	<u>\$ 663,854</u>



# DEBT SERVICE FUNDS

**Civic Center Refinancing Debt Service Fund-** This fund accounted for the receipts and debt service payments on the 2001 Lease Revenue Bonds that refinanced the 1991 Certificates of Participation. The last payment for this issue was made in September 2018.

**Sewer Fund-** The debt service portion of this fund accounted 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 full repayment of the note will be made from sewer system user fees on June 30, 2019.

As of July 1, 2019, there will be no City-obligated debt outstanding.

# CITY OF CYPRESS

## Debt Service Funds

Fiscal Year 2019-20

Summary of Expenditures	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Adopted	18/19 Budget vs. 19/20 Budget
Interest	\$ 128,581	\$ 111,875	\$ 151,875	\$ -	-100.0%
Principal	445,000	5,475,000	5,475,000	-	-100.0%
Professional Services	1,395	1,400	1,300	-	-100.0%
<b>Total Department Cost</b>	<b>\$ 574,976</b>	<b>\$ 5,588,275</b>	<b>\$ 5,628,175</b>	<b>\$ -</b>	<b>-100.0%</b>

Summary of Resources	2017-18 Actual	2018-19 Adopted	2018-19 Estimate	2019-20 Adopted
Civic Center Refinancing	\$ 481,826	\$ 488,275	\$ 488,175	\$ -
Sewer Fund	93,150	5,100,000	5,140,000	-
<b>Total Resources</b>	<b>\$ 574,976</b>	<b>\$ 5,588,275</b>	<b>\$ 5,628,175</b>	<b>\$ -</b>

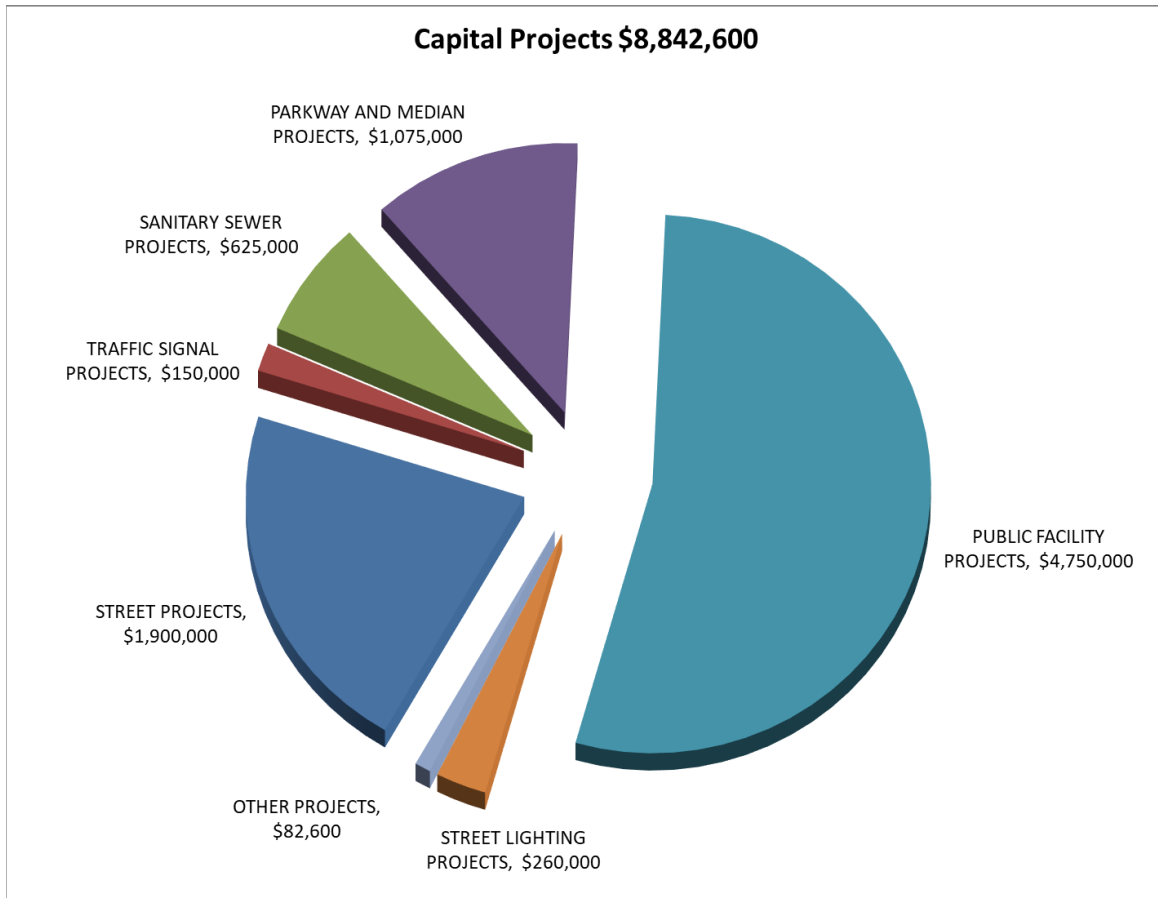




# CAPITAL IMPROVEMENT PROGRAM

The City Council annually adopts a seven-year Capital Improvement Program (CIP) to plan for infrastructure improvements to ensure the City's needs are addressed and large financial expenditures can be planned. 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.

A capital project is defined as an improvement with an estimated cost in excess of \$10,000 and a useful life in excess of one year. Typical capital project categories include streets, traffic signals, storm drains, sewer systems, parkways, public facilities, and parks.



**CITY OF CYPRESS  
SUMMARY OF CAPITAL PROJECTS  
Fiscal Year 2019-20**

FUND	FUNDING SOURCES					TOTAL
	GENERAL	INFRA- STRUCTURE RESERVE	GAS TAX	MEASURE M	OTHER	
<b><u>STREET PROJECTS (80100)</u></b>						
415 Residential St Resurface (8011)	\$ -	\$ -	\$ 163,000	\$ -	\$ 827,000	(1) \$ 990,000
232 Arterial Street Rehabilitation (8012)	-	-	-	910,000	-	910,000
Subtotal	\$ -	\$ -	\$ 163,000	\$ 910,000	\$ 827,000	\$ 1,900,000
<b><u>SIGNAL/LIGHTING PROJECTS (80200/800)</u></b>						
251 LED Street Name Sign Upgrades (8081)	\$ -	\$ -	\$ -	\$ -	\$ 110,000	(2) \$ 110,000
251 LED Safety Lights at Intersections (8081)	-	-	-	-	150,000	(2) 150,000
251 Signal Backup and Redundancy (8021)	-	-	-	-	100,000	(2) 100,000
236 Upgrade Traffic Camera Infrastructure (8021)	-	-	-	50,000	-	50,000
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ 360,000	\$ 410,000
<b><u>SEWER PROJECTS (80400)</u></b>						
321 Sewer System Improvements (8041)	\$ -	\$ -	\$ -	\$ -	\$ 450,000	(3) \$ 450,000
321 Sewer System Evaluation (8041)	-	-	-	-	175,000	(3) 175,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$ 625,000
<b><u>PARKWAY PROJECTS (80500)</u></b>						
415 Concrete/Sidewalk Rehabilitation (8051)	\$ -	\$ -	\$ 100,000	\$ 300,000	\$ -	\$ 400,000
415 Street Tree Planting (8055)	-	-	150,000	-	-	150,000
415 Lincoln Avenue Median Restoration (8052)	-	-	525,000	-	-	525,000
Subtotal	\$ -	\$ -	\$ 775,000	\$ 300,000	\$ -	\$ 1,075,000
<b><u>PUBLIC FACILITY PROJECTS (80600)</u></b>						
415 Civic Center Exterior Building Impr. (8061)	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
415 City Facility Energy Study (8061)	-	40,000	-	-	30,000	(2) 70,000
415 HVAC Rehabilitation (8061)	250,000	-	-	-	-	250,000
415 Breakroom Remodel - Maintenance (8063)	-	30,000	-	-	-	30,000
415 Seismic Retrofit/Police Modernization (8061)	-	1,550,000	-	-	2,700,000	(4)(5) \$ 4,250,000
Subtotal	\$ 250,000	\$ 1,770,000	\$ -	\$ -	\$ 2,730,000	\$ 4,750,000
<b><u>OTHER PROJECTS (80900)</u></b>						
271 Stanton Channel Landscape Upgrades (8091)	\$ -	\$ -	\$ -	\$ -	\$ 82,600	(6) \$ 82,600
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 82,600	\$ 82,600
<b>Total CIP Projects</b>	<b>\$ 250,000</b>	<b>\$ 1,770,000</b>	<b>\$ 938,000</b>	<b>\$ 1,260,000</b>	<b>\$ 4,624,600</b>	<b>\$ 8,842,600</b>

**Legend:**

- (1) State RMRA (SB1)
- (2) Lighting District
- (3) Sewer Fund

- (4) Narcotics Asset Seizure (\$2,450,000)
- (5) Fund Balance - City CIP Fund (\$250,000)
- (6) Stanton Channel Assessment District

## Project Information



**Title** Residential Street Resurface

**Fund #** 415

**Category** 80100 STREET PROJECTS

**Description and Justification** Pave and slurry seal residential streets to maintain their condition. 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.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Summer 2019   **Construction** Fall 2019

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Gas Tax 2103</u>	<b>\$163,000</b>
<u>SB1 RMRA</u>	<b>\$827,000</b>
<b>Totals (2 groups)</b>	<b>\$990,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Arterial Street Rehabilitation

**Fund #** 232

**Category** 80100 STREET PROJECTS

**Description and Justification** Pave and slurry seal various major streets to maintain their condition. 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.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Winter 2019/20   **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>SB1 RMRA</u>	\$0
<u>Measure M</u>	\$910,000
<b>Totals (2 groups)</b>	<b>\$910,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Illuminated Street Name Sign Upgrades - LED

**Fund #** 251

**Category** 80200 TRAFFIC SIGNAL PROJECTS

**Description and Justification** Replace illuminated street name signs along Lincoln Avenue at various intersections. 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.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Fall 2019   **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Street Lighting	\$110,000
<b>Totals (1 groups)</b>	<b>\$110,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Signalized Intersections - LED Safety Lights

**Fund #** 251

**Category** 80200 TRAFFIC SIGNAL PROJECTS

**Description and Justification** Upgrading existing traffic safety lights at signalized intersections with LED safety lights. The existing safety lights at various intersections are showing wear/tear due to exposure to the elements and have high maintenance costs. This project will replace the existing safety lights with more energy efficient LEDs that will lower energy costs, reduce maintenance costs, and provide better visibility.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Fall 2019   **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Street Lighting	\$150,000
<b>Totals (1 groups)</b>	<b>\$150,000</b>



**New Operating Costs**

N/A



## Project Information



**Title** Traffic Signal System Backup and Redundancy

**Fund #** 251

**Category** 80200 TRAFFIC SIGNAL PROJECTS

**Description and Justification** Replace and/or upgrade the system to provide better redundancy in the event of equipment failure, power failure, etc. Project identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Street Lighting	\$100,000
<b>Totals (1 groups)</b>	<b>\$100,000</b>



**New Operating Costs**

N/A



## Project Information



**Title** Upgrade Traffic Camera Infrastructure

**Fund #** 236

**Category** 80200 TRAFFIC SIGNAL PROJECTS

**Description and Justification** Replace and/or upgrade existing traffic camera infrastructure. Some existing equipment is at the end of its useful life and requires constant maintenance. Newer technology allows for better video quality and less maintenance. Project identified in the Evaluation of Traffic Signal Systems and Traffic Flow Best Practices report.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Fall 2019   **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Measure M</u>	\$50,000
<b>Totals (1 groups)</b>	<b>\$50,000</b>



**New Operating Costs**  
N/A

## Project Information



**Title** Sewer System Improvements

**Fund #** 321

**Category** 80400 SEWER PROJECTS

**Description and Justification** Replace/reline various sewer lines and manholes 19/20 - Relining project along Orangewood Ave. 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.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Winter 2019/20 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Sewer Fund	\$450,000
<b>Totals (1 groups)</b>	<b>\$450,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Sewer System Evaluations

**Fund #** 321

**Category** 80400 SEWER PROJECTS

**Description and Justification** Video inspections of City's sewer network for compliance with State Water Board every five years. 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.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Summer 2019   **Construction** Winter 2019/20

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Sewer Fund</u>	\$175,000
<b>Totals (1 groups)</b>	<b>\$175,000</b>



**New Operating Costs**  
N/A

## Project Information



**Title** Concrete/ADA Rehabilitation

**Fund #** 415

**Category** 80500 PARKWAY PROJECTS

**Description and Justification** Replace sidewalk, curb and gutter, access ramps and other concrete improvements within the street. 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.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Gas Tax 2103</u>	\$100,000
<u>Measure M</u>	\$300,000
<b>Totals (2 groups)</b>	<b>\$400,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Street Tree Planting

**Fund #** 415

**Category** 80500 PARKWAY PROJECTS

**Description and Justification** Replace approximately 300 trees that have been affected by the drought or are missing along the streets. 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.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Gas Tax 2106	\$150,000
<b>Totals (1 groups)</b>	<b>\$150,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Lincoln Avenue Median Restoration (Bloomfield to Valley View)

**Fund #** 415

**Category** 80500 PARKWAY PROJECTS

**Description and Justification** Design and construction of a median restoration project similar to Valley View Street. 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 Lincoln Avenue, a major arterial, to comply with this measure.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Gas Tax 2103</u>	<b>\$525,000</b>
<b>Totals (1 groups)</b>	<b>\$525,000</b>



**New Operating Costs**

N/A



## Project Information



**Title** Civic Center Exterior Building Improvements

**Fund #** 415

**Category** 80600 PUBLIC FACILITY PROJECTS

**Description and Justification**

- Repair/Replace/Paint Wooden Fascia (Roofline) City Hall and Council Chambers.
- Replace/repair wooden handrail damage from rot/termites.
- Paint metal handrails.
- Restain exterior wooden doors/paneling at Council Chambers/City Hall to protect wood surface from rot.

General maintenance to City facilities to extend the useful life of various building components, including but not limited to, wall coverings, flooring, doors, handrails, exterior fascia, electrical, plumbing, etc.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Winter 2019/20   **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget-Year 1 (tot)
<u>Infrastructure Bank</u>	<b>\$150,000</b>
<b>Totals (1 groups)</b>	<b>\$150,000</b>



**New Operating Costs**  
N/A

## Project Information



**Title** City Facility Energy Study

**Fund #** 415

**Category** 80600 PUBLIC FACILITY PROJECTS

**Description and Justification** Evaluation of the City's current energy needs and potential for efficiency improvements. This study will explore the feasibility of solar panels at the City facilities to boost energy efficiency and sustainability efforts.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Summer 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Street Lighting</u>	<b>\$30,000</b>
<u>Infrastructure Bank</u>	<b>\$40,000</b>
<b>Totals (2 groups)</b>	<b>\$70,000</b>



**New Operating Costs**  
N/A



## Project Information



**Title** HVAC Rehabilitation Program

**Fund #** 415

**Category** 80600 PUBLIC FACILITY PROJECTS

**Description and Justification**

Replace heating and cooling system components as they reach the end of their useful life.

- FY19/20 HVAC Condition/Automation Evaluation (\$75k) and Civic Center Various Minor Package Units (\$175k)
- FY20/21 Civic Center (Various Minor Units)
- FY 21/22 Maintenance Yard (8 Units)
- FY22/23 City Hall East Wing, PD Upper Floor
- FY23/24 East Wing Conference Room
- FY24/25 Human Resources, Telephone Room

General maintenance program to either repair/replace various HVAC components to extend the useful life of each HVAC unit.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

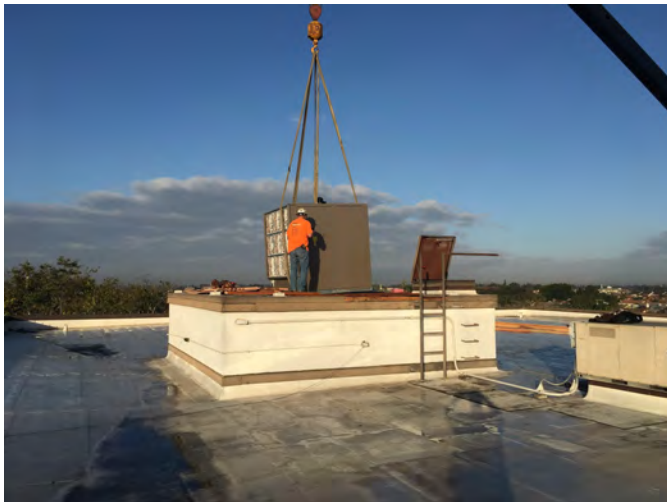
## Project Timeline

**Design** Summer 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget-Year 1 (tot)
<u>Infrastructure Bank</u>	<b>\$0</b>
<u>General Fund</u>	<b>\$250,000</b>
<b>Totals (2 groups)</b>	<b>\$250,000</b>



### New Operating Costs

N/A

## Project Information



**Title** Maintenance Yard Breakroom Remodel

**Fund #** 415

**Category** 80600 PUBLIC FACILITY PROJECTS

**Description and Justification** Upgrades to the Maintenance Yard breakroom, similar to the City Hall breakroom completed in 2018. Various components of the Maintenance Yard breakroom are original to the building and at the end of their useful life.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Winter 2019/20

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Infrastructure Bank	\$30,000
<b>Totals (1 groups)</b>	<b>\$30,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Seismic Retrofit and Police Modernization

**Fund #** 415

**Category** 80600 PUBLIC FACILITY PROJECTS

**Description and Justification** Design and construction of the police facility. Since the original construction in 1982, this 20,000 sq. ft. 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 an 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.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Winter 2019/20 **Construction** Summer 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Narcotics Asset Seizure Fund</u>	<b>\$2,450,000</b>
<u>CIP Fund Balance</u>	<b>\$250,000</b>
<u>Infrastructure Bank</u>	<b>\$1,550,000</b>
<b>Totals (3 groups)</b>	<b>\$4,250,000</b>



**New Operating Costs**  
N/A

## Project Information



**Title** Stanton Channel Landscape Upgrades

**Fund #** 271

**Category** 80500 PARKWAY PROJECTS

**Description and Justification** 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. 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. Funds have accumulated in the City's berm maintenance account for this project.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Assessment District Funds	\$82,600
<b>Totals (1 groups)</b>	<b>\$82,600</b>



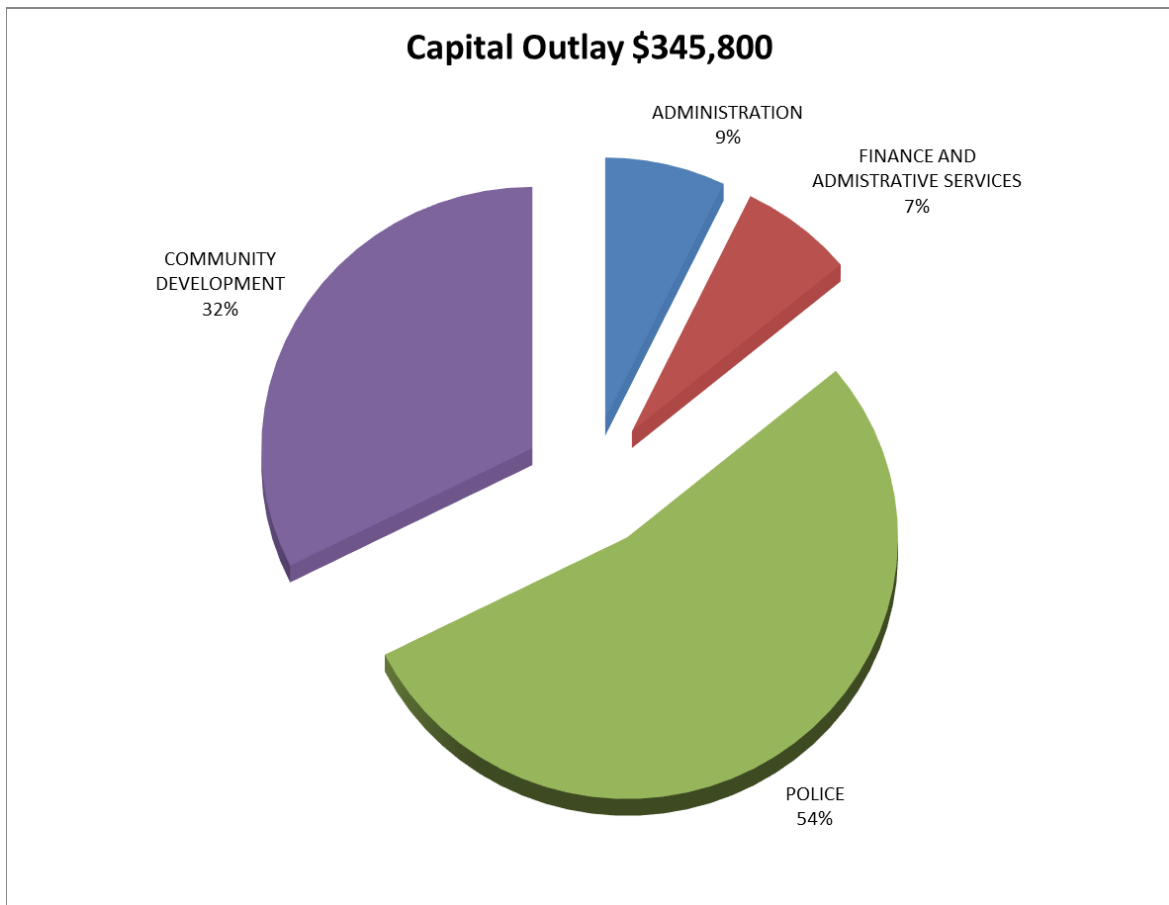
**New Operating Costs**

N/A



# 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 \$2,400 is being paid for by City operating funds in FY 2019-20 with the balance being funded by monies previously set-aside in the City's Capital Replacement Fund or transferred from the Technology Investments Fund.



**CITY OF CYPRESS**  
**SUMMARY OF CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS**  
 Fiscal Year 2019-20

**CAPITAL OUTLAY ADDITIONS**

**EQUIPMENT 721-95300.XXXX\_XXX**

4305_200	Tasers (2) - Police	\$	2,400
		\$	2,400

**TOTAL CAPITAL OUTLAY ADDITIONS** **\$ 2,400**

**CAPITAL OUTLAY REPLACEMENTS**

**EQUIPMENT 721-95300.XXXX\_XXX**

4302_200	Contingency/Emergency Purchases	\$	25,000
4305_200	In-Car Directional Radar - Police		3,400
4305_200	Laser Speed Detectors (3) - Police		6,500
		\$	34,900

**TOTAL CAPITAL OUTLAY REPLACEMENTS** **\$ 34,900**

**TECHNOLOGY INVESTMENTS**

**TECHNOLOGY HARDWARE/SOFTWARE 721-95200.XXXX\_XXX**

4304_300	Public Access Mobile App	\$	15,000
4304_300	Email Security Appliance Replacement		5,000
4304_300	Datacenter Memory (3)		3,600
4305_300	Police Department CCTV System Replacement		85,200
4305_300	Police Department Building Access System Replace		84,000
4305_300	Police Department WiFi Replacement		3,700
4306_300	Electronic Building Permit/Plan Review System		49,000
4307_300	Storm Water Pump Station System Upgrade		55,000
4307_300	Project Mgmt Software Upgrade for Capital Projects		8,000
		\$	308,500

**TOTAL TECHNOLOGY INVESTMENTS** **\$ 308,500**

**TOTAL CAPITAL OUTLAY/TECHNOLOGY INVESTMENTS** **\$ 345,800**





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## CYPRESS RECREATION AND PARK DISTRICT

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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 12 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 2019-2020

### Director of Recreation & Community Services

#### Administrative & Legislative

Recreation & Parks  
Administration

Recreation & Community  
Services Commission

Senior Citizens Commission

#### Community Events & Enrichment

Community Events & Promotion

Cultural Arts

Contract Classes

5K/10K Run

#### Youth and Teen Programs

Teen Programs

Kids Corner

Day Camp

Aquatics Instruction

Playgrounds

#### Senior Citizens Programs

Senior Citizen Programs

Senior Citizen Transportation

#### Sports Programs

Youth Sports

Adult Sports

Facilities/Field Permits

#### Maintenance & Facility Support

Park Landscaping

Athletic Facility Maintenance

Community Center Maintenance

Park Buildings

Senior Center Building

Facility Operations

Youth League Improvements

# CYPRESS RECREATION AND PARK DISTRICT

## SUMMARY OF EXPENDITURES

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Director of Community Services	1.00	1.00	1.00	1.00	-
Office Assistant II	3.00	3.00	3.00	2.00	(1.00)
Recreation Coordinator	4.00	4.00	4.00	4.00	-
Recreation Superintendent	1.00	1.00	1.00	1.00	-
Recreation Supervisor	3.00	3.00	3.00	3.00	-
Secretary to Department Head	1.00	1.00	1.00	1.00	-
Subtotal - Full-Time	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>12.00</u>	<u>(1.00)</u>
<b>Part-Time</b>					
Aquatics Instructor	1.45	1.87	1.14	1.14	-
Assistant Pool Manager	0.16	0.21	0.12	0.12	-
Customer Service Specialist	-	-	-	1.00	1.00
Pool Manager	0.19	0.21	0.14	0.14	-
Recreation Facility Attendant	-	-	-	2.35	2.35
Recreation Leader I	0.39	0.40	0.73	0.73	-
Recreation Leader II	2.69	2.68	2.71	2.48	(0.23)
Recreation Leader III	7.11	6.42	6.38	5.88	(0.50)
Recreation Leader IV	1.62	2.24	2.17	2.31	0.14
Recreation Specialist	1.80	1.80	1.80	1.80	-
Subtotal - Part-Time	<u>15.41</u>	<u>15.83</u>	<u>15.19</u>	<u>17.95</u>	<u>1.76</u>
<b>Total Positions</b>	<u><u>28.41</u></u>	<u><u>28.83</u></u>	<u><u>28.19</u></u>	<u><u>29.95</u></u>	<u><u>1.76</u></u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$1,821,412	\$2,133,196	\$1,614,071	\$2,193,375	2.8%
Service and Supplies	2,444,790	2,533,826	2,302,550	2,578,396	1.8%
Internal Service Fund Charges	207,450	203,150	203,150	241,730	19.0%
<b>Total Department Cost</b>	<u><b>\$4,473,652</b></u>	<u><b>\$4,870,172</b></u>	<u><b>\$4,119,771</b></u>	<u><b>\$5,013,501</b></u>	2.9%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund - District	\$4,473,652	\$4,870,172	\$4,119,771	\$5,013,501
<b>Total Resources</b>	<u><b>\$4,473,652</b></u>	<u><b>\$4,870,172</b></u>	<u><b>\$4,119,771</b></u>	<u><b>\$5,013,501</b></u>

**CYPRESS RECREATION AND PARK DISTRICT**  
**SUMMARY OF RESOURCES AND APPROPRIATIONS BY FUND**  
**Fiscal Year 2019-20**

<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>FUND TSFR-IN</u>	<u>OPERATING BUDGET</u>	<u>CAPITAL BUDGET</u>	<u>FUND TSFR-OUT</u>	
212 - General Fund	\$ 10,698,443	\$ 6,893,171	\$ 1,100,000	\$ 5,013,501	\$ 2,797,000	\$ 807,900	\$ 10,073,213
213 - Park Development	1,259,254	20,000	-	-	-	1,100,000	179,254
<b>TOTAL</b>	<u>\$ 11,957,697</u>	<u>\$ 6,913,171</u>	<u>\$ 1,100,000</u>	<u>\$ 5,013,501</u>	<u>\$ 2,797,000</u>	<u>\$ 1,907,900</u>	<u>\$ 10,252,467</u>

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

Transfer-out of \$657,900 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.

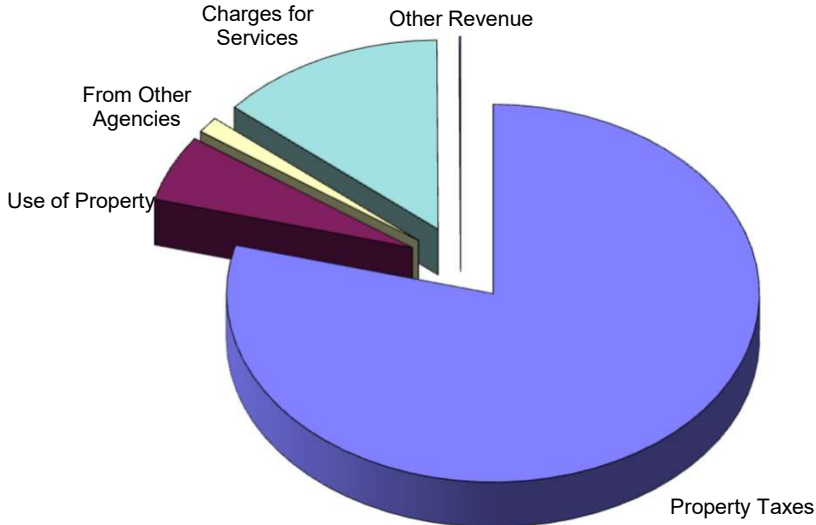
Transfer-out of \$150,000 is made from the CRPD General Fund to the District's Employee Benefits Internal Service Fund for Orange County Employees Retirement System (OCERS) pension obligations.

**CYPRESS RECREATION AND PARK DISTRICT  
SUMMARY OF APPROPRIATIONS BY MAJOR CATEGORY  
Fiscal Year 2019-20**

<u>FUND</u>	<u>SALARIES &amp; BENEFITS</u>	<u>MAINT. &amp; OPERATIONS</u>	<u>CAPITAL PROJECTS</u>	<u>TOTAL</u>
212 - CRPD General Fund	<u>\$ 2,193,375</u>	<u>\$ 2,820,126</u>	<u>\$ 2,797,000</u>	<u>\$ 7,810,501</u>
TOTAL	<u>\$ 2,193,375</u>	<u>\$ 2,820,126</u>	<u>\$ 2,797,000</u>	<u>\$ 7,810,501</u>

# CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF RESOURCES

Fiscal Year 2019-20



	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Property Taxes	\$ 5,469,500	79.1%
Use of Property	390,849	5.7%
From Other Agencies	95,550	1.4%
Charges for Services	952,272	13.8%
Other Revenue	5,000	0.1%
<b>Total Resources</b>	<b>\$ 6,913,171</b>	<b>100%</b>

# CYPRESS RECREATION AND PARK DISTRICT

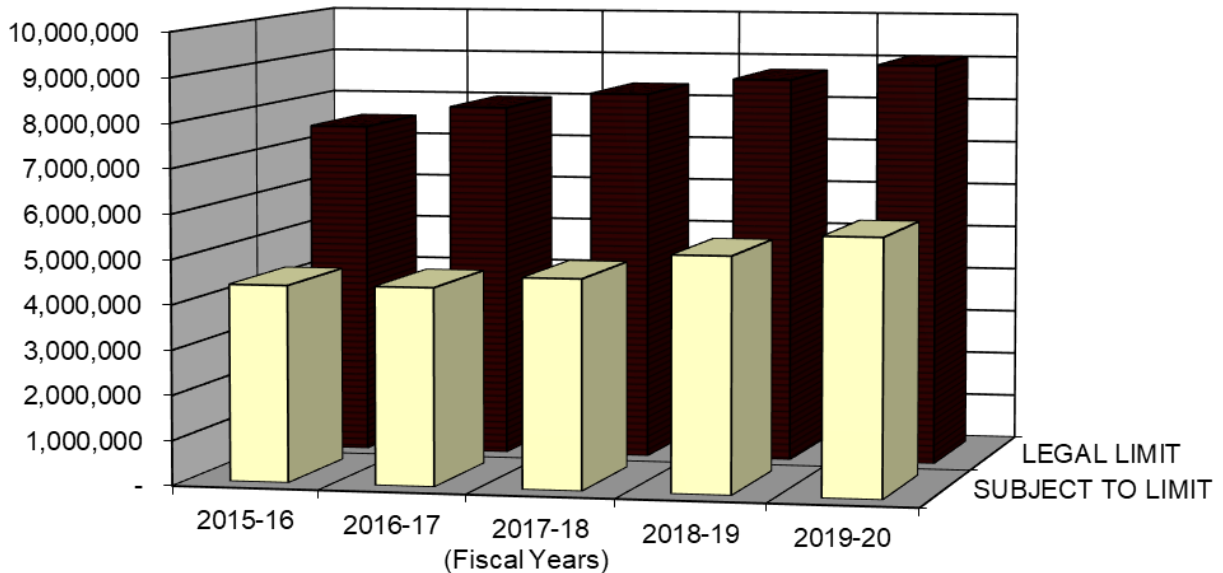
## Fiscal Year 2019-20

### 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.

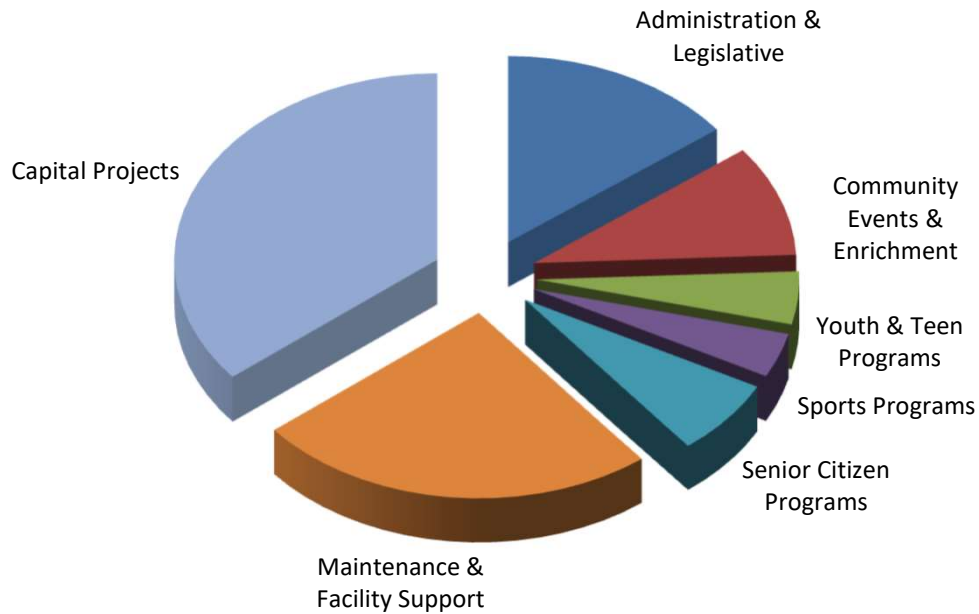
As provided by Proposition 111, the Cypress Recreation and Park District has elected to utilize the percentage growth in the County's population to calculate the fiscal year 2019-20 Appropriation Limitation of \$9,053,284. The total appropriations subject to the limitation for 2019-20 are \$5,689,891 which is \$3,363,393 (37.2%) below the calculated appropriation limit.

### APPROPRIATIONS



# CYPRESS RECREATION AND PARK DISTRICT SUMMARY OF APPROPRIATIONS

Fiscal Year 2019-20



	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
Administration & Legislative	\$ 1,142,937	14.6%
Community Events & Enrichment	754,580	9.7%
Youth & Teen Programs	357,699	4.6%
Sports Programs	301,095	3.9%
Senior Citizen Programs	518,515	6.6%
Maintenance & Facility Support	1,938,675	24.8%
Capital Projects	<u>2,797,000</u>	<u>35.7%</u>
<b>Total Appropriations</b>	<b><u><u>\$ 7,810,501</u></u></b>	<b><u><u>100%</u></u></b>



**CYPRESS RECREATION AND PARK DISTRICT  
BUDGET SUMMARY  
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES  
Fiscal Year 2019-20**

FUNCTION/Responsible Department/Division Program Number/description	2018-19 Budget	2019-20 Budget	Percent Change
<b>RECREATION AND PARK DISTRICT</b>			
<b>Administration &amp; Legislative Division</b>			
90301 Recreation & Parks Administration	\$ 1,054,652	\$ 1,005,091	-4.70%
90328 Recreation & Comm Svcs Commission	78,813	81,693	3.65%
90330 Senior Citizen Commission	49,172	56,153	14.20%
Total Administration & Legislative	<u>\$ 1,182,637</u>	<u>\$ 1,142,937</u>	<u>-3.36%</u>
<b>Community Events &amp; Enrichment Division</b>			
90307 5K/10K Run	\$ 55,293	\$ 56,755	2.64%
90312 Independence Day Celebration	-	59,951	n/a
90313 Community Events & Promotion	172,471	137,704	-20.16%
90314 Cultural Arts	95,073	111,227	16.99%
90316 Contract Classes	363,092	388,943	7.12%
Total Community Events & Enrichment	<u>\$ 685,929</u>	<u>\$ 754,580</u>	<u>10.01%</u>
<b>Youth &amp; Teen Programs Division</b>			
90304 Teen Programs	\$ 40,670	\$ 50,083	23.14%
90305 Aquatics Instruction	57,167	55,732	-2.51%
90306 Playgrounds	54,751	53,179	-2.87%
90324 Day Camp	95,349	102,006	6.98%
90327 Kids Corner	97,723	96,699	-1.05%
Total Youth/Teen Programs	<u>\$ 345,660</u>	<u>\$ 357,699</u>	<u>3.48%</u>
<b>Senior Citizens Program Division</b>			
90317 Senior Citizen Program	\$ 441,150	\$ 442,299	0.26%
90318 Senior Citizen Transportation	77,027	76,216	-1.05%
Total Senior Citizens	<u>\$ 518,177</u>	<u>\$ 518,515</u>	<u>0.07%</u>
<b>Sports Programs Division</b>			
90303 Adult Sports	\$ 82,424	\$ 82,536	0.14%
90310 Youth Sports	127,247	140,091	10.09%
90326 Facilities/Field Permit	54,095	78,468	45.06%
Total Sports	<u>\$ 263,766</u>	<u>\$ 301,095</u>	<u>14.15%</u>

**CYPRESS RECREATION AND PARK DISTRICT  
BUDGET SUMMARY  
OPERATING, CAPITAL PROJECTS AND CAPITAL OUTLAY EXPENDITURES  
Fiscal Year 2019-20 (Continued)**

<b>MAINTENANCE SERVICES</b>	2018-19 Budget	2019-20 Budget	Percent Change
<b>Department of Public Works</b>			
<b>Maintenance &amp; Facility Support Division</b>			
90302.9302 Maintenance - Community Center	\$ 242,420	\$ 228,073	-5.92%
90302.9308 Landscaping - Parks	711,248	749,644	5.40%
90302.9311 Maintenance - Athletic Facilities	276,967	254,906	-7.97%
90302.9312 Maintenance - Park Buildings	232,679	239,303	2.85%
90302.9318 Maintenance - Senior Center Building	230,712	216,173	-6.30%
90323 Facility Operations	159,977	230,576	44.13%
90332 Youth League Improvements	20,000	20,000	0.00%
Total Maintenance & Facility Support	<u>\$ 1,874,003</u>	<u>\$ 1,938,675</u>	3.45%
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 4,870,172</b>	<b>\$ 5,013,501</b>	<b>2.94%</b>
<b>SUMMARY OF CAPITAL PROJECTS</b>			
80700_8071 Park Projects	\$ 2,350,000	\$ 2,797,000	19.02%
<b>SUMMARY OF CAPITAL OUTLAY*</b>			
95400 Capital Outlay - Furniture/Equipment	<u>\$ 55,750</u>	<u>\$ -</u>	<u>-100.00%</u>
<b>TOTAL BUDGET</b>	<b><u><u>\$ 7,275,922</u></u></b>	<b><u><u>\$ 7,810,501</u></u></b>	<b><u><u>7.35%</u></u></b>

\* 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

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## Administrative & Legislative Division

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### 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 2018-19

- Completed a cost allocation plan to assess the District's fee structure
- Amended the sports scheduling policy to accommodate a higher level of youth sports league play for community organizations
- Increased online registration activity by 5%
- Hired a Director for the Cypress Recreation and Park District
- Completed an organizational review, performed by a consultant

### Objectives for Fiscal Year 2019-20

- 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
- Conduct a departmental re-organization to align staffing and operations for budgetary and resource purposes
- Conduct and implement a department specific strategic plan
- Recommend park funding strategies including an analysis of the Proposition 68 Park Development and Improvement Bond

# RECREATION AND PARK DISTRICT

## Administrative & Legislative Division

<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Director of Recreation & Comm Svcs	1.00	1.00	1.00	1.00	-
Office Assistant II	2.03	2.03	2.03	1.00	(1.03)
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	0.59	0.29	(0.30)
Secretary to Department Head	1.00	1.00	1.00	1.00	-
<b>Part-Time</b>					
Customer Service Specialist	-	-	-	1.00	1.00
Recreation Leader III	0.29	0.30	0.30	0.30	-
<b>Total Positions</b>	<b><u>5.51</u></b>	<b><u>5.52</u></b>	<b><u>5.96</u></b>	<b><u>5.63</u></b>	<b><u>(0.33)</u></b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 588,233	\$ 814,171	\$ 440,322	\$ 736,211	-9.6%
Service and Supplies	227,582	191,456	226,724	192,716	0.7%
Internal Service Fund Charges	182,510	177,010	177,010	214,010	20.9%
<b>Total Division Cost</b>	<b><u>\$ 998,325</u></b>	<b><u>\$ 1,182,637</u></b>	<b><u>\$ 844,056</u></b>	<b><u>\$ 1,142,937</u></b>	-3.4%

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund - District	\$ 998,325	\$ 1,182,637	\$ 844,056	\$ 1,142,937
<b>Total Resources</b>	<b><u>\$ 998,325</u></b>	<b><u>\$ 1,182,637</u></b>	<b><u>\$ 844,056</u></b>	<b><u>\$ 1,142,937</u></b>

# RECREATION AND PARK DISTRICT

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## Community Events & Enrichment Division

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### 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 an Independence Day 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; 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 2018-19

- 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 1,386 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 500 attendees enjoying the evening outdoor screening.

# RECREATION AND PARK DISTRICT

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## Community Events & Enrichment Division

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- Created a new event called Summer Fest on the Green. This event combined the Animal Show and Movie on the Green and included collaboration with Cypress Police Officers and K-9, OCFA, Cypress Library and the Cypress School District PTA for a fun filled, family oriented, community event.
- The Cypress Run hosted 1,225 participants from various parts of California and other states. Eighty-two volunteers supported the Run in donating more than 300 hours of service.
- Over 1,620 contract classes were offered to the Community.
- 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 Cypress School District's World Music Choir Concert.
- Conducted the two-year cycle (FY2019-2020 and 2020-2021) of the City's Non-Profit Grant Request Program.

### Objectives for Fiscal Year 2019-20

- Develop an Independence Day Celebration at Cypress College
- Continue to partner with non-profit organizations to offer various art and/or cultural programs
- Expand the day time offerings of contract classes to the community
- Increase participation in the Cypress Run by 10% by offering upgraded shirts, participant medals and a new 10K course.
- Increase participation in the OC Race Series by 10%

# RECREATION AND PARK DISTRICT

## Community Events & Enrichment Division

<b><u>Summary of Positions</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Recreation Coordinator	0.92	0.91	0.88	0.91	0.03
Recreation Supervisor	1.08	1.09	1.04	1.03	(0.01)
<b>Part-Time</b>					
Recreation Leader II	0.15	0.15	0.16	0.18	0.02
Recreation Leader III	0.15	0.15	0.15	0.21	0.06
Recreation Leader IV	0.03	0.03	0.03	0.05	0.02
Recreation Specialist	0.21	0.21	0.21	0.23	0.02
<b>Total Positions</b>	<b><u>2.54</u></b>	<b><u>2.54</u></b>	<b><u>2.47</u></b>	<b><u>2.61</u></b>	<b><u>0.14</u></b>

<b><u>Summary of Expenditures</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 252,765	\$ 269,387	\$ 269,387	\$ 287,015	6.5%
Service and Supplies	408,332	402,662	422,105	452,095	12.3%
Internal Service Fund Charges	13,980	13,880	13,880	15,470	11.5%
<b>Total Division Cost</b>	<b><u>\$ 675,077</u></b>	<b><u>\$ 685,929</u></b>	<b><u>\$ 705,372</u></b>	<b><u>\$ 754,580</u></b>	10.0%

<b><u>Summary of Resources</u></b>	<b><u>2017-18 Actual</u></b>	<b><u>2018-19 Budget</u></b>	<b><u>2018-19 Estimate</u></b>	<b><u>2019-20 Adopted</u></b>
General Fund-District	\$ 675,077	\$ 685,929	\$ 705,372	\$ 754,580
<b>Total Resources</b>	<b><u>\$ 675,077</u></b>	<b><u>\$ 685,929</u></b>	<b><u>\$ 705,372</u></b>	<b><u>\$ 754,580</u></b>

# RECREATION AND PARK DISTRICT

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## Youth and Teen Programs Division

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### 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, 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 traditionally held at the Cypress High School pool through the City's joint-use agreement with Anaheim Union High School District (AUHSD). Due to maintenance issues forcing the closure of the pool at Cypress High School, the District has collaborated with North Orange Continuing Education and Cypress College to ensure the service continues to be offered to the community.

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

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## Youth and Teen Programs Division

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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 2018-19**

- 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 programs. These successful partnerships bring learning and awareness for water safety and crime prevention to youth.
- The Teen Fashion Scene received support from ten 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.
- Provided a Job Search Workshop for teen Counselors-In-Training participants. This included a training on filling out applications, resume writing, interview tips and overall professionalism.
- A scholarship was awarded to two teen fashion designers at the Teen Fashion Show by a local vendor.
- Day Camp had an average weekly attendance of 61 participants, an average increase of 6 participants per week from 2017.
- Kids Corner provided more than 1,000 hours of programming for pre-school aged children.
- The Summer Parks program had an average weekly attendance of 39 participants, an average increase of 5 participants from 2017.

# RECREATION AND PARK DISTRICT

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## Youth and Teen Programs Division

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- Youth Action Committee (YAC) members sold food items at the Concerts on the Green 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.

### **Objectives for Fiscal Year 2019-20**

- Partner with North Orange Continuing Education and Cypress College to offer Learn-to-Swim Program to the community
- Expand the offerings of programs for special-needs youth
- Provide a Job Fair and Workshop for teens ages 15-18 years old
- Monitor Kids Corner program for trends, interests, and other available options for programming to determine future sustainability of this program

# RECREATION AND PARK DISTRICT

## Youth and Teen Programs Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Recreation Coordinator	0.42	0.42	0.44	0.38	(0.06)
Recreation Supervisor	0.60	0.60	0.28	0.34	0.06
<b>Part-Time</b>					
Aquatics Instructor	1.45	1.87	1.14	1.14	-
Assistant Pool Manager	0.16	0.21	0.12	0.12	-
Pool Manager	0.19	0.21	0.14	0.14	-
Recreation Leader I	0.37	0.35	0.68	0.68	-
Recreation Leader II	0.80	0.78	0.76	0.73	(0.03)
Recreation Leader III	2.92	2.98	2.93	2.53	(0.40)
Recreation Leader IV	0.24	0.23	0.29	0.29	-
Recreation Specialist	0.69	0.69	0.69	0.67	(0.02)
<b>Total Positions</b>	<u>7.84</u>	<u>8.34</u>	<u>7.47</u>	<u>7.02</u>	<u>(0.39)</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 262,693	\$ 296,758	\$ 240,152	\$ 307,606	3.7%
Service and Supplies	42,414	47,682	44,798	48,713	2.2%
Internal Service Fund Charges	1,220	1,220	1,220	1,380	13.1%
<b>Total Division Cost</b>	<u>\$ 306,327</u>	<u>\$ 345,660</u>	<u>\$ 286,170</u>	<u>\$ 357,699</u>	3.5%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund-District	\$ 306,327	\$ 345,660	\$ 286,170	\$ 357,699
<b>Total Resources</b>	<u>\$ 306,327</u>	<u>\$ 345,660</u>	<u>\$ 286,170</u>	<u>\$ 357,699</u>

# RECREATION AND PARK DISTRICT

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## Sports Programs Division

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### 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 2018-19

- Reached registration maximum in all four youth basketball and volleyball leagues offered based on gym availability with an additional 60 children on a waitlist.
- Reached 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 summer camps.

# RECREATION AND PARK DISTRICT

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## Sports Programs Division

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- Implemented the amended Athletic Facility Allocation, Usage, and Scheduling policy to accommodate a higher level of play by the ACUAF youth sports organizations (“Next” leagues).

### **Objectives for Fiscal Year 2019-20**

- Continue providing training for all youth sports volunteer coaches (180 on average) to include Youth Concussion protocols, sportsmanship awareness and updates to sport rules.
- Additional outreach for the younger aged special needs participants.
- Work with local businesses on outreach for Adult Sports leagues.
- Recommend enhancements to the field allocation policy to address field blanketing by user groups.
- Maintain Joint Use Agreements with Anaheim Union High School District and Cypress School District.

# RECREATION AND PARK DISTRICT

## Sports Programs Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Recreation Coordinator	0.82	0.83	0.83	0.82	(0.01)
Recreation Supervisor	0.56	0.56	0.47	0.66	0.19
<b>Part-Time</b>					
Recreation Leader I	0.02	0.05	0.05	0.05	-
Recreation Leader II	0.73	0.81	0.80	0.76	(0.04)
Recreation Leader III	1.05	1.09	0.99	1.07	0.08
Recreation Leader IV	0.72	0.72	0.72	0.67	(0.05)
Recreation Specialist	-	-	-	0.02	0.02
<b>Total Positions</b>	<u>3.90</u>	<u>4.06</u>	<u>3.86</u>	<u>4.05</u>	<u>0.19</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 185,171	\$ 216,066	\$ 196,105	\$ 251,582	16.4%
Service and Supplies	35,757	44,940	41,280	46,463	3.4%
Internal Service Fund Charges	2,260	2,760	2,760	3,050	10.5%
<b>Total Division Cost</b>	<u>\$ 223,188</u>	<u>\$ 263,766</u>	<u>\$ 240,145</u>	<u>\$ 301,095</u>	14.2%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund-District	\$ 223,188	\$ 263,766	\$ 240,145	\$ 301,095
<b>Total Resources</b>	<u>\$ 223,188</u>	<u>\$ 263,766</u>	<u>\$ 240,145</u>	<u>\$ 301,095</u>

# RECREATION AND PARK DISTRICT

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## Senior Citizens Programs Division

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### 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, shopping, banking and other outings for residents 60 years and older who meet income guidelines.

### Accomplishments for Fiscal Year 2018-19

- 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
- Continued to coordinate a successful 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
- Raised over \$10,000 for Senior Center enhancements through the Senior Center Sponsorship Program

# RECREATION AND PARK DISTRICT

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## Senior Citizens Programs Division

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### **Objectives for Fiscal Year 2019-20**

- Increase the Senior Center rental revenue by 5%
- Continue to offer a variety of classes to meet the interests and needs of seniors, to include new evening programs
- 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



# RECREATION AND PARK DISTRICT

## Senior Citizens Programs Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<b>18/19 Budget vs. 19/20 Budget</b>
<b>Full-Time</b>					
Office Assistant II	0.97	0.97	0.97	1.00	0.03
Recreation Coordinator	1.52	1.52	1.53	1.56	0.03
Recreation Supervisor	0.37	0.37	0.39	0.42	0.03
<b>Part-Time</b>					
Recreation Leader III	0.67	-	0.14	0.14	-
Recreation Leader IV	-	0.63	0.48	0.48	-
Recreation Specialist	0.90	0.90	0.90	0.89	(0.01)
<b>Total Positions</b>	<u>4.43</u>	<u>4.39</u>	<u>4.41</u>	<u>4.49</u>	<u>0.08</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<b>18/19 Budget vs. 19/20 Budget</b>
Salaries and Benefits	\$ 380,252	\$ 378,547	\$ 314,090	\$ 382,095	0.9%
Service and Supplies	119,525	131,350	117,275	128,600	-2.1%
Internal Service Fund Charges	7,480	8,280	8,280	7,820	-5.6%
<b>Total Division Cost</b>	<u>\$ 507,257</u>	<u>\$ 518,177</u>	<u>\$ 439,645</u>	<u>\$ 518,515</u>	0.1%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund-District	<u>\$ 507,257</u>	<u>\$ 518,177</u>	<u>\$ 439,645</u>	<u>\$ 518,515</u>
<b>Total Resources</b>	<u>\$ 507,257</u>	<u>\$ 518,177</u>	<u>\$ 439,645</u>	<u>\$ 518,515</u>

# RECREATION AND PARK DISTRICT

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## Maintenance & Facility Support Division

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### 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, Community Center Holiday Décor, Community Festival, "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, Independence Day 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

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## Maintenance & Facility Support Division

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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 2018-19**

- Installed prefabricated restrooms at Willow Park
- Resurfaced Community Center parking lot
- Provided support and supplies to two community groups conducting large volunteer projects in the parks
- Provided support Eagle Scout project at the Cypress Nature Park

### **Objectives for Fiscal Year 2019-20**

- Replace Senior Center skylight and roof
- Replace Senior Center Heating, Ventilation, and Air Conditioning (HVAC)
- Repurpose Roller Hockey Rink at Arnold Cypress Park
- Continue to partner with Community Development Maintenance Division to maintain the District's facilities, parks, programs, and special events

# RECREATION AND PARK DISTRICT

## Maintenance & Facility Support Division

<u>Summary of Positions</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>18/19 Budget vs. 19/20 Budget</u>
<b>Full-Time</b>					
Recreation Coordinator	0.28	0.28	0.28	0.28	-
Recreation Supervisor	0.24	0.24	0.24	0.26	0.02
<b>Part-Time</b>					
Recreation Facilities Attendant	-	-	-	2.35	2.35
Recreation Leader II	1.01	0.94	0.99	0.81	(0.18)
Recreation Leader III	2.03	1.89	1.87	1.63	(0.24)
Recreation Leader IV	0.63	0.63	0.65	0.82	0.17
<b>Total Positions</b>	<u>4.19</u>	<u>3.98</u>	<u>4.03</u>	<u>6.15</u>	<u>2.12</u>

<u>Summary of Expenditures</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>	<u>18/19 Budget vs. 19/20 Budget</u>
Salaries and Benefits	\$ 152,298	\$ 158,267	\$ 154,015	\$ 228,866	44.6%
Service and Supplies	<u>1,611,180</u>	<u>1,715,736</u>	<u>1,450,368</u>	<u>1,709,809</u>	-0.3%
<b>Total Division Cost</b>	<u>\$1,763,478</u>	<u>\$1,874,003</u>	<u>\$1,604,383</u>	<u>\$1,938,675</u>	3.5%

<u>Summary of Resources</u>	<u>2017-18 Actual</u>	<u>2018-19 Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
General Fund-District	<u>\$1,763,478</u>	<u>\$1,874,003</u>	<u>\$1,604,383</u>	<u>\$1,938,675</u>
<b>Total Resources</b>	<u>\$1,763,478</u>	<u>\$1,874,003</u>	<u>\$1,604,383</u>	<u>\$1,938,675</u>

**CYPRESS RECREATION AND PARK DISTRICT  
CAPITAL PROJECTS  
Fiscal Year 2019-20**

<b><u>PARKS PROJECTS (80700 8071)</u></b>	<b><u>GENERAL FUND</u></b>	<b><u>PARK DEVELOPMENT FUND</u></b>	<b><u>TOTAL</u></b>
ADA Playground Surfacing	\$1,230,000	-	\$ 1,230,000
LARC Park - Final Design	-	\$ 1,100,000	1,100,000
City-wide Park Enhancements	270,000	-	270,000
Arnold Cypress Park Basketball Courts	50,000	-	50,000
Civic Center Green Tree Replacement	57,000	-	57,000
Parking Lot Seal Coat	30,000	-	30,000
Senior Center Facility Improvements	25,000	-	25,000
Arnold Cypress Park Restroom Improvements	20,000	-	20,000
Civic Center Green Pedestrian Lighting	15,000	-	15,000
<b>TOTAL NEW CAPITAL PROJECTS</b>	<b><u>\$1,697,000</u></b>	<b><u>\$ 1,100,000</u></b>	<b><u>\$ 2,797,000</u></b>

## Project Information



**Title** ADA Playground Surfacing

**Fund #** 212

**Category** 90000 PARK PROJECTS

### Description and Justification

Replace the existing playground surfacing at various parks with rubberized play surfacing.

FY 19/20: Oak Knoll, Cedar Glen, Eucalyptus, Evergreen, Maple Grove South, Peppertree, Pinewood

FY 20/21: Arnold Cypress, Baroldi, Damron, Essex, Manzanita, Maple Grove North, Rosen/Acacia, Vessels

This project will replace the existing wood chips at various playgrounds with ADA-accessible rubberized play surfacing. The rubberized play surfacing also requires less maintenance compared to the wood chips.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget-Year 1 (tot)
Park District Funds	\$1,230,000
<b>Totals (1 groups)</b>	<b>\$1,230,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** LARC Park - Construction

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** Construction of the 9-acre park located at Cerritos/Lexington. 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.

## Priority

Preventative / Proactive
  Replacement / Refurbishment
  New Facility

## Project Timeline

**Design** Summer 2020    **Construction** Spring 2021

## Funding Detail



Funding Source	FY19/20 Budget-Year 1 (tot)
Park Development	\$1,100,000
Infrastructure Reserve Loan	\$0
<b>Totals (2 groups)</b>	<b>\$1,100,000</b>



### New Operating Costs

Additional landscape/janitorial/utility cost approximately \$100k-\$125k annually. Synthetic turf replacement after ten years is approximately \$1M per field.

## Project Information



**Title** City-wide Park Enhancements

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** Replacement of various park amenities: trash containers, water fountains, BBQ, benches, tables, signage, etc. As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, this project will replace various aging components that are in need of repairs and/or at the end of their useful life.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Winter 2019/20

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Park District Funds</u>	<b>\$270,000</b>
<b>Totals (1 groups)</b>	<b>\$270,000</b>



**New Operating Costs**  
N/A



## Project Information



**Title** Arnold Cypress Basketball Courts (Hockey Rink Removal)

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** This project will construct a full-size basketball court where the hockey rink was previously located. Work includes removal of the existing wood boards, crack sealing, court surfacing, striping, basketball poles, etc. With a decline in demand for roller hockey and increased interest in basketball, this project will construct a full-size basketball court where the hockey rink was previously located.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Park District Funds	\$50,000
<b>Totals (1 groups)</b>	<b>\$50,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Civic Center Green - Tree Replacement

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** There are 20 trees on the east side of the Civic Center green that are diseased and declining in health. Staff is exploring different options to determine the best method for replacement. This worst-case scenario project proposes to remove and replace all existing trees with a 60" box trees of a similar specie that is resistant to infestation and disease. Staff will monitor the trees on the west side of the Civic Center green for potential replacement in FY 23/24. Ongoing maintenance to remove diseased and/or declining trees to ensure a healthy tree canopy and urban forest at the Cypress Civic Center.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
<u>Park District Funds</u>	<b>\$57,000</b>
<b>Totals (1 groups)</b>	<b>\$57,000</b>



**New Operating Costs**  
N/A

## Project Information



**Title** Parking Lot Seal Coat

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification**

Seal Coat various park parking lots on an approximate 7-year cycle

- 19/20 Evergreen Park
- 20/21 Arnold Cypress Park (north lot)
- 21/22 Arnold Cypress Park (east lot)
- 22/23 Oak Knoll Park (south lot)
- 23/24 Senior Center
- 24/25 Veterans Park
- 25/26 Cedar Glen Park

The resurfacing/seal-coating of various parking lots are scheduled based on the age of the parking lot, the level of deterioration, park usage, and date of last improvements. These parking lots exhibit 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.

## Priority

Preventative / Proactive    Replacement / Refurbishment    New Facility

## Project Timeline

**Design** Summer 2019   **Construction** Fall 2019

## Funding Detail



Funding Source	FY19/20 Budget-Year 1 (tot)
Park District Funds	\$30,000
<b>Totals (1 groups)</b>	<b>\$30,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Senior Center Facility Improvements

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** This project would provide ongoing maintenance and/or upkeep to the restrooms (tiles, fixtures, plumbing, lighting, doors, etc...) and other areas of the Senior Center. As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, various components of the heavily used Senior Center is in need of repairs and/or ongoing maintenance. This project would provide ongoing maintenance throughout the facility.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Spring 2020

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Park District Funds	\$25,000
<b>Totals (1 groups)</b>	<b>\$25,000</b>



**New Operating Costs**

N/A

## Project Information



**Title** Restroom Improvements - Arnold/Cypress

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** Interior improvements to both restrooms at Arnold/Cypress Park. Work to include new paint (anti-graffiti coating), new fixtures, etc. As identified in the Park and Recreation Facilities Inventory and Condition Assessment Report, the heavily used restroom at Arnold Cypress Park is in need of extensive repairs. These repairs will include new fixtures, toilets, and anti-graffiti paint.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Winter 2019/20

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Park District Funds	\$20,000
<b>Totals (1 groups)</b>	<b>\$20,000</b>

**New Operating Costs**

N/A

## Project Information



**Title** Civic Center Green - Pedestrian Lighting

**Fund #** 212

**Category** 90000 PARK PROJECTS

**Description and Justification** These are the three foot high lights that are adjacent to the concrete pathway and provide access lighting for concerts on the green. Within the past few years, several have rusted through and fallen over and the lights are past their useful life. Replacement of these pedestrian lights will increase the visibility for pedestrians along the walk path adjacent to the Civic Center Green. The new LED light technology will utilize less energy and will contain bulbs that will have a longer lifespans, resulting in the need to replace them less frequently.

## Priority

Preventative / Proactive  Replacement / Refurbishment  New Facility

## Project Timeline

**Design** Fall 2019 **Construction** Winter 2019/20

## Funding Detail



Funding Source	FY19/20 Budget- Year 1 (tot)
Park District Funds	\$15,000
<b>Totals (1 groups)</b>	<b>\$15,000</b>



**New Operating Costs**

N/A

# **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 Recreation and Park District Board of Directors approval through the annual budget process.

There are no Capital Outlay items planned for the 2019-20 Budget.



**CYPRESS RECREATION AND PARK DISTRICT**  
**FUND SUMMARIES**  
**Fiscal Year 2019-20**

**CRPD GENERAL FUND - FUND 212**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 9,933,430	\$ 12,204,599	\$ 12,204,599	\$ 12,204,599	\$ 10,698,443
<b>Revenues</b>					
<b>Property Taxes</b>					
3001 Secured	4,202,032	4,280,000	4,280,000	4,400,000	4,488,000
3002 Unsecured	136,140	130,000	130,000	120,000	122,400
3004 Prior Years	34,015	30,000	30,000	30,000	30,000
3005 Supplemental Roll	137,551	102,000	102,000	120,000	110,000
3006 Public Utility	58,037	53,000	53,000	60,000	61,200
3007 Pass Thru Taxes	57,378	61,000	61,000	65,000	66,300
3011 Residual Tax Increment	507,984	440,000	440,000	580,000	591,600
Total	5,133,137	5,096,000	5,096,000	5,375,000	5,469,500
<b>Interest &amp; Rent</b>					
3400 Investment Earnings	156,016	100,000	100,000	225,000	210,000
3412 Bldg Rents-Community Center	103,509	88,089	88,089	130,000	118,349
3414 Bldg Rents-Senior Center	14,245	19,000	19,000	14,000	14,500
3415 Bldg Rents-Parks	34,559	27,905	27,905	32,000	28,000
Total	308,329	234,994	234,994	401,000	370,849
<b>Revenue from Other Agencies</b>					
3502 Homeowners Tax Relief	24,943	25,200	25,200	24,500	24,900
3520 Special District Augmentation	22,393	20,200	20,200	22,400	22,650
3525 Grants - Miscellaneous	53,088	46,000	46,000	46,000	48,000
Total	100,424	91,400	91,400	92,900	95,550
<b>Service Charges</b>					
3650 Cultural Arts Receipts	2,272	1,800	1,800	1,840	1,850
3652 Adult Sports Fees	25,912	33,669	33,669	24,170	25,077
3653 Youth Sports Fees	72,879	82,590	82,590	82,890	90,125
3655 Swimming Instruction Fees	112	45,000	45,000	-	32,700
3656 Pre-School Program Fees	55,363	72,000	72,000	56,000	59,000
3657 Youth League Fees	6,810	7,000	7,000	7,000	7,000
3659 Contract Classes	421,067	390,000	390,000	440,000	446,000
3661 Teen Excursion Fees	6,665	5,675	5,675	3,605	3,675
3665 Senior Citizens Activities Fees	77,715	69,500	69,500	76,900	77,775
3668 Playground Events & Excursions	10,858	16,220	16,220	10,200	15,080
3669 Day Camp Fees	75,866	66,000	66,000	71,250	75,000
3673 Special Event Fees	46,842	38,335	38,335	45,000	36,390
3677 5K/10K Run Revenues	40,875	74,000	74,000	48,410	60,500
3680 Lighting Fee - Youth Sports	14,553	14,000	14,000	14,000	14,000
3683 ACUAF - Non-Resident Fees	7,590	8,400	8,400	7,800	8,100
Total	865,379	924,189	924,189	889,065	952,272
<b>Other Revenue</b>					
3711 Expense Reimbursement	49	-	-	110	-
3713 Donations/Contributions	121,152	5,000	5,000	7,500	5,000
Total	121,201	5,000	5,000	7,610	5,000
<b>Total Current Operating Revenue</b>	6,528,470	6,351,583	6,351,583	6,765,575	6,893,171



**CYPRESS RECREATION AND PARK DISTRICT**  
**FUND SUMMARIES**  
**Fiscal Year 2019-20**

**CRPD GENERAL FUND - FUND 212**

(continued)

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
<b>Operating Transfers-In</b>					
City General Fund - 111	2,200,000	-	-	-	-
CRPD Park Development Fund - 213	18,148	-	-	-	1,100,000
<b>Total Operating Transfers-In</b>	<b>2,218,148</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,100,000</b>
<b>Other Sources</b>					
Loan from City Infrastructure Fund	-	-	900,000	900,000	-
<b>Total Revenues and Sources</b>	<b>8,746,618</b>	<b>6,351,583</b>	<b>7,251,583</b>	<b>7,665,575</b>	<b>7,993,171</b>
<b>Total Available</b>	<b>18,680,048</b>	<b>18,556,182</b>	<b>19,456,182</b>	<b>19,870,174</b>	<b>18,691,614</b>
<b>Expenditures</b>					
<b>Operating Expenditures:</b>					
Recreation and Community Services	4,473,653	4,870,172	4,929,090	4,119,771	5,013,501
<b>Capital Expenditures:</b>					
80700 Park Projects	1,431,265	2,350,000	3,657,689	3,603,091	2,797,000
<b>Operating Transfers-Out:</b>					
City Infrastructure Reserve Fund - 416	565,362	501,000	501,000	645,000	657,900
City Technology Investments Fund - 73	-	4,500	4,500	4,500	-
CRPD Capital Replacement Fund - 72	5,169	51,250	59,369	59,369	-
CRPD Employee Benefits Fund - 755	-	-	740,000	740,000	150,000
<b>Total Operating Transfers-Out</b>	<b>570,531</b>	<b>556,750</b>	<b>1,304,869</b>	<b>1,448,869</b>	<b>807,900</b>
<b>Total Expenditures and Transfers Out</b>	<b>6,475,449</b>	<b>7,776,922</b>	<b>9,891,648</b>	<b>9,171,731</b>	<b>8,618,401</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 12,204,599</b>	<b>\$ 10,779,260</b>	<b>\$ 9,564,534</b>	<b>\$ 10,698,443</b>	<b>\$ 10,073,213</b>

**CRPD PARK DEVELOPMENT - FUND 213**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimate</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 120,599</b>	<b>\$ 599,754</b>	<b>\$ 599,754</b>	<b>\$ 599,754</b>	<b>\$ 1,259,254</b>
<b>Revenues</b>					
<b>Interest &amp; Rent</b>					
3400 Investment Earnings	5,303	500	500	19,500	20,000
<b>Service Charges</b>					
3630 Park Facility Development Fees	492,000	23,421	23,421	640,000	-
<b>Total Current Operating Revenue</b>	<b>497,303</b>	<b>23,921</b>	<b>23,921</b>	<b>659,500</b>	<b>20,000</b>
<b>Total Available</b>	<b>617,902</b>	<b>623,675</b>	<b>623,675</b>	<b>1,259,254</b>	<b>1,279,254</b>
<b>Expenditures</b>					
<b>Operating Transfers-Out</b>					
CRPD General Fund - 212	18,148	-	-	-	1,100,000
<b>Total Expenditures</b>	<b>18,148</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,100,000</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 599,754</b>	<b>\$ 623,675</b>	<b>\$ 623,675</b>	<b>\$ 1,259,254</b>	<b>\$ 179,254</b>

**CYPRESS RECREATION AND PARK DISTRICT**  
**FUND SUMMARIES**  
**Fiscal Year 2019-20**

**CRPD CENTRAL SERVICES - FUND 715**

	<u>2017-18</u> Actual	<u>2018-19</u> Adopted Budget	<u>2018-19</u> Amended Budget	<u>2018-19</u> Estimates	<u>2019-20</u> Adopted
<b>FUND BALANCE, JULY 1</b>	<b>\$ 17,313</b>	<b>\$ 26,106</b>	<b>\$ 26,106</b>	<b>\$ 26,106</b>	<b>\$ 35,324</b>
<b><u>Revenues</u></b>					
<b>Service Charges</b>					
3804 Vehicle Rental	15,700	14,200	14,200	14,200	14,200
3805 Equipment Rental	1,600	2,600	2,600	2,600	2,700
Total	17,300	16,800	16,800	16,800	16,900
<b>Total Current Operating Revenue</b>	<b>17,300</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>	<b>16,900</b>
<b>Total Available</b>	<b>34,613</b>	<b>42,906</b>	<b>42,906</b>	<b>42,906</b>	<b>52,224</b>
<b><u>Expenditures</u></b>					
Operating Expenditures					
Recreation and Community Services	8,507	8,918	8,918	7,582	9,020
<b>Total Expenditures/Uses</b>	<b>8,507</b>	<b>8,918</b>	<b>8,918</b>	<b>7,582</b>	<b>9,020</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 26,106</b>	<b>\$ 33,988</b>	<b>\$ 33,988</b>	<b>\$ 35,324</b>	<b>\$ 43,204</b>

**CRPD CAPITAL REPLACEMENT - FUND 725**

	<u>2017-18</u> Actual	<u>2018-19</u> Adopted Budget	<u>2018-19</u> Amended Budget	<u>2018-19</u> Estimates	<u>2019-20</u> Adopted
<b>FUND BALANCE, JULY 1</b>	<b>\$ 716,913</b>	<b>\$ 693,828</b>	<b>\$ 693,828</b>	<b>\$ 693,828</b>	<b>\$ 630,385</b>
<b><u>Revenues</u></b>					
<b>Service Charges</b>					
3804 Vehicle Rental	800	800	800	800	750
3805 Equipment Rental	4,700	16,600	16,600	16,600	13,310
3806 Office Equipment Rental	200	900	900	900	880
Total	5,700	18,300	18,300	18,300	14,940
<b>Total Current Operating Revenue</b>	<b>5,700</b>	<b>18,300</b>	<b>18,300</b>	<b>18,300</b>	<b>14,940</b>
<b>Operating Transfers-In</b>					
CPRD General Fund - 212	5,169	51,250	59,369	59,369	-
City Technology Investments Fund - 731	-	4,500	4,500	4,500	-
Total	5,169	55,750	63,869	63,869	-
<b>Total Available</b>	<b>727,782</b>	<b>767,878</b>	<b>775,997</b>	<b>775,997</b>	<b>645,325</b>
<b><u>Expenditures</u></b>					
Operating Expenditures					
Other Expenditures	33,954	71,000	145,612	145,612	-
<b>Total Expenditures/Uses</b>	<b>33,954</b>	<b>71,000</b>	<b>145,612</b>	<b>145,612</b>	<b>-</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 693,828</b>	<b>\$ 696,878</b>	<b>\$ 630,385</b>	<b>\$ 630,385</b>	<b>\$ 645,325</b>



**CITY OF CYPRESS  
FUND SUMMARIES  
Fiscal Year 2019-20**

**GENERAL - FUND 111**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	<b>\$ 18,367,449</b>	<b>\$ 15,469,856</b>	<b>\$ 15,469,856</b>	<b>\$ 15,469,856</b>	<b>\$ 18,267,095</b>
<b>Revenues</b>					
Property Taxes					
3001 Secured	4,459,214	4,525,000	4,525,000	4,700,000	4,794,000
3002 Unsecured	144,471	139,000	139,000	130,000	133,000
3004 Prior Years	36,092	35,000	35,000	29,000	30,000
3005 Supplemental Roll	145,964	100,000	100,000	100,000	102,000
3006 Public Utility	88,935	82,000	82,000	85,000	87,000
3007 Pass Thru	63,638	66,000	66,000	70,000	71,000
3010 VLF Backfill	4,429,211	4,518,000	4,518,000	4,708,074	4,800,000
3011 Residual Tax Increment	435,403	398,000	398,000	500,000	510,000
Total	9,802,928	9,863,000	9,863,000	10,322,074	10,527,000
Other Taxes					
3100 Sales and Use Tax	11,388,112	11,250,000	11,250,000	11,550,000	11,625,000
3101 Franchise-Water	159,438	160,000	160,000	158,220	160,000
3102 Franchise-Gas	70,151	70,000	70,000	68,870	70,000
3103 Franchise-Electric	441,642	440,000	440,000	450,972	445,000
3104 Franchise-Refuse	589,564	598,500	598,500	598,500	605,000
3106 Franchise-Cable TV	399,870	385,000	385,000	395,000	395,000
3107 Business License Tax	1,130,709	1,025,000	1,025,000	1,180,000	1,075,000
3108 Transient Occupancy Tax	2,836,842	2,575,000	2,575,000	2,675,000	2,600,000
3109 Real Property Transfer Tax	247,849	200,000	200,000	215,000	185,000
3110 Parimutual Tax	103,676	115,000	115,000	100,000	100,000
3111 Satellite Wagering Tax	219,909	210,000	210,000	210,000	200,000
3112 PSAF Sales Tax	350,707	358,000	358,000	365,000	375,000
3115 Sales Tax - Audit Pass Through	(246,392)	(495,000)	(495,000)	(500,000)	(495,000)
Total	17,692,077	16,891,500	16,891,500	17,466,562	17,340,000
Licenses and Permits					
3200 Building Permits	411,213	330,000	330,000	657,275	240,000
3201 Plumbing/Heating Permits	83,721	60,000	60,000	127,727	60,000
3202 Electrical Permits	68,679	55,000	55,000	169,090	50,000
3204 Street and Curb Permits	105,466	100,000	100,000	100,000	100,000
3205 Other Licenses and Permits	6,355	5,000	5,000	5,000	5,000
3206 Parking Permits	460	260	260	260	260
Total	675,894	550,260	550,260	1,059,352	455,260
Fines					
3300 Ordinance Violation Fines	151,482	140,000	140,000	165,000	150,000
3303 Alarm Ordinance Fines	8,730	25,000	25,000	12,000	11,000
Total	160,212	165,000	165,000	177,000	161,000
Interest and Rent					
3400 Investment Earnings	1,200,269	550,000	550,000	1,500,000	600,000
3401 Investment Earnings-Mrkt Val Adj	(288,145)	-	-	-	-
3403 Investment Earnings-Sewer Adv	93,150	100,000	100,000	140,000	-
3410 Rental-Cell Tower	12,248	13,300	13,300	13,268	13,268
3420 Rental-Gun Range	3,576	1,500	1,500	2,500	3,000
3425 Rental-Bus Shelter Advertising	12,786	15,000	15,000	14,000	15,000
Total	1,033,884	679,800	679,800	1,669,768	631,268

**CITY OF CYPRESS  
FUND SUMMARIES  
Fiscal Year 2019-20**

**GENERAL - FUND 111 (continued)**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	26,468	26,800	26,800	26,000	26,500
3508 Motor Vehicle License Fee	26,138	23,000	23,000	23,990	24,000
3518 State Mandated Reimbursement	26,426	3,200	3,200	3,200	3,200
3530 POST Reimbursement	6,916	10,000	10,000	2,500	2,500
Total	<u>85,948</u>	<u>63,000</u>	<u>63,000</u>	<u>55,690</u>	<u>56,200</u>
Service Charges					
3600 Zoning Fees	70,197	95,000	95,000	65,000	70,000
3601 Subdivision Fees	1,600	1,600	1,600	1,100	1,600
3603 Sale of Maps and Publications	785	1,200	1,200	1,200	1,200
3605 Special Services-Police	19,059	17,500	17,500	16,000	16,000
3606 Special Services-Public Works	840	840	840	840	840
3610 Administrative Tow Fee	30,310	19,000	19,000	40,000	40,000
3620 Plan Check Fees	359,162	200,000	200,000	296,148	80,000
3621 Engineering and Inspection Fees	16,890	20,000	20,000	20,000	20,000
3632 City Services Charges	356,420	395,000	395,000	395,000	395,000
3635 Construction/Demolition Admin Fee	7,930	5,000	5,000	7,320	5,500
3801 Park District Administrative Fee	1,683,968	1,768,286	1,775,786	1,496,635	1,762,359
Total	<u>2,547,161</u>	<u>2,523,426</u>	<u>2,530,926</u>	<u>2,339,243</u>	<u>2,392,499</u>
Other Revenue					
3701 Admin Fees-Sewer Connection	15,769	3,000	3,000	30,000	3,000
3708 Admin Fees-OCFA	3,285	3,000	3,000	3,000	2,000
3711 Expense Reimbursement	109,552	43,380	43,380	80,600	45,950
3738 Miscellaneous Revenue	379,618	5,000	5,000	55,000	5,000
Total	<u>508,224</u>	<u>54,380</u>	<u>54,380</u>	<u>168,600</u>	<u>55,950</u>
<b>Total Operating Revenue</b>	<b>32,506,328</b>	<b>30,790,366</b>	<b>30,797,866</b>	<b>33,258,289</b>	<b>31,619,177</b>
<b>Sources</b>					
Operating Transfers-In					
CFD Administration - Fund 112	145,702	-	-	-	-
General Grants - Fund 114	8,641	-	-	-	-
Traffic Safety - Fund 221	115,697	120,000	120,000	160,000	140,000
Gas Tax - Fund 231	301,471	342,349	342,349	336,072	334,399
Gas Tax 2107/2107.5 - Fund 233	325,681	360,700	360,700	373,361	371,105
Lighting District #2 - Fund 251	131,802	149,975	149,975	144,565	171,548
Corp Center Maint District #1- Fund 271	5,671	18,685	18,685	6,276	19,982
Total Transfers-In	<u>1,034,665</u>	<u>991,709</u>	<u>991,709</u>	<u>1,020,274</u>	<u>1,037,034</u>
<b>Total Revenue/Sources</b>	<b>33,540,993</b>	<b>31,782,075</b>	<b>31,789,575</b>	<b>34,278,563</b>	<b>32,656,211</b>
<b>Total Available</b>	<b><u>51,908,442</u></b>	<b><u>47,251,931</u></b>	<b><u>47,259,431</u></b>	<b><u>49,748,419</u></b>	<b><u>50,923,306</u></b>

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**GENERAL - FUND 111 (continued)**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b><u>Expenditures</u></b>					
Operating Expenditures					
Legislative	674,436	702,889	704,355	646,879	704,791
City Administration	1,672,241	1,878,602	2,076,670	1,809,152	1,806,247
Finance and Administrative Services	1,691,088	1,844,833	1,855,722	1,800,267	1,940,519
Police	15,506,624	17,089,274	17,091,278	15,905,238	17,933,262
Comm Dev-Development	2,059,392	1,825,707	1,825,707	2,128,795	1,892,432
Comm Dev-Engineering	1,162,598	1,291,647	1,328,735	1,235,985	1,323,371
Comm Dev-Maintenance	3,943,250	3,977,270	3,988,961	3,562,500	3,995,559
Total Expenditures	<u>26,709,629</u>	<u>28,610,222</u>	<u>28,871,428</u>	<u>27,088,816</u>	<u>29,596,181</u>
<b><u>Uses</u></b>					
Operating Transfers-Out					
General Fund Grants - Fund 114	3,957	2,700	2,700	2,250	7,800
CRPD General Fund - Fund 212	2,200,000	-	-	-	-
Storm Drain - Fund 261	250,000	250,000	250,000	250,000	250,000
City Capital Projects - Fund 415	1,775,000	500,000	500,000	500,000	500,000
Infrastructure Reserve - Fund 416					
Current Year Allocation	3,300,000	1,050,000	1,050,000	1,050,000	1,440,000
Prior Year Excess Revenues/Savings	-	-	1,500,000	1,500,000	-
City Capital Replacement - Fund 721	-	27,433	40,258	40,258	-
City Technology - Fund 731	1,000,000	-	-	-	130,600
City Employee Benefits - Fund 751					
Pension Trust Investment			1,050,000	1,050,000	390,000
Pension Liability Offset	1,200,000	-	-	-	160,000
Total Transfers-Out	<u>9,728,957</u>	<u>1,830,133</u>	<u>4,392,958</u>	<u>4,392,508</u>	<u>2,878,400</u>
<b>Total Expenditures/Uses</b>	<u>36,438,586</u>	<u>30,440,355</u>	<u>33,264,386</u>	<u>31,481,324</u>	<u>32,474,581</u>
<b>FUND BALANCE, JUNE 30</b>	<u><b>\$ 15,469,856</b></u>	<u><b>\$ 16,811,576</b></u>	<u><b>\$ 13,995,045</b></u>	<u><b>\$ 18,267,095</b></u>	<u><b>\$ 18,448,725</b></u>

**CFD ADMINISTRATION - FUND 112**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<u><b>\$ 145,702</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	145,702	-	-	-	-
<b>Total Uses</b>	<u>145,702</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE, JUNE 30</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>

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**GENERAL FUND GRANTS - FUND 114**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ (24,496)	\$ (24,496)	\$ (24,496)	\$ -
<b><u>Revenues</u></b>					
Revenue from Other Agencies					
3525 Grants	103,200	18,700	47,566	49,335	41,368
3531 Loan Payoff - CDBG	45,255	20,000	20,000	20,000	20,000
3572 Grants - CDBG	<u>151,467</u>	<u>160,000</u>	<u>184,497</u>	<u>184,496</u>	<u>160,000</u>
Total	<u>299,922</u>	<u>198,700</u>	<u>252,063</u>	<u>253,831</u>	<u>221,368</u>
<b>Total Operating Revenue</b>	299,922	198,700	252,063	253,831	221,368
<b><u>Sources</u></b>					
Operating Transfers-In					
General - Fund 111	<u>3,957</u>	<u>2,700</u>	<u>2,700</u>	<u>2,250</u>	<u>7,800</u>
Total Transfers-In	3,957	2,700	2,700	2,250	7,800
<b>Total Revenue/Sources</b>	303,879	201,400	254,763	256,081	229,168
<b>Total Available</b>	303,879	176,904	230,267	231,585	229,168
<b><u>Expenditures</u></b>					
Operating Expenditures					
Police	37,874	5,400	34,266	38,068	35,600
Community Development	221,217	180,000	180,000	180,000	180,000
Public Works-Engineering	<u>60,643</u>	<u>16,000</u>	<u>16,000</u>	<u>13,517</u>	<u>13,568</u>
<b>Total Expenditures</b>	319,734	201,400	230,266	231,585	229,168
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	<u>8,641</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Uses</b>	8,641	-	-	-	-
<b>Total Expenditures/Uses</b>	<u>328,375</u>	<u>201,400</u>	<u>230,266</u>	<u>231,585</u>	<u>229,168</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ (24,496)</u>	<u>\$ (24,496)</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>

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**TRAFFIC SAFETY - FUND 221**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Revenues</u></b>					
Fines					
3301 Traffic Fines	115,697	120,000	120,000	160,000	140,000
<b>Total Operating Revenue</b>	115,697	120,000	120,000	160,000	140,000
<b>Total Available</b>	115,697	120,000	120,000	160,000	140,000
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	115,697	120,000	120,000	160,000	140,000
<b>Total Uses</b>	115,697	120,000	120,000	160,000	140,000
<b>FUND BALANCES, JUNE 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**GAS TAX 2105 - FUND 231**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Revenues</u></b>					
Revenue from Other Agencies					
3516 State Gas Tax-2105	245,022	285,900	285,900	279,711	278,039
3522 Traffic Congestion Relief	56,449	56,449	56,449	56,361	56,360
<b>Total Operating Revenue</b>	301,471	342,349	342,349	336,072	334,399
<b>Total Available</b>	301,471	342,349	342,349	336,072	334,399
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	301,471	342,349	342,349	336,072	334,399
<b>Total Uses</b>	301,471	342,349	342,349	336,072	334,399
<b>FUND BALANCE, JUNE 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



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**GAS TAX 2106 - FUND 232**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 1,047,378</b>	<b>\$ 1,316,686</b>	<b>\$ 1,316,686</b>	<b>\$ 1,316,686</b>	<b>\$ 757,330</b>
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	11,064	5,000	5,000	20,000	8,000
Total	11,064	5,000	5,000	20,000	8,000
Revenue from Other Agencies					
3512 State Gas Tax - 2106	164,485	186,200	186,200	186,557	185,449
3525 Grants - Miscellaneous	277,177	-	20,340	20,340	-
Total	441,662	186,200	206,540	206,897	185,449
Other Revenue					
3711 Expense Reimbursement	-	-	47,000	48,000	-
Total	-	-	47,000	48,000	-
<b>Total Operating Revenue</b>	<b>452,726</b>	<b>191,200</b>	<b>258,540</b>	<b>274,897</b>	<b>193,449</b>
<b><u>Sources</u></b>					
Operating Transfers-In					
Measure M - Fund 236	882,302	-	-	-	910,000
Gas Tax 2103 - Fund 238	154,000	-	-	-	-
Total Transfers-In	1,036,302	-	-	-	910,000
<b>Total Revenue/Sources</b>	<b>1,489,028</b>	<b>191,200</b>	<b>258,540</b>	<b>274,897</b>	<b>1,103,449</b>
<b>Total Available</b>	<b>2,536,406</b>	<b>1,507,886</b>	<b>1,575,226</b>	<b>1,591,583</b>	<b>1,860,779</b>
<b><u>Expenditures</u></b>					
Capital Expenditures					
80100 Street Projects	1,219,720	-	34,253	34,253	910,000
80200 Traffic Signal Projects	-	-	-	-	-
Total	1,219,720	-	34,253	34,253	910,000
<b><u>Uses</u></b>					
Operating Transfers-Out					
Road Maintenance and Rehab - Fund 239	-	45,427	45,427	-	-
City Capital Projects - Fund 415	-	800,000	800,000	800,000	150,000
Total Transfers-Out	-	845,427	845,427	800,000	150,000
<b>Total Expenditures/Uses</b>	<b>1,219,720</b>	<b>845,427</b>	<b>879,680</b>	<b>834,253</b>	<b>1,060,000</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 1,316,686</b>	<b>\$ 662,459</b>	<b>\$ 695,546</b>	<b>\$ 757,330</b>	<b>\$ 800,779</b>

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**GAS TAX 2107/2107.5 - FUND 233**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>					
Revenue from Other Agencies					
3513 State Gas Tax - 2107	325,681	354,700	354,700	367,361	365,105
3514 State Gas Tax - 2107.5	-	6,000	6,000	6,000	6,000
<b>Total Operating Revenue</b>	<u>325,681</u>	<u>360,700</u>	<u>360,700</u>	<u>373,361</u>	<u>371,105</u>
<b>Total Available</b>	<u>325,681</u>	<u>360,700</u>	<u>360,700</u>	<u>373,361</u>	<u>371,105</u>
<b>Uses</b>					
Operating Transfers-Out					
General - Fund 111	<u>325,681</u>	<u>360,700</u>	<u>360,700</u>	<u>373,361</u>	<u>371,105</u>
Total Transfers-Out	<u>325,681</u>	<u>360,700</u>	<u>360,700</u>	<u>373,361</u>	<u>371,105</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**TRAFFIC MITIGATION ASSESSMENT - FUND 234**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ 994,954	\$ 908,163	\$ 908,163	\$ 908,163	\$ 617,662
<b>Revenues</b>					
Interest and Rent					
3400 Investment Earnings	13,406	6,000	6,000	15,000	10,000
Total	13,406	6,000	6,000	15,000	10,000
Service Charges					
3628 Traffic Mitigation Fee	120,520	-	-	16,597	-
Total	120,520	-	-	16,597	-
<b>Total Current Operating Revenue</b>	133,926	6,000	6,000	31,597	10,000
<b>Total Available</b>	1,128,880	914,163	914,163	939,760	627,662
<b>Expenditures</b>					
Capital Expenditures					
80200 Traffic Signal Projects	220,717	60,000	329,595	322,098	-
Total	220,717	60,000	329,595	322,098	-
<b>Total Expenditures/Uses</b>	<u>220,717</u>	<u>60,000</u>	<u>329,595</u>	<u>322,098</u>	<u>-</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 908,163</u>	<u>\$ 854,163</u>	<u>\$ 584,568</u>	<u>\$ 617,662</u>	<u>\$ 627,662</u>

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**REGIONAL TRAFFIC FEE - FUND 235**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 353,704	\$ 364,395	\$ 364,395	\$ 364,395	\$ 365,832
<b><u>Revenues</u></b>					
Service Charges					
3629 Regional Traffic Impact Fees	10,691	500	500	1,437	500
<b>Total Operating Revenues</b>	<u>10,691</u>	<u>500</u>	<u>500</u>	<u>1,437</u>	<u>500</u>
<b>Total Available</b>	<u>364,395</u>	<u>364,895</u>	<u>364,895</u>	<u>365,832</u>	<u>366,332</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 364,395</u>	<u>\$ 364,895</u>	<u>\$ 364,895</u>	<u>\$ 365,832</u>	<u>\$ 366,332</u>

**MEASURE M - FUND 236**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 729,804	\$ 424,286	\$ 424,286	\$ 424,286	\$ 528,499
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	15,606	4,500	4,500	10,000	10,000
Total	15,606	4,500	4,500	10,000	10,000
Revenue from Other Agencies					
3517 Measure M Turnback/M2	861,178	911,299	911,299	900,703	922,360
Total	<u>861,178</u>	<u>911,299</u>	<u>911,299</u>	<u>900,703</u>	<u>922,360</u>
<b>Total Operating Revenue</b>	876,784	915,799	915,799	910,703	932,360
<b>Total Available</b>	1,606,588	1,340,085	1,340,085	1,334,989	1,460,859
<b><u>Expenditures</u></b>					
Capital Expenditures					
80200 Traffic Signal Projects	-	-	-	-	50,000
Total	-	-	-	-	50,000
<b><u>Uses</u></b>					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	882,302	-	-	-	910,000
Road Maintenance and Rehab - Fund 239	-	-	56,490	56,490	-
City Capital Projects - Fund 415	300,000	750,000	750,000	750,000	300,000
Total Uses	<u>1,182,302</u>	<u>750,000</u>	<u>806,490</u>	<u>806,490</u>	<u>1,210,000</u>
<b>Total Expenditures/Uses</b>	<u>1,182,302</u>	<u>750,000</u>	<u>806,490</u>	<u>806,490</u>	<u>1,260,000</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 424,286</u>	<u>\$ 590,085</u>	<u>\$ 533,595</u>	<u>\$ 528,499</u>	<u>\$ 200,859</u>

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**GAS TAX 2103 - FUND 238**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 1,951,316</b>	<b>\$ 2,002,549</b>	<b>\$ 2,002,549</b>	<b>\$ 2,002,549</b>	<b>\$ 1,036,833</b>
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	28,054	15,000	15,000	35,000	28,000
Revenue from Other Agencies					
3523 State Gas Tax-2103	177,179	380,700	380,700	177,284	426,248
3525 Grants	-	-	-	-	-
<b>Total Operating Revenue</b>	<u>205,233</u>	<u>395,700</u>	<u>395,700</u>	<u>212,284</u>	<u>454,248</u>
<b>Total Available</b>	2,156,549	2,398,249	2,398,249	2,214,833	1,491,081
<b><u>Uses</u></b>					
Operating Transfers-Out					
Gas Tax 2106 - Fund 232	154,000	-	-	-	-
City Capital Projects - Fund 415	-	1,178,000	1,178,000	1,178,000	788,000
<b>Total Uses</b>	<u>154,000</u>	<u>1,178,000</u>	<u>1,178,000</u>	<u>1,178,000</u>	<u>788,000</u>
<b>Total Expenditures/Uses</b>	<u>154,000</u>	<u>1,178,000</u>	<u>1,178,000</u>	<u>1,178,000</u>	<u>788,000</u>
<b>FUND BALANCE, JUNE 30</b>	<b><u>\$ 2,002,549</u></b>	<b><u>\$ 1,220,249</u></b>	<b><u>\$ 1,220,249</u></b>	<b><u>\$ 1,036,833</u></b>	<b><u>\$ 703,081</u></b>

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**ROAD MAINTENANCE AND REHAB - FUND 239**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ 65,517	\$ 65,517	\$ 65,517	\$ 77,880
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	455	-	-	2,500	1,500
Revenue from Other Agencies					
3515 State Gas Tax - SB1	<u>290,956</u>	<u>824,573</u>	<u>824,573</u>	<u>792,502</u>	<u>827,218</u>
<b>Total Operating Revenues</b>	<u>291,411</u>	<u>824,573</u>	<u>824,573</u>	<u>795,002</u>	<u>828,718</u>
<b><u>Sources</u></b>					
Operating Transfers-In					
Gas Tax 2106 - Fund 232	-	45,427	45,427	-	-
Measure M - Fund 236	<u>-</u>	<u>-</u>	<u>56,490</u>	<u>56,490</u>	<u>-</u>
Total Transfers-In	-	45,427	101,917	56,490	-
<b>Total Revenue/Sources</b>	291,411	870,000	926,490	851,492	828,718
<b>Total Available</b>	<u>291,411</u>	<u>935,517</u>	<u>992,007</u>	<u>917,009</u>	<u>906,598</u>
<b><u>Expenditures</u></b>					
Capital Expenditures					
80100 Street Projects	-	-	-	-	-
80100 Street Projects	<u>225,894</u>	<u>870,000</u>	<u>926,490</u>	<u>839,129</u>	<u>-</u>
Total	225,894	870,000	926,490	839,129	-
<b><u>Uses</u></b>					
Operating Transfers-Out					
City Capital Projects - Fund 415	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>827,000</u>
Total Transfers-Out	-	-	-	-	827,000
<b>Total Expenditures/Uses</b>	<u>225,894</u>	<u>870,000</u>	<u>926,490</u>	<u>839,129</u>	<u>827,000</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 65,517</u>	<u>\$ 65,517</u>	<u>\$ 65,517</u>	<u>\$ 77,880</u>	<u>\$ 79,598</u>

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**LIGHTING DISTRICT #2 - FUND 251**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 4,441,342</b>	<b>\$ 4,728,746</b>	<b>\$ 4,728,746</b>	<b>\$ 4,728,746</b>	<b>\$ 4,951,845</b>
<b>Revenues</b>					
Property Taxes					
3001 Secured	962,348	1,003,000	1,003,000	982,000	1,002,000
3002 Unsecured	31,182	30,800	30,800	31,800	32,400
3004 Prior Years	7,788	7,850	7,850	6,000	6,120
3005 Supplemental Roll	31,503	25,600	25,600	25,000	25,500
3006 Public Utility	15,004	15,100	15,100	15,000	15,100
3007 Pass Thru Taxes	14,877	16,000	16,000	16,000	16,600
3011 Residual Tax Increment	110,670	126,500	126,500	140,000	146,000
Total	<u>1,173,372</u>	<u>1,224,850</u>	<u>1,224,850</u>	<u>1,215,800</u>	<u>1,243,720</u>
Interest and Rent					
3400 Investment Earnings	64,623	50,000	50,000	95,000	95,000
Total	<u>64,623</u>	<u>50,000</u>	<u>50,000</u>	<u>95,000</u>	<u>95,000</u>
Revenue from Other Agencies					
3502 Homeowners Tax Relief	5,712	5,800	5,800	5,630	5,500
Total	<u>5,712</u>	<u>5,800</u>	<u>5,800</u>	<u>5,630</u>	<u>5,500</u>
Other Revenue					
3711 Expense Reimbursement	16,238	5,000	5,000	15,000	10,000
Total	<u>16,238</u>	<u>5,000</u>	<u>5,000</u>	<u>15,000</u>	<u>10,000</u>
<b>Total Operating Revenue</b>	<u>1,259,945</u>	<u>1,285,650</u>	<u>1,285,650</u>	<u>1,331,430</u>	<u>1,354,220</u>
<b>Total Available</b>	5,701,287	6,014,396	6,014,396	6,060,176	6,306,065
<b>Expenditures</b>					
Public Works-Engineering	840,739	840,176	870,176	846,166	873,337
80800 Street Lighting Projects	-	90,000	117,600	117,600	360,000
Total	<u>840,739</u>	<u>930,176</u>	<u>987,776</u>	<u>963,766</u>	<u>1,233,337</u>
<b>Uses</b>					
Operating Transfers-Out					
General - Fund 111	131,802	149,975	149,975	144,565	201,548
Total Transfers-Out	<u>131,802</u>	<u>149,975</u>	<u>149,975</u>	<u>144,565</u>	<u>201,548</u>
<b>Total Expenditures/Uses</b>	<u>972,541</u>	<u>1,080,151</u>	<u>1,137,751</u>	<u>1,108,331</u>	<u>1,434,885</u>
<b>FUND BALANCE, JUNE 30</b>	<b><u>\$ 4,728,746</u></b>	<b><u>\$ 4,934,245</u></b>	<b><u>\$ 4,876,645</u></b>	<b><u>\$ 4,951,845</u></b>	<b><u>\$ 4,871,180</u></b>

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**STORM DRAIN - FUND 261**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 720,662	\$ 713,025	\$ 713,025	\$ 713,025	\$ 733,694
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	10,986	10,000	10,000	15,000	14,000
Service Charges					
3631 Engineering and Inspection Fees	7,967	9,000	9,000	5,000	5,000
3632 City Services Charges	332,728	335,000	335,000	328,000	330,000
Other Revenue					
3711 Expense Reimbursement	209	-	-	-	-
Total	209	-	-	-	-
<b>Total Operating Revenue</b>	351,890	354,000	354,000	348,000	349,000
<b><u>Sources</u></b>					
Operating Transfers-In					
General - Fund 111	250,000	250,000	250,000	250,000	250,000
Total Transfers	250,000	250,000	250,000	250,000	250,000
<b>Total Revenues/Sources</b>	601,890	604,000	604,000	598,000	599,000
<b>Total Available</b>	1,322,552	1,317,025	1,317,025	1,311,025	1,332,694
<b><u>Expenditures</u></b>					
Operating Expenditures					
Public Works-Maintenance	609,527	630,633	630,633	577,331	578,872
<b>Total Expenditures</b>	609,527	630,633	630,633	577,331	578,872
<b>Total Expenditures/Uses</b>	609,527	630,633	630,633	577,331	578,872
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 713,025</u>	<u>\$ 686,392</u>	<u>\$ 686,392</u>	<u>\$ 733,694</u>	<u>\$ 753,822</u>

**PLAN LOCAL DRAINAGE FACILITY - FUND 262**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 456,741	\$ 709,504	\$ 709,504	\$ 709,504	\$ 733,112
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	8,414	6,000	6,000	14,000	13,000
Total	8,414	6,000	6,000	14,000	13,000
Other Revenue					
3705 Drainage Charges	244,349	5,000	5,000	9,608	5,000
Total	244,349	5,000	5,000	9,608	5,000
<b>Total Current Operating Revenue</b>	252,763	11,000	11,000	23,608	18,000
<b>Total Available</b>	709,504	720,504	720,504	733,112	751,112
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 709,504</u>	<u>\$ 720,504</u>	<u>\$ 720,504</u>	<u>\$ 733,112</u>	<u>\$ 751,112</u>

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**CORPORATE CENTER MAINT DISTRICT #1 - FUND 271**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 106,127	\$ 142,055	\$ 142,055	\$ 142,055	\$ 176,825
<b><u>Revenues</u></b>					
Service Charges					
3627 Assessment-Maintenance Dist	79,407	81,231	81,231	82,583	84,200
Total	<u>79,407</u>	<u>81,231</u>	<u>81,231</u>	<u>82,583</u>	<u>84,200</u>
<b>Total Operating Revenue</b>	79,407	81,231	81,231	82,583	84,200
<b>Total Available</b>	<u>185,534</u>	<u>223,286</u>	<u>223,286</u>	<u>224,638</u>	<u>261,025</u>
<b><u>Expenditures</u></b>					
Public Works-Maintenance	37,808	49,569	49,569	41,537	50,609
80900 Other Projects	-	75,000	75,000	-	82,600
Total Expenditures	<u>37,808</u>	<u>124,569</u>	<u>124,569</u>	<u>41,537</u>	<u>133,209</u>
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	5,671	18,685	18,685	6,276	19,982
<b>Total Expenditures/Uses</b>	<u>43,479</u>	<u>143,254</u>	<u>143,254</u>	<u>47,813</u>	<u>153,191</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 142,055</u>	<u>\$ 80,032</u>	<u>\$ 80,032</u>	<u>\$ 176,825</u>	<u>\$ 107,834</u>



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**NARCOTICS ASSET SEIZURE - FUND 281/282/283**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 2,548,960</b>	<b>\$ 2,433,832</b>	<b>\$ 2,433,832</b>	<b>\$ 2,433,832</b>	<b>\$ 2,513,372</b>
Interest and Rent					
3400 Investment Earnings	34,558	20,000	20,000	37,000	17,000
Other Revenue					
3711 Expenditure Reimbursement	26,192	20,000	20,000	20,000	20,000
3731/32/33 Asset Seizure-Federal	22,588	250,000	250,000	230,000	-
3739 Asset Seizure-Other	-	-	-	4,541	-
Total Other Revenue	<u>48,780</u>	<u>270,000</u>	<u>270,000</u>	<u>254,541</u>	<u>20,000</u>
<b>Total Operating Revenue</b>	<u>83,338</u>	<u>290,000</u>	<u>290,000</u>	<u>291,541</u>	<u>37,000</u>
<b>Total Available</b>	2,632,298	2,723,832	2,723,832	2,725,373	2,550,372
<b><u>Expenditures</u></b>					
Operating Expenses					
Police	<u>77,625</u>	<u>112,312</u>	<u>112,805</u>	<u>78,483</u>	<u>90,552</u>
Total Expenditures	77,625	112,312	112,805	78,483	90,552
<b><u>Uses</u></b>					
Operating Transfers-Out					
General - Fund 111	-	-	-		
City Capital Projects - Fund 415	-	2,650,000	2,650,000	-	2,450,000
City Capital Replacement - Fund 721	<u>120,841</u>	<u>56,476</u>	<u>133,518</u>	<u>133,518</u>	<u>2,400</u>
Total Transfers	<u>120,841</u>	<u>2,706,476</u>	<u>2,783,518</u>	<u>133,518</u>	<u>2,452,400</u>
<b>Total Expenditures/Uses</b>	<u>198,466</u>	<u>2,818,788</u>	<u>2,896,323</u>	<u>212,001</u>	<u>2,542,952</u>
<b>FUND BALANCE, JUNE 30</b>	<b><u>\$ 2,433,832</u></b>	<b><u>\$ (94,956)</u></b>	<b><u>\$ (172,491)</u></b>	<b><u>\$ 2,513,372</u></b>	<b><u>\$ 7,420</u></b>

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**CABLE TELEVISION FRANCHISE AGREEMENT - FUND 291**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 604,510	\$ 397,355	\$ 397,355	\$ 397,355	\$ 481,355
<b><u>Revenues</u></b>					
Other Taxes					
3106 Franchise Tax-Cable TV	80,137	80,000	80,000	84,000	82,000
<b>Total Operating Revenue</b>	<u>80,137</u>	<u>80,000</u>	<u>80,000</u>	<u>84,000</u>	<u>82,000</u>
<b>Total Available</b>	684,647	477,355	477,355	481,355	563,355
<b><u>Uses</u></b>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	287,292	-	-	-	-
Total Transfers	<u>287,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Uses</b>	<u>287,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 397,355</u>	<u>\$ 477,355</u>	<u>\$ 477,355</u>	<u>\$ 481,355</u>	<u>\$ 563,355</u>

**SUPPLEMENTAL LAW ENFORCEMENT - FUND 301**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ -	\$ 17	\$ 17	\$ 17	\$ -
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	497	250	250	400	400
Revenue from Other Agencies					
3525 Grants-Miscellaneous	139,416	140,000	140,000	141,647	142,000
<b>Total Operating Revenue</b>	<u>139,913</u>	<u>140,250</u>	<u>140,250</u>	<u>142,047</u>	<u>142,400</u>
<b>Total Available</b>	139,913	140,267	140,267	142,064	142,400
<b><u>Expenditures</u></b>					
Operating Expenditures					
Police	139,896	140,250	140,250	142,064	142,400
<b>Total Expenditures/Uses</b>	<u>139,896</u>	<u>140,250</u>	<u>140,250</u>	<u>142,064</u>	<u>142,400</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 17</u>	<u>\$ 17</u>	<u>\$ 17</u>	<u>\$ -</u>	<u>\$ -</u>

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**AB 2766 TRIP REDUCTION - FUND 311**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	\$ 524,009	\$ 70,364	\$ 70,364	\$ 70,364	\$ -
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	1,738	100	100	1,500	-
Other Revenue					
3734 Trip Reduction Revenue-AB2766	<u>63,617</u>	<u>62,000</u>	<u>62,000</u>	<u>62,200</u>	<u>62,500</u>
<b>Total Operating Revenue</b>	<u>65,355</u>	<u>62,100</u>	<u>62,100</u>	<u>63,700</u>	<u>62,500</u>
<b>Total Revenue/Sources</b>	65,355	62,100	62,100	63,700	62,500
<b>Total Available</b>	589,364	132,464	132,464	134,064	62,500
<b><u>Uses</u></b>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	<u>519,000</u>	<u>130,609</u>	<u>130,609</u>	<u>134,064</u>	<u>62,500</u>
<b>Total Expenditures/Uses</b>	<u>519,000</u>	<u>130,609</u>	<u>130,609</u>	<u>134,064</u>	<u>62,500</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 70,364</u>	<u>\$ 1,855</u>	<u>\$ 1,855</u>	<u>\$ -</u>	<u>\$ -</u>

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**SEWER - FUND 321**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 5,524,701</b>	<b>\$ 6,463,330</b>	<b>\$ 6,463,330</b>	<b>\$ 6,463,330</b>	<b>\$ 2,174,698</b>
<b><u>Revenues</u></b>					
Property Taxes					
3001 Secured	8,549	8,800	8,800	8,800	8,900
3002 Unsecured	234	225	225	240	245
3004 Prior Years	60	70	70	70	70
3005 Supplemental Roll	237	220	220	218	223
3006 Public Utility	462	450	450	440	450
3011 Residual Tax Increment	21,343	16,000	16,000	25,000	26,000
Total	30,885	25,765	25,765	34,768	35,888
Interest and Rent					
3400 Investment Earnings	84,346	75,000	75,000	140,000	40,000
Total	84,346	75,000	75,000	140,000	40,000
Revenue from Other Agencies					
3502 Homeowners Tax Relief	43	46	46	46	46
3572 Grants-CDBG	-	260,000	260,000	132,306	-
Total	43	260,046	260,046	132,352	46
Service Charges					
3631 Sewer Service Charges	1,797,528	1,600,000	1,600,000	1,744,000	1,700,000
3638 FOG Fees	31,899	29,000	29,000	30,212	30,000
Total	1,829,427	1,629,000	1,629,000	1,774,212	1,730,000
Other Revenue					
3711 Expense Reimbursement	5,712	2,500	2,500	3,233	2,500
Total	5,712	2,500	2,500	3,233	2,500
<b>Total Operating Revenue</b>	<b>1,950,413</b>	<b>1,992,311</b>	<b>1,992,311</b>	<b>2,084,565</b>	<b>1,808,434</b>
<b>Total Available</b>	<b>7,475,114</b>	<b>8,455,641</b>	<b>8,455,641</b>	<b>8,547,895</b>	<b>3,983,132</b>
<b><u>Expenditures</u></b>					
Operating Expenditures					
Public Works-Engineering	43,930	82,901	82,901	38,342	75,253
Public Works-Maintenance	112,175	425,832	428,298	325,448	260,181
Total	156,105	508,733	511,199	363,790	335,434
Capital Expenditures					
80400 Sanitary Sewer Projects	762,529	835,000	887,983	869,407	625,000
Debt Service Expenditures					
Principal-Loan from Infrastructure Reserve	-	5,000,000	5,000,000	5,000,000	-
Interest-Loan from Infrastructure Reserve	93,150	100,000	100,000	140,000	-
Total	93,150	5,100,000	5,100,000	5,140,000	-
<b>Total Expenditures</b>	<b>1,011,784</b>	<b>6,443,733</b>	<b>6,499,182</b>	<b>6,373,197</b>	<b>960,434</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 6,463,330</b>	<b>\$ 2,011,908</b>	<b>\$ 1,956,459</b>	<b>\$ 2,174,698</b>	<b>\$ 3,022,698</b>

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**CITY CAPITAL PROJECTS - FUND 415**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 15,156,107</b>	<b>\$ 17,348,003</b>	<b>\$ 17,348,003</b>	<b>17,348,003</b>	<b>\$ 15,817,949</b>
<b><u>Revenues</u></b>					
Revenue from Other Agencies					
3525 Grants - Miscellaneous	763,257	-	401,263	401,263	-
Total	763,257	-	401,263	401,263	-
Other Revenue					
3711 Expense Reimbursement	-	-	56,660	56,660	-
Total	-	-	56,660	56,660	-
<b>Total Operating Revenue</b>	763,257	-	457,923	457,923	-
<b><u>Sources</u></b>					
Operating Transfers-In					
General - Fund 111	1,775,000	500,000	500,000	500,000	500,000
Gas Tax 2106 - Fund 232	-	800,000	800,000	800,000	150,000
Measure M - Fund 236	300,000	750,000	750,000	750,000	300,000
Gas Tax 2103 - Fund 238	-	1,178,000	1,178,000	1,178,000	788,000
RMRA - Fund 239	-	-	-	-	827,000
Lighting District #2 - Fund 251	-	-	-	-	30,000
Narcotics Asset Seizure - Fund 281	-	2,650,000	2,650,000	-	2,450,000
Infrastructure Reserve - Fund 416	1,983,000	1,350,000	1,685,559	335,559	1,770,000
Total Transfers-In	4,058,000	7,228,000	7,563,559	3,563,559	6,815,000
<b>Total Revenue/Sources</b>	4,821,257	7,228,000	8,021,482	4,021,482	6,815,000
<b>Total Available</b>	19,977,364	24,576,003	25,369,485	21,369,485	22,632,949
Capital Expenditures					
80100 Street Projects	1,099,751	800,000	835,636	769,286	990,000
80300 Storm Drain Projects	197,790	250,000	844,029	828,466	-
80500 Parkway Projects	1,146,968	1,928,000	2,824,256	2,686,762	1,075,000
80600 Public Facility Projects	184,852	4,250,000	5,594,101	1,140,522	4,750,000
80700 Park Projects	-	-	126,500	126,500	-
Total Expenditures	2,629,361	7,228,000	10,224,522	5,551,536	6,815,000
<b>Total Expenditures</b>	2,629,361	7,228,000	10,224,522	5,551,536	6,815,000
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 17,348,003</b>	<b>\$ 17,348,003</b>	<b>\$ 15,144,963</b>	<b>\$ 15,817,949</b>	<b>\$ 15,817,949</b>

**CITY OF CYPRESS  
FUND SUMMARIES  
Fiscal Year 2019-20**

**INFRASTRUCTURE RESERVE - FUND 416**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 32,572,171</b>	<b>\$ 36,492,099</b>	<b>\$ 36,492,099</b>	<b>\$ 36,492,099</b>	<b>\$ 45,493,225</b>
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	80,179	-	-	77,651	1,272,536
<b>Total Operating Revenue</b>	<b>80,179</b>	<b>-</b>	<b>-</b>	<b>77,651</b>	<b>1,272,536</b>
<b><u>Sources</u></b>					
Operating Transfers-In					
General - Fund 111	3,300,000	1,050,000	2,550,000	2,550,000	1,440,000
CRPD General - Fund 212	565,362	501,000	501,000	645,000	657,900
Total Transfers-In	3,865,362	1,551,000	3,051,000	3,195,000	2,097,900
<b>Total Revenue/Sources</b>	<b>3,945,541</b>	<b>1,551,000</b>	<b>3,051,000</b>	<b>3,272,651</b>	<b>3,370,436</b>
<b>Total Available</b>	<b>36,517,712</b>	<b>38,043,099</b>	<b>39,543,099</b>	<b>39,764,750</b>	<b>48,863,661</b>
<b><u>Uses</u></b>					
Operating Transfers-Out					
City Capital Projects - Fund 415	1,983,000	1,350,000	1,685,559	335,559	1,770,000
Total Transfers-Out	1,983,000	1,350,000	1,685,559	335,559	1,770,000
<b><u>Changes in Nonspendable Fund Balance</u></b>					
Repayment of loans from State	(1,993,353)	(2,000,000)	(2,000,000)	(2,000,000)	(1,882,539)
Repayment of loans from Sewer Fund	-	(5,000,000)	(5,000,000)	(5,000,000)	-
Loan to CRPD for LARC Park	-	-	900,000	900,000	-
Investment in land held for resale	35,966	40,000	40,000	35,966	36,000
Total Changes	(1,957,387)	(6,960,000)	(6,060,000)	(6,064,034)	(1,846,539)
<b>Total Uses/Changes</b>	<b>25,613</b>	<b>(5,610,000)</b>	<b>(4,374,441)</b>	<b>(5,728,475)</b>	<b>(76,539)</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 36,492,099</b>	<b>\$ 43,653,099</b>	<b>\$ 43,917,540</b>	<b>\$ 45,493,225</b>	<b>\$ 48,940,200</b>

**CITY OF CYPRESS  
FUND SUMMARIES  
Fiscal Year 2019-20**

**LOW AND MODERATE INCOME HOUSING ASSETS - FUND 471**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 112,994</b>	<b>\$ 68,448</b>	<b>\$ 68,448</b>	<b>\$ 68,448</b>	<b>\$ 39,918</b>
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	19,357	5,000	5,000	5,300	5,500
Total	19,357	5,000	5,000	5,300	5,500
Other Revenue					
3738 Miscellaneous Revenue	6,946	5,000	5,000	6,320	6,320
Total	6,946	5,000	5,000	6,320	6,320
<b>Total Operating Revenue</b>	<b>26,303</b>	<b>10,000</b>	<b>10,000</b>	<b>11,620</b>	<b>11,820</b>
<b>Total Available</b>	<b>139,297</b>	<b>78,448</b>	<b>78,448</b>	<b>80,068</b>	<b>51,738</b>
<b><u>Expenditures</u></b>					
Operating Expenditures					
Community Development	70,849	43,382	43,382	40,150	44,695
<b>Total Expenditures</b>	<b>70,849</b>	<b>43,382</b>	<b>43,382</b>	<b>40,150</b>	<b>44,695</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 68,448</b>	<b>\$ 35,066</b>	<b>\$ 35,066</b>	<b>\$ 39,918</b>	<b>\$ 7,043</b>

**CIVIC CENTER REFINANCING DEBT SERVICE - FUND 510**

	<u>2017-18 Actual</u>	<u>2018-19 Adopted Budget</u>	<u>2018-19 Amended Budget</u>	<u>2018-19 Estimates</u>	<u>2019-20 Adopted</u>
<b>FUND BALANCE, JULY 1</b>	<b>\$ 1,818,139</b>	<b>\$ 1,360,029</b>	<b>\$ 1,360,029</b>	<b>\$ 1,360,029</b>	<b>\$ 871,854</b>
<b><u>Revenues</u></b>					
Interest and Rent					
3400 Investment Earnings	23,581	-	-	-	-
<b>Total Operating Revenue</b>	<b>23,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Sources</u></b>					
Operating Transfers-In					
Successor Agency to RDA - Fund 462	136	-	-	-	-
Total Transfers	136	-	-	-	-
<b>Total Revenues/Sources</b>	<b>23,717</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available</b>	<b>1,841,856</b>	<b>1,360,029</b>	<b>1,360,029</b>	<b>1,360,029</b>	<b>871,854</b>
<b><u>Expenditures</u></b>					
Debt Service	481,827	488,275	488,275	488,175	-
<b>Total Expenditures</b>	<b>481,827</b>	<b>488,275</b>	<b>488,275</b>	<b>488,175</b>	<b>-</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 1,360,029</b>	<b>\$ 871,754</b>	<b>\$ 871,754</b>	<b>\$ 871,854</b>	<b>\$ 871,854</b>

**CITY OF CYPRESS**  
**FUND SUMMARIES**  
Fiscal Year 2019-20

**CITY CENTRAL SERVICES - FUND 711**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ 1,736,634	\$ 2,059,401	\$ 2,059,401	\$ 2,059,401	\$ 2,182,619
<b>Revenues</b>					
Service Charges					
3801 Park District Admin Fee	8,506	8,918	8,918	7,543	9,020
3803 Office Rental	742,200	762,800	762,800	762,800	787,700
3804 Vehicle Rental	808,400	641,700	641,700	641,700	638,600
3805 Equipment Rental	54,000	37,900	37,900	37,900	102,270
3806 Office Equipment Rental	1,000	800	800	800	750
3711 Expenditure Reimbursement	4,505	-	-	-	-
<b>Total</b>	<u>1,618,611</u>	<u>1,452,118</u>	<u>1,452,118</u>	<u>1,450,743</u>	<u>1,538,340</u>
<b>Total Current Operating Revenue</b>	<u>1,618,611</u>	<u>1,452,118</u>	<u>1,452,118</u>	<u>1,450,743</u>	<u>1,538,340</u>
<b>Total Available</b>	3,355,245	3,511,519	3,511,519	3,510,144	3,720,959
<b>Expenditures</b>					
Operating Expenditures					
Comm Dev-Maintenance	1,295,844	1,360,915	1,379,196	1,327,525	1,427,849
<b>Total Expenditures</b>	<u>1,295,844</u>	<u>1,360,915</u>	<u>1,379,196</u>	<u>1,327,525</u>	<u>1,427,849</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 2,059,401</u>	<u>\$ 2,150,604</u>	<u>\$ 2,132,323</u>	<u>\$ 2,182,619</u>	<u>\$ 2,293,110</u>

**PRINT SHOP/WAREHOUSE - FUND 712**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ 95,423	\$ 116,431	\$ 116,431	\$ 116,431	\$ 140,943
<b>Revenues</b>					
Service Charges					
3802 Print Shop/Warehouse Chrgs	270,000	270,000	270,000	270,000	305,000
3807 Telephone Rental	35,000	35,000	35,000	35,000	35,000
<b>Total</b>	<u>305,000</u>	<u>305,000</u>	<u>305,000</u>	<u>305,000</u>	<u>340,000</u>
Other Revenue					
3711 Expense Reimbursement	221	-	-	116	-
<b>Total Current Operating Revenue</b>	<u>305,221</u>	<u>305,000</u>	<u>305,000</u>	<u>305,116</u>	<u>340,000</u>
<b>Total Available</b>	400,644	421,431	421,431	421,547	480,943
<b>Expenditures</b>					
Operating Expenditures					
Comm Dev-Maintenance	80,241	84,862	84,862	84,752	92,985
Finance and Administrative Services	203,972	218,744	218,744	195,852	244,714
<b>Total Expenditures</b>	<u>284,213</u>	<u>303,606</u>	<u>303,606</u>	<u>280,604</u>	<u>337,699</u>
<b>FUND BALANCE, JUNE 30</b>	<u>\$ 116,431</u>	<u>\$ 117,825</u>	<u>\$ 117,825</u>	<u>\$ 140,943</u>	<u>\$ 143,244</u>



**CITY OF CYPRESS**  
**FUND SUMMARIES**  
Fiscal Year 2019-20

**INFORMATION SYSTEMS - FUND 713**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ 339,703	\$ 339,522	\$ 339,522	\$ 339,522	\$ 372,123
<b>Revenues</b>					
Service Charges					
3805 Equipment Rental	50,000	50,000	50,000	50,000	-
3808 Information Systems/Website	837,000	884,600	884,600	884,600	957,700
Total	887,000	934,600	934,600	934,600	957,700
<b>Total Current Operating Revenue</b>	887,000	934,600	934,600	934,600	957,700
<b>Total Available</b>	1,226,703	1,274,122	1,274,122	1,274,122	1,329,823
<b>Expenditures</b>					
Operating Expenditures					
Finance and Administrative Services	887,181	961,810	961,810	901,999	949,251
<b>Total Expenditures</b>	887,181	961,810	961,810	901,999	949,251
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 339,522</b>	<b>\$ 312,312</b>	<b>\$ 312,312</b>	<b>\$ 372,123</b>	<b>\$ 380,572</b>

**CITY CAPITAL REPLACEMENT - FUND 721**

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	\$ 13,320,088	\$ 12,199,844	\$ 12,199,844	\$ 12,199,844	\$ 13,189,584
<b>Revenues</b>					
Service Charges					
3804 Vehicle Rental	181,000	287,100	287,100	287,100	234,180
3805 Equipment Rental	72,900	125,700	125,700	125,700	108,810
3806 Office Equipment Rental	250,000	269,100	269,100	269,100	263,250
Total	503,900	681,900	681,900	681,900	606,240
Other Revenue					
3700 Sale Real/Personal Prop	25,967	-	-	-	-
3738 Miscellaneous Revenue	-	39,167	39,167	-	-
Total	25,967	39,167	39,167	-	-
<b>Total Current Operating Revenue</b>	529,867	721,067	721,067	681,900	606,240
<b>Other Sources</b>					
Operating Transfers-In					
General Fund - 111	-	27,433	40,258	40,258	-
Narcotics Asset Seizure Fund - 281	-	56,476	133,518	133,518	2,400
Treasury Asset Seizure Fund - 283	120,841	-	-	-	-
Cable TV Franchise Agreement - 291	287,292	-	-	-	-
AB 2766 Trip Reduction Fund - 311	519,000	130,609	130,609	134,064	62,500
Technology Investment Fund - 731	19,048	9,100	9,100	-	177,900
Liability Self Insurance Fund - 760	-	-	25,872	-	-
<b>Total Other Sources</b>	946,181	223,618	339,357	307,840	242,800

# CITY OF CYPRESS FUND SUMMARIES

Fiscal Year 2019-20

## CITY CAPITAL REPLACEMENT - FUND 721 (continued)

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>Total Revenue &amp; Other Sources</b>	1,476,048	944,685	1,060,424	989,740	849,040
<b>Total Available</b>	14,796,136	13,144,529	13,260,268	13,189,584	14,038,624
<b>Uses</b>					
Capital Outlay/Other Expenditures	2,596,292	274,499	1,055,373	-	345,800
<b>Total Uses</b>	2,596,292	274,499	1,055,373	-	345,800
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 12,199,844</b>	<b>\$ 12,870,030</b>	<b>\$ 12,204,895</b>	<b>\$ 13,189,584</b>	<b>\$ 13,692,824</b>

## CITY TECHNOLOGY INVESTMENT FUND - FUND 731

	2017-18 Actual	2018-19 Adopted Budget	2018-19 Amended Budget	2018-19 Estimates	2019-20 Adopted
<b>FUND BALANCE, JULY 1</b>	<b>\$ 1,432,838</b>	<b>\$ 2,413,790</b>	<b>\$ 2,413,790</b>	<b>\$ 2,413,790</b>	<b>\$ 2,418,290</b>
<b>Revenue/Sources</b>					
Operating Transfers-In					
General - Fund 111	1,000,000	-	-	-	130,600
CRPD General - Fund 212	-	4,500	4,500	4,500	-
Total Transfers-In	1,000,000	4,500	4,500	4,500	130,600
<b>Total Revenue/Sources</b>	1,000,000	4,500	4,500	4,500	130,600
<b>Total Available</b>	2,432,838	2,418,290	2,418,290	2,418,290	2,548,890
<b>Uses</b>					
Operating Transfers-Out					
City Capital Replacement - Fund 721	19,048	9,100	9,100	-	177,900
CRPD Capital Replacement - Fund 725	-	4,500	4,500	-	-
Total Transfers-Out	19,048	13,600	13,600	-	177,900
<b>Total Uses</b>	19,048	13,600	13,600	-	177,900
<b>FUND BALANCE, JUNE 30</b>	<b>\$ 2,413,790</b>	<b>\$ 2,404,690</b>	<b>\$ 2,404,690</b>	<b>\$ 2,418,290</b>	<b>\$ 2,370,990</b>



## ABOUT CYPRESS

Located in the northwest corner of Orange County, bordering Los Angeles County, Cypress is approximately 10 miles from the California coast.



Incorporated	July 24, 1956
Land Area	6.61 square miles
Playgrounds	19

### DEMOGRAPHICS

Total Population	49,833
Age	
Age 18 and Over	73.0%
Age 65 and Over	10.6%
Median Age	41.9
Income	
Median Income	\$50,981
Median per Household	\$78,300
Housing	
Total Housing Units	16,194
People per Household	3.09
Homeowner Vacancy Rate	0.6%
Rental Vacancy Rate	2.6%
Labor Force	27,800
Unemployment Rate	3.4%
School Enrollment	3,957
Registered Voters	28,265

### GOVERNMENTAL STRUCTURE

Cypress is a charter city operating under a Council-Manager form of government. The City Council is elected at-large to perform the legislative and policy-making functions of local government. City Council terms of office are four years, and members are limited to serving a total of eight years. The City Council appoints a City Manager to serve as a full-time executive to carry out its established policies and oversee the City's day-to-day operations. The City Council also appoints the City Attorney and City Clerk. All department heads are appointed by, and report to, the City Manager. Board, commission and committee members are public officials of the legislative body appointed by the City Council to provide citizen input and recommendations.



## ABOUT CYPRESS

### TOP 25 SALES TAX GENERATORS

Arco AM/PM Mini Marts	Gosiger Machine Tools	Premier Displays & Exhibits
Arthrex	Home Depot	Primary Color Systems
Audio Visual Innovations	Kaeser Compressors	Ralph's Grocery Company
Auto Republic	Mary Kay	Ross Stores
Chevron Service Stations	Mobil Service Stations	Shaw Industries
Christie Digital Systems USA	Mori Seiki USA	Stater Bros Markets
Costco Wholesale	Olive Garden Restaurant	Target Stores
Diasorin Molecular	Paramount Imaging Systems	Verizon Wireless
FujiFilm North America		

### TOP 10 PROPERTY TAX PAYERS

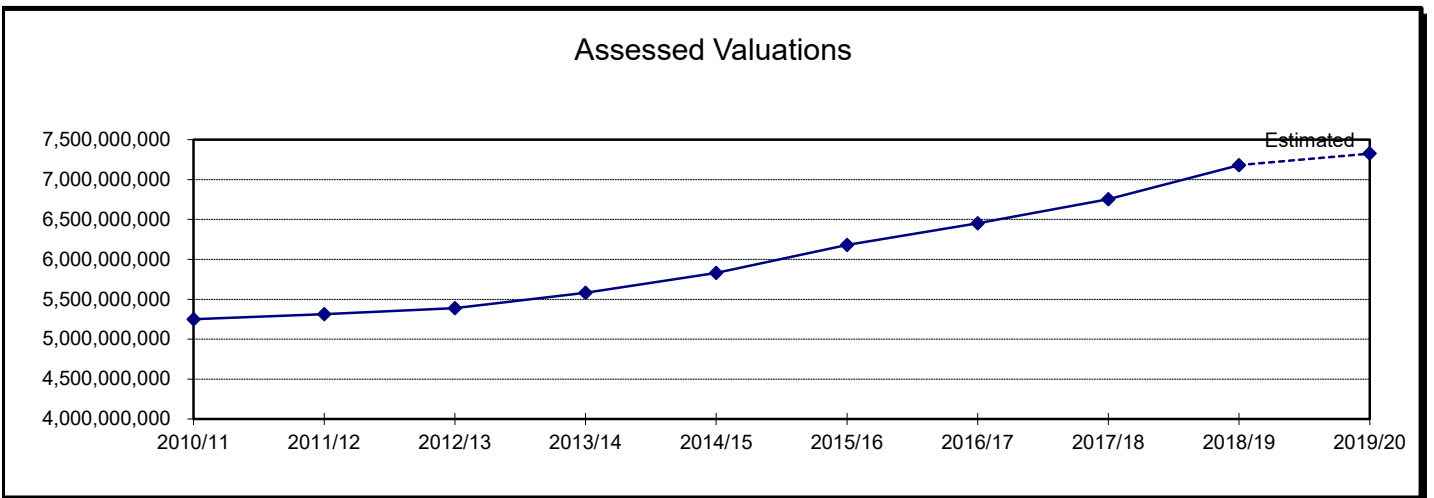
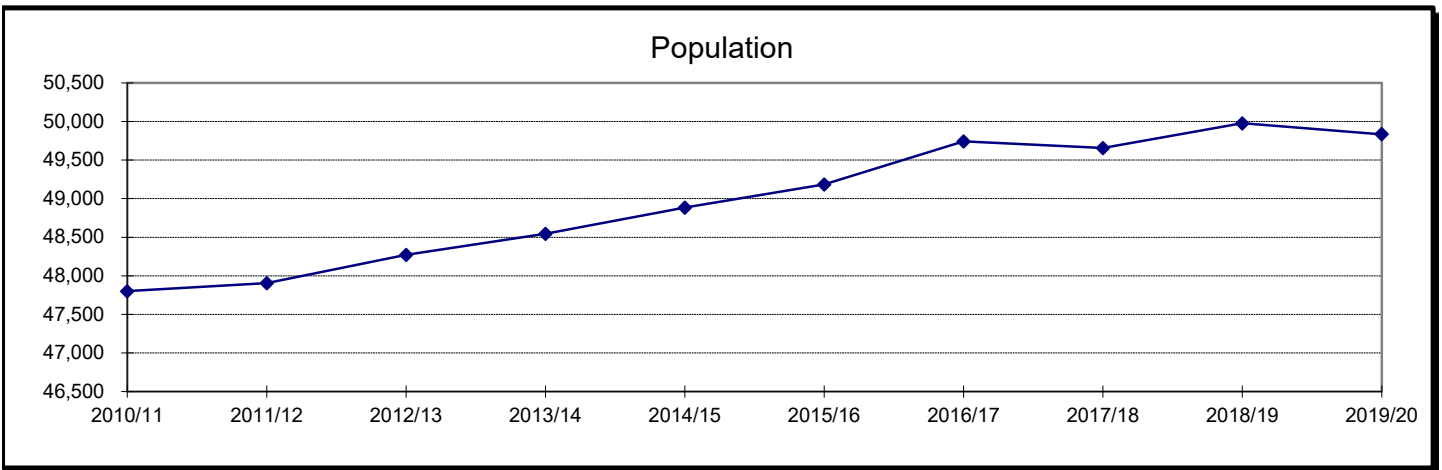
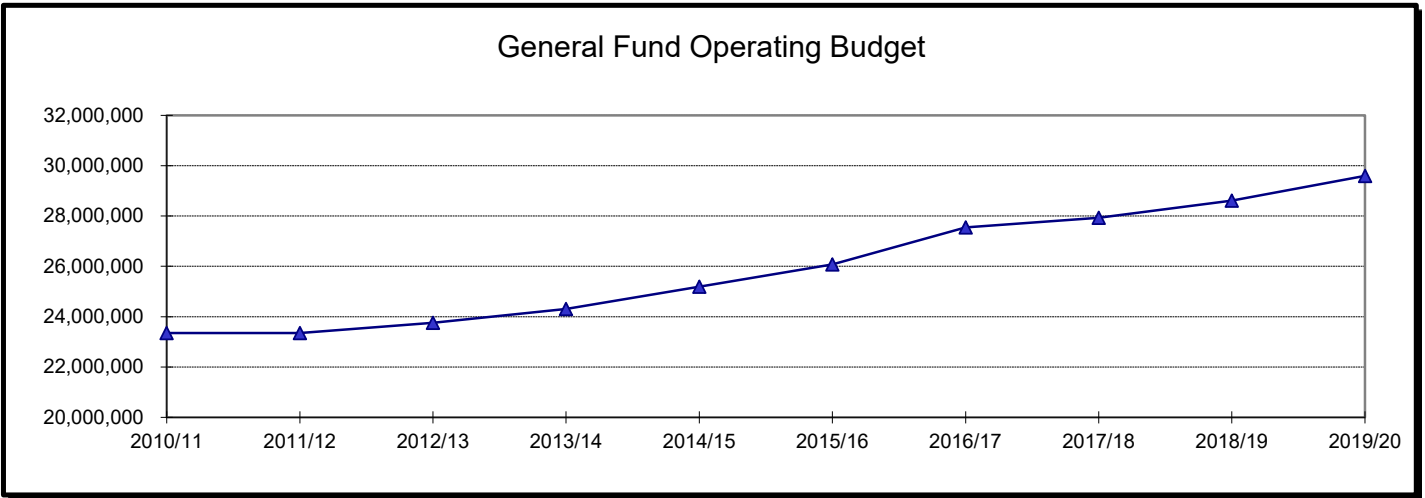
C33 LLC	IHP Los Alamitos Owner LLC	Mitsubishi Motor Sales
Cypress Corporate Center	Inland American Cypress Katella	Warland Investments
Cypress Distribution Center	Los Alamitos Racecourse	Yamaha Motor Corp USA
G & IX Cypress Campus LP		

### PRINCIPAL EMPLOYERS

C & D Zodiac	Los Alamitos Racecourse	Trident University Intl
Costco – Cypress	Primary Color Systems	UnitedHealth Group
Cypress College	Siemens	Yamaha Motor Corp USA
Hybrid Promotions LLC		



# CITY OF CYPRESS TEN YEAR TREND ANALYSIS



*Fiscal Year 2019/20 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>
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
2019-20	49,833		29,596,181	594	40,786,248	818

\* 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%	-
<b>Subtotal - City/CRPD Share</b>	<b>16.71%</b>	<b>\$ 836</b>
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
<b>Subtotal - All Others</b>	<b>83.29%</b>	<b>\$ 4,165</b>
<b>Total</b>	<b>100.00%</b>	<b>\$ 5,000</b>

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.





## 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.